

**TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP****27 MARCH 2018****2017/18 REVENUE PROGRAMME AND MONITORING****JOINT REPORT BY DIRECTOR AND TREASURER**

This report provides a monitoring update on the Partnership's 2017/18 Revenue expenditure.

**1 RECOMMENDATIONS****1.1 That the Partnership :-**

- (i) notes the position regarding Core Revenue expenditure as at 31 January 2018 as detailed in the report and Appendix A;
- (ii) notes progress on the 2017/18 RTS Revenue Programme and related expenditure as discussed in sections 3.4 – 3.46 of the report and detailed in Appendix B;

**2 BACKGROUND**

- 2.1 At its meeting on 6 December 2016 the Partnership approved a Core Revenue Budget for financial year 2017/18 and agreed to request that constituent Councils make provision for their respective funding contributions within their 2017/18 Revenue Budgets (Report RTP/16/38 refers). At that time the Partnership also noted an anticipated Scottish Government Grant-in-Aid award of £522,750 in 2017/18, maintaining the annual level of Grant in Aid funding.
- 2.2 At its meeting on 14 March 2017 the Partnership noted the Partner Councils' approval of requested Revenue contributions towards the approved 2017/18 Core Budget and confirmed award of Scottish Government Grant-in-Aid of up to £522,750 in 2017/18. At the same meeting the Partnership approved an initial 2017/18 Regional Transport Strategy (RTS) Revenue Programme and agreed to receive a report on a finalised 2017/18 RTS Programme at its next meeting (Report RTP/17/05 refers).
- 2.3 At its meeting on 13 June 2017 the Partnership approved a revised 2017/18 RTS Revenue Programme and received a monitoring update on general Revenue expenditure (Report RTP/17/14 refers). A further quarterly monitoring update on Revenue expenditure was received by the Partnership at its meeting on 12 September 2017 (Report RTP/17/21 refers).

- 2.4 At its meeting on 12 December 2017 the Partnership received a monitoring update on Core and RTS Revenue expenditure, agreed to vire funds from Staff Costs to Supplies budget to replace and upgrade IT equipment and delegated authority to approve the use of remaining contingency funds in the RTS budget to the Executive Committee. At the same meeting the Partnership agreed that any underspend in Core and Revenue Programme funding is carried forward as Deferred Income to supplement the 2018/19 Revenue Budget Programme (Report RTP/17/35 refers).

### **3 DISCUSSION**

#### **2017/18 Core Revenue Budget**

- 3.1 The approved Core Budget and expenditure to 31 January 2018 and projected expenditure to the financial year end are shown in Appendix A.
- 3.2 At the time of reporting on 12 December 2017 it was projected that the combined effects of staff turnover, previously approved revisions to the staffing structure and a national review resulting in the Partnership no longer being liable to pay Business Rates on its headquarters accommodation, would contribute to a projected underspend of £71,180 in the approved 2017/18 Core budget. It was agreed that up to £11,000 be vired from the Staff Costs budget to the Supplies and Services budget to accommodate proposed expenditure on upgrading IT capacity and equipment.
- 3.3 Since the last meeting further adjustments have been made to Core budget projections. Updated cost projections are included in Appendix A. This generates a revised projected underspend of £60,270 in Core expenditure. This projected underspend will be retained and carried forward as Deferred Income to supplement the 2018/19 Core and RTS Revenue Programme budgets, as agreed at the Partnership meeting on 12 December 2017 (Report RTP/17/35 refers).

#### **2017/18 RTS Revenue Programme**

- 3.4 The approved 2017/18 RTS Revenue Programme of £279,373 comprises Scottish Government Grant-in-Aid totalling £212,369 plus £67,004 Deferred Income. This is supplemented by additional Transport Scotland Grant-in-Aid funding of up to £30,000 to support the ongoing maintenance and further promotion and development of the Travelknowhow Travel Planning website across Scotland during 2017/18. In addition, Tactran has been awarded £8,790 by Paths for All from the national Smarter Choices Smarter Places (SCSP) initiative to take forward Liftshare Scoping and MyPTP (Personalised Travel Plan) initiatives with NHS Tayside and NHS Forth Valley.
- 3.5 RTS programme expenditure to 31 January 2018 and projected expenditure to the financial year end is shown in Appendix B. Progress on individual elements of the RTS Revenue programme is outlined below.

### Development of RTS and Delivery Plan (£8,000)

- 3.6 This provision allows for annually recurring costs associated with statutory monitoring and reporting on the Regional Transport Strategy. This year this has included accessibility modelling to assist in informing the ongoing review of the RTP Monitoring Framework, which will be reported to a future meeting.
- 3.7 To date £2,467 expenditure has been incurred and a further £5,810 has been committed under this budget heading. It is therefore projected that the final outturn expenditure under this budget heading will be £8,277.

### Strategic Connectivity (£50,000)

- 3.8 The review of the National Transport Strategy (NTS) and Strategic Transport Projects Review (STPR) are being progressed during 2017/18 and 2018/19. In addition, emerging City Deals for the Tay Cities and Stirling and Clackmannanshire city-regions identify a number of strategic connectivity priorities which it is envisaged the Partnership will have a key role in supporting during the months and years ahead, including the development of a Regional Transport Model for the Tay Cities region.
- 3.9 Work is continuing on developing a Regional Transport Model for the Tay Cities Region, which can be utilised to support development of transport projects included in the Tay Cities Deal proposals; NTS review and related STPR update; Tactran and SEStran Regional Transport Strategies and Delivery Plans; Strategic and Local Development Plans and other Constituent Council transport strategies and projects. This work is being taken forward by Tactran, Tay Cities Deal, Angus, Dundee City, Fife and Perth & Kinross Councils, in partnership with Transport Scotland.
- 3.10 It has been agreed by all partners involved that the procurement for developing the Tay Cities Regional Model should commence with the aim of having a Regional Model delivered by end of 2018/19 to enable its use to inform and influence the STPR update and Tay Cities Deal Connected Tay transport proposals.
- 3.11 Work undertaken to date has estimated the cost of procuring and developing the Tay Cities Regional Model, including data collection and audit, as up to £350,000 with ongoing maintenance estimated at £50,000 per annum. Tactran, Tay Cities Deal and constituent Council officers and Transport Scotland officials have agreed that Transport Scotland will fund 50% of the costs, with Tactran and other Tay Cities partners funding 50% (i.e. £175,000).
- 3.12 In discussion with Tay Cities Deal and partner Council officers it has been agreed that, over financial years 2017/18 and 2018/19, Tactran will seek to provide up to £105,000 with other Tay Cities Deal and partner Councils providing £70,000 over the same period. As provided for within the revised 2017/18 RTS Revenue Programme budget approved by the Partnership on 12 September 2017 (Report RTP/17/21 refers) Tactran will provide up to £50,000 in 2017/18 and a further £55,000 in 2018/19.

- 3.13 The Tay Cities Regional Transport Model is in the process of being procured, aiming for work to commence in Spring 2018, for completion by Spring 2019. A data gathering exercise is also underway with a number of Travel Surveys being undertaken at strategic locations across the Tay Cities region.
- 3.14 Officers are also in discussions regarding providing support to Stirling Council in progressing the transport elements of the Stirling and Clackmannanshire City Deal, in consultation with SEStran and Clackmannanshire Council.
- 3.15 To date £2,693 expenditure has been incurred and a further £50,000 has been committed under this budget heading. It is therefore anticipated that the final outturn expenditure under this budget heading will be £52,693.

#### Health & Transport (£22,000)

- 3.16 This allocation includes a recurring provision of £10,000 to support continued development of locally relevant Health & Transport Action Plans through Community Planning Partnerships (CPPs) and makes provision for an annual contribution of £12,000 towards the Safe Drive Stay Alive road safety campaign in all four partner Council areas, in support of CPP Community Safety Plans.
- 3.17 Tactran has been successful in securing additional match-funding support from Paths for All to enable provision of Liftshare and My PTP (Personalised Travel Plans) for the 5,800 staff at NHS Forth Valley, and updating the Liftshare and My PTP scope for the 14,000 staff at NHS Tayside. The overall cost of the initiative is £17,580 with 50% match funding of £8,790 provided by Paths for All as part of the Smarter Choices Smarter Places (SCSP) initiative. Work commenced on this initiative during November 2017 for completion by end of March 2018. A report on this initiative will be given at a future meeting.
- 3.18 To date £12,000 expenditure has been incurred and a further £17,580 has been committed under this budget heading. It is therefore anticipated that the final outturn expenditure under this budget heading will be £29,580.

#### Active Travel (£90,000)

- 3.19 This allocation includes provision for part year costs to 1 September 2017 of £6,900 associated with appointment of the embedded Active Travel Officer in partnership with Sustrans, plus a contribution of £17,340 towards the continued appointment of the Regional Cycle Training & Development Officer, in partnership with Cycling Scotland. The Sustrans embedded Active Travel Officer post-holder left post on 1<sup>st</sup> September 2017, with an “in-house” appointment of a Strategy Officer (Sustainable Transport) commencing on 9 January 2018, undertaking the post requirements.

- 3.20 The budget includes £20,000 deferred income contribution towards the programme of Active Travel Audits. As discussed in a separate report to this meeting Phase 1 of the Active Travel Audits Programme, which reviewed existing and promoted improved Active Travel networks at 8 main settlement areas within the Tactran region, has been completed and was reported to the Partnership at its meeting on 12 September 2017 (Report RTP/17/19 refers) and a second phase commenced in November 2017/18.
- 3.21 The total cost of Phase 2 of the Active Travel Audits is up to £80,285 and is being 50% match funded by Sustrans. Tactran's 50% contribution towards this work is being met from within this Active Travel budget allocation.
- 3.22 The budget also allows for a contribution of £7,000 towards annual cycle campaigns and promotions, in partnership with Cycling Scotland and Councils, including promotion of Give Everyone Cycle Space with Nextbikes in Stirling, in conjunction with Cycling Scotland.
- 3.23 To date £58,467 expenditure has been incurred with a further £27,071 committed and it is anticipated that the final outturn expenditure under this budget heading will be £85,538.

#### Travel Planning (£22,500)

- 3.24 This allocation allows for recurring costs of approximately £10,000 for maintaining the Tactran Liftshare website and other travel planning resources, plus an allowance of up to £10,000 to support other Travel Planning and Sustainable Travel Grant Scheme initiatives and projects. The budget also includes £2,250 deferred income contribution towards promotion of the Travelknowhow Scotland website.
- 3.25 Travelknowhow Scotland was launched in September 2016, following on from the success of Tactran Travelknowhow, and provides organisations across Scotland with Travel Planning resources and advice. Transport Scotland has agreed to provide continuation funding to support the Travelknowhow Scotland Travel Planning website and has provided an additional £29,811 Grant-in-Aid to Tactran to support the ongoing maintenance and further promotion and development of Travelknowhow Scotland during 2017/18.
- 3.26 Tactran has allocated £2,650 match funding through its Sustainable Travel Grant Scheme to Stirling University to update its existing travel plan and establish a private Liftshare scheme and purchase My PTPs and a further £370 to NHS Tayside to assist with a Staff Travel Plan survey.
- 3.27 To date £20,897 expenditure has been incurred with a further £28,883 committed and it is anticipated that the final outturn expenditure under this budget heading will be £49,780.

### Buses (£5,000)

- 3.28 This allocation provides for bus support initiatives, such as maintenance and potential development of the regional Thistle Assistance Card and development of enhancements to infrastructure and services.
- 3.29 Tactran is providing a funding contribution of £6,000 to Dundee City Council to specify a new real time information system covering Angus, Dundee and Perth & Kinross. This includes considering system management, maintenance for all areas and hardware upgrades for Dundee and Angus.
- 3.30 To date £1,091 expenditure has been incurred with a further £6,333 committed and it is anticipated that the final outturn expenditure under this budget heading will be £7,424.

### Park & Ride

- 3.31 As previously reported, it is anticipated that Park & Ride/Choose proposals and priorities around Dundee, Perth and Stirling, as identified in the RTS and Park & Ride Strategy, will now be taken forward through the Tay Cities and Stirling and Clackmannanshire City Deals. Consequently no specific budgetary provision for Park & Ride is allocated in 2017/18.

### Rail (£10,000)

- 3.32 This allocation provides for further development and promotion of the Tay Estuary Rail Strategy and related regional and local rail service and infrastructure enhancements and priorities, working with the rail industry, Transport Scotland, partner Councils and neighbouring RTPs.
- 3.33 In 2016/17 Tactran part funded rail passenger surveys at Stirling station to assist with the Stirling Gateway project and also project managed further rail passenger surveys at Gleneagles, Bridge of Allan and Dunblane stations on behalf of the Strathallan CRP. Rail surveys are now being undertaken at a number of stations in the Tay Cities area to assist in developing the Tay Cities Regional Transport Model and a further contribution is being made to include surveys at stations that will assist regional transport projects such as Perth Masterplan, development of Highland Main Line timetable and baseline figures for Revolution in Rail.
- 3.34 To date there has been £10,000 expenditure commitment with no further commitment expected under this budget heading.

### Freight (£5,000)

- 3.35 This allocation provides support towards development and implementation of Regional Freight Quality Partnership initiatives and priorities, including an ongoing contribution supporting the Stirling & Tayside Timber Transport Group's continued appointment of a Timber Transport Officer. A planned £2,000 match funding contribution towards feasibility of a Sustainable Urban Logistics Plan (SULP) for Stirling has been postponed.
- 3.36 To date £1,167 expenditure has been incurred with no further commitment expected under this budget heading.

### Travel Information Strategy (£5,000)

- 3.37 This allocation allows for maintenance and ongoing development of the [www.gotoo.com](http://www.gotoo.com) multi-modal travel information website.
- 3.38 Tactran is also contributing to a "Get on the Go" travel information campaign in partnership with Angus, Dundee City and Perth & Kinross Councils, aimed at providing people with sustainable and active travel information to encourage healthier and more active travel lifestyles. The campaign is through a mixture of traditional radio advertising and social media with a dedicated Facebook page (<https://facebook.com/getonthegotayside/>).
- 3.39 To date £6,000 expenditure has been incurred with no further commitment expected under this budget heading.

### Climate Change

- 3.40 Tactran's Transport Carbon Assessment, [Stage 2 Report](#) (June 2013) identifies 6 key priority mitigation areas where Tactran has significant potential to contribute to or support reduction in transport carbon emissions, as follows: low carbon vehicles and infrastructure; eco-driving; Travel Planning; supporting road based public transport; supporting rail improvements; influencing travel demand and behaviour.
- 3.41 Many of these are cross-cutting and the budget allocations under Health and Transport, Active Travel, Travel Planning, Buses and Rail will contribute towards achieving Tactran's Climate Change duties. In addition Tactran is involved in partnership with and supporting other stakeholders on projects to promote low carbon vehicles and infrastructure and eco-driving, without having a financial commitment.
- 3.42 No financial allocation is directly allocated to this budget heading, but Climate Change contributions are being pursued under other budget headings and with partner organisations.

### Contingency (£62,123)

- 3.43 This budget is available to accommodate other emerging Revenue costs and priorities including further potential support to emerging City Deals proposals.
- 3.44 To date further costs include £6,500 for updating the Tactran.gov website to allow continued editing facility for Tactran staff and to modernise the site for smartphone/tablet use.
- 3.45 To date £6,500 expenditure has been committed with no further commitment expected under this budget heading.
- 3.46 This generates a total projected underspend of £61,015 in RTS Revenue expenditure. This projected underspend will be retained and carried forward as Deferred Income to supplement the 2018/19 RTS Revenue Programme, as agreed at the Partnership meeting on 12 December 2017(Report RTP/17/35 refers).

## **4 CONSULTATIONS**

- 4.1 The report has been prepared in consultation with the Transportation Officers Liaison Group, Public Transport Officers Liaison Group and Chief Officers 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.

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**Treasurer**

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## **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/16/38, 2017/18 Core Revenue Budget, 6 December 2016

Report to Partnership RTP/17/05, 2017/18 Revenue Budget and Programme, 14 March 2017

Report to Partnership RTP/17/14, 2017/18 Revenue Budget and Programme, 13 June 2017

Report to Partnership RTP/17/19, Active Travel Progress Update, 12 September 2017

Report to Partnership RTP/17/21, 2017/18 Revenue Budget and Monitoring, 12 September 2017

Report to Partnership RTP/17/35, 2017/18 Revenue Budget and Programme, 12 December 2017



**Tactran Income and Expenditure Account**  
**Revenue**  
**2017/2018**  
**Detailed Statement - Core**

Appendix A

<b>Income</b>	<b>Budget</b>	<b>Actuals to 28 February 2018</b>	<b>Projected Outturn 2017/2018</b>	<b>Variance to Budget</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Scottish Government Grant Revenue Received	310,381	310,381	310,381	-
Deferred Income		0	-	-
Council Req's Revenue Rec'd	103,020	98,344	103,020	-
Interest Received	-	84	-	-
Other Income	2,230	2,230	2,230	-
	<b>415,631</b>	<b>411,039</b>	<b>415,631</b>	<b>0</b>
<b>Expenditure</b>				
<u>Staff Costs</u>				
Salary GP	250,815	156,882	204,486	<b>(46,329)</b>
Salary Supn	42,640	25,662	33,731	<b>(8,909)</b>
Salary NI	27,896	16,680	21,939	<b>(5,957)</b>
Training/Conferences	1,200	605	900	<b>(300)</b>
Subscriptions	330	340	340	<b>10</b>
	<b>322,881</b>	<b>200,169</b>	<b>261,396</b>	<b>(61,485)</b>
<u>Property Costs</u>				
Energy	4,800	2,294	4,800	<b>0</b>
Cleaning	2,000	0	2,000	<b>0</b>
Maintenance	1,000	0	1,000	<b>0</b>
Rent	13,400	16,188	13,400	<b>0</b>
Rates	5,985	0	-	<b>(5,985)</b>
	<b>27,185</b>	<b>18,482</b>	<b>21,200</b>	<b>(5,985)</b>
<u>Supplies and Services</u>				
Office Consumables	4,125	3,419	4,125	<b>0</b>
Communications	3,500	1,560	3,500	<b>0</b>
Insurance	6,140	9,435	6,140	<b>0</b>
Information Technology	1,000	48	8,000	<b>7,000</b>
Hospitality	700	422	700	<b>0</b>
Board Expenses - misc.	1,000	1,090	1,200	<b>200</b>
	<b>16,465</b>	<b>15,974</b>	<b>23,665</b>	<b>7,200</b>
<u>Transport Costs</u>				
Travel and Subsistence	2,000	1,538	2,000	<b>0</b>
Public Transport	2,200	1,703	2,200	<b>0</b>
Expenses - Board Members	1,000	296	1,000	<b>0</b>
	<b>5,200</b>	<b>3,537</b>	<b>5,200</b>	<b>0</b>
<u>Third Party Payments</u>				
Audit Fees External	9,900	3,192	9,900	<b>0</b>
PKC Finance Service	14,000	14,000	14,000	<b>0</b>
PKC Secretariat Service	8,000	8,000	8,000	<b>0</b>
Other Third Party Payments	12,000	3,580	12,000	<b>0</b>
	<b>43,900</b>	<b>28,772</b>	<b>43,900</b>	<b>0</b>
Gross Expenditure	<b>415,631</b>	<b>266,934</b>	<b>355,361</b>	<b>(60,270)</b>
Net Expenditure	<b>0</b>	<b>(144,105)</b>	<b>(60,270)</b>	<b>(60,270)</b>

**Tactran Income and Expenditure Account**  
**Revenue**  
**2017/2018**  
**Detailed Statement - RTS**

Appendix B

	<b>Approved Budget</b>	<b>Actuals to 31 January 2017</b>	<b>Committed 2017/2018</b>	<b>Projected Outturn 2017/2018</b>	<b>Variance to Budget</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income</b>					
Scottish Executive Grant Revenue Received	212,369		-	212,369	0
Deferred Income	67,004			67,004	0
Other Income - Transport Scotland - Travelknowhow		22,282	7,666	29,811	29,811
Other Income - Paths for All - SCSP			8,790	8,790	8,790
	<b>279,373</b>	<b>22,282</b>	<b>16,456</b>	<b>317,974</b>	<b>38,601</b>
<b>Expenditure on Projects</b>					
2016/2017 Accruals	-	371	(371)	0	0
Development of RTS & Delivery Plan	8,000	2,467	5,810	8,277	277
Strategic Connectivity	50,000	2,693	50,000	52,693	2,693
Health and Transport	22,000	12,000	17,580	29,580	7,580
Active Travel	90,000	57,634	27,904	85,538	(4,462)
Travel Planning	22,250	20,897	28,883	49,780	27,530
Buses	5,000	1,091	6,333	7,424	2,424
Park & Ride	-	-	-	0	0
Rail	10,000	-	10,000	10,000	0
Freight	5,000	1,167	-	1,167	(3,833)
Travel Information	5,000	6,000	-	6,000	1,000
Climate Change	-	-	-	0	0
Contingency	62,123	-	6,500	6,500	(55,623)
<b>Gross Expenditure</b>	<b>279,373</b>	<b>104,320</b>	<b>152,639</b>	<b>256,959</b>	<b>(22,414)</b>
<b>Net Expenditure</b>	<b>0</b>	<b>82,038</b>	<b>136,183</b>	<b>(61,015)</b>	<b>(61,015)</b>