

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**15 JUNE 2021****2021/22 BUDGET AND MONITORING****JOINT REPORT BY DIRECTOR AND TREASURER**

This report provides a monitoring update on the Partnership's Revenue and Capital expenditure and seeks the Partnership's approval of a revised 2021/22 RTS Revenue Programme.

1 RECOMMENDATIONS**1.1 That the Partnership:**

- (i) notes the position regarding Core Revenue expenditure as at 31 April 2021 as detailed in Appendix A;
- (ii) notes progress on and approves the 2021/22 RTS Revenue Programme and related expenditure as discussed within the report and detailed in Appendices B and C; and
- (iii) notes progress on the 2021/22 Capital Programme and related expenditure as discussed within the report and detailed in Appendix D.

2 BACKGROUND

- 2.1 At its meeting on 15 December 2020 the Partnership approved a Core Revenue Budget for financial year 2021/22 and agreed to request that constituent Councils make provision for their respective funding contributions within their 2021/22 Revenue Budgets (Report RTP/20/42 refers). At that time the Partnership also noted an anticipated Scottish Government Grant in Aid award of £522,750 in 2021/22, maintaining the current annual level of Grant in Aid funding.
- 2.2 At its meeting on 16 March 2021 the Partnership agreed that any final year underspend in 2020/21 RTS Revenue Programme funding be carried forward to supplement the 2021/22 Revenue Budget Programme (Report RTP/21/04 refers).
- 2.3 Furthermore, at its meeting on 16 March 2021 the Partnership noted the Partner Councils' approval of requested Revenue contributions towards the approved 2021/22 Core Budget and confirmed award of Scottish Government Grant in Aid of up to £522,750 in 2021/22. At the same meeting the Partnership approved an initial 2021/22 Regional Transport Strategy (RTS) Revenue Programme and agreed to receive a report on a finalised 2021/22 RTS Programme at its next meeting (Report RTP/21/05 refers).

- 2.4 Also at its March 2021 meeting the Partnership was informed that it was anticipated that a minimum of £233,400 Capital funding will be available to Tactran for Active Travel projects in the 2021/22 financial year, comprising a minimum allocation of £100,000 from Sustrans during the 2021/22 and a further £133,400 from Scottish Government through a Regional Active Travel Development Grant in 2021 (RATDF) (Report RTP/21/05 refers).

3 DISCUSSION

2021/22 Core Revenue Budget

- 3.1 The approved Core Budget and expenditure to 30 April 2021 and projected expenditure to the financial year end are shown in Appendix A.
- 3.2 Following closure of the 2020/21 annual accounts, opening reserves have been finalised resulting in an opening balance of £21,486 for 2021/22. It should be noted that the opening reserve contains £14,486 unearmarked reserve and £7,000 earmarked for re-location allowance.
- 3.3 As can be seen in Appendix A, the Partnership is projecting a closing reserves position of £17,086 which achieves the 3-5% of core budget expenditure target outlined in the Reserves Policy (Report RTP/20/28). At this stage in the financial year the projected outturn remains in line with the approved budget and further updates will be provided at future Partnership meetings.

2021/22 RTS Revenue Programme

- 3.4 At its meeting on 16 March 2021, the Partnership approved an initial 2021/22 Regional Transport Strategy (RTS) Revenue Programme based on a budget of £172,333 provided from the balance of Scottish Government Grant in Aid and other anticipated income (Report RTP/21/05 refers).
- 3.5 As reported separately to this meeting, the unaudited Accounts for 2020/21 include a final reserve amount of £80,870 to supplement the 2021/22 RTS Revenue budget. This is a £38,979 increase on the projected underspend of £41,891 reported at the Partnership meeting on 16 March 2021. The movement is largely due to slippage in RTS Story Map and Tactran website update, and to an increase in the anticipated external funding spend on the MaaS project during 2020/21. The Tactran MaaS allocation for 2020/21 was £56,750, of which £24,086 has been utilised resulting in £32,664 remaining available for future years. The funding profile for Tactran's contribution to the MaaS project has been rephased and the original £55,000 contribution in 2021/22 is revised to £87,664.
- 3.6 Overall, the Reserve provides a revised budget of £211,312 available to fund RTS implementation work this financial year. In addition, other income of £709,553 as outlined in Appendix B has been secured to supplement the RTS Revenue budget.

- 3.7 RTS programme expenditure to 30 April 2021 and projected expenditure to the financial year end is shown in Appendix C. Progress on individual elements of the RTS Revenue programme are outlined below.

Development of RTS and Delivery Plan (Total Budget £29,500)

- 3.8 This provision allows for annually recurring costs associated with statutory monitoring and reporting on the Regional Transport Strategy. It also includes for costs for promotion of Tactran, as outlined in the Digital Marketing Strategy and allowance for an upgrade of the Tactran.gov website. In addition, a further allowance is made for consultancy support in developing the new Regional Transport Strategy, including the completion on the Main Issues Report on-line Story Map.
- 3.9 To date there has been £5,417 expenditure committed under this budget heading.

Strategic Connectivity (£25,000)

- 3.10 Tactran officers continue to support Regional Transport Working Groups and City Deals for the Tay Cities and Stirling & Clackmannanshire city-regions. It is envisaged the Partnership will have a key role in supporting these groups during the months and years ahead and assist in contributing and influencing the ongoing review and updating of the Strategic Transport Projects Review (STPR).
- 3.11 The Partnership has previously contributed a total of £151,095 towards the costs of developing the Tay Cities Regional Transport Model up to end of 2020/21 in partnership with the Tay Cities Deal Councils and Transport Scotland. An annual sum of £50,000 is required to maintain the model, with Transport Scotland providing 50%, Tactran 25 % and Tay Cities Councils 25% annually. Therefore, this provision of £12,500 provides Tactran's contribution in 2021/22 to maintain the model.
- 3.12 To date there has been no expenditure under this budget heading.

Health & Transport (£12,000)

- 3.13 This allocation 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.
- 3.14 Scottish Fire and Rescue Service lead on planning the Safe Drive Stay Alive events, but rely on funding support from Tactran, Local Authorities and NHS. In addition to direct financial support Local Authorities assist with booking and financing venues as well as transporting pupils from schools to venues.
- 3.15 To date there has been no expenditure under this budget heading.

Active Travel (£236,075)

- 3.16 This allocation includes provision for continued full year costs towards appointment of the embedded Regional Cycle Training & Development Officer in partnership with Cycling Scotland.
- 3.17 In addition, in 2020/21 Tactran was awarded £250,000 from Sustrans' Spaces for People initiative to monitor the impact of Covid-19 pandemic on travel in the Tactran region. Of this funding, £165,075 has been carried forward into 2021/22 with the surveys completed by end of May 2021. This has been supplemented by a further £52,000 secured from Sustrans to undertake further monitoring during 2021/22. The monitoring has been used to assess the impact of Spaces for People infrastructure implemented by Tactran's constituent Councils and also to assess the trends in our towns/cities by undertaking behaviour and attitude monitoring. It is intended to provide a report on the monitoring undertaken up until the end of May at the next Partnership meeting in September.
- 3.18 To date there has been £122,214 committed under this budget heading.

Travel Planning (£65,310)

- 3.19 This allocation allows for recurring costs of approximately £9,500 for development and maintenance of regional and local Liftshare websites, plus an allowance for a contribution to developing a Travelknowhow Scotland App and to support and encourage the development of Travel Planning initiatives.
- 3.20 As shown in Appendix B, this budget heading is supplemented by additional Paths for All, Smarter Choices Smarter Places grant of up to £55,810 to support continued maintenance and development of the Travelknowhow Scotland travel planning website.
- 3.21 To date £30,537 expenditure has been incurred with a further £34,700 committed under this budget heading.

Buses (£2,750)

- 3.22 This allocation provides for maintenance and potential development of the regional Thistle Assistance Card.
- 3.23 The Thistle Assistance [website](#) and app was developed and launched during financial year 2019/20 with Sustrans leading on this joint RTP initiative. The website has subsequently been updated to provide safe social distancing travel advice and to provide additional assistance for those unable to wear face masks.
- 3.24 To date there has been no expenditure under this budget heading.

Park & Ride (£5,000)

- 3.25 There are a number of initiatives that are considering how to best advance Park & Ride facilities in the Tactran region.
- 3.26 In addition to the Local Rail Development Fund (LRDF) funding awarded by Transport Scotland for developing Strategic Park & Ride at Stirling; investigation of a new rail station at Bridge of Earn and a Tay Cities Park & Choose Strategy (see rail section below), the Forth Valley and Tayside Bus Alliances have included development of Mobility Hubs/Park & Ride sites around Dundee, Perth and Stirling as part of their bids to the Bus Partnership Fund, with the Tayside Bus Alliance including the Tay Road Bridgehead Park & Choose facility as a 'quick win' project.
- 3.27 However, in addition to this, a small allowance of £5,000 has been included within the RTS revenue budget, to provide some 'seed' funding should this be required.
- 3.28 To date there has been no expenditure under this budget heading.

Rail (£184,787)

- 3.29 This allocation provides for ongoing membership by Tactran and partner Councils of the East Coast Mainline Authorities (ECMA) consortium and also includes external grant funding secured from Transport Scotland's Local Rail Development Fund (LRDF) for three projects: Stirling Strategic Park & Ride; Bridge of Earn Transport Appraisal and Tay Cities Park & Choose Strategy. Up to £67,229, £36,231 and £78,327 is available respectively in 2021/22 to continue the three appraisals, aiming for all to be completed by March 2022.
- 3.30 Both Stirling Strategic Park & Ride Strategy and Bridge of Earn Transport Appraisal have completed the Case for Change and Preliminary Options Appraisal stages of the STAG (Scottish Transport Appraisal Guidance) assessment and have commenced the Detailed Appraisal stage. The Tay Cities Park & Choose Strategy remains at the Case for Change stage, with this due to be resubmitted to Transport Scotland imminently.
- 3.31 To date there has been no expenditure under this budget heading.

Freight (£5,000)

- 3.32 The allocation provides for continuing support for Stirling and Tayside Timber Transport Group and other freight initiatives such as Lorry Route HGV/LGV mapping in consultation with the Regional Freight Quality Partnership.
- 3.33 To date there has been no expenditure under this budget heading.

Travel Information Strategy (£336,881)

- 3.34 This allocation provides for the ENABLE Mobility as a Service (MaaS) project. In addition, an allowance of £7,000 is provided in support for the Get on the Go Tayside social media campaign.
- 3.35 As previously reported (Reports RTP/20/13 and RTP/20/25 refer) Transport Scotland awarded Tactran £550,112 from the Mobility Innovation Fund (MIF) to take forward the ENABLE MaaS Project. This includes three pilot projects in partnership with NHS Tayside, Loch Lomond and the Trossachs National Park and Dundee and Angus College.
- 3.36 Of the £550,112 (MIF) fund £143,415 remains to fund this project in 2021/22. Further external funding of £45,000 from Paths for available in 2021/22. Tactran is contributing a total of £120,000 to the project, with £87,664 included under this budget heading in 2021/22 for this purpose. To fund additional features (e.g. a new app), Perth & Kinross Council have identified up to £50,000 subject to the award of City Deal funding to the Broxden low carbon transport and travel hub project. A full update on this project is reported separately to this meeting.
- 3.37 To date there has been £16,090 expenditure committed under this budget heading.

Climate Change (£5,000)

- 3.38 This allocation provides for the further development and implementation of the Regional Electric Vehicle Strategy and Delivery Plan, in partnership with all 4 constituent Councils.
- 3.39 The Regional EV Strategy was approved by the Partnership in September 2019 with the associated Delivery Plan being approved by the Partnership in June 2020. A steering group comprising officers from Tactran, the 4 constituent Councils and Transport Scotland, supported by Urban Foresight, continue to take forward actions within the Delivery Plan. An update on progress in delivering the actions contained within the Delivery Plan and an outline of the next steps is provided within the Director's Report to this meeting.
- 3.40 To date there has been no expenditure under this budget heading.

Contingency (£13,562)

- 3.41 A contingency of £13,562 is available. It is proposed that this allocation is retained meantime as a general Revenue Budget contingency to accommodate other emerging priorities and opportunities.
- 3.42 The Partnership is asked to note progress on and approve the 2021/22 RTS Revenue Programme, as outlined above and detailed in Appendices B and C.

2021/22 Capital Programme

- 3.43 At its meeting on 16 March 2021 the Partnership noted that it was anticipated that a minimum of £233,400 Capital Funding will be available to Tactran for Active Travel projects in 2021/22. At the same meeting the Partnership approved the following criteria:
- take forward the recommendations of the 13 active travel audits undertaken at key settlements across Angus, Dundee, Perth & Kinross and Stirling Council areas;
 - develop and implement key routes within the Tactran Regional Walking and Cycling Network (TRWCN);
 - develop and implement access to key services within the Tactran Region
- 3.44 A separate report to this meeting provides a progress report in identifying and agreeing projects for implementation in 2021/22 and Appendix D provides a summary of the finance allocated to date.
- 3.45 The Partnership is asked to note progress on the 2021/22 Capital Programme, as outlined above and detailed in Appendix D.

4 CONSULTATIONS

- 4.1 The report has been prepared in consultation with the Regional Transport 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.

Mark Speed
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.

Report to Partnership RTP/20/13, Mobility as a Service: ENABLE Pilot, 17 March 2020

Report to Partnership RTP/20/25, Directors' Report, 16 June 2020

Report to Partnership RTP/20/28, RTP Finances: General Fund Reserves, 15 September 2020

Report to Partnership RTP/20/42, 2021/22 Core Revenue Budget, 15 December 2020

Report to Partnership RTP/21/04, 2020/21 Budget and Monitoring, 16 March 2021

Report to Partnership RTP/21/05, 2021/22 Budget and Programme, 16 March 2021

Tactran Income and Expenditure Account
Revenue
2021/22
Detailed Statement - Core

Appendix A

	Budget	Actuals to 30	Projected	Actual
	£	April 2021	Outturn	Variance to
Income	£	£	2021/22	Budget
			£	£
Scottish Government Grant Revenue Received	392,308	130,000	392,308	0
Council Req's Revenue Rec'd	103,020	7,316	103,020	0
Interest Received	0	0	0	0
Other Income	0	0	0	0
	495,328	137,316	495,328	0
Expenditure				
<u>Staff Costs</u>				
Salary GP	316,509	25,531	316,509	0
Salary Supn	52,617	4,221	52,617	0
Salary NI	35,477	2,917	35,477	0
Training/Conferences	1,200	0	1,200	0
Subscriptions	330	0	330	0
	406,133	32,669	406,133	0
<u>Property Costs</u>				
Energy	4,290	147	4,290	0
Cleaning	2,000	0	2,000	0
Maintenance	500	0	500	0
Rent	13,490	2,248	13,490	0
	20,280	2,395	20,280	0
<u>Supplies and Services</u>				
Office Consumables	4,125	9	4,125	0
Communications	2,500	261	2,500	0
Insurance	7,100	4,726	7,100	0
Information Technology	2,200	11	2,200	0
Hospitality	700	0	700	0
Board Expenses - misc.	500	0	500	0
	17,125	5,007	17,125	0
<u>Transport Costs</u>				
Travel and Subsistence	1,500	0	1,500	0
Public Transport	2,800	0	2,800	0
Expenses - Board Members	500	0	500	0
	4,800	0	4,800	0
<u>Third Party Payments</u>				
Audit Fees External	16,340	0	16,340	0
PKC Finance Service	14,000	0	14,000	0
PKC Secretariat Service	8,000	0	8,000	0
PKC Legal Services	3,000	0	3,000	0
PKC IT Services	8,250	0	8,250	0
Other Third Party Payments	1,800	0	1,800	0
	51,390	0	51,390	0
Gross Expenditure	499,728	40,071	499,728	0
Net Income/(Expenditure)	(4,400)	97,245	(4,400)	0

Third Party Contributions 2021/22
RTS Revenue

	Project		Transport Scotland	Dundee City Council	Perth & Kinross Council	Stirling Council	Angus Council	Fife Council	Sustrans	Paths for All	Total Contributions 2021/22
Development of RTS & Delivery Plan		Received									£0
		Committed									£0
		Total									£0
Strategic Connectivity	Tay Cities Regional Transport Model	Received									£0
		Committed		£3,572	£3,572		£3,572	£1,784			£12,500
		Total		£3,572	£3,572		£3,572	£1,784			£12,500
Health and Transport		Received									£0
		Committed									£0
		Total									£0
Active Travel	Spaces for People - Monitoring	Received									£0
		Committed							£217,075		£217,075
		Total						£217,075			£217,075
Travel Planning	TravelKnowHow Scotland - Website/Marketing	Received									£0
		Committed								£55,810	£55,810
		Total								£55,810	£55,810
Buses Strategy		Received									£0
		Committed									£0
		Total									£0
Park & Ride		Received									£0
		Committed									£0
		Total									£0
Rail	LRDF Stirling South Park & Ride Study	Received									£0
		Committed	£67,229								£67,229
		Total	£67,229								£67,229
	LRDF Bridge of Earn Transport Appraisal	Received									£0
Committed		£36,231								£36,231	
	Total	£36,231								£36,231	
LRDF Tay Cities P&R Study	Received									£0	
	Committed	£78,327								£78,327	
	Total	£78,327								£78,327	
Freight		Received									£0
		Committed									£0
		Total									£0
Travel Information	Get on The Go Social Media	Received									£0
		Committed		£1,322	£1,322		£1,322				£3,966
		Total		£1,322	£1,322		£1,322				£3,966
	Mobility as a Service	Received									£0
Committed		£143,415		£50,000					£45,000	£238,415	
	Total	£143,415		£50,000				£45,000		£238,415	
Climate Change		Received									£0
		Committed									£0
		Total									£0
									Received		£0
									Committed		£709,553
									Total		£709,553

Tactran Income and Expenditure Account
Revenue
2021/2022
Detailed Statement - RTS

Appendix C

Income	Provisional Budget (March 2021) £	Revised Budget £	Other Income £	Total Budget £	Actuals to 30 April 2021 £	Committed 2021/2022 £	Projected Outturn 2021/2022 £	Variance to Budget £
Scottish Executive Grant Revenue Received	130,442	130,442		130,442			130,442	0
Other Income - See Appendix B for detail			709,553	709,553			709,553	0
	130,442	130,442	709,553	839,995	-	-	839,995	-
Expenditure on Projects								
Development of RTS & Delivery Plan	16,250	29,500		29,500	-	5,417	29,500	0
Strategic Connectivity	12,500	12,500	12,500	25,000	-	-	25,000	0
Health and Transport	12,000	12,000		12,000	-	-	12,000	0
Active Travel	19,000	19,000	217,075	236,075	-	122,214	236,075	0
Travel Planning	9,000	9,500	55,810	65,310	30,537	34,700	65,310	0
Buses	2,750	2,750		2,750	-	2,188	2,750	0
Park & Ride	-	5,000		5,000	-	-	5,000	0
Rail	3,000	3,000	181,787	184,787	-	-	184,787	0
Freight	5,000	5,000		5,000	-	-	5,000	0
Travel Information	63,500	94,500	242,381	336,881	-	16,090	336,881	0
Climate Change	5,000	5,000		5,000	-	-	5,000	0
Contingency	24,333	13,562		13,562	-	-	13,562	0
Gross Expenditure	172,333	211,312	709,553	920,865	30,537	180,609	920,865	0
Net Expenditure	41,891	80,870	0	80,870	30,537	180,609	80,870	0
(Financed by) / Contribution to Reserves	(41,891)	(80,870)					(80,870)	
Reserves Statement:								
Opening Reserves	41,891	80,870					80,870	
Reserves (Used) / Returned	(41,891)	(80,870)					(80,870)	
Closing Reserves	0	0					0	

Tactran Income and Expenditure Account**2021/22****Detailed Statement - Capital Grants**

	Budget	Actuals to 30	Committed	Projected	Variance to
	£	April 2021	2021/22	Outturn	Budget
<u>Income</u>	<u>£</u>	<u>£</u>		<u>£</u>	<u>£</u>
Transport Scotland - Regional Active Travel Development Fund	133,400	-	-	133,400	-
Sustrans - Tactran Active Travel Grant	100,000	-	-	100,000	-
	233,400	-	-	233,400	-
<u>Capital Grant Expenditure</u>					
Regional Active Travel Development Fund	133,400	-	-	133,400	-
Tactran Active Travel Grant	100,000	-	-	100,000	-
Gross Expenditure	233,400	-	-	233,400	-
Net Expenditure	-	-	-	-	-