

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**17 SEPTEMBER 2019****2019/20 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 2019 as detailed in Appendix A;
- (ii) notes progress on the approved 2019/20 RTS Revenue Programme and related expenditure as discussed within the report and detailed in Appendices B and C; and
- (iii) notes progress on the 2019/20 Capital Programme and related expenditure as discussed within the report and detailed in Appendix D.

2 BACKGROUND

- 2.1 At its meeting on 18 December 2018 the Partnership approved a Core Revenue Budget for financial year 2019/20 and agreed to request that constituent Councils make provision for their respective funding contributions within their 2018/19 Revenue Budgets (Report RTP/18/46 refers). At that time the Partnership also noted an anticipated Scottish Government Grant in Aid award of £522,750 in 2019/20, 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 2019/20 Revenue Budget Programme (Report RTP/18/45 refers).
- 2.3 At its meeting on 19 March 2019 the Partnership noted the Partner Councils' approval of requested Revenue contributions towards the approved 2019/20 Core Budget and confirmed award of Scottish Government Grant in Aid of up to £522,750 in 2019/20. At the same meeting the Partnership approved an initial 2019/20 Regional Transport Strategy (RTS) Revenue Programme and agreed to receive a report on a finalised 2019/20 RTS Programme at its next meeting (Report RTP/19/10 refers).

- 2.4 At its meeting on 19 March 2019 the Partnership was informed that it was anticipated that a minimum allocation of £100,000 for the Active Travel Grant scheme would be provided to Tactran by Sustrans during the 2019/20 financial year (Report RTP/19/10 refers).
- 2.5 At the same meeting the Partnership was given an update on progress with a £133,400 allocation of Capital grant funding by Transport Scotland through the Regional Active Travel Development Fund which is due to be completed by end of June 2019, in partnership with SEStran who are also providing £46,600 to the project. In addition, the Partnership was informed of additional Active Travel Grant funding provided by Transport Scotland to deliver further Active Travel projects by end of June 2019 (Report RTP/19/07 refers).
- 2.6 At its meeting on 28 June the Partnership approved a finalised 2018/19 RTS Revenue Programme and received a monitoring update on general Revenue expenditure and Capital Expenditure (Report RTP/19/20 refers).

3 DISCUSSION

2019/20 Core Revenue Budget

- 3.1 The approved Core Budget and expenditure to 31 July 2019 and projected expenditure to the financial year end are shown in Appendix A.
- 3.2 There is an overspend in Hospitality, due substantially to Tactran hosting the RTP Chairs meeting in June 2019. However, it is predicted that savings within Supplies and Services and Transport Costs will offset the overspend. All other income and expenditure is currently projected to be on budget.

2019/20 RTS Revenue Programme

- 3.3 The approved 2019/20 RTS Revenue budget of £167,577 comprises Scottish Government Grant in Aid totalling £138,603 plus £28,974 deferred income. In addition other income of £544,286 as outlined in Appendix B has been secured to supplement the RTS Revenue budget.
- 3.4 RTS programme expenditure to 31 July 2019 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 (£9,500)

- 3.5 This provision allows for annually recurring costs associated with statutory monitoring and reporting on the Regional Transport Strategy. It also includes HR support and promotion of Tactran, as outlined in the Digital Marketing Strategy.
- 3.6 To date £875 expenditure has been incurred with a further £8,408 committed under this budget heading.

Strategic Connectivity (£53,000)

- 3.7 This provision allows 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 of the National Transport Strategy (NTS) and the related review and updating of the Strategic Transport Projects Review (STPR).
- 3.8 As previously reported Tactran is developing the Tay Cities Regional Transport Model in partnership with the Tay Cities Deal Councils and Transport Scotland. As reported to the Partnership meeting on 25 September 2018, the total cost of the model development estimated to be in the range of £417,000 to £466,000, with Transport Scotland financing 50% and Tactran and the 4 Tay Cities Authorities providing 50%. The Partnership has previously contributed a total of £105,000 towards the costs of developing the model and it is anticipated that a further £25,000 to £35,000 will be required in 2019/20 to complete the model development.
- 3.9 In addition Tactran commissioned York Aviation, to undertake a Tay Cities Aviation Study, to provide input into developing the Outline Business Case for Tay Cities Dundee Airport Investment project. Scottish Enterprise and Fife Council provided £7,000 each in 2018/19 towards the cost of the study with Tactran and Dundee City Council providing a £7,000 contribution each in 2019/20. The study was completed by end of June 2019 and is being used to inform and develop the Outline Business Case.
- 3.10 To date £13,615 expenditure has been incurred with a further £25,000 committed under this budget heading.

Health & Transport (£12,000)

- 3.11 This allocation provides for 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.
- 3.12 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.
- 3.13 To date there has been £12,000 committed under this budget heading.

Active Travel (£21,500)

- 3.14 This allocation includes provision for continued full year costs towards appointment of the embedded Regional Cycle Training & Development Officer in partnership with Cycling Scotland and also allows for a contribution for the multi-modal monitoring project, for which Tactran is also receiving £20,000 grant income from Paths for All Smarter Choices Smarter Places Open Fund.

The multi modal monitoring project commenced in 2018/19 with partner Councils also contributing £10,000 through their monitoring budgets. Consultants, Systra, were procured to arrange, manage and supervise the mode share surveys, with the programme completed by the end of August 2019.

- 3.15 To date £13,300 expenditure has been incurred with a further £25,038 committed under this budget heading.

Travel Planning (£16,500)

- 3.16 This allocation allows for recurring costs of approximately £9,000 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.
- 3.17 As shown in Appendix B, this budget heading is supplemented by additional Scottish Government grant of up to £55,526 to support continued maintenance and development of the Travelknowhow Scotland travel planning website.
- 3.18 A further £48,500 is also being provided by Paths for All Smarter Choices Smarter Places Open Fund to develop a Travelknowhow Scotland App and pilot its use, with the RTP's providing £48,500 match funding, of which Tactran's contribution is £6,470. The project commenced in late March 2019, with completion programmed for January 2020.
- 3.19 Tactran has also been awarded £28,000 by Paths for All Smarter Choices Smarter Places Open Fund utilising the Liftshare licence fee investment within the region as match funding to create a promotional budget in order to raise awareness of the Liftshare platform across the region. Tactran has commissioned Liftshare to take forward this project programmed for completion in March 2020.
- 3.20 To date £74,076 expenditure has been incurred with a further £115,428 committed under this budget heading.

Buses (£1,000)

- 3.21 This allocation provides for maintenance and potential development of the regional Thistle Assistance Card.
- 3.22 To date £533 expenditure has been incurred under this budget heading.

Park & Ride (£8,000)

- 3.23 There are a number of initiatives that are considering how to best advance Park & Ride facilities in the Tactran region.
- 3.24 Tactran in partnership with Stirling Council was successful in being awarded funding from round 1 of Transport Scotland's Local Rail Development Fund to take forward an appraisal of Strategic Park & Ride at Stirling and this work is progressing and is currently programmed for completion by March 2020. In addition Tactran has been successful in being awarded further funding from round 2 of the Local Rail Development Fund to consider strategic Park & Ride at Dundee and Perth. This is discussed further in the Rail section of this report.
- 3.25 In addition, a Tay Cities Regional Transport Working Group has been formed to take forward regional priorities within the NTS/STPR and regionally and locally significant projects. 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 well placed to take forward these Park & Ride proposals, together with other nationally and regionally significant projects that were not included in the Tay Cities Deal Heads of Terms, utilising the 2019/20 budget for Strategic Connectivity.
- 3.26 In order to assess the strategic benefits of Park & Ride and support the development of business cases, an £8,000 provision for Park & Ride has been made in 2019/20. Discussions are underway with constituent Councils, Tay Cities and Transport Scotland to identify priorities.
- 3.27 To date there has been no expenditure under this budget heading.

Rail (£3,000)

- 3.28 This allocation 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 grants for Study Bridge of Earn/South Perth Transport Appraisal and Stirling Strategic Park & Ride with up to £83,200 and £113,030 available respectively in 2019/20 to complete the two appraisals. These projects are being taken through the STAG process in 3 stages, the Case for Change, Initial Appraisal and Detailed Appraisal.
- 3.30 The Case for Change reports for both these projects were submitted to Transport Scotland on 18 April, a response from Transport Scotland was expected within approximately 4 weeks. However, Tactran received responses from Transport Scotland on 8 July and 7 August respectively and Tactran/Systra are currently working on resubmissions for Transport Scotland before progressing to the next stage. This obviously raises questions as to the programme for completion of the studies with the grant letter stating that these all three stages of the studies should be completed by end of March

2020. Tactran officers are currently in discussion with Transport Scotland regarding programme and deadline for completion and will provide an update report to the next Partnership meeting.

3.31 Tactran has been successful in being awarded £147,000 from round 2 of the Local Rail Development Fund to consider rail park & ride opportunities along the Perth-Montrose rail corridor that would complement the broader Tay Cities Park & Ride strategy and hence inform both the work of the Tay Cities Regional Transport Working Group as well as any submissions to Transport Scotland's second Strategic Transport Projects Review.

3.32 The study will aim to identify whether:

- There are rail or coach opportunities between Dundee east and Arbroath/Montrose
- There are rail or coach opportunities between Dundee west and Perth east
- Any rail park & ride would complement the proposed Dundee south park and ride
- There is any opportunity for Glasgow and/or Edinburgh services to turn around north of Perth, and whether there is sufficient demand in this corridor to justify such

3.33 As with previous LRDF award the study will follow the 3 stage STAG appraisal process, aiming for completion by end of March 2021. In order to avoid similar delays encountered by the LRDF round 1 projects, it is intended that Tactran officers and Transport Scotland Transport Strategy and Analysis Team will hold an early meeting at the outset of the study.

3.34 To date £12,885 expenditure has been incurred under this budget heading.

Freight (£10,000)

3.35 The allocation provides for continuing support for Stirling and Tayside Timber Transport Group and other freight initiatives such as HGV mapping in consultation with the Regional Freight Quality Partnership.

3.36 Tactran has a partnership through a Memorandum of Understanding agreement with Lorry Route to provide HGV/LGV mapping to make compliant routing information for commercial vehicles available to haulage companies and businesses with HGV/LGV fleet throughout the Tactran region. The intention is to make this facility available in the Tactran region, through the Tactran.gov website and also provide a portal to report non-compliance.

3.37 The cost for Lorry Route to provide this facility in 2019/20 is £2,990 and £1,200 per annum thereafter.

3.38 To date £2,690 expenditure has been incurred with a further £2,990 committed under this budget heading.

Travel Information Strategy (£15,500)

- 3.39 This provision allows for implementation of the travel information proposal contained within the Digital Marketing Strategy, in particular to support the Get on the Go social media campaign.
- 3.40 In addition an allowance has been made for the development of Mobility as a Service (MaaS) proposals for the region, in preparation of a bid to the Scottish Government's £2m MaaS challenge fund. Following a Tactran MaaS Event held on 5 June 2019, specialist consultants Sympatric, were procured and commissioned to assist in developing a MaaS Challenge Fund Bid, as outlined in the Director's report to this meeting.
- 3.41 To date £5,351 expenditure has been incurred with a further £4,838 committed under this budget heading.

Climate Change (£10,000)

- 3.42 This provision allows for the completion of a Regional Electric Vehicle Strategy commenced during 2018/19, in partnership with all 4 constituent Councils.
- 3.43 As reported to the Partnership meeting on 19 March 2019 (Report RTP/19/09 refers), specialist consultants Urban Foresight have been procured to develop a Regional Electric Vehicle Strategy for the region. Work commenced in February 2019 and is programmed for completion by September 2019. £20,000 expenditure was incurred in 2018/19, with a further £10,000 committed in 2019/20. A reported separately to this meeting a draft Regional EV Strategy has been completed for approval.
- 3.44 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.
- 3.45 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.
- 3.46 To date £10,000 has been committed under this budget heading.

Contingency (£7,577)

- 3.47 A contingency of £7,577 is available. It is proposed that this allocation is retained meantime as a general Revenue Budget contingency to accommodate other emerging priorities and opportunities.

- 3.48 The Partnership is asked to note progress on the 2019/20 RTS Revenue Programme, as outlined above and detailed in Appendices B and C.

2018/19 Capital Programme

Regional Active Travel Development Fund

- 3.49 The RTPs were awarded grants by Transport Scotland for a Regional Active Travel Development Fund totalling £1m across the 7 RTPs with Tactran receiving £133,400 to take forward sections of the Regional Walking and Cycling Network (RWCN) to feasibility and design. Three sections of the RWCN were identified as a priority: Brechin to Montrose; Dunkeld to Blairgowrie and Stirling to Plean and 2020 Consultancy were procured and commenced in March 2019, with the work completed by the end of June 2019. Agreement was made with Sustran over the continuation of the Stirling to Plean route to Forth Valley Royal Hospital and Larbert and Sustran contributed £46,600 to this work.
- 3.50 All RTPs submitted proposals to Transport Scotland regarding a further additional Regional Active Travel Development Fund Capital allocation in 2019/20, with Tactran being allocated a further £133,400. This funding is to be used to take forward sections of Tactran Regional Walking & Cycling Network or to further develop Tactran Active Travel Audits, as reported in a separate report to this meeting.

Additional Active Travel Grant

- 3.51 As reported to the Partnership meeting on 19 March 2019, Tactran officers were in discussion with Transport Scotland regarding additional Active Travel Grant. Tactran was subsequently awarded £233,300 to take forward 6 projects in Dundee City and Perth & Kinross. These projects were taken forward in partnership with the Local Authorities and were completed by the end of June 2019.

Tactran Active Travel Grant

- 3.52 Tactran has secured a minimum allocation of £100,000 from Sustrans to take forward the Active Travel Grant (ATG) scheme in 2019/20. It is intended that the first round of the ATG will be targeted at Health and Further and Higher Education facilities. Tactran Officers have been in discussion with Local Authorities, Health and Education authorities and Sustrans and have identified a number of projects, as reported in a separate report to this meeting.
- 3.53 The Partnership is asked to note progress on the 2018/19 Capital Programme, as outlined above and detailed in Appendix D.

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.

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Director

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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/18/45, 2018/19 Budget and Monitoring, RTP/18/46 2019/20 Core Revenue Budget, 18 December 2018

Reports to Partnership RTP/19/07 Active Travel Progress Update, RTP/19/09 2018/19 Budget and Monitoring, RTP/19/10 2019/20 Budget and Programme, 19 March 2019

Report to Partnership RTP/19/20 2019/20 Budget and Monitoring, 18 June 2019.

Tactran Income and Expenditure Account
Revenue
2019/20
Detailed Statement - Core

Appendix A

	Budget	Actuals to 31	Projected	Actual
	£	July 2019	Outturn	Variance to
Income	£	£	2019/20	Budget
			£	£
Scottish Government Grant Revenue Received	384,147	223,000	384,147	0
Deferred Income	-	-	-	0
Council Req's Revenue Rec'd	103,020	25,755	103,020	0
Interest Received	-	-	-	0
Other Income	2,230	2,230	2,230	0
	489,397	250,985	489,397	0
Expenditure				
<u>Staff Costs</u>				
Salary GP	313,869	78,714	313,869	0
Salary Supn	53,358	13,334	53,358	0
Salary NI	34,975	8,708	34,975	0
Training/Conferences	1,200	525	1,200	0
Subscriptions	330	285	330	0
	403,732	101,566	403,732	0
<u>Property Costs</u>				
Energy	4,290	1,521	4,290	0
Cleaning	2,000	303	2,000	0
Maintenance	500	-	500	0
Rent	13,400	5,621	13,400	0
Rates	-	-	-	0
	20,190	6,839	20,190	0
<u>Supplies and Services</u>				
Office Consumables	4,125	848	4,125	0
Communications	3,000	653	2,500	(500)
Insurance	5,800	3,803	5,800	0
Information Technology	200	155	200	0
Hospitality	700	1,422	1,800	1,100
Board Expenses - misc.	1,000	-	500	(500)
	14,825	6,881	14,925	100
<u>Transport Costs</u>				
Travel and Subsistence	1,800	405	1,700	(100)
Public Transport	3,500	590	3,500	0
Expenses - Board Members	1,000	0	1,000	0
	6,300	995	6,200	(100)
<u>Third Party Payments</u>				
Audit Fees External	9,900	3,337	9,900	0
PKC Finance Service	14,000	-	14,000	0
PKC Secretariat Service	8,000	-	8,000	0
PKC Legal Services	3,000	-	3,000	0
PKC IT Services	8,250	-	8,250	0
Other Third Party Payments	1,200	415	1,200	0
	44,350	2,922	44,350	0
Gross Expenditure	489,397	113,359	489,397	0
Net Expenditure	0	(137,626)	0	0

Core

Third Party Contributions 2019/20
RTS Revenue

	Project	Swestrans	Hitrans	Sestran	SPT	Nestrans	Zettrans	Transport Scotland	Dundee City Council	Perth & Kinross Council	Stirling Council	Angus Council	Paths for All	Total Contributions
Development of RTS & Delivery Plan														£0
Strategic Connectivity	Tay Cities Aviation Strategy								£7,000					£7,000
Health and Transport														£0
Active Travel	Multi-Modal Monitoring - SCSP Open Fund												£20,000	£20,000
Travel Planning	TravelKnowhow App Pilot - SCSP Open Fund	£5,050	£6,470	£9,710	£11,905	£6,470	£2,425						£48,500	£90,530
	TravelKnowHow Scotland - Website/Marketing							£55,526						£55,526
	Liftshare - SCSP Open Fund												£28,000	£28,000
Buses Strategy														£0
Park & Ride														£0
Rail	LRDF Stirling South Park & Ride Study							£113,030						£113,030
	LRDF Bridge of Earn Transport Appraisal							£83,200						£83,200
	LRDF Tay Cities P&R Study							£147,000						£147,000
Freight														£0
Travel Information														£0
Climate Change														£0
Total														£544,286

**Tactran Income and Expenditure Account
Revenue
2019/2020
Detailed Statement - RTS**

Appendix C

	Approved Budget £	Other Income	Total Budget	Actuals to 31 July 2019 £	Committed 2019/2020 £	Projected Outturn 2019/2020 £	Variance to Total Budget £
Income							
Scottish Executive Grant Revenue Received	138,603		138,603			138,603	0
Deferred Income	28,974		28,974	28,974		28,974	0
Other Income - See Appendix B for detail		544,286	544,286	49,030	495,256	544,286	0
	167,577	544,286	711,863	78,004	495,256	711,863	0
Expenditure on Projects							
Development of RTS & Delivery Plan	9,500		9,500	875	8,408	9,500	0
Strategic Connectivity	53,000	7,000	60,000	13,615	25,000	60,000	0
Health and Transport	12,000		12,000	-	12,000	12,000	0
Active Travel	21,500	20,000	41,500	13,300	25,038	41,500	0
Travel Planning	16,500	174,056	190,556	74,076	115,428	190,556	0
Buses	1,000		1,000	533	-	1,000	0
Park & Ride	8,000		8,000	-	-	8,000	0
Rail	3,000	343,230	346,230	12,885	-	346,230	0
Freight	10,000		10,000	2,690	2,990	10,000	0
Travel Information	15,500		15,500	5,351	4,838	15,500	0
Climate Change	10,000		10,000	-	10,000	10,000	0
Contingency	7,577		7,577	-	-	7,577	0
Gross Expenditure	167,577	544,286	711,863	123,325	203,702	711,863	0
Net Expenditure	0			45,321	(291,554)	0	0

Tactran Income and Expenditure Account
Revenue
2019/20
Detailed Statement - Capital Grants

	Budget	Actuals to	Committed	Projected	Variance to
	£	31 July 2019	2019/20	Outturn	Budget
	£	£		2019/20	£
				£	
Income					
Transport Scotland - Regional Active Travel Development Fund	266,800	133,400	-	266,800	-
SEStran - Regional Active Travel Development Fund Contribution	46,600	46,600	-	46,600	-
Transport Scotland - Additional Active Travel Grant	233,300	233,300	-	233,300	-
Sustrans - Tactran Active Travel Grant	100,000	-	-	100,000	-
	646,700	413,300	-	646,700	-
Capital Grant Expenditure					
Regional Active Travel Development Fund					
Walking & Cycling Feasibility Study	180,000	59,860	118,503	180,000	-
RADTF 2019/20	133,400	-	-	133,400	-
Additional Transport Scotland Active Travel Grant					
DCC - Active Travel Audit Work in Dundee City	5,300	5,300	-	5,300	-
DCC - North East Campus	30,000	30,000	-	30,000	-
Ninewells Hospital - Footway Upgrade	30,000	30,000	-	30,000	-
DCC - Wayfinding Information Signage	43,000	43,000	-	43,000	-
PKC Auchterarder Community School	35,000	35,000	-	35,000	-
PKC Old Gallows Road Link	90,000	90,000	-	90,000	-
Tactran Active Travel Grant	100,000	-	-	100,000	-
Gross Expenditure	646,700	293,160	118,503	646,700	-
Net Expenditure	-	(120,140)	118,503	-	-