

## **TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**

Minute of Meeting of the Tayside and Central Scotland Transport Partnership held virtually via MS Teams on Tuesday 11<sup>th</sup> June 2024 at 10.30am.

Present: Councillors Heather Doran and Mark McDonald (Angus Council); Councillor Dorothy McHugh Dundee City Council); Councillors Hugh Anderson and Richard Watters (Perth & Kinross Council); Councillor Rachel Nunn (Stirling Council); Bryan Doyle and Amy McDonald (Members).

In Attendance: M Speed (Director); N Gardiner, J Padmore, M Smith, J Cooper, A Roger and C Stuerck (Tactran); E MacNaughton (Dundee City Council); S Hendry (Secretary), D Coyne, N Moran and J Salisbury (Perth & Kinross Council); D Hopper and S Hollowood (Stirling Council); J Grant (Audit Scotland).

Apologies for absence were received from: Councillors Mark Flynn and Siobhan Tolland (Dundee City Council); Depute Provost Andrew Parrott (Perth & Kinross Council); Councillor Jen Preston (Stirling Council) and Alan Stewart (Member).

Councillor Rachel Nunn, Deputy Chair, Presiding

### **1. DECLARATIONS OF INTEREST**

Having resumed the position of Deputy Chair on an interim base, Councillor Nunn invited nominations. As there were no other nominations, Councillor Nunn agreed to continue on an interim basis. Councillor McHugh seconded the nomination.

### **2. MINUTE OF MEETING OF 12 MARCH 2024**

The minutes of meeting of the Tayside and Central Scotland Transport Partnership of 12 March 2024 were submitted and approved as a correct record.

The Director explained that there is still an outstanding action and that the requested amendments to the risk register – while being minor - are still being finalised. An amended document will be circulated to the Board in due course.

The Deputy Chair welcomed a further update in relation to the advantages and disadvantages of a transition from a level 1 RTP to a level 3 RTP. The Director confirmed that a further paper will be brought to the Board in due course as part of the RTS and Delivery Plan development.

The Deputy Chair asked whether it was possible to better highlight the actions and relevant task holders in the minutes of the Board meetings or, whether it was possible to introduce a live action log to accompany the minutes. This was welcomed by Councillor Doran and Councillor McHugh. Appreciating the

limited resources within Tactran, it was agreed to aim to better highlight respective actions.

### **3. PUBLIC SERVICES REFORM ACT ANNUAL STATEMENTS 2023/24**

There was submitted a report by the Director (RTP/24/10) seeking the Partnership's approval of Annual Statements which require to be published under the Public Services Reform (Scotland) Act 2010.

The Deputy Chair welcomed the statement. With the number of references to various papers and reports, she would welcome if those documents were also made available to Board members. Of particular interest to her were the strategic business case of the Forth Valley Bus Alliance, the papers on the Transport (Scotland) Act 2019 and the outcome of the Community Path Finder project.

N Gardiner stated that the Annual Report which is usually brought to the Board at its December meeting would provide more detail on work undertaken by the Partnership during the preceding year.

The Director noted that respective documents would be uploaded to the Members area of the Tactran website.

#### **Resolved:**

- (i) To approve the publication of the Public Services Reform Act Annual Statements for 2023/24 as detailed in the Appendices to the report.

### **4. DRAFT UNAUDITED ANNUAL ACCOUNTS FOR 2023/24**

There was submitted a report by the Treasurer and Director (RTP/24/11) presenting the draft Unaudited Accounts for 2023/24.

Councillor McHugh noted the reserves and enquired about Tactran's reserves policy. D Coyne confirmed that Tactran had a reserves policy for Core reserves to be maintained at between 3% and 5% of total Core expenditure. While there had previously been restricted reserves, such as reserves for staff relocation packages, there are currently no restricted reserves contained within the accounts.

#### **Resolved:**

- (i) To approve the contents of the Draft Unaudited Annual Accounts for 2023/24; and
- (ii) To authorise the Treasurer to sign the Annual Accounts for submission to the Controller of Audit by 30 June 2024.

### **5. TAYSIDE AND CENTRAL SCOTLAND REGIONAL TRANSPORT STRATEGY: ADOPTION**

There was submitted a report by the Senior Strategy Manager (RTP/24/12) to consider the Tayside and Central Scotland Regional Transport Strategy 2024-

34 for adoption; and to note the next steps in terms of publishing the documents and preparing the RTS Delivery Plan.

B Doyle referencing paragraph 3.15 of the report asked about what consideration had been given to governance arrangements required. J Padmore stated that officers will commence discussions with the Tactran Board on the required governance arrangements that will underpin the delivery of the RTS. Members expressed concerns about capacity and noted that the set-up should not duplicate conversations but complement them. The Director noted that one option may build on the Executive Committee.

Councillor McHugh stressed the need to engage with users. J Padmore agreed and noted that the findings of the impact assessments will be incorporated in the Delivery Plan. This includes identified requirements for further engagement with respective groups. As such, mechanisms were in place to provide further input into the delivery of the strategy.

The Deputy Chair would further welcome an arrangement that would also enable a more informed discussion at Local Authority level. She suggested Member / Officer Groups might be an appropriate mechanism. The Director noted that each organisation will have its own procedures.

The Deputy Chair raised concerns in relation to the production and design of a suite of documents in relation to the RTS. She especially questioned the requirement of printed copies. It was noted that a considerable share of the costs will cover the production of accessible documents, including an easy read version. Councillor McHugh reminded Members that there was still a considerable share of the population that will not have access to online documents and, as such, relied on printed copies.

**Resolved:**

- (i) To approve the proposed amendments to the RTS as included in Appendix B;
- (ii) To adopt the Tayside and Central Scotland Regional Transport Strategy 2024-34 following approval by the Cabinet Secretary for Transport;
- (iii) To note the next steps in relation to preparing the RTS Delivery Plan, including giving consideration to governance mechanisms to enable the delivery of the Regional Transport Strategy's objectives and outcomes; and
- (iv) To approve the appointment of graphic designers, The Malting House, to prepare a final version of the Regional Transport Strategy for publication.

**6. DEVELOP TO DELIVER**

There was submitted a report by the Director (RTP/24/13) to inform the Board of a policy document prepared by Scotland's seven Regional Transport Partnerships (RTPs) on the opportunities to maximise the role of the partnerships in delivering strategic transport improvements, working with others.

Councillor Doran noted that a stakeholder mapping of the Partnership's relationship with other bodies would be a helpful exercise to enable Members to use their position to help strengthening relationships. The Director agreed to consider how this could be best illustrated.

**Resolved:**

- (i) To note the "Develop to Deliver - 2023 Refresh" document; and
- (ii) To endorse the principles of collaboration, opportunities for regional coordination and the role of Regional Transport Partnerships in enabling liaison between national and local authorities.

**7. ACTIVE TRAVEL UPDATE REVISED**

There was submitted a joint report by the Director and Senior Partnership Manager (RTP/24/14) asking the Partnership to note updates on various Active Travel Behaviour Change and Infrastructure projects and progress being made in developing and delivering active travel behaviour change projects. The report also asks the Partnership to consider and approve grant awards to Living Streets and Cyclehub.org

B Doyle noted that the proposals comprise many schemes. He sought assurance that the proposals are complemented by a thorough evaluation to understand which have achieved their objectives.

Councillor Watters asked whether the project delivery partners were required to provide further details on the proposals for them to draw down funds. N Gardiner confirmed that this was the case and that Tactran officers are in continued discussions with the delivery partners to establish this detail.

Councillor Anderson sought assurance that the projects will also consider people with specialist needs and subsequently specially adapted bikes. This was confirmed.

Councillor Nunn wanted to know whether the Councils' Active Travel Teams were involved in the programme development and delivery, which was confirmed. She further suggested that it was a good idea to make local Councillors aware of the programme so that they can lend their support to the schemes should they wish to do so. N Gardiner confirmed that this will be pursued through the respective officers at each of the Councils.

A McDonald enquired about the reasons why grant applications had not been successful. N Gardiner advised that, while some of Tactran's applications were unsuccessful, the sustainable transport corridors as discussed in Item 8 on agenda had been and also a number of proposals from the four constituent local authorities were successful with their applications.

**Resolved:**

- (i) To note updates on various Active Travel Behaviour Change and Active Travel Infrastructure projects;

- (ii) To note progress in developing and delivering Active Travel Behaviour Change projects;
- (iii) To approve award of grant of up to £200,000 to Living Streets as outlined within this report and Appendix A; and
- (iv) To approve award of grant of up to £300,000 to Cyclehub.org as outlined within this report and Appendix B.

## **8. SUSTAINABLE TRANSPORT CORRIDORS**

There was submitted a joint report by the Tayside Bus Alliance Project Manager (RTP/24/15) providing the Partnership with background, development, and updates of integrated active travel and bus priority corridors (Sustainable Transport Corridors) in Perth and Dundee.

The Deputy Chair enquired about the timescales for completing the corridors' design and delivery and thanked the Partnership Director for persevering after the Bus Partnership Fund had been paused by Transport Scotland. J Cooper outlined the timescale and best practice being followed for the process and delivery of integrated sustainable transport corridors.

### **Resolved:**

- (i) To note the award of Sustrans Places for Everyone funding to Perth & Kinross Council and Dundee City Council to further develop Sustainable Transport Corridors at Dunkeld Road in Perth and Lochee Road and Arbroath Road in Dundee; and
- (ii) To note the involvement of the Tayside Bus Alliance in the coordination of sustainable transport corridors, alongside public transport and active travel officers from Dundee City and Perth & Kinross councils.

## **9. BUS INITIATIVES UPDATE**

There was submitted a joint report by the Tayside Bus Alliance Project Manager (RTP/24/16) providing the Partnership with updates on bus initiatives and projects having concluded in the last quarter of 2023/24. The report identified areas of common interest across projects and proposes the development of an integrated bus strategy.

B Doyle welcomed the proposal to develop a combined Tactran Bus Strategy. He noted that it needed to set out the Partnership's vision for improving bus services in the region.

Councillor McHugh enquired whether the Bus Strategy will also consider bus stops. She referred to the recent consultation by Dundee City Council in relation to the consolidation of the number of bus stops in the city, noting that the proposals would significantly increase the walking distance to some bus stops. This is a particular issue for older people, who were objecting to the proposals. J Cooper confirmed that design and position of bus stops will be included in the Tactran Bus Plan. The work of the Tayside Bus Partnership already noted that bus stops were a critical element.

Councillor Doran sought further clarification on the timescales for the work involved. She further noted that the consideration of childcare establishments was key as bus connectivity (or the absence of which) will often determine mode choice for working parents. J Cooper agreed that the focus on bus travel to workplaces needs to be updated and noted that bus initiatives would be implemented at various times, noting the sustainable corridor bus initiative would include design stages for completion in 2025/26, subject to funding, with construction elements likely to be implemented at the earliest in 2026/27.

Councillor McDonald reported of his experience of negotiating the ticketing of the different bus providers in Angus / Dundee City and sought further clarification whether integrated ticketing was an aspect that would also be considered. The Director confirmed that this was a critical element. He represented Tactran at the National Ticketing Advisory Group. Feeding back from a recent meeting of the group, he provided an initial estimate for the introduction of an integrated ticketing system (3 to 3.5 years).

**Resolved:**

- (i) To note the updates on the bus initiatives provided within the report;
- (ii) To note the continuing development of bus policies at national and local levels;
- (iii) To note the continuing development of bus priority measures as part of an integrated sustainable transport approach on three corridors in Perth and Dundee; and
- (iv) To approve the development of a Tactran bus plan, in consultation with the local transport authorities in the region.

**10. MAAS UPDATE**

There was submitted a report by the Senior Strategy Manager (RTP/24/17) providing an update on the Tactran ENABLE Mobility as a Service (MaaS) programme and collaborative working with SEStran.

B Doyle asked for further information on the proposed procurement. He wanted to know if there were any resource implications and associated risks if the partnership entered into a contract prior to the confirmation of any funding. J Padmore confirmed that Tactran had sought advice from Perth and Kinross Council's procurement services. The proposal is to establish a framework and Tactran will only call off services from the framework once funding has been confirmed. It was further confirmed that the funding of the project manager post will be split with Sestrans, with each Partnership contributing 50%.

**Resolved:**

- (i) To note that Transport Scotland's review of the MaaS Investment Fund programme has yet to be completed;
- (ii) To endorse the continuation of the Tactran ENABLE Mobility as a Service Programme as set out in paragraphs 3.4 to 3.9; and
- (iii) To delegate authority to the Executive Committee for decisions on procurement and the immediate contract.

## 11. 2024/25 BUDGET AND MONITORING

There was submitted a joint report by the Director and Treasurer (RTP/24/18) providing a monitoring update on the Partnership's Revenue and Capital expenditure and seeking the Partnership's approval of a 2024/25 RTS Revenue Programme.

A McDonald queried the statement of a 5% budget reduction. This could be normalised. While cash terms this equates to £26,137.50, at 3% assumed inflation the reduction would actually equate to £41,820.50. A McDonald suggested that Tactran needs to state the actual loss rather than just the cash position. While recognising that a provisional allowance of 3% increase in staff costs has been made, J Salisbury noted that the actual income from Transport Scotland has reduced by 5%.

A McDonald further enquired about the financial risks moving forward into 2024/25 and, whether these could be added and then updated each quarter to ensure means of understanding financial position each quarter. J Salisbury advised that Tactran had a balanced budget and that plans to prepare a medium-term financial plan are underway. That would also highlight respective risks.

The Deputy Chair invited further discussions with the Board to discuss the way Tactran is funded. B Doyle suggested that respective discussions would probably be best placed in the context of the wider discussions among Members in relation to the delivery of the RTS, possibly at the September Board meeting.

### **Resolved:**

- (i) To note the position regarding Core Revenue expenditure as at 30 April 2024 as detailed in Appendix A;
- (ii) To note progress on and to approve the 2024/25 RTS Revenue Programme and related expenditure as discussed within the report and detailed in Appendices B; and
- (iii) To note progress on the 2024/25 Active Travel Behaviour Change and Access to Bikes Grant and related expenditure as discussed within the report and detailed in Appendix C.

## 12. DIRECTORS REPORT

There was submitted a report by the Director (RTP/24/19) asking the partnership to note updates on Hydrogen initiatives and Stirling Local Rail Development Fund (LRDF) study and information on Audit Scotland's audit on progress towards reducing car use. The Partnership was also asked to approve a proposed response to HITRANS' Draft Regional Transport Strategy and to note officer responses to Stirling Council LDP Guidance on Sustainable Transport and Access for New Developments and LDP3 Call for Evidence.

The Director advised that the Board was asked to approve an additional recommendation to delegate responsibility to the Executive Committee to

consider and approve a response to Perth and Kinross Council's consultation on a Draft Mobility Strategy and associated Delivery Plan. The strategy was published for consultation after the Tactran board papers were produced and has a closing date of 28 July.

A McDonald welcomed the suggestions in relation to Park & Ride and asked what the next steps were to move these forwards. The Director noted that the option supported by Stirling Council would now be considered by Transport Scotland and whether they will include it in a pipeline of rail projects.

Councillor Doran (on behalf of Councillor McDonald) referred to the Angus Mobility Hub and asked for confirmation that the business case will be brought to the respective thematic board of the Tay Cities Regional Deal Programme in due course. The Director confirmed it would.

**Resolved:**

- (i) To note updates on Hydrogen initiatives and Stirling Local Rail Development Study and information on Audit Scotland's audit on progress towards reducing car use;
- (ii) To consider and approve the proposed response to HITRANS' Draft Regional Transport Strategy, as provided in Appendix A;
- (iii) To note Tactran officer responses to Stirling Council's Consultation on Local Development Plan Guidance on Sustainable Transport and Access for New Development and Stirling Council's LDP3 Evidence Report Consultation as provided in Appendices B and C; and
- (iv) To delegate responsibility to the Executive Committee to consider and approve a response to Perth & Kinross Council's consultation on a draft Mobility Strategy and associated Delivery Plan.

**13. MEMBERS ISSUES AND AOCB**

Councillor McHugh commented on the well laid-out board papers and thanked Tactran staff for their efforts.

**14. DATES OF NEXT MEETINGS**

The Chair reminded Members that the meeting scheduled for 10 September 2024 will be held in person at 2 High Street, Perth.

- 10 September 2024 – in person
- 10 December 2024 – MS Teams