
SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

Meeting of Friday, 31st January, 2025
at 10.30 am in Council Hall - English Street, Dumfries

Members of the Board

John Campbell (Chair) Dumfries and Galloway Council;
Karen Jackson (Vice Chair) South of Scotland Enterprise;
Jim H Dempster Dumfries and Galloway Council;
Stephanie Mottram NHS Dumfries and Galloway;
Willie Scobie Dumfries and Galloway Council;
Keith Walters Dumfries and Galloway Council;
Andrew S Wood Dumfries and Galloway Council;

Future Meetings

28 March 2025
27 June 2025
26 September 2025
28 November 2025

Simon Bradbury
Lead Officer, South West of Scotland Transport Partnership

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

Meeting of Friday, 31st January, 2025
at 10.30 am on Council Hall - English Street, Dumfries

1. **SEDERUNT AND APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTE OF PREVIOUS MEETING 29 NOVEMBER 2024** 1 - 6
FOR APPROVAL.
4. **REVENUE BUDGET MONITORING REPORT 2024/25 FOR THE PERIOD ENDING 31 DECEMBER 2024** 7 - 10

Recommendation – to note the forecast outturn for the revenue budget as at 31 December 2024.
5. **CAPITAL EXPENDITURE PROGRAMME 2024/25- 2026/27 UPDATE** 11 - 22

Recommendation – to note the update on the Capital Programme for 2024/25 to 2026/27 as outlined in the report.
6. **RISK MANAGEMENT** 23 - 36

Recommendations – (1) consider and agree the Risk Register for 2025/26 included as Appendix 1; (2) note the changes to the 2024/25 Risk Register incorporated into the Risk Register for 2025/26; and (3) note that as recommended in the internal audit, the Risk Register will be brought to the Board for review on a twice-yearly basis, with the September Board identified as the next opportunity for review.
7. **ANY OTHER BUSINESS DEEMED URGENT BY THE CHAIR DUE TO THE NEED FOR A DECISION**
8. **EXCLUSION OF THE PRESS, MEMBERS OF THE PUBLIC AND OBSERVERS**

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

9. **STRANRAER RAILWAY STATION**
(Paragraph 6)
To be circulated to Board Members only.
10. **LOCAL BUS NETWORK REVIEW UPDATE**
(Paragraph 6, 8, 9)
To be circulated to Board Members only.
11. **ACTIVE TRAVEL FUNDING**
(Paragraph 6, 8, 9)
Circulated to Board Members only.

Simon Bradbury
Lead Officer
South West of Scotland Transport
Partnership

Claire Rogerson
Secretary
South West of Scotland Transport
Partnership

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP

Meeting of Friday, 29th November, 2024
at 10.30 am in Council Hall - English Street, Dumfries

Present**Members**

John Campbell (Chair) – Dumfries and Galloway Council;
Karen Jackson (Vice-Chair) – South of Scotland Enterprise;
Jim H Dempster – Dumfries and Galloway Council;
Stephanie Mottram – NHS Dumfries and Galloway;
Willie Scobie – Dumfries and Galloway Council;
Keith Walters – Dumfries and Galloway Council.

Officials

Simon Bradbury – Lead Officer;
Claire Rogerson – Secretary to the Board;
Grant Coltart – Interim Transportation Manager;
Keith Munn – Policy and Projects Officer;
Peter McCormick – Policy and Projects Officer;
Linda Richardson – Public Transport Officer;
Janet Sutton – Finance Officer.

Apologies

Andrew S Wood – Dumfries and Galloway Council

Observers

Laura Moodie – D&G Bus Users Group

In Attendance

Georgia Bow – Stantec;
Bryan Scott – Countryside Development Officer,
Dumfries and Galloway Council.

Minutes		Minutes
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1 SEDERUNT AND APOLOGIES

6 Board Members present and 1 apology.

John Campbell and Willie Scobie attended at Dumfries and Galloway Council offices, Dumfries.

Karen Jackson, Jim Dempster, Stephanie Mottram and Keith Walters attended via MS Teams as agreed by the Chair.

The Chair intimated that he had an urgent item of business, Lead Officer Arrangements, which he intended to take as the first substantive item of business after item 3.

2 DECLARATIONS OF INTEREST

NONE declared.

3 MINUTE OF PREVIOUS MEETING ON 27 SEPTEMBER 2024

Decision

APPROVED.

PROCEDURE – The Chair advised those present that he had agreed to take an urgent item of business, Lead Officer Arrangements, which would require to be considered in private. Following that item the public would be readmitted to the meeting.

PROCEDURE - Board agreed to consider this item of business in private and excluded the Press, members of the public and Observers from the meeting given the report contains confidential or exempt information in respect of paragraph 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

PROCEDURE - Item 12 was taken next.

12. ANY OTHER BUSINESS DEEMED URGENT BY THE CHAIR DUE TO THE NEED FOR A DECISION.

12A – LEAD OFFICER ARRANGEMENTS

Summary of report – This item was considered as business deemed urgent due to the need for a decision as the position of Lead Officer was vacant, and should not wait until the next board meeting to be considered. This report provided the Board with the information to appoint a Lead Officer.

Decision

The Board **AGREED**

12A.1 to appoint Simon Bradbury as Lead Officer for SWestrans, effective from 29 November 2024; and

12A.2 that the current protocol for the Provision of Lead Officer remains in place, with the substitution of Strategic and Policy Advisor Transport for the Transportation Manager.

PROCEDURE – Observers, members of the public and Press were readmitted to the meeting.

4 BOARD MEMBERSHIP UPDATE

PROCEDURE – The Board were advised of an administrative error at 2.1 of the report, as the NHS representative on the Board was Stephanie Mottram.

Decision

The Board **NOTED** that confirmation was received on 30 September 2024 that the Cabinet Secretary for Transport had approved the reappointment of Karen Jackson on behalf of South of Scotland Enterprise to the SWestrans Board.

5 SOUTH WEST COASTAL PATH

Decision

The Board:-

5.1 **APPROVED** Stantec to provide a presentation on the Gretna to Cairnryan Coastal Path Assessment;

5.2 **NOTED** the update on the progress of the Solway Coast and Marine Project (SCaMP) project Natural Heritage Lottery application; and

5.3 **AGREED** to consider match funding for the Gretna to Cairnryan Coastal Path from the SWestrans Capital Expenditure 25/26 at the June 2025 Board Meeting pending budgets; **FURTHER NOTING** the advice of officers, that this would be considered as part of the report on Capital Projects Programme scheduled for that meeting;

FURTHER AGREED

5.4 that an in-principle letter of support on the aim of the project, on behalf the SWestrans board be provided recognising the caveat on funding as the budget was not known at this time; and

5.5 that in advance of the June Board, that a seminar be arranged for Board members on the proposed Capital Projects Programme.

6 REVENUE BUDGET MONITORING REPORT 2024/2025 FOR THE PERIOD ENDING 31 OCTOBER 2024

Minutes		Minutes
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Decision

The Board **NOTED** the forecast outturn for the revenue budget as at 31 October 2024.

7 CAPITAL EXPENDITURE PROGRAMME 2024/25 - 2026/27 UPDATE

PROCEDURE – A short verbal update was provided to the Board on the People and Place Programme.

Decision

The Board **NOTED** the update on the Capital Programme for 2024/25 to 2026/27 as outlined in the report.

8 CLIMATE CHANGE DUTIES - REPORTING 2023/24

Decision

The Board:-

8.1 **NOTED** SWestrans statutory Climate Change Duties Reporting requirements, and

8.2 **AGREED** to submit the 2023/24 Climate Change Duties Report for SWestrans by the deadline of 30 November 2024.

9 BUS SHELTER PROGRAMME UPDATE

Decision

The Board:-

9.1 **NOTED** the update on the 2024/25 Bus Shelter Programme; and

9.2 **AGREED** the Bus Shelter Programme 2025/26 as shown at Appendix 2 of the report.

10 RAIL UPDATE

Decision

The Board **NOTED** the updates on:-

10.1 the full timetable return on Scotrail services;

10.2 Scotrail station opening hours; and

Minutes		Minutes
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10.3 the December 2024 Scotrail timetable update.

11 STANDING ORDER ANNUAL REVIEW

Decision

The Board **AGREED**:-

11.1 the Protocol for the Provision of Lead Officer by Dumfries and Galloway Council to the South West of Scotland Transport Partnership would be added as an appendix to the Standing Orders; and

11.2 that there was no further alteration required to be made to the Standing Orders.

12 ANY OTHER BUSINESS DEEMED URGENT BY THE CHAIR DUE TO THE NEED FOR A DECISION

Decision

NOTED that there was no further item of business deemed urgent by the Chair due to the need for a decision.

13 EXCLUSION OF THE PRESS, MEMBERS OF THE PUBLIC AND OBSERVERS

Decision

The Board **AGREED** to consider the following item of business in private and excluded the Press, members of the public and Observers from the meeting given the report contains confidential or exempt information in respect of paragraphs 6, 8, and 9 of Schedule 7A of the Local Government (Scotland) Act 1973.

BOARD MEMBER – Willie Scobie left the meeting – 5 Board Members present.

14 LOCAL BUS NETWORK REVIEW UPDATE

Summary of Report – This report provided the board with an update on progress made in the review of the Local Bus Network and an opportunity to consider and discuss the next steps.

Summary of Decision

The Board **NOTED** and **COMMENTED** on the presentation setting out the recent progress made in the review of the Local Bus Network.

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REVENUE BUDGET MONITORING REPORT 2024/2025 FOR THE PERIOD ENDING 31 December 2024

1. Reason for Report

To provide the Board with an update on the Partnership's 2024/2025 monitoring and forecast outturn position based on the period ending 31 December 2024.

2. Background

The Scottish Government and Dumfries and Galloway Council provides revenue funding towards the running of SWestrans. SWestrans receives contributions from partner organisations and 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. This appendix highlights that SWestrans will return a balanced budget position. The revised 2024/25 budget is currently £4,562,166 after the reduction in the amount of funding provided by the Scottish Government and the additional one-off uplift: to fund the supported bus network for 2024/25.

3.2 This report provides Board Members with information to ensure that proper control is exercised over SWestrans expenditure and compares projected income and expenditure for 2024/25 against the level of budgetary provision available. Board Members will note that based on the financial performance to date, it is forecast that a balanced budget will be delivered.

4. Consultations

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

5. Implications	
Financial	As laid out in the report
Policy	No policy implications from this report
Equalities	No equalities implications from this report
Climate Change	No climate change implications from this report
Risk Management	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. Recommendations

Members of the Board are asked to note;

6.1 the forecast outturn for the revenue budget as at 31 December 2024.

Janet Sutton - Report Author Finance Officer Tel: 01387 260105 Date of Report: 3 January 2025 File Ref:	Simon Bradbury Lead Officer South West of Scotland Transport Partnership Cargen Tower Garroch Business Park Dumfries DG2 8PN
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APPENDIX - Monitoring Report 2024/25 for the period ending 31 December 2024.

SOUTH WEST OF SCOTLAND TRANSPORT PARTNERSHIP
REVENUE BUDGET MONITORING AS AT 31 December 2024

	FINAL OUTTURN 2023/24 £	PUBLISHED BUDGET 2024/25 £	BUDGET ADJUSTMENTS 2024/25 £	ADJUSTED BUDGET 2024/25 £	ACTUAL EXPENDITURE TO 31/12/24 £	PROJECTED OUTTURN 2024/25 £	VARIANCE 2024/25 £
EXPENDITURE							
Staff Costs	244,712	249,348		249,348	98,629	249,348	0
Transport Costs	0	0	9,519	9,519	9,519	9,519	0
Administration Costs	33,830	31,428	-9,519	21,909	26,888	21,909	0
Payments	4,116,100	4,044,866	187,774	4,232,640	3,195,662	4,232,640	0
People and Place Grant payments	0	0		0	51,504	0	0
Central Support	44,494	48,750		48,750	0	48,750	0
Capital Charges (Depreciation of the bus fleet)	322,104			0	203,228	0	0
Total Expenditure	4,761,240	4,374,392	187,774	4,562,166	3,585,430	4,562,166	0
INCOME							
Scottish Government Funding	259,250	259,250	-12,963	246,287	184,918	246,287	0
People and Place Grant		0		0		0	0
D&G Council Core Funding	100,000	100,000		100,000		100,000	0
Other Contributions							
D&G Council Requisition	4,223,636	3,836,788	200,737	4,037,525		4,037,525	0
SPT contribution	97,322	97,322		97,322		97,322	0
SBC contribution	5,400	5,400		5,400		5,400	0
NHS contribution	70,000	70,000		70,000		70,000	0
SRUC contribution	5,632	5,632		5,632		5,632	0
Total Income	4,761,240	4,374,392	187,774	4,562,166	184,918	4,562,166	0
NET EXPENDITURE	0	0	0	0	3,400,512	0	0

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CAPITAL EXPENDITURE PROGRAMME 2024/25 TO 2026/27 UPDATE

1. Reason for Report

This report provides the Board with an update on the agreed SWestrans Capital Programme for 2024/25 to 2026/27.

2. Background

2.1 At its meeting on 27 February 2024, Dumfries and Galloway Council agreed a balanced budget. At this meeting there were no changes to the SWestrans Capital Funding identified.

2.2 At its meeting on 4 June 2024, Dumfries and Galloway Council's Communities Committee received and agreed an updated 3-year budget plan (2024/25 – 2026/27) for the Transport Asset Class which includes the capital allocation for SWestrans. This updated budget plan was reported to the Board on 28 June 2024.

2.3 At its meeting on 28 June 2024, the Board agreed its Capital Programme as detailed in Table 1 below:

<u>SWestrans Capital Programme 2024/25 – 2026/27</u>	Total Budget Allocated 2024/25 incl. slippage	Actual Net Spend to Date 31/12/24	Indicative Allocated Budget 2025/26	Indicative Allocated Budget 2026/27
	£		£	£
Local Bus Network	1,461,036	1,083,933	840,000	100,000
Rail Station Parking	91,586	14,633	0	0
Active Travel Network	810,816	177,486	900,000	400,000
Active Travel Behaviour Change – Capital Element	432,840	35,400	0	0
TOTAL	2,796,278	1,311,452	1,740,000	500,000

Table 1 – SWestrans Capital Programme 2024/25 – 2026/27

3. Key Points – Capital Programme 2024/25 to 2026/27

3.1 Each of the elements of the Capital Programme for 2024/25 is discussed briefly below. We anticipate slippage in Active Travel Infrastructure projects due to the lack of capacity from our delivery partners. Also we did not anticipate legal discussions with Community Groups over Grant agreements lasting as long as they have but expect to be back on track in 25/26. Monitoring of the 2024/25 spend to 31 Dec 2024 can be found in **Appendix 1**.

Local Bus Network

3.2 The purchase of Ultra Low Emission low floor buses to replace existing leased bus assets was being led by Dumfries and Galloway Council (DGC). All 9 low floor buses have now been received and 7 of the 9 have been forwarded to Bus Operators to replace existing SWestrans leased buses that are off the road and not repairable. The remaining 2 buses have been provided to DGC Buses. We have still to receive the invoice for 1 of the new buses.

The agreed bus shelter renewal/replacement programme and associated works continue for work commissioned up to 31st December 2024. The existing bus shelter framework ended at the end of December 2024. A new framework has been developed and is awaiting DGC Procurement approval.

Rail Station Parking

3.3 Work on phase 3 of the new parking at Lockerbie Station at Sydney Place has been completed. Phase 2 (improving existing parking arrangements) is at the final design stage. A collaborative approach to Lockerbie Railway Station Rd Square to improve accessibility is underway with SWestrans/ DGC Engineering Design/ Network Rail/ Scotrail/ TPE/ Sustrans all providing an input into potential designs for the entrance to the Station Car Park and the Station itself. A public engagement exercise will follow to discuss potential designs. At present the Council is in negotiations with Network Rail over land acquisition.

3.4 Further to the collaborative working with stakeholders at Lockerbie Railway Station and the work on Dumfries Active Travel Assessments, SWestrans identified the potential to improve the accessibility of Dumfries Railway Station forecourt. SYSTRA have been commissioned on behalf of SWestrans to work with stakeholders on a potential design and plans that link up with existing Active Travel proposals in the surrounding area.

Stranraer Railway Station

3.5 Ongoing talks are being held to look at options for Stranraer Railway Station to move it closer to Stranraer town centre. This matter is also subject to a confidential item on today's agenda.

Active Travel

3. SWestrans capital expenditure for Active Travel Infrastructure for 2024/25 has been combined with DGC's Tier 1 funding (£450k) to develop and deliver a number of projects. A members' seminar on Active Travel in D&G has been booked for 8th May in Council Hall, at Council HQ to provide information on the selection process for projects and the potential projects we will be asking the Board to approve at the June meeting. All Elected Members have been invited. An update position for existing ongoing Active Travel Projects for 2024/25 can be found in **Appendix 2**.

3.7 The Active Travel Behaviour Change People and Place Programme is now well underway with the delivery of a number of Projects. An update position for existing ongoing Active Travel Behaviour Change projects can be found in **Appendix 3**. Active Travel is also the subject of a confidential item on today's agenda.

4. Implications	
Financial	Regular reports will be brought to the Board on the progress with the capital programme during 2024/25.
Policy	This work fulfils SWestrans policy objectives.
Equalities	Provision of good quality infrastructure will enhance travel choice and experience for those with protected characteristics.
Climate Change	Provision of good quality infrastructure that enhances opportunity for increased uptake of active and sustainable travel will have a positive impact on climate change.
Risk Management	Progression of the Capital Programme relates to two known risks: R04 – Capital Funding. R05 – RTS Delivery

5. Recommendations
Members of the Board are asked to:
5.1 note the update on the Capital Programme for 2024/25 to 2026/27 as outlined in the report.

Grant Coltart - Report Author Tel: 07813980749	Approved by: Simon Bradbury Lead Officer South West of Scotland Transport Partnership Cargen Tower, Garroch Business Park Dumfries DG2 8PN
Date of Report: 17 Jan 2025 File Ref: SW2/meetings/2025	

Appendix 1 – Monitoring of the 2024/25 spend to 31 Dec 2024

Appendix 2 - Active Travel Infrastructure Project Tracker

Appendix 3 –Active Travel Behaviour Change Projects

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<u>SWestrans Capital Programme 2024/25</u>	Total Budget Allocated 2024/25	Gross Spend to 31/12/24	Income to 31/12/24	Actual Net Spend 31/12/24	Forecast Spend to 31/03/25	Variance 2024/25	(Slippage to) / Acceleration from 2025/26	Indicative Budget 2025/26	Indicative Budget 2026/27
Local Bus Network	1,461,036	1,083,933	0	1,083,933	1,461,036	0	0	840,000	100,000
Rail Station Parking	91,586	14,633	0	14,633	91,586	0	0	0	0
Active Travel Network	810,816	177,486	0	177,486	310,816	-500,000	-500,000	900,000	400,000
Active Travel Behaviour Change	432,840	35,400	0	35,400	432,840				
TOTAL	2,796,278	1,311,452	0	1,311,452	2,296,278	-500,000	-500,000	1,740,000	500,000

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Project Title	Description	Delivery partner	Budget	Budget source & cost centre	Delivery year	Delivery status
Stranraer	Stranraer Stantuary cycling skills track	Stantec	£ 70,000.00	SWestrans Capex	2024/25	Live
Dumfries town centre AT projects	Dumfries Active Travel Links Assessment (Dumfries Town Centre Project)	Systra	£ 205,437.80	TS Regional AT fund (RATF)	2024/25	Live
	Dumfries Transport Hub Feasibility Study		£ 40,000.00	Community Bus Fund	2024/25	Live
	Dumfries train station forecourts (North & South)		£ 12,400.00	SWestrans Capex	2024/25	Live
Thornhill	Connecting the existing KPT Development Trust route into Thornhill Stage, Funding for Phase (b) and (c)	n/a		LUF funding tbc	various	some TS funding provided for 2024/25 and awaiting LUF to complete
Leswalt to Stranraer	Developed & technical design work - Leswalt to Stranraer CSP/AT route	TBC	£ 100,000.00	TS Tier 1	2025/26	FUF approved and awaiting tendering
Crossmichael to Castle Douglas	Developed & technical design work - Crossmichael to Castle Douglas CSP/AT route	tender process live	£ 100,000.00	TS Tier 1	2025/26	Tender process live 18.12.24
Lochmaben to Lockerbie	Developed & technical design work - Lochmaben to Lockerbie CSP/AT route	TBC	£ 100,000.00	TS Tier 1	2025/26	FUF approved and awaiting tendering
Shambellie path	grant funding to help construct a New Abbey to Shambellie House path	Shambellie House Trust	£ 45,000.00	SWestrans Capex Grant funding	2024/25	Final queries being addressed
Crawick Multiverse path	Grant funding to construct Sanquhar to Crawick Multiverse Path	Sanquhar Enterprise Company	£ 35,000.00	SWestrans Capex Grant funding	2025/26	Grant agreement being drafted
ARLW path	grant funding to assist with Whithorn Coastal Paths	All Roads Lead to Whithorn	£ 300,000.00	SWestrans Capex Grant funding	2025/26	working with groups on agreements
Moffat pumptrack	Grant funding to help the completion of Pumptrack Project in Moffat	Moffat Community Council	£ 50,000.00	SWestrans Capex Grant funding	2025/26	Grant agreement completed & sent to legal
Springfield to gretna	Feasibility & prelim design work - Springfield to Greta CSP/AT route	Aecom	£ 30,000.00	TBC - either TS tier 1 or SWestrans capex	2025/26	Live
Caerlaverock to Glencaple to Dumfries	Feasibility & prelim design work - Caerlaverock to Glencaple to Dumfries CSP/AT route		£ 30,000.00	TBC - either TS tier 1 or SWestrans capex	2025/26	Live
Dalbeattie to castle Douglas	Feasibility & prelim design work - Dalbeattie to Castle Douglas CSP/AT route		£ 50,000.00	TBC - either TS tier 1 or SWestrans capex	2025/26	Live
Ecclefechan to Annan	Feasibility & prelim design work - Ecclefechan to Annan CSP/AT route		£ 30,000.00	TBC - either TS tier 1 or SWestrans capex	2025/26	Live
Wigtown to newton Stewart	Feasibility & prelim design work - Wigtown to Newton Stewart CSP/AT route		£ 30,000.00	TBC - either TS tier 1 or SWestrans capex	2025/26	Live
Canonbie to Langholm	Feasibility & prelim design work - Canonbie to Langholm CSP/AT Route		£ 30,000.00	TBC - either TS tier 1 or SWestrans capex	2025/26	Live
Southern Upland Way Gravel Biking	Construction and Wayfinding for a GravelTrax Biking Path running parallel with the Southern Upland Way.	DGC Core Path Team to deliver	£ 50,000.00	SWestrans Capex	2025/26	Live
Criffel to New Abbey	New multiuse offroad link path connecting Criffel core path to New abbey core path. Creating safe off-road route avoiding A710 road.		£ 150,000.00	SWestrans Capex	2025/26	Live
Kingholm Quay to Glencaple bridge	Design and installation of new bridge on popular riverside core path 37.		£ 80,000.00	SWestrans Capex	2025/26	Live
AT Experience in D&G	Wayfinding and Signage Strategy	TBC	£ 35,000.00	TS Tier 1	2025/26	In development
AT Experience in D&G	Core path review	TBC	£ 45,000.00	TS Tier 1	2025/26	In development
Bus Shelter Framework	A multi-lot framework for the provision of bus shelters and associated works	tbc	£ -	Various	various	In development
			£1,617,837.80			

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Appendix 3 – Active Travel Behaviour Change People and Place Programme

Funding was initially combined with LADA although we are trying to focus the LADA funding on Council capacity to align with the transition to the LADA being focused on this as part of People and Place.

The local and national delivery partners are all delivering projects and there is ongoing discussion on how we take success forwards into next year. Some of the new projects have been slow to develop but are now starting to gain traction and will inform how we move forwards in 2025/2026. The adaption of the local national partners to regional delivery has been mixed and it has been noted that there have been a number of key staff changes within these organisations reflecting the current uncertainty within the sector.

Regular progress meetings are ongoing with all the grantees and programmes are progressing. We are also providing funding to the Councils Education Department to support and enable the Bikeability, Access to Bikes and Cycle Friendly Schools programmes with the hope that we can utilise this existing resource to develop school travel planning capability in house going forwards into next year.

Regular networking meetings are now being held to ensure collaborative working and will shape future years programmes.

A number of these projects are the continuation of existing partner programmes either funded nationally or through SCSP in previous years. The Access to bikes programme is building on the existing award-winning work done with the Councils Active Schools Bikeability Team.

Sustrans

IBike and IBike Communities programmes successfully picked up as the previously funded IBike programmes concluded using the same experienced staff with a renewed local focus working closely with the councils Bikeability officer.

[IBike Schools Dumfries & Galloway Newsletter Aug - Dec 2024](#)

[IBike Communities D&G Newsletter July-Dec 2024](#)

We are currently in discussion with Sustrans as to what their offer will be on the coming year in this field.

Appendix 3 – Active Travel Behaviour Change People and Place Programme

Dalbeattie Ebike social prescribing project

This project is well established through previous SCSP funding with dedicated and knowledgeable staff and is getting greater tie in with public health practitioners using this programme for social prescribing. They have taken up the Scottish Cycling Rock up and Ride Programme which has increased traffic towards their core EBike programme from parents and older relatives of the participants as well as supporting the local bike shop by supplying bikes through them. Further plans to work with the community to identify infrastructure issues that are a barrier to active travel and input directly to ongoing Council active travel infrastructure projects in the area. Moving forwards they are building capacity to enable them to directly deliver community work similar to Rock up and Ride independently as part of next year's programme and see the future addition of Sustainable Travel to the People and Place programme as an opportunity to deliver a more wholistic programme going forwards.

Cycling UK Connecting Communities

This project is now fully up and running with Cycling Scotland, Scottish Cycling, Cycling UK and Sustrans all working collaboratively to empower local community groups as well as delivering Learn To Ride and Better Biking sessions in Dumfries with NHS staff and several other females who have approached us from Dumfries and surrounding villages. They are also engaging with other community groups including Cycling Dumfries and MOOL

[Amina's journey to cycling confidence in Dumfries & Galloway | Cycling UK](#)

Given the cost of this project we will need to review how this work is delivered going forwards

Paths for All

now have staff in place as of 19 August and are in active discussion with several workplaces including Police Scotland Dumfries and Galloway and NHS Dumfries and Galloway beginning to engage with Staff and further support provided by the People & Place funded Travelknowhow programme. They are now entering the delivery phase and are as well as their own step count challenge are looking to do a restricted trial of Better Points that offers us a low cost opportunity to assess the potential for traction locally for this product.

We are in discussion with Paths for All and the NHS as to how best to deliver workplace engagement going forward in order to deliver best value

Cycling Scotland

Access to bikes is working in parallel with Bikeabilty, social housing providers and third sector community groups. They are also in liaison with South of Scotland Enterprise (SOSE) to increase awareness of opportunities for improved cycling for workplaces and employers across the region.

[Wheatley brings Christmas cheer to Dumfries with bike giveaway](#)

We are exploring how we can work with Cycling Scotland going forward around the work and Bikeabilty

Appendix 3 – Active Travel Behaviour Change People and Place Programme

Scottish Cycling

Events are now live and partnering with a local bike club the Galloway Hillbillies and the Dalbeattie Initiatives Ebike project <https://fb.watch/vcl7GMUZfx/>

We are looking to retain a relationship with Scottish Cycling while rationalising the distribution of bikes though community funding

Nith Valley Leaf Trust

They are in the process of setting up the bike hub and have a stock of second-hand bikes a Breeze Qualified Ride Leader has been employed and a Bike and Beather Session held has been employed and a local bike mechanic identified and looking to work with the local secondary school to develop an intern programme for bike maintenance. They have begun to deliver events in conjunction with Cycling UK

This year has very much been an establishment year and we will work with them next year to increase delivery.

Dumfries and Galloway Council

As a single local authority RTP we work closely with Dumfries and Galloway Council and have identified two further projects that augment their existing programmes the Active Lives Pathway and the ongoing Bikeability programme the former will enable the triage and implementation of social prescribing of active travel interventions to those that would have historically been given a gym membership. The later will provide extra staff and Logistic support to the extended delivery of successful local Bikeability programme further west into the region extending the reach across the region. This will form the basis of more inhouse delivery of active travel behaviour change work moving forwards and therefore providing a much greater integration of active travel into the general Council physical activity, Dumfries and Galloway Council have now appointed these staff and are beginning their training.

We have also used a small amount of this funding to commission assessment of the impact on child health as well as economic impact of schools across the SWestrans region that engage with active travel projects both as retrospective analysis of school surveys and the planning of next year's programme.

As the Active lives Pathway staff come into post we anticipate this programme developing further next year either with our funding or LADA

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RISK MANAGEMENT

1. Reason for Report

To update Members of the Board on SWestrans Risk Register for 2025/26.

2. Background and context

At the beginning of each calendar year SWestrans Board agree the Risk Register for the upcoming year. At its meeting on 2 February 2024, the Board agreed an updated Risk Register for 2024/25.

3. Key Points

3.1 Risk identification is an ongoing task. Effective risk identification requires arrangements for gathering evidence about new issues, existing issues and important changes that may pose future risks.

3.2 Risk assessment involves considering the likelihood of an event occurring and its potential impact. As this involves predicting future events, it naturally carries some degree of uncertainty and is based on judgement (preferably based on available evidence).

3.3 The 'Risk Matrix' shown below is used to establish a risk rating. The matrix is colour coded; green to indicate an acceptable risk rating, and red to indicate an unacceptable risk rating. The boundary between the two areas is referred to as the "risk appetite line". All risks placed above the "risk appetite" line, coloured red in the diagram, must be planned and managed in some way.

		Risk Matrix				
Likelihood	5 Almost Certain	Yellow		Red		
	4 Likely	Yellow		Red		
	3 Possible	Green	Yellow	Yellow	Red	
	2 Unlikely	Green	Green	Yellow	Yellow	Red
	1 Almost Impossible	Green	Green	Green	Yellow	Yellow
		1 Negligible	2 Minor	3 Moderate	4 Major	5 Severe
		Impact				

3.4 Risk Treatment means taking action to reduce, as far as possible, the risk or its likely impact. Four general strategies are available: transfer, tolerate, treat or terminate

the risk. Risks above the “risk appetite” line may require “treatment”. The purpose is not necessarily to eliminate the risk, it may be, to reduce the likelihood and/or impact should it occur. Risks above the tolerability threshold will need to be regularly monitored and reported on, as appropriate.

3.5 Officers have reviewed the existing Risk Register and have provided a draft for 2025/26 for agreement included as the **Appendix**. It is intended for the Risk Register to be a fluid document which can be added to or indeed risks removed from throughout the year.

4. Changes in risks since February 2024

4.1 The risk register was reviewed by the Lead Officer and interim Transportation Manager in January 2025, leading to a number of updates and changes to the risk register. No new additional risks were identified.

4.2 The key changes to the register and the risks are as follows:

1. The risks in the register have been reordered and ranked by risk rating, in order to focus attention on the highest ranked risks with most significant current risk rating. A red, amber, green traffic light system has also been applied to make the current and target risk rating more clear.
2. Risk R02 relating to the public image of SWestrans has been removed, and reputational impacts incorporated into the potential effects of other risks.
3. Further internal controls have been introduced to recommend further alignment of the strategic objectives of SWestrans with Dumfries & Galloway Council (DGC). This will help to mitigate the likelihood of funding reductions or misalignment with DGC corporate priorities.
4. More proactive ongoing engagement with Transport Scotland and Scottish Government has been introduced as internal controls, to mitigate risks relating to reduction of funding and dissolution of RTPs.
5. Additional internal controls have been introduced to mitigate the high severity risks relating to the bus network. These include initiating employment programmes to encourage bus driver training, attracting additional bus operators to the region and support for the community transport sector. Many of these risks retain a high risk rating despite internal controls.

5. Implications	
Financial	There are no direct financial implications from this report.
Policy	Policy implications are included within the Risk Register
Equalities	No equalities implications from this report
Climate Change	No climate change implications from this report
Risk Management	An up to date Risk Register is critical for managing risk

6. Recommendation

Members of the Board are asked to:

6.1 consider and agree the Risk Register for 2025/26 included as Appendix 1;

6.2 note the changes to the 2024/25 Risk Register incorporated into the Risk Register for 2025/26, and;

6.3 note that as recommended in the internal audit, the Risk Register will be brought to the Board for review on a twice-yearly basis, with the September Board identified as the next opportunity for review.

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Date of Report: 31 January 2025
File Ref: SW2/Meetings/2025

Approved by: Simon Bradbury
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APPENDIX 1 – SWestrans Risk Register 2025/26

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SWestrans Risk Register 2025/26



Code	Risk Title	Risk Description	Potential Effect	Internal Controls	Current Risk Rating	Approach	Related Actions	Target Risk Rating	Managed By	Assigned To
R07	Revenue Funding	Loss of revenue funding due to public sector funding pressures	Procurement of socially necessary local bus services is compromised, leading to reduced bus network and consequent reputational risk	<p>Ongoing review and optimisation of school and local bus network.</p> <p>Bus contracting exercise to procure the network representing best value for money.</p> <p>Ongoing engagement with Community Transport sector</p> <p>Stakeholder engagement process to mitigate reputational impact</p>	Almost certain/ Major (High)	Treat	Regular reports on sustainability	Likely/ Moderate (High)	Lead Officer	Lead Officer

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Code	Risk Title	Risk Description	Potential Effect	Internal Controls	Current Risk Rating	Approach	Related Actions	Target Risk Rating	Managed By	Assigned To
				Press for inflationary increase in revenue funding as a minimum						
R08	Bus Contracts Prices	Contract prices increase	Existing bus network is unsustainable within current budgets Multiplier effect of reducing network	Ongoing review and optimisation of school and local bus network. Bus contracting exercise to procure the network representing best value for money. Ongoing engagement with Community Transport sector Stakeholder engagement process to mitigate reputational impact.	Almost certain / Major (High)	Treat	Regular liaison meetings with local bus operators Review industry costs to determine future trends Tenders based on known need	Almost certain / Moderate (High)	Lead Officer	Lead Officer
R13	Lack of bus operators and drivers	Can lead to monopoly of the market and operators	Contract not sustainable as too costly	Ensure good relations with all local bus companies	Almost certain / Major (High)	Treat	Regular liaison meetings with local bus operators to	Likely / Moderate (High)	Lead Officer	Public Transport Officer

Code	Risk Title	Risk Description	Potential Effect	Internal Controls	Current Risk Rating	Approach	Related Actions	Target Risk Rating	Managed By	Assigned To
Page 29		prices high due to lack of competition and bus drivers		<p>Seek to attract additional bus operators to the region</p> <p>Kickstart employment programme to prompt and encourage uptake of bus driver training.</p> <p>Ongoing engagement with neighbouring local authorities and Transport Scotland.</p>			<p>Identify areas of concern</p> <p>Annual review of local market conditions</p>			
	R04	Capital Funding	Loss, reduction or inability to spend capital funding	<p>Projects within the Capital Programme are compromised</p> <p>The Capital Programme includes purchase of buses, bus infrastructure,</p>	<p>Use of Business Plan to project future year's requirements</p> <p>Close working with DGC and further embedding the strategic priorities of the</p>	Possible/ Major (High)	Treat	Unlikely / Major (Medium)	Lead Officer	Team Leader

Code	Risk Title	Risk Description	Potential Effect	Internal Controls	Current Risk Rating	Approach	Related Actions	Target Risk Rating	Managed By	Assigned To
Page 30			Rail Station parking and Active Travel projects	RTS in Council business planning Ongoing Board level engagement with DGC political members Seek ring-fencing of funding for SWestrans and RTS priorities and push for funding to be CPI index-linked.						
	R15	Cyber Crime	Cyber-attack on digital systems which results in compromised security, reduced business resilience and increased opportunity for fraud	Risk of system failure and impaired organisational function Potential data breach	SWestrans digital systems are owned and managed by DGC SWestrans receive regular communication/ advice from the Scottish Government's Cyber Resilience Unit	Possible/ Major (High)	Treat	Regular liaison with DGC's Business and Technology Solutions team operators to identify areas of concern, risk and raise staff awareness of possible threats	Possible / Moderate (Medium)	Lead Officer

Code	Risk Title	Risk Description	Potential Effect	Internal Controls	Current Risk Rating	Approach	Related Actions	Target Risk Rating	Managed By	Assigned To
				<p>Ensure staff have undergone relevant training to reduce possibility of successful cyber-attacks.</p> <p>Contingency planning to put procedures in place in case of a breach.</p>						
R00	Pandemics	Impact of a pandemic on the work of SWestrans and the effect on public transport network	<p>Disruption to transport network</p> <p>Disruption to staff availability</p> <p>Failure to provide socially necessary transport to the most vulnerable in our communities</p>	Liaise with partners and stakeholders to minimise potential impact, adopting learnings from Covid-19 pandemic.	Possible/ Major (High)	Treat	Identify areas of concern at earliest opportunity	Possible/ Minor (Medium)	Lead Officer	Lead Officer
R01	Restructure	Restructure or dissolution of RTPs by	Compromises continuity of delivery of	Use of performance management to	Unlikely/ Major (Medium)	Tolerate		Unlikely/ Major (Medium)	Lead Officer	Lead Officer

Code	Risk Title	Risk Description	Potential Effect	Internal Controls	Current Risk Rating	Approach	Related Actions	Target Risk Rating	Managed By	Assigned To
		Scottish Ministers	transport functions and Regional Transport Strategy (RTS)	demonstrate the effectiveness of the existing structure Proactive ongoing engagement with Transport Scotland / Scottish Government.						
R18 Page 32	Loss of staff	Loss of Team Leader, Policy and Projects Officers, Public Transport Officer, Public Transport Assistant	Lack of resource to fulfil SWestrans functions	Initiate recruitment to replace Succession planning to ensure that expert knowledge and skills are shared across the team Ongoing engagement with staff to understand motivations, wellbeing and job satisfaction.	Possible / Moderate (Medium)	Tolerate	Lead Officer or Team Leader will assume interim responsibility	Possible / Moderate (Medium)	Lead Officer	Lead Officer
R10	Procurement	Failure to comply with	SWestrans is exposed to	Procurement advice and	Almost Impossible/ Major	Tolerate		Almost Impossible/ Major	Lead Officer	Team Leader

Code	Risk Title	Risk Description	Potential Effect	Internal Controls	Current Risk Rating	Approach	Related Actions	Target Risk Rating	Managed By	Assigned To
		procurement regulations	potentially costly litigation	support is provided by DGC Procurement standing orders in place	(Medium)			(Medium)		
R11	Contract Disputes	Contracts are poorly drafted	Disputes with contractors and potentially costly litigation	Contract law advice and support is provided by DGC. Procurement standing orders in place	Almost Impossible/ Major (Medium)	Tolerate		Almost Impossible/ Major (Medium)	Lead Officer	Team Leader
Page 33	Withdrawal of DGC governance and financial support	DGC no longer supports the work of SWestrans so have to procure services from other sources	Risk in interim period from withdrawal to appointment of staff or new providers Potential high cost of external support	Ensure continued good relations with DGC by informing of the work of SWestrans Performance Management Framework and increased orientation of the DGC Service Plan and RTS Delivery Plan. Contingency planning for withdrawal of	Almost Impossible / Severe (Medium)	Tolerate		Almost Impossible / Major (Medium)	Lead Officer	Lead Officer

Code	Risk Title	Risk Description	Potential Effect	Internal Controls	Current Risk Rating	Approach	Related Actions	Target Risk Rating	Managed By	Assigned To
				DGC governance and funding						
R16	Data Protection	Failure to comply with data protection regulations	SWestrans is exposed to potentially costly litigation Reputational risk	Data protection advice and support is provided by DGC Ensure staff have undergone relevant training to reduce possibility of data breaches. Limit the unnecessary involvement of the team in sensitive information	Possible / Moderate (Medium)	Treat	Staff training and awareness Full review of business procedures Full regulation compliance including a review of GDPR requirements	Unlikely / Moderate (Medium)	Lead Officer	Team Leader
R05	RTS Delivery	Failure to progress the RTS Delivery Plan	Delivery of the RTS is not progressed as anticipated	Performance Management Framework and increased orientation of the DGC Service Plans and RTS Delivery Plan. Annual monitoring of RTS at Board	Possible / Moderate (Medium)	Treat		Unlikely / Moderate (Medium)	Lead Officer	Team Leader

Code	Risk Title	Risk Description	Potential Effect	Internal Controls	Current Risk Rating	Approach	Related Actions	Target Risk Rating	Managed By	Assigned To
				Use of Business Plan to project future year's requirements						
R06	Overspend	Expenditure commitment exceeds available budget	Funding is not available to meet obligations Third parties that are owed funding could mount legal challenge if budget is not available.	Financial management processes are provided by DGC and each Board meeting includes a revenue and capital budget update. Processes are in place for preventing unauthorised spend when budget is not available.	Possible / Moderate (Low)	Tolerate		Unlikely / Moderate (Low)	Lead Officer	Lead Officer
R03	Strategic Direction	Change in Scottish Government strategic priorities	RTS is out of alignment with National strategic priorities for Transport	Strategies Mapping and Alignment Exercise Annual monitoring of RTS at Board RTS is realigned with revised	Unlikely / Moderate (Medium)	Treat		Unlikely / Minor (Low)	Lead Officer	Team Leader

Code	Risk Title	Risk Description	Potential Effect	Internal Controls	Current Risk Rating	Approach	Related Actions	Target Risk Rating	Managed By	Assigned To
				Government strategic objectives if appropriate Proactive ongoing engagement with Transport Scotland / Scottish Government.						
R09 Page 36	Loss of Staff	Loss of Lead Officer	Operational management of SWestrans is compromised	Interim arrangements would be put in place pending appointment of replacement	Possible / Minor (Medium)	Treat	Identify where interim responsibility lies in partnership with DGC Succession planning	Unlikely / Minor (Low)	SWestrans Board	Secretary to the Board / Team Leader
R12	Third Party Liabilities	Legal action is brought against SWestrans by third parties for any reason	Potentially costly litigation	Potential liabilities are transferred to other bodies wherever possible Legal advice and support is provided by DGC	Unlikely / Major (Medium)	Treat	Ensure insurance cover is adequate	Unlikely / Minor (Low)	Lead Officer	Team Leader