

**Report to:** The Chief Officer (Highways and Transportation)

**Date:** 19 July 2016

**Subject:** Authority to use the West Yorkshire Combined Authority – Specialist Professional Services, Professional Services and Asset Delivery Contracts

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. To deliver the West Yorkshire & York Transport Fund Schemes the West Yorkshire Combined Authority working collaboratively with the district councils are undertaking the procurement of three contracts namely: Specialist Professional Services, Professional Services and Asset Delivery.
2. This report seeks permission for Leeds City Council to use these contracts.

### Recommendations

3. The Chief Officer Highways and Transportation is requested to authorise the use of the West Yorkshire Combined Authority Specialist Professional Services, Professional Services and Asset Delivery Contracts.

## **1 Purpose of this report**

1.1 To authorise the use the West Yorkshire Combined Authority Specialist Professional Services, Professional Services and Asset Delivery Contracts.

## **2 Background information**

2.1 The West Yorkshire Combined Authority and the Leeds City Region Enterprise Partnership has secured a £1billion-plus Growth Deal to support growing businesses, develop a skilled and prosperous workforce, improve energy efficiency and create the housing and transport infrastructure for growth.

2.2 Within this Growth Deal, there are a number of schemes, predominantly Highways and Transportation that will require to be delivered.

2.3 To deliver this work the West Yorkshire Combined Authority, after extensive consultation with all the Districts, is undertaking the procurement of three contracts:

2.4 Specialist Professional Services: a Dynamic Purchasing System (DPS) contract which is expected to go live from late July. The Framework is divided into 12 Lots:

- 1) Environmental and Ecology
- 2) Land Agents / advisors
- 3) Topographical Surveys
- 4) Landscape Architects
- 5) Planning Support
- 6) Project Management
- 7) Quantity Surveying / Audit
- 8) Surface Water Management
- 9) Technical Support
- 10) Transport Planning, Modelling and Economic Assessment
- 11) Underground Utility Mapping
- 12) UTMC

2.5 This framework is expected to go live from late July.

2.6 Professional Services: a framework contract of professional engineering companies that can deliver all aspects of Municipal Engineering including Building Structures and Regeneration projects. The main aspects are listed below:

- Civil Engineering Consultancy Services.
- Highway Engineering Services.
- Highway Consultancy services.
- Engineering Design services for the Construction of Civil engineering Works.
- Engineering Design services for traffic Installations.
- Bridge Design Services.
- Load Bearing Structures Design Services.
- Construction Supervision Services.
- Quantity Surveying Services for Civil Engineering Works.
- Miscellaneous Building Structures.

In delivering the services Framework partners would be required to assist WYCA in delivering its commitment to playing its part in helping deliver the goals set out in the Department for Transport's (Dft) "Transport Infrastructure Skills Strategy" Building sustainable skills and climate Change Act 2008. The main targets are:

- To deliver 30,000 apprenticeships by 2020. These will include young people entering the workforce, mid-career changers and returners to work as well as our existing workforce who will be upskilled.
- At least 20% of the new apprentices entering the workforce will be women by 2020.
- Where there is under representation support the government target of a 20% increase in the number of BAME candidates undertaking apprenticeships by 2020.
- In line with the Climate Change Act 2008 help deliver UK's commitment to reducing emissions by at least 80% in 2050 from 1990 levels.

The concluded Framework Contract will be divided into lots. These lots are:

Lot 1 – Low Value Professional Design and Engineering services, with scheme fee values of between £0 and £200K

Lot 2 - Medium value Professional Design and Engineering services, with scheme fee values of between £200K and £500K.

Lot 3 - High value Professional Design and Engineering services, with scheme fee value of above £500K.

- 2.7 Asset Delivery: a framework of firms that can deliver the range of projects listed above from feasibility through to construction. The details of this contract are currently being developed.

### **3 Main issues**

- 3.1 Approval is required to give authority for Leeds to use these West Yorkshire Combined Authority contracts.
- 3.2 The West Yorkshire Combined Authority are ensuring that the procurement is being carried out in accordance with the Public Contract Regulations 2015 and lawful for Leeds to use. H&T will carry out checks on this compliance prior to their initial use.
- 3.3 The contracts will enable the West Yorkshire Combined Authority and all the Districts to act individually as Employer to the Task Orders. The issue of Task Orders will be subject to mini competition invited through the framework contracts by individual Districts as and when required.
- 3.4 The contracts may be used to deliver the Transport Fund Projects for WYCA and any other services or work Leeds need to deliver that is permitted within the OJEU notice.
- 3.5 The Council currently has a Partnership Contract with Mouchel to provide additional technical capacity on Highway and Transportation Schemes. This Contract is due to be expire in September 2018. It is intended that the WYCA Frameworks will be used in addition to the Partnership Contract initially. The need for a replacement Partnership Contract will be reviewed during the next twelve months.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 The service users across the Districts were consulted on the format of the contracts prior to the tendering process.

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

4.2.1 An equality, diversity, cohesion and integration screening has been undertaken and confirms that a full impact assessment is not required as the proposals are only seeking to use the West Yorkshire Combined Authority Framework Contracts – Specialist Professional Services, Professional Services and Asset Delivery and will therefore have no impact on protected equality characteristics.

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

4.3.1 The use of this contract is in accordance with the Council's procurement policies.

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

4.4.1 West Yorkshire Combined Authority are undertaking a competitive tender exercise and the Contractors selected for the framework will offer best value.

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

4.5.1 This is a key decision and will be subject to call in as the value of the works that Leeds will procure through these contracts in any year is likely to be greater than £250,000.

### **4.6 Risk Management**

4.6.1 Not approving the use of the WYCA Contracts would mean Leeds would have to procure separate contracts and the associated costs involved therein.

## **5 Conclusions**

5.1 Using these contracts is an efficient use of Council resources and will provide a cost effective method of procuring the Specialist Professional Services, Professional Services and Asset Delivery.

## **6 Recommendations**

6.1 The Chief Officer Highways and Transportation is requested to authorise the use of the West Yorkshire Combined Authority – Specialist Professional Services, Professional Services and Asset Delivery Contracts.

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

---

<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.

7.1 None

# 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: Andrew Wheeler</b>	<b>Contact number: 348 1715</b>

<b>1. Title: Authority to use the West Yorkshire Combined Authority – Specialist Professional Services, Professional Services and Asset Delivery Contracts</b>
Is this a: <input checked="" type="checkbox"/> <b>Strategy / Policy</b> <input 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>
The use of the West Yorkshire Combined Authority – Specialist Professional Services, Professional Services and Asset Delivery Contracts

<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.  The following questions will help you to identify how relevant your proposals are.  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).		
<b>Questions</b>	<b>Yes</b>	<b>No</b>
Is there an existing or likely differential impact for the different equality characteristics?		No
Have there been or likely to be any public concerns about the policy or proposal?		No
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		No
Could the proposal affect our workforce or employment practices?		No
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>		No

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**.

<b>4. Considering the impact on equality, diversity, cohesion and integration</b>
If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.
Please provide specific details for all three areas below (use the prompts for guidance).
<ul style="list-style-type: none"> <li>• <b>How have you considered equality, diversity, cohesion and integration?</b> (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Key findings</b> (think about 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>
<ul style="list-style-type: none"> <li>• <b>Actions</b> (think about how you will promote positive impact and remove/ reduce negative impact)</li> </ul>

<b>5. If you are <b>not</b> already considering the impact on equality, diversity, cohesion and integration you <b>will need to carry out an impact assessment</b>.</b>	
Date to scope and plan your impact assessment:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

<b>6. Governance, ownership and approval</b>		
Please state here who has approved the actions and outcomes of the screening		
<b>Name</b>	<b>Job title</b>	<b>Date</b>
Andrew Wheeler	Projects Manager	14 <sup>th</sup> July 2016

<b>7. Publishing</b>	
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.	
Please send a copy to the Equality Team for publishing	
<b>Date screening completed</b>	14 <sup>th</sup> July 2016
<b>Date sent to Equality Team</b>	14 <sup>th</sup> July 2016
<b>Date published</b> (To be completed by the Equality Team)	