

Close out checklist

Requirement	Who is responsible?	Explanation	Timeline
<p>1. The employment position for any staff working to advance the Big Local plan must be appropriately managed</p>	<p>LTO</p>	<p>If individuals are employed to support the development and delivery of a Big Local plan, the employing organisation (whether it is the LTO itself, or a third party receiving grants from the LTO) must:</p> <ul style="list-style-type: none"> • review the employment contracts and its legal obligations to these employees, particularly in relation to the termination of their employment • where they decide employment is to cease when Big Local funding is spent, make appropriate and timely provision for terminating employment contracts, or for their transfer to another employer under the Transfer of Undertakings (Protection of Employment) Regulations. Planning for this should be clear and agreed at the point of close out. <p>Where employment is to terminate, necessary action includes dealing with final payroll and benefits, redundancy and pension requirements.</p> <p>LTOs need to be alert to redundancy costs, include them in budgets and spending plans and report on this in the final spend report to Local Trust. (This may include termination payments to the employee and/or the costs of HR support for consultation meetings).</p> <p>LTOs are responsible for informing third party employing organisations that closing out is underway, and of the anticipated close out date. LTOs are also responsible for notifying such organisations of the requirements of this section of the close out checklist and monitoring their adherence to these requirements. If an LTO has concerns about this, it should notify the Local Trust funding team, and consider its rights, remedies and options under its agreement with the third party organisation.</p> <p>Local Trust's guidance on workers and Big Local contains more information in relation to employment considerations for LTOs.</p>	<p>Final 12 months</p>
<p>2. Any assets funded by Big Local grant monies must be protected</p>	<p>Partnership and LTO</p>	<p>The intention is that the legacy, impact and benefits of a Big Local plan will continue long beyond close out. It is therefore important that any assets related to a Big Local plan are properly protected (now and for the future), so</p>	<p>Final 12 months</p>

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in accordance with Local Trust's asset guidance		<p>that they can benefit the local community in the way they were intended to after close out.</p> <p>If any large physical assets (such as buildings) have been obtained as a result of Big Local grant funding, the partnership and LTO must ensure these assets are currently being held and used, and will continue to be held and used, only for the charitable purposes for which they were acquired.</p> <p>Local Trust's assets guidance outlines in detail the requirements for safeguarding large assets funded by Big Local. This guidance must be reviewed carefully by relevant partnerships and LTOs, and its requirements must be applied to any such assets acquired as a result of Big Local funds.</p> <p>LTOs should ensure proper records of documents relating to all Big Local funded assets are kept. The grant terms and conditions state that LTOs must retain records for a period of 7 years after Big Local grants are spent.</p> <p>Any equipment and/or sundries, such as vehicles, gazebos, laptops, printers, marketing materials, acquired from Big Local funds must have been dealt with in accordance with the Big Local plan.</p>	
3. Data protection legislation (including GDPR requirements) must have been complied with	LTO and partnerships	The guidance on GDPR provides information and further links on how to comply. Data protection legislation must be complied with by LTOs and partnerships.	Final 9 months
4. All contracts, agreements and grants relating to Big Local must be reviewed and appropriately wound down	Partnership and LTO	<p>The LTO can refer to guidance on Managing Big Local Funding, and Locally Trusted Organisations.</p> <p>Any contracts or agreements entered into by an LTO in relation to the Big Local programme must have been appropriately wound down when delivery is complete and funds are spent in full. Notice periods and requisite steps for termination should be checked carefully. In the case of any contracts or agreements where the other party has breached its obligations, appropriate remedial action</p>	Final 9 months

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		<p>must have been taken and issues resolved prior to completing delivery and spending all Big Local funds.</p> <p>This is particularly important where an LTO has taken a premises lease on behalf of the partnership, and is also relevant where an LTO has entered into contracts for items like utility supplies, cleaning, and/or web hosting.</p> <p>The LTO and the partnership must have considered all recipients of Big Local grant funds, and:</p> <ul style="list-style-type: none"> • reviewed each grantee's use of the Big Local funds, and satisfied themselves that this was in accordance with what was required • ensured that each grantee has provided appropriate records and information about how they have used their grant, to enable a final spend report to be completed. 	
<p>5. All obligations, commitments or conditions relating to the partnership's and LTO's relationship or agreements with Local Trust must have been met (or waived)</p>	<p>Partnership and LTO</p>	<p>The LTO will need to have reviewed the grant terms and conditions (including the award letters) and ensured that all its obligations to Local Trust, including in relation to reporting to Local Trust and the expenditure of grant funds (and, if relevant, the return of any grant funds), have been adhered to.</p> <p>The partnership will need to have ensured any obligations and commitments that it has made to Local Trust have been met and any procedures or conditions agreed with Local Trust have been complied with, unless Local Trust has agreed otherwise. The partnership's obligations include completion of delivery of all aspects of the Big Local plan.</p> <p>Close out is separate to termination of the grant terms and conditions between Local Trust and an LTO and does not affect any of the rights and obligations with the grant terms and conditions.</p>	<p>Final 3 months</p>
<p>6. Partnership closure plans, or amendment plans, must have been agreed by the partnership</p>		<p>The partnership's closure or amendment steps and timings must have been agreed by the partnership, in liaison with the LTO.</p> <p>Partnerships that are not continuing in some form beyond close out must have wound down financially, according to procedures agreed with the LTO.</p>	<p>Final 3 months</p>

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and be in place		<p>Partnerships that are continuing to operate for the benefit of the local community must have transitioned to a new form according to its own policies and financial procedures, agreed with the LTO.</p> <p>If those forming a partnership wish to continue to operate using their current structure, they must have amended their governing document. These amendments must reflect the reality that the organisation will no longer be a Big Local partnership. Use of the Big Local name and logo must be in line with guidelines. Local Trust will be protecting the Big Local name and logo after 2026 to ensure it is not used inappropriately by organisations that have no legitimate connection to the programme. For this reason, it's important that Big Local areas check that their name and logo can be used longer term by referring to the guidance.</p>	
7. The partnership and LTO must have provided Local Trust with all evidence and documents required to close out	Partnership and LTO	<p>The following documents must be provided to Local Trust:</p> <ul style="list-style-type: none"> • The completed Big Local plan review - unless otherwise agreed with Local Trust. Local Trust may discuss waiving the formal need for a final plan review as the area enters the close out phase, but partnerships may find it helpful for their own learning and to recognise achievements to complete it. • The final spend report, which accounts for all expenditure of Big Local grant funds by the LTO; unless otherwise agreed with Local Trust. This must match the expenditure specified within the Big Local plan and the LTO's own records. LTOs will need to keep financial records of how the partnership spent the grant for a period of seven years. All expenditure needs to include VAT where applicable. Local Trust will discuss with the partnership and LTO how this will apply during the close out phase. • (If relevant) details of how any large physical assets acquired as a result of Big Local funds are being appropriately held and used in accordance with Local Trust's guidance, and the safeguards in place to ensure this will continue beyond close out. • (If relevant) any information or evidence requested by Local Trust during closing out, including: 	Final 3 months

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		<ul style="list-style-type: none">○ to demonstrate obligations, conditions or commitments of the partnership or LTO have been complied with○ to show that income held by an LTO for the Big Local programme that was not provided by Local Trust has been properly applied○ relating to income held by Local Trust in relation to the Big Local area.● The LTO's audited accounts or management accounts covering the duration of the LTO's receipt of and expenditure of Big Local grant funds.	