

**TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**

Minute of the Meeting of the Tayside and Central Scotland Transport Partnership held in the Wallace Room, Old Viewforth, Stirling on Tuesday 14<sup>th</sup> September 2010 at 10 am.

Present: Councillors Iain Gaul and John Whyte (Angus Council); Councillor Will Dawson (Dundee City Council); Councillors Ann Gaunt and John Kellas (Perth and Kinross Council); Councillors Colin O'Brien and Jim Thomson (Stirling Council); Doug Fleming, David Scotney, Professor Tony Wells and Bill Wright (Members).

In Attendance: E Guthrie (Director); G Taylor (Secretary); J Symon (Treasurer); N Gardiner, M Cairns, A Roger and P Stoddard (Tactran); G Chree (Angus Council); N Gellatly (Dundee City Council);, A Deans and J Cockburn (Perth and Kinross Council); and B Roberts (Stirling Council).

Also Attending: C Wylie (Henderson Loggie)

Apologies for absence were received from: Councillor Dave Bowes, Councillor Brian Gordon and M Galloway (Dundee City Council); Councillor Alan Jack (Perth and Kinross Council); Gavin Roser (Member); and L Goodfellow (Stirling Council).

Councillor Dawson, Chair, Presiding

**1. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**2. MINUTE OF MEETING OF 15 JUNE 2010**

The Chair welcomed David Scotney to the Board as a Non-Councillor Member following his recent appointment and also Penny Stoddard who is seconded part time from Stirling Council as the Partnership's Acting Travel Plan Officer whilst Merry Scott is on maternity leave.

The minute of meeting of the Tayside and Central Scotland Transport Partnership of 15 June 2010 was submitted and approved as a correct record.

**3. APPOINTMENT OF NON COUNCILLOR MEMBERS**

There was submitted a report by the Secretary (RTP/10/22) updating the Partnership on the appointment of Non-Councillor Members, the endorsement of appointments by the Scottish Government, and requesting the Partnership to nominate a Non-Councillor member to the Executive Committee.

The Chair invited nominations. B Wright volunteered and this was seconded by Councillor Kellas.

**Resolved:**

- (i) To endorse the appointment of David Scotney to the position of Non-Councillor Member for a term of 2 years until 30 September 2012.
- (ii) To note the Ministerial endorsement of the appointment of David Scotney and the extension of terms of appointment for Bill Wright and Professor Tony Wells.

- (iii) To approve the appointment of Bill Wright as Non-Councillor Member of the Executive Committee.

#### **4. ANNUAL ACCOUNTS 2009/10**

There was submitted a joint report by the Treasurer and Director (RTP/10/23) presenting the 2009/10 Audited Accounts, as submitted to the Controller of Audit.

The Treasurer explained there had been two changes to the Accounts since the submission of the Unaudited Accounts these being –

Note 14 on page 23, a change to the Retail Price Index which resulted in a post Balance Sheet adjustment; and

Note 5, page 17 where a more detailed explanation regarding the financial management of the £600,000 contribution towards improving road connectivity at Dundee Port was given.

The Treasurer also explained that Net Liabilities had increased to £848,000 due to an increase in Pension Liability under Financial Reporting Standards (FRS) 17 rules. He explained that the constituent authorities are legally required to meet this pension liability.

Professor Wells joined the meeting.

C Wylie, Henderson Loggie, External Auditors, spoke to the Report to Members and the Controller of Audit and advised that an unqualified certification of the Accounts had been achieved. She also commented on the Audit of Accounts for the year ended 31 March 2010 and noted that the change from Retail Price Index to Consumer Price Index could result in a longer term 6 – 8% reduction in liabilities and on page 8 that the move to International Financial Reporting Standards would have limited effect on Tactran. Within the Action Plan it is recommended the Partnership prepare an Annual Governance Statement which although not a statutory requirement was viewed as best practice. She advised she had brought to the attention of Audit Scotland the Partnership's work on developing the travel information website, [www.tactranconnect.com](http://www.tactranconnect.com) as an example of good practice and also welcomed Tactran's work in aligning the RTS Monitoring Framework with Constituent Councils' Single Outcome Agreements.

B Wright asked for clarification of the Net Assets and Net Liabilities being the same and whether analysis of the Creditors was available. The Treasurer confirmed this was due to Tactran being unable to hold reserves. Funding received is from partner Councils and Scottish Government so any surplus is treated as being owed to them. He also confirmed the Creditors are mainly trading creditors who have been involved in the delivery of the RTS who have not yet been paid.

Councillor Thomson enquired if the pension reserve would decrease. The Treasurer advised this was dependant on a number of factors including value of assets and sensitivities on the stock market and the change from Retail Price Index to Consumer Price Index. Figures are received from the Actuary each year but it is difficult to predict future years' liabilities.

Councillor Kellas enquired if redundancies/early retirement would increase the Partnership's pensions liability. The Treasurer advised the FRS17 figures are indicative long term projection figures whereas severance payments would require to be funded at the point of redundancy or retirement and that these could be

substantial and would require to be met by constituent Councils as provided for in the Transport (Scotland) Act 2005. B Wright enquired if there were any other potential liabilities or adjustments. The Treasurer advised that should the Scottish Government make changes to the pension scheme these liabilities would likely decrease.

The Director noted the new requirements on the Partnership to publish certain financial information under the Public Services Reform (Scotland) Act 2010, as outlined in 3.7 of the report. Guidance on these requirements had now been issued by Scottish Government and it was proposed that the Partnership would comply with these requirements by publishing the relevant information within future Annual Reports and/or Annual Accounts

The Director advised that officials were happy to accept the Auditors' various recommendations, as detailed in the Action Plan in Section 6 of the Report to Members and the Controller of Audit. Implementation of these would be considered further in consultation with the Treasurer and Proper Officers with a view to reporting back to the Partnership at a future meeting.

**Resolved:**

- (i) To note the 2009/10 Audited Accounts and Report to Members and the Controller of Audit as detailed in Appendices A and B to the report.
- (ii) To agree to meet statutory obligations set out in the Public Services Reform (Scotland) Act 2010 by publishing relevant information within future years Annual Report and Annual Accounts.
- (iii) To agree to receive a report on review of Governance Policies at the next meeting on 14 December 2010.

**5. REGIONAL TRANSPORT MODEL**

There was a report submitted by the Projects Manager (RTP/10/24) informing the Partnership of the publication by Transport Scotland of Development Planning and Management - Transport Appraisal Guidance (DPM-TAG) for peer review and seeking delegation of authority to the Executive Committee to approve a response to the Guidance. The report also advised that further consideration of proposals for the development of a Regional Transport Model should be deferred pending the outcome of the DPM-TAG peer review and that further developments on this would be reported to a future Partnership meeting.

**Resolved:**

- (i) To note the publication by Transport Scotland of Development Planning and Management – Transport Appraisal Guidance for peer review.
- (ii) To delegate authority to the Executive Committee to approve the Partnership's response to the peer review.
- (iii) To receive a report on the development of a Regional Transport Model at a future Partnership meeting.

**6. PARK AND RIDE STRATEGY**

There was submitted a report by the Projects Manager (RTP/10/25) informing the Partnership of progress made on Park & Ride Strategy projects. The report also sought the approval of the Partnership on the outcomes of the Dundee West Park & Ride Study and authority to progress the conclusions of the study.

D Scotney enquired about the non-user evening peak benefits for site 3i/ii, the operating costs and whether the site would be manned. N Gardiner confirmed the non-user congestion benefits were calculated for the morning peak only, the operating costs of £43,000 are for CCTV, marketing, rates etc and confirmed the site would initially not be manned but if successful there is provision for this to be included in the future.

Councillor Whyte enquired if the subsidy would reduce. N Gardiner confirmed the estimated subsidy is based on the year of opening demand forecast of 200 cars daily accessing the site and as this number is forecast to increase over the following 10 years the subsidy would be expected to decrease.

**Resolved:**

- (i) To note progress on the four Park & Ride projects as outlined in report RTP/10/25.
- (ii) To approve the conclusions of the Dundee West Park & Ride Study and to remit officers to progress the conclusions as detailed in the report with all relevant stakeholders.

**7. FORTH VALLEY ROYAL HOSPITAL DEMAND RESPONSIVE TRANSPORT (DRT) STUDY**

There was submitted a report by the Strategy Manager (RTP/10/26) presenting the conclusions of the consultancy's study on DRT options for Forth Valley Royal Hospital and seeking approval for consultation on the consultancy's findings with all relevant stakeholders.

B Wright enquired if there was a similar study in Falkirk and if a similar study had been completed for Stirling Royal Infirmary. M Cairns confirmed that the study covered the Forth Valley Royal catchment area which includes Falkirk. Access to Stirling Royal Infirmary has not been examined, the Forth Valley Royal Hospital Study was required due to the new Hospital opening in Larbert. D Scotney asked if there was an estimate of costs associated with the options identified by the study. M Cairns confirmed further work would need to be undertaken in consultation with Councils and other stakeholders in order to properly estimate costs.

Councillor O'Brien welcomed the study and noted that NHS Forth Valley also have a responsibility in ensuring the hospital is accessible and that options for providing access to the hospital in Larbert without having to travel via Stirling were investigated.

Councillor Thomson also welcomed the report and sought assurance that the emphasis was not only on access for patients but for staff and visitors as well. M Cairns confirmed the conclusions contained within the report were the Consultant's recommendations and that Tactran would ensure Councillor Thomson's and Councillor O'Brien's comments would be considered within the further work required in order to take this study forward.

**Resolved:**

- (i) To note the consultants report on DRT for Forth Valley Royal Hospital.
- (ii) To agree that the report is the subject of consultation with partner Councils, NHS Forth Valley and other relevant stakeholders.
- (iii) To agree to receive a report on the outcome of the consultation at a future Partnership meeting.

## **8. 2010/11 REVENUE MONITORING AND PROGRAMME**

There was submitted a joint report by the Treasurer and Director (RTP/10/27) providing a monitoring update on the RTS Revenue Programme for 2010/11. The report also sought the Partnership's approval to delegate authority to the Executive Committee to manage potential slippage and approve revisions to the RTS Revenue Programme to ensure commitment of programmed expenditure.

The Director advised that monitoring of projected expenditure had identified potential slippage in a number of areas of programmed spend, principally the Regional Transport Model. Consideration had been given to bringing forward alternative projects which were identified in the RTS Delivery Plan, as outlined in paragraph 3.22 of the report. Discussions had also commenced with constituent Councils to identify potential projects/initiatives which might be brought forward for implementation in support of the RTS during the current year. It was proposed that consideration and approval of a revised Revenue Programme would be delegated for approval by a meeting of the Executive Committee, to ensure completion of projects within the current financial year.

Councillor Whyte asked for an update on the TERS project. The Director advised the position was not significantly changed from that reported orally to the Partnership meeting on 15 June 2010. Transport Scotland had previously advised that they were unable to support further development of the TERS recommendations pending completion of timetabling work on the Highland Main Line (HML) enhancement project and the undertaking of any further timetabling work required to address conflicts between the TERS proposals and the finalised HML timetable. It was understood that the HML work was ongoing and nearing completion and a further meeting would be sought with Transport Scotland to enable early agreement on any necessary revisions to the TERS timetabling. N Gardiner would be contacting Transport Scotland for an update on progress with the HML and confirmed that the original TERS work in 2008/09 had taken account of the earlier HML timetable. However, this had now changed and further work may be required. It remained the intention to press for TERS to be included before the next ScotRail refranchising in 2014, with the aim of implementation in December 2012.

D Fleming asked if the salary information could be separated within Appendix A to show the detail in Superannuation and National Insurance and this was agreed by the Treasurer.

D Scotney enquired if a "back-up" programme of projects could be created in future years to avoid the bulk of spend happening in the last 6 months of the year. The Director advised that approval of the current and previous years' programmes had required to await confirmation of Scottish Government Grant in Aid funding before legally committing to projects. Receipt of confirmation of funding in March and April had resulted in reporting a proposed programme to the June Partnership meeting, with the inevitable consequence that the majority of spend occurred in the second half of the year. It was hoped that, with a new 3-year Spending Review period, a rolling programme would be able to be constructed for 2011/12 – 2013/14. This would include a reserve list of projects identified from the RTS Delivery Plan, similar to that proposed in paragraph 3.22 of the report. It was agreed that, in the interests of ensuring commitment of programmed expenditure, authority would be delegated to the Executive Committee to manage any future slippage in the RTS Revenue Programme.

**Resolved:**

- (i) To note the position regarding Core Revenue expenditure as at 31 August 2010 as detailed in the report and Appendix A.
- (ii) To note the progress on the 2010/11 RTS Revenue Programme as detailed in the report and Appendix B.
- (iii) To agree to delegate authority to the Executive Committee to approve proposals for managing potential slippage in the 2010/11 RTS Revenue Programme and future Revenue Programmes.

**9. 2010/11 CAPITAL PROGRAMME MONITORING**

There was submitted a report by the Projects Manager (RTP/10/28) updating the Partnership on progress in implementing the 2010/11 Tactran Capital Programme and noting progress made on the Angus Council and Stirling Council Capital Programmes in support of the Regional Transport Strategy.

**Resolved:**

- (i) To note progress on the Tactran 2010/11 Capital Programme as detailed in the report and Appendix A.
- (ii) To note progress on the Angus Council and Stirling Council 2010/11 Capital Programmes as detailed in Appendices B and C.

**10. CONSULTATIONS**

There was submitted a report by the Strategy Manager (RTP/10/29) updating the Partnership on officer responses to the Dundee City Council Local Development Plan consultation and seeking endorsement of officer responses to the Scottish Government's consultation on the National Planning Framework Action Programme and the Department for Transport consultation on the review of the Trans-European Network – Transport (TEN-T). Approval was also sought for a proposed response to the Scottish Ferries Review.

**Resolved:**

- (i) To note the officer responses to the Dundee City Council Local Development Plan consultations as detailed in Appendices A and B to the report.
- (ii) To endorse the officer response to the Scottish Government Consultation on the National Planning Framework Action Programme as detailed in Appendix C to the report.
- (iii) To endorse the officer response to the Department for Transport consultation on the review of the Trans-European Network – Transport (TEN-T) as detailed in Appendix D to the report.
- (iv) To approve the proposed response to the Scottish Ferries review as detailed in Appendix E.

**11. DUNDEE CITY COUNCIL SINGLE OUTCOME AGREEMENT DELIVERY PLAN**

There was submitted a report by the Director (RTP/10/30) seeking the Partnership's endorsement of the Dundee City Council Single Outcome Agreement Delivery Plan.

D Fleming enquired since DRT has been delayed to 2011/12 and Dundee Community Transport had withdrawn from the project, whether there is an opportunity for other organisations to tender for the service. N Gellatly advised that alternative options for delivering the DRT pilot in Dundee, including tendering or "in-house" delivery as part of the current Council fleet review were being investigated. He confirmed the intention is to launch the pilot in spring 2011.

D Scotney enquired if there should be reference on page 23 of the Delivery Plan to Tactran's Walking & Cycling Strategy. The Director advised that Tactran had made a significant contribution to the Dundee Travel Active project through the Capital Programme and the Travel Plan Officer spending an average of 2 days per week on this project and agreed to seek amendment to reflect this input.

**Resolved:**

- (i) To endorse the Dundee City Council Single Outcome Agreement Delivery Plan as outlined in the Appendix to the report.

## **12. DIRECTOR'S REPORT**

There was submitted a report by the Director (RTP/10/31) updating the Partnership on various matters of interest and relevance to the work of the Partnership.

Councillor Whyte thanked the Director for the update contained in paragraphs 2.8 – 2.10 within the report and was heartened to see that strenuous lobbying was taking place to secure the maintenance of through operation of East Coast services north of Edinburgh to Aberdeen and Inverness. Councillor Whyte also asked about High Speed Rail (HSR) and the impact this would have on future Government spending priorities. The Director confirmed that the Partnership and other RTPs continued to support HSR and that the extension of the HSR network to Scotland was seen as crucial for supporting sustainable economic growth and encouraging more sustainable travel options for business and leisure travel. Various studies had shown that the business case for HSR was significantly enhanced by extension to Scotland as a result of the economic and environmental benefits associated with improving connectivity and encouraging modal shift from air to rail for cross-border travel.

D Scotney enquired if the length of the next ScotRail franchise would be extended. The Director advised that there had been no formal indication of the conditions for the next ScotRail franchise but that consultation by Transport Scotland on these matters with RTPs and other stakeholders was expected to occur before the next franchise was tendered and awarded. The re-franchising in 2014 and the potential for a longer franchise term also represented an opportunity to press for inclusion of the TERS short to medium term proposals for enhancing regional rail connectivity and services within the new franchise specification.

Councillor Thomson enquired about the paper on Rural Garages that was presented to the RTP Chairs meeting on 2<sup>nd</sup> June and whether Tactran could support Hitrans on this. The Director agreed to seek an update from Hitrans and circulate a copy of the paper.

B Wright spoke of the successful Pedal for Scotland event held at the weekend and had attracted approximately 9,000 people. He requested that Tactran add a link on the tactranconnect.com website to the cycling events website and advised Cycling Scotland would like to discuss with Tactran and Dundee City Council the possibility of a cycle round the Tay event.

**Resolved :**

- (i) To endorse the joint RTPs submission to the UK Secretary of State for Transport objecting to suggested termination of Intercity Express trains at Edinburgh as outlined in the report.
- (ii) To endorse a joint RTPs response to Transport Scotland's consultation on the ScotRail Franchise Policy Statement as outlined in the report.

- (iii) To note and endorse the Directors involvement in the SUStay project.
- (iv) To note the various updates and other information provided in the report and orally.

### **13. REVENUE BUDGET 2011/12 – 2013/14**

There was submitted a report by the Director (RTP/10/32) advising the Partnership of initial discussions with constituent Councils regarding future years Revenue funding and of the potential impacts of the constrained public sector financial environment moving forward. The report also sought authority for the Director and Proper Officers to develop a strategy and options for addressing anticipated reductions in Revenue funding in 2011/12 and beyond.

It was noted that potentially significant reductions in Council funding and Scottish Government Grant in Aid funding would have major implications for the Partnership's Core and RTS Programme budgets. The Director advised that indicative reductions of up to 50% in Council contributions towards Core operating costs, coupled with presently unknown but anticipated reductions in Scottish Government grant funding, were likely to require consideration of organisational restructuring and/or significant reductions in RTS delivery expenditure in 2011/12 and beyond if confirmed.

#### **Resolved :**

- (i) To note the potential for a reduction in Core Revenue funding from constituent Councils.
- (ii) To authorise the Director and Treasurer to continue negotiations with constituent Councils on future funding arrangements.
- (iii) To remit the Director and Proper Officers to develop a strategy and options for managing anticipated reductions in Council and Scottish Government funding.
- (iv) To receive a further report updating the position to the Partnership meeting on 14 December 2010.

### **14. DATE OF NEXT MEETING**

It was noted that the next meeting would be held at 10.30am on Tuesday 14 December 2010 in Forfar.

Councillor Gaul raised the issue of meeting locations and proposed that all future meetings be held in Perth. The Director advised that the Partnership had previously considered the options of fixed location and rotational meetings and had agreed that, as a public body covering a large geographical area, the meetings should be rotated around each partner Council to ensure the Partnership and its meetings are accessible to the public and other interested parties. It was agreed that further consideration would be given to this matter in approving the schedule of 2011 Partnership meetings on 14 December 2010.