

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

**Meeting of Friday, 24 June 2022 at 11.00am,  
Council Hall, Council Offices, English Street, Dumfries, DG1 2DD**

### **Members of the Board**

<b>David Bryson</b>	- NHS Dumfries and Galloway
<b>John Campbell</b>	- Dumfries and Galloway Council
<b>Jim Dempster</b>	- Dumfries and Galloway Council
<b>Karen Jackson</b>	- South of Scotland Enterprise
<b>Maureen Johnstone</b>	- Dumfries and Galloway Council
<b>Keith Walters</b>	- Dumfries and Galloway Council
<b>Andrew Wood</b>	- Dumfries and Galloway Council

### **Future Meetings**

**23 September 2022**

**25 November 2022**

**Douglas Kirkpatrick**

Lead Officer, South West of Scotland Transport Partnership



# SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

Meeting of Friday, 24 June 2022 at 11.00am  
Council Hall, Council Offices, English Street, Dumfries, DG1 2DD

1. **APPOINTMENT OF CHAIR AND VICE-CHAIR OF SWESTRANS –**  
Recommendations – (i) to appoint a Chair of the SWestrans Board; and (ii) thereafter having appointed a Chair of SWestrans, for the Chair to take the position of Chair of the SWestrans meeting and to preside for the appointment of Vice-Chair of the SWestrans Board.
2. **SEDERUNT AND APOLOGIES**
3. **DECLARATIONS OF INTEREST**
4. **MINUTE OF MEETING ON 25 MARCH 2022** - To homologate the decision of the Lead Officer to approve the minute following consultation with the Chair and Vice-Chair.
5. **BOARD MEMBERSHIP – Recommendation –** note the current membership of the SWestrans Board being: John Campbell, Jim Dempster, Maureen Johnstone, Keith Walters, Andrew Wood, Karen Jackson and David Bryson with the five substitutes being Ben Dashper, Richard Brodie, Sean Marshall, Ivor Hyslop and Ian Carruthers.
6. **ADOPTION OF STANDING ORDERS – Recommendations –** (i) adopt the Board's current Standing Orders (**Appendix**); and (ii) note that a report will be presented to the September 2022 Board on meeting arrangements.
7. **CODE OF CONDUCT – Recommendation -** to reaffirm to adopt and comply with the requirements of the Code of Conduct (**Appendix**).
8. **OBSERVERS UPDATE - Recommendations –** (i) note the Observers appointed to the Board being: June Hay (Outdoor Access Forum), Emma Watson (Network Rail), Hugh McCreadie (Lochside and Woodlands Community Council), Frazer Smith (Stagecoach Scotland), Graham Whiteley, Christopher Craig (Thornhill Station Action Group) and Rhian Davies (Sustrans); and (ii) approve the appointment of Alasdair Marshall MSYP on behalf of Dumfries and Galloway Youth Council as an Observer to the Board for 4 years.
9. **REPRESENTATION ON OUTSIDE BODIES – Recommendation –** consider nomination of Members to represent SWestrans on: West Coast Rail 250; South West Scotland Community Rail Partnership and the Dumfries and Galloway Community Planning Partnership Board.

10. **REVENUE BUDGET OUTTURN REPORT 2021/22** - Recommendation - note the draft financial outturn for 2021/22 and that a break-even position was achieved.
11. **REVENUE BUDGET MONITORING REPORT 2022/23 FOR THE PERIOD ENDING 31 MAY 2022** – Recommendation – to note the forecast outturn for the revenue budget as at 31 May 2022.
12. **CAPITAL EXPENDITURE PROGRAMME 2021/22 OUTTURN REPORT** – Recommendation – to note the outturn position on the 2021/22 SWestrans Capital Programme.
13. **CAPITAL EXPENDITURE PROGRAMME 2022/23 – 2024/25 UPDATE** - Recommendation – to note the update on the Capital Programme for 2022/23 as outlined in the report.
14. **DRAFT ANNUAL (UNAUDITED) ACCOUNTS 2021/22** – Recommendation – note the unaudited Annual Accounts for the financial year ended 31 March 2022 which will be submitted to the Board’s external auditors for review.
15. **LOCAL BUS UPDATE** – Recommendations – (i) note the final award of contracts to commence 8 August 2022 as presented in Table 2; and (ii) note that no affordable solution for the replacement of the 101/102 Dumfries to Edinburgh route is available and that the service on this route will terminate on 14 August 2022 when the current contract ends.
16. **RAIL UPDATE** – Recommendations – (i) note the update on the status of the Strategic Business Cases submitted by SWestrans for the potential re-opening of rail stations at Beattock, Eastriggs and Thornhill; and (ii) consider and agree the production of an addendum for each of the 3 areas as discussed in paragraph 6.5.
17. **LEVELLING UP FUND** - Recommendation – consider and agree formal SWestrans support for Dumfries and Galloway Council’s proposed Transport Bid to the Levelling Up Fund.
18. **ANY OTHER BUSINESS WHICH THE CHAIRMAN MAY DECIDE IS URGENT DUE TO THE NEED FOR A DECISION**

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

19. **LOCAL BUS SERVICE - CONTRACT** – Report to follow – For Board Members only

Douglas Kirkpatrick  
Lead Officer

Claire Rogerson  
Secretary to the Board

## APPOINTMENT OF CHAIR AND VICE-CHAIR OF SWESTRANS

### 1. Reason for Report

This report presents SWestrans with the information it needs to support its appointment of a Chair and Vice-Chair of SWestrans.

### 2. Considerations

2.1 Paragraph 4(1) of Schedule 2 to the Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005 requires each Regional Transport Partnership to elect a Chairperson from amongst its members. The Chairperson can be a Councillor member or another member.

2.2 The same order also requires that the Regional Transport Partnership appoints as many Deputy Chairpersons as it considers appropriate.

2.3 SWestrans has adopted the convention whereby the Deputy Chairperson is known as the Vice-Chair.

2.4 Paragraph 4 (2) of the order states that subject to sub paragraph (3) below, the Chairperson and Deputy Chairpersons of a Partnership shall each hold office for a period to be determined by the Partnership not exceeding two full council terms. Paragraph (3) If, prior to the end of their period of appointment, a Chairperson or Deputy Chairperson of a Partnership ceases to be a member of the Partnership, they shall immediately cease to hold office.

2.5 Paragraph 4(4) of the order states that the Chairperson, or in the Chairperson's absence a Deputy Chairperson shall preside at all meetings of a Partnership.

2.6 Should it be required appointment to the positions of Chair and Vice Chair will be undertaken by ballot, in which both Councillor members and other members can vote.

2.7 This is a procedural report and complies with Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005.

### 3. Recommendations

Members of the Board are asked:

- 3.1 to appoint a Chair of the SWestrans Board, and;
- 3.2 thereafter having appointed a Chair of SWestrans, for the Chair to take the position of Chair of the SWestrans meeting and to preside for the appointment of Vice-Chair of the SWestrans Board.

Claire Rogerson - Report Author  
Tel:01387 260024  
Date of Report: 7 June 2022  
File Ref: SW2/meetings/2022

Claire Rogerson  
Secretary to the Board  
South West of Scotland Transport Partnership  
English Street, Dumfries, DG1 2DD



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## SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

Meeting of Friday 25 March 2022  
at 10.30am at Remote Meeting via Microsoft Teams

### Present

#### Members

<b>Andrew Wood</b> (Chair)	-	Dumfries and Galloway Council
<b>John Campbell</b> (Vice-Chair)	-	Dumfries and Galloway Council
<b>Richard Brodie</b>	-	Dumfries and Galloway Council
<b>David Bryson</b>	-	NHS Dumfries and Galloway
<b>Ian Carruthers</b> (Substitute)	-	Dumfries and Galloway Council
<b>Karen Jackson</b>	-	South of Scotland Enterprise
<b>Adam Wilson</b>	-	Dumfries and Galloway Council

#### Officials

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

#### Apologies

<b>Ronnie Tait</b>	-	Dumfries and Galloway Council
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#### Observers

<b>Fraser Smith</b>	-	Stagecoach Scotland
<b>Graham Whiteley</b>		

#### In Attendance

<b>John Boyd</b>	-	Grant Thornton
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## 1. SEDERUNT AND APOLOGIES

6 Board Members present and 1 apology noting that Ian Carruthers was expected to attend as the substitute for Ronnie Tait

## 2. DECLARATIONS OF INTEREST

**NONE** declared.

## 3. MINUTES OF MEETING ON 28 JANUARY 2022

### Decision

**APPROVED.**

**BOARD MEMBER** – Ian Carruthers joined the meeting – 7 Board Members present.

## 4. EXTERNAL AUDIT PLAN 2021/22

### Decision

The Board **NOTED** and provided comment on the external audit plan for 2021/22 as detailed in the Appendix of the report.

## 5. DRAFT REVENUE EXPENDITURE BUDGET 2022/23

### Decision

The Board **AGREED** the draft revenue budget for 2022/23 as set out in Table 1 of the report.

## 6. DRAFT CAPITAL EXPENDITURE PROGRAMME 2022/23 – 2024/25

### Decision

The Board

6.1 **AGREED** the draft Capital Programme for 2022/23 to 2024/25 as outlined in Table 1 of the report; and

6.2 Having considered the requests for SWestrans to assist in determining support for the provision of bus shelters in Whithorn, **AGREED** to take forward the work on the survey as proposed in paragraphs 4.4-4.6 of the report.



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## 7. SWESTRANS ANNUAL REPORT 2020/21

### Decision

The Board **AGREED** the SWestrans Annual Report for 2020/21 as attached as the Appendix to the report.

## 8. CODE OF CONDUCT

**PROCEDURE** - The Board were advised that since the papers had been issued a typographical error had been identified in the template code. At 4.15 there is a reference to paragraph 4.19 which should refer instead to paragraph 4.20. The Code that will be submitted would reflect this change.

### Decision

The Board **AGREED** that the Code of Conduct as attached at the Appendix to the report, subject to the above amendment, be submitted to Scottish Ministers for approval.

## 9. CONSULTATIONS

### Decision

The Board :-

9.1 **NOTED** that a draft response to the consultation on “A route map to achieve 20 percent reduction in car kilometres by 2030” would be drafted by officers and shared with Board Members for comment prior to the submission date; and

9.2 **AGREED** the draft response to the Strategic Transport Projects Review 2 consultation as attached in the Appendix to the report.

## 10. REGIONAL TRANSPORT STRATEGY

### Decision

The Board:-

### **NOTED**

10.1 the draft Case for Change as included at the Appendix of the report;

10.2 that the draft Case for Change would be updated to reflect the SEA and EqIA assessment reports;

10.3 the proposed Strategic Objectives identified in the draft Case for Change and highlighted in paragraph 3.9 of the report;

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10.4 the next stage of the process would refine and develop the specific policies, strategies and options for inclusion in the Regional Transport Strategy; and

10.5 **AGREED** that the case for Change would be issued for a four-week consultation with the public and key stakeholders.

## **11. 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 that the report contained confidential or exempt information in respect of paragraphs 1,6,8, 9 and 19 of Schedule 7A of the Local Government Scotland Act 1973.

## **12. LOCAL BUS SERVICES – CONTRACTS**

**Summary of Report** – This report provided the Board with the outcome of the procurement exercise for the provision of local bus services and requested agreement for the award of contracts.

### **Decision**

The Board:-

12.1 **NOTED** that the award of contracts would be intimated to operators within the required timescales once the actions highlighted in section 3 of the report are concluded;

12.2 **AGREED** to the recommendation in the report subject to a caveat of 38.6%; and

12.3 **AGREED** to the award of contracts presented in Table 3, Table 4 and Table 5 as shown in paragraphs 5.2, 5.3 and 5.4 of the report

## BOARD MEMBERSHIP

### 1. Reason for Report

Following the Local Government elections, this report provides the Board with a full update on membership.

### 2. Considerations

2.1 At the first meeting of Dumfries and Galloway Council, following the Local Government election, on 24 May 2022 the Council were asked to consider appointments to the SWestrans Board being 5 Board Members and 5 substitutes.

2.2 The Council were also asked to give consideration to gender balance when agreeing nominations as guidance has 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.

2.3 The nominations received for 5 Board Members are John Campbell, Jim Dempster, Maureen Johnstone, Keith Walters and Andrew Wood. The five nominations for substitutes received being Ben Dashper, Richard Brodie, Sean Marshall, Ivor Hyslop and Ian Carruthers.

2.4 The Scottish Ministers have been advised of the membership of the SWestrans Board.

2.5 For the fullest of information the SWestrans Board has 5 Dumfries and Galloway Council members (with substitutes) and one member from NHS Dumfries and Galloway being David Bryson and one member from South of Scotland Enterprise being Karen Jackson.

2.6 In accordance with the guidance external Members are appointed for 4 years and are subject to appraisal by the Chairman prior to reappointment by Scottish Ministers. As noted by the Board on 20 November 2020, Karen Jackson's appointment to the Board received the approval of Scottish Ministers on 23 October 2020. As noted by the Board on 18 September 2020, David Bryson's reappointment to the Board received the approval of Scottish Ministers on 31 August 2020.

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

### 3. Recommendation

Members of the Board are asked to note the current membership of the SWestrans Board being: John Campbell, Jim Dempster, Maureen Johnstone, Keith Walters, Andrew Wood, Karen Jackson and David Bryson with the five substitutes being Ben Dashper, Richard Brodie, Sean Marshall, Ivor Hyslop and Ian Carruthers.

<p>Claire Rogerson - Report Author Tel:01387 260024 Date of Report: 7 June 2022 File Ref: SW2/meetings/2022</p>	<p>Claire Rogerson Secretary to the Board South West of Scotland Transport Partnership English Street, Dumfries DG1 2DD</p>
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## ADOPTION OF STANDING ORDERS

### 1. Reason for Report

This report recommends that the SWestrans Board adopts the current SWestrans Standing Orders.

### 2. Considerations

2.1 Standing Orders provide a framework for the operation of Board meetings.

2.2 The current Standing Orders (**Appendix**) were approved by the Board on 19 June 2020 and provide a robust framework for the regulation of the proceedings of the Board. It is in the Board's best interests to adopt a form of Standing Orders that provides for business continuity.

2.3 It is intended that a report is presented to the next meeting to allow Board Members to consider meeting arrangements fully. This will include future dates for Board meetings and how these are managed. The previous Board agreed the dates for the remainder of 2022 being Friday 23 September and Friday 25 November.

2.4 This is a procedural report and the Lead Officer has been consulted and is in agreement.

### 3. Recommendation

Members of the Board are asked to:

- 3.1 adopt the Board's current Standing Orders (**Appendix**); and
- 3.2 note that a report will be presented to the September 2022 Board on meeting arrangements.

Claire Rogerson - Report  
Author  
Tel:01387 260024

Date of Report: 8 June 2022  
File Ref: SW2/meetings/2022

Claire Rogerson  
Secretary to the Board  
The South West of Scotland Transport Partnership  
English Street  
Dumfries  
DG1 2DD



**SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP**

**STANDING ORDERS**

**24 JUNE 2022**

## Amendment History

Version	
1 March 2006	Adopted by Board
21 May 2010 review	No changes
13 July 2012	No changes pending review
15 March 2013	Amendments as below agreed by Board
Standing Order No	
3. Definitions	Regional Transport Partnerships (Establishment, Constitution and membership) (Scotland) Order 2005 omitted from list – added reference to the above
4. Chair and Depute Chairperson	Section does not cover definition regarding duration of ordinary Membership -amended to reference the constitution and duration of Membership as outlined in the 2005 Order above
7.1 – Quorum	Currently quorum is one – fourth or only two Members – amended to one third of all Members (3 Members)
9.3.3 – Voting	Transparent decision making – replaced “show of hands” with roll call
25 – Exclusion of Press and Public	Transparent decision making – amended to provide authority for the exclusion of press and public
30 June 2017	Adopted current version
19 June 2020	Amendments as below agreed by the Board
Standing Order	
5. Meetings	The agenda providing the notice of the meeting must include the “place” where the meeting will take place. Although SWestrans would always wish to ensure that meetings are as accessible as possible, it is acknowledged that at times such as during the COVID-19 pandemic



	<p>where social distancing is required that it may only be possible to run meetings remotely making use of software such as Microsoft Teams. Therefore the “place” for the meeting would be “Remote Meeting via Microsoft Teams”. No amendment to this standing order is required.</p>
25. Exclusion of press and public	<p>Standing Order 25.1 assumes that the meetings are open to observers, press and public unless explicitly excluded. To enable remote participation by observers, public or the press the meeting can be accessed via Microsoft Teams or by tele-conference. It is not necessary to amend the standing orders for these operational arrangements to take effect.</p>
7. Quorum	<p>For the avoidance of doubt, standing order 7.1 refers to those remotely attending the meeting.</p> <p>“7.1 No business shall be transacted at a meeting of the Transport Partnership unless at least one-third of all Members of the Transport Partnership are present. The number of Members present for the quorum includes those in remote attendance.</p> <p>A new standing order 7.5 is added as below. This expands on what is meant by remote attendance and remote meetings.</p> <p>“7.5 There is provision to allow for board members to attend a meeting of the SWestrans board or a committee of the partnership either by being present together with other members in a specified place, or remotely which enables Board Members to participate despite not being present with other Board Members.”</p> <p>It is intended that remote participation remains an option for board Members after the pandemic.</p>

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## **STANDING ORDERS**

### **STANDING ORDERS FOR THE REGULATION OF PROCEEDINGS AND BUSINESS OF SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP**

#### **1 Application of Interpretation Act**

The Interpretation Act 1978 applies to the interpretation of these Standing Orders as it applies to the interpretation of an Act of Parliament.

#### **2 Commencement and Duration**

These Standing Orders shall apply and have effect on and after 21 December 2005 and shall remain in full unless and until they are varied or revoked.

#### **3 Definitions**

In these Standing Orders, the following words and expressions shall have the meanings hereinafter respectively assigned to them, that is to say —

"the 1973 Act" means the Local Government (Scotland) Act 1973

"the 1975 Act" means the Local Government (Scotland) Act 1975

"the 2000 Act" means the Ethical Standards in Public Life etc (Scotland) Act 2000

"The 2005 Order" means the Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005

"External Member" means a member of the Transport Partnership who is not a member of Dumfries & Galloway Council

"Member" means a member of the Transport Partnership whether or not entitled to vote

"Observer" means a person accorded the status of observer by the Transport Partnership

"Proper Officer" means the person or persons appointed to undertake the duties of the proper officer in compliance with the provisions of the Transport (Scotland) Act 2005

"Secretary" means the person appointed to undertake the duties of secretary to the Transport Partnership in compliance with the provisions of the Transport (Scotland) Act 2005

"Transport Partnership" means the South West of Scotland Transport Partnership

#### **4 Membership, Chairperson and Depute Chairperson**

- 4.1 The terms of Paragraphs 1 of Schedule 2 of the 2005 Order shall determine the arrangements for the appointment of Members
- 4.2 The duration and termination of membership is in accordance with the terms of Paragraph 2 of Schedule 2 of the 2005 Order.
- 4.3 Any person appointed by a constituent council as a councillor member of the Transport Partnership shall hold office until the first meeting of that council held after the next ordinary election following the date of that member's appointment
- 4.4 If prior to the next ordinary election following the date of the member's appointment, a councillor member of the Transport Partnership ceases to be a councillor then the member will immediately cease to be a member of the partnership.
- 4.5 Other members and observers appointed by the Transport Partnership, or the Scottish Ministers, as the case may be, shall hold office for a period of 4 years following the date of their appointment unless specified at the time of their appointment
- 4.6 At a meeting of the Transport Partnership, the Chairperson or, in his or her absence, the Depute Chairperson shall preside. If the Chairperson and Depute Chairperson are both absent from a meeting, the Secretary shall call on the Members of the Transport Partnership to choose a Member to preside.
- 4.7 The Chairperson and Depute Chairperson, upon being elected, shall hold office for a period to be determined by the Transport Partnership not exceeding two full Council terms, or until ceasing to be a Member, whichever is the earlier.

#### **5 Meetings**

- 5.1 All meetings of the Transport Partnership shall be held at such places and at such times as may be fixed by the Transport Partnership.
- 5.2 Notice of the place and time of a meeting of the Transport Partnership with the agenda thereof shall be given by the Secretary not later than three clear working days before the meeting by being left at or sent by post to the usual place of residence of every Member of the Transport Partnership or to an address specified in a notice by a Member to the Secretary in terms of paragraph 2(2) of schedule 7 to the 1973 Act. The proceedings of the meeting of the Transport Partnership shall not be invalidated by an omission to send a notice of the meeting or agenda to any Member thereof or by any defect therein.
- 5.3 If a Member gives notice in writing to the Secretary that he or she desires summonses to attend meetings of the Transport Partnership to be sent to some address specified in the notice, other than his or her place of

residence, any such summons addressed to the Member and left at or sent by post to that address shall be deemed sufficient service.

- 5.4 The proceedings of a Transport Partnership shall not be invalidated by any vacancy among its number or by any defect in the election or qualifications of any Member.
- 5.5 Providing that it appears to the Chairperson that items of business so demand, an emergency meeting of the Transport Partnership may be called by the Secretary at shorter notice but in any event by intimation to the Members as soon as possible prior to the date for the meeting.
- 5.6 A special meeting of the Transport Partnership shall be called by the Secretary (a) at any time on being required so to do by the Chairperson or (b) on receiving a requisition in writing for that purpose specifying the business proposed to be transacted at the meeting signed by at least one-fourth of the whole number of Members of the Transport Partnership, which meeting shall be held within fourteen days of receipt of the requisition by the Secretary.
- 5.7 Public notice of the time and place of the meeting shall be given by posting it at the offices of the Transport Partnership three clear working days at least before the meeting or, if the meeting is convened at shorter notice, then at the time it is convened.
- 5.8 No business shall be transacted other than that specified in the summons relating thereto except:
- business required by any Act to be transacted at a meeting of the Transport Partnership;
  - any other business brought before the meeting by reason of special circumstances where the Chairperson is of the opinion that the item should be considered as a matter of urgency and which special circumstances shall be specified in the Minutes.

## **6 Minutes**

- 6.1 Minutes of the proceedings of a meeting of the Transport Partnership shall be drawn up and shall be signed at the same or next suitable meeting of the Transport Partnership by the person presiding thereat and any Minute purporting to be so signed shall be received in evidence without further proof.
- 6.2 Until the contrary is proved, a meeting of a Transport Partnership, a Minute of whose proceedings has been made and signed as above, shall be deemed to have been duly convened and held, and all the Members present at the meeting shall be deemed to have been duly qualified.

## **7 Quorum**

- 7.1 No business shall be transacted at a meeting of the Transport Partnership unless at least one-third of all Members of the Transport Partnership are

present. The number of Members present for the quorum includes those in remote attendance.

- 7.2 No item of business shall be transacted at a meeting of the Transport Partnership if, in consequence of the disability of Members for voting on account of interest in that item, less than a quorum of the Transport Partnership is entitled to vote on that item.
- 7.3 If within ten minutes after the time appointed for a meeting of the Transport Partnership a quorum be not present the Chairperson shall adjourn the meeting to a time he or she may then or afterwards fix and, in the event of the Chairperson being among those absent, the Secretary shall minute that owing to the lack of the necessary quorum no business was transacted.
- 7.4 If during any meeting of the Transport Partnership the attention of the Chairperson is called to the number of Members present, he or she shall (unless it is apparent to the Chairperson that a quorum is present) direct the roll to be called and if it be found that there is not a quorum present the meeting shall thereupon terminate.
- 7.5 There is provision to allow for board members to attend a meeting of the SWestrans board or a committee of the partnership either by being present together with other members in a specified place, or remotely which enables Board Members to participate despite not being present with other Board Members.

## **8 Order of Business**

- 8.1 The business of the Transport Partnership shall proceed in the order specified in the notice calling the meeting except that any item of business may at the discretion of the Chairperson, be taken out of its order and provided that the Transport Partnership may adjourn a meeting of the Transport Partnership to any other day, hour or place. The order in the notice shall, unless circumstances otherwise require, be as follows:
- the recording of the names of Members present;
  - the signing of Minutes of the previous meeting by the person presiding;
  - any other items on the agenda.

## **9 Procedure and Conduct of Meetings**

### **9.1 Powers and Duties of Chairperson**

- 9.1.1 The Chairperson shall preserve order and ensure that Members obtain a fair hearing.
- 9.1.2 The Chairperson shall decide all matters of competency and relevancy, procedure and conduct of business having taken advice from the Secretary.
- 9.1.3 The Chairperson shall decide as to the inclusion of items of business, not on the Agenda, for consideration as a matter of urgency, by reason of special circumstances which shall be specified.

9.1.4 In the event of any Member disregarding the authority of the Chairperson or being guilty of obstructive or offensive behaviour, a motion may be thereupon moved to suspend the Member for the remainder of the meeting. The motion shall be put without discussion and, if carried, the Member concerned shall forthwith leave the meeting. This Standing Order also applies to all Committee and Sub-Committee meetings.

## 9.2 **Motions and Amendments at the Meeting**

9.2.1 A motion must be competent and relevant to the business on the agenda and any amendments and counter amendments must be competent and relevant to the motion.

9.2.2 A motion and any amendments or counter amendments shall be moved and seconded.

9.2.3 An External Member shall not move or second any motion or amendment in respect of any matter on which an External Member is not permitted to vote.

9.2.4 A motion or amendment or counter amendments once moved and seconded may be altered or withdrawn with the consent of the mover and seconder.

9.2.5 When a motion and amendment or counter amendments are before a meeting, the last counter amendment shall be voted on as against the second last until the position is reached whereby a final vote shall be taken as between the successful amendment and the motion.

9.2.6 A Member shall not move or second more than one amendment or counter amendment to a motion, unless the earlier amendment or counter amendment is withdrawn.

9.2.7 The mover of a motion or amendment shall not speak for more than five minutes; each succeeding speaker shall not speak for more than two minutes and shall speak only once in the same discussion unless to call attention to a point of order or with the sanction of the Chairperson to make an explanation.

9.2.8 The mover of an amendment and the mover of the original motion in that order shall have the right to speak for two minutes in reply, strictly confining him or herself to answering previous speakers and not introducing any new matter.

9.2.9 After the replies are concluded the discussion shall be held to be closed, after which no Member shall be permitted to offer an opinion or to ask a question or otherwise interrupt the proceedings or to speak, except with regard to a point of order or clarification and the question under discussion shall thereupon be put by the Chairperson.

9.2.10 Once a matter has been voted on, thereafter no other motion or amendment or counter amendment on the same business shall be competent at that meeting.

9.2.11 A motion for adjournment of the meeting shall be moved and seconded without a speech and shall have precedence over all other motions and shall at once be voted on if there is an amendment.



### 9.3 **Voting – Majority, Roll Call, Ballot, Equality**

- 9.3.1 Subject to Standing Order 9.3.2 all questions coming or arising before the Transport Partnership shall be decided by a majority of the Members present and voting except where otherwise required by statute.
- 9.3.2 An External Member may not vote on any matter in respect of which an External Member is prohibited from voting on by virtue of (1) an enactment, (2) an Act of the Scottish Parliament and an instrument made under such an Act or (3) any decision of the Transport Partnership.
- 9.3.3 Unless the Transport Partnership otherwise determine for any specific occasion:  
the vote will be taken by a roll call, except:
- all votes on the appointment of Members to any particular office or Committee shall be by ballot;
  - all votes on the appointment of Officers and relating to disciplinary and grievance issues shall be by ballot.
- 9.3.4 In the case of any equality of votes, the person presiding at the meeting shall have a second or casting vote except when the matter which is the subject of the vote relates to an appointment of a Member to any particular office or Committee in which case the decision shall be by lot.

### 9.4 **Procedure if Two or More Candidates**

- 9.4.1 When the first voting does not produce an absolute majority of votes cast in favour of any candidate, then the candidate having the least number of votes shall be eliminated.
- 9.4.2 If two or more candidates have received in total less votes cast than the candidate having the next lowest number, those two or more with the least votes shall be eliminated.
- 9.4.3 If two or more candidates tie for the least number of votes cast and their votes in total exceed or equal the number of votes cast for the candidate having the next lowest number, or if all candidates receive an equal number of votes, a supplementary vote shall be taken as to which of these candidates who tie for the least number of votes cast is to be eliminated and so on until only two candidates remain.

## 10 **Committees and Sub-Committees**

- 10.1 The Transport Partnership shall appoint such Committees and Sub-Committees as they consider necessary and shall prepare and adopt Schemes of Administration and Delegation for the reference and delegation of business to Committees; as the Transport Partnership shall decide.
- 10.2 Sub-Committees shall only be established with the approval of the Transport Partnership.
- 10.3 Schemes of Administration and Delegation made and adopted by the Transport Partnership in terms of Standing Order 10.1 and any amendments made by the Transport Partnership thereto are hereby incorporated into these Orders.

**11 Exclusion from Delegation to Committees etc**

- 11.1 changing the name of the Transport Partnership
- 11.2 the appointment of the Chairperson and Depute Chairperson of the Transport Partnership
- 11.3 the appointment of Committees
- 11.4 the promotion and opposition of private legislation
- 11.5 receiving the certified abstract of the Transport Partnership's annual accounts
- 11.6 the consideration of reports by the Commissioner for Local Administration in terms of sections 28 and 29 of the 1975 Act
- 11.7 fixing (and amending) the constitution, membership and functions of Committees and to appoint Chairpersons, Vice Chairpersons and members of Committees.
- 11.8 fixing (and amending) a programme of Transport Partnership and Committee meetings.
- 11.9 determining the Transport Partnership's annual revenue budget and capital programme.
- 11.10 determining the process for selection, appointment and dismissal of Officers required by Statute to be appointed or dismissed only by the Transport Partnership.
- 11.11 the consideration of a statutory report from the Controller of Audit, or from the Transport Partnership's External Auditor.
- 11.12 the making (and amendment) of the Schemes of Administration and Delegation.
- 11.13 the making (and amendment) of Standing Orders.
- 11.14 authorisation to execute documents on behalf of the Transport Partnership.

**12 Withdrawal of Delegation**

- 12.1 A motion for the withdrawal of delegation in respect of any delegated matter shall require to be carried before such matter may be reviewed at a meeting of the Transport Partnership.
- 12.2 In consideration of a motion to remove delegation, only the Member moving removal of the delegation and any Member moving the direct negative by way of an amendment thereto shall be entitled to speak, the respective seconders shall restrict themselves to a formal seconding and no other Member shall be permitted to speak on the motion or amendment for removal of delegation.

**13 Questions on Delegated Matters**

- 13.1 A Member shall have the right to ask a question at a Transport Partnership meeting on any matter delegated to a Committee or Sub-Committee and contained in the Minutes presented to the Transport Partnership, subject to the following procedure:

- 13.2 The details of the question on the delegated matter shall require to be given to the Secretary in writing no later than 10.00 am on the last working day prior to the meeting of the Transport Partnership.
- 13.3 The question should be addressed by the Chairperson or, where appropriate, by the Chairperson of the relevant Committee.
- 13.4 Any question which, in the opinion of the Chairperson, is not a genuine request for information and/or which is not directly related to the section of the Minute dealing with the delegated matter in question shall, at the sole discretion of the Chairperson, be disallowed and shall not be the subject of any response.
- 13.5 The question shall be put, and the answer given, without any discussion.
- 13.6 The Member submitting the question shall be allowed to ask no more than one supplementary question arising directly out of the reply.
- 13.7 If requested by the Member asking the question, a written answer to the question will be given to that Member by the relevant Officer after the meeting in question at which the question is considered.

#### **14 Notices of Motion**

- 14.1 Every Notice of Motion shall be in writing and shall be signed by the Member of the Transport Partnership giving the Notice and counter-signed by one other Member at least.
- 14.2 A Notice of Motion shall be forwarded to the Secretary at least ten days before the meeting of the Transport Partnership to allow its incorporation into the Summons for the meeting.
- 14.3 The foregoing provision shall not apply in a case where the Chairperson decides, that the matter is one of urgency.

#### **15 The Business Agenda**

- 15.1 Responsibility for the preparation of agendas and papers for a meeting rests with the Secretary and reports will only be submitted to the Transport Partnership or a Committee after full consultation.
- 15.2 Any Member may request the Secretary to arrange for a report on a policy issue to be submitted to the Transport Partnership or one of its Committees. Such reports shall only be submitted after due consideration and appropriate consultation. In the event that the Secretary determines that the submission of such a report is inappropriate, then the final decision as to the need or otherwise for the report shall rest with the Transport Partnership.

#### **16 Application of Standing Orders to Committees and SubCommittees**

- 16.1 The provisions of the Standing Orders of the Transport Partnership, except as herein provided, shall, so far as applicable apply to Committees and SubCommittees in like manner as they apply to the Transport Partnership with the substitution of reference to the Committee or SubCommittee and to the Chairperson of the Committee or Sub-Committee thereof as the case may be, for reference to the Transport Partnership and to the Chairperson of

the Transport Partnership and Depute Chairperson of the Transport Partnership respectively.

Those Standing Orders which do not apply to Committees and SubCommittees are as follows:

5.6, 12, 13, 14, 24

16.2 Except as otherwise provided by Statute or as aftermentioned, the quorum at all meetings of Committees and Sub-Committees shall be as prescribed in Standing Order 7.1 or two members of the Committee or Sub-Committee, whichever is the greater.

16.3 A Member has the right to attend or address a Committee or Sub-Committee of which he or she is not a member subject to the agreement of the Chairperson. No Member may speak on any item in terms of this Standing Order in respect of (i) matters where a statutory consent is to be considered; (ii) judicial or quasi-judicial matters which are to be considered; or (iii) matters where the Member in question has a direct or indirect pecuniary or non-pecuniary interest.

## **17 Implementation of Decision — Reference to Committee or Transport Partnership**

17.1 If within 48 hours of the conclusion of a meeting, a request in writing submitted to the Secretary sponsored and initiated by a Member or Members and signed by at least one-fourth of all Members that a decision taken at that meeting be not implemented, then that item shall be referred to the next appropriate Committee or Transport Partnership meeting for consideration as appropriate.

17.2 The above applies to all Committees and Sub-Committees.

## **18 Appointment of Officers — Unless otherwise provided by Statute**

18.1 The appointment of all senior managers with salaries conditioned by SJNC for Chief Officials shall be made by the appropriate Committee or by a Sub-Committee of that Committee.

18.2 All other appointments shall be made by the Lead Officer unless the Transport Partnership decides otherwise subject to specific statutory provisions.

## **19 Matters of Special Importance and Urgency - Delegation to Lead Officer**

19.1 Notwithstanding the provisions of Standing Order 10.1 and Schemes of Administration and Delegation made thereunder:

19.1.1 If a matter is of such special importance and urgency as to render it not expedient to await the decision of the Transport Partnership or the appropriate Committee, the Lead Officer, after consultation with the Chairperson and Depute Chairperson and the Chairperson of the Committee or Committees concerned shall have power to take all such steps as may be necessary, which steps shall be binding and, in the circumstances before mentioned, there shall be deemed to have been a delegation of such power.

19.1.2 If a matter of ordinary business requires to be dealt with expeditiously without awaiting the decision of the appropriate Committee of the Transport

Partnership, then the Lead Officer, after consultation with the Chairperson of the Committee concerned shall have the same power as is in standing order 19.1.

## **20 Members**

### **20.1 Standards in Public Life**

- 20.1.1 The Model Code of Conduct for members of devolved public bodies made in terms of the 2000 Act and any amendments thereto are hereby incorporated into these Orders.
- 20.1.2 The Code of Conduct applies to all Members of the Transport Partnership including co-opted members of Committees and Sub-Committees.

### **20.2 Resignation of Member from the Transport Partnership**

- 20.2.1 A Member may at any time resign by written notice delivered to the Secretary. Resignation shall take effect on the expiration of three weeks after delivery of notice or on an earlier date stated in the notice.

## **21 Contracts**

- 21.1 With respect to proposed contracts for the execution of works, the provision of services, or for the supply of goods or materials, the following provisions shall apply relating to securing competition for such contracts and for regulating the manner in which tenders are invited.
- 21.2 With respect to proposed contracts, the Lead Officer responsible for arranging tenders shall ensure, in consultation with the Finance Officer, that, where applicable, the provisions of the Local Government Act 1988 all subsequent relevant legislation and any orders, regulations or directions made thereunder, the provisions of the relevant European Commission Public Procurement Directives and the provisions of the Public Works Contracts Regulations 1991, the Public Supply Contracts Regulations 1995 the utilities Supply and Works Contracts Regulations 1992 and the Public Services Contracts Regulations 1993, shall be applied with respect to the securing of competition for such tenders.
- 21.3 The Proper Officer shall prepare and submit to the Transport Partnership a Scheme of Tender Procedures and such Procedures, once approved and adopted by the Transport Partnership, shall be observed by all Members and Officers of the Transport Partnership, and shall be deemed to be part of these Standing Orders.

## **22 Authentication of Notices**

Every notice, order, demand, requisition or other such document or withdrawal thereof by the Transport Partnership required or authorised by any enactment or statutory order shall, except in so far as such enactment or statutory order specifically otherwise provides, be signed by the Proper Officer.

**23 Execution of Deeds**

A list of all deeds executed by the Transport Partnership shall be kept with the Secretary and shall be available for inspection by any Member of the Transport Partnership at any time.

**24 Observers**

24.1 An Observer may only address a meeting of the Transport Partnership on the invitation of the Chairperson.

24.2 An Observer may not vote on any matter.

24.3 An Observer may not attend any part of a meeting of the Transport Partnership from which the press and public are excluded.

**25 Exclusion of Press and Public**

25.1 Except where this Standing Order says otherwise, every meeting of the Transport Partnership and its committee will be open to the public and press.

25.2 The Chairperson may keep any members of the public or press out of a meeting, or cause them to leave if they are hindering the work of the Transport Partnership.

25.3 Members of the public and press may be kept out of a meeting when an item of business is being considered if it is likely that confidential or exempt information, as defined by the 1973 Act, will be disclosed.

**26 Suspension, Alteration and Review of Standing Orders**

26.1 A motion for the suspension of the relevant Standing Orders may be made at any time for the reason stated in the motion. Such a motion if opposed will be resolved without discussion and shall be held to be carried if supported by a majority of Members present and voting.

26.2 No alteration of the Standing Orders shall be made without notice given in the agenda for the meeting of the Transport Partnership to discuss the alterations, and shall not be effected except on a resolution, adopted by a majority of the Members present and voting.

26.3 The Transport Partnership shall, at least once every year, review these Standing Orders to determine whether any alteration should be considered.

26.4 The Proper Officer is authorised to supply any omission in, or, necessary amendment to or to correct any error arising in these Standing Orders which is of an administrative nature.

## CODE OF CONDUCT

### 1. Reason for Report

The current SWestrans Code of Conduct was approved by Scottish Ministers on 26 April 2022 (**Appendix**). This report asks Members that the Board reaffirms to adopt and comply with the requirements of the Code including the publication of the registers of Board Member's Interests on the SWestrans website.

### 2. Considerations

2.1 The Ethical Standards in Public Life etc (Scotland) Act 2000 provides for Codes of Conduct for all Local Authority Councillors and members of relevant public bodies including SWestrans. The Act introduced a new ethical framework under which Scottish Ministers were required to issue a Code of Conduct for Councillors and a Model Code of Conduct for Devolved Public Bodies.

2.2 The Model Code highlights the need for board members to take personal responsibility for their behaviour and to have an awareness of the organisation's policies in relation to a number of areas e.g. social media, equality, diversity and bullying and harassment.

2.3 In compliance with the Code, the Secretary has arranged for all SWestrans Board Members to complete registers of interest and those will subsequently be made available on the SWestrans website.

### 3. Recommendation

Members of the Board are asked to reaffirm to adopt and comply with the requirements of the Code of Conduct (**Appendix**).

Claire Rogerson - Report	Claire Rogerson Secretary to the Board The South West of Scotland Transport Partnership English Street Dumfries DG1 2DD
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Author

Tel:01387 260024

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File Ref: SW2/meetings/2022

**APPENDIX – Code of Conduct**





# **Code of Conduct for Members of SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP**

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## SECTION 1: INTRODUCTION TO THE CODE OF CONDUCT

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1.1 This Code has been issued by the Scottish Ministers, with the approval of the Scottish Parliament, as required by the [Ethical Standards in Public Life etc. \(Scotland\) Act 2000 \(the “Act”\)](#).

1.2 The purpose of the Code is to set out the conduct expected of those who serve on the boards of public bodies in Scotland.

1.3 The Code has been developed in line with the nine key principles of public life in Scotland. The principles are listed in [Section 2](#) and set out how the provisions of the Code should be interpreted and applied in practice.

### **My Responsibilities**

1.4 I understand that the public has a high expectation of those who serve on the boards of public bodies and the way in which they should conduct themselves in undertaking their duties. I will always seek to meet those expectations by ensuring that I conduct myself in accordance with the Code.

1.5 I will comply with the substantive provisions of this Code, being sections 3 to 6 inclusive, in all situations and at all times where I am acting as a board member of my public body, have referred to myself as a board member or could objectively be considered to be acting as a board member.

1.6 I will comply with the substantive provisions of this Code, being sections 3 to 6 inclusive, in all my dealings with the public, employees and fellow board members, whether formal or informal.

1.7 I understand that it is my personal responsibility to be familiar with the provisions of this Code and that I must also comply with the law and my public body’s rules, standing orders and regulations. I will also ensure that I am familiar with any guidance or advice notes issued by the Standards Commission for Scotland (“Standards Commission”) and my public body, and endeavour to take part in any training offered on the Code.

1.8 I will not, at any time, advocate or encourage any action contrary to this Code.

1.9 I understand that no written information, whether in the Code itself or the associated Guidance or Advice Notes issued by the Standards Commission, can provide for all circumstances. If I am uncertain about how the Code applies, I will seek advice from the Standards Officer of my public body, failing whom the Chair or Lead Officer of my public body. I note that I may also choose to seek external legal advice on how to interpret the provisions of the Code.

### **Enforcement**

1.10 [Part 2 of the Act](#) sets out the provisions for dealing with alleged breaches of the Code, including the sanctions that can be applied if the Standards Commission finds that there has been a breach of the Code. More information on how complaints are dealt with and the sanctions available can be found at [Annex A](#).

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**SECTION 2: KEY PRINCIPLES OF THE CODE OF CONDUCT**

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2.1 The Code has been based on the following key principles of public life. I will behave in accordance with these principles and understand that they should be used for guidance and interpreting the provisions in the Code.

2.2 I note that a breach of one or more of the key principles does not in itself amount to a breach of the Code. I note that, for a breach of the Code to be found, there must also be a contravention of one or more of the provisions in sections 3 to 6 inclusive of the Code.

The key principles are:

**Duty**

I have a duty to uphold the law and act in accordance with the law and the public trust placed in me. I have a duty to act in the interests of the public body of which I am a member and in accordance with the core functions and duties of that body.

**Selflessness**

I have a duty to take decisions solely in terms of public interest. I must not act in order to gain financial or other material benefit for myself, family or friends.

**Integrity**

I must not place myself under any financial, or other, obligation to any individual or organisation that might reasonably be thought to influence me in the performance of my duties.

**Objectivity**

I must make decisions solely on merit and in a way that is consistent with the functions of my public body when carrying out public business including making appointments, awarding contracts or recommending individuals for rewards and benefits.

**Accountability and Stewardship**

I am accountable to the public for my decisions and actions. I have a duty to consider issues on their merits, taking account of the views of others and I must ensure that my public body uses its resources prudently and in accordance with the law.

**Openness**

I have a duty to be as open as possible about my decisions and actions, giving reasons for my decisions and restricting information only when the wider public interest clearly demands.

**Honesty**

I have a duty to act honestly. I must declare any private interests relating to my public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership**

I have a duty to promote and support these principles by leadership and example, and to maintain and strengthen the public's trust and confidence in the integrity of my public body and its members in conducting public business.

**Respect**

I must respect all other board members and all employees of my public body and the role they play, treating them with courtesy at all times. Similarly, I must respect members of the public when performing my duties as a board member.

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**SECTION 3: GENERAL CONDUCT**

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**Respect and Courtesy**

3.1 I will treat everyone with courtesy and respect. This includes in person, in writing, at meetings, when I am online and when I am using social media.

3.2 I will not discriminate unlawfully on the basis of race, age, sex, sexual orientation, gender reassignment, disability, religion or belief, marital status or pregnancy/maternity; I will advance equality of opportunity and seek to foster good relations between different people.

3.3 I will not engage in any conduct that could amount to bullying or harassment (which includes sexual harassment). I accept that such conduct is completely unacceptable and will be considered to be a breach of this Code.

3.4 I accept that disrespect, bullying and harassment can be:

- a) a one-off incident,
- b) part of a cumulative course of conduct; or
- c) a pattern of behaviour.

3.5 I understand that how, and in what context, I exhibit certain behaviours can be as important as what I communicate, given that disrespect, bullying and harassment can be physical, verbal and non-verbal conduct.

3.6 I accept that it is my responsibility to understand what constitutes bullying and harassment and I will utilise resources, including the Standards Commission's guidance and advice notes, my public body's policies and training material (where appropriate) to ensure that my knowledge and understanding is up to date.

3.7 Except where it is written into my role as Board member, and / or at the invitation of the Lead Officer, I will not become involved in operational management of my public body. I acknowledge and understand that operational management is the responsibility of the Lead Officer and Executive Team.

3.8 I will not undermine any individual employee or group of employees, or raise concerns about their performance, conduct or capability in public. I will raise any concerns I have on such matters in private with senior management as appropriate.

3.9 I will not take, or seek to take, unfair advantage of my position in my dealings with employees of my public body or bring any undue influence to bear on employees to take a certain action. I will not ask or direct employees to do something which I know, or should reasonably know, could compromise them or prevent them from undertaking their duties properly and appropriately.

3.10 I will respect and comply with rulings from the Chair during meetings of:

- a) my public body, its committees; and
- b) any outside organisations that I have been appointed or nominated to by my public body or on which I represent my public body.

3.11 I will respect the principle of collective decision-making and corporate responsibility. This means that once the Board has made a decision, I will support that decision, even if I did not agree with it or vote for it.

### **Remuneration, Allowances and Expenses**

3.12 I will comply with the rules, and the policies of my public body, on the payment of remuneration, allowances and expenses.

### **Gifts and Hospitality**

3.13 I understand that I may be offered gifts (including money raised via crowdfunding or sponsorship), hospitality, material benefits or services (“gift or hospitality”) that may be reasonably regarded by a member of the public with knowledge of the relevant facts as placing me under an improper obligation or being capable of influencing my judgement.

3.14 I will never **ask for** or **seek** any gift or hospitality.

3.15 I will refuse any gift or hospitality, unless it is:

- a) a minor item or token of modest intrinsic value offered on an infrequent basis;
- b) a gift being offered to my public body;
- c) hospitality which would reasonably be associated with my duties as a board member; or
- d) hospitality which has been approved in advance by my public body.

3.16 I will consider whether there could be a reasonable perception that any gift or hospitality received by a person or body connected to me could or would influence my judgement.

3.17 I will not allow the promise of money or other financial advantage to induce me to act improperly in my role as a board member. I accept that the money or advantage (including any gift or hospitality) does not have to be given to me directly. The offer of monies or advantages to others, including community groups, may amount to bribery, if the intention is to induce me to improperly perform a function.

3.18 I will never accept any gift or hospitality from any individual or applicant who is awaiting a decision from, or seeking to do business with, my public body.

3.19 If I consider that declining an offer of a gift would cause offence, I will accept it and hand it over to my public body at the earliest possible opportunity and ask for it to be registered.

3.20 I will promptly advise my public body’s Standards Officer if I am offered (but refuse) any gift or hospitality of any significant value and / or if I am offered any gift or hospitality from the same source on a repeated basis, so that my public body can monitor this.

3.21 I will familiarise myself with the terms of the [Bribery Act 2010](#), which provides for offences of bribing another person and offences relating to being bribed.

## Confidentiality

3.22 I will not disclose confidential information or information which should reasonably be regarded as being of a confidential or private nature, without the express consent of a person or body authorised to give such consent, or unless required to do so by law. I note that if I cannot obtain such express consent, I should assume it is not given.

3.23 I accept that confidential information can include discussions, documents, and information which is not yet public or never intended to be public, and information deemed confidential by statute.

3.24 I will only use confidential information to undertake my duties as a board member. I will not use it in any way for personal advantage or to discredit my public body (even if my personal view is that the information should be publicly available).

3.25 I note that these confidentiality requirements do not apply to protected whistleblowing disclosures made to the prescribed persons and bodies as identified in statute.

## Use of Public Body Resources

3.26 I will only use my public body's resources, including employee assistance, facilities, stationery and IT equipment, for carrying out duties on behalf of the public body, in accordance with its relevant policies.

3.27 I will not use, or in any way enable others to use, my public body's resources:

- a) imprudently (without thinking about the implications or consequences);
- b) unlawfully;
- c) for any political activities or matters relating to these; or
- d) improperly.

## Dealing with my Public Body and Preferential Treatment

3.28 I will not use, or attempt to use, my position or influence as a board member to:

- a) improperly confer on or secure for myself, or others, an advantage;
- b) avoid a disadvantage for myself, or create a disadvantage for others or
- c) improperly seek preferential treatment or access for myself or others.

3.29 I will avoid any action which could lead members of the public to believe that preferential treatment or access is being sought.

3.30 I will advise employees of any connection, as defined at [Section 5](#), I may have to a matter, when seeking information or advice or responding to a request for information or advice from them.



## **Appointments to Outside Organisations**

3.31 If I am appointed, or nominated by my public body, as a member of another body or organisation, I will abide by the rules of conduct and will act in the best interests of that body or organisation while acting as a member of it. I will also continue to observe the rules of this Code when carrying out the duties of that body or organisation.

3.32 I accept that if I am a director or trustee (or equivalent) of a company or a charity, I will be responsible for identifying, and taking advice on, any conflicts of interest that may arise between the company or charity and my public body.

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**SECTION 4: REGISTRATION OF INTERESTS**

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4.1 The following paragraphs set out what I have to register when I am appointed and whenever my circumstances change. The register covers my current term of appointment.

4.2 I understand that regulations made by the Scottish Ministers describe the detail and timescale for registering interests; including a requirement that a board member must register their registrable interests within one month of becoming a board member, and register any changes to those interests within one month of those changes having occurred.

4.3 The interests which I am required to register are those set out in the following paragraphs. Other than as required by paragraph 4.23, I understand it is not necessary to register the interests of my spouse or cohabitee.

**Category One: Remuneration**

4.4 I will register any work for which I receive, or expect to receive, payment. I have a registrable interest where I receive remuneration by virtue of being:

- a) employed;
- b) self-employed;
- c) the holder of an office;
- d) a director of an undertaking;
- e) a partner in a firm;
- f) appointed or nominated by my public body to another body; or
- g) engaged in a trade, profession or vocation or any other work.

4.5 I understand that in relation to 4.4 above, the amount of remuneration does not require to be registered. I understand that any remuneration received as a board member of this specific public body does not have to be registered.

4.6 I understand that if a position is not remunerated it does not need to be registered under this category. However, unremunerated directorships may need to be registered under Category Two, "Other Roles".

4.7 I must register any allowances I receive in relation to membership of any organisation under Category One.

4.8 When registering employment as an employee, I must give the full name of the employer, the nature of its business, and the nature of the post I hold in the organisation.

4.9 When registering remuneration from the categories listed in paragraph 4.4 (b) to (g) above, I must provide the full name and give details of the nature of the business, organisation, undertaking, partnership or other body, as appropriate. I recognise that some other employments may be incompatible with my role as board member of my public body in terms of paragraph [6.7](#) of this Code.

4.10 Where I otherwise undertake a trade, profession or vocation, or any other work, the detail to be given is the nature of the work and how often it is undertaken.

4.11 When registering a directorship, it is necessary to provide the registered name and registered number of the undertaking in which the directorship is held and provide information about the nature of its business.

4.12 I understand that registration of a pension is not required as this falls outside the scope of the category.

### **Category Two: Other Roles**

4.13 I will register any unremunerated directorships where the body in question is a subsidiary or parent company of an undertaking in which I hold a remunerated directorship.

4.14 I will register the registered name and registered number of the subsidiary or parent company or other undertaking and the nature of its business, and its relationship to the company or other undertaking in which I am a director and from which I receive remuneration.

### **Category Three: Contracts**

4.15 I have a registerable interest where I (or a firm in which I am a partner, or an undertaking in which I am a director or in which I have shares of a value as described in paragraph 4.20 below) have made a contract with my public body:

- a) under which goods or services are to be provided, or works are to be executed; and
- b) which has not been fully discharged.

4.16 I will register a description of the contract, including its duration, but excluding the value.

### **Category Four: Election Expenses**

4.17 If I have been elected to my public body, then I will register a description of, and statement of, any assistance towards election expenses relating to election to my public body.

### **Category Five: Houses, Land and Buildings**

4.18 I have a registrable interest where I own or have any other right or interest in houses, land and buildings, which may be significant to, of relevance to, or bear upon, the work and operation of my public body.

4.19 I accept that, when deciding whether or not I need to register any interest I have in houses, land or buildings, the test to be applied is whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as being so significant that it could potentially affect my responsibilities to my public body and to the public, or could influence my actions, speeches or decision-making.

### **Category Six: Interest in Shares and Securities**

4.20 I have a registerable interest where:

- a) I own or have an interest in more than 1% of the issued share capital of the company or other body; or
- b) Where, at the relevant date, the market value of any shares and securities (in any one specific company or body) that I own or have an interest in is greater than £25,000.

### **Category Seven: Gifts and Hospitality**

4.21 I understand the requirements of paragraphs 3.13 to 3.21 regarding gifts and hospitality. As I will not accept any gifts or hospitality, other than under the limited circumstances allowed, I understand there is no longer the need to register any.

### **Category Eight: Non-Financial Interests**

4.22 I may also have other interests and I understand it is equally important that relevant interests such as membership or holding office in other public bodies, companies, clubs, societies and organisations such as trades unions and voluntary organisations, are registered and described. In this context, I understand non-financial interests are those which members of the public with knowledge of the relevant facts might reasonably think could influence my actions, speeches, votes or decision-making in my public body (this includes its Committees and memberships of other organisations to which I have been appointed or nominated by my public body).

### **Category Nine: Close Family Members**

4.23 I will register the interests of any close family member who has transactions with my public body or is likely to have transactions or do business with it.

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**SECTION 5: DECLARATION OF INTERESTS**

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**Stage 1: Connection**

5.1 For each particular matter I am involved in as a board member, I will first consider whether I have a connection to that matter.

5.2 I understand that a connection is any link between the matter being considered and me, or a person or body I am associated with. This could be a family relationship or a social or professional contact.

5.3 A connection includes anything that I have registered as an interest.

5.4 A connection does not include being a member of a body to which I have been appointed or nominated by my public body as a representative of my public body, unless:

- a) The matter being considered by my public body is quasi-judicial or regulatory; or
- b) I have a personal conflict by reason of my actions, my connections or my legal obligations.

**Stage 2: Interest**

5.5 I understand my connection is an interest that requires to be declared where the objective test is met – that is where a member of the public with knowledge of the relevant facts would reasonably regard my connection to a particular matter as being so significant that it would be considered as being likely to influence the discussion or decision-making.

**Stage 3: Participation**

5.6 I will declare my interest as early as possible in meetings. I will not remain in the meeting nor participate in any way in those parts of meetings where I have declared an interest.

5.7 I will consider whether it is appropriate for transparency reasons to state publicly where I have a connection, which I do not consider amounts to an interest.

5.8 I note that I can apply to the Standards Commission and ask it to grant a dispensation to allow me to take part in the discussion and decision-making on a matter where I would otherwise have to declare an interest and withdraw (as a result of having a connection to the matter that would fall within the objective test). I note that such an application must be made in advance of any meetings where the dispensation is sought and that I cannot take part in any discussion or decision-making on the matter in question unless, and until, the application is granted.

5.9 I note that public confidence in a public body is damaged by the perception that decisions taken by that body are substantially influenced by factors other than the public interest. I will not accept a role or appointment if doing so means I will have to declare interests frequently at meetings in respect of my role as a board member. Similarly, if any appointment or nomination to another body would give rise to objective concern because of my existing personal involvement or affiliations, I will not accept the appointment or nomination.

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**SECTION 6: LOBBYING AND ACCESS**

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6.1 I understand that a wide range of people will seek access to me as a board member and will try to lobby me, including individuals, organisations and companies. I must distinguish between:

- a) any role I have in dealing with enquiries from the public;
- b) any community engagement where I am working with individuals and organisations to encourage their participation and involvement, and;
- c) lobbying, which is where I am approached by any individual or organisation who is seeking to influence me for financial gain or advantage, particularly those who are seeking to do business with my public body (for example contracts/procurement).

6.2 In deciding whether, and if so how, to respond to such lobbying, I will always have regard to the objective test, which is whether a member of the public, with knowledge of the relevant facts, would reasonably regard my conduct as being likely to influence my, or my public body's, decision-making role.

6.3 I will not, in relation to contact with any person or organisation that lobbies, do anything which contravenes this Code or any other relevant rule of my public body or any statutory provision.

6.4 I will not, in relation to contact with any person or organisation that lobbies, act in any way which could bring discredit upon my public body.

6.5 If I have concerns about the approach or methods used by any person or organisation in their contacts with me, I will seek the guidance of the Chair, Lead Officer or Standards Officer of my public body.

6.6 The public must be assured that no person or organisation will gain better access to, or treatment by, me as a result of employing a company or individual to lobby on a fee basis on their behalf. I will not, therefore, offer or accord any preferential access or treatment to those lobbying on a fee basis on behalf of clients compared with that which I accord any other person or organisation who lobbies or approaches me. I will ensure that those lobbying on a fee basis on behalf of clients are not given to understand that preferential access or treatment, compared to that accorded to any other person or organisation, might be forthcoming.

6.7 Before taking any action as a result of being lobbied, I will seek to satisfy myself about the identity of the person or organisation that is lobbying and the motive for lobbying. I understand I may choose to act in response to a person or organisation lobbying on a fee basis on behalf of clients but it is important that I understand the basis on which I am being lobbied in order to ensure that any action taken in connection with the lobbyist complies with the standards set out in this Code and the [Lobbying \(Scotland\) Act 2016](#).

6.8 I will not accept any paid work:

- a) which would involve me lobbying on behalf of any person or organisation or any clients of a person or organisation.
- b) to provide services as a strategist, adviser or consultant, for example, advising on how to influence my public body and its members. This does not prohibit me from being remunerated for activity which may arise because of, or relate to, membership of my public body, such as journalism or broadcasting, or involvement in representative or presentational work, such as participation in delegations, conferences or other events.

## ANNEX A: BREACHES OF THE CODE

### Introduction

1. [The Ethical Standards in Public Life etc. \(Scotland\) Act 2000](#) (“the Act”) provided for a framework to encourage and, where necessary, enforce high ethical standards in public life.
2. The Act provided for the introduction of new codes of conduct for local authority councillors and members of relevant public bodies, imposing on councils and relevant public bodies a duty to help their members comply with the relevant code.
3. The Act and the subsequent Scottish Parliamentary Commissions and Commissioners etc. Act 2010 established the [Standards Commission for Scotland](#) (“Standards Commission”) and the post of [Commissioner for Ethical Standards in Public Life in Scotland](#) (“ESC”).
4. The Standards Commission and ESC are separate and independent, each with distinct functions. Complaints of breaches of a public body’s Code of Conduct are investigated by the ESC and adjudicated upon by the Standards Commission.
5. The first Model Code of Conduct came into force in 2002. The Code has since been reviewed and re-issued in 2014. The 2021 Code has been issued by the Scottish Ministers following consultation, and with the approval of the Scottish Parliament, as required by the Act.

### Investigation of Complaints

6. The ESC is responsible for investigating complaints about members of devolved public bodies. It is not, however, mandatory to report a complaint about a potential breach of the Code to the ESC. It may be more appropriate in some circumstances for attempts to be made to resolve the matter informally at a local level.
7. On conclusion of the investigation, the ESC will send a report to the Standards Commission.

### Hearings

8. On receipt of a report from the ESC, the Standards Commission can choose to:
  - Do nothing;
  - Direct the ESC to carry out further investigations; or
  - Hold a Hearing.
9. Hearings are held (usually in public) to determine whether the member concerned has breached their public body’s Code of Conduct. The Hearing Panel comprises of three members of the Standards Commission. The ESC will present evidence and/or make submissions at the Hearing about the investigation and any conclusions as to whether the member has contravened the Code. The member is entitled to attend or be represented at the Hearing and can also present evidence and make submissions. Both parties can call witnesses. Once it has heard all the evidence and submissions, the Hearing Panel will make a determination about whether or not it is satisfied, on the balance of probabilities, that there has been a contravention of



the Code by the member. If the Hearing Panel decides that a member has breached their public body's Code, it is obliged to impose a sanction.

### Sanctions

10. The sanctions that can be imposed following a finding of a breach of the Code are as follows:
- **Censure:** A censure is a formal record of the Standards Commission's severe and public disapproval of the member concerned.
  - **Suspension:** This can be a full or partial suspension (for up to one year). A full suspension means that the member is suspended from attending all meetings of the public body. Partial suspension means that the member is suspended from attending some of the meetings of the public body. The Commission can direct that any remuneration or allowance the member receives as a result of their membership of the public body be reduced or not paid during a period of suspension.
  - **Disqualification:** Disqualification means that the member is removed from membership of the body and disqualified (for a period not exceeding five years), from membership of the body. Where a member is also a member of another devolved public body (as defined in the Act), the Commission may also remove or disqualify that person in respect of that membership. Full details of the sanctions are set out in section 19 of the Act.

### Interim Suspensions

11. Section 21 of the Act provides the Standards Commission with the power to impose an interim suspension on a member on receipt of an interim report from the ESC about an ongoing investigation. In making a decision about whether or not to impose an interim suspension, a Panel comprising of three Members of the Standards Commission will review the interim report and any representations received from the member and will consider whether it is satisfied:
- That the further conduct of the ESC's investigation is likely to be prejudiced if such an action is not taken (for example if there are concerns that the member may try to interfere with evidence or witnesses); or
  - That it is otherwise in the public interest to take such a measure. A policy outlining how the Standards Commission makes any decision under Section 21 and the procedures it will follow in doing so, should any such a report be received from the ESC can be found [here](#).
12. The decision to impose an interim suspension is not, and should not be seen as, a finding on the merits of any complaint or the validity of any allegations against a member of a devolved public body, nor should it be viewed as a disciplinary measure.

## ANNEX B: DEFINITIONS

**“Bullying”** is inappropriate and unwelcome behaviour which is offensive and intimidating, and which makes an individual or group feel undermined, humiliated or insulted.

**"Chair"** includes Board Convener or any other individual discharging a similar function to that of a Chair or Convener under alternative decision-making structures.

**“Code”** is the code of conduct for members of your devolved public body, which is based on the Model Code of Conduct for members of devolved public bodies in Scotland.

**"Cohabitee"** includes any person who is living with you in a relationship similar to that of a partner, civil partner, or spouse.

**“Confidential Information”** includes:

- any information passed on to the public body by a Government department (even if it is not clearly marked as confidential) which does not allow the disclosure of that information to the public;
- information of which the law prohibits disclosure (under statute or by the order of a Court);
- any legal advice provided to the public body; or
- any other information which would reasonably be considered a breach of confidence should it be made public.

**"Election expenses"** means expenses incurred, whether before, during or after the election, on account of, or in respect of, the conduct or management of the election.

**“Employee”** includes individuals employed:

- directly by the public body;
- as contractors by the public body, or
- by a contractor to work on the public body’s premises.

**“Gifts”** a gift can include any item or service received free of charge, or which may be offered or promised at a discounted rate or on terms not available to the general public. Gifts include benefits such as relief from indebtedness, loan concessions, or provision of property, services or facilities at a cost below that generally charged to members of the public. It can also include gifts received directly or gifts received by any company in which the recipient holds a controlling interest in, or by a partnership of which the recipient is a partner.

**“Harassment”** is any unwelcome behaviour or conduct which makes someone feel offended, humiliated, intimidated, frightened and / or uncomfortable. Harassment can be experienced directly or indirectly and can occur as an isolated incident or as a course of persistent behaviour.

**“Hospitality”** includes the offer or promise of food, drink, accommodation, entertainment or the opportunity to attend any cultural or sporting event on terms not available to the general public.

**“Relevant Date”** Where a board member had an interest in shares at the date on which the member was appointed as a member, the relevant date is – (a) that date; and (b) the 5th April immediately following that date and in each succeeding year, where the interest is retained on that 5th April.

**“Public body”** means a devolved public body listed in Schedule 3 of the Ethical Standards in Public Life etc. (Scotland) Act 2000, as amended.

**“Remuneration”** includes any salary, wage, share of profits, fee, other monetary benefit or benefit in kind.

**“Securities”** a security is a certificate or other financial instrument that has monetary value and can be traded. Securities includes equity and debt securities, such as stocks bonds and debentures.

**“Undertaking”** means:

- a) a body corporate or partnership; or
- b) an unincorporated association carrying on a trade or business, with or without a view to a profit.



## OBSERVERS UPDATE

### 1. Reason for Report

This report is to advise the Board on the status of the current Observers and to seek approval for the appointment of a further Observer.

### 2. Considerations

#### Background

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

2.2 The guidance on Membership of Regional Transport Partnerships provides further information on the role of Observers referring to them as advisers, and that the RTP should consider appointing individuals who can make a valuable contribution.

2.3 There is a clear difference in legal and formal status between Board Members and Observers. Observers do not carry any responsibility and are likely to be drawn from either specific interest groups or to bring a particular knowledge or expertise. They may therefore not be expected to participate in all discussions or all meetings, only those for which their particular knowledge or interest is relevant. It is for the RTP to specify in Standing Orders the roles and rights of advisers at Board meetings

2.4 Standing order 24 of SWestrans Standing Orders provides the following detail:

- An Observer may only address a meeting of the Transport Partnership on the invitation of the Chairperson.
- An Observer may not vote on any matter.
- An Observer may not attend any part of meeting of the Transport Partnership from which the press and the public are excluded.

2.5 In accordance with legislation observers are appointed for 4 years. The current Observers appointed by the Board on 25 June 2021 are listed below:

Observer	Organisation
June Hay	Outdoor Access Forum
Emma Watson	Network Rail
Hugh McCreadie	Lochside and Woodlands Community Council
Frazer Smith	Stagecoach Scotland
Graham Whiteley	
Christopher Craig	Thornhill Station Action Group
Rhian Davies	Sustrans

### Observer request for Board consideration and approval

2.6 There has been a request received to become an Observer.

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

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

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

#### 2.9 Alasdair Marshall MSYP – Dumfries and Galloway Youth Council

- Will the proposed individual have a useful input and make a valuable contribution?

Alasdair believes he would have a useful input as he regularly consults young people about transport issues in Dumfries and Galloway and believes the SWestrans Board would benefit from hearing the responses.

- Does the individual represent a specific interest group?

Alasdair represents Young People which he believes should be an interest group of SWestrans. He is the MSYP for Galloway & West Dumfries, a Member of SYP's Transport, Environment, & Rural Affairs Committee and is the Dumfries and Galloway Youth Council Transport Spokesperson.

- Does the individual bring a particular knowledge or expertise?

Alasdair will bring a knowledge of how young people find using public transport in Dumfries and Galloway.

### 3. Recommendations

Members of the Board are asked to:

- 3.1 note the Observers appointed to the Board being: June Hay (Outdoor Access Forum), Emma Watson (Network Rail), Hugh McCreadie (Lochside and Woodlands Community Council), Frazer Smith (Stagecoach Scotland), Graham Whiteley, Christopher Craig (Thornhill Station Action Group) and Rhian Davies (Sustrans); and
- 3.2 approve the appointment of Alasdair Marshall MSYP on behalf of Dumfries and Galloway Youth Council as an Observer to the Board for 4 years

Claire Rogerson - Report  
Author  
Tel:01387 260024

Date of Report: 10 June 2022  
File Ref: SW2/meetings/2022

Claire Rogerson  
Secretary to the Board  
The South West of Scotland Transport Partnership  
English Street  
Dumfries  
DG1 2DD





## REPRESENTATION ON OUTSIDE BODIES

### 1. Reason for Report

This report seeks the Board's nominations to service on three outside bodies as the RTP's representative: West Coast Rail 250; South West Scotland Community Rail Partnership and the Dumfries and Galloway Community Planning Partnership Board.

### 2. Considerations

2.1 SWestrans has been represented on a number of outside bodies by Councillor Board members of SWestrans. When nominated to represent the RTP on these bodies, the appointment has been the subject of decision by the Board.

#### West Coast Rail 250

2.2 The West Coast Rail 250 group campaigns for improved and environmentally sustainable rail services along the West Coast Main Line to support economic growth and employment, thereby strengthening the social cohesion of communities along the WCML rail corridor. The group is a non-party-political organisation, which has long-established and excellent working relationships with Network Rail, the relevant Train Operating Companies, and the Department for Transport. The General Council of the group meets every four months.

2.3 Councillor Richard Brodie was nominated to represent SWestrans on West Coast Rail 250 at the June 2017 meeting.

#### South West Scotland Community Rail Partnership

2.4 The South West Scotland Community Rail Partnership is a voluntary, not-for-profit organisation that seeks to engage with communities and help people to get the most from their railways. It aims to promote social inclusion and sustainable travel by collaborating with train operators to bring about real improvements in terms of bringing stations back to life and making travel by rail an enjoyable experience. The SWSCRIP meets three times per year.

2.5 Councillor Andrew Wood was nominated to represent SWestrans on the South West Scotland Community Rail Partnership at the September 2017 meeting.

#### Dumfries and Galloway Community Planning Partnership Board

2.6 Community Planning brings together local agencies and organisations from the public, private and third sector. Partners work with each other and local communities to deliver better public services. The partnership board sets out a joint vision and high level outcomes for the region in the form of a Local Outcomes Improvement Plan.

2.7 It is standard practice for the SWestrans Chair to represent SWestrans on the Dumfries and Galloway Community Planning Partnership Board.

### 3. Financial Implications

The costs of subscribing to the various organisations are as detailed below:

- West Coast Rail 250 - £350 p.a.
- South West Scotland Community Rail Partnership – nil.
- Dumfries and Galloway Community Planning Partnership Board – nil.

Subscription and other costs are accommodated within the SWestrans revenue budget.

### 4. Recommendation

Members of the Board are asked to consider nomination of Members to represent SWestrans on: West Coast Rail 250; South West Scotland Community Rail Partnership and the Dumfries and Galloway Community Planning Partnership Board.

Douglas Kirkpatrick - Report  
Author  
Tel: 01387 260136

Date of Report: 15 June 2022  
File Ref: SW2/Meetings/2022

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

## REVENUE BUDGET OUTTURN REPORT 2021/22

### 1. Reason for Report

This report provides Members of the Board with information on the monitoring of the revenue budget for the year ending 31 March 2022.

### 2. Background

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

### 3. Key Points

- 3.1 **The Appendix** shows the detailed financial summary for SWestrans for 2021/22.
- 3.2 The expenditure for 2021/22 was £4,490,413. This was funded by:
- Grants from the Scottish Government totalling £259,250 for core costs and the progression of the Regional Transport Strategy;
  - Dumfries and Galloway Council also contributed £100,000 to the core running costs, £264,452 towards depreciation of assets and £3,491,370 in respect of payments made to Bus Contractors, and
  - Other contributions totalling £375,341 which included Dumfries and Galloway College (£52,136), Strathclyde Passenger Transport (£207,173), Scottish Borders Council (£40,400), NHS Dumfries and Galloway (£70,000) and Barony College (£5,632).
- 3.3 SWestrans achieved a break-even budget position at the end of the financial year.

### 4. Consultations

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

5. Implications	
<b>Financial</b>	As laid out in the report
<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 monitoring relates to the known risks R04 – Capital funding      R06 – Overspending R07 – Revenue funding      R12 – Third Party liabilities R14 – Withdrawal of DGC Governance support R15 – Cyber crime

### 6. Recommendation

Members of the Board are asked to note the draft financial outturn for 2021/22 and that a break-even position was achieved.

Janet Sutton - Report Author Tel: 01387 260105	Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
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**APPENDIX** - Revenue Budget Monitoring as at 31 March 2022.

**SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP**  
**REVENUE BUDGET MONITORING AS AT 31 March 2022**

	<b>FINAL OUTTURN 2020/21 £</b>	<b>PUBLISHED BUDGET 2021/22 £</b>	<b>BUDGET ADJUSTMENTS 2021/22 £</b>	<b>ADJUSTED BUDGET 2021/22 £</b>	<b>ACTUAL EXPENDITURE TO 31/03/22 £</b>	<b>PROJECTED OUTTURN 2021/22 £</b>	<b>VARIANCE 2021/22 £</b>
<b>EXPENDITURE</b>							
Staff Costs	117,280	110,848	-26,841	84,007	84,007	84,007	0
Transport Costs	0	0	10,016	10,016	10,016	10,016	0
Supplies & Services	0	960	-960	0	0	0	0
Administration Costs	14,062	20,193	41,199	61,392	61,392	61,392	0
Payments	4,061,379	4,128,038	-100,883	4,027,155	4,027,155	4,027,155	0
Central Support	44,999	48,750	-5,359	43,391	43,391	43,391	0
Capital Charges	263,723		264,452	264,452	264,452	264,452	0
<b>Total Expenditure</b>	<b>4,501,443</b>	<b>4,308,789</b>	<b>181,624</b>	<b>4,490,413</b>	<b>4,490,413</b>	<b>4,490,413</b>	<b>0</b>
<b>INCOME</b>							
Scottish Government Funding	259,250	259,250		259,250	259,250	259,250	0
D&G Council Funding	100,000	100,000		100,000	100,000	100,000	0
Other Contributions	4,142,193	3,949,539	181,624	4,131,163	4,131,163	4,131,163	0
<b>Total Income</b>	<b>4,501,443</b>	<b>4,308,789</b>	<b>181,624</b>	<b>4,490,413</b>	<b>4,490,413</b>	<b>4,490,413</b>	<b>0</b>
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## REVENUE BUDGET MONITORING REPORT 2022/2023 FOR THE PERIOD ENDING 31 May 2022

### 1. Reason for Report

To provide the Board with an update on the Partnership's 2022/23 monitoring and forecast outturn position based on the period ending 31 May 2022.

### 2. Background

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

### 3. Key Points

3.1 The **Appendix** shows the revenue budget summary for SWestrans. The published expenditure budget for 2022/23 of £4,447,289 was agreed by the Board on 25 March 2022. It is vital to the economic wellbeing of the Partnership and its stakeholders that the financial resources are managed effectively, and expenditure and income is delivered in line with the approved budget.

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

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

### 4. Consultations

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

5. Implications	
<b>Financial</b>	As laid out in the report
<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 monitoring relates to the known risks R04 – Capital funding R06 – Overspending R07 – Revenue funding R12 – Third Party liabilities R14 – Withdrawal of DGC Governance support R15 – Cyber crime

### 6. Recommendation

Members of the Board are asked to note the forecast outturn for the revenue budget as at 31 May 2022.

Janet Sutton - Report Author Finance Officer Tel: 01387 260105 Date of Report: 6 June 2022 File Ref: SW2/Meetings/2022	Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
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**APPENDIX** - Monitoring Report 2022/23 for the period ending 31 May 2022.



**SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP**  
**REVENUE BUDGET MONITORING AS AT 31 May 2022**

	<b>FINAL OUTTURN 2021/22 £</b>	<b>PUBLISHED BUDGET 2022/23 £</b>	<b>BUDGET ADJUSTMENTS 2022/23 £</b>	<b>ADJUSTED BUDGET 2022/23 £</b>	<b>ACTUAL EXPENDITURE TO 31/05/22 £</b>	<b>PROJECTED OUTTURN 2022/23 £</b>	<b>VARIANCE 2022/23 £</b>
<b>EXPENDITURE</b>							
Staff Costs	84,007	249,348		249,348	0	249,348	0
Transport Costs	10,016	0		0	0	0	0
Supplies & Services	0	0		0	0	0	0
Administration Costs	61,392	21,153		21,153	0	21,153	0
Payments	4,027,155	4,128,038		4,128,038	712,123	4,128,038	0
Central Support	43,391	48,750		48,750	0	48,750	0
Capital Charges	264,452			0	40,892	0	0
<b>Total Expenditure</b>	<b>4,490,413</b>	<b>4,447,289</b>	<b>0</b>	<b>4,447,289</b>	<b>753,015</b>	<b>4,447,289</b>	<b>0</b>
<b>INCOME</b>							
Scottish Government Funding	259,250	259,250		259,250	58,650	259,250	0
D&G Council Funding	100,000	100,000		100,000	0	100,000	0
Other Contributions	4,131,163	4,088,039		4,088,039	0	4,088,039	0
<b>Total Income</b>	<b>4,490,413</b>	<b>4,447,289</b>	<b>0</b>	<b>4,447,289</b>	<b>58,650</b>	<b>4,447,289</b>	<b>0</b>
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>694,365</b>	<b>0</b>	<b>0</b>



## CAPITAL EXPENDITURE PROGRAMME 2021/22 OUTTURN REPORT

### 1. Reason for Report

To advise the Board of the outturn on the 2021/22 SWestrans Capital Programme.

### 2. Background

2.1 At its meeting on 4 March 2021, Dumfries and Galloway Council agreed a balanced budget. At this meeting there were no changes to the SWestrans Capital Funding identified. The capital budget for 2021/22 to 2023/24 was within an indicative 10 year Capital Investment Strategy. The draft funding allocation for SWestrans was £800K for 2021/22, 2022/23 and 2023/24.

2.2 At its meeting on 26 March 2021, the Board agreed the draft capital programme for 2021/22 to 2023/24 is detailed in Table 1:

<b><u>SWestrans Capital Programme 2021/22 – 2023/24</u></b>	<b>Total Budget Allocated 2021/22</b>	<b>Total Budget Allocated 2022/23</b>	<b>Total Budget Allocated 2023/24</b>	<b>Total</b>
	£	£	£	£
Local Bus Network	270,000	270,000	400,000	940,000
Rail Station Parking	300,000	300,000	0	600,000
Active Travel Network	230,000	230,000	400,000	860,000
<b>TOTAL</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>2,400,000</b>

Table 1 – SWestrans Capital Programme 2021/22 – 2023/24

2.3 Following the closure of the 2020/21 budget the allocations were amended to match the outturn position. This is shown in Table 2 below:

<b><u>SWestrans Capital Programme 2021/22 – 2023/24</u></b>	<b>Total Budget Allocated 2021/22</b>	<b>Total Budget Allocated 2022/23</b>	<b>Total Budget Allocated 2023/24</b>	<b>Total</b>
	£	£	£	£
Local Bus Network	292,389	270,000	400,000	962,389
Rail Station Parking	470,529	300,000	0	770,529
Active Travel Network	284,800	230,000	400,000	914,800
<b>TOTAL</b>	<b>1,047,718</b>	<b>800,000</b>	<b>800,000</b>	<b>2,647,718</b>

Table 2 – SWestrans amended Capital Programme 2021/22 – 2023/24

2.4 At its meeting on 25 June 2021, the Board considered a summary of our estimated future core capital spending needs and Dumfries and Galloway Council's proposed merger of the SWestrans asset class into a combined Transport asset class with the Council's Fleet asset class. The Board agreed a submission to Dumfries and Galloway Council's Asset Class Review and agreed a position to be intimated to Dumfries and Galloway Council that withdrew previous concerns on the proposed

merger and indicated support noting that the Board looked forward to working closely with Dumfries and Galloway Council on aligned vehicle replacement and active travel measures. Following this and agreement at the Council's Finance, Procurement and Transformation Committee on 31 August 2021, the SWestrans Capital Programme now sits within a joint Transport Asset Class.

2.5 A review of the budget was undertaken and £400k against Rail Station Parking was reprofiled to 2022/23 reducing the budget on this element of the programme to £70,529 and the overall total to £647,718.

### 3. Key Points

3.1 The outturn position for the financial year 2021/22 which achieved a total net spend of £251,207 is shown at the **Appendix**, and a summary is shown in Table 3 below:

<b><u>SWestrans Capital Programme 2021/22</u></b>	<b>Total Budget Allocated 2021/22</b>	<b>Net Expenditure 2021/22</b>
Local Bus Network	292,389	36,240
Rail Station Parking	70,529	88,884
Active Travel Network	284,800	130,083
<b>TOTAL</b>	<b>647,718</b>	<b>251,207</b>

Table 3 – SWestrans Capital Programme 2021/22 outturn.

3.2 A short commentary on each element of the programme is given below.

3.3 Local Bus Network – spend of £36,240 on at-stop infrastructure. The majority of spend should have occurred on the purchase of two low-floor buses which were due to be delivered in February 2021. However, due to international supply chain issues they are now due in July 2022.

3.4 Rail Station Parking – spend of £88,884. The Board at its meetings throughout 2021/22 were updated on the stages required to progress parking options at Lockerbie Station. The majority of spend was for demolition of the property on the purchased site at Sydney Place and contaminated land investigations.

3.5 Active Travel Projects – net spend of £130,083. A number of walking/cycling infrastructure opportunities to improve functional active travel were progressed.

<b>4. Implications</b>	
<b>Financial</b>	Total net spend of £251k was achieved against an adjusted budget of £648k with slippage to 2022/23 of £396k.
<b>Policy</b>	None.
<b>Equalities</b>	None.
<b>Climate Change</b>	None.
<b>Risk Management</b>	None.

**5. Consultation**

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

**6. Recommendation**

Members of the Board are asked to note the outturn position on the 2021/22 SWestrans Capital Programme.

<p>Douglas Kirkpatrick – Report Author Tel:01387 260136</p> <p>Date of Report: 6 June 2022 File Ref: SW2/Meetings/2022</p>	<p>Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN</p>
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**Appendix** – Capital Programme Outturn 2021/22

<u>SWestrans Capital Programme Outturn 2021/22</u>	<b>Total Revised Budget Allocated 2021/22</b>	<b>Actual Gross Spend Ledger 31/03/22</b>	<b>Actual Income Ledger 31/02/22</b>	<b>Actual Net Spend Ledger 31/03/22</b>	<b>(Slippage to) / Acceleration from 2022/23</b>
Local Bus Network	292,389	43,250	-7,010	36,240	-256,149
Rail Station Parking	70,529	84,884		84,884	14,355
Active Travel Projects	284,800	148,068	-17,985	130,083	-154,717
<b>TOTAL</b>	<b>647,718</b>	<b>276,202</b>	<b>-24,995</b>	<b>251,207</b>	<b>-396,511</b>

## CAPITAL EXPENDITURE PROGRAMME 2022/23 – 2024/25 UPDATE

### 1. Reason for Report

This report provides the Board with an update on the Capital Programme.

### 2. Background

At its meeting on 22 February 2022, Dumfries and Galloway Council agreed a balanced budget. At this meeting there were no changes to the SWestrans Capital Funding identified.

2.2 The capital budget for 2022/23 to 2024/25 is within an indicative 10 year Capital Investment Strategy. The base funding allocation for SWestrans is £800K for 2022/23, 2023/24 and 2024/25.

2.3 The funding allocation for 2022/23 includes realignment (£400K) and additional allocations for bus replacement/active travel as reported to the Board at its meeting in November 2021.

2.4 At its meeting on 25 March 2022, the Board agreed the draft capital programme for 2022/23 to 2024/25 is detailed in Table 1:

<b><u>SWestrans Capital Programme 2022/23 – 2024/25</u></b>	<b>Total Budget Allocated 2022/23</b>	<b>Total Budget Allocated 2023/24</b>	<b>Total Budget Allocated 2024/25</b>	<b>Total</b>
	£	£	£	£
Local Bus Network	270,000	560,000	840,000	1,670,000
Rail Station Parking	700,000	0	0	700,000
Active Travel Network	430,000	600,000	400,000	1,430,000
<b>TOTAL</b>	<b>1,400,000</b>	<b>1,160,000</b>	<b>1,240,000</b>	<b>3,800,000</b>

Table 1 – SWestrans Capital Programme 2022/23 – 2024/25

2.5 Following the closure of the 2021/22 budget the allocations have been amended to include the funding carry forward and the reprofiling of £250k within the Rail Station Parking element discussed further in paragraph 3.3.

<b><u>SWestrans Capital Programme 2022/23 – 2024/25</u></b>	<b>Total Budget Allocated 2022/23</b>	<b>Total Budget Allocated 2023/24</b>	<b>Total Budget Allocated 2024/25</b>	<b>Total</b>
	£	£	£	£
Local Bus Network	526,149	560,000	840,000	1,926,149
Rail Station Parking	435,645	250,000	0	685,645
Active Travel Network	584,717	600,000	400,000	1,584,717
<b>TOTAL</b>	<b>1,546,511</b>	<b>1,410,000</b>	<b>1,240,000</b>	<b>4,196,511</b>

Table 2 – SWestrans amended Capital Programme 2022/23 – 2024/25

### 3. Key Points – Capital Programme

3.1 The amended capital programme for 2022/23 to 2024/25 is detailed in Table 2 and each of the elements of the Capital Programme for 2022/23 are discussed briefly in paragraphs 3.2 to 3.4.

3.2 Local Bus Network – the 2 outstanding buses ordered in 2021/22 are due to arrive in July 2022 and the purchase of 1 new EV low floor bus to replace an existing leased bus asset is in progress. The agreed bus shelter renewal/replacement programme and associated works will continue.

3.3 Rail Station Parking – the 2 phases of parking development at Lockerbie Station will continue within the 2022/23 financial year. It is intended that Phase 3 involving the provision of additional parking to the east of the railway will be fully delivered during 2022/23, the anticipated Programme of Works is shown in Table 3 below. A draft design for Phase 2, a rationalisation of the existing car park outside the station, is being finalised and will be brought to the next meeting of the Board prior to public and stakeholder engagement. As Phase 2 construction can only take place once Phase 3 is complete to ensure appropriate compensatory parking is available, £250k for this phase has been reprofiled into 2023/24.

Programme Element	Timeline as at April 2022
Termination of Services	Complete
Demolition	Complete
Ground Investigation (additional works)	May-June 2022
Planning approval of the amended design	June-August 2022
Car Park Design	June-August 2022
Drainage design review	July 2022
Consultation	July 2022
Contract Documentation	July-August 2022
Contract Strategy	June-August 2022
Procurement	September- November 2023
Construction	November 2022 – February 2023
As Constructed drawings, Project closedown procedure	March 2023

Table 3 – Phase 3 Sydney Place, Programme of Works

3.5 Active Travel Network – SWestrans sought and were successful in getting funding from the Scottish Governments Regional Active Travel Fund to match the planned budget of £430k to deliver active travel schemes across the region that feature in the aligned and prioritised draft Delivery Plan which will accompany the new Active Travel Strategy (due in the Autumn). The agreed elements for this combined £860k spend are summarised in Table 4 below and are currently being progressed by Dumfries and Galloway Council's Active Travel Team:

Town	Scheme
Stranraer	Town Centre: Feasibility assessment to determine preferred gateway route to be developed for pedestrians and cyclists into town from Marina/harbour area to connect with existing facilities and tourism



	interests. Route should allow all abilities access for pedestrians and intuitive easy to navigate route for cyclists along preferred gateway. Review potential for contra-flow cycle permeability of one-way streets.
Dumfries	George Street to Nith Avenue: Shared use footway; Nith Avenue footway/lining
Dumfries	Lovers Walk/ Newall Terrace: wayfinding
Dumfries	Package of Active Travel assessments in Dumfries Town Centre: <ul style="list-style-type: none"> <li>• High Street/Church Crescent</li> <li>• Shakespeare Street</li> <li>• Academy Street</li> <li>• Lovers Walk/ Newall Terrace: Cycling/walking link</li> <li>• English Street to Newall Terrace: Cyclepath</li> </ul>
Annan	Hospital Road/Newington Primary Active Travel access improvements
Gretna	Annan Road (Hunters Lodge): Provide 30m of missing footway and improve existing footway
Newton Stewart	Goods Lane: Review/improve pedestrian infrastructure and cycle links
Dumfries	DG One: Cycle/Walking links
Castle Douglas	King Street/Market Street/Oakwell Road R'about: Review, realign, improve pedestrian crossing and cycle provision
Dumfries	Dumfries Academy Bridge: Develop cycle link
Dumfries	Package of Junction/Roundabout Assessments: <ul style="list-style-type: none"> <li>• St Michaels Street Roundabout</li> <li>• Lockerbie Road/Cornwall Mount/Rail Station: Junction assessment</li> <li>• Lockerbie Road/Huntingdon Road: Junction assessment</li> <li>• Cornwall Mount: Cycle lanes from Lockerbie Rd to Annan Rd</li> <li>• Terregles Street/King Street: Junction narrowing and 2 way cycling on 1 way</li> <li>• Buccleuch Street/Bridge: Cycle infrastructure</li> <li>• Brooms Road/Leafield Road Roundabout: segregated cycle lanes</li> </ul>
Dumfries	Maidenbower: Path lighting
Gretna	Annan Road (Primary School to Caledonia Park): Footway improvement
Dumfries	Moffat Road/Marchmount Avenue: Community Links Scheme

Table 4 – Regional Active Travel Fund 2022/23

<b>4. Implications</b>	
<b>Financial</b>	Regular reports will be brought to the Board on the progress with the capital programme during 2022/23.
<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.

### 5. Recommendation

Members of the Board are asked to note the update on the Capital Programme for 2022/23 as outlined in the report.

Douglas Kirkpatrick - Report Author 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: 7 June 2022 File Ref: SW2/meetings/2022	

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## DRAFT ANNUAL (UNAUDITED) ACCOUNTS 2021/22

### 1. Reason for Report

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

### 2. Key Points

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

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

2.3 SWestrans unaudited Annual Accounts for the financial year 2021/22 are being presented to this meeting to ensure compliance with the above requirements. The accounts will then be submitted to Grant Thornton, the Boards External Auditors, prior to the statutory deadline of 30 June 2022.

2.4 Following the submission of the unaudited accounts, the working papers supporting the accounts will also be provided to the Board's external auditors, who will then undertake the statutory audit of the accounts starting from 30 June 2022.

2.5 To comply with the Local Authority Accounts (Scotland) Regulations 2014, the unaudited accounts will be made available for public inspection for a 3-week period from 1 July to 21 July 2022.

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

2.7 At the 23 September 2022 meeting of the Board, Grant Thornton will provide a report on the audit of the accounts. The external auditors report will highlight issues arising from the audit ranging from detailed technical accounting issues to commentary on wider aspects of the Board's affairs including governance and performance management issues. The report will include an Action Plan covering any areas for improvement.

2.8 Following that Board meeting, Grant Thornton will finalise their report for presentation to the Controller of Audit prior to the statutory deadline of 30 September 2022. The Partnerships annual accounts will then be signed by the Proper Officer and Grant Thornton and posted on the SWestrans website before 31 October 2022.

### 3. Consultations

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

3.2 The External Auditor is required to audit SWestrans financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission.

4. Implications	
<b>Financial</b>	The fee which has been agreed for the SWestrans 2021/22 audit.
<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 annual accounts relate to the known risks R04 – Capital funding R06 – Overspending R07 – Revenue funding R10 – Procurement R11 – Contract disputes R12 – Third Party liabilities R14 – Withdrawal of DGC Governance support R15 – Cyber crime

### 5. Recommendation

Members of the Board are asked to note the unaudited Annual Accounts for the financial year ended 31 March 2022 which will be submitted to the Board's external auditors for review.

Janet Sutton - Report Author Finance Officer Tel: 01387 260105 Date of Report: 3 June 2022 File Ref: SW2/Meetings/2022	Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
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**APPENDIX – Unaudited Annual Accounts for the financial year ended 31 March 2022.**

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South West of Scotland Transport Partnership



## *Annual Accounts*

2021/2022

Unaudited

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## Management Commentary

### Membership of the South West of Scotland Transport Partnership Board

Andrew Wood (Chairman) (Dumfries and Galloway Council)  
 David Bryson (NHS Dumfries and Galloway)  
 Richard Brodie (Dumfries and Galloway Council)  
 John Campbell (Vice-Chairman) (Dumfries and Galloway Council)  
 Karen Jackson (South of Scotland Enterprise)  
 Ronnie Tait (Dumfries and Galloway Council)  
 Adam Wilson (Dumfries and Galloway Council)

The Council members have substitutes being:-

Ian Carruthers (Dumfries and Galloway Council)  
 Katie Hagmann (Dumfries and Galloway Council)  
 Jim McColm (Dumfries and Galloway Council)  
 Davie Stitt (Dumfries and Galloway Council)  
 Vacancy (Dumfries and Galloway Council)

### Introduction

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

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

The Financial Statements following this present the South West of Scotland Transport Partnership's (SWestrans) financial position for the year ended 31 March 2022. These statements have been prepared in accordance with proper accounting practice as set out in the CIPFA/ LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

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

### Activities during 2021/22

SWestrans continued to balance service provision and service development through its revenue and capital budgets during 2021/22. The Partnership's officers and Board members have continued to participate in the development of local, regional and national initiatives including the Regional Transport Strategy, the Transport (Scotland) Act 2019 and the second Strategic Transport Projects Review (STPR2).

There were no changes to the five Councillor members or the two external members representing South of Scotland Enterprise and NHS Dumfries and Galloway on the SWestrans Board in 2021/22.

All Board meetings in 2021/22 were held remotely on Microsoft Teams.

The Covid-19 pandemic continued to impact directly on bus usage across the region, detailed passenger usage for 2019, 2020 and 2021 was collated with Stagecoach providing high-level usage numbers on their commercial journeys. This enabled a comparison to be made across the 3 years with 2019 showing the pre-Covid usage. A summary of the usage figures (annualised) is provided below:

Type	2019	2020	2021
Supported	1,671,934	798,782	1,030,633
Commercial	3,084,354	1,448,278	1,554,462
<b>Totals</b>	<b>4,756,288</b>	<b>2,247,060</b>	<b>2,585,095</b>

## Management Commentary (Continued)

Overall, passenger usage is some 46% below pre-Covid numbers with a slight build back from the 2020 usage which was 53% below pre-Covid usage. Analysis of the supported service information shows the passenger decline is based on a reduction of Adults (17%), Children (41%) and Concessions (50%).

The Scottish Government continued to provide bus operators with additional financial assistance to maintain essential services through two bus service funding schemes:

- The COVID-19 Support Grant (CSG) to maintain core services for essential travel; and
- The COVID-19 Support Grant – Restart (CSG-R) to support service growth while demand is suppressed.

These schemes maintained concessionary travel reimbursement and Bus Service Operator Grant (BSOG) payments at levels budgeted before COVID-19. In February 2022, the Minister for Transport announced that from 1 April 2022, the Network Support Grant will replace the CSG, CSG-R, and the pre-COVID funding scheme, BSOG, to secure services as part of wider improvements to attract passengers back over the longer term. The Scottish Budget for 2022-23 provides up to £93.5 million for this grant, including £40 million in additional funding to support recovery. The Network Support Grant is intended to provide more flexibility than the emergency COVID funding schemes, to enable services to adapt to changed travel patterns. Locally, bus operators are considering the implications of the Network Support Grant on their level of provision. However, if passenger numbers do not return to previous levels there is a significant risk that bus services which were already fragile will be varied or withdrawn

SWestrans continued to work in partnership with Dumfries and Galloway Council on a Public Transport and Travel Transformation Project with the outcomes reported and agreed at the SWestrans Board and the Council's Communities Committee in June 2021. Strategic and technical appraisals on the development and management of public transport operations were undertaken to present a range of options which culminated in the 2 reports (Future opportunities for DGC Buses; Sustainable Public Transport Model). The report on a 'Sustainable Public Transport Model' developed a new sustainable public transport model for the region to ensure that an appropriate and affordable travel option is available to all residents and visitors no matter where they are or which travel mode they use to access services. The 3 tier framework for delivering the new model is outlined below:

- Tier 1 – Community Level Provision: tailored and flexible services providing travel opportunities at community level linking directly to amenities/services or to a more structured/timetabled public transport option. This tier will take the learning and structures developed through the Community Transport Public Social Partnership (PSP) and expand across the region. This 'mainstreaming' of the PSP learnings will be a critical building block for the delivery of needs-based transport.
- Tier 2 – Supported Local Bus and Community Transport Services: supported bus services provided by bus operators, DGC Buses and Community Transport. This would include fixed or semi-fixed bus routes along with Demand Responsive Transport services that would either complement the current supported routes or be an alternative to these routes. Tier 2 services would aim to increase patronage of Tier 3 services through the development of Hub and Spoke feeder services to assist with the overall sustainability of commercial routes.
- Tier 3 – Commercial Local Bus and Rail Services: commercial bus routes and ScotRail services. They would operate on the main corridors where there is high passenger demand for these services.

The development of this new public transport model will be challenging and complex. It will require buy-in from all key stakeholders and the travelling public. As well as designing and introducing new transport services it also requires a different approach to funding, governance and the establishment of key infrastructures and structures to enable delivery. SWestrans agreed to being the lead community planning partner in the development of the new public transport model, subject to the identified additional staff resource being provided, with the transition from current delivery to the new public transport model phased over 2 years up to March 2024. The Council agreed it's budget in February 2022 which included £138,500 per annum recurring funding to support increased Swestrans staff resources.

Delivery of the capital programme continued to be challenging through the year with work undertaken on Phase 2 and Phase 3 of car parking at Lockerbie Station, the purchase of low floor buses, the bus shelter programme and active travel interventions. The Board agreed to contribute £100k over 2021/22 and



## Management Commentary (Continued)

2022/23 to Keir, Penpont and Tynron Development Trust to enable progress with their community-led active travel path between Penpont and Thornhill.

Following the publication of the National Transport Strategy 2 and its first Delivery Plan all 7 Regional Transport Partnerships are undertaking a new Regional Transport Strategy (RTS). The development of a new RTS is a significant piece of work which will set the policy and direction for SWestrans for the period from 2022 to 2042. As with all transport strategy and policy documents in Scotland, our RTS will be founded on the principles of the Scottish Transport Appraisal Guidance (STAG), an objective-led framework whereby the options / option packages developed ultimately reflect an evidenced set of problems and opportunities, and Transport Planning Objectives (TPOs) derived from these. Fundamentally, the RTS should:

- clearly set out the transport problems / issues / opportunities which will be faced across the SWestrans area over the RTS period, and
- provide a framework for how these problems / issues / opportunities will be responded to by SWestrans and others.

Ultimately the challenge for the RTS is to produce a strategy and associated implementation / delivery plans that:

- are relevant and meaningful to the public, organisations, and businesses in the SWestrans area, and
- make a material difference in evolving transport in the SWestrans area to a decarbonised and more active future taking into account the largely rural nature of the area.

The development of the new RTS is expected to take some 16 months and is planned to conclude in January 2023. The SWestrans Regional Transport Strategy STAG Case for Change Report was presented to the last meeting of the current SWestrans Board in March 2022 with the intention that the new Board, following the Local Government elections, will take ownership of the process. The Case for Change developed a set of six draft RTS Objectives shown below which reflect and encompass the TPOs and set a clear direction for the strategy:

- Strategy Objective 1 – To facilitate and encourage safe active travel for all by connecting communities and travel hubs.
- Strategy Objective 2 – To improve the quality and sustainability of public transport within, and to / from the region.
- Strategy Objective 3 – To widen access to, and improve connectivity by public transport within and to / from the region.
- Strategy Objective 4 – To improve integration between all modes of travel and freight within and to / from the region.
- Strategy Objective 5 – To provide improved, reliable, resilient, and safe road-based connectivity for the movement of people and goods within the region, and to key locations including Glasgow, Edinburgh, Carlisle and Cairnryan.
- Strategy Objective 6 – To reduce the impact of transport on the people and environment of the region.

In its wider strategy and policy role SWestrans continues to lobby and respond to a number of consultations across all transport modes and on a wide range of other issues at national and local level.

The Strategic Transport Projects Review Phase 2 was published on 20 January 2022 and presented the Strategic Business Case for 45 draft recommendations which focus investment on sustainable transport options grouped under 6 themes:

- Improving Active Travel infrastructure.
- Influencing travel choices and behaviours.
- Enhancing access to affordable public transport.
- Decarbonising transport.
- Increasing safety and resilience on the strategic transport network.
- Strengthening strategic connections. SWestrans agreed a response to the consultation on the Phase 1 report.

There is 1 draft recommendation specific to our region (Recommendation 40: Access to Stranraer and the ports at Cairnryan), 4 other draft recommendations highlighted as being of particular benefit and a further 28

## Management Commentary (Continued)

recommendations considered to provide benefits across most parts of Scotland. However, new rail lines and new rail stations have not been recommended to be taken forward. The Board, through correspondence to the Minister for Transport and in its response to the STPR2 consultation, has expressed its extreme disappointment and requested reconsideration of their inclusion given that SWestrans along with our partners in the Beattock, Easttriggs and Thornhill Rail Actions Groups expended significant effort and funding to develop a Strategic Business Case (STAG appraisals) for the possible reopening of each station and the clear equality and decarbonisation benefits of rail links..

### Budget Performance Statement

The table below provides a summary outturn statement which outlines expenditure against budget for SWestrans.

	2021/22		Variance
	Budget	Actual	
	£000	£000	
Staff costs	84	84	0
Transport Costs	10	10	
Administrative costs	61	61	0
Payments to other bodies	4,027	4,027	0
Central Support costs	44	44	0
<b>Gross Expenditure</b>	<b>4,226</b>	<b>4,226</b>	<b>0</b>
Government Grants	259	259	0
Other income	3,967	3,967	0
<b>Gross Income</b>	<b>4,226</b>	<b>4,226</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>

SWestrans achieved a breakeven position for the financial year. The major item of expenditure which created the main budget pressure was the subsidies in respect of the local bus network, which totalled £3.97 Million. However, through tight spending controls and active budget management, SWestrans achieved a breakeven position.

SWestrans' received income totalling £4.226 Million with Scottish Government grants and requisitions from Dumfries & Galloway Council being the main contributors to this total.

On 15 November 2019 a new Transport (Scotland) Act 2019 received Royal Assent, this act included a provision in the order (section 122) that would allow a partnership to carry funds over from one financial year to the next and therefore enable a General Fund reserve to be held. The Commencement Order for this Act was agreed at Scottish Parliament in March 2020 and became effective for the 2019/20 Financial Year. Although SWestrans did not make a surplus in 2021/22 if they succeed in doing so in future years it now has the ability to create a General Fund balance at the end of that financial year.

### Exemption from preparing a remuneration report

The board members who sit on SWestrans Board do not receive any additional remuneration from that received for the remuneration for being a Councillor with Dumfries and Galloway Council. SWestrans does not directly employ any staff but uses staff time of direct employees of Dumfries and Galloway Council.

**Comprehensive Income & Expenditure Statement**

SWestrans' Comprehensive Income & Expenditure Statement for the year ended 31 March 2022 is shown on page 10 of these accounts.

**Movement in Reserves Statement**

The Movement in Reserves Statement is shown on page 11 of the accounts and shows the movement in the year on the different reserves held by the Transport Partnership, analysed into usable reserves – i.e. those that can be applied to fund expenditure – and unusable reserves.

**Balance Sheet**

SWestrans' Balance Sheet is shown on page 12 of the accounts and provides details of SWestrans' assets and liabilities as at 31 March 2022.

**Cash Flow Statement**

The Cash Flow Statement is shown on page 13 of the accounts and shows the changes in the cash & cash equivalents of the Partnership during the course of the year.

**Andrew Wood**  
Chairman  
24 June 2022

**Douglas Kirkpatrick**  
Lead Officer  
24 June 2022

**Paul Garrett**  
Treasurer  
24 June 2022

## Statement of Responsibilities for the Statement of Accounts

### The Transport Partnership's Responsibilities

The Transport Partnership is required:

- Make arrangements for the proper administration of its financial affairs and to Secure that the proper officer of the Transport Partnership has responsibility for the administration of those affairs (section 95 of the Local Government (Scotland) Act 1973). In this Transport Partnership, that officer is the Treasurer (who was also the Section 95 Officer of Dumfries & Galloway Council);
- Manage its affairs, to secure economic, efficient and effective use of resources and safeguard its assets.
- Ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014), and so far as is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003).
- Approve the Statement of Accounts.

I confirm that these Unaudited Annual Accounts were approved for signature by the Transport Partnership at its meeting on 24 June 2022 and signed on its behalf

**Andrew Wood**  
Chairman  
24 June 2022

### The Treasurer's Responsibilities

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

In preparing this statement of accounts, the Treasurer has:

- Selected suitable accounting policies and applied them consistently
- Made judgements and estimates that were reasonable and prudent
- Complied with legislation
- Complied with the local authority Accounting Code (in so far as it is compatible with legislation)

The Treasurer has also:

- Kept adequate accounting records which were up to date;
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

I certify that the financial statements give a true and fair view of the financial position of the Partnership at the reporting date and the transactions of the partnership for the year ended 31 March 2022.

**Paul Garrett**  
Treasurer  
24 June 2022

## Annual Governance Statement

This statement is given in respect of the statement of accounts of the South West of Scotland Transport Partnership. The South West of Scotland Transport Partnership is responsible for ensuring that an effective system of internal financial control is maintained and operated in connection with the resources concerned. The South West of Scotland Transport Partnership is committed to openness and acting in the public interest. It works with key partners to support engagement with stakeholders and wider community, ensuring accountability and encouraging open consultation. In discharging this responsibility, the South West of Scotland Transport Partnership has established governance arrangements including a members Code of Conduct.

The lead officer has been appointed to:

- oversee the implementation and monitor the operation of the Governance Arrangements in place; and
- review the operation of the governance arrangements in practice.

The South West of Scotland Transport Partnership continued to balance service provision through its revenue budget, and service development through capital budgets during 2020/21. The Partnership's officers and Board members have continued to participate in the development of local, regional and national initiatives including the National Transport Strategy, the Transport (Scotland) Act 2019 and the second Strategic Transport Projects Review (STPR2).

The system of internal financial control can provide only reasonable and not absolute assurance that transactions are authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected within a timely period.

The system of internal financial control is based on a framework of regular management information, financial regulations, administrative procedures (including the segregation of duties), management supervision and a system of delegation and accountability. Development and maintenance of the system is undertaken by the Board of the Transport Partnership. This includes consideration of the effectiveness of decision-making framework and information and data provided to the board to support decision making. In line with the Dumfries and Galloway members training arrangements, where required training will be provided to members of the Board. The system currently includes regular financial reports to the Board and management.

The South West of Scotland Transport Partnership Board monitor the performance of services and related projects to ensure that they are delivered in accordance with defined outcomes and they represent best use of resources and value for money. The Partnership Board have oversight of the risks and issues facing the organisation.

### Review of effectiveness

South West of Scotland Transport Partnership has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of the effectiveness of the system has been informed by the work of managers in the Transport Partnership, the work of Internal Audit and reviews by External Audit.

The Transport Partnership currently uses the financial systems and resources of Dumfries & Galloway Council. This includes effective counter fraud and anti-corruption arrangements as developed and maintained by the Council. The Internal Audit section of Dumfries & Galloway Council has reviewed these systems and has determined that reasonable assurance can be placed upon the adequacy and effectiveness of the systems.

In our opinion, based on the above information, reasonable assurance can be placed upon the adequacy and effectiveness of the Transport Partnership's internal financial control system in the year to 31 March 2022.

### Significant Governance Issues

In considering governance arrangements we report below on the progress on significant governance issues during the year and actions planned for the coming year:-

- Internal Audit assurance – The partnership use financial and operational systems and resources provided by Dumfries and Galloway Council. In considering the systems of internal control, the Partnership considers the findings of the Council's Internal Audit service. However, there is an

## South West of Scotland Transport Partnership Unaudited Annual Accounts 2021/22

opportunity to enhance the level of oversight and assurance of systems of internal control, risk management and governance arrangement through having specific Internal audit assurance to the Partnership. Over the coming year the Partnership will look at developing independent assurance arrangements from Internal Audit.

The Transport Partnership's complies with the requirements on the Role of the Chief Financial Officer in Local Government, contained in the Chartered Institute of Public Finance and Accountancy's (CIPFA's) 2010 Statement and the Local Authority (Scotland) Regulations 2014.

The Covid-19 pandemic impacted directly on Board meetings with the planned meetings in March 2020 and May 2020 cancelled as officers and members dealt with the initial phase of response to the virus. The 2020 meetings in June, September and November along with the 2021 meetings in January and March were held remotely on Microsoft Teams to comply with virus suppression requirements.

**Conclusion**

While we have identified opportunities for improving and developing governance arrangements, we are satisfied that the Transport Partnership has in place appropriate arrangements for the governance of its affairs and that reasonable assurance can be placed on the adequacy and effectiveness of the Partnership's corporate governance systems in the year to 31 March 2022 and that the actions identified in the Statement to will address the issues identified and highlighted in this Statement reflect the Partnership's commitment to continuous improvement and will further enhance our corporate governance and internal control arrangements.

**Andrew Wood**  
Chairman  
24 June 2022

**Douglas Kirkpatrick**  
Lead officer  
24 June 2022

**Independent auditor's report to the members of the South West of Scotland  
Transport Partnership and the Accounts Commission**

To be included for the Audited Accounts

## Comprehensive Income & Expenditure Statement

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

2020/21				2020/21		
Gross Expenditure	Income	Net Expenditure		Gross Expenditure	Income	Net Expenditure
£000	£000	£000		£000	£000	£000
4,501	(4,238)	263	Roads and Transport Services	4,491	(4,226)	265
<b>4,501</b>	<b>(4,238)</b>	<b>263</b>	<b>Net Cost of Services</b>	<b>4,491</b>	<b>(4,226)</b>	<b>265</b>
		0	(Gains) & losses on sale of non-current assets			0
		(285)	Capital grants & contributions			0
		<b>(22)</b>	<b>(Surplus) or Deficit on the Provision of Services</b>			<b>0</b>
		<b>0</b>	<b>Other Comprehensive Income &amp; Expenditure</b>			<b>0</b>
		<b>(22)</b>	<b>Total Comprehensive Income &amp; Expenditure</b>			<b>265</b>

The notes on pages 14 to 22 form part of the accounts.



## Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Transport Partnership, analysed into usable reserves – i.e. those that can be applied to fund expenditure – and unusable reserves. The movement in reserves statement shows how the movements in year of the Partnership's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the statutory adjustments required to return to the amounts chargeable to the General Fund. The net increase/decrease line shows the statutory general fund balance in the year following those adjustments.

	Usable Reserves	Unusable Reserves			Total Reserves
	General Fund Balance £000	Capital Adjustment Account £000	Revaluation Reserve £000	Total Unusable Reserves £000	£000
<b>Balance at 31 March 2020</b>	<b>0</b>	<b>(1,169)</b>	<b>(25)</b>	<b>(1,194)</b>	<b>(1,194)</b>
<b>Movements in Reserves during 2020/21</b>					
Surplus or (Deficit) on provision of services	(22)	0	0	0	(22)
<b>Total Comprehensive Income &amp; Expenditure</b>	<b>(22)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(22)</b>
Adjustments between accounting basis & funding basis under regulations					
- charges for depreciation of non-current assets	(263)	263	0	263	0
- capital grants & contributions applied	285	(285)	0	(285)	0
- Gains & losses on disposal of non-current assets	0	0	0	0	0
	<b>22</b>	<b>(22)</b>	<b>0</b>	<b>(22)</b>	<b>0</b>
<b>Overall Increase/Decrease in year</b>	<b>0</b>	<b>(22)</b>	<b>0</b>	<b>(22)</b>	<b>(22)</b>
<b>Balance at 31 March 2021 carried forward</b>	<b>0</b>	<b>(1,191)</b>	<b>(25)</b>	<b>(1,216)</b>	<b>(1,216)</b>
<b>Movements in Reserves during 2021/22</b>					
Surplus or (Deficit) on provision of services	265	0	0	0	265
<b>Total Comprehensive Income &amp; Expenditure</b>	<b>265</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>265</b>
Adjustments between accounting basis & funding basis under regulations					
- charges for depreciation of non-current assets	(265)	265	0	265	0
- capital grants & contributions applied	0	0	0	0	0
- Gains & losses on disposal of non-current assets	0	(25)	25	0	0
	<b>265</b>	<b>240</b>	<b>25</b>	<b>265</b>	<b>0</b>
<b>Overall Increase/Decrease in year</b>	<b>0</b>	<b>240</b>	<b>25</b>	<b>265</b>	<b>265</b>
<b>Balance at 31 March 2022 carried forward</b>	<b>0</b>	<b>(951)</b>	<b>0</b>	<b>(951)</b>	<b>(951)</b>

The notes on pages 14 to 22 form part of the accounts.

## Balance Sheet

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

<b>31 March 2020 £000</b>		<b>31 March 2021 £000</b>	<b>Note</b>
1,216	Property, Plant & Equipment	951	7
<b>1,216</b>	<b>Long Term Assets</b>	<b>951</b>	
	Short Term Debtors		
7	- Central Government bodies	17	
121	- Other entities & individuals	109	
<b>128</b>	<b>Current Assets</b>	<b>126</b>	
	Short Term Creditors		
(128)	- Other entities & individuals	(126)	
<b>(128)</b>	<b>Current Liabilities</b>	<b>(126)</b>	
<b>1,216</b>	<b>Net Assets</b>	<b>951</b>	
1,216	Unusable Reserves	951	9
<b>1,216</b>	<b>Total Reserves</b>	<b>951</b>	

The Accounts were issued on 24 June 2022.

The notes on pages 14 to 22 form part of the accounts.

**Paul Garrett**  
Treasurer

## Cash Flow Statement

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

<b>2020/21</b> <b>£000</b>		<b>2021/22</b> <b>£000</b>
(22)	Net (surplus) or deficit on the provision of services	265
(263)	Adjustment to net (surplus) on the provision of services for non-cash movements	(265)
<b>(285)</b>	<b>Net cash flow from or used in operating activities</b>	<b>(265)</b>
	Investing activities	
285	- Purchase of property, plant & equipment	0
<b>0</b>	<b>Net (increase) or decrease in cash and cash equivalents</b>	<b>0</b>
	0 Cash and cash equivalents at the beginning of the period	0
<b>0</b>	<b>Cash and cash equivalents at the end of the reporting period</b>	<b>0</b>

The notes on pages 14 to 22 form part of the accounts.

## Notes to the Accounts

### 1. Summary of Significant Accounting Policies

#### a) General Principles

The Annual Accounts summarise the Council's transactions for the 2020/21 financial year and its financial position at the year end of 31 March 2021. The Council is required to prepare an annual Statement of Accounts by the Local Authority Accounts (Scotland) Regulations 2014, and these are required under section 12 of the Local Government in Scotland Act 2003 to be prepared in accordance with proper accounting practice. These practices are the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 (the Code) supported by International Financial Reporting Standards (IFRS). They are designed to provide a 'true and fair view' of the financial performance and position of the Partnership.

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

The accounts are prepared on a going concern basis.

#### b) Accruals of Income & Expenditure

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

- suppliers' invoices paid in the two weeks following the year-end have been analysed and included together with specific accruals in respect of further material items provided the goods and services were received in 2021/22,
- all known specific and material sums payable to the Partnership have been included. Revenue for the sale of goods or the provision of services is recognised when it is determined that the service has been provided,
- supplies are recorded as expenditure when they are consumed. When there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet,
- where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where it is doubtful that debts will be settled, the balance of debtors is written down and a charge is made to revenue for the income which will not be collected.

#### c) Cash & Cash Equivalents

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

#### d) Changes in Accounting Policies and Prior Period Adjustments

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

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

#### e) Charges to Revenue for Non-Current Assets

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

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

## Notes to the Accounts (continued)

### f) Events After the Balance Sheet Date

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

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

### g) Exceptional Items

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

### h) Grants & Contributions

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

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

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

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

### i) Leases

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

#### The Partnership as Lessor

##### *Operating leases*

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

### j) Overheads and Support Services

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

### k) Property, Plant & Equipment

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

## Notes to the Accounts (continued)

### Recognition

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

### Measurement

Assets are carried on the Balance Sheet at depreciated historical cost as a proxy for current value of assets as the useful economic life of the assets are considered a realistic reflection of the life of the asset and the depreciation method used is a realistic reflection of the consumption of that asset class.

### Impairment

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

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

### Depreciation

Depreciation is provided on all Property, Plant & Equipment, on a straight-line basis over the expected life of the asset. Where an item of Property, Plant & Equipment has major components whose lives are different and whose costs are significant in relation to the total cost of the item, the components are depreciated separately. Vehicles are held at depreciated historic cost as a proxy for current value and not subject to revaluation. These assets are depreciated over their useful economic lives.

## **l) Reserves**

Reserves are created by appropriating amounts out of the General Fund balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is included in the appropriate service in that year so as to be included in the Comprehensive Income & Expenditure Statement. The reserve is then appropriated back into the General Fund balance in the Movement in Reserves Statement so that there is no net charge against the Council Tax for the expenditure.

Reserves are categorised under accounting regulations into two broad categories:

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

## **m) VAT**

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

## Notes to the Accounts (continued)

### 2. Accounting Standards Issued & Not Yet Adopted

The Code requires the disclosure of information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted. The Code requires implementation from 1 April 2022, therefore there is no impact on the 2021/22 financial statements. This applies to the adoption of the following new or amended standards within the 2021/22 Code:

- Definition of a Business: Amendments to IFRS3 Business Combinations;
- Interest Rate Benchmark Reform: Amendments to IFRS 9, IAS 39 and IFRS 7; and
- Interest Rate Benchmark Reform - Phase 2: Amendments to IFRS 9, IAS 39, IFRS 7, IFRS 4 and IFRS16

IFRS 16 has not yet been adopted by the Code with agreement for IFRS to be deferred to later than 2022/23. While officers are unable to quantify the impact of the new standards at this stage these are not expected to have a material impact on the financial statements.

There are no other accounting standards issued and not yet adopted that will have a material impact on the 2021/22 Annual Accounts.

### 3. Critical Judgements in Applying Accounting Policies

In applying the Accounting Policies in note 1, the Partnership has had to make certain judgements about complex transactions or those involving uncertainty about future events. There are no critical judgements to disclose.

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

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

There were no items in the Balance Sheet at 31 March 2022 for which there is a significant risk of material adjustment in the forthcoming financial year.

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### 5. Events After the Balance Sheet Date

The unaudited Statement of Accounts were issued by the Treasurer on 24 June 2022. Events taking place after this date are not reflected in the financial statements or notes. There have been no material or non-material events since the date of the Balance Sheet, which have required the figures in the financial statements and notes to be adjusted. SWestrans continued to pay operators as normal following the COVID 19 pandemic with staff and the Board working remotely. The impact on local bus contracts has and continues to be closely monitored.

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### 6. Expenditure and Funding Analysis

The objective of the Expenditure and Funding Analysis is to demonstrate to council tax payers how the funding available to the Transport Authority (i.e. government grants, council tax and business rates) for the year has been used in providing services in comparison with those resources consumed or earned by partnership in accordance with generally accepted accounting practices. The Expenditure and Funding Analysis also shows how this expenditure is allocated for decision making purposes. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

**Notes to the Accounts (continued)**

	2020/21 Net Expenditure Chargeable to the General Fund £000	2020/21 Adjustments between the Funding and Accounting Basis £000	2020/21 Expenditure in the Comprehensive Income & Expenditure Statement £000
<b>SWestrans</b>	<b>0</b>	<b>263</b>	<b>263</b>
<b>Net Costs of Services</b>	<b>0</b>	<b>263</b>	<b>263</b>
<b>Other Operating Income &amp; Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>
Taxation & Non-Specific Grant Income	0	(285)	(285)
<b>(Surplus)/Deficit on the Provision of Services</b>	<b>0</b>	<b>(22)</b>	<b>(22)</b>

	2021/22 Net Expenditure Chargeable to the General Fund £000	2021/22 Adjustments between the Funding and Accounting Basis £000	2021/22 Expenditure in the Comprehensive Income & Expenditure Statement £000
<b>SWestrans</b>	<b>0</b>	<b>265</b>	<b>265</b>
<b>Net Costs of Services</b>	<b>0</b>	<b>265</b>	<b>265</b>
(Gains) & losses on disposal of non-current assets	0	0	0
Capital grants & contributions	0	0	0
<b>(Surplus)/Deficit on the Provision of Services</b>	<b>0</b>	<b>265</b>	<b>265</b>

**7. Property, Plant & Equipment**

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

	2020/21 Vehicles £000	2021/22 Vehicles £000
<b>Cost or Valuation</b>		
<b>At 1 April</b>	<b>3,206</b>	<b>3,491</b>
Additions	285	0
Disposals	0	(66)
<b>At 31 March</b>	<b>3,491</b>	<b>3,425</b>
<b>Accumulated Depreciation at 1 April</b>	<b>(2,012)</b>	<b>(2,275)</b>
Charge for year	(263)	(265)
Write Back on Disposal	0	66
<b>Accumulated Depreciation at 31 March</b>	<b>(2,275)</b>	<b>(2,474)</b>
<b>Net Book Value at 31 March</b>	<b>1,216</b>	<b>951</b>



## Notes to the Accounts (continued)

### Depreciation

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

### 8. Usable Reserves

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

### 9. Unusable Reserves

#### Capital Adjustment Account

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

	2020/21 £000	2021/22 £000
<b>Balance at 1 April</b>	<b>(1,169)</b>	<b>(1,191)</b>
Assets Disposed of during the year	0	(25)
Depreciation of non-current assets	263	265
Capital grants & contributions credited to the Comprehensive Income & Expenditure Statement	(285)	0
<b>Balance at 31 March</b>	<b>(1,191)</b>	<b>(951)</b>

#### Revaluation Reserve

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

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

	2020/21 £000	2021/22 £000
<b>Balance at 1 April</b>	<b>(25)</b>	<b>(25)</b>
Assets Disposed of during the year	0	25
<b>Balance at 31 March</b>	<b>(25)</b>	<b>0</b>

### 10. Payments to Members

No payments were made to Members of the SWestrans Board during 2021/22 or 2020/21.

### 11. Audit Fees

The external audit fee payable for 2021/22 was £10,530 (£10,240 in 2020/21). There were no fees paid for non-audit services.

## Notes to the Accounts (continued)

### 12. Grant Income

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

	2020/21 £000	2021/22 £000
<b>Credited to Taxation and Non Specific Grant Income</b>		
Capital grants & contributions	(285)	0
<b>Total</b>	<b>(285)</b>	<b>0</b>
<b>Credited to Services</b>		
Scottish Government grants	(259)	(259)
Dumfries & Galloway Council service funding	(3,578)	(3,548)
<b>Total</b>	<b>(3,837)</b>	<b>(3,807)</b>

### 13. Related Parties

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

#### Central Government

Central Government is responsible for providing the statutory framework, within which the Transport Partnership operates, provides some of its funding in the form of grants and prescribes the terms of many of the transactions that the Transport Partnership has with other parties. Details of Central Government Grants received are contained in Note 13 (grant income).

#### Other Public Bodies

Dumfries & Galloway Council is responsible for providing the funding for the day-to-day operation of the Transport Partnership under the Transport (Scotland) Act 2005. In 2021/22, the Council provided £100k (£100k in 2021/22) as match funding to a Scottish Government grant for core running costs, a capital grant of £0K (£285k 2020/21) and a further £3.591 Million (£3.573 Million in 2020/21) was requisitioned by the Transport Partnership to cover the operating costs for 2021/22. SWestrans does not employ its own staff and during 2021/22 Dumfries & Galloway Council charged SWestrans £131k (£163k in 2020/21) in respect of staff support, supplies and other support services. NHS Dumfries and Galloway contribute £70k (£70k in 2020/21) to a specific bus contract. At the year-end £46k (£39k in 2020/21) was outstanding for payments to Dumfries and Galloway Council and £80k (£82k in 2020/21) in relation to sums held in the Dumfries and Galloway Council Loans Fund.

### 14. Leases

#### Partnership as Lessor

SWestrans purchased 0 buses in 2021/22 (2 buses in 2020/21) and 30 (34 in 2020/21) buses are leased to private bus operators as part of specific route tenders. No income is received from these operating leases.

## Notes to the Accounts (continued)

### 15. Key Management Personnel

SWestrans do not directly employ any staff and Dumfries and Galloway Council recharge SWestrans for staff and operational support during the year. Included within this recharge is an estimate of the share of the Lead Officer's time on SWestrans activities. Their remuneration for short term benefits is set below (Note share of pension movements is unavailable):

	2020/21 £000	2021/22 £000
SWestrans' charge of wages and salaries	42	43

### 16. Financial Instrument Balances

Financial instruments are contracts which create a financial asset in one entity and a financial liability in another. They are recognised at fair value or amortised cost, or where no reliable measurement exists, measured at cost. The following categories of financial instruments are carried in the Balance Sheet. These are all current:

	Current – Amortised cost	
	2020/21 £000	2021/22 £000
<b>Financial Liabilities</b>		
Short term creditors (current)	(128)	(126)
	<b>Current- Amortised cost</b>	
	2020/21 £000	2021/22 £000
<b>Financial assets</b>		
Short term debtors (current)	(128)	(126)

There were no gains and losses recognised in the comprehensive Income and Expenditure Statement in relation to financial instruments during 2021/22 (2020/21:£nil).

#### Financial Liabilities

A financial liability is an obligation to transfer economic benefits controlled by the Transport Partnership and can be represented by a contractual obligation to deliver cash or financial assets or an obligation to exchange financial assets and liabilities with another entity that is potentially unfavourable to the Transport Partnership. The Transport Partnership Financial liabilities were short term creditors held at amortised cost.

#### Financial assets

A financial asset is a right to future economic benefits controlled by the Transport Partnership that is represented by cash, equity instruments or a contractual right to receive cash or other financial assets or a right to exchange financial assets and liabilities with another entity that is potentially favourable to the Board. The financial assets held by the Transport Partnership during the year are accounted at amortised cost and comprise short term receivables.

Financial instruments classified at amortised cost are carried in the Balance Sheet at amortised cost. Their fair values have been estimated by calculating the net present value of the remaining contractual cash flows at 31st March 2022. The fair value of short-term instruments, including trade payables and receivables, is taken to be the invoiced or billed amount.

**Nature and Extent of Risks Arising from Financial Instruments**

All Treasury Management is carried out on the Partnership's behalf by Dumfries and Galloway Council. The Council, on behalf of the Transport Partnership, has overall risk management procedures that focus on the unpredictability of financial markets, and implementing restrictions to minimise these risks.

Market risk - the possibility that financial loss might arise for the Transport Partnership as a result of changes in such measures as interest rate movements is considered immaterial because the finances of the Transport Authority are such that during the year there was no interest payable or receivable.

Credit risk - the possibility that other parties might fail to pay amounts due to the Transport Partnership is considered insignificant on the basis debt payable to the Transport Partnership is due from other public bodies.

Liquidity risk – the risk that the Transport Partnership might not have funds available to meet its commitments to make payments is considered immaterial given its statutory responsibility to have a balanced budget and that constituent authorities have to fund the Transport Partnership's activities

Price and foreign exchange risk - the possibility that fluctuations in equity prices or fluctuations in exchange rates has a significant impact on the value of financial instruments held is considered immaterial because of the nature of financial instruments held. Are neither in shares or denominated in foreign currencies.

## LOCAL BUS UPDATE

### 1. Reason for Report

To report on the outcome of the award of contracts for the provision of local bus services.

### 2. Background

At meetings throughout 2021/22 the Board was updated on the process and strategy undertaken for the replacement of local bus contracts due to be in place for August 2022.

### 3. Key Issues – Procurement Exercise

3.1 The current contracts which expire on 7 August 2022 are shown in Table 1.

Contract	Description	Operator
SW/20/DV18/D	4,5,8,9 Eve/Sun, 7 Troqueer, 8/9 Cargenbridge, Summerhill	Stagecoach West Scotland
SW/20/LV18/A	104 Lockerbie Town/Corrie; 117 Templand - Lockerbie	McCalls Coaches
SW/20/115/A	115 Ae - Dumfries	Houstons Coaches
SW/20/120/A	120 Langholm Town	Andersons of Langholm
SW/20/123/A	123 Langholm - Annan/Powfoot	Andersons of Langholm
SW/20/124/A	124 Eskdalemuir - Langholm	Andersons of Langholm
SW/20/127/A	127 Newcastleton - Langholm	Telford Coaches
SW/20/202/A	202 Thornhill - Moniaive - Dumfries	Houstons Coaches
SW/20/212/A	212 Moniaive - Thornhill	Brownriggs
SW/20/236/B	236 Thornhill - Dumfries	Houstons Coaches
SW/20/367/A	367 Stranraer - Portpatrick	Stagecoach West Scotland
SW/20/373/A	373 Shawhead - Dumfries	Houstons Coaches
SW/20/383/A	383 Lockerbie - Annan	Houstons Coaches
SW/20/AV18/A	382 Lockerbie - Gretna; 385 Annan - Dumfries	McCalls Coaches
SW/20/410/A	410 New Luce - Stranraer	McCullochs Coaches
SW/20/431/A	431 Gatehouse - Kirkcudbright	Houstons Coaches
SW/20/CV18/A	503 Castle Douglas - Dumfries/CD Town; 520 Carsphairn - Castle Douglas	McCalls Coaches
SW/20/521/A	521 Laurieston - Dumfries	McCalls Coaches
SW/20/005/A	5 Crichton	Stagecoach West Scotland
SW/20/06A/A	6a Dumfries - Glencaple	Houstons Coaches
SW/18/101/A	101/2 Dumfries - Edinburgh	Stagecoach West Scotland

Contract	Description	Operator
SW/20/111/A	111 Dumfries to Hospital	McCalls Coaches
SW/20/LV19/D	112 Eskdalemuir - Lockerbie; 380 Moffat - Lockerbie; 382 Lockerbie - Carlisle	Houstons Coaches
SW/20/221/A	221 Sanquhar - Kirkconnel	Stagecoach West Scotland
SW/20/236/A	236 Dumfries - Thornhill	Houstons Coaches
SW/20/NS18/A	359 Machars – Girvan; 420 Newton Stewart Town	Stagecoach West Scotland
SW/20/365/A	365 Stranraer Town	Stagecoach West Scotland
SW/20/DB19/A	372 Dumfries - Dalbeattie (Dalbeattie Town); 505 Dalbeattie - Kirkcudbright	Houstons Coaches
SW/20/379/A	379 Dumfries - Carlisle	Stagecoach Cumbria
SW/20/381/A	381 Dumfries - Lockerbie	Houstons Coaches
SW/20/407/A	407 Drummorie - Stranraer	Stagecoach West Scotland
SW/20/408/A	408 Kirkcolm - Stranraer	Stagecoach West Scotland
SW/20/415/A	415 Machars - Newton Stewart	Stagecoach West Scotland
SW/20/416/A	416 Whithorn - Stranraer	Stagecoach West Scotland
SW/20/500/A	500 Stranraer - Dumfries	Stagecoach West Scotland
SW/20/501/A	501 Kirkcudbright - Dumfries	Stagecoach West Scotland
SW/20/502/A	502 Kirkcudbright – Castle Douglas	Stagecoach West Scotland
SW/20/127/B	127 Newcastleton - Langholm	Telfords Coaches

Table 1: Current contracts due to expire August 2022

3.2 The current gross annual cost for the local bus network is £3,897,102 with funding contributions received from SPT, Scottish Borders Council, NHS Dumfries and Galloway and Dumfries and Galloway College totalling £365,536 giving a net annual spend of £3,531,566.

3.3 The Board, at its meeting on 28 January 2022, agreed that a procurement of all the local bus contracts due to terminate in August 2022 would be undertaken. This procurement would include timetable options being sought on some routes for both the 'Pre-Covid Level' and the 'Current Service Level' and on other routes either the pre-covid timetable or the current timetable only.

3.4 The procurement was undertaken with submissions required by 18 February 2022 and the outcome of the procurement was reported to the Board at its meeting on 25 March 2022. The Board agreed the award of contracts for all routes other than 101/2 Dumfries to Edinburgh and that this award would be intimated to operators once an affordable and acceptable revision to the Contract Conditions in respect of fuel cost increases had been finalised in partnership with Dumfries and Galloway Council.

3.5 Contracts were awarded in the week commencing 2 May 2022 for a 1 year period (with up to a 1 year extension).

#### 4. Key Issues – Tender Outcome/Awards

4.1 A summary of the contracts awarded is provided in Table 2 below:

Contract	Description	Operator
SW/22/DF18/D	4,5,8,9 Eve/Sun, 7 Troqueer, 8/9 Cargenbridge, Summerhill	Stagecoach West Scotland
SW/22/104/A	104 Lockerbie Town/Corrie	Houstons Coaches
SW/22/117/A	117 Templand - Lockerbie	Houstons Coaches
SW/22/115/A	115 Ae - Dumfries	Houstons Coaches
SW/22/120/A	120 Langholm Town	Andersons of Langholm
SW/22/123/A	123 Langholm - Annan/Powfoot	Andersons of Langholm
SW/22/124/A	124 Eskdalemuir - Langholm	Telfords Coaches
SW/22/127/A	127 Newcastleton - Langholm	Telfords Coaches
SW/22/202/A	202 Thornhill - Moniaive - Dumfries	Houstons Coaches
SW/22/212/A	212 Moniaive - Thornhill	Brownrigg
SW/22/236/B	236 Thornhill - Dumfries	Houstons Coaches
SW/22/367/X	367 Stranraer - Portpatrick	Stagecoach West Scotland
SW/22/373/A	373 Shawhead - Dumfries	Houstons Coaches
SW/22/382/B	382 Lockerbie - Gretna	Houstons Coaches
SW/22/383/A	383 Lockerbie - Annan	McCalls Coaches
SW/22/385/A	385 Annan - Dumfries	McCalls Coaches
SW/22/410/A	410 New Luce - Stranraer	McCullochs Coaches
SW/22/420/A	420 Newton Stewart Town	Stagecoach West Scotland
SW/22/431/A	431 Gatehouse - Kirkcudbright	Houstons Coaches
SW/22/CV18/A	503 Castle Douglas - Dumfries/CD Town; 520 Carsphairn - Castle Douglas	McCalls Coaches
SW/22/521/A	521 Laurieston - Dumfries	McCalls Coaches
SW/22/005/X	5 Crichton	Stagecoach West Scotland
SW/22/06A/A	6a Dumfries - Glencaple	Houstons Coaches
SW/22/111/X	111 Dumfries to Hospital	Houstons Coaches
SW/22/112/A	112 Eskdalemuir - Lockerbie	Houstons Coaches
SW/22/380/A	380 Moffat - Lockerbie	Houstons Coaches
SW/22/382/A	382 Lockerbie - Carlisle	McCalls Coaches
SW/22/221/X	221 Sanquhar - Kirkconnel	Brownriggs
SW/22/236/A	236 Dumfries - Thornhill	McCalls Coaches
SW/22/359/A	359 Machars - Girvan	Stagecoach West Scotland
SW/22/365/X	365 Stranraer Town	Stagecoach West Scotland
SW/22/372/A	372 Dumfries - Dalbeattie (Dalbeattie Town)	Houstons Coaches
SW/22/505/A	505 Dalbeattie - Kirkcudbright	McCalls Coaches
SW/22/379/A	379 Dumfries - Carlisle	Stagecoach Cumbria
SW/22/381/A	381 Dumfries - Lockerbie	Houstons Coaches
SW/22/SV19/A	407 Drummorie - Stranraer; 408 Kirkcolm - Stranraer	Stagecoach West Scotland
SW/22/NZ19/A	415 Machars - Newton Stewart; 416 Machars - Stranraer	Stagecoach West Scotland
SW/22/500/A	500 Stranraer - Dumfries	Stagecoach West Scotland
SW/22/501/A	501 Kirkcudbright - Dumfries	McCalls Coaches
SW/22/502/A	502 Kirkcudbright - Castle Douglas	McCalls Coaches
SW/20/127/B	127 Newcastleton - Langholm	Telfords Coaches

Table 2: Contract awards

4.2 The new gross annual cost for the local bus network (minus 101/2 Dumfries to Edinburgh) is £3,589,949 with funding contributions received from SPT, Scottish Borders Council and NHS Dumfries and Galloway totalling £165,782 giving a net annual spend of £3,424,167. Dumfries and Galloway College confirmed that it would not be continuing its funding support for routes 416 Machars to Stranraer and 521 Laurieston to Dumfries.

4.3 Operators are currently in the process of providing new, varied or cancelling registrations for the services with the Traffic Commissioner and once this process is complete our publicity will be updated prior to the changes in August.

## 5. Key Points – Procurement 101/102

5.1 SWestrans is the lead authority on the current jointly funded contract with SPT and Scottish Borders Council (SBC) which expires on 14 August 2022. The current annual cost for the contract is £272,417 with contributions split £132,140 (SPT), £105,277 (SWestrans) and £35,000 (SBC).

5.2 The procurement undertaken by SWestrans for a like for like replacement returned an unaffordable price to all partners (increase +87%). The Board at its meeting on 25 March 2022 agreed to close our tender process on the route to allow our partner authorities to undertake their own procurement advising that our funding available for any solution was capped at £105,277 per annum. The Board were advised that any final agreement to fund a solution on this route would be presented to the first Board meeting following the local government elections.

5.3 Both SPT and SBC have attempted to replace the contract but confirm that no affordable solution has been achieved. Unfortunately, given this lack of an affordable solution we are not able to retain service on this route and it will terminate on 14 August 2022 when the current contract ends.

5.4 To provide context in respect of the impact on Dumfries and Galloway passengers, a full year of passenger data on the route (1 March 2021 to 28 February 2022) has been analysed with the following high-level breakdown shown in Table 3 below:

	Number	%
Total annual passengers	109,644	100
Total passengers from D&G to destinations outwith the region	3,140	3
Total passengers from origins outwith the region to D&G	3,459	3
Total passengers to/from destinations within D&G	9,019	8

Table 3: High Level Passenger Number Service 101/102

5.5 There are some 2,958 journeys each year on this route available to passengers travelling to/from destinations outwith or within our region (1,326 outbound; 1,632 inbound). This gives an average usage per journey of 2.4 travelling out of the region and 2.1 travelling into the region and 3 per journey travelling within the region. It should be noted that other local routes are available for the majority of the within region journeys (routes X74 and 246). This passenger usage is extremely low and any additional spend on this route is not considered appropriate.



5.6 Alternative bus travel options from Dumfries to Edinburgh are available using X74 Dumfries to Glasgow Buchanan Street Bus Station connecting with service 900.

<b>6. Implications</b>	
<b>Financial</b>	The financial implications are indicated in the report.
<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.
<b>Equalities</b>	<p>Older people would be disproportionately affected by reductions in services. At a minimum, services would be reduced for personal activity and retail, removing non-peak journeys. Older people tend to use these services, and many rely on the national concessionary fare scheme for their travel.</p> <p>Disabled people who rely on public transport for their travel needs would face an increased lack of accessibility.</p> <p>Our own research shows that women are more reliant on public transport than men and have lower levels of access to private vehicles. Pregnant women and mothers of younger children also tend to rely more heavily on public transport for accessing health and retail, and other facilities.</p> <p>Service reduction will have a potential impact on the mental and physical health of residents who will suffer reduced access to facilities.</p> <p>Service reduction will impact those in more isolated areas who cannot access alternative transport.</p> <p>Research indicates that those members of society on lower income rely heavily on public transport for access to all essential services; any reduction in provision could result in increased hardship and greater inequality.</p>
<b>Climate Change</b>	Bus service provision can have a positive impact on climate change objectives by reducing emissions associated with car usage.
<b>Risk Management</b>	Local bus provision relates to the known risks: R02 – Public Image R05 – RTS Delivery R07 – Revenue Funding R08 – Bus Contracts Prices R13 – Lack of Bus Operators and Drivers

**7. Recommendations**

Members of the Board are asked to:

- 7.1 note the final award of contracts to commence 8 August 2022 as presented in Table 2; and
- 7.2 note that no affordable solution for the replacement of the 101/102 Dumfries to Edinburgh route is available and that the service on this route will terminate on 14 August 2022 when the current contract ends.

Douglas Kirkpatrick – Report  
Author  
Tel:01387 260136

Date of Report: 16 June 2022  
File Ref: SW2/meetings/2022

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

## RAIL UPDATE

### 1. Reason for Report

To update the Board on the status of the Strategic Business Cases submitted by SWestrans for the potential re-opening of rail stations at Beattock, Eastriggs and Thornhill.

### 2. Background

2.1 At its Board meeting on 20 September 2019, the Board agreed that all three final Scottish Transport Appraisal Guidance (STAG) reports, for Moffat, Eastriggs and Thornhill would be submitted to Transport Scotland as the required Strategic Business Cases for the potential re-opening of rail stations at Beattock, Eastriggs and Thornhill.

2.2 Transport Scotland subsequently advised, in December 2019, that these Strategic Business Cases would not be considered whilst rail stations at these locations were all possible interventions being considered in Strategic Transport Projects Review (STPR2).

2.3 The STPR2 Phase 2 report was published on 20 January 2022 with 45 draft recommendations. The report stated that new rail stations do not form recommendations in STPR2. However, elements may be appropriate to be taken forward at a regional or local level in accordance with the relevant railway processes.

2.4 The Board, at its meeting on 28 January 2022, received an initial report on the draft STPR2 recommendations and agreed that the Chair write to the Transport Minister seeking urgent clarification on the status of the three Strategic Business Cases for Thornhill, Beattock and Eastriggs submitted by SWestrans in 2019 and assurance that these were now being progressed through the relevant railway process.

### 3. Rail Station Re-openings

3.1 In March 2018, Transport Scotland published their 'Rail Enhancements & Capital Investment Strategy'. It set out a new approach to planning and funding rail projects, moving from the traditional 5-year railway industry planning cycle to a 'pipeline-based approach'. It aimed to tackle the cost increases and programme delays affecting projects and coincided with the change to grant-funded arrangements (from 2019). It is available at: <https://www.transport.gov.scot/public-transport/rail/rail-policy-and-strategy/#>

3.2 An overview of both the 'Pre-pipeline' and 'Pipeline' process in relation to STAG and Transport Scotland's Guidance on the Development of Business Cases and Network Rail's GRIP (Governance for Rail Investment Projects) processes is outlined in the diagram attached as **Appendix 1** to this report.

3.3 As the diagram shows, 'Promoters' (in this case SWestrans) are required to use STAG where Government funding support or approval is sought. A completed and robust transport appraisal in line with STAG provides evidence for decision-makers to inform transport investment decisions.

3.4 A commitment to complete STAG appraisals for each area is made within the Regional Transport Strategy and its accompanying Delivery Plan in 2008 (last revised 2010). Whilst the STAG process is multi-modal and is objective-led rather than solution-led, this commitment was in relation to understanding if there was a case for rail station re-openings. This commitment was achieved in 2019.

3.5 STAG informs the Strategic Business Case, which will give the promoter robust evidence to enable a decision to be made either to proceed to make an application for consideration into the rail pipeline process (to secure government funding and pursue further development of the proposition) or not to proceed. Only rail-related projects will progress through the rail pipeline.

#### **4. Strategic Business Case**

4.1 The findings from the Detailed Options Appraisals, which incorporate all the appraisal findings from each of the previous STAG stages, are required to inform a Strategic Business Case (SBC) for each area.

4.2 A SBC is needed to provide a rationale for intervention and provide enough evidence for a scheme/project to proceed to development. It should detail the need for intervention and propose a variety of options with which to deal with the issue(s), in the context of Government objectives.

4.3 Where a rail station has been identified as a viable transport solution, and this is supported and approved by the Promoter, the appraisal (Strategic Business Case) can be submitted to Transport Scotland for review and decision. As the Promoter, the SWestrans Board needed to determine if it identifies each of the station re-openings as having a SBC, and if so, which study/studies it wished to submit.

4.4 Given the nature of the STAG process, schemes with a completed STAG will have demonstrated a sufficient level of detail to provide the SBC. It is SWestrans officers current understanding that a separate SBC does not need to be produced and that a robust completed STAG appraisal suffices.

4.5 On application, Transport Scotland will consider in detail and either accept or reject the SBC. At this stage the options available to Transport Scotland are to accept and 'Progress to Pipeline', to accept and 'Hold in suspension', or to 'Reject'.

4.6 If rejected it will be for the promoter (SWestrans) to decide whether to revise the SBC.

4.7 The SBC is only the first stage of three stages to be undertaken before an investment project is agreed (Outline Business Case and Final Business Case). These would be undertaken by Transport Scotland, who would be the Promoter, if the project progresses to those stages.

## 5. Submission 2019

5.1 A submission to the Scottish Government for funding or approval for a rail station re-opening must use STAG, have made a 'Case for Change' and provide a 'Detailed Options Appraisal'.

5.2 Each of the three study areas have a 'Case for Change'. This is evidenced in the individual appraisals themselves and in Transport Scotland's South West Scotland Transport Study work which includes a 'Case for Change' for transport interventions which contain these potential rail station re-openings.

5.3 The three final STAG reports provided the Detailed Options Appraisal for each area and, as agreed by the Board, were submitted as three separate SBC's to Transport Scotland for funding consideration through their pipeline process (the relevant railway process).

5.4 The pipeline process must consider each SBC submitted by promoters on its own merit. There is no restriction on the number of rail projects that can be submitted for funding and approval.

5.5 As indicated in paragraph 2.2, Transport Scotland advised after submission in 2019 that these Strategic Business Cases would not be considered whilst rail stations at these locations were all possible interventions being considered in Strategic Transport Projects Review (STPR2).

## 6. Current Position/Status

6.1 As indicated in paragraph 2.4, following confirmation that new rail stations did not form part of the strategic rail recommendations in STRPR2, the Board agreed that the Chair write to the Transport Minister to seek urgent clarification on the status of the three Strategic Business Cases for Thornhill, Beattock and Eastriggs submitted by SWestrans in 2019 and to seek assurance that these were now being progressed through the relevant railway process. A letter was sent on 2 February 2022 and is included as **Appendix 2**.

6.2 A response from Transport Scotland's Head of Infrastructure Planning was received on 30 May 2022 (**Appendix 3**). The response confirmed our understanding of the STPR2 draft recommendations and stated 'Given that STPR2 has now reported and its draft recommendations published, Transport Scotland is now in position to provide feedback on the submitted reports in line with the response provided in December 2019. Given that all three documents are substantial reports in themselves it would be our intention to provide a consolidated set of feedback which we anticipate should be available in late summer.'

6.3 The response also stated, 'In advance of the specific feedback and as promoter, you may wish to consider whether updates to the reports are required to reflect, for example: changes in transport demand or provision in a study area, including those that have occurred post Covid; new or recently published and relevant national policies, strategies and plans; and recent updates to STAG guidance.'

6.4 Following receipt of the response the Lead Officer has discussed it's content with Stantec, the consultant who undertook all 3 STAG reports, to seek advice on the submission of any updates to the reports, timelines and cost. A summary of the advice is provided below:

- All of the data used to inform the STAG work was collected pre-COVID. This includes the station surveys and all information relating to the network supply side and transport demand, as well as the socio-economic data.
- Stakeholder views may well have altered given the pandemic, as well as the public views potentially – but re-doing the public engagement would be a substantial undertaking and is likely to cause confusion.
- The STAG has recently (March 2022) been revised with some changes to the STAG criteria, with re-organised existing criteria and some new additional criteria.
- To update all the reports with new information would come at a substantial cost.

However:

- the rationale for the stations was never premised on passenger volumes and was focussed on the connectivity benefits (suggesting that re-doing station surveys is unlikely to alter the underpinning narrative).
- COVID impacts certainly will have changed travel patterns and the way people work and live, but this is still settling down post-pandemic – so collecting data now would be a risk.
- The objectives set for the study(s) still hold true.

6.5 Given the advice above, it could be argued that the post-COVID 'new normal' has not yet been truly established and the rationale for the 3 schemes is unlikely to be altered significantly. Therefore, rather than spending substantial funds updating large parts of the reports, it would be more appropriate at this stage to consider the inclusion of a short addendum for each area. Each addendum would include:

- a discussion on broadly what has changed in terms of the transport supply side – this will differ for the three studies and will also include updates with regards to development planning.
- a discussion on the pandemic impacts (which will include commentary on the impacts to public transport) and the likely impacts for each study (the latter of which will differ between studies).
- a discussion on the ongoing uncertainty around working patterns and lifestyle choices due to COVID – this may differ between the studies given the slightly differing focus of the benefits to the individual communities
- a discussion on the updated policy context since the reports were prepared in relation to the Climate Change Plan, National Transport Strategy 2 and Transport Scotland targets in respect of vehicle kilometre reductions and the route to net zero – this will be similar between the studies.

6.6 Stantec has confirmed they can provide an addendum for each area by 12 August 2022 at a cost of £2,500 per area. The Board are asked to consider and agree the production of an addendum for each of the 3 areas as discussed in paragraph 6.5. If agreed, Transport Scotland will be informed that addendums will be provided for their consideration in mid-August.

<b>7. Implications</b>	
<b>Financial</b>	The original STAG reports were funded from the Capital Programme and the proposed addendums would be funded in the same manner. The £7.5k can be accommodated within the 2022/23 Capital Programme.
<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 studies relates to two known risks: R02 – Public image R05 – Failure to progress RTS Delivery Plan

<b>8. Recommendations</b>
Members of the Board are asked to:
8.1 note the update on the status of the Strategic Business Cases submitted by SWestrans for the potential re-opening of rail stations at Beattock, Eastriggs and Thornhill; and
8.2 consider and agree the production of an addendum for each of the 3 areas as discussed in paragraph 6.5.

Douglas Kirkpatrick - Report Author	Approved by: Douglas Kirkpatrick Lead Officer
Date of Report: 13 June 2022	South West of Scotland Transport Partnership
File Ref: SW2/meetings/2022	Cargen Tower Garroch Business Park, Dumfries, DG2 8PN

**Appendix 1** - Pipeline process.

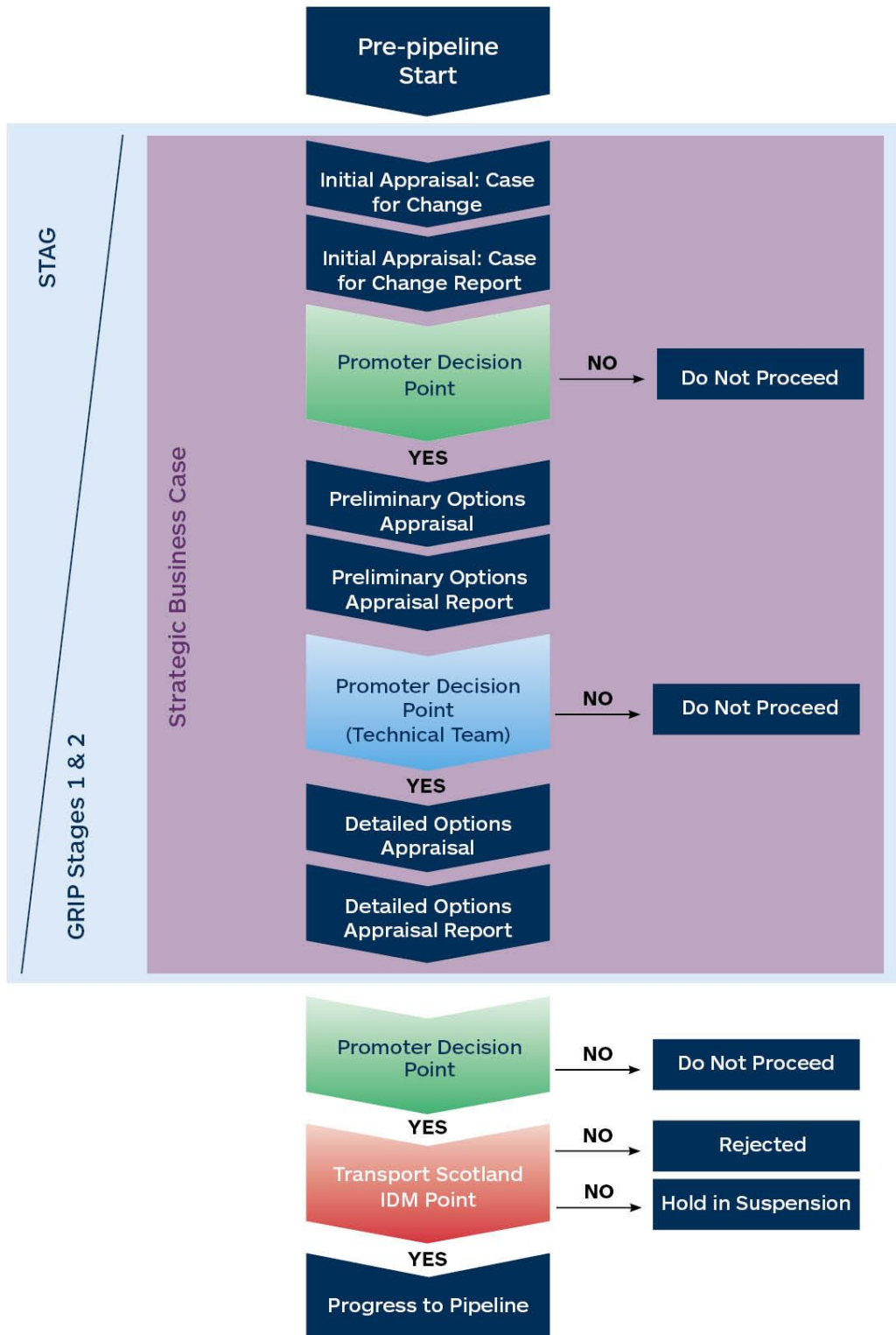
**Appendix 2** – Letter from Chair to Transport Minister, 2 February 2022

**Appendix 3** – Letter from Head of Infrastructure, Transport Scotland, 30 May 2022

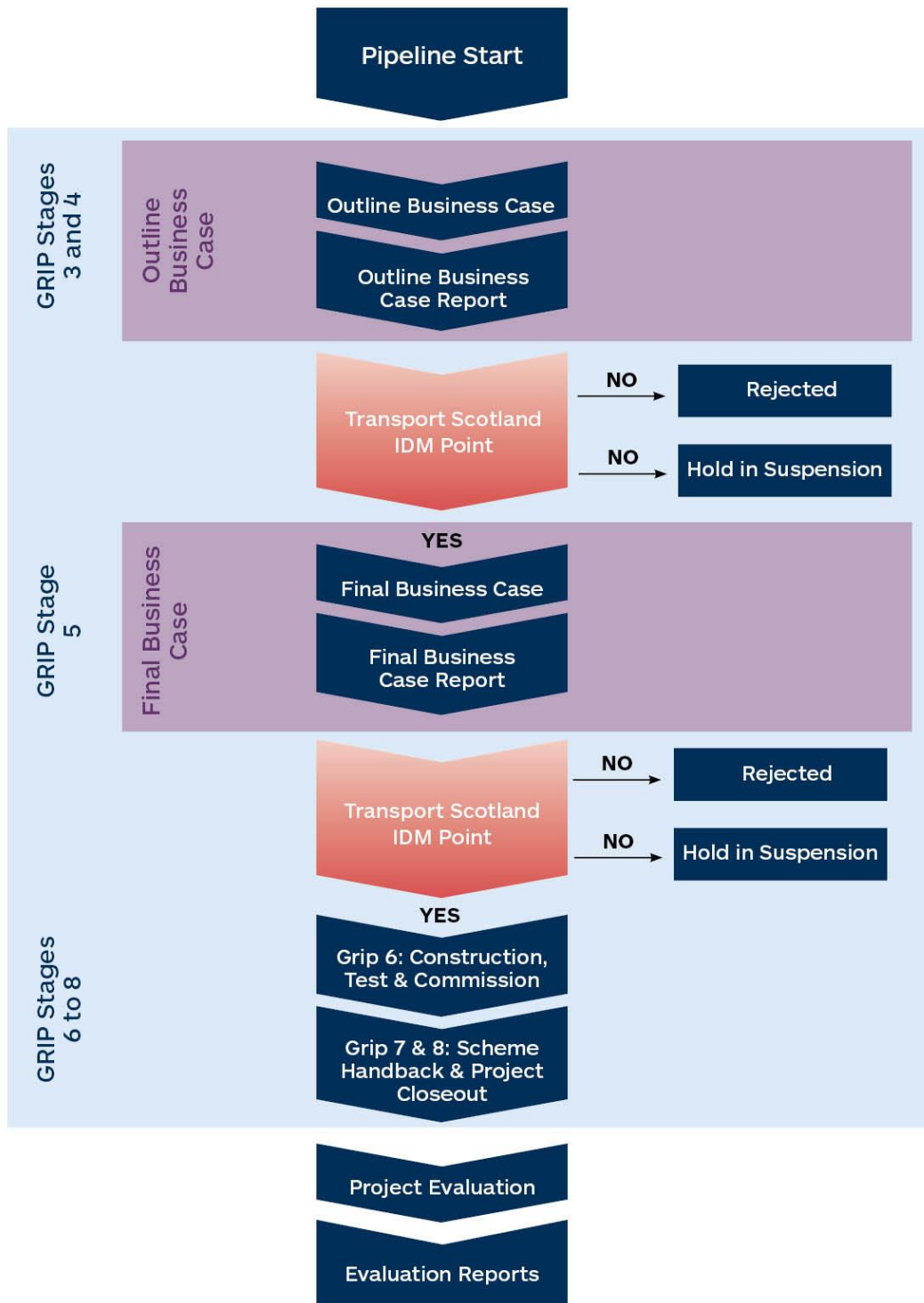




**DIAGRAM ONE**



**DIAGRAM TWO**





Your Ref:

SWestrans

Our Ref: SW4/DK010222

Cargen Tower

2 February 2022

Garroch Business Park

Dumfries

DG2 8PN

Jenny Gilruth MSP  
Minister for Transport  
The Scottish Government  
St Andrew's House  
Regent Road  
Edinburgh  
EH1 3DG

Any enquiries please contact

**Douglas Kirkpatrick**

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Dear Minister

**SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP (SWestrans):  
STRATEGIC TRANSPORT PROJECTS REVIEW – NEW RAIL STATIONS**

I would like to welcome you to your new role as Minister for Transport and would be delighted to invite you to meet in the near future for an in-depth discussion on transport matters in the South West of Scotland.

The SWestrans Board, at its meeting on 28 January 2022, received a report on the publication of the second Strategic Transport Projects Review (STPR2) and noted that a full response to the consultation will be drafted for consideration at our March 2022 Board meeting.

The Board received a summary of the 45 STPR2 draft recommendations and a short summary of their relevance to our region. The report also highlighted that 'New Rail Stations', although taken forward at the Case for Change stage, have not successfully progressed through the subsequent STAG appraisal stages and therefore do not form recommendations in STPR2. However, elements may be appropriate to be taken forward at a regional or local level in accordance with the relevant railway processes.

SWestrans along with our partners in the Beattock, Eastriggs and Thornhill Rail Actions Groups expended significant effort and funding to develop a Strategic Business Case (STAG appraisals) for the possible reopening of each station and submitted these fully in line with the relevant railway processes to Transport Scotland in October 2019.

Transport Scotland subsequently informed us that these Strategic Business Cases would not be considered whilst they were all possible interventions being considered in STPR2.

It is extremely disappointing that new rail stations are not recommendations in STPR2. The Board unanimously agreed that I write to you to seek urgent clarification on the status of the three Strategic Business Cases for Thornhill, Beattock and Eastriggs areas submitted by SWestrans in 2019 and assurance that these are now being progressed through the relevant railway process to which they were originally submitted.

I would be pleased if you could give this matter your early attention and I look forward to your response.

I would be happy to meet your officials along with our Vice Chair and Lead Officer to discuss in detail at their earliest convenience.

Yours sincerely

Councillor Andrew Wood  
Chair, South West of Scotland Transport Partnership (SWestrans)

**Transport Strategy and Analysis**

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Councillor Andrew Wood  
Chair of SWestrans  
c/o Douglas Kirkpartick  
By Email:  
[Douglas.Kirkpatrick@dumgal.gov.uk](mailto:Douglas.Kirkpatrick@dumgal.gov.uk)

Your Ref  
SW4/DK010222

Our ref:  
202200278670

Date:  
30 May 2022

Dear Councillor Wood

Thank you for your email and attached letter dated 2 February 2022 to Minister for Transport, Jenny Gilruth regarding the proposed railway stations at Thornhill, Beattock and Eastriggs. Firstly, please accept my apologies for the delay in responding which has resulted due to the significant level of feedback that we have received as part of the STPR2 consultation process. As this matter is principally for Transport Scotland I have been asked to respond.

As you have noted, on the 20 January 2022, the Cabinet Secretary for Net Zero, Energy and Transport, Michael Matheson announced the draft outcomes of the second Strategic Transport Projects Review (STPR2) which also signalled the start of a formal 12-week consultation process, which closed on the 15 April. I would note that the STPR2 team are now considering all of the feedback received, including that from SWestrans which will inform the final reporting and delivery plan that will be published later this year.

As you have also noted, proposals for stations at Thornhill, Beattock or Eastriggs were assessed as part of the detailed appraisal stage of STPR2. The outcome of this was that none of these options form part of the strategic rail recommendations for STPR2. Instead, the transport recommendations, set out in STPR2 for rail focus on the decarbonisation of the remainder of the network; measures to increase the amount of freight travelling by rail and improving connectivity between our 7 cities. Whilst I note your disappointment at the outcome of STPR2, there remains a path for regional or local rail projects to come forward, subject to a strong business case being developed in accordance with Scottish Transport Appraisal Guidance and suitable funding being available.

I have also noted your comment with respect to the three STAG reports submitted by SWestrans to Transport Scotland in 2019. At that time feedback from Transport Scotland noted that: *“Until the STPR2 process is complete we are not in a position to provide feedback on the [ STAG Part 2] reports you have submitted, nor will we make any decisions on potential future investments they consider.”*

Given that STPR2 has now reported and its draft recommendations published, Transport Scotland is now in position to provide feedback on the submitted reports in line with the response provided in December 2019. Given that all three documents are substantial reports in themselves it would be our intention to provide a consolidated set of feedback which we anticipate should be available in late summer. It would be our intention to provide feedback in written form on the appraisal reports but I am happy to offer a follow up meeting with SWestrans officers on any points of clarification required.

In advance of the specific feedback and as promoter, you may wish to consider whether updates to the reports are required to reflect, for example: changes in transport demand or provision in a study area, including those that have occurred post Covid; new or recently published and relevant national policies, strategies and plans; and recent updates to STAG guidance.

I hope this is helpful clarification.

Yours Sincerely

Paul Junik  
Head of Infrastructure Planning

## LEVELLING UP FUND

### 1. Reason for Report

To provide Members of the Board with information on Dumfries and Galloway Council's proposed Transport Bid to the Levelling Up Fund and seek agreement to provide formal support for the Bid.

### 2. Background

2.1 The Levelling Up Fund (LUF) was announced in March 2021 as part of the UK budget process and the UK Government Levelling Up agenda. It is focused on capital investment in local infrastructure and in prioritising regeneration and growth in places in need and areas of low productivity and connectivity.

2.2 LUF applies to the whole of the UK and provides £4.8 billion capital investment and is a competitive fund which will operate until 2024/25. Funding of £800 million is allocated for devolved nations which will support investment projects with up to £20 million of funding. The fund is managed by HM Treasury (HMT) and the Department for Levelling Up, Housing and Communities (DLUHC) and the Department for Transport (DfT), within the UK Government.

2.3 Applications have now opened for round two of the Fund with a submission deadline set as 6 July 2022. Dumfries and Galloway Council are considering their LUF bids at a Full Council meeting on 28 June 2022.

2.4 The LUF focuses on capital investment in projects – particularly local infrastructure projects - that support economic recovery. The first round of the Fund focused on three specific themes –investment in local infrastructure and local transport schemes; regeneration and town centre investment; and cultural investment. The second phase of the LUF continues to focus on these investment themes.

- Transport investments - including (but not limited to) public transport, active travel, bridge repairs, bus priority lanes, local road improvements and major structural maintenance, and accessibility improvements. The UK Government are requesting proposals for high-impact small, medium and by exception larger local transport schemes to reduce carbon emissions, improve air quality, cut congestion, support economic growth and improve the experience of transport users.
- Regeneration and town centre investment - to upgrade eyesore buildings and dated infrastructure, acquire and regenerate brownfield sites, invest in secure community infrastructure and crime reduction, and bring public services and safe community spaces into town and city centres.
- Cultural investment - maintaining, regenerating, or creatively repurposing museums, galleries, visitor attractions (and associated green spaces) and

heritage assets as well as creating new community-owned spaces to support the arts and serve as cultural spaces.

2.5 Projects should be aligned to and support net zero goals: for instance, be based on low or zero carbon best practice; adopt and support innovative clean tech and/or support the growth of green skills and sustainable supply chains. Bids should also consider how projects can work with the natural environment to achieve project objectives – considering at a minimum the project’s impact on natural assets and nature, as well as the resilience of the project to potential hazards such as flooding.

2.6 Bids should have local MP support and decisions on successful bids will be made by the UK Government. The fund is highly competitive and there is no guarantee of funding for bids and their projects. UK Government have advised that the weakest project in a bid will determine the success of each bid. Where appropriate DLUHC and DfT will seek advice from the Scottish Government at the project shortlisting stage, including seeking their views on deliverability and alignment with existing provision.

#### Bidding requirements

2.7 The Fund has a competitive bidding process and funding will be delivered through local authorities including in devolved areas. All bids must have the approval of the relevant local authority responsible for delivering them.

2.8 Priority will be given to invest in regeneration and growth in places in need and areas of low productivity and connectivity. The prospectus lists those priority areas. Dumfries and Galloway is in Priority 1 for the Levelling up Fund.

2.9 Every local authority can submit at least one bid. Unitary authorities in Scotland are also able to submit one additional bid which must be for transport.

2.10 Bidding local authorities are expected to consult a range of local stakeholders in developing their proposed investments for the Levelling Up Fund. Potential relevant local stakeholders and partners include local businesses, public transport providers, police and emergency services, community representatives, environmental representatives and universities and further education colleges. Where relevant, local authorities should also consider how to reach stakeholders from harder to reach rural communities in developing proposals. Bids should demonstrate evidence of this overall extensive local engagement as part of their strategic case through stakeholder letters or similar.

2.11 Each bid can have up to three projects forming the overall bid and there must be a coherence and alignment of the projects within a bid. Bids are for capital funding only and can cover more than one of the investment themes highlighted above, if part of a coherent, consistent proposal. Bids must demonstrate some spend in the 2022/23 financial year and all funding provided through LUF would have to be spent 31 March 2025.

#### Bid Development

2.12 In developing the bids, Dumfries and Galloway Council has focused on maximising the impact for the region and development of bids to the required



standard to provide the best chance of success in securing investment. It is clear that the ability to attract significant funding for capital investment projects over and above the Council's own capital investment is an important consideration. An outline of the Transport Bid is provided below and summarised in the **Appendix**.

2.13 Application to the LUF requires a minimum of 10% match funding from applicants. In 2021/22, the Council and SWestrans agreed to align and merge future capital spend programmes on bus and active travel infrastructure into a joint Transport Asset Class. Therefore, as the proposed bid includes active travel elements and some 11 of the new buses sought through the bid will replace current ageing diesel assets working on SWestrans supported services it is intended to use the Transport Asset Class elements for bus and active travel as match.

#### Transport Bid

2.14 The Council engaged Hatch, a company providing expert advice with experience in supporting business case and project development to secure public and private sector funding; to work with officers and project partners to develop the Dumfries and Galloway constituency bid and the transport bid.

2.15 The proposed transport bid includes three interlinking and distinct projects under the Transport themes within LUF. The strategic focus for the bid is on 'sustainable connectivity' across the region, combining different elements to provide a 'metro style' access offer in our rural region. The aim is to address:

- Need for increased use of sustainable resource/power;
- Access to 'green' energy and therefore future transportation for all;
- Improve quality of vehicles by accelerating their supply;
- Create hubs that work effectively to help regenerate centres providing better amenity for both residents and tourists.

2.16 The bid seeks to do this in a way that improves connectivity whilst accelerating our region's drive to be a Net Zero carbon emission region a key aim of Levelling Up:

#### 1. Electric Vehicle (EV) Infrastructure and Travel Hubs

The 'rollout' of the EV Hub model currently being delivered in Annan to five other locations across the region (Stranraer, Whithorn, Newton Stewart, Gatehouse of Fleet and Sanquhar) with other mini Hub(s) in Mid/Upper Nithsdale to create a network of 'Hubs' where charging is available for all EVs. The project will be led by Dumfries and Galloway Council with an estimated cost of £1.2M per Hub

#### 2. Public Transport

The purchase of 16 low-floor electric buses ranging from 16 to 31 passenger seats and provision of improved bus stop infrastructure at 100 stops along core routes linking into the EV Travel Hubs. The EV buses average at £250k each and their provision will convert nearly ¼ of the public sector owned fleet from diesel to EV for a £4M investment. Bus stop improvements are estimated at £2M.

### 3. Cycle Routes

Provision of improved cycle and walking route facilities, centred on the deliverable elements of the new coast to coast cycle route between Portpatrick in the west of Dumfries & Galloway and Eyemouth on the east coast of the Scottish Borders and on links to the Hubs. Funding would be focussed on delivering the infrastructure improvement mitigations that have been identified and prioritised from a safety audit for the Dumfries and Galloway section of the new coast to coast cycle route and enabling the construction of the fully designed path scheme from Penpont to Thornhill. These interventions costed at £2M will be delivered in partnership with VisitScotland, Sustrans and SOSE.

### 3. SWestrans Support

3.1 For transport bids, there is a requirement within the bid criteria that the UK Government is made aware of who has statutory responsibility for delivering the bid (or part of the bid) and if it is not the applicant, they require confirmation that the applicant has the support of relevant authorities via a pro forma supplied.

3.2 All elements of the proposed transport bid complement SWestrans policy with the majority of elements within the bid being the statutory responsibility of Dumfries and Galloway Council. However, the new EV buses will be utilised to provide both Council run and SWestrans supported local bus routes for which SWestrans has the statutory responsibility.

3.3 The Board are asked to consider and agree formal SWestrans support for Dumfries and Galloway Council's proposed Transport Bid to the Levelling Up Fund.

<b>4. Implications</b>	
<b>Financial</b>	There are no direct financial implications. However, if successful the bid to the Fund will significantly accelerate our current vehicle replacement programme.
<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.
<b>Equalities</b>	<p>Older people would be disproportionately affected by reductions in services. At a minimum, services would be reduced for personal activity and retail, removing non-peak journeys. Older people tend to use these services, and many rely on the national concessionary fare scheme for their travel.</p> <p>Disabled people who rely on public transport for their travel needs would face an increased lack of accessibility.</p> <p>Our own research shows that women are more reliant on public transport than men and have lower levels of access to private vehicles. Pregnant women and mothers of younger children also tend to rely more heavily on public transport for accessing health and</p>

	<p>retail, and other facilities.</p> <p>Service reduction will have a potential impact on the mental and physical health of residents who will suffer reduced access to facilities.</p> <p>Service reduction will impact those in more isolated areas who cannot access alternative transport.</p> <p>Research indicates that those members of society on lower income rely heavily on public transport for access to all essential services; any reduction in provision could result in increased hardship and greater inequality.</p>
<b>Climate Change</b>	Bus service provision, active travel improvements and EV hubs can have a positive impact on climate change objectives by reducing transport sector emissions and emissions associated with car usage.
<b>Risk Management</b>	<p>Bid elements to the LUF relate to the known risks:</p> <p>R02 – Public Image</p> <p>R05 – RTS Delivery</p> <p>R07 – Revenue Funding</p> <p>R08 – Bus Contracts Prices</p>

### 5. Recommendation

Members of the Board are asked to consider and agree formal SWestrans support for Dumfries and Galloway Council's proposed Transport Bid to the Levelling Up Fund.

<p>Douglas Kirkpatrick – Report Author Tel:01387 260136</p> <p>Date of Report: 12 June 2022 File Ref: SW2/meetings/2022</p>	<p>Approved by: Douglas Kirkpatrick Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN</p>
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## Dumfries and Galloway Council – Levelling Up Fund Transport Bid 2022

### Summary

The proposed transport bid for Dumfries and Galloway Council includes three interlinking and distinct projects under the Transport themes within the Levelling Up Fund Criteria.

The strategic focus for the bid is on ‘sustainable connectivity’ across the region, combining different elements to provide a ‘metro style’ access offer in our rural region. The aim is to address:

- Need for increased use of sustainable resource/power;
- Access to ‘green’ energy for transport and therefore future transportation for all;
- Improve quality of vehicles by accelerating their supply; and
- Create hubs that work effectively to help regenerate centres providing better amenity for both residents and tourists.

The aim is to enable both local journeys and cross-region trips to be made using electric vehicles, in an environment where technology is rapidly evolving means that Dumfries and Galloway needs to continue to ensure the required infrastructure is present at the necessary “pace”. The scheme has significant environmental, social and economic benefit, and additionally links well with wider Borderlands and SWestrans initiatives.

The metro concept is an important piece to bring this scheme together as one offer, not just for the purposes of the bid, but to aid future understanding by residents, businesses and visitors. Ultimately the EV/Travel Hubs, identified in 5 towns, following on from the Annan Swimming Pool site, already being implemented, form the ‘interchanges’ on the network, whether that be between pedestrians, cyclists, rail, bus or car, while the new buses and cycle routes outlined below help form the ‘links’. Branding these as one system across the region (and connectivity to other regions) provides the user the ability to access them wherever they are on the network - encouraging familiarity, ease of use and therefore uptake.

### Bid Contents

The bid seeks to create this ‘metro network’ by improving connectivity whilst accelerating our drive to be a Net Zero carbon emission region a key aim of Levelling Up. It has three key constituent elements.

#### **1. Electric Vehicle (EV) Infrastructure and Travel Hubs**

The ‘rollout’ of the EV Hub model currently being delivered in Annan to five other locations across the region (Stranraer, Whithorn, Newton Stewart, Gatehouse of Fleet and Sanquhar) with other mini Hub(s) in Mid/Upper Nithsdale to create a network of ‘Hubs’ where charging is available for all EVs. The project will be led by Dumfries and Galloway Council with an estimated cost of £1.2M per Hub, this element of the bid equating to £6m. Dumfries has various existing initiatives and the longer term aim is to provide a more substantial modern bus facility in the town, beyond this bid. Ultimately these five core locations, added to Annan and Dumfries create a network of ‘hubs’ throughout the region, where both electric vehicle

charging and hire can be focussed (including e-bikes). A benefit of this system is that common 'branding' can be used to identify and re-enforce locations, both on site and on wider advertisement/awareness.

Another key element of the hub offer is that it is truly multi-modal and can be scaled to fit the nature of the locations and demand, rather than being 'one size fits all'. A typical offer across these five towns, where such hubs are to be placed in Council owned car parks (hence reducing cost/risk) includes:

- Rapid Charge Vehicle Charging for both public and fleet use;
- Conventional longer stay vehicle charging for both public and fleet use – providing convenient overnight charging in towns where such may not be possible at individual dwellings or businesses;
- Electric bike charging – something particularly important to tourism but increasingly also as a practical means of transport for the semi-rural population of the region;
- Bus charging – as the fleet roles out to wider areas;
- Secure bike storage areas, particularly useful for visits to a town, including tourism and overnight stays;
- Information points (both related to transport and town); and
- Hire of EV vehicles (cars and potentially light vans) – linked to a range of uses – for example for arrivals by rail, for those living in housing association properties with otherwise low access to vehicles, or for general public use.

## **2. Public Transport**

The purchase of 16 low-floor electric buses ranging from 16 to 31 passenger seats and provision of improved bus stop infrastructure at 100 stops along core routes linking into the EV Travel Hubs. The Council and SWestrans agreed to align and merge capital spend programmes on bus and active travel infrastructure during 2021/22 and will work in partnership to deliver this project. The EV buses average cost at £250k each and their provision will convert nearly ¼ of the public sector owned fleet from diesel to EV for a £4M investment. Bus stop improvements are estimated at £2M.

Ultimately these facilities support the 'metro' concept, and provide the ability to provide local, social and inter-town services in a more sustainable manner across the region. This bus programme allows accelerated investment in vehicles that would otherwise only be replaced at 2-3 vehicles per year. There are a number of economic (e.g. fuel cost saving), social (more efficient and targeted provision of services) and environmental (air quality) benefits that can be associated with such buses, that will be outlined in the bid.

The bus stop provision is aimed at providing upgrades to around 100 stops across the region, focussed on a mix of trunk routes between towns and local services. This will not cover every stop in the region but will provide the ability to identify and upgrade those with strong footfall or potential. Changes at bus stops can allow for provision of facilities focused around:

- Shelter (or better lighting/provision of);
- Level boarding kerbs;
- Bike stands/charging to allow local access to such stops; and
- Better pedestrian access amenities (refuge islands/local footpath improvements).

The aim is to ensure that these stops are spread throughout the region and would include both information on and branding linked to the vehicles and town hubs, helping create the cross-region 'Metro' feel and use.

We envisage significant accessibility benefits to a wide range of users across the region at what would be a significant number of locations, allowing benefit of the scheme to be felt widespread across the area.

### **3. Cycle Routes**

Provision of improved cycle and walking route facilities, centred on the deliverable elements of the new coast to coast cycle route between Portpatrick in the west of Dumfries & Galloway and Eyemouth on the east coast of the Scottish Borders and on links to the Hubs.

Funding would be focussed on delivering the infrastructure improvement mitigations that have been identified and prioritised from a safety audit for the Dumfries and Galloway section of the new coast to coast cycle route and enabling the construction of the fully designed path scheme from Penpont to Thornhill.

These interventions costed at £2M will be delivered in partnership with VisitScotland, Sustrans and SOSE. Design is well developed in many parts of this.

The overall aim is to provide a double benefit of enhanced tourism (and therefore economic) opportunity with provision of routes that allow residents to access local towns and hubs. Linking cycle routes to the amenities of hubs, and even the local bus stop infrastructure as described above, helps provide a fully integrated network in a manner suitable for the distinct characteristics of Dumfries and Galloway. All cycle routes would be provided in a manner that is compliant or cohesive with LTN 1/20 standards. All would be aimed at being capable of being used by all age groups and manner of users.

### **Budget and Funding**

The LUF Transport bid represents a significant opportunity for acceleration and resetting of transport accessibility across the region, helping ensure that we both keep up with technological change, but embrace the ability to refocus provision towards the economic regeneration of our central places.

The bid comprising of approximately £14m of improvements will attract further investment and opportunity, and includes for the match funding requirements, through investment by parties such as Sustrans. The bid encompasses a wide geography but retains a focus and is felt to be strongly aligned with current local and central government policies and future environmental/climate change and low carbon needs in particular, while providing increased accessibility for many.