

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**25 SEPTEMBER 2018****2018/19 BUDGET AND MONITORING****JOINT REPORT BY DIRECTOR AND TREASURER**

This report provides a monitoring update on the Partnership's Revenue and Capital expenditure.

1 RECOMMENDATIONS**1.1** That the Partnership:

- (i) notes the position regarding Core Revenue expenditure as at 31 July 2018 as detailed in Appendix A;
- (ii) notes progress on the 2018/19 RTS Revenue Programme and related expenditure as discussed within the report and detailed in Appendix B; and
- (iii) notes progress on the 2018/19 Capital Programme and related expenditure as discussed within the report and detailed in Appendix C.
- (iv) approves the details of the Agenda Note outlining revisions to the limits of delegation.

2 BACKGROUND

- 2.1 At its meeting on 12 December 2017 the Partnership approved a Core Revenue Budget for financial year 2018/19 and agreed to request that constituent Councils make provision for their respective funding contributions within their 2018/19 Revenue Budgets (Report RTP/17/36 refers). At that time the Partnership also noted an anticipated Scottish Government Grant in Aid award of £522,750 in 2018/19, maintaining the previous annual level of Grant in Aid funding.
- 2.2 At the same meeting the Partnership agreed that any underspend in Core and Revenue Programme funding be carried forward as Deferred Income to supplement the 2018/19 Revenue Budget Programme (Report RTP/17/35 refers).
- 2.3 At its meeting on 27 March 2018 the Partnership noted the Partner Councils' approval of requested Revenue contributions towards the approved 2018/19 Core Budget and confirmed award of Scottish Government Grant in Aid of up to £522,750 in 2018/19. At the same meeting the Partnership approved an initial 2018/19 Regional Transport Strategy (RTS) Revenue Programme and agreed to receive a report on a finalised 2018/19 RTS Programme at its next meeting (Report RTP/18/11 refers).

- 2.4 At its meeting on 27 March 2018 the Partnership was informed that Tactran has secured a minimum allocation of £100,000 for the Active Travel Grant scheme from Sustrans during the 2018/19 financial year (Report RTP/18/09 refers). At the same meeting the Partnership noted a potential allocation of additional Capital grant funding by Transport Scotland through a proposed Regional Active Travel Development Fund (Report RTP/18/14 refers).
- 2.5 At its meeting on 26 June 2018 the Partnership approved a revised 2018/19 RTS Revenue Programme and received a monitoring update on general Revenue expenditure and Capital expenditure (Report RTP/18/24/refers)

3 DISCUSSION

2018/19 Core Revenue Budget

- 3.1 The approved Core Budget and expenditure to 31 July 2018 and projected expenditure to the financial year end are shown in Appendix A.
- 3.2 At this stage in the financial year the outturn spend across the various budget headings is projected to be on budget.

2018/19 RTS Revenue Programme

- 3.3 The approved 2018/19 RTS Revenue Programme of £295,184 comprises Scottish Government Grant in Aid totalling £164,702 plus £130,482 Deferred Income. In addition other income of up to £30,000 from Transport Scotland for maintenance of the Travelknowhow Scotland web-based travel planning toolkit, £8,800 from Paths for All for Smarter Choices Smarter Places NHS initiative, and £40,123 from Sustrans for Active Travel Audits is available to supplement the RTS Revenue budget.
- 3.4 RTS programme expenditure to 31 July 2018 and projected expenditure to the financial year end is shown in Appendix B. Progress on individual elements of the RTS Revenue programme is outlined below.

Development of RTS and Delivery Plan (£10,000)

- 3.5 This provision allows for annually recurring costs associated with statutory monitoring and reporting on the Regional Transport Strategy and anticipated further accessibility modelling in support of the RTS Monitoring Framework.
- 3.6 To date there has been £1,700 expenditure incurred with a further £4,655 committed under this budget heading.

Strategic Connectivity (£110,000)

- 3.7 This provision allows for supporting emerging 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 of the National Transport Strategy (NTS) and the related review and updating of the Strategic Transport Projects Review (STPR).
- 3.8 The Partnership has previously agreed to contribute a total of £105,000 over financial years 2017/18 (£50,000) and 2018/19 (£55,000) towards the costs of developing the Tay Cities Regional Transport Model in partnership with the Tay Cities Deal Councils and Transport Scotland (Report RTP/17/35 refers).
- 3.9 As reported in a separate report to this meeting, following a procurement process through Transport Scotland's LATIS Framework, the Tay Cities Regional Transport Model contract has been awarded by Transport Scotland to SYSTRA as it was the first ranked compliant and most economically advantageous tender.
- 3.10 The contract has commenced with the Inception meeting held at end of July 2018 and is programmed for completion during August 2019.
- 3.11 Transport Scotland and Tactran, on behalf of Tay Cities, have also signed a Memorandum of Understanding committing to a 50:50 funding basis for delivery of the Tay Cities Regional Transport Model. The Tay Cities contribution is expected to be within a range of £208,500 to £233,000 to allow for data collection, model development, audit and contingencies with Tactran providing approximately £123,000 to £137,000 and Tay Cities Local Authorities combined providing approximately £85,500 to £96,000. Tactran is providing £55,000 in 2018/19 with the £50,000 allocation in 2017/18 contributing to the data collection undertaken in spring 2018. A further Tactran budget allowance will be required in 2019/20 and will be finalised once overall costs are more defined.
- 3.12 Following Heads of Terms Agreement being agreed with Scottish and UK Governments for the Stirling & Clackmannanshire City Region Deal on 31 May 2018, discussions are continuing with Stirling Council colleagues on supporting the development of strategic connectivity and other relevant elements of the Stirling & Clackmannanshire City Deal. Pending further progress on this an equivalent provision of £55,000 for supporting the Stirling & Clackmannanshire City Deal during 2018/19 has been allowed within the proposed budget.

3.13 As has been reported to previous meetings, the ongoing review of the National Transport Strategy (NTS) will continue throughout 2018/19, with planned completion in summer 2019. Review of the NTS will be accompanied by review and updating of the Strategic Transport Projects Review (STPR), which is scheduled to commence during 2018 and be completed by the end of 2020. It is anticipated that work on supporting the development of both City Deals will include inputting to and influencing the next STPR.

3.14 To date there has been £55,000 committed under this budget heading.

Health & Transport (£18,000)

3.15 This allocation includes a recurring allocation of £12,000/annum towards the annual Safe Drive/Stay Alive road safety campaign in all four partner Council areas in support of Community Safety Plans, plus a further £6,000 to support review and development of locally relevant aspects of the Health & Transport Strategy in support of emerging Locality Action Plans through Community Planning Partnerships (CPPs).

3.16 This budget is also supplemented by further income of £8,800 from Paths for All towards provision of Liftshare and My PTP (Personalised Travel Plans) for 4,500 staff at NHS Forth Valley, and updating the Liftshare and My PTP scope for 8,500 staff at NHS Tayside. The overall cost of this initiative was £17,580 with funding of £8,800 provided by Paths for All as part of the Smarter Choices Smarter Places (SCSP) initiative. This work has now been completed.

3.17 To date there has been £20,275 committed under this budget heading.

Active Travel (£60,000)

3.18 This allocation includes provision for continued full year costs of £18,013 towards appointment of the embedded Regional Cycle Training & Development Officer in partnership with Cycling Scotland, which the Partnership agreed to continue to fund on a permanent basis, subject to budgetary availability, at its meeting on 27 March 2018 (Report RTP/18/11 refers).

3.19 The budget also allows for a continued contribution of up to £10,000 towards local and national cycle campaigns, in partnership with Cycling Scotland and Councils, and a further £32,000 to support local and regional Active Travel projects and initiatives. Consideration is being given to utilise the budget allocation for a match funding bid to Smarter Choices Smarter Places Open Fund to progress a mode share monitoring exercise, including Active Travel, across the region.

- 3.20 This budget is also supplemented by further income of £40,123 received from Sustrans towards finalising Active Travel Audits. As reported in a separate report to this meeting this work has now been completed and Tactran in partnership with constituent Councils is considering how best to take these forward to implementation.
- 3.21 To date £21,021 expenditure has been incurred with a further £38,085 committed under this budget heading.

Travel Planning (£23,150)

- 3.22 This allocation allows for recurring costs of approximately £8,000 for development and maintenance of regional and local Liftshare websites, plus an allowance of up to £12,000 to support and encourage the development and implementation of other Travel Planning and Sustainable Travel Grant Scheme initiatives and projects by public and private sector agencies.
- 3.23 The budget of £23,150 includes £3,150 deferred income contribution towards promotion of the Travelknowhow Scotland website.
- 3.24 This budget heading is supplemented by additional Scottish Government grant of up to £30,000 to support continued maintenance and development of the Travelknowhow Scotland travel planning online toolkit.
- 3.25 To date £1,890 expenditure has been incurred with a further £41,175 committed under this budget heading.

Buses (£10,000)

- 3.26 This allocation provides for maintenance and potential development of the regional Thistle Assistance Card plus a contribution towards bi-annual surveys of bus passenger usage and satisfaction in partnership with Transport Focus, Transport Scotland, bus operators and the other RTPs.
- 3.27 To date £300 expenditure has been incurred with a further £1,091 committed under this budget heading.

Park & Ride

- 3.28 It is anticipated that Park & Ride/Choose proposals and priorities around Dundee and Perth as identified in the RTS and Park & Ride Strategy, will now be taken forward through the Tay Cities Deal. As reported in a separate report to this meeting, Tactran in partnership with Stirling Council has been successful in being awarded funding from Transport Scotland's Local Rail Development Fund to take forward an appraisal of Strategic Park and Ride at Stirling. Consequently no further specific budgetary provision for Park & Ride is proposed in 2018/19.

Rail (£15,000)

- 3.29 This allocation provides for further development and promotion of Rail Strategy priorities working with the rail industry, Transport Scotland, partner Councils and neighbouring RTPs, including supporting and informing implementation of the Revolution in Rail proposals previously reported to the Partnership, plus provision for ongoing membership of the East Coast Mainline Authorities (ECMA) consortium.
- 3.30 Rail passenger surveys have been undertaken at all stations in the Tay Cities area as part of the Tay Cities Regional Transport Model data collection to complement similar surveys already undertaken at Stirling station and stations in the Strathallan area during 2017/18. These have been analysed and a report will be provided which can be used to inform future development of rail in the Tactran area.
- 3.31 In addition as reported in a separate report to this meeting Tactran in partnership with Perth & Kinross and Stirling Councils, has been successful in being awarded up to a maximum of £97,000 and £125,000 from Transport Scotland's Local Rail Development Fund over the two financial years 2018/19 and 2019/20 to take forward transport appraisals at Bridge of Earn/Oudenarde and Stirling respectively. A further update on these awards, including expenditure anticipated in each financial year, will be reported to a future meeting.
- 3.32 To date £9,050 expenditure has been committed under this budget heading.

Freight (£8,000)

- 3.33 This allocation provides support towards development and implementation of Regional Freight Quality Partnership initiatives and priorities, including a contribution of £2,000 towards supporting the appointment of Stirling & Tayside Timber Transport Group's Timber Transport Officer.
- 3.34 Other potential initiatives being explored include support for the development of Sustainable Urban Logistics Plans (SULPs) for Stirling and Perth, in support of achievement of freight and logistics management and Air Quality objectives.
- 3.35 To date £2,000 expenditure has been incurred under this budget heading.

Travel Information Strategy (£12,000)

- 3.36 This provision allows for ongoing maintenance and development of the [GoToo](#) multi-modal travel information website and promotion of other travel information initiatives.
- 3.37 In addition to GoToo website, Tactran is continuing to support the 'Get on the Go Tayside' initiative, providing information to residents and visitors to Tayside of sustainable travel choices in the area.
- 3.38 To date £4,500 has been committed under this budget heading.

Climate Change

- 3.39 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.
- 3.40 Many of these are cross-cutting and the budget allocations under Health and Transport, Active Travel, Travel Planning, Buses and Rail contribute towards achieving Tactran's Climate Change duties. In addition Tactran is involved in partnership with a range of other stakeholders on projects to promote low carbon vehicles and infrastructure and eco-driving, without having a financial commitment. No separate financial allocation is currently identified under this budget heading.

Contingency (£29,034)

- 3.41 It is proposed that this allocation is retained meantime as a general Revenue Budget contingency to accommodate other emerging priorities and opportunities. Initiatives being considered include developing a Regional Electric Vehicle Strategy and a Graduate placement, as discussed in the Director's Report.
- 3.42 The Partnership is asked to note progress on the 2018/19 RTS Revenue Programme, as outlined above and detailed in Appendix B.

2018/19 Capital Programme

- 3.43 As previously reported, Tactran has secured a minimum allocation of £100,000 from Sustrans for the Active Travel Grant scheme (Report RTP/18/09 refers). At its meeting on 26 June 2018 the Partnership approved £35,500 allocation to two Active Travel Grant applications and the Director and Treasurer have subsequently approved a further application for £50,188, taking the total Active Travel Grant commitment to £85,688.
- 3.44 A further call for applications to Active Travel Grant has now been completed and, as reported in a separate report to this meeting, could result in a further £59,800 being allocated to two Active Travel projects. This would take the total allocation in the Active Travel Grant for 2018/19 to £145,488 and Sustrans has confirmed that this funding can be accommodated.
- 3.45 Pending approval of these applications £85,688 Capital expenditure has been committed to date.
- 3.46 Also as noted in a separate report to this meeting, all RTPs continue to be in discussion with Scottish Ministers and Transport Scotland regarding a potential additional Regional Active Travel Fund Capital allocation in 2018/19

3.47 The Partnership is asked to note progress on the 2018/19 Capital Programme, as outlined above and detailed in Appendix C.

4 CONSULTATIONS

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

Tom Flanagan
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/17/35 2017/18 Revenue Budget and Monitoring and RTP/17/36 2018/19 Core Revenue Budget, 12 December 2017.

Report to Partnership RTP/18/09 Active Travel Progress Update, RTP/18/11 2018/19 Revenue Budget and Programme and RTP18/14, Directors Report, 27 March 2018.

Report to Partnership RTP/18/24, Budget and Monitoring, 26 June 2018

Tactran Income and Expenditure Account
Revenue
2018/19
Detailed Statement - Core

Appendix A

Income	Budget	Actuals to	Projected	Variance
	£	31 July 2018	Outturn	to Budget
	£	£	2018/19	£
			£	
Scottish Government Grant Revenue Received	358,048	223,000	358,048	-
Deferred Income	3,410	3,410	3,410	-
Council Req's Revenue Rec'd	103,020	25,755	103,020	-
Interest Received	-	-	-	-
Other Income	2,230	-	2,230	-
	466,708	252,165	466,708	0
Expenditure				
<u>Staff Costs</u>				
Salary GP	297,162	70,112	297,162	-
Salary Supn	50,518	11,802	50,518	-
Salary NI	32,933	7,513	32,933	-
Training/Conferences	1,200	320	1,200	-
Subscriptions	330	0	330	-
	382,143	89,747	382,143	0
<u>Property Costs</u>				
Energy	4,800	1,041	4,800	-
Cleaning	1,600	1,679	1,600	-
Maintenance	500	195	500	-
Rent	13,400	5,621	13,400	-
Rates	-	-	-	-
	20,300	4,788	20,300	0
<u>Supplies and Services</u>				
Office Consumables	4,125	1,784	4,125	-
Communications	3,000	542	3,000	-
Insurance	6,140	3,921	6,140	-
Information Technology	200	145	200	-
Hospitality	700	300	700	-
Board Expenses - misc.	1,000	415	1,000	-
	15,165	7,107	15,165	0
<u>Transport Costs</u>				
Travel and Subsistence	2,000	322	2,000	-
Public Transport	2,200	1,146	2,200	-
Expenses - Board Members	1,000	720	1,000	-
	5,200	2,188	5,200	0
<u>Third Party Payments</u>				
Audit Fees External	9,900	3,166	9,900	-
PKC Finance Service	14,000	14,000	14,000	-
PKC Secretariat Service	8,000	8,000	8,000	-
PKC Legal Services	3,000	3,000	3,000	-
PKC IT Services	8,250	-	8,250	-
Other Third Party Payments	750	222	750	-
	43,900	22,056	43,900	0
Gross Expenditure	466,708	125,886	466,708	0
Net Expenditure	0	(126,279)	0	0

Tactran Income and Expenditure Account
Revenue
2018/2019
Detailed Statement - RTS

Appendix B

Income	Budget	Actuals to	Committed	Projected	Variance to
	£	31 July 2018	2018/2019	Outturn	Budget
		£	£	2018/2019	£
				£	
Scottish Executive Grant Revenue Received	164,702		-	164,702	0
Deferred Income	130,482	130,482		130,482	0
Other Income - Transport Scotland - Travelknowhow			30,000	30,000	30,000
Other Income - Paths for All - SCSP		8,800		8,800	8,800
Other Income - Sustrans		40,123		40,123	40,123
	295,184	179,405	30,000	374,107	78,923
Expenditure on Projects					
Development of RTS & Delivery Plan	10,000	1,700	4,655	10,000	0
Strategic Connectivity	110,000	-	55,000	110,000	0
Health and Transport	18,000	-	20,275	26,800	8,800
Active Travel	60,000	21,021	38,085	100,123	40,123
Travel Planning	23,150	1,890	41,175	53,150	30,000
Buses	10,000	300	1,091	10,000	0
Park & Ride	-	-	-	0	0
Rail	15,000	-	9,050	15,000	0
Freight	8,000	2,000	-	8,000	0
Travel Information	12,000	-	4,500	12,000	0
Climate Change	-	-	-	0	0
Contingency	29,034	-	-	29,034	0
Gross Expenditure	295,184	26,911	173,831	374,107	78,923
Net Expenditure	0	(152,494)	143,831	0	0

**Tactran Income and Expenditure Account
Capital
2018/19
Detailed Statement - Capital Grants**

	Budget	Actuals to	Committed	Projected	Variance to
	£	31 July 2018	2017/18	Outturn	Budget
Income		£		2018/19	£
				£	
Sustrans - Active Travel Grant	100,000	-	100,000	100,000	-
					-
	100,000	-	100,000	100,000	-
<u>Capital Grant Expenditure</u>					
PKC - Expansion of Green Routes	15,500	-	15,500	15,500	-
PKC - Carse of Gowrie Cycle and Ride	20,000	-	20,000	20,000	-
PKCT - Auchterarder to Muthill Path	50,188	-	50,188	50,188	-
Gross Expenditure	85,688	-	85,688	85,688	-
Net Expenditure	14,312	-	14,312	14,312	-