

Minute of Strathclyde Concessionary Travel Scheme Joint Committee

19 September 2025

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

Contact:
Amy Bryceland amy.bryceland@spt.co.uk

Minute of the meeting of Strathclyde Concessionary Travel Scheme Joint Committee held at 131 St Vincent Street and via Video Conference* on 19 September 2025

Present Councillors Stephen Dornan (Chair), Andrew Anderson, Maureen Devlin, William Goldie, Neal Ingram*, Craig Mackay*, Malcolm Mitchell*, Alan Moir, Lawrence O'Neill and Sandy Watson.

Attending Lesley Aird, Treasurer; Stuart Paul, Head of Finance; Martin Breen, Senior Transport Planner; Cheryl Candlish, Contact Centre Manager; Amy Bryceland, Solicitor (Clerk) and Fiona Mitchell-Knight of Audit Scotland.

Partnership Standing Order No 14 requires the agreement of the Committee to record meetings. The Chair sought and the Committee agreed for the recording of the meeting to commence and that such recording would be made available together with the minute of meetings.

1. Apologies

Apologies were submitted from Cllr Cathy McEwan.

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

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

3. Minute of previous meeting

[Click here to view the minute](#)

The minute of the meeting of 14 March 2025 along with the ad-hoc meeting of 14 August 2025 was submitted and approved as a correct record.

4. Annual Accounts 2024/2025

[Click here to view the report](#)

There was submitted a report (issued) of 29 August 2025 by the Treasurer requesting the Joint Committee consider the audited Annual Accounts and approve them for signature, noting the Annual Accounts were required to be signed no later than 30 September immediately following the financial year end.

After having heard from Mr Paul, the Committee approved the signing of the SCTSJC financial statements for the year ending 31 March 2025.

5. 2024/2025 Annual Audit Report

[Click here to view the report](#)

There was submitted a report (issued) of 24 February 2024 by the Treasurer providing the Committee with the Annual Audit Report to those charged with governance of the SCTS.

After having heard from Mrs Mitchell-Knight, the Committee noted the details of the covering letter and the 2024/2025 Annual Audit Report for SCTSJC.

6. Final Outturn for financial year 2024/2025 and Revenue Monitoring Report as at 16 August 2025, Period 5

[Click here to view the report](#)

There was a report (issued) of 29 August 2025 by the Treasurer advising the Committee of the final outturn for the financial year 2024/2025 and reporting on revenue expenditure incurred at

19 September 2025

the end of Period 5 (16 August 2025) including the projected outturn to the end of the current financial year.

After having heard from Mr Paul, the Committee:

- i) noted the final outturn position for 2024/2025; and
- ii) note the projected outturn position for 2025/2026 based on the information available at the end of P5.

7. Performance and Reimbursement Update: 2024/2025 year-end and Quarter 1, 2025/2026

[Click here to view the report](#)

There was submitted a report (issued) of 24 February 2025 by the Treasurer updating the Committee on the Scheme's performance and reimbursement results for 2024/2025 and providing a provisional out-turn for 2025/2026.

After having heard from Mr Breen, the Committee noted the contents of the report.

8. Concessionary Travel Unit - Update on Performance

[Click here to view the report](#)

There was submitted a report (issued) of 21 August 2025 by the Treasurer to update the Strathclyde Concessionary Travel Scheme Joint Committee on the Concessionary Travel Unit Performance, which includes an update on the implementation of a new Telephony system, Webforms and Strathclyde Concessionary Travel Scheme (SCTS) Ferry Entitlement projects, as well as a review of the current performance position for both call handling and administrative tasks undertaken by the Contact Centre.

After discussion and having heard from Miss Candlish in response to members' questions, specifically relating to the resourcing and uptake in particular for the Concessionary Travel Booth, the Committee:

- (i) noted the contents of this report;
 - (ii) acknowledged the progress made with administration processing turnaround times; and
 - (iii) noted the support to progress made with digital enhancements and future initiatives.
-