



**TAYSIDE AND CENTRAL SCOTLAND  
TRANSPORT PARTNERSHIP**

**STATEMENT OF ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2013**

**AUDITED**

# TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

## STATEMENT OF ACCOUNTS 2012/13

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# TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

## EXPLANATORY FOREWORD BY TREASURER

### 1 INTRODUCTION

This foreword is presented as a commentary on the overall financial position of *tactran* as shown within the Statement of Accounts for the year ended 31 March 2013 and contains explanations of the major influences on the Partnership's income, expenditure and cash flow.

### 2 ACCOUNTING POLICIES

The Statement of Accounting Policies sets out the basis upon which the Financial Statements have been prepared and explains the accounting treatment of both general and specific items.

### 3 THE FINANCIAL STATEMENTS

#### **Movement in Reserves Statement**

This statement shows the movement in the year on different reserves held by the Partnership. This is analysed into 'Usable Reserves' (i.e. those that can be applied to fund expenditure) and 'Unusable Reserves'. The Partnership does not have statutory powers to operate a Usable Reserve.

#### **Comprehensive Income and Expenditure Statement**

This statement shows the accounting costs in the year of providing services in accordance with generally accepted accounting practices.

#### **Balance Sheet**

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Partnership. The net assets of the Partnership (assets less liabilities) are matched by Reserves held by the Partnership.

#### **Cash Flow Statement**

This statement shows the changes in cash and cash equivalents of the Partnership during the reporting period. The statement shows how the Partnership generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.

#### **Notes to the Core Financial Statements**

These Notes are intended to give the reader further information which is not separately detailed in the core financial statements.

### 4 REMUNERATION REPORT

The Local Authority Accounts (Scotland) Amendment Regulations 2011 require Regional Transport Partnerships to include a Remuneration Report in the Financial Statements. The Remuneration Report discloses information for each senior employee.

Partnership Board members receive no remuneration in relation to their appointment to the Partnership. Board members may claim reasonable expenses incurred in relation to their participation in Partnership business. Expenses for Councillor members are borne by the constituent Councils. Expenses paid to non-Councillor members are reported in Note 7: Members Allowances.

### 5 STATEMENT ON THE SYSTEM OF INTERNAL FINANCIAL CONTROL

This statement sets out the framework within which financial control is managed and reviewed. The main components of the system are listed, together with any significant weaknesses that have been identified and the remedial action taken.

## 6 STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

This statement sets out the main financial responsibilities of the Partnership and the Treasurer.

## 7 REVENUE EXPENDITURE

At its meeting on 13 December 2011, the Tayside and Central Scotland Transport Partnership Board approved the 2012/13 Core Revenue Budget of £417,000 of which £317,000 was met by Grant in Aid funding from the Scottish Government. In addition, £10,000 of budgeted income from the Councils was brought forward from 2011/12 to fund key RTS priorities. A further £100,000 was requisitioned from the four constituent Councils, using a Scottish Government allocation methodology based on 95% population and 5% area, as follows:

		£
Angus Council	22.9%	22,900
Dundee City Council	28.4%	28,400
Perth and Kinross Council	30.3%	30,300
Stirling Council	18.4%	18,400
Total Council Requisitions	<u>100.0%</u>	<u>100,000</u>

The Scottish Government also provided additional Grant in Aid revenue funding for the financial year 2012/13 for the Regional Transport Strategy of £205,750.

A further £5,000 was received from NHS Forth Valley as a contribution towards the Health and Transport Framework. First Scotrail provided a contribution of £2,595 for the Tay Estuary Rail Service.

This resulted in a gross revenue budget for 2012/13 of £632,789.

During 2012/13, the Partnership Board received regular revenue and capital monitoring reports in order to keep the members fully apprised as to the projected outturn position.

For 2012/13, the main factors underlying each of the variances are as follows:

### *Requisitions from Councils*

As a result of reduced level of expenditure of £15,945, the Partnership did not require the full requisitions due from the four constituent authorities. At the Partnership meeting of 12 March 2013 it was agreed that this amount would be used by the Partners to support the 2013/14 RTS Revenue Budget.

The overall deficit on the Comprehensive Income and Expenditure Statement was £24,000 which reflects, in accordance with International Accounting Standard 19 (Retirement Benefits) ("IAS 19"), the entries required in respect of pension costs and accumulated absences.

## 8 GENERAL FUND

The Partnership has, under the Transport (Scotland) Act 2005, no powers to hold a balance on the General Fund. Any underspends are therefore treated as creditors repayable to the funder or amounts received in advance from the funding source.

## 9 CAPITAL EXPENDITURE

During 2012/13, the Partnership did not incur any direct capital expenditure. A Regional Transport Strategy Capital Programme totalling £2.873 million, utilising Capital Grant within the Dundee City Council and Perth and Kinross Council Capital Programmes was progressed during 2012/13.

## 10 PENSION LIABILITY

Under International Accounting Standard (IAS) 19-Employee Benefits, the Partnership is required to include in the Statement of Accounts amounts relating to the assets, liabilities, income and expenditure of the pension schemes for its employees. Based on information provided by Local Government Pension Scheme Actuaries, it has been estimated that the Partnership had a net pension liability of £459,000 as at 31 March 2013. The estimated net pension liability at 31 March 2012 was £603,000.

The pension liability represents the best estimate of the current value of the pension benefits that will have to be funded by the Partnership through its constituent Councils. The liability relates to benefits earned in the Local Government Pension Scheme by existing or previous employees up to 31 March 2013.

These benefits are expressed in current value terms rather than the cash amount that will actually be paid out. This allows for the 'time value of money', whereby the value of cash received now is regarded as higher than cash received in, for example, ten years time, since the money received now could be invested and would earn interest or returns during the ten years. In order to adjust the pension liability cash flows for the time value of money a discount factor based on a corporate bond rate is used.

## 11 BALANCE SHEET NET LIABILITIES

The Balance Sheet at 31 March 2013 shows net liabilities of £461,000. This net liability position reflects the inclusion of net pension liabilities of £459,000 falling due in future years and arising from the application of IAS 19 and £2,000 for the application of the short term employee benefits accrual. It is appropriate to adopt a going concern basis for the preparation of the financial statements as the constituent authorities have a legal obligation under the Transport (Scotland) Act 2005 to provide the Partnership with funding to meet all liabilities as they fall due.

## 12 MAJOR CHANGES IN ACCOUNTING PRACTICE

There have been no major changes in accounting practice in the preparation of the Partnerships Accounts.

## 13 PRIOR PERIOD ADJUSTMENTS

There has been no material change to the 2011/12 comparative figures within the Financial Statements.

## 14 POST BALANCE SHEET EVENTS

No significant events occurred between the Balance Sheet date and the date the Treasurer signed the accounts that would have a material impact on the 2012/13 Statement of Accounts.

## 15 ACKNOWLEDGEMENTS

During the 2012/13 financial year the Partnership's financial position has undertaken regular scrutiny and strict budgetary control. I would wish to place on record my appreciation of the excellent work carried out by the Partnership's officers, supported by the officers of Perth and Kinross Council in the financial management of the Partnership and in the preparation of the 2012/13 Statement of Accounts.



**Scott Walker CPFA**  
**Treasurer**  
*tactran*  
**17 September 2013**

# TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

## REPORT BY PARTNERSHIP DIRECTOR

### INTRODUCTION

Tactran is the statutory Regional Transport Partnership covering the Angus, Dundee City, Perth & Kinross and Stirling Council areas. The Partnership's principal purpose and duty is to prepare and coordinate the delivery of the statutory Regional Transport Strategy (RTS), and to generally contribute to and oversee strategic transport planning and delivery at a regional level. Through development and delivery of the RTS the Partnership also aims to contribute to the achievement of statutory public sector Climate Change objectives.

As a statutory Community Planning agency the Partnership is a signatory to, and aims to support the delivery of, the 4 Single Outcome Agreements (SOAs) covering its partner Council areas.

Through its role as a statutory Key Agency in the Development Planning process Tactran works closely with the relevant Strategic and Local Development Planning Authorities to align strategic transportation and land use policy, planning and delivery.

### 2012/13 DEVELOPMENTS AND ACHIEVEMENTS

#### REGIONAL TRANSPORT STRATEGY

The RTS and associated Delivery Plan set out the key proposals and interventions required for successful implementation and realisation of the Strategy vision and objectives over the period to 2023. The Delivery Plan provides a framework for determining Capital and Revenue programmes which support delivery of the RTS, working in collaboration with partner Councils, Scottish Government, Transport Scotland and other delivery stakeholders.

During the year the Partnership progressed the development and delivery of key RTS priorities. The 2012/13 Revenue Programme amounting to £223,384, and related officer activity, supported:-

- ongoing development of our Tay Estuary Rail Strategy (TERS) proposals for introduction of additional regional rail services and enhanced passenger facilities; promoting and building upon earlier introduction of enhanced rail services between Dundee/Perth – Glasgow and at Broughty Ferry and Gleneagles through further additions to services at Broughty Ferry, Invergowrie and Carnoustie in December 2012; progressing implementation of proposals for safer road access, increased car parking and enhanced passenger facilities at Gleneagles Station; investigating the Business Case for potential relocation of Invergowrie Station; and scoping work on feasibility of relocating Bridge of Allan station;
- grant and match funding for a range of walking and cycling projects and initiatives across the region, in partnership with Councils, Cycling Scotland, Sustrans, the Countryside Trust and local communities;
- maintenance and development of our regional multi-modal travel information portal [www.tactranconnect.com](http://www.tactranconnect.com) including incorporation of lorry routeing maps and information to encourage more appropriate HGV routeing by the freight industry; support for Traveline Scotland's development of mobile travel information for people who are visually impaired;
- development of locally relevant Health and Transport Action Plans through Community Planning Partnerships to support implementation of the Regional Health & Transport Framework;
- continuing Travel Plan Officer resource and funding to support public and private sector organisations to develop, implement and monitor effective Active Travel Plans, including our [www.travelknowhow.org.uk/tactran](http://www.travelknowhow.org.uk/tactran) and [www.tactranliftshare.com](http://www.tactranliftshare.com) online resources and through Sustainable Travel Grant Scheme funding;
- securing EU grant funding to pilot more sustainable freight distribution practices through a trial Freight Consolidation Centre for Perth, linked with Air Quality Management Action Plan objectives in Perth City Centre;
- contributing towards a marketing campaign to promote air services and connectivity at Dundee Airport;
- contributing, along with other Key Agencies to researching available land use and transport data to inform the next TAYplan Strategic Development Plan; and

- undertaking a Transport Carbon Assessment for the Tactran and TAYplan regions to inform meeting the Partnership's own, and other public sector partners', duty to contribute towards statutory Climate Change objectives.

In addition to our Revenue Programme, the 2012/13 Tactran Capital Programme, amounting to £2.873 million, supported implementation of and contribution towards a number of priority projects within the RTS Delivery Plan, including :-

- joint funding, with Transport Scotland, installation of intelligent driver information systems aimed at increasing efficiency of traffic movement on the strategic road network in and around Dundee;
- extension of the Dundee Travel Active "Smarter Choices/Smarter Places" project;
- contribution towards expansion of the low carbon electric fleet and charging infrastructure in Dundee;
- further Quality Bus Corridor improvements between Perth – Blairgowrie – Dundee;
- development of Real Time Passenger Information proposals in Perth & Kinross;
- review of public transport interchange facilities and opportunities in Perth;
- Gleneagles Station road access, car parking and station facilities enhancements;
- continued development and design of Park & Ride facilities at Dundee and Perth;
- progressing design feasibility work on the A9/A94 link road and associated key trunk road junctions at Perth; and
- completion of road access improvements at Dundee Port supporting the development potential of the Port as a renewable energies hub.

Further information on the Partnership's activity and our Revenue and Capital programme work can be obtained by visiting our website [www.tactran.gov.uk](http://www.tactran.gov.uk)

## **COMMUNITY PLANNING**

The Partnership is committed to playing a full and active role supporting Community Planning. Work continued on aligning RTS policy and delivery priorities in support of national and local outcomes within the four Single Outcome Agreements (SOAs) covering constituent Council areas. Tactran is a formal signatory to each of the SOAs.

Engaging proactively in Community Planning and supporting development and implementation of the next iteration of SOAs and their associated Action Plans through our own RTS policy and Delivery Plan actions, remains a significant focus and commitment for the Partnership.

## **DEVELOPMENT PLANNING**

The Partnership's officers have contributed to the development of the TAYplan Strategic Development Plan (SDP) and its associated Action Programme, and the emerging Local Development Plans (LDPs) covering our four constituent Councils, the Cairngorms National Park and the Loch Lomond & The Trossachs National Park. The Partnership Board receives reports and comments formally at the key Main Issues Report and Proposed Plan stages for each Development Plan.

Ongoing engagement to ensure a close strategic fit between the RTS, TAYplan and the six LDPs covering the Tactran region has been an increasing staff commitment over the past 2 years and will remain a high priority and ongoing resource commitment for the Partnership moving forward.

## **CLIMATE CHANGE DUTIES**

To assist in informing Tactran's own response to meeting the Public Sector Duties under the Climate Change (Scotland) Act 2009, work continued on assessing and establishing baseline information on transport carbon emissions within the Tactran and TAYplan regions, and for each of the constituent Council areas covered by both regional bodies. This work included assessment of a range of potential options and measures to mitigate carbon emissions from transport and identification of those which would most effectively be delivered by Tactran and its partner agencies to contribute to carbon reduction targets.

This work will be shared with our partner Councils, CPPs and Strategic Development Plan and Local Development Plan authorities' to inform their work and actions on meeting the public bodies Climate Change duties.

## **PUBLIC SECTOR EFFICIENCY**

During 2012/13 savings equivalent to 2.58% of the approved Core Revenue Budget for the year were delivered, a proportion of which was vired to supplement the RTS Revenue Programme.

Since 2009/10 the Partnership has achieved cumulative and recurring Core Budget efficiency savings of approximately 11%. The Partnership will continue to seek to effect operational efficiencies moving forward. However, as a small strategic body, the opportunities for this are increasingly limited.

## **ACKNOWLEDGEMENTS**

I wish to record my thanks to the Chair, Deputy Chair and all members of the Partnership Board for their commitment and support during the year.

Sincere thanks also to all members of the Partnership's executive team, Proper Officers and their colleagues for their continued support and commitment, and to the many staff within our partner Councils and other stakeholder organisations whose contributions and support are greatly appreciated.



**Eric Guthrie**  
**Partnership Director**  
*tactran*  
**17 September 2013**



# TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

## MEMBERS AND OFFICIALS 2012/13

Tayside and Central Scotland Transport Partnership (*tactran*) is a statutory body established under the Transport (Scotland) Act 2005. The Tactran region covers the Angus, Dundee City, Perth & Kinross and Stirling Council areas, which together make up approximately 12% of mainland Scotland with nearly 10% of the Scottish population resident in the region.

Tactran works with its partner Councils, Community Planning Partnerships, Development Planning Authorities, Scottish Government, Transport Scotland, transport providers and other key stakeholders to improve and develop Scotland's transport infrastructure and services, in support of promoting sustainable economic growth, social inclusion and environmental sustainability.

### **PARTNERSHIP BOARD MEMBERSHIP**

Membership of the Partnership is prescribed by the Regional Transport Partnerships (Establishment, Membership and Constitution) (Scotland) Order 2005. The Partnership Board consists of 10 Councillors who are nominated by Councils – 3 per Council from Dundee City and Perth & Kinross and 2 per Council from Angus and Stirling – plus 4 or 5 non-Councillor members.

Following the Council elections in May 2012 new Councillor member appointments to the Partnership were confirmed in June 2012. Board membership during 2012/13 was:-

#### **Councillor Members**

##### **Angus Council**

Councillor Iain Gaul (until June 2012)  
Councillor John Whyte (until June 2012)  
Councillor Mairi Evans (from June 2012)  
Councillor Ronnie Proctor (from June 2012)

##### **Dundee City Council**

Councillor Dave Bowes (until June 2012)  
Councillor Will Dawson (Chair, continuing)  
Councillor Brian Gordon  
Councillor Bill Campbell (from June 2012)

##### **Perth & Kinross Council**

Councillor Ann Gaunt (until June 2012)  
Councillor Alan Jack (Deputy Chair, until June 2012)  
Councillor John Kellas  
Councillor Mike Barnacle (from June 2012)  
Councillor Alan Livingstone (from June 2012)

##### **Stirling Council**

Councillor Jim Thomson (until June 2012)  
Councillor Colin O'Brien (until June 2012)  
Councillor Danny Gibson (from June 2012)  
Councillor Alycia Hayes (from June 2012)

The current Councillor appointments extend until the next Local Government elections in May 2017.

#### **Non-Councillor Members**

Non-Councillor appointments are made by the Partnership, subject to the consent of Scottish Ministers. The Partnership has agreed to appoint the maximum of 5 non-Councillor members permitted by legislation. The non-Councillor members during 2012/13 were:-

**Mr Ken Armstrong** – Ken is Director of Operations for NHS Tayside and was appointed as health sector representative on the Partnership Board with effect from March 2011 until 31 March 2013.

**Mr Doug Fleming** – Doug has over 45 years' experience in the transport industry including Managing Director level experience with Travel Dundee and the Stagecoach Group. He was appointed to the Partnership Board in February 2009 and was appointed Deputy Chair of the Partnership from June 2012.

**Mr Gavin Roser** – Gavin is a Director of Pantrak Transportation Limited and Secretary General to the European Freight and Logistics Leaders Forum. He has over 40 years' senior transport experience in road, rail and shipping companies. He was appointed to the Partnership Board in March 2007.

**Mr David Scotney** – David has over 30 years' experience of working in transportation policy development and planning in local government and in transport consultancy. He was appointed to the Partnership Board in September 2010.

**Mr Bill Wright** – Bill has over 25 years' experience at senior management level in financial management and is current chair of Cycling Scotland. He was appointed to the Partnership Board in April 2006.

### **Advisors**

Regional Transport Partnerships may appoint such number of observers or advisors as they consider appropriate. Reflecting the key strategic relationships between regional transportation and land use planning, the Board has appointed TAYplan Strategic Development Plan Manager, Pam Ewen as an advisor to the Partnership.

## **PARTNERSHIP STAFF**

### **Partnership Director**

Eric Guthrie was appointed Partnership Director in July 2006. He has 34 years' experience in local authority transportation policy, planning and delivery. As the Partnership's Chief Officer, he is responsible for ensuring that the Partnership meets all of its statutory obligations and duties and for managing the Partnership and its resources.

### **Projects Manager**

Niall Gardiner was appointed Projects Manager in October 2007. He has over 20 years' experience working in transportation planning and engineering. Niall is responsible for managing the development and implementation of the Partnership's Revenue and Capital delivery programmes, in liaison with partner Councils, Community Planning Partnerships, Development Planning Authorities and other delivery stakeholders.

### **Strategy Manager**

Michael Cairns was appointed Strategy Manager in November 2007. He has over 30 years' experience working in transportation planning and engineering. Michael is responsible for managing development and implementation of the Regional Transport Strategy and related sub-strategies, in liaison with partner Councils, Health Boards, Community Planning Partnerships, Development Planning Authorities and other strategic stakeholders.

### **Travel Plan Officer**

Merry Scott was appointed Travel Plan Officer in January 2007. She has 11 years' experience in travel planning and sustainable transport promotion and delivery. Merry is responsible for developing and implementing the Regional Travel Plan Strategy and sustainable transport initiatives working with partner Councils, Health Boards, Scottish Government and other public and private sector agencies.

### **Office Manager / Personal Assistant (PA) to Director**

Ashley Roger was appointed Office Manager / Personal Assistant to the Director in January 2007. She has 16 years office management / PA experience in the private and public sectors. Ashley is responsible for overseeing all aspects of office management and related administrative support to the Partnership's staff and members and providing PA support to the Partnership Director.

### **Administration Assistant**

Muriel Muirhead was appointed Administration Assistant in September 2008. She has previous administrative and clerical experience in the private and public sectors. Muriel is responsible for providing all aspects of clerical and administrative support to the Partnership's staff and members under the general direction of the Office Manager/PA to Director.

## **PROPER OFFICERS**

In accordance with statutory requirements the Partnership has appointed three Proper Officers who provide specialist corporate governance, financial and treasury management and legal support and advice to the Partnership Board and Partnership Director. These are:-

### **Partnership Secretary**

Gillian Taylor is Head of Democratic Services with Perth & Kinross Council and is the Proper Officer for all matters relating to Partnership governance, meetings and proceedings, and for ethical standards.

### **Partnership Treasurer**

Scott Walker is Chief Accountant with Perth & Kinross Council and is the Proper Officer for all matters relating to financial probity, treasury management and reporting.

### **Partnership Legal Adviser**

Ian Innes is Head of Legal Services with Perth & Kinross Council and is the Proper Officer for all matters of a legal nature, including Execution of Deeds, and representing the Partnership in any legal or tribunal proceedings.

Further information on *tactran* can be found on the Partnership's website – [www.tactran.gov.uk](http://www.tactran.gov.uk)

# TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

## STATEMENT ON THE SYSTEM OF INTERNAL FINANCIAL CONTROL

This statement is made in respect of the 2012/13 Statement of Accounts for the Tayside and Central Scotland Transport Partnership. We acknowledge our responsibility for ensuring that an effective system of internal financial control is maintained and operated in connection with the resources concerned.

The system of internal financial control can provide only reasonable and not absolute assurance that assets are safeguarded, that transactions are authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected within a timely period. There is no regular internal audit scrutiny for the Partnership but they will provide advice and guidance as and when required.

The system of internal financial control is based on a framework of regular management information and budget monitoring, financial regulations, administrative procedures (including segregation of duties), management supervision, and a system of delegation and accountability. Development and maintenance of the system is undertaken by senior officials and staff of the Partnership. In particular, the system includes:

- a revenue budget system;
- the preparation of regular financial reports which indicate actual expenditure against forecasts and budget;
- monthly internal monitoring reporting by Partnership staff and accountants
- annual financial reports which indicate actual financial performance against budget;
- clearly defined financial regulations, powers of delegation and scheme of administration; and
- setting targets to measure financial and other performance

Our review of the effectiveness of the system of internal financial control is informed by:

- the work of senior officials and staff of the Partnership;
- budget monitoring meetings;
- assurances received from the Partnership Board; and
- the external auditors in their annual audit letter and any other reports

The Partnership's financial management arrangements conform with the governance arrangements of CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010) as set out in the Application Note to Delivering Good Governance in Local Government.

In conclusion, we are not aware of any significant weaknesses or failures in the Partnership's system of internal financial control that could have a material effect on the operations of the Partnership.



**Scott Walker CPFA**  
Treasurer  
*factran*  
17 September 2013



**Eric Guthrie**  
Partnership Director  
*factran*  
17 September 2013

**TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**  
**STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS**

**The Partnership's responsibilities**

The Partnership is required to:

- make arrangements for the proper administration of its financial affairs and to ensure that a designated officer has the responsibility for the administration of those affairs. For *tactran* that officer is the Treasurer;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

**The Treasurer's responsibilities**

The Treasurer is responsible for the preparation of the Partnership's Statement of Accounts in accordance with proper practices set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom ('the Code of Practice').

In preparing this Statement of Accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the Code of Practice.

The Treasurer has also:

- kept proper accounting records which were up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

The Statement of Accounts present a true and fair view of the financial position of the Partnership at the accounting date and its income and expenditure for the year ended 31 March 2013.



**Scott Walker CPFA**  
**Treasurer**  
*tactran*  
**17 September 2013**

# TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

## MOVEMENT IN RESERVES STATEMENT

For the year ended 31 March 2013

	General Fund Balance £,000	<b>Total Usable Reserves £,000</b>	Accumulated Absences Unusable Reserves £,000	Pensions Reserve Unusable Reserves £,000	<b>Total <i>tactran</i> Reserves £,000</b>
Balance at 31 March 2011	0	0	(9)	(490)	<b>(499)</b>
<u>Movement in reserves during 2011/12</u>					
Surplus or (deficit) on provision of services	11	11	0	0	11
Other Comprehensive Expenditure and Income	0	0	0	(118)	<b>(118)</b>
<b>Total Comprehensive Expenditure and Income</b>	11	11	0	(118)	<b>(107)</b>
Adjustments between accounting basis & funding basis under regulations (note 3)	(11)	<b>(11)</b>	6	5	0
Increase/Decrease in 2011/12	0	0	6	(113)	<b>(107)</b>
<b>Balance at 31 March 2012 carried forward</b>	0	0	(3)	(603)	<b>(606)</b>
<u>Movement in reserves during 2012/13</u>					
Surplus or (deficit) on provision of services	(24)	<b>(24)</b>	0	0	<b>(24)</b>
Other Comprehensive Expenditure and Income	0	0	0	169	169
<b>Total Comprehensive Expenditure and Income</b>	(24)	<b>(24)</b>	0	169	<b>145</b>
Adjustments between accounting basis & funding basis under regulations (note 3)	24	<b>24</b>	1	(25)	0
Increase/Decrease in 2012/13	0	0	1	144	<b>145</b>
<b>Balance at 31 March 2013 carried forward</b>	0	0	(2)	(459)	<b>(461)</b>

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

For the year ended 31 March 2013

2011/12			2012/13			
Gross Exp £000	Gross Income £000	Net (Income) / Exp £000	Note	Gross Exp £000	Gross Income £000	Net (Income) / Exp £000
<b>SERVICES</b>						
650	(552)	98		612	(535)	77
36	0	36		34	0	34
<b>686</b>	<b>(552)</b>	<b>134</b>		<b>646</b>	<b>(535)</b>	<b>111</b>
(9)	0	(9)	9	7	0	7
0	(136)	(136)		0	(94)	(94)
<b>(9)</b>	<b>(136)</b>	<b>(145)</b>		<b>7</b>	<b>(94)</b>	<b>(87)</b>
		<b>(11)</b>		<b>653</b>	<b>(629)</b>	<b>24</b>
		118				(169)
		<b>107</b>				<b>(145)</b>


TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

BALANCE SHEET

Year ending 31 March 2013

As at		Notes	As at	
31 March 2012			31 March 2013	
£000	£000		£000	£000
44		13	24	
13		16	112	
<b>57 Current Assets</b>			<b>136</b>	
(60)		14	(138)	
<b>(60) Current Liabilities</b>			<b>(138)</b>	
(603)		9	(459)	
<b>(606) Net Liabilities</b>			<b>(461)</b>	
<b>Financed by Fund Balances and Unusable Reserves:</b>				
(603)		4	(459)	
(3)		4	(2)	
<b>(606)</b>			<b>(461)</b>	

The Unaudited Statement of Accounts were issued 24 June 2013 and the Audited Statement of Accounts were authorised for issue on 17 September 2013.

  
**Scott Walker CPFA**  
 Treasurer  
*tactran*  
 17 September 2013



# TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

## CASH FLOW STATEMENT

Year ending 31 March 2013

2011/12 £000	Notes	2012/13 £000
11	Net surplus or (deficit) on provision of service	(24)
(139)	Adjustments to net surplus or (deficit) on the provision of services for non cash movements	123
(128)	Net Cash Flows from Operating Activities	99
0	Investing Activities	0
0	Financing Activities	0
(128)	Net Increase/(decrease) in cash and cash equivalents	99
141	Cash and cash equivalents at the beginning of the reporting period	13
13	<b>Cash and cash equivalents at the end of the reporting period</b>	<b>112</b>

**TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**  
**REMUNERATION REPORT**

**(i) Remuneration Policy for Senior Employees**

The Partnership Board determines initial remuneration for senior employees with reference to the level of responsibility of the post.

The Partnership does not operate a Remuneration Committee.

Annual inflationary increases are based on those agreed by the Scottish Joint Negotiating Committee for Chief Officials of Local Authorities (Scotland).

**(ii) Remuneration for Senior Councillors**

Under current legislation Councillor Members of the Partnership are not entitled to receive any remuneration from *tactran*. Remuneration would be made directly from their constituent authorities and this information would be disclosed within each constituent authority's remuneration report. Expenses paid to Board members are detailed in note 7 to the financial statements.

**(iii) Officers Remuneration**

The Partnership has three Proper Officers who undertake tasks within their specialised areas, who earn in excess of £50,000 (Partnership Secretary, Treasurer and Legal Adviser), however all Proper Officers are employed and paid by Perth & Kinross Council and are not included within the Remuneration report. The Partnership is recharged a total of £9,000 by Perth and Kinross Council for these individual officers.

The number of employees whose remuneration, excluding employer's pension contributions, was £50,000 or more in bands of £5,000 were:

<i>Number of Employees 2011/12</i>	<b>Salary Banding</b>	<b>Number of Employees 2012/13</b>
1	£75,000 - £79,999	1

**(iv) Senior Employees Remuneration**

<b>Name and Post Title</b>	<b>Salary, Fees and Allowance £000</b>	<b>Total Remuneration 2012/13 £000</b>	<b>Total Remuneration 2011/12 £000</b>
Eric Guthrie Partnership Director	79	79	79
	<hr/> 79	<hr/> 79	<hr/> 79

The senior employee in the above table has overall chief executive officer responsibility and accountability for the strategic direction and management of the Partnership, to the extent that the person has powers and authority to direct and control the major activities of the Partnership, including activities involving the expenditure of money. He is also responsible for ensuring that the Partnership fulfils its statutory duties and obligations in line with priorities set by the Partnership Board during the year to which the Report relates, whether solely or collectively with other persons.

**(v) Senior Employees Pension Entitlement**

The pension entitlement of the Partnership senior employee is as follows:

**In year pension contributions**

**Accrued pension benefits**

Name and Post Title	In year pension contributions		Accrued pension benefits			
	2011/12 £000	2012/13 £000	As at 31 March 2012 £000	As at 31 March 2013 £000	Difference from 31 March 2012 £000	
Eric Guthrie Partnership Director	15	15	Pension	34	35	1
			Lump Sum	89	89	0
	<u>15</u>	<u>15</u>				

**(vi) Audit Review**

All information disclosed within the tables is audited by the Partnership's appointed External Auditors. The other sections of the Remuneration Report are reviewed by External Auditors to ensure that they are consistent with the financial statements.



**Eric Guthrie**  
Partnership Director  
*tactran*  
17 September 2013



**Will Dawson**  
Chairperson  
*tactran*  
17 September 2013

# TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

## NOTES TO THE CORE FINANCIAL STATEMENTS

### 1. ACCOUNTING POLICIES

#### GENERAL PRINCIPLES

These Statement of Accounts summarise the Partnerships transactions for 2012/13 and its position at 31 March 2013. The Partnership is required to prepare an annual Statement of Accounts by the Transport (Scotland) Act 2005, section 3 and section 12 of the Local Government in Scotland Act 2003 requires they be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 and the Service Reporting Code of Practice for Local Authorities 2012/13, supported by International Financial Reporting Standards (IFRS).

The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of financial instruments.

#### ACCRUALS OF INCOME AND EXPENDITURE

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received.

#### CASH AND CASH EQUIVALENTS

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours.

In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Partnership's cash management.

#### EMPLOYEE BENEFITS

##### Benefits Payable During Employment

Short-term employee benefits (those that fall due wholly within 12 months of the year-end), such as wages and salaries, paid annual leave and paid sick leave and any non-monetary benefits for current employees, are recognised as an expense in the year in which employees render service to the Partnership. An accrual is made against services in the Surplus or Deficit on the Provision of Services for the cost of holiday entitlements and other forms of leave earned by employees but not taken before the year-end and which employees can carry forward into the next financial year. The accrual is made at the remuneration rates applicable in the following financial year. Any accrual made is required under statute to be reversed from the General Fund Balance by crediting the Accumulating Compensated Absences Adjustment Account in the Movement in Reserves Statement.

##### The Local Government Pension Scheme

The Local Government Scheme is accounted for as a defined benefits scheme:

- The liabilities of the Tayside Superannuation Fund attributable to the Partnership are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates etc, and projections of projected earnings for current employees,
- The assets of the Tayside Superannuation Fund attributable to the Partnership are included in the Balance Sheet at their fair value,
  - quoted securities – current bid price,
  - unquoted securities – professional estimate,
  - unitised securities – current bid price,
  - property – market value,

- The change in the net pensions liability is analysed into seven components:
  - current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked;
  - past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Surplus/Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs;
  - interest cost – the expected increase in the present value of liabilities during the year as they move one year closer to being paid – debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;
  - expected return on assets – the annual investment return on the fund assets attributable to the Authority, based on an average of the expected long-term return – credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;
  - gains/losses on settlements and curtailments – the result of actions to relieve the Partnership of liabilities or events that reduce the expected future service or accrual of benefits of employees – debited/credited to the Surplus/Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs;
  - actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – debited to the Pensions Reserve;
  - contributions paid to the Tayside Superannuation fund – cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the General Fund balance to be charged with the amount payable by the Partnership to the Pension Fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact on the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

#### Discretionary Benefits

The Partnership also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

#### **EVENTS AFTER THE REPORTING PERIOD**

Events after the reporting period are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. Two types of events can be identified:

- those that provide evidence of conditions that existed at the end of the reporting period – the Statement of Accounts is adjusted to reflect such events;
- those that are indicative of conditions that arose after the reporting period – the Statement of Accounts are not adjusted to reflect such events, but where a category of events would have a material effect disclosure is made in the notes of the nature of the events and their estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts.

## **GOVERNMENT GRANTS AND CONTRIBUTIONS**

Whether paid on account, by instalments or in arrears, Government grants, third party contributions and donations are recognised as due to the Partnership when there is reasonable assurance that:

- the Authority will comply with the conditions attached to the payments and
- the grants or contributions will be received.

Amounts recognised as due to the Partnership are not credited to the Comprehensive Income and Expenditure Account until conditions attaching to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset acquired using the grant or contribution are required to be consumed by the recipient as specified or future economic benefits or service potential must be returned to the transferor.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the relevant service line (attributable revenue grants/contributions) in the Comprehensive Income and Expenditure Statement.

## **FINANCIAL INSTRUMENTS**

In the Notes to the Financial Statements, financial instruments are required to be shown at fair value. Fair value is defined as the amount for which an asset could be exchanged or a liability settled, assuming that the transaction was negotiated between parties knowledgeable about the market in which they are dealing and willing to buy/sell at an appropriate price, with no other motive in their negotiations other than to secure a fair price.

## **LEASES**

### Operating Leases

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefitting from use of the leased property, plant or equipment. Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a rent-free period at the commencement of the lease).

## **RESERVES**

Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus/Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The Reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement.

Certain reserves are kept to manage the accounting processes for retirement benefits and accumulated absences do not represent usable resources for the Partnership – these reserves are explained in note 4.

## **VAT**

VAT payable is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs. VAT receivable is excluded from income.

## 2. ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY

The Statement of Accounts contains estimated figures that are based on assumptions made by the Partnership about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

The items in the Partnerships Balance Sheet at 31 March 2013 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

### Pensions Liability

Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Partnership with expert advice about the assumptions to be applied.

The effects on the net pensions liability of changes in individual assumptions can be measured. For instance, a 0.1% increase in the discount rate assumption would result in a decrease in the pension liability of £51,762 (2011/12, a 0.5% increase would result in a decrease in the pension liability of £246,191) and a similar decrease in the discount rate assumptions would result in an increase in the pension liability of £53,314 (2011/12, a 0.5% decrease would result in an increase in the pension liability of £284,435).

However, the assumptions interact in complex ways. During 2012/13, the Partnership's actuaries advised that the net pensions liability had decreased by £144,000 (2011/12 pension liability increased by £113,000) due to an updating of the assumptions.

## 3. MOVEMENT IN RESERVES STATEMENT – ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

This note details the adjustments that are made to the Comprehensive Income and Expenditure Statement recognised by the Partnership in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Partnership to meet future capital and revenue expenditure.

The Partnership holds no Usable Reserves.

	Movement in Unusable Reserves 2011/12 £000	Movement in Unusable Reserves 2012/13 £000
<b>Adjustments involving the Pensions Reserve:</b>		
Reversal of items relating to post employment benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(40)	(69)
Employer's pensions contributions and direct payments to pensioners payable in the year	45	44
<b>Adjustment involving the Accumulating Compensated Absences Adjustment Account</b>		
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	6	1
<b>Total Adjustments</b>	<b>11</b>	<b>24</b>

#### 4. BALANCE SHEET – UNUSABLE RESERVES

31 March 2012 £000		31 March 2013 £000
(603)	Pensions Reserve	(459)
(3)	Accumulating Compensated Absences Adjustment Account	(2)
<b>(606)</b>	<b>Total Unusable Reserves</b>	<b>(461)</b>

##### Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Partnership accounts for post employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Partnership makes employer's contributions to pension's funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Partnership has set aside to meet them. The statutory requirement on constituent Councils to meet the net cost of the Partnership will ensure that funding will have been set aside by the time the benefits come to be paid.

2011/12 £000		2012/13 £000
(490)	<b>Balance at 1 April</b>	(603)
(118)	Actuarial gains or losses on pension assets and liabilities	169
(40)	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(69)
45	Employer's pensions contributions and direct payments to pensioners payable in the year	44
<b>(603)</b>	<b>Balance as at 31 March</b>	<b>(459)</b>

##### Accumulating Compensated Absences Adjustment Account

The Accumulating Compensated Absences Adjustment Account absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year. Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

2011/12 £000		2012/13 £000
(9)	<b>Balance at 1 April</b>	(3)
6	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	1
<b>(3)</b>	<b>Balance at 31 March</b>	<b>(2)</b>



## 5. CASH FLOW STATEMENT – CASH AND CASH EQUIVALENTS

The balance of Cash and Cash Equivalents is made up of the following elements:

31 March 2012 £000		31 March 2013 £000
13	Bank current accounts	112
<u>13</u>	<b>Balance at 31 March</b>	<u>112</u>

## 6. AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

The analysis of income and expenditure by service on the face of the Comprehensive Income and Expenditure Statement is that specified by the Service Reporting Code of Practice for Local Authorities. However, decisions regarding resource allocation are taken by the Partnership's Board on the basis of budget reports analysed across functions. These reports are prepared on a different basis from the accounting policies used in the financial statements. In particular:

- the cost of retirement benefits is based on cash flows (payments of employer's pensions contributions) rather than current service cost of benefits accrued in the year,
- expenditure on some support services is budgeted for centrally and not charged to projects.

The income and expenditure of the Partnership's principal functions recorded in the budget reports for the year is as follows:

<b>Segmental Income &amp; Expenditure 2012/13</b>	<b>Core Service £,000</b>	<b>Projects £,000</b>	<b>Totals £,000</b>
Fees, charges & other service income	(10)	(2)	(12)
Interest and Investment Income	0	0	0
Government Grants	(312)	(211)	(523)
Constituent Council requisitions	(84)	(10)	(94)
<b>Total Income</b>	<u>(406)</u>	<u>(223)</u>	<u>(629)</u>
Employee Expenses	314	0	314
Other service expenses	66	0	66
Support service recharges	26	0	26
Project Costs	0	223	223
<b>Total Expenditure</b>	<u>406</u>	<u>223</u>	<u>629</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>

<b>Segmental Income &amp; Expenditure 2011/12</b>	<b>Core Service £,000</b>	<b>Projects £,000</b>	<b>Totals £,000</b>
Fees, charges & other service income	(1)	(29)	(30)
Interest and Investment Income	0	0	0
Government Grants	(270)	(252)	(522)
Constituent Council requisitions	(136)	0	(136)
<b>Total Income</b>	<u>(407)</u>	<u>(281)</u>	<u>(688)</u>
Employee Expenses	314	0	314
Other service expenses	69	0	69
Support service recharges	22	0	22
Project Costs	0	283	283
<b>Total Expenditure</b>	<u>405</u>	<u>283</u>	<u>688</u>
<b>Net Expenditure</b>	<u>(2)</u>	<u>2</u>	<u>0</u>

## Reconciliation of Segmental Income and Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement

This reconciliation shows how figures in the analysis of the segmental income and expenditure relate to amounts included in the Comprehensive Income and Expenditure Statement.

	2011/12 £000	2012/13 £000
Net Expenditure in Segmental Analysis	0	0
Amounts in the Comprehensive Income and Expenditure Statement not reported to management in Segmental Analysis	(2)	68
Amounts included in the Segmental Analysis not included in the Comprehensive Income and Expenditure Statement	136	(44)
<b>Cost of Services in Comprehensive Income and Expenditure Statement</b>	<b>134</b>	<b>24</b>

## Reconciliation to Subjective Analysis

This reconciliation demonstrates how the figures in the analysis of the segmental income and expenditure relate to a subjective analysis of the Surplus or Deficit on the Provision of Services included in the Comprehensive Income and Expenditure Statement (CIES).

2012/13	Segmental Analysis	Not Reported to Mgmt	Not included in CIES	Cost of Services	Corporate Amounts	Deficit on Provision of Service
	£000	£000	£000	£000	£000	£000
<b>Reconciliation to Subjective Analysis</b>						
Fees, charges & other service income	(12)					(12)
Interest & Investment Income	0					0
Government Grants	(523)					(523)
Constituent Councils requisitions	(94)					(94)
	(629)	0	0	0	0	(629)
Employee expenses	314					314
Other service expenses	66					66
Support service recharge	26					26
Project costs	223					223
Pension interest cost		84				84
Expected return on pension assets		(77)				(77)
Past service gains		0				0
Employer contributions		0	(44)			(44)
Current service cost		62				62
Accumulated absences		(1)				(1)
	629	68	(44)	0	0	653
(Surplus) on the provision of Service	0	68	(44)	0	0	24

2011/12	Segmental Analysis	Not Reported to Mgmt	Not included in CIES	Cost of Services	Corporate Amounts	Deficit on Provision of Service
	£000	£000	£000	£000	£000	£000
<b>Reconciliation to Subjective Analysis</b>						
Fees, charges & other service income	(30)					(30)
Government Grants	(522)					(522)
Constituent Councils requisitions	(136)		136		(136)	(136)
	(688)	0	136	0	(136)	(688)
Employee expenses	314					314
Other service expenses	69					69
Support service recharge	22					22
Project costs	283					283
Pension interest cost					78	78
Expected return on pension assets					(87)	(87)
Employer contributions		(45)				(45)
Current service cost		49				49
Accumulated absences		(6)				(6)
	688	(2)	0	0	(9)	677
(Surplus) on the provision of Service	0	(2)	136	0	(145)	(11)

## 7. MEMBERS ALLOWANCES

The Authority paid the following amounts to members of the Partnership during the year.

	2011/12 £000	2012/13 £000
Expenses	1	1
	<u>1</u>	<u>1</u>

## 8. EXTERNAL AUDIT COSTS

The external auditors of the Partnership are appointed by the Accounts Commission for Scotland, for a period of 5 years. The total fee payable to Audit Scotland in respect of the 2012/13 financial year, for external audit services undertaken in accordance with the Code of Audit Practice is £9,760 (2011/12 £10,200). During 2012/13, the external auditor did not provide any other services to the Partnership other than the duties undertaken in accordance with the Code of Audit Practice.

## 9. DEFINED BENEFIT PENSION SCHEMES

### Participation in pension schemes

As part of the terms and conditions of employment of its officers, the Authority makes contributions towards the cost of post employment benefits. Although these benefits will not actually be payable until employees retire, the Partnership has a commitment to make the payments and this needs to be disclosed at the time that employees earn their future entitlement.

The Partnership participates in the Local Government Pension Scheme, administered locally by Dundee City Council is a funded defined benefit final salary scheme, meaning that the Authority and employees pay

contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

#### Transactions relating to post employment benefits

The costs of retirement benefits are recognised in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge which requires to be made is based on the cash payable in the year, so the real cost of post employment/retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

	<b>Local Government Pension Scheme £000 2011/12</b>	<b>Local Government Pension Scheme £000 2012/13</b>
<b>Costs of Services</b>		
Current Service Cost	49	62
Past Service Costs	0	0
<b>Financial and Investment Income and Expenditure</b>		
Interest Costs	78	84
Expected return on scheme assets	(87)	(77)
<b>Total Post Employment Benefit Charged to the surplus or Deficit on the Provision of Services</b>	<b>40</b>	<b>69</b>
Actuarial gains and losses	(118)	169
<b>Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement</b>	<b>(78)</b>	<b>238</b>
<b>Movement in Reserves Statement</b>		
Reversal of net charges made to the surplus or Deficit for the Provision of Services for Post employment benefits in accordance with the code	11	(25)
Employers contributions payable to scheme	46	44

The cumulative amount of actuarial gains and losses recognised in the Comprehensive Income and Expenditure Statement to the 31 March 2013 is a loss of £479,000 (31 March 2012 £648,000).

## Assets and liabilities in relation to post employment benefits

Reconciliation of present value of the scheme liabilities (defined benefit obligation):

	<b>Funded liabilities Local Government Pension Scheme 2011/12 £000</b>	<b>Funded liabilities Local Government Pension Scheme 2012/13 £000</b>
<b>Opening Balance at 1 April</b>	<b>1,783</b>	<b>1,831</b>
Current Service Costs	49	62
Interest Cost	78	84
Contributions by scheme participants	20	19
Actuarial gains and losses	(99)	(34)
<b>Closing balance at 31 March</b>	<b>1,831</b>	<b>1,962</b>
	<b>Assets 2011/12 £000</b>	<b>Assets 2012/13 £000</b>
<b>Opening Balance at 1 April</b>	<b>1,293</b>	<b>1,228</b>
Rate of return	86	77
Actuarial gains and losses	(217)	135
Employer contributions	46	44
Contributions by scheme participants	20	19
<b>Closing balance at 31 March</b>	<b>1,228</b>	<b>1,503</b>

The expected return on scheme assets is determined by considering the expected returns available on the assets underlying the current investment policy. Expected yields on fixed interest investments are based on gross redemption yields as at the Balance Sheet date. Expected returns on equity investments reflect long-term real rates of return experienced in the respective markets.

The annual gain on scheme assets in the year was £212,058 (2011/12: return of £130,283).

### Scheme History

	<b>2009/10 £</b>	<b>2010/11 £</b>	<b>2011/12 £</b>	<b>2012/13 £</b>
<b>Present Value of Liabilities</b>				
Local Government scheme	(1,982,502)	(1,782,872)	(1,831,036)	(1,962,124)
Fair Value of Assets in Local Government Pension Scheme	1,134,208	1,292,977	1,227,973	1,503,207
(Deficit) of the Scheme	(848,294)	(489,895)	(603,063)	(458,917)

The liabilities show the underlying commitments that the Partnership has in the long term to pay post employment (retirement) benefits. The total liability of £459,000 has a substantial impact on the net worth of *tactran* as recorded in the Balance Sheet, resulting in a negative overall balance of £461,000. However, statutory arrangements which require the pensions funding deficit to be met by constituent Councils, mean that the financial position of the Partnership remains healthy:

- The deficit on the local government scheme will be made good by increased contributions over the remaining working life of employees (i.e. before payments fall due), as assessed by the scheme actuary.
- Funding is only required to be raised to cover discretionary benefits when the pensions are actually paid.

## Basis for estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. Both the Local Government Pension Scheme and Discretionary Benefits liabilities have been assessed by Barnett Waddingham, an independent firm of actuaries, estimates for the Fund being based on the latest full valuation of the scheme as at 1 April 2013.

The principal assumptions used by the actuary have been:

### **Local Government Discretionary Benefits Pension Scheme**

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
Expected Return	7.4%	7.3%	6.1%	6.1%
<b>Mortality assumptions:</b>				
Longevity at 65 for current pensioners:				
Retiring Today:				
Males	21.37	21.4	20.6	20.6
Females	24.44	24.4	22.8	22.9
Retiring in 20 Years:				
Males	22.30	22.3	21.8	21.9
Females	25.34	25.3	24.4	24.5
Rate of inflation	3.9%	3.5%	3.3%	3.4%
Rate of increase in salaries	5.4%	5.0%	4.8%	4.8%
Rate of increase in pensions	3.9%	2.7%	2.5%	2.6%
Rate for discounting scheme liabilities	5.5%	5.5%	4.6%	4.7%

### Discretionary Benefits

The Discretionary Benefits arrangements have no assets to cover its liabilities. The Local Government Pension Scheme assets consist of the following categories, by proportion of the total assets.

	<b>31 March 2012</b>	<b>31 March 2013</b>
Equities	68%	71%
Gilts	8%	7%
Other Bonds	11%	11%
Property	11%	9%
Cash	2%	2%
Total	100%	100%

### History of Experience Gains and Losses

The actuarial gains/ (losses) identified as movements on the Pensions Reserve in 2012/13 can be analysed into the following categories, measured as a percentage of assets or liabilities at 31 March 2013.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>
Difference between the expected and actual return on assets	20.3	0.5	(17.7)	9.0
Experience gains and losses on liabilities	0	0	20.9	0

The actuary advised that gains and losses are estimated for each year but only calculated on an actual basis every 3 years.

The total contributions expected to be made to the Local Government Pension Scheme by the Partnership in the year to 31 March 2014 is £42,732.

## 10. TRANSACTIONS WITH RELATED PARTIES

The four constituent Councils are related parties of *tactran*, in terms of the Accounting Code of Practice, as both *tactran* and the Councils are subject to common control by Central Government. During 2012/13, the Partnership entered into a number of transactions with the constituent Councils and these are detailed as follows:

2011/12			2012/13	
Income From £	Payments To £		Income From £	Payments To £
<b>Angus Council</b>				
(31,324)	0	<i>tactran</i> Requisition	(21,547)	0
(125)	0	Other Income	(88)	0
0	0	Supplies and Services	0	0
0	1,100	Third Party Payments	0	1,253
<u>(31,449)</u>	<u>1,100</u>		<u>(21,635)</u>	<u>1,253</u>
<b>Dundee City Council</b>				
(38,847)	0	<i>tactran</i> Requisition	(27,238)	0
(112)	0	Other Income	(94)	0
0	0	Supplies and Services	0	1,490
0	23,217	Third Party Payments	0	10,286
<u>(38,959)</u>	<u>23,217</u>		<u>(27,332)</u>	<u>11,776</u>
<b>Perth &amp; Kinross Council</b>				
(41,446)	0	<i>tactran</i> Requisition	(28,510)	0
(87)	0	Interest Receivable	(123)	0
(28,000)	0	Other Income	(243)	0
0	1,613	Supplies and Services	0	380
0	88,917	Third Party Payments	0	27,901
0	25,000	Central Support Services	0	25,000
0	5,409	Property Costs	0	5,541
0	855	Transport Costs	0	2,751
<u>(69,533)</u>	<u>121,794</u>		<u>(28,876)</u>	<u>61,573</u>
<b>Stirling Council</b>				
(25,168)	0	<i>tactran</i> Requisition	(17,313)	0
0	0	Other Income	(87)	0
0	3,264	Third Party Payments	0	16,686
<u>(25,168)</u>	<u>3,264</u>		<u>(17,400)</u>	<u>16,686</u>

## 11. BALANCES WITH RELATED PARTIES

The four constituent Councils are related parties of *tactran*, in terms of the Accounting Code of Practice, as both are subject to common control by Central Government. The following balances existed between the Partnership and its related parties as at 31 March 2013.

2011/12 Amount Due To/(From) Received In Advance From £		2012/13 Amount Due To/(From) Received In Advance From £
<b>Angus Council</b>		
2,299	<i>tactran</i> Requisition	3,651
0	Supplies and Services	(88)
2,299		3,563
<b>Dundee City Council</b>		
2,851	<i>tactran</i> Requisition	4,528
415	Supplies and Services	2,869
3,266		7,397
<b>Perth &amp; Kinross Council</b>		
(41)	Interest Receivable/(Payable)	(83)
3,042	<i>tactran</i> Requisition	4,831
(28,000)	Other Income	0
25,970	Staff Cost	26,545
3,922	Supplies and Services	6,550
4,893		37,843
<b>Stirling Council</b>		
1,847	<i>tactran</i> Requisition	2,934
1,847		2,934

## 12. FINANCE AND OPERATING LEASES

### Partnership as Lessee

The Partnership held no assets on finance lease during 2012/13 (2011/12: None) and accordingly there were no finance lease rentals paid to lessors during 2012/13 (2011/12: None). The Partnership occupies office premises in Perth on an operating lease which commenced in November 2006. The lease was originally for a period of six years and this is due for renewal in November 2012. A further 3 year extension to the lease was agreed in June 2012 on existing terms. The annual rent is £12,000.



### 13. DEBTORS

2011/12 £000		2012/13 £000
	<u>Current (Due within 1 year)</u>	
16	Central Government	17
0	Dundee City Council	1
28	Perth & Kinross Council	0
0	Other Entities and Individuals	6
<u>44</u>		<u>24</u>

### 14. CREDITORS

2011/12 £ 000		2012/13 £000
2	Angus Council	4
3	Dundee City Council	9
33	Perth and Kinross Council	38
2	Stirling Council	3
6	NHS	10
14	Other Entities and Individuals	74
<u>60</u>		<u>138</u>

### 15. GRANT INCOME

The Partnership received the following grants and contributions in 2012/13:

	2011/12 £000	2012/13 £000
Scottish Government	522	523
Constituent Authorities	136	94
	<u>658</u>	<u>617</u>

### 16. FINANCIAL INSTRUMENT BALANCES

Accounting regulations require that the "financial instruments" shown on the balance sheet be further analysed into various defined categories.

Financial liabilities and financial assets represented by loans and receivables are carried in the Balance Sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the instruments, using the following assumptions:

- the fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair value of an instrument is determined by calculating the Net Present Value (NPV) of future cash flows, which provides an estimate of the value of payments in the future in today's terms.

Fair value of Financial Assets carried at Amortised cost (Less than 12 months)

	31 March 2012		31 March 2013	
	Carrying Amount £000	Fair Value £000	Carrying Amount £000	Fair Value £000
Cash	13	13	112	112
	13	13	112	112

Nature and extent of risks arising from Financial Instruments

The Partnership's activities expose it to a variety of financial risks:

- i. credit risk – the possibility that other parties might fail to pay amounts due to the Partnership;
- ii. liquidity risk – the possibility that the Partnership might not have funds available to meet its commitments to make payments;
- iii. market risk – the possibility that financial loss might arise for the Partnership as a result of changes in such measures as interest rates.

Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Partnership's customers. The Partnership places deposits with The Co-operative Bank and Perth and Kinross Council.

The following analysis summarises the Partnership's potential maximum exposure to credit risk, based on past experience and current market conditions. No credit limits were exceeded during the financial year and the Partnership expects full repayment on the due date of deposits placed with its counterparties.

	Amounts at 31 March 2013 £000	Historical experience of default %	Historical experience adjusted for market conditions as at 31 March 2012 %	Estimated maximum exposure to default and uncollectability £000
Deposits with banks and other financial institutions	112	0	0	0
Customers	24	0	0	0
<b>Total</b>	<b>136</b>	<b>0</b>	<b>0</b>	<b>0</b>

Debtors

The Partnership does not generally allow credit for customers, such that no amount of the balance is past its due date for payment. The level of debtors can be analysed by age as follows:

	31 March 2013 £000
Less than three months	24
Total	24

## Liquidity Risk

The Partnership has deposits with both The Co-operative Bank and Perth and Kinross Council, both of which are on-call with immediate access. Therefore, there is no significant risk that the Partnership will be unable to raise finance from these sources to meet its commitments under financial instruments.

## **Independent auditor's report to the members of Tayside and Central Scotland Transport Partnership and the Accounts Commission for Scotland**

I certify that I have audited the financial statements of Tayside and Central Scotland Transport Partnership for the year ended 31 March 2013 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Movement in Reserves Statement, Comprehensive Income and Expenditure Statement, Balance Sheet, and Cash-Flow Statement, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 (the 2012/13 Code).

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

### **Respective responsibilities of the Responsible Financial Officer and auditor**

As explained more fully in the Statement of Responsibilities, the Treasurer is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. My responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require me to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the body's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Treasurer; and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the statement of accounts to identify material inconsistencies with the audited financial statements. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

### **Opinion on financial statements**

In my opinion the financial statements:

- give a true and fair view in accordance with applicable law and the 2012/13 Code of the state of the affairs of Tayside and Central Scotland Transport Partnership as at 31 March 2013 and of the income and expenditure of the Partnership for the year then ended;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2012/13 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973 and the Local Government in Scotland Act 2003.

### **Opinion on other prescribed matters**

In my opinion:

- the part of the Remuneration Report to be audited has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 1985; and

- the information given in the Explanatory Foreword for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Matters on which I am required to report by exception**

I am required to report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the part of the Remuneration Report to be audited are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit; or
- the Statement on the System of Internal Financial Control does not comply with the 2012/13 Code; or
- there has been a failure to achieve a prescribed financial objective.

I have nothing to report in respect of these matters.

*M. Tate*

Pearl Tate

Senior Audit Manager  
Audit Scotland  
18 George Street  
Edinburgh  
EH2 2QU

17 September 2013

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