

RECORD OF DELEGATED OFFICER DECISION

SUBJECT: COMMUNITY TRANSPORT : LOCAL TRANSPORT SERVICES GRANT FUNDING

PURPOSE OF ATTACHED REPORT:

To consider the award of grant funding to the community transport organisations in Rhondda Cynon Taf in 2011/12.

DELEGATED DECISION (Date):

It is recommended that:

- (a) the contents of the funding submissions, prepared by each of the three community transport organisations in Rhondda Cynon Taf and shown in Appendix A, are noted.
- (b) in 2011/12, the Council provides financial assistance to the value of £23,000 to Accessible Caring Transport, £22,000 to TraVol Community Transport and £10,000 to Village and Valleys Community Transport – for the reasons set out in this report.
- (c) the Council continues to explore ways in which it can provide practical assistance to these organisations.

D.G. Jane

Chief Officer Signature

GEORGE JONES

Print Name

1/7/11

Date

The decision is taken in accordance with Section 15 of the Local Government Act, 2000 (Executive Functions) and in the terms set out in Section 5 of Part 3 of the Council's Constitution.

A. Morgan

CONSULTEE CABINET MEMBER SIGNATURE

1-7-2011

DATE

Adrian Morgan

OFFICER CONSULTEE SIGNATURE

1 JULY 2011

DATE

Directorate:	Environmental Services – Integrated Transport Unit
Contact Name:	Adrian Morgan
Designation:	Principal Transport Officer
Tel.No.	01443 494817

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

MUNICIPAL YEAR 2011 - 2012

**REPORT TO ACCOMPANY A DECISION OF THE
GROUP DIRECTOR, ENVIRONMENTAL SERVICES**

Part 1	Item No.
(Non – Confidential)	

COMMUNITY TRANSPORT : LOCAL TRANSPORT SERVICES GRANT FUNDING

1. PURPOSE OF THE REPORT

- 1.1 This report considers the award of grant funding to the community transport organisations in Rhondda Cynon Taf in 2011/12.
- 1.2 In accordance with the Council's Scheme of Delegation, this report has been prepared to accompany the intended Officer decision of the Group Director, Environmental Services.

2. RECOMMENDATION

It is recommended that:

- 2.1 The contents of the funding submissions, prepared by each of the three community transport organisations in Rhondda Cynon Taf and shown in Appendix A, are noted.
- 2.2 In 2011/12, the Council provides financial assistance to the value of £23,000 to Accessible Caring Transport, £22,000 to TraVol Community Transport and £10,000 to Village and Valleys Community Transport – for the reasons set out in this report.
- 2.3 The Council continues to explore ways in which it can provide practical assistance to these organisations.

3. BACKGROUND

- 3.1 Over a number of recent years, and as part of its policy to reduce social exclusion in Rhondda Cynon Taf, the Council has been providing financial support to local community transport organisations who provide door-to-door accessible transport services for those residents who are unable to travel on the scheduled local bus network.

- 3.2 In 2010/2011, this financial support was no longer provided in the form of an annual block grant, linked to a Service Level Agreement. Instead, and to enable the Council to demonstrate that its financial support for community transport is being spent effectively and more transparently, the three community transport organisations in Rhondda Cynon Taf were all invited submit bids for funding out of the Council's Local Transport Services Grant (LTSG) allocation.
- 3.3 The new arrangements also enabled the Council to comply more fully with the guidelines issued by the Welsh Government covering the allocation of LTSG to local authorities. These guidelines stipulate that the Council must use at least 10% of its LTSG allocation to support 'non conventional' public transport schemes such as door-to-door transport operations provided by community transport organisations.
- 3.4 In 2010/11, a total of £27,000 in LTSG money was paid to Accessible Caring Transport towards the recruiting of extra members of administration and driving staff and to meet overheads, including staff training and garaging vehicles. £22,000 was paid to TraVol Community Transport and £10,000 to Village and Valleys Community Transport to obtain a new vehicle and a second hand vehicle respectively to replace existing vehicles in their fleets.
- 3.5 The Community Transport Association supported the greater transparency that this process brought to the distribution of the LTSG funding and against this background; it is proposed that the arrangements for providing financial support to community transport organisations in RCT continue in their present form.

4. AWARD OF GRANT FUNDING

- 4.1 The guidelines issued by Welsh Government allow the Council to have some flexibility in determining how the LTSG money can be used to support community transport operations. As was the case in the previous financial year, the Integrated Transport Unit (ITU) approached the three community transport organisations in Rhondda Cynon Taf (Accessible Caring Transport, TraVol Community Transport and Village and Valleys Community Transport) and asked them to set out their plans for utilising any grant money received from the Council. The information submitted to the ITU is included in Appendix A.
- 4.2 After taking account of the size of the Council's LTSG allocation, together with its expenditure commitments for this financial year on other contracted 'non conventional' public transport schemes such as the evening dial a ride service from the Cynon Valley to Prince Charles Hospital, a total of £55,000 is available in financial support. However, as can be seen from the information in Appendix A, the combined amount of funding requested by the three community transport organisations exceeds this figure. It can also be seen that the proposed uses for the grant money differs between each community transport organisation.
- 4.3 Having reviewed the bids, it is proposed that the financial assistance provided to each of the community transport organisations in Rhondda Cynon Taf is as per the details set out in the summary table below:

ORGANISATION	PURPOSE OF FUNDING	SIZE OF AWARD
Accessible Caring Transport	Maintain employment of full-time co-ordinator and part-time driver. Meet additional administration costs incurred such as preparing for S22 permit operation of local bus services, staff training and production of promotional material.	£23,000***
TraVol Community Transport	Partly offset capital cost of purchasing new vehicle and on-going administrative costs.	£22,000
Village & Valleys Community Transport	Partly off-set on-going administrative costs.	£10,000

*** Please note that the Council's award of £23,000 to Accessible Caring Transport excludes a 'one-off' payment of £20,000 towards the cost of acquiring new premises in Mountain Ash.

4.4 These figures have been determined after taking account of the following criteria:

- The extent to which the grant money will be used to cater for a growth in demand or maintain the existing level of operations. For example, improving the age profile of the fleet by replacing existing vehicles.
- The type of journeys operated for residents. For example, are they duplicating journeys that residents could potentially make on local bus services operated by step free vehicles?
- Evidence of partnership working with other bodies. For example, Communities First, Local Health Board.

4.5 The award of grant money will provide the Council with an opportunity to demonstrate that, in operating door-to-door transport services for people with mobility impairment, the three community transport organisations are implementing its policy covering Equalities and Equal Opportunities.

5. CONCLUSION

5.1 The course of action outlined in this report will provide all three of the community transport organisations in Rhondda Cynon Taf with more certainty over their finances in 2011/12 and it should assist them in planning their operations. There will also be benefits to the Council in terms of better accountability for its expenditure and in projecting the outturn for this financial year.

Furthermore, it can be seen that, despite the difficult budgetary situation facing the Council and reduction in the size of its grant allocation from the Welsh Government, it has still been able to maintain similar levels of funding as in 2010/2011. This will enable the three community transport organisations in RCT to continue operating a demand responsive service for those residents who have mobility difficulties, as well as ensuring that the fares charged are not prohibitive to regular users.

ACCESSIBLE CARING TRANSPORT

Local Transport Services Grant Scheme (LTSG) Bid 2011 - 2012

As Rhondda Cynon Taf CBC will be changing grant funding procedures from June 2012 the charity has to find a way forward to sustain services within the Cynon Valley and surrounding area. This change in policy by the local authority will have a detrimental affect on the charity's existing operations in the area unless measures for sustainability are put in place, therefore the Trustees have agreed a plan to achieve this aim.

Aims

- To maintain existing services to voluntary sector organisations, contractual arrangements with the local authority, and deliver transport to a wider community.
- To identify and purchase freehold premises, with office space, meeting place for members, and storage of minibuses within Cynon Valley
- To set up and develop a Section 22 Permit Dial-a-Ride service within Cynon Valley and surrounding areas. Initially as a pilot service in 2011 – 2012 and a wider service in the following years.

To achieve these aims the organisation will require a **Revenue grant from the LTSG** to sustain the development of the above aims.

In 2011 – 2012 Accessible Caring Transport will maintain existing services and also develop the plan as follows:-

- Seek funding for the purchase of an identified building. (Already identified).
- Apply for 2 Community Bus Section 22 Permits. (One new vehicle is in place, with an existing one available to support the service)
- Register a many to many Dial-a-Ride Service in Cynon Valley.
- Seek advice and support from an existing operator and the CTA. (Already in place)
- Consult and liaise with Rhondda Cynon Taf CBC to identify the gaps in services, concessionary fares reimbursements and other legal aspects to consider for Section 22 operations.
- Promote the Section 22 Dial-a-Ride Service pilot to the public. Public awareness will be raised via the local press, posters and leaflets.
- Promotional materials will be produced in house and distributed in various ways. Meetings to be held with voluntary groups, Community First offices, local business.
- Identify the need using questionnaires via organisations, business and local day centres.
- Promote volunteering to provide drivers for the service in addition to paid drivers.

At the end of March 2012 the CTCFi scheme will be ending and these passengers will be able to transfer to the pilot scheme to expand the service for the following year.

Passenger Numbers & Mileage

Passengers No. 2010 -2011	Potential Passenger No. 2011 - 2012	Mileage 2010 – 2011	Potential Mileage 2011 - 2012
7,000 approx.	9 – 10,000	22,000 miles	30,000 miles

Generated Income

2010 - 2011	2009 – 2010	2008 – 2009	2007 - 2008
£41,000 plus	£41,831.00	£34,983.00	£26,276.00

The charity intends to continue to maintain existing services to the voluntary sector, contractual arrangements with Rhondda Cynon Taf CBC while also developing the Section 22 Permit Dial-a-Ride pilot this year.

The charity has been successful with a 50% grant from SEWTA toward a new minibus matched by the depreciation set aside for CTCFi replacement vehicles, agreed by WAG. This has in effect created a merger between the two schemes for the future. As CTCFi ends next March 2012 the new Section 22 Permit work can take over these passengers as concessionary fares.

The Trustees see this as a new way of working and delivering a better service to the community. As the year proceeds, knowing that 3 schemes will end by March 2012 and June 2012, this gives the charity a new future of challenges and opportunities to change direction.

To do this the charity will down size as this financial year (2011-2012) draws to a close with expectations of operating between 7 and 8 minibuses, with slightly reduced driver and passenger assistant numbers, and new premises being purchased by 2012. This will reduce the financial revenue costs for the following year 2012 – 2013.

The intention is to continue to tender for contracts, using PCV drivers, and then using this workforce to deliver the Section 22 Permit work during spare capacity with 1 minibus, while the other starts work earlier in the day to meet business, and hospital need. The voluntary sector will still receive a service, either as groups or as individuals accessing the Section 22 Permit journeys.

Partnerships

Accessible Caring Transport will continue to work in partnership with existing partners, Merthyr CT Forum, South East Wales Forum etc. In addition new partnerships may become available through the new licencing.

The charity will continue the membership to the Community Transport Association UK and will work with the Wales office for development purposes.

At present the several partnerships mentioned last year have not as yet furthered their work.

1. **Heads of the Valley CT Partnership (HOV)** The initial bid was refused but a revised bid was submitted by the CTA. At present we are awaiting the response from WAG, which will probably be after the election in May 2011. If successful the charity's part of the bid included a vehicle for Section 22 work, across 3 boroughs, RCT, Merthyr and Caerphilly.
2. **Prince Charles Hospital (Non emergency Patient transfers)** This work has been contracted to a Merthyr Tydfil CT. There may be opportunities for involvement at a later date.
3. **Cwm Taf Trust (Non emergency Health journeys)** As yet there is no further news on this commissioning. The scheme is currently being planned internally.

Effectively Accessible Caring Transport has pre-empted some of this work by deciding to set up a Section 22 Permit Dial-a-Ride service, which could meet some of the above needs.

To achieve this new development plan in a transitional year of change the following funding will be required:

REVENUE

ITEM	£COST
Employees:	
Co-ordinator/Development	12,500.00
1 PCV Driver (20 hrs per week)	6,406.40
Employer NI	2,268.76
Premises:	
Garage rental	4,914.00
Promotion Materials (In house)	1,000.00
Section 22 Permits & admin prep	300.00
Volunteer recruitment/Training	500.00
TOTAL	27889.16

Generated Income 2011 – 2012 should be maintained as 2010 – 2011 for existing services, and exceeded when including the development of the new pilot service. Transport and administrative operating costs will be covered by the generated income.

Notes to Expenditure

1. **Co-ordinator/Development**
This is a key post and essential to the development of the organisation, especially with the new Section 22 Permit pilot. This cost cannot be passed onto the user under CT legislation.

2. PCV Driver

A part time driver already assists the voluntary sector to receive a service in outlying areas of the borough to keep costs down. The continuance of the post is now even more essential to develop the Section 22 operation.

3. Garage Rental

This item includes garage rental and service charge, ex VAT. Garaging or storage of vehicles is important as this:

- reduces the insurance on vehicles.
- reduces the risk of vandalism
- assists with starting vehicles in cold weather

4. Promotional Materials

The charity has been granted a new computer and Corel Draw software to produce materials in house. As the new development will include considerable resources of paper, inks for design purposes this will not be in the charity budget for this current year.

5. Section 22 Permit

The cost of permits and administrative preparation time have not been included in other budgets for this current year.

6. Volunteer Recruitment/Training.

As the charity wishes to target people with good transport skills to volunteer and be trained further additional funds are required for the Section 22 work.

CAPITAL EXPENDITURE Applications to other funders including SEWTA

ITEM	Funder	£50%	Matched Funder	£50% match
To purchase identified premises: Old Sorting Office, Knight St. Mountain Ash £85K for premises. £7K for fees.	South East Wales Transport Association (SEWTA)	£40,000.00	Welsh Church Act Fund	£10,000.00
			Charles Hayward Foundation	Unknown. Request for funds Waiting response
			The Manifold Trust	Unknown. Request for funds Waiting response
			South East Wales Community Economic Development Programme	£30,000.00
			Jeffrey Arms Quiz Team	£1,000 Successful funds in bank.
			Coalfields Regeneration Fund	Balance on outcomes above.

			Several other charitable trusts if unsuccessful with above.	
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Support of Rhondda Cynon Taf CBC is requested for LTSG for Revenue costs for the year 2011 -2012.

In addition support is requested for a bid to South East Wales Transport Association (SEWTA) for £40,000 toward the cost of the premises of £85,000. This building is a necessity as next year the charity will not be able to afford the rental on the office and the two garages, due to the schemes ending. The purchase of this building will give the charity stability.

The Royal Mail is giving the charity a little time to fund-raise for the building.

TraVol Community Transport

Mr Charles Nelson Integrated Transport Unit Manager
Rhondda Cynon Taff Council
Sardis House
Sardis Road
Pontypridd
CF37 1DU

Unit 8
Maritime Offices
Maesycloed
Pontypridd CF37 1DZ
Tel: 01443 486872
Fax: 01443 486885

05 MAY 2011

5th May 2011

Dear Mr Nelson

TraVol Community Transport – Grant Funding 2011/2012

We are in receipt of your letter dated 31st March 2011, informing us that we need to reapply for SLA funding support for the year commencing 1 April 2011.

Regrettably, as a consequence of prearranged holidays and the sickness absence of key personnel, we experienced difficulties in complying with your request to submit our application for funding by the end of April, and we are most grateful for your kind agreement to permit a short extension to the requested deadline submission date. However, our staffing problems are not yet fully resolved and we would therefore request that you treat this letter as our formal application for funding to enable the Charity to continue and improve the provision of existing services to disabled and infirm residents of RCT.

TraVol Community Transport (TraVol) operates a total of 14 specially adapted vehicles; employs 18 full-time staff and has a pool of approximately 25 volunteers, providing services to more than 73,000 (146,000 vehicle journeys) each year to residents of RCT who are unable to use the available public transport network

The funding we received under our SLA with RCTCBC, in part, enabled TraVol to replace a specially adapted vehicle during 2010/11, at a total cost of £36,000, from our own resources, (causing further drain on our free reserves) to enable us to continue providing a reliable and quality service to eligible residents of RCT, but a further 4 vehicles will require replacement over the next 2 years.

TraVol works closely with other Community Transport Organisations and local providers, such as Glyncoch Community First, to ensure that appropriate services are available throughout the whole of RCT and to ensure that there is no duplication of provision. The services we provide are complimentary to the core passenger transport network, as the vast majority of our clients are unable to use conventional public transport and require a service directly to and from their home. Our specially adapted vehicles, with lift facilities and driver/escort assistance, are often the **only** source of



access for wheelchair users and persons with severe walking difficulties to social, health and leisure services that non-disabled take for granted. TraVol provides transportation services for the entire RCT area. from Blaenrhondda in the North, Taff's Well in the South, Bynna in the West and Cilfynnydd in the East.

Should the Charity be successful in securing ongoing funding, we anticipate that we would undertake in excess of 20,000 client journeys per annum on the 2 vehicles used to provide the service previously covered under the SLA. The service to users is provided at highly subsidised rates.

In order to continue operating the service, Travol seeks funding for the operating costs of two vehicles and the purchase of one replacement vehicle, as follows:-

	2011/12 £
Capital Cost of 1x 14/15 seat specially adapted vehicle	<u>36,000</u>
Operating Costs	
Wages & Salaries	29,200
Fuel	7,800
Vehicle Insurance	2,200
Repairs/service and other vehicle Costs	7,800
Total Operating Costs	<u>47,000</u>
Grand Total	<u>83,000</u>

The Charity requires regular, sustained and proportionate funding to enable us to plan for the future and to ensure that the ever-growing needs of people within our Community who rely on TraVol's door-to-door service on specially adapted vehicles are met.

Should you require further information, or require us to expand upon the information contained in this letter please do not hesitate to contact me. We would welcome the opportunity to have a face-to-face discussions on this issue!

We look forward to receiving your favourable reply in the near future. In the meantime we will continue providing the service to clients in anticipation of your favourable response.

Yours hopefully,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

For and on behalf of
TraVol Community Transport

Morgan, Adrian

From: Morgan, Adrian
Sent: 26 April 2011 11:56
To: 'jason evans'
Subject: RE: Application for Local Transport Services Grant Funding?

Good morning Jason

Many thanks for your e-mail below, which we will consider further.

On a separate matter, we will need to arrange a meeting in the very near future in order to bid for Sewta funding for this year.

Regards.

Adrian

Adrian Morgan
Principal Transport Officer
Integrated Transport Unit
Rhondda Cynon Taf CBC
Sardis House
Pontypridd CF37 1DU

-----Original Message-----

From: jason evans [mailto:villageandvalleys@hotmail.com]
Sent: 26 April 2011 10:39
To: Morgan, Adrian
Subject: RE: Application for Local Transport Services Grant Funding?

Morning Adrian.

Here is our requirement for the LTSG for 2011/2012.

We have lost three of our volunteer staff, due to them getting full time employment, two of these were drivers and the other an admin/ office worker.

Also we have lost our secure off street parking (Bell Centre) as it has been closed and put up for sale.

We have moved into lost cost office space in Ferndale but this does not have any parking or secure lock up area for the three buses, we have had some damage to these new buses so that's why we are requiring funds to put these away in secure unit when they are not in use.

In the past twelve months the the patronage on the busess has risen about 25-30% so showing there is a great need for our transport in the the RCT area.

Our membership has nearly doubled for single users and is up a quarter in groups in the last year.

We have been working with our other community transport operators travel & Act giving them the work that we could not accomadate or due to our low staffing levels.

We have been providing transport for those who want to use the Train bus/or main route bus service but live in an area that is geograhical outside these main routes.

Due to the above we are requesting funding for

April 2011/ March 2012	
Full time driver/ part time driver	£18,675
Garage/secure parking	
Including rates,elec, water	£ 5,850
Volunteer costs and Traning	£ 3,500
Total	= £28,025
Minus 30% self funded from v+v	= - £8,407.50
LTSG grant applying for	= £19,617.50.

If you need any more information please contact me

Regards

Jason Evans

Transport Manager

Village and Valleys Community Transport

01443 858462

Mob 07585 339166

Subject: RE: Application for Local Transport Services Grant Funding?
Date: Wed, 2 Feb 2011 11:05:27 +0000
From: Adrian.C.Morgan@rhondda-cynon-taff.gov.uk
To: villageandvalleys@hotmail.com

Hi Jason

Many thanks for your e-mail.

I will be in touch again with further details for 2011/12.

Regards.

Adrian

Adrian Morgan
Principal Transport Officer
Integrated Transport Unit
Rhondda Cynon Taf CBC
Sardis House
Pontypridd CF37 1DU

-----Original Message-----

From: jason evans [mailto:villageandvalleys@hotmail.com]
Sent: 02 February 2011 09:36

26/04/2011

To: Morgan, Adrian

Subject: Application for Local Transport Services Grant Funding?

Good morning Adrian,

Just wondering when we can apply for the Ltsg grant and how do we go about applying for it?

Many Thanks

Jason 01443 730749/858516

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