

Cabinet Member for Service Commissioning Agenda

Date: Tuesday 4th November 2014
Time: 4.00 pm
Venue: Committee Suite 1,2 & 3, Westfields, Middlewich Road,
Sandbach CW11 1HZ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. Apologies for Absence

To receive any apologies for absence

2. Declarations of Interest

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.

3. Public Speaking Time/Open Session

In accordance with Procedure Rules Nos.11 and 35 a period of 10 minutes is allocated for members of the public to address the meeting on any matter relating to the work of the body in question. Individual members of the public may speak for up to 5 minutes but the Chairman or person presiding will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers. Members of the public are not required to give notice to use this facility. However, as a matter of courtesy, a period of 24 hours' notice is encouraged.

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given.

For requests for further information

Contact: Cherry Foreman

Tel: 01270 686463

E-Mail: cherry.foreman@cheshireeast.gov.uk with any apologies

4. **Local Sustainable Transport Fund Business Travel Planning Grant Scheme - Application Assessment and Decision on Awards** (Pages 1 - 16)

To consider the award of Local Sustainable Transport Fund Business Travel Planning Grant

CHESHIRE EAST COUNCIL

CABINET MEMBER FOR SERVICE COMMISSIONING

Date of Meeting: Tuesday 4 November 2014
Report of: Head of Communities
Subject/Title: Local Sustainable Transport Fund Business Travel Planning Grant Scheme – Application Assessment & Decisions on Award
Portfolio Holder: Cllr David Topping

1.0 Report Summary

- 1.1 The report makes recommendations on and seeks a decision on the award of Local Sustainable Transport Fund (LSTF) Business Travel Planning Grants, in line with the associated policy.
- 1.2 The report summarises the outcomes of an assessment of each application under the LSTF Business Travel Planning Grant Scheme. The policy associated with the scheme was agreed by Cabinet in October 2013.

2.0 Recommendations

- 2.1 To agree the recommendations listed below regarding the outcome of each application for a Local Sustainable Transport Fund Business Travel Planning Grant. The total value of the applications recommended for award is £22,055.

Ref No	Organisation	Recommendation
LSTF 20	Alliance Disposables Ltd	Award £4,999
LSTF 21	CTC Physiotherapy Ltd (CTC Healthcare)	Award £4,000
LSTF 22	Kindertons Limited	Award £4,999
LSTF 23	Manchester Metropolitan University	Award £3,161
LSTF 24	Community Recycle Cycles	Award £4,895

3.0 Reasons for Recommendations

- 3.1 An assessment of each application has been undertaken in line with the assessment criteria for the LSTF scheme, which is contained in the associated policy approved by Cabinet in October 2013 (listed below). The assessment criteria provide a fair and equitable way to assess applications and award grants.
 - Policy for the Allocation of LSTF Business Travel Planning Grants.
- 3.2 The LSTF Business Travel Planning Grant Scheme is aimed at businesses and employers in Crewe. The applications which are recommended for award best meet the criteria in encouraging employees to walk, cycle, use public

transport or car share for their journey to and from work, as well as business travel.

- 3.3 Annex 1 includes a brief description of each application and the reasons for the recommendation to award, defer or decline the application.

4.0 Wards Affected

- 4.1 Crewe wards.

5.0 Local Ward Members

- 5.1 Crewe wards.

6.0 Policy Implications

- 6.1 The LSTF business travel planning project directly supports the All Change for Crewe regeneration programme by enabling transport measures which help to unlock the growth potential of Crewe in a low carbon way. Encouraging increased levels of walking and cycling for short local journeys within Crewe has associated health and wellbeing benefits.

7.0 Financial Implications

- 7.1 The financial implications of the scheme are outlined below:
- 7.2 The programme allocation for the LSTF Business Travel Planning Grant Scheme in 2014/15 is £30,000 (capital and revenue). The Council received five applications for funding through the LSTF programme and it is recommended that five are awarded (totalling £22,055). There are no deferments or refusals.
- 7.3 Of those which are recommended for award, the grants are split relatively evenly between capital and revenue expenditure. Capital expenditure (e.g. cycle parking, shower facilities, car share database) totals £11,424. Four applications include revenue expenditure for the purchase of cycling personal protective equipment, publicity, cycle maintenance training and health screening provision – with a revenue value of £10,631. The grant awards are therefore well within the programme allocation for 2014/15.
- 7.4 The LSTF Business Travel Planning Grant Scheme is fully funded by a grant from the Department for Transport (DfT). All funds which are awarded will be claimed in full from the DfT quarterly in arrears, in line with the Grant Agreement between the Council and the DfT.

8.0 Legal Implications

- 8.1 The policy for the LSTF Business Travel Planning scheme has already been approved by Cabinet who have delegated the authority for the assessment of applications and the decisions on award of grants to the Portfolio Holder for

the Environment (or subsequent Cabinet Member with responsibility for transport).

- 8.2 In all cases, there is a condition requiring each organisation to report back to the Council on the expenditure of the grant. Consideration has also been given in each case to the imposition of other appropriate conditions (see Annex 1).
- 8.3 The value of the grants to be issued under this policy (up to £4,999) does not necessarily require a formal Grant Agreement but the policy requires that organisations sign a Grant Offer Acceptance Form confirming that the grant will be spent in line with the application and any terms and conditions attached to the funding. The policy also sets out a monitoring process to ensure that grants are used appropriately in line with the application and conditions for funding.

9.0 Risk Management

- 9.1 The policy relevant to the scheme makes it clear that grants are awarded specifically for the purpose stated in the application and that should it be spent in any other way, without written approval from the Council, the organisation may become liable to return the monies paid.
- 9.2 To ensure expenditure in line with the approved grant application and compliance with funding conditions, the grant offer letters will set out a monitoring process to provide suitable safeguards to ensure that grants are spent appropriately and deliver value for money. Failure to provide monitoring information within the timescale may result in the Council recovering all or part of the grant paid.
- 9.3 By launching and implementing the schemes, there is an opportunity to support sustainable travel and help unlock the growth potential of Crewe. Once schemes are implemented, there is an opportunity to promote the projects via the Council's website, via South Cheshire Chamber of Commerce and press releases.

10.0 Background and Options

- 10.1 The LSTF Business Travel Planning Grant Scheme Policy is available on the LSTF Smarter Ways to Travel web page - www.allchangeformcrewe.co.uk/smartertravel

11.0 Access to Information

The background papers relating to this report can be inspected by contacting the report writer:

Name: Sarah Tunstall
Designation: Policy and Accessibility Manager
Tel No: 01270 371 480
Email: sarah.tunstall@cheshireeast.gov.uk

This page is intentionally left blank

ANNEX 1 – APPLICATION ASSESSMENT

LSTF Business Travel Planning Grants

Alliance Disposables Ltd

Total Cost of Project - £6,199, Amount Requested - £4,999

Alliance Disposables Ltd distributes non-food products nationally to hotels and restaurants from its central hub at Marshfield Bank in Crewe. It employs almost 200 people and well over 100 travel by car, despite a large proportion of its staff living in the Crewe area. There is regular double- and treble-parking in the car park and overspill onto the industrial estate spine road, despite the presence of (unenforced) double yellow lines. Marshfield Bank is not well served by public transport that coincides with shift patterns. Only 8 employees currently travel to work by bicycle and the company is keen to increase this number.

Alliance Disposables Ltd wishes to encourage more of its staff to cycle through the installation of secure, covered bicycle storage for 20 bikes. Additionally, the company recognises that many of its warehouse staff struggle financially and so it also wishes to purchase 17 pool bikes and associated personal protective equipment (PPE - helmets, waterproof clothing, locks and lights) to enable more employees to regularly cycle to work.

An increase in cycling is recognised to have several benefits, including improved car park arrangements, less nuisance impact on neighbouring businesses and improved health of employees. In addition, Alliance Disposables has recognised that many of its employees struggle financially and so would immediately benefit from the provision of the company pool bikes. This will enable staff members to reliably get to work on time without the outlay for a new bike, thus enabling them to stay in employment and reducing staff turnover, with its financial implications for the business.

The funding request is broken down to £3,763 capital value for the purchase of secure cycle storage and pool bikes and £1,236 revenue value for the purchase of cycling PPE. The company will provide match funding to the project through its time input to organise the purchase, installation and distribution of the funded equipment. The company is also currently using LSTF support to analyse employee home locations to inform the measures that are needed to make further changes to staff travel behaviours.

It is therefore recommended that Alliance Disposables Ltd is awarded the full amount requested and that the following condition is met:

- Free cycle safety checks are offered in connection with the LSTF support, delivered by Cheshire East Council's Leisure and Development team.

CTC Physiotherapy Ltd (trading as CTC Healthcare)

Total Cost of Project - £7,000, Amount Requested - £4,000

CTC Physiotherapy Ltd (trading as CTC Healthcare) is a physiotherapy and well-being specialist, working within businesses and local communities across Cheshire and Staffordshire, with its main hub on Crewe Business Park. Its aim is to reduce and prevent injury and promote health and well-being, working with a large number of organisations to cut sickness absence costs through innovative interventions and occupational health provision.

CTC Healthcare has previously received two LSTF grants in the 2013/2014 allocation, to enable the installation of secure cycle storage and a bench outside its premises on Crewe Business Park, together with a cycle to work scheme and promotional activities with staff and visitors, to encourage car sharing, public transport use, walking and cycling. CTC Healthcare has also organised, co-ordinated and widely promoted the 'Beat the Business Park' Challenge, which has encouraged and incentivised teams from businesses located on Crewe Business Park to increase their activity levels through walking and cycling, backed up with pre- and post-event health screening.

CTC Healthcare wishes to extend the benefits of the Beat the Business Park challenge to active participants by providing two further health screenings at six-monthly intervals. The Challenge will continue to be promoted to maintain and improve health benefits from the initial six-week pedometer challenge. It will include monthly events such as guided lunchtime walks and mini-active travel challenges to keep momentum. These measures will help to enhance the legacy of the LSTF support with businesses on Crewe Business Park.

The funding request is for revenue expenditure only. CTC Healthcare will provide £3,000 of matched funding through its time input to the project.

It is therefore recommended that CTC Physiotherapy Ltd is awarded the full amount requested and the following condition is met:

- Promotional material will reference LSTF (Smarter Ways to Travel) support.

Kindertons Ltd (trading as Kindertons Accident Management)

Total Cost of Project - £5,499, Amount Requested - £4,999

Kindertons Accident Management is a motor vehicle claims handler, helping people back on the road after an accident. It employs over 400 people at its Marshfield Bank base and has undergone significant expansion over the last few years. Its car park consistently operates in excess of capacity, with double- and treble-parking. The company also has an informal agreement with the local Premier Inn, allowing its staff to use the hotel's parking. Marshfield Bank is not well served by public transport that coincides with shift patterns. Kindertons Ltd has therefore recognised that a more significant change in travel behaviour is required, as they believe that staff will leave the company if they cannot conveniently get to work.

Kindertons Ltd wishes to implement and promote an incentivised car share scheme, with priority parking for car sharers. This will be complemented by improved cycle storage and shower facilities.

The funding request is broken down to £4,500 of capital value for the purchase, installation and implementation of improved cycle storage, shower facilities and a car sharing database, and £500 for the promotion and advertising of the car share scheme. The company will provide match funding through its time input, although this has not been quantified in the application, to organise the purchase, installation, implementation and promotion of the funded equipment.

It is therefore recommended that Kindertons Ltd is awarded the full amount requested.

Manchester Metropolitan University

Total Cost of Project - £3,661, Amount Requested - £3,161

In its last Staff Travel Survey (2010), it was found that only 6% of Manchester Metropolitan University (MMU) staff based in Crewe cycled to work, compared to 57% single occupancy car journeys, meaning that there is significant opportunity for change in travel behaviour. MMU has previously received two LSTF grants in the 2013/2014 allocation. These enabled the installation of two 10-space cycle storage facilities at strategic locations on campus and a new footway close to the main entrance, which has improved pedestrian safety and internal footpath network connectivity. Following the successful installation of improved cycle facilities, discussions have been held with cyclists using those facilities to inform this application.

MMU wishes to install a public bike repair rack and public bike pump. These will be available for staff and students on the Crewe Campus and will also be made publically available for staff at the nearby Crewe Business Park and Crewe residents. Equipment that is heavy duty and therefore vandal resistant has been selected, as most suitable for a publically available location to help ensure the longevity and usefulness of the bike pump. The new facility will be widely promoted.

MMU believes that the installation of these facilities will help to address one of the concerns/excuses often associated with not travelling by bike by enabling people to undertake general repairs (including punctures). It will therefore encourage a modal shift towards cycling and help to improve the health and wellbeing of staff, students and visitors.

The funding request is for capital expenditure only. MMU will match fund the application through its Travel Planning budget and time input. It is therefore recommended that Manchester Metropolitan University is awarded the full amount requested and that the following conditions are met:

- The new facilities are widely promoted beyond MMU's Crewe Campus.
- Promotional material will reference LSTF (Smarter Ways to Travel) support.

Community Recycle Cycles

Total cost of project - £7,595, Amount requested £4,895

Community Recycle Cycles (CRC) is a small Community Interest Company that accepts bicycle donations from the local community, which are then refurbished by a qualified mechanic and volunteers and sold on at affordable prices back into the local community. In addition, CRC run a repairs service both in the shop (Wednesdays to Saturdays) and as Dr Bike sessions at events in the local area, in support of the Smarter Ways to Travel (SWTT) programme.

Whilst providing an excellent service to the SWTT programme at both community and business events, the shop has had to close in order to have the Level 2 qualified mechanic on-site. This has negative implications for the running of the existing business. Through its current mobile delivery service, it has identified a clear demand for its bike maintenance service and believes that it offers benefits to businesses and individuals, encouraging safer cycling.

CRC wishes to train one of its volunteers (currently Level 1 trained) to achieve the nationally recognised Level 2 qualification to enable the company to continue the work in the shop and expand its mobile service. CRC wishes to purchase a complete set of tools

to deliver the service and additionally equipment that will provide shelter and advertising of the service, in order to maximise the potential reach of the service.

The mobile service will initially run in partnership with the SWTT programme but with additional advertising and promotion, the service would extend the legacy of SWTT. The mobile service would encourage employees to cycle to work, secure in the knowledge that should their bike need a repair to enable them to get home, it can be delivered by CRC. The expansion of the mobile repairs service would also enable CRC to offer paid employment to one current volunteer and offer further volunteering opportunities for interested local residents to build skills and access future work.

The funding application is revenue expenditure only. CRC will provide match funding through its time input and the purchase of a cargo bike. It is therefore recommended that Community Recycle Cycles is awarded the full amount requested and that the following condition is met:

- Promotional material will reference LSTF (Smarter Ways to Travel) support.

POLICY FOR THE
ALLOCATION OF
LOCAL SUSTAINABLE TRANSPORT FUND
BUSINESS TRAVEL PLANNING GRANTS

October 2013

CONTENTS

1.0 Introduction

2.0 Legal & Budgetary Framework

3.0 Application Process

- Who can apply – eligibility criteria
- How to apply
- What can be funded
- Assessment criteria
- What cannot be funded
- General Conditions

4.0 Decision-Making Process

5.0 Monitoring & Record Keeping

1.0 INTRODUCTION

- 1.1 Cheshire East Council has been successful in securing £3.5m from the Department for Transport's Local Sustainable Transport Fund (LSTF). In line with the original funding bid¹, the Council's LSTF programme focuses on transport measures which help to unlock the growth potential of Crewe in a low carbon way.
- 1.2 As part of the LSTF programme, the Council has a formal Partnership Agreement with the South Cheshire Chamber of Commerce & Industry (SCCCI). The aim of the partnership is to encourage businesses and employers in Crewe to adopt travel initiatives which enable their staff to travel to and from work sustainably.
- 1.3 Increasing the levels of walking, cycling, public transport and car sharing at key employment sites has a range of positive benefits for the employer, employee and wider community, including:
 - Reduced car park problems on employment sites in Crewe
 - Reduced traffic congestion in and around the Crewe urban area
 - Improved health and wellbeing through increased physical activity
- 1.4 To help achieve these aims and objectives, Cheshire East Council, in partnership with the South Cheshire Chamber of Commerce and Industry (SCCCI), operates an LSTF Business Travel Planning Grant Scheme for organisations located within the Crewe urban area.
- 1.5 The aim of the Grants Scheme is to support businesses and employers in Crewe to implement measures that will encourage their staff to travel more sustainably. This may include improved facilities, such as cycle parking, signage and lighting, as well as promotional campaigns and incentives.
- 1.6 The LSTF funding period and associated Partnership Agreement with SCCCI end on 31 March 2015. This policy and Grant Scheme will also end on the same date as the grants which are awarded under this policy are funded by the Department for Transport in line with the LSTF Grant Agreement with the Council.
- 1.7 When using the term "grants" in this policy, it refers to the giving of a fixed amount of funds to organisations through an application and assessment process. This policy sets out the criteria applicants must meet to be eligible to apply, as well as the criteria for assessing grant applications, the process for decision-making, governance arrangements and the monitoring requirements of the Grant Scheme.

¹ www.cheshireeast.gov.uk/transport_and_travel.aspx

2.0 LEGAL AND BUDGETARY FRAMEWORK

- 2.1 This policy has been approved by Cheshire East Council's Cabinet who have delegated authority for the assessment of applications and the decisions on award of grants to the Portfolio Holder for the Environment (or subsequent Cabinet Member with responsibility for transport).
- 2.2 There will be three bidding windows during the term of the LSTF programme which ends on 31 March 2015 – one in the 2013/14 financial year and two in the 2014/15 financial year. The budget available for each bidding round is fixed prior to inviting applications so that there is clarity on the limited amount of capital and revenue funding available for each funding round.
- 2.3 Given the fixed budget and the Council's aim to benefit as many organisations as possible, the Council cannot guarantee to fund the maximum amount applied for; therefore organisations must ensure that they have procedures in place to cover the balance of funding required.
- 2.4 The decisions on award of grants will be based on the assessment criteria set out in section 3.4 of this policy, which provide a fair and equitable way to assess applications and award the grants.
- 2.5 As part of the launch of each funding round, a proportion of the LSTF budget will be set aside to advertise the Grant Scheme and ensure that potential / eligible applicants are aware of the scheme through appropriate communications.

3.0 APPLICATION PROCESS

3.1 Who can apply

To qualify to apply for a grant, organisations must meet the criteria listed below:

- Be a business or employer located within Crewe;
- Complete the application form in full, providing all required information;
- Have not already received an LSTF Business Travel Planning grant for the same purpose within the current financial year;
- Agree to engage with the SCCCI on the business travel planning project.

3.2 How to apply

- All applications must be made using the Council's "LSTF Business Travel Planning Grant Application Form", which is available at www.allchangeformcrewe.co.uk/smartertravel/ or as a paper version on request;

- The application form must be completed in full – incomplete application forms will be rejected;
- The closing dates for each funding round will be set out on the application form;
- All successful applicants will be required to complete a post grant monitoring in line with section 6 of this policy.

3.3 What can be funded

Under this policy, grants of up to **£4,999** can be awarded to support businesses and employers located within Crewe that are looking to address transport issues faced by their business and/or employees by implementing measures that will facilitate the uptake of more sustainable travel modes. Examples of possible measures and initiatives which may be supported through the Grant Scheme are listed below.

<u>Capital Funding – Examples</u>	<u>Revenue Funding – Examples</u>
<ul style="list-style-type: none"> • Provision of covered, secure cycle racks • Improved footpath access • Improved signage and/or lighting • Provision of personal protective equipment for cyclists • Installation of lockers/shower facilities for walkers/cyclists 	<ul style="list-style-type: none"> • Marketing, publicity and promotional material for sustainable travel options • Establishing a car share scheme • Launch of sustainable travel initiatives • Incentives to encourage staff to travel sustainably (e.g. pedometers) • Subsidised bus tickets

3.4 **Assessment criteria** – the criteria for assessing applications are set out below:

Criteria	Description
Modal Shift	The measure / scheme / initiative must promote and encourage employees to walk, cycle, use public transport or car share for their journey to and from work, as well as business travel.
Evidence & Monitoring	Applications should include a process for monitoring the effectiveness of the initiative in addressing the transport issues and achieving the desired outcome.
Match Funding	Have funding contributions (financial or time resources) from the organisation's own funds and/or funding support from other bodies either in place or allocated.
Financial Sustainability	Applications should consider the sustainability of any measures (particularly revenue funded) beyond the grant funding and demonstrate the potential to sustain measures in the future.

3.5 What cannot be funded

- Work which has already taken place before receipt of offer letter;
- Repair costs where deterioration is due to neglect;
- Loan against loss or debt;
- Vehicle purchase;
- Disabled facilities where there is no proven need for the work to be carried out or where upgrading is required for an existing facility to meet the statutory requirements of the Equality Act 2010.

3.6 General Conditions

- Grants are classed as one-off and should not be seen as repeat funding;
- Organisations will be required to sign a Grant Offer Acceptance Form confirming that the grant will be spent in line with the application and terms and conditions of funding;
- Grants are awarded specifically for the purpose stated in the application. Should it be spent in any other way, without written approval from the Council, the organisation may become liable to return the monies paid;
- Repeat applications from the same organisation for the same purpose in one financial year will not be considered;
- Grants will be paid in advance. Invoices or receipts must be forwarded to the LSTF Programme Manager within 6 months of the date of offer letter. Failure to provide this information within the timescale will result in the Council recovering the grant paid;
- Organisations who are in receipt of other funding from the Council may apply to this grant scheme if the grant is required for a one-off project which is considered additional to that already funded;
- If planning permission is required, this must be in place before the grant application is made. The Council may ask for confirmation that planning permission is not required, or that it is required and has been granted;
- Organisations must be committed to Equal Opportunities and the Equal Opportunities Policy should be provided;
- Organisations must be able to participate in a monitoring process and provide monitoring information to evidence the implementation and uptake of the sustainable travel measures and adherence to the conditions of the grant. This must include receipts or invoices and a written report of the project, activity or event, plus photographs if possible, on completion;
- Organisations must acknowledge the support of Cheshire East Council and SCCCI in press releases, publicity and advertising etc;
- The organisation will allow Cheshire East Council and SCCCI to use details of the grant award, together with any relevant photographs supplied, in newsletters and on their respective websites;

- Expenditure must not be incurred on the project, activity or event prior to the grant decision being given. In these circumstances the Council will withdraw the grant offer/rescind the grant decision;
- If the project, event or activity is cancelled or only partially achieved, or if the organisation is wound up, any unused grant money must be returned to the Council;
- All conditions under which the grant has been awarded, including any additional conditions stipulated at the time of the award, must be met. Failure to do so could result in the organisation being asked to repay the grant award to the Council;
- The Council cannot guarantee to fund the full amount requested. In the event that the LSTF Business Travel Planning grant fund is over-subscribed, grants may be awarded on a pro-rata basis. Procedures must be in place to cover the balance of funding required, as it is necessary to provide receipts for the full amount of your project. A financial contribution from your own organisation, or match funding from another organisation, will generally be considered to be evidence of commitment to the project and its longer term viability.

4.0 DECISION MAKING PROCESS

- 4.1 Following the closure of the bidding window for each funding round, a detailed assessment of each application will be undertaken in line with the assessment criteria outlined above. The Transport Team in partnership with SCCCI will prepare a recommendations report to be considered by the Portfolio Holder.
- 4.2 A Portfolio Holder Decision Meeting will then be held to decide on the grant awards. Following this meeting, a Portfolio Holders report is circulated to all elected members by Democratic Services, allowing for a 5 day call in period. Should any objections be made during the 5 day call in period a further Portfolio Holder meeting is held to discuss the objection(s) and adjust as is necessary.
- 4.3 There may be a need to add special conditions to the award of some applications to ensure that the purpose of the funding is achieved. For example, if a project is dependent on other sources of funding being secured then a conditional offer may be made. These special conditions may be recommended by officers, by the Portfolio Holder or following call-in of the decision.
- 4.4 If there are no objections (or after the follow up meeting), the applicants are notified to inform them of whether they have been successful or not as soon as possible after the call in period has ended and generally within 6 weeks after the closing date for applications.
- 4.5 All decisions are final.
- 4.6 Complaints about any aspect of the LSTF Business Travel Planning Grant Scheme process will be dealt with under the Council's Corporate Complaints Procedure. A

copy of the Council's Corporate Complaints, Compliments and Suggestions Policy is available on the Council's website².

5.0 MONITORING AND RECORD KEEPING

- 5.1 Following a successful application and in order to ensure that monies are used in an appropriate manner, as set out in the conditions for funding, a monitoring process will take place throughout the duration of the project.
- 5.2 The Council reserves the right to monitor the use of the grant and ask for evidence to support an application.
- 5.3 Invoices or receipts must be forwarded to the LSTF Programme Manager within 6 months of the date of offer letter. Failure to provide this information within the timescale will result in the Council recovering the grant paid.
- 5.4 The organisation will allow reasonable access to premises/accounts upon request from the Council.
- 5.5 Organisations need to retain records relating to the grant for an appropriate period (to be advised depending on the grant).
- 5.6 A monitoring report will be required on completion of the project, or within 12 months of the date of offer letter, which shall include (but shall not be limited to):
 - A description of the project and how the grant money was used;
 - Modal shift as a result of the intervention;
 - How many people benefitted from the project;
 - Photographs of the project or initiative in action;
 - Plans for continuing the project or initiative in future; and
 - What difference the project made to employees, the employer and the wider community.
- 5.7 If organisations do not supply the required monitoring reports, in full and within the set time scale they will not be eligible to apply to the scheme again and may be asked to repay the grant funding to the Council.

**Policy & Accessibility Team
Cheshire East Transport
October 2013**

² www.cheshireeast.gov.uk/council_and_democracy/customer_services/complaints_and_feedback.aspx