

## Minute of Strathclyde Concessionary Travel Scheme Joint Committee

**7 November 2014**

held in Consort House, Glasgow

**contact officers:**

Valerie A Bowen      phone: 0141 333 3130  
Kirsten Clubb        phone: 0141 333 3576

## **Minute of the Strathclyde Concessionary Travel Scheme Joint Committee held in Consort House, Glasgow on 7 November 2014**

**Present** Councillors Jim Coleman (Chair), John Bruce, Gilbert Davidson, Jackie Henry, Eileen Logan, Bobby McDill, Nan MacFarlane, Alan Moir and David Wilson.

**Attending** Valerie Davidson, Treasurer/Secretary; Kirsten Clubb, Committee Support Officer; and Martin Breen, Planning and Projects Officer.

### **1. Appointment of Chair**

Mrs Davidson advised that the Chair had issued her apologies for this meeting. Nominations were sought for the position of Chair. Thereon, Councillor David Wilson, seconded by Councillor Alan Moir moved that Councillor Jim Coleman be elected to Chair the meeting and there being no further nominations, the Joint Committee agreed unanimously to appoint Councillor Coleman who took the Chair for the remainder of the meeting.

### **2. Apologies**

An apology was submitted from Councillor Kaye Harmon.

### **3. 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.

### **4. Minute of previous meeting**

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The minute of the meeting of 21 February 2014 was submitted and approved as a correct record

Arising from the minute with regard to page 4, paragraph 9, Mrs Davidson briefed members on SPT's renewal process for the visually impaired members of the scheme. The Joint Committee noted the position and agreed that the Secretary/Treasurer should write to National Entitlement Programme Scotland regarding the possible provision of expiry dates on NEC cards in braille.

### **5. Membership update**

Mrs Davidson advised members that Councillor John Semple, Argyll and Bute Council's representative on the Joint Committee had intimated his resignation with effect from 18 September 14.

She further advised that Argyll and Bute Council had not yet notified SPT of his replacement.

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**6. Role of Strathclyde Partnership for Transport Audit & Standards Committee in support of the Joint Committee**

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There was submitted and approved a report (issued) of 30 October 2014 by the Treasurer/Secretary recommending that in the interests of business continuity and timeliness, the Audit and Standards Committee of SPT deal with all governance matters relating to the operation of the Joint Committee.

**7. Revenue monitoring report as at end of period 7, 11 October 2014**

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There was submitted and noted a report (issued) of 17 October 2014 by the Treasurer/Secretary

- (1) reminding members that the Joint Committee had approved a revenue budget for 2014/2015 of £4.328m;
- (2) appending the revenue monitoring report for the period to 11 October 2014 (period 7);
- (3) informing members that, based on the information available to date, the forecasted revenue outturn was anticipated to be £4.308m which reflected £20k savings generated through the continued efficient management of the scheme; and
- (4) advising members that the budget would continue to be closely monitored to ensure that the forecasted underspend was achieved.

**8. 2013/2014 Abstract of Accounts**

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There was submitted and approved a report (issued) of 14 October 2014 by the Treasurer/Secretary requesting that the Joint Committee note the finalised abstract of accounts appended to the report for the financial year ending 31 March 2014.

**9. Strathclyde Concessionary Travel Scheme: Update on monitoring and performance costs for 2013/2014 year-end and 2014/2015 Q1 and Q2**

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With reference to the minute of 21 February 2014 (page 3, paragraph 7) when the Joint Committee had

- (1) considered a report on the implementation of the agreed changes to the Strathclyde Concessionary Travel Scheme for 2013/2014 to ensure the long term financial sustainability of the Scheme, and
- (2) agreed that a further update and monitoring report focusing on the impact of the 2013/2014 fares increase would be provided to the next meeting of the Joint Committee,

there was submitted a report (issued) of 21 October 2014 by the Treasurer/Secretary,

- (a) informing members
  - (i) that year-end figures had shown that the increase to the basic concession fare applied in 2013/2014 had helped broadly to maintain reimbursement costs at 2012/2013 levels whilst patronage had increased; and

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- (ii) that monitoring of the Scheme in 2014/2015 had shown that demand had increased across all modes during the first 2 quarters, with reimbursement costs also increasing during the same period; and
- (a) appending
  - (i) a summary of key changes to the Scheme which had been undertaken since 2009; and
  - (ii) a history of the patronage and Scheme costs;
- (b) advising members
  - (i) that whilst no changes were applied to the Scheme during 2014/2015, SPT officers would continue to consider ways in which the costs of the Scheme could be managed in line with budget projections; and
  - (ii) that any future increases to standard fares on rail, Subway or ferry might result in an increased reimbursement cost to the Scheme.

After considerable discussion and having heard Mrs Davidson in answer to members' questions, the Joint Committee

- (A) agreed that the Secretary/Treasurer
  - (I) should provide Councillor Bruce with a briefing note outlining the fare concession and re-imbursement relating to the Arran ferry ; and
  - (II) should write to Transport Scotland to request a briefing note on the performance of the National Concessionary Travel Scheme; and
- (B) otherwise noted the terms of the report.

#### **10. Strathclyde Concessionary Travel Scheme: Scheme Guidance and Notes for Operators**

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There was submitted and noted the Strathclyde Concessionary Travel Scheme Guidance and Notes for Operators effective from 1 January 2015 which

- (1) provided guidance and information relating to the Strathclyde Concessionary Travel Scheme (SCTS) for transport operators and eligible users who used the SCTS for rail, subway and ferry travel; and
- (2) covered a number of key areas relating to the SCTS including the administration of the Scheme, eligibility, extent of the Scheme area, information relating to travel (including rural zone travel), cardholder terms of use, operator responsibilities and reimbursement to operators.

#### **11. Annual Internal Audit opinion and report 2013/2014**

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There was submitted and noted a report (issued) of 17 October 2014 by the Treasurer/Secretary,

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- (1) explaining that as Strathclyde Partnership for Transport and the Strathclyde Concessionary Travel Scheme Joint Committee shared many common systems, a joint internal audit plan had been compiled for the two organisations and approved at the Partnership's Audit & Standards Committee on 22 March 2013;
- (2) informing members that the main objective of the plan was to provide an assurance service which assessed the effectiveness and efficiency of the Partnership and Joint Committee systems for internal control, including consultancy services and fraud related work;
- (3) appending all assurance engagements completed in 2013/2014, together with the levels of assurance assigned to each engagement; and
- (4) concluding that it was the opinion of the Audit and Assurance Manager that reasonable assurance could be placed upon the adequacy and effectiveness of the Partnership and Joint Committee's framework of governance, risk management and control in the year to 31 March 2014.

## **12. Status report on performance of Travel Card Unit**

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There was submitted and noted a report (issued) of 22 October 2014 by the Treasurer/Secretary,

- (1) informing members of the performance of SPT's Travel Card Unit;
- (2) detailing the renewal process in place for visually impaired cardholders;
- (3) appending a table detailing National Entitlement Card cardholder volumes for the Strathclyde Concessionary Travel Scheme (SCTS) area as at 17 October 2014; and
- (4) providing details of the number of incoming calls and calls answered by the Unit for 2013/2014, including comparison figures for previous years.