



Department
for Transport

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To Local Authorities
Via email

Web site: www.gov.uk/dft

4 August 2020

Dear Colleague

FUNDING FOR TRAVEL DEMAND MANAGEMENT. GRANT DETERMINATION 2020-21: No 31/5127

Thank you for completing your self-assessment regarding the impact on your local transport network on the full re-opening of schools and colleges in September; and on the level of travel demand management (TDM) support required to assist you with managing any impact.

TDM funding

We set out the individual grant funding awards within our email that accompanied the TDM toolkit on 29 July.

Annex A and B contains the terms and conditions relating to this grant.

Consultancy support

Within the self-assessment returns, some authorities stated that they would require specialist consultancy support. Over the past few weeks, the Department has been working to determine the most appropriate route to provide consultancy support via a call-off contract to Local Authorities. Unfortunately, due to the value of a centrally procured contract we have been unable to identify a route that it is compliant with procurement regulations and which would also enable us to provide this support to you in time. As such, we are advising you to use the funds we are awarding you to procure support directly.

We attach a draft specification (see Annex C, attached separately) which you might find helpful to use as a working template and develop to fit the particular needs in your local area.

There may be organisations that you have used in the past for similar issues. If that is your preferred route you should engage with them in the normal way. Given time pressures and the impact of the pandemic we feel there is a robust business case to support a direct award to an appropriate organisation, however it is for each local authority to make that judgement for themselves and evaluate the risks associated with it.

Alternatively, you can use the Crown Commercial Services Management Consultancy Framework (MCF), [Management Consultancy Framework \(MCF\)](#) free of charge.

- MCF has a wide range of suppliers, including SMEs
- further competition and direct award are available
- for this requirement, Crown Commercial Service recommends using the Infrastructure service option (Lot 7)
- comprehensive buyer guidance and procurement templates are available from the MCF webpage (link above)
- suppliers' maximum day rates are available by requesting a copy from info@crownccommercial.gov.uk
 - rates may be reduced during further competition
- buyers have a choice of pricing models, for example fixed, risk and reward or time and materials
- for more information about MCF, please call 0345 410 2222 or email info@crownccommercial.gov.uk

Please keep DfT informed of how the grants are disbursed.

Yours sincerely

Matt Crane
Deputy Director – Local Transport, Covid-19 Response

ANNEX A

FUNDING FOR TRAVEL DEMAND MANAGEMENT: No 31/5127 The Minister of State for Transport (“the Minister of State”), in exercise of the powers conferred by section 31 of the Local Government Act 2003, makes the following determination:

Citation

1) This determination may be cited as Funding for Travel Demand Management for local transport authorities [No 31/5127].

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 as the authorities to which grant is to be paid and the amount of grant to be paid, the authorities and the amounts set out in separate email correspondence, dated 29 July 2020.

Grant conditions

4) Pursuant to section 31(3) and 31(4) of the Local Government Act 2003, the Minister of State determines that the grant will be paid subject to the conditions 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.

ANNEX B - GRANT CONDITIONS

1. Grant paid to a local authority under this determination may only be spent on travel demand management activities.
2. The Chief Executive and Chief Internal Auditor of each of the recipient authorities are required to sign and return to tdm@dft.gov.uk a declaration, to be received as soon as possible after the start of the autumn school term, in the following terms: "To the best of our knowledge and belief, and having carried out appropriate investigations and checks, in our opinion, in all significant respects, the conditions attached to FUNDING FOR TRAVEL DEMAND MANAGEMENT. GRANT DETERMINATION 2020-21: No 31/5127 have been complied with".
3. Before the end of August, local authorities should provide DfT with an update on how funds are being spent to the email address at paragraph 2. DfT may also seek regular updates during August, and will contact local authorities directly, should this be the case.
4. Following the start of the autumn school term, local authorities will be required to provide DfT with a full breakdown of how the funds were used or have otherwise been allocated for future use.
5. DfT reserves the right to amend the information being requested from local authorities or to change the terms and conditions attached to this grant.
6. DfT reserves the right to use information to inform the broader Government response to the COVID-19 outbreak.
7. Where the funding allocation has not been wholly used or allocated for future by the local authority in the COVID-19 period, any underspend will need to be returned to DfT.
8. If an authority fails to comply with any of the conditions and requirements of paragraphs 1 to 7, the Minister may – a. reduce, suspend or withhold grant; or b. by notification in writing to the authority, require the repayment of the whole or any part of the grant.
9. Any sum notified by the Minister under paragraph 8b. shall immediately become repayable to the Minister.