

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**14 JUNE 2022****2022/23 BUDGET AND MONITORING****JOINT REPORT BY DIRECTOR AND TREASURER**

This report provides a monitoring update on the Partnership's Revenue and Capital expenditure and seeks the Partnership's approval of a revised 2022/23 RTS Revenue Programme.

1 RECOMMENDATIONS**1.1 That the Partnership:**

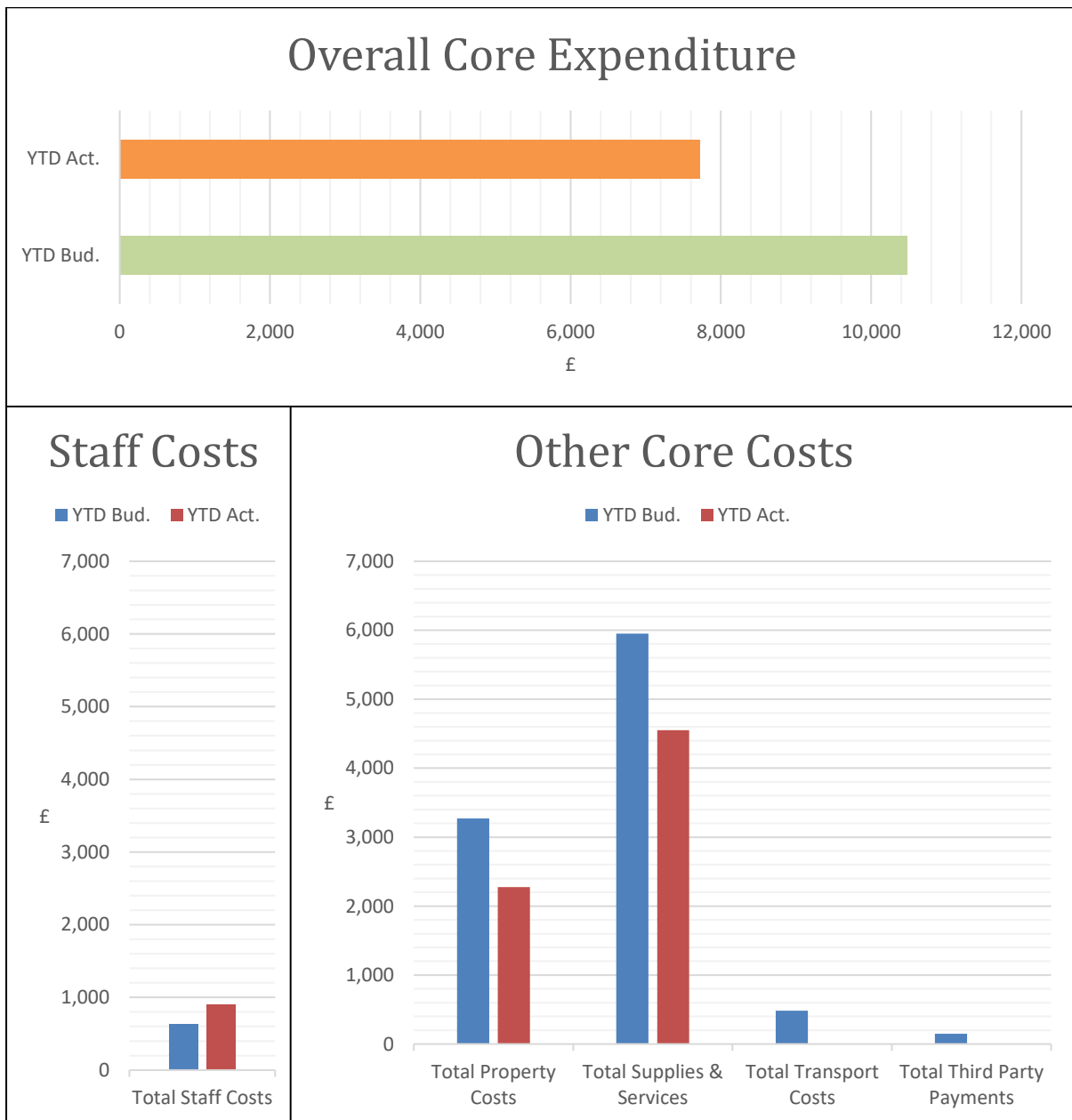
- (i) notes the position regarding Core Revenue expenditure as at 30 April 2022 as detailed in Appendix A;
- (ii) notes progress on and approves the 2022/23 RTS Revenue Programme and related expenditure as discussed within the report and detailed in Appendices B and C; and
- (iii) notes progress on the 2022/23 Capital Programme and related expenditure as discussed within the report and detailed in Appendix D.

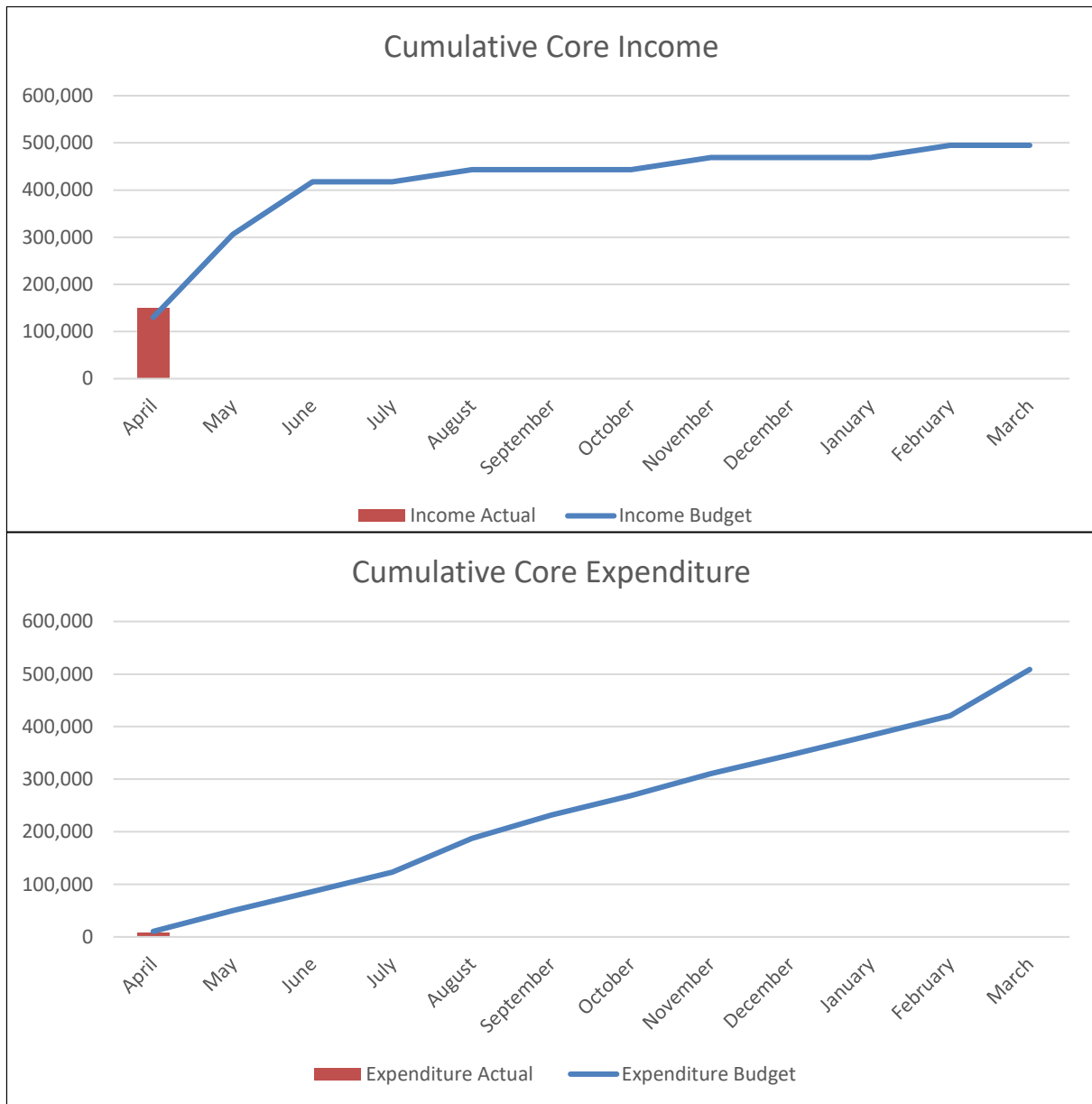
2 BACKGROUND

- 2.1 At its meeting on 14 December 2021 the Partnership approved a Core Revenue Budget for financial year 2022/23 and agreed to request that constituent Councils make provision for their respective funding contributions within their 2022/23 Revenue Budgets (Report RTP/21/29 refers). At that time the Partnership also noted an anticipated Scottish Government Grant in Aid award of £522,750 in 2022/23, maintaining the current annual level of Grant in Aid funding.
- 2.2 At its meeting on 15 March 2022 the Partnership noted the Partner Councils' approval of requested Revenue contributions towards the approved 2022/23 Core Budget and confirmed award of Scottish Government Grant in Aid of up to £522,750 in 2022/23. At the same meeting the Partnership approved an initial 2022/23 Regional Transport Strategy (RTS) Revenue Programme and agreed to receive a report on a finalised 2022/23 RTS Programme at its next meeting (Report RTP/22/06 refers).
- 2.3 Also at its March 2022 meeting the Partnership was informed that it was anticipated that Capital funding will be available to Tactran for Active Travel projects in the 2022/23 financial year from Sustrans and Scottish Government. (Report RTP/22/06 refers).

3 DISCUSSION

2022/23 Core Revenue Budget





- 3.1 The approved Core Budget and expenditure to 30 April 2022 and projected expenditure to the financial year end are shown in Appendix A.
- 3.2 Following closure of the 2021/22 annual accounts, the Reserves balance has been finalised and the opening balance for 2022/23 is £48,795. Of note is that the opening balance contains £36,134 unearmarked, and £12,661 remaining of the £14,000 previously earmarked in staff costs for re-location allowances. The movement of £10,258 from the position reported to Board in March 2022 (Report RTP/22/05) is set out below:

	Projected March 2022	Actual to 31 March 2022	Variance under/(over) spend
Income	472,410	472,741	331
Staff Costs	365,514	363,615	1,899
Property Costs	24,030	17,921	6,109
Supplies & Services	13,925	12,100	1,825
Transport Costs	500	140	360
Third Party Payments	51,390	51,656	(266)
			10,258

- 3.3 It is proposed that £11,800 of the unearmarked Reserve is utilised in 2022/23. Of this balance, £5,000 will be allocated towards the Office Refurbishment, which was approved in December 2021 but did not progress in 2021/22 due to the timing of the return to office; and £6,800 will be used to fund the renewal of essential IT Equipment in 2022/23. Taking this action means that the reserves balance for 2021/22 is now in line with the 3-5% of Core Budget Expenditure target outlined in the Reserves Policy (Report RTP/20/28).
- 3.4 As can be seen in Appendix A and reflected within Projected Outturn, utilising £11,800 of the unearmarked Reserve will result in a closing reserves position of £24,334 as at 31 March 2023, which is in line with the Reserves Policy. At this stage in the financial year, other than items mentioned in 3.2 and 3.3 above, the projected outturn remains in line with the approved budget and further updates will be provided at future Partnership meetings.

2022/23 RTS Revenue Programme

- 3.5 At its meeting on 15 March 2022, the Partnership approved an initial 2022/23 Regional Transport Strategy (RTS) Revenue Programme based on a budget of £183,870 provided from the balance of Scottish Government Grant in Aid and other anticipated income (Report RTP/21/05 refers).
- 3.6 As reported separately to this meeting, the unaudited Accounts for 2021/22 include a final reserve amount of £50,907 to supplement the 2022/23 RTS Revenue budget. This is a £1,954 decrease on the projected underspend of £52,861 reported at the Partnership meeting on 15 March 2022.
- 3.7 Overall, the Reserve provides a revised budget of £181,916 available to fund RTS implementation work this financial year. In addition, other income of £340,168 as outlined in Appendix B has been secured to supplement the RTS Revenue budget.
- 3.8 RTS programme expenditure to 30 April 2022 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 £61,000)

- 3.9 The proposed budget of £61,000 allows for annually recurring costs associated with statutory monitoring and reporting on the Regional Transport Strategy and Tactran's Digital Marketing Strategy and Website.
- 3.10 This allowance includes approximately £32,500 to complete the RTS Gap Analysis and Story Map work commenced in 2021/22 and a further allocation of £22,500 for consultancy support in developing the new Regional Transport Strategy.
- 3.11 To date there has been £32,531 committed under this budget heading.

Strategic Connectivity (£25,000)

- 3.12 Tactran officers continue to support Regional Transport Working Groups and City Deals for the Tay Cities and Stirling & Clackmannanshire city-regions, which it is envisaged the Partnership will have a key role in supporting during the months and years ahead.
- 3.13 The budget of £25,000 makes provision for the Tay Cities Regional Transport Model. The Partnership has previously contributed a total of £155,000 towards the costs of developing the Tay Cities Regional Transport Model in partnership with the Tay Cities Deal Councils and Transport Scotland.
- 3.14 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 provides for Tactran's contribution of £12,500 plus the Tay Cities contribution of £12,500 in 2022/23 to maintain the model.

Health & Transport (£12,000)

- 3.15 The allocation of £12,000 provides for a recurring allocation towards the annual Safe Drive/Stay Alive road safety campaign in Stirling Council area. In the Tayside area the Tayside Road Safety Forum are investigating and developing an alternative educational resource for young and new drivers and have requested that the previous allocation for Safe Drive Stay Alive be allocated for this new resource.

Active Travel (£19,500)

- 3.16 This allocation includes provision for the full year costs towards appointment of an embedded Regional Cycle Training & Development Officer in partnership with Cycling Scotland.

Travel Planning (£79,230)

- 3.17 This allocation allows for recurring costs of approximately £10,000 for development and maintenance of regional and local Liftshare websites.

- 3.18 As shown in Appendix B, this budget heading is supplemented by additional Paths for All, Smarter Choices Smarter Places grant of up to £69,230 to support continued maintenance and development of the Travelknowhow Scotland travel planning website.
- 3.19 To date £22,525 expenditure has been incurred with a further £145 committed under this budget heading.

Buses (£3,000)

- 3.20 This allocation provides for maintenance and potential development of the regional Thistle Assistance Card.
- 3.21 The Thistle Assistance [website](#) and app was developed and launched during financial year 2019/20 with Sustran leading on this joint RTP initiative.
- 3.22 To date £2,668 expenditure has been incurred under this budget heading.

Park & Ride (£5,000)

- 3.23 There are a number of initiatives that are considering how to best advance Park & Ride facilities in the Tactran region.
- 3.24 Tactran is continuing to progress Local Rail Development Fund (LRDF) appraisals which include consideration of Park & Ride: Strategic Park & Ride at Stirling, Bridge of Earn Transport Appraisal and Tay Cities Park & Choose Strategy which is considering Park & Choose opportunities along the Montrose – Perth Corridor for both rail and bus (see Rail section below).
- 3.25 In addition, Tactran is continuing to play a significant role in the Tay Cities and Forth Valley Bus Alliances Bus Partnership Fund projects, both of which include an element of developing Park & Ride.
- 3.26 Given the significant external funding that has been awarded for Park & Choose projects, a limited £5,000 allocation has been provided within the RTS budget, to provide some 'seed' funding should further support be required.

Rail (£132,212)

- 3.27 This allocation provides for ongoing membership by Tactran and partner Councils of the East Coast Mainline Authorities (ECMA) consortium and also includes external grant funding secured from Transport Scotland's Local Rail Development Fund (LRDF) for three projects: Stirling Strategic Park & Ride; Bridge of Earn Transport Appraisal and Tay Cities Park & Choose Strategy. Up to £22,063, £35,869 and £71,280 is available respectively in 2022/23 to continue the three appraisals, aiming for all to be completed during 2022/23.

3.28 Both Stirling Strategic Park & Ride Strategy and Bridge of Earn Transport Appraisal have completed the Case for Change and Preliminary Options Appraisal stages of the STAG (Scottish Transport Appraisal Guidance) assessment and are in the process of submitting draft Detailed Appraisals for comment prior completing the final Detailed Appraisal in consultation with the respective Councils. The Tay Cities Park & Choose Strategy has completed the Case for Change and is in the process of submitting the Preliminary Options Appraisal to Transport Scotland for comment.

3.29 To date there has been £129,212 committed under this budget heading.

Freight (£5,000)

3.30 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.

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

Travel Information Strategy (£137,226)

3.32 This allocation provides an allowance of £8,000 in support for the Get on the Go Tayside social media campaign in partnership with the Tayside Local Authorities who are also providing a contribution. In addition, external grant funding from Transport Scotland is available for the ENABLE Mobility as a Service (MaaS) project.

3.33 The MaaS enable project includes three pilot projects in partnership with NHS Tayside, Loch Lomond and the Trossachs National Park and Dundee and Angus College.

3.34 The MaaS ENABLE pilot commenced during 2019/20 following Transport Scotland awarding Tactran £550,112 from the Mobility Innovation Fund (MIF). Transport Scotland subsequently awarded Tactran with an additional £12,000. Further external funding of £90,000 was also provided by Paths for All during 2020/21 and 2021/22, with Loch Lomond and the Trossachs National Park also contributing £9,000 in 2020/21. Over the three-year period between 2019/20 and 2021/22 Tactran has contributed £136,151 to the pilot project.

3.35 External grant funding of £121,147 from Transport Scotland remains available during 2022/23 for the ENABLE Mobility as a Service (MaaS) project.

3.36 To date £6,850 expenditure has been incurred with a further £101,405 committed under this budget heading.

Climate Change (£5,000)

3.37 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.

- 3.38 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 continue to take forward actions within the Delivery Plan and are liaising regarding the benefits of a co-ordinated response to recent Transport Scotland Electric Vehicle Infrastructure Fund (EVIF) grant offers to the Local Authorities.
- 3.39 Tactran is also in the process of investigating a regional Hydrogen project in partnership with Transport Scotland, our constituent Local Authorities and other stakeholders and an update on this will be provided to a future Partnership Board meeting.

Contingency (£37,916)

- 3.40 A contingency of £37,916 is available. It is proposed that this allocation is retained meantime as a general Revenue Budget contingency to accommodate other emerging priorities and opportunities that may occur, including support for RTS development, further development of MaaS, Hydrogen vehicles and infrastructure and Bus Alliances support.
- 3.41 The Partnership is asked to note progress on and approve the 2022/23 RTS Revenue Programme, as outlined above and detailed in Appendices B and C.

2021/22 Capital Programme

- 3.42 At its meeting on 15 March 2022 the Partnership noted that it was anticipated that Capital Funding will be available to Tactran for Active Travel projects in 2022/23. At the same meeting the Partnership approved the following criteria, for projects that will:
- take forward the recommendations of the 13 active travel audits previously 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); and
 - develop and implement access to key services within the Tactran Region.
- 3.43 A separate report to this meeting provides a progress report in identifying and agreeing projects for implementation in 2022/23 and Appendix D provides a summary of the finance allocated to date.
- 3.44 The Partnership is asked to note progress on the 2022/23 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/21/29, 2022/23 Core Revenue Budget, 14 December 2021

Report to Partnership RTP/22/06, 2022/23 Budget and Programme, 15 March 2022

Tactran Income and Expenditure Account
Revenue
2022/23
Detailed Statement - Core

Appendix A

Income	Approved Budget £	Actuals to 30 April 2022 £	Projected Outturn 2022/23 £	Actual Variance to Budget £
Scottish Government Grant Revenue Received	391,741		391,741	0
Council Req's Revenue Rec'd	103,020		103,020	0
Interest Received	0		0	0
Other Income	0		0	0
	494,761	0	494,761	0
Expenditure				
<u>Staff Costs</u>				
Salary GP	325,131		323,792	(1,339)
Salary Supn	52,892		52,892	0
Salary NI	35,613		35,613	0
Training/Conferences	1,200		1,200	0
Subscriptions	330		330	0
	415,166	0	413,827	(1,339)
<u>Property Costs</u>				
Energy	4,290		4,290	0
Cleaning	2,000		2,000	0
Maintenance	500		5,500	5,000
Rent	13,490		13,490	0
	20,280	0	25,280	5,000
<u>Supplies and Services</u>				
Office Consumables	4,125		4,125	0
Communications	2,500		2,500	0
Insurance	7,100		7,100	0
Information Technology	2,200		9,000	6,800
Hospitality	700		700	0
Board Expenses - misc.	500		500	0
	17,125	0	23,925	6,800
<u>Transport Costs</u>				
Travel and Subsistence	1,500		1,500	0
Public Transport	2,800		2,800	0
Expenses - Board Members	500		500	0
	4,800	0	4,800	0
<u>Third Party Payments</u>				
Audit Fees External	16,340		16,340	0
PKC Finance Service	14,000		14,000	0
PKC Secretariat Service	8,000		8,000	0
PKC Legal Services	3,000		3,000	0
PKC IT Services	8,250		8,250	0
Other Third Party Payments	1,800		1,800	0
	51,390	0	51,390	0
Gross Expenditure	508,761	0	519,222	10,461
Net Income/(Expenditure)	(14,000)	0	(24,461)	(10,461)
Opening Core Reserves	48,795		48,795	
Funding to/(from) Earmarked Reserves	(14,000)		(12,661)	
Funding to/(from) Unearmarked Reserves	0		(11,800)	
Closing Core Reserves	34,795		24,334	

Core

Tactran Income and Expenditure Account
Revenue
2022/2023
Detailed Statement - RTS

	Provisional Budget (March 2022) £	Approved Budget £	Other Income £	Total Budget £	Actuals to 30 Apr 2022 £	Committed 2022/2023 £	Projected Outturn 2021/2022 £	Variance to Budget £
Income								
Scottish Executive Grant Revenue Received	131,009	131,009		131,009	-	-	131,009	0
Other Income - See Appendix B for detail			340,168	340,168	-	-	340,168	0
	131,009	131,009	340,168	471,177	-	-	471,177	-
Expenditure on Projects								
Development of RTS & Delivery Plan	61,000	61,000	-	61,000	-	32,531	61,000	0
Strategic Connectivity	12,500	12,500	12,500	25,000	-	-	25,000	0
Health and Transport	12,000	12,000	-	12,000	-	-	12,000	0
Active Travel	19,500	19,500	-	19,500	-	-	19,500	0
Travel Planning	10,000	10,000	69,230	79,230	22,525	145	79,230	0
Buses	3,000	3,000	-	3,000	-	2,668	3,000	0
Park & Ride	5,000	5,000	-	5,000	-	-	5,000	0
Rail	3,000	3,000	129,212	132,212	-	129,212	132,212	0
Freight	5,000	5,000	-	5,000	2,350	-	5,000	0
Travel Information	10,000	8,000	129,226	137,226	6,850	101,405	137,226	0
Climate Change	5,000	5,000	-	5,000	-	-	5,000	0
Contingency	37,870	37,916	-	37,916	-	-	37,916	0
Gross Expenditure	183,870	181,916	340,168	522,084	31,725	265,961	522,084	0
Net Expenditure	52,861	50,907	0	50,907	31,725	265,961	50,907	0
(Financed by) / Contribution to Reserves	(52,861)	(50,907)					(50,907)	
Reserves Statement:								
Opening Reserves	52,861	50,907					50,907	
Reserves (Used) / Returned	(52,861)	(50,907)					(50,907)	
Closing Reserves	0	0					0	

**Tactran Income and Expenditure Account
2022/23
Detailed Statement - Capital Grants**

	Anticipated Budget £	Actuals to 30 April 2021 £	Committed 2021/22	Projected Outturn 2021/22 £	Variance to Budget £
<u>Income</u>					
Transport Scotland - Regional Active Travel Development Fund	500,000	-	-	500,000	-
Sustrans - Tactran Active Travel Grant	100,000	-	-	100,000	-
	600,000	-	-	600,000	-
<u>Capital Grant Expenditure</u>					
Regional Active Travel Development Fund	500,000	-	-	500,000	-
Tactran Active Travel Grant	100,000	-	-	100,000	-
Gross Expenditure	600,000	-	-	600,000	-
Net Expenditure	-	-	-	-	-