

North Yorkshire County Council
Business and Environmental Services

Leader of the County Council

13 May 2022

Department for Transport Local Transport Fund Grant Acceptance

Report of the Assistant Director – Travel, Environmental & Countryside Services

1.0 Purpose Of Report

- 1.1 To update the Corporate Director, Business and Environmental Services (BES) and The Leader of the County Council on the Department for Transport (DfT) Local Transport Fund and proposals for the same.
- 1.2 Following consultation with the Corporate Director Business and Environmental Services, the Corporate Director Strategic Resources and the Assistant Chief Executive (Legal & Democratic Services) for the Leader of the Council to authorise the Corporate Director Strategic Resources to accept and return the funding agreement.

2.0 Background

- 2.1 Since early in the pandemic the Department for Transport (DfT) has been providing financial support to the public transport sector to mitigate against the reduced patronage levels as a result of the pandemic and ensure adequate service levels can be maintained. This has been in the form of funding direct to local bus service operators and funding to local authorities to distribute to bus operators who are operating support bus services in the local authority area.
- 2.2 There has been a number of differing variations of funding including the Coronavirus Bus Services Support Grant (CBSSG) and Bus Recovery Grant (BRG) which have been a key element of support provided to the sector, for both commercial and tendered services and which is now being transitioned into Local Transport Fund recovery funding.

3.0 Local Transport Fund and Bus Recovery Grant Extension

- 3.1 In May 2022, the Government announced bus recovery funding of £150 million to support the bus sector across England (outside London). This funding will cover the period from 6 April 2022 to 4 October 2022.
- 3.2 As part of the recovery funding package, commercial operators will be provided with funding to maintain service levels across their networks, which have been crucial over the past 2 years. In addition, an element of the recovery fund will be provided to us as a Local Transport Authority, Local Transport Fund (LTF), to support tendered services.

- 3.3 As with the LTA CBSSG and BRG provided previously, we have been allocated this funding to continue to support tendered services that serve communities for whom buses are vital in providing access to work, education and preventing isolation. This funding will enable us to continue our important work in identifying and providing socially necessary services which would otherwise not be provided.
- 3.4 On 10 May 2022 North Yorkshire County Council received the letter attached at Appendix A which shows that we have been allocated a grant of £694,570 to manage and administer to bus operators who qualify for the funding.
- 3.5 As part of receiving LTF North Yorkshire County Council along with the bus operators must carry out a network review incorporating all bus operators commercial services as well as services funded by North Yorkshire County Council. The review will outline a plan to ensure for the sustainability of its commercial and supported network following the end of the funding.
- 3.6 We must return the LTF Agreement acceptance form attached at Appendix A, having regard to the Terms and Conditions, to accept the Councils funding allocation on 13 May 2022 with the necessary signatures attached.

4.0 Equalities

- 4.1 Consideration has been given to the potential for any adverse equality impacts arising from this decision (see Appendix B). The acceptance of the LTF will enable the release of £694,570 funding to the council. This in turn will enable financial support to the public transport sector, crucial in maintaining the bus service levels needed to help key workers get to work and allow the public to access essential services.
- 4.2 Maintaining bus service levels will avoid any adverse impact to groups of people with protected characteristics.

5.0 Finance

- 5.1 The Council will receive £694,570 in revenue funding to manage and allocate within the guidelines of the Grant Determination Letter and its Terms and Conditions attached at Appendix A.
- 5.2 The funding will be paid in two tranches, the first in May and the second tranche later on completion of the review mentioned in 3.5 of the report. The second tranche will require all the necessary criteria to be met prior to payment.

6.0 Legal

- 6.1 There are no legal implications arising from acceptance of the Grant, and receipt of the Grant does not contravene the Subsidy Control regime.

7.0 Climate Change

- 7.1 The submission of the acceptance declaration will enable the release of £694,570 bus recovery funding to the council. This in turn will enable financial support to the public transport, crucial in maintaining the bus service levels needed to help key workers get to work and allowing the public to access essential services. Maintaining

bus service levels will not have any positive or adverse impacts. Impacts will remain the same as existing, see Appendix C.

8.0 Recommendations

- 8.1 Following consultation with the Corporate Director Business and Environmental Services, the Corporate Director Strategic Resources and the Assistant Chief Executive (Legal & Democratic Services) for the Leader of the Council to authorise the Corporate Director Strategic Resources to accept the Grant and the terms of the Grant Agreement.

MICHAEL LEAH

Assistant Director – Travel, Environmental & Countryside Services

Author of Report: Catherine Price

Background documents: None

**Local Transport Fund (LTF) Grant Determination Letter - North Yorkshire
County Council**



Matthew Crane
Deputy Director, Local Transport
Department for Transport
33 Horseferry Road
London
SW1P 4DR

Website: www.dft.gov.uk

10 May 2022

Dear Local Transport Authority,

The Local Transport Fund (LTF) is provided under Section 31 of the Local Government Act, 2003. Funding is provided by the Department for Transport (DfT) on behalf of the Secretary of State in respect of socially necessary bus services and light rail services, as applicable.

Local Transport Fund

The Local Transport Fund (LTF) is effective from 6 April 2022 until 4 October 2022 and is a successor grant scheme to the Bus Recovery Grant paid to local authorities (hereafter LTA BRG) and the Light Rail and Tram Recovery Grant (LRTRG). The LTA BRG was in place between 1 September 2021 – 5 April 2022 and the LRTRG was in place between 20 July 2021 – 5 April 2022.

For the purposes of this grant agreement letter, definitions are provided in **Annex A**.

Payment

The Secretary of State, having obtained consent from the Treasury, has approved the LTF.

Two fixed amounts of the overall Grant will be paid over the course of the funding period. The total LTF allocation for **North Yorkshire County Council** is **£694,570**. Refer to **Annex B** for a breakdown of funding as well as an explanation of how the individual authority allocation has been apportioned.

Deliverables

This funding is provided to Local Transport Authorities (LTAs) for the provision of bus services which require local authority support, including tendered bus services and, for applicable areas, light rail/tram services. The funding is provided solely for these two transport services. LTAs will receive a single combined Grant for both transport modes, which LTAs will have autonomy over allocating.

The Grant provides funding in addition to, but not as a replacement of, any normal funding the LTA receives for the running of tendered bus services or light rail/tram services. The Grant is provided for the following “Deliverables”:

- A. Continued provision of socially necessary tendered bus and light rail/tram services. See, **Annex A**, 'Network Provision' section for details
- B. Development of local area network reviews. See **Annex A**, 'Network Reviews' section for details.
- C. For light rail/tram operators, continued engagement with the fare's taskforce. See **Annex A**, 'Fares Taskforce' section for details.

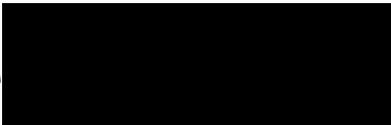
Further terms and conditions of funding, including data provision requirements can be found in **Annex A**.

This letter and its Annexes, (the "Agreement") sets out the terms and conditions of the Secretary of State's offer of a Grant. If you wish to accept this offer of Grant (on the terms and conditions set out in this Agreement), please sign, and return a copy of this Agreement to the Department at BRG@DfT.gov.uk by **13 May**.

You can contact the Department at BRG@DfT.gov.uk if you have any questions about the above.

Yours faithfully,

Signed



Matthew Crane, Deputy Director,
Bus Recovery Division
Department for Transport

Signed (Grant Recipient)

Print Name and Local Authority

Enclosed:

- **Annex A** – Terms and Conditions
- **Annex B** – Payment Breakdown

Annex A: Terms and Conditions

1. Definitions

In this Agreement, except where the context otherwise requires:

“Deliverables” means the requirements set out above and further below.

“Grant” means the amount up to and not exceeding the amount allocated to each Local Transport Authority provided by the Secretary of State for the purposes of the Deliverables.

“Grant Recipient” means the LTA which, having accepted this offer of Grant, is responsible for receiving, expending and accounting for funds paid under it for the purposes of the Deliverables and for ensuring compliance with all the terms and conditions of this Agreement.

“Local Authority” means a local transport authority in England, outside London.

“Service Providers” means those responsible for the delivery of bus or light rail and tram services.

2. Purpose of the Grant

The purpose of the Grant is to allow the Grant Recipient to deliver the Deliverables set out in the ‘Deliverables’ section of this Agreement.

The Department reserves the right to amend these terms and conditions at its discretion.

3. Network Provision

Whilst in receipt of the LTF, LTAs must ensure their local transport network provision meets local needs. This process should have regard to the objectives of the National Bus Strategy and locally agreed Bus Service Improvement Plans.

Local network provision means socially necessary bus and light rail/tram (where applicable) services but does not mandate a specific or minimum level of service for either mode.

4. Eligible use of funding

The LTF can be used for:-

- (a) Light rail/tram services (where applicable)
- (b) For claims for tendered services procured by the LTA that are valued at £29,999 or more, irrespective of the size of the LTAs supported bus services budget
- (c) To cover losses where an LTA, or lower Tier Authority, takes the revenue risk on a tendered service
- (d) To cover losses where an operator takes the revenue risk on a tendered service
- (e) To ensure the provision of a replacement service where a commercial service has been withdrawn, subject to prior agreement with the Department.
- (f) To provide additional tendered services or to alter existing tendered services
- (g) To support community transport services
- (h) To provide bespoke support such as, but not limited to, rates relief to individual bus operators where the LTA believes that additional support is required, and

withdrawal of services by a specific operator would result in increased costs to the taxpayer, subject to prior agreement with the Department.

The LTF **must not** be used for:-

- (i) activities of a political or exclusively religious nature
- (j) input VAT reclaimable by the Grant recipient from H.M. Revenue & Customs and for the avoidance of doubt any irrecoverable VAT associated with the scheme will be met with this Grant
- (k) gifts
- (l) entertaining
- (m) statutory fines, criminal fines, or penalties

Grant recipients and/or service providers are permitted to make an operating surplus whilst in receipt of LTF funding.

Grant recipients and/or service providers are permitted to make changes to their current fares and fare structures.

Light rail services will no longer be subject to the 'cost cap' included under the Light Rail and Tram Recovery Grant (LRTRG). However, in allocating funding to Light Rail services, LTAs should work with operators to ensure that funding continues to be used efficiently.

LTAs/operators must clear any outstanding debts with the Department before accessing this Grant.

LTAs/operators must maintain and operate effective monitoring and financial management systems for the Deliverables to ensure that the application of the Grant for delivering the Deliverables can be clearly identified.

5. Network Reviews

As part of receiving LTF funding, LTAs must ensure they, along with bus and light rail/tram operators, carry out network reviews. LTAs will be required to produce a single review incorporating all bus and light rail/tram operators as well as LTA tendered services which will outline a plan to ensure for the sustainability of its commercial, as well as tendered network, following the end of funding. These plans should be user focused and consider what the 'new normal' service requirements look like for their area. Where an operator runs a service across LTA boundaries, LTAs will work to agree with neighbouring LTAs who should be the lead for nominated routes.

6. Fares Taskforce

Light rail/tram operators and/or LTAs must continue to engage with the fares taskforce and monthly workshops as well as implement the universal method to monitor fare evasion in its various iterations, in order to be eligible for funding.

Light rail/tram operators and/or LTAs should provide monthly data into fare evasion rates recorded using the universal method and share best practice on revenue protection measures.

7. Data Provision

LTAAs will be asked to provide DfT with information on the services that the Grant has been used to support. This will include:

- Bus, light rail/tram services supported by the Grant, including the financial contribution (as appropriate).
- Frequency of service/service level or kilometres operated (as appropriate).
- Patronage levels on a monthly basis.

In addition, for local authorities responsible for light rail and tram services, DfT reserves the right to request further financial information, including but not limited to:

- Actual and forecast revenue achieved (farebox, commercial and other),
- Actual and forecasts costs (fixed, semi fixed, variable).

Forecasts supplied to the Department should be based on modelling carried out by the local authority which takes into consideration a range of local exogenous and endogenous factors impacting future demand and revenue.

DfT will request this data, and any additional information that may be required by the Department on reasonable notice, toward the end of the 6-month LTF scheme.

DfT reserves the right to carry out an open book reconciliation exercise with operators should the Department need to seek clarity on the financial impact of the LTF as well as to assure future forecasts. Operators/ LTAs will be required to cooperate with the Department and its advisors, including all reasonable data requests, as part of any reconciliation exercise.

DfT reserves the right to amend the information being requested from operators.

DfT reserves the right to use this information to inform the broader Government local Public Transport policy.

All deadlines for data provision are final. Submissions after the deadline may result in no further funding being provided and will only be accepted in exceptional circumstances and at the discretion of DfT.

8. Payment arrangements

Subject to the conditions set out in this Agreement the Secretary of State's funding will be paid by Grant to the Grant Recipient.

Payments will be made in 2 equal instalments, in arrears. Payment 1 will be provided after this Grant Agreement has been signed and returned, payment 2 will be provided subject to:

- (i) the requirements for network provision in this Annex,
- (ii) the requirements for the fares taskforce (for light rail/tram) in this Annex,
- (iii) the requirements for network reviews in this Annex, as well as associated guidance, and share a final version of the network review with the Department publishing this, so as to be accessible to local residents, and
- (iv) the provision of data requested in this Annex.

The Grant Recipient/s are required to sign and return to the team leader of the Bus Recovery Division of the Department for Transport this Agreement.

If a Grant Recipient/s fails to comply with any of the conditions contained within this Agreement, the Minister of State 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. Conflicts of interest and financial or other irregularities

Officers, members, and employees of the Grant Recipient must be careful to avoid conflicts of interest. The Grant Recipient must set up formal procedures to require all such persons to declare any personal or financial interest in any matter concerning the Deliverables and to be excluded from any discussion or decision-making relating to the matter concerned.

If the Grant Recipient has any grounds for suspecting financial irregularity in the use of any Grant paid under this Agreement, they must notify the Secretary of State immediately, explain what steps are being taken to investigate the suspicion, and keep the Secretary of State informed about the progress of the investigation. For these purposes "financial irregularity" includes fraud or other impropriety, mismanagement, and the use of the Grant for purposes other than the purposes of the Deliverables.

10. VAT

The Grant Recipient shall not charge the Secretary of State VAT in respect of any expenditure made to deliver the Deliverables as grants are outside the scope of VAT.

11. Escalation of disputes

In the event of a dispute about the Grant or the payment of the Grant, the matter will be referred to the Department's Deputy Director, Bus Recovery and the Grant Recipient's Chief Financial Officer who will work together to resolve the dispute.

12. Invoicing

Appropriate independent evidence, as reasonably specified by the Secretary of State of the delivery of the Deliverables is required to support any Grant claimed via the invoicing process for the associated Deliverable. Invoicing will take place following completion of the Deliverables.

Appropriate independent evidence as reasonably specified by the Secretary of State will be sent with the invoice requesting payment linked to those Deliverables.

13. Compliance

The Grant Recipient will comply with all applicable procurement laws when procuring goods and services in connection with the grant and the Department shall not be liable for the [LTA name]'s failure to comply with its obligations under any applicable procurement laws.

The Grant Recipient will ensure that its use of the funding complies with State Aid laws, the UK's international obligations in relation to subsidy control and any UK subsidy control legislation.

The Grant Recipient will maintain appropriate records of compliance with the relevant subsidy control regime and will take all reasonable steps to assist the Department to comply with the same and respond to any proceedings or investigation(s) into the use of the funding by any relevant court or tribunal of relevant jurisdiction or regulatory body.

The Grant Recipient acknowledges and represents that the funding is being awarded on the basis that the use of the grant will not affect trade in goods and electricity between Northern Ireland and the European Union and shall ensure that the funding is not used in way that affects any such trade.

The Secretary of State may require repayment of any of the grant already paid, together with interest from the date of payment, if the Secretary of State is required to do so as a result of a decision of the European Commission or the Court of Justice of the European Union by reason of a breach of State Aid Law through its application under Article 10 of the Northern Ireland Protocol and/or a decision of a court, tribunal or independent body or authority of competent jurisdiction by reason of breach of the UK's obligations under the Trade and Co-operation Agreement or the terms of any UK subsidy control legislation.

The Grant Recipient will ensure they comply with the 2010 Equality Act and the Public Sector Equality Duty. This includes considering impacts of the project on protected characteristic groups in the monitoring and evaluation stage.

Annex B - Payment Breakdown

The Department will pay 50% of an LTAs LTF allocation at the beginning of the scheme following the return of a signed Grant Agreement.

LTAs will be eligible for the remaining 50% of their LTF allocation at the end of the scheme, provided LTAs meet the conditions listed in paragraph 8 of Annex A. Table ii) shows an indicative payment schedule for LTF.

Your allocation can be found in Table i). Please note that, if relevant, allocations are inclusive of Light rail funding. For ease, Light rail allocations have been separated out in the final column. The Department reserves the right to amend this allocation in the event a Grant Recipient or Service Provider fully suspends or significantly reduces their light rail, tram or bus service before the beginning of the LTF start date or at any time within the period of funding.

DfT has opted not to ringfence money between transport modes, giving LTAs autonomy to decide how best to spend this funding across their transport system. The total allocation has been based on a calculation taking into consideration the following factors:

- the application of inflationary increases to local transport systems due to emerging cost pressures,
- estimated passenger demand recovery on local transport systems, and
- local transport funding allocations under LTA BRG and LRTRG
- size of the supported bus network in the LTA area

Table i)

LOCAL TRANSPORT AUTHORITY	TOTAL LTF ALLOCATION	LIGHT RAIL ALLOCATION if relevant (INCLUDED IN LTF ALLOCATION)
North Yorkshire County Council	£694,570	

Table ii) Indicative payment schedule

LOCAL TRANSPORT AUTHORITY	First instalment May 2022	Second instalment
North Yorkshire County Council	£347,285	£347,285

Initial equality impact assessment screening form			
This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.			
Directorate	Business and Environmental Services		
Service area	Integrated Passenger Transport		
Proposal being screened	Department for Transport Local Transport Fund		
Officer(s) carrying out screening	Catherine Price		
What are you proposing to do?	To agree the submission of the declaration of acceptance of LTF		
Why are you proposing this? What are the desired outcomes?	Secure bus related funding.		
Does the proposal involve a significant commitment or removal of resources? Please give details.	No		
Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYCC's additional agreed characteristics			
As part of this assessment, please consider the following questions:			
<ul style="list-style-type: none"> To what extent is this service used by particular groups of people with protected characteristics? Does the proposal relate to functions that previous consultation has identified as important? Do different groups have different needs or experiences in the area the proposal relates to? 			
If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your Equality rep for advice if you are in any doubt.			
Protected characteristic	Potential for adverse impact		Don't know/No info available
	Yes	No	
Age		x	
Disability		x	
Sex		x	
Race		x	
Sexual orientation		x	
Gender reassignment		x	
Religion or belief		x	
Pregnancy or maternity		x	
Marriage or civil partnership		x	
NYCC additional characteristics			
People in rural areas		x	
People on a low income		x	
Carer (unpaid family or friend)		x	
Does the proposal relate to an area where there are known inequalities/probable impacts (e.g. disabled people's access to public transport)? Please give details.	Yes the proposals relate to public transport.		

Will the proposal have a significant effect on how other organisations operate? (e.g. partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.	No			
Decision (Please tick one option)	EIA not relevant or proportionate:	<input checked="" type="checkbox"/>	Continue to full EIA:	
Reason for decision	Yes the submission of the Declaration of acceptance of LTF will enable the release of £694,570 bus recovery funding to the council. This in turn will enable financial support to the public transport, crucial in maintaining the bus service levels needed to help key workers get to work and allowing the public to access essential services. Maintaining bus service levels will avoid any adverse impact to groups of people with protected characteristics.			
Signed (Assistant Director or equivalent)	Michael Leah			
Date	10/05/2021			



Climate change impact assessment

The purpose of this assessment is to help us understand the likely impacts of our decisions on the environment of North Yorkshire and on our aspiration to achieve net carbon neutrality by 2030, or as close to that date as possible. The intention is to mitigate negative effects and identify projects which will have positive effects.

This document should be completed in consultation with the supporting guidance. The final document will be published as part of the decision making process and should be written in Plain English.

If you have any additional queries which are not covered by the guidance please email climatechange@northyorks.gov.uk

Please note: You may not need to undertake this assessment if your proposal will be subject to any of the following:

Planning Permission
Environmental Impact Assessment
Strategic Environmental Assessment

However, you will still need to summarise your findings in in the summary section of the form below.

Please contact climatechange@northyorks.gov.uk for advice.

Title of proposal	Department for Transport Local Transport Fund Grant Funding
Brief description of proposal	To agree the submission of the acceptance of the Bus Recovery Grant
Directorate	Business and Environmental Services
Service area	Integrated Passenger Transport
Lead officer	Catherine Price
Names and roles of other people involved in carrying out the impact assessment	None
Date impact assessment started	May 2022

Options appraisal

Were any other options considered in trying to achieve the aim of this project? If so, please give brief details and explain why alternative options were not progressed.

The other option consider is not to submit the acceptance declaration. However the council would not receive the grant funding available which in turn would have adverse impacts in maintaining the bus service levels needed to help key workers get to work and allowing the public to access essential services.

What impact will this proposal have on council budgets? Will it be cost neutral, have increased cost or reduce costs?

Please explain briefly why this will be the result, detailing estimated savings or costs where this is possible.

7.1 The Council will receive £694,570 to manage and allocate within the guidelines of the Memorandum of Understanding.

How will this proposal impact on the environment? N.B. There may be short term negative impact and longer term positive impact. Please include all potential impacts over the lifetime of a project and provide an explanation.		Positive impact (Place a X in the box below where	No impact (Place a X in the box below where	Negative impact (Place a X in the box below where	Explain why will it have this effect and over what timescale? Where possible/relevant please include: <ul style="list-style-type: none"> • Changes over and above business as usual • Evidence or measurement of effect • Figures for CO₂e • Links to relevant documents 	Explain how you plan to mitigate any negative impacts.	Explain how you plan to improve any positive outcomes as far as possible.
Minimise greenhouse gas emissions e.g. reducing emissions from travel, increasing energy efficiencies etc.	Emissions from travel		X		Maintain bus service levels needed to help key workers get to work and allowing the public to access essential services will result in no impact.		
	Emissions from construction		X		No impact.		
	Emissions from running of buildings		X		No impact.		
	Other		X		No impact		
Minimise waste : Reduce, reuse, recycle and compost e.g. reducing use of single use plastic			X		No impact.		
Reduce water consumption			X		No impact		
Minimise pollution (including air, land, water, light and noise)			X		Maintain bus service levels needed to help key workers get to work and allowing the public to access essential services will result in no impact.		

<p>How will this proposal impact on the environment?</p> <p>N.B. There may be short term negative impact and longer term positive impact. Please include all potential impacts over the lifetime of a project and provide an explanation.</p>	Positive impact (Place a X in the box below where	No impact (Place a X in the box below where	Negative impact (Place a X in the box below where	<p>Explain why will it have this effect and over what timescale?</p> <p>Where possible/relevant please include:</p> <ul style="list-style-type: none"> • Changes over and above business as usual • Evidence or measurement of effect • Figures for CO₂e • Links to relevant documents 	<p>Explain how you plan to mitigate any negative impacts.</p>	<p>Explain how you plan to improve any positive outcomes as far as possible.</p>
Ensure resilience to the effects of climate change e.g. reducing flood risk, mitigating effects of drier, hotter summers		X		No impact anticipated at this stage.		
Enhance conservation and wildlife		X		No impact anticipated at this stage.		
Safeguard the distinctive characteristics, features and special qualities of North Yorkshire's landscape		X		No impact anticipated at this stage.		
Other (please state below)		X		No impact anticipated at this stage.		

Are there any recognised good practice environmental standards in relation to this proposal? If so, please detail how this proposal meets those standards.

Not currently aware of any good practice environmental standards relating to this proposal.

Summary Summarise the findings of your impact assessment, including impacts, the recommendation in relation to addressing impacts, including any legal advice, and next steps. This summary should be used as part of the report to the decision maker.

The submission of the acceptance declaration for LTF will enable the release of £694,570 bus recovery funding to the council. This in turn will enable financial support to the public transport, crucial in maintaining the bus service levels needed to help key workers get to work and allowing the public to access essential services. Maintaining bus service levels will not have any positive or adverse impacts. Impacts will remain the same as existing.

Sign off section

This climate change impact assessment was completed by:

Name	Catherine Price
Job title	Head of Transport Services
Service area	Integrated Passenger Transport
Directorate	Business and Environmental Services
Signature	C Price
Completion date	10/05/2022

Authorised by relevant Assistant Director (signature): Michael Leah

Date: 11/05/2022