

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

**Meeting of Friday, 29 June 2018 at 10.30am, Buccleuch Centre,
Buccleuch Square, Langholm, DG13 0AW**

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
Adam Wilson	- Dumfries and Galloway Council
Alistair McKinnon	- Scottish Enterprise
David Stitt	- Dumfries and Galloway Council

Future Meetings

21 September 2018	- Kirkcudbright
31 October 2018	- Stranraer
16 January 2019	- Dumfries

Douglas Kirkpatrick

Lead Officer, South West of Scotland Transport Partnership

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

**Meeting of Friday, 29 June 2018 at 10.30am, Buccleuch Centre,
Buccleuch Square, Langholm, DG13 0AW**

- 1. SEDERUNT AND APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES OF MEETING ON 8 MAY 2018 – FOR APPROVAL**
- 4. REVENUE BUDGET OUTTURN REPORT 2017/18** – Recommendation - note the draft financial outturn for 2017/18 and that a break-even position was achieved.
- 5. REVENUE BUDGET MONITORING REPORT 2018/2019 FOR THE PERIOD ENDING 31 MAY 2018** – Recommendation - note the forecast outturn for the revenue budget as at 31 May 2018.
- 6. DRAFT ANNUAL (UNAUDITED) ACCOUNTS 2017/18** – Recommendation - note the unaudited Annual Accounts for the financial year ended 31 March 2018 which will be submitted to the Board's external auditors for review.
- 7. CAPITAL EXPENDITURE PROGRAMME 2017/18 OUTTURN REPORT** - Recommendation - note the outturn position on the 2017/18 SWestrans Capital Programme.
- 8. CAPITAL EXPENDITURE PROGRAMME 2018/19 – BUS SHELTERS AND SHORT PATHS** - Recommendations - (i) note the review of bus shelter condition; (ii) agree the priority list for bus shelter renewal / replacement 2018/19 as shown in Appendix 2; and (iii) note the initial work being undertaken to develop short paths between communities to enable and support functional walking/cycling.
- 9. BOARD MEETING ARRANGEMENTS** - Recommendation - to consider the arrangements for the location of future Board meetings and determine whether those arrangements should continue or be replaced by meetings in a regular location, recognising that there may be circumstances where it would be necessary to move the meeting to improve public accessibility when there are prevalent local issues on the agenda.
- 10. TRANSPORT (SCOTLAND) BILL** – Recommendation - note the key measures set out by the Transport (Scotland) Bill.
- 11. ACTIVE TRAVEL TASK FORCE** – Recommendation - note the work of the Active Travel Task Force and the publication of the Active Travel Task Force Report.

12. **STAG APPRAISALS UPDATE** – Recommendation - note the update on the work towards developing potential rail station re-opening bids with a further report to the Board due in October 2018.
13. **SCOTTISH YOUTH PARLIAMENT COMMUNITY RAIL PARTNERSHIP** – Recommendations - (i) note the proposed development of a National Youth Community Rail Partnership; (ii) note the request from ScotRail for SWestrans' written support of a National Youth Community Rail Partnership; and (iii) agree, in principle, to support the establishment of a National Youth Community Rail Partnership.
14. **LOCAL BUS SERVICES – TIMETABLE CHANGES** - Recommendation - note the implementation of timetable changes to the local bus network on 8 July 2018.
15. **PUBLIC SOCIAL PARTNERSHIP UPDATE** - Recommendations - (i) note the progress on the pilot projects within the three Public Social Partnership work streams as highlighted in section 3 of the report; and (ii) note that a further update report on the Public Social Partnership will be brought to the Board in October 2018.
16. **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 in respect of paragraph 6, 8, 9 and 10 of Schedule 7A of the Local Government (Scotland) Act 1973.**
17. **LOCAL BUS SERVICE 101/102 DUMFRIES TO EDINBURGH** – 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 Tuesday 8 May 2018
at 2.00pm, Dumfries and Galloway Council Offices, English Street, Dumfries

Present

Members

Andrew Wood (Chairman)	-	Dumfries and Galloway Council
John Campbell	-	Dumfries and Galloway Council
Alistair McKinnon	-	Scottish Enterprise
Sean Marshall (Substitute)	-	Dumfries and Galloway Council
Ronnie Tait (Substitute)	-	Dumfries and Galloway Council
Adam Wilson	-	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

Richard Brodie	-	Dumfries and Galloway Council
David Bryson (Vice-Chairman)	-	NHS Dumfries and Galloway
David Stitt	-	Dumfries and Galloway Council

Observers

June Hay	-	Outdoor Access Forum
Hugh McCreadie	-	Lochside and Woodlands Community Council
Frazer Smith	-	Stagecoach Scotland
Graham Whiteley		

In attendance

Martin Brown	-	Beattock Station Action Group
David Formstone	-	Thornhill Station Action Group
Kenny Laidlaw	-	Stagecoach Scotland

1. SEDERUNT AND APOLOGIES

5 Board Members present, 3 apologies noting that Sean Marshall was substituting for Davie Stitt, and that Ronnie Tait was substituting for Richard Brodie.

In the absence of both Chairman and Vice-Chairman, John Campbell was nominated to chair the meeting until the Chairman arrived.

2. DECLARATIONS OF INTEREST

NONE declared.

3. MINUTES OF MEETING ON 9 MARCH 2018

BOARD MEMBER – Andrew Wood entered the meeting – 6 Board Members present

With the agreement of Board Members, Andrew Wood intimated that he was content for John Campbell to continue as chair through the next couple of items.

Decision

APPROVED

4. MINUTES OF MEETING ON 17 APRIL 2018**Decision**

APPROVED

5. COUNCILLORS CODE OF CONDUCT UPDATE**Decision**

The Board **NOTED** that an amended Councillors Code of Conduct had been laid before the Scottish Parliament for approval, which provided a specific exclusion for councillor members of Regional Transport Partnerships.

PROCEDURE – Andrew Wood resumed the role of Chairman

6. CAPITAL EXPENDITURE PROGRAMME – LOCKERBIE STATION PARKING

Decision

The Board

6.1 **NOTED** the current position with Phases 2 and 3 of the capital project which sought to improve car parking issues at and around Lockerbie Station;

AGREED

6.2 in principle to develop option B of Phase 3 which would provide a draft layout of 125 spaces at Sydney Place / Bridge Street, noting that the progression of Phase 3 first would alleviate the impact of any progression of Phase 2 in the future;

6.3 to acknowledge all the options provided for Phase 2, and to engage with the community before determining to progress any option for further development; and

6.4 a vision which would support a better link in the future between the car park provided in the Phase 3 option and the station.

7. RAIL UPDATE

Decision

The Board **NOTED** the update on the rail developments on the Rail Enhancement and Capital Investment Strategy, Local Rail Development Fund and the Transport Scotland Workshop.

8. STAG APPRAISALS UPDATE

DECLARATION OF INTEREST – Sean Marshall declared an interest by virtue of being the secretary to the Eastriggs Station Action Group and determined that his interest was such that there was no requirement for him to leave the meeting during consideration of this item.

Decision

The Board **NOTED** the update on work towards developing potential rail station re-opening bids.

9. LOCAL BUS SERVICE 101/102 DUMFRIES TO EDINBURGH

PROCEDURE – A letter from Scottish Borders Council to the Chairman of SWestrans was circulated to those present at the meeting together with an update on the options that prices would be sought (**Appendices 1 and 2**).

PROCEDURE – The Board were advised on an amendment to the report at 3.1 in that the tender would be issued following the board meeting and was not currently issued as stated in the report.

Decision

The Board **NOTED** the procurement options being sought for the replacement of local bus service 101/102 Dumfries to Edinburgh

10. BORDERS TRANSPORT CORRIDOR UPDATE

Decision

The Board **NOTED** the publication of the Draft Final Borders Transport Corridors Pre-Appraisal Report.

11. CONSULTATIONS

Decision

The Board homologated the decision of the Lead Officer in consultation with the Chairman and Vice-Chairman and **AGREED**

11.1 the consultation response for “A Connected Scotland – Tackling Social Isolation and Loneliness and Building Stronger Social Collections” as shown in Appendix 2 of the report; and

11.2 the consultation response for the “Consultation on the use of section 19 and section 22 permits for road passenger transport in Great Britain” as shown in Appendix 3 of the report.

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

Decision

The Board **NOTED** that there were no items of business deemed urgent by the Chairman due to the need for a decision.

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 exempt information in respect of paragraph 6,8, 9 and 10 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.

13. LOCAL BUS SERVICES - SUSTAINABILITY

Summary of Report

This report updated the Board on negotiations with a bus operator sought to agree vehicle capacity and/or service level changes that allows them to operate within the existing annual contract rates.

Decision

The Board **AGREED** the service charges as shown in paragraphs 3.6.1 to 3.6.5 of the report to maintain the sustainability of the local bus network

Andrew Wood
Chairman
SWestrans
Militia House
English Street
DUMFRIES
DG1 2HR

Please ask for: **Mr Timothy Stephenson**
Ext 5182

Our Ref:

Your Ref: **LTR001-SBCE-DK-KD**

E-Mail: **timothy.stephenson@scotborders.gov.uk**

Date: **26 April 2018**

Dear Mr Wood

SERVICE 101/102 DUMFRIES TO EDINBURGH

Thank you for your letter of 20 April 2018.

I understand that the contract for this bus service, which was organised by a partnership of SWestrans, Scottish Borders Council, SPT and Midlothian Council, comes to an end in August 2018.

Officers from Scottish Borders Councils transport team have met with the partners and discussed our intention to not continue to fund this service at our current rate of £135,280 per annum.

Scottish Borders Council transport team is tasked with finding £300,000 of savings in 2018/9. To achieve this, a complete review of the supported transport network has been undertaken. All bus services the Council currently subsidises have been reviewed and the passenger data has been analysed.

It is not our intention to make wholesale bus service cuts. Wherever possible we plan to preserve links and in the case of the 101/102 we have identified an alternative solution for Borders based travellers. It is possible to divert an existing subsidised bus service to serve stops of Carlops and West Linton and connect with another Borders based bus service in Penicuik. This would give onward travel in to and from Edinburgh. We believe we can achieve this for approximately £35,000 per annum and this would release around £100,000 towards our current savings target.

I understand that the remaining partners have decided to put out a tender for the current route to operate from August 2018. I can confirm that Scottish Borders Council is prepared to hold off arranging its alternative service until that exercise is complete and therefore the contribution of £35,000 is still available to the partnership should it be required.

Our decision to reduce funding towards the 101/102 was not taken lightly and my Officers assure me that they have been totally transparent about their intentions from the meeting of the partnership on 25 October 2017 through to the telephone conference of 28 February 2018.

I am aware that our removing our current funding of £135,280 could potentially put the future of this bus service at risk however, in mitigation, I am sure you can appreciate that we cannot ignore viable alternative service options that may provide much better value and help us to achieve the necessary budget savings.



INVESTOR IN PEOPLE

As things stand if the partners are successful in awarding a contract that operates along the same route and timetable then a contribution of £35,000 remains available to the partnership. I would be grateful if your Officers could liaise with Timothy Stephenson of Scottish Borders Council transport team on this matter.

Thank you again for your letter, I hope my explanation has helped clarify why we have taken this action.

Yours sincerely

BRIAN FRATER
SERVICE DIRECTOR REGULATORY SERVICES

Report 9 – LOCAL BUS SERVICE 101/102 DUMFRIES TO EDINBURGH

Update – 08 May 2018

Proposed procurement options following a requirement from our remaining funding partner SPT that we include options in the tender process not to pick-up passengers in the Scottish Borders on journeys into Edinburgh or drop-off in the Borders on the journeys from Edinburgh. Therefore, the 9 options which we propose to seek pricing on will be:

- Existing timetable (no pick-up/drop-off restrictions)
- Reduced timetable 1 – Mon to Sun (no pick-up/drop-off restrictions)
- Reduced timetable 1 – Mon to Sun (pick-up/drop-off restrictions)
- Reduced timetable 2 – Mon to Sat (no pick-up/drop-off restrictions)
- Reduced timetable 2 – Mon to Sat (pick-up/drop-off restrictions)
- Open timetable request based on a minimum level of provision Monday to Sunday with operators to provide their own timetable (no pick-up/drop-off restrictions)
- Open timetable request based on a minimum level of provision Monday to Sunday with operators to provide their own timetable (pick-up/drop-off restrictions)
- Open timetable request based on a minimum level of provision Monday to Saturday with operators to provide their own timetable (no pick-up/drop-off restrictions)
- Open timetable request based on a minimum level of provision Monday to Saturday with operators to provide their own timetable (pick-up/drop-off restrictions)

REVENUE BUDGET OUTTURN REPORT 2017/18

1. Reason for Report

This report provides Members of the Board with information on the monitoring of the revenue budget for the year ending 31 March 2018.

2. Background

The Scottish Government provide revenue funding to SWestrans with Dumfries and Galloway Council match funding the core costs. SWestrans also requisitions funding from Dumfries and Galloway Council in respect of payments required for public bus service contracts.

3. Key Points

3.1 **The Appendix** shows the detailed financial summary for SWestrans for 2017/18.

3.2 The expenditure for 2017/18 was £4,809,442. This was funded by:

- Grants from the Scottish Government totalling £259,250 for core costs and the progression of the Regional Transport Strategy;
- Dumfries and Galloway Council also contributed £100,000 to the core running costs, £331,603 towards depreciation of assets and £3,400,798 in respect of payments made to Bus Contractors and £117,040 capital grant; and
- Other contributions totalling £599,444 which included Dumfries and Galloway College (£192,106), Strathclyde Passenger Transport (£221,986), Scottish Borders Council (£140,681), NHS Dumfries and Galloway (£39,038) and Barony College (£5,632).

3.3 SWestrans achieved a break-even budget position at the end of the financial year.

4. Consultations

The Proper Officer has been consulted and is agreement with the terms of this Report.

5. Recommendation

Members of the Board are asked to note the draft financial outturn for 2017/18 and that a break-even position was achieved.

Janet Sutton - Report Author
Tel: 01387 260105

Date of Report: 14 May 2018
File Ref: SW2/meetings/2018

Douglas Kirkpatrick
Lead Officer
South West of Scotland Transport Partnership
Cargen Tower
Garroch Business Park
Dumfries
DG2 8PN

APPENDIX - Revenue Budget Monitoring as at 31 March 2018.

REVENUE BUDGET MONITORING REPORT 2018/2019 FOR THE PERIOD ENDING 31 MAY 2018

1. Reason for Report

To provide the Board with an update on the Partnership's 2018/19 monitoring and forecast outturn position based on the period ending 31 May 2018.

2. Background

The Scottish Government provide revenue funding to SWestrans, with Dumfries and Galloway Council also providing funding. SWestrans requisitions funding from Dumfries and Galloway Council in respect of payments required for public bus service contracts.

3. Key Points

3.1 The **Appendix** shows the revenue budget summary for SWestrans. The published expenditure budget for 2018/19 of £4,308,789 was agreed by the Board on 9 March 2018. It is vital to the economic wellbeing of the Partnership and its stakeholders that the financial resources are managed effectively and expenditure and income is delivered in line with the approved budget.

3.2 This report forms part of the financial governance and stewardship framework, which ensures that the financial position of the Partnership is acknowledged, understood and quantified on a regular basis. It provides assurance to the members of the Board that resources are being managed effectively and allows corrective action to be taken where necessary.

3.3 Board Members will note that based on the financial performance to date, it is forecast that a balanced budget will be delivered.

4. Consultations

The Proper Officer has been consulted and is in agreement with its terms.

5. Implications

Financial	As laid out in the report
Policy	None.
Equalities	None.
Climate Change	None.

6. Recommendation

Members of the Board are asked to note the forecast outturn for the revenue budget as at 31 May 2018.

Janet Sutton - Report Author Finance Officer Tel: 01387 260105 Date of Report: 1 June 2018 File Ref:	Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
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APPENDIX - Monitoring Report 2018/2019 for the period ending 31 May 2018.

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP
REVENUE BUDGET MONITORING AS AT 31 MAY 2018

	FINAL OUTTURN 2017/18 £	PUBLISHED BUDGET 2018/19 £	BUDGET ADJUSTMENTS 2018/19 £	ADJUSTED BUDGET 2018/19 £	ACTUAL EXPENDITURE TO 31/05/18 £	PROJECTED OUTTURN 2018/19 £	Variance £
EXPENDITURE							
Staff Costs	105,545	110,848		110,848	0	110,848	0
Property Costs	50	700		700	0	700	0
Supplies & Services	958	960		960	39	960	0
Transport Costs	18,357	2,104		2,104	0	2,104	0
Administration Costs	25,243	20,193		20,193	123	20,193	0
Payments	4,282,464	4,125,234		4,125,234	817,003	4,125,234	0
Central Support	45,128	48,750		48,750	0	48,750	0
Capital Charges	331,603			0	58,356	0	0
Total Expenditure	4,809,348	4,308,789	0	4,308,789	875,521	4,308,789	0
INCOME							
Scottish Government Funding	259,250	259,250		259,250	58,650	259,250	0
D&G Council Funding	217,040	100,000		100,000	0	100,000	0
Other Contributions	4,333,058	3,949,539		3,949,539	0	3,949,539	0
Total Income	4,809,348	4,308,789	0	4,308,789	58,650	4,308,789	0
NET EXPENDITURE	0	0	0	0	816,871	0	0

DRAFT ANNUAL (UNAUDITED) ACCOUNTS 2017/18

1. Reason for Report

The purpose of this report is to ensure compliance with the Local Authority Accounts (Scotland) Regulations 2014, which state that the Proper Officer shall ensure that the draft accounts are submitted to the Board by no later than the 30 June following the relevant financial year-end.

2. Key Points

2.1 A parallel paper is presented to the Board on this agenda that reports the Board's financial performance. These accounts present the financial performance in a different format; which is to comply with International Financial Reporting Standards and proper accounting Practice.

2.2 The Local Authority Accounts (Scotland) Regulations 2014, state that the Proper Officer shall ensure that the unaudited accounts are submitted to the Board by no later than the 30 June following the relevant financial year-end.

2.3 SWestrans unaudited Annual Accounts for the financial year 2017/18 are being presented to this meeting to ensure compliance with the above requirements. The accounts will then be submitted to Grant Thornton, the Boards External Auditors, prior to the statutory deadline of 30 June 2018.

2.4 Following the submission of the unaudited accounts, the working papers supporting the accounts will also be provided to the Board's external auditors, who will then undertake the statutory audit of the accounts starting from 30 June 2018.

2.5 To comply with the Local Authority Accounts (Scotland) Regulations 2014, the unaudited accounts will be made available for public inspection for a 3-week period from 1 July to 21 July 2018 at:

- Dumfries and Galloway Council libraries.
- Dumfries and Galloway Council Offices in English Street, Dumfries.
- Dumfries and Galloway Council's Annan, Langholm, Kirkcudbright and Stranraer Area Offices.

2.6 During this period members of the public will be entitled to review the accounts and to request access to supporting backup documentation.

2.7 At the 21 September 2018 meeting of the Board, Grant Thornton will provide a report on the audit of the accounts. The external auditors report will highlight issues arising from the audit ranging from detailed technical accounting issues to commentary on wider aspects of the Board's affairs including governance and performance management issues. The report will include an Action Plan covering any areas for improvement.

2.8 Following that Board meeting, Grant Thornton will finalise their report for presentation to the Controller of Audit prior to the statutory deadline of 30 September 2018. The Partnerships annual accounts will then be signed by the Proper Officer and Grant Thornton and posted on the SWestrans website before 31 October 2018.

3. Consultations

3.1 The Proper Officer has been consulted as part of the preparation of this report and agrees with its terms.

3.2 The External Auditor is required to audit SWestrans financial statements in accordance with 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.

4. Implications	
Financial	As laid out in the report.
Policy	None.
Equalities	None.
Climate Change	None.

5. Recommendation

Members of the Board are asked to note the unaudited Annual Accounts for the financial year ended 31 March 2018 which will be submitted to the Board's external auditors for review.

Janet Sutton - Report Author Finance Officer Tel: 01387 260105 Date of Report: 13 June 2018 File Ref:	Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
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APPENDIX – Unaudited Annual Accounts for the financial year ended 31 March 2018.



Annual Accounts



2017/2018

Unaudited

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Membership of the South West of Scotland Transport Partnership Board

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) – until 19 March 2018
Alistair McKinnon (Scottish Enterprise)
David Stitt (Dumfries and Galloway Council)
Adam Wilson (Dumfries and Galloway Council) – from 29 March 2018

The Council members have substitutes being:-

Ian Carruthers
Archie Dryburgh
Andrew Giusti
Sean Marshall
Ronnie Tait

Management Commentary

Introduction

The Management Commentary is intended to assist readers of the annual accounts through providing an insight into the activities and priorities of the organisation and also through providing an analysis of financial performance as reflected in the following statements.

The South West of Scotland Transport Partnership (SWestrans) was set up under the Transport (Scotland) Act 2005 and Dumfries and Galloway Council's public transport functions were transferred to the SWestrans under a Transfer of Functions Order on 7 November 2006.

The Financial Statements following this present the South West of Scotland Transport Partnership's (SWestrans) financial position for the year ended 31 March 2018. These statements have been prepared in accordance with proper accounting practice as set out in the CIPFA/ LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

The purpose of these Accounts is to provide clear information about the Transport Partnership's financial position and this foreword is intended to give the reader an easily understandable guide to the most significant matters reported in the Accounts.

Activities during 2017/18

The South West of Scotland Transport Partnership continued to balance service provision through its revenue budget, and service development through capital budgets during 2017/18. The Partnership's officers and Board members have continued to participate in the development of local, regional and national initiatives including the review of the National Transport Strategy and the Borders Transport Corridor Appraisal.

There was no Board meeting held in May 2017 due to the local government elections. Dumfries and Galloway Council at its first full meeting following these elections confirmed that the five Councillor Board members for SWestrans were Andrew Wood, John Campbell, James Dempster, David Stitt and Richard Brodie. These Councillor Boards members joined the two existing external Board members from NHS Dumfries and Galloway (David Bryson) and Scottish Enterprise (Alistair McKinnon) with the Board meeting for the first time on 30 June 2017. Andrew Wood was elected as Chairman with David Bryson continuing as Vice -Chairman. Jim Dempster resigned from the Board on the 19 March 2018. Adam Wilson was nominated by Dumfries and Galloway Council as Board Member with effect from 29 March 2018

Management Commentary (continued)

April 2017 saw the successful implementation of significant changes to the SWestrans supported services on the local bus network covering Dumfries Town and all bus services in the Stewartry and Wigtown areas of the region. These changes delivered the twenty-five local bus contracts, totalling some £2.434M, that were awarded by the Board in January 2017. These contracts retained the majority of the journeys on the network with some change in times and operator. The changes were delivered smoothly with very little negative impact or comment from the travelling public.

The issues created by parking at Lockerbie Station continues to be an area which SWestrans is focussed on addressing through an element of its capital programme spend. The planned provision of a further 25 spaces through re-configuration of the existing car park at the Station continued to be developed during the year with Board being advised that the estimated cost of this provision had risen to some £505K. SWestrans was approached by three private landowners during 2016/17 regarding further proposals to create parking availability close to the railway station. The Board agreed at its meeting in June 2017 not to progress two of these offers but to continue to develop options on the site at Sydney Place.

Work continues on the potential development of new rail stations for Dumfries and Galloway. The outcomes of the three STAG 1 Appraisals for the Thornhill, Easttriggs and Beattock areas were reported to the Board at its June 2017 and September 2017 meetings. The Board agreed to progress all three of these areas through the next stage of the appraisal process, STAG 2. The outputs from STAG 1 are expected to be complete in mid-2018 and will be reported to the first meeting following their completion.

SWestrans continues to be a key partner in the development and delivery of the Social Transport Public Social Partnership (PSP) which is seeking to improve the design of transport services delivered on behalf of the regions transport commissioners (SWestrans, Dumfries and Galloway Council, NHS Dumfries and Galloway) and to develop the capacity of the social/community transport sector. This will be achieved by working in partnership to maximise the benefits to the community. The PSP is a multi-agency partnership between Dumfries and Galloway Council, SWestrans, NHS Dumfries and Galloway, Community Transport operators and the Third Sector, Dumfries and Galloway.

The PSP will engage with third sector organisations to work within the PSP around three work streams:

- Transport Service Developments.
- Health and Social Care Transport Solutions.
- Capability and capacity building.

SWestrans continued its programme of bus shelter replacement and improvement during 2017/18, 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.

A number of other initiatives have been developed utilising SWestrans funding during 2017/18 including:

- the purchase of fully accessible buses and their subsequent leasing to local bus companies operating on contracted journeys; and
- progression of walking and cycling infrastructure linking communities.

In its wider strategy and policy role SWestrans continues to lobby and respond to a significant number of consultations across all transport modes and on a wide range of other issues at national and local level. These included responses to consultations on, 'Places, People, Planning', Socio-Economic Duty, Climate Change Bill, Free Bus Travel, Local Bus Services, Smart Ticketing and Low Emission Zones. SWestrans also submitted its 2016-17 Climate Change Duties Report in the required reporting format to the Sustainable Scotland Network.

Comprehensive Income & Expenditure Statement

SWestrans' Comprehensive Income & Expenditure Statement for the year ended 31 March 2018 is shown on page 8 of these accounts. Income received totalled £4.478Million with Scottish Government grants and requisitions from Dumfries & Galloway Council being the main contributors to this total.

Management Commentary (continued)

SWestrans' financial results for the year, compared against budget are shown below. This presentation differs from that shown in the Comprehensive Income & Expenditure Statement, which is a more summarised version.

Budget Performance Statement

	2016/17		2017/18	
	Budget £000	Actual £000	Budget £000	Actual £000
Staff costs	80	80	106	106
Property costs	0	0	0	0
Supplies & services	1	1	1	1
Transport costs	7	7	18	18
Administrative costs	31	31	25	25
Payments to other bodies	4,224	4,224	4,282	4,282
Central Support costs	46	46	45	45
Capital charges	309	309	332	332
Gross Expenditure	4,698	4,698	4,809	4,809
Government Grants	359	359	259	259
Other income	4,339	4,339	4,550	4,550
Gross Income	4,698	4,698	4,809	4,809
Net Expenditure	0	0	0	0

SWestrans achieved a breakeven position for the financial year. The major item of expenditure which created the main budget pressure was the subsidies in respect of the local bus network, which totalled £4.3 Million. However, through tight spending controls and active budget management, SWestrans achieved a breakeven position.

SWestrans is not allowed to retain any General Fund balances at the year-end so it cannot show a surplus. If SWestrans is in deficit then it can requisition the shortfall from Dumfries & Galloway Council. Therefore income and expenditure will always net to zero, excluding accounting entry requirements, and the budget has been set to take account of this requirement.

Balance Sheet

SWestrans' Balance Sheet is shown on page 10 of the accounts and provides details of SWestrans' assets and liabilities as at 31 March 2018.

Cash Flow Statement

The Cash Flow Statement is shown on page 11 of the accounts and shows the changes in the cash & cash equivalents of the Partnership during the course of the year.

Andrew Wood
Chairman

Douglas Kirkpatrick
Lead Officer

Paul Garrett
Treasurer

Statement of Responsibilities for the Statement of Accounts

The Transport Partnership's Responsibilities

The Transport Partnership is required:

- to make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of those affairs. In this Transport Partnership, that officer in the year to 31 March 2018 was the Treasurer (who was also the Section 95 Officer of Dumfries & Galloway Council);
- to manage its affairs, to secure economic, efficient and effective use of resources and safeguard its assets;
- to approve the Statement of Accounts.

The Treasurer's Responsibilities

The Treasurer is responsible for the preparation of the Transport Partnership's statement of accounts in accordance with proper practices as set out in the CIPFA/ LASAAC *Code of Practice on Local Authority Accounting in the United Kingdom* (the Code).

In preparing this statement of accounts, the Treasurer has:

- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the local authority Code.

The Treasurer has also:

- kept proper accounting records which are up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

The Statement of Accounts provides a 'true and fair view' of the financial position of the Partnership at the accounting date and its income and expenditure for the year ended 31 March 2018.

Paul Garrett
Treasurer

Annual Governance Statement

1. This statement is given in respect of the statement of accounts of the South West of Scotland Transport Partnership. I acknowledge my responsibility for ensuring that an effective system of internal financial control is maintained and operated in connection with the resources concerned.
2. The system of internal financial control can provide only reasonable and not absolute assurance that transactions are authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected within a timely period.
3. The system of internal financial control is based on a framework of regular management information, financial regulations, administrative procedures (including the segregation of duties), management supervision and a system of delegation and accountability. Development and maintenance of the system is undertaken by the Board of the Transport Partnership. The system currently includes regular financial reports to the Board and management.
4. The Transport Partnership currently uses the financial systems and resources of Dumfries & Galloway Council. The Internal Audit section of Dumfries & Galloway Council has reviewed these systems and has determined that reasonable assurance can be placed upon the adequacy and effectiveness of the systems.
5. My review of the effectiveness of the system has been informed by the work of managers in the Transport Partnership, the work of Internal Audit and reviews by External Audit.
6. In my opinion, based on the above information, reasonable assurance can be placed upon the adequacy and effectiveness of the Transport Partnership's internal financial control system in the year to 31 March 2018.
7. The Transport Partnership's financial management arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010).

Paul Garrett
Treasurer

Independent Auditors' Report

To be added

Comprehensive Income & Expenditure Statement

This statement shows the accounting costs in the year of providing services in accordance with generally accepted accounting practices.

2016/17				2017/18		
Gross Expenditure £000	Income £000	Net Expenditure £000		Gross Expenditure £000	Income £000	Net Expenditure £000
4,698	(4,389)	309	Roads and Transport Services	4,810	(4,478)	332
4,698	(4,389)	309	Net Cost of Services	4,810	(4,478)	332
		(0)	Taxation & Non Specific Grant Income capital grants & contributions			(347)
		309	(Surplus) or Deficit on the Provision of Services			(15)
		0	Other Comprehensive Income & Expenditure			0
		309	Total Comprehensive Income & Expenditure			(15)

Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Transport Partnership, analysed into usable reserves – i.e. those that can be applied to fund expenditure – and unusable reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Transport Partnership's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance.

	Usable Reserves	Unusable Reserves			Total Reserves
	General Fund Balance £000	Capital Adjustment Account £000	Revaluation Reserve £000	Total Unusable Reserves £000	£000
Balance at 31 March 2016	0	(2,083)	(25)	(2,108)	(2,108)
Movements in Reserves during 2016/17					
(Surplus) or Deficit on provision of services	309	0	0	0	309
Total Comprehensive Income & Expenditure	309	0	0	0	309
Adjustments between accounting basis & funding basis under regulations					
- charges for depreciation of non-current assets	(309)	309	0	309	0
- capital grants & contributions applied	0	0	0	0	0
	0	309	0	309	0
Overall decrease in year	0	309	0	309	309
Balance at 31 March 2017 carried forward	0	(1,774)	(25)	(1,799)	(1,799)
Movements in Reserves during 2017/18					
(Surplus) or Deficit on provision of services	(15)	0	0	0	(15)
Total Comprehensive Income & Expenditure	(15)	0	0	0	(15)
Adjustments between accounting basis & funding basis under regulations					
- charges for depreciation of non-current assets	(332)	332	0	332	0
- capital grants & contributions applied	347	(347)	0	(347)	0
	15	(15)	0	(15)	(0)
Overall Increase in year	0	(15)	0	(15)	(15)
Balance at 31 March 2018 carried forward	0	(1,789)	(25)	(1,814)	(1,814)

Balance Sheet

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Partnership. The net assets of the Partnership (assets less liabilities) are matched by reserves held by the Partnership. Reserves are reported in two categories. The first category of reserves are usable reserves which can be used to help fund services. The second category of reserves is those that the Partnership is not able to use to provide services. This category of reserves includes those that hold unrealised gains and losses where the amounts would only become available to provide services if the assets were sold, and reserves that hold timing differences shown in the Movement in Reserves Statement line “adjustments between the accounting basis and funding basis under regulations”.

31 March 2017 £000		31 March 2018 £000	Note
1,799	Property, Plant & Equipment	1,814	7
1,799	Long Term Assets	1,814	
	Short Term Debtors		
18	- Central Government bodies	37	
181	- Other entities & individuals	173	
199	Current Assets	210	
	Short Term Creditors		
(199)	- Other entities & individuals	(210)	
(199)	Current Liabilities	(210)	
1,799	Net Assets	1,814	
1,799	Unusable Reserves	1,814	9
1,799	Total Reserves	1,814	

The Unaudited Accounts were issued on 29 June 2018.

Paul Garrett
Treasurer

Cash Flow Statement

The Cash Flow Statement shows the changes in cash and cash equivalents of the Transport Partnership during the reporting period. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Transport Partnership are funded by way of grant income or from recipients of services provided by the Transport Partnership.

2016/17		2017/18
£000		£000
309	Net (surplus) or deficit on the provision of services	(15)
(309)	Adjustment to net (surplus) on the provision of services for non-cash movements	(332)
0	Net cash flow from or used in operating activities	(347)
	Investing activities	
0	- Purchase of property, plant & equipment	347
0	Net (increase) or decrease in cash and cash equivalents	0
0	Cash and cash equivalents at the beginning of the period	0
0	Cash and cash equivalents at the end of the reporting period	0

Notes to the Accounts

1. Summary of Significant Accounting Policies

a) General Principles

The Annual Accounts summarise the Partnership's transactions for the 2017/18 financial year and its position at the year end of 31 March 2018. The Partnership is required to prepare Annual Accounts by the Local Authority Accounts (Scotland) Regulations 2014, which sets out that they require to be prepared in accordance with proper accounting practice. These practices are the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 (the Code) and the Service Reporting Code of Practice (SeRCOP) supported by International Financial Reporting Standards (IFRS). They are designed to provide a 'true and fair view' of the financial performance and position of the Council.

The accounting convention adopted in the Annual Accounts is principally historic cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

b) Accruals of Income & Expenditure

Activity is accounted for in the year it takes place, not simply when cash payments are made or received. In particular:

- suppliers' invoices paid in the two weeks following the year-end have been analysed and included together with specific accruals in respect of further material items provided the goods and services were received in 2017/18,
- all known specific and material sums payable to the Partnership have been included. Revenue for the sale of goods or the provision of services is recognised when it is determined that the service has been provided,
- supplies are recorded as expenditure when they are consumed. When there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet,
- where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where it is doubtful that debts will be settled, the balance of debtors is written down and a charge is made to revenue for the income which will not be collected.

c) Cash & Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in three months or less from the date of acquisition and that are readily convertible to known amounts of cash with an insignificant risk of changes in value.

d) Changes in Accounting Policies and Prior Period Adjustments

Changes in accounting policies are only made when required by proper accounting practice or the change provides more reliable or relevant information about the effects of transactions, other events and conditions on the Partnership's financial position or financial performance. Where a change is made it is applied retrospectively (unless otherwise stated) by adjusting opening balances and comparative amounts for the prior periods as if the new policy had always been applied.

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

e) Charges to Revenue for Non-Current Assets

The Partnership is charged with the following amounts to record the real cost of holding non-current assets during the year:

- depreciation attributable to the assets used by the Partnership,
- revaluation and impairment losses on assets used by the Partnership where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off.

Notes to the Accounts (continued)

f) Events After the Balance Sheet Date

Events after the Balance Sheet date are those events which occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. The Statement of Accounts is adjusted for events which provide evidence of conditions that existed at the end of the reporting period. The Statement of Accounts is not adjusted for events which are indicative of conditions which arose after the end of the reporting period. However where such events would have a material effect, a disclosure is made in the Notes to the Accounts of the nature of the event and the estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts.

g) Exceptional Items

When items of income and expenditure are material, their nature and amount is disclosed separately either on the face of the Comprehensive Income and Expenditure Statement or in the Notes to the Accounts, depending on how significant the items are to an understanding of the Partnership's financial performance.

h) Grants & Contributions

Whether paid on account, by instalments or in arrears, government grants and third party contributions & donations are recognised as due to the Partnership when there is a reasonable assurance that:

- the Partnership will comply with the conditions attached to the payments, and
- the grants or contributions will be received.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as grants in advance. Where conditions are satisfied, the grant or contribution is credited to the relevant service line (revenue grants) or Taxation & Non Specific Grant Income (capital grants) in the Comprehensive Income & Expenditure Statement.

Where capital grants are credited to the Comprehensive Income & Expenditure Statement, they are reversed out of the General Fund balance in the Movement in Reserves Statement. Where the grant has yet to be used to finance capital expenditure, it is posted to the Capital Grants Unapplied Account. Amounts in the Capital Grant Unapplied Account are transferred to the Capital Adjustment Account once they have been applied.

i) Leases

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the asset from the lessor to the lessee. All other leases are classified as operating leases.

The Partnership as Lessor

Operating leases

The Partnership has entered into leases relating to the operational use of vehicles, which are accounted for as operating leases. Where the Partnership grants an operating lease over a vehicle the asset is retained on the Balance Sheet.

j) Overheads and Support Services

The costs of Central Support departments, such as Financial Services, Legal Services and accommodation, are procured from Dumfries & Galloway Council. The cost of these is based on services provided to SWestrans during the year.

k) Property, Plant & Equipment

Assets which have a physical substance and are held for use in the provision of services, for rental to others or for administrative purposes and that are expected to be used during more than one financial year are classified as Property, Plant & Equipment.

Notes to the Accounts (continued)

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant & Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits associated with the asset will flow to the Partnership and the cost of the item can be reliably measured. Expenditure that does not add to an asset's potential to deliver future economic benefits or service potential is charged as an expense when it is incurred.

Measurement

Assets are carried on the Balance Sheet at fair value, determined as the amount that would be paid for the assets in its existing use.

Revaluation

All assets are formally revalued at least once every five years and the revised amount is then included in the Balance Sheet. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Where decreases in the value are identified these are accounted for by:

- writing down any balances on the Revaluation Reserve for that asset up to the accumulated gain,
- where there is no or insufficient balance on the Revaluation Reserve, the loss is charged against the relevant service line in the Comprehensive Income & Expenditure Statement.

Impairment

Assets are reviewed at each year end as to whether there is an indication that an asset may be impaired. Where indications exist, the recoverable amount of the asset is estimated and where this is less than the carrying amount, an impairment loss is recognised. Impairment losses are accounted for by:

- writing down any balances on the Revaluation Reserve for that asset up to the accumulated gain,
- where there is no or insufficient balance on the Revaluation Reserve, the impairment loss is charged against the relevant service line in the Comprehensive Income & Expenditure Statement.

Depreciation

Depreciation is provided on all Property, Plant & Equipment, on a straight line basis over the expected life of the asset. Where an item of Property, Plant & Equipment has major components whose lives are different and whose costs are significant in relation to the total cost of the item, the components are depreciated separately.

Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been chargeable on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

I) Reserves

Reserves are categorised under accounting regulations into two broad categories:

- usable reserves, which are available to support services,
- unusable reserves, which are required to facilitate accounting requirements.

SWestrans is statutorily unable to hold balances on its usable reserves at the year end.

m) VAT

Income and expenditure excludes any amounts related to VAT, as all VAT collected is payable to HM Revenues & Customs (HMRC) and all VAT paid is recoverable from it.

2. Remuneration Report

SWestrans does not employ any staff; therefore a Remuneration Report is not required for 2017/18.

Notes to the Accounts (continued)

3. Accounting Standards Issued & Not Yet Adopted

The Partnership must disclose information relating to the impact of an accounting change that will be required by a new Accounting Standard that has been issued but not yet adopted. Currently this includes; IFRS 9 Financial Instruments (effective 1 January 2018), IFRS 15 Revenue from Contracts with Customers (effective 1 January 2018) and IFRS 16 Leases (effective 1 January 2019 although not yet endorsed). Further work will be progressed to establish the impact of these changes. However, it is not anticipated that these standards will have a material impact on these Annual Accounts.

4. Critical Judgements in Applying Accounting Policies

In applying the Accounting Policies in note 1, the Partnership has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- all leases involving the Partnership as lessor have been reviewed and it has been determined that the Partnership is not party to any finance leases.

5. Assumptions Made About the Future and Other Major Sources of Estimation Uncertainty

The Statement of Accounts contains estimated figures that are based on assumptions made by the Partnership about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

There were no items in the Balance Sheet at 31 March 2018 for which there is a significant risk of material adjustment in the forthcoming financial year.

6. Events After the Balance Sheet Date

The unaudited Statement of Accounts were issued by the Treasurer on 29 June 2018. Events taking place after this date are not reflected in the financial statements or notes. There have been no material or non-material events since the date of the Balance Sheet, which have required the figures in the financial statements and notes to be adjusted.

7. Property, Plant & Equipment

The following table contains details on the movements on the Property, Plant & Equipment assets contained in the Balance Sheet.

	2016/17 Vehicles £000	2017/18 Vehicles £000
Cost or Valuation		
At 1 April	3,128	3,128
Additions	0	347
At 31 March	3,128	3,475
Accumulated Depreciation at 1 April	(1,020)	(1,329)
Charge for year	(309)	(332)
Accumulated Depreciation at 31 March	(1,329)	(1,661)
Net Book Value at 31 March	1,799	1,814

Notes to the Accounts (continued)

Depreciation

Depreciation has been provided for on non-current assets with a finite useful life, which can be determined at the time of acquisition or revaluation. The depreciation methods and useful lives used within each category of non-current assets have been determined on an individual asset basis in line with the Royal Institute of Chartered Surveyors (RICS) recommended practice. Vehicles are depreciated on a straight-line basis over up to 12 years.

8. Usable Reserves

Movements in the Transport Partnership's usable reserves are detailed in the Movement in Reserves Statement, the Partnership do not hold any usable reserves.

9. Unusable Reserves

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income & Expenditure Statement. The Account is credited with the amounts set aside by the Partnership as finance for the costs of acquisition, construction and enhancement.

	2016/17 £000	2017/18 £000
Balance at 1 April	(2,083)	(1,774)
Depreciation of non-current assets	309	332
Capital grants & contributions credited to the Comprehensive Income & Expenditure Statement	(0)	(347)
Balance at 31 March	(1,774)	(1,789)

Revaluation Reserve

The Revaluation Reserve contains the gains made by the Council arising from increases in the value of its Property, Plant & Equipment. The balance is reduced when assets with accumulated gains are:

- revalued downwards or impaired and the gains are lost,
- used in the provision of services and the gains are consumed through depreciation,
- disposed of and the gains are realised.

	2016/17 £000	2017/18 £000
Balance at 1 April	(25)	(25)
Balance at 31 March	(25)	(25)

10. Payments to Members

No payments were made to Members of the SWestrans Board during 2017/18 or 2016/17.

Notes to the Accounts (continued)

11. Audit Fees

The external audit fee payable for 2017/18 was £9,500 (£9,370 in 2016/17).

12. Grant Income

The Partnership credited the following grants and contributions to the Comprehensive Income & Expenditure Statement:

	2016/17 £000	2017/18 £000
Credited to Taxation and Non Specific Grant Income		
Capital grants & contributions	(0)	(347)
Total	(0)	(347)
Credited to Services		
Scottish Government grants	(259)	(259)
Dumfries & Galloway Council service funding	(3,573)	(3,618)
Total	(3,832)	(3,877)

13. Related Parties

The Transport Partnership is required to disclose material transactions with related bodies – bodies or individuals that have the potential to control or influence the Transport Partnership or to be controlled and influenced by the Transport Partnership.

Central Government

Central Government is responsible for providing the statutory framework, within which the Transport Partnership operates, provides some of its funding in the form of grants and prescribes the terms of many of the transactions that the Transport Partnership has with other parties. Details of Central Government Grants received are contained in Note 12 (grant income).

Other Public Bodies

Dumfries & Galloway Council is responsible for providing the funding for the day-to-day operation of the Transport Partnership under the Transport (Scotland) Act 2005. In 2017/18, the Council provided £100k (£100k in 2016/17) as match funding to a Scottish Government grant for core running costs, a capital grant of £117K (nil 2016/17) and a further £3.401 Million (£3.473 Million in 2016/17) was requisitioned by the Transport Partnership to cover the operating costs for 2017/18. SWestrans does not employ its own staff and during 2017/18 Dumfries & Galloway Council charged SWestrans £167k (£152k in 2016/17) in respect of staff support, supplies and other support services.

14. Leases

Partnership as Lessor

SWestrans purchased 3 buses in 2017/18 (No buses in 2016/17) and the buses are leased to private bus operators as part of specific route tenders. No income is received from these operating leases.

CAPITAL EXPENDITURE PROGRAMME 2017/18 OUTTURN REPORT

1. Reason for Report

To advise the Board of the outturn position on the 2017/18 SWestrans Capital Programme.

2. Background

2.1 The funding allocation for SWestrans as agreed by Dumfries and Galloway Council on 28 February 2017 was £900,000 for 2017/18 and £800,000 for 2018/19 and 2019/20. The funding allocation for the 2017/18 was increased by £188,250 to £1,088,250 to take account of the slippage from 2016/17.

2.2 At its meeting on 30 June 2017, the Board agreed allocations for the capital expenditure programme 2017/18. At its meetings on 22 September 2017 and 17 January 2018, the Board agreed amendments to the capital expenditure programme, this is shown in Table 1 below:

<u>SWestrans Capital Programme 2017/18</u>	2017/18 Budget Allocated June 2017	2017/18 Budget Allocated Jan 2018
Purchase of Accessible Buses	285,000	285,000
Bus Infrastructure	167,000	240,000
Cyclepath Development	50,000	10,000
Rail Station Improvements (Lockerbie phase 2)	153,000	110,000
Rail Station Improvements (Lockerbie phase 3)	153,250	123,250
Studies re. potential rail station openings	80,000	120,000
Active Travel Projects	200,000	200,000
TOTAL	1,088,250	1,088,250

Table 1 – SWestrans Amended Capital Programme 2017/18

3. Key Points

3.1 The outturn position for the financial year 2017/18 which achieved a total spend of £842,095 is shown at the **Appendix**, and a short commentary on each element of the programme is given in the succeeding paragraphs.

3.2 Purchase of Accessible Buses – spend of £284,091. The purchase of three 16 seat low floor buses was expected to be met within 2016/17. Unfortunately, due to a slight delay the vehicles did not arrive until shortly after the closure of the 2016/17 financial year. This necessitated an element of slippage to 2017/18. All three buses were fully operational immediately after their arrival.

3.3 Bus Infrastructure – spend of £277,424. A number of bus shelters and associated infrastructure within the agreed bus shelter renewal/replacement programme were completed. The majority of spend on this element of the programme (£179,725) was for the purchase of Electronic Ticket Machines for the subsidised bus fleet.

3.4 Cyclepath Development (Lochmaben – Lockerbie/Portpatrick – Stranraer) – spend of £2,544. As previously advised to the Board, progress on both these routes proved challenging due to the distances involved, known land issues and the significant level of funding that would be required to undertake any dedicated path build. These difficulties have been addressed for the 2018/19 capital programme which was agreed by the Board at its meeting on 9 March 2018.

3.5 Rail Station Improvements (Lockerbie Phase 2 and Phase 3) – spend of £44,950. The continued success and increased passenger growth of the rail services at Lockerbie has subsequently led to a number of parking issues in the town. SWestrans has led in the identification of options to alleviate these issues and work was progressed throughout the year to further develop the options to a level that would enable the Board to determine which options to progress to build. This element of the capital programme was the subject of a detailed report to the May 2018 meeting of the Board.

3.6 Scottish Stations Fund – spend of £121,000. The Board at its meetings in June and September 2017 agreed the progression of the Eastriggs, Thornhill and Beattock areas to STAG Part 2 Appraisals.

3.7 Active Travel Projects – spend of £108,053. A number of walking/cycling infrastructure opportunities to improve opportunities for functional active travel were progressed with works completed including new dropped kerbs and provision of new path links at locations across the region.

4. Implications	
Financial	Total spend of £842,095 was achieved against a budget of £1,088,250.
Policy	None.
Equalities	None.
Climate Change	None.
Risk Management	None.

5. Consultation

The Proper Officer (Finance) has been consulted and their comments incorporated.

6. Recommendation
Members of the Board are asked to note the outturn position on the 2017/18 SWestrans Capital Programme.

Douglas Kirkpatrick – Report Author Tel:01387 260136 Date of Report: 13 June 2018 File Ref: SW2/Meetings/2018	Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
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Appendix – Capital Programme Outturn 2017/18

	Total Revised Budget Allocated 2017/18	Actual Net Spend 31/03/18	Variance 2017/18	Slippage to / (Acceleration) from 2018/19
<u>SWestrans Monitoring Capital Programme 2017/18</u>				
Purchase of Accessible Buses	285,000	284,091	-909	909
Bus Infrastructure (including shelters, PUDOs and RTI)	240,000	277,424	37,424	-37,424
Cyclepath Development (Lochmaben - Lockerbie / Portpatrick - Stranraer)	10,000	2,544	-7,456	7,456
Rail Station Improvements (Lockerbie phase 2)	110,000	12,734	-97,266	97,266
Rail Station Improvements (Lockerbie phase 3)	123,250	32,216	-91,034	91,034
Garroch Loaning Cycle Route	0	4,033	4,033	-4,033
STAG Studies re. potential rail station openings	120,000	121,000	1,000	-1,000
Active Travel Projects	200,000	108,053	-91,947	91,947
TOTAL	1,088,250	842,095	-246,155	246,155
<u>2017/18 Funding Summary</u>				
Swestrans Allocation as per Full Council 28 February 2017	900,000			
Add Slippage 2016/17	188,250			
Total Allocation 2017/18	1,088,250			

CAPITAL EXPENDITURE PROGRAMME 2018/19 – BUS SHELTERS AND SHORT PATHS

1. Reason for Report

1.1 To provide the Board with updates on the current condition of bus shelters across Dumfries and Galloway and the current priority list of locations for bus shelter renewal/replacement.

1.2 To update the Board on proposals to develop path links between communities to encourage functional walking/cycling.

2. Background

2.1 At its meeting on 22 September 2017, the Board received an initial report on the current condition of bus shelters across Dumfries and Galloway.

2.2 At its meeting on 16 January 2015, the Board agreed a scoring criteria, which is attached as **Appendix 1**, for prioritising new and replacement bus shelter requests for future programmes.

2.3 During discussions on the Active Travel element of the Capital Expenditure Programme at its meetings in 2018, the Board has indicated a desire for officers to develop proposals on short paths between communities to encourage and support functional walking/cycling.

2.4 At its meeting on 16 January 2015, the Board reviewed the draft Dumfries and Galloway Active Travel Strategy and Action Plan. The Strategy was approved by Dumfries and Galloway Council in March 2015.

3. Key Points – Bus Shelter Condition

3.1 The review of bus shelters, which included a full visit to each shelter, has been undertaken using the following simple condition matrix:

- Good – structure sound, paint quality high, panels intact and clear, service information provided.
- Average – structure sound, paint quality medium, panels mostly intact and mostly clear, service information provided.
- Poor – structure issues, paint quality poor, panels mostly missing and/or obscured, lack of service information.

3.2 All 366 shelters have been assessed with the outcome shown below.

- Good – 289
- Average – 65
- Poor - 12

3.3 As the Board are aware, the new/replacement bus shelters provided by SWestrans through its Capital Programme, on completion of works, become Dumfries and Galloway Council assets. Thereafter, any maintenance of the shelters is currently the responsibility of the Council. The outcome of the assessment will be passed to Dumfries and Galloway Council for their attention.

3.4 Dumfries and Galloway Council advise that they spend some £15,000 on reactive bus shelter maintenance (this includes panel replacements/cleaning) each year and with the current pressures on revenue expenditure are unable to increase this funding allocation.

3.5 SWestrans does not currently have a revenue allocation to assist with bus shelter maintenance. The Board are asked to note the review of bus shelter condition.

4. Key Points – Bus Shelter Programme

All bus shelter requests are scored using the agreed criteria (**Appendix 1**) and a draft prioritised list of proposed locations for bus shelter provision/ replacement programme 2018/19 is attached as **Appendix 2**. The Board is asked to agree the priority list for bus shelter renewal/replacement.

5. Key Points – Short Paths

5.1 Following discussion by the Board on the possible development of short paths between communities to enable and support functional walking/cycling, officers have worked closely with colleagues in Dumfries and Galloway Council to identify where such links may be possible.

5.2 The Dumfries and Galloway Active Travel Strategy promotes opportunities for easy, safe and accessible day to day functional walking and cycling, particularly for short journeys (walking - under 2 miles; cycling - under 5 miles), that will enable residents and visitors to get to and from work, school, shops, health facilities, leisure, sport and recreational activities. This focus on improving the opportunity for and uptake of functional travel across our region will assist in enhancing health and wellbeing outcomes, in turn encouraging and enabling all residents to keep active.

5.3 Therefore, it was determined that the initial phase of any short path development would concentrate on links to/from the 16 towns in the region, identified in the Active Travel Strategy, where the above trip attractors are generally available. These towns are Dumfries; Stranraer; Annan; Castle Douglas; Lockerbie; Dalbeattie; Newton Stewart; Kirkcudbright; Langholm; Sanquhar; Gretna; Moffat; Kirkconnel/Kelloholm; Lochmaben; Eastriggs and Thornhill.

5.4 Plans showing the 2 mile (walking) and 5 mile (cycling) boundaries around each of these towns have been created and a list of each satellite settlement which falls within these distances provided. The plans also show the 3 mile boundary as this provides additional information in relation to statutory parental responsibility distances for school transport provision. An example plan for Thornhill is included as **Appendix 3**.

5.5 The full list of 16 attractor settlements and their linked satellite settlements is included as **Appendix 4**. The next phase is to undertake an audit of existing infrastructure on each of the possible links followed by an analysis of opportunities and constraints to provide suitable links. It would be intended to update the Board at each meeting on progress with this work stream and the Board are asked to note the initial work being undertaken to improve/develop short paths between communities to enable and support functional walking/cycling.

6. Implications	
Financial	None
Policy	None.
Equalities	None.
Climate Change	Provision of good quality infrastructure that enhances opportunity for walking/cycling will have a positive impact on climate change objectives.
Risk Management	None.

<p>7. Recommendations</p> <p>Members of the Board are asked to:</p> <p>7.1 note the review of bus shelter condition;</p> <p>7.2 agree the priority list for bus shelter renewal/replacement 2018/19 as shown in Appendix 2; and</p> <p>7.3 note the initial work being undertaken to develop short paths between communities to enable and support functional walking/cycling.</p>

<p>Report Author: Douglas Kirkpatrick Tel: 01387 260136</p> <p>Date of Report: 16 June 2018 File Ref: SW2/Meetings/2018</p>	<p>Approved by: Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN</p>
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- Appendix 1** - SWestrans Bus Shelter Programme Prioritisation Framework.
Appendix 2 – Draft Bus Shelter Renewal/Replacement Programme 2018/19.
Appendix 3 – Thornhill Short Path Communities.
Appendix 4 – Short Path Opportunities

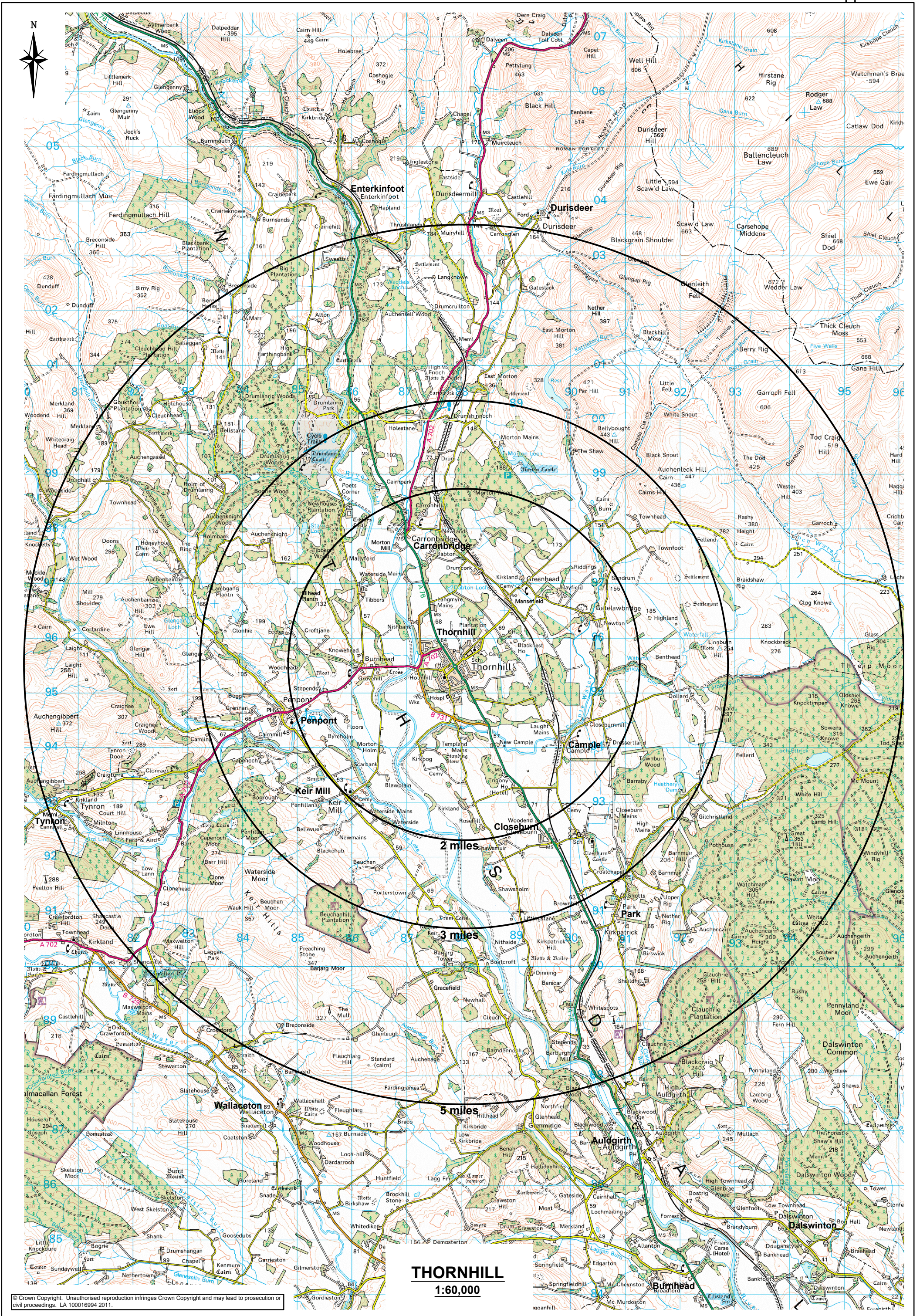
SWESTRANS BUS SHELTER PROGRAMME
PRIORITISATION FRAMEWORK – AGREED BY BOARD JAN 2015

	Factor	Possible
1.	Demand volume, bus departures/day:	20
	1 to 5	5
	6 to 10	10
	11 to 20	15
	20+	20
2.	Existing provision:	20
	Exposed location – no shelter <300m	20
	No shelter within 300m	15
	Shelter within 300m	10
	Shelter at location-poor condition	5
3.	User segments:	20
	Used for travel to school	10
	Significant use by vulnerable users*	10
4.	Feasibility	10
	Very low	2
	Low	4
	Medium	6
	High	8
	Very High	10
5.	Strategic fit	10
	Very low – not on a bus route/drop-off only	2
	Low – on bus route served less than 5 days /week	4
	Medium – regular bus route** other shelter(s) in settlement	6
	High – regular bus route adjacent to employment/education	8
	Very high – regular bus route, only shelter within settlement	10
	Total	80

*- Significant use by vulnerable users, relates to locations adjacent to sites such as Hospitals, Health Centre, ARCs and Care Facilities

**- Regular bus route = served 5 or more days per week

Draft Bus shelter renewal/replacement programme 2018/19				
Location	Road	Address	Score	Position
Dumfries	Blackley Park Road	at Lochduhar Nursing Home	In Progress	
Lochanhead	Cairnyard Cottages		57	1
Kirkton			54	2
Lochmaben	A709	Sailing Club	54	2
Springholm	Main Street	(wb)	53	4
Dumfries	Stewartry Road	at Abbey Gardens	52	5
Kelton	B725		52	5
Rockcliffe	C23s	to be identified	52	5
Dumfries	Lochfield Road	at Health Centre	51	8
Nethermill	Serrick Road		51	8
Ae Road End	A76	Ettrick/Ae junction	50	10
Penpont	Main Street	at Moorhouse	50	10
Carronbridge	A76	(nb)	50	10
Port William	Main Street		50	10
Ardwell	A716	(nb)	49	14
Sanquhar	Station Road	at Health Centre	49	14
Lockerbie	A709	Cemetery	48	16
Shawhead	Village	to be identified	47	17
Nethermill	C20n	opp Serrick Road	47	17
Dumfries	Lincluden Road	outside No 162	47	17
Rigg	B721 Annan Road	opposite existing shelter	47	17
Springfield	opp Westgill Road		46	21
Clarencefield	B724	McFarlan's Hall	46	21
Dumfries	Georgetown	Mosspark	46	21
Newton Stewart	Cumloden Road	Cumloden Manor Nursing Home	45	24
Kirkconnel	A76 Main Street	at toilets and opposite	45	24
Dalbeattie	B794	Haugh Road/Balliol View	44	26
Shawhead	A75	Opposite Deanside	43	27
Glencaple	Shore Road	opp Nith hotel	43	27
Stranraer	A77	Ryan Bay Caravan Park (nb)	42	29
Dumfries	Stewartry Road	at No 9	42	29
Sandhead	Main Street	opp Piggeries Lane	42	29
Annan	Back o the Hill		41	32
Dalbeattie	High St/ Port St		41	32
Lockerbie	Alexandria Drive	Broomhouse Industrial Estate	41	32
Haugh of Urr		crossroads	40	35
Greenlea	B724	eastbound to Annan	40	35
Ae	Low Road	Existing shelter	40	35
Annan	Silverlaw		39	38
Bankend Road			39	38
Kirkcudbright	Tongland Road	opp Burnside Loaning	37	40
Wanlockhead			36	41
Ardwell	A716	Kirkmadrine Church road end	36	41
Dumfries	Kingholm Loaning		34	43
Terregles	Terregles Road	opp Manse Road	34	43
Newton Stewart	Ghyll Crescent	(nb)	31	45



Short Path Opportunities

Attractor Settlements	Satellite Settlements		
	2 miles	3 miles	5 miles
Annan	Newbie	Powfoot Brydekirk Creca Dornock Eastriggs	Cummertrees Ecclefechan Eaglesfield Kirtlebridge K. Fleming
Castle Douglas	Rhonehouse	Gelston Bridge of Dee Glenloch Clarebrand	Dalbeattie Palnackie Crossmichael Old Bridge of Urr Hargate Haugh of Urr
Dalbeattie		Palnackie	Kippford Colvend Rockcliffe Sandyhills Gelston Rhonehouse Castle Douglas Clareband Hardgate Haugh of Urr Kirkgunzeon
Dumfries	Kingholm Quay Islesteps Cargenbridge	Terregles Newbridge Holywood Locharbriggs Heathhall	Kelton Glencaple Lochanhead Lochfoot Kirkton Duncow Amisfield Tinwald Torthorwald Collin Greenlea Racks
Eastriggs	Dornock	Annan Creca K. Fleming Rigg	Newbie Brydekirk Eaglesfield Kirtlebridge Springfield Gretna Green Gretna

Appendix 4

Attractor Settlements	Satellite Settlements		
	2 miles	3 miles	5 miles
Gretna	Rigg Springfield Gretna Green		Eastriggs K. Fleming Chapelknowe Longtown
Kirkconnel/Kelloholm		Crawick Sanquhar	Mennock
Kirkcudbright	Tongland	Twynholm	Brighthouse Borgue Ringford Dundrennan
Langholm			Hollows Claygate Bentpath
Lochmaben	Heck	Hightae Templand Millhousebridge Greenhill	Lockerbie Torthorwald Amisfield Shieldhill Parkgate Nethermill Sibbaldbie
Lockerbie		Kettleholm Heck Greenhill Hightae	Ecclefechan Dalton Lochmaben Templand Millhousebridge Sibbaldbie Bankshill
Moffat	Beattock		
Newton Stewart	Minnigaff Blackcraig	Palnure Penninghame	Glentroll
Sanquhar	Mennock Crawick	Kelloholm	Kirkconnel
Stranraer		Lochans Castle Kennedy	Stoneykirk Portpatrick Leswalt Cairnryan
Thornhill	Keir Mill Penpont Carronbridge Gatelawbridge Greenhead Cample	Closeburn	Park Tynron

BOARD MEETING ARRANGEMENTS

1. Reason for Report

A report to review the meeting arrangements with regard to the locations has been requested by the Chairman and other Board Members.

2. Background

2.1 At the first Board meeting following the Local Government election on 30 June 2017, the Board agreed a calendar of meetings which included the frequency and the locations. The Board also noted that a review on the frequency and location would be undertaken.

2.2 At the Board meeting on 10 November 2017 the Board agreed to receive a further report on the calendar of meetings at its next meeting. This report was to include options moving the timing of the meetings away from the usual Friday mornings.

2.3 On 17 January 2018 the Board agreed the current calendar of meetings recognising that the timing of meetings met business need.

2.4 The agreed dates and venues following this meeting are shown in Table 1 below. After September 2018, it was agreed where possible that regular Board meetings should be on a Wednesday, with a Friday used where that is not possible. To minimise travel disruption for the winter meeting, the January Board meeting would be in Dumfries

Date	Venue
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

Table 1 – agreed Calendar of Board Meetings

2.5 Unless otherwise stated on the agenda, all SWestrans Board meetings are open to the public. As SWestrans is a public body, the aim of moving the Board around Dumfries and Galloway has been to provide more opportunities for the public to attend the meetings. Details of all forthcoming meetings are always available on the SWestrans website.

2.6 To provide further context, details of the meetings since January 2016 with the public attendance figures (where available) are shown below in Table 2. The Observers and members of the public attending Board meetings are usually affiliated to specific groups or organisations.

Day	Date	Area	Location	Public Attendance
Tues PM	8 May 2018	Nithsdale	Dumfries	3 (+3 observers)
Tues PM	17 April 2018	Nithsdale	Dumfries	0 (Confidential Agenda Item)
Fri AM	9 March 2018	Wigtown	Newton Stewart	1(+3 observers)
Wed AM	17 January 2018	Nithsdale	Thornhill	1 observer
Fri AM	10 November 2017	Annandale & Eskdale	Lockerbie	2 (+5 observers)
Fri PM	22 September 2017	Stewartry	Castle Douglas	5 (+7 observers)
Fri PM	30 June 2017	Nithsdale	Dumfries	8 (+4 observers)
Fri AM	10 March 2017	Nithsdale	Dumfries	6 (+4 observers)
Fri AM	27 January 2017	Nithsdale	Dumfries	0 (Confidential agenda item)
Fri AM	13 January 2017	Annandale & Eskdale	Lochmaben	2 (+3 observers)
Fri AM	11 November 2016	Stewartry	Kirkcudbright	1 (+5 observers)
Fri AM	23 September 2016	Wigtown	Newton Stewart	0 (+5 observers)
Fri AM	15 July 2016	Nithsdale	Kirkconnel	5 (+3 observers)
Fri AM	13 May 2016	Annandale and Eskdale	Gretna	0 (+3 observers)
Fri AM	1 April 2016	Nithsdale	Dumfries	N/A (+2 observers)
Fri AM	11 March 2016	Stewartry	Gatehouse of Fleet	5 (+2 observers)
Fri AM	15 January 2016	Wigtown	Stranraer	2 (+2 observers)

Table 2 – summary of public/observer attendance at Board Meetings

2.7 The record from the minutes appears to indicate that the items on the agenda are perhaps the driver for attendance by the public rather than issues prevalent to the location of the meeting. Regular attendance is achieved by a handful of observers, out of a possible 11, where ever the meetings are held.

3. Key Points

3.1 Now that this new Board has met for a year, it is an opportune time to review the current arrangements with regards to the locations of the Board meetings.

3.2 Despite moving the meetings around the region, this has not encouraged or improved attendance at what are public Board meetings. There has been the occasional exception to this over the years when the agenda has dealt with a prevalent local issue at the location of the meeting.

3.3 There is an option to consider holding meetings at a regular location which in itself may improve the public accountability of the Board, as it would be easier for those attending to make arrangements. Looking at the figures on the table above, greater attendance has been achieved when holding meetings in Castle Douglas or Dumfries.

3.4 If Members of the Board determine that a regular location for Board meetings should be taken forward, it is recommended that there remains the option to move the meeting where there is a prevalent local issue.

4. Consultations

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

5. Implications

Financial	Meeting in one location will allow a greater control of costs.
Policy	None.
Equalities	None
Climate Change	None
Risk Management	None.

6. Recommendation

Members of the Board are asked to consider the arrangements for the location of future Board meetings and determine whether those arrangements should continue or be replaced by meetings in a regular location, recognising that there may be circumstances where it would be necessary to move the meeting to improve public accessibility when there are prevalent local issues on the agenda.

Report Author: Claire Rogerson Tel: 01387 260024	Approved by: Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
Date of Report: 15 June 2018 File Ref:	

TRANSPORT (SCOTLAND) BILL

1. Reason for Report

To update members of the Board on the publication of the Transport (Scotland) Bill.

2. Background

2.1 The Transport (Scotland) Bill was introduced to the Scottish Parliament on Friday 8 June 2018.

2.2 The aim of the Transport Bill is to make Scotland's transportation network cleaner, smarter and more accessible. The Bill aims to empower local authorities and establish consistent standards in order to tackle current and future challenges, while delivering a more responsive and sustainable transport system for all.

2.3 The Transport Bill is available to view online at:

<http://www.parliament.scot/parliamentarybusiness/Bills/108683.aspx>

2.4 The Board previously considered and agreed a number of responses to consultations which have formed the main elements of the Transport (Scotland) Bill. At its meeting on 10 November 2017 the Board agreed responses, attached in **Appendix 1**, to consultations on:

- Local Bus Services in Scotland – Improving the Framework for Delivery.
- Smart Ticketing.
- Building Scotland's Low Emission Zones.

3. Key Points

3.1 The Bill is divided into six Parts. They are:

Part 1: Low emission zones.

Part 2: Bus Services.

Part 3: Ticketing arrangements and schemes.

Part 4: Pavement parking and double parking.

Part 5: Road works.

Part 6: Miscellaneous and general.

3.2 The proposed measures of the Bill are:

- To provide local authorities and Regional Transport Partnerships (RTPs) with the flexibility to improve bus services through partnership working with operators or, where there is a good case for doing so, local franchising or running services themselves.
- To enable the creation and decriminalised enforcement of Low Emission Zones.
- To prohibit double parking and parking on pavements and giving local authorities the powers needed to enforce this important change.
- To standardise smart ticketing technology to ensure compatibility and setting in place an advisory body to best support interoperable Scotland-wide smart ticketing.

- To strengthen the powers of the Scottish Road Works Commissioner and wider the regulation of road works.
- To allow RTPs to build up and carry appropriate financial reserves.
- To give Scottish Ministers powers to enhance Scottish Canal's board structure.

3.3 The proposed timetable for the progress of the Bill through Parliament is to introduce and publish (June 2018); Lead Committee calls for evidence (summer 2018); Stakeholders evidence (September/October 2018); Committee's stage 1 report (December 2018); main amending stage (early 2019); Stage 3 (summer 2019) and commencement and implementation from late 2019.

3.4 An initial short summary of each section of The Bill which is within the direct remit of SWestrans is included as **Appendix 2**. The Board will continue to receive updates in relation to the Transport (Scotland) Bill at future Board meetings.

4. Implications	
Financial	Financial implications will be monitored.
Policy	The policy implications will be assessed and reported as necessary to the Board to ensure full engagement and delivery is agreed.
Equalities	None.
Climate Change	Climate Change implications will be monitored.
Risk Management	Risks will be assessed and reported to the Board.

5. Recommendation

Members of the Board are asked to note the key measures set out by the Transport (Scotland) Bill.

Report Author: Rebecca Scott Graduate Trainee Tel: 01387 260124 Date of Report: 13/06/2018 File Ref: SW2/Meetings/June2018	Approved by: Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Towers, Garroch Business Park Garroch Loaning, Dumfries DG2 8PN
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Appendix 1: November 2017 consultation responses.

Appendix 2: Summary of Transport (Scotland) Bill.

Local Bus Services in Scotland – Improving the Framework For Delivery

Partnerships

Question 1 - Do you think that legislation (either via the existing sQP model or another) is required to secure the benefits of partnership working?

Please answer Yes , or No .

Please explain your answer to this question:-

Local bus services operate in a deregulated environment and as such are generally in the control of the commercial sector. However, all services are to some degree sustained by public funding through Bus Service Operators Grant, Concessionary Fares reimbursement and/or direct subsidy.

Our experience is that operators are extremely willing to engage with transport authorities to deliver benefits to the traveling public. However, there may be instances when a request to engage could be resisted and therefore a legislative option should be available.

Question 2 - Do you feel that statutory Quality Partnerships as defined in the Transport (Scotland) Act 2001 provide the right framework for partnership working?

Please answer Yes , or No .

Please explain your answer to this question:-

The current sQPs lack the required flexibility to implement easily and do not necessarily build up trust between partners involved.

Question 3 – Do you agree with our proposals for Service Improvement Partnerships as outlined in pages 32-35?

Please answer Yes , or No .

Please explain your answer to this question:-

The proposals for SIPs appear to be an improvement and a positive step towards real partnership working.

However, SWestrans would seek clarification as to the status of an Improvement Scheme once formally “made” and what recourse there would be available and through what channels to any party signed up to the Improvement Scheme should one or more parties default.

Question 4 – If a new form of statutory Partnership is introduced, do you agree that statutory Quality Partnerships as defined in the Transport (Scotland) Act 2001 should be replaced (i.e. they would no longer be available as a tool for LTAs)?

Please answer Yes , or No .

Please explain your answer to this question:-

The uptake of the current sQP option has been extremely poor and unlikely to improve. The SIP proposals would be an adequate replacement if our concerns highlighted in Q3 are addressed.

Local Franchising

Question 5 – Do you think that local authorities should have the power to franchise bus services (either via Quality Contract or another system)?

Please answer Yes , No .

Please explain your answer to this question:-

Transport authorities should have a flexible toolkit to address the transport needs for their own particular area. The power to franchise in this manner is an option that could be necessary.

Question 6 – Do you think that the existing Quality Contracts require change to make franchising a more viable option?

Please answer Yes , or No .

Please explain your answer to this question:-

The current QC process is overly restrictive and burdensome on all parties and requires simplification with suitable checks and balances to enable real improvements to be delivered.

Question 7(a) – Do you think that there should be any consent mechanism for an authority to begin the process of assessment for franchising?

Please answer Yes , or No .

Please explain your answer to this question:-

An authority should not be restricted from beginning the process of assessment if it believes it is a possible option to meet its desired outcomes. The subsequent business case preparation, independent audit and approval process should be sufficiently robust to ensure any concern raised by a party is addressed.

Question 7(b) – Do you think that there should be a requirement for independent audit of the business case for franchising?

Please answer Yes , or No .

Please explain your answer to this question:-

The business case is the most critical element in the process toward a possible franchise. This document must have a clear and transparent rationale that is fully auditable to ensure that the preferred option is value for money and meets the various legislative requirements. An independent audit would provide the necessary assurance and accountability.

Question 7(c) – Do you think that there should be an approval process beyond that of the local authority itself, before franchising can take place?

Please answer Yes , or No .

Please explain your answer to this question including (if yes) what kind of approval process:-

Similar to the answer to Q7(b), an independent approval process beyond the transport authority would provide a necessary level of assurance for the franchise option. SWestrans has no particular view on who would undertake this approval process or how it should be governed. However, given the likely significance of a franchise the Transport Minister may be the most appropriate person.

Transport Authority Run Bus Services

Question 8(a) – Do you think that transport authorities (including ‘model III’ RTPs) should be able to directly run bus services?

Please answer Yes , No .

Please explain your answer to this question:-

Dumfries and Galloway Council’s in-house bus fleet, DGC Buses provide some 14 local bus services under the provisions of the Public Passenger Vehicles Act 1981. DGC Buses does not hold a PSV operator’s licence and therefore is not able to tender for any socially-necessary local bus services sought by SWestrans.

The number of PSV operators in our region able to undertake this work has significantly reduced and is unlikely to increase. A large proportion of our tenders for local bus services receive only 1 submission and on occasion none. Therefore, the added flexibility and security of a public sector run bus operator would ensure that the travel needs of our residents could be met.

SWestrans has strongly advocated for the current position on a transport authority's ability to act as a PSV Bus Operator to be clarified. Given the economic, social and demographic factors applying within our region we fully support the need for transport authorities (including 'model III' RTPs) to be able to directly run bus services to provide us with added flexibility to meet the social transport needs of our residents.

Question 8(b) – Please describe the circumstances in which this might be appropriate:-

A transport authority PSV operator should be able to tender for any socially necessary local bus service sought by the relevant body. It should also be able to provide a service directly in areas where it is proven there is no commercial alternative or likelihood of one being provided.

Question 8(c) – What, if any, safeguards do you think should be put in place to ensure that no operator has an unfair advantage in a deregulated market?

Please explain your answer to this question:-

If submitting a tender in a competitive process against the commercial sector, the transport authority operator should be required to provide full and transparent costings which could be subject to scrutiny to ensure there is no unfair advantage gained from its public sector status.

Question 9(a) – Do you think that transport authorities (including 'model III' RTPs) should be able to set up arm's length bus companies to operate local bus services?

Please answer Yes , No .

Please explain your answer to this question:-

As highlighted in response to Q8(a), a transport authority should be able to directly operate bus services. The method each authority chooses to manage this will be subject to their own circumstances and advice and therefore an arm's length option may be appropriate.

Question 9(b) – Please describe the circumstances in which this might be appropriate:-

See response to Q9(a).

Question 9(c) – What if any safeguards do you think should be put in place to ensure that no operator has an unfair advantage in a deregulated market?

Please explain your answer to this question

If submitting a tender in a competitive process against the commercial sector, the transport authority operator should be required to provide full and transparent costings which could be subject to scrutiny to ensure there is no unfair advantage gained from its public sector status

Question 9(d) –What, if any, checks and balances do you think should be put in place for a transport authority looking to set up an arms’ length company to run buses?

Please explain your answer to this question.

To initiate the establishment of a “bus company”, each authority will require to present a business case through its own governance structure to ensure it is the preferred option to address the needs in its area. This business case must have a clear and transparent rationale that is fully auditable to ensure that the preferred option is value for money, meets the various legislative requirements and does not undermine the commercial sector.

Open Data

Question 10 – Do you agree with our proposals to require the operators of local services to release open data on routes, timetables, punctuality and fares in a specified format?

Please answer Yes , No .

Please explain your answer to this question:-

Access to accurate and current information is essential for all users of the public transport network. Usage levels will only increase if this data is freely available and of a quality that can be trusted. Delivery of information through new technology will continue to develop at speed and will rely on open data sources.

Question 11 (a) – Do you think that data provided by operators should be stored in a central data hub?

Please answer Yes , or No .

Please explain your answer to this question:-

One repository for data which ensures the consistency of quality and format is preferable to many sources with no quality control.

Question 11(b) – if you do not support the use of a central data hub how do you think data should be stored/ made available? :-

Question 12 – Do you support proposals for transport authorities to have the power to obtain, information about revenue and patronage of services being deregistered, and where appropriate disclose this as part of a tendering process?

Please answer Yes , or No .

Please explain your answer to this question:-

SWestrans fully supports the suggested powers to obtain information about revenue and patronage of services being deregistered. It is our experience that operators are generally willing to share this information on a voluntary basis. However, without this power as back-up, a transport authority may not have the information it requires to frame and provide the necessary replacement services and ensure fair competition..

Other

Question 13 – Please provide any other comments or proposals around the regulation of bus services in Scotland that were not covered in the above questions.

Question 14 - Are there any likely impacts the proposals contained within this consultation may have on particular groups of people, with reference to the 'protected characteristics' listed above?

Please answer Yes , No .

Please be as specific as possible:-

Question 15 - Do you think the proposals contained within this consultation may have any additional implications on the safety of children and young people? If yes, what would these implications be?

Please answer Yes , No .

Please be as specific as possible:-

Question 16 - Do you think the proposals contained in this consultation are likely to increase or reduce the costs and burdens placed on any sector?

Please answer Yes , No .

Please be as specific as possible:-

There is potential for an increase and/or decrease across all sectors. However, appropriate use of the tools these proposals provide with their accompanying built in robust check processes should reduce some of this risk.

Question 17 - Are there any likely impacts the proposals contained in this consultation may have upon the privacy of individuals?

Please answer Yes , No

Please be as specific as possible:-

Question 18 - Are there any likely impacts the proposals contained in this consultation may have upon the environment?

Please answer Yes , No

Please be as specific as possible:-

The Future of Smart Ticketing in Scotland

Question 1

Do you think our intention to have a consistent smart payment option available across Scotland and on all main public transport modes would promote use of public transport in Scotland?

Yes No

Please explain your answer.

A smart consistent payment option will benefit and promote use on what is by design a fragmented public transport delivery system across Scotland both within and between modes.

Question 2

Do you agree that the scope of smart ticketing should – for now – be limited to the modes and services outlined above?

Yes No

Please explain your answer.

The large majority of current public transport journeys in Scotland are on the modes highlighted. Therefore, it would appear appropriate to limit the scope, for now, to these modes and services.

Question 3

a) Are you in favour of a clearly defined national e-purse scheme?

Yes No

b) Should all relevant bus, rail, ferry, tram and subway operators be expected to participate in a national e-purse scheme?

Yes No

c) Should participation in a national e-purse scheme be monitored and controlled?

Yes No

d) Should sanctions be imposed for non-compliance in a national e-purse scheme?

Yes No

Please explain your answers.

The national e-purse is a committed scheme. Therefore, its success will rely on it being clearly defined, including all operators and having robust governance processes including those for non-compliance.

Question 4

a) Are you in favour of a clearly defined multi-modal, multi operator regional smart ticketing scheme?

Yes No

b) Should all relevant bus, rail, ferry, tram and subway operators be expected to participate in a multimodal, multi operator regional smart ticketing scheme?

Yes No

c) Should participation in a multimodal, multi operator regional smart ticketing scheme be monitored and controlled?

Yes No

c) Should sanctions be imposed for non-compliance in a multi-modal, multi operator regional smart ticketing scheme?

Yes No

Please explain your answers.

The availability of regional schemes will improve the offer and uptake by customers. Their success will rely on them being clearly defined, including all operators and having robust governance processes including those for non-compliance.

Question 5

Are you in favour of new legislation that requires transport operators to participate in national and regional smart ticketing schemes?

Yes No

Please explain your answer.

The current fragmented nature of modes and large variation of operators involved will require an appropriate legislative framework to ensure participation and therefore success of any national scheme.

Question 6

To ensure delivery of a consistent approach to meet the expectations of passengers now and in the future, should we establish a single governance group so that the technology implemented across Scotland for smart ticketing schemes is controlled?

Yes No

Should such a governance group be established formally and supported by legislation?

Yes No

Should such a governance group have a role in advising on development, implementation or administration of smart ticketing schemes?

Yes No

Are there any other areas that a governance group should have a role in?

Yes No

Please explain your answers.

A single governance group covering all modes will be essential for success.

Although, ideally this would be a voluntary arrangement there may be a requirement to back this up with legislation.

Question 7

Do you have any other comments about any of the issues raised in this consultation?

Yes No

Question – Equality Impacts

Are there any likely impacts the proposals contained within this Consultation may have on particular groups of people, with reference to the ‘protected characteristics’ listed above? Please be as specific as possible.

None.

Question – Children and young people

Do you think the proposals contained within this Consultation may have any additional implications on the safety of children and young people?

No

Question – Business impacts

Do you think the proposals contained in this Consultation are likely to increase or reduce the costs and burdens placed on any sector? Please be as specific as possible.

No

Question – Privacy impacts

Are there any likely impacts the proposals contained in this Consultation may have upon the privacy of individuals? Please be as specific as possible.

None.

Building Scotland's Low Emission Zones

Q1 Do you support the principle of LEZs to help improve Scottish air quality?

Yes, SWestrans supports the principle of LEZs which should be used within a suite of measures to improve the air quality in our towns.

Q2 Do you agree that the primary objective of LEZs should be to support the achievement of Scottish Air Quality Objectives?

Yes, but as in response to Q1 any LEZ should sit within a suite of improvements for the place and not as an individual measure to achieve this objective.

Q3a Do you agree with the proposed minimum mandatory Euro emission criteria for Scottish LEZs?

Yes, consistent standards across LEZs would ensure clarity for all users.

Q3b Do you agree with the proposal to use the NMF modelling in tandem with the NLEF appraisal to identify the vehicle types for inclusion within a LEZ?

Yes, again LEZs should be consistent and the NMF will assist with such an approach.

Q3c Should emission sources from construction machinery and/or large or small van refrigerated units be included in the LEZ scope, and if so should their inclusion be immediate or after a period of time?

Yes, all such emission sources should be included and it is our opinion that a phased approach is preferable.

Q4 What are your views on adopting a national road access restriction scheme for LEZs across different classes of vehicles?

A "one size fits all" approach is likely to be counter-productive as regional areas within Scotland have differing issues. Therefore, implementation should be a matter for local/regional authorities guided by national standards.

Q5 What are your views on the proposed LEZ hours of operation, in particular whether local authorities should be able to decide on LEZ hours of operation for their own LEZs?

Similar to our response to Q4, implementation should be a matter for local/regional authorities guided by national standards.

Q6 What are your views on Automatic Number Plate Recognition enforcement of LEZs?

The use of ANPR should ensure a significant level of compliance of any LEZ.

Q7a What exemptions should be applied to allow LEZ to operate robustly?

The detail of any exemptions should be a matter for local/regional authorities guided by national standards.

Q7b Should exemptions be consistent across all Scottish local authorities?

A “one size fits all” approach is likely to be counter-productive as regional areas within Scotland have differing issues. Therefore, implementation should be a matter for local/regional authorities guided by national standards.

Q8 What are your views on LEZ lead-in times and sunset periods for vehicle types shown in Table 2?

SWestrans has no particular view on lead-in times or sunset periods and will be guided by national decisions on this.

Q9 What are your views about retrofitting technology and an Engine Retrofitting Centre to upgrade commercial vehicles to cleaner engines, in order to meet the minimum mandatory Euro emission criteria for Scottish LEZs?

SWestrans would fully support this.

Q10 How can the Scottish Government best target any funding to support LEZ implementation?

Funding must be provided to support bus operators and distribution companies to meet the emission criteria, through either retrofitting or fleet upgrades. Funding assistance for any local authority implementing a LEZ and for robust enforcement measures will also be necessary to ensure successful delivery.

Q11 What criteria should the Scottish Government use to measure and assess LEZ effectiveness?

To be implemented a LEZ will have a set of clear objectives, which may vary between LEZs. Therefore, any assessment of effectiveness will require monitoring to be tailored specifically to those objectives.

Q12 What information should the Scottish Government provide to vehicle owners before a LEZ is put in place, during a lead-in time and once LEZ enforcement starts?

Raising awareness before and during the implementation phase will be critical to the success of any LEZ and therefore significant effort and funding should be provided to ensure the fullest information is available, through multiple channels over a period of time. This information should have a consistent, clear and reasoned message and have full details of enforcement criteria/consequences.

Q13 What actions should local or central government consider in tandem with LEZs to address air pollution?

Continuation and support for initiatives to increase active travel and uptake of low emission options. If necessary, intervention in local decisions which are contrary to national or regional objectives to tackle climate change.

Q14 How can LEZs help to tackle climate change, by reducing CO2 emissions in tandem with air pollution emissions?

Any LEZ, should be one element in a suite of complementary improvements that seek to reduce both CO2 emissions and air pollutants.

Q15 What measures (including LEZs) would make a difference in addressing both road congestion and air pollution emissions at the same time?

Implementation should be a matter for local/regional authorities guided by national standards.

Q16 Do you have any other comments that you would like to add on the Scottish Government's proposals for LEZs

No.

Q17 What impacts do you think LEZs may have on particular groups of people, with particular reference to the 'protected characteristics' listed in paragraph 5.2?

None.

Q18 Do you think the LEZ proposals contained in this consultation are likely to increase or reduce the costs and burdens placed on any sector?

There is potential for an increase and/or decrease across all sectors. However, the development of a LEZ must have an accompanying built in robust process that should reduce some of this risk.

Q19 What impacts do you think LEZs may have on the privacy of individuals?

The further use of ANPR as a method of enforcement could be seen by some as having a negative impact on their privacy. However, this is already an established method and necessary for LEZ success.

Q20 Are there any likely impacts the proposals contained in this consultation may have upon the environment?

There is always the potential for unintended negative consequences in other areas if older vehicle fleets are displaced.

THE TRANSPORT (SCOTLAND) BILL - SUMMARY

General

The Transport (Scotland) Bill released on 11 June 2018 contains the following:

- Low Emission Zones
- Bus Services
- Ticketing
- Parking
- Road Works
- Miscellaneous
 - Regional Transport Partnership finance
 - Scottish Canals Governance

The provision timetable of the Bill is as follows:

- June 2018 – Introduced and published
- Summer 2018 – Lead Committee calls for evidence
- September/October 2018 – Stakeholders inc – SG/TS give evidence
- December 2018 – Committee’s Stage 1 report
- Early 2019 – Stage 2 – Main amending stage
- Summer 2019 – Stage 3
- Late 2019 onwards – Commence and implement, including regulations and guidance.

The following summary concentrates on the elements of the Bill within the direct remit of SWestrans, these being:

- Low Emission Zones
- Bus Services
- Ticketing
- Regional Transport Partnership finance

PART 1: Low Emission Zones

- Providing local authorities with powers to create, enforce, operate or revoke a low emission zone in their area and to design the shape, size and vehicle scope of their low emission zone.
- The specified emission standard will be set by the Scottish Ministers by regulations.
- The setting of grace-periods to allow those wishing to drive within the low emission zone an opportunity to upgrade their vehicle to a less polluting model (either by replacing it or having it modified) before penalty charges begin to be applied.
- The ability for local authorities to promote permanent and/or time-limited exemptions from the requirements of a low emission zone, where certain requirements are to strict criteria; these exemptions will be set by the Scottish Ministers by regulations.
- Enable Scottish Ministers to specify by regulating the amount of the penalty charge, with the ability to specify different levels of penalty charge depending on, for example, the class of vehicle and emission standard of the non-compliant vehicle, or whether there are repeated contraventions.
- How contravention of the low emission zone standards would be handled. If contraventions occurred on the same day, in the same zone, using the same vehicle, and provided that the person who is liable to pay the penalty in respect of the vehicle is also the same in respect of the infractions, only one penalty per day would be payable.
- Detailed regulations and guidance will be produced for local authorities to deliver a consistent approach in how they enforce the new low emission zone requirements.
- Setting out the rules which will apply to penalty charge notices, such as the form they take, the time allowed for payment, internal review of a notice and/or appeal of the notice to an external adjudicator.
- Providing local authorities with powers to create, operate and revoke low emission zones with other councils
- Requiring local authorities to utilise the money they receive from the enforcement of the new restrictions for ring-fenced purposes, particularly to facilitate the achievement of the low emission zone scheme objectives.

PART 2: Bus Services

This includes the following:

- New/Extended powers for local transport authorities to provide bus services to meet social needs.
- New Bus Service Improvement Partnerships – replacing Quality Partnerships.
- New Local Franchising – replacing Quality Contracts.
- Powers to require bus operators to make more information available to the public on services – routes, timetables, fares etc.
- Powers to require operators withdrawing services to provide more information to local transport authorities.

Local Authority Services

- Introduces an exemption into the Transport Act 1985 which enables local authorities (and Model 3 RTPs) to run local services themselves.
- Authorities can decide to provide services, where they would not be met by the open commercial market, instead of tendering for them or can test bids against in-house or arm's length provision.

Bus Service Improvement Partnerships (BSIPs)

- Replaces existing Quality Partnership mechanism.
- Authority and operators develop a Partnership Plan and implement it through a Partnership Scheme(s).
- Focus on setting objectives and intended effects.
- Voting process ensures sufficient support from operators.
- Measures and facilities from authorities to support services and mandatory standards to be complied with by operators
- Requirements to consult users and others in development and to report regularly on effectiveness.

Partnership Plan:

- Strategic, covers 3 main areas:
 - an analysis of local services operating in an area.
 - determining policies relating to those services.
 - sets objectives to be achieved within the life of the plan.
- How views of users will be obtained on how well Plan is working.
- Underpinned by 1 or more Schemes which detail how the desired improvements to services or standards required are to be achieved.
- How schemes are intended to assist with policies and objectives.
- Intended effect of Schemes on adjacent areas.
- How and when Plan is to be reviewed.

Partnership Scheme(s):

- Defined area and period.
- Contains Service standards:
 - Route service standards (frequency/time).
 - Operational service standards (vehicle type /fares etc).
- Facilities and/or measures.
- Exemptions.
- Actions to facilitate Scheme's operation.
- Once in place it will apply to all operators within the area of the Scheme.
- Traffic Commissioner can refuse application to register a service if operator cannot meet the service standards.

Local Service Franchises

- Replaces existing unused *Quality Contracts* mechanism.
- Requires an overarching franchising framework with franchising agreement.
- Services operating in a franchising area can only be provided under the franchise agreements (with limited exceptions).
- Differs from Quality Contract Scheme:
 - no requirement to be “necessary”.
 - must have an external audit of the business case.
 - approval by Independent panel rather than Minister.
- Requires a thorough assessment of suitability and viability before adoption.
- Focus on contribution to relevant authority policies, benefits, financial implications and feasibility.
- Requirements to consult users and others in developing and to report regularly on effectiveness.
- Independent panel will determine if franchise can be made.

Franchising Framework includes:

- Required process to make a franchise framework.
- Defined area (whole/part/multi-authority) and period.
- Local services to be provided.
- Standards of service.
- Additional facilities or services to be provided.
- May provide for exemptions.
- Revocation or variation provisions (BSIPs).

Assessment of the proposed framework

- Must have regard to guidance issued by Scottish Ministers.
- Engagement with operators required.
- Contribution to relevant general policies.
- Comparison with alternative options.
- Expected effect on adjacent areas.
- How it will be operated and the extent to which services can be secured by agreements.
- Proposed procurement process.
- Financial implications for the authority (Independent audit).
- How effectiveness will be reviewed.
- Requirement to consult.

Franchise Agreement(s)

- Grants exclusive rights to operate relevant local services.
- Specifies terms (including frequency, fares and standards).
- May provide for payment to operators or from operators.

Information on Bus Services

Powers for authorities to obtain specific information from operators about services being withdrawn and to share this in some circumstances with potential bidders to provide replacement services in specified formats on:

- Routes.
- Timetables.
- Running times.
- Passenger numbers/revenue (aggregated to annual to preserve commercial confidentiality).
- Fares.

Powers for Scottish Ministers to require operators, local transport authorities and the Scottish Traffic Commissioner to provide information in relation to local services.

The information to be available publicly and in specified formats on:

- Routes.
- Timetables.
- Running times.
- Fares.
- Tickets.

PART 3: Ticketing Arrangements and Schemes

Smart and integrated ticketing extends existing ticketing arrangements and schemes to include connecting, different mode services. The vision of Transport Scotland is that all journeys on Scotland's bus, rail, ferry, subway and tram networks can be made using some form of smart ticketing or payment.

The Bill gives Scottish Ministers the power to set a national technological standard for smart ticketing schemes. The Bill will ensure that national technical standards and governance arrangements are in place to fully enable Scotland-wide smart ticketing, and provide local transport authorities with additional powers to develop and deliver effective smart ticketing arrangements and schemes.

The bill sets up a National Smart Ticketing Advisory Board – considerable progress has already been made to deliver smart ticketing in Scotland, but there are a number of areas where further progress is required. Transport Scotland want to develop a consistent, national, approach across all modes of transport which improves the experience of the travelling public.

Smart and integrated ticketing provides a guide for a consistent approach for smart ticketing arrangements and schemes, including clearer processes for making one. It requires local transport authorities to produce annual reports on ticketing arrangements and schemes, to evaluate and adapt for best practices.

PART 6: Regional Transport Partnership Finance

This relates to the following:

- Changes how RTPs manage their finances
- Enables RTPs to carry surplus funds from one year to the next
- Allows RTPs to hold and operate capital funds, renewal and repairs funds and insurance funds in a similar way to councils
- Enables RTPs to borrow and lend money
- Assisting RTPs in long term financial planning and investment.

ACTIVE TRAVEL TASK FORCE

1. Reason for Report

To inform members of the Board of the work of the Active Travel Task Force and the publication of its report.

2. Background

2.1 The Active Travel Task Force was announced by the Minister for Transport and The Islands during the Active Travel Summit on 2 November 2016. The composition and remit of the Task Force was agreed following consultation internally and externally. The task force was established to look at what the barriers are to delivering projects that encourage people to walk and cycle and what can be done to overcome these barriers.

2.2 Members of the task force included COSLA, Regional Transport Partnerships, Sustrans and the Society of Chief Officers of Transportation in Scotland. The Task Force was chaired by Roy Brannen, CEO of Transport Scotland.

2.3 The remit of the Task Force was 'to identify and make recommendations to the Minister for Transport and the Islands on ways to improve delivery of ambitious and inclusive walking and cycling projects in Scotland, helping to create high quality places and communities that support health and wellbeing.'

3. Key Points

3.1 Taking into account both written and verbal evidence received the Task Force made recommendations in 4 areas these being infrastructure; policies, processes and resources; community engagement and behaviour change and culture. The recommendations are summarised in paragraphs 3.2 to 3.5 below.

3.2 Infrastructure

- Criteria for funding for walking, cycling and place-making projects must include the delivery of infrastructure combined with appropriate behaviour change programmes, in a way that is enforced and timely, sequential and coordinated, using planning policy and international best practice.
- As a preventative spend measure, cross-portfolio policy investment (e.g. from Health, Transport, Environment and Education Directorates) should prioritise the delivery of a network of continuous and safe walking and cycling infrastructure routes, working in partnership with local authorities and other relevant stakeholders.
- Formally approved, overarching design guidance for Scotland should be produced for local and trunk roads, and places, enabling people of all ages and abilities to access schools, workplaces and community destinations by foot, bike, public transport, ensuring accessibility for all users. National policy requirements should be reinforced for infrastructure, referencing Designing Streets, Cycling by Design and the Place Standard Tool.
- Funding for long term maintenance for active travel projects, identified as a local or national priority, should be included as part of Community Links/PLUS projects.

3.3 Policies, processes and resources

- Increased, continuous, multi-year funding and resources, is required, along with simplifying the current bidding processes and conditions.
- The match funding criteria should be reconsidered and the range of those organisations able to bid for active travel funding should be widened to ensure an open, fair and transparent process.
- The collective impact of active travel strategies/plans, and related policies across national, regional and local levels, should be measured, and monitored longitudinally.
- National, regional and local ownership and planning and delivery of active travel projects between policy departments must be more coordinated, and include as a minimum, planning, environment, health and education departments within central and local governments. Regional Transport Partnerships need to be better resourced to address cross-boundary issues, in partnership with other stakeholders.
- There must be prominent and consistent national government and stakeholder support to enhance strong leadership at the local level to help make the often unpopular, but right decisions.
- Professional training in community engagement and consultation and planning, delivering and maintaining active travel projects should be made available as CPD accredited courses to all public and private sector professionals, including elected members.
- A policy of reducing urban traffic and transferring carriageway space to active travel should be considered, including workplace parking levy, road user charging and encouraging more car-sharing.
- The National Transport Strategy Review must deliver the sustainable travel hierarchy, prioritising walking and cycling. Active travel should be mainstreamed into Regional and Local Transport Strategies.
- The Strategic Transport Project Review should include Active Travel as a theme for nationwide projects, for example the National Walking and Cycling Network.

3.4 Community engagement

- The active travel message should be promoted clearly to the general public and politicians, as being primarily about 'place', and having pride in their communities and local environment. Infrastructure projects are not just about walking or cycling. Community Planning Partnerships and local communities need to be included from the outset and consider wider public transport requirements, such as walking routes to bus stops.
- Delivery partners must ensure they conduct strong public consultation exercises and community engagement from the very start of design and planning. This must be inclusive and representative, using appropriate and innovative techniques that enable the target population to understand the project and processes and be properly involved. This will include community groups, businesses and Police Scotland and must follow the legislation in the The Fairer Scotland Duty.

3.5 Behaviour change and culture

- There must be investment in behaviour change programmes for the longer term, in order to normalise walking and cycling for everyday journeys, including walking to public transport venues as part of a multi-modal journey. These should be balanced and coordinated with infrastructure/place making, media campaigns and must include enforcement of road safety and parking legislation in favour of pedestrians and cyclists.
- All spheres of governance, led by the Scottish Government, must ensure the benefits of active travel are widely promoted across all portfolios and integral to all relevant Scottish Government policy.
- The Fairer Scotland Duty, which is a key component in changing behaviour in relation to active travel, will challenge all public sector bodies, including the Scottish Government, NHS and local authorities, to tackle social and economic disadvantage in local areas. This will include tackling transport poverty and increasing access to bikes.

3.6 The full task force report is available online at:

<https://www.transport.gov.scot/media/42284/active-travel-task-force-june-2018.pdf>

4. Implications	
Financial	Financial implications will be monitored.
Policy	The policy implications will be assessed and reported as necessary to the Board.
Equalities	None
Climate Change	Climate change implications will be monitored.
Risk Management	Risks will be assessed and reported to the Board.

5. Recommendation

Members of the Board are asked to note the work of the Active Travel Task Force and the publication of the Active Travel Task Force Report.

Report Author: Kirsty Dunsmore Policy and Projects Officer Tel: 01387 260137	Approved by: Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
Date of Report: 13 June 2018 File Ref: SW2/Meetings/June2018	

STAG APPRAISALS UPDATE

1. Reason for Report

To update the Board on the work towards developing potential rail station re-opening bids.

2. Background

2.1 SWestrans and Dumfries and Galloway Council have aspirations for the re-opening of the following stations:

- Thornhill
- Eastriggs
- Dunragit/Glenluce
- Beattock

2.2 At its meeting on 22 September 2017, the Board agreed to progress with STAG Part 2 studies for the Thornhill, Eastriggs and Beattock areas. Peter Brett Associates (PBA) were commissioned to undertake this work.

2.3 At its meeting on 10 November 2017, the Board agreed to receive updates on the STAG 2 progress at each Board meeting.

2.4 On 6 April 2018, the SWestrans Board were informed of the decision of the Lead Officer to pause work on the three STAG 2 Appraisals. This decision followed a meeting between Transport Scotland and SWestrans officers, on 20 March 2018, which included initial verbal feedback on the STAG work submitted to date for one of the study areas. This pause in work was agreed with PBA.

2.5 On 8 May 2018, the SWestrans Board were advised of officers' intentions to continue with the STAG 2 studies once full written feedback from Transport Scotland's Strategic Transport Planning team was received.

3. Key Points

STAG feedback

3.1 At the time of writing this report, no written feedback has been received.

3.2 On 22 May 2018, the SWestrans Lead Officer wrote to Transport Scotland requesting advice on when this feedback would be provided. Verbal indication was provided that written feedback would be staggered and sent from mid-June 2018. A verbal update will be given at the Board if written feedback is received by the 29 June 2018.

Timescale

3.3 Community engagement makes up a large proportion of the remaining work required for STAG 2 completion. Following requests from Station Action Groups to include schools in this engagement, any commencement of this work will need to take place after the summer school holidays.

3.4 At the meeting on 8 May 2018, the Board were advised that STAG 2 studies were likely to be completed and reported to the September 2018 Board meeting. Given this delay in feedback, SWestrans and PBA believe completion for the October 2018 Board meeting is more realistic.

4. Implications	
Financial	At its meeting on 9 March 2018, the Board agreed the £20,000 within its Capital Programme for 2018/19 for the progression of STAG Studies for potential rail station openings. There is no indication at this point that any additional finance is required.
Policy	None.
Equalities	None
Climate Change	None.
Risk Management	None.

5. Recommendation

Members of the Board are asked to note the update on the work towards developing potential rail station re-opening bids with a further report to the Board due in October 2018.

Josef Coombey - Report Author Tel: 01387 260372 Date of Report: 15 June 2018 File Ref: SW2/Meetings/2018	Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
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SCOTTISH YOUTH PARLIAMENT COMMUNITY RAIL PARTNERSHIP

1. Reason for Report

To inform the Board of the proposed development of a National Youth Community Rail Partnership, and to seek agreement to the request from ScotRail for SWestrans' written support.

2. Background

2.1 The Minister for Transport issued a letter, dated 8 January 2013, outlining his intention to create Community Rail Partnerships (CRPs) within Scotland. The letter outlines a lead role for Regional Transport Partnerships (RTPs) to support the development of CRPs. The Minister formally launched the process for creating CRPs at a conference on 19 February 2013.

2.2 The process for gaining Ministerial approval of an application for CRP status requires that the relevant RTPs and either Network Rail or the ScotRail franchise-holder "sign off" any application before it is submitted to the Minister for approval. ScotRail has been responsible for community engagement since 31 March 2015.

2.3 There are currently eight Community Rail Partnerships in Scotland:

- Anniesland to Glasgow Queen Street CRP
- Borders CRP
- East Lothian CRP
- Highland Mainline CRP
- South West Glasgow CRP
- South West Scotland CRP
- Strathallan CRP
- West Highland CRP

2.4 SWestrans and other RTPs have agreed to work positively to support and engage proactively with CRPs.

2.5 On 22 September 2017, the Board agreed to nominate Andrew Wood, with John Campbell as substitute, to represent SWestrans on the South West Scotland Community Rail Partnership (SWS CRP). The SWS CRP is a voluntary, not-for-profit organisation which aims to engage people in their local railway across Ayrshire and Dumfries & Galloway.

3. Key Points

Community Rail Partnerships

3.1 CRPs in Scotland have the defined purpose that they will:

- Serve a geographical district, with shared needs and aspirations, linked by a railway.
- Work with local parties to maximise benefits for the community, line and location.

- Create and promote plans and programmes which engage with the rail industry and market initiatives offering clear benefits aligned to long-term community objectives.

3.2 CRPs are intended to form a bridge between the railway and local communities, bringing together a wide range of interests along a rail corridor, by harnessing local knowledge, encouraging social and economic regeneration, and providing a sense of place. They also exist to bring about enhancements to lightly used rural lines to help safeguard their future. These enhancements can be structurally related e.g. enhanced buildings, car parks or service related such as improved train frequency or raising awareness by hosting events.

National Youth Rail Partnership

3.3 Abellio ScotRail and the Scottish Youth Parliament (SYP) have been working together to develop a National Youth Community Rail Partnership. This would be the first of its kind in the UK and only the second Youth CRP.

3.4 The SYP represent constituencies in all 32 local authorities in Scotland as well as several national voluntary organisations. The SYP's vision is to ensure that as a nation, Scotland actively listens to and values the meaningful participation of its children and young people.

3.5 John Wilson, Community Liaison Executive at ScotRail, has written to request a letter of support for a new National Youth CRP from all of the mainland RTPs, as well as British Transport Police and Network Rail.

3.6 The written request has stated that the National Youth CRP will:

- Encourage the MSYP's to participate in community rail in their own constituency and will encourage them to become involved in their local Community Rail Partnership where one exists.
- Encourage young people to help influence the community rail aspect of their local railway stations.
- Enable them to work with ScotRail and other partnership agencies to help improve the customer experience both at stations and on train.

Support Considerations

3.7 The Scottish Government's Themed Years programme is celebrating 'The Year of Young People' in 2018. This aims to inspire Scotland through its young people, celebrating their achievements, valuing their contribution to communities and creating new opportunities for them to shine locally, nationally and globally. A National Youth CRP, and the involvement of the SYP in its development, contributes to the achievement of these aims.

3.8 The National Youth CRP as a platform will make it easier for young people to voice their views on rail issues; knowing these will be beneficial for existing CRPs, geographical communities, rail operators and transport policy-makers.

3.9 Despite the National Youth Rail Partnership supporting the 'local' community aspect, its establishment will signify a move away from CRPs being solely groups representing a 'geographical district'. This coincides with the definition of the term

‘community’ increasingly widening in Scottish Government policy documents, i.e. applying to groups of interest. The impact on the understood definition of a CRP, and the possibility that other non-geographical communities may wish to set up their own CRPs following this, will need to be considered.

3.10 Further considerations are how the National Youth CRP will interact with existing CRPs and have these CRPs been consulted on this proposal as they will cover the same lines/stations. Conflicts may arise unless good working relationships, awareness and engagement across CRPs is established. However, it is recognised that any potential issues should be negated as ScotRail are both promoters of this Youth CRP and responsible for CRP engagement.

3.11 As the National Youth CRP will cover all mainland Scotland, a joint RTP response may be appropriate.

3.12 The Board is asked to note the proposed development of a National Youth Community Rail Partnership and agree, in principle, the request from ScotRail for SWestrans’ written support of the establishment of a National Youth Community Rail Partnership.

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

<p>5. Recommendations</p> <p>Members of the Board are asked to:</p> <p>5.1 note the proposed development of a National Youth Community Rail Partnership;</p> <p>5.2 note the request from ScotRail for SWestrans’ written support of a National Youth Community Rail Partnership; and</p> <p>5.3 agree, in principle, to support the establishment of a National Youth Community Rail Partnership.</p>

<p>Josef Coombey - Report Author Tel: 01387 260372</p> <p>Date of Report: 15 June 2018 File Ref: SW2/Meetings/2018</p>	<p>Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN</p>
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LOCAL BUS SERVICES – TIMETABLE CHANGES

1. Reason for Report

To update the Board on the implementation of timetable changes to the local bus network in July 2018.

2. Background

At its meetings on 9 March 2018, 17 April 2018 and 8 May 2018, the Board received reports on the current fragile position of the local bus network and its future sustainability.

3. Key Points

3.1 To address these sustainability issues and increase network reliability, the Board agreed a number of service changes to the subsidised network and were made aware of changes that would be made to the commercial network.

3.2 Amended timetables will commence on 8 July 2018 and a copy of the “Bus News” made available to passengers on-bus and on-line summarising the changes is included as the **Appendix**.

3.3 Bus timetables have been available through the SWestrans and Dumfries and Galloway Council websites from the week commencing 18 June 2016.

3.4 The Board is asked to note the implementation of timetable changes to the local bus network on 8 July 2018.

4. Implications	
Financial	None.
Policy	Bus service provision is a key priority.
Equalities	None.
Climate Change	Reduction in bus service provision can have a negative impact on climate change objectives.
Risk Management	None.

5. Recommendation

Members of the Board are asked to note the implementation of timetable changes to the local bus network on 8 July 2018.

Report Author: Douglas Kirkpatrick Tel: 01387 260136	Approved by: Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
Date of Report: 18 June 2018 File Ref: SW2/Meetings/2018	

Appendix – Bus News July 2018.

Bus News

On 8 July 2018, SWestrans and Stagecoach West Scotland will be implementing changes to the local bus network to ensure sustainability and improved reliability.

The services affected are:

Route	Change
3 Dumfries – Georgetown	Monday to Saturday daytime – minor time changes Monday to Saturday evening – 2 hourly from 1900 to 2300 Sunday – 2 hourly from 1000 to 2000
4 Dumfries – Lochvale	Monday to Saturday daytime – minor time changes Monday to Saturday evening – 2 hourly from 1900 to 2300 Sunday – 2 hourly from 1000 to 2000
5 Dumfries – Crichton	Monday to Saturday daytime – 0905 to 1730 time changes and amended town start point to Great King Street Monday to Saturday evening – 2 hourly at 1932 and 2132 Sunday – 2 hourly from 1032 to 1832
7 Dumfries – Troqueer	Monday to Saturday daytime – town start 8 mins earlier Monday to Saturday evening - 2 hourly at 2005 to 2205 Sunday - 2 hourly from 1105 to 1905
8 Dumfries – Cargenbridge	Monday to Saturday daytime – town start 25 mins later Monday to Saturday evening - 2 hourly at 2005 and 2205 Sunday - 2 hourly from 1105 to 1905
9 Dumfries – Summerhill	Monday to Saturday evening - 2 hourly at 2037 and 2237 Sunday - 2 hourly from 1137 to 1937
10 Dumfries – Lochside	Monday to Saturday evening – from 1900 to 2330 runs every 45 mins and includes Lincluden Sunday – from 1000 to 1945 runs every 45 mins then hourly until 2245 and includes Lincluden
12 Dumfries – Lincluden	Monday to Saturday evening – included in Service 10 Lochside from 1900 to 2330, runs every 45 mins Sunday – included in Service 10 Lochside from 1000 to 1945, runs every 45 mins then hourly until 2245
221 Sanquhar – Kirkconnel	Monday to Saturday evening – time changes to enable layover at Kirkconnel rather than Sanquhar, removal of the late Fri/Sat journeys
246 Dumfries - Cumnock	Monday to Saturday evening: Northbound – removal of 1830 (Mon-Sat) and 2235 (Fri/Sat) from Dumfries and the 2030 (Mon – Sat) will terminate at Sanquhar Southbound - Removal of the 1811 (Mon – Sat) and 2329 (Fri/Sat) from Kirkconnel. Removal of the 1945 (Mon – Sat) from Sanquhar. New 2125 (Mon – Sat) from Sanquhar
430 Newton Stewart - Stranraer	Monday to Saturday evening – 2240 ex Stranraer Fri/Sat only. 2325 ex Newton Stewart Fri/Sat only
500 Dumfries - Stranraer	Monday to Saturday evening – 2215 ex Dumfries cancelled. 2230 ex Stranraer cancelled.
501 Dumfries to Kirkcudbright	Monday to Saturday evening – 2326 ex Dumfries will extend to Twynholm and Gatehouse of Fleet on request to driver only

Amended timetables are available on-line, printed timetables will be available prior to 8 July 2018. For further information please contact SWestrans on 01387 260372.

PUBLIC SOCIAL PARTNERSHIP UPDATE

1. Reason for Report

To update Members of the Board on the ongoing progress of the Community Transport Public Social Partnership.

2. Background

2.1 At the Board meeting on 9 March 2018, the Board agreed to receive an update on the pilot projects of the Community Transport Public Social Partnership.

2.2 The pilot projects within the PSP have been developed around three work streams:

- Work Stream 1 – Transport Service Developments.
- Work Stream 2 – Health and Social Care Transport Solutions.
- Work Stream 3 – Capability and Capacity Building of CT operators.

2.3 At the meeting on 9 March the Board were provided with a list of pilot projects that were being developed as part of the PSP, as listed below:

- Out of region health appointments in Annandale and Eskdale.
- Demand Responsive Transport (DRT) for hospital appointments by postcode.
- Community Transport involvement in low-use local bus routes in the Stewartry and Annandale and Eskdale.
- Low-use bus routes transition to DRT.
- After-school activities access.
- Develop a Health and Social Care Transport Hub.

3. Key Developments

3.1 Since the Board meeting on 9 March 2018, the pilot 'Out of Region Health Appointments' has begun in Annandale with Annandale Community Transport Services (ACTS) launching this service. As anticipated, the number of enquiries received for this service has been significant with 19 individuals being transported to hospital appointments out with Dumfries and Galloway between February and May 2018.

3.2 Demand responsive transport for hospital appointments by postcode is in an advanced stage of development with a working group set up to scope out how this pilot will work in practice. It is intended that the pilot will be up and running by July 2018.

3.3 The pilot for low-use bus routes in the Stewartry region, in particular Borgue/Brighouse area, will be delivered by Glenkens Transport Initiative and the provisional date for this to begin operation is 2 July 2018.

3.4 Three community consultations will be undertaken from June to September 2018 in Waterbeck, Borgue and Glentroll for the low-use bus routes pilot to progress the redesign of bus services to best meet the needs of the communities.

3.5 As part of the community engagement strategy a case study analysis is also being undertaken in Annandale and Eskdale focussing on the out of region health appointments pilot.

3.6 The development of health and social care transport solutions under work stream 2 is still in early stages and an initial working group meeting has been set up. This work stream focuses on the non-emergency patient transport (NEPT) provided for NHS Dumfries and Galloway. It is anticipated that this work stream will include patient discharge, renal and taxi transport.

3.7 The capability and capacity building of the Community Transport (CT) sector continues to be one of the main aspects of the PSP. This work stream has 3 pilots:

- Training focusing on D1 driver training, Driver CPC and MiDAS (minibus awareness) training.
- The establishment of a CT Network for Dumfries and Galloway.
- The implementation of a Quality Framework.

3.8 These are being progressed with two CT operators being assessed over the next month on their eligibility for meeting the quality framework and being part of the CT network in Dumfries and Galloway. Driver CPC, D1 and MiDAS training continue to be delivered with 3 individuals having recently completed the D1 training programme.

3.9 The CT PSP website is now live and can be accessed here

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

3.10 Publicity and promotion of the project will continue with press releases and raising awareness of the partnership. It is intended that the success of the pilots once they are all operational will encourage other CT operators to become involved in the PSP and join the CT network in the region.

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 the pilot projects within the three Public Social Partnership work streams as highlighted in section 3 of the report; and
- 5.2 that a further update report on the Public Social Partnership will be brought to the Board in October 2018.

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Date of Report: 13 June 2018 File Ref: SW2/Meetings/June 2018	