

**THE SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP
BUSINESS PLAN 2010-2015**

CONTENTS

1. FOREWORD	3
2. INTRODUCTION	4
a. Guidance	4
b. Period	4
3. THE BOARD	5
a. Members	5
b. Observers	5
4. GOVERNANCE	7
a. Accountability of Members	7
b. Annual Accounts	7
c. Internal Audit	7
d. External Audit	7
e. Public Sector Equalities Duties	8
5. THE REGIONAL TRANSPORT STRATEGY	10
a. Vision	10
b. Objectives	10
c. Policies	11
d. Delivery Plan	11
e. Community Planning	12
f. RTS Monitoring and Review	13
g. Annual Report	13
6. RESOURCES	14
a. Funding	14
b. Staffing	14
7. PROGRAMME	16
a. Revenue Expenditure Programme 2010-2015	16
b. Capital Expenditure Programme 2010-2015	18
c. Externally Funded Projects	19

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1. FOREWORD

The Transport (Scotland) Act 2005 placed a duty on the Scottish Ministers to create Regional Transport Partnerships (RTPs) covering the whole of Scotland. The South West of Scotland Transport Partnership (SWestrans) is one of seven RTPs.

From its establishment in 2006 the South West of Scotland Transport Partnership has grown in confidence and flourished in its capability to deliver its objectives. It has proved itself fit for the purpose for which it was brought into existence.

The year 2009/10 witnessed some fundamental changes in the operating environment for SWestrans:

- Changes of Lead Officer and Secretary to the Board
- Staff appointment;
- Tender price increases for socially necessary local bus services;
- Acquisition of significant assets;
- New office accommodation.

This document is intended to build on proven sound foundations, embracing the significant changes outlined, and facing the future with a clear management purpose.

The Business Plan forms one element of a suite of documents which include and accompany the Regional Transport Strategy. The purpose of this Business Plan is to provide a link from the strategic Priority Interventions identified in the RTS Delivery Plan to the detail of the projects progressed year by year in the Revenue and Capital Expenditure Programmes.

2. INTRODUCTION

SWestrans is a partnership between Dumfries and Galloway Council, NHS Dumfries and Galloway, and Scottish Enterprise. The SWestrans area is contiguous with that of Dumfries and Galloway Council, NHS Dumfries and Galloway, and other public sector bodies.

A statutory requirement of the Transport (Scotland) Act 2005 is that each Regional Transport Partnership produces a Regional Transport Strategy (RTS). SWestrans Regional Transport Strategy was agreed by the SWestrans Board on 23 May 2008 after an extensive consultation exercise, and approved by Scottish Ministers in June 2008. The RTS Delivery Plan was agreed by the Board on 27 March 2009.

a. Guidance

The Scottish Executive published guidance on Regional Transport Strategies in March 2006. Paragraph 112 of the Guidance requires the preparation of an annual delivery or business plan to be submitted to Scottish Ministers. The plan should cover the first three years of implementation of the Regional Transport Strategy, be updated annually to reflect local and central government planning and funding cycles and include plans for capital and revenue spending and borrowing.

This Business Plan is intended to fulfil that requirement and, after approval by the SWestrans Board, will be submitted to Scottish Ministers for approval.

The purpose of the Business Plan is to outline in greater detail how the projects contained in the RTS Delivery Plan will be progressed in terms of timescales, budgets and resources.

b. Period

The purpose of this document is to outline a detailed Business Plan for the period 2010-2011. It is also intended to provide a more strategic outline Business Plan for ensuing years 2011-2015. It is intended that the Business Plan will be reviewed and updated on an annual rolling basis.

3. THE BOARD

a. Members

The South West of Scotland Transport Partnership is governed by a Board consisting of seven members. Five of these are local councillors nominated by Dumfries and Galloway Council. The other two are referred to as 'external members'. One member each is nominated by Dumfries and Galloway NHS Board and Scottish Enterprise. SWestrans has opted to give voting rights to external members.

The current members of the SWestrans Board are:

- Brian Collins (Chair) - Dumfries and Galloway Council
- Jeff Ace (Vice Chair) - External Member (NHS Dumfries and Galloway)
- David Gass - External Member (Scottish Enterprise)
- James Dempster – Dumfries and Galloway Council
- Roger Grant – Dumfries and Galloway Council
- Sandra McDowall – Dumfries and Galloway Council
- William Scobie – Dumfries and Galloway Council

b. Observers

The terms of the Transport (Scotland) Act 2005 provide for the appointment of: “one or more observers, that is to say, persons who may... participate in proceedings of the Partnership but who may not hold office in it or participate in its decisions.”

SWestrans has adopted an open approach to requests for Observer status. The benefit of this is a wide range of sector interests and specialist expertise is available to the Board. On the other hand it has inevitably resulted in a clearer distinction between the roles of Members and Observers.

The current Observers to the SWestrans Board are:

- Gavin Scott, Freight Transport Association
- John Dougan, Forestry Commission Scotland
- George Connell, Stagecoach Scotland
- John Lauder, Sustrans Scotland
- Ron McAulay, Network Rail
- June Hay, Accessible Transport Forum
- Erl Wilkie, MBE, Cycling Scotland
- John Yellowlees, First Scotrail
- Graham Nicol, Dumfries and Galloway Economic Forum
- Graham Whiteley, Cumbria County Council
- Alan Gordon, Stena Line
- Inspector Gordon McKnight, Dumfries and Galloway Constabulary
- Davie Clark, Dumfries and Galloway Fire and Rescue Service
- Jim Godfrey, Dumfries and Galloway College

- Martin Tilstone, UPF, Pinneys of Scotland
- Jim McLean, P&O
- Gordon Hill, Glenkens Transport Association
- Ian McLatchie, Dumfries and Galloway Area Tourism Partnership
- John Schofield, Pedestrians Association
- Hugh McCreadie, Lochside Community Council
- William Rogerson
- David Anderson
- Roland Stiven, Timber Transport Forum
- Allan McLean, Virgin Trains
- Doug Ely
- Amy Wright, Youth Representatvie
- David Bryson, Dumfries South Travel Plan
- Robert Samson, Passenger Focus

4. GOVERNANCE

a. Accountability of Members

The South West of Scotland Transport Partnership is governed by a Board consisting of seven members. Five of these are local councillors nominated by Dumfries and Galloway Council. The other two are referred to as 'external members'. One member each is nominated by Dumfries and Galloway NHS Board and Scottish Enterprise.

The proceedings of the SWestrans Board are governed by a number of key documents, including:

- The Transport (Scotland) Act 2005
- (Establishment Order)
- Guidance....
- Standing Orders
- Financial Regulations and Financial Codes
- On Board: Guidance for Members of Public Bodies
- Procurement Standing Orders

b. Annual Accounts

SWestrans has to prepare, have audited and publish financial statements in its own name.

c. Internal Audit

Dumfries and Galloway Council Internal Audit provide internal controls assurance.

d. External Audit

Regulation 6 of the Local Authority Accounts (Scotland) Regulations 1985 (as amended) requires that a certified abstract of accounts and the external auditor's report to Board Members on those accounts should be laid before a meeting of the Board no later than 2 months following their receipt. The partnership's external auditors are Audit Scotland.

The external auditor is required to audit the Transport Partnership's financial statements in accordance with the relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission.

The International Standard on Auditing 260 (ISA 260) requires auditors to communicate matters relating to the audit of the financial statements to those charged with the governance of a body in sufficient time to enable appropriate action. The Senior Audit Manager therefore provided a report to the Board highlighting the points arising from her team's work.

e. Public Sector Equalities Duties

SWestrans is subject to statutory duties concerning Race Equality, Disability Equality, and Gender Equality imposed by three separate pieces of legislation:

- The Race Relations (Amendment) Act 2000;
- The Disability Discrimination Act 2005; and,
- The Equality Act 2006.

These duties include statutory requirements on SWestrans to publish appropriate Race, Disability, and Gender Equality Schemes. The requirement may be satisfied with a single scheme integrating all three equalities strands. At the meeting of 23 May 2008 the Board agreed to approve and adopt the SWestrans Equalities Scheme.

FUNCTIONS

Under the provisions of the Transport (Scotland) Act 2005 the following transport functions have been transferred from Dumfries and Galloway Council to SWestrans:

- Formulation, consultation and publishing of policies;
- Promotion of passenger transport services;
- Procurement, management and administration of service subsidy agreements;
- Management and administration of concessionary travel schemes;
- Quality Partnership schemes;
- Ticketing schemes;
- Provision of information

SWestrans is a Model 3 Regional Transport Partnership. This means that one of the functions transferred to it from Dumfries and Galloway Council is responsibility for procuring socially necessary public transport services

The Act also allows SWestrans to share responsibilities with Dumfries and Galloway Council in what is known as a “concurrent powers” arrangement. Interventions that could be undertaken on this basis include those where the Council and SWestrans share responsibility, such as promotion of Traffic Regulation Orders to introduce bus priority measures on the Council's roads. Other passenger transport functions, notably schools transport, remain the responsibility of Dumfries and Galloway Council.

SWestrans and Dumfries and Galloway Council work in close partnership to continue delivering passenger transport in an integrated fashion to ensure economies of scale and value for money.

5. THE REGIONAL TRANSPORT STRATEGY

The Regional Transport Strategy was agreed by the SWestrans Board on 23 May 2008 after an extensive consultation exercise, and approved by Scottish Ministers in June 2008.

a. Vision

The RTS Vision is a transport system for the South West of Scotland that delivers the internal and external connectivity required to sustain and enhance the region's economy and communities whilst minimising the impact of transport on the environment.

In doing this, the RTS should:

- facilitate access to jobs and public services;
- support key sectors, vibrant places and inclusive communities;
- enable goods to reach their markets;
- provide travel choices that promote equality, social inclusion and support quality of life;
- enhance the quality and integration of public transport;
- support walking and cycling, not only as a leisure pursuit but as a means of healthy, active travel;
- add value to the broader Scottish economy and assist the Scottish Government in attaining its national targets for increased sustainable economic growth, road traffic stabilisation, and reduced carbon emissions.

b. Objectives

The ten Objectives identified in the RTS are:

- Objective 1: Improve transport links within Dumfries and Galloway and provide fast, safe and reliable journey opportunities to significant markets, including the national economic centres of Edinburgh and Glasgow, as well as northern England and Ireland;
- Objective 2: Contribute to improved economic growth and social inclusion in the region whilst minimising the environmental impacts of transport;
- Objective 3: Support the national transport target of road traffic stabilisation;
- Objective 4: Add value to the broader Scottish economy and underpin increased sustainable national economic growth;
- Objective 5: Assist in getting visitors/tourists to the region from other parts of Scotland, England, Ireland and beyond;
- Objective 6: Making it possible for more people to do business in and from Dumfries and Galloway by providing sustainable connections to key business centres in the Central Belt and other locations such as Ayrshire and Cumbria;
- Objective 7: Support vibrant places that provide employment, healthcare, educational and other services that people need and want, so that their quality of life is maximised;

- Objective 8: Reduce the constraint of peripherality, both between the region's main settlements and its outlying areas, and between the region and its external markets;
- Objective 9: Capitalise on improvements to critical long distance corridors to create new transport services, nodes and development opportunities for Dumfries and Galloway;
- Objective 10: Pursue certain transport schemes in the context of local and national economic development, while at the same time recognising wider context of economic, social and environmental imperatives.

c. Policies

The RTS identifies six Policies:

- Policy 1: The Partnership will promote schemes which will not only benefit Dumfries and Galloway but will add value to the broader Scottish economy and underpin increased sustainable national economic growth, aligning to local and national policy objectives.
- Policy 2: Transport interventions promoted through the Regional Transport Strategy will support the regional economy in relation to local jobs and also facilitate sustainable connectivity internally as well as externally to key business centres in the central belt and other locations such as Ayrshire and Cumbria.
- Policy 3: The Regional Transport Strategy seeks to improve quality of life by promoting vibrant places which provide access for all to employment, healthcare, education and other services.
- Policy 4: Transport interventions incorporated in the Regional Transport Strategy seek to address peripherality between the region's main settlements and outlying areas, and between the region and its external markets.
- Policy 5: The Partnership will adopt a balanced approach to competing needs, recognising the role transport plays in sustaining local economies while at the same time making use of alternative approaches in locations where different transport policies focused on minimising car use are more appropriate and more effective.
- Policy 6: The Partnership will assist the Scottish Government in delivering on its five high level national objectives and the National Transport Strategy. A presumption will be given in favour of transport improvements linked to the strategic vision based on well defined economic, social and environmental objectives.

d. Delivery Plan

The high level aspirations of the RTS are translated into specific interventions in the RTS Delivery Plan, which was agreed by the Board on 27 March 2009. This document describes the actions SWestrans plans to take to realise its strategy, and the broad timescales and budgets for implementing these actions.

The RTS Delivery Plan projects are indicated in Table 1 (Appendix 1). This table has been updated to reflect developments since the Delivery Plan was agreed.

e. Community Planning

Alignment of Strategies

SWestrans is a member of the Dumfries and Galloway Community Planning Partnership, and is represented by the Chair of SWestrans at the Dumfries and Galloway Community Planning Joint Board.

The Regional Transport Strategy is listed in the SOA as contributing directly to the following Local Outcomes:

- Local Outcome 1: An innovative and prosperous rural economy; and,
- Local Outcome 5: An environment that is protected and enhanced.

The RTS also contributes indirectly to the remaining Local Outcomes:

- Local Outcome 2: Healthy and happy lives;
- Local Outcome 3: Feeling safe and respected within the community; and
- Local Outcome 4: Being better equipped for a changing world and having improved life chances.

Detailed mapping of alignment of the Regional Transport Strategy with the Single Outcome Agreement and National Performance Framework is provided as part of the Delivery Plan.

Local Development Plan

Dumfries and Galloway Council's Development Plan Scheme was reported to the Planning, Housing and Environment Services (PHES) Committee on 10 March 2009. The Scheme identified SWestrans as a Key Agency.

SWestrans was separately advised of its Key Agency Status in the new Development Planning System by the Scottish Government by letter dated 5 February 2009. This was reported to the SWestrans Board on 27 March 2009. Since then SWestrans officers have participated in LDP Key Agency Workshops. A proposed LDP Vision has been agreed, and emerging Main Issues have been identified. However the Main Issues Report (MIR) has not yet been finalised.

A report to Planning, Housing and Environment Services Committee dated 8 December 2009 indicates a revised timetable for the Local Development Plan process, with the Main Issues Report published for 8 weeks public consultation along with an Environmental Report and Monitoring Statement in September

2010. Future dates are: Proposed Plan November 2011, and Adoption May 2013.

f. RTS Monitoring and Review

There is a statutory requirement on SWestrans to undertake monitoring/review of the Regional Transport Strategy, and a commitment to undertaking this is included within the Strategy.

More.....

g. Annual Report

An Annual Report for the period 2009-2010 has been prepared, and once this has been approved by the Board it will be submitted to Scottish Ministers.

6. RESOURCES

a. Funding

- i. Scottish Government Core Funding
Revenue funding of £305,000 was provided by the Scottish Government for 2009/10, and this has been used as the basis for projections for future years.
- ii. Scottish Government Travel Planning Grant. This funding stream ceased at the end of 2009/10.
- iii. Dumfries and Galloway Council Match Funding
During 2009/10 matched revenue funding of £100,000 was provided by Dumfries and Galloway Council. Again, this has been used as a basis for future forecasts.
- iv. Bus Operating Grant
In addition to general revenue funding there is also a budget of £3.78 million provided by Dumfries and Galloway Council to procure bus contracts.
- v. Capital Grant
A capital grant has historically been provided from Dumfries and Galloway Council's....
- vi. External Funding
SWestrans manages external grant funds from several sources. GoSMART Dumfries is a joint project between SWestrans and Dumfries and Galloway Council. The project includes funding under the Scottish Government's Smarter Choices, Smarter Places initiative (£2.7 million), and ERDF-ESF Lowlands and Uplands of Scotland (LUPS) funding (£1.25 million) over the years 2008-12.

b. Staffing

Secretary to the Board

The Transport (Scotland) Act 2005 requires a Regional Transport Partnership to appoint a Secretary to the Board. This function is provided for SWestrans by Alan Boyd on behalf of McGrigors LLP. McGrigors also act as Legal Advisers to the SWestrans Board.

Service Level Agreement

Some business requirements of SWestrans are provided by Dumfries and Galloway Council on its behalf under a Service Level Agreement. These include:

- Human Resources
- Financial Services
- Communications
- Office Accommodation

- Technology Solutions
- Business Support
- Passenger Transport Operations

Dedicated Support Unit

SWestrans employs no staff directly. Staff are employed by Dumfries and Galloway Council on behalf of SWestrans, and attached to the Partnership through a dedicated Support Unit.

These staff include:

- Lead Officer – John Nelson (Note: Up to 20 November 2009 Alistair Speedie was Lead Officer and Secretary to the Board, and John Nelson held the post of Service Manager)
- Policy and Projects Officer – Eddie Glover
- Workplace Travel Plan Coordinator (Vacant)
- Senior Clerical Assistant, Board Support – Liz Course (Appointed 21 September 2009)

Other Staff Resources

Other staff employed by Dumfries and Galloway Council include SWestrans executive functions in their remits, and report regularly directly to the Board. These include:

- Finance Officer – Alan Gass
- Service Manager, Road Safety & Transportation – Colin Douglas
- Sustainable Travel Team Leader – Douglas Kirkpatrick

Under the Service Level Agreement, other Dumfries and Galloway Council staff may be requested to report directly to the Board on an ad hoc basis.

7. PROGRAMME

a. Revenue Expenditure Programme 2010-2015

The outline budget for core operating costs, bus operations, and revenue projects is as follows:

Item	2009-10	2010-11	2011-12	2012-13	2013-15
Income					
Scottish Government	333,000				
Dumfries and Galloway Council	100,000				
Other Contributions	3,781,500				
	4,214,500				
Expenditure					
Staff Costs	106,080				
Property Costs	750				
Supplies and Services	234,070				
Transport Costs	3,000				
Administration Costs	36,050				
Payments	3,791,800				
Central Support	42,750				
	4,214,500				

The following table provides more detail for the future programme of revenue projects:

Item	2009-10	2010-11	2011-12	2012-13	2013-15
INFORMATION STRATEGY: including progression of the Bus Information Strategy including upgraded information at bus stops; and development of a Bus/Rail/Air Information Strategy.	30,000				
EVENTS AND MARKETING: including development of an Enhanced Branding Strategy, Sustainable Travel Marketing, DGTripshare marketing, and marketing of Traveline.	20,000				
BUS MEASURES: including development of an Integrated Ticketing Strategy.	5,000				
INFRASTRUCTURE AND SERVICE DEVELOPMENT PROJECTS: including funding for Infrastructure Measures agreed with the Dumfries South Travel Plan Group; Transport with Care (Rural Transport Solutions) Project.	22,000				
STRATEGY AND POLICY ACTIVITY: including lobbying activity through West Coast Rail 250, the North Channel Partnership, and Transform Scotland.	20,000				
SURVEY WORK associated with the SWestrans Equalities Scheme.	5,000				
BUS SHELTER MAINTENANCE contribution (Cleaning)	10,000				
TRAVEL PLANNING ACTIVITY	28,000				
CONTINGENCY	5,570				

b. Capital Expenditure Programme 2010-2015

The following table outline the projected Capital Expenditure Programme over the next five years.

Item	2009-10	2010-11	2011-12	2012-13	2013-15
Dumfries-Lockerbie Rail/Bus Link	£200,000				
Real-Time Passenger Information System	£180,000				
Region-wide Bus Shelters	£150,000				
New Bus Interchanges at Key Towns: Moffat and Gretna	£90,000				
Cycle/Walking infrastructure	£110,000				
East-West Cycle Route (Phase 1: vicinity of Drumlanrig)	£40,000				
Accessible Bus, Service 202	£50,000				
Rural Pick-Up/Drop-Off (PUDO) Points	£50,000				
Bus Information Strategy, and SWestrans branding	£40,000				
Replacement PT Service Delivery Support Vehicle	£20,000				
Project Development (Including Kirkconnel Station)	£25,000				
Stranraer to Cairnryan cycle/pedestrian link (Phase 3)	£220,000				
Dumfries Sustainable Travel Demonstration Town	£20,000				
Contingency Planning	£32,000				
To be allocated	£410,000				
Total	£1,637,000	£1,100,000	£1,100,000	£1,100,000	£2,200,000

c. Externally Funded Projects

In addition to its own Capital and Revenue Expenditure Programmes, SWestrans is also managing delivery of some externally funded projects.

GoSMART Dumfries is the brand name for the Dumfries Sustainable Travel Demonstration Town Project. The project is the result of a successful joint bid between SWestrans and Dumfries and Galloway Council to the Scottish Government's Smarter Choices, Smarter Places initiative. The bid was for £2.7 million project funding, matched by another £2.7 million locally funded projects. A subsequent successful bid was made for extension funding from the ERDF-ESF Lowlands and Uplands of Scotland Programme (LUPS) for £1.25 million, bringing the total value of the programme so £6.65 million.

The following table identifies only the externally funded projects, and (to avoid double counting) the element of external funding applicable to each. Projects are either Revenue or Capital funded.

Item	2009-10	2010-11	2011-12	2012-13	2013-15
GoSMART Revenue Projects					
GoSMART Capital Projects					