

**Report to the Chief Officer (Highways and Transportation)**

**Date: 14 October 2014**

**Subject: Approval to Purchase Automatic Traffic Counting Equipment**

**Capital Scheme Number: 32183**

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 This report seeks the approval of the Chief Officer (Highways and Transportation) to spend money on Automatic Traffic Counting Equipment to enable Transport Policy Monitoring Traffic Surveys section to improve efficiency and service quality for the council. *'Becoming a more efficient and enterprising council'*.
- 2 The equipment purchased will enable to us measure the impact of various transport schemes and to address the concerns of local communities and businesses in relation to traffic issues. *'Promoting sustainable & inclusive economic growth'*.
- 3 The total spend of £38,000 will be funded from the LTP Transport Policy Capital Programme.

**Recommendations**

- 3 The Chief Officer (Highway and Transportation) is requested to:
  - a) give authority to incur expenditure of £38,000 for the purchase of Automatic Traffic Counting equipment, funded from the LTP Transport Policy Capital Programme; and
  - b) approve the invitation of quotations for the remaining works in accordance with CPR 7.1 *Low Value Procurement*.

## 1 Purpose of this report

- 1.1 The purpose of this report is to inform the Chief Officer (Highways and Transportation) of the intention to seek the approval to spend money on the procurement of Automatic Traffic Counting Equipment.

## 2 Background information

- 2.1 Leeds CC Transport Policy Monitoring section undertakes the long-term traffic monitoring programme (LTMP) for all the 5 West Yorkshire Authorities, monitoring changes in traffic flows at 100 sites annually. The LTMP provides an invaluable source of data since 1979 showing the trends in traffic growth across all districts and road types.
- 2.2 Cordon counts at the main city and town centres are also undertaken at various intervals within a 4 year rolling programme. The team also provide a service for ad-hoc count request to both the districts and in-house clients for scheme development and monitoring.
- 2.3 Counts are undertaken using two distinct methods:
  - 2.3.1 Permanent counters with loops in the carriageway and a counter in an adjacent cabinet. Data is either collected via telemetry or by staff visiting the site every three weeks.
  - 2.3.2 A temporary site is set up using tubes and collects data for a week or two at the same time of year for each site.

## 3 Main Issues

- 3.1 The **Policy Monitoring Support** functions listed above continue to be required in Local Implementation Plan (LIP2) and LCC has the resources available to continue undertaking this work under the same arrangement.
- 3.2 The current **Traffic Counting Requirements** are thus:
  - 3.2.1 Permanent Counters Out of Action - 10 of the permanent counters (8 of which are on the Bradford Cordon) are currently out of action because the loops have been severed by either resurfacing or stats works. There is a process in place to ensure any loops are replaced and the costs recharged the stats company or within the maintenance scheme budget. However, most of these sites have been out of action for so long that reclaiming the costs now isn't possible. As a temporary measure the sites have been monitored using tubes once a year
  - 3.2.2 Unsafe Tube Sites - 5 sites are currently not monitored in the LTMP as the sites are not safe for the installation and use of tube counters. The options to address this are either install permanent loop counters or use alternative temporary radar technology which does not require any set up within the live carriageway. These counters could be rotated around the 5 sites currently not monitored. There are also 21 other sites on both LTMP and cordons which would benefit from the use of radar counters to reduce the health and safety risk for staff.

3.2.3 Huddersfield Cordon - All the other districts have permanent counters on their main cordons. Kirklees do not and the installation of at least 4 permanent counters on the major routes would be beneficial.

3.2.4 Obsolete Counters - 11 of the counters currently in use were purchased in 1980's and are no longer useable with the upgrade to windows 7. A review of the current equipment and usage shows that replacement of only 8 of these counters would be needed if the other recommended equipment changes within this report are agreed.

3.3 The **Procurement Requirements** would as follows:

3.3.1 For items A and B in Table 1.0 we would utilise the Loop Cutting Contract for the works covered in the framework contract.

3.3.2 For items C and D in Table 1.0 we would invite quotations in accordance with CPR 7.1 *Low Value Procurement*.

3.4 The **immediate equipment requirements** are to purchase the following automatic traffic counting equipment to resolve the issues highlighted in section 3.2:

Requirement	Quantity	Unit Price	Sub-Total
<b>A.</b> Loop replacement at existing sites	10	£1,000	£10,000
<b>B.</b> New Permanent sites	6	£2,500	£15,000
<b>C.</b> Radar Counters for use on busy sites where use of tubes is unsafe	4	£2,000	£8,000
<b>D.</b> Replacement of obsolete tube counters	8	£625	£5,000
<b>Total</b>			<b>£38,000</b>

Table 1.0 Immediate Equipment Requirements

The above prices are based upon quote from a supplier in this market. Once the Contract is up and running then we will of course go with the cheapest supplier.

This would be a one off investment to modernise the current equipment to allow us to continue to monitor the effects of policies and schemes on traffic growth through the life of the Local Transport Plan (LTP).

## 4 Corporate Considerations

### 4.1 Consultation and Engagement

4.1.1 A report on ***Monitoring for LIP2 and Beyond, Policy & Traffic Growth Monitoring Support Provided by LCC*** which highlighted the need for the procurement of supplies listed in Table 1.0 above went to the LTP Board in January 2013.

- 4.1.2 Consultation has taken place with the LTP Board members who confirmed that the items listed in Table 1.0 would be funded from an allocation of £100k which was provided in the 3 years of LIP1 from the IT block to fund this work.
- 4.1.3 Consultation has also taken place with the Finance Section who confirmed that the any additional supplies would be funded from both the capital and revenue budgets as and when the works are required.
- 4.1.4 The Procurement Section has also looked into the appropriateness or otherwise of using any other existing frameworks available. The following organisations were investigated Yorkshire Purchasing Organisation, pro5, espo, Highways Agency, Crown Commercial Services and Braintree Council, no suitable frameworks were found.

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

- 4.2.1 Due consideration to equality will take place as part of the Corporate Procurement Process and it is currently not applicable for an Equality, Diversity, Cohesion and Integration screening / impact assessment to be undertaken at this time. However, equality screenings will be carried out on the individual schemes as appropriate once the contract is awarded.

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

- 4.3.1 The proposed tender of this contract will provide an efficient method of procuring traffic counting equipment.
- 4.3.2 The decision to tender this contract falls within the parameter of Administrative Decisions in that :
  - a) The work to be carried out under this contract will be funded by approved budgets;
  - b) There is no conflict with the Budget and Policy Framework or other policies approved by the Council: and
  - c) It does not raise new issues on policy.

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

- 4.4.1 The tender of this Contract is an efficient use of council resources and is judged to be value for money in comparison to procuring resources for individual surveys.
- 4.4.2 The Contract will be awarded to all companies submitting a compliant tender. The companies will be offered, subject to satisfactory performance, the opportunity to revise their rates annually. The maximum permissible rate increase will be the percentage increase of the CPI index current at that time, published by the Office of National Statistics. It is possible that companies who have received little or no work through the contract in the previous year will decrease their rates.
- 4.4.3 Full Scheme Estimate: The scheme cost estimate is £38,000 and will be fully funded from the LTP Transport Policy Capital Programme.

#### 4.4.4 Capital Funding and Cash Flow:

Funding Approval :	Capital Section Reference Number :-						
Previous total Authority to Spend on this scheme	TOTAL £000's	TO MARCH 2013 £000's	FORECAST				
			2013/14 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's	2017 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	0.0						
FURN & EQPT (5)	0.0						
DESIGN FEES (6)	0.0						
OTHER COSTS (7)	0.0						
<b>TOTALS</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
Authority to Spend required for this Approval	TOTAL £000's	TO MARCH 2013 £000's	FORECAST				
			2013/14 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's	2017 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	38.0			38.0			
FURN & EQPT (5)	0.0						
DESIGN FEES (6)	0.0						
OTHER COSTS (7)	0.0						
<b>TOTALS</b>	<b>38.0</b>	<b>0.0</b>	<b>0.0</b>	<b>38.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2013 £000's	FORECAST				
			2013/14 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's	2017 on £000's
LCC Supported Borrowing	0.0						
Revenue Contribution	0.0						
Capital Receipt	0.0						
Insurance Receipt	0.0						
Lottery	0.0						
Gifts / Bequests / Trusts	0.0						
European Grant	0.0						
Health Authority	0.0						
School Fundraising	0.0						
Private Sector	0.0						
Section 106 / 278	0.0						
Government Grant - LTP /TSG	38.0			38.0			
SCE ( C )	0.0						
SCE ( R )	0.0						
Departmental USB	0.0						
Corporate USB	0.0						
Any Other Income ( Specify)	0.0						
<b>Total Funding</b>	<b>38.0</b>	<b>0.0</b>	<b>0.0</b>	<b>38.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Balance / Shortfall =</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

**Parent Scheme Number:** 99609

**Title:** LTP Transport Policy Capital Programme

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

4.5.1 There are no specific legal implications arising from this report. All activities relating to the proposal to invite tenders have been executed strictly in accordance with the Council's Contract Procedures Rules. The expenditure will be less than £250,000 and therefore the decision will not be subject to Call In.

#### **4.6 Risk Management**

4.6.1 This procurement of Automatic Traffic Count equipment is necessary to maintain survey stock to enable the Transport Policy Monitoring section to meet its obligations with respect to various traffic monitoring requirements.

### **5 Conclusions**

5.1 The total spend of £38,000 will be funded from the LTP Transport Policy Capital Programme.

5.2 This would be a one off investment to modernise the current equipment to allow us to continue to monitor the effects of policies and schemes on traffic growth through the life of the Local Transport Plan (LTP).

### **6 Recommendations<sup>1</sup>**

6.1 The Chief Officer (Highway and Transportation) is requested to :

- a) Give authority to incur expenditure of £38,000 for the purchase of Automatic Traffic Counting equipment, funded from the LTP Transport Policy Capital Programme; and
- b) Approve the invitation of quotations for the remaining works in accordance with CPR 7.1 *Low Value Procurement*.

### **7 Background Papers**

7.1 None.

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

## Appendix A

### Equality, Diversity, Cohesion and Integration Screening

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

<b>Directorate: City Development</b>	<b>Service area: Highways and Transportation</b>
<b>Lead person: Paul Foster</b>	<b>Contact number: 0113 3952586</b>

<b>1. Title: To seek approval to spend money on Automatic Traffic Counting Equipment</b>
Is this a:
<input type="checkbox"/> <b>Strategy / Policy</b> <input checked="" type="checkbox"/> <b>Service / Function</b> <input type="checkbox"/> <b>Other</b>
<b>If other, please specify</b>

<b>2. Please provide a brief description of what you are screening</b>
Highway Board report to seek approval to spend money on Automatic Traffic Counting Equipment

<b>3. Relevance to equality, diversity, cohesion and integration</b>
All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

<p>The following questions will help you to identify how relevant your proposals are.</p> <p>When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).</p>		
Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		X
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could the proposal affect our workforce or employment practices?	X	
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> <li>• Eliminating unlawful discrimination, victimisation and harassment</li> <li>• Advancing equality of opportunity</li> <li>• Fostering good relations</li> </ul>		X

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

<p><b>4. Considering the impact on equality, diversity, cohesion and integration</b></p>
<p>If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.</p> <p>Please provide specific details for all three areas below (use the prompts for guidance).</p> <p>If the proposal is accepted it will generate sufficient work to keep our team of 4 staff busy for the foreseeable future.</p> <p>Adversely, if we are unable to proceed successfully with the proposed procurement of traffic counting equipment it will result in loss of valuable traffic monitoring function and jeopardise the role of 4 staff undertaking this work.</p>
<ul style="list-style-type: none"> <li>• <b>Key findings</b> (<b>think about</b> any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)</li> </ul>



- **Actions**

No specific actions have been identified as part of the screening process.

**5. If you are not already considering the impact on equality, diversity, cohesion and integration you will need to carry out an impact assessment.**

Date to scope and plan your impact assessment:	N/A
Date to complete your impact assessment	N/A
Lead person for your impact assessment (Include name and job title)	N/A

**6. Governance, ownership and approval**

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Liz Hunter	Transport Strategy Manager	22/08/2014

**7. Publishing**

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

If this screening relates to a **Key Delegated Decision, Executive Board, full Council** or a **Significant Operational Decision** a copy should be emailed to Corporate Governance and will be published along with the relevant report.

A copy of **all other** screenings should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk). For record keeping purposes it will be kept on file (but not published).

<b>Date screening completed</b>	22 <sup>nd</sup> August 2014
If relates to a Key Decision - <b>date sent to Corporate Governance</b>	
Any other decision – <b>date sent to Equality Team (equalityteam@leeds.gov.uk)</b>	