

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

**Meeting of Friday, 9 March 2018 at 10.30am, McMillan Hall,
Dashwood Square, Newton Stewart, DG8 6EQ**

Members of the Board

Andrew Wood (Chair)	- Dumfries and Galloway Council
David Bryson (Vice-Chair)	- NHS Dumfries and Galloway
Richard Brodie	- Dumfries and Galloway Council
John Campbell	- Dumfries and Galloway Council
James Dempster	- Dumfries and Galloway Council
Alistair McKinnon	- Scottish Enterprise
David Stitt	- Dumfries and Galloway Council

Future Meetings

11 May 2018	- New Galloway
29 June 2018	- Langholm
21 September 2018	- Kirkcudbright

Douglas Kirkpatrick

Lead Officer, South West of Scotland Transport Partnership

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

Meeting of Friday, 9 March 2018 at 10.30am, McMillan Hall,
Dashwood Square, Newton Stewart, DG8 6EQ

1. **SEDERUNT AND APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES OF MEETING ON 17 JANUARY 2018 – FOR APPROVAL**
4. **DRAFT REVENUE EXPENDITURE BUDGET 2018/19** – Recommendation - agree the draft revenue budget for 2018/19 as set out in Table 1.
5. **CAPITAL EXPENDITURE PROGRAMME 2018/19** – Recommendation – agree the Capital Programme for 2018/19 to 2020/21 as outlined in the Appendix.
6. **EXTERNAL AUDIT PLAN 2017/18** – Recommendation - note and comment on the external audit plan for 2017/18 as outlined in the Appendix.
7. **SWESTRANS ANNUAL REPORT 2016/17** – Recommendation – agree the SWestrans Annual Report for 2016/17 as attached at the Appendix.
8. **OBSERVERS UPDATE-** Recommendation - note the resignation of Sharon Ogilvie as an observer to the Board with effect from 26 January 2018.
9. **LOCAL BUS SERVICE 101/102 DUMFRIES TO EDINBURGH** – Recommendations – (i) note the concerns on the future deliverability of the Dumfries to Edinburgh local bus service; and (ii) agree that officers continue to progress discussions with partners as highlighted in paragraph 3.6.
10. **LOCAL BUS SERVICES - BANK HOLIDAYS** – Recommendations – (i) consider the request from Stagecoach West Scotland to change the Bank Holiday service levels to operate a Sunday service on Easter Monday and the May Day Bank Holiday annually; and (ii) agree public engagement be undertaken to determine views on reducing service levels on Easter Monday and the May Day Bank Holiday to a Sunday service with effect from Easter Monday 2019.
11. **SOUTH WEST SCOTLAND – INITIAL APPRAISAL: CASE FOR CHANGE** - Recommendations – (i) note the commencement and nature of the 'Initial Appraisal: Case for Change' study; (ii) note the 'Initial Appraisal: Case for Change' study's relation to the second Strategic Transport Projects Review; and (iii) the role of SWestrans on the Client Working Group overseeing the study.
12. **PUBLIC SOCIAL PARTNERSHIP UPDATE** – Recommendations – (i) note the progress on Public Social Partnership development; and (ii) that a further pilot update report on the Public Social Partnership will be brought to the Board in June 2018.

- 13. CONSULTATIONS – Recommendations –** (i) note the two consultations relevant to SWestrans interests “A Connected Scotland – Tackling Social Isolation and Loneliness and Building Stronger Social Connections” and “Consultation on the use of section 19 and section 22 permits for road passenger transport in Great Britain”; and (ii) provide comment on the consultations to the Lead Officer by 20 April 2018, which will be incorporated into responses from SWestrans and signed off by the Lead Officer, in consultation with the Chair and Vice-Chair under delegated powers.
- 14. ANY OTHER BUSINESS WHICH THE CHAIRMAN MAY DECIDE IS URGENT DUE TO THE NEED FOR A DECISION**

It is recommended that Members of the South West of Scotland Transport Partnership Board agree to consider the following item of business in private and exclude the Press, members of the public and Observers from the meeting given the report contains confidential or exempt information as defined by the Local Government (Scotland) Act 1973.

- 15. LOCAL BUS SERVICES – SUSTAINABILITY – Recommendation –** Members of the Board are asked to consider the recommendations as set out in the report (to be circulated separately to members of the Board only).

Douglas Kirkpatrick
Lead Officer
South West of Scotland Transport Partnership

Claire Rogerson
Secretary to the Board
South West of Scotland Transport Partnership

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

Meeting of Wednesday 17 January 2018
at 10.30am, Thornhill Community Centre, Thornhill, DG3 5LH

Present

Members

Andrew Wood (Chairman)	-	Dumfries and Galloway Council
David Bryson (Vice-Chairman)	-	NHS Dumfries and Galloway
Richard Brodie	-	Dumfries and Galloway Council
John Campbell	-	Dumfries and Galloway Council
Jim Dempster	-	Dumfries and Galloway Council
David Stitt	-	Dumfries and Galloway Council

Officials and Advisers

Douglas Kirkpatrick	-	Lead Officer
Claire Rogerson	-	Secretary to the Board
Josef Coombey	-	Policy and Projects Officer
Kirsty Dunsmore	-	Policy and Projects Officer
Janet Sutton	-	Finance Officer
Rebecca Scott	-	Graduate Trainee

Apologies

Alistair McKinnon	-	Scottish Enterprise
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Observers

Christopher Bradberry Craig	-	Thornhill Station Action Group
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1. SEDERUNT AND APOLOGIES

6 Board Members present, 1 apology.

2. DECLARATIONS OF INTEREST

NONE declared.

3. MINUTE OF MEETING ON 10 NOVEMBER 2017**Decision**

APPROVED.

4. REVENUE BUDGET MONITORING REPORT 2017/18 FOR THE PERIOD ENDING 30 NOVEMBER 2017**Decision**

The Board **NOTED** the forecast outturn for the revenue budget as at 30 November 2017.

5. CAPITAL EXPENDITURE PROGRAMME 2017/18 - UPDATE**Decision**

The Board **AGREED**

5.1 to reduce the allocation for Cyclepath Development by £40k to £10k; and

5.2 that the allocation for Bus Infrastructure be increased by £40k to £240k.

6. RAIL UPDATE**Decision**

The Board:-

6.1 **NOTED** the response from Transpennine Express on the December 2018 timetable proposals; and

6.2 **AGREED** that the Lead Officer would write to Transpennine Express to ensure full and meaningful discussions are undertaken with regard to the December 2018 timetable proposals.

7. CALENDAR OF MEETINGS

Decision

7.1 The Board having considered the options provided the following guidance in determining the Calendar of meetings:

- The 13 July 2018, board meeting should be replaced by 29 June 2018 to meet the requirement for the unaudited accounts to be presented to the board before 30 June;
- Recognising the timing of meetings for current business need, other than the switch from July 2018, that dates should be unchanged until 21 September 2018;
- After September 2018, where possible regular board meetings should be on a Wednesday, with a Friday used where that is not possible; and
- To minimise travel disruption for the winter meeting, the January board meeting should be in Dumfries.

7.2 The Board **AGREED** the Calendar of meetings as follows:-

Date	Venue
Friday 9 March 2018	Newton Stewart
Friday 11 May 2018	New Galloway
Friday 29 June 2018 (replacing 13 July)	Langholm
Friday 21 September 2018	Kirkcudbright
Wednesday 31 October 2018	Stranraer
Wednesday 16 January 2019	Dumfries
Wednesday 6 March 2019	Annan
Wednesday 8 May 2019	Castle Douglas
Wednesday 26 June 2019	Wigtown
Wednesday 18 September 2019	Sanquhar
Wednesday 13 November 2019	Gretna

8. REGIONAL TRANSPORT PARTNERSHIPS FINANCIAL ACCOUNTING ARRANGEMENTS CONSULTATION

Decision

The Board **AGREED** the response to the Financial Accounting Arrangements for Regional Transport Partnerships as set out in paragraph 3.7 of the report as follows:-

“Do you think that it is necessary to clarify whether a Regional Transport Partnership is able to build up, and carryover, a financial reserve from one financial year to the next?”

Response – Yes. The current position is an anomaly which restricts the ability of RTPs to manage unforeseen financial activity, particularly across financial years. A

power to hold and operate reserves/balances, as is well established for public sector bodies, is essential for effective and efficient financial management where appropriate.

Should there be a limit to the amount of surplus that an RTP may carry forward into the next financial year?

Response – Due to the difference in scale and operational activity across the RTPs, SWestrans does not believe a limit should be applied. The flexibility to hold and operate balances/reserves should be applied consistently across all RTPs.

Should safeguards be provided to limit the financial liability of local authorities towards RTP expenses?

Response – No. RTPs are required to set balanced budgets and do so in partnership with their constituent Councils on an annual basis. The proposed ability to carryover balances/reserves will be subject to this process which provides this level of assurance.

The Transport (Scotland) Act 2005 applies only specific local government finance provisions to Regional Transport Partnerships. Are there any other local government finance provisions which could usefully be applied to the RTPs?

Response - Yes. RTPs should have the same range of powers that are available to other public sector bodies, as referenced in section 2.10 of the consultation document under the Local Government (Scotland) Act 1975, including repair & renewal funds; insurance funds; and Capital funds.”

9. NATIONAL HIGHWAYS AND TRANSPORT NETWORK PUBLIC SATISFACTION SURVEY 2017

Decision

The Board **NOTED** the results for the National Highways and Transport Network Public Satisfaction Survey 2017 for Dumfries and Galloway.

10. NATIONAL TRANSPORT STRATEGY REVIEW - UPDATE

Decision

The Board **NOTED** the overview of the process being undertaken for the review of the National Transport Strategy.

11. ANY OTHER BUSINESS WHICH THE CHAIRMAN MAY DECIDE IS URGENT DUE TO THE NEED FOR A DECISION

Decision

The Board **NOTED**

11.1 that there was one item of business deemed urgent by the Chairman due to the need for a decision.

PROCEDURE - Further it was recommended as the report detailed information that could be considered exempt in respect of paragraph 6 of Schedule 7A of the Local Government (Scotland) Act 1973, and therefore met the requirements of standing orders 25.3.1 and 25.3.3, that the press and public be excluded for this item.

PROCEDURE – The Board **AGREED** to consider the following item of business in private and excluded the press, members of the public and observers from the meeting given that the report contained confidential or exempt information as defined by the Local Government (Scotland) Act 1973.

11.2 the report “Local Bus Service 101/102 Dumfries to Edinburgh” was presented as an additional late report due to information not being available at the time the papers were distributed for this meeting, and that the decision could not be delayed until the next scheduled board meeting due to the timescales for the procurement process.

11.3 The Board **AGREED** that this report be taken at item 12.

12. LOCAL BUS SERVICE 101/102 DUMFRIES TO EDINBURGH

PROCEDURE – The report was distributed at the meeting.

Summary of Report – This report provided the Board with information regarding the forthcoming tender exercise for the 101/102 Dumfries to Edinburgh service.

Decision

The Board **AGREED** that officers continue discussions with partner authorities seeking to maintain a strategic local bus link between Dumfries and Edinburgh and to receive further reports on this matter to future meetings.

DRAFT REVENUE EXPENDITURE BUDGET 2018/19

1. Reason for Report

To seek agreement to the draft revenue budget for the financial year 2018/19.

2. Background

2.1 The Scottish Government has offered £259,250 revenue funding for 2018/19, the same level as applied since 2011/12.

2.2 Funding of £100,000 is also provided in kind by Dumfries and Galloway Council.

2.3 Dumfries and Galloway Council at its meeting of 27 February 2018, agreed to retain the funding provided to SWestrans at the same level as 2017/18. The funding from Dumfries and Galloway Council is £3,275,274 and is supplemented by other contributions from the operation of bus contracts.

3. Key Issues

The proposed draft revenue budget for the financial year 2018/19 with total funding of £4,308,789 is as indicated in Table 1 below.

Item	Cost £
Staff Costs	110,848
Property Costs	700
Supplies & Services	32,593
Transport Costs	2,104
Procured Services	4,113,794
Central Support	48,750
TOTAL	4,308,789

Table 1 – 2018/19 Revenue Funding

4. Implications	
Financial	Monitoring reports will be provided to Board meetings throughout financial year 2018/19.
Policy	None.
Equalities	None.
Climate Change	None.
Risk Management	None.

5. Consultation

The Proper Officer (Finance) has been consulted and is in agreement with the terms of this report.

6. Recommendation

Members of the Board are asked to agree the draft revenue budget for 2018/19 as set out in Table 1.

<p>Janet Sutton - Report Author Tel:01387 260105</p> <p>Date of Report: 3 March 2018 File Ref: SW2/meetings/2018</p>	<p>Douglas Kirkpatrick Lead Officer The South West of Scotland Transport Partnership Militia House English Street Dumfries DG1 2HR</p>
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CAPITAL EXPENDITURE PROGRAMME 2018/19

1. Reason for Report

This report provides the Board with information on the proposed Capital Programme for 2018/19 to 2019/21 and seeks agreement for the proposed spend for 2018/19 to 2019/21.

2. Background

At its meeting on 27 February 2018, Dumfries and Galloway Council agreed the capital budget for 2018/19 to 2020/21 within an indicative 10 year Capital Investment Strategy. The agreed funding allocation for SWestrans is £800,000 per annum for 2018/19 to 2020/21.

3. Key Points

3.1 The capital programme for 2018/19 to 2020/21 is detailed in the **Appendix** to the report. At this stage the proposed allocations for 2019/20 and 2020/21 are indicative amounts.

3.2 Each of the elements of the proposed Capital Programme for 2018/19 is discussed briefly below and it is anticipated, at this stage, that full expenditure can be achieved in the coming financial year:

- Purchase of Accessible Buses – a full review of the profile and condition of the current 35 SWestrans bus assets will be undertaken during 2018/19. An outcome of this review will be a structured replacement programme which will determine the level of spend necessary on this element of the programme.
- Bus Infrastructure – the agreed bus shelter renewal/replacement programme will continue.
- Cyclepath Development (Lochmaben – Lockerbie/Portpatrick – Stranraer) – existing and future capital funding allocations do not currently allow for the delivery of long-distance cyclepath infrastructure. Therefore, it is intended that work on this element of the programme is curtailed to appropriate route signing and minor infrastructure enabling improvements at each of the four settlement destinations.
- Rail Station Improvements – the phases of new parking development at Lockerbie Station will continue within the 2018/19 financial year. .
- Scottish Stations Fund – the outcome of the three STAG 2 appraisals will be available in late May 2018. Progress to bid stage for the Scottish Stations Fund will be the subject of future reports to the Board.

- Active Travel Projects – working in partnership with Dumfries and Galloway Council we will continue to develop and identify opportunities to assist in improving local walking and cycling schemes across the region to meet the aims of the Active Travel Strategy and to supplement the match funding available through the Smarter Choices Smarter Places initiative.

4. Implications	
Financial	It is intended to bring regular reports to the Board on the progress with the capital programme during 2018/19.
Policy	None.
Equalities	None.
Climate Change	None.
Risk Management	None.

5. Consultation

The Proper Officer (Finance) has been consulted and is in agreement with the terms of this report.

6. Recommendation

Members of the Board are asked to agree the Capital Programme for 2018/19 to 2020/21 as outlined in the **Appendix**.

Douglas Kirkpatrick - Report Author Tel: 01387 260136 Date of Report: 28 February 2018 File Ref: SW2/meetings/2018	Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Militia House English Street Dumfries DG1 2HR
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Appendix – SWestrans Capital Programme 2018/19 – 2020/21

<u>Swestrans Asset Class Capital Programme 2018/19 - 2020/21</u>	Proposed Budget Allocation 2018/19	Proposed Budget Allocation 2019/20	Proposed Budget Allocation 2020/21	Total
	£	£	£	£
Purchase of Accessible Buses	220,000	240,000	240,000	700,000
Bus Infrastructure (including shelters, PUDOs and RTI)	50,000	50,000	50,000	150,000
Cyclepath Development (Lochmaben - Lockerbie / Portpatrick - Stranraer)	10,000	10,000	10,000	30,000
Rail Station Improvements (Lockerbie phase 2)	100,000	100,000	100,000	300,000
Rail Station Improvements (Lockerbie phase 3)	200,000	200,000	200,000	600,000
STAG Studies re. potential rail station openings	20,000	0	0	20,000
Active Travel Projects	200,000	200,000	200,000	600,000
Over commitment	0	0	0	0
TOTAL INFRASTRUCTURE	800,000	800,000	800,000	2,400,000

Funding Summary

Current Indicative Allocation as per Full Council 27/2/18

800,000	800,000	800,000	2,400,000
800,000	800,000	800,000	2,400,000

EXTERNAL AUDIT PLAN 2017/18

1. Reason for Report

1.1 SWestrans external auditors have published the plan of work they intend to undertake for the 2017/18 financial year, based on their analysis of risks facing SWestrans.

1.2 The plan highlights the audit work necessary to ensure that SWestrans has in place sound arrangements for producing accurate financial statements, for maintaining an effective internal control environment and for managing its performance. By discussing the work plan and the risks on which it is based, the Board can obtain an understanding of the control environment in operation within SWestrans and of the assurances available from external audit work.

2. Background

Grant Thornton has been appointed by the Accounts Commission as the Board's external auditors for the financial years 2016/17 to 2021/22. This is the second year they will be providing the service to SWestrans.

3. Key Points

3.1 An audit plan has been prepared which will lead to a professional audit opinion on the accounts of SWestrans. The plan sets out the responsibilities of the external auditor and SWestrans and the timetable to be followed. It also identifies the reporting arrangements for the work and a list of outputs which are expected to be delivered.

3.2 In the plan SWestrans external auditors state they will:

- Audit the financial statements and provide an opinion on them; and
- Consider SWestrans corporate governance arrangements relating to internal control and reporting, prevention and detection of fraud/irregularity, standards of conduct and the prevention and detection of corruption.

3.3 The audit plan identifies the main risks attaching to SWestrans financial statements. Reviewing the plan allows the Board to become better informed about how and why the external auditor has prioritised certain risks over others. The Board can also form a view as to the risks associated with the audit process itself.

3.4 The External Audit Plan for the financial year ending 31 March 2018 is the **Appendix** to this report.

4. Implications	
Financial	The fee which has been agreed for SWestrans 2017/18 audit is included in the plan document.
Policy	None.
Equalities	None.
Climate Change	None.
Risk Management	None.

5. Recommendation

Members of the Board are asked to note and comment on the external audit plan for 2017/18 as outlined in the **Appendix**.

Report Author: Janet Sutton
Tel: 01387 260105

Date of Report: 9 February 2018
File Ref: SW2/2018/Meetings

Approved by: Douglas Kirkpatrick
Lead Officer
South West of Scotland Transport Partnership
Militia House
English Street
Dumfries DG1 2HR

APPENDIX - External Audit Plan for the financial year ending 31 March 2018.



Grant Thornton

South West of Scotland Transport Partnership (SWestrans)

External Audit Plan for the financial year ending 31 March 2018

SWestrans Partnership Board

March 2018

Joanne Brown
Engagement Leader

John Boyd
External Audit Senior
Manager



Our audit at a glance



We fulfil our responsibilities per ISAs (UK) and the Audit Scotland Code of Audit Practice throughout our work.



Materiality is set at 2% of gross expenditure based on 2016/17 audited information (£94,000). Previous year it was 1% of gross expenditure



Significant audit risks are: management override of controls; and the risk of fraud in expenditure recognition as set out in Practice Note 10.

An audit
underpinned by
quality and adding
value to you



Performance materiality is set at 75% and trivial is 5% of materiality. This reflects the audit adjustments in prior year and our understanding of SWestrans in year 2 of our audit cycle.



At the planning stage we have not identified other audit risks. We will review this during the year should anything change.



Our audit is undertaken in accordance with the Code of Audit Practice. However, in line with the prior year nothing has changed therefore we do not consider a full wider scope audit scope appropriate for SWestrans. We will consider Swestrans' financial sustainability and governance arrangements as part of our audit work.

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Overarching principles of our audit

Our audit is risk based and undertaken in accordance with the relevant International Auditing Standards (ISAs) (UK) and the Audit Scotland Code of Audit Practice 2016.

Our overall objective is a robust, quality-focused external audit which adds value through wider insights and challenge. Our audit foundations are:

- professional scepticism
- a focus on audit risks and key areas of management judgement
- use of specialists to support our work where relevant
- using IDEA our data analytical software to effectively and efficiently test your balances
- clear and upfront communications, with regular communication during the year
- Reporting with focused actions which will support you in improving your controls/operations
- We will aim to not duplicate the work of your internal auditors. We will consider the internal audit plan for 2017/18 and identify any particular areas of risks that we either need to reflect in our approach or are relevant to our audit work. We will continue to review internal audit work throughout the year and maintain and ongoing, open, dialogue with internal audit.

Adding Value

Specific areas we will look to add value to SWestrans during 2017/18, identified as part of our planning work and reflection on prior year include:

- We will actively share relevant Audit Scotland and Grant Thornton publications with Senior Management and the SWestrans Partnership Board, identifying particular areas for consideration.
- Should any new accounting changes or governance updates emerge during the year we will providing a briefing for the SWestrans Partnership Board. We will also pro-actively work with management during the year to discuss any emerging matters and seek to reach agreement on the treatment of these in advance of year-end.



External Audit deliverables for 2017/18 – SWestrans Partnership Committee

- External Audit Plan (this document)
- Annual Report to those Charged with Governance (September 2018)
- Audit opinion (September 2018)
- Management letter of representation (September 2018)



2017/18 Deliverables as set out in the Audit Scotland planning guidance (October 2017)

- Confirmation of agreed fee by end of February 2018
- Current issues return to Audit Scotland (19 January 2018, 23 March 2018, 20 July 2018 and 19 October 2018)
- Submission of fraud returns to Audit Scotland – 27 April 2018



Planned Audit Scotland publications which may be relevant to SWestrans

- Digital developments and projects – risks and issues
- Supporting Scotland's economic growth (Spring 2018) – Auditors impact assessment return

Audit approach and materiality

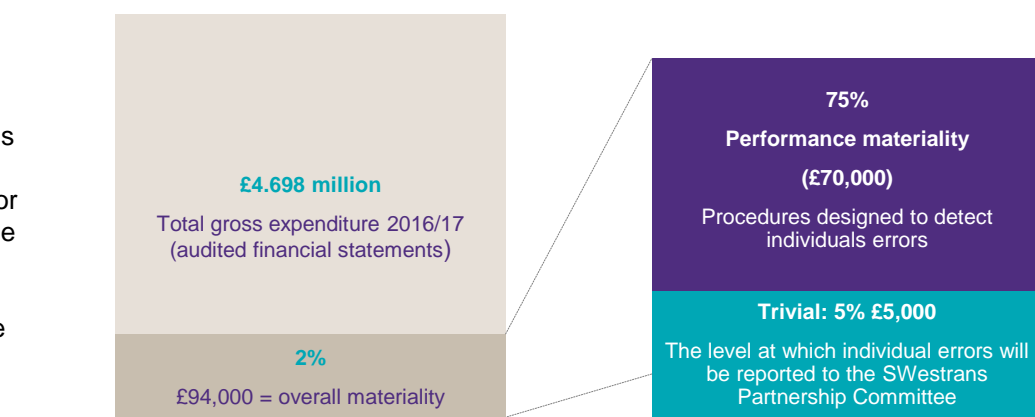


We undertake your audit in accordance with International Standards in Auditing (UK) (ISAs) and the Audit Scotland Code of Audit Practice (May 2016). On an annual basis we are required to give an opinion as to whether the Financial Statements.

- give a true and fair view
- have been properly prepared in accordance with relevant legislation and standards
- the wider information contained in the annual report and accounts e.g The Statement of Responsibilities, the Corporate Governance Statement and management commentary, that are consistent with the disclosures in the financial statements
- audited parts of the remuneration have been prepared in accordance with the guidance

Materiality

In performing our audit we apply International Standards on Auditing (UK) 320: *Materiality*. Our materiality for 2017/18 is shown below. We will revise this on receipt of the unaudited financial statements for 2017/18 once received.



Overall materiality

We have calculated overall materiality in line with gross expenditure, as is recognised as a common measure in the public sector. This is in line with prior year. As this is our second year of the audit, and taking into account the context of SWestrans's activities we feel it is appropriate to set our materiality benchmark to 2%. Under our audit methodology we typically set materiality within the benchmark range of 0.5% up to 2%.

Performance materiality

Performance materiality represents the amount set for the financial statements as a whole to reduce the probability that the aggregate of uncorrected and undetected misstatements exceed materiality. Based on our audit experience in 2016/17 we have increased this for 2017/18 to 75% (65% in prior year). This does not impact on the financial statement balances we undertake substantive testing on, as all balances are in scope per prior year, but will impact on sample sizes.

Trivial

Under ISA 540 we are required to set an amount below which we consider misstatements would be clearly trivial, and therefore when accumulated we would not expect that they would have a material impact on the financial statements. Misstatements above trivial (corrected and uncorrected) will be reported to the SWestrans Partnership Board in our Annual Report to those charged with governance.

Going concern considerations

As auditors, we are required to "obtain sufficient appropriate audit evidence about the appropriateness of management's use of the going concern assumption in the preparation and presentation of the financial statements and to conclude whether there is a material uncertainty about the entity's ability to continue as a going concern" (ISA (UK) 570).

We will review management's assessment of the going concern assumption and evaluate the disclosures in the financial statements.

A risk based audit methodology

Our understanding of SWestrans

This is our second year as the external auditors of SWestrans appointed under the Audit Scotland framework. In 2016/17 SWestrans had net costs of services of £0.3million. SWestrans income is primarily through government and service grant funding.

SWestrans was established under the Transport (Scotland) Act 2005 and Dumfries and Galloway Council's public transport functions were transferred to SWestrans under a Transfer of Functions Order on 7 November 2006. The organisations strategic aim is to develop a transportation systems for the region.

SWestrans continues to work with its varies partners to support the delivery of its strategic priorities outlined within the Regional Transport Strategy. The organisation is not allowed to retain general fund balances at the year end and is therefore unable to report a surplus or deficit. If the organisation was in deficit position it can requisition the shortfall from Dumfries and Galloway Council. However, SWestrans aims to achieve a breakeven position annually and did so in the year ended 31 March 2017.

Overview of our audit risks identified at planning and our proposed approach

	Risk of fraud in revenue	Risk of fraud in expenditure	Management override of controls
The Risk	As set out in ISA 240 there is a presumed risk that revenue may be misstated due to improper recognition of revenue. The majority of SWestrans's income is from government grants. The nature of this income is well forecast and agreed to confirmation letters therefore we rebut the presumed risk around this revenue stream.	Operating expenditure is understated or not treated in the correct period (risk of fraud in expenditure). As set out in Practice note 10 (revised) which applies to public sector entities, we recognise that there is a risk that expenditure could be materially misstated. The risk is prevalent primarily on transactions around the year end where there is a inherently higher risk of misstatement.	As set out in ISA 240 there is a presumed risk that management override of controls is present in all entities
Our planned response	SWestrans's income is from government grants and service funding from Dumfries and Galloway Council. The nature of this income is well forecast and agreed to third party confirmations, therefore we rebut the presumed risk around this revenue stream. We therefore consider it appropriate to rebut the presumed risk of fraud in revenue.	<ul style="list-style-type: none"> Perform cut off at year end on pre and post year end transactions and recording Walkthrough of the key expenditure controls in place 	<ul style="list-style-type: none"> A focus on understanding how/where management override of controls may occur Review of the controls over journal entries Understanding key areas of judgement within the Financial statements and the basis for these judgements and the application of accounting policies. In particular, income and expenditure accruals Reviewing unusual and/or significant transactions

Wider Scope – Smaller Body

For smaller bodies we are allowed under the Audit Scotland Code of Practice to not apply the full wider scope audit. In our judgement, taking into account the nature of SWestrans and your income and expenditure streams we feel it is appropriate to treat you as a smaller body under the code. However, we will consider your financial sustainability and governance arrangements as part of our audit work.

Appendices

Key audit deliverables and our team

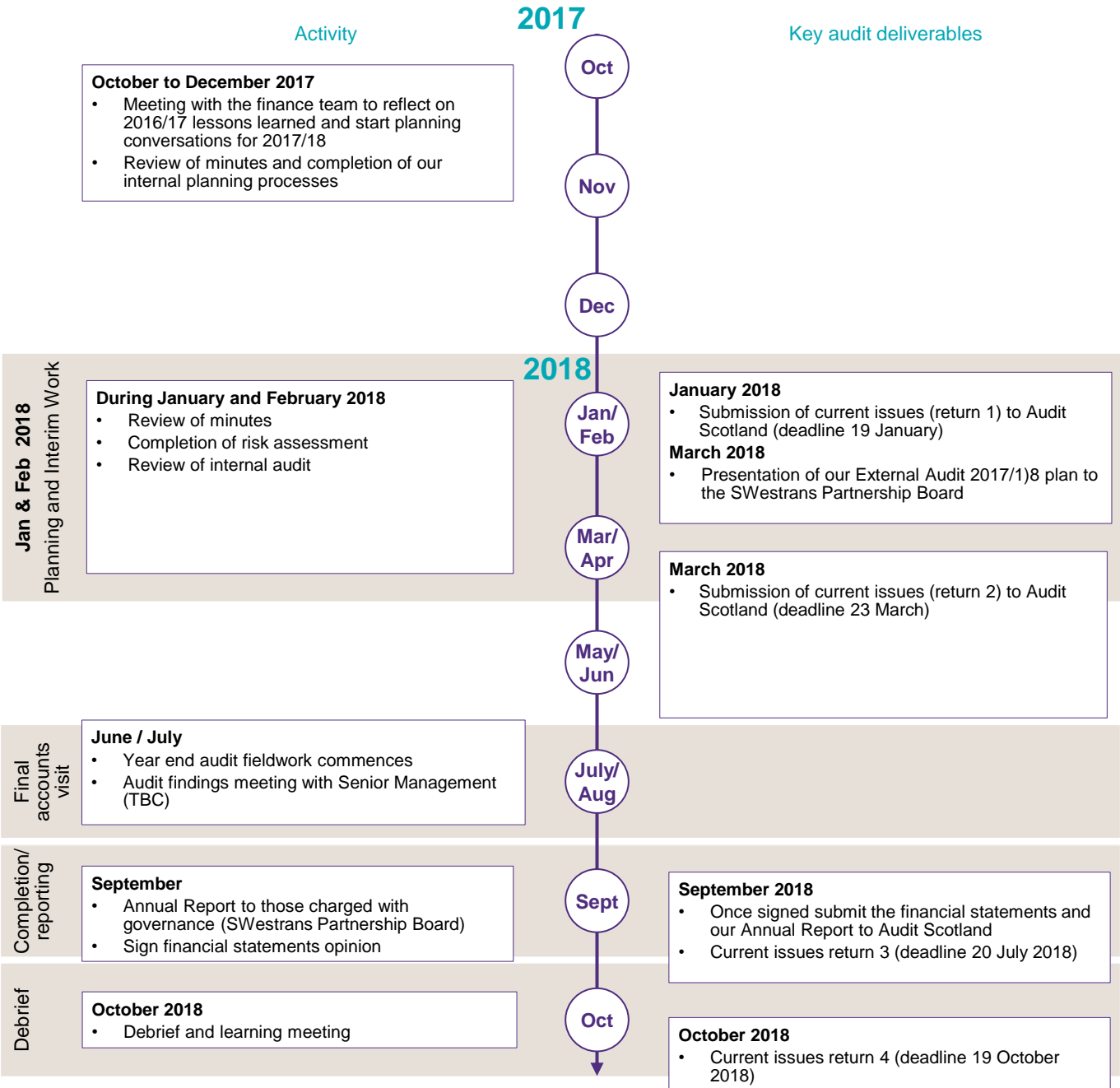
Independence and fees

Fraud arrangements

Respective responsibilities

Communication of audit matters with those charged with governance

Key audit deliverables and our team



Our team

Joanne Brown Director T 0141 223 0848 E joanne.e.brown@uk.gt.com	John Boyd Senior Manager T 07880 456 126 E john.p.boyd@uk.gt.com
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In addition we will use our pensions team (assumptions) and our Accounting technical team as required

Fees and independence

External Audit Fee

Service	Fees £
External Auditor Remuneration	8,250
Pooled Costs	730
Contribution to Audit Scotland costs	520
Contribution to Performance Audit and Best Value	0
2017-18 Fee	9,500

Fees for other services

Service	Fees £
At planning stage we confirm there are no non-audit fees	Nil

The audit fee is calculated in accordance with guidance issued by Audit Scotland. In accordance with the Audit Scotland guidance we can increase the fee by up to 20% from the base fee set by Audit Scotland, depending on risk factors identified by us as your external auditors. We cannot reduce the fee from the baseline set out by Audit Scotland. The above proposed fee, set at the base fee, will be agreed with management. The fee is based on the following assumptions:

- supporting schedules to all figures in the accounts are supplied by the agreed dates and in accordance with the agreed upon information request list
- the scope of the audit, and SWestrans activities will not change significantly from planned
- SWestrans will make available management and accounting staff to help us locate information and to provide explanations. We reserve the right to charge an additional fee for any additional work.
- We will only receive (and audit) 3 sets of accounts (1st draft; amended draft and final)
- Specific balances such as valuations of assets are supported by an independent specialist

Independence and ethics

We confirm that there are no significant facts or matters that impact on our independence as auditors that we are required or wish to draw to your attention.

We have complied with the Auditing Practices Board's Ethical Standards and therefore we confirm that we are independent and are able to express an objective opinion on the financial statements.

Full details of all fees charged for audit and non-audit services will be included in our Annual Report to those charged with governance at the conclusion of the audit.

We confirm that we have implemented policies and procedures to meet the requirements of the Auditing Practices Board's Ethical Standards.

We are required by auditing and ethical standards to communicate any relationships that may affect the independence and objectivity of the audit team.

We can confirm no independence concerns have been identified. Through insolvency advice and support to clients, Grant Thornton may have professional interactions with SWestrans. However, we do not consider these to impact or impede our audit independence.

Fraud arrangements

The term fraud refers to intentional acts of one or more individuals amongst management, those charged with governance, employees or third parties involving the use of deception that result in a material misstatement of the financial statements. In assessing risks, the audit team is alert to the possibility of fraud at SWestrans.

As part of our audit work we are responsible for:

- identifying and assessing the risks of material misstatement of the financial statements due to fraud in particular in relations to management override of controls.
- Leading a discussion with those charged of governance (for SWestrans this is assumed to be the SWestrans Partnership Board) on their view of fraud. Typically we do this when presenting our audit plan and in the form of management and those charged with governance questionnaires.
- designing and implementing appropriate audit testing to gain assurance over our assessed risks of fraud
- responding appropriately to any fraud or suspected fraud identified during the audit.

As auditors we obtain reasonable but not absolute assurance the financial statements as a whole are free from material misstatement, whether due to fraud or error.

We will obtain annual representation from management regarding managements assessment of fraud risk, including internal controls, and any known or suspected fraud or misstatement.

The primary responsibility for the prevention and detection of fraud rests with management and those charged with governance including establishing and maintaining internal controls over the reliability of financial reporting effectiveness and efficiency of operations and compliance with applicable laws and regulations.

It is SWestrans responsibility to establish arrangements to prevent and detect fraud and other irregularity. This includes:

- developing, promoting and monitoring compliance with standing orders and financial instructions
- developing and implementing strategies to prevent and detect fraud and other irregularity
- receiving and investigating alleged breaches of proper standards of financial conduct or fraud and irregularity.

Throughout the audit we work with SWestrans to review specific areas of fraud risk, including the operation of key financial controls. We also examine the policies in place, strategies, standing orders and financial instructions to ensure that they provide a strong framework of internal control.

All suspected frauds and/or irregularities over £5,000 are reported to Audit Scotland by us as your auditors on an annual basis (no later than end of April 2018)

Respective responsibilities

As set out in the Code of Audit Practice (pages 10 to 16) there are a number of key responsibilities you as an organisation are responsible for, and others, as appointed auditors we are responsible for. These are summarised below:

Area	SWestrans Responsibilities
Corporate governance	<ul style="list-style-type: none"> Establishing arrangements for proper conduct of its affairs Legality of activities and transactions Monitoring adequacy and effectiveness of arrangements (inc role of those charged with governance)
Financial statements	<ul style="list-style-type: none"> Preparing financial statements which give a true and fair view of their financial position Maintaining accounting records and working papers Putting in place systems of Internal Control Maintaining proper accounting records Preparing and publishing an annual governance statement, management commentary and remuneration report Effective systems of internal control as well as financial, operational and compliance controls – supporting achievement of objectives and secure value for money
Financial position	<ul style="list-style-type: none"> Proper arrangements to ensure financial position is soundly based and responsibility to ensure arrangements secure best value
Fraud and error	<ul style="list-style-type: none"> Establishing appropriate arrangements for prevention and detection of fraud, error, irregularities, bribery and corruption and affairs are properly managed

Our responsibilities



- Undertake statutory duties and comply with professional engagement and ethical standards
- Provide an opinion on financial statements and where appropriate regularity of transactions
- Review and report on, as appropriate, other information eg annual governance statements, management commentary, remuneration reports
- Notify the Controller of Audit when circumstances indicate a statutory report may be required
- Demonstrate compliance with wider public audit scope (where applicable)

How do we do this in practice



- By reviewing and providing judgements and conclusions on SWestrans arrangements including those across the wider scope of audit dimensions.
- Consideration of the effectiveness of performance management arrangements
- Suitability and effectiveness of corporate governance arrangements in year
- Financial position and arrangements for ensuring financial sustainability in the medium to longer term
- Review of other information in line with our knowledge and understanding of SWestrans
- Ongoing dialogue and engagement with Audit Scotland during the year

Weaknesses and risks identified by us as your auditors are only those which have come to our attention during our normal audit work in accordance with the Code, and may not be all that exist. Communication by us of matters arising from the audit of the financial statements or of risks or weaknesses does not absolve management from its responsibility to address the issues raised and to maintain an adequate system of control.

Communication of audit matters with those charged with governance

Our communication plan	Audit Plan	Audit Findings
Respective responsibilities of auditor and management/those charged with governance	•	
Overview of the planned scope and timing of the audit, including planning assessment of audit risks and wider scope risks	•	
Confirmation of independence and objectivity	•	•
A statement that we have complied with relevant ethical requirements regarding independence. Relationships and other matters which might be thought to bear on independence. Details of non-audit work performed by Grant Thornton UK LLP and network firms, together with fees charged. Details of safeguards applied to threats to independence	•	•
Significant matters in relation to going concern	•	•
Views about the qualitative aspects of SWestrans accounting and financial reporting practices, including accounting policies, accounting estimates and financial statement disclosures		•
Significant findings from the audit		•
Significant matters and issues arising during the audit and written representations that have been sought		•
Significant difficulties encountered during the audit		•
Significant deficiencies in internal control identified during the audit		•
Significant matters arising in connection with related parties		•
Identification or suspicion of fraud involving management and/or which results in material misstatement of the financial statements		•
Non-compliance with laws and regulations		•
Unadjusted misstatements and material disclosure omissions		•
Expected modifications to the auditor's report, or emphasis of matter		•

International Standards on Auditing (UK) (ISA) 260, as well as other ISAs, prescribe matters which we are required to communicate with those charged with governance, and which we set out in the table above.

This document, The Audit Plan, outlines our audit strategy and plan to deliver the audit, while our Annual Report to those Charged with Governance will be issued prior to approval of the financial statements and will present key issues and other matters arising from the audit, together with an explanation as to how these have been resolved.

We will communicate any adverse or unexpected findings affecting the audit on a timely basis, either informally or via a report to SWestrans Management and the SWestrans Partnership Committee.



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SWESTRANS ANNUAL REPORT 2016/17

1. Reason for Report

To agree the SWestrans Annual Report 2016/17.

2. Background

2.1 The former Scottish Executive published guidance on Regional Transport Strategies in March 2006. Paragraphs 112 and 133 of the Guidance require the preparation of an annual report to be submitted to Scottish Ministers.

2.2 The report should cover the operational and financial year from 1 April to 31 March. It should include a report of performance against the objectives, targets and performance indicators set out in the Regional Transport Strategy and should be sent to constituent Councils and others who have provided funding.

3. Key Points

3.1 The draft Annual Report 2016/17 is attached as the **Appendix** to this report.

3.2 It is intended that the Annual Report would be submitted to Scottish Ministers as set out in the guidance referred to in paragraph 2.1.

4. Implications

Financial	None.
Policy	None.
Equalities	None.
Climate Change	None.
Risk Management	None.

4. Consultation

This is a procedural report and the appropriate consultation has been undertaken.

5. Recommendation

Members of the Board are asked to agree the SWestrans Annual Report for 2016/17 as attached at the **Appendix**.

Report Author: Josef Coombey
Tel: 01387 260372

Date of Report: 27 February 2018
File Ref: SW2/meetings/2018

Douglas Kirkpatrick
Lead Officer
South West of Scotland Transport Partnership
Militia House
English Street
Dumfries DG1 2HR

APPENDIX – SWestrans Annual Report 2016/17

ANNUAL REPORT

2016/17

The Annual Report of the South West of Scotland Transport Partnership, outlining its resources and outputs for financial year 2016/17.

Annual Report

1. FOREWORD

This is the annual report of the South West of Scotland Regional Transport Partnership (SWestrans), which details the resource utilisation and activities of the Regional Transport Partnership for the financial year 2016/17.

As a Model 3 Scottish Regional Transport Partnership, SWestrans has responsibility for procuring socially necessary public transport for the Dumfries and Galloway region. The work of the South West of Scotland Transport Partnership during 2016/17 was again a balance of service provision through its revenue budget, and service development through capital budgets.

As in previous years, the Partnership undertook a range of initiatives covering a number of transport modes, which sought to address the key locations, sectors and themes identified in the Regional Transport Strategy. The Partnership's officers and Board members have continued to participate in the development of active travel, bus, rail, road and in the refresh of the National Transport Strategy amongst many other initiatives.

A balance

of service provision through its revenue budget, and service development through capital budgets.

2. INTRODUCTION

The Transport (Scotland) Act 2005 placed a duty on Scottish Ministers to create Regional Transport Partnerships (RTPs) covering the whole of Scotland. The South West of Scotland Transport Partnership (SWestrans) was established by the Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005, and the Transfer of Functions to the South-West of Scotland Transport Partnership Order 2006.

The SWestrans area is the same as covered by Dumfries and Galloway Council, and NHS Dumfries and Galloway.

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 25 April 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.

The Scottish Executive published guidance on Regional Transport Strategies in March 2006. Paragraphs 112 and 133 of the Guidance require the preparation of an annual report to be submitted to Scottish Ministers. The report should cover the operational and financial year to 31 March. It should include a report of performance against the objectives, targets and performance indicators set out in the RTS and should be sent to constituent Councils and others who have provided funding. This report covers the period from 1 April 2016 to 31 March 2017.

SWestrans is subject to additional reporting requirements in respect of:

- Public Sector Equalities Duties.
- Public Sector Climate Change Duties.
- Public Sector Reform Act 2010.
- Public Sector Records Management.
- Freedom of Information.
- Publication Scheme.

This Annual Report is an integrated report in respect of these additional statutory and voluntary reporting requirements.

3. THE BOARD

3.1 Members

The South West of Scotland Transport Partnership Board consists 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 and Scottish Enterprise. SWestrans has opted to give voting rights to external members.



The Members of the SWestrans Board on 1 April 2016 were (pictured T to B, L to R):

- Tom McAughtrie (Chairman) - Dumfries & Galloway Council.
- David Bryson (Vice Chairman) - External Member (NHS Dumfries & Galloway).
- Alistair McKinnon – External Member (Scottish Enterprise).
- John Syme – Dumfries & Galloway Council.
- Denis Male – Dumfries & Galloway Council.
- Marion McCutcheon – Dumfries & Galloway Council.
- Richard Brodie – Dumfries & Galloway Council.

The 5 Council Members have substitutes which from 1 April 2016 were:

- Ted Thompson for Tom McAughtrie.
- Ian Carruthers for Marion McCutcheon.
- Archie Dryburgh for John Syme.
- Graham Nicol for Denis Male.
- Jim McColm for Richard Brodie.

3.2 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 participation its decisions.”

SWestrans has adopted an inclusive 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.

At its meeting on 11 November 2016, the Board agreed that a review of the current Observers, who were appointed on 12 July 2013, be undertaken. As Observers are appointed for 4 years it was considered timely for this review to be undertaken in advance of the local government election in May 2017.

All the individuals or organisations which had Observer status were contacted asking whether they wished to continue to be represented as an Observer to the SWestrans Board. Those seeking reappointment were also asked to provide information relating to our guidance for Observers to assist the Board in their decision to reappoint.

The list of Observers as at 31 March 2017 was as follows:

- David Anderson
- Beverley Armstrong Dumfries & Galloway College
- Frazer Durie Network Rail
- June Hay Outdoor Access Forum
- Audrey Laidlaw Network Rail
- Hugh McCreadie
- John McCutcheon Stranraer Town and Rural Trust
- Sharon Ogilvie Dumfries and Galloway Third Sector
- Fraser Smith Stagecoach Scotland
- Ian Walker Accessible Transport Forum
- Graham Whiteley

The majority of Observers receive Board Papers electronically.

4. MEETINGS

4.1 Dates

Meetings of the Board are generally held every second month, with provision for special meetings where urgent business needs to be discussed. Meetings were held on the following dates:

- 01 April 2016 - Council Hall, Dumfries (Special Meeting)
- 13 May 2016 - Richard Greenhow Centre, Gretna
- 15 July 2016 - Miners Memorial Hall, Kirkconnel
- 23 September 2016 - McMillan Hall, Newton Stewart
- 11 November 2016 - Council Offices, Kirkcudbright
- 13 January 2017 - Community Centre, Lochmaben
- 27 January 2017 - Militia House, Dumfries (Special Meeting)
- 10 March 2017 – North West Resource Centre, Dumfries

4.2 Agendas

Item	01 April 2016
1	Sederunt and Apologies
2	Declarations of Interest
3	Local Bus Service Funding 2016/17
4	Any Other Business Which The Chairman May Decide Is Urgent Due To The Need For A Decision
5	Local Bus Services - Contracts

Item	13 May 2016
1	Sederunt and Apologies
2	Declarations of Interest
3	Minutes of Meeting on 11 March 2016
4	Minutes of Meeting on 1 April 2016
5	External Audit Plan 2015/16
6	Consultation on a Scottish Replacement to Air Passenger Duty
7	Participation Requests Under the Community Empowerment (Scotland) Act 2015
8	Board Development and Training
9	ScotRail Stakeholder Engagement - Regional Rail Forums
10	Local Bus Services - Development and Procurement
11	Local Bus Service Funding 2016/2017 - Update
12	Local Bus Services - West Coast Mainline Evening / Sunday Connections
13	Local Bus Services - Commercial Service Changes
14	Any Other Business Which The Chairman May Decide Is Urgent Due To The Need For A Decision
15	Observers Update - SAYLSA

Item	15 July 2016
1	Sederunt and Apologies
2	Declarations of Interest
3	Minutes of Meeting on 13 May 2016
4	Scottish Stations Fund Stag Pre Appraisals
5	Lead Officer Arrangements
6	Revenue Budget Outturn report 2015/2016
7	Unaudited Accounts 2015/2016
8	SWestrans Capital Programme 2015-2016
9	Swestrans Capital Expenditure Programme 2016/2017
10	Rail Update
11	Intercity West Coast Franchise Consultation
12	Regional Transport Strategy Refresh
13	Reshaping Local Bus Services - Seminar/ Procurement
14	Local Bus Services - Update
15	External Board Member - NHS Dumfries and Galloway
16	Calendar of Meetings
17	Observers Update - Stagecoach Scotland and Dumfries and Galloway Third Sector Interface
18	Any Other Business Which The Chairman May Decide Is Urgent Due To The Need For A Decision

Item	23 September 2016
1	Sederunt and Apologies
2	Declarations of Interest
3	Minutes of Meeting on 15 July 2016
4	Revenue Budget Monitoring Report 2016/17 for Period Ending 31 August 2016
5	Report by External Audit on 2015/16 Audit of SWestrans
6	SWestrans Capital Expenditure Programme 2016/17 - Update
7	Transport Summit
8	National Transport Strategy Review
9	Regional Transport Strategy Refresh Update
10	Cycling Action Plan for Scotland (CAPS) Progress Report
11	Rail Update
12	Reshaping Local Bus Services - Seminar/ Procurement
13	Regional Transport Partnerships Joint Chairs Meeting 15 June 2016
14	Staffing Arrangements
15	Any Other Business Which The Chairman May Decide Is Urgent Due To The Need For A Decision

Item	11 November 2016
1	Sederunt and Apologies
2	Declarations of Interest
3	Minutes of Meeting on 23 September 2016
4	Revenue Budget Monitoring Report 2016/17 for Period Ending 31 October 2016
5	Observers Update
6	Climate Change Duties - Reporting 2015/16
7	Scotland's Accessible Travel Framework
8	Dumfries and Galloway Transport Summit Response
9	Rail Update
10	Local Bus Service - 350 Stranraer to Cairnryan
11	Travelknowhow Scotland
12	Local Bus Contracts
13	Any Other Business Which The Chairman May Decide Is Urgent Due To The Need For A Decision
14	Budget Considerations

Item	13 January 2017
1	Sederunt and Apologies
2	Declarations of Interest
3	Minutes of Meeting on 11 November 2016
4	Revenue Budget Monitoring Report 2016/17 for Period Ending 31 December 2016
5	Capital Expenditure Programme 2016/17 - Update
6	Scottish Stations Fund STAG Appraisals Progress
7	Rail Update
8	Transport Summit
9	Councillors Code of Conduct - Consultation
10	Local Bus Contracts
11	Regional Transport Partnerships Joint Chairs Meeting 14 September 2016
12	Any Other Business Which The Chairman May Decide Is Urgent Due To The Need For A Decision
13	Local Bus Services - Award of Contract

Item	27 January 2017
1	Sederunt and Apologies
2	Declarations of Interest
3	Any Other Business Which The Chairman May Decide Is Urgent Due To The Need For A Decision
4	Local Bus Services - Contracts

Item	10 March 2017
1	Sederunt and Apologies
2	Declarations of Interest
3	Minutes of Meeting on 13 January 2017
4	Minutes of Meeting on 27 January 2017
5	Abellio ScotRail Franchise Update
6	Revenue Expenditure Budget 2017/18
7	Capital Expenditure Programme 2017/18
8	SWestrans Annual Report 2015/16
9	Equalities Reporting
10	Social/Community Transport - Public Social Partnership Development
11	Board Diversity
12	Scotland's Rail Infrastructure Strategy - Consultation
13	Cycling Action Plan for Scotland (CAPS)
14	Consultations
15	External Audit Plan 2016/17
16	Observers Update
17	Board Feedback
18	Any Other Business Which The Chairman May Decide Is Urgent Due To The Need For A Decision
19	Local Bus Services – Award of Contracts

4.3 Attendance

Attendance at meetings is shown in the following table:

ATTENDANCE AT MEETINGS		01 April 2016	13 May 2016	15 July 2016	23 September 2016	11 November 2016	13 January 2017	27 January 2017	10 March 2017
Members and Substitutes									
Tom McAughtrie (Chair)	D&G Council	✓	✓	✓	✓	✓	✓	✓	✓
David Bryson (Vice Chair)	NHS D&G	✓	✓	✓	Apol.	✓	✓	✓	✓
Richard Brodie	D&G Council	✓	Apol.	✓	✓	✓	✓	✓	✓
Denis Male	D&G Council	✓	✓	✓	✓	✓	✓	✓	Apol.
Marion McCutcheon	D&G Council	✓	Apol.	Apol.	Apol.	Apol.	Apol.	✓	✓
Alistair McKinnon	Scottish Enterprise	✓	✓	Apol.	Apol.	Apol.	✓	✓	Apol.
John Syme	D&G Council	✓	✓	✓	Apol.	✓	✓	Apol.	✓
Ian Carruthers	D&G Council (Sub)		✓			✓	✓		
Archie Dryburgh	D&G Council (Sub)				✓			✓	

02 March 2018

		01 April 2016	13 May 2016	15 July 2016	23 September 2016	11 November 2016	13 January 2017	27 January 2017	10 March 2017
Observers									
David Anderson									✓
Frazer Durie	Network Rail			✓					
June Hay	Outdoor Access Forum			✓	✓	✓	✓		✓
Sharon Ogilvie	Dumfries and Galloway Third Sector Interface				✓	✓			
Hugh McCreadie	Lochside & Woodlands Community Council		✓	✓	✓	✓	✓		✓
William Mainus	Stagecoach West Scotland		✓						
Fraser Smith	Stagecoach West Scotland				✓	✓			✓
Graham Whiteley		✓	✓		✓	✓	✓		✓
Ian Walker	ATF	✓							✓

02 March 2018

		01 April 2016	13 May 2016	15 July 2016	23 September 2016	11 November 2016	13 January 2017	27 January 2017	10 March 2017
Officials and Advisors									
Josef Coombey	SWestrans	✓	✓	✓	✓			✓	✓
Kirsty Dunsmore	SWestrans						✓	✓	✓
Steven Herriott	SWestrans	✓		✓					
Douglas Kirkpatrick	SWestrans	✓	✓	✓	✓	✓	✓	✓	✓
James Parker	Dumfries and Galloway Council	✓	✓						
Claire Rogerson	Dumfries and Galloway Council	✓	✓	✓	✓	✓	✓	✓	✓
Janet Sutton	Dumfries and Galloway Council	✓	✓	✓	✓	✓	✓	✓	

02 March 2018

		01 April 2016	13 May 2016	15 July 2016	23 September 2016	11 November 2016	13 January 2017	27 January 2017	10 March 2017
In Attendance									
Martin Brown	Beattock Station Action Group			✓			✓		
John Burton	Thornhill resident								✓
Christopher Craig	Thornhill Station Action Group								✓
Joanne Gray	Transport Scotland			✓					
Kenny Laidlaw	Stagecoach West Scotland						✓		
Dougie McDonald	Peter Brett Associates			✓					
Ron McLean	Beattock Station Action Group			✓					
Craig Millar	Glenkens Community Council					✓			
Scott Prentice	Abellio Scotland								✓
Emily Seaman	Peter Brett Associates			✓					
Catherine Swanson	Lochside Community Council								✓

5. GOVERNANCE

5.1 Members

The South West of Scotland Transport Partnership Board consists 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.

5.2 Key Governance Documentation

Good governance is essential to any public body, and SWestrans has developed a series of governance documents to ensure the effective management of the organisation. The key governance documents for SWestrans are as follows:

- Standing Orders.
- Financial Regulations and Financial Codes.
- Procurement Standing Orders.
- Members' Code of Conduct.
- Guidance for Observers.

5.3 Annual Accounts 2016/17

Draft Annual Accounts for 2016/17 were considered by the SWestrans Board at its meeting on 30 June 2017. These were prepared on an IFRS (International Financial Reporting Standards), accounting basis. The draft unaudited accounts were submitted to the Controller of Audit prior to the statutory deadline of 30 June 2017, and to Ernst and Young, who are the appointed external auditors for SWestrans. The draft accounts were also made available for public inspection for a three week period from late 1- 21 July 2017 at Council libraries, at the Council headquarters in English Street, Dumfries and at the Council's Annan, Kirkcudbright and Stranraer Area offices. The draft accounts were also published on the SWestrans website and the Council's website during this period. The Final Accounts were received by the Board at its meeting on 22 September 2017 prior to being signed by the Treasurer.

Revenue Expenditure

The expenditure for 2016/17 was £4,698,114. This was funded by:

- Grants from the Scottish Government totalling £259,250 for core costs and the progression of the Regional Transport Strategy; the same as the previous year.

- Dumfries and Galloway Council also contributed £100,000 to the core running costs, £309,198 towards depreciation of assets and £3,033,599 in respect of payments made to Bus Contractors.
- Other contributions totalling £996,066.

5.4 Internal Audit

No internal audit was carried out during 2016/17.

5.5 External Audit

Audit of Accounts

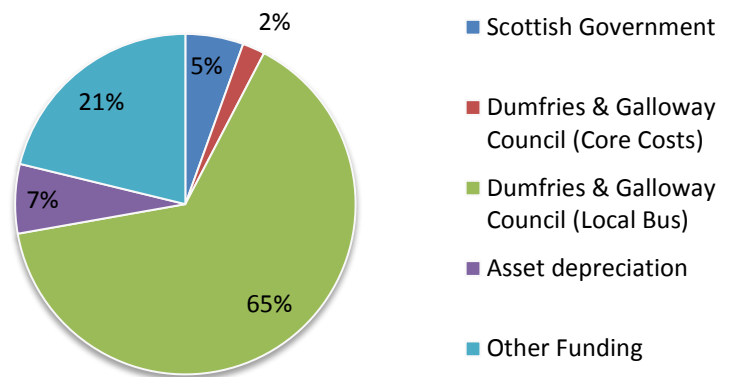
Regulation 6 of the Local Authority Accounts (Scotland) Regulations 1985 (as amended) requires that a certified abstract of accounts and the external auditor's report to Board Members on those accounts should be laid before a meeting of the Board no later than two months following their receipt. The partnership's external auditors for 2016/17 were Ernst and Young

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 his team's work.

SWestrans Funding Sources 2016/17



The external auditor's report on the audit of SWestrans' 2016/17 Annual Accounts to the Board, (in line with the requirements of the International Standard on Auditing 260 (ISA 260)), was approved by the Board on 22 September 2017, prior to the deadline of 30 September 2017.

The Independent Auditor's Report to the Members of the South West of Scotland Transport Partnership and the Accounts Commission for Scotland indicates that the Partnership's financial statements give a true and fair view and have been properly prepared in accordance with the Local Government (Scotland) Act 1973. The external auditors opinion on the Partnership's 2016/17 accounts is therefore unqualified.

The International Standard on Auditing 580 (ISA 580) requires auditors to obtain assurances from the proper officer on certain issues relating to the annual accounts. Following approval by the Chairman on behalf of the Board, the Senior Audit Manager signed off the audit certificate.

As part of their responsibilities the external auditor is required to submit, at the conclusion of each year's audit, a final report addressed to both the Members of the Board and to the Controller of Audit.

There are no qualifications in the audit report on the Partnership's Final Accounts. It is the opinion of the external auditor that the financial statements present fairly the Partnership's financial position and income and expenditure for the year.

5.6 Performance Management

A comprehensive Performance Management Framework has been developed for monitoring and reporting the achievement of SWestrans' strategic objectives.

The elements of the Performance Management Framework include:

- Regional Transport Strategy Delivery Plan.
- Regional Transport Strategy Monitoring and Review Framework.
- The Annual Report.
- The Business Plan.
- The Risk Management Plan.

The RTS Monitoring and Review Framework is described in more detail in Section 8.5.

6. 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 2005 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.

7. STAFFING AND RESOURCES

7.1 Key Staff

SWestrans employs no staff directly. Staff are employed by Dumfries and Galloway Council on behalf of SWestrans, and either attached to the Partnership, or provide significant support to it in addition to their Council roles. During 2016/17 these staff resources included:

- Lead Officer (Interim) – Steven Herriott (Until 15 July 2016).
- Service Manager Sustainable Travel (Until 15 July 2016) and Lead Officer (From 15 July 2016) – Douglas Kirkpatrick
- Finance Officer – Janet Sutton.

Douglas Kirkpatrick, as Dumfries and Galloway Council Transportation Manager, took on the role of Lead Officer of SWestrans in July 2016. The role of Transportation Manager had been allocated, within the job description, the responsibilities for SWestrans previously held within the role of Head of Integrated Transport and Commissioning.

The recruitment for two Policy and Project Officer posts was concluded in early September 2016 and they took up their roles in October 2016.

Other Dumfries and Galloway Council staff can be invited to advise the Board on an ad hoc basis.

SWestrans Board Meeting



7.2 Other Business Needs

Some business requirements of SWestrans are provided by Dumfries and Galloway Council on its behalf. These include:

- Human Resources.
- Financial Services.
- Legal Services.
- Governance Support.
- Communications.
- Office Accommodation.
- Technology Solutions.
- Business Support.
- Passenger Transport Operations.

7.3 Secretary to the Board

The Transport (Scotland) Act 2005 requires a Regional Transport Partnership to appoint a Secretary to the Board. This function is fulfilled for SWestrans by Claire Rogerson a governance officer from Dumfries and Galloway Council's Democratic Services.

7.4 Chairman of the Board

Tom McAughtrie was the Chairman of the Board for the 2016/17 period, appointed by the SWestrans Board in July 2014. Tom McAughtrie has also represented SWestrans on the Dumfries and Galloway Strategic Partnership.

7.5 Vice-Chairman of the Board

David Bryson was the Vice-Chairman of the Board for the 2016/17 period, appointed to this position by the SWestrans Board in July 2014.

At the meeting of 11 March 2016, the Board agreed to the continuation of the appointment of David Bryson to be the External Member nominated by NHS Dumfries & Galloway for a further 4 years. This appointment was approved by the Transport Minister on 26 May 2016, and the Board agreed David Bryson continue in the appointment of Vice-Chairman.

8. STRATEGY, POLICY, LOBBYING AND ENGAGEMENT

The Regional Transport Strategy

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 after an extensive consultation exercise, and approved by Scottish Ministers in June 2008. The RTS is the key guiding document for SWestrans, and includes its Vision, Objectives and Policies. All policy development is referred back to this document.

It was agreed in July 2016 that SWestrans undertake a refresh to the text of its RTS with an update to reflect key policy changes and the recent refresh of the

National Transport Strategy (completed January 2016). The accompanying Delivery Plan would also be refreshed to better reflect current local, regional and national strategies, plans and programme, e.g. the Regional Economic Strategy, the Anti-Poverty Strategy and Health & Social Care Strategic Plan.

The Transport Minister, Mr Humza Yousaf MSP, announced at the Dumfries and Galloway Transport Summit in August 2016, a full review of the National Transport Strategy (NTS). This full review of the NTS is considered to have significant impact on the refresh of the SWestrans RTS which will be required to align our regional delivery to the national vision, strategy and outcomes. Officers commenced work on developing a RTS Main Issues Report to remain in step with the work on the NTS Review.

Dumfries and Galloway Transport Summit



Dumfries and Galloway Transport Summit

On 2 May 2016, the Deputy First Minister, Mr John Swinney MSP, committed to holding a 'Transport Summit' in the South West within the first 100 days of a new Scottish Government. The summit was held in August 2016 in Dumfries and aimed at providing a forum for a focussed discussion on identifying the key transport challenges and opportunities for the region's future. Attendees included local elected members of the UK and Scottish Parliaments and Dumfries and Galloway Council, along with representatives from transport and port operators, business groups and the third sector.

The "Dumfries and Galloway Transport Summit – Final Report", which incorporates the results of the public engagement exercise, was published on 28 December 2016. The SWestrans Board agreed to write to the Minister for Transport and the Islands offering full assistance in the delivery of the identified actions and seeking agreement that Transport Scotland will provide updates at future Board meetings on progress made.

8.2 Key Locations

The RTS identifies a number of key locations, and SWestrans is involved in initiatives in relation to each of these.

Dumfries

SWestrans continued to work in partnership with Dumfries and Galloway Council to investigate and seek improved links to and from Dumfries. Particularly in relation to the real and perceived transport constraints that also restrict economic development, these being:

- Lack of access to West Coast Main Line passenger and freight services;
- Relatively slow rail links from Dumfries to the Central Belt;
- Poor quality of trunk road linkages between Dumfries and the M74.

Stranraer and Loch Ryan

The Regional Transport Strategy and Delivery Plan include aspirations for developments within Stranraer. The details for these aspirations continue to be developed to integrate with and run in parallel with the Stranraer Waterfront Masterplan.

SWestrans has maintained involvement with SAYLSA, with Board members attending SAYLSA meetings throughout the time period of this report.

Gretna, Lockerbie, Annan Triangle

Lockerbie is the region's only main line station, and is a key regional gateway and point of connection to the Central Belt and into England. The planned development of a further 21 spaces through re-configuration of the existing car park at the Station continued during the year and SWestrans was approached by several private landowners regarding new proposals to create significant parking availability adjacent or nearby the railway station, which might provide viable alternatives. Positive discussions have continued with the landowners, Network Rail and officers on opportunities to progress this proposal.

Remote Rural Communities

As a Model 3 Regional Transport Partnership, SWestrans is responsible for procuring socially necessary public transport services. Most of the region is rural, and with some 54% of the bus network (including Dumfries) requiring subsidy, SWestrans provides vital lifeline connectivity and social inclusion to many communities.

There are a small number of local bus operators serving Dumfries and Galloway and once again this year the Board and officers were greatly exercised by the ongoing sustainability issues that these operators face. It has become apparent from the issues being faced by operators and the low uptake in the most rural areas, particularly outside of the standard work peaks, that bus services are fragile in areas of the region and cannot sustain a traditional bus service.

In 2016/17 work started on developing and improving work on social/community transport through a public social partnership approach (PSP). This was led by the Third Sector, Dumfries and Galloway with partnership input from Dumfries and Galloway Council, NHS Dumfries and Galloway, SWestrans, and Social and Community Transport operators. Given the involvement of all the above, the progress throughout 2016/17 has been guided by and reported to both the Community Planning Executive Group (CPEG) and the Dumfries and Galloway Strategic Partnership.

8.3 Key Sectors/Themes

The Regional Transport Strategy also identifies a number of key sectors and themes.

Roads

The RTS Delivery Plan includes a commitment to securing five additional overtaking opportunities on the A75 and A77.

The RTS Objective to Improve Transport Links is reflected in the Single Outcome Agreement, which includes an indicator for the Condition of Strategic Roads. A Monitoring Framework for the Regional Transport Strategy and Delivery Plan has been developed, and includes as an indicator 'Percentage of Local Authority Road network classified as Red or Amber by the Scottish Road Maintenance Condition Survey' from Table 5.6 of Scottish Transport Statistics.

The Lead Officer continues to participate in meetings of the A76 Corridor Partnership, a joint initiative between Dumfries and Galloway and East Ayrshire Councils, with support from SWestrans and SPT.

Bus

The 2016/17 year was a challenging one for local bus service provision. At its meeting on 1 April 2016, the Board agreed reductions in revenue expenditure to meet the £315,000 savings required with effect from 1 April 2016. This was due to a reduction in budget received from Dumfries and Galloway Council.

The Board agreed five areas where savings or increased income could be achieved without impacting on services and would deliver some £110,000 towards the target. These areas were:

- 1) No renewal of the annual maintenance and supply charges for the Real Time displays and system for 1 year only. (£31,000)
- 2) No renewal of the Bus Stops Asset Management package annual maintenance and supply charge. (£4,000)
- 3) A 12.5% increase in the recharge for carriage of statutory scholars on local bus contracts. (£45,000)
- 4) Reduce expenditure on administration across the SWestrans business. (£13,000)
- 5) Publicity – reduce to 1 timetable guide per year. (£17,000)

The services which were reduced or removed were those where the cut was identified as having either “no impact, possible commercial alternative, frequency reduction on town services, high subsidy per passenger / low use and late evening / low use”.

Progress started on an ongoing partnership work to develop a Public Social Partnership for social/community transport.

The initial scoping work was undertaken with the third sector and public sector partners through the co-produced “Community Transport in Dumfries and Galloway: A State of the Sector Report and Improvement Plan” April 2016, agreed by the Strategic Partnership on 17 June 2016. This coincided with the review of the non-emergency patient transport (NEPT) services being carried out by NHS Dumfries and Galloway. At its meeting on 26 May 2016, the Community Planning Executive Group agreed that the Third Sector, SWestrans, NHS Dumfries and Galloway and Dumfries and Galloway Council be invited to investigate the potential of a Public Social Partnership (PSP) approach to transport.

A PSP differs from other commissioning approaches in that it starts with the needs to be addressed, not the services available, which can be the driver for other partnerships. A PSP is a commissioning arrangement, not simply a procurement mechanism.

At its meeting on 18 November 2016, the Strategic Partnership agreed to recommend to Dumfries and Galloway Council, NHS Dumfries and Galloway and Third Sector, Dumfries and Galloway that they seek authority through their individual they seek authority through their individual governance/decision-making routes to take a PSP forward. The SWestrans Board agreed the Memorandum of understanding at its meeting on 10 March 2017.

The PSP is a multi-agency partnership between Dumfries and Galloway Council, SWestrans, NHS Dumfries and Galloway and the Community Transport operators/Third Sector, Dumfries and Galloway. The specific aims of this PSP will be to develop a genuine and lasting partnership to support the remodelling of the Commissioner(s) services and to build the capacity of the sector to be able to deliver these services in the future by:

- Understanding the market.
- Increasing capability and capacity.
- Responding to changing demand.

It is intended that the work to redesign and pilot services will take place over a period of years from April 2017.

The Partnership continued its programme of bus shelter replacement and improvement during 2016/17, with new and valued improvements in a number of locations. There continues to be considerable demand across the region for new infrastructure, and the programme will continue as a key element of SWestrans' Capital Programme going forward.

Bus usage monitoring data continues to be gathered and submitted to relevant bodies, and is included as part of the Regional Transport Strategy Monitoring Framework.

Rail

SWestrans is a member of the West Coast Rail 250 Group, which brings together interested stakeholders to lobby for improvements to and on the West Coast Main Line.

SWestrans has continued to participate in the development of SAYLSA through the 2016/17 year.

SWestrans has lobbied for improvements to services on the Glasgow and Southwestern Line and on the Stranraer Line, consistent with the aspirations of the RTS Delivery Plan for improved services and station re-openings. These

aspirations were made clear at the Dumfries and Galloway Transport Summit, and the SWestrans Board subsequently agreed in January 2017 position papers for each rail line to be submitted to Transport Scotland. These were prepared to start a conversation with national decision makers and feed into the national rail policy framework (High Level Output Specification). It drew together the various policy

Working to develop the case for rail station re-openings



strands emerging from the railway industry and suggests how these might enable train service developments which will provide benefits to Dumfries and Galloway.

The primary community pressure regarding rail travel has been for new stations at Beattock, Thornhill and Eastriggs. A number of rail groups formed in the region in 2016/17, largely as a result of increased awareness of the joint aspiration of SWestrans and Dumfries and Galloway Council for rail station re-openings. These rail groups have aspirations for new stations/lines at Langholm (Getting Langholm Back On Track), Eastriggs (Eastriggs Rail Station Action Group), Thornhill (Thornhill Station Action Group) and Dumfries (Dumfries Rail Group). These are in addition to a longer existing rail group at Beattock (Beattock Station Action Group). Officers worked with each of these groups and provided appropriate updates on progress to the Board

Work continued on the potential development of these rail stations for Dumfries and Galloway. The outcomes and recommendations from the Scottish Transport Appraisal Guidance (STAG) pre-appraisal studies for each area, along with Dunragit, were presented to the Board for consideration in July 2016. They identified a range of problems and opportunities for each area, and developed transport options to address these. The Board agreed that STAG Part 1 Appraisal studies would be progressed for Thornhill, Eastriggs and Beattock as each had the potential for a station project to emerge that could support a bid to the Scottish Stations Fund.

The STAG Part 1 appraisals were completed in late March 2017 and the Board agreed, in April 2017, the progression of the Eastriggs and Thornhill areas to STAG Part 2 Appraisal.

Community Transport

Community Transport provides an important element of transport provision in a rural region such as Dumfries and Galloway, often delivering a service which no other provider can meet.

Throughout 2016/17 SWestrans staff have been involved with Third Sector Dumfries and Galloway; attending seminars and working with their staff towards developing a more enterprising and cooperative community transport sector. This has informed the development of the PSP project, as set out in the Bus section above.

Aviation

SWestrans provides officer support for Dumfries and Galloway Council and SWestrans representatives on the Glasgow Prestwick Airport Consultative Committee (GPACC).

Walking and Cycling

During 2016/17 SWestrans continued to fund active travel infrastructure through its Capital Programme.

Health

Under the Transport (Scotland) Act 2005, RTPs have a legal requirement to develop a Regional Transport Strategy (RTS) for their area which, as well as identifying accessibility, environmental, social and economic objectives, should seek to facilitate access to hospitals and other healthcare facilities. Regional Transport Strategies should identify current transport gaps and opportunities within each Health Board and provide a mechanism to deliver and monitor these objectives.

The Regional Transport Strategy identifies healthcare as a key sector to be supported by the strategy, and this is reflected in the inclusion of Dumfries and Galloway Health Board as a statutory partner in the Regional Transport Partnership.

The Transport (Scotland) Act 2005, together with the Regional Transport Strategies (Health Boards) (Scotland) Order 2006, places a statutory duty on each Health Board to, so far as possible, perform their functions and activities consistently with the Regional Transport Strategies in their area.

NHS Boards therefore have a responsibility to work with RTPs and Local Authorities in developing these strategies to provide local transport solutions and enhance the role of the voluntary and community sector in the design and delivery of access to healthcare.

The development of plans for a new regional general hospital in Dumfries opening to the public in late 2017 required close coordination between the Health Board, Council and SWestrans in 2016/17. This was with particular reference to walking and cycling routes to the chosen site on the western edge of town, and the review of bus services within the town. Dumfries and Galloway Council has also indicated a wish to see all appropriate bus services from outside of Dumfries providing a service to the new hospital.

8.4 Community Planning

SWeststrans is a member of the Dumfries and Galloway Strategic Partnership, and is represented by the Chairman of SWeststrans at meetings.

8.5 RTS Monitoring and Review

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

Paragraphs 112 and 133 of the Scottish Executive Guidance on Regional Transport Strategies indicates that the Annual Report should include performance against the objectives, targets and performance indicators set out in the RTS.

While the Regional Transport Objectives are set out in the Regional Transport Strategy, the local indicators and targets are being developed in the context of the RTS Delivery Plan, taking into account the aspirations of the Dumfries and Galloway Strategic Partners Single Outcome Agreement. These are reflected in the RTS Delivery Plan (Revised March 2010).

There is an acknowledged issue with reporting progress against achievement of the RTS to the Board. The proposed Service Review of SWeststrans will need to identify an improved monitoring mechanism for the Board to ensure that it discharges its responsibilities in this respect more effectively in the future.

A baseline year of 2007 has been identified as this was the year in which the Regional Transport Strategy (including the RTS Objectives) was originally agreed by the Board.

A matrix has been prepared to allow comparison of indicator values over a number of years. The matrix is included as **Appendix 1**. The matrix has been populated with data insofar as this is currently available. In respect of gaps the following points should be noted:

- some datasets are published every two years, and some are published up to two years in arrears.
- some indicators require modelling work to be undertaken and investigation is ongoing on how this can be obtained.
- some indicators require aggregation of a number of datasets, and a methodology for doing is to be developed.
- there may be difficulty in obtaining historical values for some indicators.

Of the datasets which are available the following highlights may be noted:

- indication of stabilisation of the percentage of the Local Authority road network classified as red or amber by the Scottish Road Maintenance Condition Survey after some decline.
- no reversal of the reduction in number of ferry services per week following the relocation of Stena Line and related introduction of larger ships.
- an increase in the percentage of children travelling actively to school.
- stabilised carbon dioxide emissions from transport in Dumfries & Galloway.

Scottish Transport Appraisal Guidance (STAG) states that Transport Planning Objectives should be expressed with SMART principles in mind. That is to say, that Objectives should be Specific, Measurable, Attainable, Relevant, and Timed. It is intended that any future refresh of the Regional Transport Strategy would re-examine the RTS Objectives with respect to these SMART principles. This will facilitate the setting of a more focussed basket of indicators.

8.6 Consultations

SWestrans contributed to a number of consultations during the reporting year:

Consultation	Reported
Consultation on a Scottish Replacement to Air Passenger Duty	13 May 2016
Participation Requests Under the Community Empowerment (Scotland) Act 2015	13 May 2016
Intercity West Coast Franchise Consultation	15 July 2016
Dumfries and Galloway Transport Summit Response	11 November 2016
Councillors Code of Conduct - Consultation	13 January 2017
Scotland's Rail Infrastructure Strategy - Consultation	10 March 2017
Places, People and Planning – A consultation on the future of the Scottish Planning System.	10 March 2017
The National Transport Strategy – Early Engagement Survey.	10 March 2017

8.7 Public Sector Equalities Duty

A SWestrans Equalities Scheme was approved and adopted at the meeting of the Board on 23 May 2008. Previous equalities legislation was harmonised by the Equality Act 2010, which came into force on 1 October 2010, establishing a single equality duty for the public sector.

Regional Transport Partnerships are listed in the Schedule to The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. Under the Specific Duties public bodies were required to publish an equalities mainstreaming report by 30 April 2013, and to publish Equality Outcomes to be reviewed every four years.

The Board agreed its mainstreaming report and Equalities Outcomes on 17 May 2013. These equality outcomes were subject to review by the Equalities and Human Rights Commission and following this review fully revised and agreed by the Board at its meeting in January 2015. These are published on the Partnership's website. An Equalities Monitoring progress report will be required in April 2017 with a full review of the Outcomes for April 2019.

A review of public transport accessibility for Women and People with disabilities within Dumfries and Galloway was agreed 3 March 2015 to inform future planning and delivery. This report was delivered to the Board at the January 2016 meeting in Stranraer, and the Board agreed the dissemination of the research findings over the coming months, including discussion at the Community Planning Equality and Diversity Working Group and the Accessible Transport Forum. The Board also agreed that the recommendations inform the development of the new Regional Transport Strategy and Community Transport Strategy.

SWestrans officers published a progress report on the 2015 agreed Equality Outcomes in April 2017, in line with the 2 year progress update cycle. The Board also agreed in March 2017 that Officers review and update the Equalities Mainstreaming Report and the Equalities Outcomes by 30 April 2019, in line with the 4 year cycle.

In March 2016 the SWestrans Board were advised of the requirements under the 2016 Scottish Regulations of the Equality Act 2010 to collect Board Diversity data relating to gender for the period 2015-2017 and to produce a Board Diversity Succession Plan. This will set out actions to increase the diversity of representation across all the protected characteristics.

8.8 Public Bodies Climate Change Duty

Part 4 of the Climate Change (Scotland) Act 2009 places duties on public bodies relating to climate change. These duties came into force on 1 January 2011.

There are three duties, which require that a public body must, in exercising its functions, act:

- In the way best calculated to contribute to the delivery of the targets set in or under Part 1 of the Act.
- In the way best calculated to help deliver any programme laid before the Scottish Parliament under section 53 of the Act.
- In a way that it considers is most sustainable.

The Act requires that Scottish Ministers must give guidance to public bodies in relation to their climate change duties, and those bodies must have regard to such guidance. There are a number of public bodies that the Scottish Ministers consider to be 'major players', as they have a larger influence or impact on climate change than others. A list of these in the Guidance includes SWestrans as well as the other Regional Transport Partnerships. An explanation as given as follows:

“Regional Transport Partnerships have an important contribution to make in reducing transport emissions. They are encouraged to consider the need for additional planning and demand management measures to reduce the need for travel and the carbon intensity of travel, and to maximise active travel (e.g. walking and cycling). This may include measures such as infrastructure, road space reallocation, prioritising integrated public transport and influencing the location of new development through the planning system.”

At the meeting on 19 November 2010 Members of the Board agreed that meeting the public sector climate change duty be mainstreamed within the existing SWestrans performance management and reporting framework, and at the meeting on 15 March 2013 Members of the Board agreed a SWestrans Climate Change Strategy.

At the meeting on 11 November 2016, Members of the Board agreed the submission of the 2015-16 Climate Change Duties Report for SWestrans.

8.9 Public Services Reform Act

The Public Services Reform (PSR) (Scotland) Act 2010 received Royal Assent on 28 April 2010. Part 3 of the Act imposes duties on Scottish Ministers and listed public bodies to publish certain information on expenditure and other matters on an annual basis. The list of public bodies in Schedule 8 to the Act includes “any Regional Transport Partnership.”

The provisions in Part 3 impose new duties on Scottish Ministers and each person, body or office-holder listed in Schedule 8 of the Act to publish as soon as is reasonably practicable after the end of the financial year a statement of any expenditure incurred during the financial year on or in connection with the following matters:

- Public relations.
- Overseas travel.
- Hospitality and entertainment.
- External consultancy.
- Payments with a value in excess of £25,000 (not including remuneration).
- The number of members or employees (if any) who received remuneration in excess of £150,000.

SWestrans expenditure on the matters specified by the Public Services Reform Act 2010 is set out in the following table.

SWestrans expenditure 2017/18 on matters specified by the PSR Act 2010	
Public Relations - services are provided for SWestrans By Dumfries and Galloway Council’s Communications Unit	0
Overseas Travel	0
Hospitality and Entertainment	756
External Consultancy	0
External Governance – e.g. external audit and governance support	13,287
Payments exceeding £25,000 - Payments to bus operators (total of 38 payments exceeding £25,000 to bus operators)	3,729,126
Remuneration exceeding £150,000	0

Each person, body or office-holder listed in Schedule 8 is also required to publish a statement as soon as practicable after the end of the financial year setting out the steps it has taken to promote and increase sustainable growth and to improve efficiency, effectiveness and economy during that financial year. Listed public bodies must have regard to any guidance issued by the Scottish Ministers about the various duties to publish information; and any such guidance must be laid before Parliament.

As indicated above, SWestrans operates with an extremely lean business model, leaving little scope for further improvements in efficiency in internal organisation. Nevertheless, through the activities outlined above the Partnership contributes to increasing sustainable economic growth within the region and for Scotland as a whole. We would summarise these as follows:

- Lobbying at regional, Scottish, UK national and European level for increased investment in transport and connectivity across all transport modes, including Rail, Roads, Ferries, Aviation and Active Travel.
- Innovative approaches to delivery of sustainable public transport services, including the root and branch review of the local bus network and bus asset procurement as a spend to save initiative.
- Progression of a broad range of infrastructure and soft policy interventions (with significant levels of external funding) designed to advance the aspirations of the Regional Transport Strategy, including GoSmart Dumfries Sustainable Travel Demonstration Town, and regionwide bus infrastructure upgrades.

These activities are driven by the vision of the Regional Transport Strategy for:

“...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.”

The Regional Transport Strategy and associated Delivery Plan were developed through an extensive consultation process, and are fully aligned with both the National Performance Framework and Dumfries and Galloway Strategic Partners’ Single Outcome Agreement. As a consequence of this alignment the activities of SWestrans are wholly dedicated to delivering the Government’s purpose, and to improving regional and Scottish economic competitiveness and sustainability.

8.10 RTPs Joint Chairs and Lead Officers

The Chairs of all Scottish Regional Transport Partnerships hold regular joint meetings. The Chair is supported at the meetings by the Lead Officer. The Joint Chairs also hold regular meetings with the Transport Minister and transport representatives from COSLA, and with the Confederation for Passenger Transport.

In June 2016 the meeting was held in the SWestrans area at Gatehouse. The Chairman, Councillor Tom McAughtrie, represented SWestrans and chaired the meeting. The Chairman was supported at this meeting by the Service Manager Sustainable Travel.

8.11 Freedom of Information, Records Management, and Publication Scheme

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland's public authorities. Information can only be withheld where FOISA expressly permits it. Section 23 of the Freedom of Information (Scotland) Act requires that Scottish public authorities must adopt and maintain a Publication Scheme which relates to the publication of information by the authority and is approved by the Information Commissioner.

At the meeting on 22 July 2011 Members of the Board considered requirements of the Freedom of Information (Scotland) Act 2002 (FOISA), and agreed a Publication Scheme.

A Model Publication Scheme was launched by the Scottish Information Commissioner in October 2012. Public bodies may adopt the Model Publication Scheme in its entirety, and publish a 'Guide to Information' to assist the public in finding information. The Scottish Information Commissioner has confirmed that public bodies no longer need to publish their own Publication Scheme. All the required information can be published within the Guide to Information. The Guide to Information advises how information can be obtained, and lists information that is available in the appropriate Classes of Information. A SWestrans Guide to Information has been prepared and published on the SWestrans website. Other information not published under these arrangements may be provided on request.

In addition to having a Records Management Policy the Public Records (Scotland) Act 2011 places an obligation on named public authorities (including transport partnerships) to prepare and implement a Records Management Plan (RMP) which sets out proper arrangements for the management of their records. The Records Management Plan must identify the individual who is responsible for management of the authority's public records, and the individual who is responsible for ensuring compliance with the plan. Records Management Plans must be agreed with the Keeper of the Records of Scotland and regularly reviewed by the authority.

At the meeting on 15 March 2013 Members of the Board agreed to the adoption of the Scottish Information Commissioner's Model Publication Scheme 2013 and the Guide to

Information. This information is published on the SWestrans website at www.swestrans.org.uk.

On 1 August 2016, SWestrans received a letter from the Keeper inviting submission of a Records Management Plan (RMP) under the assessment programme for 2016. During 2016/17, SWestrans worked with Dumfries and Galloway Records Management Team to ensure that SWestrans is fully incorporated within its updated existing RMP.

8.12 Communications and Information

Communications, Media and Press Relations support is provided to SWestrans by Dumfries and Galloway Council. This support includes the provision of a dedicated website at www.swestrans.org.uk and email inbox swestrans@dumgal.gov.uk. SWestrans uses the website to publish information about itself, including meeting agendas, reports and minutes. It is also used to publish studies undertaken by SWestrans which it wishes to place in the public domain. The website includes SWestrans contact information.

9. DELIVERY AND PROJECTS

9.1 The RTS 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 timescales and budgets for implementing these actions.

Since publication of the Regional Transport Strategy and Delivery Plan, a number of planned improvements have been achieved, whilst others have been considered and modified or abandoned. The interventions included in the RTS Delivery Plan are set out in Table 1, attached to this report as **Appendix 2**, and include commentary as to the extent of achievement at 31 March 2017.

There will be a need to consider which interventions can be removed from the revised RTS either because they have been completed, or because they are unlikely to be taken forward during the Strategy period. Interventions will also need to be reviewed in terms of their purpose or related aspects including costs, partnership working and strategic links. New interventions may also need to be included within the Strategy, arising from new opportunities and threats, or the developing environment.

In particular, there is a need to refocus the format of the Strategy to focus on Outcomes, achieved through delivery of objectives through the interventions. The current interventions detailed in **Appendix 2** contain a variety of non-specific descriptions, making them difficult to monitor and report. There is a significant degree of overlap between interventions, with some appearing in more than one package. There is also some confusion over what is an intervention as opposed to a “description” of an intervention.

9.2 Revenue Budget

A detailed summary of the elements of the Revenue Budget 2016/17 is set out in the following table:

	Final Outturn 2015/16	Adjusted Budget 2016/17	Actual Expenditure to 31/3/17	Variance
EXPENDITURE				
Staff Costs	82,793	80,582	80,219	-363
Property Costs	609	0	0	0
Supplies and Services	34,042	655	757	102
Transport Costs	1,841	6,967	6,967	0
Administration Costs	39,697	30,770	30,796	26
Payments	4,447,177	4,224,452	4,224,461	9
Central Support	48,042	45,716	45,716	0
Capital Charges	264,872	309,198	309,198	0
Total Expenditure	4,919,013	4,698,340	4,698,114	-226
INCOME				
Scottish Government	259,250	259,250	259,250	0
D&G Council	100,000	100,000	100,000	0
Other Contributions	4,559,763	4,339,090	4,338,864	-226
Total Income	4,919,013	4,698,340	4,698,114	-226
NET EXPENDITURE	0	0	0	0

9.3 Capital Expenditure Programme

Expenditure on the elements of the Capital Expenditure Programme 2016/17 was as follows:

Item	£
Bus Infrastructure (including shelters, PUDOs and RTI)	196,288
Cyclepath Development (Lochmaben - Lockerbie / Portpatrick - Stranraer)	12,962
Rail Station Improvements (Lockerbie phase 2)	8,150
Rail Station Improvements (Lockerbie phase 3)	16,889
Studies re. potential rail station openings	61,535
Garroch Loaning	122,860
Active Travel Projects	81,470
Total	£500,154

9.4 External Funding

No external funding was drawn down in 2016/17.

	Indicator	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Source	Comment
1	% age of Local Authority Road Network classified as Red or Amber by the Scottish Road Maintenance Condition Survey	48	47	44	45	47.2	48	48	49	46	47	Scottish Transport Statistics	
2	Number of persons killed or seriously injured in road accidents on D&G roads	170	115	130	72	93	89	76	85	69	72	Reported Road Casualties (Police Scotland)	
3	Number of ferry services to Ireland per week from D&G ports				100	99	93	86	86	86	86	Ferry Operator Timetables	
4	% age driver journeys delayed by congestion / Congestion delays experienced by drivers	6.3		8.0		-	-	-	-	-	-	Scottish Household Survey: Local Area Analysis	No longer surveyed
5	Transport modal split (all journey purposes)												
6	% age Journeys to Work by public or active transport	23.3		27.3		-	-	-	-	-	-	Scottish Household Survey: Local Area Analysis	No longer surveyed
7	% age children walking and cycling to school		48.9	42.9	42.5	44.9	45.2	43.8	45.9	46.8	43.1	Sustrans Hands Up Survey	
	Including scooter/skate		49.2	43.3	43.2	45.5	46.6	46.5	48.9	49.7	45.3		
8	CO2 emissions from transport in D&G (kt)	Transport Total	633.1	610.4	583.8	587.0	581.4	578.5	578.4	545.9	314.9	Department for Energy and Climate Change	2016 figures not yet available
		Per capita	4.3	4.1	3.9	4.0	3.9	3.8	3.8	-	-		
10	PM10 and NO2 concentrations (Annual Hourly Mean) (µg/m3)	PM10	18	-	-	-	-	-	-	-	-	www.scottishairquality.co.uk	No longer measured
		NO2	38	37	35	40	32	33	30	30	32		31
11	Traffic on all roads million veh.km	2,021	2,021	1,998	1,974	1,963	1,927	1,956	2,015	2,073	2,111	Scottish Transport Statistics	

A709 Corridor Upgrade					
It is recognised that major improvements are needed on the A709 corridor in order to provide better connectivity to the Central Belt.					
Intervention	Description	Estimated Expenditure 2009-2024	Potential Partners	Progress to 2016/17	Timescale and Comments (2016/17)
A709 Corridor Fastlink	Construction of a new road between Dumfries and Lockerbie to offer enhanced connectivity to Central Scotland	£54m (2002 price base)	Transport Scotland, Dumfries and Galloway Council	STAG Part 1 complete. STAG Part 2 complete and submitted to the Scottish Government and response received.	Considered at Board meeting on 26 March 2010 - to be retained as a Priority Intervention.
Quality Bus Link between Dumfries Railway Station and Lockerbie Railway Station	Quality bus link and enhancements at both stations, including new Accessible Bus provision, access facilities, bus turning facilities, and Real Time Information	£600,000	Transport Scotland, Network Rail, First Scotrail, Dumfries and Galloway Council, Bus Operators	Substantially completed under GoSmart programme.	Potential for further improvements at Lockerbie, specifically integration of bus and rail RTPI.

Bus Network Quality Strategy					
Package of measures aimed at improving the quality of the bus network, its integration with rail, cycling and walking, and its attractiveness to users. This includes new bus interchanges at key towns, new bus shelters across the network, real-time passenger information at key nodes, accessible buses and increased service frequencies on the rural bus network. The potential to use biofuels and reduce emissions will be examined.					
Intervention	Description	Estimated Expenditure 2009-2024	Potential Partners	Progress to 2016/17	Timescale and Comments (2016/17)
New Bus Interchanges at Key Towns	Development of enhanced bus interchange facilities at key towns	£1,000,000	Dumfries and Galloway Council, Bus Operators	Newton Stewart, Annan, Gretna, Moffat and Castle Douglas complete	Complete
Accessible Buses	Enhanced bus access with low floor buses and improved stops	TBC	Dumfries and Galloway Council, Bus Operators	Fully accessible buses specified in all SWestrans contracts.	Ongoing
Increased Service Frequencies on Rural Bus Network	Enhanced bus network with regular stopping patterns and improved frequencies	TBC	Dumfries and Galloway Council, Bus Operators	Policy Root & Branch Review Complete	Pressure from public sector funding contraction.
Real Time Passenger Information at Key Nodes	Introduction of message systems at key bus nodes to inform passengers of real-time bus movements	£2,000,000	Dumfries and Galloway Council, Bus Operators	Extensive provision	System currently non-operational due to financial savings required.
New Bus Shelters Across Network	Roll-out of enhanced bus shelters across the region offering improved waiting environment	TBC	Dumfries and Galloway Council, Bus Operators	Shelters provided from Capital Expenditure Programme across region	Ongoing
Development of Bus Information Strategy	Upgrade information at bus stops. Develop Bus/Air/Rail information and Traveline. Develop integrated ticketing strategy	TBC	Dumfries and Galloway Council, Bus Operators, Rail Operators, Airline Operators	New style bus information panels provided across the region	Ongoing
Improved Facilities at Rural Pick-up Points	Low cost improvement measures	TBC	Dumfries and Galloway Council		Ongoing
Bikes on Rural Buses	Development of policy with operators	TBC	Dumfries and Galloway Council, Bus Operators		Being developed as part of Active Travel Strategy.

Dumfries Southern Bypass					
Construction of a new bypass south of Dumfries with a specific emphasis on improved connectivity to the critical Crichton area and the health and education services located there.					
Intervention	Description	Estimated Expenditure 2009-2024	Potential Partners	Progress to 2016/17	Timescale and Comments (2016/17)
Dumfries Southern Bypass	Construction of a new bypass south of Dumfries with a specific emphasis on improved connectivity to the Crichton area (includes improvements to radial routes)	£56 million (2002 prices)	Dumfries & Galloway Council, Scottish Government, Developers	STAG Part 1 complete, STAG Part 2 complete.	Further consideration may be required following DGRI relocation.

Dumfries Town Centre Bus Station					
Development of a new bus station in Dumfries town centre which acts as a key transport node for the wider region. This includes compensatory parking to replace spaces lost to the redevelopment of existing parking stock for the bus station and associated traffic management measures					
Intervention	Description	Estimated Expenditure 2009-2024	Potential Partners	Progress to 2016/17	Timescale and Comments (2016/17)
Dumfries Town Centre Bus Interchange	Development of a new bus station in Dumfries town centre, possibly at a site of an existing car park with compensatory relocated parking	£4,000,000	Scottish Government, Dumfries & Galloway Council	Study completed. Public consultation exercise completed. Council opted not to progress.	Further Board consideration required.

Dumfries Town Centre Public Realm Improvements Including Walking and Cycling Enhancements					
Package of measures improving the quality of transport infrastructure in Dumfries town centre. This includes public realm improvements, improved access to the rail station and improvements to walking and cycling routes in Dumfries designed to stimulate further regeneration of the regional capital					
Intervention	Description	Estimated Expenditure 2009-2024	Potential Partners	Progress to 2016/17	Timescale and Comments (2016/17)
Dumfries Town Centre Public Realm Improvements	Series of improvements to the attractiveness and amenity of the town centre including transport links.	TBC	Dumfries & Galloway Council, Private Sector	Friars Vennel, Bank Street, Plainstones and Burns Statue complete.	Complete
Crichton Access Roads	Improved road access to the Crichton	£2,000,000	Dumfries & Galloway Council	Included with Dumfries Southern Bypass	
Dumfries Bus Priority	Improvements on key bus routes in Dumfries	£1,000,000	Dumfries & Galloway Council, Bus Operators	Included in report to Council PHES report	
Sustainable Transport Initiatives	Opportunities in Dumfries from development of Southern Bypass	TBC	Dumfries & Galloway Council, Bus Operators, Forums	Elements completed as part of GoSMART Dumfries	Potential for further opportunities
Cycling/Walking Improvements Dumfries	Improvements to the cycling/walking network	£1,000,000	Dumfries & Galloway Council, Cycling Scotland, Sustrans	Maxwelltown Cycle Path including Connect2 Queen of the South Viaduct complete. Facilities provided as part of GoSMART Dumfries	Further projects being progressed in partnership with Dumfries & Galloway Council.
Dumfries Town Centre – Rail Station Access	Improve access arrangements to Dumfries railway station	£300,000	Transport Scotland, Network Rail, First Scotrail, Dumfries & Galloway Council	Completed as part of GoSMART Dumfries	
Dumfries Park and Choose Network	Development of a series of Park and Choose sites around Dumfries	TBC	Dumfries & Galloway Council, Scottish Government, Operators	Substantial development as part of GoSMART Dumfries	
Dumfries Sustainable Travel Demonstration Town	Partnership with Scottish Government and Dumfries & Galloway Council	£6.8 million	Scottish Government, Dumfries & Galloway Council, other partners	Complete	

Rail Services Upgrade					
Enhanced rail services on the West Coast Main Line (WCML) and the Glasgow and South Western Line (GSWL)					
Intervention	Description	Estimated Expenditure 2009-2024	Potential Partners	Progress to 2016/17	Timescale and Comments (2016/17)
Improved Lockerbie – Glasgow Service	Improved rail services between Lockerbie and Glasgow	N/A	Transport Scotland, Network Rail, First Scotrail, Dumfries & Galloway Council	New timetable and rolling stock from May 2014.	New Transpennine Franchise from April 2016.
Improved Lockerbie – Edinburgh Service	Improved rail services between Lockerbie and Edinburgh	N/A	Transport Scotland, Network Rail, First Scotrail, Dumfries & Galloway Council	Some improvements to services realised.	Potential for further improvements. New Transpennine Franchise from April 2016.
GSW Service Frequency / Journey Time Enhancements Combined with Gretna Annan Doubling	Improved rail services between Carlisle and Glasgow	N/A	Transport Scotland, Network Rail, First Scotrail, Dumfries & Galloway Council	Some recasting.	Timetable improvements due Dec 2017.
	Reinstatement of double track between Gretna and Annan	£36,000,000		Complete	Complete
Stranraer Line Frequency / Journey Time Enhancements	The introduction of additional trains and local line improvements	N/A	Transport Scotland, Network Rail, First Scotrail, Dumfries & Galloway Council	Community Rail Partnership established. Partnership study with SPT, Transport Scotland and Passenger Focus for section between Ayr and Stranraer complete	Stranraer Line position paper agreed by Board in January 2017.
Rail Services to Prestwick Airport via GSWL	Improved rail services to Prestwick Airport from Dumfries and Galloway	N/A	Transport Scotland, Network Rail, First Scotrail, Dumfries & Galloway Council	Partnership study with SPT, Transport Scotland and Passenger Focus for section between Ayr and Stranraer complete	

Regionwide Rail Stations Strategy					
New rail stations at Thornhill, Eastriggs, Beattock and Dunragit / Glenluce area and accessibility improvements at Lockerbie and Kirkconnel stations					
Intervention	Description	Estimated Expenditure 2009-2024	Potential Partners	Progress to 2016/17	Timescale and Comments (2016/17)
Region-wide Stations Strategy	New rail stations at locations across the region including Thornhill, Eastriggs, Dunragit/ Glenluce area and Beattock	£7m - £12m	Transport Scotland, Network Rail, First Scotrail, Dumfries & Galloway Council	STAG Studies complete for Thornhill and Eastriggs, and submitted to Transport Scotland. Response received.	Following advice from Transport Scotland, STAG Pre-Appraisals completed. STAG part 1 undertaken.
Accessibility Improvements – Lockerbie Station	Improved access to Lockerbie station, particularly for wheelchair users to the southbound platform	£1,400,000	Transport Scotland, Network Rail, Dumfries & Galloway Council	Disabled Access project complete	Complete
Accessibility Improvements – Kirkconnel Station	Improved access to Kirkconnel station, particularly for wheelchair users to the southbound platform	TBC	Transport Scotland, Network Rail, First Scotrail, Dumfries & Galloway Council	Network Rail has been asked to consider accessibility improvements. Study into alternatives to a bridge and lifts option being progressed	Low patronage impacts on Benefit/Cost Ratio for funding.

Stranraer Waterfront and Town Centre Public Realm Improvements Including Public Rail / Bus Interchange Hub and Walking and Cycling Enhancements					
Package of measures improving the quality of transport infrastructure in Stranraer town centre and waterfront area. This includes public realm improvements, improved walking and cycling linkages between the town centre and the waterfront and the development of integrated public transport interchange and associated multi-modal rail / bus / ferry links					
Intervention	Description	Estimated Expenditure 2009-2024	Potential Partners	Progress to 2016/17	Timescale and Comments (2016/17)
Integrated Public Transport Interchange, Stranraer, and Associated Multi-modal Rail / Bus / Ferry Links	Development of integrated public transport interchange for rail, bus and ferry users. Undertake further study to review possible extension of railway line to Cairnryan	£2,350,000	Dumfries & Galloway Council, Transport Scotland, Scottish Government, Network Rail, EU-ERDF	StenaLine relocation complete 2011.	Budget allocation for PTI removed and absorbed within regeneration project.
Stranraer Town Centre/ Waterfront Links	Package of measures improving the quality of transport infrastructure in Stranraer town centre including public realm improvements and improved walking and cycling linkages between the town centre and the waterfront and ferry terminals	TBC	Dumfries & Galloway Council, Private Sector	StenaLine relocation complete. Service 350 implemented Sep 2013.	Project being taken forward by Dumfries and Galloway Council with assistance from SWestrans officers.

Regionwide Cycling / Walking and Sustainable Travel Projects Including Completion of the National Cycle Network					
Completion of the National Cycle Network – NCR 73 Newton Stewart – Cairnryan to link NCN Network in Scotland to NCN in Northern Ireland via the Loch Ryan ferry terminals. Involves completion of the Dunragit Bypass and Innermessan to Drummuckloch and cycle / walking path between Beattock and Moffat and cycle / walking path between Lochmaben and Lockerbie. An East to West Cycleway along the line of the Southern Upland Way.					
Intervention	Description	Estimated Expenditure 2009-2024	Potential Partners	Progress to 2016/17	Timescale and Comments (2016/17)
Lockerbie to Lochmaben Cycle Route	Link to NCN and employment opportunities, providing alternative route to A709, requires bridge over River Annan	£1,000,000	Dumfries & Galloway Council, Cycling Scotland, Sustrans	Initial design, land issues and external funding opportunities continue to be investigated	Under review.
Moffat to Beattock Cycle Route	Link to NCN extending link from Dumfries and providing off-road alternative to A701	£250,000	Dumfries & Galloway Council, Cycling Scotland, Sustrans	Path complete between Beattock and Hidden Corner.	Complete
National Cycle Network Completion	Completion of NCN linking Newton Stewart and Stranraer to Cairnryan, linking to ferry terminals and Northern Ireland	£900,000	Dumfries & Galloway Council, Cycling Scotland, Sustrans, Transport Scotland, EU-Interreg4	Works on Newton Stewart to Stranraer complete following the completion of the Dunragit Bypass.	Complete when Transport Scotland do Drummuckloch to Innermessan Scheme on A77.
Sustainable Travel Plan and Associated Projects	Travel Plans for staff of large businesses and public bodies. Marketing of DGTripshare. Bike Scheme. Active Travel Strategy. Consideration of Park & Cycle projects	TBC	Dumfries & Galloway Council, NHS Dumfries & Galloway, Dumfries South Travel Plan Group, Dumfries & Galloway College	Travel Plan for DGRI and Crichton Royal Hospitals complete. DGTripshare established. Dumfries & Galloway Council Travel Plan complete.	Potential for public sector travel plans in locations other than Dumfries.
Provision of Cycling / Walking Infrastructure at Various Locations across the Region	Cycling / Walking routes to link into National and Strategic routes	TBC	Dumfries & Galloway Council, Sustrans, ERDF, Cycling Scotland	Various facilities provided under previous expenditure programmes.	Further /opportunities being taken forward by Dumfries & Galloway Council.
East – West Cycle Route along Southern Upland Way Corridor	Cycling/Walking route to link into national and strategic routes and communities	TBC	Dumfries & Galloway Council, Sustrans, Cycling Scotland	Design, land issues continue to be investigated.	On-going

OBSERVERS UPDATE

1. Reason for Report

The purpose of this report is to provide an update on the Observers appointed by the Board.

2. Background

2.1 The Transport (Scotland) Act 2005 provides for observers to the Regional Transport Partnership. Observers being persons that may participate in the proceedings of the partnership but may not hold office in it or participate in its decisions. In accordance with the legislation each Partnership may appoint such numbers of observers as they consider appropriate to the Partnership.

2.2. In accordance with the legislation, official guidance and as reflected in the SWestrans' Guidance for Observers, the Board when appointing observers to the Board should consider the following:

- Will the proposed individual have a useful input and make a valuable contribution?
- Does the individual represent a specific interest group?
- Does the individual bring a particular knowledge or expertise?

2.3 All prospective observers are asked to provide information against the above bullet points to assist the Board in their decision. The Board should also consider how the appointment of the observer will affect the reputation of SWestrans.

2.4 As of 30 June 2017 when the Board last considered an update on observers, there were thirteen observers appointed.

3. Key Points

3.1 Sharon Ogilvie was appointed by the board as an observer on 15 July 2016, representing Third Sector Dumfries and Galloway, and provided input into the Board meetings she attended. This report advises the Board that she advised the Secretary of her resignation as an observer with effect from 26 January 2018.

3.2 The Board is asked to note this update to the observers.

4. Consultations

This is a procedural report and the Lead Officer is in agreement with its terms

5. Implications	
Financial	None.
Policy	None
Equalities	None
Climate Change	None
Risk Management	None.

6. Recommendation

Members of the Board are asked to note the resignation of Sharon Ogilvie as an observer to the Board with effect from 26 January 2018.

Report Author: Claire Rogerson
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Date of Report: 20 February 2018
File Ref: SW2/2018/Meetings

Approved by: Douglas Kirkpatrick
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LOCAL BUS SERVICE 101/102 DUMFRIES TO EDINBURGH

1. Reason for Report

1.1 To update Members on the forthcoming tender exercise for the 101/102 Dumfries to Edinburgh local bus service and current concerns on deliverability.

1.2 On 17 January 2018, the Board agreed that officers continue discussions with partner authorities seeking to maintain a strategic local bus link between Dumfries and Edinburgh and to receive further reports on this matter to future meetings.

2. Background

2.1 SWestrans is currently the lead partner in the procurement and provision of the 101/102 Dumfries to Edinburgh local bus service. The other partners are Strathclyde Partnership for Transport (SPT), Scottish Borders Council and Midlothian Council.

2.2 Stagecoach West Scotland operate the service at an annual cost of £390,984, and this is split between the funding partners as follows:

Authority	Cost per annum
SWestrans	£113,386
SPT	£142,318
Scottish Borders	£135,280
Midlothian	Edinburgh Bus Station Departure charges

2.3 The current contract is due to terminate on 11 August 2018.

2.4 Monday to Saturday, the contract provides 6 returns from Dumfries to Edinburgh, 4 via the 101 route (Moffat) and 2 via the 102 route (Thornhill). It also provides a further 6 returns from Biggar to Edinburgh. On Sundays there are 2 returns from Dumfries to Edinburgh (1 via each route) and a further 2 Biggar to Edinburgh returns.

3. Key Points

3.1 To meet the deadlines in respect of any service change, the procurement and decision process must be completed by all partner authorities before mid-May 2018.

3.2 The budget setting processes for 2018/19 across partners has recently been completed with one partner authority agreeing a reduction in their overall public transport budget.

3.3 Confirmation has been provided that this will reduce their funding contribution by approximately £100K whilst still providing an alternative for the majority of their residents utilising other existing routes. This loss of funding across the partnership will require a significant reduction in the existing service level with a real risk that this link will be lost.

3.4 It should also be noted that this service may be impacted by other network sustainability issues as reported in a parallel confidential item to this meeting.

3.5 An analysis of current usage within and to/from Dumfries and Galloway is provided below:

Total passenger journeys per annum	185,764
Adult (55%); Free Bus Pass (37%); Child (7%); Other (1%)	
76% of total usage is on the 101 route	
24% of total usage is on the 102 route	
Journeys starting/ending within Dumfries and Galloway	48,436
Adult (49%); Free Bus Pass (43%); Child (7%); Other (1%)	
Journeys completely within Dumfries and Galloway (e.g. Dumfries to Moffat; Auldirth to Thornhill)	19,374
Journeys to/from Dumfries and Galloway (e.g Dumfries to Edinburgh; Thornhill to Biggar)	29,016
Dumfries to Edinburgh usage (51%)	14,723
Moffat to Edinburgh usage (12%)	3,389
Thornhill to Edinburgh usage (8%)	2,239
Average cross boundary usage per journey (approx. 3904 journeys)	7.4

3.6 This reduction in partnership funding will require officers to pursue action/discussion under the three areas highlighted below with a subsequent report, possibly to a special board meeting, as soon as possible thereafter:

- 1) A service level reduction – timetable options will need to be developed to stay within the funding available and that meet the travel needs of residents from the remaining partner areas. A level of public information on the reduced service level will be necessary.
- 2) Removal of direct local bus link from Dumfries to Edinburgh – it is possible that the stronger passenger numbers on the northern section may encourage some operators to consider whether there is a commercial opportunity to provide at least some of those journeys without subsidy.
- 3) Responsibility for procurement and contract management – discussions with partners will continue on this. However, it is likely that any procurement will be led by SWestrans.

3.7 It is proposed that officers continue to progress discussions with partners as highlighted at paragraph 3.6.

4. Implications	
Financial	These will be monitored and reported.
Policy	Improved links to Edinburgh is a key aim within RTS.
Equalities	None.
Climate Change	The loss/reduction of a bus service link is likely to require additional car usage and will therefore have a negative climate change implication.
Risk Management	Financial and reputational risks exist and will be monitored and reported.

5. Recommendations

Members of the Board are asked to:

- 5.1 note the concerns on the future deliverability of the Dumfries to Edinburgh local bus service; and
- 5.2 agree that officers continue to progress discussions with partners as highlighted in paragraph 3.6.

Report Author: Douglas Kirkpatrick Tel: 01387 260136 Date of Report: 28 February 2018 File Ref: SW2/Meetings/2018	Approved by: Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Militia House English Street Dumfries DG1 2HR
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LOCAL BUS SERVICES – BANK HOLIDAYS

1. Reason for Report

To advise Members of a request to amend local bus service operation on Bank Holidays.

2. Background

All local bus services that are contracted to SWestrans currently operate a full normal Monday service on Easter Monday and the May Day Bank Holiday.

3. Key Points

3.1 Stagecoach West Scotland has requested that SWestrans consider a change to the Bank Holiday service levels to operate a Sunday service on Easter Monday and the May Day Bank Holiday annually.

3.2 Patronage levels on these holiday Mondays are significantly lower than a normal Monday operation and the company's commercial services, including those within Dumfries and Galloway, will move to a Sunday level of provision from Easter 2018.

3.3 The company has indicated that there would be a level of cost savings associated with operating a proportionate service on these days. If it was agreed to reduce the services a saving, yet to be determined, would be forthcoming to SWestrans.

3.4 Stagecoach currently operates 19 local bus routes on behalf of SWestrans and the impact of such a change is shown in the table below:

Route	Description	Monday Service	Sunday Service
5	Crichton to Town Centre	0605 to 2200 (26 returns)	1020 to 1930 (7 returns)
6a	Caerlaverock/Glencaple to Dumfries	0740 to 1745 (6 returns)	None
7	Troqueer to Town Centre	0715 to 2245 (15 returns)	1045 to 1945 (7 returns)
8	Cargenbridge/Broomlands to Town Centre	0715 to 2245 (16 returns)	as service 7
9	Barnhill/Summerhill to Town Centre	0705 to 2235 (15 returns)	1105 to 2005 (7 returns)
101/102	Dumfries to Edinburgh	0633 to 2235 (12 returns)	1000 to 1704 (4 returns)
221	Wanlockhead to Sanquhar to Kirkconnel	0705 to 2100 (14 returns)	None
359	Machars/Newton Stewart to Girvan	0725 to 1720 (7 returns)	None
365	Stranraer Town	0717 to 2000 (20 loops)	None
380	Moffat to Lockerbie	0715 to 1825 (10 returns)	1125 to 1725 (4 returns)

Route	Description	Monday Service	Sunday Service
382	Lockerbie to Gretna to Carlisle	0600 to 1545 (4 returns)	0845 to 1520 (3 returns)
407	Drummore to Stranraer	0645 to 1845 (6 returns)	None
408	Kirkcolm to Stranraer	0650 to 1720 (7 returns)	None
415	Machars to Newton Stewart	0732 to 1920 (20 returns)	0910 to 1945 (8 returns)
416	Machars to Stranraer	0700 to 1700 (2 returns)	None
420	Newton Stewart Town	0920 to 1415 (11 loops)	None
430	Stranraer to Newton Stewart	0659 to 1621 (3 returns)	None
500	Dumfries to Stranraer	0620 to 2215 (8 returns)	0905 to 1915 (4 returns)
502	Castle Douglas to Kirkcudbright	0645 to 1810 (13 returns)	0955 to 1810 (3 returns)

Table 1 – Impact of Bank Holiday Change

3.5 The nine routes highlighted in grey would have no journeys on the two Bank Holidays with the remaining ten having a much reduced service.

3.6 Given the network sustainability issues as reported in the parallel report on service 101/102 Edinburgh and the confidential item to this meeting, it would be appropriate to consider this request as, if implemented, it would release a level of revenue funding.

3.7 It is also considered appropriate that all operators providing contracted services for SWestrans are included in any consultation to amend service levels on these Bank Holidays to ensure equity across providers.

3.8 The Board are asked to consider this request and agree a public engagement be undertaken to determine views on reducing service levels on Easter Monday and the May Day Bank Holiday to a Sunday service with effect from Easter Monday 2019.

4. Implications	
Financial	These will be monitored and reported.
Policy	Reducing local bus provision is not consistent with policy.
Equalities	None.
Climate Change	The reduction of bus services may lead to additional car usage and will therefore have a negative climate change implication.
Risk Management	Financial and reputational risks exist and will be monitored and reported.

5. Recommendations

Members of the Board are asked to:

5.1 consider the request from Stagecoach West Scotland to change the Bank Holiday service levels to operate a Sunday service on Easter Monday and the May Day Bank Holiday annually; and

5.2 agree public engagement be undertaken to determine views on reducing service levels on Easter Monday and the May Day Bank Holiday to a Sunday service with effect from Easter Monday 2019.

Report Author: Douglas Kirkpatrick
Tel: 01387 260136

Date of Report: 28 February 2018
File Ref: SW2/Meetings/2018

Approved by: Douglas Kirkpatrick
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SOUTH WEST SCOTLAND - INITIAL APPRAISAL: CASE FOR CHANGE

1. Reason for Report

To provide the Board with information on the commencement of the second Strategic Transport Projects Review in the Dumfries and Galloway area.

2. Background

2.1 The 2017-18 Programme for Government, published on 5 September 2017, re-affirmed the Scottish Government's commitment to commence work this year for the second Strategic Transport Projects Review (STPR2).

2.2 The Programme for Government sets-out that Transport Scotland will commence work for the second Strategic Transport Projects Review in the Dumfries and Galloway area. This work will consider the rationale for improvements to road, rail, public transport and active travel on the key strategic corridors and report by autumn 2018.

2.3 The work will examine the localised factors affecting the relationship between connectivity, accessibility and economic performance – it will identify constraints and opportunities as to how multi modal transport improvements could facilitate further economic regeneration and growth.

3. Key Points

3.1 Transport Scotland is currently working to procure consultants to take forward a study, 'Initial Appraisal: Case for Change'. It has already undertaken a programme of data collection on the major road routes in Dumfries and Galloway and South Ayrshire as well as at ports to enhance understanding of trip making patterns across the South West.

3.2 The Initial Appraisal: Case for Change study is to be undertaken using Scottish Transport Appraisal Guidance (STAG) meaning it will be 'multi-modal' – it will consider the rationale for improvements to road, rail, public transport and active travel on the key strategic corridors. This includes the A75, A76, A77, A70, rail lines to Stranraer and Carlisle via Dumfries, and a focus on access to the Ports at Cairnryan.

3.3 The brief requires the identification of cross modal problems and opportunities with the transport provision within South West Scotland, as well as the area's linkages to the key external markets of Glasgow, Edinburgh, Belfast and Northern England. It will comprise the following key elements of the transport appraisal:

- Analysis of problems and opportunities;
- Objective setting; and
- Option generation, sifting and development.

3.4 A Client Working Group (consisting of Transport Scotland, Dumfries and Galloway Council, South Ayrshire Council, East Ayrshire Council, SWestrans and SPT) will be formed with a view to overseeing the study which will be chaired by a Transport

Scotland representative. The Working Group will work closely with other stakeholders including Scottish Borders Council and Transport for the North.

3.5 The Lead Officer is a member of the Client Working Group.

3.6 An Initial Appraisal: Case for Change report will be produced which will highlight where the study has identified the need for further investigation of issues, and may include recommendations setting out transport options which could be subjected to more detailed appraisal in a subsequent commission.

3.7 This study will provide substantive input to the forthcoming STPR2 and the methodology, working and data gathered will be prepared such that it can be easily shared with other parties appointed to undertake the national review.

3.8 It is expected to be completed in autumn 2018, when recommendations will be considered in the STPR2.

3.9 The Board are asked to note the commencement and nature of the 'Initial Appraisal: Case for Change' study for the Dumfries and Galloway area, its relation to the second Strategic Transport Projects Review, and the role of SWestrans on the Client Working Group.

4. Implications	
Financial	None
Policy	None
Equalities	None
Climate Change	None
Risk Management	None

5. Recommendation

Members of the Board are asked to note:

- 5.1 the commencement and nature of the 'Initial Appraisal: Case for Change' study;
- 5.2 the 'Initial Appraisal: Case for Change' study's relation to the second Strategic Transport Projects Review; and
- 5.3 the role of SWestrans on the Client Working Group overseeing the study.

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Date of Report: 28 February 2018 File Ref: SW2/Meetings/2018	

PUBLIC SOCIAL PARTNERSHIP UPDATE

1. Reason for Report

To update Members of the Board on the ongoing progress of the Public Social Partnership for social/community transport.

2. Background

2.1 At the Board meeting on 10 November 2017, the Board agreed to receive a further update on the pilot projects of the Public Social Partnership for social/community transport (PSP).

2.2 The pilot projects within the PSP are developed around the three agreed work streams:

- Work Stream 1 - Transport Service Developments.
- Work Stream 2 - Health and Social Care Transport Solutions.
- Work Stream 3 - Capability and Capacity building.

3. Key Points

3.1 Work Streams 1 and 2 require a number of trials to address identified transport needs in the different communities.

3.2 At the meeting on the 10 November 2017, the Board was provided with a list of pilot projects that had been selected to trial. Several of these trials are at an advanced stage of preparation, as detailed below:

- Out of region health appointments has commenced with ACTS/RVS.
- Demand Responsive Transport (DRT) for hospital appointments by postcode is due to commence in 2018/19.
- Community Transport involvement in low-use local bus routes in the Stewartry and Annandale and Eskdale - a public engagement is underway in Borgue/Brighouse and due to commence in Waterbeck/Middlebie in the near future. The delivery partner for the Borgue area will be Glenkens Transport Initiative with the trial due to commence, following D1 and Driver CPC training in March/April 2018.
- Low-use bus routes transition to DRT – a public engagement is to be undertaken in the Glentroll area.
- After-school activities access – work is progressing with an identified rural secondary school in Nithsdale.
- Develop a Health and Social Care Transport Hub – following the re-location of DGRI, the development/delivery work of this work stream will be the main focus during 2018/19.

3.3 The first trial which is 'Out of region health appointments' is underway in Annandale with Annandale Community Transport Services (formally ATI) delivering the service with the support of RVS if necessary. There have been a number of enquires received since the initial soft launch of the trial and it is anticipated this will increase once promotional material for the service is available following a formal launch.

3.4 Work Stream 3, Capability and Capacity building of the Community Transport (CT) sector is to assist the CT sector in becoming more resilient and sustainable. The development of this work stream has been the main focus throughout 2017/18 and the three main elements are discussed further in the following paragraphs.

3.5 A training business case has been completed and the application/monitoring process has been developed. This is a key element of the PSP and will build future resilience and sustainability into the CT sector. It provides access to the required D1 (minibus driving), Driver CPC (Professional Competency) and MiDAS (Minibus Awareness) training.

3.6 The establishment of a CT Network for Dumfries and Galloway known as “The Network” is at an advanced stage and will move forward in April 2018. The aims of the Network are to:

- Work in partnership with Community Transport providers at a local and regional level.
- Build the capacity of CT in the Dumfries and Galloway area.
- Provide training and information to Community Transport Operators (CTOs).
- Develop and implement best practice and quality standards in Community Transport.
- Support Network members by providing links to other members for the purpose of sharing resources and information.

3.7 Implementation of a Quality Framework for Community Transport in Dumfries and Galloway, similar to the West of Scotland CT Network is underway. The Quality Framework has been co-produced with the CT groups to support the development of a professional and accountable CT sector. The Quality Framework will ensure it is appropriate for the legal and practical needs of the sector. It will increase the quality of transport provision from the third and voluntary sectors for both passengers and funding/contracting bodies.

3.8 At its meeting on 10 January 2018, the PSP Steering Group agreed that the lead partner of the project, Third Sector Dumfries and Galloway would create and publish a series of press releases to promote both the launch and ongoing work of the selected trials of the PSP. This would include the advertisement of the Community Transport Dumfries and Galloway dedicated website which can be accessed at:

<http://communitytransportdg.co.uk/>

3.9 A further pilot update report will be brought to the Board in June 2018.

4. Implications	
Financial	None.
Policy	None.
Equalities	None.
Climate Change	None.
Risk Management	None.

5. Recommendations

Members of the Board are asked to note:

- 5.1 the progress on Public Social Partnership development; and
- 5.2 that a further pilot update report on the Public Social Partnership will be brought to the Board in June 2018.

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Date of Report: 22 February 2018
File Ref:

Approved by: Douglas Kirkpatrick
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CONSULTATIONS

1. Reason for Report

To advise Members of recent consultation papers and to invite comment from the Board on the consultations, which will be incorporated into a response from SWestrans.

2. Background

Two consultations relevant to SWestrans interests are currently live and have submission dates prior to the next Board in May 2018. These are:

- A Connected Scotland – Tackling Social Isolation and Loneliness and Building Stronger Social Connections.
- Consultation on the use of section 19 and section 22 permits for road passenger transport in Great Britain.

3. Key Issues

A Connected Scotland – Tackling Social Isolation and Loneliness and Building Stronger Social Connections

3.1 The Scottish Government published, on 16 January 2018, a consultation on A Connected Scotland – Tackling Social Isolation and Loneliness and Building Stronger Social Connections with a closing date of 27 April 2018. <https://consult.gov.scot/equality-unit/connected-scotland/>

3.2 The consultation presents a draft Strategy that has been developed following a recommendation from the Scottish Parliament's Equal Opportunities Committee Inquiry into Age and Social Isolation.

3.3 The draft Strategy seeks to:

- articulate a vision of the kind of Scotland we want to see, where community connections are increased and no one is excluded from participating in society for any reason.
- define what we understand concepts of social isolation and loneliness to be, and the degree to which they are prevalent in Scotland today.
- highlight what we've heard so far in our process of engaging with stakeholders throughout the development of the draft Strategy.set out how we want to empower communities to lead efforts to tackle social isolation and loneliness, in the context of our approach to community empowerment.
- highlight the Government's own work in this area and clearly link this to the broader policy context in which we're operating.
- facilitate discussion amongst organisations and individuals about what needs to be done to effectively tackle social isolation and loneliness in Scotland.

3.4 The consultation is formed around three key questions:

Question 1: What needs to change in your community to reduce social isolation and loneliness and increase the range and quality of social connections?

Question 2: Who is key at local level in driving this change, and what do you want to see them doing more (or less) of?

Question 3: What does Government need to do nationally to better empower communities and create the conditions to allow social connections to flourish?

3.5 In addition to these broad questions, the consultation poses a further 20 specific questions throughout the document including a question (no. 22) on how transport services play their part in reducing social isolation and loneliness.

3.6 Access to appropriate, flexible and affordable transport is vital to enable people to stay socially active and reduce loneliness, particular for those in rural areas. SWestrans has highlighted in previous consultation responses the critical nature of transport in addressing isolation, poverty and people's general wellbeing and it is intended that this will form the basis of our response to this consultation. Continuing pressures on funding and the fragile state of the rural transport network need to be addressed through a holistic approach to ensure the stated aims of the draft Strategy are achieved.

3.7 The Board is invited to provide comment on the consultation, which will be incorporated into a response from SWestrans and signed off by the Lead Officer, in consultation with the Chair and Vice-Chair under delegated powers. It is requested that any comments are sent to the Lead Officer by the 20 April 2018 for collation.

Consultation on the use of section 19 and section 22 permits for road passenger transport in Great Britain

3.8 The Department for Transport published, on 8 February 2018, a consultation on the use of section 19 and section 22 permits for road passenger transport in Great Britain with a closing date of 4 May 2018.

<https://www.gov.uk/government/consultations/section-19-and-22-permits-how-to-apply-eu-regulation-10712009>

3.9 The consultation recognises that community transport is vitally important to the lives of thousands of passengers, to communities across the UK and to society as a whole. It sets out why and how government propose to amend legislation and guidance about who can operate PSVs without a PSV licence, using the system of permits that is set out in sections 18 to 23A of the 1985 Act. Recognises that the proposals affect the operating model that many community transport stakeholders rely upon.

3.10 The consultation seeks views on the proposed changes to the guidance, ways in which further clarity could be provided and respondents' views on the potential impacts of the changes, in order to understand better any likely effects the changes may have.

3.11 The proposals are to:

- Amend the 1985 Act to clarify that permits may only be granted to and held by organisations that meet one or more of the exemptions set out in the Regulation.
- Update relevant guidance issued by the Department or the DVSA to reflect current market practice and better illustrate and explain the different cases where exemptions may apply and therefore where permits may be granted.

3.12 The proposed amendment would not constitute a substantive change to the existing law because the Regulation already has direct effect in the UK. The

amendment would simply have the effect of clarifying the current legal position for the benefit of permit-holders, applicants and issuing authorities.

3.13 The consultation includes two sets of questions. The first set relate to the proposals with the second set only for organisations who provide services using a section 19 or section 22 permit.

3.14 Community Transport provided by section 19 and section 22 permits is a key element of transport provision across Dumfries and Galloway and, for some of our residents, the only flexible and affordable transport available to enable them to stay socially active particular for those in rural areas.

3.15 The Board is invited to provide comment on the consultation, which will be incorporated into a response from SWestrans and signed off by the Lead Officer, in consultation with the Chair and Vice-Chair under delegated powers. It is requested that any comments are sent to the Lead Officer by the 20 April 2018 for collation.

4. Implications	
Financial	Developments will be tracked by Officers.
Policy	There are potential future policy implications.
Equalities	Developments will be tracked by Officers.
Climate Change	We will monitor / implement climate change implications.
Risk Management	None.

5. Recommendations

Members of the Board are asked to:

- 5.1 note the two consultations relevant to SWestrans interests “A Connected Scotland – Tackling Social Isolation and Loneliness and Building Stronger Social Connections” and “Consultation on the use of section 19 and section 22 permits for road passenger transport in Great Britain.”; and
- 5.2 provide comment on the consultations to the Lead Officer by 20 April 2018, which will be incorporated into responses from SWestrans and signed off by the Lead Officer, in consultation with the Chair and Vice-Chair under delegated powers.

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