

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**22 SEPTEMBER 2009****REVENUE BUDGET MONITORING 2009/10****JOINT REPORT BY DIRECTOR AND TREASURER**

This report provides a monitoring update on the 2009/10 Core Revenue Budget and on the RTS Implementation Programme for 2009/10, as projected at August 2009.

1 RECOMMENDATIONS

1.1 That the Partnership:-

- (i) notes the projected Core Revenue Budget outturn position for financial year 2009/2010, as detailed in Appendix A;
- (ii) notes the projected Travel Plan Budget outturn position for financial year 2009/2010, as detailed in Appendix B;
- (iii) notes the projected RTS Implementation Programme outturn position for financial year 2009/2010, as detailed in Appendix C;
- (iv) notes the progress on the 2009/2010 Revenue Programme proposals as detailed in sections 3.5 to 3.34;
- (v) approves allocation of up to £18,000 from the budgeted amount for contingency to support the development of a Transport and Health Action Plan; and
- (vi) endorses the allocation of £3,000 from the budgeted amount for contingency towards a joint research project on the development of Car Clubs.

2 BACKGROUND

- 2.1 At its meeting on 9 December 2008 the Partnership approved a Core Revenue Budget for 2009/10 (Report RTP/08/34 refers). This provides for a budget of £440,000 to cover staffing, premises and other operational costs.
- 2.2 On 16 April 2009 the Scottish Government formally confirmed award of Grant in Aid up to £615,000 in 2009/10, which includes Government's £220,000 contribution towards Core running costs. The remaining £395,000 is available to support development and implementation of the RTS in 2009/10. In addition, a further £35,000 is available from a previously awarded Scottish Government Travel Plan Grant allocation.
- 2.3 At its meeting on 23 June 2009 the Partnership approved a 2-year Revenue Budget for 2009/10 and 2010/11 for RTS development and implementation utilising the allocated Scottish Government Grant in Aid funding (Report RTP/09/30 refers).

3 DISCUSSION

Core Revenue Budget Monitoring

- 3.1 The Core Revenue Budget expenditure to 31 August 2009 and projected expenditure to the financial year end is shown in Appendix A. At this time an underspend of £48,295 is projected.
- 3.2 Of the projected underspend, the majority, amounting to £46,008, relates to deferral of appointment to two vacancies within the approved and budgeted staffing establishment. These appointments were initially deferred pending development of the RTS Delivery Plan and agreement with partner Councils on associated delivery responsibilities. Further consideration of appointment to these vacancies will now form part of the 2010/11 and beyond Core Budget requirement considerations with partner Councils, having regard to anticipated very severe reductions in funding across the public sector over the next few years. Discussions are to be held with partner Councils over the coming weeks with a view to reporting on a revised 2010/11 Core Budget to the Partnership's next meeting on 15 December 2009.
- 3.3 As discussed in a separate report on a Service Level Agreement with Perth & Kinross Council, it is proposed that an element of the projected underspend in the current year is utilised to fund an increased requirement and funding gap of £12,000 between the budgeted resources for services provided by Perth & Kinross Council and the actual cost identified by review of support activity requirements over the past 2 years, as now being defined through a formalised Service Level Agreement.

Travel Plan Activity

- 3.4 The Partnership approved a proposed programme of Travel Plan activity during 2009/10 at its meeting on 23 June 2009 (Report RTP/09/23 refers). Expenditure to 31 August 2009 and projected expenditure to the financial year end is shown in Appendix B. At this stage in the financial year the Travel Plan budget is expected to be fully committed as the Travel Plan Officer continues support to and engagement with partner Councils, Health Boards and other public/private sector bodies on development and implementation of Active Travel Plans and associated measures. Committed and planned expenditure is outlined further in sections 3.21 – 3.23 below.

RTS Development and Implementation Programme

- 3.5 The Regional Transport Strategy Implementation expenditure to 31 August 2009 and projected expenditure to the 2009/10 financial year end is shown in Appendix C. At this stage in the financial year, and based on anticipated commitments, the RTS development and implementation programme is projected to be on budget for 2009/10. Progress on the individual elements of the RTS development and implementation programme is outlined below.

Ordnance Survey Mapping Licence Fees - £8,000 (2009/10), £8,000 (2010/11)

- 3.6 Previously the Partnership has relied upon the Ordnance Survey (OS) Licences of partner Councils when using mapping data in developing the RTS, associated strategies, and plans for RTS projects. With the introduction of revised OS licensing arrangements from 1 April it is necessary for the Partnership to hold its own OS Licence. Currently it is understood that these costs will be in the order of £8,000/annum. A meeting involving RTPs and OS is taking place during September

to clarify fees and licence arrangements and an oral update on any further developments will be given at the Partnership meeting.

Accessibility Planning - £12,000 (09/10), £26,000 (10/11)

- 3.7 The Partnership previously purchased the Accession accessibility mapping software package to support initial and ongoing development of the RTS. Accessibility planning is viewed by Scottish Government as an important technique in ensuring integration between transport, land use and other policy planning. The Improvement Service has recently indicated an interest in the work undertaken by RTPs on this as an assist to monitoring progress in achieving national and local outcomes in Single Outcome Agreements.
- 3.8 The budgeted provision allows for the annual costs of licence software, ongoing development of the Accession model and 2-yearly updating of baseline information relating to public transport services and key facilities such as Post Offices, Hospitals and Health Centres, leisure facilities etc. The current database was updated in 2008/09 and allowance for further updating is made in 2010/11. Work on off-road cycle routes and regional work for TAYplan, modelling the accessibility of major development locations, is proposed for 2009/10.

RTS Monitoring Framework - £20,000 (09/10), £20,000 (10/11)

- 3.9 The development of an 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) and the MVA Consultancy has been commissioned to develop this framework, produce indicators and short and long term targets, which will form the basis of annual reporting on RTS implementation. The intention is to report on the outcome of this work to the Partnership at its meeting on 15 December 2009 along with the Annual Report for 2008/09. Discussions are also being held with partner Councils with a view to incorporating the RTS Monitoring Framework within SOA monitoring arrangements.

Regional Transport Model - £50,000 (09/10), £100,000 (10/11)

- 3.10 Transport Scotland has recently upgraded the Transport Model for Scotland (TMfS), which is used to model the transport implications and impacts of major land use and transport policies, proposals and projects at a national level. In updating the TMfS it had originally been Transport Scotland's intention to fund the development of regional models for the RTPs, which would have been available to undertake more detailed modelling of transport and land use proposals at a regional and local level. Whilst national funding constraints have prevented this development, Transport Scotland remains keen to see the development of regional models.
- 3.11 In addition to TMfS being used on a national scale there are also a number of local transport modelling tools that are currently in use by partner Councils. It is recognised that the development of a regional transport model could support these models as well as the appraisal of STPR projects, RTS proposals and also the emerging Strategic Development Plan and Local Development Plan policies, strategies and proposals.
- 3.12 Preliminary discussions have been held with officers of partner Councils, Transport Scotland and TAYplan, the Strategic Development Planning Agency covering Tayside and North Fife.

3.13 Following these discussions, and as a pre-cursor to possible development of a regional transport model, work has commenced on a study into current regional modelling capability; the requirements for a regional model and the merits of developing such a model. This work will be financed from the £50,000 allocation in 2009/10. The remainder of the £50,000 allocation for 2009/10 and the provisional allocation of £100,000 in 2010/11 is available to implement the recommendations of the study, which is planned to be completed by early December.

3.14 The intention is to report the outcomes and recommendations of the study at the Partnership meeting in December.

Tay Estuary Rail Study - £30,000 (09/10), £20,000 (10/11)

3.15 Following endorsement of the conclusions of the Tay Estuary Rail Study (TERS) at the Partnership meeting on 23 June 2009 (Report RTP/09/25 refers), the study was formally submitted to Transport Scotland.

3.16 A formal response was received from Transport Scotland on 24 August 2009 welcoming the study and requesting further discussions with TACTRAN. A meeting is being held between Transport Scotland and TACTRAN on 14 September 2009 and the outcome of this meeting will be reported orally at the Partnership meeting.

Park & Ride Strategy - £90,000 (09/10), £20,000 (10/11)

3.17 Progress has been made on a number of Park and Ride proposals contained within the TACTRAN Park & Ride Strategy, as follows:

(i) A92 Tay South Park & Ride

The recommendations for A92 Tay South Park & Ride facility contained within the Cross Tay Sustainable Transport Study (CTSTS) (Report RTP/09/24 refers) was approved at the Partnership meeting on 23 June 2009 and is currently being progressed with a number of stakeholders.

The study has been formally submitted to Transport Scotland for their consideration and also extending an invitation to join the Steering Group for the project, as the recommendations for a Park & Ride facility at the A92 South of Tay is consistent with STPR Project 8 (Strategic Park and Ride/Park and Choose) for Park and Ride around Dundee.

Meetings have been held with bus operators regarding servicing the site and with Fife Council Planning officers regarding land allocation at the Landfall Site. Informal communications have also been made with the Tay Road Bridge Manager and a brief prepared to consider further options for access to the Landfall Site.

(ii) A90 Dundee West Park & Ride

The proposal for a Park and Ride Site at A90 west of Dundee is a high priority in the TACTRAN Park and Ride Strategy and is also identified in STPR Project 8 (Strategic Park and Ride/Park and Choose). As such, it has been agreed that Transport Scotland will participate in the Steering Group for this project together with Dundee City Council and TACTRAN. Perth & Kinross Council will also be consulted on development of these proposals.

The brief for A90 Dundee West Park & Ride is currently under development in consultation with the Steering Group and, once finalised, procurement of consultants to undertake the required work will be progressed.

(iii) A90 East of Perth Park & Ride

The outline appraisal phase of the study has now been completed and a site adjacent to Walnut Grove has been identified (Site P4 in TACTRAN Park and Ride Strategy) as the preferred option. Work on the detailed appraisal and business case is ongoing with the intention of reporting on the final conclusions to the Partnership at its meeting on 15 December 2009.

(iv) South of Stirling Park & Ride

Following the growing success of the Castlevie Park & Ride facility, opened in August 2008, Stirling Council Members requested that early consideration be given to investigation of a third Park & Ride facility serving the south of the City at the Partnership's meeting on 23 June 2009. TACTRAN's Park and Ride Strategy identifies 3 sites south of Stirling as possible bus based Park & Ride sites and identifies this as a medium priority. Transport Scotland's STPR Project 8 identifies Bannockburn as a possible Park and Ride Site serving Stirling, Edinburgh and Glasgow without specifying whether this is to be rail or bus based Park & Ride.

It is intended that TACTRAN and Stirling Council will work in partnership with Transport Scotland to investigate the potential for bus based Park & Ride to the south of Stirling and a brief is currently being prepared.

Demand Responsive Transport - £25,000 (09/10), £30,000 (10/11)

- 3.18 The allocation of £25,000 in 2009/10 allows for further development of the options for piloting DRT solutions in an urban and rural context. This will be supplemented by a £10,000 contribution from Dundee City Council in 2009/10 towards the proposed urban pilot in Dundee.
- 3.19 Mid Craigie/Linlathen area of Dundee has been identified as the urban pilot area. Detailed discussions are underway regarding the DRT pilot proposals aiming for implementation in early 2010.
- 3.20 Following further consultation with partner Councils' Public Transport Officers two areas have been identified as being potentially suitable for a rural DRT pilot; west Kinross-shire and the Auchterarder/Crieff/Kinbuck area. Discussions are on-going with Perth & Kinross and Stirling Councils on refining options for these areas.

Travel Planning - £58,000 (09/10), £75,000 (10/11)

- 3.21 At its meeting on 23 June 2009, the Partnership approved the Travel Plan budget split as follows: Sustainable Travel Grant Scheme (STGS) £35,000; Promotional and Media Campaigns/Targeted Measures £23,000.
- 3.22 To date, £13,000 has been allocated to Tactran's STGS, and further bids of £10,000 are anticipated by December 2009. Following Board approval on 23 June, the grant is now available to all public sector and not-for-profit organisations.

- 3.23 £9,000 has been spent to date on promotional items and advertising of www.tactranliftshare.com. Further Liftshare and sustainable travel advertising is planned for early 2010.

Travel Information Strategy - £70,000 (09/10)

- 3.24 The allocation of £70,000 allows for the development of a Regional Bus Information Strategy; investigation into the potential for expansion of Real Time passenger information at key interchanges and at bus stops, particularly in the Perth & Kinross and Stirling areas; and the undertaking of a technical audit and investigation into the development of a regional travel information database and journey planner, based on development of existing local and national systems such as Dundee TravellInfo and Traveline Scotland. All of these proposals were identified as priorities within the Regional Travel Information Strategy (RTIS).
- 3.25 Initial work on the development of a Regional Bus Information Strategy (RBIS) was undertaken as part of the RTIS, but completion of this was deferred pending the outcome of related work on the national Buses Action Plan, which has now been published. Consultants MVA developed the initial work on the RBIS and have been commissioned to complete this work at a cost of £19,900 plus an additional cost for 4 stakeholder forums – one in each partner Council area.

National Cycle Network - £10,000 (09/10)

- 3.26 The allocation of £10,000 in 2009/10 allows for completion of design work on a missing link in the National Cycle Network between Doune and Callander. This scheme formed part of the 2008/09 RTS Revenue Programme but suffered delays. There have been difficulties in routing the NCN Doune – Callander route through the Earl of Moray Estates and a meeting, also involving representatives of Transport Scotland, has been scheduled for early October.

Freight Quality Partnership – £75,000 (09/10), £25,000 (10/11)

- 3.27 Two initial strands of work are to be pursued. Firstly, the development of a Regional Freight Action Plan will be progressed through the Freight Quality Partnership Steering Group. Work on this was awaiting the publication of the Scottish Multi Modal Freight Locations Study which, after a lengthy delay, has now been published.
- 3.28 Secondly, a consultants study is to be commissioned into the feasibility of freight consolidation centres serving Perth and Dundee. The study is currently out to tender with the intention of appointing the successful tenderer in October 2009. Further details on the freight consolidation centre study are given in a separate report.

Dundee Station Improvements - £10,000 (09/10)

- 3.29 The Partnership has previously contributed towards ongoing studies into the potential for modernising Dundee Station, which is being led by Dundee City Council in conjunction with the Dundee Waterfront regeneration project. The work to date has considered possible options for improvements to passenger facilities and the scope for additional commercial uses which might attract private sector funding towards station upgrading. The £10,000 contribution will support further planned work on developing a preferred option during 2009/10. A meeting involving all stakeholders has been scheduled for October 2009.

Communications – £10,000 (09/10), £10,000 (10/11)

- 3.30 An allocation of £10,000/annum exists to meet the costs of publishing Annual Reports and other publications, press and media campaigns and other external communications.

Stakeholder Fora - £6,000 (09/10), £6,000 (10/11)

- 3.31 The provision of £6,000/annum meets the ongoing costs of operating the various Stakeholder Fora the Partnership has established to help inform the ongoing development and delivery of the RTS in consultation with key stakeholders.

Contingency - £25,000 (09/10), £25,000 (10/11)

- 3.32 An unallocated contingency fund of £25,000/annum is available to accommodate any variances to programmed project costs, or to fund other emerging opportunities to develop RTS proposals.
- 3.33 It is proposed to allocate a maximum of £18,000 of the 2009/10 contingency fund to develop a Health and Transport Action Plan. Details of the proposals for a Health and Transport Action Plan are given in a separate report.
- 3.34 Transform Scotland, a national alliance which promotes the benefits of more sustainable transport, has approached RTPs seeking funding support for a research project to examine the potential Car Clubs can offer in improving accessibility for those without access to private transport or adequate public transport options in both rural and urban areas. Confirmation of participation was requested by mid-August to enable project commencement in September. Following consultation with the Chair, the Director confirmed the Partnership's willingness to participate in this project by making a requested contribution of £3,000. SEStran, SPT and Hitrans are also participating in the project. The Partnership is asked to endorse this contribution of £3,000. The outcomes of the study will be reported to a future meeting.

4 CONSULTATIONS

- 4.1 This Report and the Revenue Programme for 2009/10 and 2010/11 have been developed in consultation with partner Councils through the Transportation Officers Liaison Group, the Public Transport Officers Liaison Group and the Chief Officers Liaison Group.

5 RESOURCE IMPLICATIONS

- 5.1 The costs of implementing the proposed 2009/10 and 2010/11 Revenue Programme will be met from Scottish Government Grant in Aid as detailed within the report. Further opportunities for partner funding to support implementation of the RTS will be explored on a project by project basis.

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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) were relied on to a material extent in preparing the above Report:

Report to Partnership RTP/08/34, 2009/10 and 2010/11 Core Revenue Budget, 9 December 2008

Report to Partnership RTP/08/09, Revenue Budget 2007/8 and 2008/09, 29 April 2008

Report to Partnership RTP/09//23, Travel Plan Strategy and Action Plan, 23 June 2009

Report to Partnership RTP/09//24, Park and Ride Strategy, 23 June 2009

Report to Partnership RTP/09/25, Tay Estuary Rail Study, 23 June 2009

Report to Partnership RTP/09/27, RTS Monitoring Framework, 23 June 2009

Report to Partnership RTP/09/30, 2009/10 and 2010/11 Revenue Programme, 23 June 2009

Tactran Income and Expenditure Account
Revenue
2009/2010
Detailed Statement - Core

Appendix A

Income	Budget	Actual Expenditure to 31 August 2009	Projected Outturn 2009/2010	Variance to Budget
	£	£	£	£
Scottish Executive Grant Revenue Received	220,000	87,500	220,000	-
Deferred Income	-	48,270	48,000	48,000
Council Req's Revenue Rec'd	220,000	64,075	172,000	(48,000)
Interest Received	-	0	-	-
Revenue Accrued	-	600,460	460	460
	440,000	800,305	440,460	460
Expenditure				
<u>Staff Costs</u>				
Salary GP	252,000	73,795	216,995	(35,005)
Salary Supn	54,000	15,210	45,610	(8,390)
Salary NI	24,000	6,987	21,387	(2,613)
Advertising	-	0	-	0
Interview Expenses	-	0	-	0
Relocation Expenses	-	0	-	0
Training/Conferences	6,000	1,428	6,000	0
Subscriptions	500	595	500	0
	336,500	98,015	290,492	(46,008)
<u>Property Costs</u>				
Energy	6,500	841	4,246	(2,254)
Cleaning	2,500	1,159	2,774	274
Maintenance	1,000	(53)	1,000	0
Rent	15,000	3,000	15,000	0
Rates	7,000	7,407	7,407	407
	32,000	12,355	30,428	(1,572)
<u>Supplies and Services</u>				
Office Consumables	4,000	3,874	4,000	0
Communications	6,500	633	6,500	(1)
Insurance	6,500	0	6,500	0
Information Technology	2,000	135	2,000	0
Hospitality	1,000	422	1,000	0
Board Expenses - misc.	2,000	303	2,000	0
	22,000	5,366	22,000	(1)
<u>Transport Costs</u>				
Travel and Subsistence	2,000	955	2,155	155
Public Transport	2,000	841	2,141	141
Parking	2,000	1,050	2,050	50
Expenses - Board Members	1,000	0	400	(600)
	7,000	2,846	6,746	(254)
<u>Third Party Payments</u>				
Audit Fees External	11,000	(3,433)	11,000	0
PKC Finance Service	14,000	0	14,000	0
PKC Secretariat Service	14,000	0	14,000	0
Other Third Party Payments	3,500	651	3,500	0
	42,500	(2,782)	42,500	0
Gross Expenditure	440,000	115,800	392,166	(47,834)
Net Expenditure	0	(684,506)	(48,295)	(48,295)

Core

Tactran Income and Expenditure Account
Revenue
2009/2010
Detailed Statement - Travel Plan

Appendix B

Income	Budget	Actual Expenditure to 31 August 2009	Projected Outturn 2009/2010	Variance to Budget
	£	£	£	£
Scottish Executive Grant Revenue Received	35,000	21,301	35,000	0
Deferred Income	49,000	49,199	49,000	0
Council Req's Revenue Rec'd	-	-	-	-
Interest Received	-	-	-	-
Revenue Accrued	-	-	-	-
	84,000	70,500	84,000	0
Expenditure				
<u>Salary GP</u>	30,000	10,000	30,000	0
<u>Promotional & Advertising</u>				
Tay FM Liftshare Promotion	5,000	5,718	5,000	0
2008/2009 Accruals	-	-	-	0
<u>Sustainable Travel Grant Scheme</u>	35,000		35,000	0
2008/2009 Accruals	-	400	-	0
<u>Smarter Measures</u>	14,000	-	13,850	(150)
2008/2009 Accruals	-	-	-	0
Bike Way	-	150	150	150
Gross Expenditure	84,000	16,268	84,000	0
Net Expenditure	0	(54,232)	0	0

**Tactran Income and Expenditure Account
Revenue
2009/2010
Detailed Statement - RTS**

Appendix C

Income	Budget £	Actual Expenditure to 31 August 2009 £	Projected Outturn 2009/2010 £	Variance to Budget £
Scottish Executive Grant Revenue Received	395,000	102,708	395,000	0
Deferred Income	-	-	0	0
Council Req's Revenue Rec'd	-	-	-	-
Interest Received	-	-	0	0
Perth & Kinross Air Quality Grant	50,000	-	50,000	-
	445,000	102,708	445,000	0
Expenditure on Projects				
2008/2009 Accruals	-	(8,105)	0	0
OS Mapping	8,000	-	8,000	0
Accessibility Planning	12,000	-	12,000	0
RTS Monitoring Framework	20,000	2,240	20,000	0
Regional Transport Model	50,000	-	50,000	0
Tay Estuary Rail Service	30,000	9,250	30,000	0
Park and Ride Strategy	90,000	13,596	90,000	0
Demand Responsive Transport	25,000	-	25,000	0
Travel Planning	4,000	-	4,000	0
Travel Information Strategy	70,000	-	70,000	0
National Cycle Network	10,000	-	10,000	0
Freight Quality Partnership	75,000	850	75,000	0
Dundee Station	10,000	-	10,000	0
Communications	10,000	1,081	10,000	0
Stakeholder Fora	6,000	2,433	6,000	0
Contingency	25,000	3,000	25,000	0
Gross Expenditure	445,000	24,345	445,000	0
Net Expenditure	0	(78,363)	0	0