

Report to Chief Officer (Highways and Transportation)

Date: 17 February 2015

Subject: Permission to go out to tender for delivery of the Bikeability Cycle Training Contract from July 2015.

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 checked="" type="checkbox"/> Yes	<input 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. Delivery of Bikeability cycle training directly links with a number of Best Council Plan objectives and contributes towards the Tour de France Legacy.
2. Bikeability Cycle Training is currently delivered by Cycle Leeds; however the current contract expires on 30th July 2015 and doesn't have an option to extend.
3. A full tender process needs to be followed to award a contract that will provide delivery of Bikeability Cycle Training from September 2015 for 2 years with the option to extend it for an additional 2 years to the end of August 2019.
4. The Department for Transport have now confirmed funding is available for 6000 level 2 and 500 level 3 places for Leeds City Council in the 2015/16 financial year.
5. Bookings for training delivery for the next academic year (Sept 2015) will ideally need to commence during the last term of the current academic year (June - July 2015).
6. The total amount of the contract (£1m +) requires that the tender process follows the european procurement procedures.

Recommendations

7. The Chief Officer (Highways and Transportation) is requested to grant approval to go out to tender for delivery of the Bikeability Cycle Training Contract from 1st September 2015 to 31st August 2017 with the option to extend that contract for a further 2 years to 31st August 2019.

1. Purpose of this report

- 1.1 This report sets out the reasons for recommending that the Chief Officer (Highways and Transportation) approves commencement of the tender process for delivery of the Bikeability Cycle Training Contract in Leeds from September 2015.

2 Background information

- 2.1 Bikeability is 'Cycling Proficiency' for the 21st Century. There are 3 levels of Bikeability which follow the national standard for cycle training. The national standard itself, which underpins Bikeability, was developed by more than 20 professional organisations including the Royal Society for the Prevention of Accidents (RoSPA) and is supported by cross government departments including the Department for Transport, Department of Health and the Department for Children, Schools and Families. Bikeability is designed to give the next generation the skills and confidence to ride their bikes on today's roads. In order to deliver Bikeability to the National Standard, providers must have a scheme registered.
- 2.2 Delivery of Bikeability cycle training directly links with the Best Council Plan Objectives to 'Promote Sustainable and Inclusive Economic Growth & 'Build a Child Friendly City'. Indeed of the 12 Child Friendly Leeds wishes, number one is that 'Children and young people can make safe journeys and easily travel around the city. Delivery of Bikeability also contributes towards the Tour de France (TdF) Legacy.
- 2.3 Delivery of Bikeability in Leeds is currently undertaken by Cycle Leeds but that contract expires at the end of July 2015 with no options for extension.
- 2.4 7000 pupils are expected to complete the level 2 or level 3 training during the financial year 2014/15. The council had submitting a preliminary bid to cover 7500 places for the next financial year 2015/16, however, confirmation has now been received that Leeds will only receive 6500 places due to the scheme being over-subscribed nationally.

3 Main issues

- 3.1 The current contract was put in place on 2nd April 2012 and was due to expire on 31st March 2015, however this was extended to the end of July 2015 under a waiver report and delegated decision at Highways Board on 9th December 2014. There is no provision to extend the contract further. The value of the overall contract is in the region of £1million+ and is therefore eligible for call-in and is also subject to EEC tender rules and procedures. Experience has shown that the training agreement is best arranged on academic years rather than the current

arrangements which are based on financial years. It is therefore proposed to award the Bikeability Cycle Training Contract for delivery to commence from September 2015. In order for the successful service provider to commence delivery in September 2015, they will need confirmation of being awarded the contract during June 2015 to ensure that they have sufficient time and arrangements in place to make advanced bookings with schools before the summer break.

3.5 Continuing with the outsourcing of this contract helps to build on TdF legacy, contributes towards the City Connect programme and ensures we are able to take an holistic approach to the delivery of cycle services across the district in line with the Best Council plan and Transport Planning service / team plans.

3.6 This contract will also be available to other LA's across the West Yorkshire region in order to provide best value.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The tender process itself will form the basis of the consultation and engagement process.

4.2 Equality and Diversity / Cohesion and Integration

4.3 The proposals to go out to tender for the Bikeability Cycle Training contract for 2 years with the option to extend by an additional 2 years has no adverse impact on the service that is currently provided. It is not considered applicable to carry out an equality, diversity, cohesion and integration screening or impact assessment in support of this report, as the proposals have no impact on the equality characteristics identified in the original EDCI screening assessment conducted in February 2012.

4.4 Council policies and City Priorities

4.4.1 Delivery of Bikeability supports all three objectives of LTP3 relating to 'Economy', 'Low Carbon' and 'Quality of Life' and the Best Council objectives to 'Promote Sustainable and Inclusive Economic Growth' & 'Building a Child Friendly City'. It also supports the Tour de France Legacy, the City Connect programme and other service / team plan objectives.

4.4.2 Seeking to award this contract through a competitive tender process will ensure that Leeds City Council obtains Best Value for the delivery of this service.

4.5 Resources and value for money

4.5.1 Funding for Bikeability training is provided by the Department for Transport at a rate of £40 per child for both level 2 and level 3. Funding has now been assured for the financial year 2015/16 and the council have been awarded 6500 places with a total value of £260,000. Approximately £32,500 will be retained to cover administration cost.

4.6 Legal Implications, Access to Information and Call In

- 4.6.1 This decision is a key decision and is also subject to call-in. The report does not contain any exempt or confidential information under the Access to Information Rules.
- 4.6.2 The overall value of the contract is such that it does fall into the EEC procurement rules and procedures.

4.7 Risk Management

- 4.7.1 If the council does NOT proceed to go out to tender for the Bikeability Cycle Training Contract, then delivery of this service will effectively cease as there is currently no capacity to deliver it in house.
- 4.7.2 Funding for Bikeability delivery is provided by Department for Transport Grant. It is drawn down each quarter retrospectively after training has been delivered. Should the successful contracted provider be unable, for whatever reason, to fulfil its obligations and deliver training to the required numbers, the council would simply not draw down the grant. The financial risk to the council is therefore negligible.

5 Conclusions

- 5.1 The procurement and contract procedure rules require that this contract be awarded subject of a competitive tender process.

6 Recommendations

- 6.1 The Chief Officer (Highways and Transportation) is requested to grant approval to go out to tender for delivery of the Leeds Bikeability Cycle Training Contract from 1st September 2015 to 31st August 2017 with the option to extend that contract for a further 2 years to 31st August 2019.

7 Background documents¹

- 7.1 None.

¹ 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.