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Date: 9 July 2020

Dear Sir/Madam

You are invited to the following meeting:

**Special Zetland Transport Partnership (ZetTrans)  
Thursday 16 July 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 [committee.services@shetland.gov.uk](mailto:committee.services@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.
- (e) Confirm minutes of meetings held on (i) 13 February 2020 and (ii) 16 March 2020.

## **AGENDA**

### **ITEMS**

1.       ZetTrans – Management Accounts 2019/20 – Draft Outturn  
          *ZTP-10*
2.       ZetTrans Unaudited Annual Accounts 2019/20  
          *ZTP-11*
3.       Shetland Transport Strategy  
          *ZTP-09*
4.       Spaces for People  
          *ZTP-12*

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## MINUTES

**B - PUBLIC**

**Zetland Transport Partnership  
Council Chamber, Town Hall, Lerwick  
Thursday 13 February 2020 at 10 am**

**Present:**

R Hunter  
C Marsland  
R McGregor  
A Priest  
D Sandison  
R Thomson

**Advisers:**

S Mathieson

**Apologies:**

C Grains  
J Smith

**In attendance (Officers):**

M Craigie, ZetTrans Lead Officer  
J Manson, ZetTrans Finance Officer  
R Barton, Transport Policy and Projects Officer  
E Park, Transport Contracts and Operations Officer  
P Wishart, Solicitor  
B Kerr, Communications Officer  
L Malcolmson, Committee Officer

**Chair**

Mr Thomson, Chairperson for ZetTrans, presided.

**Circular**

The circular calling the meeting was held as read.

**Declarations of Interests**

None

**Minutes**

The Partnership confirmed the minutes of the meeting held on 6 November 2019.

01/20      **ZetTrans Annual Report 2017-19 Draft**

The Partnership considered a report by the Transport Policy and Projects Officer (ZTP-01-20-F) which summarised the Partnership's activities during the 2017-18 and 2018-19 financial years.

The Transport Policy and Projects Officer introduced the report and the Partnership unanimously approved the recommendations contained therein on the motion of Mr Priest, seconded by Mr Sandison.

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**Decision:**

The Partnership:

- **APPROVED** the draft ZetTrans Annual Report 2017-19 (Appendix 1); and
- **AUTHORISED** the Lead Officer, or his nominee, to finalise and a) publish the annual report 2017-19 and b) submit it to the Scottish Ministers.

02/20

**Annual Audit Plan 2019/20**

The Partnership considered a report by the Proper Officer for Finance (ZTP-06-20-F) that presented the planned audit work by the Partnership's external auditors, Deloitte LLP, for the 2019/20 financial year.

The Proper Officer for Finance introduced the report and advised that any question he was unable to answer would be referred to Deloitte and reported back to Members.

In responding to a question regarding the Auditor's fees, the Proper Officer for Finance advised that there was a fixed fee structure but that the fees are front-loaded with a 5% reduction applied. He said that although there was a baseline fee, it was a negotiated position but he advise that this may change if additional work is required that had not happened in previous years.

Reference was made to Risk 1 and, in responding to a question, the Proper Officer for Finance advised that this related to the processes of ZetTrans and the Council where the Auditors want to ensure that the Council and ZetTrans covers all that is required.

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**Decision:**

The Partnership **NOTED** the contents of the Audit Plan 2019/20 for Zetland Transport Partnership (Appendix 1) from external auditors, Deloitte LLP.

03/20

**Mandatory Annual Reporting of Climate Change Duties**

The Partnership considered a report by the Transport Policy and Projects Officer (ZTP-02-20-F) that provided information on the Mandatory Annual Reporting of Climate Change Duties.

The Transport Policy and Projects Officer introduced the report and advised that the submission had been made in a timely manner. She explained that the Partnership's arrangements are housed by the Council but there is a section at the end to expand on what the Partnership does. The Transport Policy and Projects Officer said that next year's report would include more information relating to the Active Travel Strategy and on climate change following the Council's position locally.

During discussion the Lead Officer agreed with comments made in regard to the need for collaboration partners but added that there had to be capacity for the

Partnership to be independent and act consistently with the challenges faced. The Transport Policy and Projects Officer added that the Active Travel Strategy was in development and Sustrans was also involved. She said that this would include engagement with others and a seminar would be arranged for Council and ZetTrans Members.

Reference was made to the award of contracts and given that there was likely to be further developments in technology (buses becoming green in 5 years' time) it was suggested that more emphasis was needed on climate change and carbon reduction. The Lead Officer explained that contracts specify what service is needed and what cost it would be, he said that in five years there would be opportunities to change the bus specifications through intervention, seeking and finding funding opportunities. He said that replacing buses as required would be the way forward and the Partnership may support a legal minima to ensure standards are met. The Lead Officer added that the Government was committed to investing in decarbonisation, but focus was in the central areas not rurally, therefore it was important to find a similar focus.

The Chair advised that he and the Leader had met with the Shetland Climate Action Group where there had been discussion around what was expected of the Council and ZetTrans. He said it was important to ensure that there is alignment with other departments and the Government. He explained that 50% of the Council's emissions came from transport and, the Council can do nothing more without Scottish Government assistance. The Chair said it was important that Shetland's voice is heard and it has to be understood by the Government that to achieve environmentally friendly solutions comes at a cost.

Following further discussion concern was expressed that ZetTrans sits as a body with the right strategic position but that every discussion requires other party involvement to achieve outcomes. It was suggested that to achieve the required outcomes there needs to be a plan in place with questions presented to anyone that has the potential to influence those outcomes. The Chair advised that the Climate Change report to the Council in January 2020 was a game changer and the beginning of a journey with direct input from ZetTrans. He stressed the importance of doing things right.

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**Decision:**

The Partnership **NOTED** the Climate Change Duties Report 2018 submitted to the Scottish Government on 30 November 2019.

04/20

**ZetTrans Business Programme 2020/21**

The Partnership considered a report by the Secretary to ZetTrans/Executive Manager – Governance and Law (ZTP-05-20-F) that sought approval for the Business Programme for ZetTrans for the period ending March 2021 and SETF meeting dates to March 2021.

The Committee Officer introduced the report and confirmed that diary invites would be circulated shortly.

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**Decision:**

The Partnership unanimously **APPROVED:**

- the Business Programme for the last quarter of 2019/20 and the year 2020/21 as set out in Appendix 1; and
- the meeting dates for the Shetland External Transport Forum (SETF) as detailed in paragraph 4.4 of the report.

05/20

**Public, School and Adult Social Care Bus Transport – Full Business Case**

The Partnership considered a report by the Lead Officer (ZTP-03-20-F) seeking to approve the award of contracts for public bus transport to deliver Option 3 (Optimised Network: August 2020 Introduction) in line with the conclusions of the Full Business Case attached as Appendix 1 to this report.

The Lead Officer introduced the report, explained the three-step business case process followed by Officers and the conclusions that led to an optimised network with £500k savings achieved. He said that there would be gaps in the network in terms of days in the week/times of the day but he informed that work continued around behavioural change and what may be required to address those gaps. He said that this would include looking at other means of funding.

The Chair advised that he had concerns in regard to the continued budget reduction and a savings target of £500k from the bus services. He commended staff for achieving the savings whilst enhancing some bus routes.

In responding to a question, relating to the start date for the contract the Lead Officer confirmed that this was 17 August 2020 but he would explore what is permissible in terms of introducing these the enhancements to the number one and number six routes. He said however, that there may be procurement and practical issues that do not allow this to happen.

The Lead Officer also advised that Officers did consider the opportunity of specifying requirements in terms of hybrid electric buses but due to the current financial constraints it was not included at this stage. He said that there might be opportunities that arise through other funding opportunities as replacement vehicles are required but Officers would continue to consider this over the period of the contracts.

Reference was made to the Risk Register and income risk where income would be considered unpredictable. The Lead Officer was asked what marketing and promotion plan there was in place to achieve this income. The Lead Officer advised that a cautious estimate of fare income had been made based on better connectivity. He said that Officers working on marketing were proactively acting on generating behaviour change and the service was investing more time in ensuring the public are aware of the options available to them. The Transport Policy and Projects Officer added that having underspent on the Sustrans funding for Active Travel, Sustrans had agreed that help with digital mapping software and six staff had now been trained in Shetland. Sustrans saw the benefit of those six staff not travelling to the mainland for training. She also advised that more Area Transport Forums were to be held to report on the bus contracts. The Partnership was also advised on plans for further development of the ZetTrans App, which included a journey planner and a multi modal travel facility. A suggestion was made that in addition to promotion of the enhanced timetable, evidence could be provided to demonstrate the benefit in terms of the costs of public transport.

Comment was made on the good work of Officers and the need for green travel. However, the Partnership could not lose sight of the bigger picture and the need to resolve the issue of the diesel burning power stations that are currently required to power the charging of electric vehicles.

The Lead Officer was asked whether the potential to extend subsidisation, or free bus services, could be taken to a national forum. The Lead Officer advised that funding had been sought for a fares study, which is more comprehensive than this single issue. He said that this would be reported back to ZetTrans and would inform how the matter can be taken to other forums.

During debate, the Vice-Chair moved that the Partnership approve the recommendations in the report with the following amendment "... and further work will be carried out to identify areas of need.". Mr Thomson seconded.

Particular thanks was extended by the Lead Officer, to the Transport Contracts and Operations Officer, the Transport Policy and Projects Officer and others in the Transport Planning team given the challenges in reaching the outcome presented today. The Partnership concurred.

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**Decision:**

The Partnership **RESOLVED** to **APPROVE** the award of contracts for public bus transport to deliver Option 3 (Optimised Network: August 2020 Introduction) in line with the conclusions of the Full Business Case attached as Appendix 1 to this report and, further work will be carried out to identify areas of need.

**In order to avoid the disclosure of exempt information, Mr Thomson moved and Mr Sandison seconded, and the Partnership RESOLVED to exclude the public in terms of the relevant legislation during consideration of the following item of business.**

06/20      **Inter-Island Air Services Full Business Case**

The Partnership considered a report by the Lead Officer that sought approval to award the contract, to deliver the inter-island air services between Tingwall Airport and the islands of Fair Isle and Foula.

The Lead Officer introduced the report and responded to Member's questions.

Mr Thomson moved that the Partnership approve the recommendations contained in the report. Mr Sandison seconded and the Partnership unanimously concurred.

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**Decision:**

The Partnership approved the recommendations contained in the report.

The meeting concluded at 11.10am.

CHAIRPERSON

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## MINUTES

A&B PUBLIC

**Special Zetland Transport Partnership  
Council Chamber, Town Hall, Lerwick  
Monday 16 March 2020 at 2pm**

**Present:**

R McGregor  
A Priest  
D Sandison  
R Thomson

**Advisers:**

S Mathieson

**Apologies:**

C Grains  
R Hunter  
C Marsland

**In attendance (Officers):**

M Craigie, ZetTrans Lead Officer  
J Thomason, Management Accountant  
H Chapman, Trainee Senior Assistant Accountant  
P Wishart, Solicitor  
L Malcolmson, Committee Officer

**Chair**

Mr Thomson, Chairperson for ZetTrans, presided.

**Circular**

The circular calling the meeting was held as read.

**Ruling to Permit Participation by Telephone**

The Chair ruled that in accordance with Section 43(2) of the Local Government in Scotland Act 2003, the attendance of Councillor Alec Priest during the Council proceedings was permitted by remote telephone link.

**Declarations of Interests**

None

07/20

**Management Accounts – Projected Outturn at Quarter 3**

The Partnership considered a report by the Proper Officer for Finance (ZTP-08-20-F) that presented the Management Accounts showing the projected outturn position for 2019/20, as at Quarter 3.

The Management Accountant introduced the report. There being no questions or debate the Partnership noted the report.

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**Decision:**

The Partnership:

- NOTED the Management Accounts showing the Projected outturn position for 2019/20, as at Quarter 3.

08/20

**2020/21 Proposed Revenue Budget - ZetTrans**

The Partnership considered a report by the Proper Officer for Finance (ZTP-07-20-F) that presented the budget proposals and related schedule of charges for 2020/21.

The Management Accountant introduced the report and commented on the savings included and the schedule of charges attached at Appendix 1 that also took account of the charges for the Air Services, in line with the new contracts. She advised that the bus fare review would be undertaken later in the year and presented to ZetTrans in due course.

Concern was expressed in regard to the impact that Corona Virus would have on the air and bus services. Officers were asked what plans were in place in terms of Scottish Government support. The Management Accountant advised that the ZetTrans budget had been drawn up before the recent government announcements in regards to the virus in the UK and Scotland. She said that Officers would be following Government advice and any new information would be provided to the Partnership as and when it is available.

During further discussion on the Corona Virus there were expressions of concerns for frontline staff and the Partnership were reassured that both the Council and Operators were implementing all advice and taking measures to protect its staff and the public within their responsibility. The Partnership were also given assurance that Officer would encourage and direct operators to access the support offered by the Scottish Government. The Partnership acknowledged that there were risks in terms in resilience for both the Air and Bus services but that every precaution would be taken to ensure the safety of staff and the public. Officers will continue to engage with Finance Services and Legal Services on all matters as they unfold.

The Partnership noted that no charges presented in the report were going above the RPI (retail price index) and were in line with inflation.

In responding to a question, Officer advised that it would not be appropriate to include additional delegated authority in regard to the Corona Virus under this budget report. Assurance was given that there were already systems and policies in place to deal with any emergency situations that may arise.

Mr Thomson moved that the Partnership approve the recommendations in section 1 of the report. Mr Simpson seconded.

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**Decision:**

The Partnership RESOLVED to:

- Approve the budget proposals for 2020/21 included in this report;
- Approve the updated Schedule of Charges (Appendix 1); and
- Delegate authority to the Lead Officer, or his nominee, to award grants in line with the approved Shetland Bike Project and within the budget proposed.

The meeting concluded at 2.15pm..

CHAIRPERSON





<b>Meeting(s):</b>	Zetland Transport Partnership	16 July 2020
<b>Report Title:</b>	ZetTrans – Management Accounts 2019/20 – Draft Outturn	
<b>Reference Number:</b>	ZTP–10–20-F	
<b>Author / Job Title:</b>	Jamie Manson – Proper Officer for Finance	

**1.0 Decisions / Action required:**

- 1.1 ZetTrans NOTES the Management Accounts showing the Draft outturn position for 2019/20.

**2.0 High Level Summary:**

- 2.1 The purpose of this report is to enable ZetTrans to note its financial performance for the 2019/20 financial year. This report shows the financial consequence of the service performance for the year.
- 2.2 On 28 February 2019, (ZTP Min Ref: 1/19) ZetTrans approved its 2019/20 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 At the year-end, the overall budget was increased by £59k, being £133k Spend to Save funding for consultancy costs in relation to Transport Network Redesign Business Cases, offset by a £75k reduction for leasing costs, due to Shetland Islands Council transferring in the business, assets and liabilities of SLAP in April 2019.
- 2.4 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 the members that resources are managed effectively and allows corrective action to be taken by them where necessary.
- 2.5 It is essential that budgets are delivered by the year-end, as any overspend is required to be met by an increased contribution from Shetland Islands Council.

**3.0 Key Issues:**

- 3.1 This report presents the draft outturn position for 2019/20 as at the end of the financial year. The draft outturn was determined by Shetland Islands Council Finance Services after consultation with the Lead Officer – ZetTrans.
- 3.2 The draft outturn position for ZetTrans is an overall underspend of £30k on total expenditure of £4.33m. Shetland Islands Council increased its provision of match funding for Policy, Strategy and Projects by £53k, but reduced its contribution for

Transport Services by (£152k). Bus Services generated £44k more in fares income, and ZetTrans also received Other Grants of £25k.

3.3 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

	<p>ZetTrans is to ensure that spending is in line with their approved resource budget, and that allocated by Scottish Ministers.</p> <p>The Draft revenue outturn position for ZetTrans is an overall underspend against revised budget of £30k, as follows:</p> <p>Policy, Strategy &amp; Projects overspend (£78k), being met by an increase in other grants £25k and an increased contribution from the Council £53k.</p> <p>Public Transport Service Expenditure underspend £108k, being additionally offset by increased Bus Income £44k, and a reduced contribution from the Council (£152k).</p>	
<b>5.6 Assets and Property:</b>	None.	
<b>5.7 ICT and new technologies:</b>	None.	
<b>5.8 Environmental:</b>	None.	
<b>5.9 Risk Management:</b>	<p>There are numerous risks involved in the delivery of services and the awareness of these risks is critical to successful financial management.</p> <p>From a financial perspective, risks are an integral part of planning, as assumptions are required to be made. These assumptions can be affected by many internal and external factors, such as supply and demand, which may have a detrimental financial impact.</p> <p>The main financial risks for ZetTrans are:</p> <ul style="list-style-type: none"> <li>• Security of public transport fare income; and</li> <li>• Maintaining financial sustainability over the medium to longer term.</li> </ul>	
<b>5.10 Policy and Delegated Authority:</b>	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.	
<b>5.11 Previously considered by:</b>	Not Applicable.	

#### **Contact Details:**

Janice Thomason, Management Accountant: [janice.thomason@shetland.gov.uk](mailto:janice.thomason@shetland.gov.uk), Tel – (01595) 74 4615

#### **Appendices:**

Appendix 1 – ZetTrans – Draft Revenue Outturn Position 2019/20





## ZetTrans

## 1.0 - Draft Revenue Outturn Position 2019/20.

Proj. Outturn Variance Quarter 3 (Adv) / Pos £000	ZetTrans - 2019/20	Approved Annual Budget 2019/20 £000	Draft Outturn Draft Outturn 2019/20 £000	Draft Outturn Variance (Adv) / Pos £000
	<b><u>Policy, Strategy &amp; Projects Expenditure</u></b>			
(21)	Support Services	224	240	(16)
(162)	Consultants	133	196	(63)
1	External Audit Fees	11	10	1
-	Grants to Organisations	5	5	
<b>(183)</b>	<b>Total Policy, Strategy &amp; Projects Expenditure</b>	<b>373</b>	<b>451</b>	<b>(78)</b>
	<b><u>Public Transport Service Expenditure</u></b>			
(2)	Transport Service Expenditure - Air	934	935	(2)
92	Transport Service Expenditure - Bus	2,733	2,632	100
-	Transport Service Expenditure - Ferries	325	315	10
<b>90</b>	<b>Total Public Transport Service Expenditure</b>	<b>3,991</b>	<b>3,882</b>	<b>108</b>
<b>(93)</b>	<b>Total Expenditure</b>	<b>4,364</b>	<b>4,333</b>	<b>30</b>
	<b><u>Policy, Strategy &amp; Projects Income</u></b>			
-	Regional Transport Funding	(132)	(132)	
183	SIC Match Funding	(241)	(294)	53
-	Other Grants		(25)	25
-	Bank Interest	( )	( )	( )
<b>183</b>	<b>Total Policy, Strategy &amp; Projects Income</b>	<b>(373)</b>	<b>(451)</b>	<b>78</b>
	<b><u>Public Transport Service Income</u></b>			
31	Transport Service Income - Bus	(493)	(515)	23
7	Concessionary Fare Income	(135)	(156)	21
<b>38</b>	<b>Total Public Transport Service Income</b>	<b>(628)</b>	<b>(671)</b>	<b>44</b>
	<b><u>Public Transport Service Contribution</u></b>			
2	Air Services Contribution	(934)	(935)	2
(130)	Bus Services Contribution	(2,105)	(1,961)	(144)
-	Ferry Services Contribution	(325)	(315)	(10)
<b>(128)</b>	<b>Public Transport Services Contribution</b>	<b>(3,363)</b>	<b>(3,211)</b>	<b>(152)</b>
<b>93</b>	<b>Total Income</b>	<b>(4,364)</b>	<b>(4,333)</b>	<b>(30)</b>
	<b>Zettrans Total</b>			

Explanations for the main outturn variances by service are set out below:

### 1.1 Policy, Strategy & Projects Expenditure – Consultants: Draft Outturn Overspend (£63k)

This overspend is due to the need to use consultants to assist in the completion of transport network redesign business cases.

**1.2 Public Transport Service Expenditure - Bus: Draft Outturn Underspend £100k**

This underspend is due to provision for bus contract indexation costs not being required in 2019/20 and a lower uptake in 'On Demand' services in rural areas.

**1.3 Policy, Strategy & Projects Income – SIC Match Funding: Draft Favourable Variance £53k**

An increase in contribution is shown as a favourable variance against budget, however it arises because policy, strategy and project costs are higher than anticipated, requiring an increased level of support from the Council.

**1.4 Public Transport Services Contribution – Bus Services: Draft Unfavourable Variance (£144k)**

A reduction in contribution is shown as an unfavourable variance against budget, however it arises because bus services cost less than anticipated, and bus fare income was higher than expected, requiring a reduced contribution from the Council.



## Zetland Transport Partnership

Agenda Item

**2**

<b>Meeting(s):</b>	Zetland Transport Partnership	16 July 2020
<b>Report Title:</b>	ZetTrans Unaudited Annual Accounts 2019/20	
<b>Reference Number:</b>	ZTP-11-20-F	
<b>Author / Job Title:</b>	Proper Officer for Finance	

### 1.0 Decisions / Action required:

#### 1.1 That ZetTrans RESOLVE to:

- a) Consider the 2019/20 Unaudited Accounts for ZetTrans (Appendix 1);
- b) Approve the 2019/20 Annual Governance Statement that forms part of the accounts (Appendix 2); and
- c) Consider the information at section 4.0 that highlights the key points from the 2019/20 accounts.

### 2.0 High Level Summary:

- 2.1 The Local Authority Accounts (Scotland) Regulations 2014 require ZetTrans to prepare and publish a set of unaudited accounts, including an annual governance statement, by 30 June each year.
- 2.2 Due to the Coronavirus pandemic, and in line with Schedule 6 paragraph 8(2) of the Coronavirus (Scotland) Act 2020, ZetTrans is postponing the publication of the unaudited annual accounts to 20 July 2020.
- 2.3 The Local Authority Accounts (Scotland) Regulations 2014 require that the unaudited accounts are formally considered by the Partnership, by 31 August each year. The Partnership would ordinarily meet to consider the unaudited accounts before the end of June, before submitting the unaudited accounts to the external auditor. As the Partnership has deferred the publication of its unaudited accounts, today's meeting allows the Partnership to meet that obligation.
- 2.4 The unaudited accounts are then subject to external audit by the Partnership's appointed auditor, Deloitte LLP. The Local Authority Accounts (Scotland) Regulations 2014 require the Partnership to consider the audited accounts and aim to approve those accounts for signature no later than 30 September 2020. The audited accounts are due to be presented to the Partnership on 24 September 2020, however due to the Coronavirus pandemic this may be delayed and is dependent on both the Partnership and its external auditor adhering to pre-agreed audit timetable. In line with guidance issues by the Scottish Government, Local Government Finance Circular 10/2020, the Scottish Ministers consider it reasonable that a transport partnership publishes its audited Annual Accounts no later than 30 November 2020. Members will be advised if the September deadline cannot be met should the audit process encounter any further delays.

### 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:

### 2019/20 Unaudited Accounts

4.1 The unaudited accounts include the following key points for members' consideration:

- Net expenditure for the Partnership was £3.662m in 2019/20, which is £0.074m less than budget;
- The primary funder, Shetland Islands Council provided £3.505m, the Scottish Government provided £0.132m, and Sustrans provided £0.025m; and
- Provision of Transport Services (Bus, Air and Ferry) was £0.152m less than budgeted, whilst the provision of Policy, Strategy and Projects was £0.078m more than budgeted (mainly due to Business Network Redesign projects);

4.2 The **Primary Financial Statements** show:

- Comprehensive Income and Expenditure account - break-even position;
- Balance Sheet - balance in the bank of £0.132m, due for transfer to Shetland Islands Council; and
- Cashflow Statement - net movement in the year of £0.132m (being the bank balance).

4.3 The **Management Commentary** provides an overview of the most significant matters reported in the accounts. The key points are:

- The Scottish Governments declaration of a climate emergency, and the impacts of COVID-19 mean that ZetTrans plans to review its Shetland Transport Strategy over the course of 2020/21;
- Work continued in supporting Shetland Islands Council to reach a fair funding agreement for inter-islands ferry services. The settlement for 2020/21 is £5.223m, being £4.786m less than the £10.009m required;
- The project to deliver Public Bus, School and Adult Social Care Transport concluded successfully, with estimated annual savings of £0.473m (ZetTrans share £0.145m) across ZetTrans and Shetland Islands Council. The effect of COVID-19 lockdown precipitated the need for certain services to be re-tendered thereby increasing costs by £0.111m (ZetTrans share £0.1m);
- The project to deliver Inter-islands Air Services also concluded successfully, and a four-year contract was awarded, achieving annual savings of £0.014m;
- The North Isles Ferry Service contract was delayed, but came into effect on 30 June 2020; and
- COVID-19 is high-lighted as a key risk, and it is expected to impact the whole of 2020/21, requiring services to evolve in line with national guidance and the local situation, placing further financial pressures on ZetTrans.

4.4 The **Annual Governance Statement** sets out how ZetTrans is governed and the internal controls that are in place to manage risk. In addition, it highlights the Partnership's governance review, which due to delays is expected to complete in February 2021.

<b>5.0 Exempt and/or confidential information:</b>	
5.1 None.	
<b>6.0 Implications :</b>	
<b>6.1 Service Users, Patients and Communities:</b>	None arising from this report.
<b>6.2 Human Resources and Organisational Development:</b>	None arising from this report.
<b>6.3 Equality, Diversity and Human Rights:</b>	None arising from this report.
<b>6.4 Legal:</b>	ZetTrans has a responsibility to ensure that the annual accounts are prepared in accordance with the Local Authority Accounts (Scotland) Regulations 2014 and so far as is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003). Schedule 6 paragraph 8(2) of the Coronavirus (Scotland) Act 2020 allows ZetTrans to postpone its publication of the unaudited annual accounts that are required to be published under The Local Authority Accounts (Scotland) Regulations 2014. If publication is postponed, a statement must be published to that effect on or before the date by which the report is due, or as soon as reasonably practicable after the date. ZetTrans published this statement on 17 June 2020.
<b>6.5 Finance:</b>	None arising from this report.
<b>6.6 Assets and Property:</b>	None arising from this report.
<b>6.7 ICT and new technologies:</b>	None arising from this report.
<b>6.8 Environmental:</b>	None arising from this report.
<b>6.9 Risk Management:</b>	The annual accounts are subject to external audit by 30 September 2020 in order to mitigate risk of material misstatement. The Local Authority Accounts (Scotland) Regulations 2014 require ZetTrans to consider and aim to approve the audited accounts for signature no later than 30 September 2020. Due to the Coronavirus pandemic, completion of the external audit process may be delayed. In line with guidance issued by the Scottish Government, Local Government Finance Circular 10/2020, the Scottish Ministers consider it reasonable that a transport partnership publishes its audited Annual Accounts no later than 30 November 2020.

<b>6.10 Policy and Delegated Authority:</b>	ZetTrans has a responsibility to make arrangements for the proper administration of its financial affairs and also to approve the Annual Accounts for signature.
<b>6.11 Previously considered by:</b>	n/a

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2 July 2020

**Appendices:**

*Appendix 1 – ZetTrans Unaudited Accounts 2019/20*

*Appendix 2 – ZetTrans Annual Governance Statement 2019/20*

**Background Documents:** [The Local Authority Accounts \(Scotland\) Regulations 2014](#)

# Unaudited Annual Accounts **2019/20**





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# 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 as 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)  
Vacant (Sumburgh Airport Consultative Committee)  
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.

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)

The Scottish Government published its second generation National Transport Strategy (NTS2) on 5 February 2020.

ZetTrans engaged in the process of informing this Strategy, throughout 2019 and will embed the policy principles of the Strategy in its planning and policy development throughout 2020/21.

### 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.

## 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
<b>Reliability of Shetland's Transport</b>				
% 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
<b>Standards of Road Maintenance</b>				
% of Local Road Network - Red/Amber	Reduce	35.30	36.10	No
<b>Fuel Consumption Levels</b>				
Petrol consumption in Shetland (tonnes)	Reduce	3,956	3,843	Yes
Deisel consumption in Shetland (tonnes)	Reduce	11,196	10,321	Yes
<b>Market Growth on Shetland's Transport Network</b>				
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
<b>Public Transport Accessibility</b>				
% Wheelchair accessible Public Bus Services (Buses +22 Seats)	Maintain	100.00	100.00	Yes
<b>Road Safety Levels</b>				
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
<b>Transport Integration Opportunities</b>				
% 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.

## 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 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.

## 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 as a result of responding to the pandemic;
- Reduced income streams as a result of services being scaled back or closed due to restrictions on daily life and activity;
- Potential savings, as a result of services being scaled back; and

- Delays to planned change and transformation projects, which may result in savings not being achieved.

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, however, any additional financial burden experienced, 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](#).



## 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
<b>3,658,894</b>	<b>Total Expenditure</b>	<b>3,736,205</b>	<b>3,662,061</b>	<b>74,144</b>
(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)
<b>(3,658,894)</b>	<b>Total Income</b>	<b>(3,736,205)</b>	<b>(3,662,061)</b>	<b>(74,144)</b>
<b>0</b>	<b>Net (Surplus)/Deficit for Year</b>	<b>0</b>	<b>0</b>	<b>0</b>

Expenditure is categorised into two main areas:

**1. Policy, Strategy & Projects (£0.451m)**, which is a £0.060m (15%) 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 Islands 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.

## 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 quantify the additional costs to be incurred as a result of the COVID-19 pandemic, however contract costs are known to have increased by £0.1m per annum, and income is expected to reduce by an average of £0.03m per month, potentially increasing the contribution required from Shetland Islands Council by £0.46m in 2020/21.

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

16/07/2020

## Acknowledgements

Finally, we would like to acknowledge the work of the officers who have had a role in the preparation of the Annual Accounts and those who have worked diligently throughout the year in the delivery of ZetTrans objectives.

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

16/07/2020



# 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.

.....  
Ryan Thomson  
Chairperson  
Zetland Transport Partnership

16/07/2020

## 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.

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

16/07/2020

# 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](http://www.shetland.gov.uk/about_finances/default.asp)  
sp update link once SIC accounts are uploaded

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.

## Significant Governance Issues

None.

## 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 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

.....  
Ryan Thomson  
Chairperson  
Zetland Transport Partnership

16/07/2020

16/07/2020

## 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
<b>3,658,894</b>	<b>Net Cost of Services</b>		<b>4,333,376</b>	<b>(671,315)</b>	<b>3,662,061</b>
(496)	Financing & Investment Income		0	(450)	(450)
(3,658,398)	Taxation & Non-specific Grant Income	4	0	(3,661,612)	(3,661,611)
<b>0</b>	<b>(Surplus) or Deficit on Provision of Services</b>		<b>4,333,376</b>	<b>(4,333,376)</b>	<b>0</b>

*There are no other items of comprehensive income & expenditure*

## 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	132,200
0	<b>Current Assets</b>	<b>132,200</b>
0	Short-term creditors	(132,200)
0	Grants received in Advance	0
0	<b>Current Liabilities</b>	<b>(132,200)</b>
0	<b>Net Assets</b>	<b>0</b>

The unaudited financial statements were issued on 16 July 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

16/07/2020

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

## Notes to the Financial Statements

### 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 & Estimated 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)
<b>(3,658,398)</b>	<b>Total</b>	<b>(3,661,611)</b>

### 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
<b>0</b>	<b>Total</b>	<b>132,200</b>

### 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)
<b>0</b>	<b>Total</b>	<b>(132,200)</b>

## 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
<b>6,932</b>	<b>Total</b>	<b>6,613</b>

## 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
<b>9,790</b>	<b>Total</b>	<b>9,578</b>

## 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).

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

There is a high degree of uncertainty about future levels of funding for local government in general; however, the Partnership has determined that this uncertainty is not an indication that the level of service provision will be materially reduced.

## 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.

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.



## 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](http://www.shetland.gov.uk/about_finances/default.asp)  
 sp\_update link once SIC accounts are uploaded

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.

### Significant Governance Issues

None.

### 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

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

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

.....  
Ryan Thomson  
Chairperson  
Zetland Transport Partnership

16/07/2020

16/07/2020





## **Zetland Transport Partnership**

<b>Meeting(s):</b>	<b>ZetTrans</b>	<b>16 July 2020</b>
<b>Report Title:</b>	<b>Shetland Transport Strategy</b>	
<b>Reference Number:</b>	<b>ZTP-09-20-F</b>	
<b>Author / Job Title:</b>	<b>Transport Policy and Projects Officer</b>	

### **1.0 Decisions / Action Required:**

- 1.1 That the Partnership NOTE the commencement of a comprehensive review and redevelopment of the Shetland Transport Strategy.

### **2.0 High Level Summary:**

- 2.1 The Shetland Transport Strategy is the Regional Transport Strategy for ZetTrans, and is the key document which informs and guides its activities.
- 2.2 The current Shetland Transport Strategy was approved on behalf of the Scottish Government on 28 July 2008 and a refresh was approved by ZetTrans Board on 26 June 2018 (Min Ref 15/18).
- 2.3 The impacts of external developments including the publication of the National Transport Strategy 2, the Climate Change Agenda and the Coronavirus Pandemic render the current refreshed strategy as inadequate for its purpose and require that a full and comprehensive review be undertaken.
- 2.4 This report outlines the process and timeline proposed for this review.

### **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 On 22 January 2020 Shetland Islands Council approved a Strategic Outline Programme for Climate Change (Min Ref 01/20).

4.2	On 5 February 2020 the Scottish Government published its new National Transport Strategy (NTS2) which ‘sets out an ambitious and compelling vision for our transport system for the next 20 years, one that protects our climate and improves our lives’.
4.3	On 23 March 2020 a national, lockdown was imposed in response to a global Coronavirus pandemic, resulting in changes in travel behaviour due to social distancing measures, including widescale home working, and the closure of non-essential businesses.
4.4	On 21 May 2020 the Scottish Government published a route-map out of the coronavirus process based around an open-ended phased approach and a framework for decision making. This is underpinned by three objectives – response, recovery and renewal.
4.5	It is proposed that officers engage with stakeholders and the community to develop a Shetland Transport Strategy Main Issues report for consideration by the ZetTrans Board, to be followed by a Draft Strategy for comment, and a Final Draft for approval.
4.6	It is essential that the strategy takes account of and supports new developments within other policy areas including Planning, Housing, Education and Health and Social Care.
4.7	Ongoing social distancing requirements will necessitate a creative approach to public and stakeholder engagement.
4.8	Whilst the timescale involved in ‘recovery and renewal’ remain unavoidably fluid, it is felt that a 12-18 month policy window exists to capitalise on positive changes in travel behaviour that have resulted from the lockdown, and provide transport solutions that tackle inequalities, support economic recovery and contribute to carbon reduction.
<b>5.0 Exempt and/or Confidential Information:</b>	
5.1	NONE.
<b>6.0 Implications :</b>	
<b>6.1 Service Users, Patients and Communities:</b>	The Shetland Transport Strategy revision will be undertaken with high levels of engagement with Shetland Stakeholders and public as well as reference to a range of Shetland policies and strategies, which will be derived from engagement with stakeholders.
<b>6.2 Human Resources and Organisational Development:</b>	None arising directly from this report.
<b>6.3 Equality, Diversity and Human Rights:</b>	Where appropriate ZetTrans projects and activities are subject to Integrated Impact Assessments and Data Protection Impact Assessments.



<b>6.4 Legal:</b>	None arising directly from this report.	
<b>6.5 Finance:</b>	None arising directly from this report.	
<b>6.6 Assets and Property:</b>	None arising directly from this report.	
<b>6.7 ICT and New Technologies:</b>	It is anticipated that a high level of digital engagement with stakeholders and the public will be required including online surveys, digital meetings and workshop activities.	
<b>6.8 Environmental:</b>	The strategy will have at its heart the need to respond to the Global Climate Emergency and to support the work of Shetland Islands Council in this regard.	
<b>6.9 Risk Management:</b>	Failure to revise Shetland's Transport Strategy could result in ZetTrans' failure to provide accessible, affordable transport that meets people's needs in the post-Coronavirus world, and failure to ensure that the transport network supports local, national and global environmental aspirations.	
<b>6.10 Policy and Delegated Authority:</b>	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.	
<b>6.11 Previously Considered by:</b>	None.	

#### **Contact Details:**

Robina Barton, Transport Policy and Projects Officer

[Robina.Barton@shetland.gov.uk](mailto:Robina.Barton@shetland.gov.uk)

Date Cleared: 17 June 2020

#### **Appendices:**

None

#### **Background Documents:**

Shetland Regional Transport Strategy 2008 –

<https://www.zettrans.org.uk/site/assets/files/1100/shetlandtransportstrategy050508.pdf>

Shetland Transport Strategy Refresh 2018-2028 –

[https://www.zettrans.org.uk/site/assets/files/1100/shetland\\_transport\\_strategy\\_refresh\\_2018\\_final-1.pdf](https://www.zettrans.org.uk/site/assets/files/1100/shetland_transport_strategy_refresh_2018_final-1.pdf)

Shetland Islands Council – Climate Change Strategic Outline Programme -

<http://www.shetland.gov.uk/coins/viewDoc.asp?c=e%97%9De%95r%81%8C>

National Transport Strategy –

<https://www.transport.gov.scot/media/47052/national-transport-strategy.pdf>

Coronavirus (COVID-19): framework for decision making - Scotland's route map through and out of the crisis -

<https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/>

## **Zetland Transport Partnership**

<b>Meeting(s):</b>	<b>ZetTrans</b>	<b>16 July 2020</b>
<b>Report Title:</b>	<b>Spaces for People</b>	
<b>Reference Number:</b>	<b>ZTP-12-20-F</b>	
<b>Author / Job Title:</b>	<b>Robina Barton, Transport Policy and Projects Officer</b>	

### **1.0 Decisions / Action Required:**

- 1.1 That the Partnership NOTE the application to Sustrans Spaces for People Fund for 100% funding for the development of trial active travel interventions in Shetland.
- 1.2 That the Partnership APPROVE in principle the creation of temporary interventions including, but not limited to, roadspace reallocation and traffic restrictions to support the continuation of active travel habits developed under the Coronavirus lockdown, as set out in Section 4.
- 1.3 That the Partnership APPROVE development of a strategic multi-agency approach to mobility and access in Lerwick.

### **2.0 High Level Summary:**

- 2.1 The purpose of this report is to present to ZetTrans information relating to the Sustrans Spaces for People Fund and seek approval for the creation of temporary interventions and for the development of a strategic multi agency approach to mobility and access in Lerwick.

### **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 The Spaces for People programme is 100% funded by the Scottish Government and managed by Sustrans Scotland. According to Sustrans' explanatory literature, the Spaces for People programme "aims to enable statutory bodies to implement measures focused on protecting public health, supporting physical distancing and preventing a second wave of the Coronavirus outbreak".
- 4.2 A multi-agency group, known as the Active Travel Group, has been meeting since October 2018 to coordinate efforts to develop further active travel infrastructure for 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
- 4.3 The Active Travel Group secured £60,000 Sustrans funding to develop an Active Travel Strategy in 2019 and this work is currently underway.
- 4.4 In May 2020 representatives from SIC Planning, Roads and Estates, NHS Shetland, Sustrans, SYSTRA and ZetTrans met to discuss the potential for a more strategic approach to mobility and access in Lerwick. Key drivers for the discussion were:
- Knab and Staney Hill masterplans
  - Climate change agenda
  - Travel behaviour change due to Coronavirus lockdown
  - Active Travel Strategy development and increased Active Travel funding available
  - Work commencing on new Transport Strategy for Shetland
- 4.5 Through the meeting and a follow up survey, it was agreed that it would be desirable for ZetTrans to lead development of a 'Lerwick Mobility and Access Plan', with 2, 5 and 10 year aspirations. Project partners should be SIC Roads, Planning and Schools Services and NHS Shetland. Key stakeholders would include (but not be limited to) SIC Estates and Sport & Leisure Services, Living Lerwick, Lerwick Community Council, Shetland Amenity Trust, and Visit Shetland.
- 4.6 Shetland, like the rest of the UK, has seen an increase in active travel coupled with a reduction in car use since the start of the Coronavirus pandemic. Thanks to an engagement exercise undertaken by consultants SYSTRA as part of the Active Travel Strategy development, it has been possible to quantify some of the changes, and the potential for them to become embedded. An online survey open from 1 – 31 May 2020 attracted a total of 420 responses, with a good geographical spread across Shetland.
- 4.7 The Sustrans Spaces for People fund provides an opportunity to trial interventions to make it safer for people who choose to walk, cycle or wheel for essential trips and exercise during the pandemic. This is done within the framework of the Active

Travel Strategy development and wider aspirations for a strategic approach to Lerwick, with a view to some becoming more permanent infrastructure developments.

- 4.8 The main purpose of the Spaces for People fund is public health benefit.
- 4.9 The Scottish Government 'Long term vision for active travel in Scotland 2030' notes that "Walking and cycling as mainstream travel options support equality in opportunity and improvements in the environment. People are enabled to make healthy living choices to treat and prevent disease, address the impacts of sedentary lifestyles and reduce health inequalities".
- 4.10 A ZetTrans led application for £200,000 was submitted to Spaces for People in June for a project entitled 'Support for safer, sustainable travel in Shetland'. This project would seek to:
- Use a combination of e.g. street closures, modal filters and improved crossings to create a low traffic neighbourhood in the heart of Lerwick. This would eliminate key rat runs and facilitate both walking and especially cycling to destinations within the town.
    - 'Low Traffic Neighbourhood Ideas' (Appendix 1) provides an example of the main area of focus and the *kinds of* intervention (this is for information only and does not represent a recommended plan).
    - Issues raised to address in design include displacing traffic onto other routes, turning for local access vehicles, refuse collection , deliveries, and the affect on disabled parking spaces and bus stops.
  - Reallocate road space to walking and cycling along Westerloch drive in Lerwick to improve safety for people accessing the Clickimin walking/cycling path from the main road A970.
    - 'Westerloch' (Appendix 2) – shows the route as a dashed red line.
    - This is an intervention that SIC Roads Service intend to make permanent in due course, but SfP funding could allow a temporary measure to come into effect until permanent arrangements can be made – desirable given the current high volume of usage by walkers, cyclists and wheelers.
  - Work with Shetland's BID Living Lerwick to explore creation of a covered / heated outdoor seating area for cafes / restaurants on or near Lerwick's Commercial street to increase the capacity for these businesses to function whilst maintaining social distancing.
    - This could be beneficial to the economy of Shetland, and to public health and wellbeing, by providing people with more opportunities to get out and socialise in a post-lockdown world.
    - It could include associated facilities such as bike parking.
  - Implement interventions outside of Lerwick in response to issues raised through a Placecheck map and a public engagement exercise that took place in March 2020. Lack of footpaths and/or narrow verges are the most common barriers to active travel cited. More work is required to identify the most practical and valuable interventions in these cases. The top priorities were:
    - Improving safety to allow for walking and cycling in Voe
    - Improving safety to allow for walking / cycling to access schools in Shetland.

4.11	Key findings from the SYSTRA survey (Appendix 3) provide support and justification for Spaces for People interventions. The survey data, and associated Placecheck map, show that journeys for shopping, socialising, leisure and accessing healthcare can all be supported by the kinds of temporary infrastructure proposed.
4.12	The survey indicated that travel to work is likely to remain at a lower level due to increased homeworking in the future. The data also shows that there is a real public appetite for this kind of change and that a significant percentage of people see health benefits as the most important reason for walking and cycling for everyday journeys.
4.13	It is intended that the Active Travel partners will play a role at every stage of the Spaces for People project: <ul style="list-style-type: none"> <li>• Agreeing interventions to be trialled</li> <li>• Commenting on design</li> <li>• Supporting implementation</li> <li>• Encouraging behaviour change through public messaging.</li> </ul>
<b>5.0</b>	<b>Exempt and/or Confidential Information:</b>
5.1	NONE.
<b>6.0</b>	<b>Implications :</b>
<b>6.1 Service Users, Patients and Communities:</b>	Supporting active travel and taking a strategic approach to mobility and access in Lerwick will be beneficial for public health, and help to tackle inequalities.
<b>6.2 Human Resources and Organisational Development:</b>	None arising directly from this report.
<b>6.3 Equality, Diversity and Human Rights:</b>	Supporting active travel and taking a strategic approach to mobility and access in Lerwick 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.
<b>6.4 Legal:</b>	Legal advice may be required relative to the bringing to fruition any temporary interventions ultimately progressed under the Spaces for People programme (e.g. applicable statutory processes, etc). Such legal advice will be provided by Legal Services upon instructions to that effect.
<b>6.5 Finance:</b>	There are no ongoing financial implications arising from this project, which will be 100% funded by the Scottish Government, through Sustrans.

<b>6.6 Assets and Property:</b>	None arising directly from this report.	
<b>6.7 ICT and New Technologies:</b>	It is anticipated that digital engagement with stakeholders and the public will be required, including online surveys, digital meetings and workshop activities to refine plans and monitor results.	
<b>6.8 Environmental:</b>	Support for safer sustainable travel in Shetland will help address the Global Climate Emergency and support the work of Shetland Islands Council in this regard.	
<b>6.9 Risk Management:</b>	Failure to take advantage of the Spaces for People funding, and to take a strategic approach to mobility and access in Shetland's main population centre could result in a lost opportunity to support and embed changing behaviours that are beneficial to public health and wellbeing, and the environment.	
<b>6.10 Policy and Delegated Authority:</b>	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.	
<b>6.11 Previously Considered by:</b>	None.	

#### **Contact Details:**

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Date Cleared: 6 July 2020

#### **Appendices:**

Appendix 1 – Low Traffic Neighbourhood Ideas

Appendix 2 – Westerloch

Appendix 3 - Active Travel Survey May 2020 – Key Findings

#### **Background Documents:**

Scottish Government Long term vision for active travel in Scotland 2030

<https://www.transport.gov.scot/media/33649/long-term-vision-for-active-travel-in-scotland-2030.pdf>

Shetland Islands Council – Climate Change Strategic Outline Programme -

<http://www.shetland.gov.uk/coins/viewDoc.asp?c=e%97%9De%95r%81%8C>

Shetland Islands Council - Active Shetland Strategy

<http://www.shetland.gov.uk/coins/viewDoc.asp?c=e%97%9De%92p%7B%8F>





Legend

Shetland Spaces For People - Point layer

Closure

Oneway exemption for cyclist

Temporary crossing

one way

Shetland Spaces For People - Line layer

Diagonal Closure

Strategic Road

Clickimin Path

Segregated Cycling

Trust Center

Contact Esri

Report Abuse

Contact Us

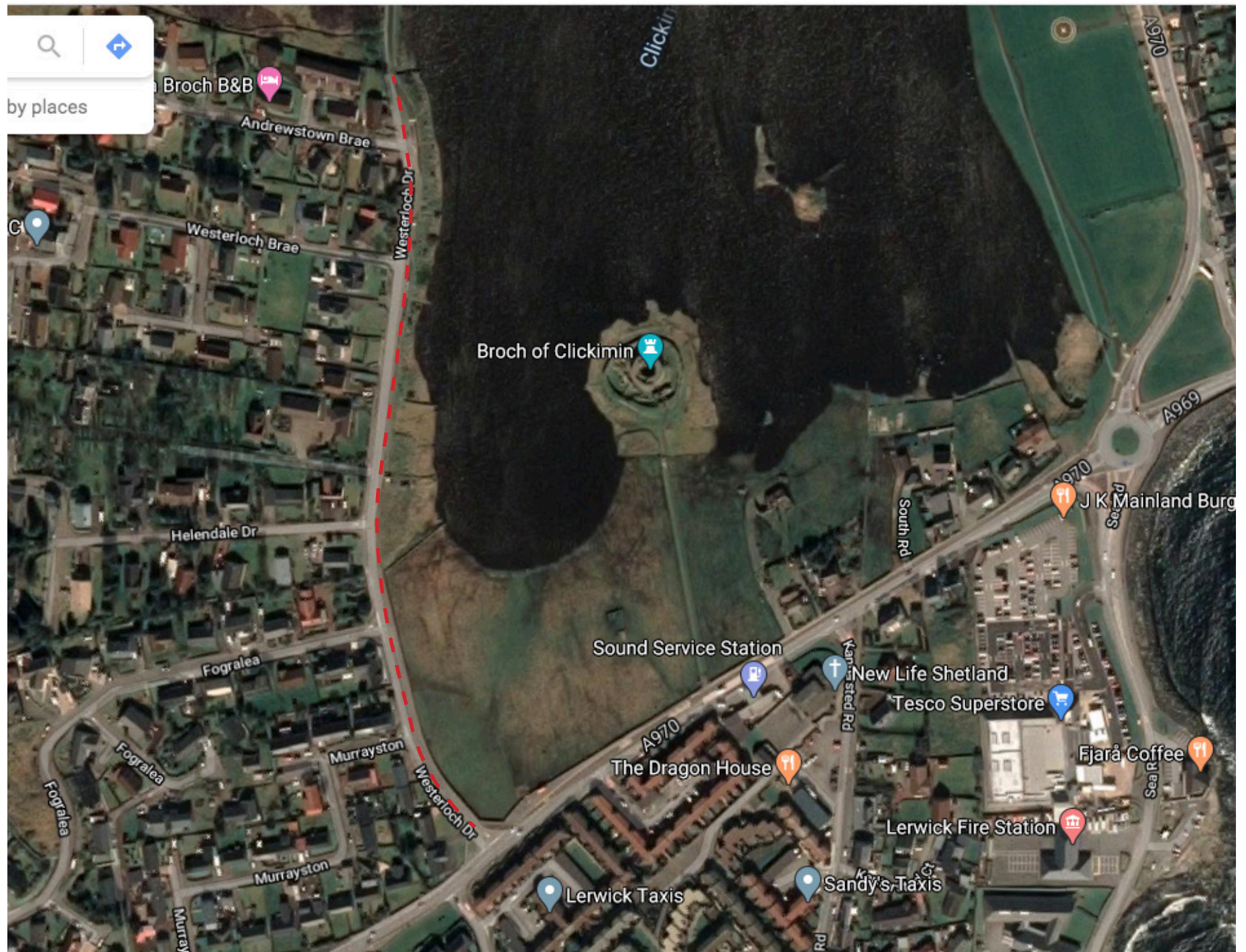
This map displays the town of Lerwick, Shetland, with various road closures and cycling infrastructure. The map includes a legend on the left side, a scale bar at the bottom left, and a north arrow at the top left. The map shows the following features:

- Legend:**
  - Shetland Spaces For People - Point layer:**
    - Closure (Red circle with a diagonal line)
    - Oneway exemption for cyclist (Blue circle with a white arrow and a bicycle icon)
    - Temporary crossing (Red triangle with a white arrow)
    - one way (Blue circle with a white arrow)
  - Shetland Spaces For People - Line layer:**
    - Diagonal Closure (Red line)
    - Strategic Road (Blue line)
    - Clickimin Path (Dashed green line)
    - Segregated Cycling (Purple line)
- Map Features:**
  - Strategic Roads:** A969, A970, A971, A972, A973, A974, A975, A976, A977, A978, A979, A980, A981, A982, A983, A984, A985, A986, A987, A988, A989, A990, A991, A992, A993, A994, A995, A996, A997, A998, A999, A1000.
  - Clickimin Path:** A dashed green line running along the coast.
  - Segregated Cycling:** A purple line running through the town.
  - Closures:** Several red circles with diagonal lines indicating road closures.
  - One-way Exemptions:** Blue circles with white arrows and bicycle icons indicating exemptions for cyclists.
  - Temporary Crossings:** Red triangles with white arrows indicating temporary crossings.
  - One-way Streets:** Blue circles with white arrows indicating one-way streets.
- Scale Bar:** 0, 50, 100m.
- North Arrow:** A simple arrow pointing upwards.

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## Key points from the Shetland online active travel survey conducted May 2020

### Statistics

#### Before movement restrictions were put in place the most common reasons for travel were:

- 93% shopping/personal business
- 85% employment
- 77% visiting family/friends
- 76% leisure
- 64% healthcare
- 34% nursery/school transport
- 19% caring responsibilities
- 5% leisure
- 8% other purposes

#### Since lockdown:

- 42% of respondents reported an increase in walking
- 18% of respondents reported increase cycling.
- 80% of respondents reported a reduction car use

#### After movement restrictions are lifted:

- 69% of those people walking more stated they were likely to continue with
  - 84% citing health as the reason
  - 52% citing the environment as the reason
- 61% of those people cycling more stated they were likely to continue with
  - 62% citing health as the reason
  - 50% citing the environment as the reason.

#### Regarding the principle of improving walking and cycling infrastructure in Shetland, *even when this would mean less room for other traffic:*

- 7% of respondents were supportive
  - 50% very
  - 27% generally
- 5% of respondents were unsupportive
  - 1% very
  - 4% generally
- 50% of respondents cited safety as a barrier to cycling
- 20% of respondents cited safety as a barrier to walking

#### Of 97 respondents who provided additional comments:

- 31% believed cycling infrastructure improvements needed to promote safety
- 15% believed walking routes need to be improved and better promoted
- 15% believed the speed of cars means walking and cycling is not always a safe option



## **SYSTRA Memorandum**

**From Aurelia Ciclaire to Robina Barton - 25/06/2020**

Further to our discussion, you will see here a summary of headline findings from the survey, to accompany the power point report presented earlier in the week.

### **About respondents and their travel behaviour:**

- 420 responses, a substantial sample with a geographical distribution broadly in line with population spread across Shetland (census 2011) – Lerwick is slightly underrepresented.
- Note that it is a snapshot of people's reported behaviour and attitude which provides useful insight, but can also evolve, through developing events, changing government advice or through policy changes.
- Before COVID-19 travel restrictions, over half (51%) of respondents reported travelling alone by car 5 times a week or more.
- The most common reason for travelling (before the lockdown) was reported to be shopping and personal business, ahead of commuting. It should be noted that commuting to work, although important, is generally not the most often quoted and far from the only reason we travel, particularly over short distances. When considering travel behaviour change and infrastructure provision, we should aim to support all those other trip purposes as well as the commuting trips we traditionally focus on when talking about transport.

### **Travelling to work, business or education:**

- **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 of those who drove less during lockdown don't expect to continue, over a third are either expecting to continue to drive less, or are unsure yet.** 65% of those who reported a decrease in driving during the lockdown suggest they are unlikely to continue to drive less. However, this leaves 26% of decreased drivers who suggest they are likely to continue to drive less, and 9% are not sure.

### **Travelling for social, personal and leisure activities:**

**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).
- Four in five (80%) of those who reported an increase in walking expect continuing to do so.

- Almost two thirds (65%) of those who report 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.

=> 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:

The lockdown has led to dramatic changes to where people work, with people working from home now in large numbers. The results from this survey suggest that a significant proportion (51% of our sample) 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 drops to 7% during the lockdown. Conversely, only 9% reported working from home 5 or more days a week before the lockdown, during the lockdown it increases 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:

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 they 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 6<sup>th</sup> 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).