

## ANNEX 1 – APPLICATION ASSESSMENT

### LSTF Business Travel Planning Grants

#### **Arriva TrainCare**

##### **Total Cost of Project - £7,531.20, Amount Requested - £4,999**

Arriva TrainCare is a leading independent UK train maintenance company based in Crewe, with five strategically located depots throughout the country. It provides high quality overhaul, maintenance and servicing of passenger rolling stock, locomotives, freight wagons and track plant. It offers comprehensive services to Train and Freight Operating Companies, Rolling Stock Leasing Companies (ROSCOs) and Train manufacturers, providing services throughout the UK, around the clock, 365 days a year.

Arriva Traincare has almost 150 employees, as well as contract workers. It is currently implementing a package of measures to enhance the health and wellbeing of its workforce, one element of which is encouraging staff to cycle to work. This has been through implementing a cycle to work scheme, improving facilities and carrying out a transport survey. In order to maximise the effectiveness of these measures, Arriva Traincare wishes to purchase and install a covered cycle shelter for 16 bikes.

The funding request is for capital expenditure only. Arriva Traincare will provide £2,532.20 of matched funding through a financial contribution and time input to the project.

It is therefore recommended that Arriva TrainCare is awarded the full amount requested and the following condition is met:

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

#### **Expert Logistics**

##### **Total Cost of Project - £10,000, Amount Requested - £4,050**

From its hub on Weston Road in Crewe, Expert Logistics sends products overnight to its eight out bases and then deliver onto customers' homes. Its business is all about getting appliances to the customer's homes – delivering the right product to the right place at the right time.

Expert Logistics has recognised the benefits of looking after its staff in order to get things right for its customers. With support from **Smarter Ways to Travel**, it is developing a travel plan as its staff can have difficulty getting to work due to its 24 hour operation and shift changeover times. It has also recently initiated a Cycle to Work bike purchase scheme for employees, which has had a great response from staff with over 80 employees signing up to buy a bike through salary sacrifice.

For logistical reasons, the existing cycle storage area has had to be moved to what is considered to be a less secure area of the site. In order to ensure that staff feel that their bikes are secure throughout the working day, Expert Logistics wishes to purchase secure bike locks for staff that regularly cycle to work and to improve the external lighting at the storage area. In addition, to further encourage staff to cycle to work, it wishes to purchase high visibility safety wear and to install storage lockers for cyclists' equipment.

The funding request is broken down to £2,050 capital value for the installation of external lighting and lockers and £2,000 for the purchase of cycling PPE and secure bike locks. Expert Logistics will provide match funding to the project through a financial contribution to works to expand and reconfigure the canteen space, so that it can hold more locker facilities and the time required to co-ordinate the provision and promotion of the cycling equipment.

The company is currently using LSTF support to analyse employee home locations to inform measures that are needed to make further changes to staff travel behaviours, including active travel measures available via Everybody Leisure Trust.

It is therefore recommended that Expert Logistics is awarded the full amount requested.

### **Assurant Solutions**

#### **Total Cost of Project – £3,664.40, Amount Requested - £2,164.40**

Assurant Solutions is a leading provider of mobile device protection in Europe, serving over 11 million European customers. Its businesses develop, underwrite, market and administer specialty insurance including mobile phone insurance, gadget insurance and extended service contracts through collaborative relationships with mobile network operators, retail banks, electronic goods and household appliance manufacturers and retailers.

It is also one of the biggest employers in Crewe, with almost 1,500 staff based at two locations on Crewe Business Park. The company has approximately 200 car parking spaces, plus an overflow carpark off the nearby Gateway for a further 100 cars. 60% of the available car parking spaces are allocated to existing car sharers. The remaining spaces are available for senior managers and those with specific needs (eg disability, maternity). The parking issues have become so significant that the company may have to move to new premises which may be outside of the Crewe area.

The company has an intranet site, which includes a travel zone, to provide staff with information to help them make smarter travel choices for their journey to work. Secure covered cycle storage and shower facilities are provided.

Employee survey data and employee forums have indicated that more staff would consider walking or cycling to work if they felt it was safe to do so. Staff have also reported that they have to park a considerable distance from work and it is recognised that this has caused significant nuisance parking on the surrounding roads.

Postcode analysis undertaken through the **Smarter Ways to Travel** support has identified that a significant proportion of staff live within walking or cycling distance of Crewe Business Park. Assurant Solutions therefore wishes to purchase a range of personal protective equipment to encourage people to walk or cycle to work.

The funding request is for revenue expenditure only. Assurant Solutions will provide £1,000 of matched funding to the project as a financial contribution and £500 of time input to co-ordinate the purchase and distribution of equipment.

It is therefore recommended that Assurant Solutions is awarded the full amount requested.

### **The Up and Under Foundation**

#### **Total Cost of Project - £7,850, Amount Requested - £4,999**

The Up and Under Foundation is the charitable arm of the Up and Under Group. The Up and Under Foundation was set up to ensure that wherever possible financial restraints did not prevent any willing young person or groups of young people from experiencing all that the great outdoors can offer to broaden and enrich their life experiences. It aims to encourage and enable youngsters to enjoy pushing themselves to do things that for numerous reasons they would not normally get to experience.

A major fundraiser for the Foundation is the annual Foundation Ride. The aim of the charity bike ride is to encourage both experienced and less experienced cyclists to train for and achieve a cycling challenge, with the intention of increasing health and fitness during the training period and embedding cycling as a regular activity.

In 2015, the Foundation wishes to extend the reach of the Foundation Ride by incorporating a Corporate Challenge, engaging with local businesses and individuals to offer an achievable challenge for groups of (currently) non-cycling or sedentary individuals. It will do this by extending the reach of the event and support build up events to maximise the impact in raising the activity levels of local people. Evidence from previous Foundation Rides suggests that team support encourages greater effort from individuals. The Foundation is therefore requesting financial support towards staff time to co-ordinate and promote the event, publicity material, website and social media management, awareness raising events, catering, preparation and management of contact database, event insurance and awards for finishers and fund raisers.

The funding request is for revenue expenditure only. The Up and Under Foundation, via the Up and Under Group, will provide £2,676 of matched funding towards the costs of the event.

It is therefore recommended that the Up and Under Foundation is awarded the full amount requested and the following condition is met:

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

### **Alliance Disposables Ltd**

#### **Total Cost of Project - £4,540, Amount Requested - £4,380**

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.

In the October 2014 funding, Alliance Disposables Ltd received a grant to encourage more of its staff to cycle through the installation of secure, covered bicycle storage for 20 bikes and the purchase of 19 pool bikes and associated personal protective equipment (PPE - helmets, waterproof clothing, locks and lights) to enable more employees to regularly cycle to work. The take up of the pool bikes has been excellent with 17 bikes assigned to staff by the end of January 2015.

Alliance Disposables has had to locate its new cycle storage in a less than ideal location on site with access via a narrow and uneven path. The company therefore wishes to improve the footpath access and improve security lighting to encourage more people to cycle to work.

The funding request is for capital expenditure only. The company will provide match funding to the project through its time input to organise the footpath and lighting improvements. 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.

### **South Cheshire College**

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

South Cheshire College has received grants in previous rounds of LSTF Business Travel Planning Grants, helping it to implement several measures to increase use of sustainable modes to the college, including improved cycle storage and facilities for walkers and cyclists to keep their equipment during the day.

One previous grant was used to improve cycle security, as bike thefts had become a significant deterrent to cycling on to campus for staff and students alike. User feedback has however identified a need to both increase capacity and improve accessibility, through the removal and

reconfiguring of the existing bulky racks with a more appropriate design. The College therefore wishes to implement this change.

In addition, the College wishes to run a regular programme of competitions to encourage both walking and cycling with appropriate walking, cycling and security equipment as prizes, including vouchers for local suppliers. It is envisaged that the element of competition will result in a greater impact of the Smarter Travel message and develop greater ownership in participating.

The funding request is broken down in to £2,000 capital expenditure for the reconfiguration of the cycle storage and £2,999 revenue expenditure for walking , cycling and safety equipment, together with publicity materials. The College will provide matched funding through its time input.

It is therefore recommended that South Cheshire College is awarded the full amount requested and the following condition is met:

- All promotional material will reference LSTF support.