

Agenda Item 6



Author/Lead Officer of Report: Nigel Robson
Principal Transport Planner

Tel: 2736692

Report of: Executive Director of Place
Report to: Cabinet Member for Infrastructure and Transport
Date of Decision: 9th March 2017
Subject: Acceptance of Sustainable Travel Transition Year Grant

Is this a Key Decision? If Yes, reason Key Decision:-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
- Expenditure and/or savings over £500,000		<input checked="" type="checkbox"/>		
- Affects 2 or more Wards		<input type="checkbox"/>		
Which Cabinet Member Portfolio does this relate to? <i>Place</i>				
Which Scrutiny and Policy Development Committee does this relate to? Economic and Environmental Wellbeing				
Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
EIA reference number : 1192				
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Purpose of Report:

This report is to approve acceptance of Sheffield City Region's Sustainable Travel Transition Year (STTY) revenue grant for the year 2016/ 2017. There has been a delay in bringing this report due to clarification of the Sheffield City Region governance processes and the preparation of the grant agreement.

The grant in the sum of £826,000 will come from the Department for Transport to the Sheffield City Region (SCR). Which will in turn be passed on to the Council via a further grant agreement from SCR. The Council will provide match funding in the sum of £176,600. The Council will also be the accountable body for the grant. Therefore the Council will be responsible for the obligations and liabilities of the grant agreement placed on the Sheffield City Region, which have been passed on

from SCR to the Council.

Recommendations:

That the Individual Cabinet Member for Infrastructure and transport:

1. Notes the acceptance of Sheffield City Region's Sustainable Travel Transition Year (STTY) revenue grant of up to £826,000 and match funding of £176,600, as detailed in Appendix A (STTY Revenue Programme Summary).
2. Approves the Council entering into and signing the grant agreement with the Sheffield City Region, to accept the STTY revenue grant and the terms of the grant, as detailed at Appendix B.
3. Notes that the Council will act as a delivery partner for projects totalling £1,002,600 (SCR grant of £826,000+ £176,600 of match funding) and act as the accountable body for the grant allocated to the Council.
4. Delegates' authority to the Director of Finance and Commercial Services in consultation with the Director of Legal and Governance to take such steps as they deem appropriate to achieve the outcomes set out in this report.

Background Papers: N/A

Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications
	Finance: M.Wassell

	indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Legal: Nadine Sime
		Equalities: Beth Storm
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	EMT member who approved submission:	Simon Green
3	Cabinet Member consulted:	Cllr Mazher Iqbal
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: Nigel Robson	Job Title: Principal Transport Planner
	Date: 4 th January 2017	

1. PROPOSAL

- 1.1 To approve the acceptance of Sheffield City Region's Sustainable Travel Transition Year (STTY) revenue grant totalling up to £826,000 as detailed in Appendix A (STTY Revenue Programme Summary) together with the Terms and Conditions attached to this report as Appendix B. Sheffield City Council will act as a delivery partner for projects totalling £1,002,600 (SCR grant of £826,000+ £176,600 of match funding).

2. BACKGROUND

- 2.1 In 2012 the South Yorkshire Integrated Transport Authority (now Sheffield City Region ITA – shortened to ITA) was successful in securing over £24million from the Local Sustainable Transport Fund (LSTF1) for a programme of named schemes to be delivered between 2012/13 and 2014/15. The aim of the programme was to improve access by more sustainable travel modes within four key economic corridors across South Yorkshire. This success was followed by another bid that secured £4.8m LSTF2 revenue grant for 2015/16 to continue this initiative.
- 2.2 On 15th February 2016 the Department for Transport announced a new competition for Sustainable Travel Transition Year revenue funding for 2016/17. The deadline for the bid to be submitted was 29th March 2016. This was to facilitate a transition year between the LSTF programme and the proposed new "Access" fund which starts in April 2017.

- 2.3 The bid was project managed by the Sheffield City Region, on behalf of the South Yorkshire Partners, including the Council. The bidding and governance processes are outlined in Appendix C.
- 2.4 In May 2016, the Department for Transport wrote to the Combined Authority to advise that the bid for £2.5m STTY funding had been successful. At this point, the planned programme of works at the Council began.
- 2.5 The work plan within the bid included the following schemes being led by Sheffield (or Sheffield acting on behalf of the Countywide Road Safety Partnership where noted below):
- **Cycleboost Loans** – Free, four week loans of bikes for cycling to work targeting large employers and consortiums.
 - **Cycleboost Training** – Free training for adults from beginner to experienced, 1:1s, group and families, plus learn to ride for non-cyclists.
 - **Cycleboost Bike Doctor / Maintenance** – Regular bike doctor sessions at employers, free maintenance courses at the Arches hub at Attercliffe, free use of tools and bike stands at the Arches hub.
 - **Bike Hubs, Central / Counters** - City Centre location for bike storage, maintenance, repairs, changing facilities, expert advice on all aspects of cycling, small scale sales, bike hire for short and long terms. Also the provision of counters on cycle routes to record volume of cycles.
 - **Bike Hire, Sheffield by Cycle** – Expanding University of Sheffield proposals into City Centre, Collegiate Area and Kelham Island, linking student residences with each other and transport hubs including the central bike hub.
 - **Cycle Initiatives Grant** – A grant fund open to local communities and businesses to support cycling measures.
 - **Events** – Mass participation event and led-rides to encourage leisure cycling and to raise the profile of cycling.
 - **Modeshift STARS** – The introduction and participation in the national sustainable and active travel to school accreditation scheme - STARS. Including an up to date school travel plan, delivery of car reduction initiatives and monitoring system for all participating schools within all 4 Districts in South Yorkshire.
 - **Independent Travel Training** – Offering a personalised travel solution for young people who are currently or expected to access home to school transport. The training is to all educational settings

which include special schools, colleges and mainstream settings.

- **Walking to School Initiative** – The project is based at Primary Schools in areas where emissions and congestion at key times (drop off and pick up) are high. The project encourages parents and carers to walk to and from school and raise the awareness of the benefits to walking.
- **SY Cycle Safety Programme** – Delivery of high visibility accessories for pedestrians and cyclists to improve visibility of vulnerable road users. Complementary paid-for advertising to promote a road safety message to drivers to look out for vulnerable road users (Countywide Road Safety Partnership).
- **Walking Projects, Walking Festival** – Publicity and communications to support the Sheffield Walking Festival
- **Walking Projects, Walking with Purpose** – Innovative ground breaking project to engage with unemployed and link them to local businesses through mentored walking sessions.
- **Walking Projects, Walking Routes** – Development of apps to be used on mobile devices on specific walking routes
- **Cycling Co-ordination** – County wide role to coordinate the various cycling projects to ensure consistency and avoid duplication. Also to establish countywide cycle infrastructure design standards.
- **Public Rights of Way** – Improvements to targeted routes linking residential areas and places of work.

Details of the funding for each scheme are included in Appendix A.

3. HOW DOES THIS DECISION CONTRIBUTE?

3.1

Corporate Objective	Corporate Key Aim(s)	How Achieved
Strong Economy	To achieve economic potential and be well-connected. Supporting businesses to start and grow. Attract more visitors to Sheffield.	The cycleboost loans and cycle initiatives grant would support businesses to use bicycles for commuting and for local “last mile” deliveries. The cycle events, including the Sky ride, bring additional visitors to the City as does the Sheffield Walking festival. The bike hubs in the City Centre and at Graves are examples of new and growing businesses supported by the STTY grant.

Better Health & Wellbeing	Promoting good health. Support children and young people with special educational needs.	The independent travel training supports children with special needs to access public transport.
Thriving Neighbourhoods	Improved access to schools and local amenities. Community safety.	The Modeshift Stars scheme and the walking to school initiative encourage children to get to school by means other than the car. The cycle safety programme supports cyclists within communities.
Tackling Inequalities	Support individuals to access education, employment and training	The walking with purpose project directly supports unemployed residents get back into work. The adult cycle training and loans give individuals skills and low cost solutions to access work.

4. HAS THERE BEEN ANY CONSULTATION?

- 4.1 As the City Region has led and coordinated this bid, a report was presented to the ITA on 16th June 2016 to update Members about the development of the STTY revenue bid and included details of the high-level Countywide work plan, the sign-off process and the schemes that Partners were promoting.

5. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

5.1 Equality of Opportunity Implications

- 5.1.1 An EIA has been conducted and concluded that the schemes delivered through the grant would have a positive impact on the residents of Sheffield, however the impact would be low due to the relatively small number of people involved.

5.2 Financial and Commercial Implications

- 5.2.1 The Department of Transport (DfT) have given the full STTY grant allocation to Sheffield City Region (SCR) to distribute to the four South Yorkshire Authorities and South Yorkshire Passenger Transport Executive. The SCR Funding Agreement with Sheffield City Council (SCC) reflects the terms and conditions of the DfT agreement in relation to SCC's share of the funding.

- 5.2.2 Along with changes to the Leader's Scheme of delegation during 2016 there have also been delays in producing the relevant grant documentation for approval and so the grant has had to be spent in advance of approval so that projects are commenced and that 2016/17 funding is not lost.
- 5.2.3 Given all the variables that may impact upon this grant's allocation value the latest available figure that Sheffield City Council is estimated to receive is up to £826,000.
- 5.2.4 Key features of SCR's grant terms and conditions (not exclusive) are summarised as follows:
- Sheffield City Council accepts liability for all terms and conditions placed upon the Sheffield City Region Combined Authority via the grant issued to SCR by the Department of Transport
 - The grant is subject to claw back if it is not spent correctly.
 - The allocations received by all parties are not fixed and can vary throughout the year dependent on project performance and the progress made in delivery of these.
 - The allocations and any variations made to them will be governed through the South Yorkshire Local Transport Partnership programme. (If need be funding can be vired between authorities.)
 - All activity has to be delivered by March 31st 2017 and all claims submitted by April 12th 2017. Any costs not claimed by this date cannot be paid by the grant and will have to be funded by SCC
 - Any unspent funds from 2016/17 cannot be carried into 2017/18;
 - Where delivery of SCC's 2016/17 revenue projects depends on receiving outside contributions, the Council is expected to make the necessary arrangements for securing these sources of match funding.
 - Claims may be audited by External Auditors, Sheffield City Council will be held liable for any actions that cause SCR financial or reputation loss as a result of their mismanagement or misappropriation of funds.
 - The Project Manager will need to read, understand and comply with all of the grant terms and conditions including any procurement requirements.

5.3 Legal Implications

- 5.3.1 The grant has been awarded by the Secretary of State for Transport

under Section 31 of the Local Government Act 2003 to Sheffield City Region Combined Authority for the Sustainable Travel Transition Year funding. The Transport Act 2000, as amended, places a duty on the City Council to develop policies which will create safe, integrated and economic transport within Sheffield which meets the needs of persons living or working within the city.

5.3.2 The Council has started the planned programme of works, as this grant is for the financial year of 2016/ 2017. The Council has therefore, in effect, taken on the obligations and liabilities passed on by the informal agreement it has with SCR. Signing the grant agreement with SCR will formalise this arrangement. The grant agreement passes on the obligations and liabilities that the Department for Transport placed on the SCR in their grant agreement in accepting the revenue funding to the Council, as the delivery partner. Therefore the Council must adhere to the terms of the grant award letter, between the Department for Transport and the Sheffield City Region.

5.3.3 The grant allocation and programme must be delivered and spent by the end of March 2017. Any costs not claimed by this date will need to be met by the Council. The delivery partner must deliver the objectives it agreed to, failure to do so or should the programme cease to represent what was purported may result in claw back, withholding or suspension of the grant monies paid and due. The Council will be held liable for any actions that cause SCR financial or reputation, loss as a result of their mismanagement or misappropriation of funds.

The decision maker should also note that as the programme of works has started and almost finished for this financial year, should the grant agreement not be approved, which would mean we do not receive the STTY funding. Then there is a financial risk that there is no budget set aside for this programme of works, as there was the reliance on us accepting the funding and signing to the grant agreement, when programme began.

The Council will be tied into the obligations of this agreement and the obligations placed on it by the Dft grant award letter terms and conditions, which are passed onto the Council via the SCR funding agreement. The Council will provide match funding on this project of £176,600.

Procurements under this Agreement will be subject to Procurement Rules and the Council will need to comply with these. The Council will also have to ensure it is State Aid law compliant throughout the grant allocation and project. Procurement of the works must also comply with the Council's own standing orders.

5.4 Other Implications

5.4.1 HR Implications

5.4.2 There are a number of projects within the programme that currently fund all (or part of) the project management costs of staff working on the projects included within the STTY bid within various services.

6. ALTERNATIVE OPTIONS CONSIDERED

6.1 An alternative option would be to reject the Sustainable Travel Transition Year grant, which would have a detrimental effect on the overall funding for Transport, Traffic and Parking Services and consequently Sheffield City Council.

7. REASONS FOR RECOMMENDATIONS

7.1 Acceptance of the grant would enable the continuation of complimentary revenue measures (such as cycle training and events, independent travel training and road safety education and training) to capital investment in improving road safety, including facilities for walkers and cyclists that will help achieve the Transport outcome of having better connected transport to increase travel choices.

Appendix A : STTY Revenue Programme Summary

SCC Business unit	Project Title	Sub Title	Lead Officer	Area	Grant Allocation	Match Funding	2016/17 Total funding
22238	Cycleboost	Loans	Paul Sullivan	S	£70,000	£7,800 (EXT)	£77,800
22236	Cycleboost	Training	Paul Sullivan	S	£49,000	£3,000 (EXT)	£52,000
22237	Cycleboost	Bike Doc / maint.	Paul Sullivan	S	£50,000	£3,000 (EXT)	£53,000
22237	Bike Hubs	Central / Counters	Paul Sullivan	S	£80,000	£10,000 (EXT)	£90,000
22238	Bike Hire	Sheffield By Bike	Paul Sullivan	S	£20,000	£20,000 (EXT)	£40,000
22237	Cycle Initiatives Grant	-	Paul Sullivan	S	£50,000	£10,000 (EXT)	£60,000
22236	Events	-	Paul Sullivan	S	£55,000	£10,000 (SCC)	£65,000
22193	Modeshift STARS	-	Kathryn Harrison	B-D-R-S	£70,000	-	£70,000
	Independent Travel Training	Children, Young People & Adults	Jill Siddall	B-D-R-S	£190,000	£104,000 (SCC)	£294,000
	Walking to School Initiative	-	Lee Smith	S	£38,000	£3,800 (SCC)	£41,800
	SY Cycle Safety Programme	-	Joanne Wehrle	B-D-R-S	£50,000	£5,000 (EXT)	£55,000
22247	Walking Projects	Walking Festival	Duncan McIntyre	S	£9,000	-	£9,000
	Walking Projects	Walking with Purpose	Lee Smith	S	£24,000	-	£24,000
	Walking Projects	Walking Routes	Jen Rickard	S	£7,000	-	£7,000
22192	Cycling Co-ordination	-	Jenny Wood	B-D-R-S	£44,000	-	£44,000
	Public Rights of Way	-	David Whitley	S	£20,000		£20,000
		SCC STTF PROGRAMME TOTAL			£826,000	£176,600	£1,002,600

Appendix B : STTF Grant Award Letter



Department
for Transport

Graham Pendlebury
Director, Local Transport
Department for Transport
Zone 2/14-16
Great Minster House
33 Horseferry Road
London SW1P 4DR

Sheffield City Region Combined
Authority
By email:
Julie.hurley@sheffieldcityregion.org.uk

QUERIES: 020 7 944 6943

Web Site: www.dft.gov.uk

26 May 2016

Dear Julie Hurley,

SUSTAINABLE TRAVEL TRANSITION YEAR (STTY) FUND GRANT AWARD FOR FINANCIAL YEAR 2016/17

Following your success in the Sustainable Transport Transition Year Fund revenue competition, as announced on 24 May, I am pleased to confirm the Department's grant funding for your project for financial year 2016/17. The new Fund will build on existing successes and provide fresh impetus for local economic development through sustainable transport provision.

The Sustainable Travel Transition Year Fund guidance published in February 2016 set out the objectives and requirements of this grant. Your bid for funding provided evidence that your project can meet the criteria for the award.

This letter and its attachments now set out the requirements under which the Secretary of State for Transport is prepared to award grant under Section 31 of the Local Government Act 2003 to Sheffield City Region Combined Authority from the Sustainable Travel Transition Year Fund. The grant determination at Annex A provides the authority under which we are permitted to pay this grant, whilst Annex B sets out the amount of grant to be paid.

As you will be aware, this is a one-year programme. Your grant allocation will need to be spent and your project delivered (unless otherwise specified by your bid), by the end of March 2017. Monitoring of progress of expenditure will take place via the claim form, and through in-year requests for information. Any unspent funds from 2016/17 cannot currently be carried into 2017/18. At Quarter 4, you will be expected to make your final claim for total activity carried out to March 2017. Funds must be spent in accordance with your agreed allocation. Any amounts exceeding the agreed allocations will not be payable.

The Department's funding contribution of the STTY revenue grant for 2016/17 to your project will be paid in two instalments. 75% will be paid in the first quarter and the final

1

payment in arrears. Annex C sets this out, along with the schedule for payment and the practical arrangements for making these payments. Where relevant, please note that this grant offer is for the revenue element of STTY funding and separate from any associated capital element from the Local Growth Fund (LGF).

Grant is awarded on the understanding that your authority will deliver the objectives as set out in your original bid. We appreciate that, during implementation, opportunities or challenges may arise that require a change to your project in order for outcomes to be realised to their full potential. Any such changes should be reported to the Department for Transport. However, should the change be substantial enough so as to cease to represent the programme for which funding was awarded, or should your ability to deliver the objectives for which funding was awarded be significantly compromised, the Department reserves the right to withhold, suspend or reclaim any unspent revenue funding.

Please note that future Government Spending Rounds may be subject to performance delivery. This means that poor or non-delivery of bid objectives for STTY in 2016/17 may have an impact on how your authority fares in any future considerations of performance for funding awards.

For any grant, Government is required to monitor the effectiveness of any public investment. We will be in touch if any specific monitoring and evaluation are required for this year's programme. In the meantime, monitoring and evaluation requirements remain the responsibility of your authority, and are expected to be undertaken as required to meet your own internal needs.

With regards to assurance, local authorities are public authorities and, by definition, are expected to have robust accounting, monitoring and transparency arrangements in place to allow for appropriate accountability to their communities. The Department is satisfied that these arrangements are sufficient to allow for proportionate scrutiny of the Sustainable Travel Transition Year Fund programme and its projects in line with the principles of localism and devolution.

With regards to publicity where it is intended that funding will be referenced, DfT is keen for the Department's financial contribution to your project to be publicised. In doing so, please follow the brand guidelines on the Knowledge Hub:
<https://knowledgehub.local.gov.uk/>

As with previous advice, STTY may be subject to State Aid regulations. It is the responsibility of local authorities to satisfy themselves that they are State Aid compliant when using STTY funding. Local authorities should ensure that their project teams are versed on State Aid law, as they are better placed to provide support on the operational matters within the Authority. Guidance on State Aid is available from:
<https://www.gov.uk/state-aid>.

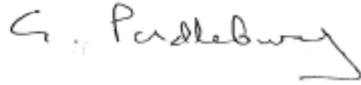
Please note the new references in Annex C to the Fraud and Bribery Act 2006, the Freedom of Information Act 2010, and the Data Protection Act 1998.

Acceptance by the Authority, required at Annex D, will be acceptance of the requirements of this letter and its attachments.

The information contained in this letter and its annexes should be brought to the attention of all relevant staff in the Authority.

Should you wish to discuss the contents of this letter, please contact the Sustainable Accessible Travel team on 020 7944 6943; e-mail: sat.programmes@dft.gsi.gov.uk.

Yours sincerely,

A handwritten signature in black ink that reads "G. Pendlebury". The signature is written in a cursive style with a long horizontal stroke at the end.

Graham Pendlebury



Department
for Transport

ANNEX A

Sustainable Travel Transition Year Fund (Revenue) GRANT DETERMINATION 2016: No 31/2801

The Minister of State for Transport at the Department for Transport ("the Minister"), in exercise of the powers conferred by section 31 of the Local Government Act 2003, hereby makes the following determination:-

Citation

1) This determination may be cited as the Sustainable Travel Transition Year Fund Grant Determination 2016 No 31/2801.

Purpose of the grant

2) The purpose of the grant is to provide support to local authorities in England towards expenditure lawfully incurred or to be incurred by them.

Determination

3) The Minister of State determines those authorities to which grant is to be paid and the amount of grant to be paid. The amounts for each relevant authority is set out in Annex B.

Treasury consent

5) Before making this determination in relation to local authorities in England, the Minister of State obtained the consent of the Treasury.

Signed by authority of the Minister of State for Transport

A senior civil servant within the Department for Transport

26 May 2016

ANNEX B

Authority: Sheffield City Region Combined Authority
Project name: Sheffield City Region: Active, Connected, Efficient
Maximum DfT Funding: £2,500,000

£'000	2016/17
Revenue	£2,500,000

ANNEX C

INFORMATION ON MAKING CLAIMS FOR REVENUE GRANT

1. The payment of this award follows the Department for Transport announcement of 24 May 2016, which sets out the successful recipients of the Sustainable Transport Transition Fund 2016/17 revenue competition. The fund is available from April 2016 to March 2017. Delivery and fund draw down will be for this period only.
2. Payment of grant will be paid 75% in Quarter 1, following completion of the enclosed grant claim form, with the final 25% grant (Quarter 4) payable in arrears against certification by the Chief Finance Officer and the Senior Responsible Owner, confirming that expenditure has been correctly incurred in accordance with grant requirements. This claim form is to be sent in 2016.
3. The timetable for claims and payments is set out in the table below.

2016/17	Quarter 1 (Apr-June 2016)	Quarter 2 (July-Sept 2016)	Quarter 3 (Oct-Dec 2017)	Quarter 4 (Jan-Mar 2017)
Claim deadline	29 June 2016	n/a	n/a	28 April 2017
Payment date	26 July 2016	n/a	n/a	26 May 2017

4. The Department may update this timetable at any point during the financial year.
5. In Quarter 1, you will be asked to set out your planned expenditure for the year in your first claim. More information will be provided on the claim form. Reporting will be made via the claim form, where you will be asked to set out your scheme completion dates, and provide an update of scheme status. Final quarter arrangements will be clarified in early 2017.
6. Claims received after the claim deadline for any quarter may not be paid until the subsequent payment date. The Authority will be liable for any costs incurred through late payment of claims as a result of missing claim deadlines.
7. Scheme costs should not include VAT, as VAT on local authority expenditure is reclaimable. There may be circumstances in which the Authority will determine it is more appropriate to charge particular costs to revenue. In all circumstances it is for the Authority with its accountants to come to decisions on how to account correctly for the relevant expenditure.
8. Please note that funds can be moved between scheme elements within your projects where similar or greater objectives of the original bid are being met; The Department will not pay any sums that go over the agreed allocation.
9. Claims may be audited by the Department or external auditors, such as the National Audit Office. If this is the case, the Authority is expected to comply with any such arrangements.

10. It is suggested that claimants familiarise themselves with the Fraud Act 2006 and the Bribery Act 2010 when making claims, and in provision of funding to partner organisations.
11. Personal information collected for grant purposes will be used by the Department for Transport for administering the Sustainable Transport Transition Year Fund. We may share information for the purposes of countering fraud or otherwise as required or permitted by law.
12. The Department will observe its obligations under the Data Protection Act 1998 in responding to requests made under the Freedom of Information Act 2000. Where a request includes personal information that you have provided, we will consult you before deciding whether such information should be disclosed. Information about junior staff who are not in public facing roles will not normally be disclosed.

ANNEX D

ACKNOWLEDGEMENT AND ACCEPTANCE SLIP

I ACKNOWLEDGE RECEIPT OF THE SUSTAINABLE TRANSPORT TRANSITION YEAR FUND GRANT AWARD LETTER FOR SHEFFIELD CITY REGION: ACTIVE, CONNECTED, EFFICIENT

AND

I ACCEPT THE GRANT OFFER, INCLUDING THE REQUIREMENTS FOR THE GRANT SET OUT IN THIS LETTER, FOR AND ON BEHALF OF Sheffield City Region Combined Authority. I CONFIRM THAT I HAVE THE AUTHORITY TO DO SO.

SIGNED (CHIEF FINANCE OFFICER, OR EQUIVALENT)

.....

PLEASE PRINT NAME.....

DATE.....

Please return this page, signed, to: The Department for Transport, sat.programmes@dft.gsi.gov.uk, Barbara Magloire, Sustainable Accessible Travel, 2/14-16 Great Minster House, 33 Horseferry Road, London SW1P 4DR.

An electronic copy of this acknowledgement slip is sufficient, but we ask that you retain the original signed copy for audit purposes.

APPENDIX C STTY Bidding and Governance Processes

Sustainable Travel Transition Year (STTY) Bid and Governance Processes				NR Nov 2016	
Event	Date	Purpose	SCC Involvement	SCC Staff	Notes
STTY Fund announced by DfT through email	15/02/2016	Bidding process started, links to guidance and submission documents included	Started to prepare initial project ideas for inclusion in the bid, most based upon developing/enhancing existing LSTF projects as little time to develop new initiatives	Nigel Robson (NR), Paul Sullivan (PS), Jill Siddall (JS), Lee Smith (LS), Kat Harrison (KH), David Whitley (DW), Duncan McIntyre (DMc)	
SCR invited stakeholders to be part of bidding team	22/02/2016	To create a team (based upon earlier LSTF bidding team) to put together a robust and successful bid	Part of bidding team, two SCC members	NR, PS, JS, LS, KH, DW, DMc	Bidding Team / Stakeholders included SCC, DMBC, BMBC, RMBC, PTE & SCR
Individual bid preparation by stakeholders	22/02/16 to 01/03/16 (approx)	To translate the initial project ideas into business cases based upon the DfT STTY guidelines.	Business cases prepared for Cycleboost, Bike Hubs, Bike Hire, Cycle initiatives Grant, Cycle Events, Modeshift STARS, Independent Travel Training, Walking to School Initiative, Cycling Co-ordination, Public Rights of Way and Sheffield	NR, PS, JS, LS, KH, DW, DMc	Business cases completed using SCR template to ensure that all guidelines met, uniformity across all bids and general clarity.
Round of meetings	01/03/16 to 14/03/16 (approx)	Peer review of each business case with robust challenge from other stakeholders	Champion SCC business cases and challenge other stakeholder bids	NR, PS	Strong challenges to ensure that none of the stakeholder business cases weakened the overall bid
Bid document	17/03/16 to 29/03/16	Formal document prepared for submission to DfT and sent on 29/03/2016 (within deadline)	Proof reading, procured letters of support (including one from SCC Chief Executive)	NR, PS	Document prepared by external consultants (who prepared earlier successful LSTF bids). Signed off by SCR Director of Transport
Email from DfT to SCR to confirm successful bid and allocation of £2.5m	26/05/2016	To advise the SCR about the success of the bid	Started to deliver projects	NR, PS, JS, LS, KH, DW, DMc	
Combined Authority	6 week cycle	Final decision making group and ratify decisions made at TEB	To provide direction and make recommendations about the transport programme	Cllr Dore	
Transport Executive Board (TEB)	6 week cycle	To make decisions and ratify decisions made at PTE Executive Board and Transport Committee	To provide direction and make recommendations about the transport programme	SCC Executive Director Place	
Transport Committee	6 week cycle	To ratify recommendations made at PTE Executive Board	To provide direction and make recommendations about the transport programme	SCC Members - Cllr Iqbal, Cllr Lindars - Hammond & Cllr Auckland, Cllr Adam Hirst, Cllr Mohamed, NR	Delegated responsibilities that it discharges on behalf of the CA
PTE Executive Board	6 week cycle	To review transport matters on behalf of and make recommendations to the CA via the above groups	Approve reports about reallocating funding between projects	Cllr Dore & Simon Green	
Strategic Transport Group (STG). Combined with former Strategic Leadership Group (SLG)	Monthly	Standing item on agenda about progress with STTY projects	To provide direction and make recommendations about the transport programme	Tom Finnegan-Smith (TF-S)	
South Yorkshire Cycling and Active Travel Group (SYCAT)	Monthly	Standing item on agenda about progress with STTY projects. Funding allocation changes between projects are made at this group	Feedback to group about progress	PS	When it is likely that a project will underspend in-year, the project manager raises it here and bids are invited from the rest of the group.
South Yorkshire Transport Delivery Group (SYTDG)	Monthly	To review progress of whole SY capital programme including STTY programme	Feedback to group about progress	DW	Revised allocations are agreed here and passed up the approval process for a decision.

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