

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

17 MARCH 2020

2020/21 BUDGET AND PROGRAMME

JOINT REPORT BY DIRECTOR AND TREASURER

This report updates the Partnership on Scottish Government and partner Council contributions towards the Partnership's 2020/21 Revenue Budget and seeks approval of a revised 2020/21 Core Revenue Budget and proposed 2020/21 RTS Revenue and Capital Programmes.

1 RECOMMENDATIONS

1.1 That the Partnership :-

- (i) notes partner Councils' requested Revenue contributions towards the 2020/21 Core Budget;
- (ii) notes the award of Scottish Government Grant in Aid of up to £522,750 in 2020/21;
- (iii) approves a revised 2020/21 Core Budget as detailed in Appendix A;
- (iv) approves an initial 2020/21 RTS Revenue Programme budget as detailed in sections 3.7 – 3.37 of the report and agrees to consider approval of a finalised 2020/21 Programme at the Partnership's next meeting on 16 June 2020; and
- (v) notes the potential 2020/21 Capital Income, approves the criteria for identifying suitable projects and agrees to receive a further report at its next meeting.

2 BACKGROUND

2.1 At its meeting on 17 December 2019 the Partnership approved a Core Revenue Budget for financial year 2020/21 and agreed to request that constituent Councils make provision for their respective funding contributions within their 2020/21 Revenue Budgets (Report RTP/19/45 refers). At that time the Partnership also noted an anticipated Scottish Government Grant in Aid award of £522,750 in 2020/21, maintaining the current annual level of Grant in Aid funding.

3 DISCUSSION

2020/21 Core Revenue Budget

3.1 Due to the UK Election in December 2019 there has been a delay in setting the Scottish Government Budget for 2020/21 with the budget presented to Scottish Parliament on 6 February 2020 and Stage 3 of Parliamentary scrutiny was completed on 5 March 2020. This has also affected partner Local Authorities' budget setting for 2020/21 with Local Authorities required to set budgets by 11 March 2020.

3.2 Tactran received an offer of Grant-in-Aid for up to £522,750 from Transport Scotland on 6 March 2020. Partner Councils have now approved their 2020/21 Revenue Budgets and it is understood that all Councils have made provision for contribution of their respective shares of the Partnership's Core operating costs, based upon the 2020/21 Budget approved on 17 December 2019, as follows:-

Angus Council	£ 23,595
Dundee City Council	£ 29,265
Perth & Kinross Council	£ 31,210
Stirling Council	£ 18,950

3.3 The 2020/21 Core Revenue Budget, as approved on 17 December 2019 is detailed in Appendix A.

3.4 The previously approved Core budget assumed a continuation of the staffing structure, taking into account the Strategy Officer (Sustainable Transport) paternity leave and cover provision by Merry Scott Consulting. Following the Partnership meeting on 17 December 2019, Tactran's Administrative Assistant, Muriel Muirhead application for Voluntary Retirement was approved and with the Administrative Assistants duties accommodated within the other staff duties, providing a Staff Cost saving of £23,362 in 2020/21.

3.5 Third Party Payments have been increased by £1,820 to reflect the increase in the Audit Fee for 2019/20.

3.6 There are no other proposed revisions to the Core budget, as approved on 17 December 2019.

2020/21 RTS Revenue Programme

3.7 The Regional Transport Strategy (RTS) Revenue Programme is funded largely from Scottish Government's Grant in Aid allocation, supplemented by any additional contributions identified or secured from other funding sources.

- 3.8 Transport Scotland has confirmed the award of Scottish Government Revenue Grant in Aid of up to £522,750 for 2020/21. This maintains for a further year the annual level of Grant in Aid received since 2012/13.
- 3.9 The 2020/21 Core Budget provides for £373,518 of Scottish Government Grant in Aid being allocated towards Core costs, leaving a balance of £149,232 Grant-in-Aid available to support RTS implementation next financial year. This amount will be supplemented by currently projected Deferred Income of £11,882 arising from final variances in the 2019/20 Core and Revenue Programme budgets, as discussed in the separate report on 2019/20 Programme and Monitoring. The provisional 2020/21 RTS Programme budget is therefore £161,114 subject to confirmation of final 2019/20 expenditure.
- 3.10 A proposed initial programme allocation of the anticipated budget of £161,114 which provides for maintaining momentum on existing RTS commitments and projects and anticipated emerging priorities over the coming year, is summarised in the table and paragraphs below:

RTS Project/Strategy	2020/21 Allocation
Development of RTS and Delivery Plan	£7,000
Strategic Connectivity	£15,000
Health & Transport	£12,000
Active Travel	£19,000
Travel Planning	£13,000
Buses	£1,000
Park & Ride	£5,000
Rail	£3,000
Freight	£5,000
Travel Information	£59,000
Climate Change	£10,000
Contingency	£12,114
Total	£161,114

- 3.11 As indicated in the separate report on 2019/20 budget and programme, this amount will be supplemented by further grant award income of up to £886,872 from the following sources:
- Scottish Government LRDF Grants for Stirling Strategic Park & Ride Study, Bridge of Earn Transport Appraisal, Tay Cities Park & Choose Strategy (£75,281, £55,600 and £88,750 respectively).
 - ENABLE MaaS project including Scottish Government grant, other partners funding and revenue income (£667,241).
- 3.12 In addition, it is anticipated that Scottish Government will provide up to £55,000 for maintenance and development of the Travelknowhow Scotland website and discussions are underway with Paths for All and partner RTPs regarding funding to extend the pilot period for the Travelknowhow Scotland App, Right Track.

- 3.13 Further opportunities for other income will be pursued throughout 2020/21.

Development of RTS and Delivery Plan

- 3.14 The proposed budget of £7,000 allows for annually recurring costs associated with statutory monitoring and reporting on the Regional Transport Strategy and Tactran's Digital Marketing Strategy.

Strategic Connectivity

- 3.15 The proposed budget of £15,000 makes provision for supporting Regional Transport Working Groups and City Deals for the Tay Cities and Stirling & Clackmannanshire city-regions, which it is envisaged the Partnership will have a key role in supporting during the months and years ahead, and for inputting to and influencing the ongoing review and updating of the Strategic Transport Projects Review (STPR).
- 3.16 The Partnership has previously contributed a total of £140,000 towards the costs of developing the Tay Cities Regional Transport Model in partnership with the Tay Cities Deal Councils and Transport Scotland. It is anticipated that a further £12,500 will be required in 2020/21 to complete and maintain the model.

Health & Transport

- 3.17 The proposed allocation of £12,000 provides for a recurring allocation towards the annual Safe Drive/Stay Alive road safety campaign in all four partner Council areas in support of Community Safety Plans.

Active Travel

- 3.18 The proposed allocation of £19,000 includes provision for continued full year costs towards appointment of the embedded Regional Cycle Training & Development Officer in partnership with Cycling Scotland.

Travel Planning

- 3.19 The proposed allocation of £13,000 allows for recurring costs for development and maintenance of regional and local Liftshare websites and continuation of the Travelknowhow Scotland App (Right Track) pilot.
- 3.20 As outlined above it is anticipated that this budget heading will be supplemented by additional Scottish Government grant of up to £55,000 to support continued maintenance and development of the Travelknowhow Scotland travel planning website.
- 3.21 A further £24,000 is also being sought from Paths for All to extend the pilot use of the Travelknowhow Scotland App, with a further requested £20,500 being sought from partner RTPs, with Tactran providing £3,500.

Buses

- 3.22 The proposed allocation of £1,000 provides for maintenance and potential development of the regional Thistle Assistance Card.

Park & Ride

- 3.23 As separately reported, Tactran in partnership with Stirling Council has been successful in being awarded funding from Transport Scotland's Local Rail Development Fund (LRDF) to take forward an appraisal of Strategic Park & Ride at Stirling, which is now being taken forward through the Stage 2 Outline Appraisal process.
- 3.24 Tactran was also successful in being awarded LRDF funding for Tay Cities Park & Choose Strategy, which is considering Park & Choose opportunities along the Montrose – Perth Corridor for both rail and bus. This study, which began in 2019/20 is currently progressing the Case for Change.
- 3.25 Fife Council, in partnership with Dundee City Council and Tactran, was awarded funding through a Low Emission Zones fund in 2019/20 to develop the business case and design of a Park & Choose facility at the Tay Road Bridgehead and it is intended that this work will feed into the ongoing STPR review, through the Tay Cities Regional Transport Working Group.
- 3.26 As Park & Ride at Dundee and Perth are considered to be a priority for the Tay Cities region, it is considered that the Tay Cities Regional Transport Working Group will be best placed to take forward these Park & Ride proposals.
- 3.27 Given the significant external funding that has been awarded for Park & Choose projects, a limited allocation of £5,000 has been provided within the RTS budget.

Rail

- 3.28 The proposed allocation of £3,000 provides for ongoing membership by Tactran and partner Councils of the East Coast Mainline Authorities (ECMA) consortium.
- 3.29 In addition, Scottish Government is providing Local Rail Development Fund (LRDF) grants for Stirling Strategic Park & Ride Study; Bridge of Earn Transport Appraisal and Tay Cities Park & Choose Strategy with up to £77,030, £42,200 and £88,750 available respectively in 2020/21 to continue the three appraisals.

Freight

- 3.30 The proposed allocation of £5,000 allows for continuing support for Stirling and Tayside Timber Transport Group and other freight initiatives such as Lorry Route freight mapping in consultation with the Regional Freight Quality Partnership.

Travel Information Strategy

- 3.31 The proposed budget of £59,000 allows for Tactran's contribution towards the ENABLE Mobility as a Service (MaaS) project, as reported separately to this meeting. In addition, an allowance of £4,000 is provided in support for the Get on the Go Tayside social media campaign.

Climate Change

- 3.32 The proposed budget of £10,000 provides an allowance to support the development and implementation of the Regional Electric Vehicle Strategy and Delivery Plan, in partnership with all 4 constituent Councils. Angus and Perth & Kinross Councils are also providing financial contributions.
- 3.33 In addition, Tactran's Transport Carbon Assessment identifies 6 key priority mitigation areas where Tactran has significant potential to contribute to or support reduction in transport carbon emissions, as follows: low carbon vehicles and infrastructure; eco-driving; Travel Planning; supporting road based public transport; supporting rail improvements; influencing travel demand and behaviour.
- 3.34 Many of these are cross-cutting and the budget allocations under Health and Transport, Active Travel, Travel Planning, Buses and Rail will contribute towards achieving Tactran's Climate Change duties.

Contingency

- 3.35 It is proposed that the balance of £12,114, around 7.5% of budget, is retained as a general Revenue Budget contingency to accommodate other emerging priorities and opportunities.
- 3.36 Proposals for full allocation of the available RTS Programme Budget for 2020/21, incorporating the final position in relation to Deferred Income from 2019/20 and other anticipated income will be reported to the Partnership's next meeting on 16 June 2020.
- 3.37 The Partnership is asked to approve the indicative 2020/21 RTS Revenue Programme, as detailed above.

2020/21 Capital Income

Active Travel Grant

- 3.38 Tactran and Sustrans have been working in partnership to promote and deliver active travel projects in the Tactran region through the Active Travel Grant (ATG) scheme since 2014/15. The ATG has been designed to reflect and support Sustrans' Places for Everyone scheme and associated criteria, and implementation of the Tactran Regional Strategy Refresh 2015-2036, in particular Strategy 5.3 Active Travel. To date the ATG has awarded approximately £750,000 grant funding.
- 3.39 In 2019/20 a targeted approach to projects seeking ATG funding was adopted to provide a more focussed use of funds, with active travel projects that improved access to NHS and Higher and Further Education establishments prioritised. Following discussion with partner organisations it has been agreed to continue with this targeted approach in 2020/21 but widening out Education to cover all tiers of Educational establishments, including schools.
- 3.40 The Partnership is asked to approve the criteria for identifying 2020/21 Tactran Active Travel Grant projects.
- 3.41 It is anticipated that a minimum of £100,000 will be provided by Sustrans to take forward Tactran's Active Travel Grant scheme in 2020/21. A further report on progress in identifying and agreeing ATG projects will be provided at the next Partnership meeting.

Regional Active Travel Development Fund

- 3.42 Following consultation with constituent Council officers, Tactran has confirmed to Scottish Government that a further £133,400 will be sought through the Regional Active Travel Development Fund (RATDF) grant in 2020/21 covering either:
- taking forward the recommendations of the 13 active travel audits undertaken at key settlements across Angus, Dundee, Perth & Kinross and Stirling Council areas;
 - developing and implementing key routes within the Tactran Regional Walking and Cycling Network (TRWCN);
 - developing and implementing access to key regional services within the Tactran Region
- 3.43 The Partnership is asked to approve the criteria for identifying 2020/21 Regional Active Travel Development Fund projects.
- 3.44 A further report on progress in identifying and agreeing RATDF projects will be provided at the next Partnership meeting.

- 3.45 The Partnership is asked to note the potential 2020/21 Capital Income and agree to receive a further report at its next meeting.
- 3.46 In addition to the potential Capital Income set out above for Active Travel, Scottish Government provides continued grant funding to our constituent Councils to implement Cycling, Walking and Safer Streets (CWSS) projects and in 2020/21 have increased this financial commitment by £15m throughout all Scottish Councils, with Tactran's constituent Councils receiving an additional £1.408m between them.

4 CONSULTATIONS

- 4.1 The report has been prepared in consultation with the Transportation Officers Liaison Group and Public Transport Officers Liaison Group

5 RESOURCE IMPLICATIONS

- 5.1 The main resource implications are addressed within the report.

6 EQUALITIES IMPLICATIONS

- 6.1 This report has been screened for any policy implications in respect of Equality Impact Assessment and no major issues have been identified.

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Director

Scott Walker
Treasurer

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NOTE

The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing this Report.

Reports to Partnership RTP/19/45, 2020/21 Core Revenue Budget and RTP/19/46, 2019/20 Budget and Monitoring, 17 December 2019.

	Approved 2020/21 Budget £	Proposed 2020/21 Budget £
<u>Income</u>		
Scottish Gov Grant Revenue	395,060	373,518
Deferred Income	0	0
Angus Council	23,595	23,595
Dundee City Council	29,265	29,265
Perth & Kinross Council	31,210	31,210
Stirling Council	18,950	18,950
Other Income	2,230	2,230
	<u>500,310</u>	<u>478,768</u>
<u>Expenditure</u>		
<u>Staff Costs</u>		
Salary GP	312,966	294,176
Salary Supn	53,954	50,760
Salary NI	34,445	33,067
Training/Conferences	1,200	1,200
Subscriptions	330	330
	<u>402,895</u>	<u>379,533</u>
<u>Property Costs</u>		
Energy	4,290	4,290
Cleaning	2,000	2,000
Maintenance	500	500
Rent	13,400	13,400
	<u>20,190</u>	<u>20,190</u>
<u>Supplies and Services</u>		
Office Consumables	4,125	4,125
Communications	2,500	2,500
Insurance	5,800	5,800
Information Technology	2,200	2,200
Hospitality	700	700
Board Expenses - misc.	1,000	1,000
	<u>16,325</u>	<u>16,325</u>
<u>Transport Costs</u>		
Travel and Subsistence	1,800	1,800
Public Transport	3,500	3,500
Expenses - Board Members	1,000	1,000
	<u>6,300</u>	<u>6,300</u>
<u>Third Party Payments</u>		
Audit Fees External	9,900	11,720
PKC Finance Service	14,000	14,000
PKC Secretariat Service	8,000	8,000
PKC Legal Services	3,000	3,000
PKC IT Services	8,250	8,250
Other Third Party Payments	11,450	11,450
	<u>54,600</u>	<u>56,420</u>
Gross Expenditure	<u>500,310</u>	<u>478,768</u>
Net Expenditure	-	-