

**Report of : Head of Passenger Transport**

**Report to: Chief Officer, Civic Enterprise Leeds**

**Date: 31<sup>st</sup> July 2014**

**Subject: Passenger Transport – Approval to award two call off contracts from the Taxi and Private hire framework arrangement 2014-15.**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### Summary of main issues

1 Passenger Transport is commissioned by Children’s services and Adult Social care to provide transport for children and young people with statements of special educational needs and children who are in care of the authority requiring home to school transport, as well as older people and adults with learning difficulties on order they can access day services.

2 This is currently managed through a mix of our own in house fleet as well as the utilisation of a framework agreement for Taxi and Private hire providers to support the service. The current Framework agreement was approved in June and is effective from 1<sup>st</sup> July 2014. There are 25 providers on the framework, all of whom have met various quality checks, have provided assurances on safeguarding and agreed to support the council’s ambition to be a child friendly city.

3 In July the service tendered the following contracts:-

a) One provider required to provide home to school transport in the South of the city for Children and young people who are looked after. Tenders were received from four providers and based on a 80/20 price quality split, the recommendation is that the contract is awarded to Easy Travel.

b) One provider is required to provide home to school transport in the East of the city for Children and young people who are looked after. Tenders were received from four providers and based on a 80/20 price quality split, the recommendation is that contract is awarded to Wheels Private hire.

## **Recommendations**

1 The Chief Officer, Civic Enterprise Leeds is requested to award the following home to school contacts from the framework arrangement for Taxi and Private hire from 1<sup>st</sup> August 2014:-

The provision of transport for children and young people who are looked after in the south of the city to Easy Travel;

The provision of transport for children and young people who are looked after in the east of the city; to Wheels Private hire.

The estimated budget for each of these call offs, based on existing demand and volume is approx. £300k per annum and the contracts will be for two years.

## **1.0 Purpose of this report**

- 1.1 To seek approval to award two contracts for the provision of home to school transport for children and young people who are looked after in the south and east of the city

## **2 Background information**

- 2.1 Passenger transport is commissioned by Children's service's and Adult Social Care to provide home to school transport for children and young people with special educational needs and children who are looked after, as well as adults with learning difficulties in order that they can access day services.
- 2.2 The service is currently provided by a mix of our own in-house fleet as well as the utilisation of a framework agreement from which 25 taxi and private hire providers are invited to bid for routes as and when required.
- 2.3 The framework contract was awarded in June, with a start date of 1<sup>st</sup> July 2014.

## **3 Main issues**

- 3.1 Requests for home to school transport for children and young people who are in care of the authority are approved by Children's services and can be made throughout the year as and when required.
- 3.2 In order to ensure continuity and consistency with drivers and passenger assistants who support the child, the service has tendered for one provider to provide transport in both the south and east of the city.
- 3.3 Tenders were released on 18<sup>th</sup> July and submitted tenders were evaluated week commencing 28<sup>th</sup> July. All contractors on the framework were invited to tender and four contractors tendered for each of the two areas. The contracts will be awarded on a 80/20 price quality split, the quality score having been determined as part of the framework award.
- 3.4 The winning tenderers are :-  
South of the city; Easy Travel  
East of the city; Wheels private hire.
- 3.5 The estimated annual spend for each of the Key Decisions is as follows:
- South of the City £250k
  - East of the City £250k

It is not possible to provide an exact figure for this spend as it depends on customer demand. The budget to pay for these services is held by Children's Services. Appropriate authority to spend will be sought if these budget estimates are exceeded.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Consultation with both Children's services and Adult Social care took place in February 2014 in order that their requirements from providers are fully met; as a result the original framework contract included specific clauses which give assurances that successful contractors have met various quality assurances and will be managed through the contract terms and conditions.
- 4.1.2 Throughout the year consultation will take place with Children's services to assure both services that the contracts let offer value for money and the proposed service delivery meets their needs.
- 4.1.3 The service also works in partnership with the Councils Taxi and Private hire licensing service if there are any licensing or regulation issues with a provider.

## **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 An Equality, Diversity, Cohesion and Integration screening report was considered for the framework arrangement and a further Equality Impact Assessment is not required for this request.

## **4.3 Council policies and City Priorities**

- 4.3.1 The proposals within this report will contribute to the continued delivery of an effective Passenger Transport service for Leeds City Council

## **4.4 Resources and value for money**

- 4.4.1 A framework contract has been let and orders will be placed in accordance with its terms and the Council's Contract Procedure Rules. Competition has been used throughout the process to assure value for money.

## **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 The value of the contracts is expected to exceed £250k per annum, based on existing demand. A key decision report was published in 4<sup>th</sup> July 2014, which approved the decision of the service to start a tender process for the provision of home to school transport for children and young people in the east and south of the city.

This report is a consequence of the previous key decision and therefore not subject to call in.

## **4.6 Risk Management**

- 4.6.1 If Passenger transport did not tender for the supply of home to school transport for children and young people who are in care of the authority, the most vulnerable children in the city would not have access to education.

## **5 Conclusions**

- 5.1 Passenger Transport is commissioned to provide home to school transport for children and young people.
- 5.2 The service is provided through a mix of an in house fleet and the utilisation of a framework agreement whereby taxi and private hire providers are invited to bid for routes as and when required.

- 5.3 In order to ensure continuity and consistency for the children whilst they are being transported the service has tendered for the provision of home to school transport in the east and the south of the city.
- 5.4 The value of these contracts is likely to exceed the £250k threshold per annum. The contracts will be let for two years.

## **6 Recommendations**

The Chief Officer, Civic Enterprise Leeds is requested to authorise the contract award for:-

The provision of transport for children and young people who are looked after in the south of the city, to Easy Travel and

The provision of transport for children and young people who are looked after, in the east of the city to Wheels Private hire.

The approximate value of each contract, based on existing volumes is likely to exceed £250k per annum.

### **7.0 Background documents<sup>1</sup>**

None.

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<sup>1</sup> The background documents listed in this section are available for download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

