



# Department for Transport

David Young  
Sheffield City Region Combined Authority  
Deputy Interim Director General and Director of  
Customer Experience

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

QUERIES: 020 7 944 6943

Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

7 November 2014

Dear Mr Young,

## **LOCAL SUSTAINABLE TRANSPORT FUND GRANT AWARD FOR FINANCIAL YEAR 2015/16**

Following your success in the Local Sustainable Transport Fund revenue competition, as announced on 7 July, I am pleased to confirm the Department's grant funding for your project for financial year 2015/16. The Department continues to attach importance behind this programme. The Fund is key to delivering door to door connectivity and greener transport choices for businesses and the general public.

The Local Sustainable Transport Fund guidance published on 23 December 2013 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 for the Local Sustainable Transport 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 2016. Monitoring of progress of expenditure will take place via the claim form, and through in-year requests for information. Any unspent funds from 2015/16 cannot be carried into 2016/17. At Quarter 4, you will be expected to make your final claim for total activity carried out to March 2016. 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 LSTF revenue grant for 2015/16 to your project will be paid in two instalments. 75% will be paid in the first quarter and the final 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 LSTF funding and separate from the associated capital element which will be included in a Local Growth Fund (LGF) grant award letter from the Department for Communities and Local Government (CLG) to the local authority that is acting as accountable body of the Local Enterprise Partnership (LEP). Where delivery of elements of your 2015/16 revenue project is dependent on receiving outside contributions (e.g. via your LEP and the Local Growth Fund, via a S106 contribution, etc), it is our expectation that you will make the necessary arrangements for drawing down these funds, to facilitate full delivery of your project. If you consider that you may encounter difficulty obtaining these third party contributions, please contact the Department promptly in order to discuss options for delivering the objectives of your project.

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 LSTF in 2015/16 may have an impact on how your authority fares in any future considerations of performance for funding awards.

Monitoring and evaluation will be in keeping with the LSTF monitoring and evaluation framework (<https://www.gov.uk/government/publications/local-sustainable-transport-fund-monitoring-and-evaluation-framework>). In adherence with the principles of proportionality, you will only be required to inform the Department how funding has been spent. The mechanism for gathering this information will be circulated at a later date. Any other monitoring and evaluation requirements remain your responsibility 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 LSTF 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. If you do decide to publicise the Department's contribution, please follow the brand guidelines on the LSTF Knowledge Hub:

<https://knowledgehub.local.gov.uk/>

As with previous advice, LSTF 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 LSTF 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>.

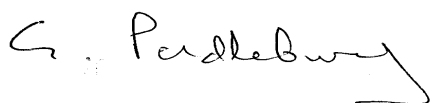
Please note the new references in Annex C to the Fraud and Bribery Act 2006, the Freedom of Information Act 2010, and the Data Protection Act 1998.

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 LSTF team on 020 7944 6943; e-mail: [lstf@dft.gsi.gov.uk](mailto:lstf@dft.gsi.gov.uk).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G. Pendlebury', with a stylized flourish at the end.

**Graham Pendlebury**



## **ANNEX B**

**Authority:** Sheffield City Region Combined Authority

**Project name:** In Motion! All together better travel

**Maximum DfT Funding:** £4,811,000

<b>£'000</b>	<b>2015/16</b>
<b>Revenue</b>	£4,811,000

## ANNEX C

### INFORMATION ON MAKING CLAIMS FOR REVENUE GRANT

1. The payment of this award follows the Department for Transport announcement of 11 July 2014, which sets out the successful recipients of the Local Sustainable Transport Fund 2015/16 revenue competition. The fund is available from April 2015 to March 2016. 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 early 2016.
3. The timetable for claims and payments is set out in the table below.

<b>2015/16</b>	<b>Quarter 1 (Apr-June 2015)</b>	<b>Quarter 2 (July-Sept 2015)</b>	<b>Quarter 3 (Oct-Dec 2015)</b>	<b>Quarter 4 (Jan-Mar 2016)</b>
Claim deadline	30 July 2015	n/a	n/a	28 April 2016
Payment date	27 August 2015	n/a	n/a	27 May 2016

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 2016.
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 Local Sustainable Transport 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 LOCAL SUSTAINABLE  
TRANSPORT FUND GRANT AWARD LETTER FOR THE IN MOTION! ALL  
TOGETHER BETTER TRAVEL PROJECT**

**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,  
[lstf@dft.gsi.gov.uk](mailto:lstf@dft.gsi.gov.uk), LSTF Grant Claim Manager, Sustainable Accessible  
Travel, 2/14-16 Great Minster House, 33 Horseferry Road, London SW1P  
4DR.

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