

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

6 DECEMBER 2016

2016/17 REVENUE PROGRAMME AND MONITORING

JOINT REPORT BY DIRECTOR AND TREASURER

This report provides a monitoring update on the Partnership's 2016/17 Revenue Budget and seeks approval of a revised RTS Revenue Programme Budget.

1 RECOMMENDATIONS

1.1 That the Partnership :-

- (i) notes the position regarding Core Revenue expenditure as at 31 October 2016 as detailed in the report and Appendix A;
- (ii) notes progress on the 2016/17 RTS Revenue Programme and related expenditure as discussed in sections 3.4 – 3.45 of the report and detailed in Appendix B; and
- (iii) approves the revised 2016/17 RTS Revenue Programme as outlined in the report and Appendix B.

2 BACKGROUND

- 2.1 At its meeting on 8 December 2015 the Partnership approved a Core Revenue Budget for financial year 2016/17 and agreed to request that constituent Councils make provision for their respective funding contributions within their 2016/17 Revenue Budgets (Report RTP/15/40 refers). At that time the Partnership also noted an anticipated Scottish Government Grant in Aid award of £522,750 in 2016/17.
- 2.2 At its meeting on 8 March 2016 the Partnership noted Partner Councils' approval of requested Revenue contributions towards the approved 2016/17 Core Budget and confirmed award of Scottish Government Grant in Aid of up to £522,750 in 2016/17. At the same meeting the Partnership approved an initial 2016/17 Regional Transport Strategy (RTS) Revenue Programme and agreed to receive a report on a finalised 2016/17 RTS Programme at its next meeting (Report RTP/16/12 refers).
- 2.3 At its meeting of 14 June 2016 the Partnership approved the finalised, 2016/17 RTS Revenue Programme and the 2016/17 Regional Freight Action Plan and received a monitoring update on general Revenue expenditure (Report RTP/16/22 refers).

- 2.4 At its meeting on 13 September 2016 the Partnership received a quarterly monitoring update on Revenue expenditure and agreed to reallocate a projected underspend of £18,027 in the Core Revenue Budget to supporting additional RTS Revenue Programme activity; approved a revised 2016/17 RTS Revenue Programme; and agreed to delegate authority to approve the use of Contingency funding to the Director in consultation with the Chair and Treasurer (Report RTP/16/30 refers).

3 DISCUSSION

2016/17 Core Revenue Budget

- 3.1 The approved Core Budget and expenditure to 31 October 2016 and projected expenditure to the financial year end are shown in Appendix A.
- 3.2 At the time of reporting on 13 September 2016 it was projected that the combined effects of previously approved revisions to the Partnership's staffing and management arrangements (Reports RTP/P1/16 on 8 March 2016 and RTP/P2/16 on 14 June 2016 refer) would contribute to a projected underspend of £18,027 in the approved 2016/17 Core budget, which the Partnership agreed to allocate to supporting additional RTS Revenue Programme activity in 2016/17.
- 3.3 Since the last meeting further adjustments have been made to staff cost projections to take account of additional staff turnover. Updated cost projections, which allow for anticipated costs of appointing to existing and impending vacancies, are included in Appendix A. This generates an additional underspend of £11,156 allowing for the previously approved virement of £18,027 to support RTS Programme activity. It is proposed that this projected underspend is meantime retained as additional Core contingency to provide flexibility in responding to planned and unforeseen staff turnover, as discussed in a separate report on Partnership Staffing.

2016/17 RTS Revenue Programme

- 3.4 The revised 2016/17 RTS Revenue Programme budget of £232,116, comprises Scottish Government Grant in Aid totalling £197,035 plus Deferred Income of £17,054 and reallocation of the projected Core underspend of £18,027. This is supplemented by additional Transport Scotland Grant in Aid funding of up to £35,000 to support roll-out of the Travelknowhow Travel Planning website as a national resource during 2016/17 and £9,130 funding from ScotRail to organise and manage rail passenger travel surveys on behalf of Strathallan Community Rail Partnership (CRP).

- 3.5 Expenditure to 31 October 2016 and projected expenditure to the financial year end for individual elements of the RTS Revenue Programme is summarised in Appendix B and outlined below.

Development of RTS and Delivery Plan (£8,000)

- 3.6 This provision allows for annually recurring costs associated with development of and statutory monitoring and reporting on the Regional Transport Strategy and Delivery Plan.
- 3.7 To date £2,649 has been incurred and a further £5,712 committed under this budget heading, with further expenditure of approximately £1,500 anticipated. It is, therefore, proposed that this budget allocation is increased to £10,000.

Strategic Connectivity (£20,000)

- 3.8 This allocation supports development of the RTS 2015 – 2036 Refresh detailed strategy on Strategic Connectivity, which aims to support the delivery of economic prosperity in the region through improvements to the networks and services that connect Tayside and Central Scotland to the rest of Scotland, the UK, Europe and globally.
- 3.9 As previously reported, a City Deal is being developed for the Tay Cities region involving Dundee City, Perth & Kinross, Angus and Fife Councils. A separate City Development Framework has been developed for the Stirling area. City Deals are likely to include a number of strategic connectivity projects including those already identified within Tactran's updated Delivery Plan. Discussions are ongoing with Transport Scotland, TAYplan and partner Councils on the need for and capacity to progress assessment and appraisal of various strategic connectivity proposals and projects identified in the RTS, TAYplan SDP and the forthcoming reviews of the National Transport Strategy and Strategic Transport Projects Review (STPR) and other national plans and strategies.
- 3.10 Consultants have been commissioned to develop a brief to specify Tay Cities regional modelling requirements to assist with development of potential transport projects within the Tay Cities Deal. The first phase of this has involved consulting with key stakeholders and developing objectives and modelling functionality requirements.
- 3.11 The second phase involves defining information requirements and developing an outline brief and specification for a regional model for the Tay Cities area. Allowance for this further support exists within the approved budget allocation.

- 3.12 To date £8,500 has been committed under this budget heading. It is anticipated that a maximum of £5,000 further expenditure will be required during financial year 2016/17. It is, therefore, proposed that this budget allocation is reduced to £13,500.

Health and Transport (£22,000)

- 3.13 This allocation provides for supporting continued development of locally relevant Health & Transport Action Plans through Community Planning Partnerships (CPPs), in support of the regional Health & Transport Framework. This work is being supported by extension of the appointment of consultants JMP, who have provided ongoing support and advice on development of the Framework and associated CPP-relevant Action Plans. A specific focus of this work during the current year has been a review of the Regional Health & Transport Framework to ensure and inform continued alignment with supporting local outcomes in the review and updating of Single Outcome Agreements and emerging Locality Outcome Improvement Plans.
- 3.14 In addition this allocation makes provision for a £3,000 contribution towards the annual Safe Drive/Stay Alive road safety campaign in each partner Council area, in support of CPP Community Safety Plans.
- 3.15 To date £12,000 has been incurred and a further £9,300 has been committed under this budget heading.

Active Travel (£75,000)

- 3.16 This allocation includes provision for full year costs of £34,482 associated with continued appointment of the embedded Active Travel Officer in partnership with Sustrans and a contribution of £17,589 towards the costs of appointing the embedded Cycle Training & Development Officer in partnership with Cycling Scotland.
- 3.17 A continued provision of £10,000 towards the annual Give Everyone Cycle Space campaign, in partnership with Cycling Scotland and Councils, is also provided for under this budget allocation.
- 3.18 At its meeting on 13 September the Partnership remitted officers to progress a programme of Active Travel Audits in key settlements across the region utilising available funding from the Active Travel Grant budget and the RTS Revenue Programme budget (Reports RTP/16/28 and RTP/16/30 refer). It is proposed that a currently uncommitted element of the Active Travel budget amounting to up to £10,000 is allocated to supporting the planned programme of Active Travel Audits.
- 3.19 To date £34,482 has been incurred and a further £17,589 committed under this budget heading, with full spend projected to year end.

Travel Planning (£35,000)

- 3.20 The allocation of £35,000 allows for recurring licence costs for maintenance of the Liftshare and Travelknowhow travel planning websites, plus an allowance to support other Travel Planning and Sustainable Travel Grant Scheme initiatives.
- 3.21 As reported to the Partnership at its meeting on 8 March 2016, Transport Scotland has provided an additional £35,000 Grant in Aid to Tactran to develop the Travelknowhow website as a nationally available resource to support development and realisation of Government's aims and objectives in relation to workplace Travel Planning (Report RTP/16/09 refers). Travelknowhow Scotland (www.travelknowhowscotland.co.uk) was launched in September 2016 providing a unique online resource available to support public and private sector organisations across Scotland. Work is continuing in discussion with Transport Scotland, the other RTPs and Shona Drummond Marketing on the further development of this new national resource.
- 3.22 In addition a number of projects continue to be taken forward through the Sustainable Travel Grant Scheme and Smarter Measures initiative, as reported on 13 September 2016 (Report RTP/16/29 refers).
- 3.23 To date £29,613 has been incurred and a further £27,817 has been committed under this budget heading, including expenditure on developing and rolling out Travelknowhow website nationally, with full spend projected to year end.

Buses (£10,000)

- 3.24 This allocation includes a previously committed funding contribution of £5,000 towards improved Stracathro Hospital bus services, regional maintenance of the Thistle Assistance Card and a contribution, along with other RTPs, towards the 2016 Transport Focus national bus passenger survey.
- 3.25 To date £5,000 has been incurred and a further £2,400 has been committed under this budget heading, with full spend projected to year end.

Park and Ride (£5,000)

- 3.26 This allocation allowed for contribution towards ongoing development of the Tay South Park & Ride/Choose facility in partnership with Dundee City Council, SEStran, Fife Council and Transport Scotland.
- 3.27 To date there has been no commitment under this budget heading and no further expenditure is currently anticipated. It is therefore proposed that this budget allocation is reduced to zero.

Rail (£20,000)

- 3.28 This allocation provides for further development and promotion of the Tay Estuary Rail Strategy (TERS) and related regional and local rail service and infrastructure enhancements and priorities, working with the rail industry, Transport Scotland, partner Councils and neighbouring RTPs.
- 3.29 In early March 2016, the Minister for Transport and Islands announced a “Revolution in Rail” for 2018 which, among other improvements, is expected to deliver Tactran’s TERS proposals for an hourly stopping service between Arbroath and Glasgow to complement the hourly intercity service between Aberdeen and Glasgow.
- 3.30 Tactran, with the assistance of consultants, undertook detailed analysis of the developing “Revolution in Rail” timetable proposals in consultation with Council officers, ScotRail and Transport Scotland, with the aim of achieving a rail service that is best tailored to the requirements of the individual constituent Council areas and the Tactran region as a whole. It is now expected that the next phase of detailed timetable development and analysis will take place during Spring 2017, with the Revolution in Rail timetable to be phased in between May 2018 and May 2019.
- 3.31 As noted at the Partnership meeting on 13 September 2016 Tactran is supporting the Strathallan CRP by assisting with the management and organisation of rail user surveys at the 3 stations in the CRP area – Gleneagles, Dunblane and Bridge of Allan. ScotRail has provided Tactran with grant funding of £9,130 for this work. The surveys were undertaken at the end of October and are in the process of being analysed for reporting to the CRP.
- 3.32 Tactran has provided a funding contribution of £2,420 to Stirling Council for a similar rail user survey at Stirling Station, which was also undertaken at the end of October.
- 3.33 To date £2,951 has been incurred with a further £2,420 committed. The £9,130 additional income from ScotRail for Strathallan CRP rail passenger surveys has also been fully committed. It is anticipated that no further expenditure will be incurred under this budget heading during 2016/17. It is, therefore, proposed that this budget allocation is reduced to £5,371.

Freight (£5,000)

- 3.34 The 2016/17 Freight Action Plan was approved by the Partnership at its meeting on 14 June 2016 (Report RTP/16/22 refers). This budget heading supports implementation of the Action Plan including provision for a continued contribution towards the Stirling & Tayside Timber Transport Group’s appointment of a Timber Transport Officer.

3.35 A contribution of £3,000 has been made towards a study commissioned by Montrose Port Authority into opportunities for diversification of the Port in light of the maturing oil industry.

3.36 To date £3,000 expenditure has been incurred and a further £2,000 has been committed under this budget heading, resulting in full spend to year end.

Travel Information (£10,000)

3.37 This allocation allows for ongoing maintenance and further development of the www.gotoo.com multi-modal travel information website.

3.38 To date £3,000 expenditure has been incurred under this budget heading. It is anticipated that no further expenditure will be incurred during 2016/17 therefore it is proposed that this budget allocation is reduced to £3,000.

Climate Change

3.39 This allocation aligns with Tactran's Climate Change duties and the key mitigation areas identified in the Tactran Transport Carbon Assessment which includes contributing to or supporting reduction in transport carbon emissions through low carbon vehicles and infrastructure; eco-driving; Travel Planning; supporting road based public transport; supporting rail improvements; and influencing travel demand and behaviour.

3.40 Many of these are cross-cutting activities and the budget allocations under Health and Transport, Active Travel, Travel Planning, Buses, Park & Ride, Rail and Travel Information all contribute towards achieving Tactran's Climate Change duties. In addition Tactran is involved in partnership with other stakeholders on projects to promote low carbon vehicles and infrastructure and eco-driving without having a Revenue Programme financial commitment.

3.41 Whilst there is no specific financial allocation against this budget heading meantime, Climate Change contributions are being pursued under various other budget headings and with partner organisations.

Contingency (£22,116)

3.42 At its meeting on 13 September 2016 the Partnership agreed a revised Contingency provision of £22,116 with emerging potential calls on this funding including allocation of funding to support a programme of Active Travel Audits and a possible contribution towards the study into developing the potential of Montrose Port.

- 3.43 The various proposed revisions to RTS Programme allocations discussed above generate an increased contingency of £53,245 as identified in Appendix B.
- 3.44 It is proposed that £40,000 of this is allocated to supporting the regional programme of Active Travel Audits in main settlements. This amount is in addition to up to £10,000 from within the originally approved Active Travel allocation (paragraph 3.17 above refers), providing a total allocation of up to £50,000 from the RTS Revenue Programme towards Active Travel Audits. This amount is supplemented by up to £25,000 from Tactran's Active Travel Grant fund, as previously agreed by the Partnership at its meeting on 13 September 2016, with further funding being sought from partner Councils.
- 3.45 It is proposed that a remaining Contingency balance of £13,245 is retained meantime to accommodate any emerging costs and priorities during the remainder of the year.
- 3.46 The Partnership is asked to approve the revised 2016/17 RTS Revenue Programme as discussed above and shown in Appendix B.

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.

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Director

Scott Walker
Treasurer

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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/15/40 2016/17 Core Revenue Budget, 8 December 2015

Reports to Partnership RTP/16/09 Travel Planning: Progress Update, RTP/16/12 2016/17 Revenue Budget and Programme and RTP/P1/16 Proposed Review of Management Arrangements, 8 March 2016

Reports to Partnership RTP/16/22 2016/17 Revenue Programme and Monitoring and RTP/P2/16 Partnership Staffing, 14 June 2016

Reports to Partnership RTP/16/28: Active Travel Progress Update, RTP/16/29 Travel Planning Progress Update and RTP/16/30 2016/17 Revenue Programme and Monitoring, 13 September 2016

Tactran Income and Expenditure Account
Revenue
2016/2017
Detailed Statement - Core

Appendix A

Income	Budget	Actuals to 31	Projected	Variance to
	£	October 2016	Outturn	Budget
	£	£	2016/2017	£
			£	£
Scottish Government Grant Revenue Receive	325,715	325,715	325,715	-
Deferred Income	-	0	-	-
Council Req's Revenue Rec'd	103,020	46,773	103,020	-
Interest Received	-	0	-	-
Other Income	2,230	2,649	2,649	99
	430,965	375,136	431,384	99
Expenditure				
<u>Staff Costs</u>				
Salary GP	262,755	97,979	241,450	(7,147)
Salary Supn	44,670	17,393	40,993	(1,964)
Salary NI	29,545	10,407	25,536	(2,173)
Training/Conferences	1,200	547	1,200	0
Subscriptions	330	50	330	0
	338,500	126,376	309,509	(11,284)
<u>Property Costs</u>				
Energy	4,800	1,246	4,800	0
Cleaning	2,000	(195)	2,000	0
Maintenance	1,000	0	1,000	0
Rent	13,400	6,745	13,400	0
Rates	5,700	5,627	5,627	(73)
	26,900	13,423	26,827	(73)
<u>Supplies and Services</u>				
Office Consumables	4,125	2,445	4,125	0
Communications	3,500	(251)	3,500	0
Insurance	6,140	0	6,140	0
Information Technology	1,000	(886)	1,000	0
Hospitality	700	920	1,000	300
Board Expenses - misc.	1,000	110	1,000	0
	16,465	2,338	16,765	300
<u>Transport Costs</u>				
Travel and Subsistence	2,000	1,469	2,000	0
Public Transport	2,200	1,058	2,200	0
Expenses - Board Members	1,000	1,000	1,000	0
	5,200	3,527	5,200	0
<u>Third Party Payments</u>				
Audit Fees External	9,900	(40)	9,900	0
PKC Finance Service	14,000	14,000	14,000	0
PKC Secretariat Service	8,000	8,000	8,000	0
Other Third Party Payments	12,000	547	12,000	0
	43,900	22,507	43,900	0
Gross Expenditure	430,965	168,170	402,201	(11,057)
Net Expenditure	0	(206,967)	(29,183)	(11,156)

Tactran Income and Expenditure Account
Revenue
2016/2017
Detailed Statement - RTS

Appendix B

	Approved Budget	Revised Budget	Actuals to 31 Oct 2016	Committed 2016/2017	Projected Outturn 2016/2017	Variance to Budget
	£		£		£	£
Income						
Scottish Executive Grant Revenue Received	197,035	197,035		-	197,035	0
Deferred Income	17,054	17,054	17,054	-	17,054	0
Other Income - Transport Scotland Travelknowhow				35,000	35,000	35,000
Other Income - ScotRail - Strathallan CRP surveys			9,130		9,130	9,130
Reallocation of Core	18,027	18,027			18,027	0
	232,116	232,116	26,184	35,000	276,246	44,130
Expenditure on Projects						
2015/2016 Accruals	-	-	-	-	0	0
Development of RTS & Delivery Plan	8,000	10,000	2,649	5,712	10,000	0
Strategic Connectivity	20,000	13,500	-	8,500	13,500	0
Health and Transport	22,000	22,000	12,000	10,000	22,000	0
Active Travel	75,000	75,000	34,482	17,589	75,000	0
Travel Planning	35,000	35,000	29,613	27,817	70,000	35,000
Buses	10,000	10,000	5,000	2,400	10,000	0
Park & Ride	5,000	-	-	-	0	0
Rail	20,000	5,371	2,951	11,550	14,501	9,130
Freight	5,000	5,000	3,000	2,000	5,000	0
Travel Information	10,000	3,000	3,000	-	3,000	0
Climate Change	-	-	-	-	0	0
Contingency	22,116	53,245	-	-	53,245	0
Gross Expenditure	232,116	232,116	92,695	85,568	276,246	44,130
Net Expenditure	0		66,511	50,568	0	0