

## TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

12 SEPTEMBER 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.

Summary

The Core budget reserve balance has been increased to £28,378 as a result of a reduction in the estimated non-domestic rates reported in March 2023.

Various projects funded through the RTS revenue programme are progressing with a total of £44,662 spent and a further £97,202 committed by 31 July 2023.

Capital funding has been allocated to 14 projects with all funding now having been committed.

**1 RECOMMENDATIONS**

## 1.1 That the Partnership:

- (i) notes the position regarding Core Revenue expenditure as at 31 July 2023 as detailed in Appendix A;
- (ii) notes progress on 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.

**2 BACKGROUND**

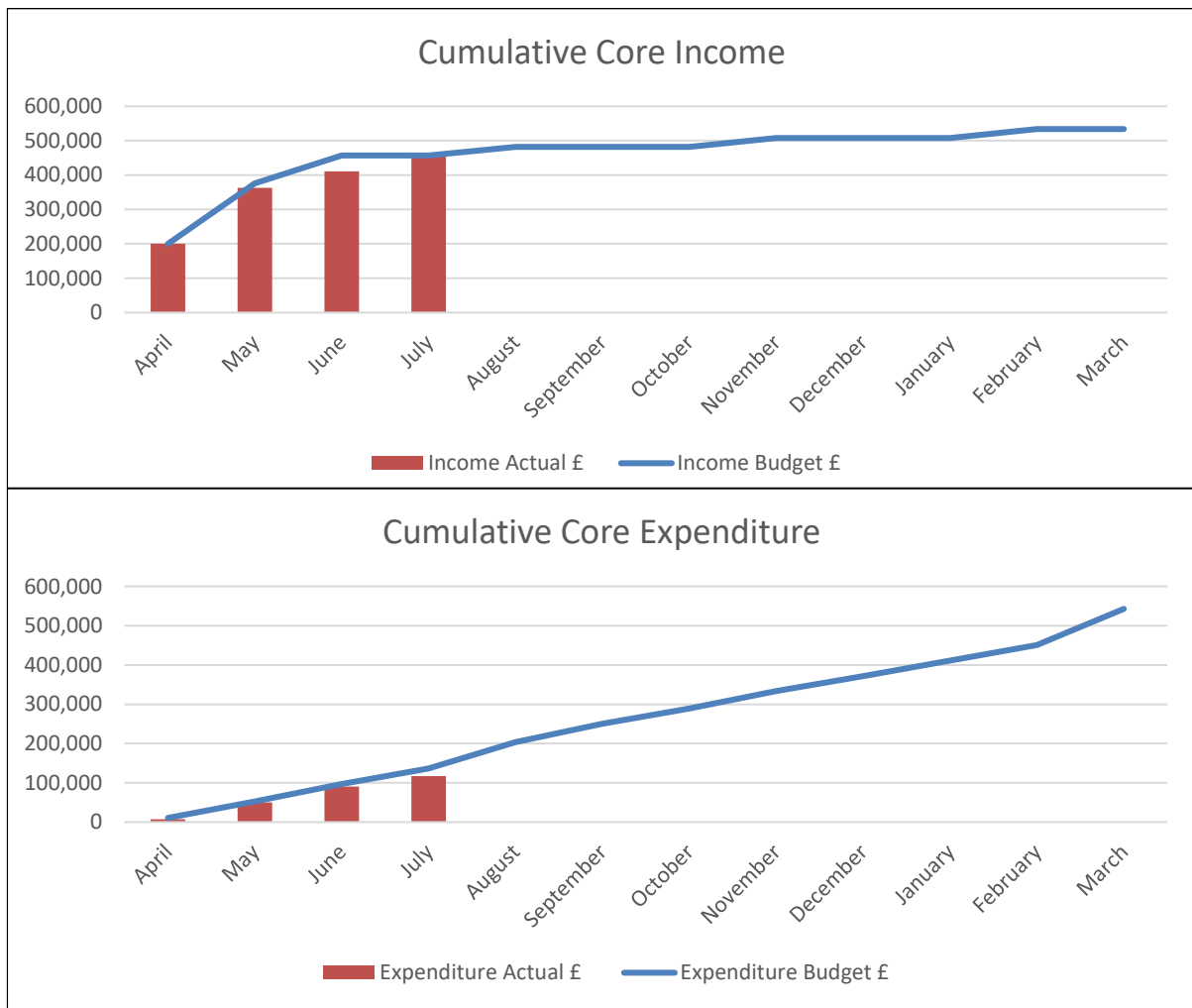
- 2.1 At its meeting on 13 December 2022 the Partnership approved a Core Revenue Budget for financial year 2023/24 and agreed to request that constituent Councils make provision for their respective funding contributions within their 2023/24 Revenue Budgets (Report RTP/22/30 refers). At that time the 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,

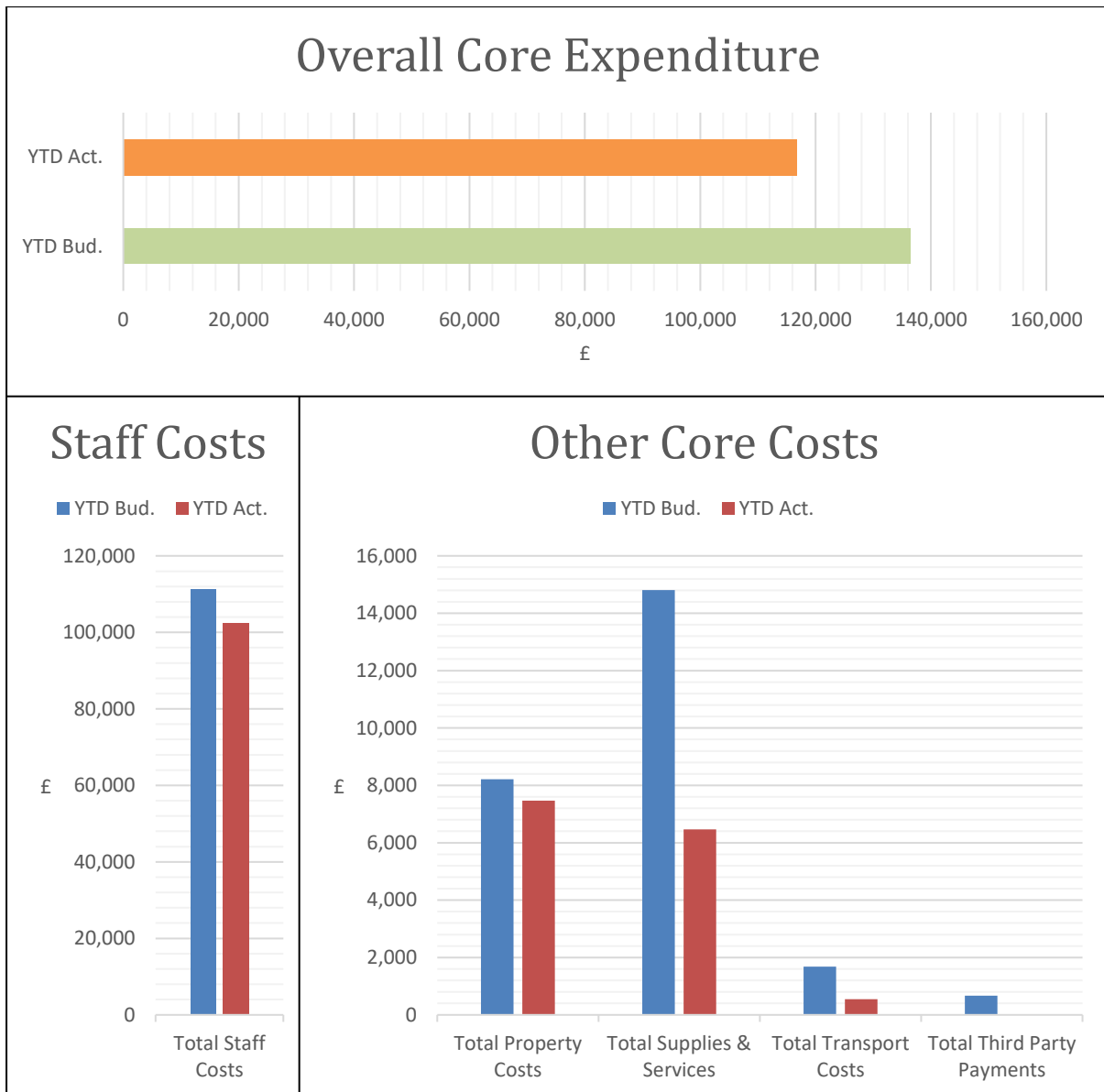
however it was anticipated that it would be maintained at previous years' level of up to £522,750 in 2022/23.

- 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 2023 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 2023 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.
- 2.6 At its meeting on 13 June 2023 the Partnership approved a finalised 2023/24 RTS Revenue Programme and received a monitoring update on general Revenue expenditure and Capital expenditure (Report RTP/23/14 refers).

### 3 DISCUSSION

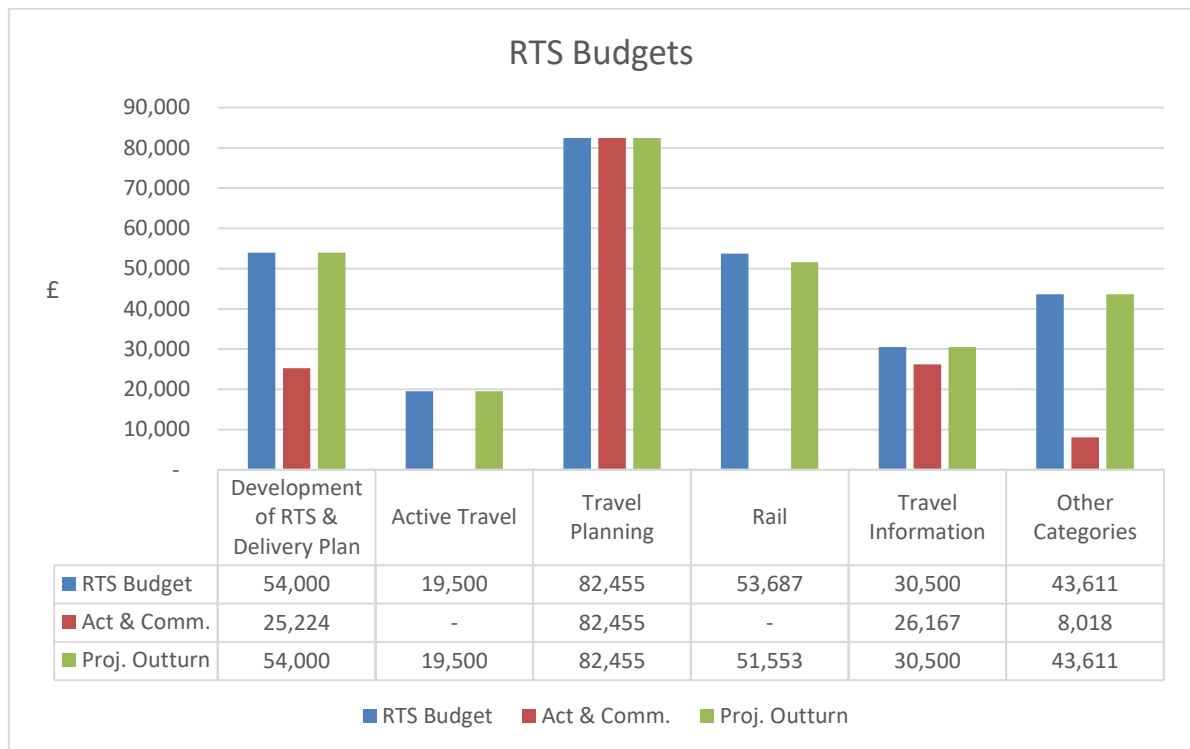
#### 2023/24 Core Revenue Budget





- 3.1 The approved Core Budget and expenditure to 31 July 2023 and projected expenditure to the financial year end are shown in Appendix A.
  
- 3.2 At the previous meeting it was reported that Tactran would now be liable for Non-Domestic Rates on its premises and the projected outturn was updated to reflect this. The estimated charge for Non-Domestic Rates has been revised following the receipt of rates relief and the projected outturn has been further revised to £4,942. This results in an estimated Reserves balance at 31 July 2024 of £28,378. There are no further changes to income or expenditure projections at this time.

## 2023/24 RTS Revenue Programme



- 3.3 The 2023/24 RTS Revenue budget of £136,386 comprises Scottish Government Grant in Aid totalling £91,912 plus £44,474 from Reserves. In addition, other income of £147,367 as outlined in Appendix B has been secured to supplement the RTS Revenue budget, providing total resources of £283,753.
- 3.4 RTS programme expenditure to 31 July 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)

- 3.5 This provision allows for annually recurring costs associated with statutory monitoring and reporting on the Regional Transport Strategy and Tactran's Digital Marketing Strategy and Website.
- 3.6 This allowance includes approximately £48,000 to continue developing the new Regional Transport Strategy, including target setting work commenced in 2022/23, graphics support and support to consultation on the draft RTS, such as Storymap and market research to provide good demographic and geographic engagement.
- 3.7 To date £254 expenditure has been incurred with a further £24,970 committed under this budget heading.

### Strategic Connectivity (£12,500)

- 3.8 The budget of £12,500 makes provision for the maintenance of the Tay Cities Regional Transport Model.
- 3.9 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.
- 3.10 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.
- 3.11 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)

- 3.12 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.
- 3.13 To date there has been £3,000 committed under this budget heading.

### Active Travel (£19,500)

- 3.14 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)

- 3.15 This allocation allows for recurring costs of £10,275 for development and maintenance of regional and local Liftshare websites.
- 3.16 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.
- 3.17 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.
- 3.18 To date £39,312 expenditure has been incurred with a further £43,143 committed under this budget heading.

#### Buses (£3,000)

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

#### Park & Ride (£Nil)

- 3.22 There are a number of initiatives that are considering how to best advance Park & Ride facilities in the Tactran region.
- 3.23 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 separate report to this meeting).
- 3.24 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.
- 3.25 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)

- 3.26 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 £50,687 secured from Transport Scotland's Local Rail Development Fund (LRDF) for Tay Cities Park & Choose Strategy.
- 3.27 A progress update on all 3 Local Rail Development Fund projects is provided within a separate report to this meeting.

#### Freight (£5,000)

- 3.28 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.
- 3.29 To date £2,350 expenditure has been incurred under this budget heading.

### Travel Information Strategy (£30,500)

- 3.30 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 Integrated Mobility Partnership which includes the continuation of the MaaS ENABLE project.
- 3.31 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.
- 3.32 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 (IMP).
- 3.33 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.
- 3.34 The grant award has been provided to Sustran who will be the administrator on behalf of the IMP.
- 3.35 To date £2,746 expenditure has been incurred with a further £23,421 committed under this budget heading.

### Climate Change (£5,000)

- 3.36 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.
- 3.37 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).
- 3.38 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)

- 3.39 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.
- 3.40 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**

- 3.41 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.
- 3.42 A separate report to this meeting provides a progress report on Active Travel and Appendix D provides a summary of 2023/34 Active Travel Capital Programme projects and the finance allocated to date.
- 3.43 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](mailto: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

Report to Partnership RTP/23/14, 2023/24 Budget and Monitoring, 13 June 2023

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

Appendix A

	Approved Budget £	Actuals to 31 July 2023 £	Projected Outturn 2023/24 £	Actual Variance to Budget £
<b>Income</b>				
Scottish Government Grant Revenue Received	422,333	430,838	430,838	8,505
Council Req's Revenue Rec'd	103,020	25,755	103,020	0
Interest Received	0	0	0	0
	<b>525,353</b>	<b>456,593</b>	<b>533,858</b>	<b>8,505</b>
<b>Expenditure</b>				
<u>Staff Costs</u>				
Salary GP	344,533	76,288	344,533	0
Salary Supn	57,381	15,278	57,381	0
Salary NI	38,734	10,181	38,734	0
Training/Conferences	2,000	589	2,000	0
Subscriptions	400	50	400	0
	<b>443,048</b>	<b>102,386</b>	<b>443,048</b>	<b>0</b>
<u>Property Costs</u>				
Energy	4,290	915	4,290	0
Cleaning	2,000	0	2,000	0
Maintenance	500	0	500	0
Rent	13,490	5,620	13,490	0
Rates	0	1,098	4,942	4,942
	<b>20,280</b>	<b>7,633</b>	<b>25,222</b>	<b>4,942</b>
<u>Supplies and Services</u>				
Office Consumables	4,125	646	4,125	0
Communications	2,500	446	2,500	0
Insurance	7,100	4,458	7,100	0
Information Technology	2,200	269	2,200	0
Hospitality	700	345	700	0
Board Expenses - misc.	500	300	500	0
	<b>17,125</b>	<b>6,464</b>	<b>17,125</b>	<b>0</b>
<u>Transport Costs</u>				
Travel and Subsistence	1,500	176	1,500	0
Public Transport	2,800	374	2,800	0
Expenses - Board Members	500	0	500	0
	<b>4,800</b>	<b>550</b>	<b>4,800</b>	<b>0</b>
<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
	<b>47,100</b>	<b>0</b>	<b>48,285</b>	<b>1,185</b>
Gross Expenditure	<b>532,353</b>	<b>117,033</b>	<b>538,480</b>	<b>6,127</b>
Net Income/(Expenditure)	<b>(7,000)</b>	<b>339,560</b>	<b>(4,622)</b>	<b>2,378</b>
<b>Opening Core Reserves</b>	<b>33,000</b>		<b>33,000</b>	
Funding to/(from) Earmarked Reserves	(7,000)		(7,000)	
Funding to/(from) Unearmarked Reserves	0		2,378	
<b>Closing Core Reserves</b>	<b>26,000</b>		<b>28,378</b>	

Core

Third Party Contributions 2023/24  
RTS Revenue

	Project		Transport Scotland	Dundee City Council	Perth & Kinross Council	Stirling Council	Angus Council	Fife Council	Total Contributions 2023/24
<b>Development of RTS &amp; Delivery Plan</b>		Received							£0
		Committed							£0
		Total							£0
<b>Strategic Connectivity</b>	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
<b>Health and Transport</b>		Received							£0
		Committed							£0
		Total							£0
<b>Active Travel</b>	Spaces for People - Monitoring	Received							£0
		Committed							£0
		Total							£0
<b>Travel Planning</b>	TravelKnowHow Scotland - Website/Marketing	Received							£0
		Committed	£72,180						£72,180
		Total	£72,180						£72,180
<b>Buses Strategy</b>		Received							£0
		Committed							£0
		Total							£0
<b>Park &amp; Ride</b>		Received							£0
		Committed							£0
		Total							£0
<b>Rail</b>	LRDF Tay Cities P&R Study	Received							£0
		Committed	£50,687						£50,687
		Total	£50,687						£50,687
<b>Freight</b>		Received							£0
		Committed							£0
		Total							£0
<b>Travel Information</b>	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
<b>Climate Change</b>		Received							£0
		Committed							£0
		Total							£0
									£0
									£147,367
									£147,367

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

	Approved Budget	Other Income	Total Budget	Actuals to 31 July 2023	Committed 2023/2024	Projected Outturn 2023/2024	Variance to Budget
	£	£	£	£	£	£	£
<b>Income</b>							
Scottish Executive Grant Revenue Received	91,912		91,912	-	-	91,912	0
Other Income - See Appendix B for detail		147,367	147,367	-	-	147,367	0
	<b>91,912</b>	<b>147,367</b>	<b>239,279</b>	-	-	<b>239,279</b>	<b>0</b>
<b>Expenditure on Projects</b>							
Development of RTS & Delivery Plan	54,000	-	54,000	254	24,970	54,000	0
Strategic Connectivity	-	12,500	12,500	-	-	12,500	0
Health and Transport	12,000	-	12,000	-	3,000	12,000	0
Active Travel	19,500	-	19,500	-	-	19,500	0
Travel Planning	10,275	72,180	82,455	39,312	43,143	82,455	0
Buses	3,000	-	3,000	-	2,668	3,000	0
Park & Ride	-	-	-	-	-	0	0
Rail	3,000	50,687	53,687	-	-	53,687	0
Freight	5,000	-	5,000	2,350	-	5,000	0
Travel Information	18,500	12,000	30,500	2,746	23,421	30,500	0
Climate Change	5,000	-	5,000	-	-	5,000	0
Contingency	6,111	-	6,111	-	-	6,111	0
<b>Gross Expenditure</b>	<b>136,386</b>	<b>147,367</b>	<b>283,753</b>	<b>44,662</b>	<b>97,202</b>	<b>283,753</b>	<b>0</b>
<b>Net Expenditure</b>	<b>44,474</b>	<b>0</b>	<b>44,474</b>	<b>44,662</b>	<b>97,202</b>	<b>44,474</b>	<b>0</b>
<b>(Financed by) / Contribution to Reserves</b>	<b>(44,474)</b>					<b>(44,474)</b>	
<b>Reserves Statement:</b>							
Opening Reserves	44,474					44,474	
Reserves (Used) / Returned	(44,474)					(44,474)	
Closing Reserves	0					0	

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

<u>Income</u>	Budget £	Actuals to 31 July 2023 £	Committed 2023/24 £	Projected Outturn 2023/24 £	Variance to Budget £
Transport Scotland - Regional Active Travel Programme	649,750	-	-	<b>649,750</b>	-
	<b>649,750</b>	-	-	<b>649,750</b>	-
 <u>Capital Grant Expenditure</u>					
AC - Coherent network of routes across the town of Brechin	25,000	-	25,000	25,000	-
AC - Coherent network of routes across the town of Forfar	25,000	-	25,000	25,000	-
AC - Coherent network of routes across the town of Monifieth	25,000	-	25,000	25,000	-
DCC - D&A College Campus, linking to NCN1	18,000	-	18,000	18,000	-
DCC - Strathmartine Active Travel Audit High Impact Actions	40,000	-	40,000	40,000	-
DCC - Coldside Active Travel Audit High impact actions.	40,000	-	40,000	40,000	-
DCC - Lochee Active Travel Audit High impact actions	40,000	-	40,000	40,000	-
DCC - Maryfield Active Travel Audit High impact Actions	40,000	-	40,000	40,000	-
PKC - Kinross Park and Ride Sustainable Transport Hub	50,000	-	50,000	50,000	-
PKC - Woodside – Coupar Angus shared use path beside A94 extension	100,000	-	100,000	100,000	-
SC - Active Travel routes development – feasibility and concept design	100,000	-	100,000	100,000	-
SC - Public transport node active travel connections – feasibility and concept design	40,000	-	40,000	40,000	-
Tactran - Active travel mapping and delivery plan – develop interface options	22,000	-	21,775	22,000	-
Tactran - Programme management and support – people resource	84,750	-	84,750	84,750	-
Gross Expenditure	<b>649,750</b>	-	<b>649,525</b>	<b>649,750</b>	-
Net Expenditure	-	-	<b>649,525</b>	-	-