If calling please ask for:
Lynne Geddes
Direct Dial: 01595 744592
E-mail: lynne.geddes@shetland.gov.uk

Date: 18 September 2020

Dear Sir/Madam

You are invited to the following meeting:

Special Zetland Transport Partnership (ZetTrans)
Thursday 24 September 2020 at 11.00am

Please note that because of the current COVID-19 (Coronavirus) emergency, and as permitted by legislation, this meeting will not be open to members of the public.

This meeting will take place by remote means - by video and teleconference - and joining details will be sent separately to those attending.

Apologies for absence should be advised to lynne.geddes@shetland.gov.uk .

Yours faithfully

J R Riise
Secretary to ZetTrans

AGENDA

(a)   Hold circular calling the meeting as read.

(b)   Motion to Suspend Standing Order 10.2 in relation to Public Attendance at Meetings.

(c)   Apologies for absence, if any.

(d)   Declarations of Interest.

AGENDA

ITEMS

1.   Annual Audit Report on the 2019/20 Audit for ZetTrans
       ZTP-13-20

2.   Draft Shetland Active Travel Strategy
       ZTP-15-20

3.   ZetTrans – Management Accounts 2020/21 – Projected Outturn at Quarter 1
       ZTP-16-20

	Agenda Item
Ze:= Trans Zetland Transport Partnership	**1**

Meeting(s):	Zetland Transport Partnership	24 September 2020
Report Title:	Annual Audit Report on the 2019/20 Audit for ZetTrans	
Reference Number:	ZTP-13-20-F	
Author / Job Title:	Jamie Manson – Proper Officer for Finance	

1.0 Decisions / Action required:

1.1   That the Partnership:

    a) NOTES the findings of the 2019/20 audit as contained in the external auditor's annual report at Appendix 1:

    b) CONSIDERS a verbal report presented by the external auditor;

    c) APPROVE the agreed Action Plan and management responses as outlined in the auditor's Annual Report; and

    d) APPROVE the audited Annual Accounts for 2019/20 (Appendix 2) for Zetland Transport Partnership for signature.

2.0   High Level Summary:

2.1   The Local Authority Accounts (Scotland) Regulations 2014 ("the Regulations") require the Partnership to prepare and publish annual accounts that are subject to external audit. The appointed external auditor is Deloitte LLP.

2.2   Section 10 of the Regulations requires the Partnership to consider any report made by the appointed auditor before deciding whether to sign the audited accounts.

2.3   International Standard on Auditing 260 (ISA 260) requires the external auditors to communicate significant findings from the audit, including:

- results of work on key audit judgements;

- the auditor's views about significant qualitative aspects of the entity's accounting practices, including accounting policies, accounting estimates and financial statement disclosures;

- the auditor's internal control observations; and

- other matters which in the auditor's professional judgement, are significant to the oversight of the financial reporting process.

2.4	The External Auditor's findings, otherwise known as their ISA260 report, are included in the Annual Audit Report at Appendix 1. For the 2019/20 financial year, the External Auditor has confirmed an unmodified opinion, which means that the annual accounts are free from material misstatement and present a true and fair view of the Partnership's financial position at 31 March 2020.
2.5	The unaudited accounts for the year to 31 March 2020 were approved by the Partnership on 16 July 2020 and there is no change to the accounting deficit or net assets in the audited annual accounts.
2.6	The Annual Audit Report (Appendix 1) also includes an Action Plan with recommended improvements relating to high and moderate level risks identified during the course of the audit. The recommendations are noted in paragraph 4.4 below.

3.0	**Corporate Priorities and Joint Working:**

3.1	The preparation and presentation of the annual accounts is a key element of the Partnership's overall governance and reporting arrangements.

4.0	**Key Issues:**

4.1	Zettrans submitted its unaudited accounts for the year ending 31 March 2020 to the external auditor after the statutory deadline of 30 June 2020. This delay was permissible under the Coronavirus (Scotland) Act 2020 and within the guidance issued by Scottish Ministers through Local Government Finance Circular 10/2020. The external auditor is ordinarily required to complete their audit by 30 September 2020 and to report on certain matters arising to those charged with governance. It has not been necessary to defer the publication of ZetTrans' audited annual accounts beyond 30 September 2020, despite the challenges encountered in this year's audit process.
4.2	The Annual Audit Report (Appendix 1) highlights two significant risk areas that auditors reviewed, as follows: a) Operating within the approved budget; and b) Management override of controls.
4.3	Pages 9 to 11 of the Annual Audit Report presents how, in each of these areas, the result of the audit control testing was satisfactory.
4.4	The External Auditor presents the follow up to the 2018/19 Action Plan at page 26 of Appendix 1, showing audit recommendations and updated management responses in three areas, as follows: • Financial Sustainability: "When developing its Medium Term Financial Plan (MTFP), ZetTrans should make reference to the key principals of public service reform – prevention, performance, partnership and people – and how these key principals are reflected in the ZetTrans' financial planning. There should be clear links to the Scottish Government Medium Term Financial Strategy (MTFS), ZetTrans' strategy and outcomes."

- Governance & Transparency: "ZetTrans should carry out a review of how open and transparent it is, influenced by the views of the Board, staff and the wider community. Through this review, ZetTrans should identify improvements which can be made in the coming year"

- General: "ZetTrans should consider the recommendations of the external audit report to Shetland Islands Council in June 2019, identifying and adopting those applicable to ZetTrans."

Only the first item is considered by the auditors to be a high priority.

4.5   As well as reviewing the annual accounts, the scope of the audit includes wider issues, as follows:

- **Governance Statement** We have assessed whether the information given in the annual governance statement is consistent with the financial statements and has been prepared in accordance with the accounts regulations. We are satisfied that the annual governance statement is consistent with the financial statements, our knowledge and the accounts regulations.

- **Financial sustainability** ZetTrans achieved financial balance in 2019/20. ZetTrans is aware that it faces a difficult financial position over the medium term, noting that the Council (the main funder of ZetTrans) faces a cumulative funding gap of £41m by 2023/24, which has implications for the sustainability of ZetTrans. Actions to address this gap have been slow to progress, with the Medium-Term Financial Plan not progressed in 2019/20 due to delays in the Scottish and UK Government budget setting process and the subsequent redirection of resources to managing the local COVID-19 pandemic.

5.0   Exempt and/or confidential information:

5.1   None.

6.0 Implications :	
6.1 Service Users, Patients and Communities:	None
6.2 Human Resources and Organisational Development:	None
6.3 Equality, Diversity and Human Rights:	None
6.4 Legal:	The Local Authority Accounts (Scotland) Regulations 2014 require the Partnership to approve the audited Annual Accounts for signature no later than 30 September each year. Due to the Coronavirus pandemic and in line with the Coronavirus (Scotland) Act 2020 and Local Government

	Finance Circular 10/2020, the Scottish Ministers consider it reasonable that a transport partnership may publish its audited Annual Accounts by no later than 30 November 2020. It has not been necessary to delay the signing and publication of the Partnership's audited accounts beyond the existing statutory deadline of 30 September 2020. There are no other legal implications directly arising from this report.	
6.5 Finance:	There are no financial implications arising from this report.	
6.6 Assets and Property:	None	
6.7 ICT and new technologies:	None	
6.8 Environmental:	None	
6.9 Risk Management:	The Annual Audit Report includes the identification of key risks and internal control arrangements in place to manage those risks, together with any improvement actions required.	
6.10 Policy and Delegated Authority:	The Partnership's remit includes consideration of all reports from the external auditors, including the Annual Audit Report and to review the financial performance as outlined.	
6.11 Previously considered by:	*n/a*	*n/a*

Contact Details:
Kara Collins, Financial Accountant, 01595 744609
kara.collins@shetland.gov.uk
11 September 2020

Appendices:
Appendix 1: Annual Audit Report 2019/20 for Zetland Transport Partnership (ZetTrans)
Appendix 2: Audited Annual Accounts 2019/20 for Zetland Transport Partnership (ZetTrans)

Background Documents: The Local Authority Accounts (Scotland) Regulations 2014

Deloitte.

Zetland Transport Partnership

Report to the Members of the Board and the Controller of Audit on the 2019/20 audit

Issued on 9 September for the meeting on 24 September 2020

Contents

Introduction

The key messages in this report

Audit quality is our number one priority. We plan our audit to focus on audit quality and have set the following audit quality objectives for this audit:

- A robust challenge of the key judgements taken in the preparation of the financial statements.

- A strong understanding of your internal control environment.

- A well planned and delivered audit that raises findings early with those charged with governance.

I have pleasure in presenting our final report to the Board of Zetland Transport Partnership ('ZetTrans') for the 2019/20 audit. The scope of our audit was set out within our planning report presented to the Board in February 2020.

This audit was carried out under unusual circumstances, being a remote audit conducted during the national lockdown in response to COVID-19. We recognise the extra pressure faced by the Board's staff in preparing the annual accounts and in preparing for the audit. We engaged early with management on the potential implications of COVID-19 for the preparation of the annual accounts as well as the audit, and management communicated in a timely manner the need to push back the original timetable by a few weeks. While the shift to remote working placed pressure on the timetable for preparation of the annual accounts and completion of the audit, we have worked closely with management to mitigate this whilst maintaining audit quality as our number one focus.

This report summarises our findings and conclusions in relation to:

- The audit of the **financial statements**; and

- Consideration of the wider scope requirements of public sector audit.   As set out in our plan, in line with previous years, we have concluded that the full application of the wider scope is not appropriate and applied the "small body" clause set out in the Code which allows narrower scope work to be carried out. We have updated our risk assessment during the audit and confirm that the judgement made in our audit plan has not changed. Our work in this area was restricted to concluding on:

  - The appropriateness of the disclosures in **the governance statement**; and

  - The **financial sustainability** of the Board and the services that it delivers over the medium to longer term.

Introduction (continued)

The key messages in this report (continued)

I would like to draw your attention to the key messages of this paper:

Conclusions from our testing

Based on our audit work completed to date we expect to issue an unmodified audit opinion.

The management commentary and annual governance statement comply with the statutory guidance and proper practice and are consistent with the financial statements and our knowledge of the Board.

The auditable parts of the remuneration report have been prepared in accordance with the relevant regulation.

A summary of our work on the significant risks is provided in the dashboard on page 9.

No misstatements in excess of our reporting threshold of £3k or disclosure deficiencies have been identified up to the date of this report.

Status of the financial statements audit

Outstanding matters to conclude the audit include:

- Finalisation of internal quality control procedures;
- Receipt of final financial statements;
- Receipt of signed management representation letter; and
- Our review of events since 31 March 2020.

Conclusions on audit dimensions

Governance statement - The disclosures are appropriate and address the minimum requirements of the Scottish Public Finance Manual (SPFM).

Financial sustainability – ZetTrans achieved financial balance in 2019/20. ZetTrans is aware that it faces a difficult financial position over the medium term, noting that the Council (the main funder of ZetTrans) faces a cumulative funding gap of £41m by 2023/24, which has implications for the sustainability of ZetTrans. Actions to address this gap have been slow to progress, with the Medium-Term Financial Plan ('MTFP') not progressed in 2019/20 due to delays in the Scottish and UK Government budget setting process and the subsequent redirection of resources to managing the global COVID-19 pandemic.

Our detailed findings and conclusions are included on pages 16 to 18 of this report.

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Introduction (continued)

The key messages in this report (continued)

Next steps

An agreed Action Plan is included as an Appendix on pages 26 to 28 of this report. We will consider progress with the agreed actions as part of our 2020/21 audit.

Added value

Our aim is to add value to the Board by providing insight into, and offering foresight on, financial sustainability, risk and performance by identifying areas for improvement and recommending and encouraging good practice. In so doing, we aim to help the Board promote improved standards of governance, better management and decision making, and more effective use of resources.

This is provided throughout the report. In addition, as information emerges as a result of the COVID-19 pandemic, we have shared guidance with management on areas to consider in relation to internal controls, fraud risks and annual reporting. In addition, invites have been issued to our weekly webinar "Responding to COVID-19: Updates and practical steps" which are open to anyone to join.

Pat Kenny
Audit Director

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Financial statements audit
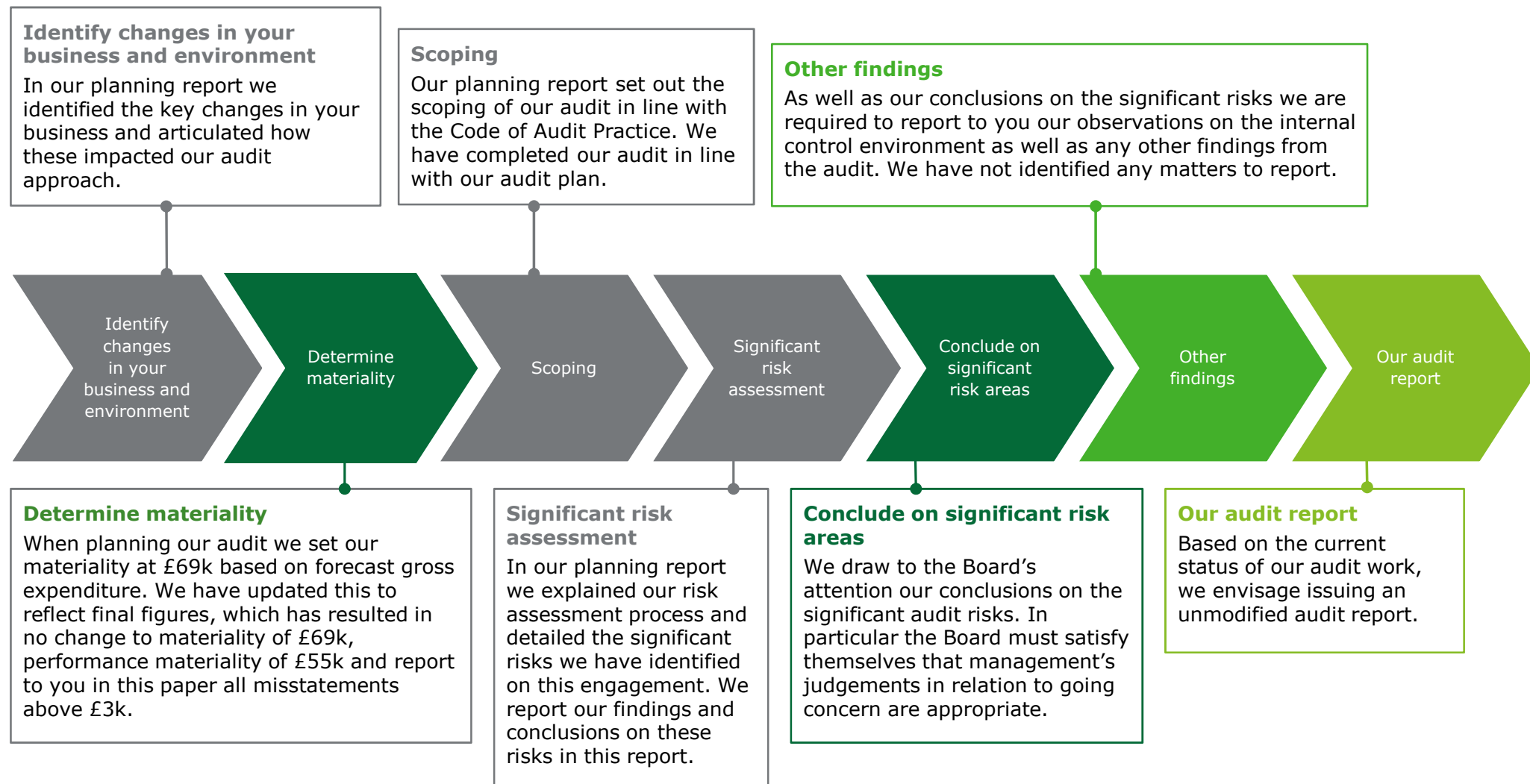
Quality indicators
Impact on the execution of our audit

Management and those charged with governance are in a position to influence the effectiveness of our audit, through timely formulation of judgements, provision of accurate information, and responsiveness to issues identified in the course of the audit. This slide summarises some key metrics related to your control environment which can significantly impact the execution of the audit. We consider these metrics important in assessing the reliability of your financial reporting and provide context for other messages in this report.

Area	Grading	Reason
Adherence to deliverables timetable	🟢	While the timescales were revised, this was communicated promptly and in advance of the final fieldwork, and the audit of the annual accounts progressed in line with the revised timescale.
Access to finance team	🟢	Deloitte and ZetTrans have worked together to facilitate remote communication during the audit which has been successful.
Quality and accuracy of management accounting papers	🟢	On the whole documentation provided has been of a good standard.
Quality of draft financial statements	🟢	A full draft of the annual accounts was received for audit on 6 July 2020, on the first day of our audit fieldwork. These were of a good standard for a first draft with only minor amendments required.
Response to control deficiencies identified	🟢	No control deficiencies were identified.
Volume and magnitude of identified errors	🟢	We have not identified any significant financial adjustments to date.

🔴 Lagging   🟡 Developing   🟢 Mature

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Our audit explained

We tailor our audit to your business and your strategy

Identify changes in your business and environment

In our planning report we identified the key changes in your business and articulated how these impacted our audit approach.

Scoping

Our planning report set out the scoping of our audit in line with the Code of Audit Practice. We have completed our audit in line with our audit plan.

Other findings

As well as our conclusions on the significant risks we are required to report to you our observations on the internal control environment as well as any other findings from the audit. We have not identified any matters to report.

Identify changes in your business and environment → Determine materiality → Scoping → Significant risk assessment → Conclude on significant risk areas → Other findings → Our audit report

Determine materiality

When planning our audit we set our materiality at £69k based on forecast gross expenditure. We have updated this to reflect final figures, which has resulted in no change to materiality of £69k, performance materiality of £55k and report to you in this paper all misstatements above £3k.

Significant risk assessment

In our planning report we explained our risk assessment process and detailed the significant risks we have identified on this engagement. We report our findings and conclusions on these risks in this report.

Conclude on significant risk areas

We draw to the Board's attention our conclusions on the significant audit risks. In particular the Board must satisfy themselves that management's judgements in relation to going concern are appropriate.

Our audit report

Based on the current status of our audit work, we envisage issuing an unmodified audit report.

Significant risks
Dashboard

Risk	Material	Fraud risk	Planned approach to controls testing	Controls testing conclusion	Consistency of judgements with Deloitte's expectations	Comments	Page no.
Operating within the approved budget	✓	✓	D+I	Satisfactory	🟢	Satisfactory	10
Management override of controls	✓	✓	D+I	Satisfactory	🟢	Satisfactory	11

Overly prudent, likely to lead to future credit 🔴 🟠 🟢 🟠 🔴 Overly optimistic, likely to lead to future debit.

D+I: Testing of the design and implementation of key controls

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Significant risks (continued)

Risk 1 - Operating within the approved budget

Risk identified

Under Auditing Standards there is a rebuttable presumption that the fraud risk from revenue recognition is a significant risk. We do not consider this to be a significant risk for ZetTrans as there is little incentive to manipulate revenue recognition with the majority of revenue being from Shetland Islands Council, which can be agreed to confirmations supplied. Furthermore, from previous years' audits, we have established that there are robust processes and controls in place to reconcile bus fare income, and we have not identified any errors relating to income in the course of our audit engagement.

We therefore consider the fraud risk to be focused on how management operate within the approved budget set at the beginning of the year and the agreed contributions from Shetland Islands Council, being £3.545m for 2019/20. There is a risk that the Board could materially misstate expenditure in relation to year end transactions, in an attempt to align with its tolerance target or achieve a breakeven position. The significant risk is therefore pinpointed to the completeness of accruals and existence of prepayments made by management at the year end and invoices processed around the year end as this is the area where there is scope to manipulate the final results. Given the financial pressures across the whole of the public sector, there is an inherent fraud risk associated with the recording of accruals and prepayments around year end.

Key judgements

Given the financial pressures across the whole of the public sector, there is an inherent fraud risk associated with the recording of accruals and prepayments around year end.

Deloitte response

We have evaluated the results of our audit testing in the context of the achievement of the budget set at the beginning of the year. Our work in this area included the following:

- evaluating the design and implementation of controls around monthly monitoring of financial performance;
- evaluating the design and implementation of controls around journal entry testing (considered further on page 11), given all of ZetTrans transactions are processed via journal entry;
- obtaining independent confirmation of the agreed contributions from Shetland Islands Council for the £3.545m;
- performing focused testing of accruals and prepayments made at the year end; and
- performing focused cut-off testing of invoices received and paid around the year end.

Deloitte view

We have concluded that expenditure, accruals and prepayments been recorded in the correct period, and have agreed contributions from Shetland Islands Council to the Council-approved budget.

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Significant risks (continued)

Risk 2 - Management override of controls

Risk identified

In accordance with ISA 240 (UK) management override is a significant risk. This risk area includes the potential for management to use their judgement to influence the financial statements as well as the potential to override the Board's controls for specific transactions.

Deloitte response

We have considered the overall sensitivity of judgements made in preparation of the financial statements, and note that:

- the Board's results throughout the year were projecting slight overspends in the year. This was closely monitored and whilst projecting overspends, the underlying reasons were well understood; and

- senior management's remuneration is not tied to particular financial results.

We have considered these factors and other potential sensitivities in evaluating the judgements made in the preparation of the financial statements.

Significant and unusual transactions

We did not identify any significant transactions outside the normal course of business or any transactions where the business rationale was not clear.

Journals

We have performed design and implementation testing of the controls in place for journal approval.

We have used Spotlight data analytics to risk assess journals and select items for detailed follow up testing. The journal entries were selected using computer-assisted profiling based on areas which we consider to be of increased interest.

We have tested the appropriateness of journal entries recorded in the general ledger, and other adjustments made in the preparation of financial reporting. No issues were noted.

Accounting estimates and judgements

We reviewed the financial statements for accounting estimates which could include biases that could result in material misstatements due to fraud.

No issues have been identified from our testing.

There are no critical judgements applicable to ZetTrans.

Deloitte view

We have not identified any significant bias in the key judgements made by management based on work performed.

We have not identified any instances of management override of controls in relation to the specific transactions tested based on work performed.

Our audit report
Other matters relating to the form and content of our report

Here we discuss how the results of the audit impact on other significant sections of our audit report.

Our opinion on the financial statements

It is anticipated that our opinion on the financial statements will be unmodified.

Material uncertainty related to going concern

We have not identified a material uncertainty related to going concern and will report by exception regarding the appropriateness of the use of the going concern basis of accounting.

While the Board is faced with financial sustainability issues (as discussed on page 16), it achieved a balanced budget in 2019/20 and has agreed a balance budget for 2020/21. There is also a general assumption set out in Practice Note 10 (Audit of financial statements of public sector bodies in the United Kingdom) public bodies will continue in operation, therefore it is appropriate to continue as a going concern.

Emphasis of matter and other matter paragraphs

There are no matters we judge to be of fundamental importance in the financial statements that we consider it necessary to draw attention to in an emphasis of matter paragraph.

There are no matters relevant to users' understanding of the audit that we consider necessary to communicate in an other matter paragraph.

Other reporting responsibilities

The annual accounts are reviewed in their entirety for material consistency with the financial statements and the audit work performance and to ensure that they are fair, balanced and reasonable.

Our opinion on matters prescribed by the Controller of Audit are discussed further on page 14.

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Coronavirus (COVID-19) outbreak

Impact on the annual accounts and audit

The current crisis is unprecedented in recent times. The uncertainties and changes to ways of working impact upon the reporting and audit processes, and present new issues and judgements that management and the ZetTrans Board need to consider. CIPFA has issued guidance relating to the impacts on the annual accounts to assist in making relevant disclosures. We summarise below the key impacts on reporting and audit:

Impact on ZetTrans' annual accounts	Impact on our audit
ZetTrans needs to consider the impact of the outbreak on the annual accounts including: • Principal risk disclosures; • Potential changes in funding for 20/21; • Fair value measurements based on unobservable inputs; • Onerous contracts and any potential provisions; • Going concern; and • Events after the end of the reporting period.	COVID-19 has fundamentally changed the way we have conducted our audit this year including: • Teams are primarily working remotely with some challenges in accessing 'physical' documentation and with availability of some Council staff; • The teams have had regular status updates to discuss progress and facilitate the flow of information; • Consideration of impacts on the areas of the accounts listed has been included as part of our audit work in the current year and comments have been included where appropriate within this report; and • In conjunction with the Council staff, we will continue to consider any developments for potential impact up to the finalisation of our work in September 2020.

Your annual accounts

We are required to provide an opinion on the auditable parts of the remuneration report, the annual governance statement and whether the management commentaries are consistent with the disclosures in the accounts.

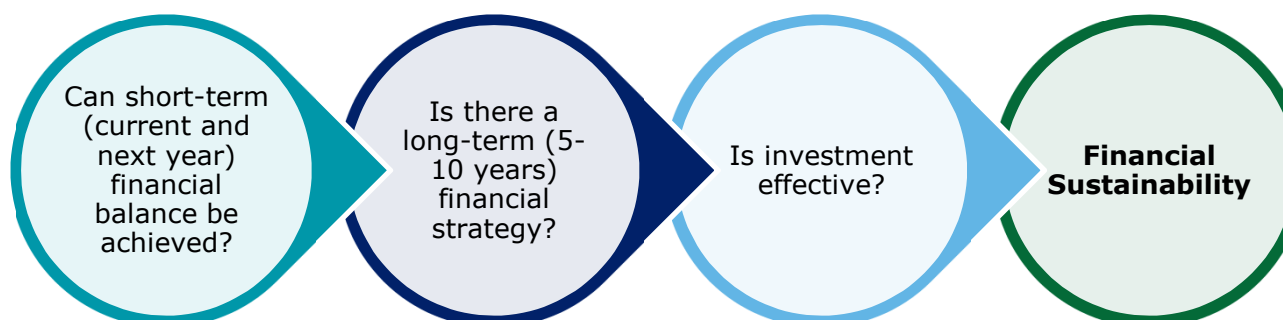|	Requirement	Deloitte response
Management Commentary	The management commentary comments on financial performance, strategy and performance review and targets. The commentary included both financial and non financial KPIs and made good use of graphs and diagrams. The Board also focusses on the strategic planning context.	We have assessed whether the management commentary has been prepared in accordance with the statutory guidance. We have also read the management commentary and confirmed that the information contained within is materially correct and consistent with our knowledge acquired during the course of performing the audit, and is not otherwise misleading. Following amendments made during the course of the audit – in relation to including KPIs, links to outcomes and updating narrative to ensure that it is fair, balanced and understandable – we are satisfied that the management commentary has been prepared in accordance with guidance, is consistent with our knowledge and is not otherwise misleading.
Remuneration Report	No remuneration report has been prepared as ZetTrans has no employees and the remuneration of the Chair and Vice Chair of ZetTrans is disclosed in the annual accounts of Shetland Islands Council. No additional remuneration is paid to officers or members for acting on behalf of ZetTrans.	We have confirmed that this is in accordance with the statutory guidance and our understanding of ZetTrans. We have also confirmed that these facts have been disclosed in the management commentary.
Annual Governance Statement	The annual governance statement reports that the Board's governance arrangements provide assurance, are adequate and are operating effectively.	We have assessed whether the information given in the annual governance statement is consistent with the financial statements and has been prepared in accordance with the accounts regulations. We are satisfied that the annual governance statement is consistent with the financial statements, our knowledge and the accounts regulations.

Audit dimensions
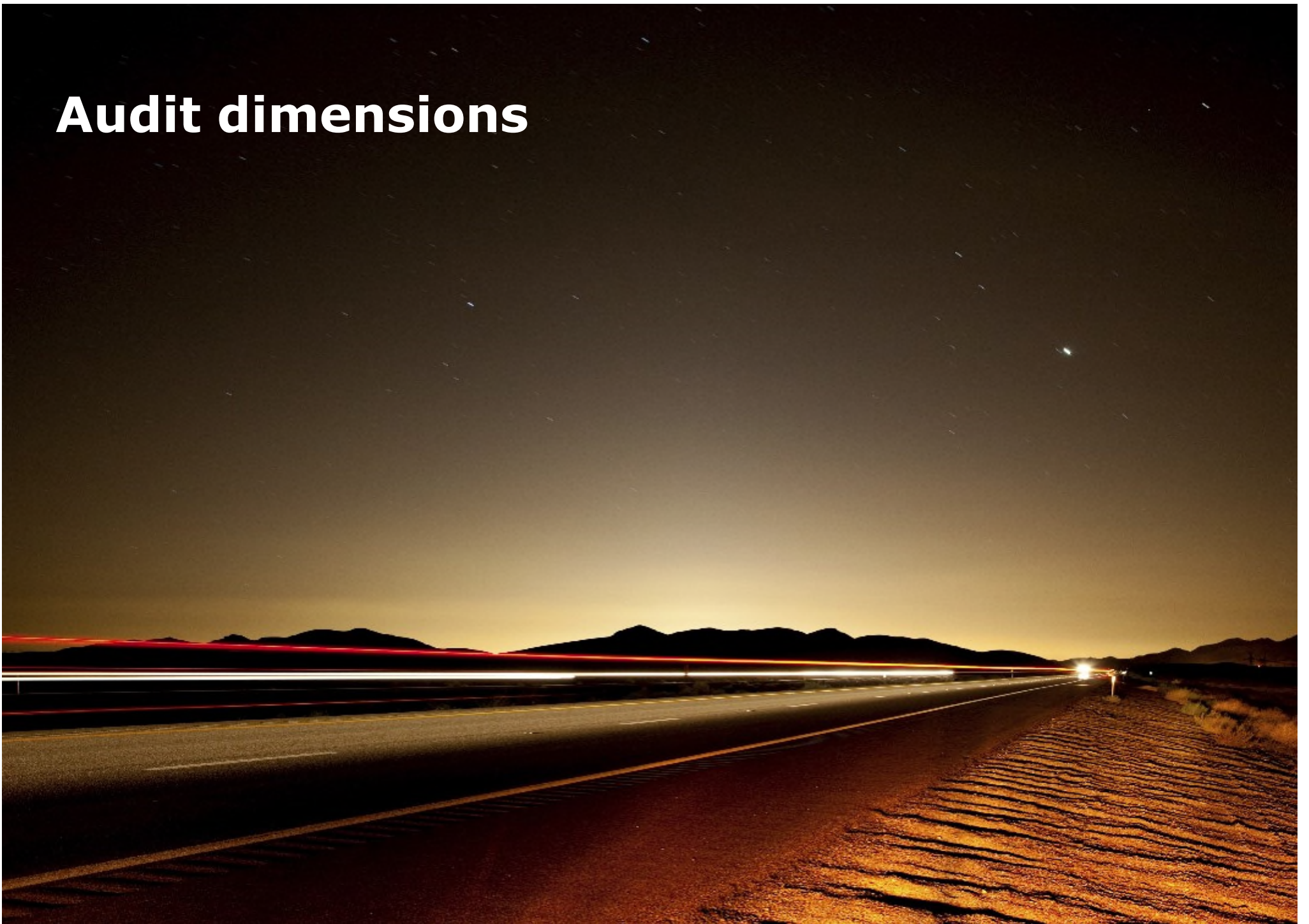
Audit dimensions

Public audit in Scotland is wider in scope than financial audit. This section of our report sets out our findings and conclusion on our audit work covering the following areas. As set out in our plan, in line with previous years, we have concluded that the full application of the wider scope is not appropriate and applied the "small body" clause set out in the Code which allows narrower scope work to be carried out. We have updated our risk assessment during the audit and confirm that the judgement made in our audit plan has not changed. Our work in this area was restricted to concluding on:

- The appropriateness of the disclosures in the **governance statement** (which is discussed on page 17); and
- The **financial sustainability** of the Board and the services that it delivers over the medium to longer term.

Financial sustainability

Financial sustainability looks forward to the medium and longer term to consider whether the body is planning effectively to continue to deliver its services or the way in which they should be delivered.

Can short-term (current and next year) financial balance be achieved? → Is there a long-term (5-10 years) financial strategy? → Is investment effective? → **Financial Sustainability**

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Audit dimensions (continued)

Governance statement

Regulation 5 of the accounts regulations requires local government bodies to report the results of their annual review of their system of internal control in an *annual governance statement* published as part of the annual accounts. The annual governance statement requires to be prepared in accordance with Delivering good governance in local government: framework 2016 published by CIPFA and SOLACE.

As set out in our audit plan, there is a risk that the governance statement is inconsistent with the financial statements and is not in accordance with the good governance framework. There is also a risk that the statement is inconsistent with our knowledge as auditors of ZetTrans or is potentially misleading.

Deloitte View

We have reviewed the draft governance statement for consistency with the financial statements and our knowledge gained during the audit. Following a number of amendments identified through our work, we are pleased to note that the annual governance statement is consistent with our knowledge of ZetTrans and is in line with requirements.

Audit dimensions (continued)
Financial sustainability

Areas considered

Our approach to the audit dimensions is risk focused. Within our audit plan we set out the following risk:

"There is a risk that the Board cannot effectively plan for the medium to longer term if they do not know how to prioritise resources based on their corporate plan and outcomes, and how any potential funding gaps are to be met."

Short-term financial balance

2018/19 Conclusion: ZetTrans achieved financial balance in 2018/19. However, it must be noted that this was only after receiving additional funding of £484k from Shetland Islands Council.

2019/20 Update: The Board agreed a balanced budget for 2020/21 of £4.229m at the Board meeting on 16 March 2020, which included £3.429m contributions from SIC, budgeted bus fare income of £0.668m, and Regional Transport Funding from the Scottish Government (SG) of £0.132m. However, this budget was set and agreed before COVID-19, so does not take into consideration the impact of COVID-19. In addition, there are no savings built into this budget. Although the budget is balanced, this is only because Shetland Islands Council will provide additional funding to offset the projected decline in bus fare income.

ZetTrans achieved financial balance in 2019/20, which was in part helped by bus fare income of £0.671m, which is £0.044m (6.8%) higher than what was originally budgeted at the beginning of the year. While this is a positive result, we anticipate that it will be challenging to achieve similar results in 2020/21 due to the impacts of COVID-19. This is acknowledged by ZetTrans in the annual accounts, which state:

"Attempting to predict the likely short and medium-term impact of COVID-19 on ZetTrans' finances is difficult, especially as the world is at a relatively early stage of understanding of the pandemic. There is no historical precedent to use as the basis of any forecasting models. In the absence of any observed data, ZetTrans works with the Council to make assumptions to establish the likely financial impacts."

2019/20 Conclusion: Following receipt of deficit funding from Shetland Islands Council, ZetTrans achieved financial balance in 2019/20. Given that the Council will provide deficit funding for ZetTrans in 2020/21 also, it is anticipated that ZetTrans will achieve financial balance in the coming year. The financial challenges facing ZetTrans, likely to be exacerbated by the impact of COVID-19, need to be considered in the preparation of the Board's MTFP (discussed on page 19.)

Deficit funding: 2016/17 – 2020/21 (£m)

□ 2016/17   □ 2017/18   □ 2018/19   □ 2019/20   □ 2020/21
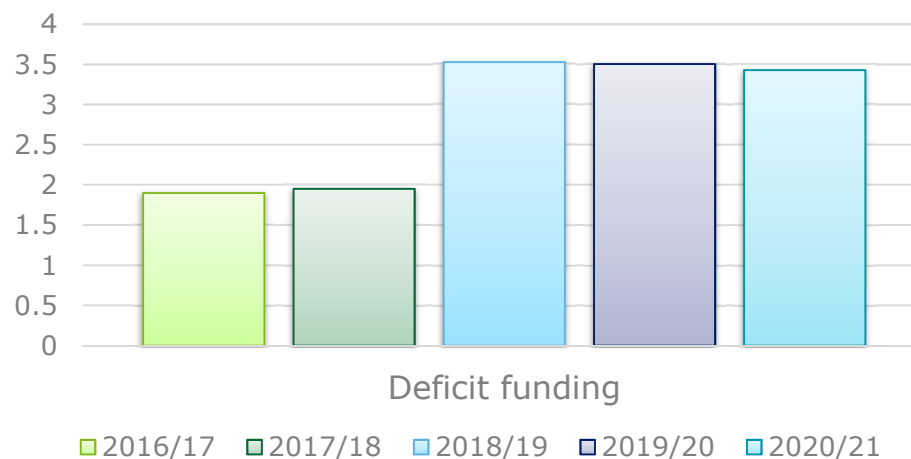
Audit dimensions (continued)
Financial sustainability (continued)

Medium-term financial planning

2018/19 Conclusion: We concluded that ZetTrans did not have an MTFP in place, although we acknowledge that a plan was being developed and was expected to be in place by the end of 2019/20.

2019/20 Update: We noted in the planning paper issued to the Board in February 2020 that there have been delays in developing a MTFP as a result of the delays in publication of UK and SG budgets which impacted on the ability to complete the MTFP. As at the time of our final fieldwork, there has been no further progress in developing the MTFP due to the fact that the MTFP ties in with the Council's MTFP and given that the Council revision is on hold due to prioritising the management of the COVID-19 pandemic.

2019/20 Conclusion: We reiterate that ZetTrans need to prioritise finalising the MTFP to include quantification of the funding gaps and actions to address these over the medium term. It also needs to link the MTFP to the Scottish Government Medium-Term Financial Strategy ('MTFS') and the key themes of public service reform, as well as ensuring there are links to outcomes, ZetTrans' transport strategy and the Council's MTFP.

Deloitte View – Financial sustainability
ZetTrans achieved short-term financial balance in 2019/20, assisted by greater than budgeted bus fare income. A balanced budget has been set for 2020/21. While this does not take into account consideration of COVID-19, ZetTrans have noted that it is working with the Council to try to establish the likely financial impact of the pandemic. We recommend that the financial impact be quantified for the short and medium term.

ZetTrans has not put an MTFP in place due to the fact that the MTFP ties in with the Council's MTFP and given that the Council one is on hold due to prioritising the management of the COVID-19 pandemic. ZetTrans needs to progress the development of the MTFP to accurately quantify the medium-term funding gap, to link the MTFP with the Scottish Government's MTFS and the key themes of public service reform, as well as ensuring there are links to outcomes, ZetTrans' transport strategy and the Council's MTFP.

Audit dimensions (continued)

Other requirements

Standards of conduct for prevention and detection of fraud and error

We have reviewed the Board's arrangements for the prevention and detection of fraud and irregularities. Overall we found the Board's arrangements to be operating effectively.

Internal audit

The Internal Audit function has independent responsibility for examining, evaluating and reporting on the adequacy of internal controls. During the year, we have completed an assessment of the independence and competence of the internal audit team and reviewed their work and findings. No direct reliance has been placed on the internal controls work performed by internal audit.

> **Deloitte view**
> The Board has appropriate arrangements in place for the prevention and detection of fraud and other irregularities.

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Sector developments

Sector developments

Responding to COVID-19

As part of our "added value" to the audit process, we are sharing our research, informed perspectives and best practice from our work across the wider public sector.

An emerging legacy

How COVID-19 could change the public sector

While governments and public services continue to respond at scale and pace to the COVID-19 pandemic, its leaders have begun to consider how the crisis might permanently change their agencies – and seven legacies are emerging.

The COVID-19 pandemic has been unchartered territory for governments. Elected representatives, officials and public service leaders around the world are making profound decisions with no precedent to draw upon and little certainty around when the crisis will end. As French President Emmanuel Macron observed, this is a kinetic crisis – in constant motion with little time to make far-reaching decisions.

In the UK and across much of Europe, government responses have been radical and exhaustive. Health services have mobilised at scale, finance ministries have acted fast to support businesses, and the full spectrum of departments have made rapid adjustments to ensure public needs continue to be met.

While leaders across the public sector remain focused on the immediate COVID-19 threat, they are increasingly mindful of its longer-term implications – and for some, the crisis could be an inflection point for their agency. This paper explores the pandemic's likely legacy on governments, public services and the debates that shape them.

Seven emerging legacies:

1. Our view of resilience has been recast.

2. Governments could be left with higher debt after a shock to the public finances

3. Debates around inequality and globalisation are renewed

4. Lines have blurred between organisations and sectors

5. The lockdown has accelerated collaborative technologies

6. Civil society has been rebooted and citizen behaviour may change

7. The legacy that still needs to be captured

Read the full article at:

https://www2.deloitte.com/uk/en/pages/public-sector/articles/an-emerging-legacy-how-corona-virus-could-change-the-public-sector.html

Sector developments (continued)

Responding to COVID-19 (continued)

COVID-19: Preparing for the 'next normal'

As the COVID-19 pandemic continues to unfold there is unlikely to be a rapid or decisive transition from crisis to recovery. Organisations are more likely to face a sequence of operational environments that oscillate between restriction and relaxation, before a final end-state of relative normality.

The first phase of COVID-19 response has been characterised by significant and rapid changes in the way people live their lives and how organisations operate. Many of these changes have been government-mandated. The next phase will be an opportunity for organisations to reflect and plan for a period of uncertainty and disruption. During this period businesses will need to maintain their responsibilities to their customers and staff while modifying operations to meet changes in demand and supply as government restrictions change. They will need to ensure that their recovery is sustainable in terms of resource use and flexible enough to meet change.

Copies of this report can be accessed through the following link:
https://www2.deloitte.com/uk/en/pages/risk/articles/preparing-for-the-next-normal.html

COVID-19: Impact on the workforce

It's likely that the way we work will be forever changed as a result of COVID-19. All of us are seeking answers to guide the way forward. That's why Deloitte's Global and UK Human Capital practice have produced a series of articles to inform business leaders on their path to respond, recover, and thrive in these uncertain times. These articles explore the impact of COVID-19 on the workforce and are aimed at supporting HR teams as they navigate their organisation's response to the pandemic.

HR leaders, in particular, have been at the centre of their organisation's rapid response to COVID-19, and have been playing a central role in keeping the workforce engaged, productive and resilient. Understandably, recent priorities have been focused almost exclusively on the respond phase. As progress is made against respond efforts, another reality is forming quickly. Now is the time for HR leaders to turn their attention toward recover to ensure their organisations are prepared to thrive.

The latest thinking from our UK Human Capital practice is "**COVID-19 CHRO Lens: Work, Workforce and Workplace Considerations**". This workbook provides a framework to enable leaders to plan for recovery. It sets out a series of key questions across the dimensions of work, workforce and workplace, enabling organisations to plan for multiple scenarios and time horizons, as they shift from crisis response to recovery.

The workbook can be found at the following link, along with links to other articles which we would encourage you to explore.

https://www2.deloitte.com/uk/en/pages/human-capital/articles/COVID-19-impact-on-the-workforce-insight-for-hr-teams.html

Appendices

Purpose of our report and responsibility statement

Our report is designed to help you meet your governance duties

What we report

Our report is designed to help the Board discharge their governance duties. It also represents one way in which we fulfil our obligations under ISA (UK) 260 to communicate with you regarding your oversight of the financial reporting process and your governance requirements. Our report includes:

- Results of our work on key audit judgements and our observations on the quality of your annual accounts;
- Our internal control observations; and
- Other insights we have identified from our audit.

The scope of our work

Our observations are developed in the context of our audit of the financial statements.

We described the scope of our work in our audit plan.

Use of this report

This report has been prepared for the Board, as a body, and we therefore accept responsibility to you alone for its contents. We accept no duty, responsibility or liability to any other parties, since this report has not been prepared, and is not intended, for any other purpose.

What we don't report

As you will be aware, our audit was not designed to identify all matters that may be relevant to the Board.

Also, there will be further information you need to discharge your governance responsibilities, such as matters reported on by management or by other specialist advisers.

Finally, our views on internal controls and business risk assessment should not be taken as comprehensive or as an opinion on effectiveness since they have been based solely on the audit the procedures performed in fulfilling our audit plan.

We welcome the opportunity to discuss our report with you and receive your feedback.

Pat Kenny, CPFA

For and on behalf of Deloitte LLP

Glasgow | 9 September 2020

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Action plan

Follow-up 2018/19 action plan

We have followed up the recommendations made in our 2018/19 annual report in relation to the wider scope areas and note that 0 of the total 2 recommendations made have been fully implemented. The following recommendations have not been implemented. We will continue to monitor these as part of our 2020/21 audit work.

Area	Recommendation	Management Response	Responsible person	Target Date	Priority	2019/20 Update
Financial Sustainability	When developing it's MTFP, ZetTrans should make reference to the key principles of public service reform - prevention, performance, partnership and people - and how these key principles are reflected in ZetTrans' financial planning. There should be clear links to the Scottish Government MTFS, ZetTrans' strategy and outcomes. (See page 18 for details.)	ZetTrans will update its medium-term financial planning assumptions over the summer of 2019 and will present a refreshed MTFP in the autumn. The refreshed MTFP will reflect the principles and assumptions contained in both the National Performance Framework and the Scottish Government's own Medium-Term Financial Strategy.	Proper Officer for Finance	31/3/20	High	*Not implemented:* An MTFP has not yet been developed. When the Council MTFP is revised, ZetTrans should ensure that it prioritises the development of an MTFP, including quantification of anticipated COVID-19 financial impacts. **Updated management response:** The Council will be refreshing its MTFP in November 2020. ZetTrans will develop its own shortly after, which will seek to consider the likely impact of recent developments and potential for longer-term societal changes on ZetTrans' future plans **Updated target date:** 31/3/21

Action plan

Follow-up 2018/19 action plan

We have followed up the recommendations made in our 2018/19 annual report in relation to the wider scope areas and note that 0 of the total 2 recommendations made have been fully implemented. The following recommendations have not been implemented. We will continue to monitor these as part of our 2020/21 audit work.

Area	Recommendation	Management Response	Responsible person	Target Date	Priority	2019/20 Update
General	ZetTrans should consider the recommendations of the external audit report to Shetland Islands Council in June 2019, identifying and adopting those applicable to ZetTrans.	ZetTrans will consider the audit recommendations made to SIC from a ZetTrans' perspective, but would expect the majority of recommendations to be implemented or progressed as a matter of course due to the close working relationship between ZetTrans and the Council, and its reliance on Council systems, processes and policies.	Proper Officer for Finance	31/3/20	Medium	*Partially implemented:* A number of recommendations made to Shetland Islands Council have been applied to ZetTrans, whilst a number have not been applied by the Council and therefore also remain outstanding for ZetTrans. **Updated management response:** As the sole member of the Partnership, and due to the reliance on Council systems, processes, policies and governance arrangements, ZetTrans expects to benefit from the Council's implementation of audit recommendations as a matter of course. The Council is committed to progressing and addressing audit recommendations outstanding from its 2018/19 audit over the course of the next 12 months. The implementation of audit recommendations will apply equally to ZetTrans. **Updated target date:** 30/6/21

Action plan (continued)

Follow-up 2018/19 action plan (continued)

Area	Recommendation	Management Response	Responsible person	Target Date	Priority	2019/20 Update
Governance & Transparency	ZetTrans should carry out a review of how open and transparent it is, influenced by the views of the Board, staff and the wider community. Through this review, ZetTrans should identify improvements which can be made in the coming year	This recommendation will be incorporated into the review of Corporate Governance for ZetTrans. The review will proceed by way of a self-evaluation process in which openness and transparency will be addressed.	Secretary & Proper Officer for Legal Proceedings	31/3/2020	Medium	*Not implemented:* The planned governance review for Zetland Transport Partnership has been delayed. **Updated management response:** This is to recommence with a self-evaluation process, which will also address the issues raised through the audit of the Annual Accounts 18/19. This will progress alongside the Council's own governance review with a view to addressing the improvements identified with regard to roles and responsibilities. **Updated target date:** 28/2/21

Our other responsibilities explained

Fraud responsibilities and representations

Responsibilities:

The primary responsibility for the prevention and detection of fraud rests with management and those charged with governance, including establishing and maintaining internal controls over the reliability of financial reporting, effectiveness and efficiency of operations and compliance with applicable laws and regulations. As auditors, we obtain reasonable, but not absolute, assurance that the financial statements as a whole are free from material misstatement, whether caused by fraud or error.

Required representations:

We have asked the Board to confirm in writing that you have disclosed to us the results of your own assessment of the risk that the financial statements may be materially misstated as a result of fraud and that you are not aware of any fraud or suspected fraud that affects the entity or group.

We have also asked the Board to confirm in writing their responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and error.

Audit work performed:

In our planning we identified the risk of fraud in operating within the approved budget and management override of controls as a key audit risk for your organisation.

During the course of our audit, we have had discussions with management and those charged with governance.

In addition, we have reviewed management's own documented procedures regarding fraud and error in the financial statements.

Concerns:

No concerns have been identified regarding fraud.

Independence and fees

As part of our obligations under International Standards on Auditing (UK), we are required to report to you on the matters listed below:

Independence confirmation	We confirm the audit engagement team, and others in the firm as appropriate, Deloitte LLP and, where applicable, all Deloitte network firms are independent of the Board and will reconfirm our independence and objectivity to the Board for the year ending 31 March 2020 in our final report to the Board.
Fees	The audit fee for 2019/20, in line with the fee range provided by Audit Scotland, is £9,578 as analysed below:

	£
Auditor remuneration	8,208
Audit Scotland fixed charges:	
Pooled costs	850
Performance Audit and Best Value	0
Audit support costs	520
Total proposed fee	**9,578**

There are no non-audit services fees proposed for the period.

Non-audit services	In our opinion there are no inconsistencies between the FRC's Ethical Standard and the Board's policy for the supply of non-audit services or any apparent breach of that policy. We continue to review our independence and ensure that appropriate safeguards are in place including, but not limited to, the rotation of senior partners and professional staff and the involvement of additional partners and professional staff to carry out reviews of the work performed and to otherwise advise as necessary.
Relationships	We have no other relationships with the Board, its directors, senior managers and affiliates, and have not supplied any services to other known connected parties.

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Quality of public audit in Scotland

Annual report 2018/19

Audit Scotland published its annual assessment of audit quality carried out on the audit work delivered by Audit Scotland and appointed firms. A copy of the full report is available: https://www.audit-scotland.gov.uk/report/quality-of-public-audit-in-scotland-annual-report-201819

Public audit in Scotland

Recent high-profile corporate collapses in the private sector have led to considerable scrutiny of the audit profession. The Brydon review is looking into the quality and effectiveness of the UK audit market. The Kingman review, the Competition and Markets Authority market study of the audit services market and the Business, Energy and Industrial Strategy Committee's report on the Future of Audit have all reported on structural weaknesses in the private sector audit regime. The reviews are placing a strong focus on the need for independence of auditors from the bodies they audit.

The public audit model in Scotland is fundamentally different to the private sector audit regime and is well placed to meet the challenges arising from the reviews of the auditing profession. Public audit in Scotland already operates many of the proposed features to reduce threats to auditor independence including:

• independent appointment of auditors by the Auditor General for Scotland and Accounts Commission
• rotation of auditors every five years
• independent fee-setting arrangements and limits on non-audit services
• a comprehensive Audit Quality Framework.

The Audit Scotland Audit Quality and Appointments (AQA) team will continue to develop its activities to provide the Auditor General for Scotland and Accounts Commission with assurance about audit quality. The Audit Quality Framework will be refreshed to take account of the findings from the first two years of its application and to reflect on the developments in the wider audit environment. Further development is planned over the following year to include:

• enhancing stakeholder feedback
• reviewing the structure and transparency of audit quality reporting.

Key messages

The programme of work carried out under the Audit Quality Framework provides evidence of compliance with auditing standards and the Code of audit practice (the Code), together with good levels of qualitative performance and some scope for improvements in audit work delivered in the period 1 April 2018 to 31 March 2019.

Independent external reviews of audit quality carried out by The Institute of Chartered Accountants of Scotland (ICAS) show evidence of compliance with expected standards:
• ICAS did not identify any concerns with audit opinions
• 55 per cent of financial audit files reviewed by ICAS over the last two years were graded as limited improvement required, the remaining reviews were graded as improvement required *(100% of Deloitte files – limited improvement)*
• ICAS noted considerable improvements in the documentation of performance audits and Best Value assurance reports.

Other performance measures showing good performance include:
• 78 per cent of internal reviews of financial audits in the last two years required only limited improvements *(100% of Deloitte internal reviews graded as no improvement required)*
• all audit providers have a strong culture of support for performing high-quality audit
• stakeholder feedback shows audit work has had impact
• non-audit services (NAS) are declining in number and value and requests made complied with the Auditor General for Scotland and Accounts Commission's NAS policy.

AQA monitors progress against areas for improvement. A common area for improvement in the last two years has been the need for better documentation of audit evidence. In 2018/19 further areas for improvement were identified in:
• the use of analytical procedures
• the application of sampling.

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Deloitte.

Annual Accounts
2019/20

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SHETLAND'S TRANSPORT PARTNERSHIP

Contents

Management Commentary

Introduction

The Shetland Transport Partnership was established by, and exists in accordance with, the Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005 made under the Transport (Scotland) Act 2005.

The Scottish Government agreed the change of name to Zetland Transport Partnership with the working name 'ZetTrans' on 20 September 2007 (ZetTrans minute ref 02/07).

The Partnership is primarily comprised of members established in the May 2017 local elections, as well a small number of changes made since that time. The membership currently consists of:

Shetland Islands Council (SIC) Members:

Mr R Thomson (Chair)
Mr R MacGregor (Vice-Chair)
Mr A Priest
Mr D Sandison

Other Members:

Mr. C Marsland (NHS Shetland, appointed 25 April 2019)
Mrs R Hunter (HIE Shetland)

Substitute Members:

Mr S Coutts (Council Member)
Mr D Anderson (Council Member)

Observer / Advisers:

Mr C Grains (Lerwick Port Authority)
Mr S Mathieson (Visit Shetland)
Mr James Smith (Chair, Sumburgh Airport Consultative Committee, resigned 26 March 2019)
Mr John Smith (Shetland Islands Council, Director of Infrastructure)

Executive Officers:

Lead Officer: Michael Craigie, Executive Manager – Transport Planning, SIC.

Proper Officer for Finance: Jamie Manson, Executive Manager – Finance, SIC.

Secretary and Proper Officer for Legal Proceedings: Jan Robert Riise, Executive Manager – Governance & Law, SIC.

The purpose of the Management Commentary is to present an overview of ZetTrans' financial performance during the year 2019/20 and to help readers understand its financial position as at 31 March 2020. In addition, it outlines the main risks and uncertainties facing ZetTrans in the financial year 2019/20 and beyond.

Background

Zetland Transport Partnership is one of seven Regional Transport Partnerships (RTPs) in Scotland, established under the Regional Transport Partnership (Establishment and Constitution) (Scotland) Order 2005. ZetTrans is required to develop a transport strategy for Shetland that supports economic well-being, promotes safety, social inclusion, equal opportunity and plans for a sustainable transport system, integrating across boundaries with other partnerships.

It does this by working together with a number of key stakeholders and interested bodies, including Shetland Islands Council, NHS Shetland, Highlands and Islands Enterprise, Transport Scotland, bus operators, airlines and ferry companies as well as industry bodies in Shetland covering tourism, hauliers, fishing and aquaculture. Its role continues to evolve and develop, as do other RTPs, to ensure that both regional and national objectives are sustainable and delivered efficiently.

The Annual Governance Statement refers to the review of its own governance and the importance of completing this.

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ZetTrans has a duty, under the Community Empowerment (Scotland) Act 2015, to participate, as a Community Planning Partner, in the Shetland Partnership, and shares its vision that

> "Shetland is a place where everyone is able to thrive; living well in strong, resilient communities; and where people and communities are able to help plan and deliver solutions to future challenges."

Shetland Islands Council, as the primary funder for ZetTrans, continues to face challenges in achieving sustainability, with an expected cumulative funding gap of £41m by 2023/24 predicted in its Medium Term Financial Plan. To address this key financial challenge, ZetTrans collaborated with Shetland Islands Council to undertake a full review of bus services, using the Treasury '5-Case Model', concluding in the presentation of a full business case for Public Bus, School and Adult Social Care Transport Services in Shetland, on 13 February 2020. The approved network of services collectively delivered £0.473m savings per annum (Public Bus element £0.145m), with some additional service enhancement growth in income expected to reduce costs further.

Strategy and Performance Management

National Transport Strategy 2 (NTS2)

ZetTrans engaged with the Scottish Government to inform its second generation National Transport Strategy (NTS2), which was published on 5 February 2020. The strategy identified the following four priorities, which will be embedded in all planning and policy development throughout 2020/21:

- Improve our health and wellbeing
- Take climate action
- Reduce inequalities
- Help deliver inclusive economic growth

Revision of the Shetland Regional Transport Strategy

The Shetland Transport Strategy was refreshed in 2018, incorporating the findings of other studies, such as the *Shetland Inter-island Transport Study*, the *Northern Isles Ferry Services (NIFS) STAG (Scottish*

Transport Appraisal Guidance) Study, and the *Shetland Partnership Plan 2018-2028.*

> "To develop travel and transport solutions for Shetland which underpin our Economy, support our Communities and conserve our Environment"

Our objectives

Enable access to employment, training, leisure, labour markets, customers & suppliers

Enable individuals, families & localities to thrive

Conserve & enhance Shetland's unique natural environment

The refreshed Shetland Transport Strategy is presented more comprehensively on the Partnerships website: https://www.zettrans.org.uk/about/strategy

The Strategy will be reviewed over the course of 2020/21 to take account of the significant shift in emphasis on transport arising out of the Scottish Government's declaration of a climate emergency and the impacts of COVID-19.

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ZetTrans Annual Report

ZetTrans submitted its 2017-19 Annual Report to Transport Scotland in February 2020. A copy can be found at:
http://www.zettrans.org.uk/aboutus/AnnualReportandAccounts.asp

Key Performance Indicators

ZetTrans adopted a range of 40 key performance indicators (KPIs) in September 2016, a selection of which are shown below. These KPIs relate to a range of transport functions in place in Shetland, both within the scope of ZetTrans operations and those managed by others. Full details can be found at:
http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=24967

Key Performance Indicator	Target	2017/18	2018/19	Target Met
Reliability of Shetland's Transport				
% Cancellation of Inter-island Air Services	Reduce	39.11	41.30	No
No Cancellation of Inter-island Ferry Services	Reduce	721.00	536.00	Yes
% External Ferry Services Departures that vary by +30m	Reduce	7.31	6.35	Yes
Standards of Road Maintenance				
% of Local Road Network - Red/Amber	Reduce	35.30	36.10	No
Fuel Consumption Levels				
Petrol consumption in Shetland (tonnes)	Reduce	3,956	3,843	Yes
Diesel consumption in Shetland (tonnes)	Reduce	11,196	10,321	Yes
Market Growth on Shetland's Transport Network				
Public Bus Passenger Numbers	Monitor	442,365	439,963	n/a
Vehicle Numbers on Inter-islands Ferries	Monitor	379,807	374,665	n/a
Inter-island Ferry Passenger Numbers	Monitor	767,315	762,761	n/a
Inter-island Air Passenger Numbers	Monitor	4,079	3,847	n/a
External Air Passenger Numbers	Monitor	228,123	219,627	n/a
Public Transport Accessibility				
% Wheelchair accessible Public Bus Services (Buses +22 Seats)	Maintain	100.00	100.00	Yes
Road Safety Levels				
No people killed or seriously injured on Shetland's roads	Reduce	9	4	Yes
No of Child casualties	Reduce	1	-	Yes
No people slightly injured on Shetland's roads	Reduce	14	14	No
Transport Integration Opportunities				
% Arriving Inter-island Ferries connecting with Public Bus Services	Increase	23.65	23.02	No
% Departing Inter-island Ferries connecting with Public Bus Services	Increase	23.89	23.78	No
% Arriving external ferries that connect with Public Bus Services	Increase	86.00	86.00	No
% Departing external ferries that connect with Public Bus Services	Maintain	100.00	100.00	Yes

In addition to the transport KPIs shown above, ZetTrans aims to achieve a balanced budget annually. In 2019/20, ZetTrans achieved a favourable outturn position of £0.074m (2018/19 – unfavourable outturn £0.373m). Further information can be found within the Comparison of Outturn with Budget section below.

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Activities in year

Inter-island Transport Study

Building on the Shetland Inter-island Transport Study, work continued throughout 2019/20 to develop inter-island transport services outline business cases as follows:

- Ferry service levels throughout Shetland;
- Provision of inter-island air services;
- Capital investment - Replace Fair Isle Ferry and associated infrastructure; and
- Capital investment - Whalsay Transport Link.

In addition to this ZetTrans worked with Shetland Islands Council to promote the inclusion of fixed links as inter-island transport solutions within Shetland in the National Transport Strategy 2 and the Strategic Transport Projects Review 2.

This work will contribute to establishing with the Scottish Government the short, medium and longer-term funding requirements and will cover options for responsibility for inter-island transport services and infrastructure.

Depending on the conclusions of funding cases presented to the Scottish Government, ZetTrans will have to consider how its obligations in securing public transport under the Transport Act 1985 are fulfilled.

Fair Funding for Ferries

ZetTrans continues to work in partnership with Shetland Islands Council, to engage with Transport Scotland with a view to reaching a fair funding agreement for inter-island ferry services. The Scottish Government settlement for 2020/21 was £5.223m, being £4.786m lower than the £10.009m required to fully fund the service.

Recognising that Shetland Islands Council has not yet secured a mutually acceptable position for funding of inter-island transport and infrastructure, it remains a key area of interest for ZetTrans to support Shetland Islands Council in securing sufficient funding to support services and replace infrastructure.

Public Bus Services

Over the course of 2019/20 ZetTrans worked in partnership with Shetland Islands Council to develop a Public Bus, School and Adult Social Care Transport Business Case.

Critical Success Factors (CSFs) within the business case included *"contributes to raising the Place Standard Score for transport and achieving Shetland Partnership Plan outcomes"*, and to provide *".. the best value for money while meeting Council revenue budget objectives"*.

The ambition to optimise service levels as far as possible recognising the contribution each area makes to inclusive economic growth as well as societal sustainability and well-being, was achieved at a lower cost, with an annual saving of £0.145m per annum on Public Buses. However, some services were later required to be re-tendered, increasing costs by £0.1m per annum, with updated annual savings on Public Bus contracts of £0.045m anticipated.

The additional costs of re-tendering are considered to be due to COVID-19, with the re-tendering exercise taking place during lock down, when local operators were facing significant loss of income and unquantified risks for the future.

Inter-island Air Services

A full business case for delivery of inter-island air services was approved by ZetTrans, and Shetland Islands Council on 13 February 2020. The four-year contract for delivery to the remote isles was awarded, achieving savings of £0.014m on the anticipated budget.

Northern Isles Ferry Services

The next generation contract for the Northern Isles Ferry Services (connection to mainland Scotland) should have commenced on 31 October 2019. However, due to challenges surrounding state aid and the tender process the award of contract was delayed, coming into effect on 30 June 2020.

As a consequence of the above, the opportunity to engage with the Scottish Government and Transport Scotland in respect of flexibility within the contract has also been delayed. In this connection, ZetTrans will continue to work with local stakeholders, Transport Scotland and the Scottish Government to make the case for service improvements necessary to meet the short, medium and long-term socio-economic needs of Shetland.

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Key Risks

ZetTrans key risks and uncertainties, and associated mitigating actions can be summarised as follows:

COVID-19 – The COVID-19 pandemic has required ZetTrans to work closely with Shetland Islands Council in making changes to the delivery of transport services. As the situation evolves, ZetTrans will continue to ensure that services are delivered safely, in line with Scottish Government advice.

ZetTrans is working with the Council, the Scottish Government and the Convention of Scottish Local Authorities (COSLA) to implement nationally agreed policy decisions and to monitor the additional financial pressures associated with responding to the pandemic.

Financial Pressures – ZetTrans receives its primary funding from Shetland Islands Council. The Council is not in a financially sustainable position over the medium term, facing an anticipated cumulative budget deficit of £41m by 2023/24, with the level of core funding from the Scottish Government expected to reduce in real terms, whilst demand for services increases.

ZetTrans works with the Council on appropriate service redesign projects e.g. Fair Funding for Ferries; Public, School and Adult Social Care Transport Services; and Inter-island Air Services, which aim to transform service delivery and ensure that services are delivered as cost effectively as possible.

ZetTrans is developing its own Medium Term Financial Plan (expected late 2020), reflecting the principles and assumptions contained within the Scotland Performs, the National Performance Framework and the Scottish Government's Medium Term Financial Strategy. The MTFP will estimate likely resource requirements over the next 5 years, and summarise actions to be taken to bring spending in line with available resources on a sustainable basis.

Withdrawal from the European Union – Despite several delays to the withdrawal process, there remains a continuing lack of clarity on the practicalities of leaving the European Union.

Although no specific risks to ZetTrans have been identified, uncertainties remain which may affect ZetTrans in the future. ZetTrans through the Council will continue to monitor this, regularly reviewing the position, and reporting to members.

Bus Fare Income Security – The two main components of income for ZetTrans are Council funding and bus fare income. Due to the high level of daily transactions, completeness and accuracy of income received from passengers is considered a key risk.

ZetTrans introduced SMART ticketing infrastructure on all its public bus services in March 2019. The introduction of these ticketing machines improved reporting capability, and together with reconciliation and compliance checks, minimises this risk. Monitoring and finance officers complete reconciliations regularly to ensure that all reporting information balances.

Workforce Management

ZetTrans does not employ staff directly but instead has a minute of agreement with Shetland Islands Council who provides services, including staffing resources to ZetTrans, settled on a net basis between the entities, reflecting the level of resources required to deliver ZetTrans' functions.

Looking Ahead

COVID-19 is a new strain of coronavirus that has quickly spread across the world and created a public health emergency in almost every corner of the globe. Shetland has not been protected, despite an element of geographic isolation. The COVID-19 pandemic has significantly impacted ZetTrans and the residents of Shetland, resulting in changes to the way services are delivered across the Isles.

Attempting to predict the likely short and medium-term impact of COVID-19 on ZetTrans' finances is difficult, especially as the world is at a relatively early stage of understanding of the pandemic. There is no historical precedent to use as the basis of any forecasting models. In the absence of any observed data, ZetTrans works with the Council to make assumptions to establish the likely financial impacts, summarised as:

- Increased costs of responding to the pandemic;
- Reduced income streams as a result of services being scaled back/closed due to restrictions on daily life and activity;
- Potential savings, as a result of services being scaled back; and
- Delays to planned change/transformation projects, which may result in savings not being achieved.

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ZetTrans set a balanced budget for 2020/21 in March 2020, which was predicated on a set of assumptions and expectations that have shifted significantly in a short period of time. ZetTrans' focus from the outset of the pandemic has been to maintain the delivery of essential and business-critical services while complying with national guidance and the restrictions on daily life. As Scotland prepares to ease the restrictions in a phased approach, ZetTrans is examining how it can resume 'normal' service delivery in a safe way, in line with the phased approach set out in the Scottish Government's *Framework for Decision Making*. The consequences of making adaptations to services, premises and ways of working will undoubtedly result in additional financial costs, at least in the short term, which puts a balanced budget at risk. At this very early stage, it is anticipated that an additional financial burden in excess of £320k will require to be met by Shetland Islands Council.

Climate Change – ZetTrans performance in relation to Climate Change is incorporated with that of Shetland Islands Council. In January 2020, the Council approved its first Strategic Outline Programme (SOP) detailing activities that will in turn facilitate a wider Shetland response, as well as contributing to the Scottish, UK and international efforts. The SOP initially recommended:

- The creation of a Climate Change Programme team, in addition to existing resources, to coordinate, facilitate and catalyse internal Council activity;
- A review into the feasibility of the Council's Change Fund to fund climate change activity; and
- Providing clarity and guidance to Council staff so that climate change implications are clearly set out in the Council's standard report format, under the heading of 'Environmental Implications'.

It is apparent that everyone across the world is likely to face significant environmental challenges arising from climate change. There is also a clear risk that systematic and structural problems, such as widespread fuel poverty and the very high transport costs, already experienced in Shetland, could be made worse as changes in energy sources and systems happen. Solutions that clearly recognise these existing inequalities, are actively designed to reduce them, and aim to deliver a 'just transition' will be our most effective climate change response.

Five Year Outlook - In addition to COVID-19 and climate change, ZetTrans faces a number of significant challenges and uncertainties, many of which were mentioned earlier in this commentary.

A Medium Term Financial Plan, providing the financial framework for the delivery of sustainable transport services across Shetland over a five-year period should be in place by late 2020. The plan will recognise that the primary funder, Shetland Islands Council anticipates a continued real-terms reduction in core revenue funding from the Scottish Government, while both the cost of delivering services and the demand for services across Shetland increases, creating an ever-widening gap between the resources available and the resources required in order to maintain service delivery at current levels.

Primary Financial Statements

The Annual Accounts for 2019/20 summarise ZetTrans transactions and cash flows for the year and its year-end position as at 31 March 2020. The accounts are prepared in accordance with the International Accounting Standards Board (IASB) Framework for the Preparation and Presentation of Financial Statements (the IASB Framework) as interpreted by the Code of Practice on Local Authority Accounting in the United Kingdom (the Code). The Code is based on International Financial Reporting Standards (IFRS), with interpretation appropriate to the public sector and the overriding requirement of the Code is that the Annual Accounts provide a true and fair view of the financial position and the financial transactions of the Partnership.

A description of the purpose of the primary statements has been included immediately prior to each of the financial statements: the Comprehensive Income and Expenditure Statement (CIES), Balance Sheet and Cash Flow Statement. These three statements are accompanied by notes to the accounts, which set out the accounting policies adopted and provide a more detailed analysis of the figures disclosed within them. These statements and notes form the relevant Annual Accounts for the purpose of the auditor's certificate and opinion.

No Movement in Reserves Statement has been included because ZetTrans does not hold any reserves.

No Remuneration Report is included, as ZetTrans has no employees, and pays no remuneration. The remuneration of the Chair and Vice-Chair of the Partnership is disclosed in the Annual Accounts of Shetland Islands Council, which can be found here.

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Financial Performance in 2019/20

The CIES show that the net economic cost of providing ZetTrans services in 2019/20 was £3.662m. The majority of this expenditure was met through grant income from the Scottish Government, Shetland Islands Council, and Sustrans.

The final outturn position compared to the revised budget for 2019/20 is summarised as follows:

2018/19 Actual £	Revenue	2019/20 Budget £	2019/20 Actual £	2019/20 Variance £
390,487	Policy, Strategy & Projects	372,972	450,981	(78,009)
2,010,960	Transport Services - Bus	2,105,029	1,961,076	143,953
933,504	Transport Services - Air	933,504	935,004	(1,500)
323,943	Transport Services - Ferry	324,700	315,000	9,700
3,658,894	Total Expenditure	3,736,205	3,662,061	74,144
(131,750)	Scottish Government Grant	(131,750)	(131,750)	0
(3,526,648)	SIC Grant	(3,603,990)	(3,504,686)	(99,304)
0	Other Grant	0	(25,175)	25,175
(496)	Bank Interest	(465)	(450)	(15)
(3,658,894)	Total Income	(3,736,205)	(3,662,061)	(74,144)
0	Net (Surplus)/Deficit for Year	0	0	0

Expenditure is categorised into two main areas:

1. **Policy, Strategy & Projects (£0.451m)**, which is a £0.061m (16%) increase when compared to 2018/19 (£0.390m). This increase is primarily due to ongoing costs associated with transport network redesign projects, although £0.025m relates to the Active Travel Strategy, funded by Sustrans.

2. **Transport Services (£3.211m)**, which is a £0.057m (2%) decrease when compared to 2018/19 (£3.268m). This decrease is due primarily to increased Bus Fare income of £0.045m (though it should be noted that the response to the COVID-19 pandemic reduced income by £0.011m [when compared to previous years]), and reduced Ferry Service maintenance of £0.010m.

Comparison of Outturn v Budget

In 2019/20, ZetTrans spent £0.078m more in Policy, Strategy & Projects and £0.152m less in Transport Services when compared to the revised budget. The budget was revised at the year-end, when work on Transport Business Cases was complete (pending future political decisions), and Shetland Island Council Change funding of £0.133m was applied. This is off-set by reducing provision for leasing costs by £0.075m, due to Shetland Islands Council acquiring 100% shares in SLAP in 2018, with the business, assets and liabilities of SLAP transferring in April 2019. Overall, therefore the approved budget increased by £0.059m.

The overall result is an under-spend of £0.074m against revised budget and an under-spend of £0.015m against the original approved budget.

Shetland Islands Council are required under legislation, to meet the net expenses of ZetTrans each financial year. For 2019/20, the funding required from Shetland Islands Council has reduced by £0.015m when compared to the originally approved budget.

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2020/21 Budget Outlook

The provision of suitable transport arrangements is vital to the people and communities of Shetland and as such, the delivery of reliable and affordable transport solutions is a key priority of ZetTrans.

The Partnership continues to pursue a new long-term funding arrangement for the Inter-island Ferry Services in conjunction with Shetland Islands Council, HITRANS, Scottish Government, Transport Scotland and Orkney Islands Council.

The financial climate for the delivery of this is challenging, due to the nature of services, revenue and capital costs associated with funding of operations and replacement costs of the required infrastructure.

The approved gross revenue budget for ZetTrans for 2020/21 is £4.229m, of which £0.269m is for core activities and the implementation of the Regional Transport Strategy and £3.960m is for public transport services in Shetland.

The core running costs and implementation of the Regional Transport Strategy work, including the work to access better information on the services being delivered and implementing processes for better performance management, is funded by a grant of £0.132m from Scottish Government and additional funding of £0.137m from Shetland Islands Council. Transport operations are budgeted to cost £3.959m and are funded by anticipated bus fare income of £0.668m and a contribution from Shetland Islands Council of £3.292m.

At this stage, it is not possible to accurately quantify the additional costs to be incurred as a result of the COVID-19 pandemic, however recent estimates indicate that an additional contribution in excess of £0.32m may be required from Shetland Islands Council in 2020/21.

Acknowledgements

....
Jamie Manson CPFA
Proper Officer for Finance
Zetland Transport Partnership

24/09/2020

....
Jan Robert Riise LLB (Hons) LEG-Dip
Secretary & Proper Officer for Legal Proceedings
Zetland Transport Partnership

24/09/2020

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Statement of Responsibilities

Zetland Transport Partnership's Responsibilities

ZetTrans is required to:

- Make arrangements for the proper administration of its financial affairs, and to ensure that the Proper Officer for Finance has the responsibility for the administration of those affairs (section 95 of the Local Government (Scotland) Act 1973). For Zetland Transport Partnership, that officer is the Executive Manager – Finance, Shetland Islands Council;

- Manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets;

- Ensure that the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014) and so far as it is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003), and the Coronavirus (Scotland) Act 2020; and

- Approve the Annual Accounts for signature.

I confirm that these unaudited Annual Accounts were approved for signature by the Partnership at its meeting on 16 July 2020.

Signed on behalf of Zetland Transport Partnership.

The Proper Officer for Finance's Responsibilities

The Proper Officer for Finance is responsible for the preparation of the Zetland Transport Partnership's annual accounts in accordance with proper practices as required by legislation and as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

In preparing the Annual Accounts, the Proper Officer for Finance has:

- Selected suitable accounting policies and then applied them consistently;

- Made judgements and estimates that were reasonable and prudent;

- Complied with the legislation; and

- Complied with the local authority Accounting Code (as far as it is compatible with legislation).

The Proper Officer for Finance has also:

- Kept proper accounting records which were up to date; and

- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

I certify that the financial statements give a true and fair view of the financial position of the Zetland Transport Partnership at the reporting date and the transactions for the year ended 31 March 2020.

....

R Thomson
Chairperson
Zetland Transport Partnership

24/09/2020

....
Jamie Manson CPFA
Proper Officer for Finance
Zetland Transport Partnership

24/09/2020

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Annual Governance Statement

Scope of Responsibility

ZetTrans is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. In discharging this accountability, ZetTrans is responsible for putting in place proper arrangements for the governance of the organisation's affairs, the stewardship of the resources at its disposal and the management of risk. Risk of failure of policies, aims and objectives cannot wholly be eliminated and proper governance arrangements can therefore only provide reasonable, rather than absolute assurance of effectiveness.

The Governance Framework

ZetTrans is a statutory body established under the Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005. ZetTrans' functional responsibilities are defined in The Transfer of Functions to the Shetland Transport Partnership Order 2006. The overall strategic direction, in terms of setting the priorities for ZetTrans and allocating its resources, rests with the Zetland Transport Partnership.

The governance framework in place is modelled on that of Shetland Islands Council, details of which are included in the Annual Accounts of Shetland Islands Council, which can be found here: http://www.shetland.gov.uk/about_finances/default.asp

The Code of Governance was adopted by the Council on 20 September 2012, revised in 2017, and is consistent with the principles of the CIPFA / SOLACE Framework 'Delivering Good Governance in Local Government'. This underpinned the governance framework for the year.

The planned governance review for Zetland Transport Partnership has been delayed. This is to recommence with a self-evaluation process, which will also address the issues raised through the audit of the Annual Accounts 17/18. This will progress alongside the Council's own governance review with a view to addressing the improvements identified with regard to roles and responsibilities. The revised target date is February 2021.

The financial management arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010).

Review of Effectiveness

ZetTrans has a responsibility on an annual basis for reviewing the effectiveness of the governance framework and for ensuring its continued effectiveness and the adequacy of the systems of internal control. The review of effectiveness is informed by:

- Progress towards key strategic and service objectives;

- Financial and budget monitoring;

- Internal Audit reviews on specific functions and on activities which occur across the Council; and

- External Audit observations, comments and recommendations for improvement.

The governance framework can provide only reasonable and not absolute assurance that assets and public money is safeguarded, properly accounted for and used economically, efficiently and effectively.

As noted in the Management Commentary, staff providing services to ZetTrans are covered by all relevant Shetland Islands Council internal controls, policies and procedures. Although no specific internal audit opinion has been expressed by internal audit for ZetTrans, the Partnership is satisfied that the internal audit opinion provided to the Council applies equally to the activities of ZetTrans and therefore takes assurance from that audit opinion, (which can be found on page 26 of the Council's annual accounts).

Significant Governance Issues

No significant governance issues have been noted during the year.

COVID-19

COVID-19 is a new strain of coronavirus that has quickly spread across the globe, prompting the World Health Organisation, on 11 March 2020, to declare the outbreak a pandemic and a public health emergency of international concern. The COVID-19 pandemic has significantly impacted the delivery of transport to the residents of Shetland, resulting in changes to the way services are delivered across the Isles.

The Council's Corporate Management Team, chaired by the Chief Executive, met regularly to facilitate and monitor the strategic response. They were supported

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by a Tactical Team, chaired the Executive Manager – Governance and Law (also ZetTrans Secretary and Proper Officer for Legal Proceedings), and the Resilience Adviser, Emergency Planning.

In addition, the Council participates as a member of the Shetland Emergency Planning Forum and attends the Highlands and Islands Resilience Partnership, activated in response to the pandemic. Participation in both multi-agency fora helps to ensure a holistic, Shetland-wide approach is taken to the response and, in time, the recovery to the pandemic. ZetTrans is able to feed into and benefit from both by the Council's participation, with the seeking of ZetTrans views prior to meetings and updates on progress.

At the Zetland Transport Partnership Board meeting on 16 March 2020, just prior to lockdown, members were assured that there were already systems and policies in place to deal with any emergency that may arise. In any event, there was no business for the next scheduled meeting on 30 April, and the meeting scheduled for 25 June was intended for the 2019/20 Unaudited Accounts only. Due to the deferral of the Accounts, under the Coronavirus (Scotland) Act 2020, the next meeting will take place on 16 July 2020, when members will be able to attend in person, or by electronic means. To date therefore there has been no impact to the Board.

Conclusion

Overall, we consider that the governance and internal control environment operating in 2019/20 provides reasonable and objective assurance that any significant risks impacting on the achievement of our principal objectives will be identified and actions taken to avoid or mitigate their impact.

....
Jan Robert Riise LLB (Hons) LEG-Dip
Secretary & Proper Officer for Legal Proceedings
Zetland Transport Partnership

24/09/2020

....
R Thomson
Chairperson
Zetland Transport Partnership

24/09/2020

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Independent auditor's report to the members of Zetland Transport Partnership and the Accounts Commission

Report on the audit of the financial statements

Opinion on financial statements

We certify that we have audited the financial statements in the annual accounts of Zetland Transport Partnership for the year ended 31 March 2020 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Comprehensive Income and Expenditure Statement. Balance Sheet, Cashflow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2019/20 (the 2019/20 Code).

In our opinion the accompanying financial statements:

- give a true and fair view in accordance with applicable law and the 2019/20 Code of the state of affairs of the body as at 31 March 2020 and of its income and expenditure for the year then ended;

- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2019/20 Code; and

- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

Basis for opinion

We conducted our audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)), as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We were appointed by the Accounts Commission on 31 May 2016. The period of total uninterrupted appointment is four years. We are independent of the body in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. Non-audit services prohibited by the Ethical Standard were not provided to the body. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern basis of accounting

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or

- the Proper Officer for Finance has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the body's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Risks of material misstatement

We report in a separate Annual Audit Report, available from the Audit Scotland website, the most significant assessed risks of material misstatement that we identified and our conclusions thereon.

Responsibilities of the Proper Officer for Finance and Zetland Transport Partnership's for the financial statements

As explained more fully in the Statement of Responsibilities, the Proper Officer for Finance is responsible for the preparation of financial statements that give a true and fair view in accordance with the financial reporting framework, and for such internal control as the Proper Officer for Finance determines is

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necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Proper Officer for Finance is responsible for assessing the body's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

The Zetland Transport Partnership is responsible for overseeing the financial reporting process.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, intentional omissions, misrepresentations, or the override of internal control. The capability of the audit to detect fraud and other irregularities depends on factors such as the skilfulness of the perpetrator, the frequency and extent of manipulation, the degree of collusion involved, the relative size of individual amounts manipulated, and the seniority of those individuals involved. We therefore design and perform audit procedures which respond to the assessed risks of material misstatement due to fraud.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Other information in the annual accounts

The Proper Officer for Finance is responsible for the other information in the annual accounts. The other information comprises the information other than the financial statements, the audited part of the Remuneration Report, and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon except on matters prescribed by the Accounts Commission to the extent explicitly stated later in this report.

In connection with our audit of the financial statements, our responsibility is to read all the other information in the annual accounts and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Report on other requirements

Opinions on matters prescribed by the Accounts Commission

In our opinion, the audited part of the Remuneration Report has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014.

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Management Commentary for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with statutory guidance issued under the Local Government in Scotland Act 2003; and

- the information given in the Annual Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

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Matters on which we are required to report by exception

We are required by the Accounts Commission to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements and the audited part of the Remuneration Report are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit; or
- there has been a failure to achieve a prescribed financial objective.

We have nothing to report in respect of these matters.

Conclusions on wider scope responsibilities

In addition to our responsibilities for the annual accounts, our conclusions on the wider scope responsibilities specified in the Code of Audit Practice, including those in respect of Best Value, are set out in our Annual Audit Report.

Use of our report

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 120 of the Code of Audit Practice, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Pat Kenny, CPFA (for and on behalf of Deloitte LLP)

110 Queen Street

Glasgow

G1 3BX

United Kingdom

24 September 2020

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Primary Financial Statements

Comprehensive Income and Expenditure Statement for 2019/20

This statement shows the accounting costs of providing services in accordance with generally accepted accounting practices.

These costs are recovered through Scottish Government funding, fare income from service use and Shetland Islands Council grant funding to reach a break-even position.

This funding must be used to meet the running costs of ZetTrans and the implementation of the Regional Transport Strategy in accordance with grant conditions and local authority governance arrangements.

2018/19 Net Expenditure £		Notes	2019/20 Gross Expenditure £	2019/20 Gross Income £	2019/20 Net Expenditure £
390,487	Policy, Strategy & Projects		450,981	0	450,981
2,010,960	Transport Services - Bus		2,632,391	(671,315)	1,961,076
933,504	Transport Services - Air		935,004	0	935,004
323,943	Transport Services - Ferry		315,000	0	315,000
3,658,894	Net Cost of Services		4,333,376	(671,315)	3,662,061
(496)	Financing & Investment Income		0	(450)	(450)
(3,658,398)	Taxation & Non-specific Grant Income	4	0	(3,661,611)	(3,661,611)
0	(Surplus) or Deficit on Provision of Services		4,333,376	(4,333,376)	0

There are no other items of comprehensive income & expenditure

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Balance Sheet as at 31 March 2020

This statement shows the value as at 31 March 2020 of the assets and liabilities recognised by ZetTrans.

It should be noted that total current assets equal total current liabilities in the Balance Sheet. This is because Shetland Islands Council are required to cover the net deficit of provision of services by ZetTrans, resulting in the net assets of ZetTrans being nil at the year-end. Further to this, the Cash and cash equivalents held by ZetTrans at the end of the financial year are also due to Shetland Islands Council.

As at 31 March 2019 £		Notes	As at 31 March 2020 £
0	Short-term debtors		0
0	Cash & cash equivalents	5	132,200
0	Current Assets		132,200
0	Short-term creditors	6	(132,200)
0	Grants received in Advance		0
0	Current Liabilities		(132,200)
0	Net Assets		0

The unaudited financial statements were issued on 16 July 2020 and the audited financial statements were authorised for issue by the Partnership on 24 September 2020.

Whilst ZetTrans is responsible for delivering its functions, and all costs are accounted for by the Partnership, the day-to-day operations are managed and administered by Shetland Islands Council's staff, using its systems and infrastructure.

....
Jamie Manson CPFA
Proper Officer for Finance
Zetland Transport Partnership

24/09/2020

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Cashflow Statement for 2019/20

This statement shows the changes in cash and cash equivalents during the reporting period, however the vast majority of transactions processed, are through Shetland Islands Council's bank account, and therefore are not included here.

The cash amounts held by ZetTrans at the year-end are due to Shetland Islands Council for the provision of services in 2019/20.

2018/19 £		Notes	2019/20 £
	Operating Activities		
(496)	Interest received		(450)
(131,750)	Grants	4	(131,750)
324,058	Cash paid to suppliers of goods and services		0
191,812	Net cash flows from Operating Activities		(132,200)
0	Investing Activities		0
0	Financing Activities		0
191,812	Net increase or (decrease) in cash & cash equivalents		(132,200)
191,812	Cash & cash equivalents at 1 April		0
(191,812)	Net movement in cash & cash equivalents during the year		(132,200)
0	Closing cash & cash equivalents		(132,200)

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Notes to the Financial Statements

The Annual Accounts summarise the Partnership's transaction for the 2019/20 financial year and its position at the year-end, 31 March 2020. ZetTrans' is required to prepare an annual Statement of Accounts by the Local Authority Accounts (Scotland) Regulations 2014, which Section 12 of the Local Government Scotland Act 2003 requires to be prepared in accordance with proper accounting practices. These practices, under Section 21 of the 2003 Act, primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2019/20, supported by International Financial Reporting Standards (IFRS) and statutory guidance issued under Section 12 of the 2003 Act.

The accounting convention adopted in the accounts is historical cost, and the accounts have been prepared on a going concern basis.

Note 1: Accounting Standards Issued and Adopted in Year

The following accounting standards were new or amended in the 2019/20 Code:

- Amendments to IAS40 Investment Property: Transfers of Investment Property;

- Annual improvements to IFRS Standards 2014-2016 Cycle. IFRS 12 Disclosure of Interests in Other Entities: Clarification of the Scope of the Standard. IAS 28 Investments in Associates and Joint Ventures: Measuring an Associate or Joint Venture at Fair Value;

- IFRIC 22 Foreign Currency Transactions and Advance Consideration;

- IFRIC 23 Uncertainty over Income Tax Treatments; and

- Amendments to IFRS 9 Financial Instruments: Prepayment features with negative compensation.

The Code required implementation in the financial statements from 1 April 2019. The amendments have not had any significant impact on the Partnership's financial statements.

Note 2: Accounting Standards Issued not Adopted

The Code requires the disclosure of information relating to the impact of an accounting change that will be required by a new standard that has been issued, but not yet adopted. This applies to the adoption of the following new or amended standards within the 2020/21 Code:

- Amendments to IAS28 Investments in Associates and Joint Ventures: Long-term Interests in Associates and Joint Ventures;

- Annual Improvements to IFRS Standards 2015-2017 Cycle; and

- Amendments to IAS19 Employee Benefits: Plan Amendment, Curtailment or Settlement.

The Code requires implementation in the accounts from 1 April 2020 and there is therefore no impact on the 2019/20 financial statements. Amendments to IAS28 and IAS19 are expected to have no impact on ZetTrans' financial statements.

Note 3: Critical Judgements & Estimation Uncertainties

There are no material critical judgements or sources of estimation uncertainty included in the Financial Statements.

Note 4: Grant Income

The Partnership credited the following grants, contributions and donations to the CIES in 2019/20:

2018/19 £		2019/20 £
(131,750)	Scottish Government Revenue Expenditure Grant	(131,750)
0	Other Grants	(25,175)
(3,526,648)	Shetland Islands Council Grant	(3,504,686)
(3,658,398)	Total	(3,661,611)

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Note 5: Cash and Cash Equivalents

The Cash and Cash Equivalents balance as at 31 March 2020, is due to Shetland Islands Council for the provision of service in 2019/20.

March 2019 £		March 2020 £
0	Bank current account	132,200
0	Total	132,200

Note 6: Short-term Creditors

March 2019 £		March 2020 £
0	Shetland Islands Council	(121,550)
0	Public Corporations & Trading Funds	(6,241)
0	Other Entities & Individuals	(4,409)
0	Total	(132,200)

Note 7: Members' Expenses

The Partnership members do not receive an attendance allowance; however, expenses incurred in the course of carrying out approved duties are reimbursed. ZetTrans paid the following amounts to members during the year.

2018/19 £		2019/20 £
6,932	Members' expenses	6,613
6,932	Total	6,613

Note 8: External Audit Costs

The Partnership has incurred the following costs in respect of external audit services provided in accordance with the Code of Audit Practice:

2018/19 £		2019/20 £
9,790	Fees payable in respect of external audit services carried out by the appointed auditor for the year	9,578
9,790	Total	9,578

Note 9: Related Parties

The Partnership is required to disclose material transactions with related parties, bodies or individuals that have the potential to control or influence the Partnership or to be controlled or influenced by the Partnership. Disclosure of these transactions allows readers to assess the extent to which the Partnership may have been constrained in its ability to operate independently, or might have secured the ability to limit another party's ability to contract freely with them.

The Scottish Government is responsible for providing the statutory framework within which the Partnership operates. It provides some funding in the form of grants and prescribes the terms of many of the transactions that the Transport Partnership has with other parties.

In 2019/20, The Scottish Government provided £0.132m to fund running costs of the Partnership (£0.132m in 2018/19).

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Shetland Islands Council is responsible for funding the net expenditure of the Partnership under the Transport (Scotland) Act 2005. In 2019/20 the Council provided £3.211m (£3.268m in 2018/19) to fund the delivery of the public transport service and a further £0.294m (£0.259m in 2018/19) of match funding for core running costs. ZetTrans does not employ its own staff and during 2019/20, Shetland Islands Council charged ZetTrans £0.224m (£0.198m in 2018/19) in respect of staff, supplies and other support services.

Note 10: Critical Judgements in applying accounting policies

The Partnership has determined that uncertainty in relation to future levels of local government funding does not indicate that the level of service provision within the Partnership will require to be materially changed.

Note 11: Accounting Policies

A   General Principles

The Code specifies the applicable accounting policies for:

- Selecting measurement bases for recognising assets, liabilities, gains and losses in the Annual Accounts;

- Making changes to reserves; and

- The minimum disclosure requirements.

A valid estimation technique can be used to derive the monetary amount to be recognised in the financial statements in such circumstances when the basis of measurement for the monetary amount cannot be applied with certainty.

B   Accounting Conventions and Concepts

The accounting convention adopted in the Annual Accounts is historical cost.

The concept of the Partnership as a going concern is based on the premise that sufficient funding will be available to ensure that its functions and services will continue in existence for the foreseeable future.

The concept of materiality derives from the premise that financial statements need not be precisely accurate to represent a true and fair view.

The accounting policies that have a significant effect on the amounts recognised in the financial statements of the Zetland Transport Partnership are detailed below.

C   Accruals of Income and Expenditure

Activity is accounted for in the year in which it takes place, not simply when cash payments are made or received. In particular, income and expenditure in relation to services provided or received is recorded as income or expenditure when the service has been provided, rather than when receipts or payments have been made.

D   Cash and Cash Equivalents

Cash is represented by deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value. In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand.

E   Government Grants and Contributions

Government grants, third party contributions and donations are recognised as due to the Partnership and hence credited to the CIES when there is reasonable assurance that the Partnership will comply with any conditions attached to payment of the grants.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the balance sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the relevant service line (attributable revenue grants and contributions) or Taxation and Non-Specific Grant Income (non-ring fenced revenue grants and all capital grants) in the CIES.

F   Events after the Balance Sheet date

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Annual Accounts are authorised for issue.

The unaudited annual accounts were authorised for issue on 16 July 2020. Events taking place after this date are not reflected in the financial statements or notes.

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Where events taking place before this date provided information about conditions existing at 31 March 2020, the figures in the financial statements and notes have been adjusted in all material aspects to reflect the impact of this information.

The COVID-19 pandemic has had a substantial impact on ZetTrans service delivery and financial sustainability. Further details of this impact are included within the Management Commentary.

G   Value Added Tax

VAT payable is included as an expense only where it is not recoverable from HM Revenue and Customs.

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Zetland Transport Partnership

Meeting(s):	ZetTrans	24 September 2020
Report Title:	Draft Shetland Active Travel Strategy	
Reference Number:	ZTP-15-20-F	
Author / Job Title:	Transport Policy and Projects Officer	

1.0 Decisions / Action Required:

1.1 That the Partnership APPROVE the draft Active Travel Strategy (Appendix 1) for public consultation.

2.0 High Level Summary:

2.1 A multi-agency group, known as the Active Travel Group, has been meeting since October 2018 to coordinate efforts to support and increase active travel in Shetland.

2.2 The Active Travel Group secured £60,000 Sustrans funding in 2019 to develop an Active Travel Strategy in 2019.

2.3 A draft strategy has been developed by consultants SYSTRA, with stakeholder involvement and public engagement, and is now ready for public consultation.

3.0 Corporate Priorities and Joint Working:

3.1 ZetTrans' policy is to seek to have in place transport arrangements that are affordable and meet people's needs. To achieve this policy ZetTrans works closely with Shetland Islands Council. The Council's "Our Plan 2016 to 2020" states: 'There will be transport arrangements in place that meet people's needs and that we can afford to maintain in the medium term'.

3.2 ZetTrans is a signatory to the Shetland's Partnership Plan 2018-2028, along with 13 other statutory and non-statutory Partners. The plan seeks to raise the average Place Standard score for Transport from 3.6 to 5.

4.0 Main Issues:

4.1 A multi-agency group, known as the Active Travel Group, has been meeting since October 2018 to coordinate efforts to support and increase active travel in Shetland. The group consists of representatives from:

- Shetland Islands Council (Roads, Planning, Schools, Sport and Leisure, Transport Planning and Community Planning & Development)
- NHS Shetland (Public Health and Estates)

- Shetland Recreational Trust
- Visit Scotland
- Scottish Natural Heritage
- Police Scotland
- Shetland Association of Community Councils
- Regional Transport Partnership ZetTrans

4.2 The 2018 Scottish Government Active Travel Taskforce recommended Regional Transport Partnerships should have Active Travel Strategies aligned to the ambitions set out in National Active Travel policies (Cycling Action Plan for Scotland, National Walking Strategy and the Long-Term Vision for Active Travel in Scotland) and the Active Scotland Outcomes Framework.

4.3 The Active Travel Group secured £60,000 Sustrans funding to develop an Active Travel Strategy in 2019 and this work was awarded to consultants SYSTRA through a tender process

4.4 Work on the strategy development commenced in October 2019, building on work already achieved or in progress including:

- Shetland Islands Council (SIC) Community Development Officers and Roads working with Community Councils to compile and assess a list of desirable pathways in their area.
- ZetTrans Active Travel Hub feasibility study with funding from the Low Carbon Travel and Transport fund (completed Jan 2017)
- NHS Shetland plans for active travel connections between NHS facilities in Lerwick
- Shetland Recreational Trust activities.
- SIC Roads annual allocation from Cycling, Walking and Safer Streets (CWSS)

4.5 Public engagement for the Active Travel strategy commenced just before the Coronavirus lockdown in March, and was redesigned and refocussed accordingly.

4.6 Shetland, saw an increase in active travel coupled with a reduction in car use as a result of the lockdown. The revised engagement exercise was able to quantify some of the changes, and the potential for them to become embedded.

4.7 The engagement report (Appendix 2) was presented to Board members and Members of Shetland Islands Council at a Microsoft Teams webinar on 24th August.

4.8 The draft strategy describes the current situation and policy framework, identifies a vision/objectives, and sets out an action plan focussed around 5 key themes:

- An attractive walking and cycling environment
- Leadership and governance
- Integrating walking and cycling into planning and transport
- Promotion, travel behaviour change, and information
- Training and education

It also provides a framework for monitoring and evaluation.

4.9 It is hoped that the Strategy will provide a basis for the appointment of an Active Travel Officer to coordinate future activity. Sustrans have a scheme for part funding of a three year staff resource, whereby 100% of costs are covered by

	Sustrans in year one, and 50% of costs are covered by Sustrans in years two and three.

5.0	**Exempt and/or Confidential Information:**
5.1	NONE.

6.0	**Implications :**
6.1 **Service Users, Patients and Communities:**	Supporting active travel will be beneficial for public health, and help to tackle inequalities.
6.2 **Human Resources and Organisational Development:**	None arising directly from this report.
6.3 **Equality, Diversity and Human Rights:**	Supporting active travel will be beneficial for public health, and help to tackle inequalities. Where appropriate ZetTrans projects and activities are subject to Integrated Impact Assessments and Data Protection Impact Assessments.
6.4 **Legal:**	None arising directly from this report.
6.5 **Finance:**	Consideration must be given to the ongoing allocation of a percentage (suggested 5%) of annual transport budgets to active travel.
6.6 **Assets and Property:**	None arising directly from this report.
6.7 **ICT and New Technologies:**	It is anticipated that consultation will largely undertaken through digital engagement with the public.
6.8 **Environmental:**	Support for Active Travel in Shetland will help address the Global Climate Emergency and support the work of Shetland Islands Council in this regard.
6.9 **Risk Management:**	Failure to agree a strategic framework for development could result in opportunities for synergies and best value being missed.
6.10 **Policy and Delegated Authority:**	ZetTrans has functional responsibility to secure transport services in Shetland under the Transfer of Functions to the Shetland Transport Partnership Order 2006. The Partnership is responsible for engaging with Government on issues relating to transport national policy and strategy.

6.11 Previously Considered by:	None.	

Contact Details:
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Date Cleared: 16 September 2020

Appendices:
Appendix 1 – Draft Shetland Active Travel Strategy
Appendix 2 – Shetland Active Travel Strategy Engagement Report
Appendix 3 – Shetland Active Travel Strategy Engagement Report Appendices

Background Documents:
None

14/09/2020

SHETLAND ACTIVE TRAVEL STRATEGY 2020-2025
DRAFT

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Foreword

Foreword to be added

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IDENTIFICATION TABLE	
Client/Project owner	ZetTrans
Project	Shetland Active Travel Strategy
Type of document	Strategy document
Date	14/09/2020
Reference number	109297
Number of pages	29

ISSUE NUMBER	AUTHOR	REVIEWED	APPROVED	STATUS	DESCRIPTION	DATE
1	AC	CM	AC	Draft	For client to comment	14/09/2020

Contents

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Introduction

Broadening the appeal of walking and cycling as modes of transport and leisure activities has well documented benefits, for the economy, public health and the environment. The Shetland Active Travel Strategy (the ATS) sets out our vision, objectives, and the actions we will take over the next five years to increase walking and cycling journeys in Shetland.

It is part of Shetland's wider response to key challenges we face in terms of climate change, population health, socio-economic inequalities, and continued prosperity.

In this document, Active Travel is defined as walking, cycling and scooting, for all ages and abilities, including the use of adaptive bikes such as tricycle and handcycles and other mobility aids. The focus of the ATS is on walking and cycling as modes of transport primarily for day to day functional trips (to school, work, the shops, visit family, etc.). As such it will inform and form part of the Shetland Regional Transport Strategy currently under development.

Walking and cycling as leisure and tourism activities are also important for people's wellbeing, health and the economy, and where there are overlaps, links are made with other strategy documents including the "Active Shetland" strategy which focuses on leisure activities, and with the "outdoors access strategy", focused on walking and cycling access as leisure.

The ATS was developed in the context of the 2020 COVID-19 pandemic, which has had a major impact on all aspects of our lives, including how, where and how often we travel. Early observations suggest some of those changes will last, with implications for active travel and transport provision in general. Those changes have been captured wherever possible in the ATS, and will continue to inform its delivery as the situation develops.

Context

THE CHALLENGES WE FACE

Climate Change

Just over two-thirds (67%) of people in Shetland see climate change as an immediate and urgent problem[1].

The Scottish Government has committed to reduce Scotland emissions of greenhouse gases (CO2, methane etc) to 'net-zero' by 2045, with a legally-binding target to achieve 75% of this reduction in GHG emissions by 2030.

The transport sector is the largest contributor to Scotland's emissions (37% in 2017), and the only one where emissions have increased over the past few years. Further, road transport makes up over two-thirds (69%) of transport emissions[2]. Changes to the way we travel are therefore inevitable of we are to achieve the 'net zero' target. Investment in walking and cycling has a role to play; it is one of the best value transport interventions, with the potential to replace many short journeys currently driven.

COVID-19 pandemic

The spread of COVID-19 across the world has had a profound impact on all aspects of our lives. Working and travel habits have changed as a consequence, in Shetland like in the rest of the Scotland and UK.

Some of those changes are temporary (the 5-miles travel restriction has been lifted and shops and services are re-opening), but early evidence suggests others are likely to be longer term changes. For example, surveys undertaken in Shetland to inform this strategy, and others across the rest of the UK all suggest that people expect to spend less time working in an office.[3,4]

This will have implications for commuting journeys, but also for all the trips undertaken "on the way" to and from the workplace, such as school drop off and pick up or grocery shopping.

Understanding these changes in travel behaviour and to what extent they are temporary is a challenge, but also an opportunity to guide and shape that change towards a sustainable transport system, with active travel an integral part of this system.

As this strategy is published, the pandemic is an ongoing and the situation is fast-evolving; the ATS will need to adapt to any national COVID-19 related guidelines, route maps or transition plans as they emerge.

Population health (other than COVID-19)

The ATS is intended to open up walking and cycling to more people, with a focus on enabling access for those who currently are unable to walk or cycle for a range of reasons, including health-related reasons. In that, it will build on the "Active Shetland Strategy 2018-23".

Physical activity is essential to good mental and physical health throughout life. There is however a high level of inactivity in Shetland as in the rest of the country, contributing to increasing levels of obesity and other preventable diseases. Between 2014 and 2017, the proportion of the population classified as overweight was high in the Shetland Islands at 71%, compared with the national average of 65%[5] (itself high by international standards). Some groups are more at risk of being inactive: those with a disability and/or long-standing poor health; older age groups; women and teenagers.

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[1]Scottish Household Survey 2018

[2]Scottish Transport Statistics No.38 2019 Edition

[3] SYSTRA UK-wide survey (June 2020): https://tinyurl.com/yxfs6ql8

[4] BBC News 28 Aug 2020: https://www.bbc.co.uk/news/uk-wales-53946487

[5] Scottish Government (2018) The Scottish Health Survey (SHeS): Results for Local Areas 2014-2017: https://www.gov.scot/publications/scottish-health-survey-results-local-areas-2014-2015-2016-2017/

Increasing walking and cycling levels for local journeys is one of the easiest ways of integrating physical activity in everyday life.

Socio-economic inequalities

The "Transport and Poverty in Scotland" report by the Poverty and Inequality Commission (2019)[6] highlighted the complex situation relating to transport, for people on low income living in rural areas. Costs of travel to essential services is generally much higher in remote rural areas such as Shetland, where there are often limited affordable and practical alternatives to owning a car in spite of the running costs.

The Shetland-focused "On Da Level - Achieving a Fairer Shetland 2016"[7] further reports that the Minimum Income Standard for Remote Rural Scotland determines that households require budgets 10-40% higher to achieve a minimum acceptable living standard than elsewhere in the UK, with transport cost part of that extra cost. It also found that lack of affordability is a bigger issue than availability of public transport for those in Shetland who are receiving benefits and wishing to move into employment.

Investing in walking and cycling provision can contribute to addressing this by providing easy and convenient access to local services and to public transport via low-cost modes of transport.

Prosperity

One of the core purposes of a transport system is to support economic activity and its development by providing efficient and reliable transport access. There is now good evidence showing that well-designed streets and roads, attractive to pedestrians and cyclists, can have a beneficial effect on local businesses, through increase footfall and spend.[8]

Transform Scotland has also estimated the GVA (Gross Value Added) of cycling to the Scottish economy at between £321 million and £367 million in 2015, which it describes as a conservative estimate[9]. Cycle tourism, including day trips and longer touring holidays, represented the largest part of that total. This is an important consideration for the ATS, as tourism in the region is growing, with the industry contributing 30% more to the Shetland Islands' local economy in 2017 relative to 2013 levels[10].

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[6] https://povertyinequality.scot/wp-content/uploads/2019/06/Transport-and-Poverty-in-Scotland-Report-of-the-Poverty-and-Inequality-Commission.pdf

[7] https://www.shetland.gov.uk/equal-shetland/documents/OnDaLevel_Summary.pdf

[8] University of London for TfL (2018) Walking and cycling: the Economic Benefits http://content.tfl.gov.uk/walking-cycling-economic-benefits-summary-pack.pdf

[9] Transform Scotland (2018) THE VALUE OF CYCLING TO THE SCOTTISH ECONOMY, Report for Cycling Scotland https://transformscotland.org.uk/wp/wp-content/uploads/2018/02/Transform-Consulting-The-Value-of-Cycling-to-the-Scottish-Economy.pdf

[10] Shetland Island Council and Visit Scotland (2018) Shetland Islands Visitor Survey 2017 https://www.visitscotland.org/binaries/content/assets/dot-org/pdf/research-papers/shetland-report-may-18.pdf

POLICY RESPONSE

The promotion of active travel enjoys a strong public policy framework. Between them, a wide variety of national, regional and local policies and plans set out to change travel choices in order to achieve a large range of policy outcomes.

The most relevant ones and how they relate to the ATS are presented underneath.

NATIONAL LEVEL

National Transport Strategy 2 (NTS2)

Adopted in January 2020, the NTS2 sets out the following vision for Scotland: "We will have a sustainable, inclusive, safe and accessible transport system, helping deliver a healthier, fairer and more prosperous Scotland for communities, businesses and visitors."

Four priorities, each with three outcomes develop the vision in more detail. The four priorities are:

- Reducing inequalities
- Taking climate action
- Helping deliver inclusive economic growth
- Improving our health and wellbeing

The NTS2 also places the sustainable travel hierarchy and the sustainable investment hierarchy at the heart of decision-making in transport.

The ATS will contribute to delivering this vision, translating it into a vision and priorities relevant and adapted to the Shetland context.

Strategic Transport Project Review

Growing active travel levels is one of the three key opportunities identified for Shetland in the SPTR2 "Case for Change" report[11].

Although not a strategy in itself, the ongoing Strategic Transport Project Review will inform the Scottish Government's transport investment programme in Scotland over the next 20 years, on the basis of the recently adopted National Transport Strategy 2.

The review is ongoing at the time of publication of the active travel strategy, however the "STPR Initial Appraisal: Case for Change" Shetland report was available, summarising transport-related problems and opportunities, including walking and cycling. Findings from this report have informed the active travel strategy.

Climate Emergency

A Climate Emergency was declared by the Scottish and UK Governments in 2019. The subsequent Climate Change Bill commits the Scottish Government to a target of net zero emissions of all greenhouse gases by 2045, with a legally binding target of reducing by 75% by 2030 across Scotland.

The National Planning Framework 3 (NPF3)

NPF3 highlights the importance of 'place', and identifies where the national priorities for investment should take place to support the core aim in the Government's Economic Strategy for sustainable economic growth. The four National Planning Outcomes identified are:

- A successful, sustainable place
- A low carbon place
- A natural, resilient place
- A connected place

More walking and cycling by more people on Shetland would directly contribute to all four of those outcomes.

The National Planning Framework 4 (NPF4) is under development, with initial work suggesting a focus on achieving the target of net zero emissions by 2045, with a shift in emphasis

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[11] Strategic Transport Project Review 2 (under development)
https://www.transport.gov.scot/media/47212/stpr2-shetland-islands-case-for-change-draft-report-for-publication.pdf

towards sustainable transport in planning processes and delivery.

Let's Get Scotland Walking: The National Walking Strategy

The National Walking Strategy, developed in 2014, sets out clear ambitions for increasing the proportion of short journeys completed by walking, including trips to/from school. The vision is for "a Scotland where everyone benefits from walking as part of their everyday journeys, enjoys walking in the outdoors and where places are well designed to encourage walking."

Three strategic aims were identified:

- Create a culture of walking where everyone walks more often as part of their everyday travel and for recreation and well-being.
- Better quality walking environments with attractive, well designed and managed built and natural spaces for everyone.
- Enable easy, convenient and safe independent mobility for everyone.

Cycling Action Plan for Scotland

In 2013, the Scottish Government published its Cycling Action Plan for Scotland. Its vision is that: "By 2020, 10% of everyday journeys taken in Scotland will be by bike." It was last updated in 2017, maintaining the same vision. It sets out 19 actions to achieve this, under priority headings of: leadership and partnership; infrastructure, integration and road safety; promotion and behavioural change; resourcing; and monitoring and reporting."

An Active Travel Vision for Scotland

This document provides a long term vision (2030) for Scottish communities to be shaped around people, with walking and cycling the most popular choices for shorter, everyday journeys.

Its objectives include: better health and safer travel for all; reducing inequalities in access to jobs, services and leisure; cutting carbon

emissions to tackle climate change and improve air quality; deliver liveable, more pleasant communities to increase feeling on connectedness; and supporting delivery of sustainable economic growth.

The Active Travel Framework

The Active Travel Framework was published in February 2020 by Transport Scotland in collaboration with delivery partners and Regional Transport Partnerships. It is described by Transport Scotland as "bring[ing] together the key policy approaches to improving the uptake of walking and cycling in Scotland for travel."

The Fairer Scotland Duty

The "Fairer Scotland Duty" is part of the Equality Act 2010, and came into force in 2018. It puts a responsibility onto local authorities (among other public bodies) to consider actively how they can "reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decision"[12].

The ATS has sought to incorporate this duty in its development and will continue throughout its delivery.

Policy responses to the 2020 COVID-19 pandemic

Following the initial, and ongoing, emergency response to the COVID-19 pandemic, governments at all levels are developing longer term recovery, transition plans, strategies and policies to tackle the effects the pandemic is having on public health, the economy and society more widely. Current policies and strategies (transport, climate change, infrastructure investment, etc.) are also likely to be re-considered to take into account the changed reality.

In this context, the ATS will need to remain a flexible document, incorporating any local or national guidance, strategy or policy changes as they emerge.

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[12] Scottish government (2018) Fairer Scotland Duty: interim guidance for public bodies

https://www.gov.scot/publications/fairer-scotland-duty-interim-guidance-public-bodies/pages/2/

Shetland Partnership – the Local Outcomes Improvement Plan for the Shetland Islands (LOIP), June 2016

The Shetland Partnership Plan presents the following vision: "Shetland is a place where everyone is able to thrive; living well in strong, resilient communities; and where people and communities are able to help plan and deliver solutions to future challenges".

The LOIP sets out the activities to deliver the Shetland Community Plan, describes the priorities that have been identified to have the greatest benefit to Shetland, and how these will be delivered. In relation to transport, the following outcome is most relevant to the ATS:

Outcome D: Shetland has sustainable growth and all our people have the chance to the part of island life.

D1: Attracting more people to Shetland to live, work, study and invest.

D1.3: Develop and deliver a refreshed Transport Strategy, supporting Shetland Partnership Board's ambition, where feasible, to attract more people to live, work, study and invest in Shetland.

Shetland Transport Strategy Refresh 2018-2028

The Transport Strategy establishes the following vision for transport on Shetland: "To develop travel and transport solutions for Shetland that underpin our Economy, support our Communities and conserve our Environment."

The target outcome for the strategy, in line with the LOIP is to increase the Shetland Place Standard 'score' for Public Transport from a baseline of 3.6 in 2016 to 5 by 2028.

An updated Transport Strategy is under development, which will be informed by and incorporate the ATS.

Active Shetland Strategy 2018-2023

The Active Shetland Strategy set the following vision: "We aim to make Shetland the most Active Community in Scotland"

Of the six priorities of the Active Shetland strategy, two are most relevant to the ATS:

- **Places**: Provide the people of Shetland with the best facilities and infrastructure possible to let them lead active lives. To achieve this, it commits to: "Engage with decision makers including community councils to prioritise active living/active travel through the design of roads, footpaths and transport policies that promote walking, cycling and public transport".
- **Stay Active**: Make physical activity and sport part of the daily lives of everyone who lives in Shetland.

Shetland Local Development Plan (LDP) 2014

On transport, the LDP states that it will support proposals which, amongst other items:

- promote awareness of travel options in order to limit traffic growth;
- develop public transport corridors and promote innovative and flexible public transport usage;
- develop facilities for walking and cycling as an alternative and healthy means of transport;
- support an improved path network within and between settlements; and
- improve the human environment by promoting road design that meets the policy framework set out in Designing Streets and the six qualities of successful places as set out in Designing Places.

Further, the Placemaking Supplementary Guidance of the LDP states:

Vehicular use is a fact of modern day life and can be a life-line mode of transport within Shetland's rural communities - placemaking does not seek to victimise the car user. However, at the heart

of good placemaking is the need to start prioritising the movement of cyclists and pedestrians, and to develop communities that have better access to public transport routes.

Shetland Islands Council "Our Plan, 2016 to 2020"

The Corporate Plan highlights seven transport related outcomes that Shetland Islands Council (SIC) will work towards by 2020 to improve connections and access for the population of the Shetland Islands. These outcomes include: "Have a clearer understanding of the options and investment needed to create a sustainable internal transport system over the next 50 years."

Shetland Tourism Strategy 2018-2023

Developed by a partnership of public, private and voluntary sector organisations, the tourism strategy aims to: "Work together to help make Shetland a year-round sustainable tourism destination, offering unique and outstanding visitor experiences."

The ATS can support this aim by supporting leisure walking and cycle touring, delivering sustainable travel links to visitor attractions, and delivering high quality, attractive public realm for residents and visitors to enjoy.

Active travel in Shetland today

CURRENT TRANSPORT SITUATION AND TRENDS

Shetland's nearly 23,000 inhabitants are dispersed over a large territory across multiple islands; this is a major factor in the current high level of car use. It has amongst the highest levels of car ownership in Scotland at 74% of households.

The 16% of households in Shetland which have no access to a car[13], although much lower than the national average, still represent a sizable number of people whose journeys need to be provided for via other modes. Another group of people, harder to identify, own a car even though they cannot or have difficulty affording the running cost, because of the lack of alternative transport options.

The distance travelled for each trip however, suggests the potential for a lot more of those journeys to be walked or cycled: 58% of journeys in Shetland are under 5km, a distance which can be cycled is approximately 15-20 minutes. That is very close the Scottish average of 59%. Further, close to half of journeys, 44%, are under 2km, which can be walked in about 15-20 minutes.[14]

Looking specifically at the commute to work, at the 2011 census, the proportion of the journeys to work undertaken within Shetland with a distance of less than 2km (22%) was higher than the national average (17%). Overall, it appears that commuting distances in Shetland are broadly similar to those across Scotland[15]. Yet, at the same time, 72% of those in employment in Shetland travelled to work by car, 9% on foot, and 0.4% by bike.

Looking at travel to school, 26% of primary and secondary pupils walk, cycle or scoot to school in Shetland. This is quite a lot lower than the Scottish average (49%).[16] It reflects in part the remote rural nature of Shetland, however there will be potential for more active travel in Lerwick and in the more compact settlements where the school is located near houses.

This situation has been affected by the ongoing COVID-19 pandemic with an increased proportion of workers, mostly office-based workers, now working from home most or all of the time. The online survey undertaken as part of the ATS development, as well as surveys undertaken across the UK all indicate a desire, or an expectation, from workers to continue working from home more on a permanent basis. Although the implications for transport policies are difficult to establish, it may suggest a need for a change in emphasis for transport policy interventions, away from the commute and on to other journeys we undertake (personal business, school run, leisure, etc.).

The statistics presented above are averages across Shetland, there will be significant disparities between the situation in Lerwick and the rural and more remote areas, in the current levels of active travel and in the potential. Likewise, potential solutions will need to be tailored to those very different environments.

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[13] Transport and Travel in Scotland 2018 - Scottish Household Survey Local Authority results (Published 2019)

[14] Ibid

[15] Census 211: Table QS703SC - Distance travelled to work

[16] Hands Up Scotland Survey (HUSS) 2018

PROVISION FOR WALKING AND CYCLING

Like any mode of transport, walking and cycling require good quality, reliable and safe infrastructure and facilities to become attractive and convenient choices for people.

There are a number of good quality, attractive paths like the Clickimin path in Lerwick, built as part of the Anderson High School new building as well as the path linking Hoswick to Sandwick developed and funded by local group GAETS. The size and relatively compact nature of Lerwick also places most destinations within walking distance.

However, current provision in Shetland is unevenly spread and can be of inconsistent quality. The good quality paths are not linked to each other, interrupted by busy road crossings, and where destinations are within walking distance, footways may be narrow, or lacking the necessary dropped kerbs to make it accessible to all.

In rural areas, some roads accessing local destinations do not have footpaths to make it possible to walk and cycle there safely.

WHAT DO PEOPLE IN SHETLAND THINK?

To guide the ATS development and understand where we are starting from, public and stakeholder engagement events were organised in March and May 2020. The aims of those events were to raise awareness of and gauge appetite for an active travel strategy; understand how people travel currently; gather views on barriers and issues to travel more actively in Shetland; and hear ideas on potential improvements.

The events scheduled throughout March 2020 were designed to reach as wide a range of people. They included:

- a Council / ZetTrans board members' seminar;
- stakeholder workshops in Lerwick; Sandwick, Brae, Scalloway, and Aith
- Area Transport Forum meetings: 16 across all regions;

- public drop-in events and walkabouts in Lerwick, Sandwick, Brae, Scalloway, and Aith;
- a school workshop at Anderson High School;
- an online survey questionnaire; and
- an interactive online map (Placecheck) to collate location-specific comments.

From the middle of March, The COVID-19 pandemic and associated travel restrictions led to the cancellation of some events as schools were closed and public gatherings restricted. To mitigate the impact of these cancellations, and to capture some of the changes to travel and working patterns which emerged during this period, a new online survey was set up in May 2020 (still under lockdown restrictions). Primary and secondary school "active travel activity packs" were also produced and promoted online to further raise awareness of the active travel strategy.

Overall, during the face-to-face events which did take place, nearly 500 individual comments were collected on what people like and dislike about active travel in Shetland, and their ideas for improvements.

Between the two online surveys, 520 questionnaires were completed, providing insight into how people travel, their views on active travel and changes during lockdown.

The analysis of responses collected during the engagement activities led to some key themes

emerging. People were keen to walk and cycle more, but they often felt unsafe cycling and walking there.

When asked what they disliked about walking and cycling in Shetland or what discourages them from doing it, traffic speed and volume and lack of dedicated space for people walking and cycling were the main issues raised.

More dedicated space was also the most common response when asked what they liked or would encourage them to walk or cycle more, often citing some of the existing better quality paths in Shetland as examples (Clickimin, Knab peninsula, Sletts, Hoswick). They also expressed a clear support for investment in walking and cycling, even when it means less space for other traffic.
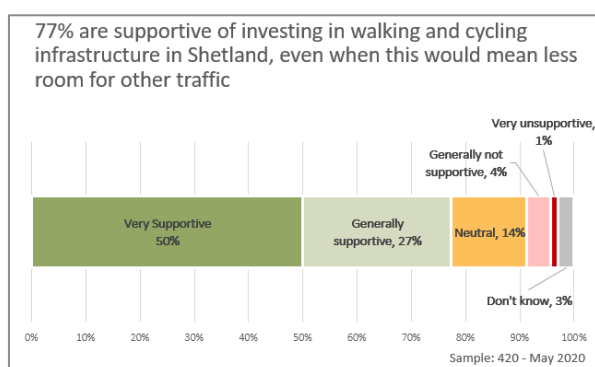
Finally, the online survey suggests that working and travel habits are changing as a consequence of the COVID-19 pandemic, in Shetland like in the rest of the Scotland and UK. Only half of respondents to the survey expected to go back to their previous working arrangement. This finding is in line with findings from larger UK-wide surveys which all suggest an expectation to spend less time in the office and work more

flexibly. This is both a challenge and an opportunity to guide and shape that change, and see where walking and cycling have a place, as people spend more time in their local area.

The findings from the 2020 engagement events are also consistent with those from the 2016 Place Standard consultation. The Shetland Place Standard[17] consultation sought to understand how people see their local area, their 'place', both the physical elements (buildings, streets, transport etc.) and social aspects (for example, whether people feel they have influence/a say over decisions). The survey received nearly 1,000 responses from across Shetland and led to the identification of key issues at both regional and Shetland-wide scales. The key issues identified under the "Moving Around" heading were:

● the need for new and improved safe cycle and walking access to promote active travel – in both rural and urban areas;
● walkers and cyclists not feeling safe due to traffic speed and driver behaviour;
● a need for more seating and shelter for walkers and cyclists along key routes; and
● a need for improved pavements and verges in places.

Under the "traffic and parking" heading, key issues were also consistent with findings from the 2020 engagement work:

● Concern over traffic speeds
● Competition for road use between cyclists, walkers and vehicles in some places
● Safe road-side walking in rural areas
● Pedestrian and vehicle access issues on Commercial Street, Lerwick

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[17] Shetland Place Standard 2016

PREVIOUS AND ONGOING WORK

ZetTrans and its partners are already engaged in activities to enable and promote active travel across Shetland.

Recent new or improved infrastructure have included the Clickimin path, delivered as part of the Anderson High School construction or the Hoswick to Sandwick path delivered by local community group GAETS.

Hjaltland Housing Association secured funding in 2019 to deliver bike stores and communal storage rooms in some of their properties where residents had no space to store bikes, prams or scooters.

NHS Shetland has officially become a "Cycle Friendly Employer", with improved cycle parking and repair facilities, and the provision of ebike pool for commuting, work uses such as home visits, and for general staff use as exercise. These improvements and other promotion activities across NHS Shetland are coordinated by a dedicated Active Travel Officer.

At the planning stage, the two masterplan areas in Lerwick, the Knab and Staney Hill both have emphasised placemaking, walking and cycling access in their design.

A feasibility study on Low carbon and active travel hubs has also been undertaken, with recommendations on types of facilities and potential locations across Shetland.

Community Councils across Shetland were approached by Council officer to suggest active travel routes to be created or upgraded in their area. An initial assessment of suitability if the suggestions has been carried out, which has informed the development of the ATS.

The Scalloway "Local Place Plan", the first in Shetland, was adopted in September 2020 as a non-statutory planning guidance. The Plan is the result of extensive engagement since 2018 with local stakeholders and residents through the "Re-create Scalloway" project to identify local development and investment priorities.

To discuss and coordinate those initiatives, an "Active Travel Group" meets regularly, with representatives from several Council departments (Roads, planning, community outreach, etc.), NHS Shetland and Visit Scotland.

Our vision for active travel in Shetland

Walking and cycling are attractive and realistic travel choices for short journeys in Shetland

OUTCOMES

Delivering the vision will help to the meet the following outcomes:

- Reducing the effects of climate change through the development of a low carbon transport system.
- A resilient local economy through better, sustainable access to local businesses and services.
- A healthier population through increased physical activity, including through travel choices throughout life (children – working age adult – older age) and conditions.
- A less inequal society through greater access to low cost and convenient transport, and streets and settlements accessible to all abilities.

OBJECTIVES

The following objectives will guide the delivery of the vision:

- an increase in walking and cycling across a range of purposes (e.g.: not only leisure, but also travel to school, to work, personal business, visiting friends/family);
- an increase in active travel levels across Shetland (e.g. not only in Lerwick), although the potential will vary depending on local context;
- an increase across ages and abilities, with more children, more older people cycling, more people with disabilities walking/wheeling/cycling, independently; and
- more walking and cycling at all times, not only during the day or in summer, although seasonal variations are inevitable.

TARGETS

The targets set for the 2020-2025 timeframe are presented here, with an outline monitoring plan including baseline levels and data sources shown on page 27.

- Increase the number of children walking, cycling or scooting to school, across all primary and secondary schools.
- Increase the percentage of those employed usually cycling to work.
- Increase in all journey mode share of walking and cycling.
- Sustained increase in cycling and walking at selected count locations across Shetland.
- Increase cycling and walking mode share to public facilities and services.
- Increase percentage of people walking as means of transport once a week or more.
- Increase the percentage of the population participating in walking and in cycling (at least 30min) in the past four weeks.
- Increase the percentage of households with access to a bike.
- Increased satisfaction with walking and cycling provision amongst the population.
- Spend at least 5% of the transport budget every year on walking and cycling projects throughout the ATS lifetime (up to 2025).

DELIVERY PRINCIPLES

Key principles will be used as a guide, or a design brief, for the delivery of each of the measures listed in the Action Plan (page 21). These were derived from the objectives set for the ATS, the findings from the engagement activities and recognised best practice.

- Make people feel safe when they walk or cycle around.
- Walking, cycling and public transport should be the most convenient ways of getting about for most journeys in built-up areas.
- Routes and other measures will link up local destinations (services, amenities, schools, workplaces, etc.), where people want and need to travel to, along the most direct, safe, and convenient route achievable.
- Integration with other modes of transport to build an integrated transport system which makes sustainable modes convenient.

- Design with universal access in mind at all stages of design, from preferring route alignment with the lowest gradient to suitable colour contrast or kerbs, via paths widths radii accessible to adaptive bikes, cargo and tricycles.
- Placemaking: making places more attractive to spend time in is an integral part of the active travel strategy.
- Development and delivery in partnership and collaboration with organisations, users, and with the local population.
- Delivering infrastructure designed to last, and which is well maintained over time, including in winter, to give people confidence that a route will be accessible in all, or most, seasons and in the longer term.
- Proposals, layouts and designs which are relevant and adapted to the context of Shetland.

DELIVERY PARTNERS

Shetland has a particularly rich network of specialised and local organisations across the public, private and third sector. Effective delivery of the ATS will rely on a collective effort, through close cooperation between many, if not all, council departments, and other public, private, and third sector organisations.

Listed below are organisations which are likely to have a stake or be involved in at least some of the measures proposed in the ATS, and where appropriate contribute or take a leading role in their delivery. This is not an exhaustive list; more organisations are likely to be added as projects are developed and evolve.

- ZetTrans
- SIC Roads
- SIC Planning

- NHS Shetland
- Visit Scotland
- Public transport operators
- Shetland Tourism Association
- Hjaltland Housing Association
- Living Lerwick
- Businesses/employers
- Community Councils
- Local community groups
- Shetland Community Bike Project
- Shetland Recreational Trust
- Employers
- Transport Scotland
- Sustrans
- Paths for All
- Living Streets
- Cycling Scotland
- Cycling UK

FUNDING SOURCES

A range of funding sources are available to support the delivery of the ATS. Listed below are the main external funding programme aimed at enabling and promoting active travel.

Places for Everyone (PfE) (Sustrans): Transport Scotland's funding programme for active travel infrastructure projects (administered by Sustrans). This is likely to be the main source of external funding for infrastructure projects. It should be noted that the Scottish Government has now reduced the match-funding requirement for the PfE programme to 30% of the construction cost.

Smarter Choices, Smarter Places (Paths for All): also funded by Transport Scotland, this programme is administered by Paths for All. The fund is aimed at projects to encourage travel by sustainable modes of transport (promotion, travel behaviour change campaign, information, etc.).

Street Design (Sustrans): a design and engagement service delivered by Sustrans to develop neighbourhood public realm improvement projects to Outline Design stage.

E-bike grant and loans (Energy Saving Trust): run by the Energy Saving Trust, three types of grants are available, for local authorities, for businesses, and for individuals.

Practical Cycle Awareness Training (Cycling Scotland): the programme establishes cycle awareness courses to HGV and bus drivers in a local authority.

School Cycle and Scooter Parking Grant (Sustrans)

Bikeability Scotland (Cycling Scotland) supports the delivery of cycle training in primary schools.

Play Together on Pedals (Cycling Scotland and Cycling UK) is aimed at enabling and promoting cycling (and balance bikes) for pre-schoolers. It is currently focused on Glasgow and Edinburgh.

I Bike (Sustrans) delivers a range of activities in primary and secondary schools to encourage young people to cycle more.

WOW walk to school programme (Living Streets Scotland): a year-long "walk to school challenge" where primary schools pupils record through an online tracker how often they walk to school to win badges every month.

National Monitoring Framework (Cycling Scotland): installation of cycle and people counters and surveys.

Further, more specialised funding programmes are available which are not aimed at local authorities but can support and be promoted as part of the ATS:

Cycle Friendly Programme (Cycling Scotland) provides funding to make workplaces, schools, campuses and communities more cycle-friendly.

Active Travel repair stations (Sustrans): provides grants to install cycle repair stations at NHS, university, college and school campuses.

Community Paths Grants (Paths for All): accessible by community groups to improve or create new paths.

Campus Cycling Officer (Cycling Scotland) in colleges and universities.

Big Bike Revival (Cycling UK), supporting community organisations in delivering community cycling events.

Where match-funding from the local authority is required to secure external funding, a range of sources can qualify, including:

- SIC's own budget (Local Government Settlement)
- Funds from Section 75 agreement with developers
- Walking Cycling and Safer Streets grant
- Other active travel infrastructure projects across the local authority
- In kind match funding

Funding already awarded to SIC through Transport Scotland's **Spaces for People** fund for temporary measures in response to the COVID-19 pandemic will deliver short term interventions which could be pilots of some of the ATS actions.

Action plan

To deliver on the ATS vision and reach the set targets, ZetTrans will lead on the delivery of the following actions, presented under five broad categories:

- An attractive walking and cycling environment
- Policy integration
- Promotion, travel behaviour change, and information
- Leadership and governance
- Training and education

The action plan has been informed by the public and stakeholder engagement events, ongoing and planned programmes, and best practice and evidence from elsewhere on the most effective measures.

For each action, the proposed delivery timescale is included, either in the **short term** (over the next two years), **medium term** (over the next five years), or **longer term** (beyond the lifetime of the ATS).

The action plan will be reviewed and added to each year on the basis of progress and outcomes from the first actions to be delivered. The ATS will also need to reflect the latest national policy changes, and response to the ongoing COVID-19 pandemic.

An illustrative Shetland-wide map of key actions and delivery principles is included at the end of this section.

AN ATTRACTIVE WALKING AND CYCLING ENVIRONMENT

Significant concerns were raised during the engagement events about safety and comfort when walking and cycling. For people to walk and cycle more, they need to feel safe and it needs to be as convenient than other transport mode for short journeys.

This will be achieved by creating a network of cycle routes connecting local destinations and integrated with other modes of transport, which is coherent, direct, safe, comfortable and attractive, following established best practice, adapted to the context in each part of Shetland.

Walking provision will be brought up to good standards where it is lacking, notably in terms of access, comfort and safety. New walking routes will be created where gaps in provision prevent safe and convenient access to local destinations.

Actions under this heading are listed here, labelled Nx for "network".

N1: ZetTrans will undertake **settlement "walkability" and "cyclability" audits** (including all ability access and placemaking) across Shetland. They will be centred on an area within 5km of local destinations for cycling (about 20 min ride) and within 2km for walking (about 20 min walk), or other logical end point (e.g.: the

end of the built-up area). The audit will identify opportunities to improve existing routes, identify where new links are needed. Local placemaking opportunities will also be considered.

For each settlement these audits will take account of routes already identified by Community Councils and any existing old roads alignments with potential for use to form a list of prioritised measures, with a delivery timescale and funding plan.

Measures may include lower speed limits, segregated cycling infrastructure, new or better pedestrian crossings, area-wide modal filtering ("low traffic neighbourhoods"), etc.

For all settlements, issues, actions and priorities will be developed with and shaped by the local community.

In **Scalloway**, the settlement audit and action plan will build on the work already undertaken through extensive public and stakeholder engagement for the Scalloway Local Space Plan and Action Plan recently completed.

In **Lerwick**, following the same process as for other settlements will mean undertaking a

review of the transport network as a whole, with the view of re-prioritising sustainable modes of transport and quality of public realm. The scope will extend to the areas within commuting distance, particularly cycle commute.

Timescale: Audits programme and first set of audits in the short term, all audits completed in the medium term.

N2: Recommendations from the settlement audits (Action N1) will be progressed through design / implementation stages annually on a rolling basis as audits are completed. *Timescale: medium term, as audits are completed (action N1).*

N3: Review the existing list of proposed schemes by Community Councils strategy to inform the settlement audits and to identify schemes which could be implemented in the short term, in parallel to the audits. *Timescale: short term.*

N4: ZetTrans will explore the feasibility and appetite for **speed limit lowering in built-up areas** (town, villages and settlements) to 20mph as default, increased along main roads. This will include interventions to the road layout where the new speed limit is unlikely to be self-enforcing. A pilot and monitoring programme are going ahead in 2020 as part of Space for People COVID-19 related short term interventions programme. *Timescale: short term.*

N5: Identify and implement a pilot **School Streets** (temporary street closure during the school run), with the aim of making it permanent if successful and rolling it out to other suitable schools. A pilot and monitoring programme are going ahead in 2020 as part of Space for People COVID-19 short term interventions programme. *Timescale: short term.*

N6: ZetTrans will establish a **minimum level of facilities at bus stops and ferry piers** and set up an programme of upgrades where needed (hard surface, shelter, lighting, (sheltered) cycle parking, information, etc.). This action will consider the recommendations from the "Low carbon and active travel hub Network Feasibility Study" to establish levels of provision at the main road-ends and other key locations. *Timescale: In the short term and then ongoing.*

N7: ZetTrans will **audit all walking routes to bus stops and ferry piers** within 15-20min walk (if not already covered by the settlement audit in action N1) and produce an upgrade programme where needed. (new or wider paths, lighting, crossing, etc.). *Timescale: medium term.*

N8: ZetTrans will **install or upgrade cycle parking at all public buildings** (schools, library, leisure centre, health centre, community halls, etc.) to have suitable cycle parking near the main entrance. *Timescale: medium term.*

N9: ZetTrans will identify where more **on-street cycle parking** may be needed (near shops and visitor attractions, at access points to popular beaches or paths.) *Timescale: short to medium term.*

N10: SIC will review its **maintenance regime and prioritisation,** with the aim of increasing the prominence of walking and cycling routes, including for winter maintenance. *Timescale: Short term.*

N11: SIC will systematically incorporate relevant small scale improvements to walking infrastructure as part or road/other work (missing or inadequate dropped kerbs or cross falls, hard surface at bus stops, etc*.). Timescale: short term, then ongoing.*

N12: SIC will establish a programme of small scale improvements to walking infrastructure not already covered in other work (see action N11 above) covering missing/inappropriate dropped kerb or cross fall, hard surface at bus stop, etc. *Timescale: short to medium term.*

N13: ZetTrans will undertake an audit of the "old roads" alignments to establish the potential for sections to be used as part of a long distance cycling network (see action N14 below). *Timescale: short term.*

N14: ZetTrans will bring the former NCR1 to NCN standards (aiming to re-gain NCR status) and aim to expend it to create a **long distance network** supporting both local journeys, leisure rides and the tourism sector. This will be either along the former route and along new alignments. *Timescale: initial feasibility in the medium term, delivery in the longer term.*

N15: ZetTrans will develop **design guidance** for attractive and accessible walking and cycling infrastructure which is adapted to the context in Shetland. The guidance will draw on established best practice and guidance across the UK and elsewhere**.** *Timescale: short term.*

POLICY INTEGRATION

PI 1: Review ongoing planned projects across SIC departments which could be used as **match funding** for active travel projects. *Timescale: short term.*

PI 2: ZetTrans will incorporate the active travel action plan's vision and actions into **the regional transport strategy** under development. *Timescale: short term.*

PI 3: ZetTrans/SIC will **review all its planning policies, design guidance and practices to emphasise the needs of pedestrians and cyclists**, and universal access requirements, in line with best practice and guidance, building on efforts made through the development of the Staney Hill and Knab masterplans. *Timescale: short term.*

PI 4: ZetTrans/SIC will emphasise **provision for, and the needs of, pedestrians and cyclists in public contracts** as they are renewed. *Timescale: ongoing.*

PI 5: ZetTrans will engage with bus operators to establish the feasibility of and likely demand for the possibility of **taking bikes on buses**, along some or all routes. *Timescale: ongoing.*

PROMOTION, TRAVEL BEHAVIOUR CHANGE, AND INFORMATION

P1: Develop a brand to be used for all communications around transport and sustainable transport interventions. The brand may be shared across organisations (ZetTrans, SIC, NHS, etc). *Timescale: short term.*

P2: Develop a **communication plan and awareness raising campaign** to promote sustainable travel from the development of the transport strategy to project delivery. *Timescale: short term and ongoing.*

P3: Provide **a single authoritative source of information** on sustainable transport provision, advice, local walking or cycling routes, etc. through a range of media online/paper/app using a single brand (See P2). This may include a multimodal journey planning tool. *Timescale: short term and ongoing.*

P4: ZetTrans will set up and **regularly update a website/page** as a key source of information on progress and engagement events on sustainable transport in Shetland. The website will include a regularly monitored email address **activetravel@shetland.gov.uk**, widely publicised to build on the dialogue established during the 2020 engagement events. *Timescale: short term, then ongoing.*

P5: ZetTrans will **support and advise employers wishing to improve facilities for cyclists as well as improve access to all** by making information readily available online and give more tailored advice on how to become "Cycle-Friendly Employers". *Timescale: ongoing.*

P6: Review and upgrade signposting and mapping of local walks, and cycle routes where they exist. *Timescale: initial review in the medium term, then ongoing delivery*

LEADERSHIP AND GOVERNANCE

The vision and the measures described in the previous sections are wide ranging and their successful delivery will rely on close collaboration between partners in the public, private and third sector. It will also rely on strong commitment across those organisations, both in financial and political terms. To this end, the following action will be taken.

LG1: Confirm that all funding potential is being maximised. A review of the funding sources listed on page 20 will be carrier out to determine whether any are currently being un- (or under-) used by the Council or its partners and which could provide assistance with short-term support. *Timescale: short term.*

LG2: ZetTrans/SIC will **allocate 5% (or another percentage to be agreed) of the transport budget to walking and cycling**, across capital and revenue spend, covering a range if infrastructure, behaviour change, and promotion measures. *Timescale: short term, then ongoing.*

LG3: ZetTrans will appoint **a dedicated (or part dedicated) staff** to deliver walking and cycling measures identified in the action plan. *Timescale: short term, then ongoing.*

LG4: ZetTrans will continue to chair the **Active Travel Group**, which will be formalised with regular meetings (at least twice a year). Its remit will be to coordinate actions/investment, promotion and behaviour change measures between partners and review progress in the delivery of the action plan. The membership of the group will also be reviewed to make sure all relevant interest groups are represented (e.g.: representatives of disabled groups/individuals). *Timescale: short term, then ongoing.*

LG5: One or more "**champion(s)"** in position of leadership/decision making to be appointed as advocates for the ATS and active travel/liveable environments, and keep walking and cycling high on the agenda in ZetTrans, SIC, NHS, and other key stakeholder organisations. *Timescale: short term, then ongoing.*

LG6: ZetTrans will regularly **inform and update Councillor and ZetTrans board members** on the benefits and costs of investing in active travel, at least annually. *Timescale: short term, then ongoing.*

LG7: As part of its annual reporting, ZetTrans will publish an **annual report** on progress in the delivery of the ATS. *Timescale: short term, then annual.*

LG8: ZetTrans will expand and maintain **the GIS (Geographic Information System) database** established during the ATS development to both inform investment decisions in active travel infrastructure and monitor progress. *Timescale: ongoing.*

LG9: As one of the main employers in Shetland, ZetTrans, SIC and NHS will lead by example by becoming **"Cycle-Friendly Employers"**. To achieve this SIC will review and upgrades facilities for cycling (parking, showers, lockers, financial incentives etc.). *Timescale: medium term.*

LG10: SIC will make **pool bikes (or possibly e-bikes)** available to staff and actively encourage their use in replacement to pool cars as often as possible. This will build on the NHS Shetland pool bike scheme already running. *Timescale: medium term.*

TRAINING AND EDUCATION

T&E 1: SIC already offers **Bikeability** level 2 in all primary schools, but will consider **follow up activities in secondary school** to refresh skills and promote cycling to this age group. *Timescale: medium term, then ongoing.*

T&E 2: All schools in Shetland will be provided with support to update or produce a **School Travel Plan.** *Timescale: medium term.*

T&E 3: ZetTrans will set up (or support the set-up of) **adult cycle training and walking groups.** *Timescale: medium term.*

T&E 4: ZetTrans will investigate options and feasibility of providing **access to bikes and e-bikes** across organisations, private sector employers, residents and/or visitors. Options could include provision through ZetTrans or through a third party provider on the car-club model. *Timescale: feasibility in the medium term, delivery in the longer term.*

T&E 5: ZetTrans will discuss with Police Scotland the feasibility of introducing **"operation close pass"** in Shetland to educate drivers on passing cyclists at a safe distance or take further action as appropriate. *Timescale: initial discussions in the short term.*

T&E 6: Deliver **training sessions or material** to staff and elected/board members on sustainable transport, and liveable town and settlement. *Timescale: short term, then ongoing*

SHETLAND ACTIVE TRAVEL STRATEGY 2020-2025

Settlement audits

All settlements with local services and amenities will be audited to identify measures to make them more attractive to walk and cycle, and accessible to all.

cycling range

Measures to improve cycling conditions will be identified within 20min cycling (about 5km). Cycle routes will be designed with the needs of disabled cyclists and non-conventional bikes in mind.

walking range

Within the 20min walking range (about 1.6km), the priority will be to make the environment more accessible and attractive to pedestrians through better, safer walking infrastructure and public spaces.

Sustainable transport hub options (eg: shetlered cycle parking, upgraded bus stop facilties, park & ride, EV charging, etc.), within towns (▲), at "road ends" (▲) at ferry piers (▲), and at airports (▲).

Routes proposed by Community Councils to be considered as part of settlements audits and for short term delivery.

Local destinations to be accessible to all on foot or cycling within 20min walking and cycling

- 🟠 Primary school
- 🟠 Secondary school
- 🔴 College / University
- ⬡ Public hall
- Ⓗ Health centre
- 🏠 Shop
- 🏨 Restaurant / Bar / Hotel
- ✳ Leisure and visitor destination (leisure centre, park, beach, historic site, nature reserve)
- ⬛ Major employement site
- Ferry pier
- Aiport / Airfield
- Bus station (other bus stops not shown on the map for clarity)

Long distance routes

To support longer rides and cycle tourism, the entire former NCN1 route, along the same or equivalent alignment, will be audited and upgraded to National Cycle Network latest standards in the longer term.
The shorter term focus will be on sections within and between nearby settlements.

0 2.5 5 10 Kilometers

SYSTRA

September 2020

Lerwick and Scalloway zoom

Fair Isle

Foula

Settlement labels on map: Haroldswick, Baltasound, Uyeasound, Cullivoe, Fetlar, North Roe, Mid Yell, Burravoe, Eshaness, Urafirth, Ollaberry, Hillswick, Sullom Voe, Sullom, Mossbank, Firth, Out Skerries, Brae, Vidlin, Voe, Laxo, Symbister, Papa Stour, Aith, Sandness, South Nesting, Walls, Bixter, Whiteness, Skeld, Tingwall, Scalloway, Lerwick, Hamnavoe, Cunningsburgh, Sandwick, Levenwick, Dunrossness, Sumburgh, To Sumburgh, To Fair Isle

Ze Trans · NHS Shetland · Healthy Shetland · Visit Scotland | Alba

Monitoring and evaluation

The progress, and success, of the ATS will be monitored regularly and published in an annual progress report. Progress will be evaluated against the targets listed on page 18 and reproduced in the table below with the baseline and data source when available. The datasets against most targets are available externally, while four require data collection to establish a baseline and for ongoing monitoring.

- M&E 7, for which a network of automatic counters and / or a programme of manual counts at key locations across Shetland will be established to measure walking and cycling flows.
- M&E 11, for which regular counts of cycle parking use or user transport survey across public buildings will be undertaken.
- M&E 12, for which regular satisfaction surveys will be needed, possibly as part of the monitoring programme the Transport Strategy under development.
- M&E 13, which will be dependent on the current spend profile, to be established.

The set of targets and data sources to monitor the ATS will be reviewed when it is incorporated into the Transport Strategy. It will also be informed by the monitoring programme planned for the temporary measures for public health and physical distancing put in places under the "Spaces for People" programme.

ID	TARGET	BASELINE	SOURCE
M&E 1	Increase the number of children walking to school, across all primary and secondary schools.	2018: 22% (Scotland: 42%)	Hands Up Scotland Survey, Sustrans
M&E 2	Increase the number of children cycling or scooting to school, across all primary and secondary schools.	2018: 4% (Scotland: 6%)	Hands Up Scotland Survey, Sustrans
M&E 3	Increase the percentage of those employed usually cycling to work	2018: 1%	Scottish Household Survey / TATIS 2018
M&E 4	Increase in all journey mode share of walking	2018: 21%	SHS / TATIS 2018 Table 16
M&E 5	Increase in all journey mode share of cycling	2018: 1%	SHS / TATIS 2018 Table 16
M&E 6	Increase percentage of people walking as means of transport once a week or more	2016: 58%	SHS 2016 and Transport Scotland (TATIS2018 table 9) (question next asked in 2019 and then every other year)
M&E 7	Increase in cycling and walking at selected locations across Shetland	Baseline to be established	collected by permanent counters and/or regular manual counts

ID	TARGET	BASELINE	SOURCE
M&E 8	Percentage of the population participating in walking (at least 30min) in the past four weeks.	2018 Baseline: 70%	SHS 2018
M&E 9	Percentage of the population participating in Cycling (at least 30min) in the past four weeks	2018 Baseline: 10%	SHS 2018
M&E 10	Increase the percentage of household with access to a bike	2018 baseline: 34%	SHS 2018
M&E 11	Increase in cycling to public facilities (leisure centre, libraries, health centres, etc.) - cycle parking use	Baseline to be established	Annual cycle parking use survey at public buildings
M&E 12	Increased users' satisfaction with walking and cycling provision	Baseline to be established	ZetTrans/SIC to undertake regular satisfaction surveys
M&E 13	Spend at least 5% of the transport budget on walking and cycling projects every year throughout the period (up to 2025)	Baseline to be established	ZetTrans/SIC

SHETLAND ACTIVE TRAVEL STRATEGY
MARCH – JUNE 2020 ENGAGEMENT REPORT

SYSTRA

SHETLAND ACTIVE TRAVEL STRATEGY

MARCH – JUNE 2020 ENGAGEMENT REPORT

IDENTIFICATION TABLE	
Client/Project owner	ZetTrans
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Study	March – June 2020 Engagement Report
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	Checked by	Caley McDowall	Associate	16/07/2020	
	Approved by	Neill Birch	Project Director	21/07/2019	
2					

SYSTRA

TABLE OF CONTENTS

1. INTRODUCTION

1.1.1   ZetTrans, and partners are preparing an Active Travel Strategy (ATS) for Shetland to enable and encourage people to walk and cycle more for their everyday journeys. SYSTRA, supported by Iglu Studio, was commissioned to support ZetTrans in producing the strategy.

1.1.2   To inform the development of the strategy, between March and May 2020 we engaged with a range of stakeholders and individuals across Shetland. The key objectives of the engagement were to raise awareness of the ATS under development, to understand how local people travel, and to hear ideas for what would make walking and cycling in the area more convenient and attractive for all.

1.1.3   Engagement activities were affected by the developing COVID-19 pandemic and associated travel and lockdown restrictions from early March 2020. Engagement with school pupils and some public events could not take place, and participation to the online survey was affected as people's focus understandably shifted. The engagement programme was reviewed and adapted to mitigate those impacts as well as to try to gain an early understanding of the shifts in behaviours and outlook which emerged during this period.

1.1.4   This report provides first an overview of the activities undertaken to date, followed by key findings from the engagement and recommendations for the strategy. Section 2 describes the engagement activities conducted, with the key findings reported in each type of activity in sections 3, 4 and 5. Conclusions from the engagement and recommendations for the strategy and future engagement activities are in section 6.

1.1.5   As part of the process to develop the engagement plan, an initial Equalities Impact Assessment was also produced and is included in section 7. It will be reviewed and updated further as the strategy is developed.

2. COMMUNITY ENGAGEMENT ACTIVITIES

2.1.1 Between March and June 2020, we delivered a range of activities to engage local people and organisations in Shetland. As highlighted in the introduction, the objectives of this phase of engagement were to:

- Make people and organisations aware of the aspiration to develop an Active Travel Strategy for Shetland
- Understand how people travel currently
- Gather views on issues/barriers (both real and perceived, physical and social/cultural) to active travel in Shetland
- Hear ideas on potential improvements (both infrastructure and non-infrastructure related), particularly to facilitate improved access to town centres and local destinations from residential areas

2.2 Online questionnaire surveys – March 2020

2.2.1 An online questionnaire was conducted in March 2020 to collect information about people's use and perceptions of the local area for walking and cycling. The questionnaire survey was distributed by ZetTrans using Smart Survey software and accessible online from the ZetTrans website between 03/03/2020 and 21/03/2020.

2.2.2 Outline findings from the 75 responses collected are included in section 3 and detailed findings are available in Appendix A.

2.3 Online questionnaire surveys – May 2020

2.3.1 In response to the travel restrictions relating to the COVID-19 pandemic, a second survey was prepared to understand travel behaviour and how this may have been affected by COVID-19 restrictions. The specific objectives were to assess:

- Travel before, during and expected travel habits after the COVID-19 travel restrictions end
- Working at home behaviours
- Views on the availability and quality of active travel provision in Shetland

2.3.2 The survey ran from 1 to 31 May 2020 and was again distributed by ZetTrans using Smart Survey software. The survey link was promoted on social media (including "Support for Self-isolation Shetland" Facebook public group (over 5,300 members) and through the local press.

2.3.3 This questionnaire attracted more responses with 420 completed surveys collected over four weeks.

2.3.4 Key findings are included in section 3 while full results are included in Appendix B.

2.4 Stakeholder workshops

2.4.1 A series of stakeholder workshops were organised in early and mid-March 2020 for the following categories of stakeholders:

- **SIC/ZetTrans internal stakeholders -** on Friday 6 March between 11:00 and 13:00
- **External stakeholders -** also on Friday 6 March between 14:00-17:00
- **Local areas stakeholders' workshops** were also organised in:

  - Sandwick on Saturday 7th March 11:00-14:00
  - Brae on Sunday 8th March 11:00-14:00
  - Scalloway on Sunday 15th March 15:00-18:00
  - Aith on Monday 16th March 11:00-14:00

2.4.2 All workshops took place as planned except the Scalloway and Aith events which had to be cancelled due to the COVID-19 pandemic and associated travel restrictions.

2.4.3 The format of the workshops was adapted each time to the type of audience, time available and number of participants, facilitated by IGLU studio around the following themes:

- Things participants LIKED about walking and cycling in Shetland
- Things participants DISLIKED about walking and cycling in Shetland
- GAPS – things which are missing and would help/benefit the community in terms of travel
- Things that are WEAK in the local community and need action
- What currently works well and should be SUPPORTED
- 'BRIGHT IDEAS' for travel in Shetland or the local area

2.4.4 Following group discussions, participants shared their thoughts and summarised them on sticky notes.

2.4.5 235 comments were collected during those events.

2.4.6 Findings from the workshops are summarised in section 4 and all comments are available in the Excel spreadsheet (File name: Shetland ATS Engagement comments March-June 2020.xlsx) issued alongside this report.

Figure 1.   SIC/ZetTrans internal stakeholders workshop group – 6/03/2020

2.5   Area Transport Forums

2.5.1   Area Transport Forums (ATF) were set up by ZetTrans in summer 2019 to discuss public transport issues relevant to each local area with stakeholders. They are planned to meet every quarter approximately. Three ATF meetings, in **Whiteness**, **Voe** and **Lerwick** took place in early March 2020 during which participants' views and ideas on active travel were sought. Other planned Area Transport Forums had to be cancelled due to COVID-19. The format followed that of the workshops (see previous section), focusing on LIKES, DISLIKES, and BRIGHT IDEAS.

2.5.2   65 individual comments were collected across the three events.

2.5.3   A summary of findings is in section 4 while the full list of comments gathered are included in the Excel spreadsheet issued alongside this report.

2.6   Public drop-in events

2.6.1   Public drop-in events were organised to engage directly with passing members of the public. Events took place between Saturday 7th March and Monday 9th March at the following locations:

   O   Lerwick Library
   O   Bressay Speldiburn Café (Park Run day)

○ Sandwick Youth Club
○ Brae Leisure Centre

2.6.2   Further events were planned (see Figure 2) between 14th and 17th March but were cancelled due to the COVID-19 pandemic and associated travel restrictions.

Sat 7th March – 15:00-18:00	Sandwick Youth Club Drop-in
Sun 8th March – 15:00-18:00	Brae Leisure Centre Drop-in
Mon 9th March – 10:00-12:00	Brae Walkabout (Meet 10am Brae Leisure Centre)
Sat 14th March – 11:00-14:00	Clickimin Leisure Centre - Drop-in
Sat 14th March – 15:00-17:00	Lerwick Walkabout (Meet 3pm Clickimin Leisure Centre)
Sun 15th March – 11:00-14:00	Scalloway Youth Centre - Drop-in
Mon 16th March – 15:00-18:00	Aith Leisure Centre - Drop-in
Tue 17th March – 10:00-13:30	Islesburgh Community Centre - Drop-in

Figure 2.   Planned public drop-in events March 2020

2.6.3   At each event, two or three members of staff from SYSTRA, IGLU Studio, SUSTRANS or ZetTrans were in attendance to discuss with members of the public. Using large-scale maps, we replicated the online Placecheck and used three colours of sticky notes, asking people to highlight, as for the workshops and ATF "things they like" "things they dislike" and "bright ideas" for improvements to make walking, cycling and wheeling more attractive on Shetland/in their local area. Comments could be general or location-specific on improvements to infrastructure or paths, as well as on 'non-infrastructure' measures that would encourage them or people they know to cycle and walk more (such as access to bikes, cycle training, information, etc).

Figure 3.   Public drop-in events at and Bressay Park Run (left) and Shetland Library (right)

2.6.4   At these drop-ins we received 191 individual comments on active travel and transport in general.

2.6.5   A summary of findings is in section 4 while the full list of comments gathered are included in the summary spreadsheet issued alongside this report.

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2.7 Placecheck interactive map

2.7.1 A Placecheck interactive map[1] was set up for individuals to record location-specific issues/suggestions. The map was live for three months in March, April and May during which 72 comments were left.

2.7.2 A summary of comments is in section 5 and the full list of comments received via Placecheck is provided in the Excel spreadsheet issued with this report.
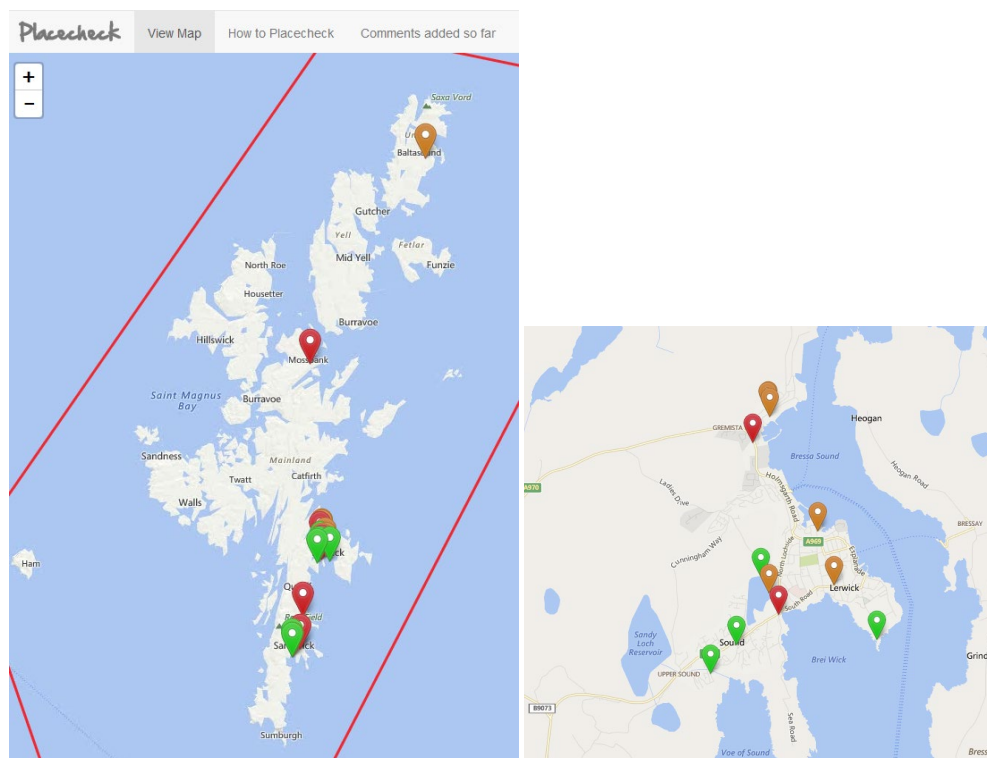
Figure 4.   Extract from Placecheck online map

2.8 Members' seminar

2.8.1 A members' seminar for Councillors and ZetTrans board members took place on Thursday 5th March at Lerwick Fire Station. The session included presentations by the ZetTrans active travel strategy project manager, Sustrans and SYSTRA as well as a walkabout in the local area to discuss issues faced by people with mobility constraints.

2.8.2 The purpose of the seminar was to introduce the active travel strategy work, covering:

- The broader context in which it is being developed (climate change, public health, inequalities, etc.)
- The strategy development process
- How it could be delivered

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[1] https://placecheck.info/maps/view/index.php?map=306

2.9 Schools engagement

2.9.1   A session was planned to take place at Anderson High School on 13th March 2020, to discuss the same likes/dislikes/bright ideas for active travel with pupils. However, it could not take place as schools closed in response to the COVID-19 pandemic.

2.9.2   It was decided to replace the school session with home learning resource packs for primary school pupils and secondary school pupils. The purposes of the packs were:

  ○ To raise awareness of active travel in general and the strategy for Shetland in particular
  ○ To gather contributions from pupils
  ○ To advertise more widely to pupils and their family other ways of contributing ideas To inform the active travel strategy

2.9.3   Prizes (vouchers to buy cycling equipment from the Shetland Community Bike Project) were included for some of the activities to encourage return of the packs.

2.9.4   The packs were then uploaded on Shetland "digital School Hub" and promoted through teachers and social media.

2.9.5   Only a small number of packs (5) were returned although it has been reported they had been used more widely.

2.9.6   The school packs are available in Appendix C.

2.10 Project publicity and promotion

2.10.1   To date, information about the project has been promoted via the following channels to raise awareness and encourage people to participate:

  ○ ZetTrans website news item: https://www.zettrans.org.uk/news/eff
  ○ Twitter and Facebook platforms of SIC / ZetTrans and NHS as well as through the "Support for Self-Isolation Shetland – Coronavirus" Facebook page which has over 5,300 members and "Shetland Community Hub" Facebook page with over 900 members.
  ○ Shetland Times coverage

Ditch the car and stretch your legs, seminar urges

BY RYAN NICOLSON

Shetlanders need to move away from their reliance on cars and switch to making short journeys on foot or by bike.

That was one of the messages to emerge at a Shetland Islands Council event to debate "active travel".

Council transport officer Robina Barton said work to endorse active travel had been going on "fairly quietly" for a while. The council was keen to see more locals welcoming an active lifestyle ahead of car travel, she said.

Ms Barton's comments came towards the end of a seminar held for councillors, council officers and ZetTrans board members to discuss the future of active travel. Members of national transport charity Sustrans Scotland and transport consultants Systra were on hand to answer questions.

Sustrans partnership manager for Scotland's regions, Matt Davis, said Sustrans wants to help Shetland move away from its reliance on car travel.

Mr Davis said he did not think Shetlanders would be able to "get entirely away from cars" but argued that there were "a lot of short journeys in cars" that were inessential.

"Our early focus is to look to the ones that are most easy to change," he said.

The Clickimin Path, one of Sustrans Scotland's previous projects.
Photo: John Coutts.

That would include things such as a trip to the shop for milk, he added. The SIC and Sustrans want to improve paths around the town, especially with upcoming housing developments at both the Knab and the Staney Hill, to ensure people will not depend on cars to make those trips in future.

Mr Davis added the future of active travel in Shetland would rely on "people making changes" to their usual routine, but Sustrans was continuing to speak to locals to see what they could do to help make it easier for people to ditch the car.

"We've had quite a lot of requests," Mr Davis said, "a lot of path-based stuff mostly.

"We want to make easier options for people to walk, cycle and wheel."

Sustrans previously helped to develop the improved pathway around Clickimin Loch, and similar such links could be used at the Knab and Staney Hill, Mr Davis said.

Both Ms Barton and Mr Davis focused on improvements that could be made in Lerwick firstly. Ms Barton said it would be a "different challenge" to prevent a reliance on cars in rural areas, while Mr Davis acknowledged that different approaches would be needed outside of town to improve accessibility.

Transport Scotland hopes that walking and cycling will be the "most popular mode of transport for short, everyday journeys" by 2030. The Scottish government is this year pledging to invest £85 million into active travel to "encourage more people to choose active and sustainable travel".

Funding for any future Sustrans developments could be made available through the charity's Places For Everyone scheme.

- Further press releases in May 2020 by ZetTrans
- To local community networks and on local Facebook sites (via ZetTrans/SIC/NHS Communities Officer)
- A leaflet/poster was created and posted on bus shelters across Shetland to advertise the early March engagement events

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Figure 5.   **Leaflet posted at each bus stops and online to advertise engagement events**

3. FINDINGS FROM SURVEYS

3.1 Online surveys - March 2020

3.1.1 A total of 75 responses were received from the first online survey. As the data collection was conducted in March 2020 the number of responses is likely to have been affected by the COVID 19 pandemic as it reached Shetland in March, probably refocusing potential respondents' priorities.

3.1.2 Detailed results from the survey are provided in Appendix A, with some key findings listed below.

3.1.3 **Key findings from the sample include:**

- 43% of respondents did not own or have access to a bike;
- The majority (53%) had not cycled at all in the past year;
- Of those who have cycled in the past year (sample=35), the majority do typically cycle during the winter months (54%), however few do so regularly (11% cycle at least once a week). Regular cycling, at least once a week, over the summer months increased to 37% of respondents;
- The same question asked about walking suggests higher frequency of walking than cycling throughout the year. Although there is a reduction in walking over the winter months, over two thirds of respondents (69%) report continuing to walk regularly (at least once a week) over the winter months;
- Asked about the top three benefits of cycling (sample=34), the most often cited was "health benefit/exercise" (33% of responses), followed by "pleasure/enjoyment" (27%). The third most cited was "better for the environment", however mostly as second or third preference. Asked the same question about the benefits of walking, the same three benefits are cited in the same order (31%, 29% and 18% of responses respectively);
- **A majority of respondents (69%) are or may be interested in starting cycling or cycling more often.** The main measure which would encourage them to do so are more dedicated/traffic-free cycle routes (29%) and more on-road cycle lanes (23%) (see Figure 6).

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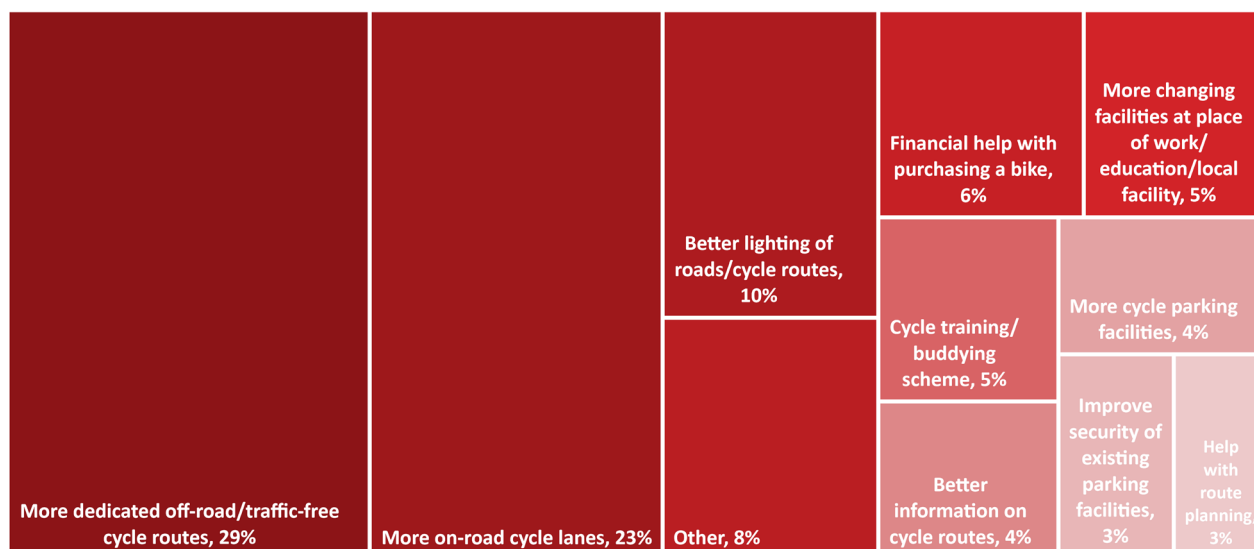
Figure 6.   **March 2020 Survey – Preferred measures to support increased cycling**

3.1.4   A large majority of respondents (87%) said they are or may be interested in walking more. The measures most likely to encourage them to walk more included:

- Better lighting of roads and walking routes (23% of responses cited)
- Better information on walking routes (21%)
- Better crossing facilities (17%)

3.1.5   When asked about the top three barriers to walking and then cycling, for walking they were: weather (22%), distance/time constraints (21%), and need to carry heavy/bulky items (13%).

3.1.6   For barriers to cycling, the weather also came first with 21% of mentions, however safety when cycling came second (22%), followed by distance/time constraints (12%).

3.1.7   Finally, the sample was also asked to rate their satisfaction with a range of available walking and cycling facilities and infrastructure in Shetland (Figure 7).

3.1.8   For 7 of the 11 facilities, 50% or more of the sample rated the listed the category as poor or very poor. Crossings, lighting, road/path surface conditions and changing facilities were mostly rated as average.

3.1.9   Note that for the ability to take bikes on buses a majority of the sample did not have an opinion ("don't knows" are excluded from the chart).
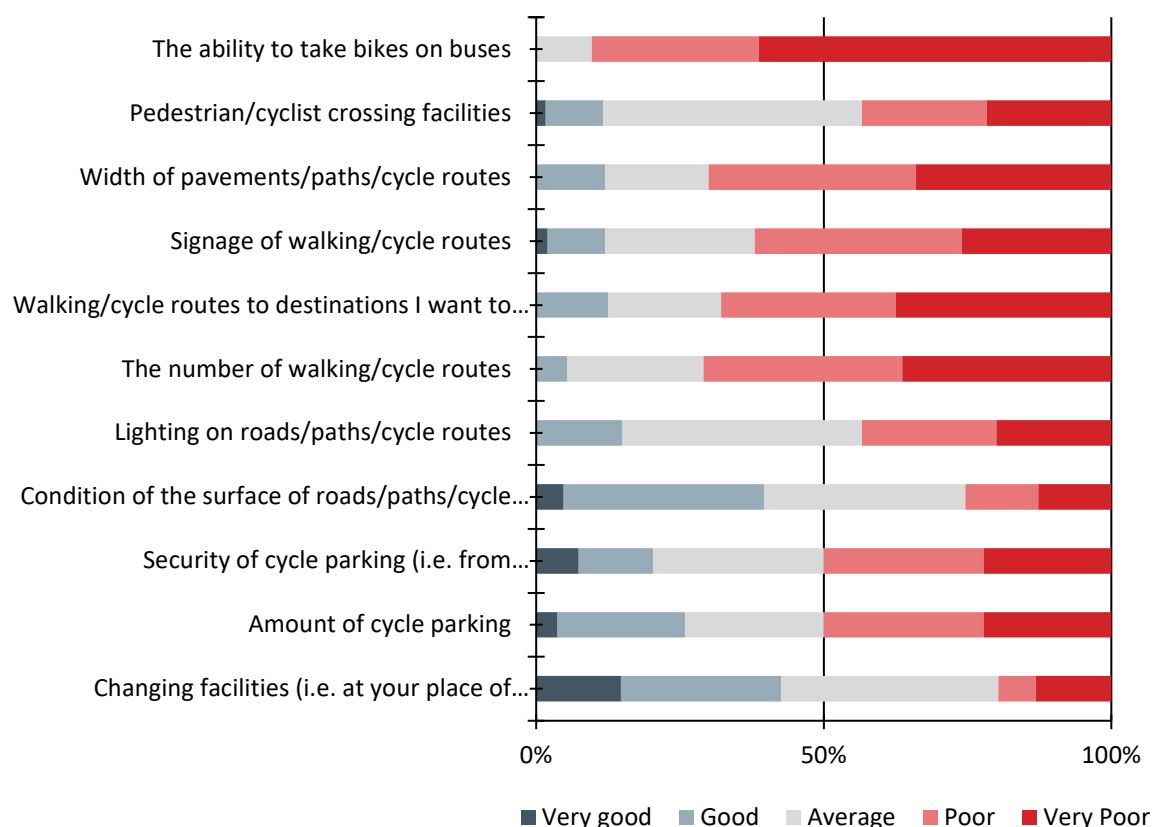
Figure 7. **Q21. What do you think of the following facilities and infrastructure in Shetland?**

3.2 Online surveys - May 2020

3.2.1 The purpose of this second survey was to understand travel behaviour and how this may have been affected by COVID-19 restrictions. The specific objectives were to assess:

- Travel before, during and after COVID-19 travel restrictions
- Working at home behaviours
- Views on the availability and quality of active travel provision in Shetland and aspirations for the future

3.2.2 420 responses were collected for this survey, a substantial sample with a geographical distribution broadly in line with population spread across Shetland (Census 2011).

3.2.3 Detailed results from the report are included in Appendix B, with some key findings included below.

3.2.4 In relation to the development of the active travel strategy, an important finding is that **over three quarters (77%) of respondents support improving walking and cycling infrastructure in Shetland, even when this would mean less room for other traffic.**

Travelling to work, business or education

3.2.5   The survey results suggest a significant increase in walking and cycling use during lockdown for work/business or education purposes. 42% of respondents reported an increase in walking when travelling for work, businesses or education, and 18% reported an increase in cycling for those same purposes.

- A significant decrease in driving and public transport use was widely reported, reflecting the increase in working from home, businesses and school closures; 80% reported a decrease in driving and 35% a decrease in using public transport;
- Those walking and cycling more during lockdown largely anticipate continuing to do so, citing most often health and environmental benefits for doing so as well as a more enjoyable journey. Of those who reported an increase in walking, 69% suggested it was very or quite likely that they would continue travelling differently; 69% of those who reported an increase in cycling expect to continue to cycle more;
- Although the majority (65%) of those who reported driving less during lockdown don't expect to continue, over a third (35%) are either expecting to continue to drive less, or are unsure yet.

Travelling for social, personal and leisure activities

3.2.6   The survey results also suggest a significant increase in walking and cycling use during lockdown for social, personal, or leisure activities, and a decrease in driving and public transport use.

- For leisure purposes, larger proportion of respondents reported increases in walking and cycling (58% and 22% respectively) than for work, business or education;
- Four in five (80%) of those who reported an increase in walking expect continuing to do so;
- Almost two thirds (65%) of those who reported driving less say it is unlikely they will continue to do so, however this leaves 26% who report it likely they will continue to drive less, while another 11% didn't know.

3.2.7   These results suggest an expectation that changes in travel habits made during lockdown are likely to continue at least to some extent once restrictions are lifted. This applies, to varying degrees, to all modes, for trips to work/business/education and social/personal/leisure trips. Of importance for the active travel strategy and broader transport strategy, it suggests an appetite for more walking and cycling for all types of journeys, and a significant minority who anticipate continuing to drive less.

Working patterns

3.2.8   The lockdown has led to dramatic changes to where people work, with people now working from home in large numbers. The results from this survey suggest that a significant proportion (51%) don't expect to go back to work where and as they did before, with an expected increase in working from home. This will have an impact on where and how often people travel for work, with implications for transport provisions;

- 44% of respondents reported working 5 days a week or more in an office; that percentage dropped to 7% during the lockdown. Conversely, only 9% reported working from home five or more days a week before the lockdown, and during the lockdown it increased to almost half (49%);
- 21% of respondents anticipate spending more time working from home and another 18% are unsure;
- Just under half (49%) of respondents expect to return to how it was before restrictions;
- Of those who suggested that they will spend more time working from home, software/hardware set-up now being in place was the most frequently cited reason (69%). Other frequently cited reasons included employers being more flexible (68%); employers enforcing/encouraging it (64%); and working from home giving a better work-life balance (58%) .

Active Travel in Shetland

3.2.9   Current provision for walking and cycling is not rated very highly, and there is significant concern about safety when cycling. The preference for better provision is segregated from motorised traffic, and respondents strongly support those improvements to walking and cycling infrastructure, even if that means taking space away from other traffic.

- Around two thirds (60%) had not heard of Shetland's Active Travel Strategy before answering the survey. That suggests that the survey reached a population not involved in or aware of previous engagement activities and communication, but also shows the importance of an extensive communication strategy to reach as wide a range of people as possible;
- Over three quarters (77%) of respondents support improving walking and cycling infrastructure in Shetland, even when this would mean less room for other traffic.
- Asked to rate the quality of a range of provision for walking and cycling in Shetland (pedestrian crossings, cycle paths, lighting, signposting, information, etc,) the average score was low at 3.6/10, suggesting a need for improvement;
- Asked to identify the main barriers to cycling in Shetland, the weather was most cited (by 59% of respondents), followed by safety (50%). Weather is also the main barrier cited to walking in Shetland (cited by 57%) followed by distance and time constraints, while safety is cited by only 20% in 6th position. This suggest that people see cycling as being or feeling particularly unsafe;
- There is further suggestion of concerns about safety in the last free-text comment. When asked if there is anything they would like to add about walking and cycling, the most frequent comment is about cycling infrastructure improvements need to increase safety (31% out of 97 comments).

4. FINDINGS FROM FACE TO FACE SESSIONS

4.1.1   The same key themes were discussed at each of the public and stakeholder events (workshops, public drop-in sessions and Area Transport Forums):

- things people like about walking and cycling in Shetland
- things they don't like about it
- ideas for improvements

4.1.2   Comments gathered by NHS Shetland active travel officer from NHS staff were also added to this dataset under the same categories.

4.1.3   The 496 individual comments recorded during all those events were combined and reviewed, then categorised in broad groups of similar comments. Each comment is allocated a single category, so there is no double counting. A significant number of comments related to public transport exclusively, without any obvious link to active travel, those are included in the dataset but not considered when summarising key findings below.

4.1.4   At the internal council workshop a further three themes were explored: gaps, issues needing action, and existing initiatives needing support which are covered at the end of this section.

4.1.5   The full dataset is issued as an Excel spreadsheet alongside this report. The key points are summarised here under each of these three themes (likes; dislikes; ideas).

4.2   Things people LIKE about walking and cycling in Shetland

4.2.1   103 comments across all events referred to "things people like" about walking and cycling in Shetland. Comments covered a wider range of areas but participants most often mentioned:

- **Existing dedicated paths** most often by name (Clickimin, Sletts, Knab, Hoswick, Quoys, Burn in Brae) or more generally the paths network (23% of all comments);
- The **health benefit** and **enjoyment** of walking mainly, more rarely of cycling (13% of comments);
- Generally good walking and cycling conditions, highlighting the ease of walking and things being within easy walking distance, particularly in Lerwick (9%);
- **Cycle training in school** – Bikeability training available in all schools (6%);
- Overlapping with the categories above, walking and cycling is most often directly mentioned as a **leisure activity**, or the nature of the comment suggest leisure use rather than for everyday journeys.

4.3 Things people DISLIKE about walking and cycling in Shetland

4.3.1 "Dislikes" generated 156 individual comments across all events. Key themes referred to are:

- **Safety.** It was the most frequently cited, with 31 comments (20% of the "dislikes" comments) including words like "safety issue/concern", "unsafe", "dangerous", "scary". Participants often perceived cycling to be unsafe overall, whilst safety when walking was focused on walking along main roads / roads with narrow or no footpath. Most were general comments, whilst a few highlighted specific junctions or road they saw as dangerous. Comments of this nature covered both Lerwick and more rural settlements;

- **Lack of dedicated walking and cycling infrastructure** was the second most important group of comments with 23 mentions (one comment mentioned both safety and lack of dedicated path, it was attributed to the latter theme, without effect on the overall result). This group includes comments on the lack of shared/cycle paths in Lerwick and along rural roads, particularly main roads, as well as narrow, or lack of, footpaths along main roads outwith Lerwick (e.g. Shandwick) and built up areas;

- **Car dominance.** 22 comments fell under that heading. In addition to direct reference to "car dominance" this group of comments includes references to poor driver behaviour around cyclists/pedestrians, motorised traffic speed and/or volume. Those factors were putting off participants from taking up or cycling/walking more;

4.4 BRIGHT IDEAS

4.4.1 Participants shared 178 "bright ideas" to improve walking and cycling. The key themes to emerge were:

○ **Dedicated paths**, with 38 comments (21%). Contributions included requests for more segregated/designated/separate paths for pedestrians and/or cyclists, as well as request for footways (shared or not) along roads, particularly main roads;

○ **Integrated Transport System** (18 comments, 10%). Although never described as "integrated transport system", those comments all refer to transport interchange or integration of walking and cycling with other travel modes, mostly the bus. Suggestions included:

  ● The ability to take bikes on buses;
  ● Improve facilities at bus stops (sheltered cycle parking, provision for e-bikes; hard standing at bus stops for people waiting, etc);
  ● Park & ride on the outskirts of Lerwick and park & stride near schools.

○ **Wayfinding and information** (10 comments). Those comments suggest making information on what is "already there" more readily available and well known through signposting/maps, but also pre-journey planning with maps and apps;

○ **Collaboration/partnership** (11 comments). Comments in this category were made at the ZetTrans/SIC internal stakeholder workshops, not by members of the public. They broadly refer to the importance of working with partners to deliver projects/programme, particularly with local community groups and organisations. This is also referred to in the gap/good things needing support themes discussed later.

4.5 GAP/WEAKNESS/SUPPORT

4.5.1 These comments were gathered during the stakeholder workshops. Although comments made about "Gaps" and "weaknesses" overlap significantly, they are still presented separately as it is how the questions were asked.

4.5.2 **GAPS** – things which are missing and would help/benefit the community in terms of travel. 33 comments were gathered under that heading during the workshops.

○ Seven of the comments, the largest group, were about the lack of dedicated space for cycling and for walking, in line with comments from the wider public;

○ Six comments were about **gaps in the transport system** making the combination of walking and cycling and public transport difficult. It included mentions of the impossibility to take bikes on buses, lack of cycle parking at bus stops and the quality of walking/cycling routes to public transport;

○ Three more comments referred to the literal gaps in the cycling and paths network, with existing paths not well connected, or lack of planned connections between the two masterplan areas in Lerwick.

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4.5.3 Things that are **WEAK** in the local community and need action. 15 comments were gathered under that heading. Five of those were about public transport only, the others were:

- The quality of detailed design / construction (drop kerb, upstand, etc, and supervision of work)
- The need for more car parking enforcement
- Lack of provision to take bikes on buses
- Lack of funding and political backing
- The limited disincentives to drive
- Active travel has a low profile
- A reference to the climate emergency

4.5.4 What currently works well and should be **SUPPORTED**. 11 comments were recorded in that category. Again, three were about public transport only. The others were about:

- Open street days/events – which it is suggested should be extended beyond Lerwick
- Working in partnership, between organisations already involved on the subject of active travel and local communities
- Workplace facilities (showers, etc.)
- Develop mobility hubs
- Increase the follow up on Bikeability once in secondary school
- Support for Shetland version of health walks

5. FINDINGS FROM PLACECHECK

5.1.1 72 comments were left on the Placecheck map between March and May 2020. Contributors were asked to categorise their comment under "things I like", "things I don't like" and "things we need to work on". Although the categories are similar to those in the previous sections, results are presented separately to avoid double counting comments, as there is very possible that the same individuals contributed to both face-to-face events and the online map. Key themes are as follows:

- **Reducing speed of traffic** is a major theme across all areas, so looking at (temporary) reduced speed limits through all built up areas could be something to consider;
- **The lack of/narrow verges** making it unsafe to walk of cycle is another main theme;
- In terms of geography, comments are spread across Shetland, with a cluster in Lerwick as would be expected. Voe also stands out with a high number of comments/upvotes, (although this could be a small group of very keen people, rather than things being markedly worse in Voe). Their main concerns are around excessive speed through built up areas combined with no footway/narrow verge putting people off walking/cycling to shops, loch of Voe, etc. especially with children, and between upper and lower Voe.

5.1.2 The full list of comments is included in the comments Excel spreadsheet issued alongside this report as well as in the Shetland Active Travel GIS database also issued to ZetTrans separately where the location of each comments can be viewed.

6. CONCLUSIONS FROM THE ENGAGEMENT

6.1.1 This section provides a summary of the key overarching themes that have emerged from the community engagement activities, namely the Placecheck map, public event, stakeholders' workshops, Area Transport Forums, NHS staff comments, and qualitative data from the online survey.

6.1.2 **Overall, people appear to be interested in walking and cycling more and strongly supportive of investing to enable and encourage active travel in Shetland.**

6.1.3 The main emerging priorities are as listed below.

- A significant number of people reported feeling unsafe when walking or cycling in Shetland, or to be put off altogether, particularly for cycling. The main reason cited is the speed and volume of motorised traffic and driver behaviour around pedestrians and cyclists;
- There is a preference for separation from motorised traffic when walking and cycling, even in more rural areas with lower volumes of traffic where speed seems the greater issue;
- The lack of footpaths or narrow/soft verges along main and rural roads was frequently raised as a reason for not walking or cycling, or letting children do so;
- Existing paths (e.g. Clickimin) are well liked and are often cited as examples of good quality attractive infrastructure/routes;
- Better coordination between public transport modes and facilities at transport interchanges are asked for (cycle parking, bikes on bus) was often highlighted;
- Travel behaviours have changed during the lockdown period, with significant increases in both walking and cycling. People are generally not expecting to return to the "old normal";
- Current provision for walking and cycling is generally rated as poor or average at best beyond the few good quality paths cited (Clickimin, Sletts, etc.);
- People are largely supportive of improving cycling and walking infrastructure even when it made clear that it may lead to less space for other traffic.

6.2 Early recommendations for the strategy

6.2.1 Based on the information gathered through the engagement activities, the following recommendations are provided for the active travel strategy.

- Focus on improving safety (perceived and observable) when walking and cycling by reducing or mitigating exposure to and interaction with motorised traffic;
- Focus on local destinations within each settlement;
- Support the significant interest in public transport by developing walking and cycling as an integral part of a broader transport strategy, making both public transport and active travel more attractive modes;
- Improve information available on travel options (app, wayfinding, signposting, leaflet, etc.);
- Build on existing partnerships and community groups already active, adapting solutions to each area with the local population.

6.3 Future engagement and communication

6.3.1 Engagement work to date has focussed on gathering views about issues and opportunities relating to walking and cycling across Shetland. Future engagement for the strategy as it develops will seek to:

- Present the proposed action plan/strategy to stakeholders and the public and seek feedback on them;
- Build enthusiasm and support for the proposed investment from as many local stakeholders and in the broader community as possible.

6.3.2 Future engagement should broadly follow the approaches already used to date, building on what has worked well, and refined during subsequent project planning activities.

6.3.3 In the context of the ongoing COVID-19 pandemic and associated travel restrictions, face-to-face engagement is unlikely to be possible at least in the short term. Community engagement will need to be re-considered in that light, especially to ensure initiatives and events reach a wide range of the population including those with no or limited presence online.

6.3.4 Opportunities to expand community engagement can be identified during future stakeholder mapping activities, and a comprehensive engagement and communications action plan for the next phase and delivery of the strategy should be prepared.

6.3.5 Suggested engagement mechanisms to be used are likely to include a combination of the following, to be scoped out in more detail as the work progresses:

ENGAGEMENT / COMMMUNICATION ACTIVITY	REASON FOR ACTIVITY	HOW STAKEHOLDERS EXPECTED TO ENGAGE
Project webpage	To be updated with proposed action plan / strategy and mechanism to provide comments	View proposed action plan and provide feedback on them
Digital and social media campaign (through channels of ZetTrans, SIC, and project partners and local community pages), and potentially using promoted social media content	Awareness raising; ongoing communication regarding progress of proposals	Go to website for more information, join events

ENGAGEMENT / COMMMUNICATION ACTIVITY	REASON FOR ACTIVITY	HOW STAKEHOLDERS EXPECTED TO ENGAGE
Printed/online media coverage (local press, etc)	Awareness raising; ongoing communication regarding progress of action plan/strategy	Go to website for more information, join events
Mass media promotion/ advertising (e.g. leaflets, posters, etc)	Awareness raising; ongoing communication regarding progress of proposals	Go to website for more information, join events
Community events	Awareness-raising; build support; generate excitement for cycling/walking through fun activities (e.g. cycle try-outs, Dr Bike, children's activities)	Hear more about proposals, provide feedback **These are unlikely to be possible in the short term**
Workshop sessions with internal and external partners / interest groups	Gather views of elected/board members; Generate support for proposals; coordinate actions; build partnerships	View proposals and provide feedback on them; provide advocacy/awareness raising role
Elected / board members presentation	Provide update following March seminar; generate support	View proposals and provide feedback on them
Schools engagement (and potentially other youth organisations)	Gather views of young people; continue engagement that has already started; get information home to broader family groups	View proposals and provide feedback on them; share information with parents/carers **This is may not be possible in the short term – alternative should be considered to reach this group.**
Local businesses	Build support for proposals, identify opportunities and constraints	View designs and provide feedback on them

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7. EQUALITY IMPACT ASSESSMENT FORM (EQIA)

Section 1 – Project Details		
1.1	Scheme name:	Shetland Active Travel Strategy
1.2	Revision number:	1
1.3	Officers involved in the EqIA	Name: Aurelia Ciclaire Job Title: Principal Consultant, SYSTRA Ltd
1.4	Lead Officer carrying out the EqIA	Robina Barton, ZetTrans
1.5	Date EqIA started	21st January 2019
1.6	Date EqIA completed	Ongoing
1.7	What is the purpose and aims of the scheme / proposal	To produce an Active Travel Strategy for Shetland.
1.8	Who does the scheme impact?	The scheme positively impacts individuals within each of the characteristics: Age; Disability; Ethnicity; Sex; Pregnancy & Maternity; Other marginalised groups. No significant impacts have been identified for any other protected group.

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1.9	Are there any aspects which **explicitly address discrimination, victimisation or harassment**? Please detail	No
1.10	Are there any aspects which **explicitly promote equal opportunities**? Please detail	Yes. The strategy is intended to open up walking and cycling to more people, with a focus on enabling access for those people that currently are unable to walk or cycle for a range of reasons (no access to a bike, lack of safe walking/cycling routes to their everyday destinations, etc.)
1.12	Are there any aspects which **explicitly foster good relations**? Please detail	Yes. The Strategy will set up a framework for ongoing partnership working between organisations (communities/public/private/third sector).

Section 2 – Evidence			
Please outline **what is known currently** about the experiences of people under each characteristic			Source
2.1	**Age**	• Many parents/carers perceive a conflict between active travel and road safety (believing that children are safer when they are driven, but concerned by the threat of traffic levels); • Many younger children want to walk, scoot or cycle more but parental influence over travel decisions is strong. There are particular opportunities to promote the benefits of independent travel for older children; • There is a drop-off in use of active travel modes (particularly cycling) between primary and secondary school, particularly in females; • 19% of the population of Shetland is under 16; those aged 65 and over comprise 16% of the local population. Combined, they comprise around one-third of Shetland's population; • Physical activity declines with age – across Scotland, only 53% of those aged 65 – 74 years and 20% of those aged 75 and over meet physical activity recommendations; this will be lower in more deprived areas; • Car ownership nationally amongst young people is falling, so there needs to be alternative services/infrastructure for active and sustainable modes to support changes in car use; • Health impacts fall disproportionally on the most disadvantaged communities, affecting the youngest, the oldest, those with pre-existing health conditions, and those from minority ethnic groups, the most. • Planned engagement with children could not take place due to the COVID-19 pandemic and related school closure. Throughout other engagement activities, parents across Shetland reported wanting to but deciding not to allow their children to walk and/or cycle because of concerns around motorised traffic levels and speed.	• SYSTRA 's experience of engaging with schools; • Feedback from parents/educators in Shetland • Scottish Health Survey 2018; • Young People's Travel: What's Changed and Why, DfT; • Tackling the School Run, Scottish Government (SYSTRA); Swap the School Run for a School Walk, Living Streets; • Scottish Census 2011

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| 2.2 | Disability | • People with disabilities and mobility conditions are commonly excluded from using active travel routes because of issues with accessibility (lack of suitable crossings, dropped kerbs, etc).
• Individuals with long term illness may benefit from being more active but may lack confidence or ability to do so;
• Health impacts fall disproportionally on the most disadvantaged communities, affecting the youngest, the oldest, those with pre-existing health conditions, and those from minority ethnic groups, the most.
• 17% of the population of Shetland consider that they have a long-term health condition or disability that limits their activities.
• Discussions and site visit with a person using a wheelchair highlighted significant access issues (lack of suitable crossings, dropped kerbs, etc) around Lerwick limiting where and how far wheelchair users can travel independently. | • Experience of engaging with disabled people's representatives on active travel issues;
• Engagement feedback;
• Scottish Census 2011 |

| 2.3 | Ethnicity | • In many ethnic groups, social norms tend to discourage active travel choices so use of these modes is low;
• 1.5% of the population in Shetland identify from a non-white ethnic background; 1.7% state that they do not speak English well or at all;
• Ethnic minority groups are less likely to hold a driving licence (48% compared to 66% for white groups);
• Some ethnic minority groups (Asian ethnic groups) are more likely to have access to a car than others;
• Indian, Bangladeshi and Pakistani people are more likely than other ethnicities to visit urban greenspace for exercise;
• Concern about safety affects use of local greenspace, this varies by ethnicity, e.g. 53% of Bangladeshi people reported feeling safe using their local green space compared with 75% of white people. | • The position of Scotland's Equality Groups Revisiting resilience in 2011;
• Scottish Government Equality Outcomes: Ethnicity Evidence Review 2013;
• Community Green: Using local spaces to tackle inequality and improve health – CABE Space, 2017;
• What are the barriers to cycling amongst ethnic minority groups and people
• from deprived backgrounds?, DfT 2011;
• Scottish Census 2011 |

2.4	Sex	• Women have lower rates of physical activity and active travel than men • Women are more likely than men to be travelling with prams/buggies/other young children and/or shopping, and this can affect transport choices • Women are more likely to be concerned with personal security issues (walking alone, at night, etc) which impacts on desire to travel actively • Women are also more likely to undertake very short local journeys (eg school run, shopping) and linked journeys, which are often complicated to undertake by active modes, or public transport efficiently • Women make up 49.2% of the population of Shetland	• Scottish Health Survey 2018; • Scottish Census 2011; • Are We Nearly There Yet: Exploring Gender and Active Travel, Sustrans 2018; • Scottish Census 2011; • Engagement feedback
2.5	Gender Reassignment	No research has been identified	
2.6	Marriage and Civil Partnership	No research has been identified	
2.7	Pregnancy / Maternity	• Mothers are likely to be travelling with prams/buggies/other young children, and this can affect transport choices	• Are We Nearly There Yet: Exploring Gender and Active Travel, Sustrans 2018; • Engagement feedback
2.8	Religion / Belief	No research has been identified	
2.9	Sexual Orientation	No research has been identified	

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2.10	**Other marginalised groups** *Including but not exclusive to the experiences of unpaid carers, homeless people, current and ex-offenders, people with addictions, care experienced people, people living in rural areas.*	The costs of travel to essential services are generally much higher in remote rural areas (such as Shetland). There are often limited affordable and practical alternatives to owning a car in spite of the running costs. The Minimum Income Standard for Remote Rural Scotland determines that households require budgets of 10-40% more to achieve a minimum acceptable living standard than elsewhere in the UK, with transport cost part of that extra cost. Lack of affordability is a bigger issue than availability of public transport for those in Shetland who are on benefits and wishing to move into employment. In 2013 Highlands and Islands Enterprise (HIE) uses data to determine the fragility of the geography of the Highlands and Islands of Scotland, against four indicators including driving distance to nearest mid-size services. Nine areas of Shetland were included in the list of "fragile" areas (relative to all other areas): Fair Isle, Fetlar, Foula, Papa Stour, Northmavine, Skerries, Unst, Whalsay and Yell.	National reports - Transport and Poverty in Scotland report. On Da Level - Achieving a Fairer Shetland 2016
2.11	Have people who identify with any of the characteristics been involved in the development of the scheme?	Yes ☒ No ☐	
2.12		Details	Date	Summary of Findings

	Please outline any involvement or consultation which has been carried out or is planned.	Refer to engagement plan and key findings report for full details of community engagement activities undertaken and planned (subject to discussions)		• A site visit and meeting with a person using a wheelchair was organised; although not number were not recorded, public and stakeholders engagement events attracted contributions from large numbers of women, and parents feeding back on impacts on children. Engagement directly with pupils at Anderson HS was planned but could not take place due to the progressing pandemic. • This has highlighted specific issues like lack of step-free access, inadequate footway design for wheelchair use, lack of safe paths to schools, etc. which have direct impacts on these groups' ability to use existing infrastructure. • Future engagement will continue to include these groups in the development of the strategy and particularly seek to engage with children as we were unable to earlier in the year.

SYSTRA

Section 3 – Impact				
Based on what is known in Section 2, please outline the impact you expect the scheme to have		Possible positive (+) impact	Possible adverse (-) impact	Neutral impact likely (✓)
3.1	**Age**	Both older people and young people will experience a positive impact from using the improved infrastructure and greenspace and of better access to it; with benefits for physical activity, mental wellbeing, community involvement and social interaction. Provision of improved infrastructure will make it easier and safer for young and older people to get around, with benefits for promoting independent travel for children.	None anticipated	

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| 3.2 | Disability | The proposals will provide easier access to and use of active travel routes, supporting independent travel. Specific benefits will de identified as the strategy and action plan are delivered, but are likely to include the following improvements:

• Widened footways/footpaths benefiting wheelchair users and people with mobility problems, giving them greater space to travel and reducing conflict with other path users
• Well maintained and even surfaces ensuring that people with mobility problems find the area to be more accessible and inclusive
• Improved road crossings making crossing easier and safer
• Dropped kerbs with tactile paving improving road crossing experience for blind and visually impaired people | None anticipated | |

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3.3	Ethnicity	The strategy will recommend a range of initiatives to enable wider access to walking and cycling (eg: cycle training, etc.) which may support take up amongst those groups.	None anticipated	
3.4	Sex	By delivering safe walking and cycling infrastructure, the proposals is likely to encourage more women to cycle more for everyday journeys, recreational/family walks and rides.	None anticipated	
3.5	Gender Reassignment			There is no evidence that, in isolation, people whose gender has been reassigned, will be affected differently by the scheme
3.6	Marriage / Civil Partnership			There is no evidence to suggest that people who are married, or in a civil partnership, in isolation, will be affected differently to the scheme

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3.7	**Pregnancy / Maternity**	There is likely to be a positive impact on pregnancy and mothers as infrastructure improvements will make it easier to get around, particularly when travelling with a baby/young child in a carrier/pram/buggy. Improved cycling and walking facilities may give mothers increased confidence to walk or cycle alone with a young child/ren.		
3.8	**Religion / Belief**			There is no evidence that, in isolation, people of different sexual orientation, will be affected differently by the scheme
3.9	**Sexual orientation**			There is no evidence that, in isolation, people of different sexual orientation, will be affected differently by the scheme

3.10	**Other marginalised groups** *Including but not exclusive to the experiences of unpaid carers, homeless people, current and ex-offenders, people with addictions, care experienced people, people living in rural areas.*	The proposals will enable individuals to benefit from lower cost, healthier transport choices and improve health and wellbeing.		
3.11	**Cross Cutting** *Where two or more characteristics overlap and the scheme affects those people in a specific way*			N/A

Section 4 – Assessment				
4.1	Select the assessment result, 1-4, which applies and give a brief justification	1. No major change *If this is selected you are confirming that the EQIA demonstrates the proposal is robust and there is no possible adverse impact.*	☒	Justification: As the proposals are intended to enable more people to make use of healthy, low-cost and socially-inclusive travel choices for both functional and recreational journeys, a range of benefits are expected to arise, and no significant impacts are expected to arise on any protected group. *If this is selected you must demonstrate that all opportunities to promote equality have already been taken.*
		2. Continue the scheme *If this is selected you are confirming that the EqIA identifies possible adverse impact or missed opportunities but the scheme can be justified.*	☐	Justification: *If this is selected you must set out the justifications for continuing with the scheme in terms of proportionality and relevance.*

		3. Adjust the scheme ☐ *If this is selected you are confirming that the EqIA identifies possible adverse impact or missed opportunities which suggest the scheme needs to be adjusted.*	Justification: *If this is selected you must set out the reasons why an adjusted scheme is required. For example to remove unjustifiable barriers or address opportunities that cannot be missed on the balance of proportionality and relevance.*
		4. Stop and remove the scheme ☐ *The scheme shows actual or possible unlawful discrimination. It must be halted or significantly changed.*	Justification: *If this is selected you must set out the reasons for halting the scheme or significantly changing it to avoid unlawful discrimination.*

Section 5 – Actions				
5.1	Please outline how you will monitor the impact of the scheme	The inputs, outputs and outcomes of the strategy will be assessed in line with a monitoring and evaluation plan, to be developed by SYSTRA as part of the strategy.		
5.2	Please outline action to be taken in order to: • Mitigate possible adverse negative impact (listed under Section 3); • Promote possible positive impacts and; • Gather further information or evidence	**Action**	**Lead**	**Timescale**
		Through follow-up qualitative surveys, gather information on the benefits noted by individuals as a result of the scheme (e.g. improved access, health and wellbeing, cost saving, etc)	ZetTrans	Throughout the life of the strategy
		Promote the positive impacts of the strategy's activities, through good news stories, case studies, quotes, etc, from a broad range of individuals in the community, to be published in local print and social media	ZetTrans	Throughout the life of the strategy
5.3	When is the scheme/proposal due to be reviewed?	The timescale for review will be included in the monitoring and evaluation plan to be developed and adopted alongside the active travel document.		

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Section 6 – Approval		
6.1	Senior Officer who this scheme will be reported by	Name: <mark>Robina Barton</mark> , ZetTrans/SIC Job Title:
6.2	Signature	<mark>SIGNATURE</mark>
6.3	Date	<mark>TBC</mark>

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Latin America:
Lima, Mexico, Rio de Janeiro, Santiago, São Paulo

North America:
Little Falls, Los Angeles, Montreal, New-York, Philadelphia, Washington

Appendices

Appendix A: March 2020 online survey results

Appendix B: May 2020 online survey results

Appendix C: Primary and secondary school packs

Appendix A: March 2020 online survey results

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APPENDIX A - SHETLAND ACTIVE TRAVEL STRATEGY MARCH 2020 ONLINE SURVEY RESULTS

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LIST OF FIGURES

To inform the development of the Shetland Active Travel Strategy, an online questionnaire was conducted in March 2020 collecting information about people's use and perceptions of the local area for walking and cycling. This note presents detailed results from the survey.

The survey was accessible online from the ZetTrans website between 03/03/2020 and 21/03/2020.

The questionnaire was prepared in January 2020, before the Covid-19-related lockdown measures were put in place, therefore no questions relating to the current situation, about people's changed habits for examples, were included.

75 Shetland residents took part in this questionnaire. The relatively low number of responses is likely to have been affected by the current events, which we tried to mitigate by extending the deadline to respond by two weeks.

1. SAMPLE PROFILE

Respondent were asked in which of the seven main areas of Shetland they are resident. The sample is spread across Shetland, but compared with population distribution recorded at the last census (2011), (Figure 1 below), it shows an underrepresentation of Lerwick & Bressay, while the South Mainland & Fair Isle area is overrepresented.
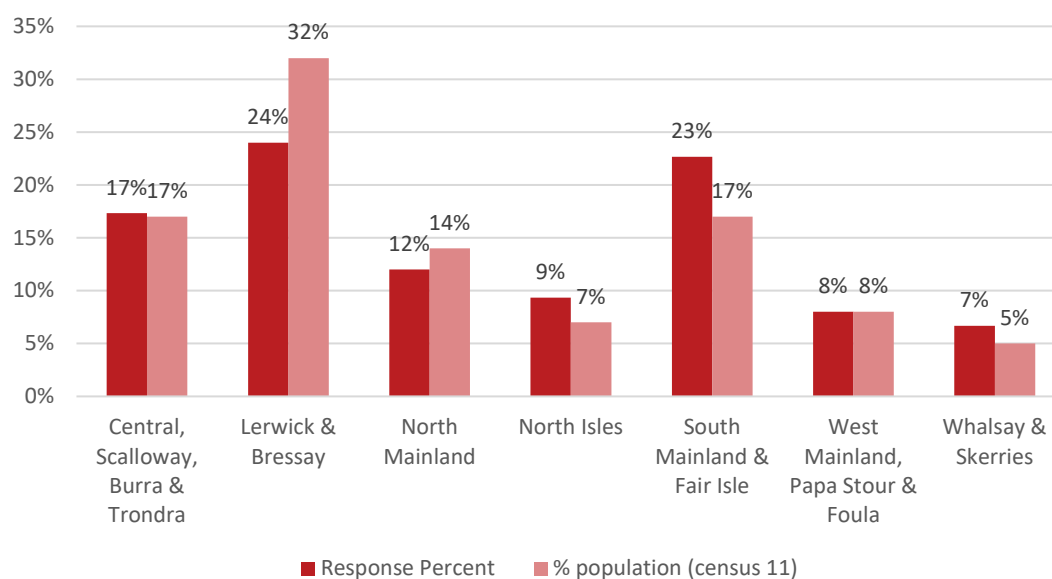
Figure 1. Q1. In what region of Shetland do you live?

Figure 2 on the next page shows the distribution of occupations if the sample.

Legend:
- Working full-time
- Working part-time
- Student full-time
- Student part-time
- Unemployed
- Unable to work due to illness / disability
- Retired
- Looking after home / family
- Other (please specify):

Pie chart values: 47.3%, 25.7%, 12.2%, 8.1%, 0.0%, 0.0%, 12.2%, 1.4%, 1.4%
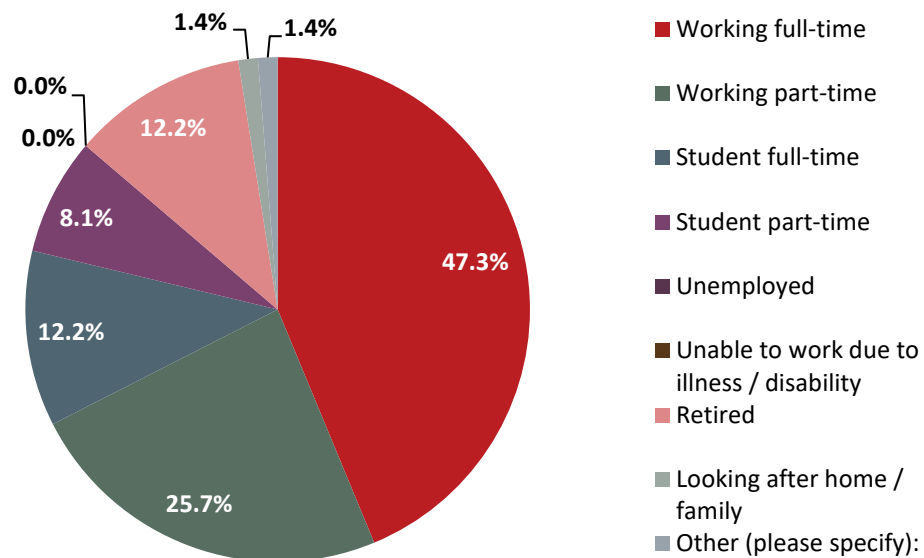
Figure 2. Q23. What is your employment status? Please select all that apply.

2.   POPULAR DESTINATIONS

The first part of the questionnaire asked respondents to list the top three locations that they travel most to in Lerwick and to specify what are the main reasons for their travel.

The top five location responses given were:

- Lerwick (35 people) [no precision provided as to where in Lerwick]
- Tesco (30 people)
- Shetland College (13 people)
- Scalloway (9 people)
- Brae (7 people)

The main reasons cited for travelling to these locations (Figure 3) were:

- Shopping/personal business (pointed by 29% of the sample)
- Commute to work (pointed by 26% of the sample)
- Leisure purpose (pointed by 13% of the sample)
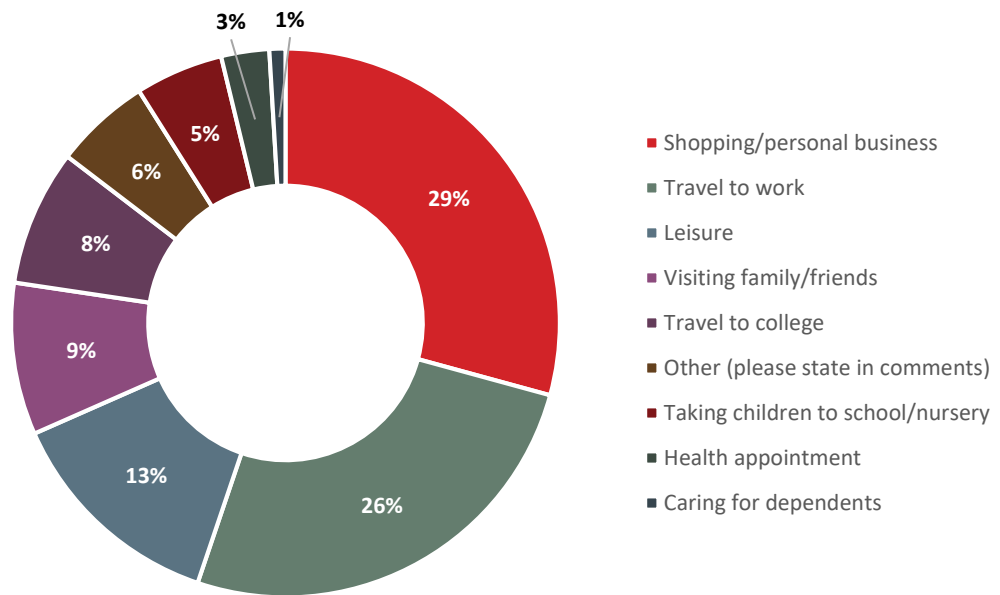
Figure 3. Q3: Please specify the main reasons for your travel to these locations.

- Shopping/personal business
- Travel to work
- Leisure
- Visiting family/friends
- Travel to college
- Other (please state in comments)
- Taking children to school/nursery
- Health appointment
- Caring for dependents

In terms of main travel mode used to these locations (Figure 4), in first place the respondents placed car as a lone driver (38%), followed by car as driver with passengers (24%), and in third by taking the bus (13%).

- Car/van as driver without passengers
- Car/van as driver with passengers
- Bus
- Walk
- Ferry
- Car/van as passenger
- Cycle
- Taxi
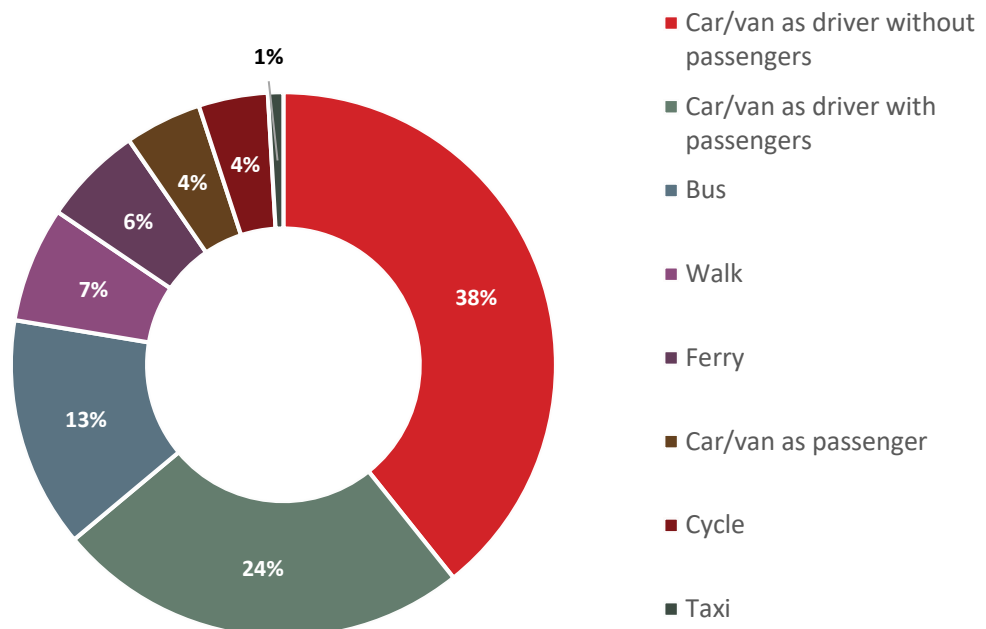
Figure 4. Q4: What is the main mode of travel to these locations?

3. ACTIVE TRAVEL MODES

In the next part of the survey the respondents were asked about their walking and cycling behaviour.

The majority, 57%, pointed that they have a bike or have access to one (Figure 5). However, 53% the participants stated that have not cycled in the past year (Figure 6).
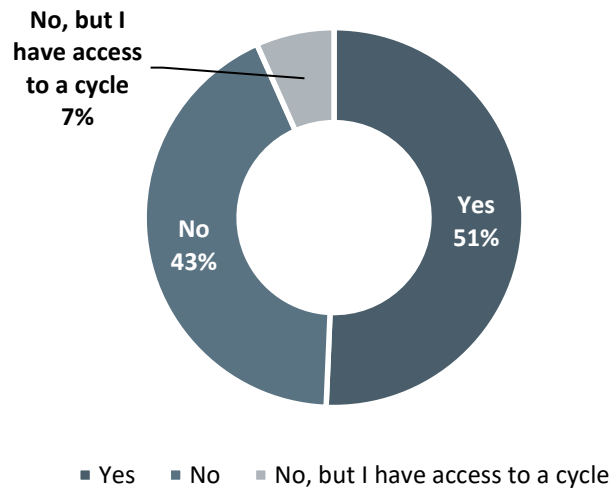
Figure 5. Q5: Do you own a bicycle? (base=75)
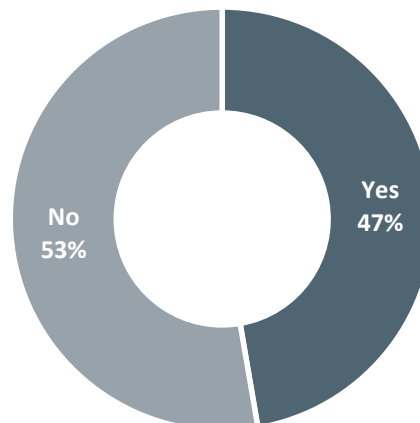
Figure 6. Q6: Have you cycled at all in the past year (base=74)

Frequency of cycling and walking and seasonal patterns

Figure 7 gives evidence how the weather conditions affect people's cycling levels through the year. It shows a significant change in the proportion of people cycling regularly in the spring/summer months compared to the winter time as would be expected.
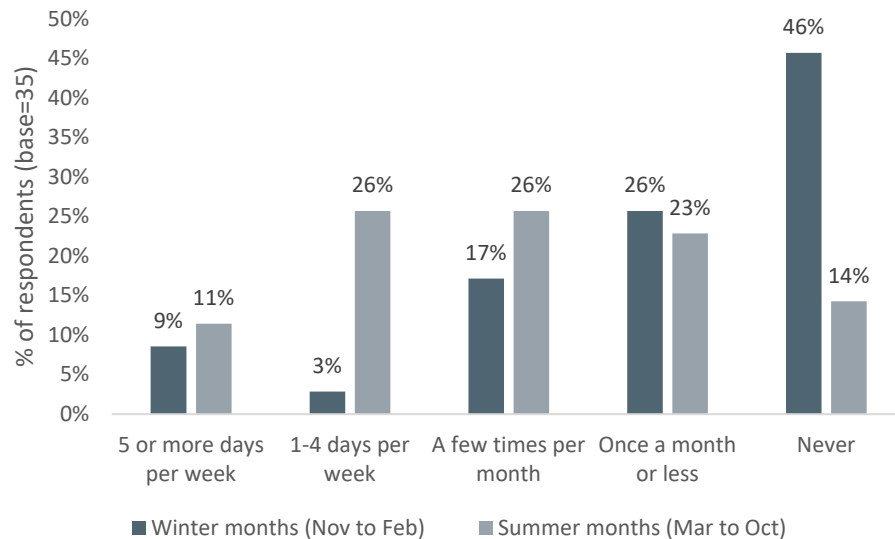
Figure 7. Q7 & 8 Cycling frequency and seasonal pattern (Sample=35)

Figure 8 below shows results to the same question asked about walking behaviour. It suggests higher frequency of walking than cycling throughout the year. Although there is a reduction in walking over the winter months, over two thirds of respondents (69%) report continuing to walk regularly (at least once a week) over the winter months.
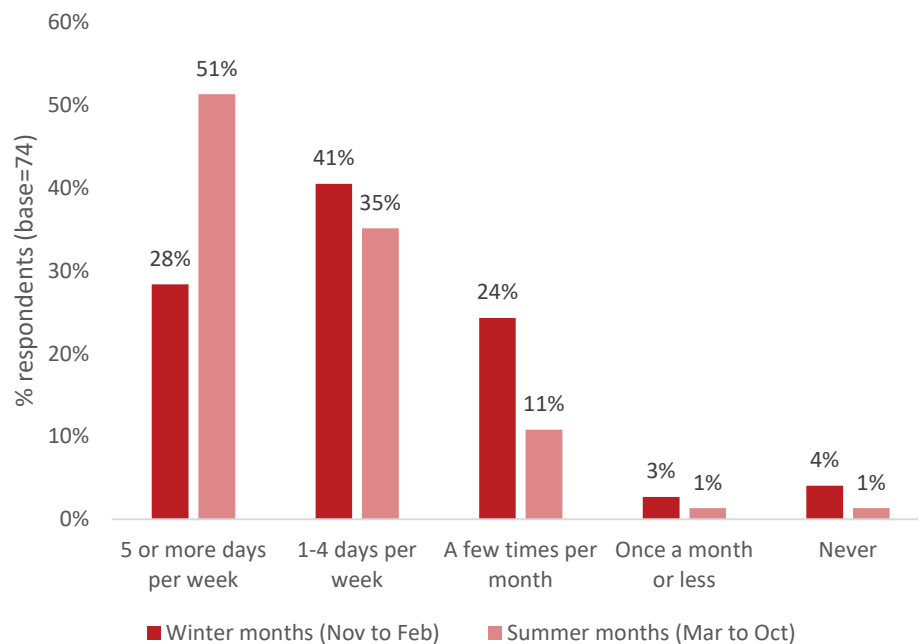
Figure 8. Q13 & 14 Walking frequency and seasonal pattern

Benefits of Active Travel

Further, the sample was asked to list the three main benefits of each of walking and cycling. As shown on Figure 9 and Figure 10, in first place people placed health benefits and exercise, followed by pleasure and enjoyment and that is better for the environment.
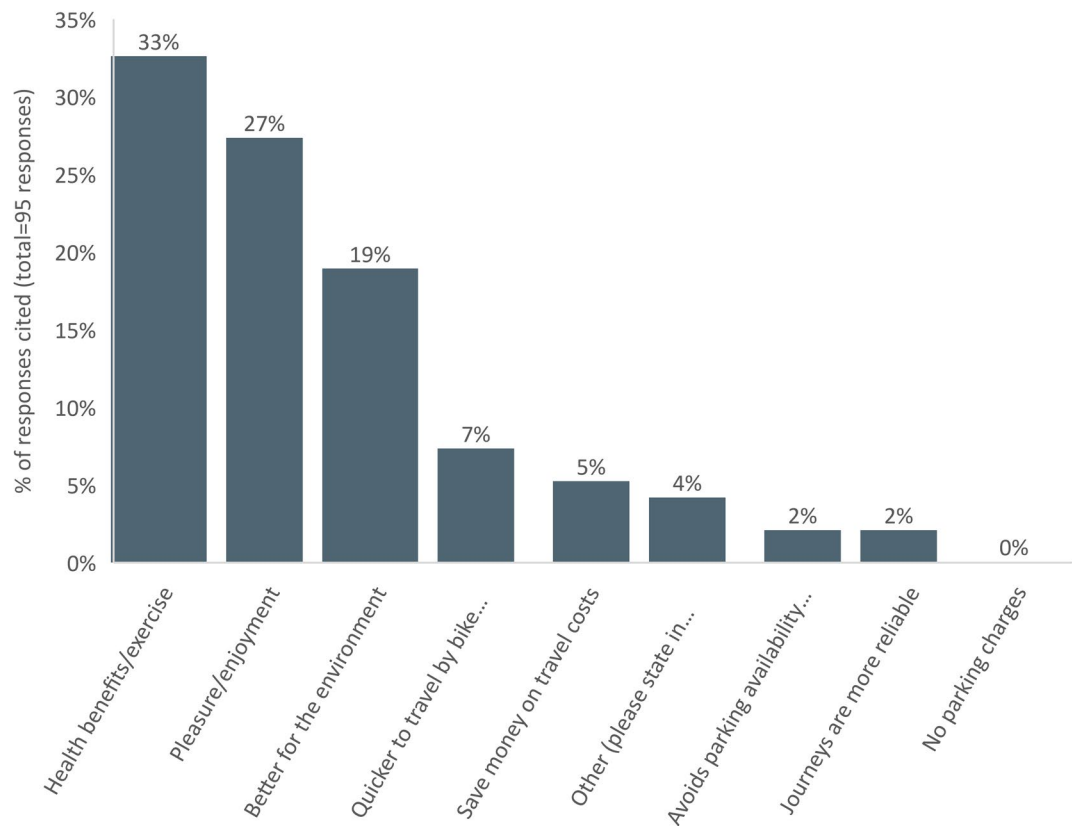
Figure 9. Q9: (If you cycle) what do you consider the main benefits of cycling to be? (Select up to three, base=34)
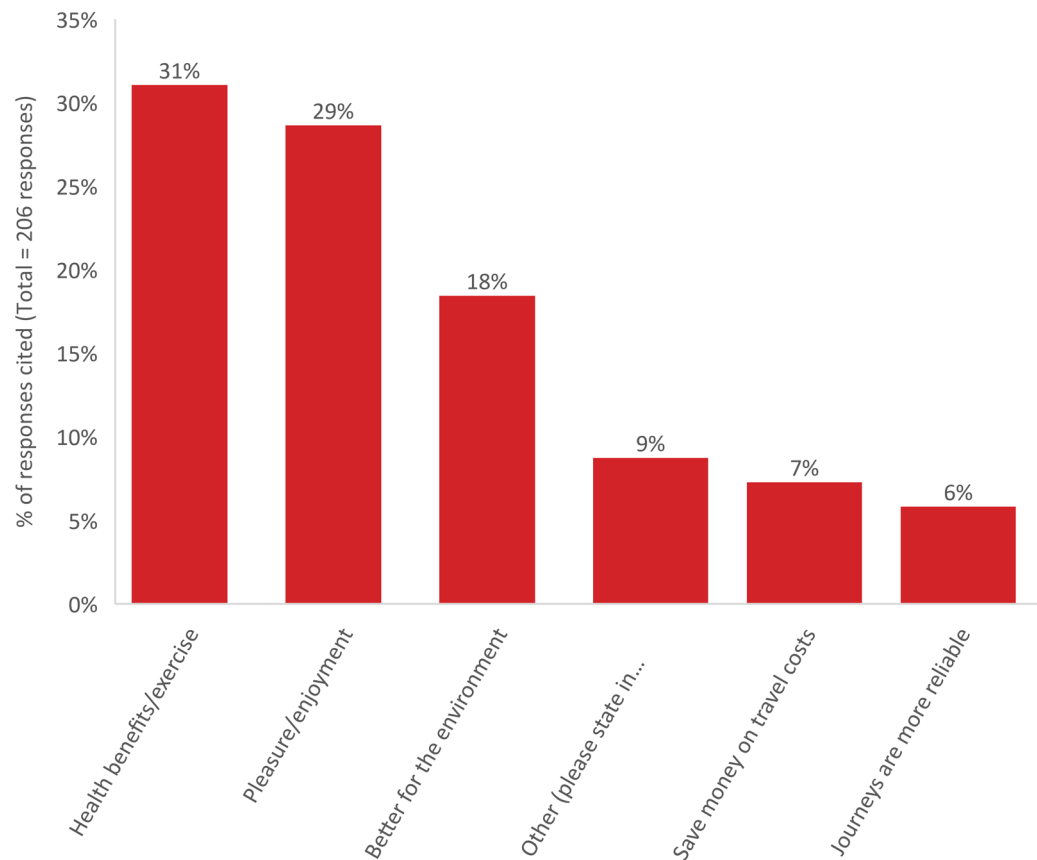
Figure 10.   **Q15: (If you walk) what do you consider the main benefits of walking to be? (Select up to three, base=74)**

Increase in cycling and incentives

Asked whether they would be interested in cycling or cycling more often (Figure 11), over two-thirds (69%) of participants said are or may be interested.
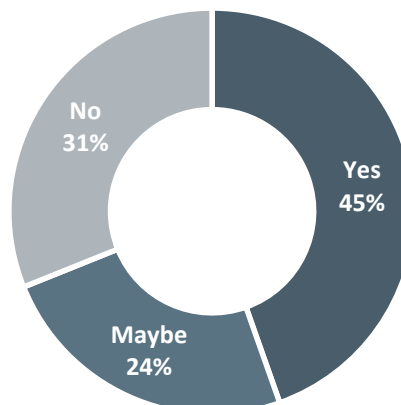
Figure 11.   **Q10 are you interested in cycling / cycling more often? (base=74)**

Those who are or may be interested in cycling more, where asked to select and rank the three most effective measure which would encourage them to cycle more (Figure 12 and Figure 13). Dedicated infrastructure was the most often cited overall as well as the most often cited as the most effective measure. The second most cited overall was more on-road cycle lane, also the most often cited as the second-most effective measure.
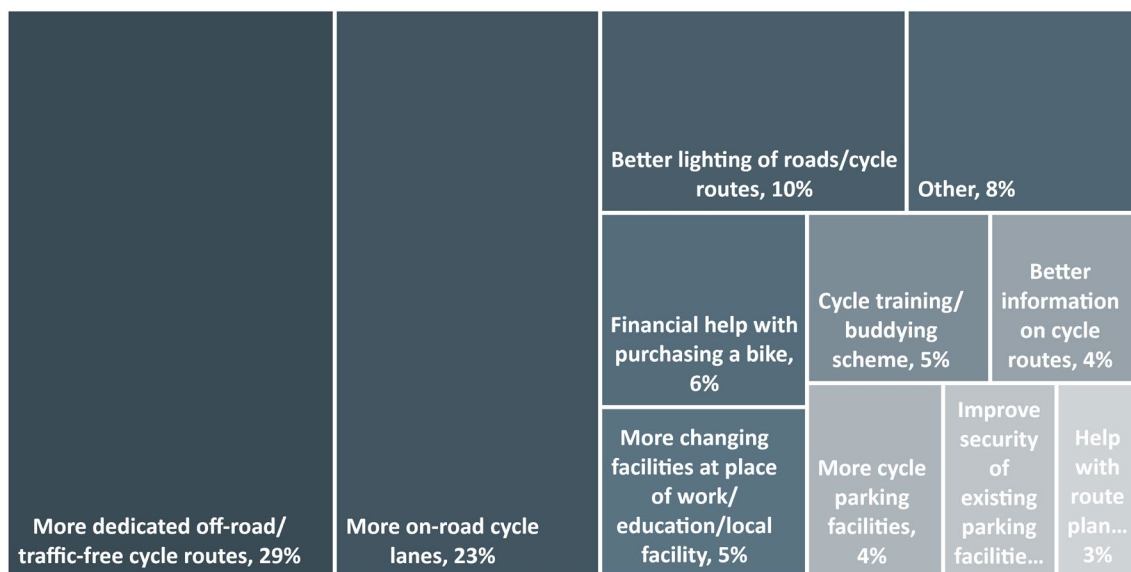
Figure 12.   **Q11: Top three measures to encourage people to cycle more often - % of total responses**
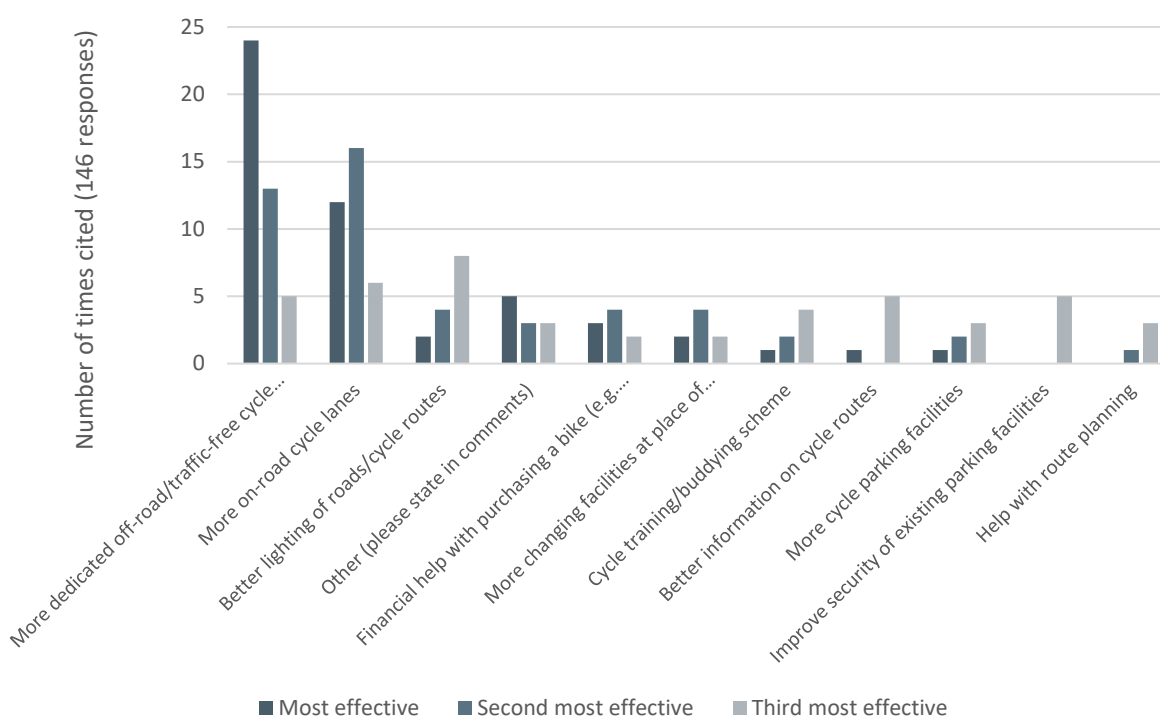
Figure 13.   **Top three measures to encourage more cycling – Ranked**

Of the 54 respondents who were not interested in cycling/cycling more, 21 provided a comment on why they are not interested. Of the 33 reasons provided throughout the 21 comments, the most frequently cited were:

- Time constraints (cited 5 times);
- Road safety – not feeling confident to cycle on busy roads (5 times);
- Other travel modes being more convenient/ attractive (3 times)
- The weather (3 times);
- Hilliness (3 times); and
- Distance makes cycling not feasible(3 times);

Increase in walking and incentives

A very large majority of the sample (87%) said they are or may be interested in walking more (Figure 14).
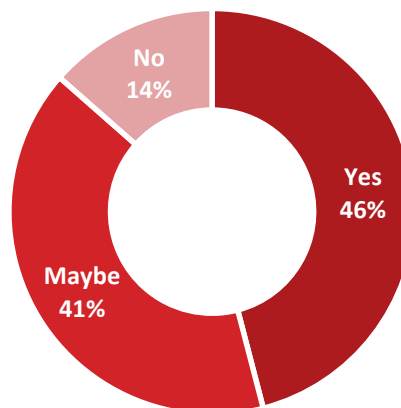
Figure 14.   Q16: Are you interested in walking more often?

In terms of measures that would encourage them to walk more (Figure 15 and Figure 16), the most often quoted what "other please state in comments" (n=35). Looking at the 30 comments left, the following category where the most often cited:

- Better weather/weather-proof equipment (n=7)
- More dedicated infrastructure (especially verges along main roads) (n=6)
- Reduce traffic speed and/or volume (n=3)

Excluding "other" better lighting was the most often cited improvement which would encourage respondents to walk more (23%). It was also the most often cited as the most effective measure.

Other (please state in comments), 26%

Better lighting of roads/ walking routes, 23%

Better information on walking routes, 21%

Better pedestrian crossing facilities, 17%

Walking buddy system, 8%

Help with route planning, 6%

Figure 15.   **Q17: Top three measures to encourage people to walk more often - % of total responses**

■ Most effective   ■ Second most effective   ■ Third most effective
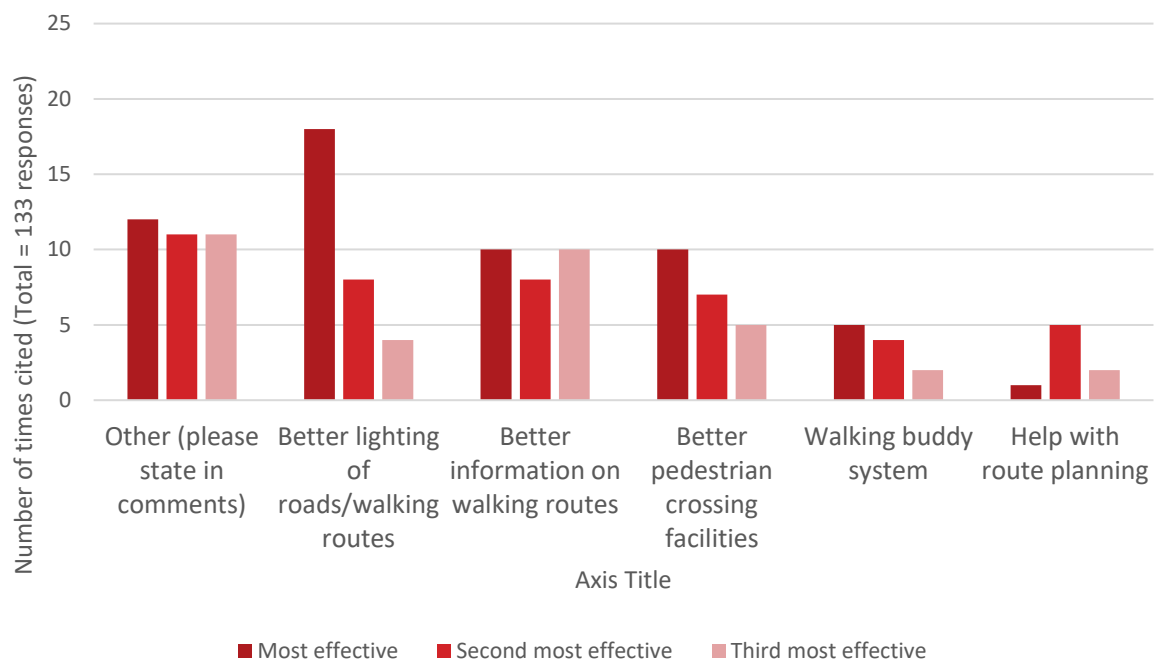
Figure 16.   **Q17: Top three measures to encourage more walking – Ranked**

Main barrier to active travel

Respondents were successively asked what they thought were the top three barriers to walking (Figure 17 and Figure 18) and then cycling (Figure 19 and Figure 20).
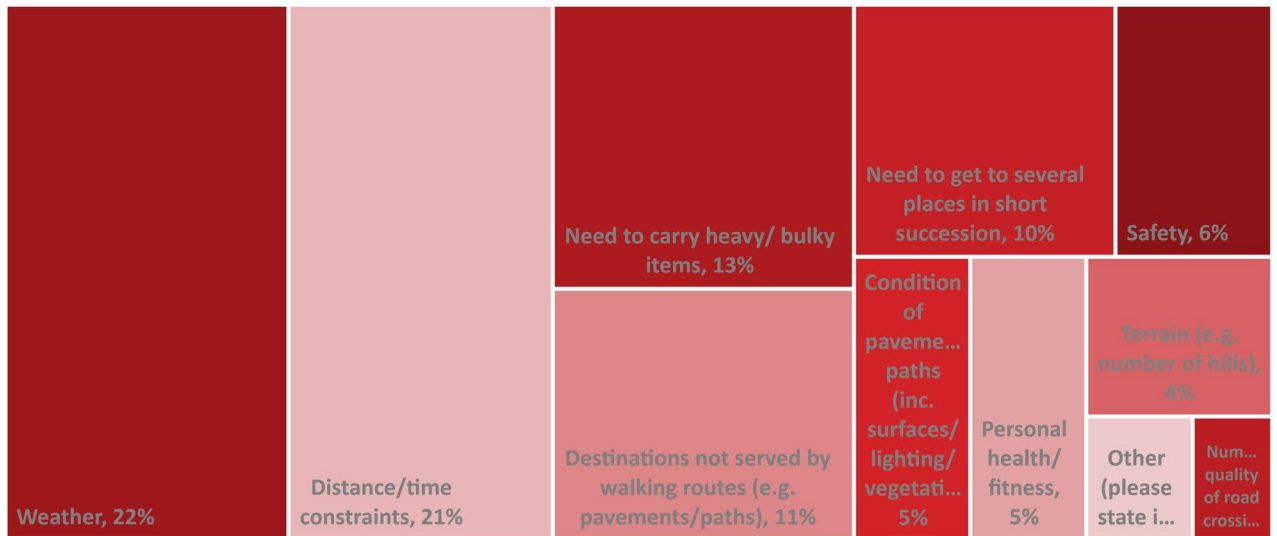
Figure 17.   **Q19: Main barriers to walking**
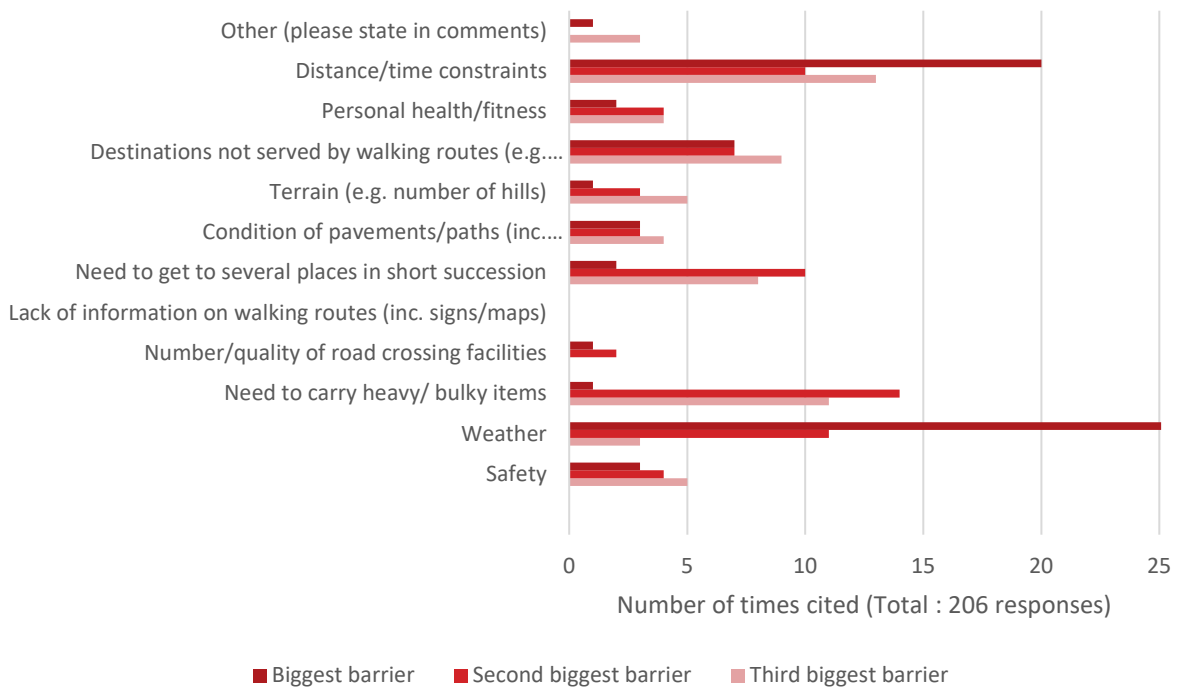
Figure 18.   **Q19: Main barriers to walking – top three rank**

Weather, 24%

Safety when cycling, 22%

Distance/time constraints, 12%

Need to carry heavy/ bulky items, 10%

Terrain (e.g. number of hills), 7%

Lack of confidence when cycling, 5%

Need to get to several places in short succession, 4%

Destinations not served by cycle routes (e.g. pavements/ paths), 6%

Condition of roads/ paths/ cycle routes (inc....

Lack of secure cycle...

Perso... health/ fitness, 3%

Oth...

Cost...

Figure 19.   **Q20: Main barriers to cycling**

Number of times cited (Total : 205 responses)

■ Biggest barrier   ■ Second biggest barrier   ■ Third biggest barrier
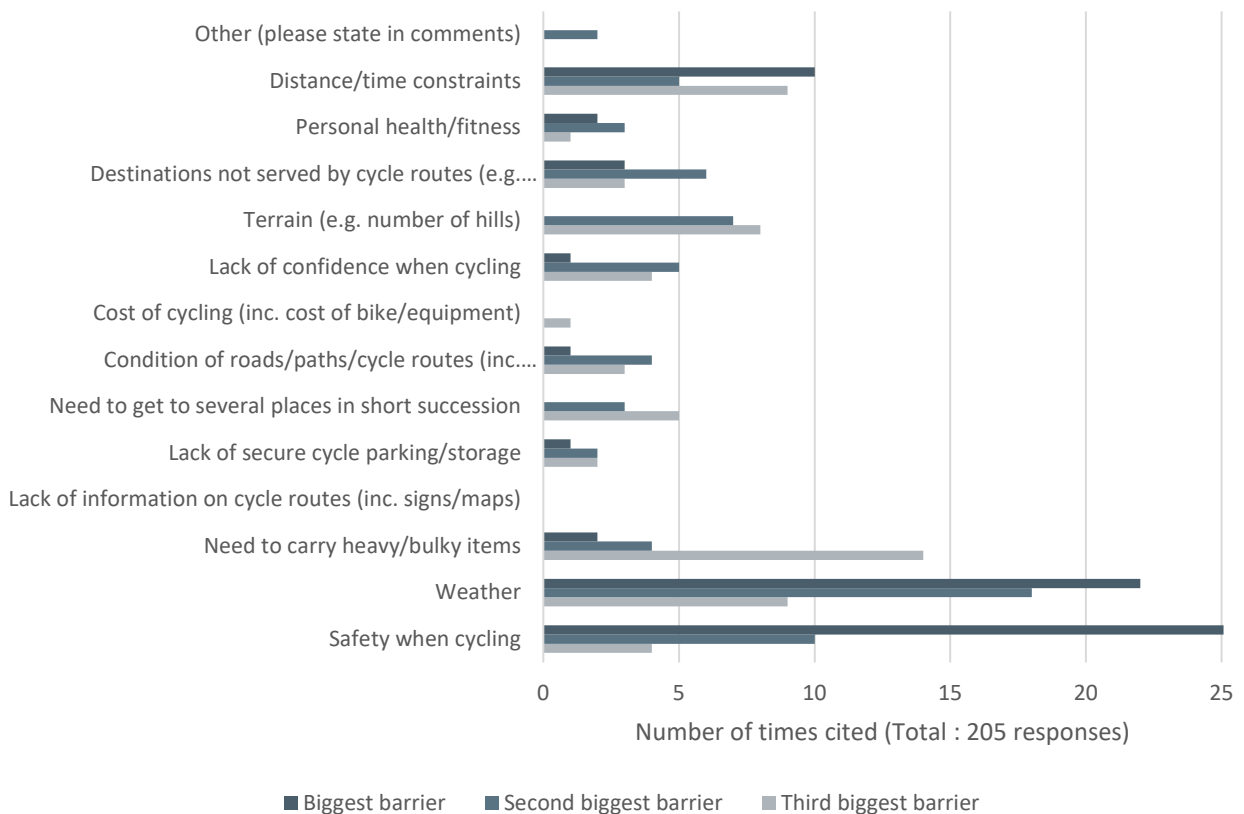
Figure 20.   **Q20: Main barriers to cycling – top three rank**

The sample was also asked to rate their satisfaction/ to say how satisfied they are in terms of the available walking and cycling facilities and infrastructure in Shetland (Figure 21). The majority of the sample rated the listed categories as poor or very poor except for the availability of changing facilities (i.e. at work/study place), the amount of bicycle parking

and the security of bicycle parking where the majority of the respondents had no opinion on these questions.
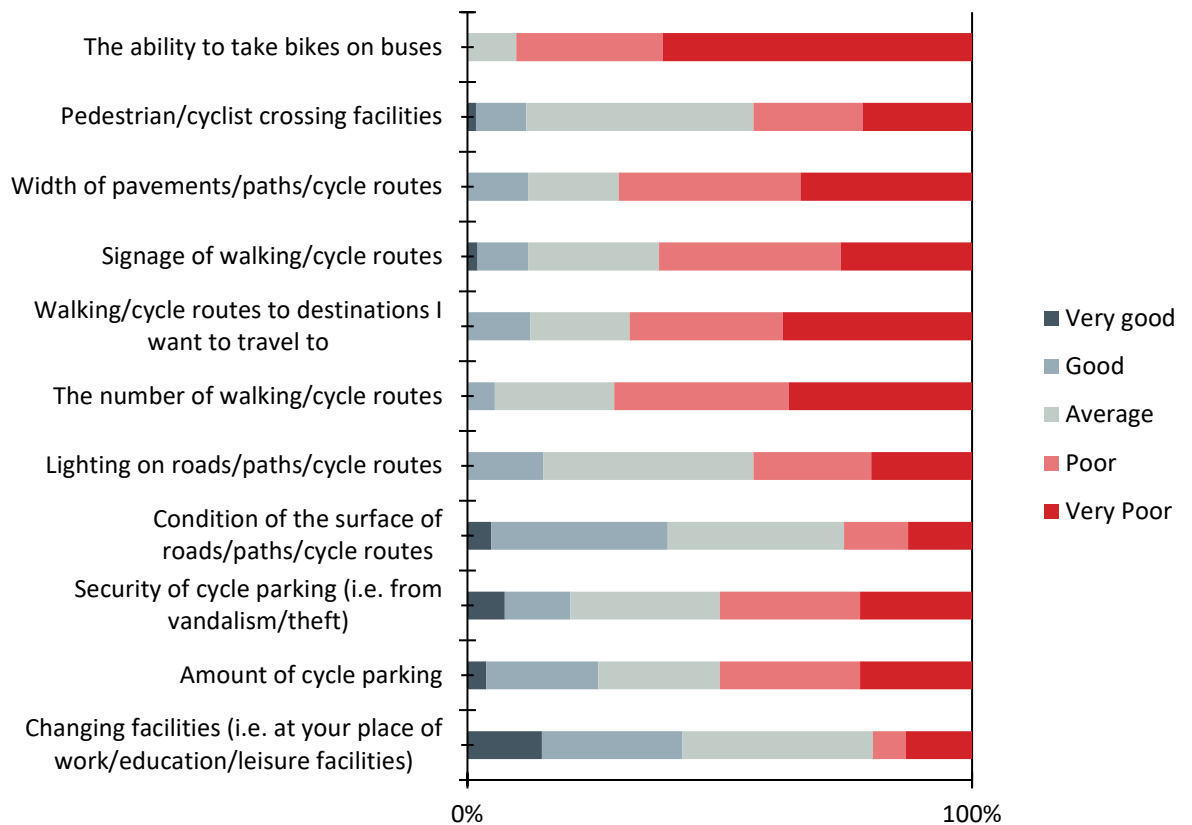
Figure 21. **Q21: What do you think of the following walking/cycling facilities and infrastructure in Shetland?**

4. FURTHER COMMENTS

Finally, the 17 comments left in answer to question 22 "If you have any other comments about walking and cycling in Shetland, please let us know" are listed below.

- You have to be rugged to cycle here. At 18 miles out of town, getting in, even on an electric bike can be really hard work. The vast majority of motorists are excellent with cyclists. I have started to walk every day, getting off the bus early and usually walking over Staney Hill, in all weathers. Waterproof clothing is the answer, excuses to not do it are not!
- cycling safety is a big factor for me where I have family members who have been involved in cycling accidents.
- There are lots of wonderful possibilities for walking in Shetland nature, but most of them involve driving to a starting point (by car, in general).
- A cycle lane alongside the main road Sumburgh to Brae would be excellent
- I would walk longer distances and further afield for leisure if I were able to take my dog on the bus. As it is I am forced to use the car when I wish to go for a walk with my dog.
- Due to Shetland's terrain, weather and fast roads there is greater need for off road cycle walking paths and on road cycle paths and footpaths.

- However much you might want to walk or cycle for health and environmental reasons, it is often simply not practicable given locations and distance. This should not be confused with a desire not to participate.
- I have tried cycling in Lerwick and despite having done so in other cities, I found it very dangerous here. Cars are not generous towards bike riders. There is far too much broken glass and other debris on the sides of the road and I had to repair tires frequently.
- Taking bikes on buses is very hit and miss. Sometimes possible / allowed and sometimes not wanted by the driver, even if there is space. The next bus can be hours away and also not certain. This means cycling locally on hilly main roads with impatient (often grumpy) drivers. I would like to cycle more, but don't because of this. I am not aware of any cycle paths in Shetland.
- dedicated routes are necessary. it is unsafe for most. I have cycled in other areas and towns and cities with much more confidence.
- I like walking in Shetland summer to places like The Hams and Stones of Stofast, Eshaness and Ness of Burgi. I know from previously not having a car though that these places are quite hard to fit in around bus times and it would put a lot of folk off going.
- I would cycle to work every day if changing/showering facilities were provided.
- I would love to cycle to work as it is too far to walk from a time point of view but it is something I would not consider unless we had cycle lanes
- Main barriers are lack of walking / cycling routes connecting services within settlements (e.g. pavements), fast and busy roads, and lack of attractive, sheltered amenity areas.
- Bikes on buses are impractical esp if there is a pram or wheelchair already on bus.
- Should cyclists not pay insurance to be on the public road?
- It will be a huge improvement to Shetland once walking and cycle routes are put in place.

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Other locations:

France:
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Northern Europe:
Astana, Copenhagen, Kiev, London, Moscow, Riga, Wroclaw

Southern Europe & Mediterranean: Algiers, Baku, Bucharest,
Madrid, Rabat, Rome, Sofia, Tunis

Middle East:
Cairo, Dubai, Riyadh

Asia Pacific:
Bangkok, Beijing, Brisbane, Delhi, Hanoi, Hong Kong, Manila, Seoul, Shanghai, Singapore, Shenzhen, Taipei

Africa:
Abidjan, Douala, Johannesburg, Kinshasa, Libreville, Nairobi

Latin America:
Lima, Mexico, Rio de Janeiro, Santiago, São Paulo

North America:
Little Falls, Los Angeles, Montreal, New-York, Philadelphia, Washington

Appendix B: May 2020 online survey results

Shetland Travel Behaviour Survey

Report

SYSTRA

Contents

- Research Background & Objectives

- Research Methodology

- Research Findings

SYSTIA

Research Background & Objectives

- ZetTrans and its partners are producing an Active Travel Strategy for Shetland. As part of the development of this strategy, there was a requirement to understand travel behaviour in Shetland, as well as how this may have been impacted by Covid-19.

- The specific objectives of the survey were to assess:

  - Travel before, during and after the Covid-19 travel restriction;

  - Working at home behaviours; and

  - Views on the availability and quality of active travel provision in Shetland.

SYSTra

Survey Methodology

Research Methodology

- SYSTRA Ltd, who are supporting ZetTrans in the development of the Active Travel Strategy, developed an online survey.

- The survey ran from 1 May to 31 May 2020 and was distributed by ZetTrans using Smart Survey software. The survey link was promoted on social media and through the local press.

SYSTRA

Research findings

A total of 420 people completed the online survey

- Respondents stated what region of Shetland they live in with a breakdown shown in the table below.

Region	Percent
Lerwick & Bressay	29.0%
Central, Scalloway, Burra & Trondra	19.8%
South Mainland & Fair Isle	18.6%
West Mainland, Papa Stour & Foula	11.7%
North Mainland	10.7%
North Isles	6.7%
Whalsay & Skerries	3.6%
Base	**420**

Q: In what region of Shetland do you live?

SYSTRA

In what region of Shetland do you live?
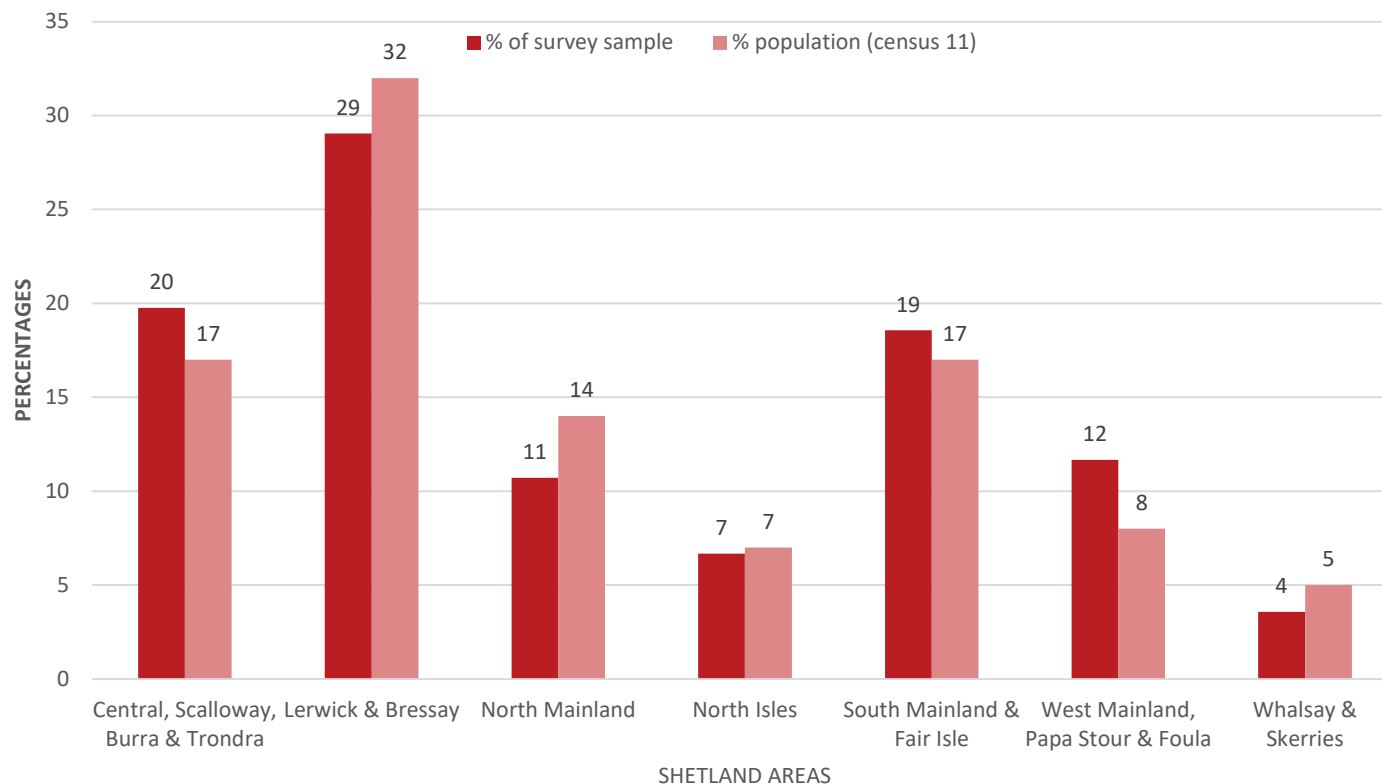
Q: In what region of Shetland do you live?

About you and your travel behaviour

SYSTRA

Over half (51%) of respondents reported travelling by car or van as a driver without any passengers five or more days a week before covid-19

o While 38% of respondents reported walking five or more times a week, 72% of respondents reported never travelling by cycling.

Travel Mode	5+ days a week	3-4 days a week	1-2 days a week	A few times a month	Once a month	Less than once a month	Never	Base
Walking	38%	16%	18%	14%	1%	4%	10%	388
Cycling	2%	1%	5%	9%	2%	9%	72%	361
Motorcycle/scooter	0%	0%	0%	2%	0%	2%	95%	347
Bus	5%	2%	7%	8%	4%	23%	52%	367
Ferry	3%	5%	6%	15%	6%	37%	28%	363
Car/van, as driver with passengers	29%	12%	19%	10%	3%	5%	22%	369
Car/van as driver without passengers	51%	18%	11%	3%	1%	2%	14%	393
Car/van as passenger	6%	5%	21%	26%	6%	13%	24%	355
Taxi	0%	1%	2%	3%	3%	32%	60%	350
Other transport	2%	1%	0%	0%	0%	6%	92%	266

Q: Before Covid-19 movement restrictions were in place (17th March 2020), how often would you travel by the following types of transport?

SYSTRA

The most common reason for travelling before Covid-19 movement restrictions were put is place was reported to be for shopping/personal business (93%)

- The second most common reason was to commute to work (85%); with over three quarters reporting their reasons as visiting family/friends (77%) and leisure purposes (76%).

Reasons for travel

Reasons for travel	Percentage
Shopping or personal business	93%
Commute to work	85%
Visiting family or friends	77%
Leisure purpose	76%
Health appointment	64%
School or nursery drop-off or pickup	34%
Caring for dependents	19%
Travelling to college	5%
Other purpose	8%

Percentage of respondents
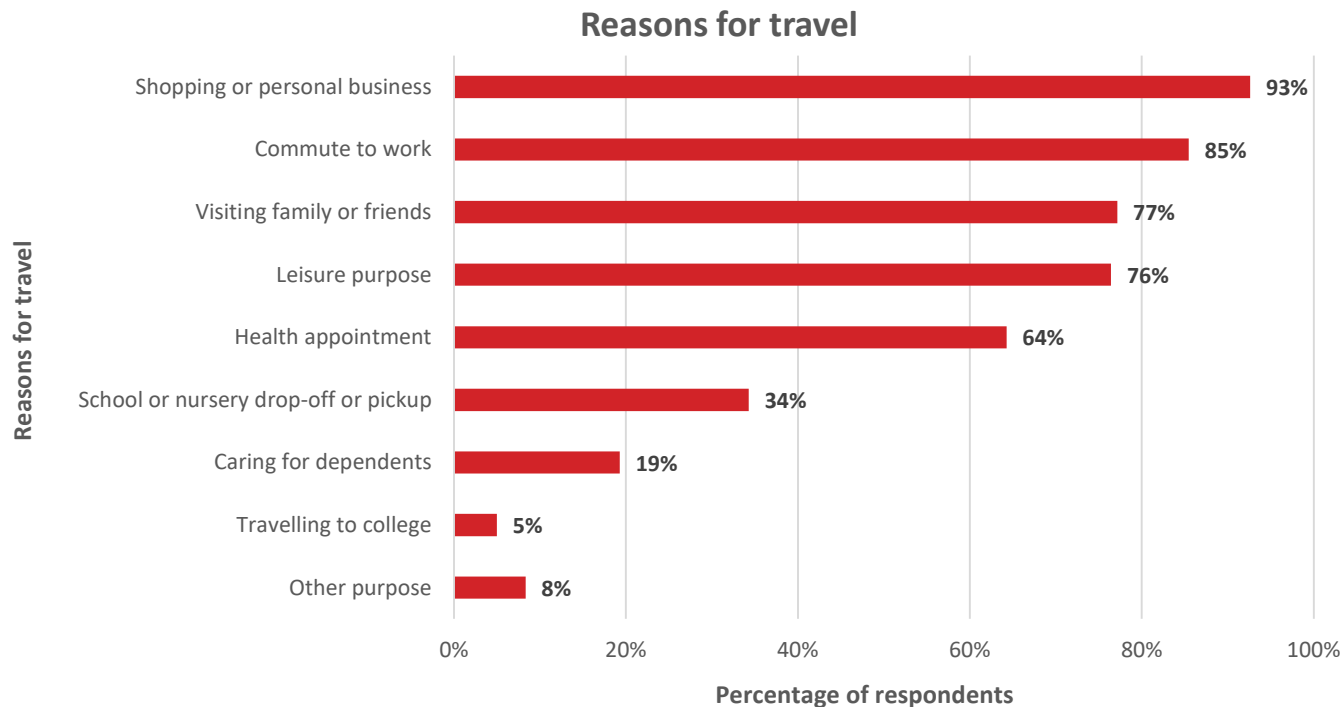
Q: For which of the following reasons would you travel? (multi-select, base=420)

SYSTRA

42% of respondents report an increase in walking when travelling to either **work, business or education**, since the Covid-19 movement restrictions, while four fifths reported a decrease in travelling by car (80%)

○ Almost a fifth of respondents also reported an increase in cycling (18%) when travelling for this purpose; while over a third of respondents reported a decrease in their use of public transport (35%).

Travel by Walking
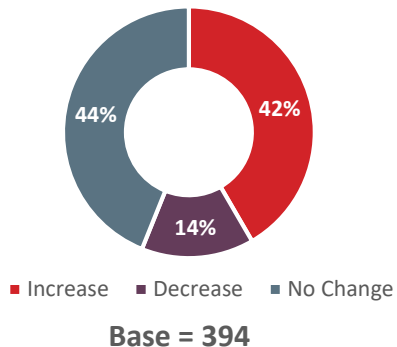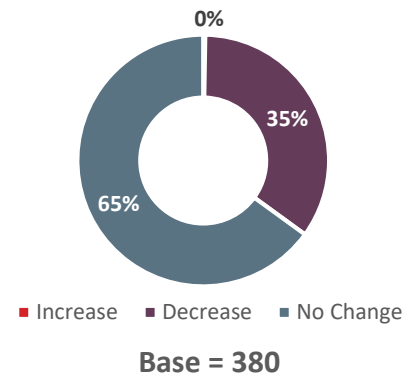
44% 42% 14%

■ Increase ■ Decrease ■ No Change

Base = 394

Travel by Car

4% 16% 80%

■ Increase ■ Decrease ■ No Change

Base = 411

Travel by Public Transport

0% 35% 65%

■ Increase ■ Decrease ■ No Change

Base = 380

Travel by Cycling

18% 6% 76%

■ Increase ■ Decrease ■ No Change

Base = 376
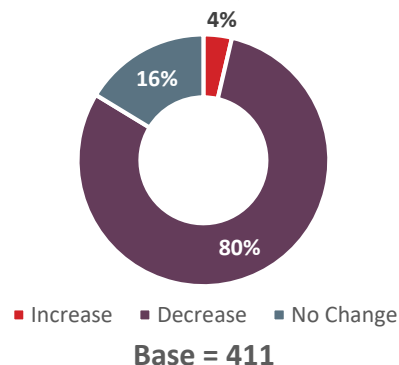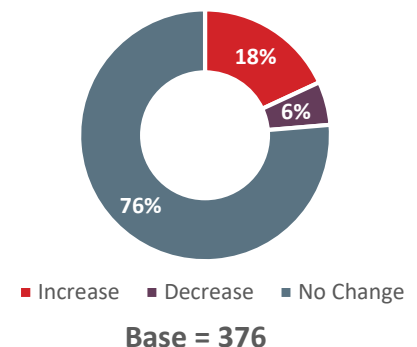
Q: Since the Covid-19 movement restrictions, has your mode of travel for work/business/education changed?

SYSTRA

65% of respondents who reported a decrease in car use in relation to travel for **work/business/education**, suggested that it was not very or at all likely that they will continue travelling differently after restrictions are lifted

○ 69% of those who reported an increase in walking suggested it was very or quite likely that they would continue travelling differently

	Very likely	Quite likely	Not very likely	Not at all likely	Don't know	Base
Increased car use	21%	36%	21%	7%	14%	14
Decreased car use	**7%**	**19%**	30%	35%	9%	271
Increased Public Transport use	100%	0%	0%	0%	0%	1
Decreased Public Transport use	**8%**	**15%**	27%	34%	**16%**	100
Increased walking	27%	42%	13%	9%	8%	149
Decreased walking	2%	9%	30%	33%	26%	46
Increased cycling	**16%**	**45%**	14%	9%	16%	64
Decreased cycling	0%	8%	31%	31%	31%	13

Q: How likely are you to continue travelling differently for business/work/education after the Covid-19 movement restrictions are lifted?

SYSTRA

Over half of respondents (58%) reported they have increased how much they walk for **social, personal and leisure activities** since the Covid-19 movement restrictions, while 89% reported a decrease in how much they travel by car

○ Over a third (36%) reported a decrease in their public transport use for such activities, over a fifth (22%) reported an increase in travel by cycling

Travel by Walking
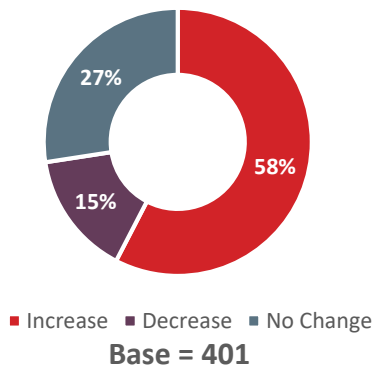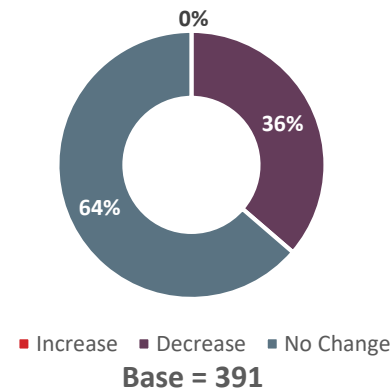
58%
27%
15%

■ Increase ■ Decrease ■ No Change
Base = 401

Travel by Car

2%
9%
89%

■ Increase ■ Decrease ■ No Change
Base = 406

Travel by Public Transport

0%
36%
64%

■ Increase ■ Decrease ■ No Change
Base = 391

Travel by Cycling

22%
8%
70%

■ Increase ■ Decrease ■ No Change
Base = 381
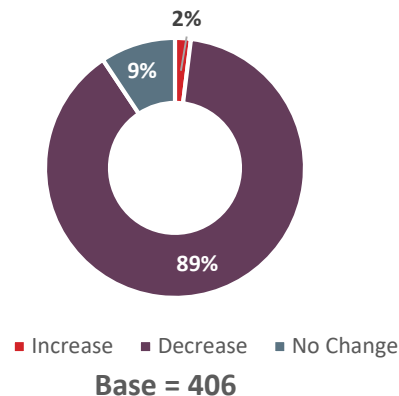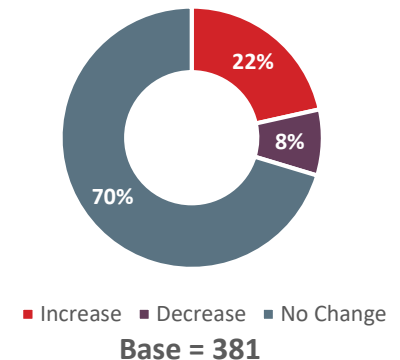
Q: Since the Covid-19 movement restrictions, has your mode of travel for social/leisure/personal activities changed?

SYSTRA

65% of respondents who reported a decrease in car use in relation to travel for **social/leisure/personal activities**, suggested that it was not very or at all likely that they will continue travelling differently after restrictions are lifted

○ Four in five (80%) of those who reported an increase in walking suggested it was very or quite likely that they would continue travelling differently

	Very likely	Quite likely	Not very likely	Not at all likely	Don't know	Base
Increased car use	25%	63%	0%	0%	13%	8
Decreased car use	**5%**	**19%**	34%	31%	11%	**290**
Increased Public Transport use	0%	0%	0%	0%	0%	**0**
Decreased Public Transport use	**9%**	**12%**	21%	34%	24%	**106**
Increased walking	36%	44%	10%	4%	5%	**223**
Decreased walking	7%	4%	36%	36%	18%	**45**
Increased cycling	**41%**	**38%**	13%	1%	7%	**76**
Decreased cycling	5%	5%	38%	24%	29%	**21**

Q: How likely are you to continue travelling differently for social/leisure/personal activities after the Covid-19 movement restrictions are lifted?

SYSTRA

Over four fifths (84%) of respondents cited walking being good for their health as a reason for walking more after movement restrictions are lifted

○ Over half (52%) cited walking being good for the environment

Reasons for increased walking

Reason	Percentage
Walking is good for my health	84%
Walking is good for the environment	52%
Walking to my destination is more enjoyable than how I travelled before	22%
Im worried about sharing a journey with others	14%
Walking to my destination is cheaper than how I travelled before	10%
Changes in personal circumstances	6%
Public transport services will be worse	4%
Congestion will be worse	1%
Walking to my destination is faster than how I travelled before	1%
Not sure	6%

Reasons

Percentage of Respondents

Q: If you think you will walk more once movement restrictions are lifted, compared to before Covid-19 restrictions, why is this? (Multi-select, Base=304)

SYSTRA

Over a third (34%) cited that they will be working or learning from home more as a reason for walking less

○ Almost a fifth (19%) cited a changes in personal circumstances

Reasons for decreased walking

Reason	Percentage
I will be working or learning from home more	34%
Changes in personal circumstances	19%
I will access goods and services online more	12%
Im worried about getting ill	12%
I will take part in more social activities online	6%
I wont be working or lost my job	1%
Ive found another way to make my journeys	1%
Not sure	38%
Other	2%

Reasons (y-axis) / *Percentage of Respondents* (x-axis)

Q: If you think you will walk less once movement restrictions are lifted, compared to before Covid-19 restrictions, why is this? (Multi-select, Base=94)

SYSTRA

Over three fifths (62%) cited cycling as being good for health as a reason for cycling more after movement restrictions are lifted

○ Half (50%) cited cycling being good for the environment

Reasons for cycling more
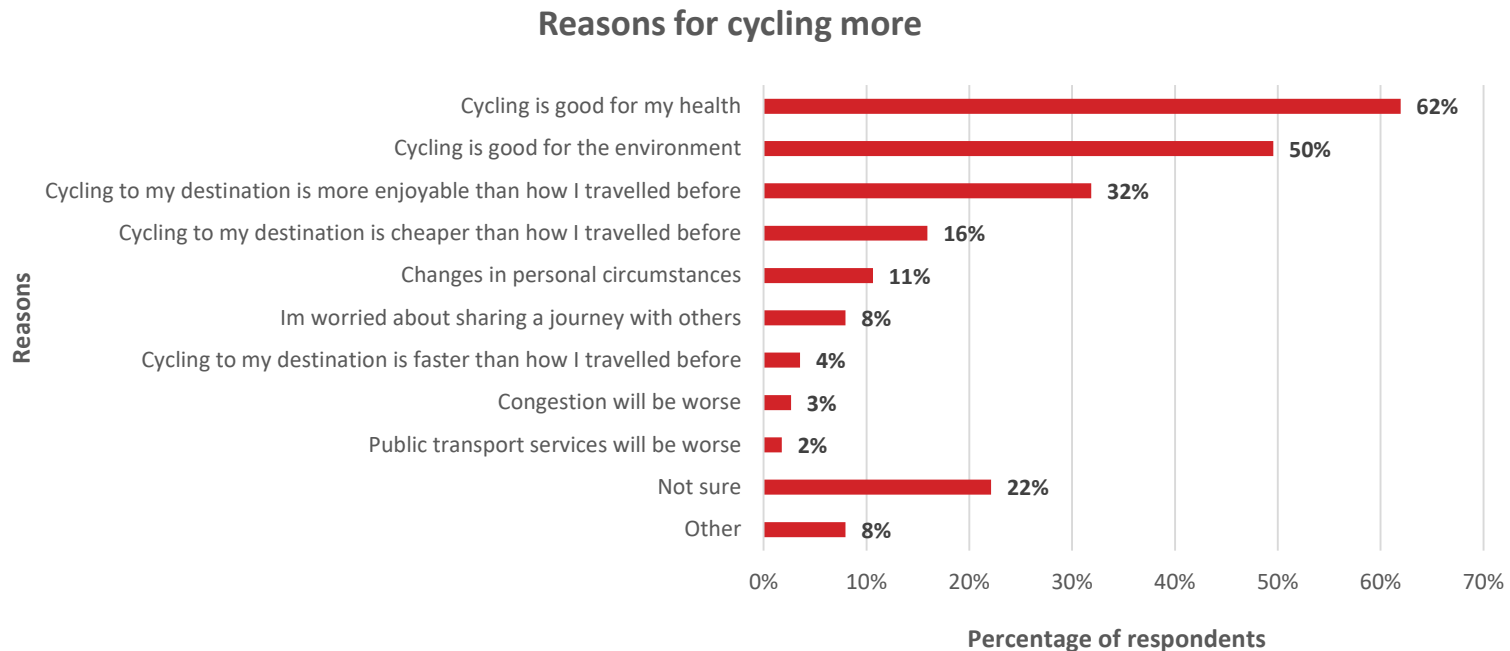
Q: If you think you will cycle more once movement restrictions are lifted, compared to before Covid-19 restrictions, why is this? (Multi-select, Base=113)

SYSTra

Over a third (36%) cited that a changes in personal circumstances as a reason for cycling less after movement restrictions are lifted

Reasons for cycling less

Reason	Percentage
Changes in personal circumstances	36%
I will be working or learning from home more	14%
I will access goods and services online more	6%
Ive found another way to make my journeys	6%
Im worried about getting ill	6%
I will take part in more social activiites online	3%
Not sure	42%
Other	3%

Percentage of Respondents
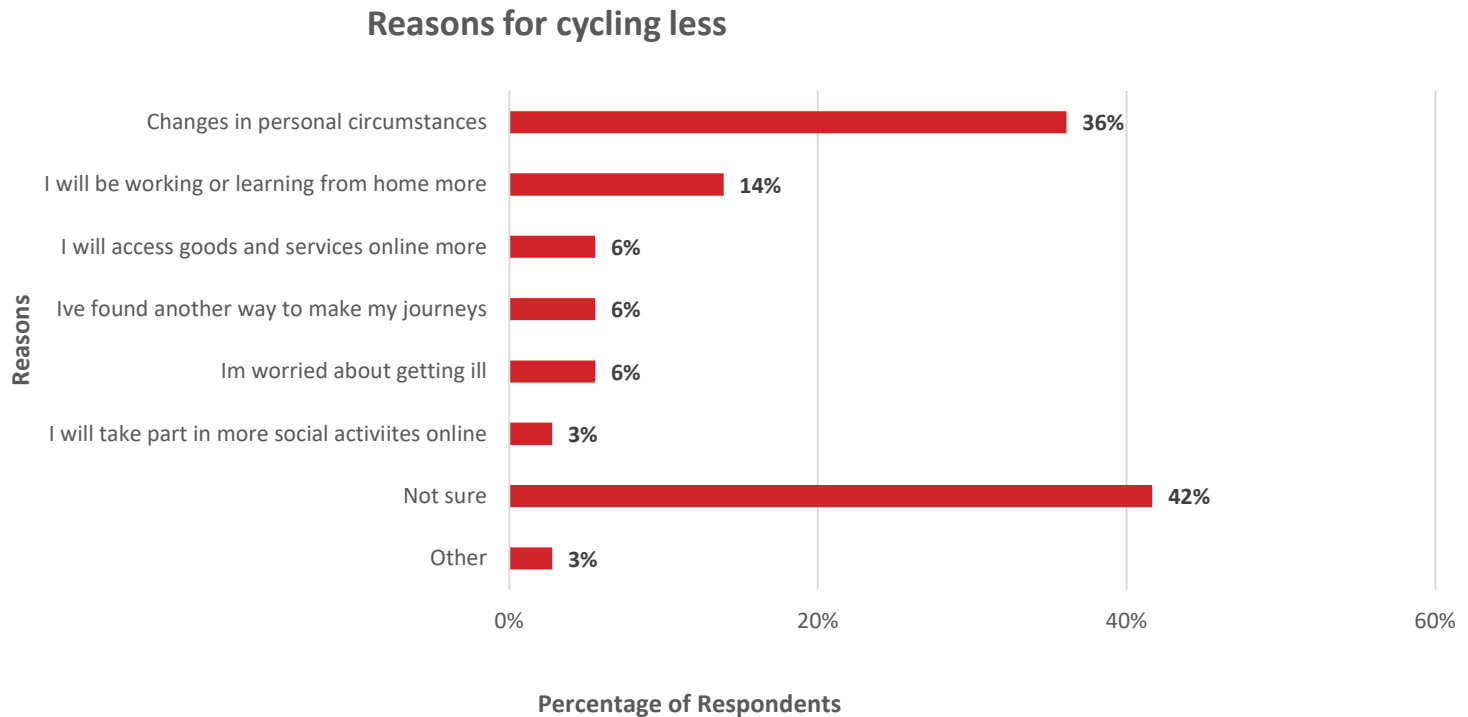
Q: If you think you will cycle less once movement restrictions are lifted, compared to before Covid-19 restrictions, why is this? (Multi-select, Base=36)

SYSTRA

Working patterns

SYSTRA

Over three fifths of respondents (61%) reported working full time, before Covid-19 movement restrictions, while 29% reported working part time

Working Status before Covid-19 Restrictions
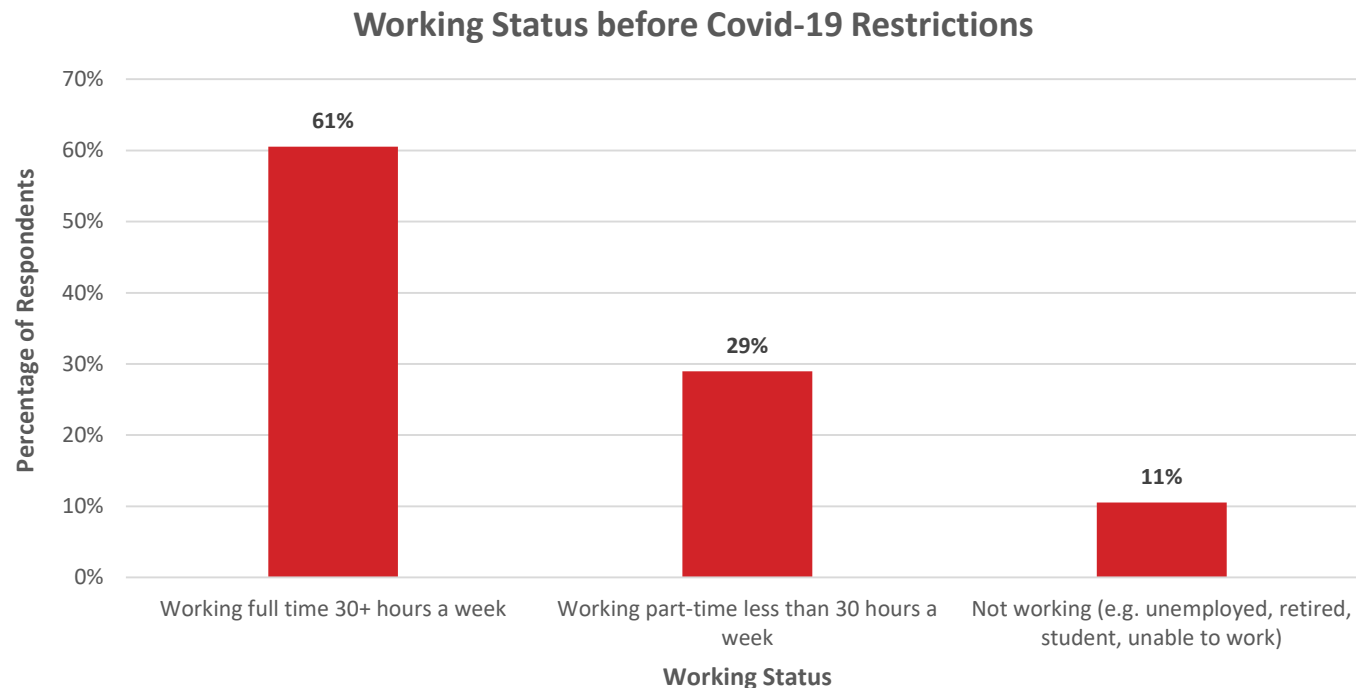
Q: Before Covid-19 movement restrictions, which of the following best describes your working status? (Base=418)

SYSTRA

Three fifths (60%) of respondents reported working at an office three days a week or more before Covid-19 movement restrictions

○ Comparatively, 15% of respondents reported working at home three or more days a week before the restrictions

Average time spent at locations during Covid-19

Frequency of time spent	5+ days a week	3-4 days a week	1-2 days a week	Once a month	Less than once a month	Never
Office (Base=372)	44%	16%	5%	1%		34%
Home (Base=348)	9%	6%	14%	5%	11%	53%
Other (e.g. shop, building site, hospital, school) (Base=364)	27%	13%	11%	3%	3%	43%
No fixed location (e.g. driver) (Base=324)	2%	2%	2%	2%	2%	89%

Percentage of Respondents
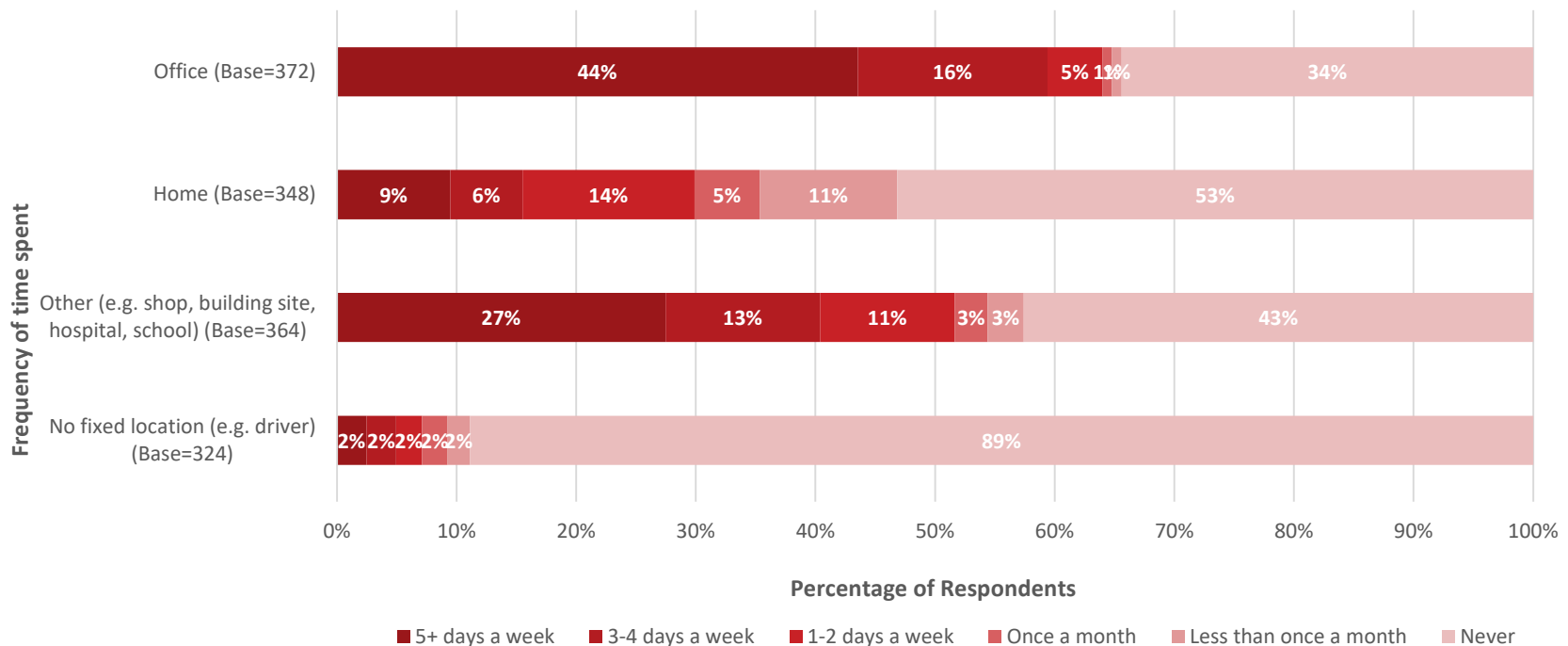
Q: Before Covid-19 movement restrictions, how often did you spend working at the following locations in an average month?

SYSTRA

63% of respondents reported working at home three or more days a week under the Covid-19 movement restrictions

Average time spent at locations during Covid-19
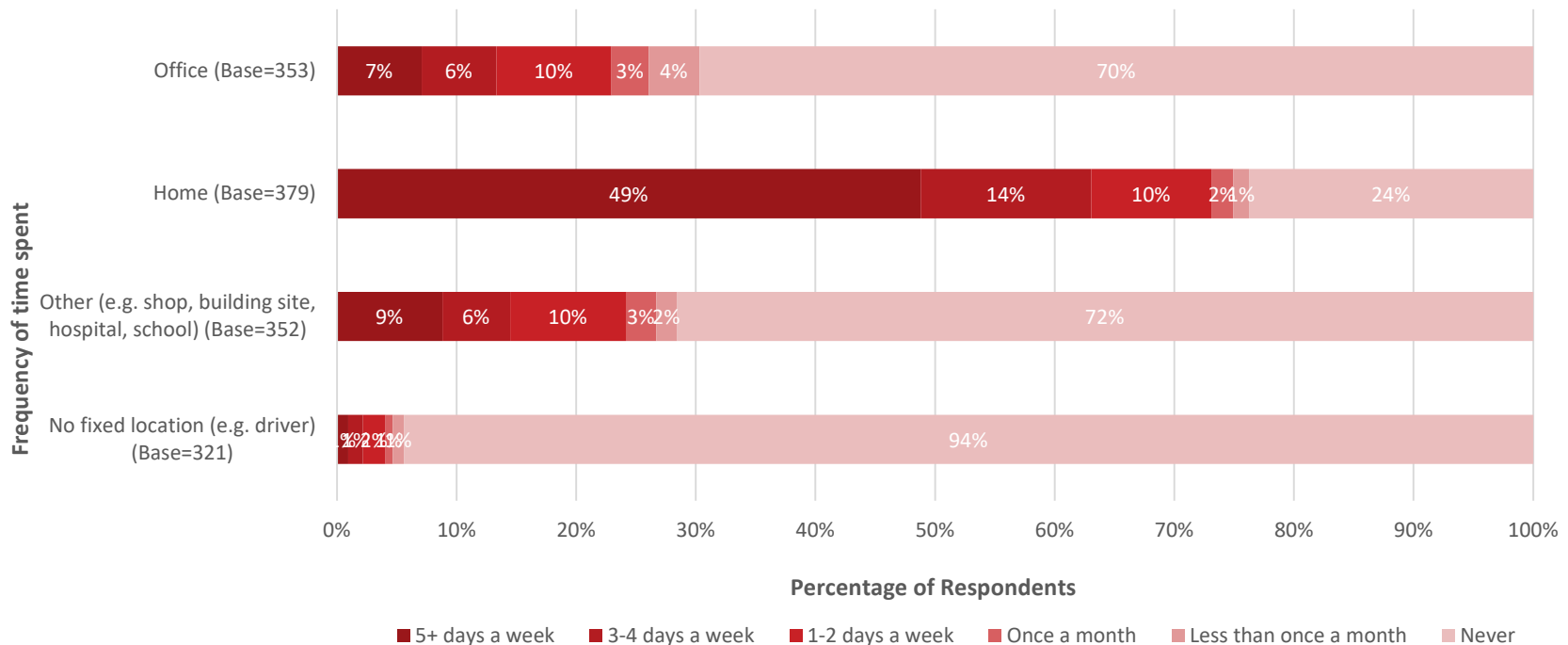
Q: *Under Covid-19 movement restrictions, how often are you working at the following locations?*

SYSTRA

Almost half (49%) of respondents anticipated their location of work returning to be as it was before restrictions

o Over a fifth (21%) suggested that they will spend more time working from home after restrictions are lifted

Changes in location of work after Covid-19
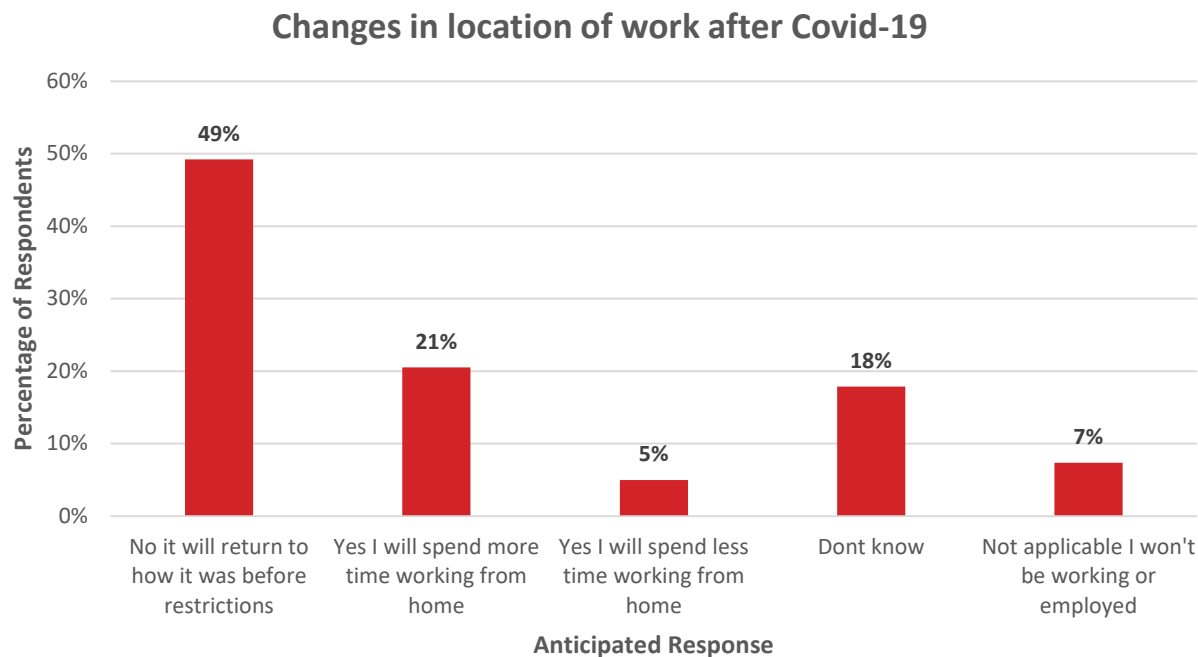
Q: Once Covid-19 movement restrictions are lifted, do you think changes to your location of work will continue? (Base=380)

SYSTRA

Of respondents who suggested that they will spend more time working from home, software/hardware set-up now being in place was the most frequently cited reason (69%)

○ Other frequently cited reasons included employers being more flexible (68%); employers enforcing/encouraging it (64%); and working from home giving a better work-life balance (58%)

Reasons for spending more time at home

Reason	Percentage
The software or hardware set-up is now in place	69%
My employer will be more flexible	68%
My employer will enforce or encourage it	64%
It gives me a better work-life balance	58%
It saves the commuting time	57%
This experience has shown no loss in productivity or increased productivity	56%
It saves the cost of the commute	52%
Its easier for me to fit in exercise	34%
I prefer my home environment	27%
I can wear what I want	22%
It makes it easier for childcare	19%
Its easier for me to eat better	18%
Other	12%

Percentage of respondents

Q: Why do you think you will spend more time working from home? (Multi-select, Base=77)

SYSTRA

Active Travel in Shetland

Over three quarters (77%) support improving walking and cycling infrastructure in Shetland

○ While less than a fifth were neutral on the topic (14%), or not supportive (5%).

Support for improving walking and cycling infrastructure in Shetland
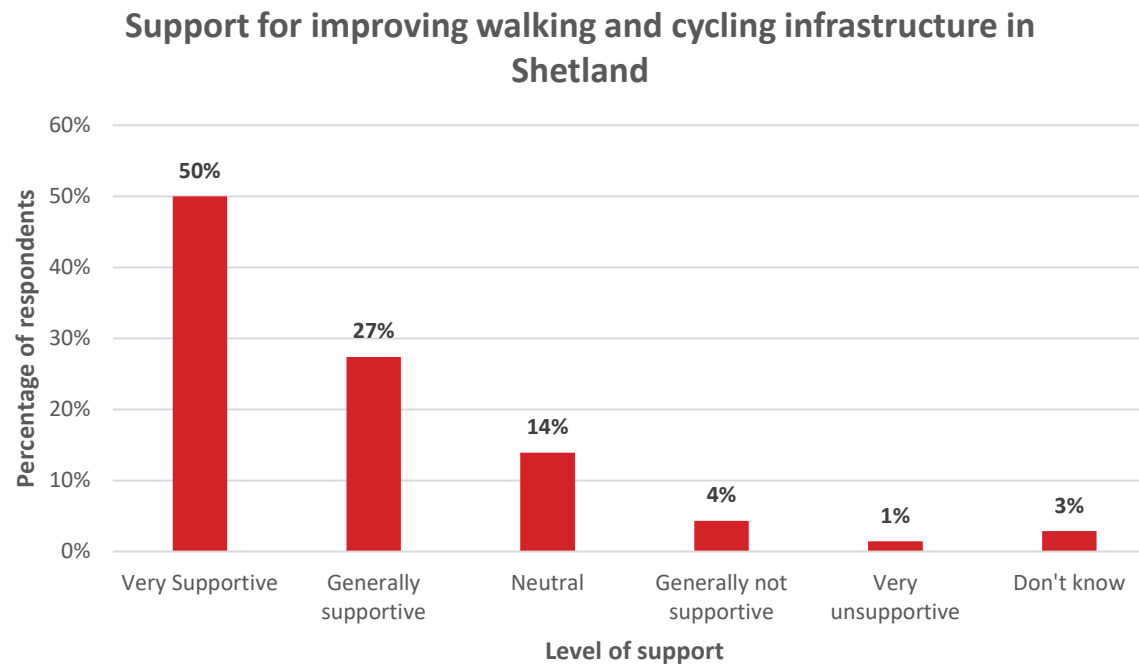
Q: In general, to what extent do you support the principle of improving walking and cycling infrastructure in Shetland, even when this would mean less room for other traffic? (Base=416)

SYSTRA

Around two thirds (60%) had not heard of Shetland's Active Travel Strategy

Respondents who have heard about Shetland's Active Travel Strategy
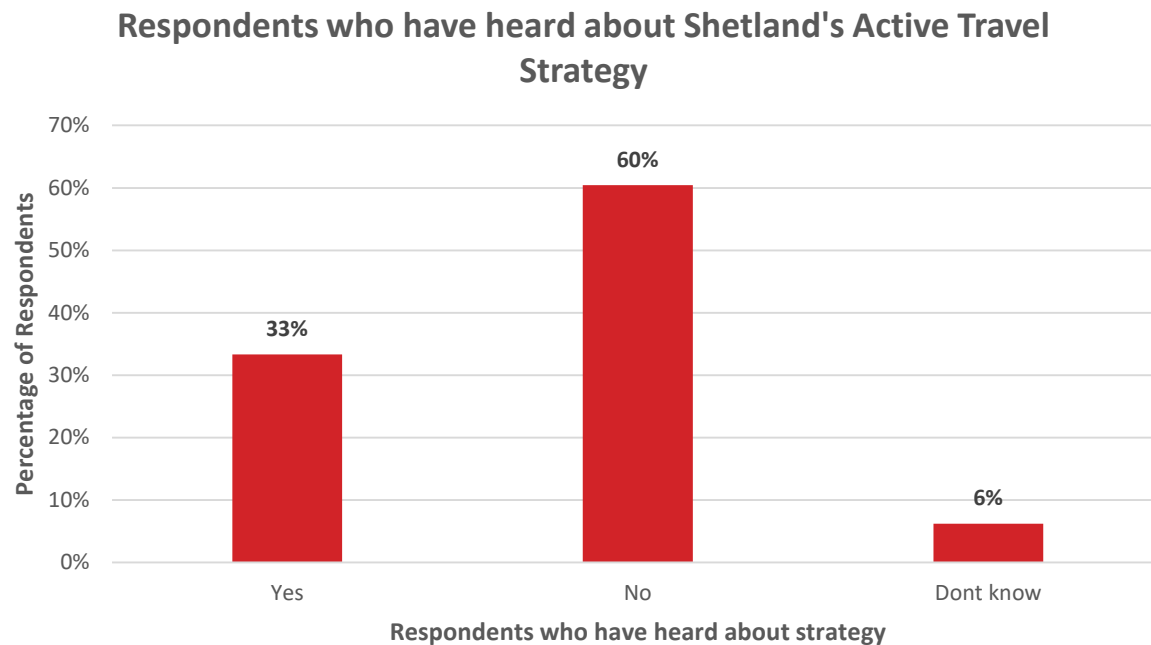
Q: Have you heard about Shetland's Active Travel Strategy? (Base=417)

SYSTRA

Before Covid-19 travel restrictions, all walking and cycling amenities in Shetland were rated, on average, less than a five out of ten, where 1 is very poor and 10 is very good

○ Walking routes to destinations respondents wanted to go was rated the highest, receiving an average of 3.6/10.

Before the Covid-19 movement restrictions, how did you rate each of the following in Shetland...

Category	Value
Changing facilities (i.e. at your place of work/education/leisure facilities)	2.7
The ability to take bikes on public transport	1.3
The availability of pedestrian/cyclist crossing facilities	2.5
The condition of the surface of pavements/paths/cycle routes	3.2
The width of pavements/paths/cycle routes	2.6
Signage of walking routes	2.6
Lighting on walking routes	2.6
The availability of information on walking routes	3.3
The availability of pavements and paths on-road	3.1
Walking routes to destinations I want to go	3.6
The number of off-road/traffic-free walking routes	3.4
Security of cycle parking (i.e. from vandalism/theft)	1.7
Amount of cycle parking	1.7
Signage of cycle routes	1.3
Lighting on cycle routes	1.0
The availability of information on cycle routes	1.3
Cycle routes to destinations I want to go	1.0
The number of off-road/traffic-free cycle routes	1.3

Average core out of 10

Q: Before the Covid-19 movement restrictions, how did you rate each of the following in Shetland, where 1 is very poor and 10 is very good? (Base=420)

SYSTRA

Since Covid-19 travel restrictions have been in place, all walking and cycling amenities in Shetland are rated, on average, less than a two out of ten, where 1 is very poor and 10 is very good

- The condition of the surface of pavements/paths/cycle routes; Walking routes to destinations respondents wanted to go; and the number of off-road/traffic-free walking routes were rated the highest, each receiving an average of 1.9/10.

Since the Covid-19 movement restrictions have been in place, how would you now rate each of the following in Shetland...

Category	Score
Changing facilities (i.e. at your place of work/education/leisure facilities)	1.5
The ability to take bikes on public transport	0.8
The availability of pedestrian/cyclist crossing facilities	1.5
The condition of the surface of pavements/paths/cycle routes	1.9
The width of pavements/paths/cycle routes	1.6
Signage of walking routes	1.5
Lighting on walking routes	1.5
The availability of information on walking routes	1.7
The availability of pavements and paths on-road	1.7
Walking routes to destinations I want to go	1.9
The number of off-road/traffic-free walking routes	1.9
Security of cycle parking (i.e. from vandalism/theft)	1.0
Amount of cycle parking	1.0
Signage of cycle routes	0.9
Lighting on cycle routes	0.8
The availability of information on cycle routes	0.8
Cycle routes to destinations I want to go	0.9
The number of off-road/traffic-free cycle routes	1.0

Score out of 10

Q: Since the Covid-19 movement restrictions have been in place (17th March 2020), how would you now rate each of the following in Shetland, where 1 is very poor and 10 is very good? (Base=420)

Page 31

SYSTRA

Over half (59%) reported weather as a barrier to cycling in Shetland

○ While 50% of respondents reported safety as a barrier to cycling, and 40% reported distance or time constraints.

Barriers to cycling in Shetland
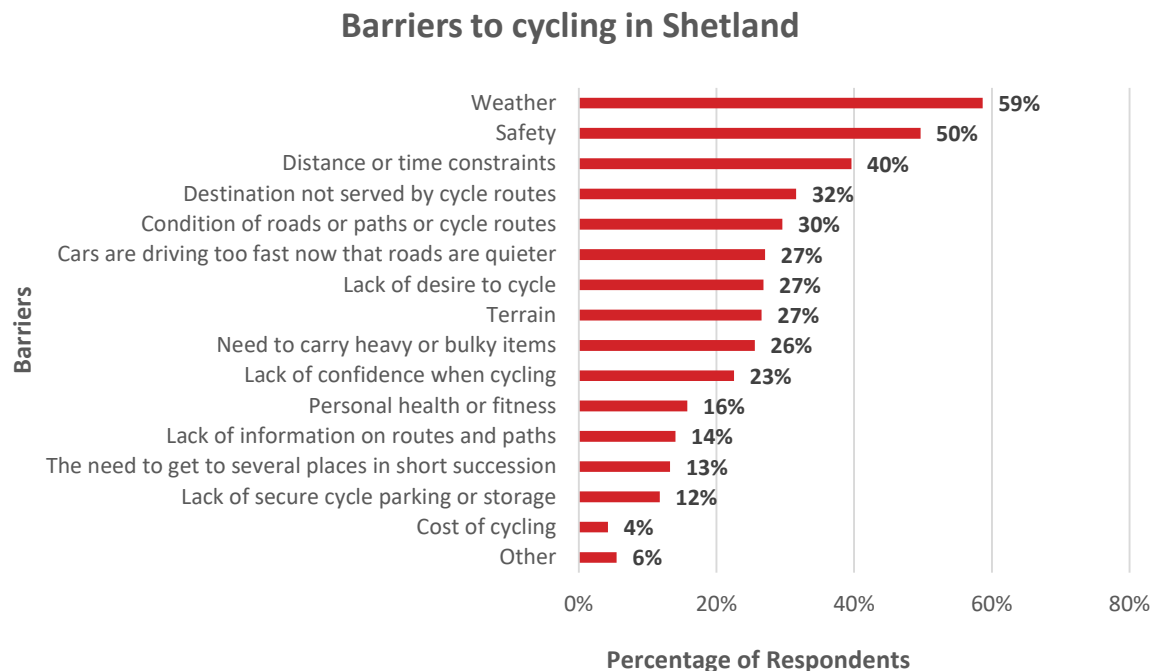
Q: What do you see currently as the main barriers to you cycling in Shetland? (Select three, Base=399)

SYSTRA

Over half (57%) reported weather as a barrier to walking in Shetland

○ While 46% of respondents reported distance or time constraints as a barrier to walking.

Barrier to walking in Shetland
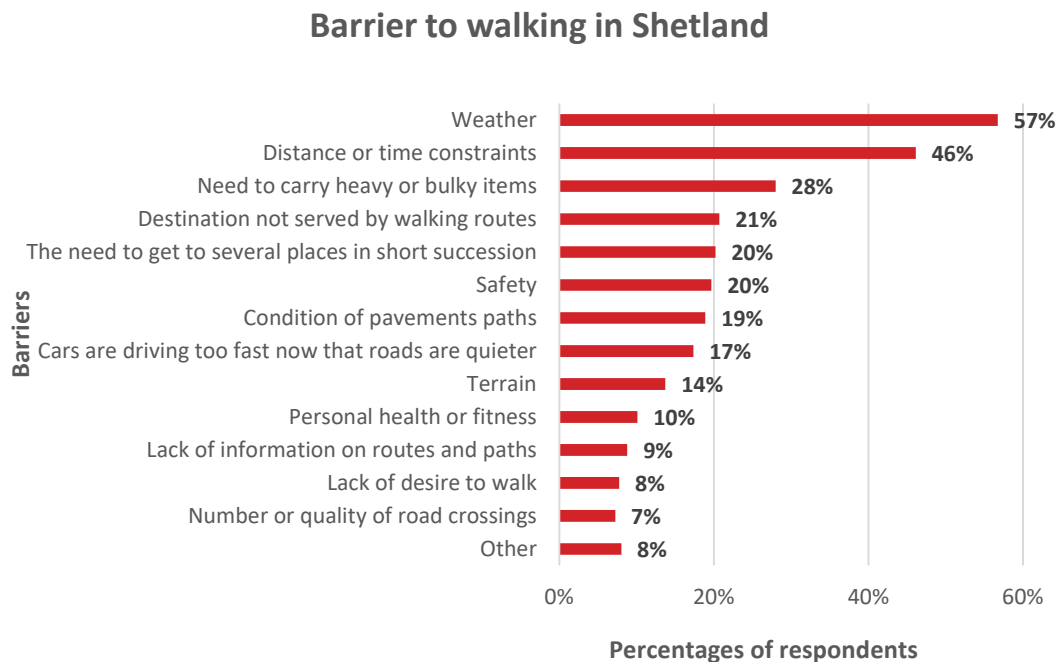
Q: What do you see currently as the main barriers to you walking in Shetland? (Select three, Base=386)

When give the opportunity to add anything else about walking and cycling in Shetland, almost a third (31%) suggested that cycle infrastructure needs to be improved

Comment	Percent
Cycling infrastructure improvements needed to increase safety	31%
Walking routes need to be improved and better promoted	15%
Speed of cars mean walking cycling is not always a safe option	15%
Parts of Shetland too spread out for cycling walking to be a main way of travelling	10%
Walking cycling is not always practical with children	3%
Other	25%
Base	**97**

Q: Is there anything else that you would like to add about walking and cycling in Shetland?

SYSTRA

Appendix C: Primary and secondary school packs

Primary schools

HOME LEARNING RESOURCE PACK

active·travel

Introduction

Encouraging more people to travel more actively is a key aspiration for Shetland Islands Council and ZetTrans. An Active Travel Strategy is currently being prepared to help achieve this goal.

The coronavirus (COVID-19) outbreak has created unprecedented disruption to our daily lives. Normal travel habits are not being observed; there is significantly less traffic on our roads and many more people are walking and cycling for leisure, as part of their daily exercise routine.

This pack provides a suite of active travel-themed resources that pupils and their family groups can complete as part of home learning activities and daily exercise, in line with government guidance. It has been created instead of classroom workshops that had been planned to gather feedback from pupils for the Active Travel Strategy.

There are specific worksheets that we would like to see returned to us. We will be offering vouchers towards the purchase of bikes and bike equipment at Shetland Community Bike Project as prizes for the best entries.

The resources are aimed at Primary 4 to Primary 7 year groups. Links to the Curriculum for Excellence are outlined on pages 5 and 6.

Through the activities contained within the pack we hope to:

- Educate and enthuse pupils and their family groups on the benefits of active travel;
- Raise awareness that an Active Travel Strategy is being developed, and that individuals' views that can help shape its development;
- Encourage pupils and their family groups, when out for their daily exercise, to think more about their local environment and to provide feedback on issues/problems and potential opportunities for improvement;
- Gather new information on the impact that COVID-19 restrictions are having on travel, behaviour and attitudes.

This pack has been developed by Shetland Islands Council and ZetTrans, thanks to funding from Sustrans Scotland's Places for Everyone programme. SYSTRA, a specialist transport consultancy, is providing support to develop the strategy and accompanying resource materials, including this pack.

We would welcome any feedback that you have on the activities contained within in this pack. You can do this by emailing SYSTRA directly: estirling@systra.com.

1

An Active Travel Strategy for Shetland

Shetland Islands Council and ZetTrans want walking and cycling to be the natural choice for people to make for their local journeys. To do this, we want to understand how local people travel, and to hear ideas for what would make walking and cycling in your local area more convenient and attractive.

Engagement work in schools and at public events had been planned for spring 2020 to gather views from local people. Although the COVID-19 outbreak has altered the nature of the engagement, we are still looking to collect feedback to inform the strategy.

As well as the home learning materials developed for schoolchildren, an online survey has been created for people to tell us about how their travel habits and attitudes towards active travel may have changed due to COVID-19. In addition, there is a Placecheck map for people to leave location-specific comments on problems and suggestions for improving conditions for walking and cycling.

To complete the survey and Placecheck map visit www.zettrans.org.uk/about/consultations.

We will use the results to develop a range of options for improvement, and then we will be seeking people's views on the draft Active Travel Strategy during 2020.

ACTIVE TRAVEL

Walking, scooting, cycling, jogging/running, skateboarding, rollerskating. Also includes other non-motorised travel types such as wheelchairs and prams/buggies

The benefits of active travel

There are many benefits of walking, scooting and cycling. Whilst travel patterns are not typical right now (and some of the benefits reported below assume that schools are open as normal), the COVID-19 outbreak is hopefully providing opportunities for pupils and their families to travel actively through daily exercise, in a way that they otherwise may not have.

It is hoped that pupils and their families can continue to enjoy the benefits of active travel once restrictions are relaxed; by continuing to walk or cycle for leisure and/or choosing to travel more actively for the journey to school.

Here is how active travel can benefit individuals, schools and local communities.

With as little as
5 minutes
physical activity, positive results in academic behaviour can be seen

(Source: HM Government) 1

Benefits for pupils and their families

- Children have improved attention, concentration and educational performance
- An opportunity to get more physical activity into the daily routine
- A good opportunity for family members to spend quality time together
- Improved mental wellbeing, reduced stress and anxiety
- For older children, promotes greater independence/ social interaction/ confidence
- Can save families money on their motoring costs
- More enjoyable ways to travel and make the school run less stressful and chaotic
- Develops children's understanding of how to maintain a healthy lifestyle

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1   www.gov.uk/government/publications/sporting-future-a-new-strategy-for-an-active-nation

Benefits for local communities

- Less traffic congestion on local roads
- Less traffic emissions leading to better local air quality
- Safer streets and more pleasant communities for everyone

Benefits for schools

- Meets a range of Curriculum for Excellence outcomes
- Links to other programmes (Eco Schools, Health Promoting Schools, etc)
- Less traffic congestion and safer streets in and around the school gates
- Supports the principles of GIRFEC, including Healthy, Achieving, Active and Responsible
- Helps deliver School Travel Plan objectives and access funding for Safer Routes to Schools projects
- Fewer complaints from local residents about congestion and indiscriminate parking
- Demonstrates commitment to understanding and tackling local and global concerns

4

Links to the Curriculum for Excellence

Promoting active travel helps achieve Curriculum for Excellence outcomes. There are strong links across a range of curriculum areas, notably within Health & Wellbeing and Social Studies.

Sustainable & Active Travel	Experiences and Outcomes	Reference code	Expected Benchmarks
Health and Wellbeing	I know and can demonstrate how to travel safely.	HWB 1-18a HWB 2-18a	
	Through contributing my views, time and talents, I play a part in bringing about positive change in my school and wider community.	HWB 1-13a HWB 2-13a	
	Within and beyond my place of learning I am enjoying daily opportunities to participate in physical activities and sport, making use of available indoor and outdoor space.	HWB 1-25a	Suggests different ways of being active and the positive effect this can have on health.
	I am aware of the role physical activity plays in keeping me healthy and know that I also need to sleep and rest to look after my body.	HWB 1-27a	
	I am experiencing enjoyment and achievement on a daily basis by taking part in different kinds of energetic physical activities of my choosing, including sport and opportunities for outdoor learning, available at my place of learning and in the wider community.	HWB 2-25a	Participates daily in moderate to vigorous physical activity.
	I can explain why I need to be active on a daily basis to maintain good health and try to achieve a good balance of sleep, rest and physical activity.	HWB 2-27a	Explains the interrelationship of daily physical activity, diet, rest and sleep on health and wellbeing.
Social Studies	I can describe and recreate the characteristics of my local environment by exploring the features of the landscape.	SOC 1-07a	Draws or makes a model of features in their local landscape, for example, hill, river, building.
	I can consider ways of looking after my school or community and can encourage others to care for their environment.	SOC 1-08a	Identifies a way in which the school looks after its environment.
	Through activities in my local area, I have developed my mental map and sense of place. I can create and use maps of the area.	SOC 1-14a	Produces a basic map for a familiar journey.
	I can discuss the environmental impact of human activity and suggest ways in which we can live in a more environmentally-responsible way.	SOC 2-08a	• Identifies at least three impacts of human activity on the environment;
	Having explored the ways journeys can be made, I can consider the advantages and disadvantages of different forms of transport, discussing their impact on the environment.	SOC 2-09a	• Identifies at least four ways in which journeys can be made; • Describes at least one advantage and disadvantage for each form of transport; • Shares knowledge about the impact of the various types of transport on the environment either verbally or in writing;
	Having explored my local area, I can present information on different places to live, work and relax and interesting places to visit	SOC 2-10a	Suggests at least three ways in which people can live in a more environmentally responsible way;
	To extend my mental map and sense of place, I can interpret information from different types of maps and am beginning to locate key features within Scotland, UK, Europe or the wider world.	SOC 2-14a	• Extracts information from more than one kind of map;

Links to the Curriculum for Excellence

Promoting active travel helps achieve Curriculum for Excellence outcomes. There are strong links across a range of curriculum areas, notably within Health & Wellbeing and Social Studies.

Sustainable & Active Travel	Experiences and Outcomes	Reference code	Expected Benchmarks
Numeracy & Mathematics	I can describe, follow and record routes and journeys using signs, words and angles associated with direction and turning.	MTH 1-17a	Uses technology and other methods to describe, follow and record directions using words associated with angles, directions and turns including, full turn, half turn, quarter turn, clockwise, anticlockwise, right turn, left turn, right angle.
	Using simple time periods, I can give a good estimate of how long a journey should take, based on my knowledge of the link between time, speed and distance.	MNU 2-10c	Selects the most appropriate unit of time for a given task and justifies choice.
	I can use my knowledge of the sizes of familiar objects or places to assist me when making an estimate of measure.	MNU 2-11a	Uses the comparative size of familiar objects to make reasonable estimations of length, mass, area and capacity.
	Through practical activities which include the use of technology, I have developed my understanding of the link between compass points and angles and can describe, follow and record directions, routes and journeys using appropriate vocabulary.	MTH 2-17c	Interprets maps, models or plans with simple scales, for example, 1 cm:2 km.
Expressive Arts	I can create and present work using the visual elements of line, shape, form, colour, tone, pattern and texture.	EXA 1-03a	Solves at least one design problem related to real-life, showing some evidence of planning, for example, designs a simple item to be worn on the head or body.
	I have the opportunity to choose and explore an extended range of media and technologies to create images and objects, comparing and combining them for specific tasks.	EXA 2-02a	Records from experiences across the curriculum, showing recognition of detail, for example, observes and captures the detail seen in a natural form, such as a feather or a plant or an interesting personal item, such as a bicycle.
	I can create and present work that shows developing skill in using the visual elements and concepts.	EXA 2-03a	• Creates a simple plan that explains how they will investigate and develop ideas in response to a design brief; • Follows a step-by-step process to develop and communicate ideas in response to a design brief.
Languages	When I engage with others, I can respond in ways appropriate to my role, show that I value others' contributions and use these to build on thinking.	LIT 2-02a	Contributes a number of relevant ideas, information and opinions when engaging with others.
	To help me develop an informed view, I can distinguish fact from opinion, and I am learning to recognise when my sources try to influence me and how useful these are.	LIT 2-08a	Identifies the difference between fact and opinion with suitable explanation.
Technologies	I can analyse how lifestyles can impact on the environment and Earth's resources and can make suggestions about how to live in a more sustainable way.	TCH 2-06a	Explains how and why it is important to conserve energy
	I can make suggestions as to how individuals and organisations may use technologies to support sustainability and reduce the impact on our environment	TCH 2-07a	Discusses the advantages and disadvantages of how technologies impact on the environment for example, renewable energy technologies

6

Resource materials

Resource materials are contained within this section. There are 14 individual worksheets, each with instructions for completion.

An overview of the content of each is provided below. Activities are both indoor and outdoor based, to be undertaken independently or with pupils' family groups as part of their daily exercise (following current government guidance). Activities can be completed in any order (although some follow on naturally from others) and at pupils' own pace, however it is suggested that 2 – 3 activities are undertaken per week over a 4 – 5 week period through May and June.

There are 5 worksheets that we would like to see completed and returned, as these will be used to inform the development of the Active Travel Strategy. These are Activities 3, 5, 6, 10 and 11. More details are provided in the table below and in each of the individual worksheets.

Please submit completed worksheets directly to SYSTRA who will be collating these on behalf of the Council and ZetTrans: estirling@systra.com.

We will be awarding prizes for the best entries received, in the form of vouchers that can be used towards the purchase of bikes and bike equipment at Shetland Community Bike Project.

Activity	Description	Page
Activity 1 : **Family I Spy**	Go for a walk and see if you can spot things that begin with each letter of the alphabet.	**8**
Activity 2 : **Online journey planning - Active travel GPS**	Go online and plan a walk or cycle journey using Google Maps and Cyclestreets.	**9**
Activity 3: **Try making a new journey**	Try making a new journey and write or draw about your experience. Can follow on from Activity 2. **We would like pupils to return this worksheet - there is a prize for the best completed entry.**	**11**
Activity 4 : **Active Travel Acrostic Poem**	Complete an acrostic poem using the letters in the words 'Active Travel'.	**12**
Activity 5 : **Design an active travel poster**	Create a poster about the benefits of active travel and to encourage more people to walk, scoot or cycle during the COVID-19 outbreak. **We would like pupils to return this worksheet - there is a prize for the best completed entry.**	**13**
Activity 6 : **Be an active travel advertiser**	Create a 30 second TV or radio advert about the benefits of active travel. **We would like pupils to return this worksheet - there is a prize for the best completed entry.**	**14**
Activity 7A : Walking Bingo - Nature	Complete the themed bingo card whilst out for daily exercise.	**15**
Activity 7B : Walking Bingo - In my neighbourhood	Complete the themed bingo card whilst out for daily exercise.	**16**
Activity 7C : Walking Bingo - Traffic signs and road markings	Complete the themed bingo card whilst out for daily exercise.	**17**
Activity 8 : **Create an information bulletin**	List some information about why it's good to walk, scoot or cycle.	**18**
Activity 9 : **About my neighbourhood**	Take some time to think about your local neighbourhood.	**19**
Activity 10 : **Neighbourhood street audit**	Using a toolkit of ideas, think about infrastructure improvements that can be introduced to make it safer and easier to travel actively. **We would like pupils to return this worksheet - there is a prize for the best completed entry.**	**21**
Activity 11 : **Action for better streets**	Think about the single most important action to improve streets in your local area. Follows on from Activity 10. **We would like pupils to return this worksheet - there is a prize for the best completed entry.**	**23**
Activity 12 : **Letter to my future self**	Write a letter to the future you, persuading you to be more sustainable in how you travel.	**25**

Activity 1 : Family I Spy

A _____
B _____
C _____
D _____
E _____
F _____
G _____
H _____
I _____
J _____
K _____
L _____
M _____
N _____
O _____

P _____
R _____
S _____
T _____
U _____
V _____
W _____
X _____
Y _____
Z _____

Go for a walk as part of your daily exercise routine and see if you can spot things that begin with each letter of the alphabet.

Shetland Islands Council and ZetTrans want walking and cycling to be the natural choice for people to make for their local journeys and are currently preparing an Active Travel Strategy to achieve this goal. We want to understand how local people travel, and to hear ideas for what would make walking and cycling more convenient and attractive.

This worksheet is one of a set of resource materials for primary school pupils to complete with their families as part of home learning and daily exercise during the COVID-19 outbreak. For outdoor activities, please ensure to follow government guidance: gov.uk/coronavirus. We would also be grateful if parents/carers would complete our online survey to give us your views on active travel during and after the outbreak. You can also leave comments via our Placecheck map on location-specific problems and ideas for improving conditions for walking and cycling. Both are available at www.zettrans.org.uk/about/consultations.

8

Activity 2 :
Online journey planning - Active travel GPS

Online journey planners are a little like a GPS, but can be used for planning walking, cycling or even bus journeys as well as car journeys.

Google Maps is a journey planner, built into Google's own search engine. Cyclestreets is another journey planner but only works for trips made by bicycle. These planners can be found at google.co.uk/maps and cyclestreets.net

We have given you links and some instructions on how to use the Google Maps planner overleaf; look at these before starting the task below.

Your task is to plan a journey on foot or by bike using these two online journey planners: Start the journey from your home postcode. Pick a location that you want to travel to, or plan a round trip. Here are some ideas:

- Try planning a journey to your school in a different way than you usually travel, in preparation for when schools open again
- If you are starting secondary school after the summer holidays, and live close to the school, see how long it would take to walk or cycle there
- If your family is planning a trip to a local shop to buy some essential goods, see if you could walk or cycle there (if you don't have too much to carry)
- Plan a route to walk or cycle as part of your daily exercise

You could compare how long the journey takes on foot compared to by bike, and could compare this with travelling by car to see how the route or journey time might differ. When you have planned your journey, complete the information from your task in the box below.

Journey start location and postcode, time and date

Journey end location and postcode time and date

Type of travel (e.g. walk, cycle)

Journey distance   in miles   in kilometres

Journey time   one way   round trip

Write out the main stages of your journey, what type of travel you used and how long each stage took

9

How to plan journeys in Google Maps

1 Open Google Maps and click on the small blue diamond box in the right-hand corner

2 A blue panel should appear, on the first line type in your journey start point, on the second type in your journey finish point.

You can type in a street, house number or postcode.

3 Select the icon that represents the type of journey you want to make, from a car, transit (bus or train), walking, cycling or even a plane journey.

4 *This is important.* Choose the time you want to start your journey, or choose the time you need to arrive by from the dropdown menu.

5 Click on the word *Details* and you will find step-by-step instructions on how to make your journey.

Now try planning another journey.

10

Activity 3 :
Try making a new journey

For this activity, we would like you to go for a walk, scoot or cycle as part of your daily exercise and tell us about your experience.

What did you like about the journey?

What did you see, hear or smell along the way?

What was the weather like?

Was there anything you didn't like?

You can either write a story or a poem, or draw a picture. Use a blank sheet of paper (you can use the paper either portrait or landscape). If it's possible, you could take photos and print them off.

If you have completed **Activity 2 : Online journey planning – active travel GPS** you could try making the journey that you planned. Did the online planner suggest the best route to take or do you think there is a better way to go? If so, explain why in your answer.
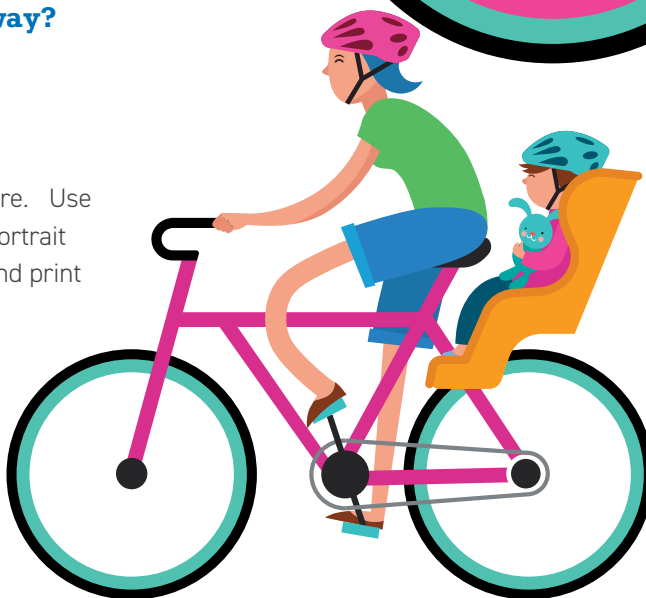
PRIZE TIME!
Return your completed work to estirling@systra.com for the chance to win bike-related vouchers! Complete your details below for entry into the prize draw

Journey from:	
Journey to:	
How: (e.g. walking, scooting, etc)	
Name	
School	
Class	

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11

Activity 4 :
Active Travel Acrostic Poem

Think about what the words 'active travel' mean to you then write an acrostic poem. In an acrostic poem, the first letters of each line spell out a word or phrase. Your poem doesn't need to rhyme, and you don't need to worry about the rhythm of the lines. Each line can be as long or as short as you want it to be.

Start by brainstorming words or phrases that describe your idea – we've included a couple for you. Place your brainstormed words or phrases on the lines that begin with the same letters then fill in the rest of the lines to create a poem.

Once you've completed this, why don't you try writing some other acrostic poems?!

A ....

C ....

T ....

I ....

V ....

E ....

T ....

R ....

A ....

V ....

E ....

L ....

Brainstorming

Vehicles			
Cycling			

Shetland Islands Council and ZetTrans want walking and cycling to be the natural choice for people to make for their local journeys and are currently preparing an Active Travel Strategy to achieve this goal. We want to understand how local people travel, and to hear ideas for what would make walking and cycling more convenient and attractive.

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12

Activity 5 :
Design an active travel poster

We hope that you and your family have had lots of opportunities to get out walking, scooting and cycling recently.

We'd like you to create a poster about the benefits of getting daily exercise during the COVID-19 outbreak, and to encourage other people to do the same. **Don't forget to write your name, school and class on your poster to be entered into the prize draw**. Here are some tips for creating your poster:

- Create a colourful picture or design
- Think about your poster's main message. What are the benefits, what do you want people to do or feel?
- Create an easy memorable phrase (known as a slogan) for your poster
- Keep it positive
- Keep it short and simple
- Try brainstorming some ideas with your team (parents, siblings)
- Put your poster up in your window for everyone to see!

PRIZE TIME!

Return your completed work to estirling@systra.com for the chance to win bike-related vouchers! Don't forget to write your name, school and class on your poster to be entered into the prize draw

Brainstorming

Vehicles

Cycling

Name	
School	
Class	

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Activity 6 :
Be an active travel advertiser

We hope that you and your family have had lots of opportunities to get out walking, scooting and cycling recently.

We would like you to create 30 second advert to tell everyone why it's good to walk, scoot or cycle during the COVID-19 outbreak.

If you can, borrow a smartphone or tablet from a family member to record your advert which can be a video or audio. You could have one, two or more people appearing in the advert, doing commentary or sound effects.

Things to think about:
- Who is the advert aimed at?
- What messages do you want to pass on? Some words you might like to use in your advert are active, better, breathe, cleaner, cycle, feel great, fitter, fresh air, fun, healthy, traffic, walk.
- What are the rules you must follow when out exercising? (e.g. be safe, stay local, keep at least 2m distance from people, etc)
- Make it short and snappy, no longer than 30 seconds

To help you we have given you an example of the beginning of an advert below. But you don't have to use what we've given you. To complete your task, write the advert out, rehearse it and then record it.

1st Actor:	I'm just about ready to go out for my daily walk.
2nd Actor:	Oh really? I think I'm going to stay in today – I don't feel like going out. (Now complete the rest of the advert, or begin your own below)

14

Activity 7A :
Walking Bingo - Nature

How many of the following nature-themed things you and your family can spot while you are out for your daily exercise?

You could take photos of some of the things you have found and send them to your teacher along with your completed bingo card.

BINGO

Tree	Duck	Stream/ River	Thistle	Insect
Bumblebee	Moss	Clouds	Animal or bird tracks	Log
Seagull/ Sea bird	Ladybird	Spider's web	Grass	Bush
Daisy	Rocks	Rainbow	Free space for your own find!	Fallen leaves
Puddle	Nest	Butterfly	Flowers	Loch/pond

15

Activity 7B :
Walking Bingo -
In my neighbourhood

How many of the following things you and your family can spot in your neighbourhood while you are out for your daily exercise?

You could take photos of some of the things you have found and send them to your teacher along with your completed bingo card.

BINGO

Runner/ jogger	Lamp post	Bench	House with a number 10	Play park
Wooden fence	Frisbee	Traffic lights	Recycling bin	Person pushing buggy
Postman/ Postwoman	Free space for your own find!	House with a red roof	Football	Scooter
House with a black door	Roundabout	Bicycle	Orange cat	Post box
White dog	Someone dressed in pink	Street sign with the letter E in it	Drain	Bus stop

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Activity 7C :
Walking Bingo -
Traffic signs & road markings

How many of the following traffic signs and road markings can you and your family can spot while you are out for your daily exercise?

Can you guess what each of the signs or markings means? Write your answers in the boxes provided. To check your answers, go online to The Highway Code.

To check traffic signs: gov.uk/guidance/the-highway-code/traffic-signs
To check road markings: gov.uk/guidance/the-highway-code/road-markings

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Activity 8 : Create an information bulletin

It is important for everyone, if they can, to get daily exercise during the COVOD-19 outbreak, in line with government guidance. But walking, scooting and cycling are good things to do all the time and we should all try to travel a bit more actively when restrictions are lifted.

Travelling actively is good for Shetland and the area that I live in because

Five reasons why walking, scooting or cycling is good for me and my family

What my family and I can do to travel more actively when restrictions are eased

Things that would make it better or easier to help me and my family travel more actively

Answer the following questions to think about the benefits of active travel and what you and your family can do now, and in the future when life returns to normal.

18

Activity 9 : About my neighbourhood

You and your family may be spending more time walking, scooting or cycling around your local neighbourhood right now, during the COVID-19 outbreak.

Take three photos or draw three pictures to really show what your area is like – explain your pictures and why they are important.

We want you to tell us a bit more about where you live by answering the questions below.

My neighbourhood is called?

Have you learned anything new about where you live?

19

What do you not like about where you live?

- 214 -

What do you like about where you live?

How does your neighbourhood feels right now compared with before the schools closed – what differences do you notice?

What's your favourite place and why?

20

Activity 10 : Neighbourhood street audit

The opportunity to create more active streets

COVID-19 has created big changes in the way we travel and gives us an opportunity to look at our neighbourhood and streets in a different way.

If you have been walking or cycling around your local neighbourhood as part of your daily exercise you may be noticing things that you have been unaware of in the past, such as more people walking and cycling, less motor traffic and quieter streets.

Do you think any of these changes are worth keeping in place after lockdown? Sometimes, by making small physical changes to our streets we can make a big difference to how easy it is for some people to move around.

Your neighbourhood street audit - what to do!

1. Take a walk around your local streets as part of your daily exercise with your family. Try to visualise how the street looks today compared to only a few months ago before the lockdown.
2. Think about the good and bad changes and if there are any changes you would like to see made permanent, to be kept in place after lockdown.

Use the form below to collect ideas for change as you walk around. When you have several examples on the form you can transfer these to the Placecheck map at http://placecheck.info/maps/view/?map=shetland

Remember you can use the examples shown below for things to look out for, but if you spot other things on the streets you like or dislike, you can record these as well.

Example solutions

Dropped kerbs

Pedestrians use footways and need to cross the road including at road junctions. Dropped kerbs on the footway make crossing roads easier by removing the step down between the footway and the road. Dropped kerbs make travel easier for wheelchair users, older or mobility impaired residents or those pushing children in prams/pushchairs. They help anybody using the footway by creating a continuous accessible route.

Dropped kerbs can include coloured tactile paving with small domes, bars or lines. This is to assist visually impaired people to locate the dropped kerb crossing point. It also provides a warning to help pedestrians differentiate between where the footway ends, and the road begins.

Wider footways

Footways, or footpaths can sometimes be too narrow for people to walk comfortably on. Widening a footway often means taking the space from somewhere else, usually the road. A wider footway may encourage people to walk more often because they feel more comfortable and safer when walking, or they can walk with other people such as children, or with pushchairs or buggies. Wheelchair users and partially sighted or blind people find it much easier to use wider footways with more space. More space for pedestrians may encourage more walking or space for benches or trees.

Traffic Choices 2014

Example solutions

Quieter streets and closing a road to through traffic

Creating a quieter street usually means closing the road to traffic wanting to pass through by creating a barrier across the road, with an obstruction such as bollards, a flower bed or planter. It does not mean stopping cars entering the road altogether. If a road is usually very busy with lots of fast-moving traffic, closing the road to through traffic can reduce the number of vehicles using the road. Residents and visitors can still drive into the street to their houses.

Reducing through traffic, and limiting the street to residents and visitors can make a street quieter and more pleasant to live in. It's important when limiting through traffic to make sure wheelchair and buggy users, and cyclists can still access the street through the barriers.

Broken footways or missing signage

Uneven or broken footways and kerbs are problems for everybody but make life particularly difficult for disabled people and wheelchair users. It helps to let those in authority know so these problems can be fixed. It can be the same for road signs or other missing street information. Missing, broken or signs pointing in the wrong direction are worse than no sign at all and need to be fixed or replaced.

Traffic Choices 2014

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My neighbourhood street audit reporting form

Try to explain how any changes you suggest can benefit your neighbourhood and make it a more active and pleasant place to live.

Use the area below on the left to record the location of the site you are reporting, and the area on the right to describe what you are reporting.

Name	
School	
Class	

Location, street names, junction etc	Description of changes to be made and potential improvements

Location, street names, junction etc	Description of changes to be made and potential improvements

22

Activity 11 :
Action for better streets

This activity follows on from **Activity 10 : Neighbourhood street audit**. In that activity, we provided a toolkit for making local streets better and asked you to identify where there are problems and possible solutions in your neighbourhood. As a reminder, these included actions such as: wider pavements | cycle paths | dropped kerbs | improved signage.

In this activity, we would like you to tell us what you think is the single most important action to improve the streets in your area.

PRIZE TIME!
Return your completed work to estirling@systra.com for the chance to win bike-related vouchers! Complete your details below for entry into the prize draw
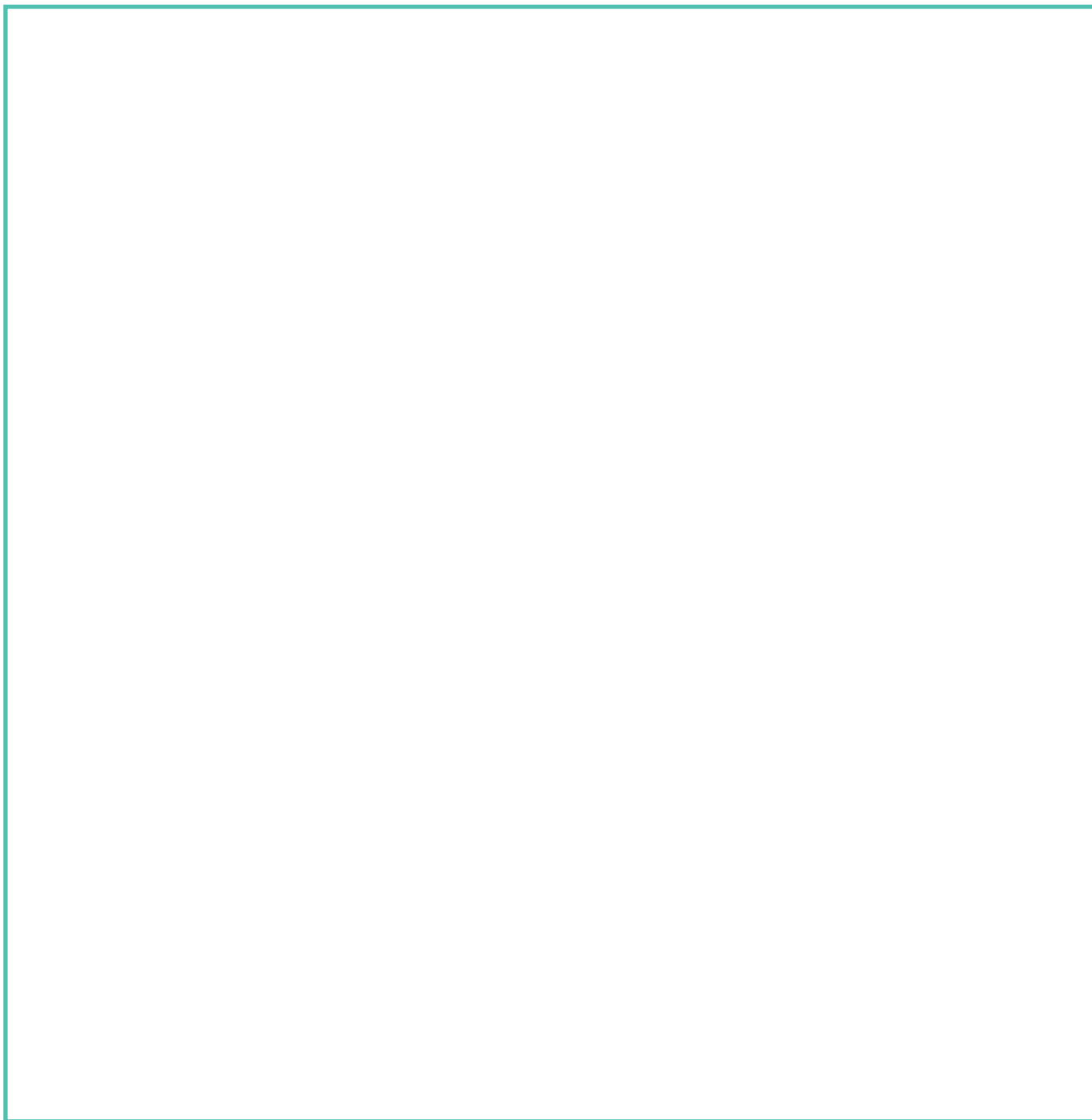
My neighbourhood is called:	
This is in the region of:	
My most important action to make streets in my area better is:	
I think this action is important because:	
The benefits (positive things) about this action are:	
The disbenefits (negative things) about this action are:	

23

Use this space to draw a picture to describe the action you have chosen:

Ask your family what they think of your action – do they have other suggestions that we should hear about?	
Name	
School	
Class	
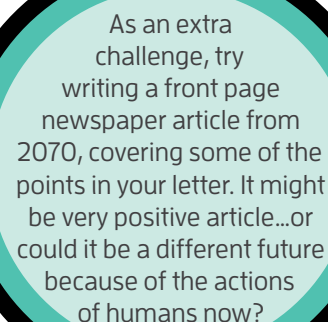
24

Activity 12 :
Letter to my future self

The way we all travel has changed a lot in the past few week due to the COVID-19 outbreak. The lockdown has meant that we can't do our normal daily activities, like go to school, after-school clubs, and see family and friends.

As an extra challenge, try writing a front page newspaper article from 2070, covering some of the points in your letter. It might be very positive article...or could it be a different future because of the actions of humans now?

However, there are some positive things about less traffic on our roads. The streets are quieter and safer, more people are enjoying being active, there is less noise and air pollution. Would you like these things to continue after the lockdown, or go back to the way they were?

In this activity, we would like you to write a letter to your future self – thinking ahead to 50 years from now (2070).

In your letter, tell the future you about the positive effects that the outbreak had on you, your family, your local environment and the global environment. Use your letter to persuade your future self to keep up with these changes and why it is so important to do so.

Think about how people may work and travel in the future, what new technology there might be, what kind of energy we'll use, what our streets might look like.

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Useful links

The links below provide some additional information and/ or teaching resources on the topic of active travel. Although designed for use in the classroom environment, they may provide further inspiration and ideas for home learning activities.

Initiative	Description	Further information
Suss It Out	Classroom based resources which offer engaging activities based on cycling, walking and scooting that can be fitted into the school day	www.sustrans.org.uk/media/4686/ suss_it_out_fullset.pdf
Big Street Survey	Aimed at P5 & P6 pupils to encourage them to investigate the area around their school and create a manifesto on how to make their streets safer and greener	www.sustrans.org.uk/our-blog/ projects/2019/uk-wide/big-street-survey/
Eco-Schools	Global schools programme to encourage school-wide learning and action on sustainability. Transport is one of the ten topic areas	www.keepscotlandbeautiful.org/ sustainable-development-education/ eco-schools/
Living Streets walking resources	Living Streets are the national charity for everyday walking. There are a range of resources and ideas on the topic of walking	www.livingstreets.org.uk/
Streetsense 2	Road Safety Scotland programme to give primary age pupils the chance to challenge their road safety knowledge and reflect on their own behaviour and attitudes. Teachers have online support, ensuring links to experiences and outcomes	https://roadsafety.scot/learning-zone/first/ (First Level) https://roadsafety.scot/learning-zone/second/ (Second Level)
Twinkl	Twinkl has a range of downloadable and interactive resources on the theme of transport and road safety	https://www.twinkl.co.uk/search Use key words 'transport', 'road safety'
I Bike Indoor Ideas	A four-week indoor activity ideas programme from the Sustrans' I Bike team	https://ibike.sustrans.org.uk/indoor-ideas/

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www.zettrans.org.uk/about/consultations

Secondary schools

HOME LEARNING RESOURCE PACK

active•travel

Introduction

Encouraging more people to travel more actively is a key aspiration for Shetland Islands Council and ZetTrans. An Active Travel Strategy is currently being prepared to help achieve this goal.

The coronavirus (COVID-19) outbreak has created unprecedented disruption to our daily lives. Normal travel habits are not being observed; there is significantly less traffic on our roads and many more people are walking and cycling for leisure, as part of their daily exercise routine.

This pack provides a suite of active travel-themed resources that pupils and their family groups can complete as part of home learning activities and daily exercise, in line with government guidance. It has been created instead of classroom workshops that had been planned to gather feedback from pupils for the Active Travel Strategy.

The resources are aimed at Secondary S1 to Secondary S3 year groups. Links to the Curriculum for Excellence are outlined on pages 5 and 6.

Through the activities contained within the pack we hope to:

- Educate and enthuse pupils and their family groups on the benefits of active travel;
- Raise awareness that an Active Travel Strategy is being developed, and that individuals' views that can help shape its development;
- Encourage pupils and their family groups, when out for their daily exercise, to think more about their local environment and to provide feedback on issues/problems and potential opportunities for improvement;
- Gather new information on the impact that COVID-19 restrictions are having on travel, behaviour and attitudes.

This pack has been developed by Shetland Islands Council and ZetTrans, thanks to funding from Sustrans Scotland's Places for Everyone programme. SYSTRA, a specialist transport consultancy, is providing support to develop the strategy and accompanying resource materials, including this pack.

We would welcome any feedback that you have on the activities contained within in this pack. You can do this by emailing SYSTRA directly: estirling@systra.com.

1

An Active Travel Strategy for Shetland

Shetland Islands Council and ZetTrans want walking and cycling to be the natural choice for people to make for their local journeys. To do this, we want to understand how local people travel, and to hear ideas for what would make walking and cycling in your local area more convenient and attractive.

Engagement work in schools and at public events had been planned for spring 2020 to gather views from local people. Although the COVID-19 outbreak has altered the nature of the engagement, we are still looking to collect feedback to inform the strategy.

As well as the home learning materials developed for schoolchildren, an online survey has been created for people to tell us about how their travel habits and attitudes towards active travel may have changed due to COVID-19. In addition, there is a Placecheck map for people to leave location-specific comments on problems and suggestions for improving conditions for walking and cycling.

To complete the survey and Placecheck map visit www.zettrans.org.uk/about/consultations.

We will use the results to develop a range of options for improvement, and then we will be seeking people's views on the draft Active Travel Strategy during 2020.

ACTIVE TRAVEL

Walking, scooting, cycling, jogging/running, skateboarding, rollerskating. Also includes other non-motorised travel types such as wheelchairs and prams/buggies

2

The benefits of active travel

There are many benefits of walking, scooting and cycling. Whilst travel patterns are not typical right now (and some of the benefits reported below assume that schools are open as normal), the COVID-19 outbreak is hopefully providing opportunities for pupils and their families to travel actively through daily exercise, in a way that they otherwise may not have.

It is hoped that pupils and their families can continue to enjoy the benefits of active travel once restrictions are relaxed; by continuing to walk or cycle for leisure and/or choosing to travel more actively for the journey to school.

Here is how active travel can benefit individuals, schools and local communities.

With as little as
5 minutes
physical activity, positive results in academic behaviour can be seen

(Source: HM Government) 1

Benefits for pupils and their families

- Children have improved attention, concentration and educational performance
- An opportunity to get more physical activity into the daily routine
- A good opportunity for family members to spend quality time together
- Improved mental wellbeing, reduced stress and anxiety
- For older children, promotes greater independence/ social interaction/ confidence
- Can save families money on their motoring costs
- More enjoyable ways to travel and make the school run less stressful and chaotic
- Develops children's understanding of how to maintain a healthy lifestyle

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1   www.gov.uk/government/publications/sporting-future-a-new-strategy-for-an-active-nation

Benefits for local communities

- Less traffic congestion on local roads
- Less traffic emissions leading to better local air quality
- Safer streets and more pleasant communities for everyone

Benefits for schools

- Meets a range of Curriculum for Excellence outcomes
- Links to other programmes (Eco Schools, Health Promoting Schools, etc)
- Less traffic congestion and safer streets in and around the school gates
- Supports the principles of GIRFEC, including Healthy, Achieving, Active and Responsible
- Helps deliver School Travel Plan objectives and access funding for Safer Routes to Schools projects
- Demonstrates commitment to understanding and tackling local and global concerns
- Fewer complaints from local residents about congestion and indiscriminate parking

4

Links to the Curriculum for Excellence

Promoting active travel helps achieve Curriculum for Excellence outcomes. There are strong links across a range of curriculum areas, notably within Health & Wellbeing and Social Studies.

	Experiences and Outcomes	Reference code	Expected Benchmarks
Health and Wellbeing	I am developing my understanding of the human body and can use this knowledge to maintain and improve my wellbeing and health.	HWB 3-15a / HWB 4-15a	
	I am learning to assess and manage risk, to protect myself and others, and to reduce the potential for harm when possible.	HWB 3-16a / HWB 4-16a	
	I know and can demonstrate how to travel safely.	HWB 3-18a / HWB 4-18a	
	I can explain why I need to be active on a daily basis to maintain good health and try to achieve a good balance of sleep, rest and physical activity.	HWB 3-27a	Explains the interrelationship of daily physical activity, diet, rest and sleep on health and wellbeing.
Social Studies	I can identify the possible consequences of an environmental issue and make informed suggestions about ways to manage the impact.	SOC 3-08a	Provides a simple explanation of at least three consequences of an environmental issue, and for each suggest how they could be managed
	I can discuss the sustainability of key natural resources and analyse the possible implications for human activity.	SOC 4-08a	Evaluates the sustainability of at least two key natural resources and analyses possible implications for human activity.
	I can assess the impact of developments in transport infrastructure in a selected area and can contribute to a discussion on the development of sustainable systems.	SOC 4-09b	Assesses the impact of developments in transport infrastructure in a chosen area; Contributes to a discussion on the development of sustainable systems.
	I can develop my understanding of the interaction between humans and the environment by describing and assessing the impact of human activity on an area.	SOC 4-10a	Describes and makes at least three valid conclusions about the impact of human activity on a chosen area.
	I can evaluate the impact which decision making bodies have on the lives of people in Scotland or elsewhere.	SOC 4-18a	Exemplifies the purposes and features of different sector organisations: private, public and third sector.
Mathematics	Using simple time periods, I can work out how long a journey will take, the speed travelled at or distance covered, using my knowledge of the link between time, speed and distance.	MNU 3-10a	Applies knowledge of the relationship between speed, distance and time to find each of the three variables; Calculates time durations across hours and days.
	Having investigated navigation in the world, I can apply my understanding of bearings and scale to interpret maps and plans and create accurate plans, and scale drawings of routes and journeys.	MTH 3-17b	Uses bearings in a navigational context, including creating scale drawings.
	I can research, compare and contrast aspects of time and time management as they impact on me.	MNU 4-10a	Demonstrates effective time management skills, for example, working with different time zones or making plans, including across midnight.
	I can use the link between time, speed and distance to carry out related calculations.	MNU 4-10b	Carries out calculations involving speed, distance and time involving decimal fraction hours; Calculates time durations across hours, days and months.
	I can apply my knowledge and understanding of measure to everyday problems and tasks and appreciate the practical importance of accuracy when making calculations.	MTH 4-11a	Demonstrates understanding of the impact of truncation and premature rounding
Expressive Arts	I have experimented with a range of media and technologies to create images and objects, using my understanding of their properties.	EXA 3-02a	Researches, develops and communicates a solution to a design brief by working through a process.
	I can use and combine the visual elements and concepts to convey ideas, thoughts and feelings in expressive and design work.	EXA 3-03a	Evaluates what works well and what could be improved or different in their own and others' work, using appropriate art and design vocabulary.
	I have continued to experiment with a range of media and technologies, handling them with control and assurance to create images and objects. I can apply my understanding of the properties of media and of techniques to specific tasks.	EXA 4-02a	Researches, develops and communicates solutions to a design brief by working independently and systematically through a process; Evaluates and makes informed judgements about what works well and what could be improved or different in their own and others' work, using appropriate art and design vocabulary consistently.

5

Links to the Curriculum for Excellence

Promoting active travel helps achieve Curriculum for Excellence outcomes. There are strong links across a range of curriculum areas, notably within Health & Wellbeing and Social Studies.

	Experiences and Outcomes	Reference code	Expected Benchmarks
Languages	As I listen or watch, I can: identify and give an accurate account of the purpose and main concerns of the text, and can make inferences from key statements; identify and discuss similarities and differences between different types of text; use this information for different purposes.	LIT 3-04a	Identifies and gives an accurate account of the purpose and main ideas of spoken texts, with appropriate justification
	I can show my understanding of what I listen to or watch by commenting, with evidence, on the content and form of short and extended texts.	LIT 3-07a	Comments on the content, form and/or style of spoken texts, with supporting evidence.
	To help me develop an informed view, I am learning about the techniques used to influence opinion and how to assess the value of my sources, and I can recognise persuasion.	LIT 3-08a	Comments appropriately on the reliability and relevance/usefulness of sources.
	As I listen or watch, I can: clearly state the purpose and main concerns of a text and make inferences from key statements; compare and contrast different types of text; gather, link and use information from different sources and use this for different purposes.	LIT 4-04a	Identifies purpose, audience and main ideas of a range of spoken texts. Justifies opinions with appropriate reference to the text; Compares and contrasts aspects of content, style and/or language of different spoken texts; Uses own words to make and organise notes, synthesising key information from more than one source.
	I can show my understanding of what I listen to or watch by giving detailed, evaluative comments, with evidence, about the content and form of short and extended texts.	LIT 4-07a	Makes detailed evaluative comments about aspects of the content, form and style of spoken texts.
	To help me develop an informed view, I can identify some of the techniques used to influence or persuade and can assess the value of my sources.	LIT 4-08a	Comments appropriately on the relevance, reliability and credibility of sources, justifying opinion with reference to the text.
Sciences	I can explain some of the processes which contribute to climate change and discuss the possible impact of atmospheric change on the survival of living things.	SCN 3-05b	Explains how the levels of carbon dioxide in the atmosphere have increased over time, for example, through respiration of organisms, deforestation and increased combustion of fuels; Draws on supporting evidence, quotes and sources to demonstrate an association between carbon dioxide in the atmosphere and increasing global temperatures as a result of the greenhouse effect.
	By contributing to an investigation on different ways of meeting society's energy needs, I can express an informed view on the risks and benefits of different energy sources, including those produced from plants.	SCN 4-04a	Applies knowledge and understanding from different areas of the curriculum to express an informed view of the risks and benefits of different energy sources, including at least one energy source derived from plants.
	Through investigation, I can explain the formation and use of fossil fuels and contribute to discussions on the responsible use and conservation of finite resources.	SCN 4-04b	Discusses, following research, the formation and use of fossil fuels and the need to use remaining fossil fuel resources responsibly, for example, to preserve finite supplies, limit pollution and reduce emissions of greenhouse gases.
Technologies	I can identify the costs and benefits of using technologies to reduce the impact of our activities on the environment and business.	TCH 3-07a	Demonstrates an understanding of the impact of technologies on the environment and business.
	I can present conclusions about the impact of technologies on the economy, politics and the environment.	TCH 4-07a	Explains the impact of technologies on globalisation, patterns of work and conditions of employment.

6

Resource materials

Resource materials are contained within this section. There are 7 individual worksheets, each with instructions for completion.

We will be awarding prizes for the best entries received, in the form of vouchers that can be used towards the purchase of bikes and bike equipment at Shetland Community Bike Project.

An overview of the content of each is provided below. Activities are both indoor and outdoor based, to be undertaken independently or with pupils' family groups as part of their daily exercise (following current government guidance). Activities can be completed in any order (although some follow on naturally from others) and at pupils' own pace, however it is suggested that 1 – 2 activities are undertaken per week over a 4 – 5 week period through May and June.

There are 4 worksheets that we would like to see completed and returned, as these will be used to inform the development of the Active Travel Strategy. These are Activities 3, 4, 5 and 7. More details are provided in the table below and in each of the individual worksheets.Please submit completed worksheets directly to SYSTRA who will be collating these on behalf of the Council and ZetTrans: estirling@systra.com.

Activity	Description
Activity 1: Effects of COVID-19 lockdowns on transport and the environment	Research current news stories about the impacts that the pandemic is having on transport patterns.
Activity 2: Improving streets for active travel	Research current news stories about what places around the world are doing to improve conditions for active travel during the pandemic.
Activity 3: Neighbourhood street audit	Using a toolkit of ideas, think about infrastructure improvements that can be introduced to make it safer and easier to travel actively. **We would like pupils to return this worksheet - there is a prize for the best completed entry.**
Activity 4: Letter to decision makers	Following on from Activity 3, write a letter to decision makers at the Council and ZetTrans about the most important actions to improve active travel. **We would like pupils to return this worksheet - there is a prize for the best completed entry.**
Activity 5: Create an active travel promotional leaflet	Create a promotional leaflet about the benefits of active travel and to encourage more people to walk, scoot or cycle during the COVID-19 outbreak. **We would like pupils to return this worksheet - there is a prize for the best completed entry.**
Activity 6: Online journey planning - Active travel GPS	Go online and plan a walk or cycle journey using Google Maps and Cyclestreets.
Activity 7: Improve your street	Create a plan of your street with ideas to make it a better place to travel in and spend time. **We would like pupils to return this worksheet - there is a prize for the best completed entry.**

Activity 1 :
Effects of COVID-19 lockdowns on transport and the environment

The way we all travel has changed a lot in the past few week due to the COVID-19 outbreak. The lockdown has meant that we can't do our normal daily activities, like go to school, after-school clubs, and see family and friends.

However, there have been many positive effects of less traffic on our roads, which we'll come on to below. Too much road traffic has a wide range of negative impacts – list as many of these as you can – think about the effects on health, safety, the environment in your local community and the global environment.

Now think about how things have changed in your local area since restrictions on movement were introduced at the end of March. Would you like these things to continue after the lockdown, or go back to the way they were? Note down some of the changes that you have observed.

8

There have been many reports in the news about the positive (and negative) impacts that COVID-19 lockdowns have had on transport patterns, such as less traffic congestion, reduced air pollution, more people walking and cycling, reports of increased traffic speeds in some areas, reduction in bus passengers and so on. We would like you to undertake online research to find out more. Choose three different news items; these could be from Scotland, UK or across the world. Write a short summary for each of the stories that you have chosen. Describe the key facts of the story, what you think the positives and negatives are, and how you think things might change as restrictions are eased.

Activity 2:
Improving streets for active travel

In this activity, we would like you to do some further online research into what towns and cities are doing to improve streets and neighbourhoods during the outbreak.

There have been reports in the news about streets being closed to traffic, pavements being made wider for pedestrians and cycle lanes being made wider for cyclists. Choose three different examples; one from Scotland, one from somewhere else in the UK and one from somewhere else in the world.

Write a short summary for each of the examples that you have chosen. Describe the key facts of the measure that has been introduced, what you think the positives and negatives are, and what you think should be done when restrictions are eased.

Activity 3 : Neighbourhood street audit

The opportunity to create more active streets

COVID-19 has created big changes in the way we travel and gives us an opportunity to look at our neighbourhood and streets in a different way.

If you have been walking or cycling around your local neighbourhood as part of your daily exercise you may be noticing things that you have been unaware of in the past, such as more people walking and cycling, less motor traffic and quieter streets.

Do you think any of these changes are worth keeping in place after lockdown? Sometimes, by making small physical changes to our streets we can make a big difference to how easy it is for some people to move around.

Your neighbourhood street audit - what to do!

1. Take a walk around your local streets as part of your daily exercise with your family. Try to visualise how the street looks today compared to only a few months ago before the lockdown.
2. Think about the good and bad changes and if there are any changes you would like to see made permanent, to be kept in place after lockdown.

Use the form below to collect ideas for change as you walk around. When you have several examples on the form you can transfer these to the Placecheck map at http://placecheck.info/maps/view/?map=shetland

Remember you can use the examples shown below for things to look out for, but if you spot other things on the streets you like or dislike, you can record these as well.

Example solutions

Dropped kerbs

Pedestrians use footways and need to cross the road including at road junctions. Dropped kerbs on the footway make crossing roads easier by removing the step down between the footway and the road. Dropped kerbs make travel easier for wheelchair users, older or mobility impaired residents or those pushing children in prams/pushchairs. They help anybody using the footway by creating a continuous accessible route.

Dropped kerbs can include coloured tactile paving with small domes, bars or lines. This is to assist visually impaired people to locate the dropped kerb crossing point. It also provides a warning to help pedestrians differentiate between where the footway ends, and the road begins.

Wider footways

Footways, or footpaths can sometimes be too narrow for people to walk comfortably on. Widening a footway often means taking the space from somewhere else, usually the road. A wider footway may encourage people to walk more often because they feel more comfortable and safer when walking, or they can walk with other people such as children, or with pushchairs or buggies. Wheelchair users and partially sighted or blind people find it much easier to use wider footways with more space. More space for pedestrians may encourage more walking or space for benches or trees.

Traffic Choices 2014

Example solutions

Quieter streets and closing a road to through traffic

Creating a quieter street usually means closing the road to traffic wanting to pass through by creating a barrier across the road, with an obstruction such as bollards, a flower bed or planter. It does not mean stopping cars entering the road altogether. If a road is usually very busy with lots of fast-moving traffic, closing the road to through traffic can reduce the number of vehicles using the road. Residents and visitors can still drive into the street to their houses.

Reducing through traffic, and limiting the street to residents and visitors can make a street quieter and more pleasant to live in. It's important when limiting through traffic to make sure wheelchair and buggy users, and cyclists can still access the street through the barriers.

Broken footways or missing signage

Uneven or broken footways and kerbs are problems for everybody but make life particularly difficult for disabled people and wheelchair users. It helps to let those in authority know so these problems can be fixed. It can be the same for road signs or other missing street information. Missing, broken or signs pointing in the wrong direction are worse than no sign at all and need to be fixed or replaced.

Traffic Choices 2014

PRIZE TIME!
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My neighbourhood street audit reporting form

Try to explain how any changes you suggest can benefit your neighbourhood and make it a more active and pleasant place to live.

Use the area below on the left to record the location of the site you are reporting, and the area on the right to describe what you are reporting.

Location, street names, junction etc	Description of changes to be made and potential improvements

In the table below, create a list of positive and negative outcomes that could result from the changes you have proposed to local streets contained within your reporting form. Not all changes will result in both positive and negative outcomes, but some might. For example:

Idea / solution	Positive impact	Negative impact
Close street to through traffic, build planters with flowers and trees as part of closure.	Reduces traffic, street is quieter, people can still access homes by car.	If street is a bus route then buses will need to be diverted and passengers will need to walk further for a bus. Plants and flowers will need maintenance and care throughout year or may look scruffy.
Parking restrictions with yellow lines near dropped kerbs.	Dropped kerbs are not obstructed any longer, easier travel for wheelchair and buggy users.	Disabled drivers will need to park further away, or have additional parking spaces created nearby.

Name	
School	
Class	

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Activity 4:
Letter to decision makers

This activity follows on from Activity 3: Neighbourhood street audit in which we asked you to identify improvements that could be made to your local area to make it easier and safer to walk and cycle.

In this activity, we would like you to communicate your ideas to decision makers at Shetland Islands Council and ZetTrans, who are developing an Active Travel Strategy. The strategy will have actions in it to encourage more people to walk and cycle more for their everyday journeys.

Firstly, we would like you to note down the **three most important actions** you would like to see introduced to improve your streets.

-
-
-

Next, we would like you to write a letter to officers and councillors at Shetland Islands Council and ZetTrans, explaining the issues with active travel in your local area and the changes you would like to see.

Name	
School	
Class	

Shetland Islands Council and ZetTrans want walking and cycling to be the natural choice for people to make for their local journeys and are currently preparing an Active Travel Strategy to achieve this goal. We want to understand how local people travel, and to hear ideas for what would make walking and cycling more convenient and attractive.
This worksheet is one of a set of resource materials for Secondary school pupils to complete with their families as part of home learning and daily exercise during the COVID-19 outbreak. For outdoor activities, please ensure to follow government guidance: gov.uk/coronavirus. We would also be grateful if parents/carers would complete our online survey to give us your views on active travel during and after the outbreak. You can also leave comments via our Placecheck map on location-specific problems and ideas for improving conditions for walking and cycling. Both are available at www.zettrans.org.uk/about/consultations.

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To Shetland Islands Council and ZetTrans

Pupils at my school have been undertaking home learning activities during the COVID-19 outbreak on the subject of active travel. This is as part of the Active Travel Strategy that is being developed. As part of this, I have identified **several issues with walking and cycling around my local neighbourhood**, including…

These issues **impact on me and other people in my local community** because…

I have identified **three actions** that I consider to be the **most important to encourage more people to walk and cycle.** These are…

1.

2.

3.

These **actions are important** because…

For the Active Travel Strategy, I would like **Shetland Islands Council and ZetTrans** to consider implementing…

Thank you.

Activity 5:
Create an active travel promotional leaflet

We hope that you and your family have had lots of opportunities to get out walking and cycling recently during the COVID-19 lockdown, and are feeling the benefits of doing so.

PRIZE TIME!
For the chance for your leaflet to be used in real-life promotional work in Shetland, and to win bike-related vouchers, take a photo of your entry and return to estirling@systra.com.

We would like you to create a promotional leaflet to encourage other people in Shetland to walk or cycle for their daily exercise. Here are some tips for creating your leaflet:

- Choose an **audience** for your leaflet – this should be the type of person that the leaflet is aimed at. It could be for an older person, a child your age, or a family with young children, or choose your own

- Include information about the **benefits** of walking and cycling – what are the positive effects that people will feel?

- Think of **ideas** for making a walk or cycle more interesting – what things could people look for or do when they are out and about?

- Include **government guidance** on daily exercise – what are the important precautions that people must take when they are out? Check gov.uk/coronavirus for the latest information

- **Illustrate** your leaflet with images

- Give your leaflet a **catchy title** or **slogan**

Complete your details in the box to be entered into the draw

Name	
School	
Class	

Shetland Islands Council and ZetTrans want walking and cycling to be the natural choice for people to make for their local journeys and are currently preparing an Active Travel Strategy to achieve this goal. We want to understand how local people travel, and to hear ideas for what would make walking and cycling more convenient and attractive.

This worksheet is one of a set of resource materials for Secondary school pupils to complete with their families as part of home learning and daily exercise during the COVID-19 outbreak. For outdoor activities, please ensure to follow government guidance: gov.uk/coronavirus. We would also be grateful if parents/carers would complete our online survey to give us your views on active travel during and after the outbreak. You can also leave comments via our Placecheck map on location-specific problems and ideas for improving conditions for walking and cycling. Both are available at www.zettrans.org.uk/about/consultations.

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Activity 6 :
Online journey planning -
Active travel GPS

Online journey planners are a little like a GPS, but can be used for planning walking, cycling or even bus journeys as well as car journeys.

Google Maps is a journey planner, built into Google's own search engine. Cyclestreets is another journey planner but only works for trips made by bicycle. These planners can be found at google.co.uk/maps and cyclestreets.net

We have given you links and some instructions on how to use the Google Maps planner overleaf; look at these before starting the task below. Your task is to plan a journey on foot or by bike using these two online journey planners: Start the journey from your home postcode. Pick a location that you want to travel to, or plan a round trip. Here are some ideas:

- ○ Try planning a journey to your school in a different way than you usually travel, in preparation for when schools open again
- ○ If you are starting secondary school after the summer holidays, and live close to the school, see how long it would take to walk or cycle there
- ○ If your family is planning a trip to a local shop to buy some essential goods, see if you could walk or cycle there (if you don't have too much to carry)
- ○ Plan a route to walk or cycle as part of your daily exercise

You could compare how long the journey takes on foot compared to by bike, and could compare this with travelling by car to see how the route or journey time might differ. When you have planned your journey, complete the information from your task in the box below.

Journey start location and postcode, time and date

Journey end location and postcode time and date

Type of travel (e.g. walk, cycle)

Journey distance
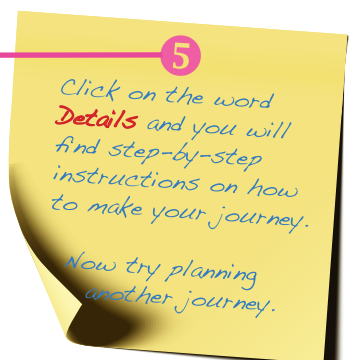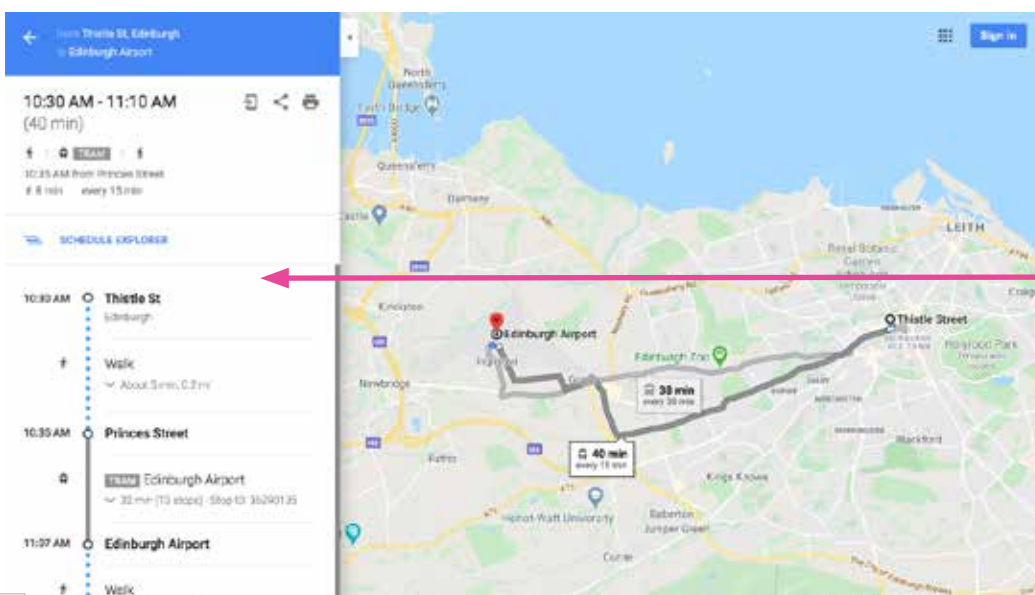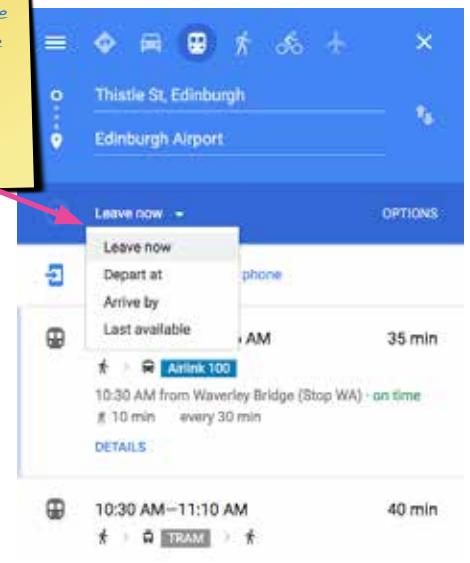
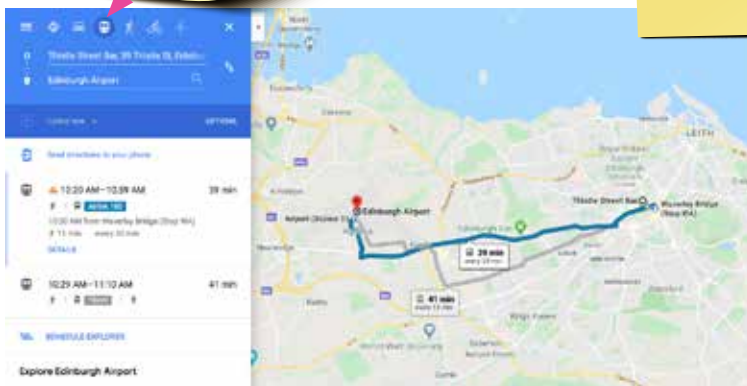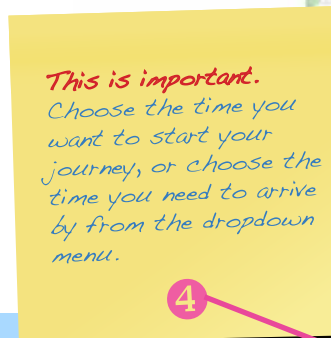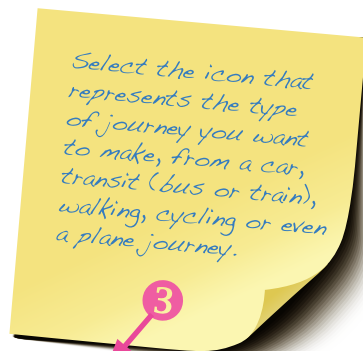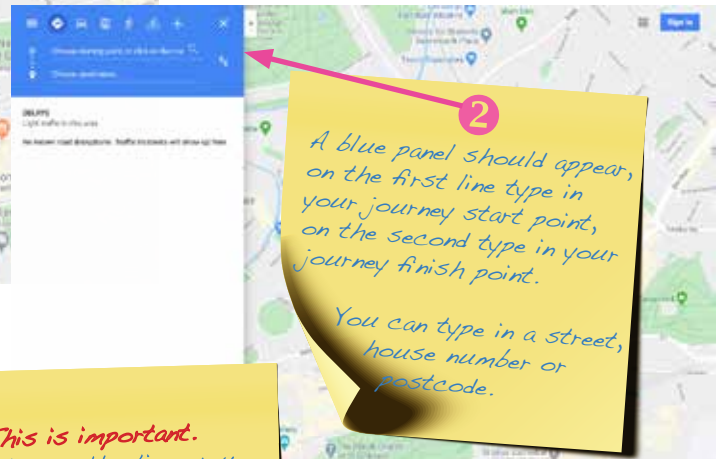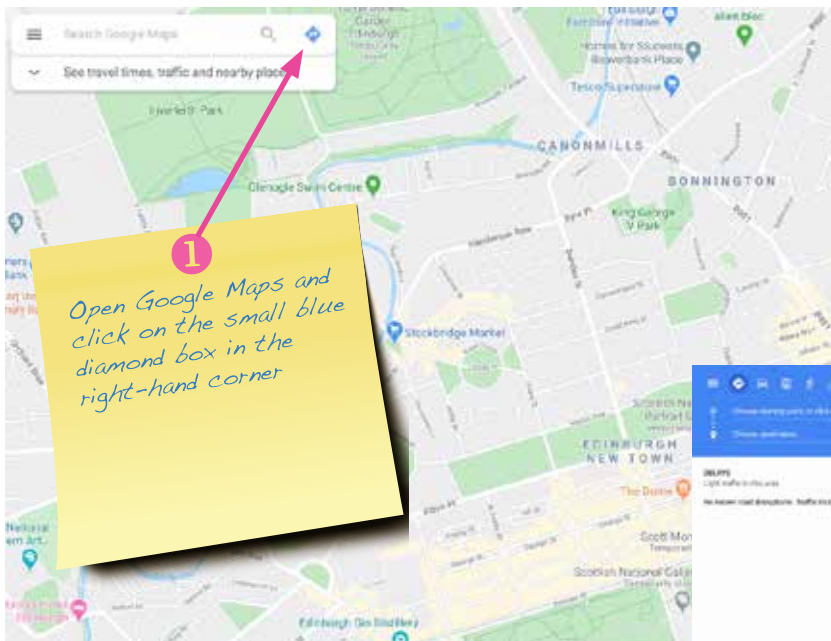| | in miles | | in kilometres |

Journey time

| | one way | | round trip |

Write out the main stages of your journey, what type of travel you used and how long each stage took

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How to plan journeys in Google Maps

1 Open Google Maps and click on the small blue diamond box in the right-hand corner

2 A blue panel should appear, on the first line type in your journey start point, on the second type in your journey finish point.

You can type in a street, house number or postcode.

3 Select the icon that represents the type of journey you want to make, from a car, transit (bus or train), walking, cycling or even a plane journey.

This is important. Choose the time you want to start your journey, or choose the time you need to arrive by from the dropdown menu.

4

Thistle St, Edinburgh
Edinburgh Airport

Leave now
Depart at
Arrive by
Last available

35 min
10:30 AM from Waverley Bridge (Stop WA) · on time
10 min   every 30 min
DETAILS

10:30 AM–11:10 AM   40 min

5 Click on the word **Details** and you will find step-by-step instructions on how to make your journey.

Now try planning another journey.

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Activity 7:
Improve your street

Think about the street that you live on. What improvements could be made to make it a more pleasant space to travel along and spend time in? This is known as 'placemaking'.

On a sheet of paper (A3 is probably best), or using a blank Word or Powerpoint document on a computer, create a plan of your street. Then either draw on the plan, use the suggested printed cutouts or find your own online images, to show how your street could be improved to make it more pleasant to travel along on foot or by bike, and to spend time in.

PRIZE TIME!
Return your completed work to estirling@systra.com for the chance to win bike-related vouchers! Complete your details below for entry into the prize draw

Ideas could include:

Artwork

Benches and seats

Painting on the road

Gateways

Planters and trees

Speed cushions

Encouraging play

Build outs

Parklets

Name	Class	School

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Useful links

The links below provide some additional information and/ or teaching resources on the topic of active travel. Although designed for use in the classroom environment, they may provide further inspiration and ideas for home learning activities.

Initiative	Description	Further information
Eco-Schools	Global schools programme to encourage school-wide learning and action on sustainability. Transport is one of the ten topic areas	www.keepscotlandbeautiful.org/ sustainable-development-education/ eco-schools/
Living Streets walking resources	Living Streets are the national charity for everyday walking. There are a range of resources and ideas on the topic of walking	www.livingstreets.org.uk/
Twinkl	Twinkl has a range of downloadable and interactive resources on the theme of transport and road safety	https://www.twinkl.co.uk/search Use key words 'transport', 'road safety'
I Bike Indoor Ideas	A four-week indoor activity ideas programme from the Sustrans' I Bike team	https://ibike.sustrans.org.uk/indoor-ideas/

www.zettrans.org.uk/about/consultations

Ze Trans Zetland Transport Partnership

Meeting(s):	Zetland Transport Partnership	24 September 2020
Report Title:	ZetTrans – Management Accounts 2020/21 – Projected Outturn at Quarter 1	
Reference Number:	ZTP–16–20-F	
Author / Job Title:	Jamie Manson – Proper Officer for Finance	

1.0 Decisions / Action required:

1.1 ZetTrans NOTES the Management Accounts showing the Projected outturn position for 2020/21, as at Quarter 1.

2.0 High Level Summary:

2.1 The purpose of this report is to enable ZetTrans to note its financial performance for the 2020/21 financial year. This report shows the financial consequence of the service performance for the year.

2.2 On 16 March 2020, (ZTP Min Ref: 08/20) ZetTrans approved its 2020/21 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 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 Key Issues:

3.1 This report presents the projected outturn position for 2020/21 as at Quarter 1. Forecasts were determined by Finance Services, in consultation with the Lead Officer – ZetTrans.

3.2 The projected outturn position for ZetTrans is:

- Policy Strategy & Projects – (£7k) Overspend
- Public Transport Services – (£225k) Overspend

3.3 The overall impact is that ZetTrans will require an additional contribution of £232k from Shetland Islands Council to balance its books.

3.4 See appendix 1 for detailed information on the outturn position.	

4.0 Exempt and/or confidential information:

4.1 None.

5.0 Implications :

5.1 Service Users, Patients and Communities:	None.
5.2 Human Resources and Organisational Development:	None.
5.3 Equality, Diversity and Human Rights:	None.
5.4 Legal:	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: • 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. 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.
5.5 Finance:	There are no direct financial implications arising from this report. 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 2020/21 is within the approved resource budget, and in line with that allocated by Scottish Ministers.

	The projected revenue outturn position for ZetTrans is an overspend of £232k, which will require an additional contribution from Shetland Islands Council.
5.6 Assets and Property:	None.
5.7 ICT and new technologies:	None.
5.8 Environmental:	None.
5.9 Risk Management:	There are numerous risks involved in the delivery of services and the awareness of these risks is critical to successful financial management. 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. The main financial risk for ZetTrans are: • Security of public transport fare income; and • Maintaining financial sustainability over the medium to longer term.
5.10 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 the Partnership, in respect of service provision in relation to approved budgets.
5.11 Previously considered by:	Not Applicable.

Contact Details:
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Appendices:
Appendix 1 – ZetTrans – Projected Revenue Outturn Position 2020/21 as at Quarter 1.

ZetTrans

1.0 - Projected Revenue Outturn Position 2020/21.

2019/20 Outturn Variance (Adv) / Pos £000	ZetTrans - 2020/21	Approved Annual Budget 2020/21 £000	Projected Revenue Outturn 2020/21 £000	Projected Outturn Variance (Adv) / Pos £000
	Policy, Strategy & Projects Expenditure			
(16)	Support Services	254	297	(43)
(63)	Consultants			
1	External Audit Fees	11	11	
-	Grants to Organisations	5	5	
(78)	**Total Policy, Strategy & Projects Expenditure**	**270**	**312**	**(43)**
	Public Transport Service Expenditure			
(2)	Transport Service Expenditure - Air	1,022	945	77
100	Transport Service Expenditure - Bus	2,613	2,653	(40)
10	Transport Service Expenditure - Ferries	325	325	
108	**Total Public Transport Service Expenditure**	**3,960**	**3,923**	**37**
30	**Total Expenditure**	**4,229**	**4,235**	**(6)**
	Policy, Strategy & Projects Income			
-	Regional Transport Funding	(132)	(132)	
53	SIC Match Funding	(137)	(144)	7
25	Other Grants		(36)	36
()	Bank Interest	()	()	
78	**Total Policy, Strategy & Projects Income**	**(270)**	**(312)**	**43**
	Public Transport Service Income			
44	Transport Service Income - Bus	(668)	(406)	(261)
44	**Total Public Transport Service Income**	**(668)**	**(406)**	**(261)**
	Public Transport Service Contribution			
2	Air Services Contribution	(1,022)	(945)	(77)
(144)	Bus Services Contribution	(1,945)	(2,247)	301
(10)	Ferry Services Contribution	(325)	(325)	
(152)	**Public Transport Services Contribution**	**(3,292)**	**(3,516)**	**225**
(30)	**Total Income**	**(4,229)**	**(4,235)**	**6**
	Zettrans Total		**()**	

Explanations for the main projected outturn variances as at Q1, by service are set out below:

1.1 Policy, Strategy & Projects Expenditure – Support Services: Projected Outturn Overspend (£43k)

This overspend is mainly due to costs associated with Other Grant funding which was carried over from 2019/20, and is matched by this income below.

1.2 Public Transport Service Expenditure - Air: Projected Outturn Underspend £77k

This underspend is due to the removal of Air Craft leasing costs which are no longer applied, and is matched by a corresponding reduction in contribution below.

1.3 Public Transport Service Expenditure - Bus: Projected Outturn Overspend (£40k)

This overspend is due to the retendering of some public bus services, which increased costs.

1.4 Policy, Strategy & Projects Income – Other Grants: Projected Favourable Variance £36k

This favourable variance relates to grant funding which was carried over from 2019/20. There is corresponding expenditure within Support Services above.

1.5 Public Transport Service Income – Bus: Projected Unfavourable Variance (£261k)

This unfavourable variance relates to the impact of COVID 19 on Public Bus Fare Income. There is a balancing increase in contribution from the Council below.

1.6 Public Transport Services Contribution – Air Services: Projected Favourable Variance (£77k)

This favourable variance is due to the removal of Air Craft leasing costs which are no longer applied, matching the reduction in cost above.

1.7 Public Transport Services Contribution – Bus Services: Projected Unfavourable Variance (£301k)

This unfavourable variance is due to increasing costs as a result of the COVID 19 pandemic, as mentioned in 1.5 and 1.3. It should be noted that ZetTrans are working with the Council to ensure that estimates are robust, and that they are reviewed regularly in light of the ongoing nature of the pandemic, and that additional costs are captured within the additional cost information provided to COSLA.