



If calling please ask for:
Leisel Malcolmson
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Date: 20 March 2024

Dear Sir/Madam

You are invited to the following meeting:

Zetland Transport Partnership (ZetTrans)
Council Chamber, Lower Hillhead, Lerwick
Thursday 28 March 2024 at 10am

Apologies for absence should be advised to leisel.malcolmson@shetland.gov.uk or on the above number.

Yours faithfully

J R Riise
Secretary to ZetTrans

Chairperson: Moraig Lyall
Vice-Chairperson: Robbie McGregor

AGENDA

- (a) Hold circular calling the meeting as read.
- (b) Apologies for absence, if any.
- (c) Declaration of Interests - Members are asked to consider whether they have an interest to declare in relation to any item on the agenda for this meeting. Any declaration of interest should be sufficient for those at the meeting to understand why you consider you have a clear and substantial interest. If you are in any doubt about whether you have a declarable interest that would prevent you from participating in discussion or a decision, you should seek the advice of the Standards Officer.

AGENDA

ITEMS

1. Management Accounts 2023/24 - Projected Outturn at Quarter 3
ZTP-09-24
2. 2024-25 Budget and Charging Proposals – ZetTrans
ZTP-10
3. ZetTrans Business Programme 2024/25
ZTP-11



Zetland Transport Partnership

Agenda Item

X

Meeting(s):	Zetland Transport Partnership	28 March 2024
Report Title:	Management Accounts 2023/24 – Projected Outturn at Quarter 3	
Reference Number:	ZTP-09-24-F	
Author / Job Title:	Paul Fraser – Proper Officer for Finance	

1.0 Decisions / Action required:

- 1.1 ZetTrans NOTES the Management Accounts showing the projected outturn position for 2023/24, as at Quarter 3.

2.0 High Level Summary:

- 2.1 The purpose of this report is to enable ZetTrans to note its financial performance for the 2023/24 financial year. This report shows the financial consequence of the service performance for the year.
- 2.2 On 16 March 2023, (ZTP Min Ref: 05/23) ZetTrans approved its 2023/24 revenue budgets. It is vital to the economic wellbeing of the Partnership and its stakeholders that the financial resources are managed effectively, and expenditure and income is delivered in line with the approved budget.
- 2.3 This report forms part of the financial governance and stewardship framework, which ensures that the financial position of the Partnership is acknowledged, understood and quantified on a regular basis. It provides assurance to members that resources are managed effectively and allows corrective action to be taken by them where necessary.
- 2.4 The report refers to the revised budget that is now in place for ZetTrans. The revised budget includes the approved reduction of £47k in additional grant income and corresponding consultancy and grants to organisations budgets (Min. ref: 25/23).
- 2.5 It is essential that budgets are delivered by the year-end, as any overspend is required to be met by an increased contribution from Shetland Islands Council.

3.0 Corporate Priorities and Joint Working:

- 3.1 ZetTrans policy is to ensure that financial balance is achieved by the year-end and is within the approved budget. To achieve this ZetTrans works closely with Shetland Islands Council. Shetland Islands Council principle of financial sustainability is enshrined in ‘Our Ambition 2021-26’:

“We will develop a Medium Term Financial Plan to help us become more financially sustainable and resilient, safeguarding public funds while achieving value for money. This will ensure we are well placed to respond to the significant funding uncertainties and pressures we face and to target the money to where it can make the most difference. We will continue with disciplined financial monitoring, working towards a smaller base budget from 2022 onwards.”

4.0 Key Issues:

- 4.1 This report presents the projected revenue outturn position for 2023/24 as at Quarter 3. Forecasts have been determined, in consultation with the Lead Officer – ZetTrans by Finance Services of the Shetland Islands Council.
- 4.2 Budget revisions applied to date cumulatively are:
- Active travel project consultancy £100k;
 - Active travel grant to Shetland Islands Council, to deliver capital active travel projects £203k; and
 - Active travel grant income from Scottish Government (£303k).
- 4.3 The Board at its meeting on the 23 November 2023, approved changes to Active Travel capital and revenue projects and the corresponding reduction in external grant (£47k). (Min. ref. 25/23)
- 4.4 At quarter 3, the projected revenue outturn position for ZetTrans is an overspend in Public Transport Service expenditure on Bus services of (£223k). There is an underspend on Public Transport Service expenditure on Ferry services £31k and a net over-achievement on Public Transport Service income of £16k. Overall, the projected outturn position requires an increased contribution from the Shetland Islands Council of £176k. See appendix 1 for detailed information on the projected outturn position.

5.0 Exempt and/or confidential information:

- 5.1 None.

6.0 Implications :

6.1

Service Users, Patients and Communities:

The regular monitoring of budgets provides stakeholders, service users and the wider public with the assurance that there are controls in place. This allows for corrective action to be taken where necessary thereby demonstrating that financial resources are being managed effectively.

6.2 Human Resources and Organisational Development:	None.
6.3 Equality, Diversity and Human Rights:	None.
6.4 Legal:	<p>The Transport Partnership now known as ZetTrans was created by the Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005. Article 3 of the Transfer of Functions to the Shetland Transport Partnership Order 2006 details the functions transferred to ZetTrans</p> <p>By Minute of Agreement between the Council and ZetTrans the parties agreed that certain administrative and, where requested, professional services be provided to ZetTrans. In the provision of such services, the Council acts as agent of ZetTrans and Council officers have the authority to enter into contracts on behalf of ZetTrans.</p>
6.5 Finance:	<p>In accordance with Section 3 of the Transport (Scotland) Act 2005, the net expenses of ZetTrans for each financial year shall be paid by the Council, however the main financial objective for ZetTrans shall be to ensure that the financial outturn achieved in 2023/24 is within the approved resource budget, and in line with that allocated by Scottish Ministers.</p> <p>The projected revenue outturn position for ZetTrans is an overall overspend of (£176k) as follows:</p> <p>Public Transport Service net expenditure overspend of (£192k) and over-achievement of Public Transport Service income of £16k. An increased contribution from the Council of £176k will meet the overall overspend.</p>
6.6 Assets and Property:	None.
6.7 ICT and new technologies:	None.
6.8 Environmental:	None.

6.9 Risk Management:	<p>There are numerous risks involved in the delivery of services and the awareness of these risks is critical to successful financial management.</p> <p>From a financial perspective, risks are an integral part of planning, as assumptions are required to be made. These assumptions can be affected by many internal and external factors, such as supply and demand, which may have a detrimental financial impact.</p> <p>The main financial risk for ZetTrans are:</p> <ul style="list-style-type: none"> • Security of public transport fare income; and • Maintaining financial sustainability over the medium to longer term. 	
6.10 Policy and Delegated Authority:	<p>ZetTrans has authority to take decisions and monitor performance in terms of its statutory obligations in relation to its delegated functions. This report provides information and assurance, to the Partnership, in respect of service provision in relation to approved budgets.</p>	
6.11 Previously considered by:	<p>Not Applicable.</p>	

Contact Details:

Maria Forrester, Management Accountant, Tel: 01595 744615

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18 March 2024

Appendices:

Appendix 1 – Projected Revenue Outturn Position 2023/24 as at Quarter 3.

ZetTrans

1. Projected Revenue Outturn Position 2023/24 as at Quarter 3

2022/23 Draft Outturn Variance (Adv)/Pos £000	ZetTrans	2023/24 Original Annual Budget £000	2023/24 Budget Revisions £000	2023/24 Revised Annual Budget £000	2023/24 Projected Revenue Outturn £000	2023/24 Projected Outturn variance (Adv)/Pos £000
	<u>Policy, Strategy & Projects Expenditure</u>					
(7)	Support Services	320	0	320	320	0
(95)	Consultants	0	100	100	100	0
0	External Audit Fees	12	0	12	12	0
0	Grants to Organisations	5	203	208	208	0
(102)	Total Policy, Strategy & Projects Expenditure	337	303	640	640	0
	<u>Public Transport Service Expenditure</u>					
(81)	Transport Service Expenditure - Air	1,122	0	1,122	1,122	0
(264)	Transport Service Expenditure - Bus	3,332	0	3,332	3,555	(223)
10	Transport Service Expenditure - Ferries	404	0	404	373	31
(335)	Total Public Transport Service Expenditure	4,858	0	4,858	5,050	(192)
(437)	Total Expenditure	5,195	303	5,498	5,690	(192)
	<u>Policy, Strategy & Projects Income</u>					
0	Regional Transport Funding	(132)	0	(132)	(132)	0
6	SIC Match Funding	(205)	0	(205)	(203)	(2)
94	Other Grants	0	(303)	(303)	(303)	0
2	Bank Interest	0	0	0	(2)	2
102	Total Policy, Strategy & Projects Income	(337)	(303)	(640)	(640)	0
	<u>Public Transport Service Income</u>					
(150)	Transport Service - Bus Income	(364)	0	(364)	(325)	(39)
114	Concessionary Fare Income	(193)	0	(193)	(248)	55
(36)	Total Public Transport Service Income	(557)	0	(557)	(573)	16
	<u>Public Transport Service Contribution (SIC)</u>					
81	Air Services Contribution	(1,122)	0	(1,122)	(1,122)	0
300	Bus Services Contribution	(2,775)	0	(2,775)	(2,982)	207
(10)	Ferry Services Contribution	(404)	0	(404)	(373)	(31)
371	Total Public Transport Service Contribution (SIC)	(4,301)	0	(4,301)	(4,477)	176
437	Total Income	(5,195)	(303)	(5,498)	(5,690)	192
0	ZetTrans Total	0	0	0	0	0

Explanations for the main projected outturn variances over £50k are set out below:

1.1 Public Transport Service Expenditure – Bus Projected Outturn Overspend (£223k), (6.7%)

The projected overspend is due to increased contract costs following re-tendering of several routes. It should be noted that the budget set in 2023/24 was increased by 18% on the prior year.

1.2 Public Transport Service Income – Concessionary Fare Income Over-achievement of Projected Outturn income £55k, 28.4%

The projected increased income to 31 March 2024, mainly relates to an increase in re-imbursement from the Scottish Government as a consequence of the introduction of the Young Person's (Under 22s) Free Bus Travel scheme £55k. Overall, there is an 8.9% increase in concessionary passenger numbers from the prior financial year.



Meeting(s):	Zetland Transport Partnership	28 March 2024
Report Title:	2024-25 Budget and Charging Proposals - ZetTrans	
Reference Number:	ZTP-10-24-F	
Author / Job Title:	Paul Fraser – Proper Officer for Finance	

1.0 Decisions / Action required:

That ZetTrans RESOLVE to:

- 1.1 APPROVE the budget proposals for 2024/25 included in this report;
- 1.2 APPROVE the Schedule of Charges (Appendix 1); and
- 1.3 DELEGATE authority to the Lead Officer, or his nominee, to award grants in line with the approved Shetland Bike Project and within the budget proposed.

2.0 High Level Summary:

- 2.1 The purpose of this report is to enable ZetTrans to consider the budget proposals and related schedule of charges for 2024/25.
- 2.2 The proposed budget for 2024/25 include public bus transport, air services and some ferry services, in line with the Transfer of Functions to the Shetland Transport Partnership Order 2006, approved by ZetTrans on 2 November 2017 (Min Ref. 25/17).
- 2.3 The proposed 2024/25 budget totals £5.551m, this includes a contribution of £4.221m for the provision of transport services and £0.297m for policy, strategy and projects match funding from Shetland Islands Council.
- 2.4 Appendix 1 details the proposed schedule of charges which have been incorporated into the proposed budgets.
- 2.5 It is essential that budgets are delivered by the year-end, as any overspend is required to be met by an increased contribution from Shetland Islands Council.

3.0 Corporate Priorities and Joint Working:

- 3.1 .ZetTrans policy is to ensure that financial balance is achieved by the year-end and is within the approved budget. To achieve this ZetTrans works closely with Shetland Islands Council. Shetland Islands Council principle of financial sustainability is enshrined in 'Our Ambition 2021-26':

"We will develop a Medium Term Financial Plan to help us become more financially sustainable and resilient, safeguarding public funds while achieving value for money. This will ensure we are well placed to respond to the significant funding uncertainties and pressures we face and to target the money to where it can make the most difference. We will continue with disciplined financial monitoring, working towards a smaller base budget from 2022 onwards."

4.0 Key Issues:

- 4.1 The budget outlined in this report forms the basis of the financial governance and stewardship framework, which ensures that the financial position of ZetTrans is acknowledged, understood and quantified on a regular basis throughout the year. Setting the budget allows for effective monitoring, providing assurance that resources are being applied and managed effectively and allowing corrective action to be taken where necessary.
- 4.2 The ZetTrans Lead Officer has developed the budget proposals for 2024/25, taking into account the following:
- applicable indexation indices;
 - timing of contract re-tenders;
 - Scottish Government funding of Regional Transport Partnerships; and
 - impact of legislation and reviews on income charging.
- 4.3 The total proposed revenue expenditure budget for ZetTrans in 2024/25 is £5.551m of which £0.731m is for core running costs (£0.346m recurring and £0.385m one-off) and £4.820m is for scheduled passenger transport services in Shetland.

A summary of the proposed ZetTrans budget for 2024/25 is provided in the table below:

Description	2023/24 Revised Budget £000	2024/25 Proposed Budget £000	Variance (Adv)/Pos Budget £000
Policy, Strategy & Projects Expenditure:	337	731	(394)
Support Services	320	333	(13)
External Audit Fees	12	13	(1)
Grants to Organisations	5	305	(300)
Consultants	0	80	(80)
Public Transport Service Expenditure:	4,858	4,820	38
Transport Service - Air	1,122	1,110	12
Transport Service - Bus	3,332	3,710	(378)
Transport Service - Ferries	404	0	404
Total Expenditure:	5,195	5,551	(356)

Policy, Strategy & Projects Income:	(337)	(731)	394
Regional Transport Funding	(132)	(132)	0
SIC Match Funding	(205)	(297)	92
Other Grants	0	(300)	300
Bank Interest	0	(2)	2
Public Transport Service Income:	(557)	(599)	42
Transport Service - Bus Income	(364)	(359)	(5)
Concessionary Fare Income	(193)	(240)	47
Public Transport Service Contribution (SIC):	(4,301)	(4,221)	(80)
Transport Service - Air	(1,122)	(1,110)	(12)
Transport Service - Bus	(2,775)	(3,111)	336
Transport Service - Ferries	(404)	0	(404)
Total Income:	(5,195)	(5,551)	356
ZetTrans Total:	0	0	0

- 4.3 Explanations of the significant over £50k variance items and their impact on the Shetland Islands Council contribution are shown in the tables below:

List of Variance items (over £50k)	£000
Increased contract indexation (estimated at 5%) and impact of re-tender of various service routes.	(378)
Increased grants to organisations to deliver Active Travel behaviour change (see also 4.6 below).	(300)
Increased consultancy costs to undertake a Public Bus Service Network review.	(80)
Other variance items (under £50k)	(19)
Total Growth and/or Income Reductions:	(777)
Budget transfer of Foula Ferry contract costs to SIC, to align with contractual arrangements and Scottish Government funding of Ferry Services.	404
Increased external grant from Scottish Government enabling ZetTrans to grant aid organisations to deliver Active Travel behaviour change (see also 4.6 below).	300
Other variance items (under £50k)	61
Total Budget Transfers, Savings and/or New Income Generation:	765
Total Variance items:	(12)

Impact on Shetland Islands Council Contribution		£000
Increased SIC match funding to offset increase in support and consultancy costs.		92
Increased SIC bus service contribution to meet additional contract costs following re-tender of routes and indexation costs, partly offset by a net increase in bus income.		336
Decreased SIC air service contribution following contract re-tender.		(12)
Removal of SIC ferry service contribution following budget transfer.		(404)
Total additional SIC Contribution:		(12)
<p>4.4 Policy, Strategy and Projects expenditure is part funded by a grant of £0.132m from the Scottish Government.</p> <p>4.5 ZetTrans intends to distribute up to £5k of its approved budget for the purposes of encouraging bicycle maintenance and usage. This covers maintenance courses provided by the Shetland Bike Project for members of the public and through Schools for pupils. This also covers small individual grants available to Local Authority staff for bicycle repairs, up to £60 per applicant.</p> <p>4.6 In 2024/25, the Scottish Government will fund Regional Transport Partnerships to grant aid organisations to deliver Active Travel behaviour change interventions. Included in the 2024/25 ZetTrans budget proposals are indicative grant expenditure and corresponding Scottish Government grant income budgets of £300k (Min ref: 07/24). Details of intervention proposals will be subject to approval by the Board at its next scheduled meeting. Any variation to the budget following confirmation of funding will be reported as a budget revision.</p> <p>4.7 A ZetTrans priority for 2024/25 is to undertake a review of the Public Bus network. The additional proposed consultancy budget of £80k is to assist officers to bring forward a Full Business Case (FBC) detailing the next generation of bus services. The Fares Policy review for public transport in Shetland will be aligned to feed into the FBC.</p> <p>4.8 The proposed schedule of charges, attached as Appendix 1, show a standstill position acknowledging contractual arrangements and the Fares Policy review.</p>		
5.0 Exempt and/or confidential information:		
5.1 None.		
6.0 Implications :		
6.1 Service Users, Patients and Communities:	None arising from this report.	
6.2 Human Resources and Organisational Development:	None arising from this report.	

6.3 Equality, Diversity and Human Rights:	None arising from this report.
6.4 Legal:	<p>ZetTrans was established by and exists in accordance with legislation made under the Transport (Scotland) Act 2005. Under The Transfer of Functions to the Shetland Transport Partnership Order 2006 certain functions relating to public transport were transferred from the Council to ZetTrans. These include the duties of the Council under section 63 of the Transport Act 1985 namely:</p> <ul style="list-style-type: none"> • to secure the provision of such public passenger transport services as the Council consider it appropriate to secure to meet any public transport requirements within their area which would not in their view be met apart from any action taken by them for that purpose; and • to formulate from time to time general policies as to the descriptions of services they propose to secure. ZetTrans are, specifically, not responsible for the Council's transport functions insofar as they refer to educational or social work purposes. <p>By Minute of Agreement between the Council and ZetTrans the parties agreed that certain administrative and, where requested, professional services be provided to ZetTrans. In the provision of such services, the Council acts as agent of ZetTrans and Council officers have the authority to enter into contracts on behalf of ZetTrans.</p>
6.5 Finance:	<p>In accordance with Section 3 of the Transport (Scotland) Act 2005, the net expenses of ZetTrans for each financial year shall be paid by the Shetland Islands Council; however, the main financial objective for ZetTrans shall be to ensure that it delivers its approved budget in 2024/25.</p> <p>The proposed 2024/25 ZetTrans expenditure budget of £5.551m will be funded by:</p> <ul style="list-style-type: none"> • Regional Transport Authority - £0.132m; • Fares, including concessionary fares of £0.599m; and • Shetland Islands Council - £4.519m. <p>The contribution of £4.519m from Shetland Islands Council has been provided for in the Council budget, presented to the Council on 27 March 2024.</p> <p>The Shetland Islands Council Finance Service assists ZetTrans with the financial management and accounting support.</p> <p>Any decision to recommend changes to the proposals in this report will require a formal amendment and must be fully quantified in the Partnerships decision.</p>

6.6 Assets and Property:	None arising from this report.	
6.7 ICT and new technologies:	None arising from this report.	
6.8 Environmental:	None arising from this report.	
6.9 Risk Management:	<p>As an organisation that is unable to retain reserves or meet unplanned expenditure, in the event that the level of fares income does not meet the contractual expectations, action would be required by ZetTrans to secure funding or address expenditure levels.</p> <p>Officers continue to review and validate fares income levels to ensure that revenue security is assured and that proposed fares income budgets are realistic and achievable.</p> <p>There are numerous risks involved in the delivery of services and the awareness of these risks is critical to successful financial management.</p> <p>From a financial perspective, risks are an integral part of planning for the future, as assumptions are required to be made. These assumptions can be affected by many internal and external factors, such as supply and demand, which may have a detrimental financial impact.</p> <p>The main budgetary risks to ZetTrans are:</p> <ul style="list-style-type: none"> • Not achieving public transport fare income; • Rising inflationary pressures; • Contract indexation; and • The Shetland Islands Council is unable to provide additional resources required should ZetTrans exceed its budget for 2024/25. 	
6.10 Policy and Delegated Authority:	ZetTrans has authority to take decisions and monitor performance in terms of its statutory obligations in relation to its delegated functions. This report provides information and assurance to ZetTrans in respect of the resources available to provide its remit in the financial year 2024/25.	
6.11 Previously considered by:	Not Applicable.	

Contact Details:

Maria Forrester, Management Accountant, Tel: 01595 744615
maria.forrester@shetland.gov.uk,
15 March 2024

Appendices:

Appendix 1 – 2024-25 Schedule of Charges.

2024/25 Schedule of Charges

ZTP-10-24 - Appendix 1

ALL CHARGES ARE EXCLUSIVE OF VAT, WHERE APPLICABLE

Charge Description		Unit	2023/24 Charge £	2024/25 Charge £	Variance %
Inter-Island Air Services	Lerwick - Fair Isle (non resident adult, 25yrs +)	single fare	59.20	59.20	0.0
	Lerwick - Fair Isle (non resident adult, 25yrs +)	return fare	112.75	112.75	0.0
	Lerwick - Fair Isle (non resident youth, 17 - 24 or non resident senior citizen, 60yrs +)	single fare	39.07	39.07	0.0
	Lerwick - Fair Isle (non resident youth, 17 - 24 or non resident senior citizen, 60yrs +)	return fare	74.44	74.44	0.0
	Lerwick - Fair Isle (non resident child, 2 - 16yrs)	single fare	29.59	29.59	0.0
	Lerwick - Fair Isle (non resident child, 2 - 16yrs)	return fare	56.38	56.38	0.0
	Lerwick - Fair Isle - (island resident, 25yrs +)	return fare	55.20	55.20	0.0
	Lerwick - Fair Isle (island resident youth, 17 - 24 or resident senior citizen, 60yrs +)	return fare	36.34	36.34	0.0
	Lerwick - Fair Isle - (island resident, 2 - 16 yrs or pupil attending AHS)	return fare	27.60	27.60	0.0
	Lerwick - Foula (non resident adult, 25yrs +)	single fare	55.38	55.38	0.0
	Lerwick - Foula (non resident adult, 25yrs +)	return fare	106.38	106.38	0.0
	Lerwick - Foula (non resident youth, 17 - 24 or non resident senior citizen, 60yrs +)	single fare	36.49	36.49	0.0
	Lerwick - Foula (non resident youth, 16 - 24 or non resident senior citizen, 60yrs +)	return fare	70.18	70.18	0.0
	Lerwick - Foula (non resident child, 2 - 16yrs)	single fare	27.72	27.72	0.0
	Lerwick - Foula (non resident child, 2 - 16yrs)	return fare	53.21	53.21	0.0
	Lerwick - Foula - (island resident, 25yrs +)	return fare	55.20	55.20	0.0
	Lerwick - Foula (island resident youth, 17 - 24 or resident senior citizen, 60yrs +)	return fare	36.34	36.34	0.0
	Lerwick - Foula - (island resident, 2 - 16 yrs or pupil attending AHS)	return fare	27.60	27.60	0.0
Bus Service	To Sumburgh Airport	per ticket	2.90	2.90	0.0
	To Sumburgh	per ticket	2.90	2.90	0.0
	To Sandwick	per ticket	2.30	2.30	0.0
	To Cunningsburgh	per ticket	2.00	2.00	0.0
	To Walls	per ticket	2.90	2.90	0.0
	To Bixter	per ticket	2.60	2.60	0.0
	To Weisdale	per ticket	2.30	2.30	0.0
	To Hillswick	per ticket	3.80	3.80	0.0
	To Mossbank	per ticket	3.20	3.20	0.0
	To Toft	per ticket	3.20	3.20	0.0
	To Brae	per ticket	2.90	2.90	0.0
	To Scalloway	per ticket	1.80	1.80	0.0
Bus Service	NOTE: Discounted travel is available through the use of pre-paid local bus service cards. The use of this type of card provides a 20% discount on adult single fares. Cards are available on board public services buses and can be topped up using cash or card payment (Visa/MasterCard). The National Concessionary Travel scheme provides Scotland-wide free bus travel for elderly, disabled persons and all those aged under 22. Free travel can be accessed on presentation of a valid scheme card.				



Zetland Transport Partnership

Agenda Item

3

Meeting(s):	ZetTrans	28 March 2024
Report Title:	ZetTrans Business Programme 2024-25	
Reference Number:	ZTP-11-24-F	
Author / Job Title:	Lead Officer	

1.0 Decisions / Action required:

- 1.1 That the Board APPROVE the attached Business Programme for the year 2024/25 as set out in Appendix 1.

2.0 High Level Summary:

- 2.1 The purpose of this report is to present the Business Programme for ZetTrans, for the period between 1 April 2024 and 31 March 2025. A note of possible changes are referred to in section 4.

3.0 Corporate Priorities and Joint Working:

- 3.1 In order to fulfil the statutory duties with regard to the functions delegated to ZetTrans, and in order to meet public governance principles, ZetTrans must make sure its Business Programme supports the Council's role in the planning and direction of services to meet the needs of our community, to ensure that the priorities of the Partnership are being monitored, and to set business in accordance with local and national reporting frameworks.

4.0 Key Issues:

- 4.1 The ZetTrans Business Programme for 2024/25 is attached as Appendix 1. The report is presented to the Board for approval. The Business Programme is intended to organise the business of the Board in accordance with the various administrative requirements to present key information, such as performance indicators, budget setting and outturn reports, as well as the statutory requirement to consider draft and final Audit of Account reports. The Business Programme enhances these requirements by publicising the plans for decision making and other public reporting requirements, in keeping with the principles of good governance.
- 4.2 The Business Programme and schedule of meetings has been set with the timescales for ongoing and future projects and studies in mind.
- 4.3 An updated Business Programme is presented regularly and will serve as an indication of the business that has been conducted and is yet to be undertaken during the year.

Scheduled Diary Date Changes

- 4.4 Audit Scotland have advised that the ZetTrans Annual Audit Report will be finalised in mid/late October 2024. It may be necessary to change the dates scheduled for September/November 2024 to accommodate the presentation of the Annual Audit Report to the Board. It may be necessary to reschedule the February 2025 meeting date. The affected scheduled meeting dates have been marked “subject to change”.
- 4.5 The Lead Officer will liaise with Finance, the Chair and Committee Services to make the necessary arrangement once the business to be presented has been reviewed, and Members will be advised as soon as possible.
- 4.6 It has been necessary to change the 20 March 2025 budget meeting date to 27 March 2025, as the ZetTrans budget is required to be approved after the Council budget meeting. This went unnoticed when the diary was approved. This change has been highlighted to Members through an electronic diary invitation.

5.0 Exempt and/or confidential information:

5.1 None.

6.0 Implications

6.1 Service Users, Patients and Communities:	The Business Programme will provide important information for stakeholders and communities as to the planned business throughout the year.
6.2 Human Resources and Organisational Development:	None.
6.3 Equality, Diversity and Human Rights:	<p>a) There are no direct impacts on equality, diversity or human rights with regard to approval of the Business Programme, although individual items will have to have regard to those in terms of any outcomes and associated risks.</p> <p>b) The terms of this report does not require an Equalities Impact Assessment.</p>
6.4 Legal:	<p>a) There are no specific legal requirements however this report is good practice in developing and monitoring the Board’s business.</p> <p>b) There are no direct legal impacts with regard to approval of the Business Programme, although individual reports will have to have regard to current and impending legislation and the impact these may have on ZetTrans, the Council, and the services which the Partnership delivers, in terms of outcomes and legal risks.</p>

6.5 Finance:	The proposals in this report do not have any direct financial implications, but indirect costs may be avoided by optimising member and officer time.
6.6 Assets and Property:	There are no implications for major assets and property. Where possible, all meetings of the Board will be held in Council premises and that such costs will therefore be covered by the Council.
6.7 ICT and new technologies:	There are no implications for ICT and technologies. Where possible, all meetings of the Board will be held in Council premises and will have facilities to allow members to attend meetings remotely. Any associated costs will be covered accordingly by the Council.
6.8 Environmental:	There are no environmental issues arising from this report.
6.9 Risk Management:	The risks associated with setting the Business Programme are around the challenges for officers meeting the reporting timescales required, and any part of the business programme slipping and causing reputational damage to the Partnership. Equally, not keeping to the dates set would result in decision making being unplanned and haphazard.
6.10 Policy and Delegated Authority:	Maintaining a Business Programme will ensure the effectiveness of the Partnership's reporting framework, and its planning and performance management, by monitoring and reviewing the achievement of key outcomes and objectives as set out in its strategic and operational plans.
6.11 Previously considered by:	Not applicable.

Contact Details:

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Date: 18 March 2024

Appendices:

Appendix 1 - ZetTrans Business Programme 2024/25

Background Documents: None



**ZetTrans - Meeting Dates and Business Programme 2024/25
as at Wednesday, 20 March 2024**

D= Delegated R=Referred			
Quarter 1 1 April 2024 to 30 June 2024	Date of Meeting	Business	
	Thursday 23 May 2024 10 a.m. Ordinary	Regional Transport Strategy - Delivery Plan	
		Active Travel Delivery Plan and 2024/25 Programme	
		Regional Transport Strategy Monitoring and Evaluation – Key Performance Indicators	
		Annual Audit Plan 2023/24	
		ZetTrans Business Programme 2024/25	
	Friday 28 June 2024 10 a.m. (Draft Accounts)	Management Accounts 2023/24 Draft Outturn	
		ZetTrans Unaudited Annual Accounts 2023/24	
		ZetTrans Business Programme 2024/25	
Quarter 2 1 July 2024 to 30 September 2024	Date of Meeting	Business	
	Thursday 29 August 2024 10 a.m. Ordinary	Management Accounts 2024/25 – Projected outturn at Q1	
		ZetTrans Business Programme 2024/25	
	Friday 27 September 2024 (subject to change) 10 a.m. Special Meeting - Final Accounts	Annual Audit Report on 2023/24 Audit for ZetTrans	
		Annual Report	
		ZetTrans Business Programme 2024/25	
Quarter 3 1 October 2024 to 31 December 2024	Date of Meeting	Business	
	Thursday 14 November 2024 10a.m. Ordinary		
		Management Accounts 2024/25 – Projected outturn at Q2	
		ZetTrans Business Programme 2024/25 and 2025/26 meeting dates	



**ZetTrans - Meeting Dates and Business Programme 2024/25
as at Wednesday, 20 March 2024**

Quarter 4 1 January 2025 to 31 March 2025	Date of Meeting	Business	
	Thursday 6 February 2025 (subject to change)		
	10 a.m. Ordinary	Annual Audit Plan 2024/25	
		ZetTrans Business Programme 2024/25	
	Thursday 20 March 2025 27 March 2025 10a.m. Budgets	Management Accounts 2024/25 – Projected Outturn at Quarter 3	
		2024-25 Budget and Charging Proposals	
		ZetTrans Business Programme 2025/26	

Planned business still to be scheduled - as at Wednesday, 20 March 2024

- Public, School and Adult Social Care Bus Transport - Business Case Monitoring
- RTS Reporting
- Active Travel Reporting
- Bus Network Review

END OF BUSINESS PROGRAMME as at Wednesday, 20 March 2024