



A meeting of the **TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP** will be held virtually **via Microsoft Teams** on **TUESDAY 10 DECEMBER 2024** at **10.30 AM**.

For any queries, please contact Ashley Roger on 01738 475775 or Scott Hendry on (01738) 475126.

**SCOTT HENDRY**  
**Secretary to Partnership**

**Members:**

Bryan Doyle  
Amy McDonald  
Paul Reid  
Alan Stewart

**Officers:**

Mark Speed, Director  
Scott Hendry, Secretary to Partnership  
Scott Walker, Treasurer to Partnership  
Lisa Simpson, Legal Adviser to Partnership  
Niall Gardiner, Senior Partnership Manager  
Jonathan Padmore, Senior Strategy Officer  
Ashley Roger, Office Manager  
Merry Smith, Strategy Officer (Sustainable Transport)  
James Cooper, Projects Manager

Angus Council

Councillor Heather Doran  
Councillor Mark McDonald

Angus Council

Graeme Dailly, Infrastructure & Environment  
Craig Hudson, Infrastructure

Dundee City Council

Depute Provost Kevin Cordell  
Councillor Dorothy McHugh  
Councillor Siobhan Tolland

Dundee City Council

Ewan Macnaughton, City Development  
Ewan Gourlay, City Development

Perth and Kinross Council

Councillor Hugh Anderson  
Depute Provost Andrew Parrott  
Councillor Richard Watters

Perth and Kinross Council

Alex Deans, Communities  
Niall Moran, Communities

Stirling Council

Councillor Jennifer Preston  
Councillor Rachel Nunn

Stirling Council

David Hopper, Corporate Operations

Scottish Government

Bethany Sharp & Melissa Shute



**10 DECEMBER 2024**

**AGENDA**

Members 'In Camera' Session with Auditor at 10am

1. Declarations of Interest
2. Minutes of Meeting of 10 September 2024 (Copy herewith)
3. Outstanding Business Statement (Copy herewith RTP/24/29)
4. Draft Audited Annual Accounts 2023/24 and Draft Audit Report to the Members of Tactran and the Controller of Audit for the year ended 31 March 2024 – Joint Report by Audit Scotland, Treasurer and Director (copy to follow)
5. Tactran Annual Report 2023/24 – Report by Director (copy herewith RTP/24/31)
6. 2024/25 Budget and Monitoring – Joint Report by Director and Treasurer (copy herewith RTP/24/32)
7. 2025/26 Core Revenue Budget – Joint Report by Director and Treasurer (copy herewith RTP/24/33)
8. Medium Term Financial Plan – Joint Report by Director and Treasurer (copy herewith RTP/24/34)
9. Active Travel Behaviour Change 2025/26– Report and presentation by Projects Manager (Copy herewith RTP/24/35)
10. Director's Report – (Copy herewith RTP/24/36)
11. Members' Issues and AOCB
12. Date of Future Meetings – to be confirmed

18 March 2025 – via MS Teams

17 June 2025 – via MS Teams

16 September 2025 – in Person

16 December 2025 – via MS Teams

## TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

Minute of Meeting of the Tayside and Central Scotland Transport Partnership held in the Council Chambers, 2 High Street, Perth on Tuesday 10<sup>th</sup> September 2024 at 10.30am.

Present: Councillor Mark McDonald (Via MS Teams) (Angus Council); Councillor Lynne Short (via MS Teams and substituting for Councillor Mark Flynn) (Dundee City Council); Depute Provost Andrew Parrott, Councillors Hugh Anderson and Richard Watters (Perth & Kinross Council); Councillors Rachel Nunn and Jen Preston (Stirling Council); Bryan Doyle and Amy McDonald (Members) and Alan Stewart (Via MS Teams).

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

Apologies for absence were received from: Councillor Heather Doran (Angus Council); Councillors Mark Flynn and Dorothy McHugh (Dundee City Council).

Depute Provost Andrew Parrott, Chair, Presiding

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

The Chair indicated that Councillor Nunn was appointed to the position of Deputy Chair on an interim basis and invited nominations for a permanent Deputy Chair. The Chair nominated Councillor Nunn and was seconded by Councillor Preston. There being no further nominations, Councillor Nunn was duly elected as Deputy Chair.

The Chair advised that Claudia Stuerck was leaving Tactran and thanked Claudia for all her hard work, noting she had been a great asset to Tactran and wished her well in her new job.

### 2. **MINUTE OF MEETING OF 11 JUNE 2024**

The minutes of meeting of the Tayside and Central Scotland Transport Partnership of 11 June 2024 were submitted and approved as a correct record.

### 3. **OUTSTANDING BUSINESS STATEMENT**

There was submitted an Outstanding Business Statement by the Director (RTP/24/21) setting out the status of outstanding decisions of Partnership.

#### **Resolved:**

- (i) To note the Outstanding Business Statement and to receive updates at future meetings.

#### **4. REGIONAL TRANSPORT STRATEGY: DELIVERY PLAN**

There was submitted a report by the Senior Strategy Officer (RTP/24/22) providing an update on the development of a Delivery Plan for the Tayside and Central Scotland Regional Transport Strategy (RTS) and recommending actions to assist delivery of the strategy.

J Padmore gave a presentation which outlined the work to date and the next stages for the Delivery Plan following the approval of the Regional Transport Strategy.

The Chair noted that there is a need to co-ordinate actions to ensure limited resources are utilised in the most efficient manner.

Councillor Short noted that the Delivery Plan needed to take cognisance of why people choose to travel in the way they do and for what reason, in addition to where they are travelling to. J Padmore agreed and said this is why an integrated approach is being taken to identify priorities that meet the purpose of people travelling.

Councillor Watters asked if information on the success of interventions will be available to the Tactran Board. The Director advised that once the Delivery Plan is in place, the Partnership can decide on how often they receive a progress report and suggested biennial. Councillor Watters asked if the various interventions within the Councils will feed into the progress report. The Director confirmed they would.

Amy McDonald asked if priority areas could be detailed and used to identify where there are gaps in the resources required. This could be used to ensure resources are targeted where they achieve the highest value. J Padmore agreed and noted that information already gathered e.g. Main Issues Report would be utilised and shared with the Senior Officer Group to identify where resources should be focused. The Director added that identifying what's required and which organisation leads on projects can be used to identify gaps in funding which will translate into a medium-term financial strategy that can be used as a lobbying tool for funding from Scottish Government.

Councillor Nunn asked if Sustran can be included within the Senior Officer Group to ensure Forth Valley is included, and possibly Transport Scotland, so they are aware of the issues being identified. The Director agreed that cross boundary and neighbouring organisations have been and will continue to be included appropriately. He reminded members that the Partnership can invite politicians and national organisations to attend Board meetings on pertinent matters.

Councillor Nunn asked if Tactran officers could attend the appropriate Stirling Council committees to provide information on the Regional Transport Strategy, particularly with the carbon reduction agenda in mind. J Padmore said that Tactran would be happy to attend and that an offer to attend Council committees and groups has been, and continues to be, open to all constituent Councils. It is crucial that each delivery partner has 'buy-in' to the Delivery Plan. The Director noted that Tactran required to be invited rather than ask to attend Council committees.

Councillor Nunn asked if any Council has implemented Demand Management interventions. J Padmore said that there are various types of demand management that have been implemented but recognised that what type and when to introduce Demand Management is a difficult decision. He advised, in relation to the Climate Change reduction target, Transport Scotland previously produced a route map for 20% reduction in car kilometres which is due to be updated this Autumn. This will refocus demand management considerations.

The Director confirmed that a report on the updated route map will be included as an item at the December Board, depending upon timing of the updated route map.

The Chair asked that an update on progress with the Delivery Plan is reported at the Partnership meeting scheduled in March 2025.

**Resolved:**

- (i) To note progress on preparing a Delivery Plan for the Tayside and Central Scotland Regional Transport Strategy;
- (ii) To endorse the formation of a RTS Delivery Senior Officer Group with representatives from the four Councils;
- (iii) To endorse a RTS Delivery Board with representatives from all agencies with responsibility for delivery of identified RTS actions; and
- (iv) To note progress of design work to enable publication of the adopted RTS, an Executive Summary, and an easy read Executive Summary.

**5. BUS PLAN PROGRESS**

There was submitted a report by the Projects Manager (RTP/24/23) providing the Partnership with details of the draft Tactran Bus Plan.

J Cooper gave a presentation outlining the work that has been undertaken to develop the draft Bus Plan and the subsequent recommendations.

Councillor Short asked if the revenue income is not currently adequate to cover costs, how will the Bus Plan help going forward as there is a need to make the journey more pleasant, otherwise the current customers will stop using bus services. J Cooper agreed that the journey experience needs to be good not only to ensure existing users get a better service but need to make it better for everyone to bring in further users.

A Stewart asked if there was an understanding as to why the reduction of bus travel has happened. J Cooper said the diagram is based on the whole of Scotland so not route specific, but he believes societal change, particularly the growth in car ownership and use, has contributed to the decline in bus transport. The Director said that a lack of integration, quality, frequency, cost and reliability have all contributed to the decline in bus use. J Cooper added that to be effective and reverse the decline more is required to be done to create a virtuous circle of improvement.

The Chair asked if the graph was available to be split between urban, suburban and rural. J Cooper advised that he will provide this, if the information is available.

Councillor McDonald asked if details of reliability in Angus was available and if more information was available on the single branded Demand Responsive Transport (DRT) and how would it work. J Cooper advised currently working with bus operators to identify specific reliability issues but that has not been included in this presentation. With regards to the branded DRT, the key outcome is to demonstrate to users that what is being delivered is better than what was previously offered.

Councillor Watters asked about DRT and said it is not suitable for all areas and there is a geographical challenge. In order to reverse the decline of buses, reliability is an issue which is pushing car ownership up, however the Glenfarg Community Bus has increased patronage significantly and is an example of good practice which can be learned from. J Cooper agreed Glenfarg Community Bus has been extremely successful and is a great example of DRT. He noted that Community Bus Funded Tactran report identified good practice from within the UK and beyond and that there is a need to agree what will work in particular circumstances.

**Resolved:**

- (i) To note the development of the Tactran Bus Plan; and
- (ii) To approve the continued consultation, development and implementation of the Tactran Bus Plan, in agreement with the local transport authorities in the region.

**6. TACTRAN GOVERNANCE DOCUMENTS REVIEW**

There was submitted a report by the Director (RTP/24/24) providing an update on the governance documents:

- Financial Regulations
- Scheme of Delegation
- Risk Management Strategy and Policy
- Standing Orders

**Resolved:**

- (i) To approve the following governance documents: financial regulations, risk management strategy and policy, scheme of delegation and standing orders, as reviewed and amended.

**7. ACTIVE TRAVEL UPDATE**

There was submitted a report by the Senior Partnership Manager (RTP/24/25) asking the Partnership to note updates on various Active Travel Behaviour Change and Access to Bikes projects.

Councillor Doran asked via email how it will be determined that the projects are successful. N Gardiner advised a Monitoring and Evaluation group has been formed by Transport Scotland to provide specialist advice. The group has produced national Monitoring and Evaluation guidance for the Active Travel Behaviour Change fund. The aim is to provide a consistent approach throughout Scotland. All Tactran delivery partners have been provided with a before survey template which is to be completed for each project and location. These surveys are currently underway. An after-study template survey will be finalised in early October. These surveys will provide the basis for measuring the outcomes achieved throughout the process.

Councillor Preston said it is great to see so much is happening and, recognising the importance of behaviour change, asked if there is confidence that this is happening at the scale required. N Gardiner advised projects have been concentrated on where there is good active travel infrastructure available rather than spread resources too thinly throughout the region to provide the best opportunity of achieving actual behaviour change. He noted that it will be interesting to see how that approach has worked at the end of the year when the monitoring and evaluation is completed.

Councillor Lynne Short said the hierarchy of sustainable transport puts walking at the top followed by cycling and public transport and asked whether the resources are being targeted effectively. N Gardiner agreed that walking is the most sustainable mode and good for integrating with other sustainable modes, such as bus travel. In terms of resources, the urban trails project is reviewing walking routes and Living Streets are promoting walking within schools, communities and workplaces. Work is also continuing with Travelknowhow, the travel planning toolkit, which promotes sustainable commuting and business travel.

Amy McDonald asked for percentage spend to ensure budgeting is being utilised correctly and can it be made available to the Board. N Gardiner confirmed that the outcomes of the Monitoring and Evaluation of the projects will include costs and will be reported to future meetings.

Councillor Nunn asked about “sticky behaviour” which references continued behaviour change and not just for a short period of time. The Director referenced the monitoring reports, noting that the intention will be to continue to monitor over time which will help identify short and long term benefits.

The Chair said a lot of work has been done to get to this point and is pleased with the work undertaken to date.

**Resolved:**

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

**8. MAAS UPDATE**

There was submitted a report by the Strategy Officer (Sustainable Transport) (RTP/24/26) providing an update on the Tactran ENABLE Mobility as a Service (MaaS) programme and Integrated Mobility Partnership collaborative working with SEStran.

The Chair noted a lot of work has been undertaken to maintain the MaaS projects going forward and asked if Transport Scotland have advised when the evaluation will be available. M Smith confirmed the end of September is the expected date for the evaluation report to be available and it is anticipated that this will include information on future funding of MaaS.

B Doyle requested a future report once Transport Scotland produce the Evaluation Report. The Director confirmed a report will be brought to the Board in December, timing permitting.

Councillor Nunn asked how integrated ticketing was incorporated into MaaS and gave an example of Fairtiq in Europe. The Director noted that he was a member of the National Integrated Ticketing Advisory Board and that they were aware of Fairtiq and other good practice examples. He noted that a MaaS platform could include this type of integrated ticketing.

**Resolved:**

- (i) To note updates on Transport Scotland's review of the MaaS Investment Fund programme and MaaS Scotland routemap; and
- (ii) To note the continuation of the Tactran ENABLE and Integrated Mobility Partnership MaaS programme and procurement update.

**9. 2024/25 BUDGET AND MONITORING**

There was submitted a joint report by the Director and Treasurer (RTP/24/27) providing a monitoring update on the Partnership's Revenue and Capital expenditure.

A McDonald asked for an explanation on the underspend on staff costs and, if it is a realisable saving, can the negative overspend for the end of year be reviewed. She also asked if Perth & Kinross Council has yet to invoice for support services. J Salisbury said Tactran use accrual accounting and the payroll underspend relates to the pay award that has not yet been agreed. He also confirmed that Perth & Kinross Council has not yet invoiced for support costs.



**Resolved:**

- (i) To note the position regarding Core Revenue expenditure as at 31 July 2024 as detailed in Appendix A;
- (ii) To note progress on 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.

**10. DIRECTORS REPORT**

There was submitted a report by the Director (RTP/24/28) asking the Partnership to note updates on Sustainable Transport Corridor projects and rail services and initiatives. The Partnership was also asked to note a response, approved by the Executive Committee, to Perth & Kinross Council's consultation on their Mobility Strategy and to note officer responses to Dundee City Council's Draft Air Quality Action Plan; Dundee City Council's Local Development Plan 3 Evidence Report and Topic Papers and Perth & Kinross Council's Local Development Plan 3 Evidence Report and Topic Papers.

A McDonald said the responses were very good and asked if there had been any follow up from Dundee City Council as the responses were not in agreement. The Director confirmed that Tactran and Dundee City Council officers has been in discussion but a formal response has not been received.

**Resolved:**

- (i) To note updates on Sustainable Transport Corridors projects and rail services and initiatives;
- (ii) To note the response to Perth & Kinross Council Mobility Strategy and associated Delivery Plan, as approved by Executive Committee and provided in Appendix A; and
- (iii) To note Tactran officer responses to Dundee City Council's consultation on their Draft Air Quality Action Plan; Dundee City Council's Local Development Plan (LDP 3) Evidence Report and Topic Papers consultation and Perth & Kinross Council's Local Development Plan (LDP 3) Evidence Report and Topic Papers consultation as provided in Appendices B, C and D.

**11. MEMBERS ISSUES AND AOCB**

None.

**12. DATES OF NEXT MEETINGS**

10 December 2024 – virtual via MS Teams

**TAYSIDE AND CENTRAL TRANSPORT PARTNERSHIP  
OUTSTANDING BUSINESS STATEMENT (OBS)**

**Report No (RTP/24/29)**

Please note that this statement sets out outstanding decisions of Partnership along with an update and estimated completion date. Actions which are overdue are shaded for ease of reference. Where an update reflects that an action is complete then the Partnership's agreement will be sought to its removal from the OBS.

| <b>No.</b> | <b>Minute Reference</b>     | <b>Subject Title</b> | <b>Outstanding Action</b>   | <b>Update</b>   | <b>Action Due / Complete</b> | <b>Action Expected</b> |
|------------|-----------------------------|----------------------|---|---|------------------------------|------------------------|
| 1          | 11 June 2024<br>Item 6      | Develop to Deliver   | Director to consider Stakeholder mapping  | Ongoing as part of Delivery Plan. Will be included at March 2025 Partnership meeting. | Ongoing                      |                        |
| 2          | 10 September 2024<br>Item 4 | RTS Delivery Plan    | Include a report on Transport Scotland's updated 20% reduction in car km route map at Partnership meeting on 10 December 2024 | Awaiting Transport Scotland publishing route map.                                     | Ongoing                      |                        |
| 3          | 10 September 2024<br>Item 4 | RTS Delivery Plan    | Provide an update on Delivery Plan Progress at Partnership meeting in March 2025  | Delivery Plan being progressed  | Ongoing                      |                        |
| 4          | 10 September 2024<br>Item 5 | Bus Plan Progress    | Provide historical bus patronage data subdivided into urban, suburban and rural, if available.                                | Subdivided data not available.  | Complete                     |                        |
| 5          | 10 September 2024<br>Item 5 | Bus Plan Progress    | Provide Bus Reliability information for Angus   | Bus Plan still progressing  | Ongoing                      |                        |

|   |                             |             |   |   |         |  |
|---|-----------------------------|-------------|---|---|---------|--|
| 6 | 10 September 2024<br>Item 8 | MaaS Update | Include a report on Transport Scotland's evaluation of MaaS pilots at Partnership meeting on 10 December 2024 | Awaiting Transport Scotland publishing evaluation | Ongoing |  |
|---|-----------------------------|-------------|---|---|---------|--|

## TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

10 DECEMBER 2024

## TACTRAN ANNUAL REPORT 2023/24

## REPORT BY DIRECTOR

Purpose

This report introduces the Tactran Annual Report for 2023/24.

Summary

There is a requirement for each RTP to produce an Annual Report. The 2023/24 Annual Report in Appendix A notes that a major focus has continued to be the development of a new RTS for the region, with it being adopted by the Partnership in early 2024/25. Other points of note are the maturing of the two Bus Alliances in the Tactran region, Tayside and Forth Valley; continued support of City Deals and associated transport projects; and progress on a number of projects such as MaaS, Local Rail Development Fund and Regional Active Travel Network.

**1 RECOMMENDATIONS**

1.1 That the Partnership:

- (i) Considers and approves for publication and submission to Scottish Ministers the Tactran Annual Report for 2023/24.

**2 REQUIREMENT FOR AN ANNUAL REPORT**

2.1 By virtue of the Guidance for Regional Transport Partnerships in preparing Regional Transport Strategies 2006, there is a requirement for each RTP to produce an Annual Report as set out in paragraph 133:

*133. Schedule 1, paragraph 14(a) of the Act requires each RTP to provide the Scottish Ministers with an annual report. This should cover the operational and financial year to 31 March. This report should include a report of performance against the objectives, targets and performance indicators set out in the RTS and should also be sent to constituent councils and others who have provided funding.*

2.2 The Annual Report includes summary financial information and progress updates on delivering the Regional Transport Strategy (RTS) and other activity. The presentation of information in Section 3 on progress on Regional Transport Strategy Delivery reflects the structure of the Regional Transport Strategy 2015–2036 Refresh and associated RTS Delivery Plan. Section 4 provides information on the development of the New RTS and Delivery Plan.

- 2.3 Adopting the approach introduced for the previous Annual Reports since 2016/17 and in the interests of resource efficiency, it is proposed not to include as Appendices the full Public Services Reform Act (PSRA); Equalities reporting; Climate Change reporting, and other statutory reports that have separately been approved by the Partnership and are already in the public domain via the <https://tactran.gov.uk/about/> website.

### **3 CONCLUDING REMARKS**

- 3.1 Good progress was made towards delivering the strategic objectives of the Regional Transport Strategy 2015–2036 Refresh and associated Delivery Plan and a new draft RTS 2024 – 2034 was completed in 2023/24 and subsequently adopted in early 2024/25. The Annual Report is therefore commended to the Partnership Board for approval.

### **4 CONSULTATIONS**

- 4.1 Implementation of the RTS 2015 – 2036 Refresh Delivery Plan and development of a new Regional Transport Strategy (RTS) have been the subject of ongoing consultation with stakeholders throughout 2023/24.

### **5 RESOURCE IMPLICATIONS**

- 5.1 This report has no direct or additional financial or other resource implications.

### **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**

For further information email [markspeed@tactran.gov.uk](mailto:markspeed@tactran.gov.uk) or tel. 07919 698611

### **NOTE**

The following 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.

Transport (Scotland Act) 2005

Guidance for Regional Transport Partnerships in preparing Regional Transport Strategies, 2006 - ISBN 0 7559 2977

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## ANNUAL REPORT 2023/24

### FOREWORD

We are pleased to present Tactran's Annual Report for 2023/24

A major focus for 2023/24 continued to be the development of a new Regional Transport Strategy (RTS) for the Tactran region. The year began by undertaking a 12-week public consultation on a draft Regional Transport Strategy. This and further consultation throughout 2023/24 with a wide range of stakeholders, working in collaboration with our constituent local authorities, helped develop a new Regional Transport Strategy, that addresses the transport requirements of the region and assists in delivering the four priorities for Scotland's transport system as set out in the National Transport Strategy: reduce inequalities; take climate action; help deliver inclusive economic growth; and improve our health and wellbeing. The year ended by submitting a Draft RTS 2024 – 2034 to the Cabinet Secretary for Transport in February 2024.

The Cabinet Secretary for Transport approved the Tactran Regional Transport Strategy 2024 – 2034 in April 2024, with it being formally adopted by the Tactran Partnership in June 2024.

Tactran continued to work with Forth Valley and Tayside Bus Alliances, with both finalising their strategic business cases and the latter implementing bus priority measures at signalised junctions in Dundee and Perth. Tactran also utilised Community Bus Funding to undertake to review of options and report on the opportunity for and benefits arising from the new powers contained within the Transport (Scotland) Act 2019, with the intention of developing a Bus Plan for the Tactran region in 2024/25.

The Partnership has offered proactive support to the two City Region Deals in the Tactran area: the Stirling/Clackmannanshire and Tay Cities Region Deals, with Tactran being a member of the Tay Cities Joint Committee and providing input to various groups such as the Management Group, Heads of Economic Development, Innovative & International Board and providing the Chair and secretariat for the Transport Board of the Tay Cities Deal.

The Partnership continues to attract external funding to complement its own revenue funding. External funding was utilised to develop and support the travel planning toolkit Travelknowhow; social media campaign 'Get on the Go', bus initiatives and progress Local Rail Development Fund transport appraisals. Overall, our RTS revenue budget included over £200,000 Third Party funding. Our Active Travel Capital Programme delivered approximately £700,000 of Active Travel Infrastructure projects, including preparation for taking forward £1.8m of Active Travel Behaviour Change and Access to Bikes projects in 2024/25.

Tactran has continued to influence transport policy and to support both Community Planning and Development Planning. Our new RTS will continue to prioritise delivery activity that is fully aligned with supporting achievement of economic, environmental, social and health and wellbeing outcomes locally, regionally and nationally.

We wish to acknowledge the significant commitment and contribution made during the year by all the Partnership's Board Members, the Tactran executive team, Proper Officers, partner Council staff and the many public and private sector stakeholders who have contributed to supporting the work of Tactran.

More information on Tactran, our Regional Transport Strategy and related activity can be found at [www.tactran.gov.uk](http://www.tactran.gov.uk).

**Depute Provost Andrew Parrott**  
**Chair of Tactran**

**Mark Speed**  
**Tactran Director**



## 1. PARTNERSHIP BOARD AND GOVERNANCE

Tactran is the statutory Regional Transport Partnership covering the Angus, Dundee City, Perth & Kinross and Stirling Council areas.

The Partnership's principal statutory duties are to:

- create, maintain and oversee delivery of the statutory Regional Transport Strategy;
- engage proactively as a statutory Community Planning partner and support the achievement of Community Planning outcomes;
- engage as a Key Agency in the Development Planning process at a regional and local level;
- support the achievement of statutory Climate Change objectives as set out in the Climate Change (Scotland) Act 2009 and associated Guidance; and
- to meet the requirements of the Equality Act 2010 and the Equality Act (Specific Duties) (Scotland) Regulations 2012.

The Partnership Board consists of 10 Councillor Members appointed by our 4 partner Councils plus up to 5 non-Councillor Members who are appointed by the Partnership with endorsement by Scottish Ministers.

### Board Membership during 2023/24 was:

|                          |
|--------------------------|
| <b>Angus Council</b>     |
| Councillor Heather Doran |
| Councillor Mark McDonald |

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| <b>Dundee City Council</b>                   |
| Councillor Mark Flynn                        |
| Councillor Dorothy McHugh                    |
| Councillor Steven Rome (to March 2024)       |
| Councillor Siobhan Tolland (from March 2024) |

|                                       |
|---------------------------------------|
| <b>Perth &amp; Kinross Council</b>    |
| Depute Provost Andrew Parrott (Chair) |
| Councillor Hugh Anderson              |
| Councillor Richard Watters            |

|  |
|--|
| <b>Stirling Council</b>                      |
| Councillor Rachel Nunn                       |
| Councillor Danny Gibson (to June 2023)       |
| Councillor Jennifer Preston (from June 2023) |

|                                    |
|------------------------------------|
| <b>Non-Councillor Members</b>      |
| Bryan Doyle                        |
| Amy McDonald                       |
| Paul Reid                          |
| Alan Stewart (from September 2023) |

Councillor Members of the Partnership were appointed in June 2022 following the Local Government elections in May 2022, with these appointments ordinarily extending until the next Local Government elections.

Non-Councillor member appointments are made by the Partnership subject to endorsement of appointment by Scottish Ministers. These appointments are generally made for two-yearly terms of office with extension subject to review and agreement by the Partnership.

### ***Partnership Business***

The Partnership Board meets quarterly. During 2023/24 meetings were held on:

- **13 June 2023**
- **12 September 2023**
- **12 December 2023**
- **30 January 2024**
- **12 March 2024**

There was an additional special meeting of the Partnership Board on 30 January 2024 to consider and approve an Integrated Impact Assessment and a Strategic Environmental Assessment undertaken to inform the draft Regional Transport Strategy and to approve a final draft of Tayside and Central Scotland Regional Transport Strategy 2024 – 2034 for submission to the Cabinet Secretary for Transport.

The meetings in June, September and December were hybrid meetings held in Stirling, Forfar and Perth respectively with members encouraged to attend in-person but also able to attend virtually via MS Teams. At the Partnership meeting in December 2024, it was agreed that meetings during 2024 would be virtual except for the meeting in September 2024, which would be an in-person meeting. The meetings in January and March were therefore virtual via MS Teams. For all meetings during 2023/24 provision was made for the meetings to be open to public access either virtually and/or in-person.

An Executive Committee, consisting of one member from each partner Council and one non-Councillor member, deals with any matters of urgency or requiring decision or approval between the quarterly Partnership meetings. The Executive Committee members were:

Depute Provost Parrott (Chair)  
 Councillor Doran  
 Councillor Rome (to December 2023)  
 Councillor Flynn (from December 2023)

Councillor Nunn  
 Amy McDonald

During 2023/24 business dealt with by the Executive Committee included:

- approving reports which require to be published under the Equality Act 2010 and Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012;
- approving a response to Department for Transport (DfT) consultation on a zero-emission vehicle (ZEV) mandate and CO2 emission regulation for new cars and vans in the UK;
- approving a response to Scottish Government consultation on planning guidance for Local Living and 20-minute Neighbourhoods;
- approving response to ScotRail consultation a proposed new timetable for services between Edinburgh, Fife and the Tay Cities including services to new stations at Cameron Bridge and Leven;
- delegating procurement and award of contract to the Director and Treasurer. for Community Transport Funded research; and
- approving reallocation of Active Travel Infrastructure projects utilising Scottish Government grant funding;

Information on the Partnership Board, its meetings, agendas and related business can be accessed at [www.tactran.gov.uk](http://www.tactran.gov.uk).

### **Governance**

The Partnership has an approved suite of corporate Governance policies and procedures which are periodically reviewed and updated to take account of new duties, legislation and statutory guidance.

A comprehensive review and updating of all the Partnership's core governance has previously been undertaken in 2016, with a review of Financial Regulation undertaken in 2019. These were supplemented by the publication of a revised Code of Conduct for Councillors in March 2022. The 2022/23 Audit Report considered by the Partnership at its meeting in December 2023 recommended that the governance documents be regularly reviewed. However, time did not permit their review in 2023/24, and they will be reviewed during 2024/25.

The EU General Data Protection Regulation (GDPR), which came into effect on 25 May 2018, introduced a new requirement for organisations to appoint a Data Protection Officer, who will act as a 'critical friend' and will advise senior management and the Partnership on matters of compliance. In line with existing support service arrangements Tactran's Data Protection Officer is Jill Walker, Data Protection Officer for Perth & Kinross Council.

Further information on the Partnership's governance policies and procedures can be found on the [website](#).

### **Equalities Duties and Reporting**

The Equalities Act 2010 requires the Partnership to periodically publish a Mainstreaming Report, setting out how it is using employee information to better inform its equality duties and responsibilities, and an Equality Outcomes Report, setting out

how it is taking steps to involve people who share a protected characteristic, as defined under the Act and related guidance.

The Partnership published its initial Mainstreaming Report and Equality Outcomes Report in April 2013 and was required to publish updated progress reports by 27 April 2015, 30 April 2017, 30 April 2019, 30 April 2021 and 30 April 2023 - having regard to any further statutory or non-statutory guidance issued during the interim. The updated reports, as approved by the Executive Committee and submitted by 30 April 2023 can be viewed on the [website](#).

### ***Public Services Reform Reporting***

The Public Services Reform (Scotland) Act 2010 requires Regional Transport Partnerships to publish specified financial and other information annually. Separate statements must be published as soon as practicable after the end of each Financial Year on:

- certain categories of financial information, including expenditure on public relations; external consultancy; all payments in excess of £25,000; overseas travel and hospitality and entertainment;
- steps taken to promote and increase sustainable economic growth through exercise of the Partnership's functions; and
- steps taken to improve efficiency, effectiveness and economy in the exercise of the Partnership's functions.

The Partnership approved the relevant statements for 2023/24 at its Board meeting on 11 June 2024, which can be viewed on the [website](#).

### ***Public Sector Climate Change Duties***

The Climate Change (Scotland) Act 2009 places specific duties on public bodies in relation to Climate Change. In exercising their statutory functions listed public bodies must act in a way:

- best calculated to contribute to delivery of emissions reduction targets;
- best calculated to support delivery of any statutory adaptation programme; and
- they consider to be most sustainable.

RTPs are defined as major players in supporting Government's climate change objectives and, as such, are required to report on compliance with climate change duties under the 2009 Act. Tactran's Annual Public Sector Climate Change Report for 2023 was submitted to SSN in November 2023 and can be accessed via the Sustainable Scotland Network [website](#).

## 2. PARTNERSHIP RESOURCES

### *Executive Team*

The structure and staff in post between 1 April 2023 and 31 March 2024, including a fixed term post of Project Manager for the Tayside Bus Alliance which sits within Tactran, was:

- **Partnership Director – Mark Speed**
- **Senior Partnership Manager – Niall Gardiner**
- **Senior Strategy Officer – Jonathan Padmore**
- **Strategy Officer Strategic Connectivity – Claudia Stuerck**
- **Strategy Officer Sustainable Transport – Merry Smith**
- **Tayside Bus Alliance, Project Manager – James Cooper**
- **Office Manager/PA to Director – Ashley Roger**

A Tayside Bus Alliance Project Manager was appointed in March 2022 initially on a fixed term to end of March 2023 to manage all aspect of the Tayside Bus Alliance for the Bus Partnership Fund and associated initiatives. The post which, was funded by Transport Scotland through the Bus Partnership Fund and sits within Tactran, was further extended to end of March 2024 and has subsequently been made permanent as a Tactran Projects Manager.

During 2023/24 Tactran staff continued a hybrid working pattern with a mixture of working at home on-line and in the office, undertaking meetings virtually or in-person, as suits the requirements.

### *Proper Officers*

The Partnership Board and Executive Team are supported and advised by 3 Proper Officers who provide Administration and Governance, Financial and Legal support under a Service Level Agreement with Perth & Kinross Council. For the year 2023/24 they were:

- **Secretary – Scott Hendry, Democratic Services Manager, Democratic & Business Support, Perth & Kinross Council**
- **Treasurer – Scott Walker, Strategic Lead, Finance & Business Support, Perth & Kinross Council**
- **Legal Officer – Lisa Simpson, Head of Legal and Governance Services, Perth & Kinross Council**

### *Headquarters*

Tactran's operational and administrative headquarters is located centrally within the region in Perth at:

**Bordeaux House**  
**31 Kinnoull Street**  
**Perth**  
**PH1 5EN**  
telephone – 01738 475775  
e-Mail – [info@tactran.gov.uk](mailto:info@tactran.gov.uk)

**Revenue Funding**

Tactran's operational and delivery funding is provided by Scottish Government Grant in Aid supplemented by partner Council contributions towards Core operating costs. Individual Council funding contributions are determined in accordance with an agreed formula.

**Core Budget**

The final approved 2023/24 Core operating budget (Report RTP/23/06 refers), which covers the Partnership's day to day running costs, was £525,353.

Core funding contributions during the year were:

|                                  |                       |
|----------------------------------|-----------------------|
| Scottish Government Grant in Aid | 422,333               |
| Angus Council                    | 23,595                |
| Dundee City Council              | 29,265                |
| Perth and Kinross Council        | 31,210                |
| Stirling Council                 | 18,950                |
| <b>Total</b>                     | <b><u>525,353</u></b> |

A detailed breakdown of the final Core budget and actual expenditure for 2023/24 is provided in Table 1 below:

Table 1: Core Revenue Budget 2023/24

| <b>Expenditure</b>                    | <b>Approved Budget</b> | <b>Actual Expenditure</b> | <b>Variance</b> |
|---------------------------------------|------------------------|---------------------------|-----------------|
|                                       | <b>£</b>               | <b>£</b>                  | <b>£</b>        |
| <b><u>Staff Costs</u></b>             |                        |                           |                 |
| Salaries                              | 344,533                | 336,589                   | (7,944)         |
| Superannuation                        | 57,381                 | 57,366                    | (15)            |
| National Insurance                    | 38,734                 | 38,901                    | 167             |
| Training/Conferences                  | 2,000                  | 1,284                     | (716)           |
| Subscriptions                         | 400                    | 500                       | 100             |
|                                       | <b>443,048</b>         | <b>434,640</b>            | <b>(8,408)</b>  |
| <b><u>Property Costs</u></b>          |                        |                           |                 |
| Energy                                | 4,290                  | 10,260                    | 5,970           |
| Cleaning                              | 2,000                  | 3,070                     | 1,070           |
| Maintenance                           | 500                    | 0                         | (500)           |
| Rent                                  | 13,490                 | 13,490                    | 0               |
| Rates                                 | 0                      | 4,942                     | 4,942           |
|                                       | <b>20,280</b>          | <b>31,762</b>             | <b>11,482</b>   |
| <b><u>Supplies &amp; Services</u></b> |                        |                           |                 |
| Office Consumables                    | 4,125                  | 1,809                     | (2,316)         |
| Communications                        | 2,500                  | 1,094                     | (1,406)         |
| Insurance                             | 7,100                  | 6,772                     | (328)           |
| Information Technology                | 2,200                  | 2,251                     | 51              |
| Hospitality                           | 700                    | 453                       | (247)           |
| Board Expenses – Misc.                | 500                    | 375                       | (125)           |
|                                       | <b>17,125</b>          | <b>12,754</b>             | <b>(4,371)</b>  |
| <b><u>Transport Costs</u></b>         |                        |                           |                 |
| Travel and Subsistence                | 1,500                  | 1,350                     | (150)           |
| Public Transport                      | 2,800                  | 1,094                     | (1,706)         |
| Expenses – Board Members              | 500                    | 515                       | 15              |
|                                       | <b>4,800</b>           | <b>2,959</b>              | <b>(1,841)</b>  |
| <b><u>Third Party Payments</u></b>    |                        |                           |                 |
| Audit Fees External                   | 11,850                 | 13,800                    | 1,950           |
| 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            | 2,000                  | 2,065                     | 65              |
|                                       | <b>47,100</b>          | <b>49,115</b>             | <b>2,015</b>    |
| <b>Gross Expenditure</b>              | <b>532,353</b>         | <b>531,230</b>            | <b>(1,123)</b>  |

The £1,123 underspend above is supplemented by an increase in the level of Scottish Government Grant in Aid allocated to Core of £8,505; and Interest Receivable of £6,520 resulting in a Net Core Underspend of £16,148. The underspend as reported in the 2023/24 Annual Accounts is £9,148 and reflects the removal from the budget of £7,000 relocation allowance at the year end. Notable variances include an underspend on Staff Costs of £8,408 primarily resulting from £7,000 relocation allowance remaining unutilised. Additionally, an overspend of £11,482 on Property

Costs was incurred largely as a result of the significant increase in the price of Energy (£5,970) and the change to Business Rates Relief resulting in a charge to Tactran for the year (£4,942). There were further savings arising from the continued use of hybrid working and virtual Board meetings during the year resulting in underspends in Supplies & Services (£4,371), and Transport Costs (£1,841). Lastly, there was an overspend on External Audit Fees (£1,950) as the actual fee for audit work exceeded the estimated fee at the start of the year.

### **Regional Transport Strategy Revenue Programme**

The approved 2023/24 RTS Revenue Programme of £143,549 comprises Scottish Government Grant in Aid totalling £91,912 plus other income of £7,163 and £44,474 from Reserves. In addition, other income of up to £206,909 was secured to supplement the RTS Revenue budget.

At each quarterly Board meeting the Partnership Board monitored progress and expenditure and authorised revisions to the programme, as necessary, to take account of and manage delays with, or opportunities to advance, individual projects.

The budgeted and final cash expenditure during the year, as reported in the 2023/24 Audited Annual Accounts Management Commentary, is shown in Table 2:

**Table 2: RTS Revenue Programme 2023/24**

| <b>Expenditure on Projects</b> | <b>Budget (£)</b> | <b>Other Income (£)</b> | <b>Gross Budget (£)</b> | <b>Actual Expenditure (£)</b> | <b>Variance (£)</b> |
|--------------------------------|-------------------|-------------------------|-------------------------|-------------------------------|---------------------|
| Development of RTS             | 54,000            | 0                       | 54,000                  | 42,378                        | (11,622)            |
| Health & Transport             | 12,000            | 0                       | 12,000                  | 12,000                        | 0                   |
| Travel Planning                | 10,275            | 72,139                  | 82,414                  | 82,414                        | 0                   |
| Buses Strategy                 | 3,000             | 73,350                  | 76,350                  | 76,102                        | (248)               |
| Rail                           | 16,644            | 49,420                  | 66,064                  | 54,532                        | (11,532)            |
| Freight                        | 5,000             | 0                       | 5,000                   | 2,350                         | (2,650)             |
| Travel Information             | 18,500            | 12,000                  | 30,500                  | 26,126                        | (4,374)             |
| Climate Change                 | 5,000             | 0                       | 5,000                   | 0                             | (5,000)             |
| Contingency                    | 19,130            | 0                       | 19,130                  | 0                             | (19,130)            |
| <b>Gross Expenditure</b>       | <b>143,549</b>    | <b>206,909</b>          | <b>350,458</b>          | <b>295,902</b>                | <b>(54,556)</b>     |

As detailed above, the other income made available during the year allowed the Partnership to supplement resources in respect of Travel Planning, Buses Strategy, Rail and Travel Information. In the final analysis a reserve of £54,556 remained from the original approved budget, providing a £54,556 reserve to carry forward to the 2024/25 RTS Revenue Programme as reported in the 2023/24 Annual Accounts.

The detailed financial statements for the year are presented in the Partnership's 2023/24 Audited Accounts, these are being considered for approval at the meeting on 10 December 2024, after which they will be available on the [website](#) or at the Partnership Headquarters. Further information on progress on individual RTS priority strands and projects is given in section 3 of this Report.



### **Active Travel Grant Capital Programme**

Transport Scotland, since 2018/19 has made available an Active Travel Fund to the RTPs to progress regional walking and cycling networks. Transport Scotland increased its 2023/24 allocation to Tactran to £699,250.

The Active Travel Grant (ATG) Capital Programme provided grants and resource support to our constituent Councils to develop and implement Active Travel infrastructure schemes during 2023/24. The intention being to build a pipeline of regionally significant active travel infrastructure projects that will be implemented in partnership with our constituent Councils and other relevant statutory bodies.

The 2023/24 approved criteria for identifying suitable ATG and RATDF projects, was that the funding be utilised to either:

- 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;
- C: Develop and implement access to key services and regional hubs within the Tactran Region.

In total the ATG capital programme delivered 17 projects plus programme management and resource support. In addition, towards the end of 2023 Transport Scotland asked RTPs to develop programmes for Active Travel Behaviour Change initiatives for implementation in 2024/25 and provided additional funding in 2023/24 to assist in developing a programme of initiatives. The overall budget expenditure of £699,250 was as follows:

**Table 3: Active Travel Grant Capital Programme 2023/24**

| <b>Partner Organisation</b> | <b>Project</b>  | <b>Expenditure</b> |
|-----------------------------|---|--------------------|
| Angus Council               | Coherent network of routes across the town of Brechin   | £21,599            |
| Angus Council               | Coherent network of routes across the town of Forfar    | £21,598            |
| Angus Council               | Coherent network of routes across the town of Monifieth | £21,598            |
| Dundee City Council         | D&A College Campus, linking to NCN1                     | £17,334            |
| Dundee City Council         | Strathmartine Active Travel Audit High Impact Actions   | £68,456            |
| Dundee City Council         | Coldside Active Travel Audit High impact actions        | £8,594             |
| Dundee City Council         | Lochee Active Travel Audit High impact actions          | £15,805            |

|                         |  |                 |
|-------------------------|--|-----------------|
| Dundee City Council     | Maryfield Active Travel Audit High impact Actions                                | £13,790         |
| Dundee City Council     | Lynch Centre link path   | £36,955         |
| Dundee City Council     | Finlathen Park Green Circular Improvements                                       | £32,316         |
| Perth & Kinross Council | Woodside – Coupar Angus shared use path beside A94 extension                     | £167,656        |
| Perth & Kinross Council | Kinross Active Travel Masterplan   | £28,250         |
| Stirling Council        | Active Travel routes development – feasibility and concept design                | £19,000         |
| Stirling Council        | Public transport node active travel connections – feasibility and concept design | £20,000         |
| Stirling Council        | Cycleway defenders on Airthrey Road  | £40,212         |
| Stirling Council        | Contribution to new footpath in Balfron  | £17,288         |
| Tactran                 | Active travel mapping and delivery plan – develop interface options              | £21,775         |
| Tactran                 | Programme management and support – people resource                               | £84,750         |
| Tactran                 | Active Travel Behaviour Change - Preparatory work                                | £42,274         |
| <b>Total</b>            |  | <b>£699,250</b> |

As noted above, Transport Scotland indicated that they would be awarding RTPs grant funding for Active Travel Behaviour and Access to Bikes initiatives in 2024/25 with Tactran’s award likely to be approximately £1.8m. RTPs were invited to provide proposals, and these were developed in early 2024.

The approach taken by Tactran to the Active Travel Behaviour Change and Access to Bikes initiative was to tie in the Behaviour Change initiatives closely with existing and new active travel Infrastructure to encourage walking, cycling and wheeling where there are good facilities. This led to 4 cluster sites having been identified:

- Cluster 1 – Stirling City
- Cluster 2 – Perth City
- Cluster 3 – Dundee/Angus (Green Circular)
- Cluster 4 – Arbroath/Montrose

In each cluster area a combination of up to 8 Projects were identified across 3 criteria that meet the Transport Scotland grant requirements of: Schools and Young People; Workplaces; and Accessibility and Inclusion.

An exercise asking for Expressions of Interest from Delivery Partners (both National and Local – such as Cycling Scotland, Living Streets, Cyclehub.org, Forth Environment Link, The Bike Station) was undertaken and grants awarded in early 2024/25. This work is continuing in 2024/25 with the grant funding provided by Transport Scotland to Tactran totalling £1,837,352.

### 3. DELIVERING THE REGIONAL TRANSPORT STRATEGY 2015 – 2036 REFRESH

Tactran's principal statutory role and duty is to develop and oversee delivery of the Regional Transport Strategy (RTS). The original RTS 2008 - 2023 received Ministerial approval in June 2008 with the RTS 2015 – 2036 Refresh gaining Ministerial approval in July 2015. An accompanying RTS Delivery Plan was published in June 2016. These documents can be viewed on the Partnership's [website](#).

The RTS 2015 – 2036 Refresh Vision is to deliver and maintain:

***“a transport system shaped by engagement with its citizens, which helps deliver prosperity and connects communities across the region and beyond, which is socially inclusive and environmentally sustainable and which promotes the health and wellbeing of all”.***

The RTS 2015 – 2036 Refresh and associated Delivery Plan are designed to provide a balanced and integrated package of objectives, policies and proposed supporting actions and interventions, which aim to support and promote the 3 key strategic aims of supporting:

- **regional economic prosperity;**
- **connected communities and social inclusion;**
- **environmental sustainability, health and wellbeing.**

The Delivery Plan captures all capital and revenue interventions which will be priorities for Tactran, our partner Councils and other delivery stakeholders. It identifies a range of transportation infrastructure, systems and service enhancements which are aimed at supporting delivery of the RTS Refresh, Local Outcome Improvement Plans (LOIPs), Strategic and Local Development Plans, the National Transport Strategy and National Planning Framework, and all other relevant local, regional and national plans and strategies.

The Delivery Plan is not a costed programme but takes the form of a framework for determining and agreeing Revenue and Capital programmes and priorities which may be implemented by the Partnership, its partner Councils, Scottish Government, Transport Scotland and/or other relevant delivery partners/agencies.

During 2018/19 the Partnership completed a comprehensive update of the RTS Delivery Plan. The [RTS Delivery Plan 2018 Progress Report](#) identifies the key transportation infrastructure, systems and service enhancements which are required to support fulfilment of the RTS Vision and Objectives, and contribute towards promoting sustainable, inclusive economic growth locally, regionally and nationally. A further light touch summary update of the Delivery Plan was provided to the Partnership in June 2019. The RTS revenue and Active Travel Capital allocation in 2023/24 further developed the delivery programme with a particular focus on completing a new RTS for the region (See Section 4), Health & Transport, Travel Planning, Bus, Rail and Travel Information.

An [RTS Monitoring Framework](#) was also completed in 2018/19. In reviewing the Framework consideration was given to:

- Monitoring RTS objectives and sub-objectives
- Aligning the framework with, and therefore its ability to inform, relevant partner plans, in particular the recently adopted Local Outcomes Improvement Plans (LOIPs)
- Availability of existing sources of data
- Identification of gaps in the existing framework

The confirmed result is a suite of indicators and supporting information which enables an understanding of trends, influences and risks against which progress on achievement of RTS objectives by all relevant stakeholders and partners can be measured, and which can also better support and inform relevant aspects of other strategies and plans, including LOIPs. A summary of progress against the suite of indicators was produced in 2021/22 and included as an appendix to the [2021/22 Annual Report](#).

### ***Strategic Connectivity***

The focus for strategic connectivity in 2023/24 was to continue to offer support to the City Deals for the Tay Cities and Stirling & Clackmannanshire city-regions.

Tactran continues to support the development of the Tay Cities Region Deal through participation at Tay Cities Joint Committee, Management Group, Transport Board, Heads of Economic Development and maintenance and development of Tay Cities Regional Transport Model.

Tactran continues to provide input to regionally and nationally significant strategic transport infrastructure and services through membership of organisations such as East Coast Mainline Authorities consortium and participation in stakeholder groups such as Aberdeen to Central Belt key stakeholders group.

### ***Health and Transport***

Tactran had previously developed a Health and Transport Framework with NHS Forth Valley and NHS Tayside. However, prioritisation of the Boards' activity, internal reorganisations, and staff moving on during and after the Covid-19 pandemic have halted the specific workstreams initiated by the Framework.

Tactran continued to be pro-active in their support of NHS Forth Valley and NHS Tayside, however the level of support was determined by the internal arrangements of the respective health boards in terms of how they considered and addressed transport and access issues.

In response to NHS Scotland's issuing of the NHS Climate Emergency and Sustainability Strategy, NHS Tayside established a Sustainable Transport and Travel Group. Tactran participate and support the work of this group. Tactran have offered the same resource to NHS Forth Valley,

Both NHS Boards participated in the development of the review of the Regional Transport Strategy during 2023/24.

Funded largely by Transport Scotland's MaaS Investment Fund, Tactran developed the NHS Tayside Journey Planner website in 2022 to promote sustainable access to NHS Tayside facilities. The promotion of this tool continued across 2023/24 (See Travel Information section).

Tactran continued to support road safety initiatives by providing a funding contribution for the annual Safe Drive/Stay Alive road safety campaign in the Stirling Council area and contributed funding for a New / Young Driver Scheme approach in the Tayside area in support of Community Safety Plans.

The Tayside approach is to develop a long-term strategy to deliver a coordinated and flexible programme and suite of measures across Tayside with initial delivery focusing on Perth & Kinross area and delivering the below products:

- Police New Driver Initiative
- Scottish Fire and Rescue Services personnel delivering Virtual Reality via the Ice Hub, a cutting-edge tech company producing high quality VR films in all aspect of Road Safety. This gives the learner in the car the feel and experience of the incident, from the casualty position
- Very Local Pop-Up Projects such as Project EDWARD (Every Day Without A Road Death)
- Communications Plan
- Cycle Awareness Training for Young Drivers
- Parking Training for Young drivers
- Pre and Post Implementation Evaluation

Funding was awarded from Transport Scotland's Road Safety Framework Fund to take forward this initiative with Tayside Road Safety Forum partners, including Tactran, also providing match funding.

### **Active Travel**

Tactran was awarded funding of just under £700,000 for Active Travel Infrastructure projects that enhanced and extended the Regional Active Travel Network. These projects are outlined in Table 3 above. The funding provided for further development of mapping and a database for the Regional Active Travel Network, which will be used to identify a pipeline of prioritised projects, which can then be utilised for funding bids.

### **Travel Planning**

Work continued engaging with and supporting a wide range of public and private sector organisations by supporting the promotion, development and implementation of corporate and workplace Travel Plans.

Development and promotion of the online Travel Plan implementation toolkit [www.travelknowhowsotland.co.uk](http://www.travelknowhowsotland.co.uk) continued in 2023/24. The Travelknowhow toolkit

is managed and funded in partnership with all 7 RTPs and Transport Scotland. The site offers public and private sector organisations throughout Scotland easily accessible and adaptable web-based support and materials, to enable them to develop, implement and maintain Travel Plans.

The development and maintenance of regional and local Liftshare websites was again funded to promote car sharing in 2023/24.

### **Buses Strategy**

The budget allocation provided for maintenance, promotion and development of the Thistle Assistance Card. In addition, Tactran was successful in being awarded up to £75,000 from Transport Scotland's Community Bus Fund to support a review of the Transport (Scotland) Act 2019 'new powers' for bus supply.

The Thistle Assistance website and app was developed and launched in 2019/20 with Sustran leading on this joint RTP initiative. The website was subsequently updated in 2020/21 to provide safe social distancing travel advice and to provide additional assistance for those unable to wear face masks. Work continues to develop and promote the website to provide an accessible public transport system for all.

The Transport (Scotland) Act 2019 sets out a framework of options for different governance arrangements for bus services including: direct operation of bus services by local transport; franchising; and Bus Service Improvement Partnerships (BSIP). In recognition of this, Local Authorities and Regional Transport Partnerships formed Bus Alliances with Bus Operators, with a Bus Alliance having been formed for both the Forth Valley area and Tayside area.

In addition to this the Scottish Government on 9 November 2020 issued Bus Partnership Fund (BPF) guidance and a call for applications. The BPF is intended to support local authorities, in partnership with bus operators, to tackle the negative impact of congestion on bus services so that bus journeys are quicker and more reliable – encouraging more people to travel by bus.

It is intended that the BPF will complement the new powers in the Transport (Scotland) Act 2019 and enable local authorities and RTPs, in partnership with bus operators, to work together to develop and deliver ambitious schemes that incorporate bus priority measures to tackle the negative impacts of congestion.

Both Tayside and Forth Valley Bus Alliances were successful in being awarded BPF funding.

The Tayside Bus Alliance was awarded funding support from the Transport Scotland Bus Partnership Fund of £497,000 to undertake a STAG appraisal of 20 bus priority corridors, and an additional £90,000 for the provision of a Project Manager. The lead administrative authority in the Tayside Bus Partnership Fund award is Dundee City Council. Consultants Systra were procured to undertake the appraisal, and a Project Manager was appointed and commenced in March 2022. Appraisal work continued throughout 2022/23 with a Strategic Business Case (SBC), that recommended 12 bus priority corridors in Dundee, Perth and Fife together with multi-modal hubs, submitted

to the Scottish Government gateway on 6 April 2023. Further information to support the SBC was requested by the gateway and provided at various stages in 2023/24. This included information that resulted in Transport Scotland making an award for the development of bus priority measures at specific signalised junctions in both Perth and Dundee. This was delivered by March 2024 and work continues on monitoring of the benefits the bus priority measures have provided.

The award to Forth Valley Bus Alliance by Transport Scotland was £500,000 to undertake the STAG appraisal of 5 corridors included in the bid and to focus on evidence of how the proposals on these corridors will encourage modal shift and reduce emissions. The lead administrative authority in the Forth Valley Bus Partnership Fund award is Falkirk Council. Appraisal work continued in 2023/24 with the alliance submitting the SBC to the partner Councils for sign off prior to submission to Scottish Government's gateway review.

Towards the end of 2023/24, Transport Scotland announced that the BPF had been paused for 2024/25. The pausing of the fund for 2024/25 leaves some of the recommendations for both Alliances on pause, though these have been maintained and updated as necessary to allow the further take up on resumption of the BPF, should this occur in 2025/26.

In the meantime, the Tayside Bus Alliance identified three corridors as appropriate for continued analysis based on integration across sustainable transport modes. This integrates both bus priority and active travel measures in support of an optimal sustainable transport outcome. Transport Scotland indicated a desire to support and fund integrated analysis, allowing for the continued development of bus priority measures, in tandem with other sustainable transport measures during 2024/25. The three corridors being: the Dunkeld Road in Perth, and the Lochee Road and Arbroath Road in Dundee. It is anticipated that the Tayside Bus Alliance will continue to provide input into these measures during 2024/25.

Tactran has also used the Community Bus Fund award to procure Derek Halden Consultancy to review and report on the opportunity for and benefits arising from the new powers contained within the Transport (Scotland) Act 2019. This work which was completed in March 2024, will be utilised alongside other ongoing appraisal work to develop a draft Bus Plan for the Tactran region in 2024/25.

### **Rail Strategy**

During 2023/24 resources were allocated for further development and promotion of Rail Strategy priorities working with the rail industry, Transport Scotland, partner Councils and neighbouring RTPs, including provision for ongoing membership of the East Coast Mainline Authorities (ECMA) consortium.

In addition, work on Scottish Government funded Local Rail Development Fund STAG appraisals for Stirling Strategic Park & Ride Study; Bridge of Earn Transport Appraisal and Tay Cities Park & Choose Strategy continued. These projects are being taken through the STAG process in 3 stages, the Case for Change, Initial Appraisal and Detailed Appraisal, with all three at the Detailed Appraisal stage in 2023/24.



Stirling Strategic Park & Ride Strategy draft Detailed Appraisal was completed and submitted to Transport Scotland's Transport Strategy and Appraisal division in February 2022, for comment, prior to completing the final Detailed Appraisal. An initial set of comments on the draft Detailed Appraisal had been received from Transport Scotland by March 2023 and work continued in 2023/24 to finalise the Detailed Appraisal Report, in conjunction with Stirling Council officers.

During March 2024 Stirling Council's Environment, Transport and NetZero Committee considered the study's final report, supported the principle of a new rail station within the vicinity of Bannockburn and Cowie, and approved the submission of the study to Transport Scotland asking them to consider this option further, in line with the pipeline process as set out in Transport Scotland's Rail Enhancements and Capital Investment Strategy. A response from Transport Scotland is currently awaited.

Bridge of Earn LRDF draft Detailed Appraisal was completed and submitted to Transport Scotland's Transport Strategy and Appraisal division in June 2022, for comment. Transport Scotland have since provided comments and discussions on the next steps will be undertaken in conjunction with Perth & Kinross Council in 2024/25.

The draft Detailed Appraisal for the Tay Cities Park & Choose Strategy commenced in September 2023 and is scheduled to be completed during 2024/25.

Tactran has also continued to be involved in the £200 million Aberdeen to Central Belt rail project announced alongside Aberdeen City Region Deal as part of the Key Stakeholders meetings. The project aims to provide infrastructure improvements on the rail line between Aberdeen and the Central Belt to enable improved journey times and increased capacity. The project has continued through the rail industry processes during 2023/24, and it is anticipated that a range of interventions that will reduce journey times, increase local services, improve resilience and provide more freight paths will be implemented. The delivery date for this was originally 2026, but a later delivery date is now anticipated.

### ***Freight Transport***

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

The Regional Freight Quality Partnership (FQP) includes representation from the Road Haulage Association, Logistics UK, Scottish Enterprise, Port of Dundee, Montrose Port Authority, Perth Harbour, Stirling & Tayside Timber Transport Group, ConFor, Highland Spring and partner Councils.

### ***Travel Information***

Tactran co-ordinates the 'Get on the Go Tayside' social media campaign, with Tactran and the three Tayside Local Authorities equally funding this.



Flourish Marketing Limited support the Tactran Digital Marketing Strategy including the Get on the Go social media campaign, and they commenced work in October 2022. The 'Get on the Go' initiative provides information to residents and visitors to Tayside on sustainable travel choices in the area. The campaign is aimed at encouraging more sustainable transport choices and is promoted through a range of targeted social media promotions.

Work on the successful Tactran ENABLE MaaS pilot project continued throughout 2023/24. Although the Transport Scotland MaaS Investment Fund ended in March 2023, Tactran working in partnership with SEStran secured Smarter Choices Smarter Places funding to continue both Tactran and Sestran's MaaS pilot projects until March 2024.

The Tactran ENABLE MaaS Programme pilots a model for developing and disseminating journey planning, booking and payment tools to enable users to sustainably access destinations and services, thereby supporting public sector social inclusion and climate change objectives.

The Tactran ENABLE MaaS Programme consists of a MaaS platform: the 'back office' containing the software that enables the planning, booking and paying of a range of transport services. Interfaces (apps/websites) have been designed with and for the users of three pilot services:

- Dundee and Angus College
- Loch Lomond and the Trossachs National Park
- NHS Tayside

The monitoring and evaluation report for the pilot was completed in September 2023 and noted that the Tactran ENABLE MaaS pilot achieved its policy objectives and that between September 2021 and September 2023 the programme resulted in over 14,000 user sessions planning over 15,000 journeys. The full report is available [here](#).

The Evaluation Report was submitted to Transport Scotland in October 2023. It is Transport Scotland's intention to review the full MaaS Investment Fund programme and associated pilots to inform their thinking on the future of MaaS. This full review, and associated report, is expected by end of 2024/early 2025.

In the meantime, Tactran and Sestran continue collaborative working through an Integrated Mobility Partnership (IMPs) and have secured funding for 2024/25.

### **Climate Change**

In January 2022 Transport Scotland published its [draft vision for Scotland's Public Electric Vehicle Charging Network](#) and in March 2022 launched a new Electric Vehicle Infrastructure Fund (EVIF) for Local Authorities aiming to at least double Scotland's public electric charging network over the next 4 years and help achieve the Scottish Government's Draft Vision. The EVIF aims to support Local Authorities to draw in private investment and enable the implementation of a variety of public charge point owner/operator models.

The EVIF is being managed by Scottish Futures Trust and they have provided a template strategy and infrastructure expansion plan for Local Authorities to consider. All 4 Local Authorities in the Tactran area are progressing their strategy and expansion plans with Dundee City Council doing so through their pathfinder project.

A Tactran Regional EV Steering Group, comprising officers from Tactran and the 4 constituent Local Authorities, continues to liaise to share good practice, with the current focus on delivering the EVIF strategies and expansion plans. It is anticipated that procurement exercises to attract private investment will be undertaken in 2024/25.

In addition, in February 2022, Tactran was approached by Transport Scotland and the Hydrogen Accelerator in St Andrews University to assist in undertaking a Hydrogen Regional Assessment for the Tactran/Tay Cities region. Initially this focused on potential demand and likely required supply of Hydrogen fuel for larger and specialist vehicles in the area's public sector fleets over the next few years, to assist in meeting Net Zero targets for decarbonising transport.

Tactran has continued to engage with the Scottish Government and Transport Scotland's Low Carbon Economy Directorate for support of the Tactran regional project and align it with other workstreams that can help support it. This includes a strategic assessment of the hydrogen requirements at a national level. This work is being undertaken by Heriot-Watt University. Representatives from Transport Scotland agreed to ensure the required links between the two individual projects are made. Tactran is working alongside Transport Scotland who have commenced work to look at ways to leverage in private financing across fleets in Scotland to accelerate deployment.

Further to this, Transport Scotland indicated that a small underspent budget may be available to continue with the fleet analyses at a regional basis. Having now completed the analyses for Angus, Dundee City, Perth and Kinross and Stirling Councils as well as for Tayside Contracts, Tactran is now working with the Resource Management Association of Scotland (RMAS) to complete respective analyses for their members. Tactran Officers are in contact with both the RMAS and Transport Scotland to establish a way forward for this project. The results of the initial assessments will be detailed in the finalised Tay Cities Regional Hydrogen Assessment report. The report is due for publication and will be shared with the project partners and Transport Scotland. Tactran Officers will continue to work with partners to further strengthen the case for investment into the hydrogen infrastructure in the region to ensure project partners remain engaged and benefit from participation in the project.

### 4. DEVELOPMENT OF A NEW RTS AND DELIVERY PLAN

The second National Transport Strategy (NTS2) was published on 5 February 2020. This was followed by the publication of the Strategic Transport Projects Review 2 (STPR2) on 8 December 2022. Both documents together set out policies, future direction and investment plans over the next 20 years and together with Transport Scotland's route map to achieve a 20 per cent reduction in car kilometres by 2030, have also influenced the development of Tactran's new Regional Transport Strategy 2024 – 2034. Tactran's new RTS reflects the 4 four priorities for Scotland's transport system as set out in the National Transport Strategy: reduce inequalities; take climate action; help deliver inclusive economic growth; and improve our health and wellbeing.

Tactran began 2023/24 by undertaking a 12-week public consultation on a draft Regional Transport Strategy and completed the year by submitting a new Draft RTS 2024 – 2034 to the Cabinet Secretary for Transport in February 2024. As the strategy has developed, the following have become key elements of the strategy:

- The strategy must recognise the different circumstances and opportunities as they relate to the rural and urban populations across the region
- Given that the achievement of a number of national targets are unlikely to be achieved with existing resources, delivery arrangements and timescales, the Partners need to:
  - focus activity on those locations and groups in society where support to access facilities or encourage behaviour change is most required
  - Recognise that the alternative to the car (whether for people with cars, or those without) requires integrated solutions. This requires agreeing priorities and co-ordinating programmes within and across partner organisations
  - Investigate a step change in public transport provision
  - Investigate mechanisms to reduce car km to support the national climate change target
  - understand the potential gaps between 'the best that we can do' and the achievement of the national targets, and to encourage the Government to continue to work with Partners to understand how these targets can be achieved.

The Cabinet Secretary for Transport approved the Tactran Regional Transport Strategy 2024 – 2034 in April 2024, with it being formally adopted by the Tactran Partnership in June 2024.

Tactran has now commenced developing a Delivery Plan for the new Regional Transport Strategy. A new monitoring framework and KPIs will be developed for the new Regional Transport Strategy.

## 5. CONTRIBUTING AND INFLUENCING LOCALLY, REGIONALLY AND NATIONALLY

### *Community Planning*

RTPs are statutory Community Planning agencies with a duty to contribute positively and directly to supporting economic growth, equality, environmental and sustainability outcomes in each CPP area. This duty has been reinforced by the designation of RTPs as statutory Community Planning Partners (CPP), Public Service Authorities and Relevant Authorities in the Community Empowerment (Scotland) Act 2015.

Tactran remains fully committed to actively supporting Community Planning across the region and is a formal signatory to the earlier SOAs for the Angus, Dundee City, Perth & Kinross and Stirling areas. Tactran officers sit on and contribute actively to each of the Community Planning Partnerships and their relevant steering groups.

Specific Community Planning priorities and outcomes which the Partnership contributes directly and indirectly and locally and nationally include our work on:

- enhancing strategic infrastructure and connectivity;
- promoting Active Travel and Travel Planning;
- Health & Transport and related Action Planning under the auspices of CPPs;
- Tayside and Forth Valley Bus Alliances
- Regional EV Strategy
- Freight Quality Partnership;
- supporting road accident reduction and road safety education campaigns; and
- promoting more sustainable movement of passengers and freight generally in support of public sector Climate Change duties and transport carbon abatement.

During 2023/24 Tactran contributed to the delivery of agreed CPP priorities across the region via Council area-wide Local Outcomes Improvement Plans (LOIPs) that replaced Single Outcome Agreements under the Community Empowerment (Scotland) Act 2015. This included contributing to and supporting Locality Action Plans developed by local communities. At both a strategic level in LOIPs and in nearly all Locality Actions Plan, connectivity and access to services remains a priority.

### *Contribution to Local Outcomes Improvement Plans (LOIPs)*

Tactran activity and priorities during 2023/24 which contributed to LOIP outcomes included the following: -

- **supporting inclusive economic growth** – offering proactive support of the Stirling/Clackmannanshire and Tay Cities Region Deals. Tactran is a member of the Tay Cities Joint Committee and Tactran officers participated in the Tay Cities Management Group; provided the Chair and secretariat for Tay Cities Transport Board and also provided input in the Heads of Economic Development group. Tactran continued provide support for the development of strategic business cases for Perth Rail & Bus Stations, Low Carbon and Active Travel Hubs, Perth and for Dundee Airport. Tactran maintains the Tay Cities Regional Transport

Model in partnership with Transport Scotland and Tayside local authorities. Similarly, officers have offered support to the Stirling/Clackmannanshire City Deal. Additionally, through promoting and supporting enhancements to transport infrastructure and ongoing work on the development of proposals for improved rail services in consultation with the rail industry; through our membership of the East Coast Mainline Authorities (ECMA) consortium and on the Aberdeen to Central Belt Key Stakeholder group.

- **supporting improvements in health and wellbeing, increased physical activity and reducing health inequalities** – through continued development of projects supporting the Health & Transport strategies, such as the NHS Tayside ENABLE MaaS (Mobility as a Service) pilot; working with Councils, Health Boards, Sustrans, Cycling Scotland and Paths for All on the development of regional and local Active Travel initiatives; developing a Regional Active Travel Network; promoting opportunities to develop walking and cycling networks and facilities; funding the development and delivery of infrastructure which promote and increase walking and cycling access to health and education facilities through the Tactran Active Travel Grant Capital Programme; and working with Cycling Scotland in supporting the delivery of cycle training programmes to encourage increased cycling by people of all ages.
- **contributing to community and road safety** - through continued partnering on the delivery of road safety education campaigns and initiatives, such as Safe Drive Stay Alive and New/Young Driver Scheme; participation in the Northern Roads Collaboration group; contributing, as appropriate, to delivery of local infrastructure improvements, promoting active travel and other initiatives; and working with Cycling Scotland, Councils, education establishments, local communities and other partners to promote safe cycle training for early years, primary and secondary schoolchildren and adults.
- **supporting the provision of high quality and accessible local services** - through ongoing maintenance and development of the Thistle Card assistance card and associated “app” to assist disabled bus users across the region; maintenance and development of [‘Get on the Go’](#) social media campaign; developing regional ENABLE MaaS (Mobility as a Service) pilot project; and leading and participating in Tayside and Forth Valley Bus Alliances.
- **supporting improvements in environmental quality and reduction in transport related carbon emissions** - through supporting public and private sector organisations to develop and implement Workplace and Active Travel Plans and supporting measures and infrastructure in partnership with all other RTPs by developing and maintaining the Travelknowhow web-based travel planning toolkit as a nationally available resource; progressing Electric Vehicle infrastructure delivery through a steering group in partnership with our Local Authorities; promoting and delivering more sustainable travel choices through the Bus Alliances and liaison with the rail industry partners; providing regional input into Dundee LEZ Delivery Group; Travel Information and Active Travel strategies; and progressing Freight Quality Partnership initiatives.

### **Land Use and Transport Planning**

Reflecting the importance of ensuring that strategic Land Use and Transportation policy and planning are properly aligned and integrated in a manner which supports sustainable economic growth, the Regional Transport Partnerships are designated as statutory 'key agencies' in Development Planning.

Tactran strongly promotes the principle that development should be directed to the most economically and environmentally sustainable locations, supported by sustainable transport systems and solutions, and that new and existing development should adopt and promote increasingly sustainable approaches to addressing and meeting transport demands.

Tactran has previously contributed to supporting and influencing the TAYplan Strategic Development Plan (SDP) for the Dundee City, Angus, Perth & Kinross and North East Fife region. The Planning (Scotland) Act 2019 passed by the Scottish Parliament in June 2019, among other reforms, has reformed Strategic Planning and replaced the previous SDPs with a requirement for constituent planning authorities to work together to deliver Regional Spatial Strategies. Tactran continues to contribute to these RSSs, as well as the Local Development Plans (LDPs) covering each of our 4 partner Council areas plus the Cairngorms National Park and the Loch Lomond and The Trossachs National Park.

Tactran provided input to the development of interim Regional Spatial Strategies (iRSS) for Tayside and for Forth Valley, submitted to Scottish Government in April 2021 and continues to offer and provide support to the respective RSS areas.

### **Influencing Policy Nationally and Locally**

In recent years a number of national transport policy documents and initiatives have been developed, with Tactran, collectively with other RTPs and individually providing input at various stages of their development.

Transport Scotland published the National Transport Strategy (NTS2) in February 2020. The NTS2 sets out a vision for Scotland's transport system for the next 20 years.

- *We will have a sustainable, inclusive, safe and accessible transport system, helping deliver a healthier, fairer and more prosperous Scotland for communities, businesses and visitors.*

The third annual NTS2 Delivery Plan was published during December 2023, covering the period 2023-24.

Transport Scotland also undertook a full review and update of the Strategic Transport Projects Review (STPR2), assisted by Regional Transport Working Groups (RTWG) covering the whole of Scotland, with the finalised STPR2 published in December 2022.

The Transport (Scotland) Act 2019 received royal ascent in November 2019 and includes measures to improve bus services, better regulate road works, promote responsible parking and advance Low Emissions Zones. Various regulations and

guidance required for these continued to be developed during 2023/24 and Tactran will look to assist in shaping these.

The review of STPR2 was being progressed in alignment with NTS2, the Planning (Scotland) Act 2019 Act and updating of the National Planning Framework (NPF4). The NTS2 includes a commitment to review the future transport governance roles, responsibilities and arrangements. Inputting to and influencing these major policy developments over the next few years will continue to be a key priority for the Partnership.

The Partnership and its officers continued to engage proactively in the development of transport and other related national, regional and local policies. Consultations and publications responded to and commented on during 2023/24 included:

- **Local Transport Strategy: Draft Guidance for Stakeholder Review**
- **Perth and Kinross Council Mobility Strategy**
- **Loch Lomond and The Trossachs National Park Authority draft National Park Partnership Plan 2024 – 2029**
- **A zero-emission vehicle (ZEV) mandate and CO2 emissions regulation for new cars and vans in the UK**
- **Local Living and 20-minute Neighbourhoods**
- **Local living and 20-minute neighbourhoods: planning guidance draft for consultation**
- **Draft Energy Strategy and Just Transition Plan**
- **Just Transition - Transport discussion paper**
- **ScotRail's Fife and Tay Cities Timetable Consultation**
- **LNER's consultation to remove direct Glasgow and Stirling Services**
- **Inclusive Design in Town Centres and Busy Street Areas**

Tactran continues to collaborate and coordinate with the other RTPs on strategic policy development and delivery at a regional and national level through participation in the RTP Chairs Forum, the RTP Lead Officers Group and a Transport Scotland/RTP Lead Officers Liaison Group

The Partnership's officers continued to contribute to national policy and professional development through active engagement in the following professional bodies and associations:

- **Society of Chief Officers of Transportation in Scotland (SCOTS)**
- **Association of Transport Coordinating Officers (ATCO)**
- **Convention of Scottish Local Authorities (CoSLA)**

## 6. GLOSSARY

|       |   |
|-------|---|
| ATCO  | Association of Transport Co-ordinating Officers         |
| ATG   | Active Travel Grant                                     |
| BPF   | Bus Partnership Fund                                    |
| CoSLA | Convention of Scottish Local Authorities                |
| CPP   | Community Planning Partnership                          |
| ECMA  | East Coast Mainline Authorities                         |
| EVIF  | Electric Vehicle Infrastructure Fund                    |
| FQP   | Freight Quality Partnership                             |
| GDPR  | General Data Protection Regulation                      |
| LEZ   | Low Emission Zone                                       |
| LDP   | Local Development Plan                                  |
| LLTNP | Loch Lomond and the Trossachs National Park             |
| LOIP  | Local Outcomes Improvement Plan                         |
| MaaS  | Mobility as a Service                                   |
| NCN   | National Cycle Network                                  |
| NPF   | National Planning Framework                             |
| NTS   | National Transport Strategy                             |
| PI    | Performance Indicator                                   |
| RATDF | Regional Active Travel Development Fund                 |
| RSS   | Regional Spatial Strategy                               |
| RTP   | Regional Transport Partnership                          |
| RTS   | Regional Transport Strategy                             |
| RTWG  | Regional Transport Working Group                        |
| SCOTS | Society of Chief Officers of Transportation in Scotland |
| SDP   | Strategic Development Plan                              |
| SHS   | Scottish Household Survey                               |
| SOA   | Single Outcome Agreement                                |
| SSN   | Sustainable Scotland Network                            |
| STAG  | Scottish Transport Appraisal Guidance                   |
| STPR  | Strategic Transport Projects Review                     |



## TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

10 DECEMBER 2024

## 2024/25 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 revised 2023/24 RTS Revenue Programme.

Summary

The Interest Received to date in the Core Revenue Budget is £18,768 and it is proposed that this is used to augment the 2024/25 RTS Revenue Programme budget. It is also proposed that Interest Received to the end of the financial year is treated likewise, together with any other year-end underspend in the Core Revenue Budget, subject to maintaining Reserves at between 3% to 5% of Core budgeted expenditure.

In the RTS Revenue Programme, it is proposed that the interest is allocated to the Development of RTS and Delivery Plan and Take Climate Action budget headings. Various projects funded through the RTS revenue programme are progressing with a total of £24,800 spent and a further £37,689 committed by 31 October 2024.

In addition, Transport Scotland has awarded a grant to Tactran of £1,837,352 for Active Travel Behaviour Change – People and Place in 2024/25, with £925,801 spent and a further £969,426 committed.

**1 RECOMMENDATIONS**

## 1.1 That the Partnership:

- (i) notes the position regarding Core Revenue expenditure as at 31 October 2024 as detailed in Appendix A;
- (ii) notes progress on and approves a revised 2024/25 RTS Revenue Programme and related expenditure as discussed within the report and detailed in Appendix B;
- (iii) notes 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 and agrees to delegate authority to the Executive Committee for any required reallocation of funding within this Programme; and

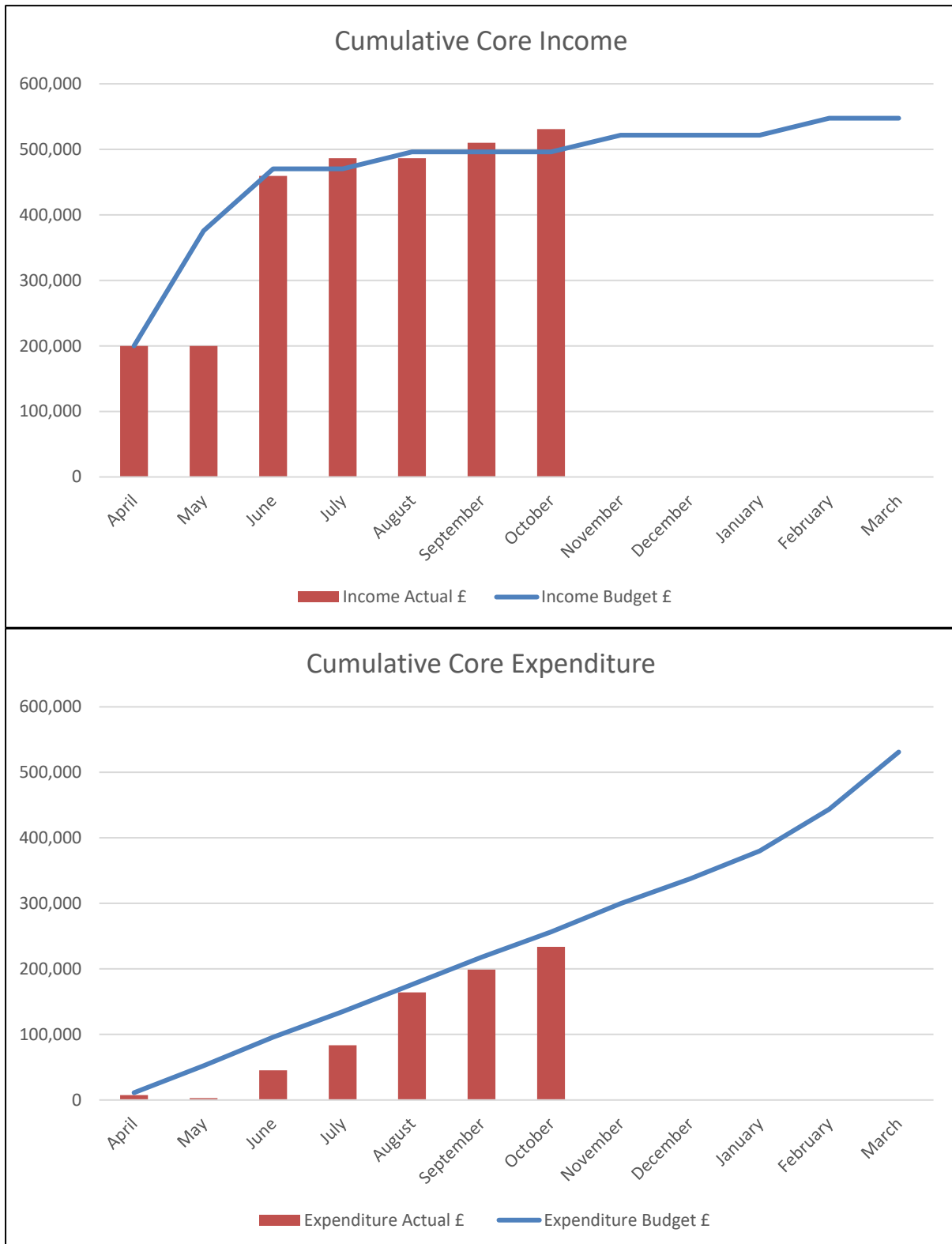
- (iv) agrees to delegate authority to approve the use of the remaining Contingency budget in the RTS Revenue Programme budget to the Partnership Director and Treasurer.

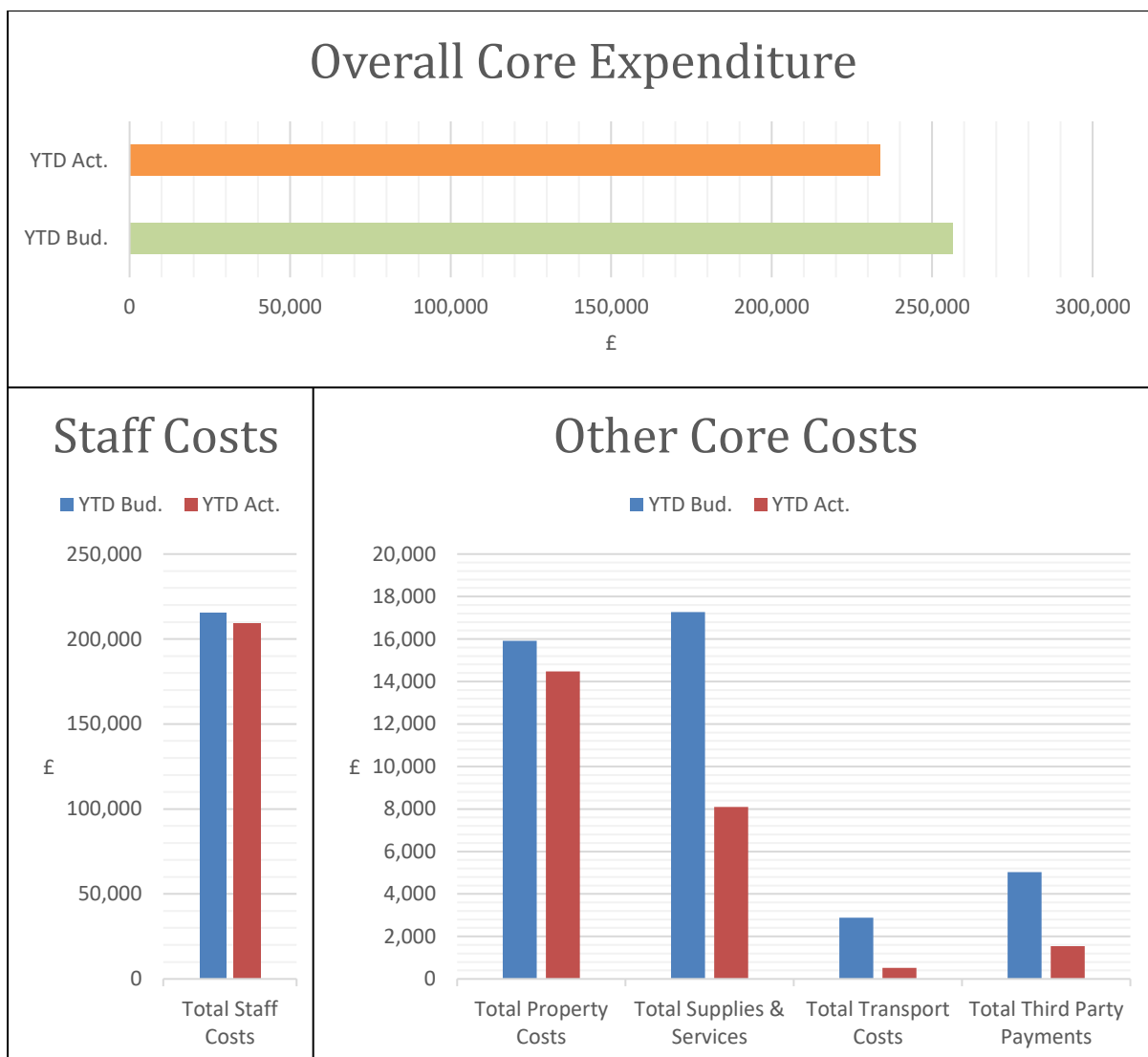
## **2 BACKGROUND**

- 2.1 At its meeting on 12 December 2023 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 2024/25 Revenue Budgets (Report RTP/23/33 refers). At that time the Partnership also noted the anticipated level of Scottish Government Grant-in-Aid funding to be provided for 2024/25 to Regional Transport Partnerships was yet to be published.
- 2.2 At its meeting on 12 March 2024 the Partnership noted the Partner Councils were in the process of approving their 2024/25 budget and that it was understood all had included provision of requested Revenue contributions towards the approved 2024/25 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 2024/25.
- 2.3 At the same meeting the Partnership approved an initial 2024/25 Regional Transport Strategy (RTS) Revenue Programme and agreed to receive a report on a finalised 2024/25 RTS Programme at its next meeting (Report RTP/24/07 refers).
- 2.4 Also, at its March 2024 meeting the Partnership was informed that it was anticipated Tactran will receive approximately £1.9m grant funding directly from Transport Scotland in 2024/25 for Active Travel Behaviour Change initiatives with the funding being titled People and Place.
- 2.5 Subsequent to the March 2024 meeting all constituent Councils confirmed approval of their respective funding contributions towards the approved 2024/25 Core Budget. However, Scottish Government on 26 March 2024 notified Tactran that it was seeking a 5% reduction in Grant in Aid reducing the £522,750 received in 2023/24 to Grant in Aid of up to £496,612 in 2024/25.
- 2.6 At its meeting on 11 June 2024 the Partnership approved a finalised 2024/25 RTS Revenue Programme and received a monitoring update on general Revenue expenditure and Active Travel Capital and Revenue expenditure (Report RTP/24/18 refers).
- 2.7 At its meeting on 10 September 2024 the Partnership received a further monitoring update on Revenue and Capital Expenditure (Report RTP/24/27 refers).

### 3 DISCUSSION

#### 2024/25 Core Revenue Budget



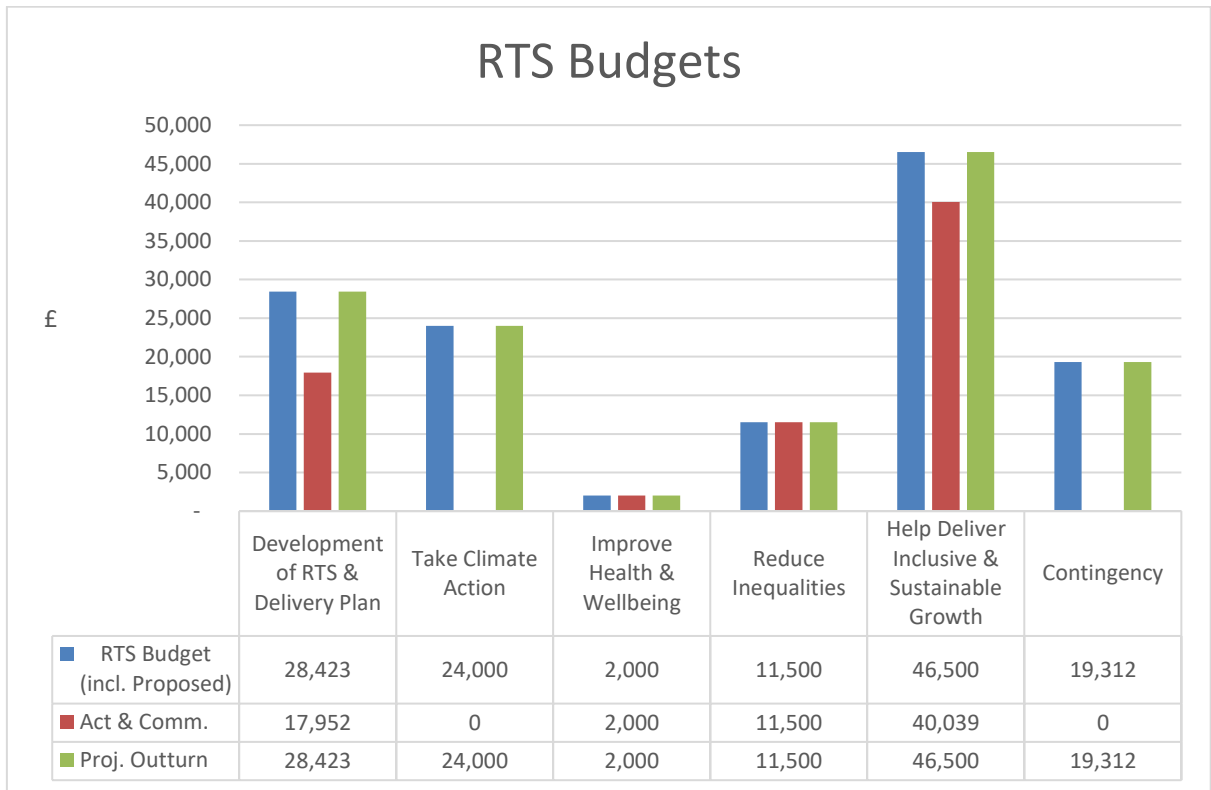


3.1 The approved Core Budget and expenditure to 31 October 2024 and projected expenditure to the financial year end are shown in Appendix A.

3.2 Interest income of £18,768 has been received for the six months to 30 September 2024 as a result of elevated interest rates and greater balances held by Tactran. This amount is not required for funding the Core Revenue Budget. It is, therefore proposed, that the Interest Received to date will augment the 2024/25 RTS Revenue Programme, with £9,768 transferred to the RTS & Delivery Plan budget heading and £9,000 transferred to the Climate Action budget heading. There will be further Interest Received to the end of the financial year, however, it is too early to predict the value given the fluctuations in cash flow requirements and interest rates. It is proposed that the Interest Received at the financial year-end will be used to augment the 2025/26 RTS Revenue Programme.

- 3.3 At the time of writing this report, the COSLA pay offer has been implemented prior to agreement from all unions. The projected outturn has been updated to reflect this implementation and is slightly higher than was previously budgeted. An offer in excess of that implemented is not expected, however an update will be brought to Board if this position changes. In addition, Tactran explored further opportunities of recharging staff time to various projects and to partners through collaborative working. In the current year this has resulting in savings of £37,920 on Staff Costs. It is proposed that the underspend generated remains in Core for the remainder of this year and will, subject to confirming final Core costs and maintaining 3-5% of expenditure as a reserves balance, transfer to RTS to supplement the Revenue Programme for 2025/26.
- 3.4 The subscriptions purchased during the year have exceeded the budget by £755 and it is proposed that this is funded from an anticipated underspend on Training/Conferences.
- 3.5 Within Supplies and Services, there is a £350 increase in the projected outturn for Information Technology due to a change in website host and essential software purchases. Hospitality actual expenditure for the year has also exceeded budget by £500 following Tactran's hosting of the RTP Chairs' meeting. It is proposed both overspends are funded by an underspend on Office Consumables.
- 3.6 Within Third Party Payments, the Audit Fee previously budgeted for was an early estimate which has subsequently been revised to the expected fee. In addition, the costs of Other Third Party Payments have exceeded the budget due to Tactran's share of the triennial review of the Tayside Pension Fund. It is proposed that the overspend in these areas is offset by a projected underspend in Transport Costs.

**2024/25 RTS Revenue Programme**



3.7 The 2024/25 RTS Revenue budget of £119,235 comprises Scottish Government Grant in Aid totalling £52,101 plus £48,366 from Reserves and £18,768 in Interest Received (Section 3.2 refers). In addition, other income of up to £12,500 is being provided by the Tayside Local Authorities for the maintenance and use of Tay Cities Regional Transport Model, providing total resources of £131,735.

3.8 RTS programme expenditure to 31 October 2024 and projected expenditure to the financial year end is shown in Appendix B. Progress on individual elements of the RTS Revenue programme are outlined below.

**Development of RTS and Delivery Plan (£18,655 – Proposed Budget £28,423)**

3.9 This allocation allows for work associated with the Regional Transport Strategy and annually recurring costs for required licences and memberships and Tactran’s Digital Marketing Strategy and Website.

3.10 Graphic designers, The Malting House were secured to design and produce the publication of the RTS. This has now been completed with digital and hard copies of the RTS now available, including an easy read version.

- 3.11 As noted in the Director's Report to this meeting, work is continuing on the development of the RTS Delivery Plan. It is proposed to increase the budget under this heading as a result of increased costs in maintaining and developing the Tactran website, a slight increase in cost for producing the RTS and also to provide resource support for developing the RTS Delivery Plan.
- 3.12 To date £11,950 expenditure has been incurred with a further £6,002 committed under this budget heading.

Take Climate Action (£15,000 - Proposed Budget £24,000)

- 3.13 It is proposed that the allocation for initiatives to support Climate Action, such as supporting regional Electric Vehicle Infrastructure and Hydrogen Decarbonisation projects and further development of 20% reduction in car km is increased to £24,000.
- 3.14 The increase in allocation is to support further work on 20% reduction in car km following the updated route map expected to be published imminently by Transport Scotland. It is intended that the work would include economic and equalities assessments of options.
- 3.15 To date there has been no commitment under this budget heading.

Improve Health & Wellbeing (Budget £2,000)

- 3.16 This allocation of £2,000 supports improvements to Health and Wellbeing by providing funding support towards the annual Safe Drive/Stay Alive road safety campaign in Stirling Council area, which is programmed to take place in early in 2025. The New Driver Scheme continues to be implemented by Fire & Rescue and the Police in the Tayside area in 2024/25 with no funding required from Tactran.
- 3.17 To date £2,000 expenditure has been incurred under this budget heading.

Reduce Inequalities (Budget £11,500)

- 3.18 This allocation provides for initiatives that support reducing inequalities, such as Liftshare and Thistle Assistance Card App.
- 3.19 To date £8,500 expenditure has been incurred with a further £3,000 committed under this budget heading.

Help Deliver Inclusive and Sustainable Growth (Budget £46,500)

- 3.20 This allocation provides for ongoing membership by Tactran and partner Councils of the East Coast Mainline Authorities (ECMA) consortium, Freight Quality Partnership and Stirling and Tayside Timber Transport Group support. It also makes provision for the Tay Cities Regional Transport Model including completion of the Tay Cities Local Rail Development Fund Detailed Appraisal.

- 3.21 The completion of the Tay Cities Local Rail Development Detailed Appraisal is programmed for completion during 2024/25, once further modelling work utilising the Tay Cities Regional Model has been undertaken.
- 3.22 To date £2,350 expenditure has been incurred with a further £37,689 committed under this budget heading.

#### Contingency (£19,312)

- 3.23 A contingency of £19,312 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. For the purpose of responsiveness and efficiency, it is proposed that the Partnership Director and Treasurer agree any future virements from the Contingency budget to other budget headings within the 2024/25 RTS Revenue Programme, and that movements will be reported in future 2024/25 Budget and Monitoring updates to the Partnership.
- 3.24 The Partnership is asked to note progress on and approve the revised 2024/25 RTS Revenue Programme, as outlined above and detailed in Appendix B.

#### **2024/25 Active Travel Grants**

##### Active Travel Behaviour Change and Access to Bikes (People and Place)

- 3.25 Tactran was initially awarded £1,807,352 from Transport Scotland's People and Place Active Travel Behaviour Change Fund in 2024/25. This has been increased by an additional £30,000 grant allocation to provide further resource for MaaS in 2024/25.
- 3.26 This grant allocation is being awarded across 4 locations the Tactran region and across 3 Themes: Urban Trail (£300,000); Access to Bikes (£800,000); Active Travel Promotion (£500,000). In addition, £237,352 is allocated to ensure Tactran has the resources to project manage and deliver the projects.
- 3.27 Furthermore, the Travelknowhow Scotland toolkit is being used by all RTPs, (including Tactran), as a resource to assist organisations with sustainable travel planning. Tactran administers this facility on behalf of the RTPs, with the RTPs each providing a contribution, giving an additional income of £69,295.
- 3.28 To date £925,801 expenditure has been incurred, with a further £969,426 committed.
- 3.29 The Partnership is asked to note progress on the 2024/25 Active Travel Behaviour Change and Access to Bikes programme, as outlined above and detailed in Appendix C. A summary of activities undertaken in Quarter 2 has been included as Appendix D.



## Community Projects Transition Fund

- 3.30 Transport Scotland have presented a new delivery model for delivering active travel interventions within the community and 3rd sector level projects. Paths for All are leading on delivering this across Scotland.
- 3.31 This grant has been allocated to community level and 3rd sector projects across Scotland, with Tactran managing and approving Paths for All grant process. Transport Scotland has awarded Tactran £2.5m grant on behalf of all RTPs, which Tactran has accepted and has subsequently awarded grant of £2.5m to Paths for All. An embedded officer from Paths for All will work with Tactran to administer the grant process but has yet to commence.
- 3.32 The grant allocation has been fully committed with £733,665 expenditure incurred to date.

## **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/23/33, 2024/25 Core Revenue Budget, 12 December 2023

Report to Partnership RTP/24/07, 2024/25 Budget and Programme, 12 March 2024

Report to Partnership RTP/24/18, 2024/25 Budget and Monitoring, 11 June 2024

Report to Partnership RTP/24/27, 2024/25 Budget and Monitoring, 10 September 2024

**Tactran Income and Expenditure Account**  
**Revenue**  
**2024/25**  
**Detailed Statement - Core**

Appendix A

|  | Approved<br>Budget<br>£ | Actuals to 31<br>October 2024<br>£ | Projected<br>Outturn<br>2024/25<br>£ | Actual<br>Variance to<br>Budget<br>£ |
|--|-------------------------|------------------------------------|--------------------------------------|--------------------------------------|
| <b>Income</b>                              |                         |                                    |                                      |                                      |
| Scottish Government Grant Revenue Received | 444,512                 | 444,512                            | 444,512                              | 0                                    |
| Council Req's Revenue Rec'd                | 103,020                 | 67,790                             | 103,020                              | 0                                    |
| Interest Received                          | 0                       | 18,768                             | 0                                    | 0                                    |
|  | <b>547,532</b>          | <b>531,070</b>                     | <b>547,532</b>                       | <b>0</b>                             |
| <b>Expenditure</b>                         |                         |                                    |                                      |                                      |
| <u>Staff Costs</u>                         |                         |                                    |                                      |                                      |
| Salary GP                                  | 361,259                 | 163,365                            | 335,237                              | (26,022)                             |
| Salary Supn                                | 61,414                  | 25,611                             | 52,468                               | (8,946)                              |
| Salary NI                                  | 42,009                  | 18,791                             | 39,057                               | (2,952)                              |
| Training/Conferences                       | 2,000                   | 280                                | 1,245                                | (755)                                |
| Subscriptions                              | 400                     | 1,155                              | 1,155                                | 755                                  |
|  | <b>467,082</b>          | <b>209,202</b>                     | <b>429,162</b>                       | <b>(37,920)</b>                      |
| <u>Property Costs</u>                      |                         |                                    |                                      |                                      |
| Energy                                     | 8,500                   | 2,519                              | 8,500                                | 0                                    |
| Cleaning                                   | 2,500                   | 0                                  | 2,500                                | 0                                    |
| Maintenance                                | 500                     | 0                                  | 500                                  | 0                                    |
| Rent                                       | 13,490                  | 8,993                              | 13,490                               | 0                                    |
| Rates                                      | 4,942                   | 2,965                              | 4,942                                | 0                                    |
|  | <b>29,932</b>           | <b>14,477</b>                      | <b>29,932</b>                        | <b>0</b>                             |
| <u>Supplies and Services</u>               |                         |                                    |                                      |                                      |
| Office Consumables                         | 4,125                   | 1,158                              | 3,275                                | (850)                                |
| Communications                             | 2,500                   | 47                                 | 2,500                                | 0                                    |
| Insurance                                  | 7,500                   | 4,798                              | 7,500                                | 0                                    |
| Information Technology                     | 2,200                   | 734                                | 2,550                                | 350                                  |
| Hospitality                                | 700                     | 1,168                              | 1,200                                | 500                                  |
| Board Expenses - misc.                     | 500                     | 0                                  | 500                                  | 0                                    |
|  | <b>17,525</b>           | <b>7,905</b>                       | <b>17,525</b>                        | <b>0</b>                             |
| <u>Transport Costs</u>                     |                         |                                    |                                      |                                      |
| Travel and Subsistence                     | 1,500                   | 223                                | 1,000                                | (500)                                |
| Public Transport                           | 2,800                   | 74                                 | 1,210                                | (1,590)                              |
| Expenses - Board Members                   | 500                     | 229                                | 500                                  | 0                                    |
|  | <b>4,800</b>            | <b>526</b>                         | <b>2,710</b>                         | <b>(2,090)</b>                       |
| <u>Third Party Payments</u>                |                         |                                    |                                      |                                      |
| Audit Fees External                        | 12,560                  | 0                                  | 13,800                               | 1,240                                |
| 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                   | 1,542                              | 2,850                                | 850                                  |
|  | <b>47,810</b>           | <b>1,542</b>                       | <b>49,900</b>                        | <b>2,090</b>                         |
| Gross Expenditure                          | <b>567,149</b>          | <b>233,652</b>                     | <b>529,229</b>                       | <b>(37,920)</b>                      |
| Net Income/(Expenditure)                   | <b>(19,617)</b>         | <b>297,418</b>                     | <b>18,303</b>                        | <b>37,920</b>                        |
| <b>Opening Core Reserves</b>               | <b>33,359</b>           |                                    | <b>33,359</b>                        |                                      |
| Transfer from RTS Reserve                  | 14,982                  |                                    | 14,982                               |                                      |
| Funding to/(from) Earmarked Reserves       | (14,982)                |                                    | (14,982)                             |                                      |
| Funding to/(from) Unearmarked Reserves     | (4,635)                 |                                    | 33,285                               |                                      |
| <b>Closing Core Reserves</b>               | <b>28,724</b>           |                                    | <b>66,644</b>                        |                                      |

Core

Tactran Income and Expenditure Account  
Revenue  
2024/2025  
Detailed Statement - RTS

Appendix B

|   | Approved Budget<br>£ | Proposed Budget | Other Income<br>£ | Total Budget<br>£ | Actuals to 31 Oct 2024<br>£ | Committed 2024/2025<br>£ | Projected Outturn 2024/2025<br>£ | Variance to Budget<br>£ |
|---|----------------------|-----------------|-------------------|-------------------|-----------------------------|--------------------------|----------------------------------|-------------------------|
| <b>Income</b>                                   |                      |                 |                   |                   |                             |                          |                                  |                         |
| Scottish Executive Grant Revenue Received       | 52,101               | 52,101          |                   | 52,101            | 52,101                      | -                        | 52,101                           | 0                       |
| Other Income                                    |                      |                 | 12,500            | 12,500            | -                           | -                        | 12,500                           | 0                       |
| Interest Income                                 |                      | 18,768          |                   | 18,768            | -                           | -                        | 18,768                           | 0                       |
|   | <b>52,101</b>        | <b>70,869</b>   | <b>12,500</b>     | <b>83,369</b>     | <b>52,101</b>               | <b>-</b>                 | <b>83,369</b>                    | <b>0</b>                |
| <b>Expenditure on Projects</b>                  |                      |                 |                   |                   |                             |                          |                                  |                         |
| Development of RTS & Delivery Plan              | 18,655               | 28,423          | -                 | 28,423            | 11,950                      | 6,002                    | 28,423                           | 0                       |
| Take Climate Action                             | 15,000               | 24,000          | -                 | 24,000            | -                           | -                        | 24,000                           | 0                       |
| Improve Health & Wellbeing                      | 2,000                | 2,000           | -                 | 2,000             | 2,000                       | -                        | 2,000                            | 0                       |
| Reduce Inequalities                             | 11,500               | 11,500          | -                 | 11,500            | 8,500                       | 3,000                    | 11,500                           | 0                       |
| Help Deliver Inclusive & Sustainable Growth     | 34,000               | 34,000          | 12,500            | 46,500            | 2,350                       | 37,689                   | 46,500                           | 0                       |
| Contingency                                     | 19,312               | 19,312          | -                 | 19,312            | -                           | -                        | 19,312                           | 0                       |
| <b>Gross Expenditure</b>                        | <b>100,467</b>       | <b>119,235</b>  | <b>12,500</b>     | <b>131,735</b>    | <b>24,800</b>               | <b>46,691</b>            | <b>131,735</b>                   | <b>0</b>                |
| <b>Net Expenditure</b>                          | <b>48,366</b>        | <b>48,366</b>   | <b>0</b>          | <b>48,366</b>     | <b>(27,301)</b>             | <b>46,691</b>            | <b>48,366</b>                    | <b>0</b>                |
| <b>(Financed by) / Contribution to Reserves</b> | <b>(48,366)</b>      | <b>(48,366)</b> |                   |                   |                             |                          | <b>(48,366)</b>                  |                         |
| <b>Reserves Statement:</b>                      |                      |                 |                   |                   |                             |                          |                                  |                         |
| Opening Reserves                                | 48,366               | 48,366          |                   |                   |                             |                          | 48,366                           |                         |
| Reserves (Used) / Returned                      | (48,366)             | (48,366)        |                   |                   |                             |                          | (48,366)                         |                         |
| Closing Reserves                                | 0                    | 0               |                   |                   |                             |                          | 0                                |                         |

**Tactran Income and Expenditure Account  
2024/25  
Detailed Statement - Active Travel Grant**

|  | <b>Budget</b>    | <b>Actuals to</b>  | <b>Committed</b> | <b>Projected</b> | <b>Variance to</b> |
|--|------------------|--------------------|------------------|------------------|--------------------|
|  | <b>£</b>         | <b>31 Oct 2024</b> | <b>2024/25</b>   | <b>Outturn</b>   | <b>Budget</b>      |
| <b><u>Income</u></b>   |                  | <b>£</b>           | <b>£</b>         | <b>£</b>         | <b>£</b>           |
| Transport Scotland - Regional Active Travel Grant Behaviour Change People & Place RTPs - TravelKnowHow | 1,837,352        | 1,240,566          | -                | <b>1,837,352</b> | -                  |
|  | 69,295           | 46,923             | -                | <b>69,295</b>    |                    |
|  | <b>1,906,647</b> | <b>1,287,489</b>   | -                | <b>1,906,647</b> | -                  |
| <b><u>Grant Expenditure</u></b>  |                  |                    |                  |                  |                    |
| Urban Trail Design   | 300,000          | 90,000             | 210,000          | 300,000          | -                  |
| Access to Bikes  | 800,000          | 503,680            | 296,320          | 800,000          | -                  |
| Active Travel Promotion  | 500,000          | 198,562            | 298,804          | 500,000          | -                  |
| Tactran Resource Support   | 306,647          | 133,559            | 164,302          | 306,647          | -                  |
| Gross Expenditure  | <b>1,906,647</b> | <b>925,801</b>     | <b>969,426</b>   | <b>1,906,647</b> | -                  |
| Net Expenditure  | -                | <b>(361,688)</b>   | <b>969,426</b>   | -                | -                  |

### Tactran Active Travel Behaviour Change 2024/25

#### Summary of Delivery Partner progress over Quarter 2 (July to September 2024)

##### Introduction

Activity developed and launched in Quarter 1 of 2024/25 has been progressed and expanded in Quarter 2 by consultants ARUP and the Tactran (DPs), Cycling Scotland, Cycle Hub, and Living Streets, and by their local delivery partners. Work continues to be delivered within the Tactran clusters ensuring activity agglomeration benefits.

The programme continues to deliver against the strands identified from the outset: Urban trails; access to bikes; active travel promotion; and resource support, focused on the four geographic clusters across the region: Stirling; Perth; Dundee & Angus; and Montrose & Arbroath, as reported by the Delivery Partners and summarised here.

The below provides information on progress made by Arup and the Coordinating Delivery Partners during Quarter 2 (July to September 2024):

#### 1. ARUP

##### ➤ Urban Trails

Arup have maintained progress in the development of the urban trail design. Details of the tasks completed and ongoing is set out in summary below:

- Progress with technical work as per proposal:
  - Step 1: Desktop study 100% complete (Step started in Q1, completed in Q2)
  - Step 2: Trail audit 100% complete
  - Step 3a: Stakeholder-mapping workshop 100% complete
  - Step 3b: Initial community engagement ~60% complete
  - Step 3b tasks started in Q2:
    - Preparation of approach for each trail (online survey questions, in-person materials)
    - Finalising list of invitees/distributing organisations for surveys and acquiring contact details
    - Invitations and information leaflets
  - Step 4: Trail Packs ~10%
  - Step 4 tasks started in Q2:
    - Trail pack layouts
    - Framework for the selection/assessment of trails to reduce the number from 8 for Stage 2

##### Ongoing project management tasks

- Operational steering group meetings to align with other delivery partners
- Alignment with Sustrans for trails connecting to NCN
- Development and updating of Communications Plan
- Project-level steering group meetings with participating Councils
- Monitoring and Evaluation alignment with Tactran

### 2. CYCLING SCOTLAND

- Access to bikes – within schools:
- Access to bikes – in workplaces, communities, and disadvantaged communities;
- Cycle Parking; and
- Confidence Building and cycle training for adults.

Cycling Scotland have prioritised allocation of funds to their local delivery groups, as follows: Dundee and Angus Cycle Hub: £100,000, The Bike Station: £40,000, Recyke-a-bike: £48,500, and Forth Environment Link: £30,000. Cycling Scotland have engaged to deliver:

Across all strands:

- Ongoing engagement with Tactran colleagues on project delivery and participation in all Tactran Operational Steering Group meetings, including input on survey design and processes.
- Relationship building with additional delivery partners across the four cluster areas, including the development of project bids from additional partners.
- Coordination and issue of pre-activity surveys to participating schools
- Collation of unmet demand data within Tactran area with signposting to alternative support in place, where applicable.

In relation to Access to Bikes within schools

- Within Stirling cluster, FEL will provide bikes to 104 young people, 3 named schools identified: Riverside PS, St. Modan's HS, and Wallace HS.
- Within Stirling cluster, FEL have purchased and are building (unspecified no.) bikes.
- Within Perth cluster, The bike station will provide up to 500 bikes through the wee bike library, 4 named schools identified: Moncrieffe PS, Riverside PS, St Johns RC academy, and Tulloch PS
- Within the Dundee/Angus and Montrose / Arbroath clusters (combined), Cyclehub are responding to a request for 117 bikes with 12 schools, of which 19 have been delivered to date.
- Within the Dundee/Angus and Montrose / Arbroath clusters (combined), Cyclehub growing partner base, from 32 to 35 at time of reporting

In relation to Access to Bikes in workplaces, communities, and disadvantaged communities

- Within Stirling cluster, Recyke-a-bike have established referral process via 8 partner organisations
- Within Stirling cluster, FEL report high use of the bike library, at 30 rentals a month; equating totals of 104 bookings in Q2 at time of reporting.
- Within Dundee & Angus, and Montrose & Arbroath (combined) Cycle Hub report requests totalling 117 bikes, of which 19 have been delivered.

In relation to Cycle Parking

- Support and development of cycle storage and parking projects with Perth and Kinross council and Stirling council, summarised:

- Within Stirling Cluster, 12 residential cycle hangars, provided via Stirling council
- Within Perth cluster, 12 locations for cycle parking, to be provided by PKC

In relation to confidence building and cycle training

- Support and development of confidence training activities and projects with Perth and Kinross Council and Cyclehub.
- Cycling Scotland is currently working with Perth and Kinross Council with plans to support the delivery of adult cycle training in HMP Perth and through a newly established social prescribing scheme.
- Within the Stirling cluster, Recyke-a-bike commence training sessions on the 16<sup>th</sup> September. Participants will receive a minimum of 4 private sessions
- Within the Perth cluster, the Bike Station have provided drop-in sessions to encourage cycle use, games, trying out bikes and associated activities;

Cycling Scotland confirm that their funds are currently fully allocated for Stirling cluster and full allocation is anticipated for the Dundee and Arbroath/Montrose clusters.

### 3. **CYCLE HUB**

- Active Travel promotion (cycling), delivery partner: Cycle hub

Angus Cycle Hub CIC, trading as Cycle Hub, report solid progress in the delivery of their programme deliverables. Cycle hub retained the delivery teams and commenced a programme of delivery, beginning with the planning and delivery phase. Across the Dundee and Angus regions the hub has had development teams examining methodologies to ensure successful cluster delivery, as set out in the individual Cycle Hub reporting, and summarised below.

Across all strands:

- Developing Active Travel Workshop pack for schools, incorporating Active Travel and behaviour change theory into schools.
- Targeting parents and teachers through this resource in a safer parking section
- The hub has made a conscious effort to enhance bike bus models.
- The hub has begun discussions within the cluster area to examine the best outreach opportunities to mirror the success of the project
- The hub have incorporated an e-bike fleet to be available as an extension to their library fleet for project work.
- The hub are working with a local mental health charity, Feeling Stronger, to enhance active travel as a way of establishing better physical and mental health and wellbeing.
- The hub has recruited and trained a member of staff to deliver our cycling friendly employer program for the region.
- An active integration has been sought with Cycling Scotland projects, including those delivered locally by shared local delivery partners.

In relation to local delivery partners:

- FEL Engagement with employers along the 'Walk, Cycle, Live infrastructure'
- FEL delivery activities integrated with work with Cycling Scotland, reported above.



- Recyke-a-bike (RaB) has focused on in-school engagement, including at Allan's and Cornton primary schools in Stirling, including the delivery of Bikeability at Allan's PS, and plans for extension in future quarters.
- The Bike Station, Perth, is offering 'The Kids Bike Life project' through regular sessions across schools in Perth.
- The bike station has also delivered a summer programme of activities during the summer holidays, delivered across Cycle Hub and Cycling Scotland projects.
- The cycle hub (as a local delivery partner) have started engagement in relation to our bike bus program across the area, including:
  - Lochside Primary School in Montrose
  - Partner opportunities via known organisations in Dundee including Living Streets and Dundee Leisure to assess which school would be best to approach for the Dundee area cycle bus.

#### 4. **LIVING STREETS**

- Active Travel Promotion - engagement with schools and parents on active travel

Living Streets have been engaged as follows:

To assist both returning WOW schools and newly joined schools by: meeting with teaching staff to demonstrate the Travel Tracker, entering pupils' names into the platform, managing password access, delivering WOW assemblies, and training WOW ambassador groups—who will serve as the student champions for WOW within their schools.

Simultaneously, we have been reaching out to schools identified by Tactran to invite them to participate in WOW for the 2024/25 school year. There has been some understandable delay in schools confirming their participation, attributed to factors such as staff shortages and the need to appoint a teacher to oversee WOW. So far, we have successfully recruited nine new schools; three are still undecided, while six have declined due to being 'too busy' or already having an active travel initiative in place. Our recruitment cycle has now concluded, and we will now seek to substitute other schools from our waiting list within the designated cluster map area.

School Engagement Visits:

- Ferryden PS (Angus): LSS met with Junior Road Safety Officers to deliver WOW ambassador training. Pupils subsequently visited classrooms to demonstrate the Travel Tracker to their peers. A follow-up visit is scheduled after the holidays to plan a Road Safety Week event.
- Fallin PS (Stirling): A visit was made to deliver a WOW launch assembly. Classes are actively engaging with the Travel Tracker, and alongside Ferryden PS, they even secured a spot on our "WOW Top Ten" leaderboard.
- Riverside PS (Stirling): LSS delivered a WOW launch assembly. There are plans in place to return after the holidays to train the WOW ambassador pupil group and prepare for launching their Park and Stride from the local Tesco.
- St Ninians RC PS (Perth): A visit was conducted to re-launch WOW during an assembly.

## TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

10 DECEMBER 2024

## 2025/26 CORE REVENUE BUDGET

## JOINT REPORT BY DIRECTOR AND TREASURER

Purpose

This report seeks the Partnership's approval of a proposed 2025/26 Core Revenue Budget.

Summary

There is an anticipated decrease in Staff Costs through recharging time to various projects and programmes, which provides a Core budget of £523,848, with a general Reserve of £28,357, which equates to 5.4% of the proposed Core Budget. The majority of other budget headings remain at 2024/25 projected outturn levels with some minor increases. It is recommended that partner Councils make provision for their respective funding contributions within their 2025/26 revenue budgets.

**1 RECOMMENDATIONS**

## 1.1 That the Partnership:

- (i) approves the proposed 2025/26 Core Revenue Budget as detailed in Appendix A to the report;
- (ii) requests that partner Councils make provision for their proposed respective funding contributions within their 2025/26 Revenue Budgets;
- (iii) agrees to receive a report with a finalised 2025/26 Core Revenue Budget and proposed 2025/26 Regional Transport Strategy Revenue Programme Budget at its next meeting; and
- (iv) notes the estimated Reserves balance at 1 April 2025.

**2 BACKGROUND**

- 2.1 The Partnership's approved 2024/25 Core Revenue Budget of £567,149 is funded from an allocation of £444,512 from Scottish Government Grant-in-Aid plus amounts totalling £103,020 requisitioned from the four partner Councils, based upon an agreed funding formula. The remaining balance of £19,617 is funded from Reserves.
- 2.2 The Draft Scottish Government Budget for 2025/26 was published on 4 December. The anticipated level of Grant-in-Aid funding to be provided next year to Regional Transport Partnerships is awaited from Transport Scotland.

### **3 DISCUSSION**

- 3.1 The Core budget expenditure is regularly monitored and reviewed to identify budget pressures and any scope for effecting year on year and in-year efficiencies or other savings.
- 3.2 Hybrid Board meetings have also provided the opportunity to attend on-line rather than in person. The 2025/26 Core budget assumes that the current mixture of in office and at home working arrangements will continue indefinitely, and the Tactran office will be required for this approach. In recent years hybrid Board meetings have also been utilised providing the opportunity to attend on-line rather than in person. Future board meetings will consist of three virtual meetings and one in-person meeting each year.
- 3.3 The proposed 2025/26 Core Budget, which seeks to maintain the Partnership's capacity and capability to fulfil its various statutory duties and responsibilities during the coming year, is detailed in Appendix A with further explanation provided below.

#### Staff Costs

- 3.4 There is currently one vacant post which Tactran is actively seeking to fill. The proposed budget for 2025/26 is in line with the staffing structure approved by the Partnership at its meeting on 12 September 2017 (Report RTP/P4/17 refers), and subsequently amended following retirement of the Administrative Assistant in 2021 and the establishment of the Projects Manager post.
- 3.5 At the time of preparing this report, the 2024/25 pay award has not been accepted by Unison, however it has been accepted by two other unions and as such CoSLA has chosen to implement the pay offer whilst negotiations are ongoing. The proposed budget for Staff Costs utilises the implemented CoSLA pay offer for 2024/25 as the basis from which to establish 2025/26 estimates for Staff Costs. The Staff Cost estimates for 2025/26 include an allowance for an assumed 3% pay award, however, this may require further adjustment when the final pay award is agreed.
- 3.6 In previous years the proposed staffing budget made no provision for recovery of staff time or other costs associated with Tactran staff supporting related partnership initiatives such as City Deals and other activity. In 2024/25, bids for Capital funding included officer time for project management; and collaborative working with other RTP's on projects also led to the recovery of staff time. This is expected to continue into future years and for the purposes of setting the 2025/26 budget, 200% of FTE at the Strategic Officer level has been assumed as being recoverable.
- 3.7 The proposed budget for Training/Conferences is maintained at the approved level for 2024/25, which is the minimum considered necessary to support continuing professional input and development.

### Property Costs

- 3.8 The lease on the Partnership's Headquarters accommodation was renewed in November 2021 for a further 4 years until November 2025 (Report RTP/21/16 refers). Options for office accommodation will be reviewed to determine a preferred option before May 2025, six months prior to the lease end date, however with the adoption of hybrid working the requirement for office space will remain to some degree.
- 3.9 Proactive monitoring and management of Energy usage and costs in previous years resulted in a reduced budget of £4,290 since 2019/20 and this level was maintained until 2023/24. The contract for the energy supply was renewed in 2023/24, and with Gas prices in particular being double their level from a few years ago, the costs in 2023/24 increased substantially. It is proposed that the Energy budget be increased to £8,500 for 2025/26.
- 3.10 The proposed budgets for Cleaning and Maintenance were reduced by 20% and 50% respectively in 2016/17 and reduced by a similar percentage in 2017/18. It is proposed that the Cleaning and Maintenance budgets are maintained at the approved Core Budget level of £2,500 and £500 respectively.
- 3.11 Until 2023/24 Tactran received 100% Rates relief for the office premises through the small business bonus scheme. In 2023 the rateable value thresholds were reformed which results in the relief provided reducing from 100% to 32.5%. It is proposed that the Rates budget is maintained in line with the cost for 2023/24 of £4,942.

### Supplies and Services

- 3.12 As a result of savings implemented over previous years the budget for Office Consumables is now at the minimum required for operational purposes. The budget for Insurances (property and professional indemnity) is determined by market rates and it is proposed the budget for 2025/26 is in line with the current year.
- 3.13 The Communications budget was reduced in 2018/19 to a level considered to now be near the minimum requirement. It is proposed to maintain this at £2,500 reflecting the 2024/25 approved Core Budget heading.
- 3.14 The Information Technology budget is maintained at £2,200 to meet recurring costs for Office 365 licences and website maintenance.
- 3.15 The budgets for Hospitality and Miscellaneous Board Expenses were reduced by 12.5% and 33% respectively in 2016/17 and have been maintained at this level since. They are now considered to be at the minimum required for operational needs and it is proposed to maintain these at this level in 2025/26.

### Transport Costs

- 3.16 The Travel & Subsistence and Public Transport budgets have been progressively reduced by 33% over previous years and are at the minimum required to accommodate essential travel necessary to fulfil the Partnership's various statutory roles and duties. It is proposed the 2025/26 budget seeks to contain Transport Costs at 2024/25 approved Core Budget levels. Underspends arising in the current and previous financial years suggests savings are potentially achievable in 2025/26. Any savings are however dependent on external meeting locations and format, be that virtual or in-person. Any potential savings will be reported to future Board meetings.

#### Third Party Payments

- 3.17 It is proposed that Third Party payments for Financial, Secretarial, Legal and Information Technology support services are held at 2023/24 levels. External Audit fees increased from £13,035 to £13,800 for the 2024/25 audit and it is proposed to maintain costs at this increased level; however, these are yet to be confirmed, and this budget may require adjustment.
- 3.18 The Third Party Payments budget for 2024/25 includes an allowance for the annual pension report and monthly payroll transactions. These costs have been gradually rising, in particular for the past two years with the surge in inflation. It is proposed to increase the budget for Third Party Payments to £2,200 for 2025/26.

#### Income

- 3.19 As indicated in 2.2 above, confirmation of the level of Scottish Government Grant-in-Aid funding for Tactran in 2025/26 is awaited. The Partnership's allocation of RTP Grant-in-Aid has been maintained at £522,750/annum since 2013/14, with the exception of 2024/25 where RTP's were asked to agree a 5% reduction. The proposed budget for 2025/26 provides for an increase to previous Grant-in-Aid levels of £522,750. The allocation of Grant-in-Aid towards Core costs in 2025/26 is £420,828.
- 3.20 Council contributions towards the Partnership's Core costs have reduced from £220,000 in 2009/10 to £103,020 in 2015/16 and have been maintained at this level. The proposed 2025/26 Budget requests that constituent Council's maintain their respective contributions at 2015/16 levels for a further year.

#### **2025/26 Core Budget - Reserves**

- 3.21 The Transport Scotland (2019) Act provides RTP's with the powers to establish and maintain General Fund Reserves. The Reserves policy for Tactran was approved by the Partnership at the meeting on 15 September 2020 (Report RTP/20/28 refers).

- 3.22 The policy requires the annual reporting of the Reserves balance during the budget setting process. Given the current economic uncertainty, it is prudent to consider the financial risks, which are outlined in the sections 3.25 to 3.29 below, which may have an impact on balances ensuring the Reserves policy remains fit for purpose.
- 3.23 The Reserves policy aims to maintain non-earmarked Reserves at between 3% and 5% of the Core budgeted expenditure. The estimated Reserves balance at 1 April 2025 is £66,644, which equates to 12.7% of the proposed 2025/26 Core Budget. This is above the 3-5% target and as detailed in the earlier 2024/25 Budget and Monitoring paper is due to an underspend on Staff Costs. Once final expenditure for 2024/25 is confirmed, a transfer will be made to the RTS Revenue Programme in 2025/26 to maintain Core Reserves at 3-5%.

### **Risk Assessment**

- 3.24 Determining the Core budget and Reserves requires consideration of the financial risks potentially facing Tactran. Tactran produces a balanced budget each year and the Reserves policy is integral to supporting Tactran's in year management of financial risks. The Reserves policy outlines various risks which are detailed in the following paragraphs along with any newly identified risks.
- 3.25 Reduction in funding – Tactran sets its budget prior to confirmation of the Scottish Government and Local Authority budgets. The level of funding awarded to Tactran from Scottish Government was reduced by 5% in 2024/25. There is the risk that the reduction in 2024/25 is recurring, similarly, there is the risk that the funding from constituent authorities which has remained static for many years, is reduced as Councils face their own funding pressures.
- 3.26 Pay award uplifts – Tactran aligns rates of pay to those used across Local Government. Tactran generally budgets for pay awards of 3% each year. In the past few years' awards have been in excess of this amount due to wider economic factors. Where Local Authorities have received enhanced funding to assist pay awards, Tactran has not, and there remains the risk that Local Government offers in excess of that budgeted for has to be funded internally.
- 3.27 National insurance increases – Recent UK Government announcements around an increase in the cost of employer national insurance contributions will lead to an increased recurring cost to Tactran from April 2025 of £8,500. Tactran has factored this cost into the budget for 2025/26; however, there is the risk that further adjustments will increase the cost.
- 3.28 Pension contribution increases – In 2024/25 the employer superannuation contribution rate payable by Tactran was reduced to 15.7%. There is a risk that this rate could increase, where a 1% increase results in a cost increase of approximately £4,000.

- 3.29 Inflation pressures – The elevated inflation seen over the past two years demonstrates how global events can impact costs. Although inflation has returned to what is considered more normal levels, heightened tension in various regions has the scope to risk a further inflationary shock which has the potential to increase the costs faced by Tactran.
- 3.30 All the above risks remain current and in line with the Reserves policy, with the addition of national insurance risk. For the majority of the risks outlined, these can be quantified and budgeted for each year. A reduction in funding and future pay awards are the main risks which will result in budget pressures and it is, therefore, prudent to ensure that the Reserves balance is sufficient to manage any unforeseen events or variances in assumptions that occur during the year.
- 3.31 The Tactran Board will be kept up to date on the impact of these risks, and the identification of any new risks, through the monitoring update reports presented quarterly.

### **2025/26 RTS Revenue Programme**

- 3.32 As indicated above, confirmation of the level of Scottish Government Grant-in-Aid for Tactran in 2025/26 is awaited. A proposed RTS Revenue Budget and Programme for 2025/26, based on confirmed Grant-in-Aid funding and Council contributions towards Core operating costs, will be reported to the Partnership's next meeting in March 2025.

## **4 CONSULTATIONS**

- 4.1 The proposed 2025/26 Core Revenue Budget and associated Council contributions will be the subject of consultation with partner Councils prior to reporting on a finalised Core and RTS Revenue Programme Budget to the Partnership meeting in March 2025.

## **5 RESOURCE IMPLICATIONS**

- 5.1 The main resource implications are addressed within the report.

## **6 EQUALITIES IMPLICATIONS**

- 6.1 This report has no direct equalities implications.

**Mark Speed**  
**Director**

**Scott Walker**  
**Treasurer**

Report prepared by Mark Speed. For further information contact email [markspeed@tactran.gov.uk](mailto:markspeed@tactran.gov.uk) or call 07919 698611.

## **NOTE**

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/15/39, 2015/16 Revenue Budget and Monitoring, 8 December 2015

Report to Partnership, RTP/20/28, RTP Finances: General Fund Reserves, 15 September 2020

Report to Partnership RTP/P4/17 (EXEMPT), Partnership Staffing, 12 September 2017



|                                      | 2024/25<br>Approved<br>Budget<br>£ | 2024/25<br>Projected<br>Outturn<br>£ | 2025/26<br>Proposed<br>Budget<br>£ |
|--------------------------------------|------------------------------------|--------------------------------------|------------------------------------|
| <b><u>Income</u></b>                 |                                    |                                      |                                    |
| Scottish Gov Grant Revenue           | 444,512                            | 444,512                              | 420,828                            |
| Council Req's Revenue                | 103,020                            | 103,020                              | 103,020                            |
| Interest Received                    | -                                  | -                                    | -                                  |
|                                      | <b>547,532</b>                     | <b>547,532</b>                       | <b>523,848</b>                     |
| <b><u>Expenditure</u></b>            |                                    |                                      |                                    |
| <b><u>Staff Costs</u></b>            |                                    |                                      |                                    |
| Salary GP                            | 361,259                            | 335,237                              | 324,165                            |
| Salary Supn                          | 61,414                             | 52,468                               | 50,894                             |
| Salary NI                            | 42,009                             | 39,057                               | 44,882                             |
| Training/Conferences                 | 2,000                              | 1,795                                | 2,000                              |
| Subscriptions                        | 400                                | 605                                  | 400                                |
|                                      | <b>467,082</b>                     | <b>429,162</b>                       | <b>422,341</b>                     |
| <b><u>Property Costs</u></b>         |                                    |                                      |                                    |
| Energy                               | 8,500                              | 8,500                                | 8,500                              |
| Cleaning                             | 2,500                              | 2,500                                | 2,500                              |
| Maintenance                          | 500                                | 500                                  | 500                                |
| Rent                                 | 13,490                             | 13,490                               | 13,490                             |
| Rates                                | 4,942                              | 4,942                                | 4,942                              |
|                                      | <b>29,932</b>                      | <b>29,932</b>                        | <b>29,932</b>                      |
| <b><u>Supplies and Services</u></b>  |                                    |                                      |                                    |
| Office Consumables                   | 4,125                              | 3,225                                | 4,125                              |
| Communications                       | 2,500                              | 2,500                                | 2,500                              |
| Insurance                            | 7,500                              | 7,500                                | 7,500                              |
| Information Technology               | 2,200                              | 2,600                                | 2,200                              |
| Hospitality                          | 700                                | 1,200                                | 700                                |
| Board Expenses - misc.               | 500                                | 500                                  | 500                                |
|                                      | <b>17,525</b>                      | <b>17,525</b>                        | <b>17,525</b>                      |
| <b><u>Transport Costs</u></b>        |                                    |                                      |                                    |
| Travel and Subsistence               | 1,500                              | 1,000                                | 1,500                              |
| Public Transport                     | 2,800                              | 1,210                                | 2,800                              |
| Expenses - Board Members             | 500                                | 500                                  | 500                                |
|                                      | <b>4,800</b>                       | <b>2,710</b>                         | <b>4,800</b>                       |
| <b><u>Third Party Payments</u></b>   |                                    |                                      |                                    |
| Audit Fees External                  | 12,560                             | 13,800                               | 13,800                             |
| PKC Finance Service                  | 14,000                             | 14,000                               | 14,000                             |
| PKC Secretariat Service              | 8,000                              | 8,000                                | 8,000                              |
| PKC Legal Services                   | 3,000                              | 3,000                                | 3,000                              |
| PKC IT Services                      | 8,250                              | 8,250                                | 8,250                              |
| Other Third Party Payments           | 2,000                              | 2,850                                | 2,200                              |
|                                      | <b>47,810</b>                      | <b>49,900</b>                        | <b>49,250</b>                      |
| Gross Expenditure                    | <b>567,149</b>                     | <b>529,229</b>                       | <b>523,848</b>                     |
| Net Income/(Expenditure)             | (19,617)                           | 18,303                               | -                                  |
| Opening Core Reserves                | 48,341                             | 48,341                               | 66,644                             |
| Transfer to/(from) Earmarked Reserve | (14,982)                           | (14,982)                             | -                                  |
| Transfer to/(from) General Reserve   | (4,635)                            | 33,285                               | -                                  |
| Closing Core Reserves                | 28,724                             | 66,644                               | 66,644                             |

## TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

10 DECEMBER 2024

## MEDIUM-TERM FINANCIAL PLAN

## REPORT BY DIRECTOR AND TREASURER

Purpose

This report asks the Partnership to note the Medium-Term Financial Plan (MTFP) and remits officers to maintain a rolling five-year plan.

Summary

This report provides a medium-term financial plan for Tactran Core and RTS Revenue Budget, providing 3 scenarios – balanced, optimistic and pessimistic. The balanced scenario indicates a positive, if decreasing, surplus in Core Budget over the 5-year period of the plan.

It is noted that Tactran has in the past successfully utilised other funding sources to supplement income and continues to seek further funding opportunities. Tactran is also developing a Delivery Plan that will determine resources required to deliver the Regional Transport Strategy

**1 RECOMMENDATIONS**

1.1 That the Partnership:

- (i) notes the Medium-Term Financial Plan; and
- (ii) remits Tactran officers to maintain a rolling five-year plan and further refine the assumptions that underpin it.

**2 BACKGROUND**

- 2.1 At its meeting on 12 December 2023 the Partnership noted the contents of Audit Scotland's Draft Annual Audit Report for the year ended 31 March 2023 and approved the 2022/23 Audited Annual Accounts (Report RTP/23/30 refers).
- 2.2 The 2022/23 Audited Annual Report recommended that Tactran should develop a medium-term financial plan.
- 2.3 The MTFP seeks to provide a range of scenarios for key variables used in the budgeting and financial planning. The report considers the wider economic outlook and how this might impact on Tactran over the medium-term.

**3 DISCUSSION**

- 3.1 Within the wider scope of the 2022/23 Annual Audit Report, it was noted that: *annual funding from the Scottish Government and constituent councils has not increased since 2013/14 and 2015/16 respectively. Over time, the proportion allocated to Tactran's core budget has increased and as a result the amount*

*remaining to fund Regional Transport Strategy projects has decreased. The public sector is facing continuing funding pressures and Tactran will find it increasingly challenging to secure sufficient additional funding to deliver on its priorities and outcomes.*

- 3.2 In addition it was noted that: *to date, Tactran has prepared financial plans on an annual basis. In these fiscally challenging times, planning over the medium-term is essential for Tactran to understand and manage any risks or threats to its financial sustainability. It was therefore recommended that Tactran should develop a medium-term financial plan.*
- 3.3 Tactran has therefore developed a 5-year financial plan, which covers financial years 2025/26 to 2029/30.

#### Core and RTS Revenue Budget

- 3.4 Tactran's operational and delivery funding is provided by Scottish Government Grant in Aid supplemented by partner Council contributions towards Core operating costs.
- 3.5 In 2013/14 Scottish Government Grant in Aid funding provided £522,750 and this annual Scottish Government Grant in Aid has remained at £522,750 through to 2024/25, when it was decreased by 5%. The combined partner Council contributions were £101,000 in 2013/14. This increased to £103,020 in 2015/16 and the annual partner Council contributions have remained at this level.
- 3.6 However, there has been significant increase in inflation between 2013/14 and 2023/24, while the funding from both Central and Local Government has remained virtually static, with no additional funding provided for increasing salaries and other Core costs. Bank of England Consumer Price Index indicates a 34.2% increase over the same period between 2013 and 2023.
- 3.7 The total Core Budget in 2013/14 was 67% of the overall Grant in Aid and Council income, leaving 33% for Regional Transport Strategy projects. In 2023/24 the total Core Budget was 85% of the overall Grant in Aid and Council income, leaving 15% for Regional Transport Strategy projects.
- 3.8 Tactran has also been successful over the years in attracting third party income to supplement its operational and delivery funding and continues to explore opportunities.
- 3.9 The MTFP focuses on the Core income and expenditure and considers three scenarios – balanced, optimistic and pessimistic and makes a number of assumptions regarding pay inflation, superannuation employer contributions, general inflation, Scottish Government Funding (Grant in Aid), Local Government Funding and staff time recharging.
- 3.10 Each scenario assumes that the staffing level and structure remains as at present and that the equivalent of 200% Projects/Strategy Officer is recharged

to projects (Note: in 2024/25 150% Projects/Strategy Officer is being recharged to MaaS and Active Travel People and Place projects). All assumptions are outlined in Appendix D and detailed in the following paragraphs.

- 3.11 Pay Inflation is a primary source for cost increases at Tactran with Staff Costs currently accounting for c80% of the Core budget. The balanced scenario assumes 3% pay inflation for the duration of the MTFP which allows for rises slightly above the Bank of England (BoE) inflation target, but in line with the Scottish Government public sector pay policy. The optimistic scenario assumes pay inflation is in line with the BoE inflation target of 2%; and the pessimistic scenario assumes pay inflation of 4% which allows for awards in excess of inflation.
- 3.12 Superannuation Employer Contributions are paid as a direct percentage of gross pay for staff that are members of the Local Government Pension Scheme. The most recent triennial review of the Tayside Pension Fund was carried out at 31 March 2023 which determined the employers contribution rate was to decrease from 17% to 15.7% until at least 2026/27 when a further review will be undertaken. For the balanced scenario it is assumed this reduction in rate is reversed from 2026/27 reverting to 17%. The optimistic scenario assumes the rate remains for the duration of the MTFP as 15.7%. The pessimistic scenario assumes the contribution rate is increased to 18.3% to compensate for lower rates from 2024-2027.
- 3.13 General Inflation affects various other costs that Tactran incurs. In the past two years this has been highly variable although recently has settled at a more ordinary level. There are still many external factors that affect this rate however the Bank of England recently released forecast inflation data predicting annual CPI of 1.3% for 2026/27 and 1.1% for 2027/28. This has been used as the basis for the optimistic scenario which assumes a slight increase to 1.5% in 2028/29 before settling at the BoE target of 2% in 2029/30. The balanced scenario assumes inflation a little higher being 1% above the optimistic level, with the pessimistic scenario going slightly further, assuming 2% above the optimistic scenario.
- 3.14 Scottish Government Funding provides the majority of the revenue budget for Tactran. As detailed in 3.5 above, funding from the Scottish Government since 2013/14 was £522,750 followed by a 5% reduction in 2024/25 which Tactran understands is a one off reduction. The balanced scenario assumes the Scottish Government funding will revert to £522,750 for the duration of the MTFP with the pessimistic scenario assuming the 5% reduction becomes the new norm. The optimistic scenario assumes the 5% reduction is returned along with 1% increases each year to restore the amount that can be directed towards the RTS.
- 3.15 Local Government Funding from the four constituent authorities of the Tactran region has been maintained at £103,020 since 2015/16. Both the balanced and pessimistic scenarios assume that Local Government Funding will remain at current levels. The optimistic scenario assumes an increase in funding of 5% per annum can be agreed with local authorities in order to restore the funding

that can be directed towards the RTS. This would result in an annual increase of c£28,000 by the end of the MTFP, an average of £7,000p.a. for each constituent authority.

- 3.16 The table below provides a summary of Surplus / (Deficit) from the MTFP over the next 5 years available for the RTS Revenue budget for each scenario.

**Core Budget Surplus / (Deficit) 2025/26 – 2029/10**

|             | 2025/26  | 2026/27  | 2027/28  | 2028/29  | 2029/30  |
|-------------|----------|----------|----------|----------|----------|
| Balanced    | £101,922 | £92,545  | £78,598  | £64,079  | £48,911  |
| Optimistic  | £116,155 | £122,179 | £124,185 | £126,190 | £128,156 |
| Pessimistic | £71,674  | £57,497  | £38,428  | £18,438  | (£2,563) |

- 3.17 Details of each scenario is provided for in Appendices as follows; Appendix A – Balanced Scenario; Appendix B – Optimistic Scenario; Appendix C – Pessimistic Scenario.
- 3.18 Any surplus from the Core will be utilised for the RTS Revenue budget and supplemented by external funding, for example in 2024/25 the Scottish Government provided Tactran with approximately £1.8m Active Travel Behaviour Change funding. This funding and a MaaS partnership with Sustran (IMPS) resulted in 150% of Projects Manager/Strategy Officer time being recharged to these funding streams.
- 3.19 It can be seen that there remains a positive, if decreasing, surplus in the balanced scenario; an increasing surplus in the optimistic scenario and a decreasing surplus turning into a deficit in the pessimistic scenario.
- 3.20 It should be noted that the balanced scenario is viewed as most likely and therefore that which Tactran will use as the foundation for future financial planning. This approach allows for consideration of options to manage pressures over the medium term and assist in delivering a balanced budget each year. As referenced in sections 3.14 and 3.15, the MTFP makes assumptions around future funding and will be a key document for discussions with Central and Local Government.

Delivery Plan Funding

- 3.21 As reported to the Partnership at its meeting in September 2024, Tactran is in the process of developing a Delivery Plan (Report RTP/24/22 refers) and an update on progress is provided within the Director’s Report to this meeting.
- 3.22 One of the key outcomes will be to determine what resources are required to fulfil the Scottish Government NTS, Tactran RTS and partner organisations objectives and targets within the Tactran region. It is intended that an update on resources required will be provided with a general Delivery Plan update at the Partnership meeting in March 2025.

## **4 CONSULTATIONS**

- 4.1 Tactran officers have consulted with constituent Council officers as well as Transport Scotland and other relevant organisations in developing this report.

## **5 RESOURCE IMPLICATIONS**

- 5.1 Resource implications are outlined 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**

For further information contact Niall Gardiner, [niallgardiner@tactran.gov.uk](mailto:niallgardiner@tactran.gov.uk) / 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/23/30, Draft Audited Annual Accounts 2022/23 and Draft Annual Audit Report to the Members of Tactran and the Controller of Audit for the Year Ended 31 March 2023, 12 December 2023

Report to Partnership RTP/24/22, Regional Transport Strategy: Delivery Plan, 10 September 2024

|                              | <b>Balanced Scenario</b> |                |                |                |                |
|------------------------------|--------------------------|----------------|----------------|----------------|----------------|
|                              | <b>2025/26</b>           | <b>2026/27</b> | <b>2027/28</b> | <b>2028/29</b> | <b>2029/30</b> |
| <b><u>Income</u></b>         |                          |                |                |                |                |
| Scottish Gov Grant Revenue   | 522,750                  | 522,750        | 522,750        | 522,750        | 522,750        |
| Council Req's Revenue        | 103,020                  | 103,020        | 103,020        | 103,020        | 103,020        |
| <b>Total Income</b>          | <b>625,770</b>           | <b>625,770</b> | <b>625,770</b> | <b>625,770</b> | <b>625,770</b> |
| <b><u>Expenditure</u></b>    |                          |                |                |                |                |
| <b>Staff Costs</b>           |                          |                |                |                |                |
| Salary GP                    | 422,278                  | 434,946        | 447,994        | 461,433        | 475,275        |
| Salary Supn                  | 66,298                   | 68,287         | 70,335         | 72,445         | 74,618         |
| Salary NI                    | 58,102                   | 60,001         | 61,959         | 63,973         | 66,052         |
| Project Recharging           | (126,737)                | (130,583)      | (134,544)      | (138,625)      | (142,829)      |
| Training/Conferences         | 2,000                    | 2,000          | 2,000          | 2,000          | 2,000          |
| Subscriptions                | 400                      | 400            | 400            | 400            | 400            |
|                              | <u>422,341</u>           | <u>435,051</u> | <u>448,144</u> | <u>461,626</u> | <u>475,516</u> |
| <b>Property Costs</b>        |                          |                |                |                |                |
| Energy                       | 8,500                    | 4,250          | 4,250          | 4,250          | 4,250          |
| Cleaning                     | 2,500                    | 2,558          | 2,612          | 2,677          | 2,757          |
| Maintenance                  | 500                      | 500            | 500            | 500            | 500            |
| Rent                         | 13,490                   | 13,490         | 13,490         | 13,490         | 13,490         |
| Rates                        | 4,942                    | 5,056          | 5,162          | 5,291          | 5,450          |
|                              | <u>29,932</u>            | <u>25,854</u>  | <u>26,014</u>  | <u>26,208</u>  | <u>26,447</u>  |
| <b>Supplies and Services</b> |                          |                |                |                |                |
| Office Consumables           | 4,125                    | 4,220          | 4,309          | 4,417          | 4,550          |
| Communications               | 2,500                    | 2,558          | 2,612          | 2,677          | 2,757          |
| Insurance                    | 7,500                    | 7,673          | 7,834          | 8,030          | 8,271          |
| Information Technology       | 2,200                    | 2,251          | 2,298          | 2,355          | 2,426          |
| Hospitality                  | 700                      | 700            | 700            | 700            | 700            |
| Board Expenses - misc.       | 500                      | 500            | 500            | 500            | 500            |
|                              | <u>17,525</u>            | <u>17,902</u>  | <u>18,253</u>  | <u>18,679</u>  | <u>19,204</u>  |
| <b>Transport Costs</b>       |                          |                |                |                |                |
| Travel and Subsistence       | 1,500                    | 1,500          | 1,500          | 1,500          | 1,500          |
| Public Transport             | 2,800                    | 2,800          | 2,800          | 2,800          | 2,800          |
| Expenses - Board Members     | 500                      | 500            | 500            | 500            | 500            |
|                              | <u>4,800</u>             | <u>4,800</u>   | <u>4,800</u>   | <u>4,800</u>   | <u>4,800</u>   |
| <b>Third Party Payments</b>  |                          |                |                |                |                |
| Audit Fees External          | 13,800                   | 14,117         | 14,413         | 14,773         | 15,216         |
| PKC Finance Service          | 14,000                   | 14,000         | 14,000         | 14,000         | 14,000         |
| PKC Secretariat Service      | 8,000                    | 8,000          | 8,000          | 8,000          | 8,000          |
| PKC Legal Services           | 3,000                    | 3,000          | 3,000          | 3,000          | 3,000          |
| PKC IT Services              | 8,250                    | 8,250          | 8,250          | 8,250          | 8,250          |
| Other Third Party Payments   | 2,200                    | 2,251          | 2,298          | 2,355          | 2,426          |
|                              | <u>49,250</u>            | <u>49,618</u>  | <u>49,961</u>  | <u>50,378</u>  | <u>50,892</u>  |
| <b>Total Expenditure</b>     | <b>523,848</b>           | <b>533,225</b> | <b>547,172</b> | <b>561,691</b> | <b>576,859</b> |
| <b>Surplus / (Deficit)</b>   | <b>101,922</b>           | <b>92,545</b>  | <b>78,598</b>  | <b>64,079</b>  | <b>48,911</b>  |
| (Balance towards RTS)        |                          |                |                |                |                |

|                              | <b>Optimistic Scenario</b> |                |                |                |                |
|------------------------------|----------------------------|----------------|----------------|----------------|----------------|
|                              | <b>2025/26</b>             | <b>2026/27</b> | <b>2027/28</b> | <b>2028/29</b> | <b>2029/30</b> |
| <b><u>Income</u></b>         |                            |                |                |                |                |
| Scottish Gov Grant Revenue   | 527,716                    | 532,993        | 538,323        | 543,706        | 549,144        |
| Council Req's Revenue        | 108,171                    | 113,580        | 119,259        | 125,221        | 131,483        |
| <b>Total Income</b>          | <b>635,887</b>             | <b>646,573</b> | <b>657,582</b> | <b>668,928</b> | <b>680,626</b> |
| <b><u>Expenditure</u></b>    |                            |                |                |                |                |
| <b>Staff Costs</b>           |                            |                |                |                |                |
| Salary GP                    | 418,177                    | 426,540        | 435,071        | 443,773        | 452,649        |
| Salary Supn                  | 65,654                     | 66,967         | 68,306         | 69,672         | 71,066         |
| Salary NI                    | 57,485                     | 58,741         | 60,019         | 61,326         | 62,654         |
| Project Recharging           | (125,491)                  | (128,030)      | (130,620)      | (133,264)      | (135,958)      |
| Training/Conferences         | 2,000                      | 2,000          | 2,000          | 2,000          | 2,000          |
| Subscriptions                | 400                        | 400            | 400            | 400            | 400            |
|                              | <u>418,225</u>             | <u>426,618</u> | <u>435,176</u> | <u>443,907</u> | <u>452,811</u> |
| <b>Property Costs</b>        |                            |                |                |                |                |
| Energy                       | 8,500                      | 4,250          | 4,250          | 4,250          | 4,250          |
| Cleaning                     | 2,500                      | 2,533          | 2,561          | 2,599          | 2,651          |
| Maintenance                  | 500                        | 500            | 500            | 500            | 500            |
| Rent                         | 13,490                     | 13,490         | 13,490         | 13,490         | 13,490         |
| Rates                        | 4,942                      | 5,006          | 5,061          | 5,137          | 5,240          |
|                              | <u>29,932</u>              | <u>25,779</u>  | <u>25,862</u>  | <u>25,976</u>  | <u>26,131</u>  |
| <b>Supplies and Services</b> |                            |                |                |                |                |
| Office Consumables           | 4,125                      | 4,179          | 4,225          | 4,288          | 4,374          |
| Communications               | 2,500                      | 2,533          | 2,561          | 2,599          | 2,651          |
| Insurance                    | 7,500                      | 7,598          | 7,682          | 7,797          | 7,953          |
| Information Technology       | 2,200                      | 2,229          | 2,254          | 2,288          | 2,334          |
| Hospitality                  | 700                        | 700            | 700            | 700            | 700            |
| Board Expenses - misc.       | 500                        | 500            | 500            | 500            | 500            |
|                              | <u>17,525</u>              | <u>17,739</u>  | <u>17,922</u>  | <u>18,172</u>  | <u>18,512</u>  |
| <b>Transport Costs</b>       |                            |                |                |                |                |
| Travel and Subsistence       | 1,500                      | 1,500          | 1,500          | 1,500          | 1,500          |
| Public Transport             | 2,800                      | 2,800          | 2,800          | 2,800          | 2,800          |
| Expenses - Board Members     | 500                        | 500            | 500            | 500            | 500            |
|                              | <u>4,800</u>               | <u>4,800</u>   | <u>4,800</u>   | <u>4,800</u>   | <u>4,800</u>   |
| <b>Third Party Payments</b>  |                            |                |                |                |                |
| Audit Fees External          | 13,800                     | 13,979         | 14,133         | 14,345         | 14,632         |
| PKC Finance Service          | 14,000                     | 14,000         | 14,000         | 14,000         | 14,000         |
| PKC Secretariat Service      | 8,000                      | 8,000          | 8,000          | 8,000          | 8,000          |
| PKC Legal Services           | 3,000                      | 3,000          | 3,000          | 3,000          | 3,000          |
| PKC IT Services              | 8,250                      | 8,250          | 8,250          | 8,250          | 8,250          |
| Other Third Party Payments   | 2,200                      | 2,229          | 2,254          | 2,288          | 2,334          |
|                              | <u>49,250</u>              | <u>49,458</u>  | <u>49,637</u>  | <u>49,883</u>  | <u>50,216</u>  |
| <b>Total Expenditure</b>     | <b>519,732</b>             | <b>524,394</b> | <b>533,397</b> | <b>542,738</b> | <b>552,470</b> |
| <b>Surplus / (Deficit)</b>   | <b>116,155</b>             | <b>122,179</b> | <b>124,185</b> | <b>126,190</b> | <b>128,156</b> |
| (Balance towards RTS)        |                            |                |                |                |                |



|                              | <b>Pessimistic Scenario</b> |                |                |                |                |
|------------------------------|-----------------------------|----------------|----------------|----------------|----------------|
|                              | <b>2025/26</b>              | <b>2026/27</b> | <b>2027/28</b> | <b>2028/29</b> | <b>2029/30</b> |
| <b><u>Income</u></b>         |                             |                |                |                |                |
| Scottish Gov Grant Revenue   | 496,613                     | 496,613        | 496,613        | 496,613        | 496,613        |
| Council Req's Revenue        | 103,020                     | 103,020        | 103,020        | 103,020        | 103,020        |
| <b>Total Income</b>          | <b>599,633</b>              | <b>599,633</b> | <b>599,633</b> | <b>599,633</b> | <b>599,633</b> |
| <b><u>Expenditure</u></b>    |                             |                |                |                |                |
| <b>Staff Costs</b>           |                             |                |                |                |                |
| Salary GP                    | 426,377                     | 443,433        | 461,170        | 479,617        | 498,800        |
| Salary Supn                  | 66,941                      | 69,619         | 72,404         | 75,300         | 78,312         |
| Salary NI                    | 58,714                      | 61,274         | 63,933         | 66,702         | 69,579         |
| Project Recharging           | (127,980)                   | (133,161)      | (138,545)      | (144,149)      | (149,973)      |
| Training/Conferences         | 2,000                       | 2,000          | 2,000          | 2,000          | 2,000          |
| Subscriptions                | 400                         | 400            | 400            | 400            | 400            |
|                              | 426,452                     | 443,565        | 461,362        | 479,870        | 499,118        |
| <b>Property Costs</b>        |                             |                |                |                |                |
| Energy                       | 8,500                       | 4,250          | 4,250          | 4,250          | 4,250          |
| Cleaning                     | 2,500                       | 2,583          | 2,663          | 2,756          | 2,866          |
| Maintenance                  | 500                         | 500            | 500            | 500            | 500            |
| Rent                         | 13,490                      | 13,490         | 13,490         | 13,490         | 13,490         |
| Rates                        | 4,942                       | 5,105          | 5,263          | 5,447          | 5,665          |
|                              | 29,932                      | 25,928         | 26,166         | 26,443         | 26,771         |
| <b>Supplies and Services</b> |                             |                |                |                |                |
| Office Consumables           | 4,125                       | 4,261          | 4,393          | 4,547          | 4,729          |
| Communications               | 2,500                       | 2,583          | 2,663          | 2,756          | 2,866          |
| Insurance                    | 7,500                       | 7,748          | 7,988          | 8,268          | 8,599          |
| Information Technology       | 2,200                       | 2,273          | 2,343          | 2,425          | 2,522          |
| Hospitality                  | 700                         | 700            | 700            | 700            | 700            |
| Board Expenses - misc.       | 500                         | 500            | 500            | 500            | 500            |
|                              | 17,525                      | 18,065         | 18,587         | 19,196         | 19,916         |
| <b>Transport Costs</b>       |                             |                |                |                |                |
| Travel and Subsistence       | 1,500                       | 1,500          | 1,500          | 1,500          | 1,500          |
| Public Transport             | 2,800                       | 2,800          | 2,800          | 2,800          | 2,800          |
| Expenses - Board Members     | 500                         | 500            | 500            | 500            | 500            |
|                              | 4,800                       | 4,800          | 4,800          | 4,800          | 4,800          |
| <b>Third Party Payments</b>  |                             |                |                |                |                |
| Audit Fees External          | 13,800                      | 14,255         | 14,697         | 15,211         | 15,819         |
| PKC Finance Service          | 14,000                      | 14,000         | 14,000         | 14,000         | 14,000         |
| PKC Secretariat Service      | 8,000                       | 8,000          | 8,000          | 8,000          | 8,000          |
| PKC Legal Services           | 3,000                       | 3,000          | 3,000          | 3,000          | 3,000          |
| PKC IT Services              | 8,250                       | 8,250          | 8,250          | 8,250          | 8,250          |
| Other Third Party Payments   | 2,200                       | 2,273          | 2,343          | 2,425          | 2,522          |
|                              | 49,250                      | 49,778         | 50,290         | 50,886         | 51,591         |
| <b>Total Expenditure</b>     | <b>527,959</b>              | <b>542,136</b> | <b>561,205</b> | <b>581,195</b> | <b>602,196</b> |
| <b>Surplus / (Deficit)</b>   | <b>71,674</b>               | <b>57,497</b>  | <b>38,428</b>  | <b>18,438</b>  | <b>(2,563)</b> |
| (Balance towards RTS)        |                             |                |                |                |                |

### Medium-Term Financial Plan Assumptions

|   | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 |
|---|---------|---------|---------|---------|---------|
| <b><u>Pay Inflation</u></b>                 |         |         |         |         |         |
| Optimistic                                  | 2.0%    | 2.0%    | 2.0%    | 2.0%    | 2.0%    |
| Balanced                                    | 3.0%    | 3.0%    | 3.0%    | 3.0%    | 3.0%    |
| Pessimistic                                 | 4.0%    | 4.0%    | 4.0%    | 4.0%    | 4.0%    |
| <b><u>Superannuation Employer Cont.</u></b> |         |         |         |         |         |
| Optimistic                                  | 0.0%    | 0.0%    | 0.0%    | 0.0%    | 0.0%    |
| Balanced                                    | 0.0%    | 0.0%    | 1.3%    | 1.3%    | 1.3%    |
| Pessimistic                                 | 0.0%    | 0.0%    | 2.6%    | 2.6%    | 2.6%    |
| <b><u>General Inflation</u></b>             |         |         |         |         |         |
| Optimistic                                  | 0.0%    | 1.3%    | 1.1%    | 1.5%    | 2.0%    |
| Balanced                                    | 0.0%    | 2.3%    | 2.1%    | 2.5%    | 3.0%    |
| Pessimistic                                 | 0.0%    | 3.3%    | 3.1%    | 3.5%    | 4.0%    |
| <b><u>Scottish Government Funding</u></b>   |         |         |         |         |         |
| Optimistic                                  | 6.26%   | 1.0%    | 1.0%    | 1.0%    | 1.0%    |
| Balanced                                    | 5.26%   | 0.0%    | 0.0%    | 0.0%    | 0.0%    |
| Pessimistic                                 | 0.0%    | 0.0%    | 0.0%    | 0.0%    | 0.0%    |
| <b><u>Local Government Funding</u></b>      |         |         |         |         |         |
| Optimistic                                  | 5.0%    | 5.0%    | 5.0%    | 5.0%    | 5.0%    |
| Balanced                                    | 0.0%    | 0.0%    | 0.0%    | 0.0%    | 0.0%    |
| Pessimistic                                 | 0.0%    | 0.0%    | 0.0%    | 0.0%    | 0.0%    |
| <b><u>Staff Time Recharging</u></b>         |         |         |         |         |         |
| Projects Officer Funding                    | 100%    | 100%    | 100%    | 100%    | 100%    |
| Strategy Officer Funding                    | 100%    | 100%    | 100%    | 100%    | 100%    |

## TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

10 DECEMBER 2024

## ACTIVE TRAVEL BEHAVIOUR CHANGE 2025/26

## REPORT BY PROJECTS MANAGER

Purpose

This report asks the Partnership to note proposals for Tactran People and Place Programme commencing financial year 2025/26. The report asks the Partnership to delegate authority to the Executive Committee to approve the final application to Transport Scotland for funding to support the People and Place programme.

Summary

This report provides information on an intended submission for the continuation of People and Place programmes in 2025/26.

**1 RECOMMENDATIONS**

## 1.1 That the Partnership:

- (i) notes the intended submission to Transport Scotland for the continued operation of the Tactran People and Place programme, in line with updated guidance from Transport Scotland; and
- (ii) delegates authority to the Tactran Executive Committee to confirm and approve the proposed submission to Transport Scotland.

**2 BACKGROUND**

- 2.1 At its meeting on 12 December 2023 the Partnership was informed that RTPs were to provide proposals for active travel behaviour change initiatives for direct funding by Transport Scotland (RPT/23/31). This was confirmed by the Director as a verbal update at the Partnership Special Meeting on 30 January 2024. The partnership was subsequently awarded £1.8m for use in 2024/25 for Active Travel Behaviour Change initiatives under the People and Place (P&P) fund.
- 2.2 Further updates on Active Travel initiatives were provided at the Partnership meetings on 12 March 2024 (Report RTP/24/04), 11 June 2024 (Report RTP/24/14), and 10 September 2024 (Report RTP/24/25). Further updates on Active Travel initiatives were provided at the Partnership meetings on 12 March 2024 (Report RTP/24/04), 11 June 2024 (Report RTP/24/14), and 10 September 2024 (Report RTP/24/25). Appendix D of Item 6 2024/25 budget and monitoring report to this meeting provides details of initiatives undertaken in quarter 2 of 2024/25.
- 2.3 On the 18 September 2024 (RTP Operational Group meeting) Transport Scotland informed RTPs of changes to the programmes supporting Active

Travel initiatives, including a Terms of Reference document proposing an extension to the programme to be delivered from 2025/26. A timeline for applications was also provided in draft. RTPs were requested to develop proposals to the expanded People and Place fund in line with the emerging guidance.

- 2.4 The revised programme for delivery from 2025/26, as notified by TS, includes substantive changes being; the expansion of scale to include community projects, previously supported by the Community Projects Transition Fund (CPTF); and a broadening of scope to include aspects of Sustainable Travel under the same fund. The 2025/26 programme will also extend to include coordination to support RTP and Local Authority (LA) activities, understood to include LA funding streams focused on staffing capacity.

### **3 DISCUSSION**

#### **Active and Sustainable Travel Behaviour Change (People and Place Programme) 2025/26**

- 3.1 Tactran has been asked to apply for grant funding by Transport Scotland for an Active and Sustainable Travel Behaviour Change programme in the Tactran region.
- 3.2 A draft proposal was developed by Tactran which includes structure, design, and proposed allocations for circulation to Partnership Members available in Members area of the Tactran [website](#), and discussed below.
- 3.3 The proposed programme maintains the same four themes as previously developed, being: Schools and young people, Workplaces, Accessibility and inclusion, and Capacity and capability. The 2025/26 programme, as proposed, would also extend to include coordination to support RTP and LA activities, including LA funding streams focused on staffing capacity. All Tactran Local Authorities have been actively involved in the development of the draft proposal.
- 3.4 The proposal develops a scale of engagement concept, initially applied in the 2024/25 programme as 'clusters', proposing an update to reflect the broadening of scope and scale set out in the TS guidance. The update develops from the Regional Transport Strategy priorities, based on mapping overlays to identify locations of intersecting need, to provide three geographical definitions for application: community, locality, and regional.
- 3.5 The 2025/26 Tactran People and Place programme is proposed as three 'funds': a community fund, focused on locally delivered projects; a place fund, focused on priority interventions at a locality level; and a regional fund, focused on complex and multi-authority projects. The programme as proposed would be planned on a five-year cycle, subject to review and continued funding.
- 3.6 RTP submissions to the fund are anticipated to be requested shortly after the announcement of the Scottish Budget (December 2024), to be followed by a process of review, anticipated to run to February 2025. This would likely run in

parallel with the passage of budget allocations through government, concluding as a final round of budget allocation in February 2025.

- 3.7 The Tactran People and Place application will be fully costed on the basis of budget allocations to the fund, at the completion of government allocation rounds. An indicative budget allocation has been included in the draft proposal in discussion with Transport Scotland.
- 3.8 Given the uncertainty of precise decision dates it is requested that the Partnership delegates approval of the final submission to Transport Scotland to the Executive Committee.
- 3.9 Delivery processes for the 2025/26 programme have been developed with support from Arup and are set out in the draft proposal. These include proposed delivery programmes, resource and partner support, and administration. It is anticipated that a bulk of administration would be delivered in-house by Tactran officers. Some aspects of administration and delivery common across RTPs have also been identified as appropriate for a uniform approach. This including, but not limited to, application processes, standardised reporting, monitoring and evaluation. A series of discussions have been undertaken and are ongoing to ensure that, to the extent possible and pragmatic, common formats are applied across RTPs.
- 3.10 Further aspects of delivery, including monitoring and evaluation requirements are based on guidance provided by Transport Scotland. These are subject to development and update by Transport Scotland and discussed at programme delivery and evaluation group meetings hosted by TS. All RTPs are engaged in the groups and have worked closely with TS to ensure a systematic approach is agreed and taken forward.
- 3.11 Given that work is ongoing, a presentation providing an update on the 2025/26 Tactran People and Place programme will be given at the Partnership meeting.

#### **4 CONSULTATIONS**

- 4.1 Tactran officers have consulted with partnership local authorities as well as National and Local Active Travel Delivery Partners, Transport Scotland and other relevant organisations in identifying priorities and projects.

#### **5 RESOURCE IMPLICATIONS**

- 5.1 The proposed submission would seek support from Transport Scotland to meet delivery costs of the Tactran People and Place programme 2025/26. The application covering all operational, support, and administrative costs, including resource and partner support. It is anticipated this would include Tactran staffing and delivery costs, reporting and application costs for subsequent programme years.

## 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. The Active Travel Behaviour Change (People and Place Programme) 2024/25 includes the following impact assessments:

- Equality and Human Rights Impact Assessment (EqIA)
- Children’s Rights and Wellbeing Impact Assessment (CRWIA)
- Health Inequalities Impact Assessment (HIIA)

6.2 The requirements of the Fairer Scotland Duty will be met through the EqIA, CRWIA and HIIA processes included within the Integrated Impact Assessment.

**James Cooper**  
**Projects Manager**

For further information contact James Cooper, [jamescooper@tactran.gov.uk](mailto:jamescooper@tactran.gov.uk) / telephone 07311 651 698

### **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/23/31, Tactran Annual Report 2022/23, 12 December 2023

Report to Partnership RTP/24/04, Active Travel Update, 12 March 2024

Report to Partnership RTP/24/14, Active Travel Update, 11 June 2024

Report to Partnership RTP/24/25, Active Travel Behaviour Change Update, 10 September 2024

## TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

10 DECEMBER 2024

## DIRECTOR'S REPORT

Purpose

This report asks the Partnership to note updates on RTS Delivery Plan, Tactran Bus Plan and MaaS and seeks a decision regarding the future of Tactran Liftshare.

Summary

This report notes that a published version of the RTS is now available on the Tactran website and that a Senior Officer Group Delivery Group has now been established to take forward the RTS Delivery Plan. Updates are also provided on the Tactran Bus Plan and MaaS progress in partnership with Sestran. The report also requests the Partnership to decide on a preferred option for Tactran Liftshare.

**1 RECOMMENDATIONS**

1.1 That the Partnership:

- (i) notes updates on RTS Delivery Plan, Tactran Bus Plan and MaaS; and
- (ii) approves Option A for Tactran Liftshare as described within this report as the preferred option.

**2 DISCUSSION****RTS Update**

- 2.1 The Partnership adopted the Tayside and Central Scotland Regional Transport Strategy (RTS) on 11 June 2024 (report RTP/24/12 refers). Officers have subsequently been progressing (i) a 'glossy' version of the RTS for publication and (ii) the RTS Delivery Plan process.
- 2.2 'Glossy' versions of the RTS, an Executive Summary and an Easy Read Summary are now available on the Tactran RTS [webpage](#). A limited number of printed versions of all three documents will be made available.
- 2.3 The Partnership endorsed the established of an RTS Senior Officer Delivery Group at its September 2024 meeting (Report RTP/24/22 refers). This Group has been established, and have agreed the role of the Group and terms of reference. The Group is currently considering:
  - Gaps in delivery
  - What risks these gaps in delivery pose to the adopted targets
  - What actions are required to address these risks
  - The resource implications of these actions

- 2.4 This work will be reported back to the March meeting of the Partnership as requested by the Partnership meeting in September 2024. Members will remember that the adopted RTS notes that to achieve the national and local aspirations a step change in delivery is required, itself requiring a step change in how we do things.

### **Bus Plan Update**

- 2.5 The Tactran Bus Development plan, as reported to the Partnership at its meeting on 10 Sept 2024 (RTP/24/23 refers), has been circulated via the Bus Alliance to local authorities transport officers as a part of a detailed consultation and development process, and to bus companies operating within the Tactran region. Authority and operator responses have been, and are continuing to be, received supporting the development of the plan and its potential implementation. Further meetings of the bus alliance and individual meetings with Local Authority officers will support the development of an implementation plan reflecting the individual contexts of each of the authorities.

### **MaaS Update**

- 2.6 Tactran commenced a Mobility as a Service (MaaS) programme in 2021 following an award from Transport Scotland's MaaS Investment Fund (MIF). Since 2022, the programme has been progressed jointly with SEStrans under the umbrella of the Integrated Mobility Partnership (IMPs).
- 2.7 The Partnership has considered the continuation of the programme based on:
- The success of the programme as reported in the Tactran MaaS Monitoring and Evaluation report
  - Transport Scotland's evaluation of the MaaS Investment Fund programme
- 2.8 Publication of Transport Scotland's evaluation of the MIF programme is still awaited.
- 2.9 Given the timescales involved to get a MaaS programme up and running; and the positive outcomes of, and potential identified through, the pilot programmes, the Partnership agreed to continue to support the programme (report RTP/24/17 refers). The programme currently has funding up to the end of 2024/5 financial year.
- 2.10 The contracts for the supply of the Tactran and SEStran programmes were initially designed for the pilot period of the programme and have been extended as the MIF evaluation was waited upon. Given the respective Partnerships' continued support for the programme, Tactran and SEStran officers have been undertaking a procurement process to ensure that a supplier is in place to continue the programme post 2024/25 should finances become available.



- 2.11 The procurement process has been undertaken with assistance from Innovate UK. The opportunity to provide the MaaS service to the Tactran and SEStran regions was advertised across the UK by Innovate UK. 14 expressions of interest were received. Officers interviewed 7 potential suppliers and subsequently sought detailed information from 3 of these 7. Through this process a preferred supplier has been identified.
- 2.12 Officers are subsequently preparing contractual details. A report will be sent to the respective Tactran or SEStran Members meeting seeking approval for contract award and potential value of the contract. The Partnership have previously agreed to delegate authority to the Executive Committee to approve any new MaaS supplier contracts (Report RTP/24/17 refers).
- 2.13 Officers have previously reported joint work with MaaS Scotland, SEStran and HITRANs to prepare a Route Map to inform the medium-term advancement of MaaS in Scotland. This work was expected by December 2024 but is now most likely to be completed in early 2025.

### **Liftshare**

- 2.14 Tactran has had a branded Liftshare site for well over 10 years, providing for car share journey opportunities in the Tactran region.
- 2.15 At one time all four of Tactran's constituent Councils and most of the RTPs also offered a branded Liftshare (or equivalent). However, currently only Perth & Kinross and Stirling Councils of our constituent Councils and one other RTP continue to offer a branded Liftshare. Most offer a link on their website to the general Liftshare site, which Liftshare provides for free.
- 2.16 Tactran Liftshare currently has 3810 members. This has grown over time with around 200 to 300 members joining per year from 2007 until 2019. Since Covid lockdowns in 2020 membership has slowed and although there are new members joining at around 50 per year there are more members leaving. In addition, only a small fraction of the membership is making current journeys.
- 2.17 There could be 2 main reasons for the reduction in membership:
1. Liftshare is predominantly aimed at commuter and regular trips. Since Covid lockdown, there has been significantly more flexible working, with both the need and opportunity for travel to work car sharing reduced as a result.
  2. The annual fee for the branded Tactran Liftshare in 2024 was £8,500. This has been paid from the RTS Revenue Budget. However, there has been limited promotion of the Tactran Liftshare brand, due to funding constraints.
- 2.18 Therefore, there are 2 options for Tactran Liftshare during the next financial year 2025/26.
- Option A: Continue with the branded Tactran Liftshare, but also assign a reasonable budget to promote it. Car sharing, including Liftshare, is now

one of the sustainable transport options within scope of the 2025/26 People and Place fund, and could be funded and promoted as an integrated part of sustainable journeys.

- Option B: Cease to have a Tactran Liftshare brand and promote the general Liftshare website, similar to other RTPs and Councils.

2.19 Option A, the branded Tactran Liftshare, has the advantage that promotion can be bespoke to Tactran and its residents and workplaces and also allows tracking of membership and use. The advantage of Option B, ceasing to have a branded Tactran Liftshare, is that it provides a cost saving, with all current Tactran Liftshare members transferred to the general Liftshare website with promotion of the general Liftshare website undertaken. On the balance of consideration, Option A is the preferred option

2.20 The Partnership is asked to approve Option A as the preferred option.

### **3 CONSULTATIONS**

3.1 Elements of the report have been the subject of consultation with partner Councils, other RTPs, and other partners/stakeholders, as appropriate.

### **4 RESOURCE IMPLICATIONS**

4.1 This report has implications for 2025/26 People and Place funding but has no other direct or additional financial or other resource implications.

### **5 EQUALITIES IMPLICATIONS**

5.1 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**

For further information email [markspeed@tactran.gov.uk](mailto:markspeed@tactran.gov.uk) or tel. 07919 698611

### **NOTE**

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:

Reports to Partnership RTP/24/12, Tayside and Central Scotland Regional Transport Strategy: Adoption and RTP/24/17, MaaS Update, 11 June 2024

Reports to Partnership RTP/24/22 Regional Transport Strategy: Delivery Plan and RTP/24/23, Bus Plan Progress, 10 September 2024