

# **SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP**

**Meeting of Friday, 8 March 2019 at 10.30am, Cargen Tower, Garroch  
Business Park, Dumfries, DG2 8PN**

## **Members of the Board**

<b>Andrew Wood</b> (Chair)	- Dumfries and Galloway Council
<b>David Bryson</b> (Vice-Chair)	- NHS Dumfries and Galloway
<b>Richard Brodie</b>	- Dumfries and Galloway Council
<b>John Campbell</b>	- Dumfries and Galloway Council
<b>Adam Wilson</b>	- Dumfries and Galloway Council
<b>David Stitt</b>	- Dumfries and Galloway Council
<b>Alistair McKinnon</b>	- Scottish Enterprise

## **Future Meetings**

**10 May 2019**

**28 June 2019**

**20 September 2019**

**Douglas Kirkpatrick**

Lead Officer, South West of Scotland Transport Partnership

## **SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP**

**Meeting of Friday, 8 March 2019 at 10.30am, Cargen Tower, Garroch  
Business Park, Dumfries, DG2 8PN**

- 1. SEDERUNT AND APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES OF MEETING ON 18 JANUARY 2019 – FOR APPROVAL**
- 4. DRAFT REVENUE EXPENDITURE BUDGET 2019/2020** – agree the draft revenue budget for 2019/20 as set out in Table 1.
- 5. CAPITAL EXPENDITURE PROGRAMME 2019/20 – 2021/22** – Recommendation – agree the Capital Programme for 2019/20 to 2021/22 as outlined in the Appendix.
- 6. EXTERNAL AUDIT PLAN 2018/19** – Recommendation - note and comment on the external audit plan for 2018/19 as outlined in the Appendix.
- 7. LOCAL BUS SERVICE – NITH VALLEY LATE EVENING JOURNEY -**  
Recommendations – (i) note the response from Dumfries and Galloway Council on the request for additional funding to provide a late Saturday evening journey; and (ii) agree to include the provision of a late Saturday journey on service 246 Dumfries to Kirkconnel in the procurement of the 2020 local bus network.
- 8. SWESTRANS ANNUAL REPORT 2017/18** – Recommendation – agree the SWestrans Annual Report for 2017/18 as attached at the Appendix.
- 9. STAG APPRAISALS UPDATE** – Recommendation - note the update on the work towards developing potential rail station re-opening bids.
- 10. 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) that a further update report on the Public Social Partnership will be brought to the Board in June 2019.
- 11. ANY OTHER BUSINESS WHICH THE CHAIRMAN MAY DECIDE IS URGENT DUE TO THE NEED FOR A DECISION**

**It is recommended that Members of the South West of Scotland Transport Partnership Board agree to consider the following item of business in private and exclude the Press, members of the public and Observers from the meeting given the report contains confidential or exempt information in respect of paragraphs 6, 8, 9 and 10 of Schedule 7A of the Local Government (Scotland) Act 1973.**

**12. LOCAL BUS CONSIDERATIONS** – 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

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## SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

Meeting of Friday 18 January 2019  
at 10.30am, Cargen Tower, Garroch Business Park, Dumfries, DG2 8PN

### Present

### Members

<b>Andrew Wood (Chairman)</b>	-	Dumfries and Galloway Council
<b>Richard Brodie</b>	-	Dumfries and Galloway Council
<b>John Campbell</b>	-	Dumfries and Galloway Council
<b>Davie Stitt</b>	-	Dumfries and Galloway Council
<b>Adam Wilson</b>	-	Dumfries and Galloway Council

### Officials and Advisers

<b>Douglas Kirkpatrick</b>	-	Lead Officer
<b>Claire Rogerson</b>	-	Secretary to the Board
<b>Josef Coombey</b>	-	Policy and Projects Officer
<b>Janet Sutton</b>	-	Finance Officer

### Apologies

<b>David Bryson (Vice-Chairman)</b>	-	NHS Dumfries and Galloway
<b>Alistair McKinnon</b>	-	Scottish Enterprise

### Observers

<b>David Anderson</b>	-	
<b>Christopher Bradberry Craig</b>	-	Thornhill Station Action Group
<b>June Hay</b>	-	Outdoor Access Forum

### In Attendance

<b>Ewan Tait</b>	-	Abelio Scotrail
<b>David Formstone</b>	-	A76 Action Group and Thornhill Station Action Group
<b>Kenny Laidlaw</b>	-	Stagecoach Scotland

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## 1. SEDERUNT AND APOLOGIES

4 Board Members present, 2 apologies and 1 Board Member not present at the start of the meeting.

**PROCEDURE** – The Secretary advised that confirmation that Scottish Ministers were content with the reappointment of Alistair McKinnon to the Board was received on 15 January 2019.

## 2. DECLARATIONS OF INTEREST

Andrew Wood declared an interest in item 10 by virtue of the fact that he was a Local Councillor for the area in question and had determined that his interest was such that there was no requirement for him to leave the meeting during consideration of this item.

## 3. MINUTES OF MEETING OF 31 OCTOBER 2018

### Decision

**APPROVED.**

**BOARD MEMBER** – Richard Brodie entered the meeting – 5 Members present

## 4. ABELLIO SCOTRAIL FRANCHISE UPDATE

### Decision

The Board **AGREED**:

4.1 to receive the presentation (**Appendix to minute**) from Ewan Tait of Abellio Scotrail; and

4.2 to receive a report at the next meeting on the discussions and points raised following the presentation.

## 5. REVENUE BUDGET MONITORING REPORT 2018/19 FOR THE PERIOD ENDING 31 DECEMBER 2018

### Decision

The Board **NOTED** the forecast outturn for the revenue budget as at 31 December 2018.

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## 6. COMMUNITY ENGAGEMENT AND CONSULTATION STRATEGY

### Decision

The Board **AGREED** the draft Community Engagement and Consultation Strategy as shown in the Appendix to the report subject to the inclusion of information on best practice for a period of consultation.

## 7. RISK MANAGEMENT

### Decision

The Board:

7.1 **AGREED** the inclusion of the United Kingdom's exit from the European Union in the Risk Register for 2018/19; and

7.2 **NOTED** future updates would be presented as appropriate.

## 8. CAPITAL EXPENDITURE PROGRAMME 2018/19 - UPDATE

### Decision

The Board **NOTED**:

8.1 the update provided on progress with the Capital Expenditure Programme; and

8.2 the need to carry forward £250k to 2019/20 for Rail Station Parking as indicated in paragraph 3.6 in the report.

## 9. STAG APPRAISALS UPDATE

### Decision

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

## 10. LOCAL BUS SERVICE – NITH VALLEY LATE EVENING JOURNEYS

### Decision

The Board:

10.1 **CONSIDERED** the update provided following the commercial withdrawal of the service and determined that the provision of a late evening journey could be supported; and

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10.2 **NOTED** the Boards support for option 3 (Dumfries to Kirkconnel, Saturday at £15,100 per year) and **AGREED** to discuss this further as part of the wider budget discussions at item 16 on this agenda.

## **11. NATIONAL COUNCIL OF RURAL ADVISORS: THE FUTURE OF THE RURAL ECONOMY IN SCOTLAND**

### **Decision**

The Board **NOTED** and **WELCOMED** the production and publication of “A new blueprint for Scotland’s rural economy: Recommendations to Scottish Ministers” from the National Council of Rural Advisors.

## **12. ELECTRIC BIKES**

### **Decision**

The Board **CONSIDERED** the information on electric bike provision and **AGREED** for officers to provide a report once the trial period had finished.

## **13. EXTERNAL BOARD MEMBER – SCOTTISH ENTERPRISE**

### **Decision**

The Board **NOTED**:

13.1 that following completion of an appraisal by the Chairman on Mr McKinnon’s suitability for reappointment, the Secretary to the Board had written to the Scottish Government seeking Ministerial consent for Scottish Enterprise’s nomination to the Board; and

13.2 that consent was received on Tuesday 15 January 2019 and **FURTHER NOTED** that this appointment was for a period of 4 years following the date of their appointment or until they are no longer a Member of Scottish Enterprise if sooner.

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

### **Decision**

The Board **NOTED** that there was no item 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 exclude the Press, members of the public and Observers from the meeting given the report contains confidential or exempt information in respect of paragraphs 6, 8, 9 and 10 of Schedule 7A of the Local Government (Scotland) Act 1973.

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## 15. LOCAL BUS SERVICES – CONTRACT SUSTAINABILITY

**Report Summary** – The report was to update the Board of the sustainability issues raised by the service provider and inform the Board of minor timetable amendments.

### Decision

The Board **NOTED**:

- 15.1 the update on sustainability issues raised by the service provider; and
- 15.2 the minor timetable amendments in paragraph 3.6 in the report.

## 16. BUDGET CONSIDERATIONS

**Report Summary** – The report was to seek the Board's views on future revenue funding and to agree a position statement to inform Dumfries and Galloway Council's budget setting deliberations.

### Decision

The Board:

### **AGREED**

- 16.1 the advice given in paragraph 5.3 of the report forms the basis of a response to Dumfries and Galloway Council should any formal approach for a budget reduction on local bus services for 2019/20 be made;
- 16.2 that officers submit the need for additional funding to Dumfries and Galloway Council for financial year 2020/21 and beyond as per the terms discussed in paragraphs 7.3 and 7.4 of the report;
- 16.3 **CONSIDERED** the information provided in paragraph 8.2 in the report and **AGREED** to work in partnership with Dumfries and Galloway Council to deliver a sustainable local bus network within the budget available; and
- 16.4 **FURTHER AGREED** to request funding from Dumfries and Galloway Council for option 3 (Dumfries to Kirkconnel, Saturday at £15,100 per year) as detailed at item 10.



# SWestrans Board Meeting

**Ewan Tait**

*Business Development Executive*

**17<sup>th</sup> January 2019**



# SWestrans Board Meeting

- Customer Satisfaction
- Timetable Improvements
- Ayr Station
- Integrated Travel
- Catering
- What Next?



# Customer Satisfaction – NRPS

	Spring 2018 Result	Spring 2017 Result	Year-on-Year difference
Overall satisfaction	84.0%	90%	-6 pts

	Interurban	Rural	Strathclyde	Urban
Overall satisfaction	83%	86%	84%	84%
YoY	-4 pts	Flat	-8 pts	-1 pt

	Interurban	Rural	Strathclyde	Urban
Punctuality/reliability	83%	92%	74%	80%
YoY	-2 pts	-4 pts	-11 pts	-4 pts

	Interurban	Rural	Strathclyde	Urban
How we handle delays	43%	53%	32%	53%
YoY	-7pts	+8 pts	-28 pts	+15 pts

# Customer Satisfaction – PPM

- Public Performance Measure results for the four weeks up to 5<sup>th</sup> January
- Dumfries            91.1%
- Carlisle            89.2%
- Stranraer           91.7%
- Girvan              91.7%
- ScotRail            84.2%
  
- ScotRail MAA yesterday at 87.4% (-2.6%)



# Timetable Improvements – G&SW

- Demand led timetable
- Improvements were focused where the railway is competitive against private cars.
- The majority of passengers travel between Dumfries and Carlisle. Glasgow and Kilmarnock are not major flows.

Origin	Destination	Annual	Per day	Origin	Destination	Annual	Per day	Origin	Destination	Annual	Per day
1 Dumfries	Carlisle	157,433	498	1 Annan	Carlisle	74,141	235	1 Gretna Grn	Carlisle	17,763	56
2 Dumfries	Glasgow BR/Ctl/QS	49,365	156	2 Annan	Dumfries	32,259	102	2 Gretna Grn	Dumfries	9,588	30
3 Dumfries	Annan	32,259	102	3 Annan	Glasgow BR/Ctl/QS	5,306	17	3 Gretna Grn	Annan	2,997	9
4 Dumfries	London	20,489	65	4 Annan	Gretna	2,997	9	4 Gretna Grn	Glasgow BR/Ctl/QS	2,170	7
5 Dumfries	Gretna Green	9,588	30	5 Annan	Kilmarnock	1,027	3	5 Gretna Grn	London	781	2
6 Dumfries	Kilmarnock	8,769	28	6 Annan	Newcastle	901	3	6 Gretna Grn	Newcastle	554	2
7 Dumfries	Sanquhar	8,547	27	7 Annan	London BR	729	2	7 Gretna Grn	Kilmarnock	460	1
8 Dumfries	Newcastle	7,000	22	8 Annan	MetroCentre	525	2	8 Gretna Grn	Edinburgh/Haymark	292	1
9 Dumfries	Kirkconnel	6,134	19	9 Annan	Blackpool North	188	1	9 Gretna Grn	Manchester	252	1
10 Dumfries	Manchester	4,120	13	10 Annan	Sanquhar	180	1	10 Gretna Grn	Metrocentre	221	1
<b>Top 10 Flows</b>		<b>303,704</b>		<b>Top 10 Flows</b>		<b>118,253</b>		<b>Top 10 Flows</b>		<b>35,078</b>	
<b>% of All Flows</b>		<b>85%</b>		<b>% of All Flows</b>		<b>96%</b>		<b>% of All Flows</b>		<b>91%</b>	



# Timetable Improvements – G&SW

- Demand led timetable
- Improvements were focused where the railway is competitive against private cars.
- The majority of passengers travel between Dumfries and Carlisle. Glasgow and Kilmarnock are not major flows.
- Additional services between Dumfries and Carlisle Monday to Friday to give close to hourly service for much of the day, for improved commuting and leisure journeys.
- Additional early morning and late night services between Glasgow and Dumfries.
- Additional service from Glasgow to New Cumnock and from Auchinleck to Glasgow.
- Good levels of growth... despite weather, Northern industrial action and minimal marketing.
- 5% growth across the four stations in the first year.
- Almost 25,000 more journeys compared to the previous year.

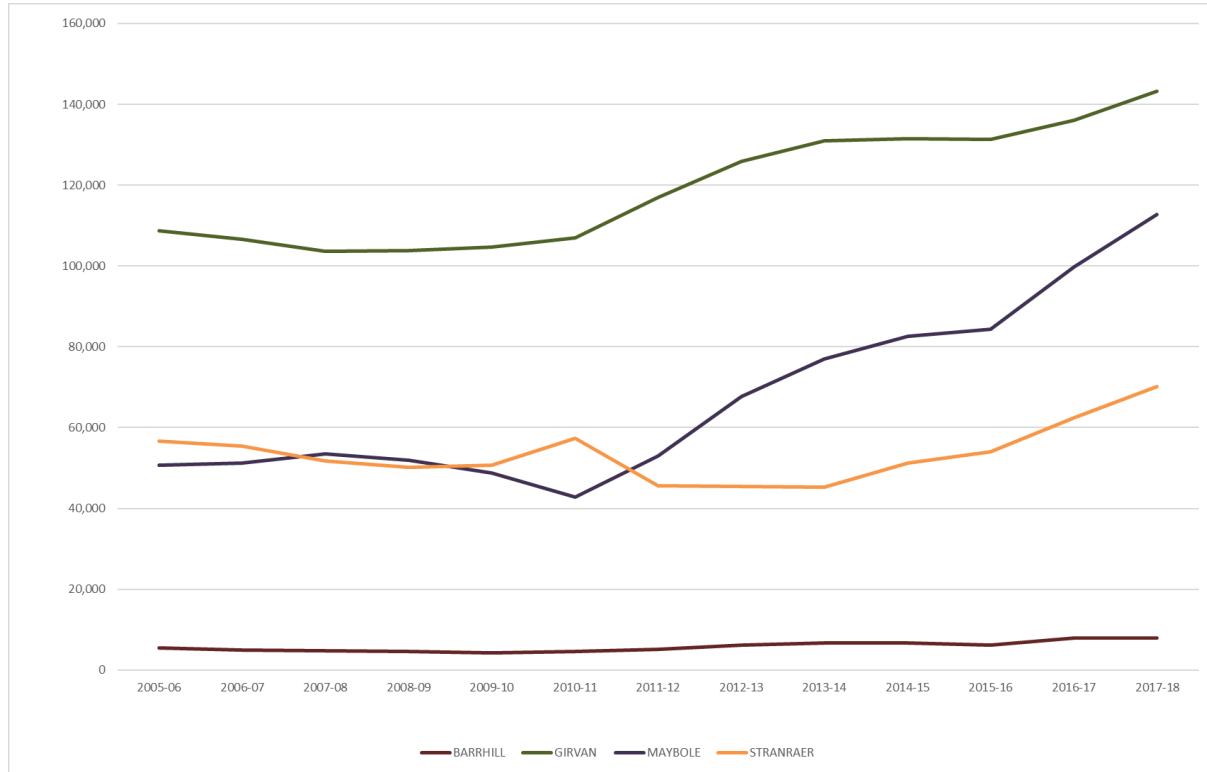


# Timetable Improvements - Stranraer

- Hourly service between Ayr and Girvan for much of the day.
- Two-hourly service between Girvan and Stranraer for much of the day, with an increase from six to eight trains per day.
- Decline in patronage at Stranraer has reversed.
- Strong growth at Girvan and Maybole.



# Timetable Improvements - Stranraer





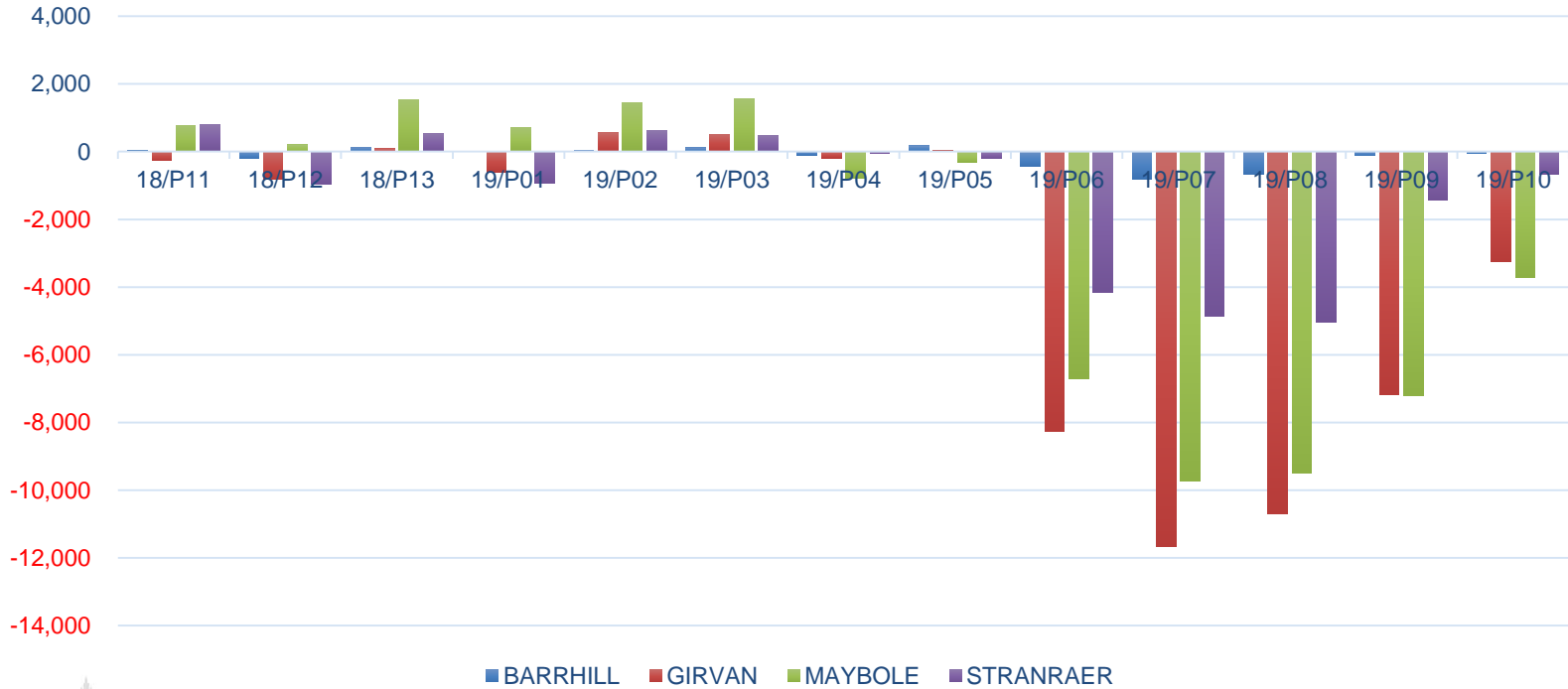
# Ayr Station Closure

- Restrictions around the former Ayr Station Hotel limited our ability to provide a train service between Ayr, Girvan and Stranraer for several months last year
- Full service resumed 20<sup>th</sup> December
- Impacted the number of passengers travelling...  
...but they are starting to return to the railway



# Ayr Station Closure

## Impact of Ayr Station closure on Stranraer Stations



# Integrated Travel

- Abellio identified locations suitable for Bike & Go and committed to delivering ten locations.
- Twelve locations have now been opened.
- Focus is on developing the twelve open sites and no plans to expand to more locations.
- Committed to working with LAs and RTPs in the promotion and siting of local schemes at stations.
- Cycle Fund has been reopened. £100,000 available to fund up to 50% of project costs for LAs and community organisations which contribute to ScotRail's vision of providing a doorstep to destination service.
- Closing date for applications 1<sup>st</sup> March 2019.
- More information from Kathryn MacKay:  
[cycle.fund@scotrail.co.uk](mailto:cycle.fund@scotrail.co.uk)



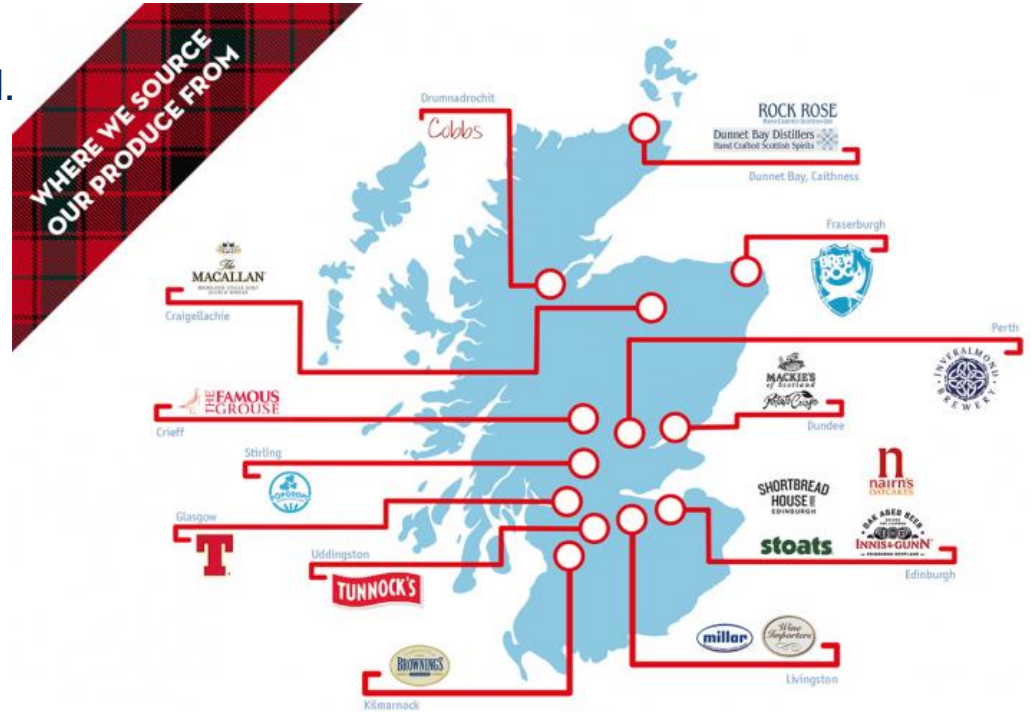
# Integrated Travel

- Transport Integration Fund is part funding a number of small scale interventions:
  - Improvements to footpath for access to Annan station.
  - Information board sited close to Sanquhar station promote the Southern Upland Way, cycling routes, local amenities, visitor attractions and local events.
  - Information board sited at Dumfries station to promote cycling and walking routes around the town centre and to key visitor attractions.
- Put forward and delivered by D&G Council, who are providing 50% match funding.
- Work to be completed by 31<sup>st</sup> March.
- Dumfries Station Travel Plan final report to be completed by the end of March and will be shared with SWestrans.
- One observation from the STP is how far people are travelling into Dumfries to travel by train. There is a possible opportunity to develop Dumfries as a feeder hub station.



# Catering

- We offer a catering service offering food and drink from across Scotland.
- Introduced on the G&SW between Kilmarnock and Carlisle in December 2017.
- Fully resourced so all trains planned to be covered should have catering.
- Good feedback from passengers.
- No plans to expand further at this point.



# What Next?

- Refurbished trains have been introduced on these routes, with two wheelchair spaces, brighter interior, new seats, wi-fi and at seat power sockets.
- “Great scenic railways of Scotland” currently being developed. More information soon.



# What Next?

- Refurbished trains have been introduced on these routes, with two wheelchair spaces, brighter interior, new seats, wi-fi and at seat power sockets.
- “Great scenic railways of Scotland” currently being developed. More information soon.



# What Next – G&SW?

- Gauge clearance being reviewed which would enable Class 158s to operate between Glasgow, Dumfries and Carlisle.
- Aspire to offer an improved Sunday service, but only when we can deliver it reliably.
- Aspire to improve the Monday to Saturday service and fill the three hour gap in the timetable.
- How do we generate more journeys on the G&SW?
- How do we provide a better service between Dumfries and Kilmarnock?
- How can connectivity between Dumfries and Lockerbie be improved? Lockerbie has more passengers than Dumfries, Annan and Gretna combined.
- How do we market the service?





# What Next - Stranraer?

- Relocation of Stranraer station to improve accessibility?



- How do we generate more journeys between Ayr, Girvan and Stranraer?
- What opportunities are there with the SW Scotland Transport Study to make the case for more rail enhancements?



Thank You and Questions



## DRAFT REVENUE EXPENDITURE BUDGET 2019/20

### 1. Reason for Report

To seek agreement to the draft revenue budget for the financial year 2019/20

### 2. Background

2.1 The Scottish Government has offered £259,250 revenue funding for 2019/20, the same level as applied since 2011/12.

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

2.3 Dumfries and Galloway Council at its meeting of 28 February 2019, agreed to retain the funding provided to SWestrans at the same level as 2018/19. The funding from Dumfries and Galloway Council is £3,275,274.

### 3. Key Issues

The total available revenue funding of £4,308,789 is as indicated in Table 1.

Item	Cost £
Staff Costs	110,848
Supplies & Services	960
Transport Costs	2,104
Administration Costs	20,193
Procured Services	4,125,934
Central Support	48,750
<b>TOTAL</b>	<b>4,308,789</b>

Table 1 – 2019/20 Revenue Funding

4. Implications	
<b>Financial</b>	Monitoring reports will be provided to Board meetings on a regular basis throughout financial year 2019/20
<b>Policy</b>	No policy implications from this report
<b>Equalities</b>	No equalities implications from this report
<b>Climate Change</b>	No climate change implications from this report
<b>Risk Management</b>	Revenue budget relates to two known risks: R06 – Overspend R07 – Revenue funding

### 5. Consultation

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

### 6. Recommendation

It is recommended that Members of the Board agree the draft revenue budget for 2019/20 as set out in Table 1.

Janet Sutton - Report Author  
Tel:01387 260105

Date of Report: 1 March 2019  
File Ref: SW2/meetings/2019

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

## CAPITAL EXPENDITURE PROGRAMME 2019/20 – 2021/22

### 1. Reason for Report

This report provides the Board with information on the proposed Capital Programme for 2019/20 to 2021/22 and seeks agreement for the proposed spend for 2019/20 to 2021/22.

### 2. Background

2.1 At its meeting on 28 February 2019, Dumfries and Galloway Council agreed the capital budget for 2019/20 to 2021/22 within an indicative 10 year Capital Investment Strategy. The agreed funding allocation for SWestrans is £1,296K for 2019/20 and £800K per annum for 2020/21 to 2021/22.

2.2 The funding allocation for 2019/20 includes the reprofiling of funding (£246K) from 2018/19 and carry forward of rail station parking funding (£250K) as reported to the Board at its meeting on 18 January 2019.

### 3. Key Points

3.1 The capital programme for 2019/20 to 2021/22 is detailed in the **Appendix** to the report.

3.2 Each of the elements of the proposed Capital Programme for 2019/20 is discussed briefly below and it is anticipated, at this stage, that full expenditure can be achieved in the coming financial year:

- Purchase of Accessible Buses – 2 existing SWestrans owned bus assets which are leased an operator have recently been assessed as beyond economical repair and are currently sorned. These vehicles were purchased in 2009 and are 29-seater low floor BMC Hawks. Following discussion with operator it is intended to replace these with 16-seater low floor vehicles as soon as possible.
- Bus Infrastructure – the agreed bus shelter renewal/replacement programme will continue.
- Rail Station Parking – the phases of new parking development at Lockerbie Station will continue within the 2019/20 financial year. The £300K allocation will be supplemented by the agreed £250K carry forward from 2018/19 giving a total available for 2019/20 of £550K.
- Active Travel Projects – £150K of funding is earmarked for the SWestrans contribution to the DGRI mitigation works and this is likely to be required in 2019/20. Work in partnership with Dumfries and Galloway Council will continue to develop and identify opportunities to assist in improving local walking and cycling schemes across the region including development of short path links between communities. It is anticipated that additional grant

funding will be available from the Scottish Government in 2019/20 similar to that provided in 2018/19 and this will require match from SWestrans to maximise spend opportunities.

<b>4. Implications</b>	
<b>Financial</b>	It is intended to bring regular reports to the Board on the progress with the capital programme during 2019/20.
<b>Policy</b>	No change in policy. This work fulfils SWestrans policy objectives.
<b>Equalities</b>	Provision of good quality infrastructure will enhance travel choice and experience for those with protected characteristics.
<b>Climate Change</b>	Provision of good quality infrastructure that enhances opportunity for increased uptake of active and sustainable travel will have a positive impact on climate change objectives.
<b>Risk Management</b>	Progression of the Capital Programme relates to two known risks: R02 – Public image. R04 – Capital Funding.

#### **6. Recommendation**

Members of the Board are asked to agree the Capital Programme for 2019/20 to 2021/22 as outlined in the **Appendix**.

Douglas Kirkpatrick - Report Author Tel: 01387 260136  Date of Report: 1 March 2019 File Ref: SW2/meetings/2019	Approved by: Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
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**Appendix – SWestrans Capital Programme 2019/20 – 2021/22**

<b><u>Swestrans Asset Class Capital Programme 2019/20 - 2021/22</u></b>	<b>Proposed Budget Allocation 2019/20</b>	<b>Proposed Budget Allocation 2020/21</b>	<b>Proposed Budget Allocation 2021/22</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Purchase of Accessible Buses	240,000	240,000	300,000	780,000
Bus Infrastructure (including shelters, PUDOs and RTI)	50,000	50,000	100,000	200,000
Rail Station Parking	550,000	300,000	0	850,000
Active Travel Projects	456,000	210,000	400,000	1,066,000
<b>TOTAL SWESTRANS PROGRAMME</b>	<b>1,296,000</b>	<b>800,000</b>	<b>800,000</b>	<b>2,896,000</b>

**Funding Summary**

Current Indicative Allocation as per Full Council 28/2/19

1,296,000	800,000	800,000	2,896,000
<b>1,296,000</b>	<b>800,000</b>	<b>800,000</b>	<b>2,896,000</b>

## EXTERNAL AUDIT PLAN 2018/19

### 1. Reason for Report

1.1 SWestrans external auditors have published the plan of work they intend to undertake for the 2018/19 financial year, based on their analysis of risks facing SWestrans.

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

### 2. Background

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

### 3. Key Points

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

3.2 In the plan, SWestrans external auditors state they will:

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

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

### 4. Consultations

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

5. Implications	
<b>Financial</b>	The fee which has been agreed for SWestrans 2017/18 audit is included in the plan document.
<b>Policy</b>	No policy implications from this report
<b>Equalities</b>	No equalities implications from this report
<b>Climate Change</b>	No climate change implications from this report



<b>Risk Management</b>	The audit plan relates to the known risks: R04 – Capital funding R06 – Overspend R07 – Revenue funding R10 – Procurement R11 – Contract disputes R12 – Third Party liabilities R14 – Withdrawal of DGC Governance support R15 – Cyber crime
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**6. Recommendation**

Members of the Board are asked to note and comment on the external audit plan for 2018/19 as outlined in the Appendix.

Janet Sutton - Report Author Finance Officer Tel: 01387 260105 Date of Report: 22 February 2019 File Ref:	Approved by: Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
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**APPENDIX – External Audit Plan 2018/19**



# South West of Scotland Transport Partnership (SWestrans)

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**External Audit Plan for the financial year ending 31 March 2019**

Board meeting 8 March 2019

DRAFT

Joanne Brown  
Engagement Leader

John Boyd  
Senior Manager



# Our audit at a glance



Planning materiality is set at 2% of SWestrans' 2018/19 gross expenditure budget (£86,000). We have calculated overall materiality in line with gross expenditure as this is recognised as a common and appropriate benchmark upon which to base materiality in the public sector. The materiality threshold and method of calculation is unchanged from the prior year (2017/18: 2%).



Performance materiality is set at 75% and trivial is 5% of materiality. This reflects no audit adjustments in prior year and our understanding of SWestrans in year 3 of our audit cycle.



Significant audit risks are: management override of controls and risk of fraud in expenditure as set out in practice Note 10. We have rebutted the presumed risk of fraud arising from revenue recognition due to the income received by SWestrans coming from the Scottish Government via grant funding.

## An audit underpinned by quality and adding value to you



Our audit is undertaken in accordance with the Audit Scotland Code of Audit Practice. SWestrans activities have not changed significantly versus prior year, therefore, we do not consider a full wider scope audit to be appropriate. However, we will consider SWestrans financial sustainability and governance arrangements as part of our audit work.

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# Overarching principles of our audit

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

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

- ✓ professional scepticism
- ✓ a focus on audit risks and key areas of officers judgement
- ✓ Delivering a quality audit through our experienced public sector audit team, use of data analytics to focus our audit and understanding of the organisation
- ✓ clear and upfront communications, with regular communication during the year
- ✓ reporting with focused actions which will support you in improving your controls/operations

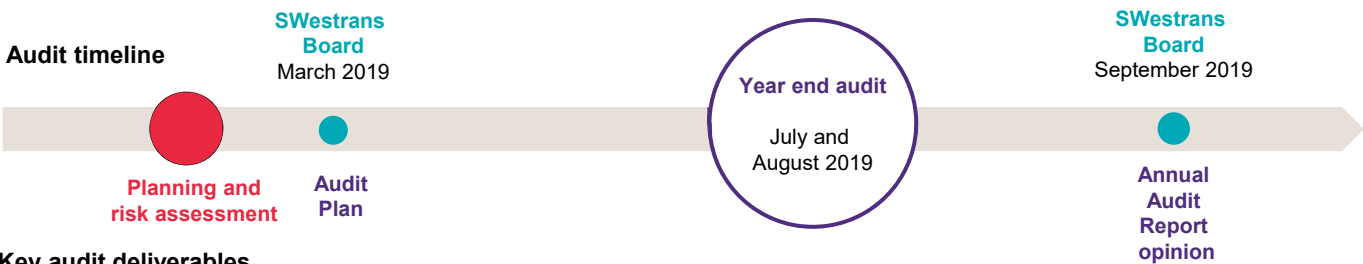
## Adding value

Our aim is to add value to SWestrans through our external audit work. This will be delivered through delivering a high quality audit. Specifically for SWestrans we will also undertake the following arrangements:

- **Robust and effective audit methodology:** Our ISA compliant audit methodology is tailored to **focus audit resource on significant risk areas** and key estimates and judgements.
- **Investing in our people:** Our resourcing model is designed to ensure you have a **skilled, experienced and knowledgeable audit team**.
- **Investing in technology:** We continue to invest in data analysis and audit software to deliver more **efficient ISA compliant audit processes**.



We will share relevant Audit Scotland and Grant Thornton publications with the Board, identifying particular areas for consideration. We will pro-actively work with administering body (Dumfries and Galloway Council) during the year to discuss any new or emerging matters, such as the new revenue standards which come into effect from 31 March 2018.



## Key audit deliverables

### 2018/19 Deliverables as set out in the Audit Scotland planning guidance (October 2019)

- Confirmation of agreed fee by end of March 2019.
- Submission of progress reports to Audit Scotland on a quarterly basis.
- Current issues returns to Audit Scotland (21 January 2019, 22 March 2019, 19 July 2019 and 18 Oct 2019).
- Submission of fraud cases to Audit Scotland on a quarterly basis.
- Submission of annual audit report and audited accounts (deadline 30 September 2019).

### Planned Audit Scotland publications which may be relevant to SWestrans

- Local government in Scotland: Challenges and performance 2019 (To be published spring 2019).
- Scotland's City Region and Growth Deals (To be published autumn 2019).

### External Audit deliverables for 2018/19 – SWestrans Board

- External Audit Plan (this document).
- Annual Report to those Charged with Governance and the Controller of Audit (September 2019).
- Audit opinion (September 2019).
- Management letter of representation (September 2019).

# Audit approach and materiality



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

- give a true and fair view
- have been properly prepared in accordance with relevant legislation and standards
- audited parts of the remuneration and staff report have been prepared in accordance with the guidance
- the wider information contained in the financial statements e.g. the Annual Governance Statement, remuneration report and the officers commentary, are consistent with the disclosures in the financial statements

## Basis for materiality

We determine financial statement materiality based on a proportion of the total 2018/19 gross expenditure budget. We have determined materiality to be **£86,000** (prior year £94,000), which equates to approximately **2%** of your total 2018/19 gross expenditure budget. This is based on our judgement of our consideration of material to the user of the account based on understanding of SWestrans. We reconsider planning materiality if, during the course of our audit engagement, we become aware of facts and circumstances that would have caused us to make a different determination of planning materiality.

## Performance materiality

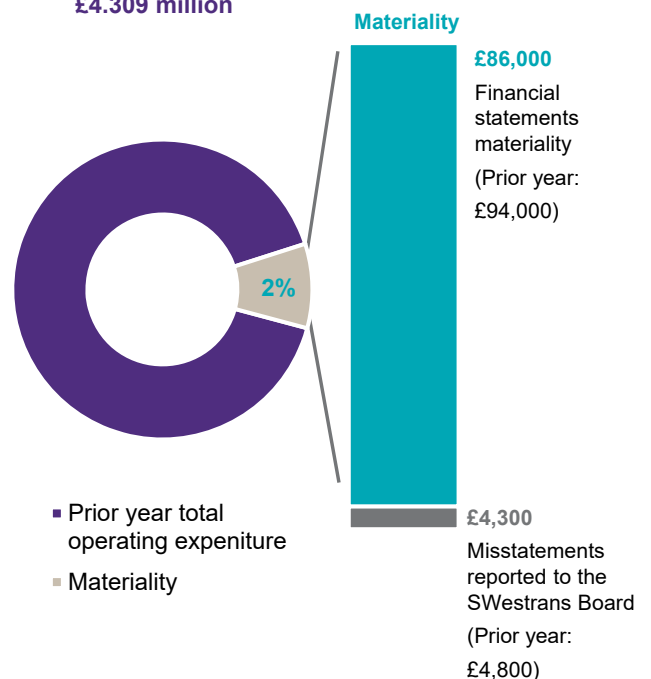
Performance materiality represents the amount set for the financial statements as a whole to reduce the probability that the aggregate of uncorrected and undetected misstatements exceed materiality. Based on our audit experience in 2017/18 including identified audit adjustments, we have set performance materiality at 75% and this remains unchanged from prior year (2017/18: 75%). Performance materiality determines those accounts which testing will be undertaken on and the level of sample testing performed where applicable.

## Reporting to those charged with governance

Whilst our audit procedures are designed to identify misstatements which are material to our opinion on the financial statements as a whole, we nevertheless report to the Board any unadjusted misstatements of lesser amounts to the extent that these are identified by our audit work. Under ISA 260 (UK) 'Communication with those charged with governance', we are obliged to report uncorrected omissions or misstatements other than those which are 'clearly trivial' to those charged with governance. We have determined this threshold to be **£4,300**.

## 2018/19 Gross Expenditure Budget

£4.309 million



# A risk based audit methodology

This is third year as the external auditors of SWestrans appointed under the Audit Scotland framework. In 2017/18, SWestrans recorded a surplus on the provision of services of £15k. SWestrans income is primarily through government and service grant funding. The expenditure budget for 2018/19 of £4,308,789 was agreed by the Board on 9 March 2018.

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

SWestrans continues to work with its various partners to support the delivery of its strategic priorities outlined within the Regional Transport Strategy. The organisation is not allowed to retain general fund balances at the year end and is therefore unable to report a surplus or deficit. If the organisation was in deficit position then it can requisition the shortfall from Dumfries and Galloway Council. However, SWestrans aims to achieve a breakeven position annually and did so in the year ended 31<sup>st</sup> March 2018.

## Significant risks

Significant risks are defined by ISAs (UK) as risks that, in the judgement of the auditor, require special audit consideration. In identifying risks, audit teams consider the nature of the risk, the potential magnitude of misstatement, and its likelihood. Significant risks are those risks that have a higher risk of material misstatement.

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

Risk area	Description of risk	Planned response
Risk of fraud in revenue recognition	<p>As set out in ISA 240, there is a presumed risk that revenue may be misstated due to improper recognition of revenue.</p> <p>SWestrans is grant funded. The grant funding is well forecast and agreed directly to funding letters and is therefore there is an inherently lower risk of fraud.</p>	<p><b>Risk Rebutted:</b></p> <ul style="list-style-type: none"> <li>We have rebutted the presumed risk of fraud arising from revenue recognition due to the income received by SWestrans coming from the Scottish Government via grant funding.</li> <li>We will therefore consider the revenue balance as part of our year end audit but not at a significant risk level.</li> </ul>
Fraud in expenditure recognition as set out in Practice Note 10.	<p>Operating expenditure is understated or not treated in the correct period (risk of fraud in expenditure). As set out in Practice note 10 (revised) which applies to public sector entities. As payroll expenditure is well forecast and agreeable to underlying payroll systems there is less opportunity for the risk of misstatement in this expenditure stream. We therefore focus on non-pay expenditure. We consider the risk to be particularly prevalent around the year end and therefore focus our testing on cut-off of non-pay expenditure.</p>	<ul style="list-style-type: none"> <li>Perform cut off procedures over year end transactions. We will test in detail post year end transactions and recording.</li> <li>We will analytically review expenditure incurred around the year end to determine if there is any indication of manipulation or misrepresentation.</li> <li>Walkthrough of the key expenditure controls in place.</li> </ul>
Management override of controls	<p>As set out in ISA 240, across all entities there is a presumed risk of fraud being perpetrated by management through its ability to manipulate accounting records directly or indirectly and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. override of controls is present in all entities.</p>	<ul style="list-style-type: none"> <li>A focus on understanding how/where management override of controls may occur.</li> <li>Review of the controls over journal entries using our data analyser tool to focus on higher risk journals.</li> <li>Understanding key areas of judgement and accounting estimates within the financial statements and the basis for these judgements and the application of accounting policies.</li> <li>Reviewing unusual and/or significant transactions that are out with the normal course of business for the entity to understand the rationale for these transactions.</li> </ul>

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# A risk based audit methodology

## Going concern considerations

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

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

## Working with Internal Audit

We will aim to not duplicate the work of internal audit. We will consider the internal audit plan for 2018/19 and identify any particular areas relevant to our audit responsibilities and any area of risk which may impact on our planned testing approach. We will continue to review internal audit work throughout the year and maintain an ongoing, open, dialogue with internal audit.

## Internal control environment

Throughout our audit planning and fieldwork we will continue to develop our understanding of the overall control environment (design) as related to the financial statements. This work will be linked to the work we conduct around the internal control environment of the administering body (Dumfries and Galloway Council) and their arrangements.



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# Smaller body audit approach

## – Audit dimensions and Best Value

Our responsibilities under Audit Scotland's Code of Audit Practice extend beyond the audit of the financial statements.

The Code sets out four dimensions that frame wider scope audit work into identifiable areas. Alongside Best Value, the audit dimensions set a common framework for our audit work and we review and conclude on the organisational arrangements in place to secure Best Value.



For smaller bodies the Audit Scotland Code of Practice permits auditors to not apply the full wider scope audit. In our judgement, taking into account the nature of SWestrans operating activity and income and expenditure streams, [we feel it is appropriate to treat you as a smaller body under the Code](#). However, in accordance with Audit Scotland planning guidance, we will update our understanding of your arrangements for ensuring financial sustainability as well as your governance arrangements in place to support disclosures contained within the annual governance statement included within your financial statements.

Additional to the wider dimensions, the Audit Scotland Audit Planning guidance outlines key areas for consideration; EU Withdrawal, changing landscape for public financial management, dependency on key suppliers and openness and transparency. As auditor of the administering body (Dumfries and Galloway Council), we will consider any specific impact on SWestrans with regards to these areas,

### Statutory performance

In line with the Accounts Commission's statutory Performance Information Direction (2015), the administering body (Dumfries and Galloway Council) of SWestrans, has a responsibility to publish performance information to allow citizens to gauge their performance comparatively. One of the Accounts Commission's Strategic Audit Priorities is 'reporting the performance in a way that enhances accountability to citizens and communities, helping them contribute better to the delivery of improved outcomes'. Accordingly, we incorporate reporting and accountability through our risk assessment. Further, we consider and report on the suitability of the arrangements in place at the administering body (Dumfries and Galloway Council) for preparing and publishing performance information.

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# Appendices

**Key audit deliverables and our team**

**Audit process**

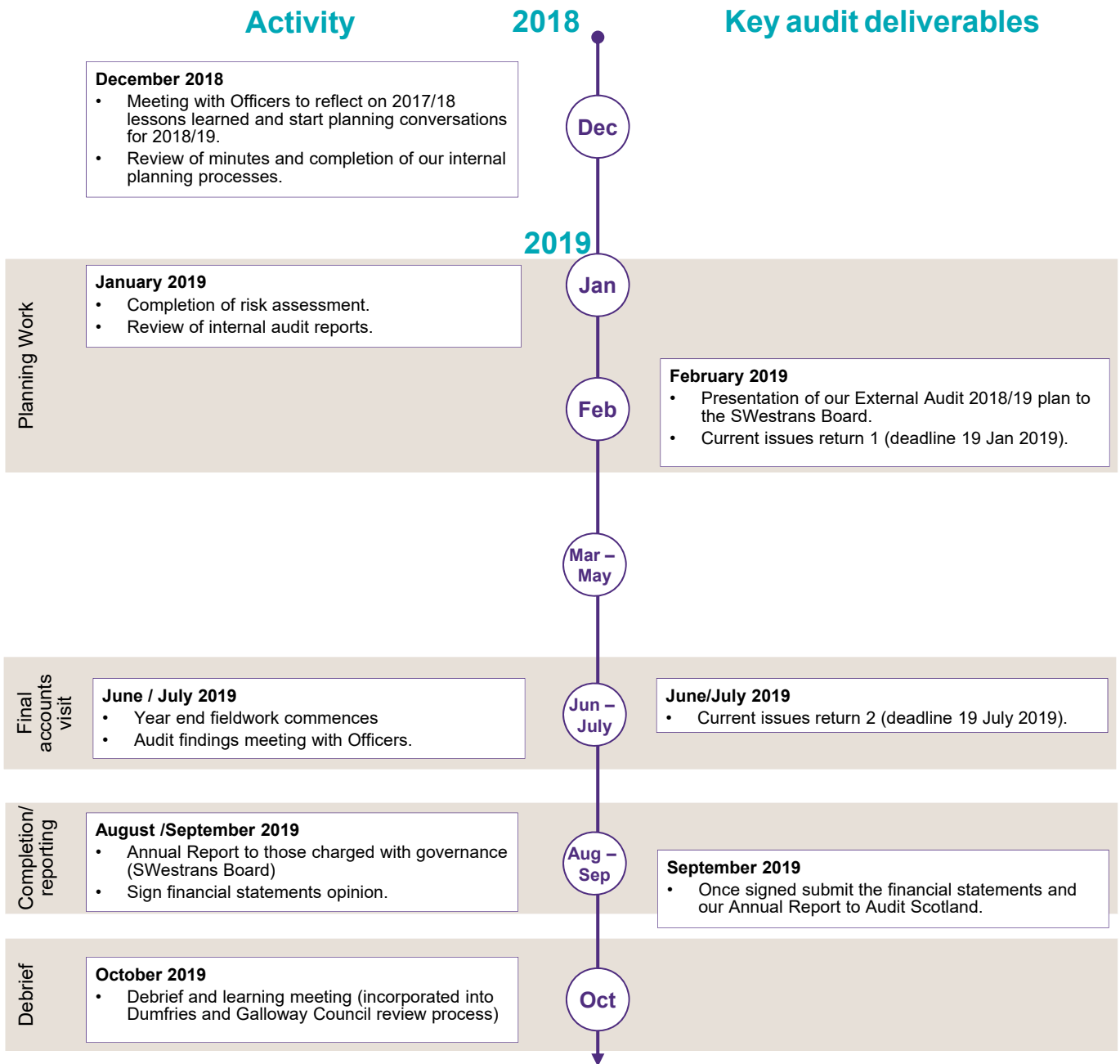
**Fees and independence**

**Fraud arrangements**

**Respective responsibilities**

**Communication of audit matters with those charged with governance**

# Key audit deliverables and our team



## Our team

### Joanne Brown

Director

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E: joanne.e.brown@uk.gt.com

### John Boyd

Senior Manager

T: 07880 456 126

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**In addition, we will use our accounting technical team as required.**

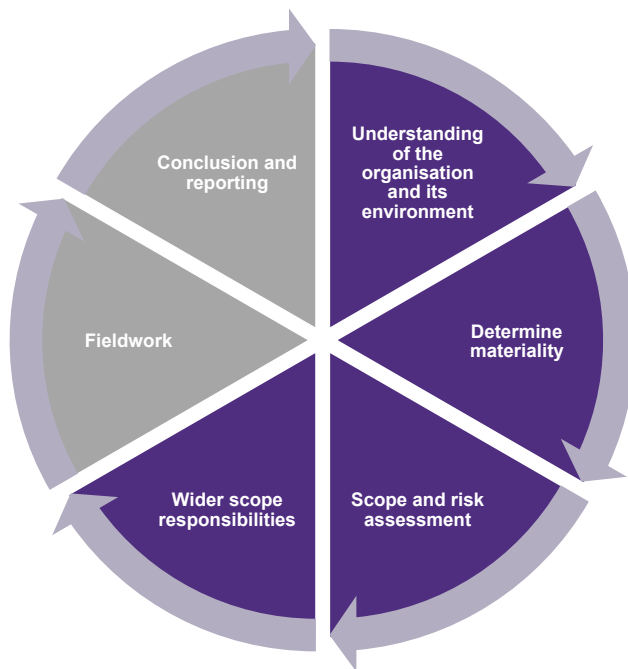
# Audit process

## Fieldwork, conclusion and reporting

Our audit fieldwork will be conducted in accordance with ISAs and the Code of Audit Practice. Our fieldwork is designed to provide sufficient assurance to provide an opinion on the true and fair view of the financial statements and allow us to conclude on the areas of wider scope. We will conclude our audit procedures and provide an independent audit opinion on the financial statements. Our key conclusions and findings from our audit work will be reported to you through our annual audit report.

## Understanding of the organisation and its environment

This is our third year as the external auditors of SWestrans appointed under the Audit Scotland framework. In this time we have built on our knowledge of your business and the environment in which you operate. Our understanding of the organization and its environment is provided on **page 6**.



## Determine materiality

Fundamental to the preparation of the financial statements and the audit process and applies not only to the monetary misstatements but also to disclosure requirements and adherence to acceptable accounting practice and applicable law. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. We determine your materiality during our audit planning process and continue to assess the appropriateness of this value throughout the audit. More detail around your materiality is provided on **page 5**.

## Wider scope

The Code sets responsibilities for auditors of public bodies which extend beyond the audit of the financial statements, Auditors are required to consider and report on wider audit dimensions. In our judgement, we feel it is appropriate to treat you as a smaller body under the Code. However, we will update our understanding of your arrangements for ensuring financial sustainability as well as your governance arrangements in place to support the delivery of SWestrans' strategic outcomes as part of our audit. Our consideration of the Wider scope is provided on **page 7**.

## Scope and risk assessment

The scope of our audit work is in accordance with the Code and International Standards on Auditing.

Our audit work is risk based and during our audit planning we identify significant audit risks. These are detailed within our scope and risk assessment below.

# Fees and independence

## External Audit Fee

Service	Fees £
External Auditor Remuneration	8,440
Pooled Costs	820
Contribution to Audit Scotland costs	530
Contribution to Performance Audit and Best Value	0
<b>2018-19 Fee</b>	<b>9,790</b>

## Fees for other services

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

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

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

## Independence and ethics

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

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

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

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

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

We can confirm no independence concerns have been identified, despite Grant Thornton being the auditors of the administering body (Dumfries and Galloway Council), however we do not consider this to impact or impede our audit independence.

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# Fraud arrangements

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

As part of our audit work we are responsible for:

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

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

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

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

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

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

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

All suspected frauds and/or irregularities over £5,000 are reported to Audit Scotland by us as your auditors on a quarterly basis.

# Respective responsibilities

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

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

## Our responsibilities



## How do we do this in practice



- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Undertake statutory duties and comply with professional engagement and ethical standards</li> <li>Provide an opinion on financial statements and where appropriate regularity of transactions</li> <li>Review and report on, as appropriate, other information eg annual governance statements, management commentary, remuneration reports</li> <li>Notify the Controller of Audit when circumstances indicate a statutory report may be required</li> <li>Demonstrate compliance with wider public audit scope</li> </ul> | <ul style="list-style-type: none"> <li>By reviewing and providing judgements and conclusions on SWestrans arrangements including those across the wider scope of audit dimensions.</li> <li>Consideration of the effectiveness of performance officers arrangements</li> <li>Suitability and effectiveness of corporate governance arrangements in year</li> <li>Financial position and arrangements for ensuring financial sustainability in the medium to longer term</li> <li>Review of other information in line with our knowledge and understanding of SWestrans.</li> <li>Ongoing dialogue and engagement with Audit Scotland during the year</li> </ul> |
|--|---|

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

We will communicate any adverse or unexpected findings affecting the audit on a timely basis, either informally or via a report to SWestrans Officers its Board.

# Communication of audit matters with those charged with governance

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

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

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

We will communicate any adverse or unexpected findings affecting the audit on a timely basis, either informally or via a report to SWestrans Officers its Board.





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## LOCAL BUS SERVICE – NITH VALLEY LATE EVENING JOURNEY

### 1. Reason for Report

To update the Board on the possible provision of a Saturday evening journey on local bus service 246 Dumfries to Kirkconnel.

### 2. Background

2.1 At its meeting on 21 September 2018, the Board were informed of the concerns, raised by the A76 Action Group, on the commercial journey reductions on service 246 which removed the late Friday and Saturday evening journeys. Following the Board meeting there was a further meeting hosted by the A76 Action Group which included representatives from Stagecoach, MSPs and which was attended by the majority of the SWestrans Board.

2.2 At its meeting on 18 January 2019, the Board noted its support for option 3 (Dumfries to Kirkconnel, Saturday at £15,100 per year) and agreed to request funding from Dumfries and Galloway Council for this option.

### 3. Key Points

3.1 The Lead Officer wrote to the Chief Executive of Dumfries and Galloway Council on 21 January 2019. The letter highlighted the full discussion at the meeting of the Board on 18 January 2019, the identified social need for such a journey replacement and sought additional funding support to enable an award of contract on timetable option 3 (Dumfries to Kirkconnel, Saturday only) at £15,100 per annum.

3.2 A response was received from the Council's Director for Economy, Environment and Infrastructure on 28 February 2019. It states that the request was shared with the Administration for their consideration and advises that the Council is unable to assist with additional funding on the commercial service withdrawal. It continues to explain that there are a number of service pressure areas on the budget and that there is no headroom to meet this request.

3.3 The budget available to SWestrans for the provision of local bus services is fully committed and with no additional funding available a contract for the provision of a service cannot be awarded.

3.4 The next available opportunity to add/remove journeys from the SWestrans supported local bus network is at the end of the current contracts in April/August 2020. Whilst this is still a year away, the planning and tender process will be undertaken later this calendar year.

3.5 Therefore, given the current lack of funding for any intervention, the Board are asked to agree that officers include the provision of a late Saturday journey on service 246 Dumfries to Kirkconnel in the procurement of the 2020 local bus network.

<b>4. Implications</b>	
<b>Financial</b>	The budget for local bus service provision is fully committed and no additional funding is available from Dumfries and Galloway Council.
<b>Policy</b>	SWestrans has a statutory duty to determine the policy and provision of socially necessary bus services within the budget it has available. Bus service provision is a key priority within the RTS.
<b>Equalities</b>	Local bus service reduction(s) disproportionately disadvantages bus users with protected characteristics
<b>Climate Change</b>	Bus service provision can have a positive impact on climate change objectives
<b>Risk Management</b>	Local bus provision relates to a number of known risks: R02 – Public Image R05 – RTS Delivery R07 – Revenue Funding R08 – Bus Contracts Prices R13 – Lack of Bus Operators and Drivers

#### **5. Recommendations**

Members of the Board are asked to:

- 5.1 note the response from Dumfries and Galloway Council on the request for additional funding to provide a late Saturday evening journey; and
- 5.2 agree to include the provision of a late Saturday journey on service 246 Dumfries to Kirkconnel in the procurement of the 2020 local bus network.

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: 1 March 2019 File Ref: SW2/Meetings/2019	

## SWESTRANS ANNUAL REPORT 2017/18

### 1. Reason for Report

To agree the SWestrans Annual Report 2017/18.

### 2. Background

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

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

### 3. Key Points

3.1 The draft Annual Report 2017/18 is attached as the **Appendix** to this report.

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

4. Implications	
<b>Financial</b>	There are no financial implications.
<b>Policy</b>	This report complies with our policy requirements.
<b>Equalities</b>	There are no equalities implications.
<b>Climate Change</b>	There are no climate change implications.
<b>Risk Management</b>	The Annual Plan relates to the known risks: R03 – Strategic direction R05 – RTS delivery

### 5. Recommendation

Members of the Board are asked to agree the SWestrans Annual Report for 2017/18 as attached at the Appendix.

Report Author: Josef Coombey	Approved by: Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
Date of Report: 1 March 2019 File Ref: SW2/meetings/2019	

**APPENDIX – SWestrans Annual Report 2017/18**

# ANNUAL REPORT

2017/18

The Annual Report of the South West of Scotland Transport Partnership, outlining its resources and outputs for financial year 2017/18.

# Annual Report

## 1. FOREWORD

This is the annual report of the South West of Scotland Regional Transport Partnership (SWestrans), which details the resource utilisation and activities of the Regional Transport Partnership for the financial year 2017/18.

As a Model 3 Scottish Regional Transport Partnership, SWestrans has responsibility for procuring socially necessary public transport for the Dumfries and Galloway region. The work of the South West of Scotland Transport Partnership during 2017/18 was again a balance of service provision through its revenue budget, and service development through capital budgets.

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

### ***A balance***

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

## 2. INTRODUCTION

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

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

A statutory requirement of the Transport (Scotland) Act 2005 is that each Regional Transport Partnership produces a Regional Transport Strategy (RTS). SWestrans Regional Transport Strategy was agreed by the SWestrans Board on

25 April 2008 after an extensive consultation exercise, and approved by Scottish Ministers in June 2008. The RTS Delivery Plan was agreed by the Board on 27 March 2009.

The Scottish Executive published guidance on Regional Transport Strategies in March 2006. Paragraphs 112 and 133 of the Guidance require the preparation of an annual report to be submitted to Scottish Ministers. The report should cover the operational and financial year to 31 March. It should include a report of performance against the objectives, targets and performance indicators set out in the RTS and should be sent to constituent Councils and others who have provided funding. This report covers the period from 1 April 2017 to 31 March 2018.

SWestrans is subject to additional reporting requirements in respect of:

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

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

### **3. THE BOARD**

#### **3.1 Members**

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

The Members of the SWestrans Board on 1 April 2017 were:

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

The 5 Council Members have substitutes, which on 1 April 2017 were:

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

The 2017 Local Government elections took place on 4 May 2017 by which members were elected to Dumfries and Galloway Council. On 23 May 2017, at the first meeting of the Council following the election, consideration was given to appointments to the SWestrans Board..

As requested by the SWestrans Board on 10 March 2017, the Council were asked to give consideration to gender balance when agreeing nominations as guidance had been issued by the Scottish Government to Board Members of Public Bodies which outlines a clear aim of achieving a 50:50 gender balance on all public body boards by 2020.



Following this election, Councillors Tom McAughtrie, John Syme, Denis Male and Marion McCutcheon were replaced on the SWestrans Board by Andrew Wood, John Campbell, David Stitt and James Dempster from the 23 May 2017. At the same time the Council also appointed Sean Marshall and Archie Dryburgh as substitutes for SWestrans.

The first meeting of this Board took place on 30 June 2017. At this meeting, Cllr Andrew Wood was appointed SWestrans Chair and the Board agreed that David Bryson remain as Vice-Chair.

On 30 June 2017, the SWestrans Board agreed the change from substitutes being 'tied' to individual members to having a small 'pool' of substitutes who would be able to keep abreast of RTP business.

Following the changes made to representation by Dumfries and Galloway Council the Members of the SWestrans Board on 30 June 2017 were:

- Andrew Wood (Chairman) - Dumfries & Galloway Council
- David Bryson (Vice Chairman) - External Member (NHS Dumfries & Galloway)
- Alistair McKinnon – External Member (Scottish Enterprise)
- Richard Brodie – Dumfries & Galloway Council
- John Campbell – Dumfries & Galloway Council
- Jim Dempster – Dumfries & Galloway Council
- Davie Stitt – Dumfries & Galloway Council

The Council appointed 3 further substitutes at its meeting of 26 September 2017. The 5 Council Member substitutes, following 26 September 2017 were:

- Ian Carruthers
- Archie Dryburgh
- Andrew Giusti
- Sean Marshall
- Ronnie Tait

Jim Dempster resigned as a member of the SWestrans Board on 19 March 2018. At its meeting on 29 March 2018, Dumfries and Galloway Council agreed that Adam Wilson be appointed as a member of the SWestrans Board.

### 3.2 Observers

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

SWestrans has adopted an inclusive approach to requests for Observer status. The benefit of this is a wide range of sector interests and specialist expertise is available to the Board.

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

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

During the course of the year, a number of personnel changes within external organisations led to a change in Observers. Frazer Durie and Sharon Ogilvie both resigned as Observers in December 2017 and January 2018 respectively. Christopher Craig (Thornhill Station Action Group) and Rhian Davies (Sustrans/NHS Dumfries & Galloway) were both appointed as Observers on 30 June 2017.

The majority of Observers receive Board Papers electronically.

## 4. MEETINGS

### 4.1 Dates

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

- 30 June 2017 - Council Hall, Dumfries
- 22 September 2017 - Community Centre, Castle Douglas
- 10 November 2017 – Town Hall, Lockerbie
- 17 January 2018 – Community Centre, Thornhill
- 9 March 2018 – McMillan Hall, Newton Stewart

### 4.2 Agendas

Item	30 June 2017
1	Appointment of Chairman and Vice-Chairman
2	Sederunt and Apologies
3	Declarations of Interest
4	Minute of Meeting on 10 March 2017
5	Board Membership
6	Adoption of Standing Orders
7	Code of Conduct
8	Calendar of Meetings
9	Observers update
10	Representation on Outside Bodies
11	Revenue Budget Monitoring Report 2017/18 for the period ending 31 May 2017
12	Capital Expenditure Programme 2016/17 Outturn Report

13	Capital Expenditure Programme 2017/18 – Update
14	Draft Annual (Unaudited) Accounts 2016/17
15	Records Management Plan
16	Scottish Stations Fund STAG Appraisals Progress
17	Any Other Business Which The Chairman May Decide Is Urgent Due To The Need For A Decision
18	Local Bus Service - Contract
19	Rail Station Improvements – Lockerbie Phase 2 And Phase

<b>Item</b>	<b>22 September 2017</b>
1	Sederunt and Apologies
2	Declarations of Interest
3	Minutes of Meeting on 30 June 2017
4	Revenue Budget Monitoring Report 2017/18 for Period Ending 31 August 2017
5	Report by External Audit on 2016/17 Audit of SWestrans
6	Capital Expenditure Programme 2017/18 - Update
7	Bus Shelter Update
8	Equalities Reporting
9	Consultations
10	Risk Management
11	Appointment to Outside Bodies – South West Scotland Community Rail Partnership
12	Regional Transport Strategy Refresh
13	Bus Passenger Survey
14	Rail Update

15	Any Other Business Which The Chairman May Decide Is Urgent Due To The Need For A Decision
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Item	10 November 2017
1	Sederunt and Apologies
2	Declarations of Interest
3	Minutes of Meeting on 22 September 2017
4	TransPennine Express Franchise Update
5	Domestic Abuse and Violence Against Women
6	Revenue Budget Monitoring Report 2017/18 for Period Ending 30 September 2017
7	Climate Change Duties - Reporting 2016/17
8	Board Membership Update
9	Governance Update
10	Consultations
11	Public Social Partnership
12	Programme for Government
13	Any Other Business Which The Chairman May Decide Is Urgent Due To The Need For A Decision
14	STAG Information Events

Item	17 January 2018
1	Sederunt and Apologies
2	Declarations of Interest
3	Minutes of Meeting on 10 November 2017
4	Revenue Budget Monitoring Report 2017/18 for Period Ending 30 November 2016
5	Capital Expenditure Programme 2017/18 - Update

6	Rail Update
7	Calendar of Meetings
8	Regional Transport Partnership's Financial Accounting Arrangements Consultation
9	National Highways and Transport Network Public Satisfaction Survey 2017
10	National Transport Strategy Review – Update
12	Any Other Business Which The Chairman May Decide Is Urgent Due To The Need For A Decision

<b>Item</b>	<b>9 March 2018</b>
1	Sederunt and Apologies
2	Declarations of Interest
3	Minutes of Meeting on 17 January 2018
4	Draft Revenue Expenditure Budget 2018/19
5	Capital Expenditure Programme 2018/19
6	External Audit Plan 2017/18
7	SWestrans Annual Report 2016/17
8	Observers Update
9	Local Bus Service 101/102 Dumfries to Edinburgh
10	Local Bus Services – Bank Holidays
11	South West Scotland – Initial Appraisal: Case for Change
12	Public Social Partnership Update
13	Consultations
14	Any Other Business Which The Chairman May Decide Is Urgent Due To The Need For A Decision
15	Local Bus Services – Sustainability

### 4.3 Attendance

Attendance at meetings is shown in the following table:

<b>ATTENDANCE AT MEETINGS</b>		30 June 2017	22 September 2017	10 November 2017	17 January 2018	9 March 2018
<b>Members and Substitutes</b>						
Andrew Wood (Chair)	D&G Council	✓	✓	✓	✓	✓
David Bryson (Vice Chair)	NHS D&G	Apol.	Apol.	✓	✓	✓
Richard Brodie	D&G Council	✓	✓	Apol.	✓	✓
John Campbell	D&G Council	✓	✓	✓	✓	✓
Jim Dempster	D&G Council	✓	✓	Apol.	✓	✓
Alistair McKinnon	Scottish Enterprise	✓	✓	✓	Apol.	Apol.
David Stitt	D&G Council	✓	✓	✓	✓	✓
Ronnie Tait	D&G Council (Sub)	n/a	n/a	✓	n/a	n/a

04 March 2019

		30 June 2017	22 September 2017	10 November 2017	17 January 2018	9 March 2017
<b>Observers</b>						
David Anderson		✓	✓			
Christopher Craig	Thornhill Station Action Group	✓	✓		✓	✓
Frazer Durie	Network Rail		✓		n/a	n/a
June Hay	Outdoor Access Forum	✓	✓	✓		✓
Hugh McCreadie	Lochside & Woodlands Community Council		✓	✓		
Sharon Ogilvie	Dumfries and Galloway Third Sector Interface	✓		✓	n/a	n/a
Fraser Smith	Stagecoach West Scotland		✓	✓		
Graham Whiteley		✓	✓	✓		✓



04 March 2019

		30 June 2017	22 September 2017	10 November 2017	17 January 2018	9 March 2018
<b>Officials and Advisors</b>						
Josef Coombey	SWestrans	✓	✓	✓	✓	✓
Kirsty Dunsmore	SWestrans	✓	✓	✓	✓	✓
Douglas Kirkpatrick	SWestrans	✓	✓	✓	✓	✓
Claire Rogerson	Dumfries and Galloway Council	✓	✓	✓	✓	✓
Rebecca Scott	Dumfries and Galloway Council				✓	✓
Janet Sutton	Dumfries and Galloway Council	✓	✓	✓	✓	✓

04 March 2019

		30 June 2017	22 September 2017	10 November 2017	17 January 2018	9 March 2018
<b>In Attendance</b>						
Willie Bone	Thornhill Station Action Group	✓				
Martin Brown	Beattock Station Action Group	✓	✓			
Peter Dreghorn	Beattock Station Action Group	✓				
John Holroyd	Thornhill Station Action Group	✓	✓			
Peter Jeal	South West Scotland CRP	✓				
Kenny Laidlaw	Stagecoach West Scotland	✓				
Michael Liebisch	South West Scotland CRP		✓			✓
Ron McLean	Beattock Station Action Group	✓	✓			
Sylvia Moffat	Beattock Station Action Group		✓			
Colin Smyth	South of Scotland MSP			✓		
Emma Watson	Network Rail			✓		

## **5. GOVERNANCE**

### **5.1 Members**

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

### **5.2 Key Governance Documentation**

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

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

### **5.3 Annual Accounts 2017/18**

Draft Annual Accounts for 2017/18 were considered by the SWestrans Board at its meeting on 29 June 2017. These were prepared to comply with International Financial Reporting Standards and proper accounting Practice. The draft unaudited accounts were submitted prior to the statutory deadline of 30 June 2017, and to Grant Thornton, who are the appointed external auditors for SWestrans. The draft accounts were also made available for public inspection for a three week period from late 1- 21 July 2018 at Council libraries, at the Council headquarters in English Street, Dumfries and at the Council's Annan, Langholm, Kirkcudbright and Stranraer Area offices. The draft accounts were also published on the SWestrans website and the Council's website during this period. The Final Accounts were received by the Board at its meeting on 21 September 2018 prior to being signed by the Treasurer.

#### Revenue Expenditure

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; the same as the previous year.

- 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.
- Other contributions totalling £599,444.

#### 5.4 Internal Audit

No internal audit was carried out during 2016/17.

#### 5.5 External Audit

##### Audit of Accounts

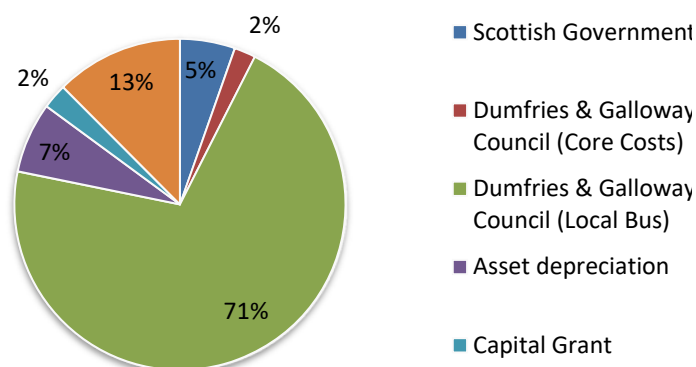
Regulation 6 of the Local Authority Accounts (Scotland) Regulations 1985 (as amended) requires that a certified abstract of accounts and the external auditor's report to Board Members on those accounts should be laid before a meeting of the Board no later than two months following their receipt. The partnership's external auditors for 2017/18 were Grant Thornton UK LLP.

The external auditor is required to audit the Transport

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

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

### SWestrans Funding Sources 2017/18



The external auditor's report on the audit of SWestrans' 2017/18 Annual Accounts to the Board, (in line with the requirements of the International Standard on Auditing 260 (ISA 260)), was approved by the Board on 21 September 2018, prior to the deadline of 30 September 2018.

The Independent Auditor's Report to the Members of the South West of Scotland Transport Partnership and the Accounts Commission for Scotland indicates that the Partnership's financial statements give a true and fair view and have been properly prepared in accordance with the Local Government (Scotland) Act 1973.

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

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

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

## **5.6 Performance Management**

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

The elements of the Performance Management Framework include:

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

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

## 6. FUNCTIONS

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

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

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

The 2005 Act also allows SWestrans to share responsibilities with Dumfries and Galloway Council in what is known as a “concurrent powers” arrangement. Interventions that could be undertaken on this basis include those where the Council and SWestrans share responsibility, such as promotion of Traffic Regulation Orders to introduce bus priority measures on the Council’s roads. Other passenger transport functions, notably schools transport, remain the responsibility of Dumfries and Galloway Council.

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

## **7. STAFFING AND RESOURCES**

### **7.1 Key Staff**

SWestrans employs no staff directly. Staff are employed by Dumfries and Galloway Council on behalf of SWestrans, and either attached to the Partnership, or provide significant support to it in addition to their Council roles. During 2017/18 these staff resources included:

- Lead Officer – Douglas Kirkpatrick
- Finance Officer – Janet Sutton
- Policy and Projects Officer – Josef Coombey
- Policy and Projects Officer – Kirsty Dunsmore

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

### **7.2 Other Business Needs**

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

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

Changes to the staffing structure of the Council's transportation team have resulted in a reduced level of staff support to SWestrans regarding Passenger Transport Operations.

### **7.3 Secretary to the Board**

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

#### **7.4 Chairman of the Board**

Andrew Wood was the Chairman of the Board for the majority of the 2017/18 period, being appointed by the SWestrans Board on 30 June 2017. The Chairman represents SWestrans on the Dumfries and Galloway Strategic Partnership. His predecessor, Tom McAughtrie, was the Chairman until the 23 May 2017.

#### **7.5 Vice-Chairman of the Board**

David Bryson was the Vice-Chairman of the Board for the 2017/18 period, appointed to this position by the SWestrans Board in July 2014. On 30 June 2017, the SWestrans Board agreed that David Bryson remain as Vice-Chairman of the Board.



## 8. STRATEGY, POLICY, LOBBYING AND ENGAGEMENT

### The Regional Transport Strategy

A statutory requirement of the Transport (Scotland) Act 2005 is that each Regional Transport Partnership produces a Regional Transport Strategy (RTS). SWestrans Regional Transport Strategy was agreed after an extensive consultation exercise, and approved by Scottish Ministers in June 2008. The RTS is the key guiding document for SWestrans, and includes its Vision, Objectives and Policies. All policy development is referred back to this document.

It was agreed in July 2016 that SWestrans undertake a refresh to the text of its RTS with an update to reflect key policy changes and the refresh of the National Transport Strategy (completed January 2016). The accompanying Delivery Plan would also be refreshed to better reflect current local, regional

and national strategies, plans and programme, e.g. the Regional Economic Strategy, the Anti-Poverty Strategy and Health & Social Care Strategic Plan.

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

In September 2017, the Board agreed a proposed timetable for the refresh of the RTS, however this timetable changed in 2018/19 following correspondence from the Transport Minister at the time, Humza Yousaf MSP, and his successor Michael Matheson MSP.

### *South West Transport Study*



## **South West Scotland Transport Study**

The 2017-18 Programme for Government, published on 5 September 2017, re-affirmed the Scottish Government's commitment to commence work for the second Strategic Transport Projects Review (STPR2). It further set out that Transport Scotland will commence work for STPR2 in the Dumfries and Galloway area.

On 28 September 2017, Transport Scotland met with representatives of SWestrans and SPT and agreed to produce a position paper confirming the broad scope, purpose, funding and governance of a pre-appraisal study to address the requirement set out within the Programme for Government.

It was agreed that the work will consider the rationale for improvements to road, rail, public transport and active travel on the key strategic corridors and examine the localised factors affecting the relationship between connectivity, accessibility and economic performance – it will identify constraints and opportunities as to how multi modal transport improvements could facilitate further economic regeneration and growth.

A Client Working Group (consisting of Transport Scotland, Dumfries and Galloway Council, South Ayrshire Council, East Ayrshire Council, SWestrans and SPT) formed with a view to overseeing the study which is chaired by a Transport Scotland representative. The SWestrans Lead Officer is a member of the Client Working Group.

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

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

## **8.2 Key Locations**

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

### Dumfries

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

- Lack of access to West Coast Main Line passenger and freight services;
- Relatively slow rail links from Dumfries to the Central Belt;
- Poor quality of trunk road linkages between Dumfries and the A74(M).

### Stranraer and Loch Ryan

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

Work commenced on the South West Scotland Transport Study which includes a strong focus on access to the ports at Cairnryan.

In 2017, SAYLSA, the community rail partnership for the Stranraer to Ayr line was disbanded and replaced by the South West Scotland Community Rail Partnership.

### Gretna, Lockerbie, Annan Triangle

Lockerbie is the region's only main line station, and is a key regional gateway and point of connection to the Central Belt and into England. The planned development of a further car parking spaces through re-configuration of the existing car park at the Station and potential purchase of land continued during the year.

The Board at its June 2017 meeting received a detailed confidential report on the position of parking options within Lockerbie. The report provided updated advice on the estimated cost of Phase 2 rising and an estimate to develop/build Phase 3.

There were significant issues to be overcome on both sites and work continued throughout 2017/18 to progress these issues within the resources available.

### Remote Rural Communities

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

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

In 2017/18 work started on developing and improving work on social/community transport through a public social partnership approach (PSP). Further information on the PSP work undertaken in 2017/18 is included within the Community Transport section reported under 8.3 Key Sectors/Themes.

### **8.3 Key Sectors/Themes**

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

#### Roads

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

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

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

#### Bus

Local bus service provision faced a number of challenges near the end of the 2017/18 year, albeit the local bus network was not impacted by these challenges until 2018/19.

Significant sustainability issues regarding local bus services were raised by bus operators in March 2017/18. The Board agreed a course of action to maintain local bus services and prevent the return of contracts. Changes to the local bus network were not put in place until year 2018/19.

In March 2018, SWestrans were made aware of Scottish Borders Council's decision to reduce their funding contribution of the strategic bus service between Dumfries to Edinburgh (101/102 which also serves Thornhill and Moffat) by approximately £100K whilst still providing an alternative for the majority of their residents utilising other existing routes. As the lead partner of this contract, SWestrans had to undertake a significant amount of work to ensure that this bus link was not lost. The following year, 2018/19, saw a significant reduction in the existing service level.

In September 2017, the Board were presented with Transport Focus' Bus Passenger Survey (BPS) 2016 for the South West of Scotland.

The survey measured passengers' satisfaction with their local bus service for a wide range of aspects including the bus stop, waiting for the bus, on the bus, the outside of

the bus and the bus driver as well as their overall satisfaction with that bus journey and their rating of value for money.

Though the findings within the BPS do not give an absolute and complete picture of the bus passenger experience in the South West of Scotland, the results do give an indication of who uses local bus services in the region, why they use bus services and what their experiences of being a bus passenger in the region are.

The survey results, on the whole, were very positive for the region. They are a testament to the value of the ongoing financial support SWestrans provides and the professionalism and hard work of the bus operators in the region. Key performance measures for South West Scotland Transport Region were:

- Punctuality: 80% very or fairly satisfied.
- Journey Time: 91% very or fairly satisfied.
- Value for Money: 75% very or fairly satisfied.
- Overall Journey: 92% very or fairly satisfied.

Evidence gathered from the survey results informed future planning of bus services. It was noted that of passengers surveyed in the South West of Scotland, 60% cited their reason for using the bus as 'no option to travel by other means'. This was 16% higher than the Scottish average (44%).

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.

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

## Rail

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

In 2017, SAYLSA, the community rail partnership for the Stranraer to Ayr line was disbanded and replaced by the South West Scotland Community Rail Partnership (SWSCRП). The official launch of the SWSCRП took place at Kilmarnock Station on 11 September 2017 and was attended by the SWestrans Lead Officer. This new Community Rail Partnership is a voluntary, not-for-profit organisation which aims to engage people in their local railway across Ayrshire and Dumfries & Galloway - from Stranraer in the far south-west, to Ayr and Kilmarnock in the north and south to Dumfries and east to Gretna Green on the Anglo-Scottish Border. The Chair, Andrew Wood, was nominated by the SWestrans Board to represent to represent SWestrans on the South West Scotland Community Rail Partnership. The SWSCRП was invited by the Secretary of the Board to provide an Observer to the SWestrans Board.

SWestrans has lobbied for improvements to services on the Glasgow and Southwestern Line and on the Stranraer Line, consistent with the aspirations of the RTS Delivery Plan for improved services and station re-openings. These aspirations were made clear at the Dumfries and Galloway Transport Summit, and the SWestrans Board subsequently agreed in January 2017 position papers for each rail line to be submitted to Transport Scotland. These were prepared to start a conversation with national decision makers and feed into the national rail policy framework (High Level Output Specification). It drew together the various policy strands emerging from the railway industry and suggests how these might enable train service developments which will provide benefits to Dumfries and Galloway.

The Scottish Government's "The Government's Programme For Scotland 2017/18", launched on 5 September 2017, included that the Government will go further by developing new proposals to continue the reinvigoration of the Scottish rail network and will take forward work on "maximising the local benefits of the route between Girvan and Stranraer."

In December 2017, ScotRail Alliance introduced five extra services, in each direction, between Dumfries and Carlisle. This benefited customers travelling from those two stations, as well as those travelling from Annan and Gretna Green. The improvements meant residents in the south west of Scotland will see close to an hourly service throughout the day, with better connections for trains to and from London at Carlisle. In addition, ScotRail Alliance also introduced a new early morning train from Dumfries to Glasgow, and a late evening service from Glasgow to Dumfries.

The primary community pressure regarding rail travel has been for new stations at Beattock, Thornhill and Eastriggs. Work continued on the potential development of these rail stations for Dumfries and Galloway. The outcomes and recommendations from the Scottish Transport Appraisal Guidance (STAG) Part 1 appraisals were presented in June 2017. All three areas retained the re-opening of a rail station as a possible transport solution.

At its meeting on 22 September 2017, the Board agreed to progress to the next stage in the process – STAG 2 appraisals – for the Thornhill, Eastriggs and Beattock areas. The Part 2 Appraisal includes detailed analysis of an option's performance against:

- Transport Planning Objectives (developed during the Pre-Appraisal phase);
- STAG Criteria (Environment; Safety; Economy; Integration; and Accessibility and Social Inclusion);
- Cost to Government; and
- Risk and Uncertainty.

As required by the guidance, the STAG Part 1 Appraisals undertaken were fully multi-modal, as are the Part 2 Appraisals. They sought to identify and evidence the transport problems and opportunities within the four study areas, and the most appropriate opportunities for addressing these problems and opportunities.

Governmental funding mechanisms and decision processes for any new rail infrastructure projects changed in March 2017.



### Community Transport / Public Social Partnership

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

Progress has continued to develop a Public Social Partnership for social/community transport (PSP).

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

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

The work to redesign services began with the inaugural meeting of the PSP Steering Group on 28 April 2017. The Steering Group was set up to drive the PSP forward and deliver the outcomes and benefits of the PSP. The Steering Group has representation from the Community Transport Association, Third Sector Dumfries and Galloway, Dumfries and Galloway Council, NHS Dumfries and Galloway, SWestrans, Annandale Community Transport Services, Strathclyde Partnership for Transport and Glenkens Transport Initiative.

The Steering Group agreed to the formalisation of pilot projects around three work streams to progress the PSP:

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

Within the three work streams a number of pilot projects have been developed and business cases for these pilots have been written and agreed by the Steering group:

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

The PSP Steering Group agreed that the lead partner of the project, Third Sector Dumfries and Galloway create and publish press releases to promote both the launch and ongoing work of the selected pilots of the PSP. This will include the advertisement of the Community Transport Dumfries and Galloway website which can be accessed at: <http://communitytransportdg.co.uk/>

A graduate was employed by Dumfries and Galloway Council in August 2017 to assist with delivering the PSP. A new Project Manager for the PSP is due to take up post in April 2018 and will continue to deliver the work of the PSP with direction from the Steering Group, to develop the pilots under the three work streams throughout 2018/19.

### Aviation

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

### Walking and Cycling

During 2017/18 SWestrans continued to fund active travel infrastructure through its Capital Programme.

Improvements have included additional dropped kerb provision, build-outs, footway extensions and developing new footway links across the region.

Design work on routes from Lochmaben – Lockerbie and Portpatrick – Stranraer was undertaken by Dumfries and Galloway Council staff on behalf of SWestrans in 2017/18. Delivery is proving to be a challenge due to the distances involved, known land issues and the significant level of funding that would be required to undertake any dedicated path build.

### Health

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

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

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

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

The new regional general hospital in Dumfries opening to the public in late 2017 and required close coordination between the Health Board, Council and SWestrans in both 2016/17 and 2017/18. This was with particular reference to walking and cycling routes to the chosen site on the western edge of town, and the review of bus services within

the town. In 2017/18, SWestrans and the NHS introduced a new bus service (111) to serve the town centre and new hospital site which operates a 20 minute frequency between 8am and 6pm . SWestrans worked to secure all appropriate bus services from outside of Dumfries providing a service to the new hospital and this resulted in over 100 journeys per day servicing the new site Mon-Sat.

#### **8.4 Community Planning**

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

#### **8.5 RTS Monitoring and Review**

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

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

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

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

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

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

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

- there may be difficulty in obtaining historical values for some indicators.

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

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

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

## 8.6 Consultations

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

Consultation	Reported
Places, People and Planning – Position Statement (Joint RTP response)	22 September 2017
The Socio-Economic Duty	22 September 2017
Climate Change Bill	22 September 2017
Free Bus Travel for Older and Disabled People and Modern Apprentices	10 November 2017
Local Bus Services in Scotland – Improving the Framework for Delivery	10 November 2017
Future of Smart Ticketing in Scotland	10 November 2017
Building Scotland's Low Emission Zones	10 November 2017
TransPennine Express 2018 December timetable proposals	17 January 2018
Financial Accounting Arrangements for Regional Transport Partnerships	17 January 2018

## **8.7 Public Sector Equalities Duty**

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

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

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

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

SWestrans officers published a progress report on the 2015 agreed Equality Outcomes in April 2017, in line with the 2 year progress update cycle. The Board also agreed in March 2017 that Officers review and update the Equalities Mainstreaming Report and the Equalities Outcomes by 30 April 2019, in line with the 4 year cycle. No reporting was required in year 2017/18.

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

Following a presentation in November 2017 by the Domestic Abuse and Violence Against Women Partnership on domestic abuse and violence against women, the Board supported the White Ribbon Campaign Pledge and wrote to all bus companies

providing subsidised local bus services on behalf of SWestrans providing further detail on the white ribbon campaign and seeking their support for promotion on buses.

## **8.8 Public Bodies Climate Change Duty**

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

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

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

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

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

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

At the meeting on 10 November 2017, Members of the Board agreed the submission of the 2016-17 Climate Change Duties Report for SWestrans.



## 8.9 Public Services Reform Act

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

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

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

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

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

tbc – to be completed prior to submission.

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

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

- Lobbying at regional, Scottish, UK national and European level for increased investment in transport and connectivity across all transport modes, including Rail, Roads, Ferries, Aviation and Active Travel. This has been achieved through a number of methods, and it is hoped will inform future transport policy i.e. STPR2.
- Innovative approaches to delivery of sustainable public transport services, including review of the local bus network and bus asset procurement as a spend to save initiative and the establishment of a PSP delivery model.
- Progression of a broad range of infrastructure and soft policy interventions (with significant levels of external funding) designed to advance the aspirations of the Regional Transport Strategy, including GoSmart Dumfries Sustainable Travel Demonstration Town, and regionwide bus infrastructure upgrades.

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

“...a transport system for the South West of Scotland that delivers the internal and external connectivity required to sustain and enhance the region’s economy and communities whilst minimising the impact of transport on the environment.”

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

### **8.10 RTPs Joint Chairs and Lead Officers**

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

The Chairman is supported at these meetings by the Lead Officer.

### **8.11 Freedom of Information, Records Management, and Publication Scheme**

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

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

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

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

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

Information. This information is published on the SWestrans website at [www.swestrans.org.uk](http://www.swestrans.org.uk).

On 1 August 2016, SWestrans received a letter from the Keeper inviting submission of a Records Management Plan (RMP) under the assessment programme for 2016. During 2016/17, SWestrans worked with Dumfries and Galloway Council Records Management Team to ensure that SWestrans is fully incorporated within its updated existing RMP. In June 2017, Dumfries and Galloway Council agreed to include SWestrans within its RMP arrangements.

## 8.12 Communications and Information

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

## 9. DELIVERY AND PROJECTS

### 9.1 The RTS Delivery Plan

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

Since publication of the Regional Transport Strategy and Delivery Plan, a number of planned improvements have been achieved, whilst others have been considered and modified or abandoned. The interventions included in the RTS Delivery Plan are set out in Table 1, attached to this report as **Appendix 2**, and include commentary as to the extent of achievement at 31 March 2018.

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

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

There is also some confusion over what is an intervention as opposed to a “description” of an intervention.

## 9.2 Revenue Budget

A detailed summary of the elements of the Revenue Budget 2017/18 is set out in the following table:

	<b>Final Outturn 2016/17</b>	<b>Adjusted Budget 2017/18</b>	<b>Actual Expenditure to 31/3/18</b>	<b>Variance</b>
<b>EXPENDITURE</b>				
Staff Costs	80,219	105,848	105,545	-303
Property Costs	0	50	50	0
Supplies and Services	757	957	958	1
Transport Costs	6,967	18,104	18,357	253
Administration Costs	30,796	25,336	25,243	-93
Payments	4,224,461	4,282,394	4,282,464	70
Central Support	45,716	45,150	45,128	-22
Capital Charges	309,198	331,603	331,603	0
<b>Total Expenditure</b>	<b>4,698,114</b>	<b>4,809,442</b>	<b>4,809,348</b>	<b>-94</b>
<b>INCOME</b>				
Scottish Government	259,250	259,250	259,250	0
D&G Council	100,000	217,040	217,040	0
Other Contributions	4,338,864	4,333,152	4,333,058	-94
<b>Total Income</b>	<b>4,698,114</b>	<b>4,809,442</b>	<b>4,809,348</b>	<b>-94</b>
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 9.3 Capital Expenditure Programme

Expenditure on the elements of the Capital Expenditure Programme 2017/18 was as follows:

<b>Item</b>	<b>£</b>
Purchase of accessible buses	284,091
Bus Infrastructure (including shelters, PUDOs and RTI)	277,424
Cyclepath Development (Lochmaben - Lockerbie / Portpatrick - Stranraer)	2,544
Rail Station Improvements (Lockerbie phase 2)	12,734
Rail Station Improvements (Lockerbie phase 3)	32,216
STAG Studies re. potential rail station openings	121,000
Garroch Loaning	4,033
Active Travel Projects	108,053
<b>Total</b>	<b>£842,095</b>

### 9.4 External Funding

No external funding was drawn down in 2017/18.

	Indicator	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	Source	Comment
1	% age of Local Authority Road Network classified as Red or Amber by the Scottish Road Maintenance Condition Survey	48	47	44	45	47.2	48	48	49	46	47	47	Scottish Transport Statistics	
2	Number of persons killed or seriously injured in road accidents on D&G roads	170	115	130	72	93	89	76	85	69	72	66*	Reported Road Casualties (Police Scotland)	*provisional figure
3	Number of ferry services to Ireland per week from D&G ports				100	99	93	86	86	86	86	86	Ferry Operator Timetables	
4	% age driver journeys delayed by congestion / Congestion delays experienced by drivers	6.3		8.0		-	-	-	-	-	-	-	Scottish Household Survey: Local Area Analysis	No longer surveyed
5	Transport modal split (all journey purposes)													
6	% age Journeys to Work by public or active transport	23.3		27.3		-	-	-	-	-	-	-	Scottish Household Survey: Local Area Analysis	No longer surveyed
7	% age children walking and cycling to school		48.9	42.9	42.5	44.9	45.2	43.8	45.9	46.8	43.1	42.1	Sustrans Hands Up Survey	
	Including scooter/skate		49.2	43.3	43.2	45.5	46.6	46.5	48.9	49.7	45.3	44.4		
8	CO2 emissions from transport in D&G (kt)	Transport Total	633.1	610.4	583.8	587.0	581.4	578.5	578.4	545.9	570.6	585.8	Department for Energy and Climate Change	2017 figures not yet available
		Per capita	4.3	4.1	3.9	4.0	3.9	3.8	3.8	-	-	-		
10	PM10 and NO2 concentrations (Annual Hourly Mean) (µg/m3)	PM10	18	-	-	-	-	-	-	-	-	-	www.scottishairquality.co.uk	No longer measured
		NO2	38	37	35	40	32	33	30	30	32	31		
11	Traffic on all roads million veh.km	2,021	2,021	1,998	1,974	1,963	1,927	1,956	2,015	2,073	2,111	2,244	Scottish Transport Statistics	

<b>A709 Corridor Upgrade</b>					
It is recognised that major improvements are needed on the A709 corridor in order to provide better connectivity to the Central Belt.					
<b>Intervention</b>	<b>Description</b>	<b>Estimated Expenditure 2009-2024</b>	<b>Potential Partners</b>	<b>Progress to 2017/18</b>	<b>Timescale and Comments (2017/18)</b>
<b>A709 Corridor Fastlink</b>	Construction of a new road between Dumfries and Lockerbie to offer enhanced connectivity to Central Scotland	£54m (2002 price base)	Transport Scotland, Dumfries and Galloway Council	STAG Part 1 complete. STAG Part 2 complete and submitted to the Scottish Government and response received.	Considered at Board meeting on 26 March 2010 - to be retained as a Priority Intervention.
<b>Quality Bus Link between Dumfries Railway Station and Lockerbie Railway Station</b>	Quality bus link and enhancements at both stations, including new Accessible Bus provision, access facilities, bus turning facilities, and Real Time Information	£600,000	Transport Scotland, Network Rail, First Scotrail, Dumfries and Galloway Council, Bus Operators	Substantially completed under GoSmart programme.	Potential for further improvements at Lockerbie, specifically integration of bus and rail RTPI.



<b>Bus Network Quality Strategy</b>					
Package of measures aimed at improving the quality of the bus network, its integration with rail, cycling and walking, and its attractiveness to users. This includes new bus interchanges at key towns, new bus shelters across the network, real-time passenger information at key nodes, accessible buses and increased service frequencies on the rural bus network. The potential to use biofuels and reduce emissions will be examined.					
<b>Intervention</b>	<b>Description</b>	<b>Estimated Expenditure 2009-2024</b>	<b>Potential Partners</b>	<b>Progress to 2017/18</b>	<b>Timescale and Comments (2017/18)</b>
<b>New Bus Interchanges at Key Towns</b>	Development of enhanced bus interchange facilities at key towns	£1,000,000	Dumfries and Galloway Council, Bus Operators	Newton Stewart, Annan, Gretna, Moffat and Castle Douglas complete	Complete
<b>Accessible Buses</b>	Enhanced bus access with low floor buses and improved stops	TBC	Dumfries and Galloway Council, Bus Operators	Fully accessible buses specified in all SWestrans contracts.	Ongoing
<b>Increased Service Frequencies on Rural Bus Network</b>	Enhanced bus network with regular stopping patterns and improved frequencies	TBC	Dumfries and Galloway Council, Bus Operators	Policy Root & Branch Review Complete	Pressure from public sector funding contraction.
<b>Real Time Passenger Information at Key Nodes</b>	Introduction of message systems at key bus nodes to inform passengers of real-time bus movements	£2,000,000	Dumfries and Galloway Council, Bus Operators	Extensive provision	System currently non-operational due to financial savings required.
<b>New Bus Shelters Across Network</b>	Roll-out of enhanced bus shelters across the region offering improved waiting environment	TBC	Dumfries and Galloway Council, Bus Operators	Shelters provided from Capital Expenditure Programme across region	Ongoing
<b>Development of Bus Information Strategy</b>	Upgrade information at bus stops. Develop Bus/Air/Rail information and Traveline. Develop integrated ticketing strategy	TBC	Dumfries and Galloway Council, Bus Operators, Rail Operators, Airline Operators	New style bus information panels provided across the region	Ongoing
<b>Improved Facilities at Rural Pick-up Points</b>	Low cost improvement measures	TBC	Dumfries and Galloway Council		Ongoing
<b>Bikes on Rural Buses</b>	Development of policy with operators	TBC	Dumfries and Galloway Council, Bus Operators		Being developed as part of Active Travel Strategy.

<b>Dumfries Southern Bypass</b>					
Construction of a new bypass south of Dumfries with a specific emphasis on improved connectivity to the critical Crichton area and the health and education services located there.					
<b>Intervention</b>	<b>Description</b>	<b>Estimated Expenditure 2009-2024</b>	<b>Potential Partners</b>	<b>Progress to 2017/18</b>	<b>Timescale and Comments (2017/18)</b>
<b>Dumfries Southern Bypass</b>	Construction of a new bypass south of Dumfries with a specific emphasis on improved connectivity to the Crichton area (includes improvements to radial routes)	£56 million (2002 prices)	Dumfries & Galloway Council, Scottish Government, Developers	STAG Part 1 complete, STAG Part 2 complete.	Further consideration may be required following DGRI relocation.

<b>Dumfries Town Centre Bus Station</b>					
Development of a new bus station in Dumfries town centre which acts as a key transport node for the wider region. This includes compensatory parking to replace spaces lost to the redevelopment of existing parking stock for the bus station and associated traffic management measures					
<b>Intervention</b>	<b>Description</b>	<b>Estimated Expenditure 2009-2024</b>	<b>Potential Partners</b>	<b>Progress to 2017/18</b>	<b>Timescale and Comments (2017/18)</b>
<b>Dumfries Town Centre Bus Interchange</b>	Development of a new bus station in Dumfries town centre, possibly at a site of an existing car park with compensatory relocated parking	£4,000,000	Scottish Government, Dumfries & Galloway Council	Study completed. Public consultation exercise completed. Council opted not to progress.	Further Board consideration required.

<b>Dumfries Town Centre Public Realm Improvements Including Walking and Cycling Enhancements</b>					
Package of measures improving the quality of transport infrastructure in Dumfries town centre. This includes public realm improvements, improved access to the rail station and improvements to walking and cycling routes in Dumfries designed to stimulate further regeneration of the regional capital					
<b>Intervention</b>	<b>Description</b>	<b>Estimated Expenditure 2009-2024</b>	<b>Potential Partners</b>	<b>Progress to 2017/18</b>	<b>Timescale and Comments (2017/18)</b>
<b>Dumfries Town Centre Public Realm Improvements</b>	Series of improvements to the attractiveness and amenity of the town centre including transport links.	TBC	Dumfries & Galloway Council, Private Sector	Friars Vennel, Bank Street, Plainstones and Burns Statue complete.	Complete
<b>Crichton Access Roads</b>	Improved road access to the Crichton	£2,000,000	Dumfries & Galloway Council	Included with Dumfries Southern Bypass	
<b>Dumfries Bus Priority</b>	Improvements on key bus routes in Dumfries	£1,000,000	Dumfries & Galloway Council, Bus Operators	Included in report to Council PHES report	
<b>Sustainable Transport Initiatives</b>	Opportunities in Dumfries from development of Southern Bypass	TBC	Dumfries & Galloway Council, Bus Operators, Forums	Elements completed as part of GoSMART Dumfries	Potential for further opportunities
<b>Cycling/Walking Improvements Dumfries</b>	Improvements to the cycling/ walking network	£1,000,000	Dumfries & Galloway Council, Cycling Scotland, Sustrans	Maxwelltown Cycle Path including Connect2 Queen of the South Viaduct complete. Facilities provided as part of GoSMART Dumfries	Further projects being progressed in partnership with Dumfries & Galloway Council.
<b>Dumfries Town Centre – Rail Station Access</b>	Improve access arrangements to Dumfries railway station	£300,000	Transport Scotland, Network Rail, First Scotrail, Dumfries & Galloway Council	Completed as part of GoSMART Dumfries	
<b>Dumfries Park and Choose Network</b>	Development of a series of Park and Choose sites around Dumfries	TBC	Dumfries & Galloway Council, Scottish Government, Operators	Substantial development as part of GoSMART Dumfries	
<b>Dumfries Sustainable Travel Demonstration Town</b>	Partnership with Scottish Government and Dumfries & Galloway Council	£6.8 million	Scottish Government, Dumfries & Galloway Council, other partners	Complete	

<b>Rail Services Upgrade</b> Enhanced rail services on the West Coast Main Line (WCML) and the Glasgow and South Western Line (GSWL)					
<b>Intervention</b>	<b>Description</b>	<b>Estimated Expenditure 2009-2024</b>	<b>Potential Partners</b>	<b>Progress to 2017/18</b>	<b>Timescale and Comments (2017/18)</b>
<b>Improved Lockerbie – Glasgow Service</b>	Improved rail services between Lockerbie and Glasgow	N/A	Transport Scotland, Network Rail, First Scotrail, Dumfries & Galloway Council	New timetable and rolling stock from May 2014.  New Transpennine Franchise from April 2016.	Continue to lobby for improved services from Lockerbie station.
<b>Improved Lockerbie – Edinburgh Service</b>	Improved rail services between Lockerbie and Edinburgh	N/A	Transport Scotland, Network Rail, First Scotrail, Dumfries & Galloway Council	Some improvements to services realised.	Potential for further improvements. New Transpennine Franchise from April 2016.
<b>GSW Service Frequency / Journey Time Enhancements Combined with Gretna Annan Doubling</b>	Improved rail services between Carlisle and Glasgow	N/A	Transport Scotland, Network Rail, First Scotrail, Dumfries & Galloway Council	Timetable improvements from Dec 2017.	Still large gaps within Dfs – Glasgow timetable which need addressed
	Reinstatement of double track between Gretna and Annan	£36,000,000		Complete	Complete
<b>Stranraer Line Frequency / Journey Time Enhancements</b>	The introduction of additional trains and local line improvements	N/A	Transport Scotland, Network Rail, First Scotrail, Dumfries & Galloway Council	Community Rail Partnership established. Partnership study with SPT, Transport Scotland and Passenger Focus for section between Ayr and Stranraer complete	Stranraer Line position paper agreed by Board in 2017 to be shared and discussed with relevant decision-makers.

<p><b>Rail Services to Prestwick Airport via GSWL</b></p>	<p>Improved rail services to Prestwick Airport from Dumfries and Galloway</p>	<p>N/A</p>	<p>Transport Scotland, Network Rail, First Scotrail, Dumfries &amp; Galloway Council</p>	<p>Partnership study with SPT, Transport Scotland and Passenger Focus for section between Ayr and Stranraer complete</p>	
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<b>Regionwide Rail Stations Strategy</b>					
New rail stations at Thornhill, Eastriggs, Beattock and Dunragit / Glenluce area and accessibility improvements at Lockerbie and Kirkconnel stations					
<b>Intervention</b>	<b>Description</b>	<b>Estimated Expenditure 2009-2024</b>	<b>Potential Partners</b>	<b>Progress to 2017/18</b>	<b>Timescale and Comments (2017/18)</b>
<b>Region-wide Stations Strategy</b>	New rail stations at locations across the region including Thornhill, Eastriggs, Dunragit/ Glenluce area and Beattock	£7m - £12m	Transport Scotland, Network Rail, First Scotrail, Dumfries & Galloway Council	STAG Studies complete for Thornhill and Eastriggs, and submitted to Transport Scotland. Response received.  Advised that new STAG studies required to progress.	Following advice from Transport Scotland, STAG Pre-Appraisals completed. STAG part 1 undertaken. Work started on STAG part 2.
<b>Accessibility Improvements – Lockerbie Station</b>	Improved access to Lockerbie station, particularly for wheelchair users to the southbound platform	£1,400,000	Transport Scotland, Network Rail, Dumfries & Galloway Council	Disabled Access project complete	Complete
<b>Accessibility Improvements – Kirkconnel Station</b>	Improved access to Kirkconnel station, particularly for wheelchair users to the southbound platform	TBC	Transport Scotland, Network Rail, First Scotrail, Dumfries & Galloway Council	Network Rail has been asked to consider accessibility improvements. Study into alternatives to a bridge and lifts option being progressed	Low patronage impacts on Benefit/Cost Ratio for funding.

<b>Stranraer Waterfront and Town Centre Public Realm Improvements Including Public Rail / Bus Interchange Hub and Walking and Cycling Enhancements</b>					
Package of measures improving the quality of transport infrastructure in Stranraer town centre and waterfront area. This includes public realm improvements, improved walking and cycling linkages between the town centre and the waterfront and the development of integrated public transport interchange and associated multi-modal rail / bus / ferry links					
<b>Intervention</b>	<b>Description</b>	<b>Estimated Expenditure 2009-2024</b>	<b>Potential Partners</b>	<b>Progress to 2017/18</b>	<b>Timescale and Comments (2017/18)</b>
<b>Integrated Public Transport Interchange, Stranraer, and Associated Multi-modal Rail / Bus / Ferry Links</b>	Development of integrated public transport interchange for rail, bus and ferry users. Undertake further study to review possible extension of railway line to Cairnryan	£2,350,000	Dumfries & Galloway Council, Transport Scotland, Scottish Government, Network Rail, EU-ERDF	StenaLine relocation complete 2011.	Budget allocation for PTI removed and absorbed within regeneration project.
<b>Stranraer Town Centre/ Waterfront Links</b>	Package of measures improving the quality of transport infrastructure in Stranraer town centre including public realm improvements and improved walking and cycling linkages between the town centre and the waterfront and ferry terminals	TBC	Dumfries & Galloway Council, Private Sector	StenaLine relocation complete. Service 350 implemented Sep 2013.	Project being taken forward by Dumfries and Galloway Council with assistance from SWestrans officers.

<b>Regionwide Cycling / Walking and Sustainable Travel Projects Including Completion of the National Cycle Network</b>					
Completion of the National Cycle Network – NCR 73 Newton Stewart – Cairnryan to link NCN Network in Scotland to NCN in Northern Ireland via the Loch Ryan ferry terminals. Involves completion of the Dunragit Bypass and Innermessan to Drummuckloch and cycle / walking path between Beattock and Moffat and cycle / walking path between Lochmaben and Lockerbie. An East to West Cycleway along the line of the Southern Upland Way.					
<b>Intervention</b>	<b>Description</b>	<b>Estimated Expenditure 2009-2024</b>	<b>Potential Partners</b>	<b>Progress to 2017/18</b>	<b>Timescale and Comments (2017/18)</b>
<b>Lockerbie to Lochmaben Cycle Route</b>	Link to NCN and employment opportunities, providing alternative route to A709, requires bridge over River Annan	£1,000,000	Dumfries & Galloway Council, Cycling Scotland, Sustrans	Initial design, land issues and external funding opportunities continue to be investigated	Under review.
<b>Moffat to Beattock Cycle Route</b>	Link to NCN extending link from Dumfries and providing off-road alternative to A701	£250,000	Dumfries & Galloway Council, Cycling Scotland, Sustrans	Path complete between Beattock and Hidden Corner.	Complete
<b>National Cycle Network Completion</b>	Completion of NCN linking Newton Stewart and Stranraer to Cairnryan, linking to ferry terminals and Northern Ireland	£900,000	Dumfries & Galloway Council, Cycling Scotland, Sustrans, Transport Scotland, EU-Interreg4	Works on Newton Stewart to Stranraer complete following the completion of the Dunragit Bypass.	Complete when Transport Scotland do Drummuckloch to Innermessan Scheme on A77.
<b>Sustainable Travel Plan and Associated Projects</b>	Travel Plans for staff of large businesses and public bodies. Marketing of DGTripshare. Bike Scheme. Active Travel Strategy. Consideration of Park & Cycle projects	TBC	Dumfries & Galloway Council, NHS Dumfries & Galloway, Dumfries South Travel Plan Group, Dumfries & Galloway College	Travel Plan for DGRI and Crichton Royal Hospitals complete. DGTripshare established. Dumfries & Galloway Council Travel Plan complete.	Potential for public sector travel plans in locations other than Dumfries.
<b>Provision of Cycling / Walking Infrastructure at Various Locations across the Region</b>	Cycling / Walking routes to link into National and Strategic routes	TBC	Dumfries & Galloway Council, Sustrans, ERDF, Cycling Scotland	Various facilities provided under previous expenditure programmes.	Further /opportunities being taken forward by Dumfries & Galloway Council.
<b>East – West Cycle Route along Southern Upland Way Corridor</b>	Cycling/Walking route to link into national and strategic routes and communities	TBC	Dumfries & Galloway Council, Sustrans, Cycling Scotland	Design, land issues continue to be investigated.	On-going



## 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 Scottish Transport Appraisal Guidance (STAG) Part 2 (Detailed Options Appraisal) 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.

### 3. STAG Studies

3.1 PBA are undertaking work on the three STAG Part 2 studies, with all three due to be complete before the next scheduled SWestrans Board meeting on 10 May 2019.

3.2 PBA held public drop-in events in each of the three study areas in January 2019, with online engagement based on the information on display at these events also available for a number of weeks. The number of survey responses as part of this engagement indicate a high level of interest (and expectation) within each of the communities. PBA are currently in the process of analysing the survey responses.

3.3 To complete the STAG Part 2 studies, it has been necessary to update the data relating to public transport network provision/changes during the period the STAGs have been in preparation. This update is essential to ensure a full a robust data set is available to underpin the evidence of problems and opportunities. Funding of £2K per area was utilised from this year's capital allocation for this task.

### 4. Next steps

4.1 Whilst the STAG process is multi-modal and should not be pre-judged (a robust STAG should be an objective-led study and not solution-led), with the STAG 2 studies nearing completion it is important that the next steps in the process are fully understood.

4.2 A briefing paper outlining the potential options available to progress this work will be produced for the Board's information prior to the STAG 2 studies being completed. It is intended that this briefing paper will be sent to the three rail action groups and other interested groups for their information, with an option for further discussion if appropriate and will form part of the report to the May 2019 Board.

<b>5. Implications</b>	
<b>Financial</b>	The £6K (£2K for each study) has been accommodated from the capital programme allocation for the progression of STAG Studies for potential rail station openings.
<b>Policy</b>	No change in policy. This work fulfils SWestrans and Dumfries and Galloway Council policy objectives.
<b>Equalities</b>	Opportunities to enhance travel choice and experience for those with protected characteristics will emerge from the study findings.
<b>Climate Change</b>	Opportunities for modal shift will emerge from study findings.
<b>Risk Management</b>	Continuation and completion of STAG 2 studies relates to two known risks: R02 – Public image R05 – Failure to progress RTS Delivery Plan

## **6. Recommendation**

Members of the Board are asked to note the update on the work towards developing potential rail station re-opening bids.

Report Author: Josef Coombey SWestrans Policy & Projects Officer	Approved by: Douglas Kirkpatrick SWestrans Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
Date of Report: 28 February 2019 File Ref: SW2/Meetings/2019	

## 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 31 October 2018, the Board agreed to receive an update on the Public Social Partnership (PSP) for social and community transport.

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

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

### 3. Key Points

3.1 The specific aims of the PSP are to develop a genuine and lasting partnership to support the remodeling of the Commissioner(s) services and to build the capacity of the sector to be able to deliver these services in the future. The Commissioners under the PSP are Dumfries and Galloway Council, NHS Dumfries and Galloway and SWestrans who engage with third sector organisations to work around three work streams highlighted in paragraph 2.2.

3.2 Engagement with a wide range of third sector organisations ensures the voices of third sector organisations are central to planning and delivery of the PSP and that Third Sector organisations can meaningfully participate in the remodelling and development of innovative, integrated and flexible transport solutions.

3.3 PSP delivery, through the piloting of identified solutions, requires a co-production model involving stakeholders, providers and commissioners in the design of the service. Partners have sufficient trust between them to be able to review the service critically and make changes if necessary. Forming the partnership is an ongoing process, which should ideally continue beyond the delivery of a service and become embedded in the strategy of partner organisations.

3.4 The pilot projects under Work Streams 1 and 2 (listed below) are all at advance stages of development:

- 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. Implementation of a Quality Framework for CT in Dumfries and Galloway similar to the West of Scotland CT Network.

3.5 The delivery, implementation and development of a transport hub is critical to the future sustainability of the PSP and is progressing in a phased approach. Phase 1 included a 3-month analysis of taxi usage by NHS D&G to identify usage, types of journeys and times of journeys. From this analysis, a business case will scope out an initial operational pilot, the requirements for the scheduling and co-ordination of transport and the resources available from Community Transport Operators to deliver any journeys will be determined. Phase 2 will look to re-design eligibility criteria for transport based on operational pilot findings and to undertake analysis of data for renal transport, discharge, inpatient / outpatient and non-patient transport that is not included in the taxi provision.

3.6 The Capability and Capacity Building of the Community Transport operators (Work Stream 3) is continuing to progress. A Community Transport Dumfries and Galloway Network has been established.

3.7 Other essential elements of Work Stream 3 include the establishment and provision of driver training (D1) and the implementation of a Quality Framework for community transport operators. D1 driver training is continuing to progress in the Stewartry and Annandale and Eskdale with a number of drivers have been through or are at the beginning of their D1 license training and it is anticipated that there is interest across all groups for this number to increase. To date, two Community Transport Operators have gone through and passed the Quality Framework. It is intended that it will be a requirement to have passed the Quality Framework assessment before undertaking any future work for the Commissioners.

3.8 A briefing on progress with the PSP to January 2019 has been released and is attached in full as the **Appendix**. The briefing covers the areas:

- Background of PSP.
- Explains what Community Transport is, what it can do and the need for it in our region.
- Progress on the pilots to date.
- Development of a Health and Social Care Transport Hub.
- Community Transport capacity for growth.
- Benefits of the PSP model.
- The next steps...including funding required.

3.9 As stated in the **Appendix**, if the PSP is to continue it will require some £245K of funding in 2019/20, £140K of which is confirmed. With the next steps covering:

- Development of a Social and Community Transport Strategy for the region, including sustainability and funding.
- Mainstreaming the Volunteer Car Schemes as part of the solution to access healthcare.
- Continue to pilot current and new transport projects.
- Develop a driver training pathway programme, building on the current D1 training
- Develop and implement Transport Hub.

- Widen the Community Transport Network membership to all CT organisations, including introduction of the Quality framework.

3.10 The PSP does not currently and is not intended to provide core funding for Community Transport organisations. The lack of core funding is an area of concern.

3.11 The future success of PSP and its integration into mainstream provision relies on a stable and vibrant Community Transport sector and it should be recognised that Community Transport cannot be fully self-sustainable for several reasons; the non-profit aspect of Community Transport prohibits profit-making, which creates barriers to sustainability and the complexity of the transport provided by Community Transport and through the PSP is more expensive than passengers can afford. Therefore, Community Transport groups across the region are likely to need access to a funding mechanism that provides for their core costs to enable their continuation.

3.12 Dumfries and Galloway Council set its budget for 2019/20 at a meeting on 28 February 2019. Initial indications from the information available would suggest no specific funding has been made available to continue the PSP. An early meeting of the PSP Steering Group will be convened to consider this, seek clarification and determine the next steps available.

<b>4. Implications</b>	
<b>Financial</b>	The development of new and innovative transport solutions based on identified needs of local communities and provided by them will allow reducing or strained finances to be appropriately targeted.
<b>Policy</b>	SWestrans has a statutory duty to determine the policy and provision of socially necessary bus services within the budget it has available. Bus service provision is a key priority within the RTS. Community based solutions to identified need will be a part of developing policy for socially necessary services.
<b>Equalities</b>	Local bus service reduction(s) disproportionately disadvantages bus users with protected characteristics. The development of solutions through the PSP, although available to all of the community, seek to ensure those with protected characteristics are prioritised.
<b>Climate Change</b>	Shared transport service provision can have a positive impact on climate change objectives
<b>Risk Management</b>	Local transport provision relates to a number of known risks: R02 – Public Image R05 – RTS Delivery R07 – Revenue Funding R08 – Bus Contracts Prices R13 – Lack of Bus Operators and Drivers

**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 June 2019.

Report Author: Douglas Kirkpatrick  
Tel: 01387 260136

Date of Report: 1 March 2019  
File Ref: SW2/Meetings/2019

Approved by: Douglas Kirkpatrick  
Lead Officer  
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Appendix – Dumfries and Galloway Community Transport Public Social Partnership – Briefing on progress to date – January 2019



## DUMFRIES AND GALLOWAY COMMUNITY TRANSPORT PUBLIC SOCIAL PARTNERSHIP

Briefing on progress to date –  
January 2019

This briefing paper provides an outline of the Dumfries and Galloway Community Transport Public Social Partnership, an update on progress and the suggested way forward.

# The background

A State of the Sector Report and Improvement Plan for Community Transport (CT) in Dumfries and Galloway was undertaken by Third Sector Dumfries and Galloway in April 2016 on behalf of the Community Planning Executive Group.

The report recommended the development of a Public Social Partnership to achieve the step change required for the provision of community, demand responsive, health and social transport throughout the region.

In November 2016 the Community Planning Executive Group approved the development of a Public Social Partnership (PSP). A PSP is a strategic partnering arrangement that involves third sector more deeply in the commissioning and design process. The model builds on the opportunity to pilot innovative services and ensure effectiveness. It builds

clear sustainable routes for procurement and service delivery contracts and ensures that wider social benefits, such as assistance for passengers who are frail are factored into the equation.

The ability to continue to deliver community, demand responsive, health and social transport for the communities of Dumfries and Galloway currently faces significant challenges.

Part of the work of the PSP will focus on the design and development of innovative transport solutions that can be tested and piloted.

Input from third sector CT and service users is vital to this process as it will ensure that services are able to deal with the increased demand; resulting from demographic change and other factors such as access to health and social care, leisure and social activities.

## What is CT?

CT, and transport in general, is an enabler and has an impact across a number of policy areas such as:

- Access to health
- Preventative measures in relation to health and social care
- Rural economy
- Education
- Employability
- Social isolation and loneliness.

CT is designed, specified and developed by the communities it services, and which is provided on a not-for-profit basis in direct response to the identified needs of those communities.

Transport, though a major element of the work, is a means to an end, rather than an end in itself. CT is first and foremost about people and their needs, not transport.

The types of transport CT provides are:

- Car schemes using volunteers
- Group transport using minibuses
- Demand responsive transport/ Dial a Ride
- School transport, patient transport
- Community bus services
- Wheels to work

## The need for CT

CT plays an important part in the overall transport mix and it is anticipated that the need for CT is only going to grow, particularly due to:

- Financial constraints in public expenditure
- Shrinkage in Commercial Bus provision
- 286 million unfulfilled trips in Scotland each year – Mobility and Access Committee for Scotland Report

- Ever increasing elderly population - Over 60 population will increase by 31% in 20 years
- Changing Healthcare Provision:
  - Scottish Ambulance Service Patient Transport – Patient Need Assessment
  - Healthcare – centralisation of acute services and localisation of community care service

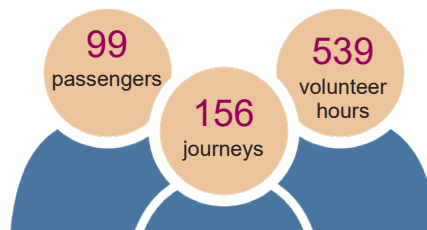


# The progress to date

The aims of the Dumfries and Galloway CT PSP are to develop and design transport services to maximise the benefits to the community and develop the capacity of the community transport sector. The progress to date in delivering on these aims has seen four transport services being redesigned/piloted:

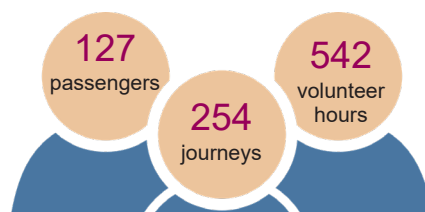
■ Out of area Hospital Appointments – Annandale Community Transport Services (ACTS) and Glenkens Transport Initiative (GTI) delivering pilot making use of volunteer drivers, activity to date:

- 63% of passengers aged 70+
- 54% attending Glasgow Hospitals



■ Local Hospital Appointments – ACTS and GTI delivering pilot making use of volunteer drivers, activity to date:

- 73% of passengers aged 75+
- 58% cannot access/use Public Transport



■ Borgue and Brighthouse Bay (517) Service:

- Being operated by GTI
- 3 drivers employed went through D1 Training Programme
- Consultation complete with local community - re-design of service
- Further consultation on re-design options with local community
- New re-designed service in place February 2019, operated by GTI

■ Waterbeck and Middlebie (384) Service:

- Consultation complete with local community - re-design of service
- Further consultation on re-design options with local community
- New re-designed service in place early 2019, operated by CT

Lifeline to users

'I couldn't face it with the worry over breast cancer.'

'It enabled me to avoid an increase in blood pressure by having to travel to the Golden Jubilee Hospital, Clydebank.'

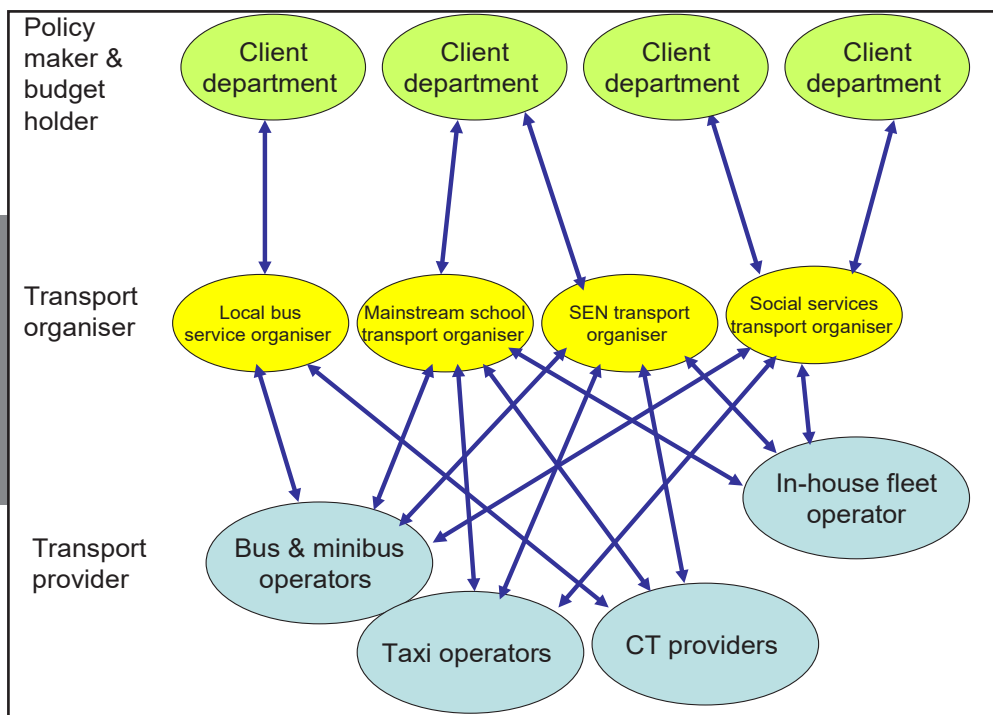


# Development of a Health and Social Care Transport Hub

Transport to hospitals and other health and social care facilities is a key issue for patients, relatives and staff. Therefore it has been agreed to develop a transport hub that will initially focus on non-emergency patient transport provided for NHS Dumfries and Galloway.

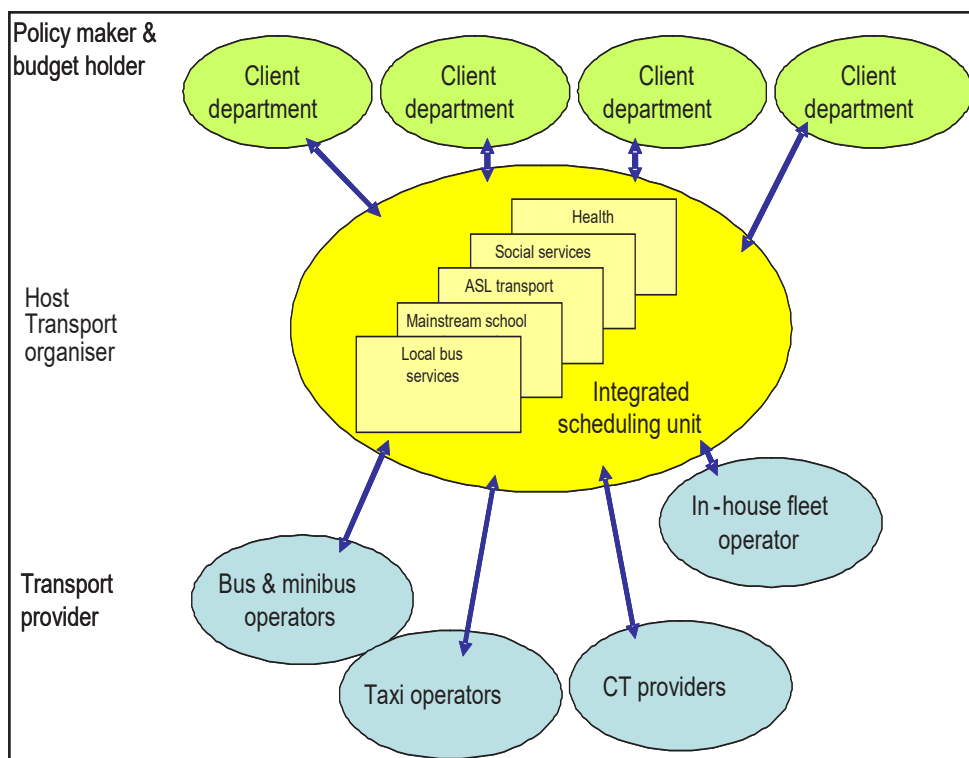
Within the statutory sector, there is currently a lack of integrated and co-ordinated transport provision. Below outlines an overview of how transport currently works:

**CURRENT** – Transport being booked by different departments within organisations. Leading to inefficient use of resources and budgets through duplication of trips.



The development of a transport hub, through the booking, scheduling and planning of transport resources and journeys, will

enable transport to be more efficiently and effectively planned. Outlined below provides an overview of how it would work.



**FUTURE** – through a single point of contact, making use of scheduling software, will improve the allocation of transport resources and journeys through better co-ordination

# CT capacity growth

## ■ Development of a CT Network:

The establishment of a CT Network that is a partnership between SWestrans and the Community Transport Sector throughout Dumfries and Galloway has been established to assist in bringing:

- co-ordination;
  - enhanced quality;
- and
- better use of resources within the sector

## ■ Introduction of CT Quality Framework

- Standards that support the development of a professional and accountable CT sector and are appropriate to the legal and practical framework of the CT sector
- Main Quality Areas:
  - » Vehicle Management
  - » Governance
  - » Finance/Planning
  - » Operations
- There are currently 2 Members (ACTS, GTI) with discussions on-going with 2 other CTs about joining.
- Membership will be widened out in 2019.
- Support and training is available to CT organisations experiencing difficulties in achieving or maintaining standards

## ■ D1 Driver Training Programme:

- 7 candidates been referred by member organisations to date, 4 passed, 3 going through training
- 3 candidates now in employment – driving the 517 Service
- Early indications - reduction in costs of training – D1 training costs through commercial trainer between £1000 - £1300 per person – this will assist with the long-term affordability of training to the CT sector

## Benefits of PSP model

■ Breaks down barriers and builds trust and understanding through a partnership between statutory and third sector.

■ Potential cost-savings associated with service changes.

■ Allows the piloting of redesigned or new designed services to identify need

■ Creates a more dynamic market-place for services, offering greater choice

# Future and next steps ... only the start of the journey



The Dumfries and Galloway Community Transport Public Social Partnership has made great progress to date.

However, to enable the

delivery of a fit for purpose, sustainable social and community transport provision, this is only the start of the journey.

For 2019/20, it is recommended that the PSP is continued. The key activities will be:

■ **Develop a Social and Community Transport Strategy for Dumfries and Galloway, including sustainability and funding**

■ **'Mainstream' the Volunteer Car Schemes as part of the solution to accessing healthcare**

■ **Continue to pilot current and new transport projects**

■ **Develop a driver training pathway programme, building on the current D1 Training**

■ **Develop and implement Transport Hub**

■ **Widen the CT Network Membership to all CT Organisations – including introduction of the Quality Framework**

The total funding required for 2019/20 is £245,000. Approximately £35,000 will be carried forward from the current budget and £95,000 has already been allocated from Dumfries and Galloway Council Transport Department and SWestrans to cover the costs of the transport services.

There is a shortfall of £115,000 for 2019/20, of which £55,000 will be required from the NHS Dumfries and Galloway/Integrated Joint Board for the health-related activity - the volunteer car scheme and to implement the Transport Hub.

To achieve the long-term objective for a co-ordinated, sustainable social

and community transport provision in Dumfries and Galloway, it will be important that the PSP model is "mainstreamed" to be the model for the design of transport solutions.

It is also vital that pooling of budgets and resources in relation to transport across the Statutory and Third Sector is investigated; sustainable funding for the CT sector is explored; and that there is a commitment to better co-ordinate, schedule and plan transport journeys and resources to maximise utilisation.

Therefore it is important that these are taken forward in 2019/20 in conjunction with the PSP activity.

The future success of PSP and its integration into mainstream provision relies on a stable and vibrant CT sector and it should be recognised that CT cannot be fully self-sustainable for several reasons - the non-profit aspect of CT prohibits profit-making, which creates barriers to sustainability, and the complexity of the transport provided by CT and through the PSP is more expensive than passengers can afford.

Therefore, CT groups across the region are likely to need access to a funding mechanism that provides for their core costs to enable their continuation.