

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

26 JUNE 2018

2018/19 BUDGET AND MONITORING

JOINT REPORT BY DIRECTOR AND TREASURER

This report provides a monitoring update on the Partnership's Revenue and Capital expenditure.
--

1 RECOMMENDATIONS

1.1 That the Partnership :-

- (i) notes the position regarding Core Revenue expenditure as at 30 April 2018 as detailed in Appendix A;
- (ii) notes progress on and approves the 2018/19 RTS Revenue Programme and related expenditure as discussed within the report and detailed in Appendix B; and
- (iii) notes progress on the 2018/19 Capital Programme and related expenditure as discussed within the report and detailed in Appendix C.

2 BACKGROUND

- 2.1 At its meeting on 12 December 2017 the Partnership approved a Core Revenue Budget for financial year 2018/19 and agreed to request that constituent Councils make provision for their respective funding contributions within their 2018/19 Revenue Budgets (Report RTP/17/36 refers). At that time the Partnership also noted an anticipated Scottish Government Grant in Aid award of £522,750 in 2018/19, maintaining the previous annual level of Grant in Aid funding.
- 2.2 At the same meeting the Partnership agreed that any underspend in Core and Revenue Programme funding be carried forward as Deferred Income to supplement the 2018/19 Revenue Budget Programme (Report RTP/17/35 refers).
- 2.3 At its meeting on 27 March 2018 the Partnership noted the Partner Councils' approval of requested Revenue contributions towards the approved 2018/19 Core Budget and confirmed award of Scottish Government Grant in Aid of up to £522,750 in 2018/19. At the same meeting the Partnership approved an initial 2018/19 Regional Transport Strategy (RTS) Revenue Programme and agreed to receive a report on a finalised 2018/19 RTS Programme at its next meeting (Report RTP/18/11 refers).

- 2.4 At its meeting on 27 March 2018 the Partnership was informed that Tactran has secured a minimum allocation of £100,000 for the Active Travel Grant scheme from Sustrans during the 2018/19 financial year (Report RTP/18/09 refers). At the same meeting the Partnership noted a potential allocation of additional Capital grant funding by Transport Scotland through a proposed Regional Active Travel Development Fund (Report RTP/18/14 refers).

3 DISCUSSION

- 3.1 As reported separately to this meeting, the Unaudited Accounts for 2018/19 include a final Deferred Income amount of £133,892, providing a Deferred Income of £3,410 and £130,482 to supplement the 2018/19 Core and RTS Revenue budgets respectively.

2018/19 Core Revenue Budget

- 3.2 The approved Core Budget and expenditure to 30 April 2018 and projected expenditure to the financial year end are shown in Appendix A. At this early stage in the financial year the outturn spend across the various budget headings is projected to be on budget.

2018/19 RTS Revenue Programme

- 3.3 At its meeting on 27 March 2018, the Partnership approved an initial 2018/19 Regional Transport Strategy (RTS) Revenue Programme based on a budget of £282,577 provided from the balance of Scottish Government Grant in Aid and other anticipated income (Report RTP/18/11 refers).
- 3.4 As noted above, the Unaudited Accounts for 2017/18 include a final Deferred Income amount of £133,892, of which £130,482 is allocated to the RTS Revenue budget. This provides a revised budget of £295,184 available to fund RTS implementation work this financial year. The Deferred Income includes £3,150 committed to ongoing promotion of the Travelknowhow website.
- 3.5 In addition other income of £30,000 from Transport Scotland for maintenance of the Travelknowhow Scotland web-based travel planning toolkit, £8,790 from Paths for All for Smarter Choices Smarter Places NHS initiative, and £40,143 from Sustrans for Active Travel Audits is available to supplement the RTS Revenue budget.
- 3.6 RTS programme expenditure to 30 April 2018 and projected expenditure to the financial year end is shown in Appendix B. Progress on individual elements of the RTS Revenue programme and proposed revisions to budget allocations are outlined below.

Development of RTS and Delivery Plan (£10,000)

- 3.7 This provision allows for annually recurring costs associated with statutory monitoring and reporting on the Regional Transport Strategy and anticipated further accessibility modelling in support of the RTS Monitoring Framework.
- 3.8 To date there has been £1,700 expenditure incurred with a further £4,655 committed under this budget heading.

Strategic Connectivity (£110,000)

- 3.9 This provision allows for supporting emerging City Deals for the Tay Cities and Stirling & Clackmannanshire city-regions, which it is envisaged the Partnership will have a key role in supporting during the months and years ahead, and for inputting to and influencing the ongoing review of the National Transport Strategy (NTS) and the related review and updating of the Strategic Transport Projects Review (STPR).
- 3.10 The Partnership has previously agreed to contribute a total of £105,000 over financial years 2017/18 (£50,000) and 2018/19 (£55,000) towards the costs of developing the Tay Cities Regional Transport Model in partnership with the Tay Cities Deal Councils and Transport Scotland (Report RTP/17/35 refers).
- 3.11 The procurement of the Tay Cities Regional Transport Model has been taken forward through Transport Scotland's LATIS Framework, with three Framework Participants (AECOM, Jacobs and SYSTRA) tendering for the contract through a mini-competition. Following a quality and financial evaluation, SYSTRA was found to be the first ranked compliant and most economically advantageous tender. The intention is to award the contract to SYSTRA following a 'standstill period' ending on the 21st June 2018.
- 3.12 Transport Scotland and Tactran, on behalf of Tay Cities, have also signed a Memorandum of Understanding committing to a 50:50 funding basis for delivery of the Tay Cities Regional Transport Model.
- 3.13 A further detailed report on the Regional Transport Model will be submitted to a future meeting, following commencement of the contract.
- 3.14 Following Heads of Terms Agreement being agreed with Scottish and UK Governments for the Stirling & Clackmannanshire City Region Deal on 31 May 2018, discussions are continuing with Stirling Council colleagues on supporting the development of strategic connectivity and other relevant elements of the Stirling & Clackmannanshire City Deal. Pending further progress on this an equivalent provision of £55,000 for supporting the Stirling & Clackmannanshire City Deal during 2018/19 has been allowed within the proposed budget.

3.15 As has been reported to previous meetings, the ongoing review of the National Transport Strategy (NTS) will continue throughout 2018/19, with planned completion in summer 2019. Review of the NTS will be accompanied by review and updating of the Strategic Transport Projects Review (STPR), which is scheduled to commence during 2018 and be completed by the end of 2020. It is anticipated that work on supporting the development of both City Deals will include inputting to and influencing the next STPR.

3.16 To date there has been £55,000 committed under this budget heading.

Health & Transport (£18,000)

3.17 This allocation includes a recurring allocation of £12,000/annum towards the annual Safe Drive/Stay Alive road safety campaign in all four partner Council areas in support of Community Safety Plans, plus a further £6,000 to support review and development of locally relevant aspects of the Health & Transport Strategy in support of emerging Locality Action Plans through Community Planning Partnerships (CPPs).

3.18 This budget is also supplemented by further income of £8,790 from Paths for All towards provision of Liftshare and My PTP (Personalised Travel Plans) for the 5,800 staff at NHS Forth Valley, and updating the Liftshare and My PTP scope for the 14,000 staff at NHS Tayside. The overall cost of this initiative was £17,580 with 50% match funding of £8,790 provided by Paths for All as part of the Smarter Choices Smarter Places (SCSP) initiative. This work has now been completed and Tactran is in the process of claiming the 50% match funding from Paths for All.

3.19 To date there has been £20,275 committed under this budget heading.

Active Travel (£60,000)

3.20 This allocation includes provision for continued full year costs of £18,013 towards appointment of the embedded Regional Cycle Training & Development Officer in partnership with Cycling Scotland, which the Partnership agreed to continue to fund on a permanent basis, subject to budgetary availability, at its meeting on 27 March 2018 (Report RTP/18/11 refers).

3.21 The budget also allows for a continued contribution of up to £10,000 towards local and national cycle campaigns, in partnership with Cycling Scotland and Councils, and a further £32,000 to support local and regional Active Travel projects and initiatives, including maximising local and regional potential to benefit from the significant increase in national Active Travel funding.

3.22 This budget is also supplemented by further income of £40,143 received from Sustrans towards finalising Active Travel Audits, as reported in a separate report to this meeting.

- 3.23 To date £200 expenditure has been incurred with a further £58,906 committed under this budget heading.

Travel Planning (£23,150)

- 3.24 This allocation allows for recurring costs of approximately £8,000 for development and maintenance of regional and local Liftshare websites, plus an allowance of up to £12,000 to support and encourage the development and implementation of other Travel Planning and Sustainable Travel Grant Scheme initiatives and projects by public and private sector agencies.
- 3.25 The revised budget of £23,150 includes £3,150 deferred income contribution towards promotion of the Travelknowhow Scotland website.
- 3.26 It is anticipated that this budget heading will be supplemented by additional Scottish Government grant of up to £30,000 to support continued maintenance and development of the Travelknowhow Scotland travel planning online toolkit.
- 3.27 To date £630 expenditure has been incurred with a further £42,435 committed under this budget heading.

Buses (£10,000)

- 3.28 This allocation provides for maintenance and potential development of the regional Thistle Assistance Card plus potential contributions towards bi-annual surveys of bus passenger usage and satisfaction and possible research into barriers to bus usage, in partnership with Transport Focus, Transport Scotland and the other RTPs.
- 3.29 To date £300 expenditure has been incurred with a further £1,091 committed under this budget heading.

Park & Ride

- 3.30 It is anticipated that Park & Ride/Choose proposals and priorities around Dundee, Perth and Stirling, as identified in the RTS and Park & Ride Strategy, will now be taken forward through the Tay Cities and Stirling & Clackmannanshire City Deals. Consequently no specific budgetary provision for Park & Ride is proposed in 2018/19.

Rail (£15,000)

- 3.31 This allocation provides for further development and promotion of Rail Strategy priorities working with the rail industry, Transport Scotland, partner Councils and neighbouring RTPs, including supporting and informing implementation of the Revolution in Rail proposals previously reported to the Partnership, plus provision for ongoing membership of the East Coast Mainline Authorities (ECMA) consortium, as discussed in the separate Director's Report to this meeting.

- 3.32 To date £4,750 expenditure has been provisionally committed under this budget heading.

Freight (£8,000)

- 3.33 This allocation provides support towards development and implementation of Regional Freight Quality Partnership initiatives and priorities, including a contribution of £2,000 towards supporting the appointment of Stirling & Tayside Timber Transport Group's Timber Transport Officer.

- 3.34 Other potential initiatives being explored include support for the development of Sustainable Urban Logistics Plans (SULPs) for Stirling and Perth, in support of achievement of freight and logistics management and Air Quality objectives.

- 3.35 To date £2,000 expenditure has been committed under this budget heading.

Travel Information Strategy (£12,000)

- 3.36 This provision allows for ongoing maintenance and development of the [GoToo](#) multi-modal travel information website and promotion of other travel information initiatives.

- 3.37 In addition to GoToo website, Tactran is continuing to support the 'Get on the Go Tayside' initiative, providing information to residents and visitors to Tayside of sustainable travel choices in the area.

- 3.38 To date £4,500 has been committed under this budget heading.

Climate Change

- 3.39 Tactran's Transport Carbon Assessment identifies 6 key priority mitigation areas where Tactran has significant potential to contribute to or support reduction in transport carbon emissions, as follows: low carbon vehicles and infrastructure; eco-driving; Travel Planning; supporting road based public transport; supporting rail improvements; influencing travel demand and behaviour.

- 3.40 Many of these are cross-cutting and the budget allocations under Health and Transport, Active Travel, Travel Planning, Buses and Rail contribute towards achieving Tactran's Climate Change duties. In addition Tactran is involved in partnership with a range of other stakeholders on projects to promote low carbon vehicles and infrastructure and eco-driving, without having a financial commitment. No separate financial allocation is currently identified under this budget heading.

Contingency (£29,034)

- 3.41 A revised contingency of £29,034, due to a variation in anticipated and actual deferred income, is available. It is proposed that this allocation is retained meantime as a general Revenue Budget contingency to accommodate other emerging priorities and opportunities.
- 3.42 The Partnership is asked to note progress on and approve the 2018/19 RTS Revenue Programme, as outlined above and detailed in Appendix B.

2018/19 Capital Programme

- 3.43 As noted in paragraph 2.3 above, Tactran has secured a minimum allocation of £100,000 from Sustrans for the Active Travel Grant scheme. In previous years progress in Active Travel Grant scheme has been reported through various Active Travel Update reports to the Partnership.
- 3.44 Also as noted in a separate report to this meeting, all RTPs are in discussion with Scottish Ministers and Transport Scotland regarding a potential additional Regional Active Travel Fund Capital allocation in 2018/19.
- 3.45 In order to draw together reporting on all Tactran budgets and expenditure in 2018/19 and future years, it is intended to include reporting on both Capital and Revenue expenditure within a consolidated budget and monitoring report moving forward.
- 3.46 As reported in a separate report to this meeting, the Partnership is being asked to approve £35,500 allocation to two Active Travel Grant applications. Pending approval of these applications no Capital expenditure has been committed to date.
- 3.47 The Partnership is asked to note progress on the 2018/19 Capital Programme, as outlined above and detailed in Appendix C.

4 CONSULTATIONS

- 4.1 The report has been prepared in consultation with the Transportation Officers Liaison Group, Public Transport Officers Liaison Group and Chief Officers Liaison Group.

5 RESOURCE IMPLICATIONS

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

6 EQUALITIES IMPLICATIONS

- 6.1 This report has been screened for any policy implications in respect of Equality Impact Assessment and no major issues have been identified.

Eric Guthrie
Director

Scott Walker
Treasurer

Report prepared by Niall Gardiner. For further information contact email niallgardiner@tactran.gov.uk or telephone 01738 475764.

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.

Report to Partnership RTP/17/35 2017/18 Revenue Budget and Monitoring and RTP/17/36 2018/19 Core Revenue Budget, 12 December 2017.

Report to Partnership RTP/18/09 Active Travel Progress Update, RTP/18/11 2018/19 Revenue Budget and Programme and RTP18/14, Directors Report, 27 March 2018.

Tactran Income and Expenditure Account
Revenue
2018/19
Detailed Statement - Core

Appendix A

	Budget	Actuals to	Projected	Variance
	£	30 April 2018	Outturn	to Budget
Income	£	£	2018/19	£
			£	
Scottish Government Grant Revenue Received	358,048	75,000	358,048	-
Deferred Income	3,410	3,410	3,410	-
Council Req's Revenue Rec'd	103,020	-	103,020	-
Interest Received	-	-	-	-
Other Income	2,230	-	2,230	-
	466,708	78,410	466,708	0
Expenditure				
<u>Staff Costs</u>				
Salary GP	297,162	23,214	297,162	-
Salary Supn	50,518	3,932	50,518	-
Salary NI	32,933	2,503	32,933	-
Training/Conferences	1,200	320	1,200	-
Subscriptions	330	0	330	-
	382,143	29,969	382,143	0
<u>Property Costs</u>				
Energy	4,800	4	4,800	-
Cleaning	1,600	-	1,600	-
Maintenance	500	-	500	-
Rent	13,400	5,621	13,400	-
Rates	-	-	-	-
	20,300	5,625	20,300	0
<u>Supplies and Services</u>				
Office Consumables	4,125	492	4,125	-
Communications	3,000	305	3,000	-
Insurance	6,140	3,921	6,140	-
Information Technology	200	87	200	-
Hospitality	700	96	700	-
Board Expenses - misc.	1,000	-	1,000	-
	15,165	4,901	15,165	0
<u>Transport Costs</u>				
Travel and Subsistence	2,000	128	2,000	-
Public Transport	2,200	514	2,200	-
Expenses - Board Members	1,000	82	1,000	-
	5,200	724	5,200	0
<u>Third Party Payments</u>				
Audit Fees External	9,900	-	9,900	-
PKC Finance Service	14,000	-	14,000	-
PKC Secretariat Service	8,000	-	8,000	-
PKC Legal Services	3,000	-	3,000	-
PKC IT Services	8,250	-	8,250	-
Other Third Party Payments	750	-	750	-
	43,900	-	43,900	0
Gross Expenditure	466,708	41,219	466,708	0
Net Expenditure	0	(37,191)	0	0

Tactran Income and Expenditure Account
Revenue
2018/2019
Detailed Statement - RTS

Appendix B

	Budget	Actuals to	Committed	Projected	Variance to
	£	30 April 2018	2018/2019	Outturn	Budget
	£	£	£	2018/2019	£
				£	
Income					
Scottish Executive Grant Revenue Received	164,702		-	164,702	0
Deferred Income	130,482	130,482		130,482	0
Other Income - Paths for All - SCSP			8,790	8,790	8,790
Other Income - Transport Scotland - Travelknowhow			30,000	30,000	30,000
Other Income - Sustrans - Active Travel Audits			40,143	40,143	40,143
	295,184	130,482	78,933	374,117	78,933
Expenditure on Projects					
Development of RTS & Delivery Plan	10,000	1,700	4,655	10,000	0
Strategic Connectivity	110,000	-	55,000	110,000	0
Health and Transport	18,000	-	20,275	26,790	8,790
Active Travel	60,000	200	58,906	100,143	40,143
Travel Planning	23,150	630	42,435	53,150	30,000
Buses	10,000	300	1,091	10,000	0
Park & Ride	-	-	-	0	0
Rail	15,000	-	4,750	15,000	0
Freight	8,000	-	2,000	8,000	0
Travel Information	12,000	-	4,500	12,000	0
Climate Change	-	-	-	0	0
Contingency	29,034	-	-	29,034	0
Gross Expenditure	295,184	2,830	193,612	374,117	78,933
Net Expenditure	0	(127,652)	114,679	0	0

Tactran Income and Expenditure Account
Revenue
2018/19
Detailed Statement - Capital Grants

	Budget	Actuals to	Committed	Projected	Variance to
	£	30 April	2017/18	Outturn	Budget
Income	£	2018		2018/19	£
Sustrans - Active Travel Grant	100,000		100,000	100,000	-
					-
	100,000	-	100,000	100,000	-
<u>Capital Grant Expenditure</u>					
Gross Expenditure	-	-	-	-	-
Net Expenditure	100,000	-	100,000	100,000	-