

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

13 JUNE 2023

2023/24 BUDGET AND MONITORING

JOINT REPORT BY DIRECTOR AND TREASURER

Purpose

This report provides a monitoring update on the Partnership's Revenue and Capital expenditure and seeks the Partnership's approval of a 2023/24 RTS Revenue Programme.

Summary

The Partnership approved a 2023/24 Core Budget and an initial RTS Revenue Budget at its meeting on 14 March 2023. Since March, the Core Reserves balance has been finalised at £43,998, of which £10,998 has been transferred to RTS revenue.

An RTS Revenue Programme Budget of £136,386, including an opening reserve of £44,474, is available in 2023/24 to fund RTS implementation work. In addition, other income of £145,233 has been secured to supplement the RTS Revenue budget. This has been allocated to a number of budget headings to provide for maintaining momentum on existing RTS commitments and projects and anticipated emerging priorities over the coming year.

1 RECOMMENDATIONS

1.1 That the Partnership:

- (i) notes the position regarding Core Revenue expenditure as at 30 April 2023 as detailed in Appendix A;
- (ii) notes progress on and approves the 2023/24 RTS Revenue Programme and related expenditure as discussed within the report and detailed in Appendices B and C; and
- (iii) notes progress on the 2023/24 Capital Programme and related expenditure as discussed within the report and detailed in Appendix D.

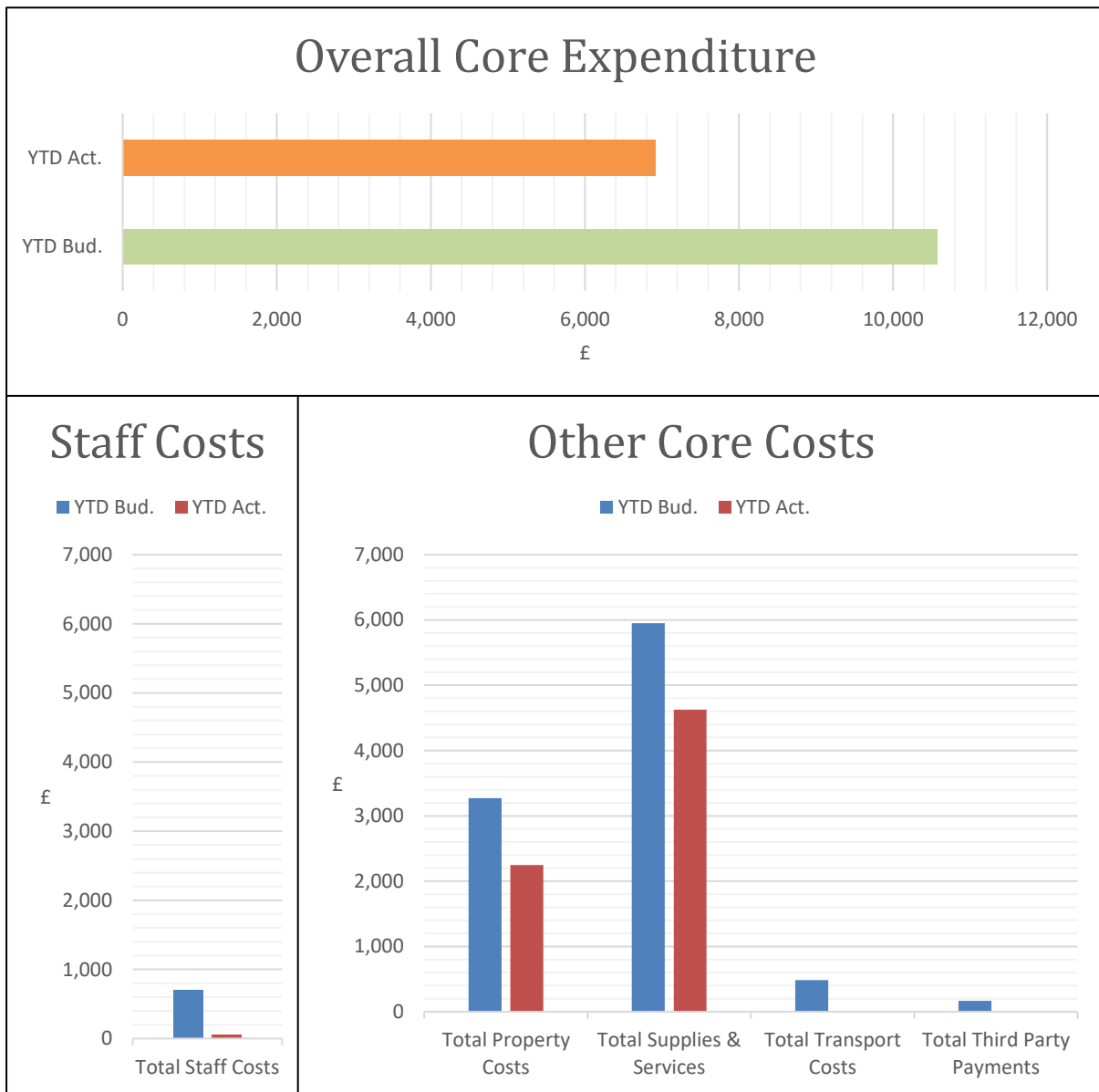
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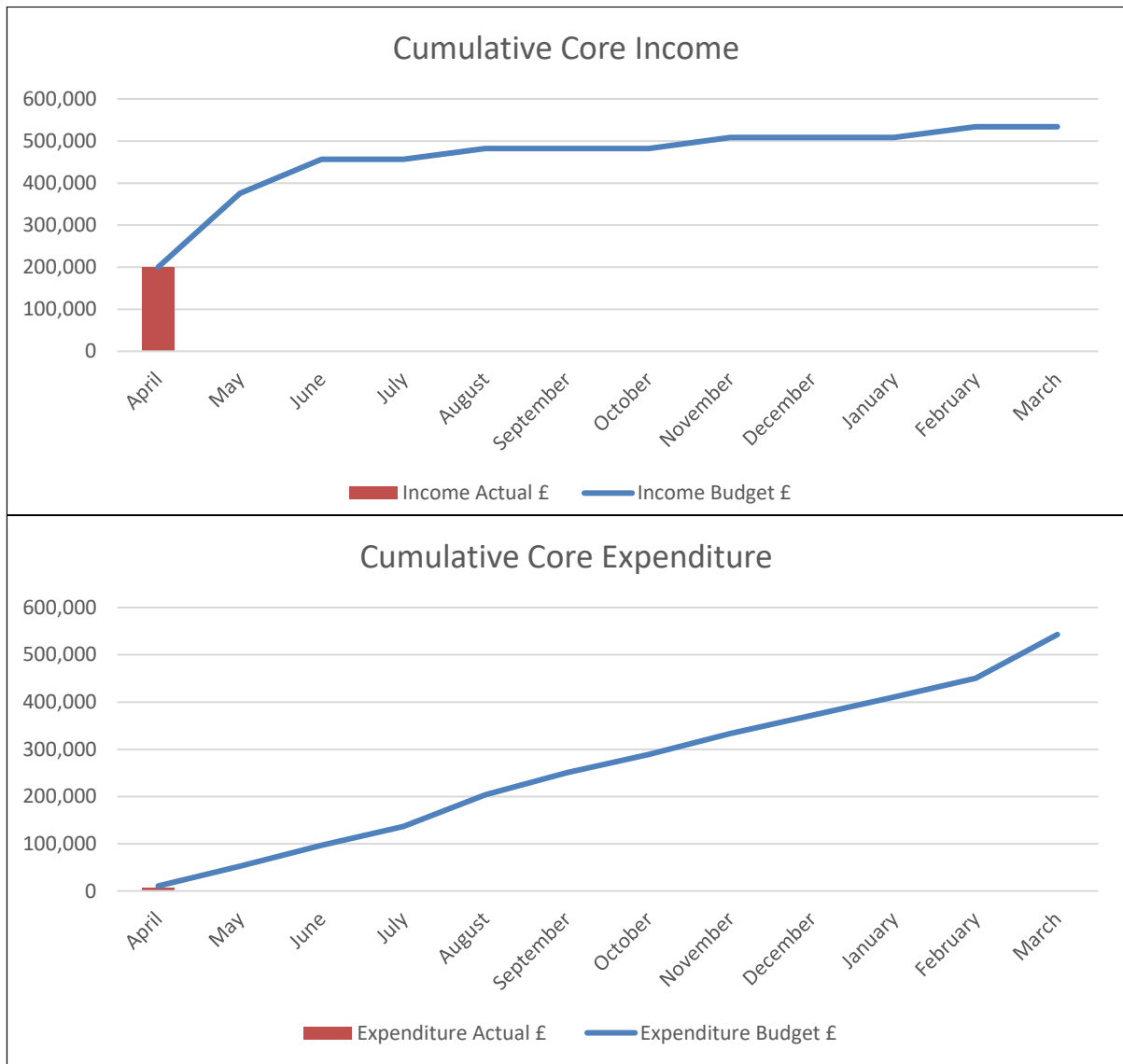
- 2.1 At its meeting on 13 December 2022 the Partnership approved a Core Revenue Budget for financial year 2023/24 and agreed to request that constituent Councils make provision for their respective funding contributions within their 2023/24 Revenue Budgets (Report RTP/22/30 refers). At that time the Partnership also noted the anticipated Scottish Government Grant in Aid funding to Regional Transport Partnerships was yet to be published.

- 2.2 At its meeting on 14 March 2023 the Partnership noted the Partner Councils were in the process of approving their 2023/24 budget and that it was understood all had included provision of requested Revenue contributions towards the approved 2022/23 Core Budget. It was also noted that Tactran had yet to receive confirmation of Scottish Government Grant in Aid award, however it was anticipated that it would be maintained at previous years' level of up to £522,750 in 2022/23.
- 2.3 At the same meeting the Partnership approved an initial 2023/24 Regional Transport Strategy (RTS) Revenue Programme and agreed to receive a report on a finalised 2023/24 RTS Programme at its next meeting (Report RTP/23/06 refers).
- 2.4 Also at its March 2022 meeting the Partnership was informed that it was anticipated that between £600,000 and £650,000 Capital funding will be available from Transport Scotland to Tactran for Active Travel projects in the 2023/24 financial year. The Partnership endorsed both the criteria and projects for this funding. (Report RTP/23/03 refers).
- 2.5 Subsequent to the March 2022 meeting all constituent Councils confirmed approval of their respective funding contributions towards the approved 2023/24 Core Budget and Scottish Government confirmed award of Grant in Aid of up to £522,750 in 2023/24.

3 DISCUSSION

2023/24 Core Revenue Budget

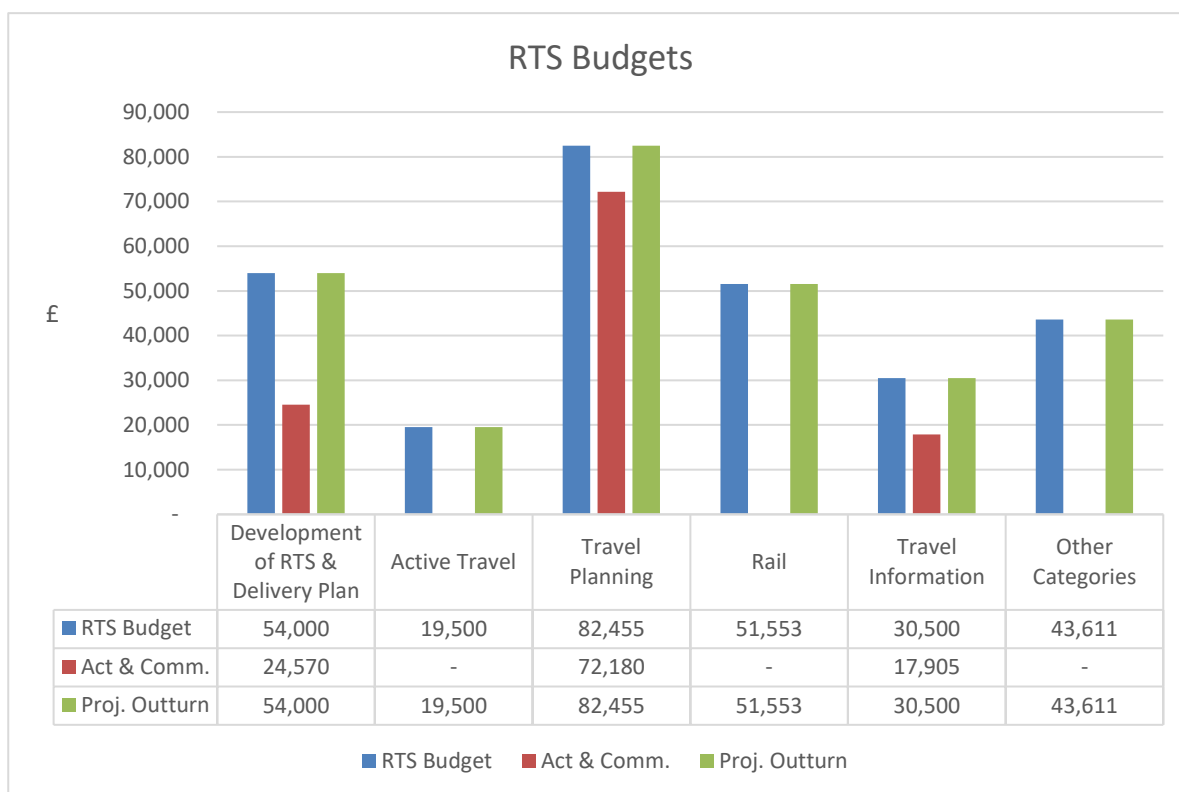




- 3.1 The approved Core Budget and expenditure to 30 April 2023 and projected expenditure to the financial year end are shown in Appendix A.
- 3.2 Following closure of the 2022/23 annual accounts, the Reserves balance has been finalised and, with a transfer of £10,998 from Core to RTS Revenue, the opening balance for 2023/24 is £33,000. Of note is that the opening balance contains £26,000 unearmarked, and £7,000 earmarked in staff costs for relocation allowance.
- 3.3 Following a change to the Non-Domestic Rates for the 2023 financial year, Tactran is now liable to pay rates on its premises. The current estimated charge for the year is £7,320 and this has been reflected within Appendix A. Additionally, the anticipated fee for External Audit has been amended in line with a slight increase to the expected fee for 2022/23. Both adjustments are presented within projected outturn, and it is proposed that the Scottish Government Grant in Aid for Core is increased by £8,505 with a subsequent reduction in RTS Revenue Grant in Aid. This action maintains the reserves at £26,000 to cover the 2023/24 pay award and any further inflationary pressures

that may arise during the year. At this stage in the financial year, other than items mentioned in 3.2 above, the projected outturn remains in line with the approved budget and further updates will be provided at future Partnership meetings.

2023/24 RTS Revenue Programme



- 3.4 At its meeting on 14 March 2023, the Partnership approved an initial 2023/24 Regional Transport Strategy (RTS) Revenue Programme based on a budget of £151,971 provided from the balance of Scottish Government Grant in Aid and anticipated variances in the in the 2022/23 Core and Revenue Budgets respectively (Report RTP/23/06 refers).
- 3.5 As reported separately to this meeting, the unaudited Accounts for 2022/23 include a final reserve amount of £44,474 to supplement the 2023/24 RTS Revenue budget. This is a £7,080 decrease on the projected underspend of £51,554 reported at the Partnership meeting on 14 March 2023.
- 3.6 Overall, the Reserve provides a revised budget of £136,386 available to fund RTS implementation work this financial year. In addition, other income of £145,233 as outlined in Appendix B has been secured to supplement the RTS Revenue budget.
- 3.7 RTS programme expenditure to 30 April 2023 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 £54,000)

- 3.8 The proposed budget of £54,000 allows for annually recurring costs associated with statutory monitoring and reporting on the Regional Transport Strategy and Tactran's Digital Marketing Strategy and Website.
- 3.9 This allowance includes approximately £10,000 to continue the target setting work commenced in 2022/23 and a further allocation of £38,000 for consultancy support in developing the new Regional Transport Strategy.
- 3.10 To date there has been £24,570 committed under this budget heading.

Strategic Connectivity (£12,500)

- 3.11 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.
- 3.12 The budget of £12,500 makes provision for the maintenance of the Tay Cities Regional Transport Model.
- 3.13 As reported at the Partnership meeting in March 2023, in addition to Tay Cities there are 4 other regional transport models in Scotland, plus a national transport model. For all these models much of the data was collected prior to the Covid-19 pandemic.
- 3.14 Following discussions with Transport Scotland and other regional model owners, a joint data gap analysis and data collection exercise was procured by Transport Scotland and commenced in late March 2023 with Tactran providing £12,500 from its 2022/23 RTS revenue budget. This work is currently ongoing.
- 3.15 Finance for maintaining the Tay Cities Regional Model is divided between organisations with Transport Scotland providing 50%, Tactran 25% and Tay Cities Councils 25%. Therefore, with Tactran having provided £12,500 in 2022/23, should any further maintenance work be required the budget of £12,500 for 2023/24 is to be provided by Tay Cities Councils.

Health & Transport (£12,000)

- 3.16 The allocation of £12,000 provides for a recurring allocation towards the annual Safe Drive/Stay Alive road safety campaign in Stirling Council area and the continuation of the New Driver Scheme in the Tayside area.

Active Travel (£19,500)

- 3.17 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 (£82,455)

- 3.18 This allocation allows for recurring costs of £10,275 for development and maintenance of regional and local Liftshare websites.
- 3.19 The RTPs are in the process of developing a collective procurement and best value approach to managing and promoting Liftshare in Scotland, with the intention that this will be in place for next financial year.
- 3.20 As shown in Appendix B, this budget heading is supplemented by additional Scottish Government grant of up to £72,180 to support continued maintenance and development of the Travelknowhow Scotland travel planning website.
- 3.21 To date £72,180 expenditure has been committed under this budget heading.

Buses (£3,000)

- 3.22 This allocation provides for maintenance and potential development of the regional Thistle Assistance Card.
- 3.23 The Thistle Assistance [website](#) and app was developed and launched during financial year 2019/20 with Sustran leading on this joint RTP initiative.

Park & Ride (£Nil)

- 3.24 There are a number of initiatives that are considering how to best advance Park & Ride facilities in the Tactran region.
- 3.25 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 Director’s Report to this meeting).
- 3.26 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/Multi-modal Hubs.
- 3.27 Given the significant external funding that has been awarded for Park & Choose/Multi-modal Hubs projects, no additional allocation has been provided within the RTS budget.

Rail (£51,553)

- 3.28 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 of £48,553 secured from Transport Scotland’s Local Rail Development Fund (LRDF) for Tay Cities Park & Choose Strategy.

- 3.29 A progress update on all 3 Local Rail Development Fund projects is provided within the Director's Report to this meeting.

Freight (£5,000)

- 3.30 The allocation provides for continuing support for Stirling and Tayside Timber Transport Group and other freight initiatives in consultation with the Regional Freight Quality Partnership.

Travel Information Strategy (£30,500)

- 3.31 This allocation provides an allowance of £4,000 in support for the Get on the Go Tayside social media campaign in partnership with the Tayside Local Authorities who are each providing a £4,000 contribution. An allowance has also been made for the continuation of 'social listening' exercise from previous financial year. The budget also allows for a contribution to the MaaS ENABLE Pilot.
- 3.32 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.
- 3.33 Board members will be aware that Tactran officers have been working jointly with Sustran officers to take forward their respective MaaS programmes (Report RTP/23/04 refers). A joint bid by Sustran and Tactran to the Paths for All Smarter Choices Smarter Places Fund has been successful with an award of £100,000 to extend the MaaS programmes to April 2024 under a joint programme entitled the Integrated Mobility Partnership.
- 3.34 Match funding to secure the grant consists of £50,000 being provided collectively by Tactran, Sustran, SPT, Loch Lomond and the Trossachs National Park Authority and includes a £10,000 commitment from Tactran's RTS revenue budget. A further £50,000 in kind match funding is generated by Tactran and Sustran officer time.
- 3.35 It has been agreed between the two Partnership Directors that Sustran will receive and manage the grant.
- 3.36 To date £17,905 expenditure has been committed under this budget heading.

Climate Change (£5,000)

- 3.37 The allocation of £5,000 provides an allowance to support the continued development and implementation of the Hydrogen Decarbonisation Project and Regional Electric Vehicle Strategy and Delivery Plan, in partnership with all 4 constituent Councils.

- 3.38 At the time of writing Tactran's constituent Councils are each continuing to develop public electric vehicle charging strategies and infrastructure expansion plans, utilising funding received from Transport Scotland's Electric Vehicle Infrastructure Fund (EVIF).
- 3.39 A Tactran Regional EV Steering Group comprising officers from Tactran and the 4 constituent Local Authorities continue to liaise to share good practice, with the current focus on delivering the EVIF strategies and expansion plans. The intention is that once these are completed the Regional EV Steering Group will meet to consider how best to take forward the EVIF and Tactran Regional EV Strategy.

Contingency (£6,111)

- 3.40 A contingency of £6,111 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 2023/24 RTS Revenue Programme, as outlined above and detailed in Appendices B and C.

2023/24 Capital Programme

- 3.42 At its meeting on 14 March 2023 the Partnership noted that it was anticipated that Capital Funding of between £600,000 and £650,000 will be available from Transport Scotland to Tactran for Active Travel projects in 2023/24 and a grant of £649,750 has subsequently been awarded by Transport Scotland. At the same meeting the Partnership endorsed the 2023/24 Active Travel Capital Programme criteria and projects. The criteria being for projects that will:
- A: Take forward the recommendations of the 13 active travel audits previously undertaken at key settlements across Angus, Dundee, Perth & Kinross and Stirling Council areas;
 - B: Develop and implement key routes within the Tactran Regional Walking and Cycling Network (TRWCN); and
 - C: Develop and implement access to key services and regional hubs within the Tactran Region.
- 3.43 The Director's Report to this meeting provides a progress report on Active Travel and Appendix D provides a summary of projects and the finance allocated to date.
- 3.44 The Partnership is asked to note progress on the 2023/24 Capital Programme, as 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/22/30, 2023/24 Core Revenue Budget, 13 December 2022

Report to Partnership RTP/23/03, Active Travel Update, 14 March 2023

Report to Partnership RTP/23/04, Strategic Transport Projects Review 2, 14 March 2023

Report to Partnership RTP/23/06, 2023/24 Budget and Programme, 14 March 2023

Tactran Income and Expenditure Account
Revenue
2023/24
Detailed Statement - Core

Appendix A

	Approved Budget £	Actuals to 30 April 2023 £	Projected Outturn 2023/24 £	Actual Variance to Budget £
Income				
Scottish Government Grant Revenue Received	422,333	200,000	422,333	0
Council Req's Revenue Rec'd	103,020	0	103,020	0
Interest Received	0	0	0	0
	525,353	200,000	525,353	0
Expenditure				
<u>Staff Costs</u>				
Salary GP	344,533	0	344,533	0
Salary Supn	57,381	0	57,381	0
Salary NI	38,734	0	38,734	0
Training/Conferences	2,000	0	2,000	0
Subscriptions	400	50	400	0
	443,048	50	443,048	0
<u>Property Costs</u>				
Energy	4,290	0	4,290	0
Cleaning	2,000	0	2,000	0
Maintenance	500	0	500	0
Rent	13,490	2,248	13,490	0
Rates	0	0	7,320	7,320
	20,280	2,248	27,600	7,320
<u>Supplies and Services</u>				
Office Consumables	4,125	0	4,125	0
Communications	2,500	166	2,500	0
Insurance	7,100	4,458	7,100	0
Information Technology	2,200	0	2,200	0
Hospitality	700	0	700	0
Board Expenses - misc.	500	0	500	0
	17,125	4,624	17,125	0
<u>Transport Costs</u>				
Travel and Subsistence	1,500	0	1,500	0
Public Transport	2,800	0	2,800	0
Expenses - Board Members	500	0	500	0
	4,800	0	4,800	0
<u>Third Party Payments</u>				
Audit Fees External	11,850	0	13,035	1,185
PKC Finance Service	14,000	0	14,000	0
PKC Secretariat Service	8,000	0	8,000	0
PKC Legal Services	3,000	0	3,000	0
PKC IT Services	8,250	0	8,250	0
Other Third Party Payments	2,000	0	2,000	0
	47,100	0	48,285	1,185
Gross Expenditure	532,353	6,922	540,858	8,505
Net Income/(Expenditure)	(7,000)	193,078	(15,505)	(8,505)
Opening Core Reserves	33,000		33,000	
Funding to/(from) Earmarked Reserves	(7,000)		(7,000)	
Funding to/(from) Unearmarked Reserves	0		0	
Closing Core Reserves	26,000		26,000	

Core

Third Party Contributions 2023/24
RTS Revenue

	Project		Transport Scotland	Dundee City Council	Perth & Kinross Council	Stirling Council	Angus Council	Fife Council	Paths for All	Total Contributions 2023/24
Development of RTS & Delivery Plan		Received								£0
		Committed								£0
		Total								£0
Strategic Connectivity	Tay Cities Regional Transport Model	Received								£0
		Committed		£3,571	£3,571		£3,571	£1,787		£12,500
		Total		£3,571	£3,571		£3,571	£1,787		£12,500
Health and Transport		Received								£0
		Committed								£0
		Total								£0
Active Travel	Spaces for People - Monitoring	Received								£0
		Committed								£0
		Total								£0
Travel Planning	TravelKnowHow Scotland - Website/Marketing	Received								£0
		Committed	£72,180							£72,180
		Total	£72,180							£72,180
Buses Strategy		Received								£0
		Committed								£0
		Total								£0
Park & Ride		Received								£0
		Committed								£0
		Total								£0
Rail	LRDF Tay Cities P&R Study	Received								£0
		Committed	£48,553							£48,553
		Total	£48,553							£48,553
Freight		Received								£0
		Committed								£0
		Total								£0
Travel Information	Get on The Go Social Media	Received								£0
		Committed		£4,000	£4,000		£4,000			£12,000
		Total		£4,000	£4,000		£4,000			£12,000
Climate Change		Received								£0
		Committed								£0
		Total								£0
									Received	£0
									Committed	£145,233
									Total	£145,233

**Tactran Income and Expenditure Account
Revenue
2023/2024
Detailed Statement - RTS**

	Provisional Budget (March 2023) £	Proposed Budget £	Other Income £	Total Budget £	Actuals to 30 April 2023 £	Committed 2023/2024 £	Projected Outturn 2023/2024 £	Variance to Budget £
Income								
Scottish Executive Grant Revenue Received	100,417	91,912		91,912	-	-	91,912	0
Other Income - See Appendix B for detail			145,233	145,233	-	-	145,233	0
	100,417	91,912	145,233	237,145	-	-	237,145	0
Expenditure on Projects								
Development of RTS & Delivery Plan	37,000	54,000	-	54,000	-	24,570	54,000	0
Strategic Connectivity	12,500	-	12,500	12,500	-	-	12,500	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	10,275	72,180	82,455	-	72,180	82,455	0
Buses	3,000	3,000	-	3,000	-	-	3,000	0
Park & Ride	5,000	-	-	-	-	-	0	0
Rail	3,000	3,000	48,553	51,553	-	-	51,553	0
Freight	5,000	5,000	-	5,000	-	-	5,000	0
Travel Information	18,500	18,500	12,000	30,500	-	17,905	30,500	0
Climate Change	5,000	5,000	-	5,000	-	-	5,000	0
Contingency	21,471	6,111	-	6,111	-	-	6,111	0
Gross Expenditure	151,971	136,386	145,233	281,619	0	114,655	281,619	0
Net Expenditure	51,554	44,474	0	44,474	0	114,655	44,474	0
(Financed by) / Contribution to Reserves	(51,554)	(44,474)					(44,474)	
Reserves Statement:								
Opening Reserves	51,554	44,474					44,474	
Reserves (Used) / Returned	(51,554)	(44,474)					(44,474)	
Closing Reserves	0	0					0	

**Tactran Income and Expenditure Account
2023/24
Detailed Statement - Capital Grants**

<u>Income</u>	Budget £	Actuals to 30 April 2023 £	Committed 2023/24	Projected Outturn 2023/24 £	Variance to Budget £
Transport Scotland - Regional Active Travel Programme	649,750	-	-	649,750	-
	649,750	-	-	649,750	-
 <u>Capital Grant Expenditure</u>					
AC - Coherent network of routes across the town of Brechin	25,000	-	-	25,000	-
AC - Coherent network of routes across the town of Forfar	25,000	-	-	25,000	-
AC - Coherent network of routes across the town of Monifieth	25,000	-	-	25,000	-
DCC - D&A College Campus, linking to NCN1	18,000	-	-	18,000	-
DCC - Strathmartine Active Travel Audit High Impact Actions	40,000	-	-	40,000	-
DCC - Coltside Active Travel Audit High impact actions.	40,000	-	-	40,000	-
DCC - Lochee Active Travel Audit High impact actions	40,000	-	-	40,000	-
DCC - Maryfield Active Travel Audit High impact Actions	40,000	-	-	40,000	-
PKC - Kinross Park and Ride Sustainable Transport Hub	50,000	-	-	50,000	-
PKC - Woodside – Coupar Angus shared use path beside A94 extension	100,000	-	-	100,000	-
SC - Active Travel routes development – feasibility and concept design	100,000	-	-	100,000	-
SC - Public transport node active travel connections – feasibility and concept design	40,000	-	-	40,000	-
Tactran - Active travel mapping and delivery plan – develop interface options	22,000	-	-	22,000	-
Tactran - Programme management and support – people resource	84,750	-	-	84,750	-
Gross Expenditure	649,750	-	-	649,750	-
Net Expenditure	-	-	-	-	-