

## Minute of Strathclyde Concessionary Travel Scheme Joint Committee

**20 September 2024**

held in person at 131 St Vincent Street and via Video Conference

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## **Minute of the meeting of Strathclyde Concessionary Travel Scheme Joint Committee held at 131 St Vincent Street and via Video Conference\* on 20 September 2024**

- Present** Councillors Stephen Dornan (Chair), William Goldie, William Lennox\*, Malcolm Mitchell\*, Alan Moir\*, Donald Reid\*, and Shonny Paterson (for Agenda Item 8).
- Attending** Lesley Aird, Treasurer; Stuart Paul, Head of Finance; Martin Breen, Senior Transport Planner; Cheryl Candlish, Contact Centre Manager; Clark Midgely and Fiona Mitchell-Knight of Audit Scotland; and Jim Griffin, Senior Solicitor / Clerk

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

### **1. Apologies**

Apologies were submitted from Councillors David Wilson and Cathy McEwan.

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

Cllr Moir reaffirmed his declaration of interest citing his employment with Scotrail and as a member of ASLEF, the trade union.

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

[Click here to view the minute](#)

The minute of the meeting of 15 March 2024 was submitted and approved as a correct record.

### **4. 2023/2024 Annual Audit Report**

[Click here to view the report](#)

There was submitted a report (issued) of 30 August 2024 by the Treasurer providing the Committee with the 2023/2024 Annual Audit Report to members of the Strathclyde Concessionary Travel Scheme Joint Committee and the Controller of Audit.

After hearing from Ms Mitchell-Knight of Audit Scotland, the Committee noted the details of the covering letter and the 2023/2024 Annual Audit Report for SCTSJC.

### **5. Annual Accounts 2023/2024**

[Click here to view the report](#)

There was submitted a report (issued) of 30 August 2024 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, the Committee approved the signing of the SCTSJC financial statements for the year ending 31 March 2024.

### **6. Final Outturn for financial year 2023/2024 and Revenue Monitoring Report as at 17 August 2024, period 5**

[Click here to view the report](#)

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20 September 2024

There was a report (issued) of 2 September 2024 by the Treasurer advising the Committee of the final outturn for the financial year 2023/2024 and to report on revenue expenditure incurred at the end of Period 5 (17 August 2024), including the projected outturn to the end of the current financial year.

After hearing from Mr Paul in response to members' questions particularly in relation to the value of the reserves pre and post pandemic, the Committee:

- (i) noted the final outturn position for 2023/2024;
- (ii) noted the projected outturn position for 2024/2025 based on the information available at the end of P5; and
- (iii) approved the proposal for the new fare structure to be implemented from April 2025 in line with proposals previously approved in March 2021.

#### **7. Performance Reimbursement Update 2023/2024 year-end and Quarter 1, 2024/2025**

[Click here to view the report](#)

There was submitted a report (issued) of 26 August 2024 by the Treasurer updating the Strathclyde Concessionary Travel Scheme Joint Committee's ("the Scheme" or SCTS) performance and reimbursement results for 2023/2024 financial year-end and to provide an interim outlook for the current financial year 2024/2025.

After having heard from Mr Breen, the Committee noted the contents of the report, in particular, the large increase in concessionary travel demand during the previous financial year 2023/2024 and during the first quarter of the current financial year 2024/2025.

#### **8. Concessionary Travel Unit – Update on Performance**

[Click here to view the report](#)

There was submitted a report (issued) of 2 September 2024 by the Treasurer to update the Strathclyde Concessionary Travel Scheme Joint Committee on the Concessionary Travel Unit Performance, including an update on the completion of the Contact Centre Improvement Programme (CCIP) and the initiatives that have followed since the completion as well as a review of the current performance position for both call handling and administrative tasks undertaken by SPT's Contact Centre.

After hearing from Ms Candlish, 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 following the completion of the CCIP.
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