

## **Minute of Strathclyde Concessionary Travel Scheme Joint Committee**

**9 November 2018**

held in 131 St Vincent Street, Glasgow

**contact officer:**

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## **Minute of the Strathclyde Concessionary Travel Scheme Joint Committee held in the Board Room, 131 St Vincent Street, Glasgow on 9 November 2018**

**Present** Councillors Dr Martin Bartos (Chair), Malcolm Balfour, Alan Moir, Marie McNair, Jim Roberts, Jim McMahon (substitute) and David Wilson.

**Attending** Valerie Davidson, Treasurer/Secretary; Heather Maclean, Committee Officer; Dan Schoenhofen, Project Manager; Tony Jones, Contact Centre Manager; Stuart Paul, Chief Accountant and Karen Jones, Scott Moncrieff.

### **1. Apologies**

Apologies were submitted from Councillors Jimmy Miller, Graham Hardie, Iain Cochrane, Alan Lafferty, Cathy McEwan and Andy Steel (substitute).

### **2. Declaration of interest in terms of the Ethical Standards in Public Life etc (Scotland) Act 2000**

The Joint Committee noted that there were no declarations of interest.

### **3. Minute of previous meeting**

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The minute of the meeting of 23 February 2018 was submitted and approved as a correct record.

### **4. 2017/18 Annual Audit Report**

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There was submitted a report (issued) of 23 October 2018 by the Treasurer/Secretary providing the Committee with the finalised 2017/18 Annual Audit Report by Scott-Moncrieff.

The Committee noted that the report had previously been considered by SPTs Audit & Standards Committee as previously agreed, and having heard Karen Jones of Scott Moncrieff highlight the key messages within the report, the committee agreed to note the Annual Report as provided.

### **5. Annual Accounts 2017/18**

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There was submitted a report (issued) of 23 October 2018 by the Treasurer/Secretary, providing the Committee with the finalised and audited Strathclyde Concessionary Travel Scheme Joint Committee (SCTSJC) financial statements which had been considered by SPTs Audit & Standards Committee as previously agreed.

After discussion and hearing from Ms Davidson in response to members questions, the Committee noted the finalised and audited financial statements for the financial year ending 31 March 2018.

### **6. Monitoring and performance for 2017/2018 year-end and 2018/19 Q1 and Q2**

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There was submitted and noted a report (issued) of 25 October 2018 by the Treasurer/Secretary, providing an update to the Committee on the monitoring and performance

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of the Strathclyde Concessionary Travel Scheme ('the Scheme') for financial year-end 2017/18 and for financial quarters 1 and 2 of 2018/19 and informing members of the following:

- (a) monitoring of the Scheme during 2017/18 has highlighted an overall patronage increase of 180,000 compared with levels observed during 2016/17;
- (b) the 6-week suspension period on Subway that occurred in Q2 of 2016/17, has contributed to the significant patronage increases recorded during 2017/18;
- (c) patronage results for 2017/18 highlight that demand for concessionary travel remained strong, and for the first time, in excess of 5million concessionary journeys per annum were recorded;
- (d) monitoring of the Scheme during the first two quarters of 2018/19 has highlighted a slight increase in patronage of 1% in both quarters. This equates to an additional 30,000 journeys made in each quarter;
- (e) reimbursement costs during the first two quarters of 2018/19 have remained at the previous year's levels;
- (f) the Scheme fare increases applied in 2017 and 2018 have helped manage Scheme costs;
- (g) that Road Equivalent Tariff (RET) fares on CalMac routes increased in March 2018 and were the first fare increases in 3 years. Members were also reminded of annual fare increases on rail, with peak fares due to increase by 3.2% and off-peak fares by 2.2% in January 2019. Such increases to operators' standard fares are likely to result in increased reimbursement costs to the Scheme. Taking this into account, officers will continue to consider ways in which the costs of the Scheme can be managed within budget projections; and
- (h) to note the announcement by Scottish Government to keep the age eligibility for national entitlement concessionary travel in Scotland at 60.

#### **7. Revenue Monitoring Report as at 13 October 2018, Period 7**

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There was submitted and noted a report (issued) of 23 October 2018 by the Treasurer advising the committee of the revenue expenditure incurred at the end of Period 7 (13 October 2018), and reporting of an anticipated break even outturn, after the use of a planned reserves of £0.144m, at the end of the current financial year.

#### **8. Travel Card Unit Update Performance and Key Issues**

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There was submitted a report (issued) of 25 October 2018 by the Treasurer;

- (a) informing members of the current progress and performance of SPT's Travel Card Unit;
- (b) advising members that as at October 2018, there were 573,093 valid cards in circulation within the SCTS area which represented an overall increase of 4.1% in the preceding 12 months;
- (c) providing details of the number of incoming calls answered by the Unit for 2018/2019 to date (including comparison figures for previous years);

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- (d) appending information highlighting National Entitlement Card volumes by type and by local authority; and
- (e) informing the Committee that SPT have appointed a new Contact Centre Manager with responsibility for the Travel Card Unit and SPT's Demand Responsive Transport functions, and a review of the Travel Card Unit processes will now be undertaken with a report on benefits to a future committee.

Cllr Moir asked that the Joint Committee's appreciation be passed to the TCU team in recognition of their hard work and achievements

After discussion and having heard Mrs Davidson and Mr Schoenhofen in answer to members' questions, the Joint Committee noted the terms of the report.