

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

14 SEPTEMBER 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 the Partnership's approval to delegate authority to the Executive Committee to approve revisions to the RTS Revenue Programme to ensure commitment of programmed expenditure.

1 RECOMMENDATIONS

1.1 That the Partnership :-

- (i) notes the position regarding Core Revenue and RTS Revenue expenditure as at 31 August 2010, as detailed in appendices A and B;
- (ii) notes the progress on the 2010/11 RTS Revenue Programme proposals as detailed in sections 3.3 to 3.20;
- (iii) agrees to delegate authority to the Executive Committee to approve proposals for managing potential slippage in the RTS Revenue Programme.

2 BACKGROUND

- 2.1 At its meeting on 15 December 2009 the Partnership approved a Core Revenue Budget for financial year 2010/11 (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 15 June 2010 the Partnership approved the 2010/11 Revenue Programme totalling £385,000 utilising confirmed Scottish Government Grant in Aid (Report RTP/10/18 refers).

3 DISCUSSION2010/11 Revenue Monitoring

- 3.1 Core expenditure to 31 August 2010 and projected expenditure to the financial year end is shown in Appendix A. At this time costs are projected to be on budget with the major compensating variances outlined below.
- 3.2 As agreed at the last Partnership meeting (Report RTP/10/18 refers) £26,017 of income carried forward from last financial year is being used to meet increased staff costs arising from maternity leave. Tactran has received a rebate on rates for small business relief and this added to the reduction in the rate poundage, gives an underspend of approximately £3,000. This underspend is offsetting a slight projected overspend on parking and also the projected overspend on staff costs mentioned above.

2010/11 RTS Revenue Programme

- 3.3 The RTS Programme expenditure to 31 August 2010 and projected expenditure to the financial year end is shown in Appendix B. Progress on the individual elements of the RTS development and implementation programme is outlined below.

Ordnance Survey Mapping

- 3.4 Payment of £4,489 has been made to Ordnance Survey for the annual licence under the One Scotland Mapping Agreement.

Accessibility Planning

- 3.5 Significant updating of accessibility mapping data was undertaken during 2009/10 to support work on the TAYplan Strategic Development Plan. A comprehensive 2-yearly update of Accession data is programmed for 2011/12. The budget for 2010/11 is intended to cover potential accessibility mapping requirements arising from support for development of Strategic and Local Development Plans and updating ahead of statutory review of the RTS. To date there has been no requirement for expenditure in this area during 2010/11, however, given emerging priorities full spend is anticipated.

Regional Transport Strategy Monitoring Framework

- 3.6 The RTS Monitoring Framework supports the statutory requirement to report annually on progress with implementation of the RTS. The Partnership approved the Monitoring Framework at its meeting on 23 June 2009 (Report RTP/09/27 refers). Discussions are ongoing with partner Councils with a view to incorporating relevant elements of the RTS Monitoring Framework within SOA monitoring arrangements. The provision of £20,000/annum supports the statutory requirement to monitor and report annually on the RTS. The Monitoring Report for 2009/10 will be incorporated within the 2009/10 Annual Report, which will be reported to the Partnership's next meeting on 14 December 2010. At present a potential underspend of £10,000 is anticipated.

Regional Transport Model

- 3.7 As discussed in a separate report, a report on a Regional Transport Model (RTM) to be considered by the Partnership at its meeting on 15 June 2010 was deferred to permit further discussion with partner Councils and other key stakeholders, including Transport Scotland. Subsequently Transport Scotland has published guidance on "Development Planning and Management – Transport Appraisal Guidance" for peer review, which may influence Regional Transport Modelling requirements.
- 3.8 A commitment of approximately £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 and this work is progressing. A total of approximately £9,000 has been committed this financial year and, as discussed in the separate report on the RTM, it is now unlikely that there will be further significant spend this financial year on developing a regional model.

Tay Estuary Rail Study

- 3.9 As reported orally to the Partnership meeting on 15 June 2010, a meeting was held with Transport Scotland on 4 June to discuss TERS. At this meeting, Transport Scotland welcomed Tactran's work on TERS but indicated that they could not comment further in detail on the proposals within TERS, or contribute towards further development of the proposals until such time as ongoing timetabling work on the STPR Highland Main Line (HML) project has been concluded. It was indicated that work on HML timetabling would be completed over the next few months and it was agreed that there would be further engagement with Transport Scotland on the TERS proposals at this time. In the meantime no further work on developing TERS can be progressed. However, it is anticipated that the £20,000 allocated to TERS will be utilised carrying out this work later this financial year.

Park & Ride Strategy

- 3.10 Progress on various elements of the Park & Ride Strategy is discussed in a separate report. It is anticipated that the £20,000 allocation will be fully utilised on taking forward the conclusions of studies for Park & Ride around Dundee, Perth and Stirling.

Demand Responsive Transport

- 3.11 The allocation of £30,000 in 2010/11 allows for further development of the options for piloting DRT solutions in an urban and rural context and consideration of DRT options to enhance access to Forth Valley Royal Hospital.
- 3.12 The original proposals for the urban pilot DRT project in Dundee, which involved the voluntary sector Dundee Community Transport (DCT) undertaking the operation and day-to-day management of DRT services, will not progress following DCT's withdrawal from the project. Consideration is being given to alternative means of delivering the pilot DRT, principally based on Dundee City Council providing an 'in-house' service using City Council vehicles and drivers. The earliest anticipated implementation date is early summer 2011.
- 3.13 Discussions are continuing with Perth & Kinross Council regarding the development of a rural DRT pilot in West Kinross-shire, while DRT options for Forth Valley Royal Hospital are discussed in a separate report.

Travel Information

- 3.14 This financial allocation is intended to support ongoing maintenance, development and promotion of Tactranconnect and development work on the Regional Bus Information Strategy. At present a potential underspend of £10,000 is anticipated.

Travel Planning

- 3.15 The Partnership agreed at its meeting on 16 March 2010 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. Following discussions, agreement was reached with the consultants for the toolkit's development at a cost of £27,000. It is anticipated that it will be ready for launch in December 2010. In addition, approximately £18,000 has been committed to ongoing Travel Plan promotional activity. The remaining provision of approximately £30,000 is being utilised to support the Sustainable Travel Grant Scheme.

Freight Quality Partnership

- 3.16 The Partnership at its meeting on 15 June 2010 approved the Regional Freight Action Plan and noted progress in relation to its implementation. Consultants JMP have been commissioned to undertake further work towards implementing a trial freight consolidation centre to serve retailers in Perth. The cost of this study is being funded from an Air Quality Action Plan Grant awarded to Perth & Kinross for this purpose. Consultants MVA have been appointed to undertake a study to identify problem locations for HGVs at a cost of £4,465. At present a potential underspend of £10,000 is anticipated.

Communications

- 3.17 £15,000 is allocated to cover the cost of publishing Annual Reports, other publications, press and media campaigns etc. and to enable upgrading of the Partnership's website, in line with other more recent website developments such as Tactranconnect and Tactran Liftshare. At present a potential underspend of £5,000 is anticipated.

Stakeholder Fora

- 3.18 The existing annual provision of £6,000 meets the ongoing costs for operating the various stakeholder fora the Partnership has established to help inform ongoing development of the RTS. At present a potential underspend of £3,000 is anticipated.

Health & Transport Action Plan

- 3.19 The Programme includes £5,000 from an NHS Forth Valley contribution towards measures to support the draft Health & Transport Action Plan.

Unallocated

- 3.20 An unallocated contingency of £29,000 was reported to the Partnership at its meeting on 15 June 2010 to enable consideration of contributing towards emerging proposals and initiatives which support the RTS.

Management of Potential Slippage

- 3.21 As a result of variations in planned expenditure and delays experienced in progressing a number of the RTS Programme priorities, principally the Regional Transport Model, there is the potential for a number of project underspends and slippage, as detailed in Appendix B to the report.
- 3.22 Consideration has been given to bringing forward other priorities to support the RTS or complement local and national priority initiatives, in consultation with Council officers. Projects which could potentially be reprioritised to utilise slippage or underspends in the approved RTS Revenue Programme, include:-
- **Travel Information** – NHS appointments system; Regional Bus Information Strategy measures; Real Time Information feed into Traveline Scotland;
 - **Travel Behaviour** - extending experience of Dundee Travel Active “Smarter Choices/Smarter Places” pilot project to other areas;
 - **Quality Bus Corridors** – Bus Priority and infrastructure requirements on key strategic bus corridors, in consultation with Councils and bus operators;
 - **Interchanges** – advance proposals for Park & Ride; further contribution towards development of proposals for upgrading Dundee Station;
 - **Car Clubs** – possible support for piloting of Car Club schemes in urban and/or rural areas;
 - **Safer Routes to School/Cycling, Walking and Safer Streets** – possible funding for extension of existing Council programmes on SRTS and CWSS;
 - **Cycling Measures/Infrastructure** - regional support towards measures and priorities identified in Cycle Action Plan for Scotland in consultation with Cycling Scotland and Councils;
 - **Timber Terminals** - development of proposals for terminals at Crianlarich, Rannoch and Corpach, jointly with HITRANS;
 - **Low Carbon Vehicles and Infrastructure** – possible enhancement of recently announced Government funding allocations to Community Planning Partnerships to support introduction of low carbon vehicles across Scotland;
 - **Scottish Green Bus Fund** – possible contribution towards joint RTP, Council and/or operator bids for alternatively fuelled buses.
- 3.23 Discussions are ongoing with officers in partner Councils with a view to reprioritising projects which have the potential to be deliverable within the current financial year. In order to ensure that options are able to be progressed towards commitment of full spend of the RTS budget by the Financial Year end, it is proposed that the Partnership delegates authority to the Executive Committee to consider and approve a revised RTS Revenue Programme, with further developments to be reported to the Partnership’s next meeting on 14 December 2010.

4 CONSULTATIONS

- 4.1 The 2010/11 Revenue Programme and proposals discussed in this report have been developed in consultation with partner Councils through the Transportation Officers Liaison Group and Chief Officers Liaison Group.

5 RESOURCE IMPLICATIONS

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

John Symon
Treasurer

Eric Guthrie
Director

Report prepared by Niall Gardiner, Michael Cairns and Jim Cockburn. For further information contact email niallgardiner@tactran.gov.uk or telephone 01738 475771

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.

Reports to Partnership RTP/09/27 RTS Monitoring Framework and 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

Report to Partnership RTP/10/18 Revenue Monitoring and Programme, 15 June 2010

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

Appendix A

| Income | Budget £ | Actual Expenditure to 31 August 2010 £ | Projected Outturn 2010/2011 £ | Variance to Budget £ |
|---|----------------|---|--|----------------------------|
| Scottish Executive Grant Revenue Received | 230,000 | 170,000 | 230,000 | - |
| Deferred Income | - | 26,017 | 26,017 | 26,017 |
| Council Req's Revenue Rec'd | 200,000 | 100,000 | 200,000 | 0 |
| Interest Received | - | 0 | - | - |
| Other Income | - | 55 | - | - |
| | 430,000 | 296,072 | 456,017 | 26,017 |
| Expenditure | | | | |
| <u>Staff Costs</u> | | | | |
| Salary GP | 250,800 | 74,914 | 274,817 | 24,017 |
| Salary Supn | 46,400 | 15,274 | 46,400 | 0 |
| Salary NI | 21,500 | 7,040 | 21,500 | 0 |
| Advertising | - | 4,306 | 4,500 | 4,500 |
| Interview Expenses | - | 224 | - | 0 |
| Relocation Expenses | - | (720) | - | 0 |
| Training/Conferences | 3,000 | 476 | 3,000 | 0 |
| Subscriptions | 300 | 250 | 300 | 0 |
| | 322,000 | 101,763 | 350,517 | 28,517 |
| <u>Property Costs</u> | | | | |
| Energy | 4,500 | 603 | 4,500 | 0 |
| Cleaning | 2,500 | 1,008 | 2,500 | 0 |
| Maintenance | 1,000 | 309 | 1,000 | 0 |
| Rent | 12,000 | 3,000 | 12,000 | 0 |
| Rates | 8,000 | 0 | 5,000 | (3,000) |
| | 28,000 | 4,921 | 25,000 | (3,000) |
| <u>Supplies and Services</u> | | | | |
| Office Consumables | 4,500 | 2,526 | 4,500 | 0 |
| Communications | 6,500 | 915 | 6,500 | 0 |
| Insurance | 7,500 | 0 | 7,500 | 0 |
| Information Technology | 2,000 | 150 | 2,000 | 0 |
| Hospitality | 1,000 | 228 | 1,000 | 0 |
| Board Expenses - misc. | 2,000 | 0 | 2,000 | 0 |
| | 23,500 | 3,819 | 23,500 | 0 |
| <u>Transport Costs</u> | | | | |
| Travel and Subsistence | 3,000 | 807 | 3,000 | 0 |
| Public Transport | 3,000 | 485 | 3,000 | 0 |
| Parking | - | 239 | 500 | 500 |
| Expenses - Board Members | 1,000 | 208 | 1,000 | 0 |
| | 7,000 | 1,739 | 7,500 | 500 |
| <u>Third Party Payments</u> | | | | |
| Audit Fees External | 11,300 | (4,074) | 11,300 | 0 |
| PKC Finance Service | 14,200 | 14,000 | 14,200 | 0 |
| PKC Secretariat Service | 8,000 | 8,000 | 8,000 | 0 |
| Other Third Party Payments | 16,000 | 701 | 16,000 | 0 |
| | 49,500 | 18,627 | 49,500 | 0 |
| Gross Expenditure | 430,000 | 130,869 | 456,017 | 26,017 |
| Net Expenditure | 0 | (165,203) | 0 | 0 |

Core

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

Appendix B

| | Budget | Actual | Committed | Projected | Variance to |
|---|----------------|-----------------------|--------------------|------------------|--------------------|
| | £ | Expenditure to | Expenditure | Outturn | Budget |
| Income | | 31 August 2010 | 2010/2011 | 2010/2011 | £ |
| | £ | £ | | £ | £ |
| Scottish Executive Grant Revenue Received | 385,000 | - | - | 385,000 | 0 |
| Deferred Income | - | - | - | - | 0 |
| Council Req's Revenue Rec'd | - | - | - | - | - |
| Interest Received | - | - | - | - | 0 |
| *Other Income | - | 5,000 | - | 5,000 | 5,000 |
| | 385,000 | 5,000 | - | 390,000 | 5,000 |
| Expenditure on Projects | | | | | |
| 2009/2010 Accruals | - | (6,660) | 5,985 | (675) | (675) |
| OS Mapping | 5,000 | 4,489 | - | 5,000 | 0 |
| Accessibility Planning | 15,000 | - | 15,000 | 15,000 | 0 |
| RTS Monitoring Framework | 20,000 | - | 10,000 | 10,000 | (10,000) |
| Regional Transport Model | 100,000 | 1,360 | 7,500 | 9,000 | (91,000) |
| Tay Estuary Rail Service | 20,000 | - | 20,000 | 20,000 | 0 |
| Park and Ride Strategy | 20,000 | - | 20,000 | 20,000 | 0 |
| Demand Responsive Transport | 30,000 | - | - | 30,000 | 0 |
| Travel Information Strategy | 30,000 | 12,931 | 7,000 | 20,000 | (10,000) |
| Travel Planning | 75,000 | 12,658 | 62,300 | 75,000 | 0 |
| Freight Quality Partnership | 20,000 | - | 10,000 | 10,000 | (10,000) |
| Communications | 15,000 | - | 10,000 | 10,000 | (5,000) |
| Stakeholder Fora | 6,000 | 263 | 2,750 | 3,000 | (3,000) |
| *Health & Transport Action Plan | - | - | - | 5,000 | 0 |
| Unallocated | 29,000 | 270 | - | 29,000 | 0 |
| Gross Expenditure | 385,000 | 25,312 | 170,535 | 260,325 | (124,675) |
| Net Expenditure | 0 | 20,312 | 170,535 | (129,675) | (129,675) |