

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**28 OCTOBER 2008****ANNUAL REPORT 2007/08****Report by Director**

This report seeks the Partnership's approval of the TACTRAN Annual Report 2007/08, for submission to Scottish Ministers and for publication and general distribution to interested parties.

1 RECOMMENDATION

- 1.1 That the Partnership approves the Annual Report 2007/08, as set out in the Appendix, for submission to Scottish Ministers and for general publication.

2 DISCUSSION

- 2.1 The Transport (Scotland) Act 2005 requires that Regional Transport Partnerships publish and submit to Scottish Ministers an Annual Report on the performance of their functions.
- 2.2 The principal focus of the Partnership's activity during 2007/08 has included establishment of a new Partnership Board following significant changes as a result of the Local Government elections in May 2007; progressing appointments to the Partnership's core staffing establishment; ongoing development of governance procedures and policies; managing the delivery of a significant Capital Programme of over £3 million; and developing and implementing a regional Travel Plan Strategy and Action Plan. Towards the end of the year work was undertaken on a further review of the Regional Transport Strategy take account of Ministerial comment on the Draft RTS submitted in March 2007, and also changes to the delivery and funding framework which were introduced as a result of the Government Spending Review 2007, the Scottish Government/Local Government Concordat and Single Outcome Agreements.
- 2.3 A draft Annual Report 2007/08, summarising activity and progress on these priorities during the year is set out in the Appendix. The Partnership is asked to approve this, amended as necessary to reflect any additional content or comment requested by Board members, for submission to Scottish Ministers.
- 2.4 The Annual Report will be made publicly available on the Partnership's website and copies will also be made available to all key stakeholders, including constituent Councils, Community Planning Partnerships, Health Boards, transport operators, business organisations, other Regional Transport Partnerships and other relevant organisations.

3 RESOURCE IMPLICATIONS

- 3.1 The costs of publishing and distributing the Annual Report will be contained within the approved 2007/08 Core Revenue Budget provision.

Eric Guthrie
Director

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NOTE

Background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) which were relied on to a material extent in preparing the above Report :-

Reports to Partnership throughout the period April 2007 to March 2008 (various)

(DRAFT) TACTRAN ANNUAL REPORT 2007/08

FOREWORD

The Tayside and Central Scotland Transport Partnership (*tactran*) is one of 7 statutory Regional Transport Partnerships established under the Transport (Scotland) Act 2005. *tactran* covers the local authority areas of Angus, Dundee City, Perth & Kinross and Stirling Councils.

The Partnership's key role and primary statutory duty is to draw up a Regional Transport Strategy, which sets out a vision for meeting the transport needs of people and businesses throughout the region, and to carry out its functions so as to fulfil delivery of the strategy.

During this second full year of the Partnership's existence our main focus has been on progressing development of the Regional Transport Strategy (RTS), in anticipation of gaining Ministerial approval for the strategy. This has included work on developing four key sub-Strategies for Buses, Walking & Cycling, Travel Information and Park & Ride, all of which are key strands of the RTS.

Working with our partner Councils and other organisations we have delivered a significant Capital Programme of projects totalling more than £3 million, across all four Council areas, which supports our strategy aims and objectives. Further progress has been made on developing Travel Planning and other sustainable transport options, including introduction of our increasingly successful *tactranliftshare* scheme.

The Scottish Government and Local Government elections in May 2007 brought significant political change nationally and locally. A new Partnership Board was appointed in June 2007 and this has developed during the year. Progress has continued to be made in establishing organisational and operational structures, with the appointment of additional core staff, establishment of the Partnership Headquarters in Perth, creation of new structures for liaison with our partner Councils and other key stakeholders, and further development of our governance policies and procedures.

Towards the end of the year Scottish Government confirmed the important role of RTPs in improving Scotland's transport infrastructure and services, within the context of the new Scottish Government/Local Government Concordat announced in November 2007. Government also requested RTPs to review their Strategies, having regard to the Concordat and the new Council Single Outcome Agreements. This, along with developing a prioritised RTS Delivery Plan, working with national, regional and local partners and stakeholders, will form a key priority for the Partnership moving into 2008/09.

Throughout the year *tactran* benefited enormously from the support and commitment of its Councillor and non-Councillor members, staff of the four partner Councils, and the Partnership's own core staff and Proper Officers, all of whose contributions are gratefully acknowledged. The progress made in 2007/08 provides a sound basis moving forward positively within the context of a much changed political, financial and operational landscape.

More information on *tactran*, our Regional Transport Strategy and other related activity, can be found at our website www.tactran.gov.uk.

Fraser Macpherson, Chair

Eric Guthrie, Director

PARTNERSHIP BOARD AND GOVERNANCE

The *tactran* Board has a membership of 15, consisting of 10 Councillor Members, who are appointed by the constituent partner Councils – 3 each from Dundee City Council and Perth & Kinross Council and 2 each from Angus Council and Stirling Council – plus 5 non-Councillor members. Initial appointment of non-Councillor Members to the Partnership was made by Ministers in April 2006, following an open public recruitment process.

Board membership changed significantly as a result of the Local Government elections in May 2007. Retirals from public life and electoral change in each of the 4 partner Council areas resulted in 9 of the original 10 Councillor Members being replaced with new appointees in June 2007. The significant contribution made individually and collectively by those Members who served on the Partnership from its initial inception in December 2005 until May 2007 and, in particular, their contribution to guiding the early development of the Regional Transport Strategy through to its submission for Ministerial approval in March 2007, is gratefully acknowledged.

One change to non-Councillor membership arose during the year, owing to the resignation of a non-Councillor member in January 2008. Arrangements will be made to secure a replacement Health sector representative on the Partnership Board during 2008/09. After the May 2007 Scottish Government and Local Government elections, the appointment of non-Councillor members becomes the responsibility of RTPs, subject to Scottish Ministers' endorsement of proposed appointments.

Membership of the Partnership Board during 2007/08 was:-

Until June 2007	At 31 March 2008
Councillor Members	
Angus Council	
Councillor Kitty Ritchie (Deputy Chair)	Councillor Iain Gaul
Councillor David Selfridge	Councillor John Whyte
Dundee City Council	
Councillor Fiona Grant (Deputy Chair)	Councillor Brian Gordon
Councillor Kevin Keenan	Councillor Fraser Macpherson (Chair)
Councillor Roderick Wallace	Bailie Roderick Wallace
Perth & Kinross Council	
Councillor John Hulbert	Councillor Ann Gaunt
Councillor Alan Livingstone (Chair)	Councillor Alan Jack (Deputy Chair)
Councillor John Mair	Councillor John Kellas
Stirling Council	
Councillor John Paterson	Councillor Andrew Simpson
Councillor Gillie Thomson	Councillor Jim Thomson
Non-Councillor Members	
Mr Robert Andrew	Mr Robert Andrew
Ms Margaret Duffy	Vacancy
Professor Malcolm Horner	Professor Malcolm Horner
Mr Gavin Roser	Mr Gavin Roser
Mr Bill Wright	Mr Bill Wright

During 2007/08 the Partnership met on 6 occasions as follows :-

- 24 April 2007 in Perth
- 19 June 2007 in Perth
- 21 August 2007 in Dundee
- 23 October 2007 in Stirling
- 18 December 2007 in Forfar
- 30 January 2007 in Perth

Meetings are normally held in rotation across all partner Council areas. The Agendas and related papers for business dealt with by the Partnership at each of its meetings can be viewed on the Partnership's website at www.tactran.gov.uk.

At its first meeting on 19 June 2007, the new Partnership Board appointed Councillor Fraser Macpherson as Chair and Councillor Alan Jack as Deputy Chair. At the same meeting the Partnership agreed to re-appoint Gillian Taylor, Head of Democratic Services, Perth & Kinross Council to the position of Partnership Secretary; Ian Innes, Head of Legal Services, Perth & Kinross Council to the position of Proper Legal Officer; and John Symon, Head of Finance, Perth & Kinross Council to the position of Treasurer.

A comprehensive programme of Induction Training was provided by the Director, Secretary and Treasurer to existing and new Partnership Members in August 2007. This covered RTP legislative context, duties and responsibilities; RTP Governance and structures, including the role of Members and officers, ethical standards, equal opportunities; and RTP Finance, including Financial Regulations and control, Revenue and Capital budgeting and Best Value. Members were also updated on the development of the Regional Transport Strategy, RTS sub-Strategies and the associated RTS Delivery Plan.

Sub- Committees

An Executive Committee consisting of the Chair, Deputy Chair, Councillors Jim Thomson and John Whyte, and Professor Malcolm Horner was also appointed on 19 June 2007. The Executive Committee exists to deal with any matters of urgency which may arise between full meetings of the Partnership Board and require Board level input or approval.

No meetings of the Executive Committee required to be held during 2007/08. A number of matters were delegated by the Partnership to be considered and/or addressed by the Executive Committee, mainly in relation to meeting deadlines for external consultations and issues falling outwith the normal cycle of full Partnership meetings. All matters were dealt with through virtual meetings of the Executive Committee and were subsequently endorsed at the following meeting of the full Partnership Board.

Appointment of Advisors

Provision exists within legislation for RTPs to appoint Observers or Advisors. At its meeting on 24 April 2007 the Partnership agreed to defer consideration of the appointment of Advisors until after the May 2007 elections, to allow the incoming Partnership Board to consider how it wished to address this. At the meeting on 19 June 2007 the new Board agreed to establish revised stakeholder liaison arrangements, including creation of various key stakeholder fora, as outlined below.

The intention is to seek suitable nominations for Advisor input to the Partnership through these evolving stakeholder fora.

Liaison with Partner Authorities

Arrangements for strategic policy and operational liaison with the four partner Councils were reviewed during 2007/08, to take account of the Partnership's ongoing development and appointment of its own staffing resources.

The previous Management Team, consisting of the TACTRAN Director and Chief Officers with responsibility for Transportation within partner Councils, was replaced by a new, expanded liaison structure consisting of a **Chief Officers Liaison Group (COLG)**, which is the liaison forum on matters of high level policy and strategic direction for the Partnership; a **Transportation Officers Liaison Group (TOLG)**, which is the main forum for liaison on operational development and implementation of the RTS; a **Public Transport Officers Liaison Group (PTOLG)**, consisting of the 4 Council Public Transport Managers, and which takes forward elements of the RTS relating to public transport; a **Sustainable Travel Liaison Group (STLG)**, which focuses on Travel Planning, walking and cycling and other sustainable travel aspects of the RTS; and a **Finance Group**, including both Finance and Transportation representation from Councils, which monitors Revenue and Capital programmes and expenditure and compliance with Scottish Government funding processes.

The liaison groups meet quarterly, or as required, to agree input to Partnership meetings and manage operational development of the RTS and other related RTP activity.

Liaison with External Key Stakeholders

Revised arrangements for engaging with external stakeholders were also approved. These included a **Walking & Cycling Forum**, involving groups and associations representing cycling and walking interests; a **Regional Buses Forum**, to enable engagement with the bus sector, including Community Transport and Demand Responsive Transport providers; a **Regional Rail Forum**, which provides a focus for officer liaison with the rail passenger and rail freight industry and also local rail interest groups; and a **Regional Freight Forum**, to take forward development of a Regional Freight Quality Partnership, which is a key action in the Finalised RTS.

In December 2007 the Partnership also approved the establishment of an **Equalities Forum** as a focus for engagement and consultation with relevant equalities interests on development of the Partnership's Equalities Scheme and wider equalities obligations in relation to the RTS.

These groups meet roughly 6-monthly.

Governance Procedures and Documents

During 2007/08 work continued on the development of a range of Governance procedures and policies. On 24 April 2007 the Partnership approved its own **Scheme of Delegation** and **Financial Regulations**.

At the meeting on 19 June 2007 a further set of Governance and Human Resources policies were approved :-

- **Equal Opportunities policy**

- **Maternity; Paternity; Parental and Adoption Leave policies**
- **Other Special Leave and Sickness Absence policies**
- **Disciplinary; Grievance and Harassment at Work policies**

In December 2007 the Partnership approved an **Equalities Scheme and Action Plan** for the period 2007 – 2010, which sets out how the Partnership will address its various obligations under Equalities Legislation.

All of the Partnership's Governance procedures and documentation can be inspected on the Partnership's website at www.tactran.gov.uk.

As is discussed elsewhere in this Annual Report, the 2007 Government Spending Review and Government/Local Government Concordat of November 2007 introduced significant changes to the public sector funding and delivery framework within which RTPs operate. It is the intention to review the Partnership's core Governance policies and documents during 2008/09, to take account of the new public sector performance framework.

PARTNERSHIP RESOURCES

Staffing

The Partnership Director, Eric Guthrie, took up post on 17 July 2006. At its meeting on 26 November 2006 the Partnership approved an initial staffing structure consisting of 8 members of staff, known as the *tactran* Executive.

In early January 2007 Ashley Aird took up post as Office Manager/PA to the Director and Merry Scott took up post as Travel Plan Officer. During 2007/08 further progress on staffing was made with appointment of Hayley Thomson as Trainee Administrative Assistant in June 2007, and Niall Gardiner and Michael Cairns to the posts of Projects Manager and Strategy Manager in October and November 2007 respectively.

The staffing complement at 31 March 2008 was as follows :-

- Partnership Director – Eric Guthrie
- Office Manager/PA to Director – Ashley Aird
- Strategy Manager – Michael Cairns
- Projects Manager – Niall Gardiner
- Travel Plan Officer – Merry Scott
- Technician/Graduate Engineer (Strategy) - Vacancy
- Technician/Graduate engineer (Projects) - Vacancy
- Administrative Assistant (Skillseeker) – Hayley Thomson

Appointments to remaining vacancies will be progressed during 2008/09.

Headquarters

The Partnership's staff and headquarters are centrally located within the Region in Perth at :-

Bordeaux House
31 Kinnoull Street
Perth
PH1 5EN

REGIONAL TRANSPORT STRATEGY

The intensive process involved in developing the Regional Transport Strategy culminated in successful submission of a Finalised RTS, agreed in consultation with constituent Councils and other Key Stakeholders, to the Transport Minister on 30 March 2007.

The Finalised RTS seeks to deliver *tactran's* vision of :-

“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 promotes the health and well-being of all”

through a balanced and integrated package of measures and interventions which support the key RTS themes of :-

- **delivering economic prosperity;**
- **connecting communities and being socially inclusive; and**
- **delivering environmental sustainability, health and wellbeing**

The strategy identifies the need for a comprehensive range of capacity and safety improvements to the strategic road and rail networks; enhancing public transport services and facilities through partnership with transport providers; encouraging a shift towards more sustainable forms of transport, particularly walking and cycling; working with road haulage, rail freight and port operators to develop more efficient and sustainable movement of goods; and improving integration, both within transport and between transport and land use.

RTS Approval

Following submission of the Finalised RTS work was undertaken on clarifying a number of areas, in consultation with Scottish Government officials. These related to providing more detail on the Strategic Environmental Assessment (SEA) and Appropriate Assessment of specified Interventions within the RTS, and also clarification of the Equality Impact Assessment and Monitoring arrangements within the RTS. These matters were successfully addressed, in consultation with Scottish Government officials and SEA consultees, during June 2007.

Legislation provided for the granting of Ministerial approval for Finalised Strategies within 3 months of their submission to Ministers. Following election of the new Scottish Government in May 2007, the anticipated date for approval was deferred to September 2007. This was further delayed pending the outcome of the Government Spending Review in autumn 2007.

The Cabinet Secretary for Finance and Sustainable Growth wrote to all RTPs on 7 January 2008, requesting that revised strategies should be prepared and resubmitted in the form of “high-level” documents focusing on the strategies necessary to support the Government’s key strategic objectives. Interventions were to be removed from Strategies and addressed through refined Delivery Plans that prioritise delivery actions within the context of available finance and the Scottish Government/Local Government Concordat. Subsequently, Government officials requested that revised RTSs should be submitted as close to the start of the 2008/09 financial year as possible.

RTS sub-Strategy Development

The Finalised RTS contained commitments to developing various sub-strategies, including Walking & Cycling; Buses; Park & Ride; and Travel Information, which were progressed during 2007/08. Following a competitive tendering process consultants were appointed in December 2007 to develop these sub-Strategies by the end of March 2008.

Draft sub-Strategies were produced in March 2008 but final completion of the sub-Strategies was delayed owing to a number of circumstances, including the need to develop the RTS and its sub-Strategies having regard to how these can assist in achieving Councils' Single Outcome Agreements (SOAs), within the evolving relationship between Central, Regional and Local Government. The finalised sub-Strategies will be completed, taking account of review and re-submission of the full RTS, during 2008/09.

RTS Delivery Plan

An RTS Indicative Delivery Plan, setting out estimated costs of delivering the various Interventions and Actions contained in the Finalised Strategy as submitted to Ministers in March 2007, was approved for submission to Ministers by the Partnership on 24 April 2007. This estimated the costs associated with delivery of the full strategy to be in order of £97 million Revenue and £623 million Capital over the 15 year period of the RTS from 2008/09 – 2023/24. It must be stressed that, for many of the proposals contained in the strategy, these costs were initial estimates which required to be refined as individual proposals are taken forward through the various stages of required project appraisal and approval, including Scottish Transport Appraisal Guidance (STAG).

In response to Scottish Government's request that Interventions are removed from Strategy documents and placed in a separate Delivery Plan, further work on refining and detailing the RTS Delivery Plan, focusing on those projects and initiatives which *tactran* and its constituent Councils, along with other public and private sector partners are expected to deliver, will form a key focus of the Partnership's activity during 2008/09.

The Finalised RTS, Consultation Report, Indicative Delivery Plan and other related supporting material, can be viewed on the Partnership's website www.tactran.gov.uk.

TRAVEL PLANNING

The Scottish Government allocated grant of £65,000/annum in 2006/07 and 2007/08 to develop Travel Planning on a regional basis. This funding included £30,000 in each year to support appointment of a Travel Plan Officer with the remaining £35,000/annum allocated to supporting delivery of effective Active Travel Plans in each constituent Council and major health facilities in the region, in consultation with Councils and Health Boards.

The excellent progress made during 2006/07 towards meeting the Scottish Government's key grant deliverables was built on in 2007/08. Activity in this area is led by the *tactran* Travel Plan Officer and through the regional Sustainable Travel Liaison Group (STLG), which includes membership from each partner Council and the 2 Health Boards, NHS Tayside and NHS Forth Valley. All partner Councils have established written Active Travel Plans, have implemented positive travel plan measures, and are working towards having Travel Plans formally adopted by the Councils.

Specific actions during 2007/08 included:-

- continued development of the STLG with input from Councils, Health Boards and University representatives, ensuring a seamless approach to travel planning in the region and partnership working in the form of jointly funded initiatives;
- developing a travel plan and sustainable knowledge base offering guidance and sharing of best practice, in conjunction with Scottish Government, for major employers and other organisations, which will be further developed in future years;
- working in liaison with Scottish Government and other sustainable travel organisations, including ACT/Travelwise, Sustrans and The Energy Savings Trust to promote Best Practice and share knowledge and policy development;
- working with neighbouring Regional Transport Partnership Travel Plan Officers to share Best Practice and resources;
- creating and developing the *tactranliftshare.com* car-sharing website, as an umbrella for four Council websites - *angusliftshare.com*; *dundeeliftshare.com*; *perthandkinrossliftshare.com* and *stirlingliftshare.com*;
- launch of a Sustainable Travel Grant Scheme providing for match funded initiatives with local authorities, Health Boards and Universities.
- promotion of the *tactran* Travel Plan Toolkit to major employers, including colleges, public bodies and private companies, across the Region.
- continuing input to national groups and conferences and seminars on sustainable travel.

tactran is committed to the development of travel plans across the region and will continue to support partners and promote sustainable travel initiatives. Long term commitment and partnership working between the public and private sectors and national and local Government will be essential in securing successful delivery of the environmental, social and wider benefits achievable through successful promotion and implementation of Travel Planning.

OTHER ACTIVITY

In addition to the core focus of developing the Regional Transport Strategy towards gaining statutory approval, the Partnership has undertaken and contributed to a number of other strategic transport developments and activities, including :-

- funding provision of Accessibility Mapping software for all partner Councils and both regional Health authorities, to enable accessibility planning in service delivery across the region;
- contributing towards feasibility work on enhancing Dundee Station;
- undertaking traffic surveys on the A90 to inform the RTS and Strategic Transport Projects Review;
- submission of bids for funding to effect improvement to the National Cycling Network;
- participating in the Stirling and Tayside Timber Transport Group;
- joint funding a Tay South Park & Choose feasibility study with SEStran;
- funding investigation of Freight through Ports options

The Partnership has also sought to engage fully in the development of national transport and other related policy areas, through responding to consultations and other means. National consultations responded to in 2007/08 included :-

- Strategic Transport Projects Review (ongoing through RTP Reference Group)
- Strategic Development Planning Authorities (October 2007)

Strategic policy and delivery liaison with other RTPs has continued through the RTP Chairs Forum and the Transport Partnership Liaison group, which provides a forum for liaison between RTPs and with Scottish Government.

In addition the Director continued to contribute to ongoing working consultations on the National Buses Action Plan and represented RTPs on the Society for Chief Officers of Transportation in Scotland (SCOTS) Executive Committee.

CAPITAL PROGRAMME

The Scottish Executive allocated £3.327 million to *tactran* in 2007/08 to support the delivery of regionally strategic transport projects, which support the aims and objectives of the emerging RTS. In anticipation of this funding award, the Partnership had, in December 2006, approved a Capital Programme of expenditure which allocated this budget between partner Councils, based on the same population and land area formula used by the Scottish Executive to allocate grant to RTP's.

The approved programme consisted of a range of projects across all four Council areas, including extension of Real Time Passenger Information in Angus; Quality Bus Corridor improvements in Angus and Dundee; public transport interchange enhancements in Angus, Perth & Kinross and Stirling; extension of existing and new Park & Ride facilities in Perth & Kinross and Stirling; new and improved strategic cycle network links within Angus, Dundee and Stirling; and measures to improve pedestrian access and safety on key public transport corridors in Angus and Dundee.

The overall programme matched well with Scottish Government aspirations of ensuring that a minimum of 70% of all Government spend on transport relates to public transport and other sustainable modes. The breakdown for the 2007/08 programme was :-

Public Transport	£1,809,500 (54.4%)
Walking and Cycling	£ 650,000 (19.5%)
Roads/Safety	£ 868,111 (26.1%)

Arrangements were in hand for progressing delivery of the approved programme when, in late 2007, Scottish Government officials advised the need to effect savings in the national RTP Capital Grant budget for 2007/08. This resulted in an agreed reduction of £300,000 in the previously notified Capital Grant allocation during the last quarter of the year.

The reduction in the 2007/08 Capital Grant was able to be managed with minimum impact on the Partnership's approved 2007/08 Capital Programme through the combined effect of utilising interest gained on Capital, capitalising Revenue expenditure, plus a small element of slippage in scheme delivery of projects across the four Council areas.

REVENUE FINANCE

tactran's Core Revenue Budget, amounting to £420,000 in 2007/08 was funded 50% by the constituent partner Councils and 50% by the Scottish Executive. In addition to Scottish Executive grant of £210,000 towards core costs, additional Revenue grant totalling £320,000 was allocated to support development of the Regional Transport Strategy; £25,000 for Transitional costs associated with setting up the Partnership; and £69,000 for Travel Plan development.

The budgeted and outturn position for the year is shown below :-

	<u>Budgeted</u>	<u>Outturn</u>
Core Costs	420,000	290,000
Transitional Costs	25,000	14,000
Regional Transport Strategy	320,000	262,000
Travel Planning	69,000	72,000
Capital from Revenue (CFCR)	0	264,000
Totals	834,000	902,000

The overspend of £68,000 relates to Revenue funding of reduced Capital Grant, as referred to above, which was partially met through a Capital from Current Revenue (CFCR) arrangement, as agreed with Scottish Government officials and approved by the Executive Committee on 7 March 2008 and endorsed by the Partnership on 29 April 2008.

More detailed financial information is available within the Partnership's 2007/08 Audited Accounts, which are available for inspection on the *tactran* website or at the Partnership Headquarters at Bordeaux House, 31 Kinnoull Street, Perth.