

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

15 JUNE 2010

2010/11 REVENUE MONITORING AND PROGRAMME

JOINT REPORT BY TREASURER AND DIRECTOR

This report provides a monitoring update on the Partnership's Revenue expenditure and seeks approval of a proposed 2010/11 Revenue Programme.

1 RECOMMENDATIONS

- 1.1 That the Partnership :-
- (i) notes the position regarding Core Revenue expenditure as at 31 May 2010;
 - (ii) agrees to allocate an underspend of £26,017 in the 2009/10 Revenue Budget to meet unexpected staffing costs in 2010/11, as discussed in the report; and
 - (iii) approves the 2010/11 Revenue Programme utilising confirmed Scottish Government Grant in Aid as detailed in the report.

2 BACKGROUND

- 2.1 At its meeting on 15 December 2009 the Partnership approved a Core Revenue Budget for financial year 2010/11 and agreed to request that constituent Councils make provision for their respective funding contributions within their 2010/11 Revenue Budgets (Report RTP/09/47 refers).
- 2.2 At its meeting on 23 June 2009 the Partnership approved a 2-year RTS Implementation Programme for 2009/10 and 2010/11, utilising allocated and anticipated Scottish Government Grant in Aid funding (Report RTP/09/30 refers). On 16 March 2010 the Partnership approved initial allocations of funding to support early action on Travel Planning and Travel Information activity and agreed to receive a report on a detailed 2010/11 Revenue Programme utilising confirmed Scottish Government Grant in Aid funding at this meeting (Report RTP/10/06 refers).
- 2.3 At its meeting on 16 March 2010 the Partnership also noted the projected outturn position for Revenue expenditure in 2009/10 and that a projected underspend of approximately £11,000 would be returned to Councils in accordance with the agreed Partnership funding formula (Report RTP/10/05 refers).

3 DISCUSSION

2009/10 Revenue Expenditure

- 3.1 Work is currently ongoing on finalising the 2009/10 Annual Accounts for submission to the Controller of Audit by 30 June 2010. A report on the Audited Accounts will be submitted to the Partnership's next meeting on 14 September 2010.
- 3.2 In reporting on the projected 2009/10 outturn position on 16 March 2010 a small underspend of approximately £11,000 was anticipated, which it was noted would be returned to Councils in 2010/11, in accordance with the agreed Partnership funding formula. As a result of late reductions in expenditure on a number of projects and failure by applicants to take up the full amount of approved Sustainable Travel Grant Scheme awards, the final underspend amounted to £26,017.
- 3.3 It is proposed that this underspend is retained meantime to cover unexpected staffing costs associated with the need to appoint maternity cover for the post of Travel Planning Officer, with a decision on the return of any residual underspend to Councils to be deferred until later in the year.

2010/11 Revenue Monitoring

- 3.4 Core and RTS Programme expenditure to 31 May 2010 and projected expenditure to the financial year end is shown in Appendix A. At this early stage of the Financial Year costs are projected to be on budget.
- 3.5 RTS Programme expenditure will require to be adjusted to reflect the Partnership's consideration of the revised RTS Revenue Programme as discussed below.

2010/11 RTS Revenue Programme

- 3.6 The RTS Revenue Programme is funded from the Scottish Government Grant in Aid allocation of £615,000 in 2010/11, supplemented by any additional contributions which can be identified from other funding sources. Allowing for the budgeted contribution by Scottish Government towards Core costs, a budget of £385,000 is available to fund RTS implementation work this financial year.
- 3.7 As was reported on 16 March, a 2-year RTS Revenue Programme was approved on 23 June 2009. This has been reviewed in light of known and anticipated cost revisions and new areas of proposed commitment. The previous provisional budget and proposed programme allocations for 2010/11 are set out in the table below, with proposed revisions discussed in sections 3.8 – 3.20 :-

RTS Project	Provisional 2010/11 Allocation	Proposed 2010/11 Budget
Ordnance Survey Mapping	£9,000	£5,000
Accessibility Planning	£26,000	£15,000
RTS Monitoring Framework	£20,000	£20,000
Regional Transport Model	£100,000	£100,000
Tay Estuary Rail Study	£20,000	£20,000
Park & Ride Strategy	£20,000	£20,000
Demand Responsive Transport	£30,000	£30,000
Travel Planning	£75,000	£75,000
Freight Quality Partnership	£20,000	£20,000
Travel Information		£30,000
Communications	£10,000	£15,000
Stakeholder Fora	£6,000	£6,000
Unallocated	£49,000	£29,000
	£385,000	£385,000

Ordnance Survey Mapping

- 3.8 The original provision of £9,000 has been reduced to £5,000 to reflect notified reductions in fees to Ordnance Survey under the One Scotland Mapping Agreement.

Accessibility Planning

- 3.9 Provision had originally been made for a comprehensive 2-yearly update of Accession data during 2010/11. More significant updating of accessibility mapping data was undertaken during 2009/10 to support work on the TAYplan Strategic Development Plan and the budget for 2010/11 has been reduced accordingly.

Regional Transport Strategy Monitoring Framework

- 3.10 The provision of £20,000/annum to support the statutory requirement to monitor and report annually on the RTS is maintained.

Regional Transport Model

- 3.11 As discussed in a separate report, work is ongoing on investigating regional transport modelling requirements. Pending completion of ongoing discussions with Councils, TAYplan and Transport Scotland on modelling requirements in respect of statutory review of the RTS, transport appraisal requirements for Strategic and Local Development Plans, and to support the development of key RTS and STPR projects in the Tactran region, it is proposed to maintain the previously approved allocation of £100,000. Progress on this will be reported back to the next meeting. A commitment of up to £6,500 has been made to support tri-partitely funded work with TAYplan and Transport Scotland using the Transport Model for Scotland (TMfS) to assess impacts of proposed spatial strategies for the SDP.

Tay Estuary Rail Study

- 3.12 Transport Scotland has recently responded in detail to the previously submitted TERS report. On the basis of this response it is anticipated that further timetable modelling work may be required to take account of revised proposals for improvements on the Highland Main Line under the STPR. The previously approved allocation of £20,000 is maintained. A meeting is to be held with Transport Scotland on 4 June 2010 and any further developments will be reported orally.

Park & Ride Strategy

- 3.13 Progress on various elements of the Park & Ride Strategy is discussed in a separate report. It is proposed to maintain the originally approved provision of £20,000 to enable development of work on ongoing studies around Dundee, Perth and Stirling.

Demand Responsive Transport

- 3.14 Progress on DRT is also discussed in a separate report. It is proposed to retain the original provision of £30,000 to support development of DRT pilots in Dundee and West Kinross-shire.

Travel Planning

- 3.15 At its meeting on 16 March 2010 the Partnership agreed to delegate authority to the Director and Treasurer to enter into an agreement with the TPi consultancy to develop a Travel Plan implementation toolkit at a cost of up to £30,000. Discussions have progressed successfully on this and it is anticipated that an agreement will shortly be concluded with TPi at a cost of £27,000. In addition approximately £15,000 has been committed to ongoing Travel Plan promotional activity. It is proposed that the remaining unallocated provision of approximately £33,000 will be utilised to support the Sustainable Travel Grant Scheme and funding of Smarter Measures in support of partner bodies' Travel Plans, as in previous years.

Freight Quality Partnership

- 3.16 The previously approved annual allocation of £20,000 is maintained to support development of the Freight Action Plan and related freight initiatives, as discussed in the separate report on Freight Action Plan.

Travel Information

- 3.17 At its meeting on 16 March 2010 the Partnership agreed to allocate £15,000 from the previously Unallocated element of the Revenue Programme to support promotion and maintenance of the Tactranconnect web-based travel information tool. Tactranconnect was successfully launched on 20 May. It is proposed that a further provision of £15,000 is made to support ongoing development and promotion of Tactranconnect and development work on the Regional Bus Information Strategy.

Communications

- 3.18 It is proposed that the annual allocation of £10,000, which covers the cost of publishing Annual Reports, other publications, press and media campaigns etc. is increased to £15,000, to enable upgrading of the Partnership's website, in line with other more recent website developments such as Tactranconnect, Tactran Liftshare etc.

Stakeholder Fora

- 3.19 The existing annual provision of £6,000 for operating the various stakeholder fora the Partnership has established to inform ongoing development of the RTS is maintained.

Unallocated

- 3.20 The previously approved contingency of £49,000 has been reduced to £29,000, to reflect decisions approved on 16 March 2010 and further revisions discussed above. Discussions are ongoing on a number of other areas where possible contributions from Tactran may be sought or proposed – e.g. ongoing development of proposals for enhanced Dundee Station; further development of Health & Transport Action Plan. It is proposed that an unallocated contingency of £29,000 is maintained to enable consideration of contributing towards these and any other emerging proposals and initiatives which support the RTS.

4 CONSULTATIONS

- 4.1 The proposed 2010/11 Revenue Programme has been developed in consultation with partner Councils through the Transportation Officers Liaison Group and Chief Officers Liaison Group. The development of further work on Park & Ride, TERS and Freight Action Plan is being progressed in consultation with neighbouring RTPs, Councils, Transport Scotland and other key stakeholders.
- 4.2 At the time of writing the proposal to retain meantime the 2009/10 Revenue underspend to meet unexpected staffing costs is the subject of consultation with Council Heads of Finance, the outcome of which will be reported orally.

5 RESOURCE IMPLICATIONS

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

John Symon
Treasurer

Eric Guthrie
Director

Report prepared by Eric Guthrie and Jim Cockburn. For further information contact email ericguthrie@tactran.gov.uk or telephone 01738 475771

NOTE

No 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/09/30 2009/10 & 2010/11 Revenue Programme, 23 June 2009

Report to Partnership RTP/09/47 Core Revenue Budget 2009/10 & 2010/11, 15 December 2009

Reports to Partnership RTP/10/05 2009/10 Revenue Monitoring and RTP/10/06 2010/11 Revenue Budget, 16 March 2010

Tactran Income and Expenditure Account
Revenue
2010/2011
Detailed Statement - Core

Appendix A

Income	Budget	Actual Expenditure to 31 May 2010	Projected Outturn 2010/2011	Variance to Budget
	£	£	£	£
Scottish Executive Grant Revenue Received	230,000	40,000	230,000	-
Deferred Income	-	26,017	-	0
Council Req's Revenue Rec'd	200,000	(28,716)	200,000	0
Interest Received	-	0	-	-
Other Income	-	(40,348)	-	-
	430,000	(3,047)	430,000	0
Expenditure				
<u>Staff Costs</u>				
Salary GP	250,800	20,673	248,076	(2,724)
Salary Supn	46,400	3,825	45,900	(500)
Salary NI	21,500	1,763	21,156	(344)
Advertising	-	4,306	4,306	4,306
Interview Expenses	-	224	224	224
Relocation Expenses	-	(720)	-	0
Training/Conferences	3,000	200	3,000	0
Subscriptions	300	250	300	0
	322,000	30,520	322,961	961
<u>Property Costs</u>				
Energy	4,500	(631)	4,500	0
Cleaning	2,500	388	2,500	0
Maintenance	1,000	197	1,000	0
Rent	12,000	3,000	12,000	0
Rates	8,000	0	8,000	0
	28,000	2,953	28,000	0
<u>Supplies and Services</u>				
Office Consumables	4,500	470	4,500	0
Communications	6,500	348	6,500	0
Insurance	7,500	0	7,500	0
Information Technology	2,000	0	2,000	0
Hospitality	1,000	67	1,000	0
Board Expenses - misc.	2,000	0	2,000	0
	23,500	884	23,500	0
<u>Transport Costs</u>				
Travel and Subsistence	3,000	456	3,000	0
Public Transport	3,000	275	3,000	0
Parking	-	174	174	174
Expenses - Board Members	1,000	0	1,000	0
	7,000	905	7,174	174
<u>Third Party Payments</u>				
Audit Fees External	11,300	(4,074)	11,300	0
PKC Finance Service	14,200	0	14,200	0
PKC Secretariat Service	8,000	0	8,000	0
Other Third Party Payments	16,000	78	14,865	(1,135)
	49,500	(3,996)	48,365	(1,135)
Gross Expenditure	430,000	31,266	430,000	0
Net Expenditure	0	28,219	0	0

Core

Tactran Income and Expenditure Account
Revenue
2010/2011
Detailed Statement - RTS

Appendix B

	Budget	Actual	Committed	Projected	Variance to
Income	£	Expenditure to	Expenditure	Outturn	Budget
		31 May 2010	2010/2011	2010/2011	£
		£		£	£
Scottish Executive Grant Revenue Received	385,000	-	-	385,000	0
Deferred Income	-	-	-	0	0
Council Req's Revenue Rec'd	-	-	-	0	-
Interest Received	-	-	-	0	0
Other Income		5,000	-	5,000	5,000
	385,000	5,000	-	390,000	5,000
Expenditure on Projects					
2009/2010 Accruals	-	(19,926)	17,705	(2,221)	(2,221)
OS Mapping	5,000	-	5,000	5,000	0
Accessibility Planning	15,000	-	-	15,000	0
RTS Monitoring Framework	20,000	-	-	20,000	0
Regional Transport Model	100,000	-	7,500	100,000	0
Tay Estuary Rail Service	20,000	-	-	20,000	0
Park and Ride Strategy	20,000	-	-	20,000	0
Demand Responsive Transport	30,000	-	-	30,000	0
Travel Information Strategy	30,000	-	15,000	30,000	0
Travel Planning	75,000	-	43,000	75,000	0
Freight Quality Partnership	20,000	-	-	20,000	0
Communications	15,000	-	-	15,000	0
Stakeholder Fora	6,000	-	-	6,000	0
Health & Transport Action Plan	-	-	-	5,000	0
Contingency	29,000	-	-	29,000	0
Gross Expenditure	385,000	(19,926)	88,205	387,779	2,779
Net Expenditure	0	(24,926)	88,205	(2,221)	(2,221)