

**Report of : Head of Passenger Transport**

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

**Date: 26<sup>th</sup> June 2015**

**Subject: Passenger Transport – Approval to award three call off contracts from the Taxi and Private hire framework arrangement 2015-16.**

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 looked after by Leeds, 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. 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 June the service tendered the following contracts:-
  - a) A contract in order to provide home to school transport for the North East SILC, West Oaks, for Children and young people who have special educational needs.
  - b) A contract for home to school transport for Children and young people who have special educational needs attending Hallcliffe school.
  - c) A contract for one provider to provide home to school transport in the North of the city for Children and young people who are looked after by Leeds.
- 4 Contracts are awarded on an 80/20 price quality split.

## 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 10<sup>th</sup> July 2015:-
  - a) A contract in order to provide home to school transport for the North East SILC, West Oaks, for Children and young people who have special educational needs to Rollinson safeway, at a cost of £192k per annum for a one year contract, with the option to extend for one further year.
  - b) A mini framework contract for home to school transport for Children and young people who have special educational needs attending Hallcliffe school, to those suppliers detailed in appendix A. The costs will depend on volume and home address of the children and young people, but the total cost for transport into the school is expected to be in excess of £250k per annum. The mini framework will operate for one year.
  - c) A contract for one provider to provide home to school transport in the North of the city for Children and young people who are looked after by Leeds, to Rollinson safeway. The estimated budget for this call off, based on existing demand and volume is approx. £300k per annum and the contract will be for two years with a possible extension of a further two years.

## **1.0 Purpose of this report**

- 1.1 To seek approval to award three contracts for the provision of home to school transport for children and young people with special educational needs or who are looked after by Leeds.

## **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 by Leeds, 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.

## **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 Three specific contracts with an original estimated value greater than £250k were tendered on 15<sup>th</sup> June and submitted tenders were evaluated week commencing 25<sup>th</sup> June. All contractors on the framework were invited to tender. The contracts have been awarded on a 80/20 price quality split, the quality score having been determined as part of the framework award.
- 3.3 The winning tenderers are :-
- a) A contract to provide home to school transport for the North East SILC, West Oaks, for Children and young people who have special educational needs to Rollinson safeway, at a cost of £192k per annum for a one year contract, with the option to extend for one further year.
  - b) A mini framework contract to provide home to school transport for Children and young people who have special educational needs attending Hallcliffe school to those contractors detailed on appendix A. The costs will depend on volume and home addresses of the children and young people, but the total cost for transport into the school is expected to be in excess of £250k per annum
  - c) A contract for one provider to provide home to school transport in the North of the city for Children and young people who are looked after by Leeds. The estimated budget for this call off, based on existing demand and volume is approx. £300k per annum and the contract will be for two years with a possible extension of a further two years

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 As commissioners for the service, consultation with both Children's services and Adult Social Care continues throughout the year.
- 4.1.2 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 two of the contracts is expected to exceed £250k per annum, based on existing demand. A key decision report was published in 3<sup>rd</sup> June 2015, which approved the decision of the service to start a tender process for the four contracts.

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 three contracts in relation to Home to school transport.

## **6 Recommendations**

- a) A contract in order to provide home to school transport for the North East SILC, West Oaks, for Children and young people who have special educational needs to Rollinson safeway at a cost of £192k per annum.
- b) A mini framework contract for home to school transport for Children and young people who have special educational needs attending Hallcliffe school to those contractors detailed on appendix A.

The estimated cost of this contract will depend on volume and the home addresses of the children and young people, but is estimated to be £250k per annum.

- c) A contract for one provider to provide home to school transport in the North of the city for Children and young people who are looked after to Rollinson safeway.

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

### **7.0 Background documents<sup>1</sup>** Appendix A,

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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.



**Hall Cliffe Contractors**

**September 2015 – August 2016**

Easy Travel (Leeds) Ltd.

Just Bus

Local Cars Ltd

Pennock & Ivory LTD T/A Amber Cars

Premier Licensed Private Hire

Rollinson Safeway Ltd

Wheels Private Hire Ltd

