

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:

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