

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**14 SEPTEMBER 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 to vire savings in Core Revenue to RTS Revenue Programme and to delegate authority to the Director and Treasurer to approve use of contingency budget in RTS Revenue Programme budget.

1 RECOMMENDATIONS**1.1 That the Partnership:**

- (i) notes the position regarding Core Revenue expenditure as at 31 July 2021 as detailed in Appendix A;
- (ii) agrees to vire savings in Core Revenue Staffing Costs to RTS Revenue Budget contingency as set out in 3.2 below;
- (iii) agrees to delegate authority to approve the use of Contingency budget in the RTS Revenue Programme budget to the Partnership Director and Treasurer;
- (iv) notes progress on the 2021/22 RTS Revenue Programme and related expenditure as discussed within the report and detailed in Appendices B and C; and
- (v) notes progress on the 2021/22 Capital Programme and related expenditure as discussed within the report and detailed in Appendix D.

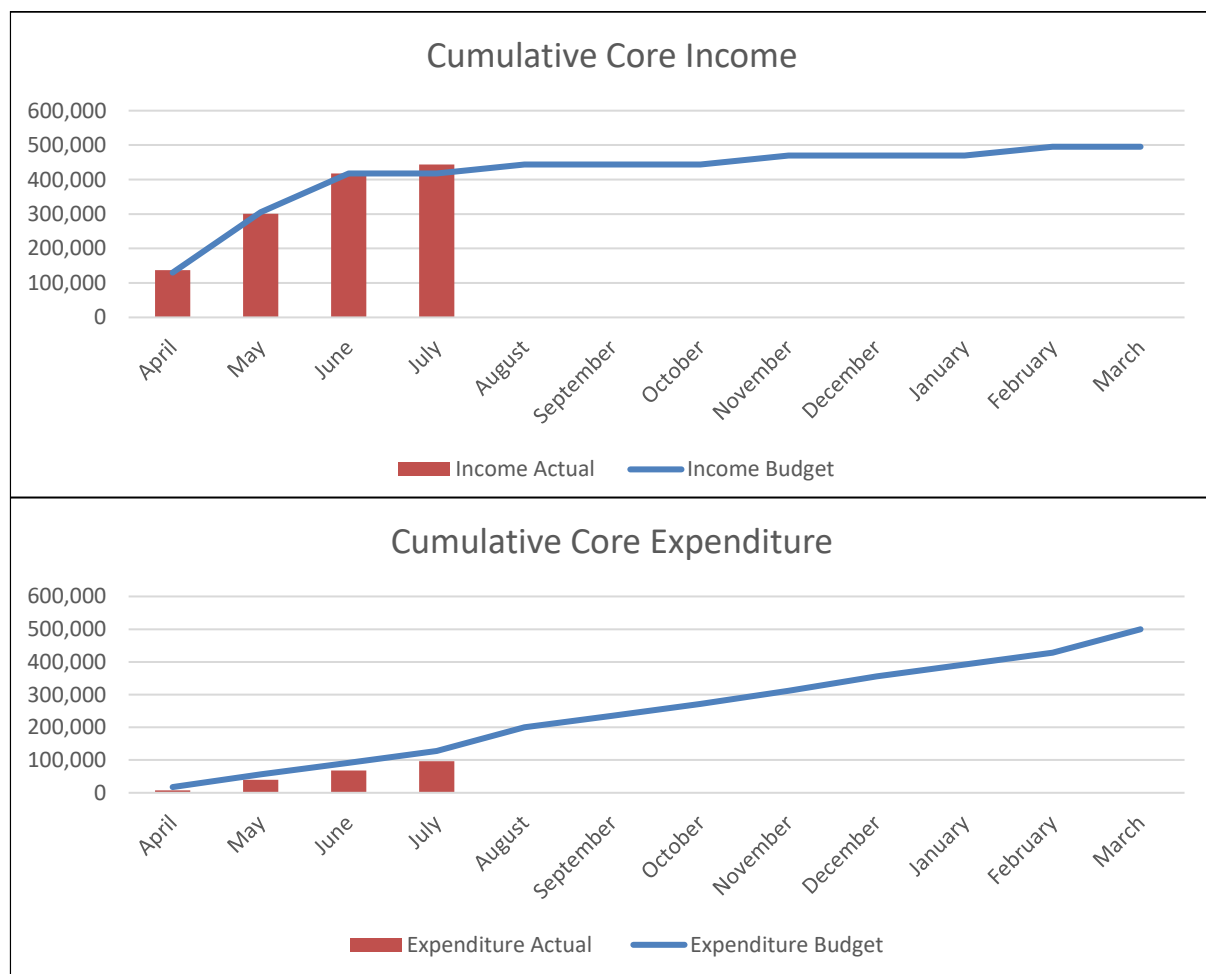
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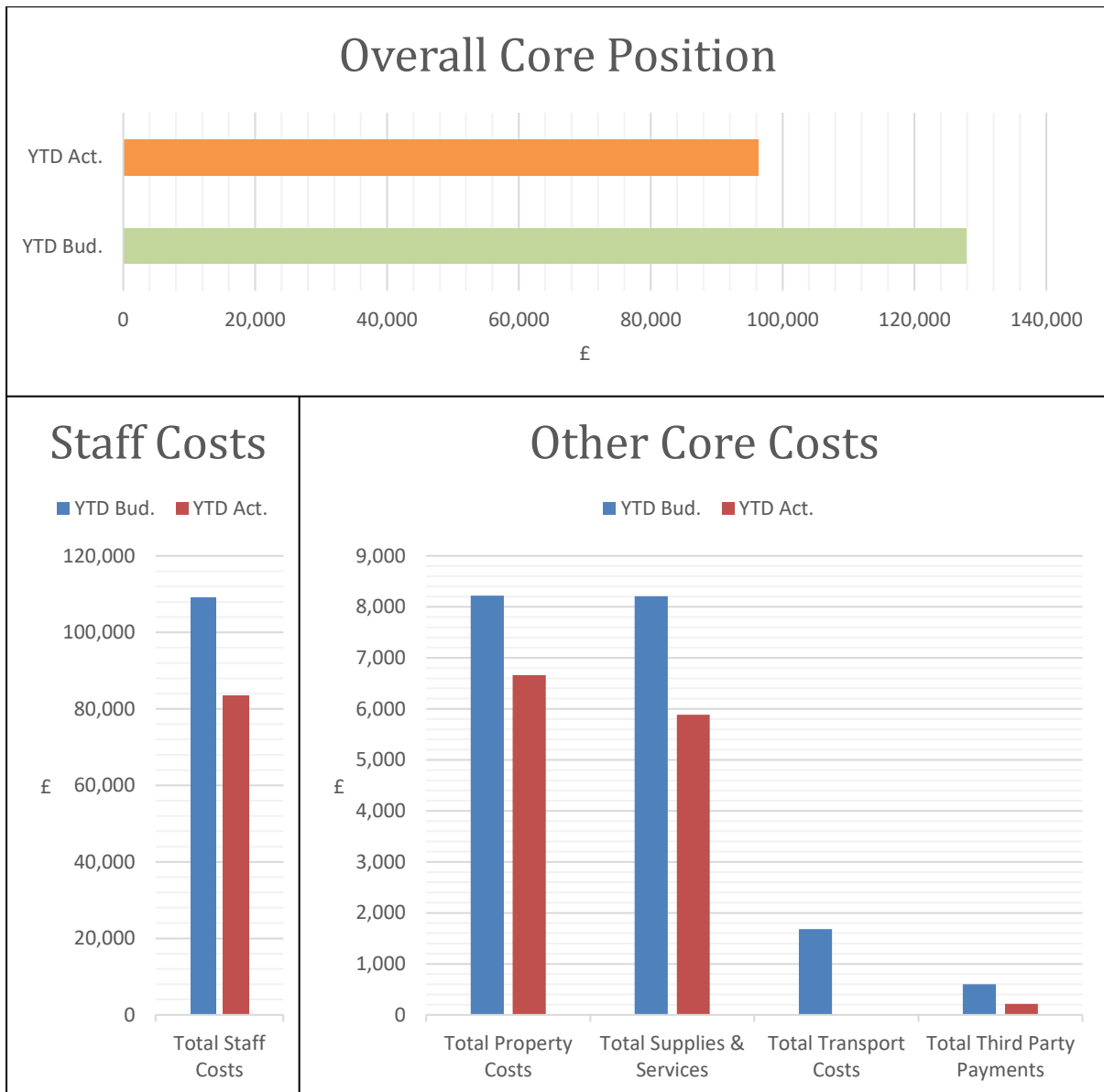
- 2.1 At its meeting on 15 December 2020 the Partnership approved a Core Revenue Budget for financial year 2021/22 and agreed to request that constituent Councils make provision for their respective funding contributions within their 2021/22 Revenue Budgets (Report RTP/20/42 refers). At that time the 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 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).
- 2.5 At its meeting on 15 June 2021 the Partnership approved a finalised 2021/22 RTS Revenue Programme and received a monitoring update on general Revenue expenditure and Capital expenditure (Report RTP/21/13 refers).

3 DISCUSSION

2021/22 Core Revenue Budget

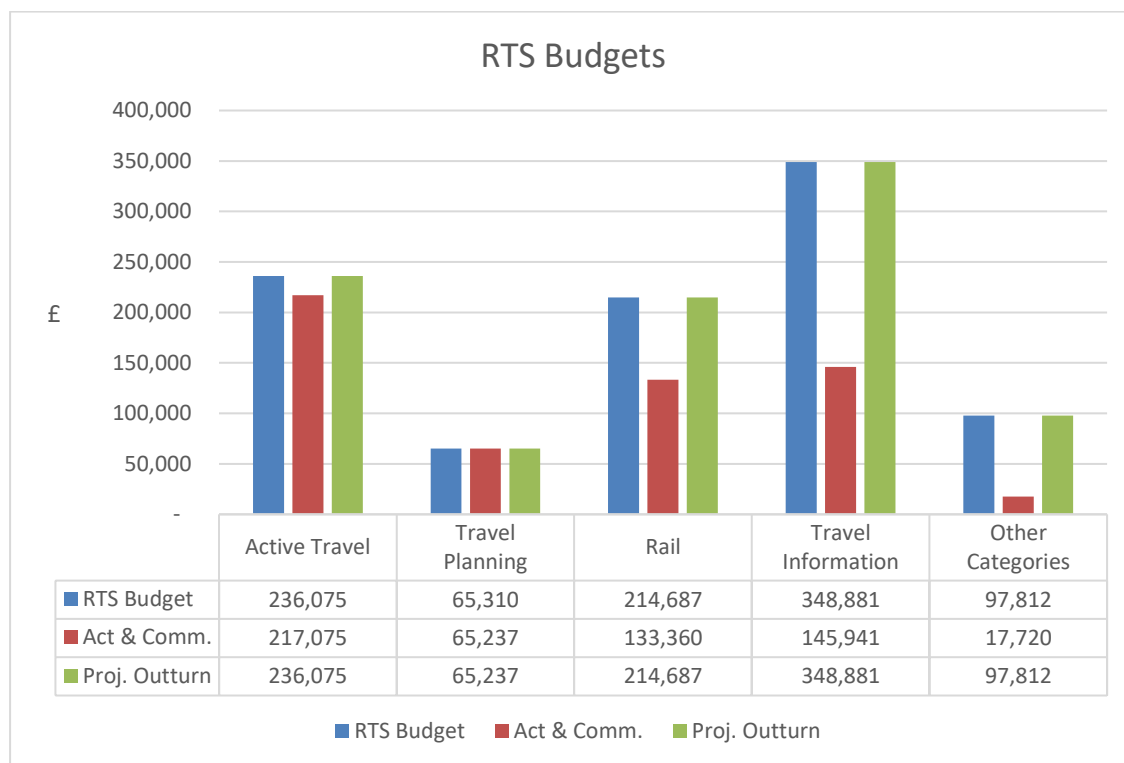




- 3.1 The approved Core Budget and expenditure to 31 July 2021 and projected expenditure to the financial year end are shown in Appendix A.
- 3.2 As can be seen in Appendix A, the Partnership is projecting a closing reserves position of £40,004 which exceeds the 3-5% of core budget expenditure target outlined in the Reserves Policy (Report RTP/20/28). The movement from the previously reported closing reserves position of £17,086 is due to savings of £22,918 on Staff Costs following a period of vacancy within the post of Strategy Officer (Strategic Connectivity).
- 3.3 It is proposed to vire the underspend to the RTS Contingency budget to support RTS projects throughout the remainder of 2021/22.

- 3.4 At this stage of the year and without confirmation of a potential return to office working or agreed pay award, no further changes are proposed to the projected outturn. It is anticipated that an update will be provided to the Board in December when further information on these matters will enable the projected outturn to be refined.

2021/22 RTS Revenue Programme



- 3.5 The approved 2021/22 RTS Revenue budget of £211,312 comprises Scottish Government Grant in Aid totalling £130,442 plus £80,870 reserve. In addition, other income of £751,453 as outlined in Appendix B has been secured to supplement the RTS Revenue budget.

- 3.6 RTS programme expenditure to 31 July 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)

- 3.7 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 Main Issues Report online Story Map.
- 3.8 To date £5,077 expenditure has been incurred with a further £8,105 committed under this budget heading.

Strategic Connectivity (£25,000)

- 3.9 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).
- 3.10 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 £25,000 provides Tactran and the Local Authorities' contribution in 2021/22 to maintain the model.
- 3.11 Expenditure under this budget heading is yet to be committed.

Health & Transport (£12,000)

- 3.12 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.
- 3.13 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. Discussions are ongoing regarding Safe Drive Stay Alive in 2021/22.
- 3.14 Further discussion with Community Safety partners is required before an expenditure commitment can be made under this budget heading.

Active Travel (£236,075)

- 3.15 This allocation includes provision for continued full year costs towards appointment of the embedded Regional Cycle Training & Development Officer in partnership with Cycling Scotland.
- 3.16 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. A separate report to this meeting provides information on the monitoring undertaken up until the end of May.

- 3.17 To date £129,014 expenditure has been incurred with a further £88,061 committed under this budget heading.

Travel Planning (£65,310)

- 3.18 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.
- 3.19 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.
- 3.20 To date £38,787 expenditure has been incurred with a further £26,450 committed under this budget heading.

Buses (£2,750)

- 3.21 This allocation provides for maintenance and potential development of the regional Thistle Assistance Card.
- 3.22 The Thistle Assistance [website](#) and app was developed and launched during financial year 2019/20 with Sestran 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.
- 3.23 To date there has been £2,188 committed under this budget heading.

Park & Ride (£5,000)

- 3.24 There are a number of initiatives that are considering how to best advance Park & Ride facilities in the Tactran region.
- 3.25 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) are continuing through the STAG appraisal process.
- 3.26 In addition, as reported separately to this meeting the Forth Valley and Tayside Bus Alliances have been awarded grant funding through Transport Scotland's Bus Partnership Fund to investigate bus priority measures on main transport corridors in Angus, Dundee, Fife, Perth and Stirling. As part of the STAG process measures which enhance bus priority and reduce congestion, such as Park & Choose and multi-modal hubs, will be investigated.

3.27 However, in addition to this at the request of a Tactran Board member, 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 Expenditure is yet to be committed under this budget heading.

Rail (£214,687)

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.

3.30 Transport Scotland has recently approved additional grant funding for both the Stirling Strategic Park & Ride (additional £3,800) and Bridge of Earn Transport Appraisal (additional £26,100) due to additional work required by Transport Scotland and also additional scenario planning and modelling required due to covid-19 pandemic.

3.31 Up to £71,029, £62,331 and £78,327 is available respectively in 2021/22 to continue the three appraisals, aiming for all to be completed by March 2022.

3.32 Both Stirling Strategic Park & Ride Strategy and Bridge of Earn Transport Appraisal have completed the Case for Change and Preliminary Appraisal stages of the STAG (Scottish Transport Appraisal Guidance) assessment and have commenced the Detailed Appraisal stage. The Tay Cities Park & Choose Strategy Case for Change was resubmitted to Transport Scotland in June 2021 and Tactran is currently awaiting confirmation that the study can move on to the Preliminary Appraisal.

3.33 To date £133,360 has been committed under this budget heading.

Freight (£5,000)

3.34 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.

3.35 To date £2,350 expenditure has been incurred under this budget heading.

Travel Information Strategy (£348,881)

3.36 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.

- 3.37 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 and subsequently provided a further £12,000 for additional work required. This includes three pilot projects in partnership with NHS Tayside, Loch Lomond and the Trossachs National Park and Dundee and Angus College.
- 3.38 Of the £550,112 (MIF), £155,415 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. An update on this project is reported in the Director's Report to this meeting.
- 3.39 To date £36,663 expenditure has been incurred and a further £109,278 committed under this budget heading.

Climate Change (£5,000)

- 3.40 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.
- 3.41 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.
- 3.42 Expenditure is yet to be committed under this budget heading.

Contingency (£13,562)

- 3.43 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.
- 3.44 As noted in Section 3.3 of this report, it is proposed to vire £29,918 underspend on the Core Budget to the RTS Contingency budget. In addition, and for the purpose of avoiding potential delay to the progress of specific projects within the RTS Programme, it is proposed that the authority to approve the use of the RTS Contingency budget is delegated to the Partnership Director and Treasurer. The Partnership will continue to receive updates on the use of the Contingency budget in future Budget and Monitoring reports.
- 3.45 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

3.46 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

3.47 At its meeting on 15 June 2021 the partnership agreed to delegate authority to the Executive Committee to agree projects and award funding. In August 2021 the Executive Committee agreed to allocate funding to the following projects:

- Angus Council - cycle/walking counters in Active Travel Audit areas (£35,000)
- Angus Council – Sidlaw Path Network community engagement/design (£30,000)
- Dundee City Council – Coupar Angus Road community engagement/design (£40,000)
- Perth & Kinross Council – Fairies Road, Perth path design and construction (£32,500)
- Perth & Kinross Council – Primrose Crescent, Perth path construction (£30,000)
- Stirling Council – Dunblane to Bridge of Allan and Alloa to Stirling Business Case development (£40,000)
- Stirling Council – Strategic Cycle GIS tool (£25,000)

3.48 A separate report to this meeting provides an Active Travel progress report and Appendix D provides a summary of the funding allocated to date.

3.49 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

Report prepared by Niall Gardiner. For further information contact email niallgardiner@tactran.gov.uk or telephone 07919990370.

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

Report to Partnership RTP/21/13, 2021/22 Budget and Monitoring, 15 June 2021

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

Appendix A

Income	Budget	Actuals to 31	Projected	Actual
	£	July 2021	Outturn	Variance to
	£	£	2021/22	Budget
			£	£
Scottish Government Grant Revenue Received	392,308	392,308	392,308	0
Council Req's Revenue Rec'd	103,020	51,510	103,020	0
Interest Received	0	0	0	0
Other Income	0	0	0	0
	495,328	443,818	495,328	0
Expenditure				
<u>Staff Costs</u>				
Salary GP	316,509	64,981	300,201	(16,308)
Salary Supn	52,617	11,079	48,655	(3,962)
Salary NI	35,477	7,442	32,829	(2,648)
Training/Conferences	1,200	0	1,200	0
Subscriptions	330	0	330	0
	406,133	83,502	383,215	(22,918)
<u>Property Costs</u>				
Energy	4,290	590	4,290	0
Cleaning	2,000	449	2,000	0
Maintenance	500	0	500	0
Rent	13,490	5,621	13,490	0
	20,280	6,660	20,280	0
<u>Supplies and Services</u>				
Office Consumables	4,125	802	4,125	0
Communications	2,500	290	2,500	0
Insurance	7,100	4,726	7,100	0
Information Technology	2,200	65	2,200	0
Hospitality	700	0	700	0
Board Expenses - misc.	500	0	500	0
	17,125	5,883	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	217	1,800	0
	51,390	217	51,390	0
Gross Expenditure	499,728	96,262	476,810	(22,918)
Net Income/(Expenditure)	(4,400)	347,556	18,518	22,918
Opening Core Reserves	21,486		21,486	
Funding to/(from) Reserves	(4,400)		18,518	
Closing Core Reserves	17,086		40,004	

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							£161,904		£161,904
		Committed							£55,171		£55,171
		Total							£217,075		£217,075
Travel Planning	TravelKnowHow Scotland - Website/Marketing	Received								£27,360	£27,360
		Committed								£28,450	£28,450
		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	£71,029								£71,029
	LRDF Bridge of Earn Transport Appraisal	Total	£71,029								£71,029
		Received									£0
		Committed	£62,331								£62,331
LRDF Tay Cities P&R Study	Total	£62,331								£62,331	
	Received									£0	
Freight		Committed									£78,327
		Total									£78,327
Travel Information	Get on The Go Social Media	Received									£0
		Committed		£1,322	£1,322		£1,322				£3,966
	Mobility as a Service	Total		£1,322	£1,322		£1,322				£3,966
		Received							£22,500		£22,500
		Committed	£155,415		£50,000				£22,500		£227,915
Total	£155,415		£50,000				£45,000		£250,415		
Climate Change		Received									£0
		Committed									£0
		Total									£0
Received											£211,764
Committed											£539,689
Total											£751,453

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

	Approved Budget £	Other Income £	Total Budget £	Actuals to 31 July 2021 £	Committed 2021/2022 £	Projected Outturn 2021/2022 £	Variance to Budget £
Income							
Scottish Executive Grant Revenue Received	130,442		130,442	130,442	-	130,442	0
Other Income - See Appendix B for detail		751,453	751,453	211,764	539,689	751,453	0
	130,442	751,453	881,895	342,206	539,689	881,895	-
Expenditure on Projects							
Development of RTS & Delivery Plan	29,500		29,500	5,077	8,105	29,500	0
Strategic Connectivity	12,500	12,500	25,000	-	-	25,000	0
Health and Transport	12,000		12,000	-	-	12,000	0
Active Travel	19,000	217,075	236,075	129,014	88,061	236,075	0
Travel Planning	9,500	55,810	65,310	38,787	26,450	65,310	0
Buses	2,750		2,750	-	2,188	2,750	0
Park & Ride	5,000		5,000	-	-	5,000	0
Rail	3,000	211,687	214,687	-	133,360	214,687	0
Freight	5,000		5,000	2,350	-	5,000	0
Travel Information	94,500	254,381	348,881	36,663	109,278	348,881	0
Climate Change	5,000		5,000	-	-	5,000	0
Contingency	13,562		13,562	-	-	13,562	0
Gross Expenditure	211,312	751,453	962,765	211,891	367,442	962,765	0
Net Expenditure	80,870	0	80,870	(130,315)	(172,247)	80,870	0
(Financed by) / Contribution to Reserves	(80,870)					(80,870)	
Reserves Statement:							
Opening Reserves	80,870					80,870	
Reserves (Used) / Returned	(80,870)					(80,870)	
Closing Reserves	0					0	

Tactran Income and Expenditure Account

2021/22

Detailed Statement - Capital Grants

	Budget	Actuals to	Committed	Projected	Variance to
	£	31 July 2021	2021/22	Outturn	Budget
<u>Income</u>	£	£		2021/22	£
				£	
Transport Scotland - Regional Active Travel Development Fund	133,400	-	132,500	133,400	-
Sustrans - Tactran Active Travel Grant	100,000	-	100,000	100,000	-
	233,400	-	232,500	233,400	-
<u>Capital Grant Expenditure</u>					
AC - Cycle/Walking Counters	35,000	-	35,000	35,000	-
AC - Sidlaw Path Network	30,000	-	30,000	30,000	-
DCC - Coupar Angus Road	40,000	-	40,000	40,000	-
PKC - Fairies Road, Perth Path	32,500	-	32,500	32,500	-
PKC - Primrose Crescent, Perth Path	30,000	-	30,000	30,000	-
SC - Dunblane/Bridge of Earn & Alloa/Stirling Business Cases	40,000	-	40,000	40,000	-
SC- Strategic Cycle GIS	25,000	-	25,000	25,000	-
Gross Expenditure	232,500	-	232,500	232,500	-
Net Expenditure	(900)	-	-	(900)	-