

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

**29 September 2023**

Held in person at 131 St Vincent Street, Glasgow and via Video Conference

**Minute of the Strathclyde Concessionary Travel Scheme Joint Committee in person at 131 St Vincent Street, Glasgow and via Video Conference\* at 12.30pm on 29 September 2023**

**Present** Councillors Stephen Dornan (Chair), Alan Moir, Andy Steel (Substitute), Maureen Devlin, \*William Lennox, Donald Reid, \*William Sinclair and David Wilson

**Attending** Neil Wylie, Director of Finance & Corporate Support/Treasurer; Stuart Paul, Chief Accountant, Martin Breen, Senior Transport Planner; Cheryl Candlish, Contact Centre Manager; Iain McNicol, Audit & Assurance Manager; Jim Griffin, Senior Solicitor; Amy Sullivan, Solicitor and Fiona Mitchell-Knight and Jack Kerr of Audit Scotland (External Auditors)

**Chair's Remarks**

Partnership Standing Order No 14 requires the agreement of the Partnership to record meetings. The Chair sought and the Partnership agreed for the recording of SPT Partnership and Committee video conference meetings to commence.

**1. Apologies**

Apologies were submitted from Councillors Owen O'Donnell, William Goldie, Cathy McEwan and Malcolm Mitchell.

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

The Committee noted there were no declarations of interest.

**3. Minute of previous meeting**

[Click here to view the minute](#)

The minute of the meeting of 17 March 2023 was submitted and approved as a correct record.

**4. Update on Membership**

[Click here to view the report](#)

There was submitted a report (issued) of 12 September 2023 by the Treasurer updating the Committee on membership changes since the last SCTSJC meeting of 17 March 2023.

After hearing from Mr Wylie, the Committee noted the changes of membership notified to SPT from West Dunbartonshire Council and East Ayrshire Council and the updated Joint Committee Representation document at Appendix 1 of the report.

**5. 2022/2023 Annual Audit Report**

[Click here to view the report](#)

There was submitted a report (issued) of 11 September 2023 by the Treasurer providing the Committee with the '2022/23 Annual Audit Report to members of the Strathclyde Concessionary Travel Scheme Joint Committee and the Controller of Audit'.

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After hearing from Ms Mitchell-Knight and Mr Kerr of Audit Scotland, the Committee noted the details of the covering letter and the 2022/2023 Annual Audit Report for SCTSJJC.

The SPT Audit & Standards Chair Cllr Reid confirmed the report had previously been presented to the Audit & Standards Committee on 8 September 2023.

**6. Annual Accounts 2022/2023**

[Click here to view the report](#)

There was submitted a report (issued) of 11 September 2023 by the Treasurer requesting the Committee to consider the audited annual accounts and approve them for signature, to ensure compliance with the Local Authority Accounts (Scotland) Regulations 2014. The annual accounts are required to be signed no later than 30 September immediately following the financial year end.

After hearing from Mr Paul in response to members' questions, the Committee approved the signing of the SCTSJJC financial statements for the year ending 31 March 2022.

**7. Final Outturn for financial year 2022/2023 and Revenue Monitoring Report as at 19 August 2023, Period 5**

[Click here to view the report](#)

There was submitted a report (issued) of 6 September 2023 by the Treasurer advising the Committee of the final outturn for the financial year 2022/2023 and reporting on revenue expenditure incurred at the end of Period 5 (19 August 2023), including the projected outturn to the end of the current financial year.

After hearing from Mr Paul, the Committee noted:

- (i) the final outturn position for 2022/2023;
- (ii) the projected outturn position for 2023/2024 based on the information available at the end of P5; and
- (iii) the implementation of the new fare structure will be considered as part of the proposed Revenue Budget 2024/2025 preparations to be presented to the next Joint Committee.

**8. Regularity Audit of SCTS operator payment administration**

[Click here to view the report](#)

There was submitted a report (issued) of 6 September 2023 by the Treasurer advising the Committee on the findings of a regularity audit of SCTS operator payment administration.

After hearing from Mr McNicol, the Committee noted the contents of the paper and agreed that the Audit and Assurance Manager submits a follow-up report on the implementation of the recommendation to a meeting in approximately six months.

**9. Removal of Peak Rail Fares Pilot on ScotRail Services**

[Click here to view the report](#)

There was submitted a report (issued) of 12 September 2023 by the Treasurer informing the Committee of ScotRail's intention to pilot the removal of peak rail fares across Scotland for a

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period of six months from October 2023 and highlighting potential impacts on the Strathclyde Concessionary Travel Scheme. (SCTS).

After hearing from Mr Breen in answer to members' questions, the Committee noted the contents of the report and the ongoing dialogue between SPT and ScotRail in order to mitigate any financial impacts on SCTS.

**10. Performance and Reimbursement Update: 2022/2023 year-end and interim 2023/2024 outlook**

[Click here to view the report](#)

There was submitted a report (issued) of 12 September 2023 by the Treasurer updating the Committee on the Concessionary Travel Scheme's performance and reimbursement results for 2022/2023 financial year-end and status of the current year scheme use.

After hearing from Mr Breen in answer to members' questions, the Committee noted the contents of the paper and in particular, the recovery in concessionary travel demand, noting on-going cost of living pressures and recent and planned operator fare changes potentially impacting concessionary travel demand and operator reimbursement.

**11. Concessionary Travel Unit – Update on Performance**

[Click here to view the report](#)

There was submitted a report (issued) of 12 September 2023 by the Treasurer updating the Committee on the Concessionary Travel Card Unit performance including advising members of the implementation of a Contact Centre Improvement Programme (CCIP), which includes a review of the current performance position for both call handling and administrative tasks.

After hearing from Ms Candlish and Mr Wylie in answer to members' questions, the Committee:

- (i) noted the contents of the report;
  - (ii) acknowledged the progress made with administrative processing turnaround times; and
  - (iii) supported the progress made with digital enhancements and future initiatives of the CCIP.
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