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

**Date: 23 May 2017**

**Subject: Extension of Contract – Bikeability Cycle Training**

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

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**Summary of main issues**

1. A major aim of the Councils plan is to make Leeds a Child Friendly City and to make Leeds a place where children can make safe journeys and easily travel around the City. By training school children in safe cycle usage, the council is directly contributing towards the aims of the Council Plan.
2. The Bikeability Cycle Training Contract was awarded to Cycle Leeds Ltd. on the 1<sup>st</sup> September 2015 to provide various levels of cycle training to children in schools within Leeds.
3. The contract expires on the 31st August 2017 but can be extended by a further two years; giving a total contract period of 4 years.
4. This report seeks the Chief Officer's approval to extend the Bikeability Cycle Training Contract for a period of two years, in accordance with Contract Procedure Rule 21.1 and utilising Clause F9 in the Contract.

**Recommendations**

5. The Chief Officer (Highways and Transportation) is requested to approve the extension of the Bikeability Cycle Training Contract to Cycle Leeds Ltd for two years until the 31<sup>st</sup> August 2019.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to inform the Chief Officer (Highways and Transportation) of the requirement to extend the Bikeability Cycle Training Contract.

## **2 Background information**

- 2.1 A major aim of the Council's plan is to make Leeds a Child Friendly City and to make Leeds a place where children can make safe journeys and easily travel around the City. Training school children in safe cycle usage is directly contributing towards the aims of the Council Plan.
- 2.2 The Bikeability Cycle Training Contract provides various levels of cycle training to children in schools within Leeds and is available for the Yorkshire Highway Alliance members to use.

## **3 Main issues**

- 3.1 The current Bikeability Cycle Training Contract was awarded to Cycle Leeds Ltd on 1<sup>st</sup> September 2015 and expires on 31<sup>st</sup> August 2017. There is provision within the contract to extend the contract for a further two years until the 31<sup>st</sup> August 2019.
- 3.2 The current provider Cycle Leeds Ltd has agreed to extend the contract and to hold their competitively tendered rates for the next two years which represents good value for money.
- 3.3 Cycle Leeds Ltd are considered to have performed well during the current contract period with positive feedback from schools and have engaged in providing social value at their attendance at cycling events.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The Leeds Transport Development Services Team have confirmed they want the contract being extended for a further two years.
- 4.1.2 Funding for the programme comes from Government grant and grant for 2017/18 has been confirmed. Grant funding is claimed retrospectively on a quarterly basis and the Finance team have confirmed funding is available in the transportation budget to pay Cycle Leeds Ltd on a monthly basis as invoices are submitted.
- 4.1.3 The H&T Procurement Team have also looked into the appropriateness or otherwise of the proposed extension and concluded that it is justifiable.

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

- 4.2.1 Due consideration to equality has already taken place as part of the Corporate Procurement Process before this contract was originally awarded. It is currently not applicable to carry out an EDCI screening or impact assessment at this time, as it is a strategic administrative proposal and that does not have a direct impact on the equality characteristics.

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

- 4.3.1 The proposed extension of this contract will provide an efficient method of procuring the services to provide Cycle Training Services within schools.

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

- 4.4.1 The proposed extension to this contract will maintain an efficient method of procuring these essential services.
- 4.4.2 Cycle Leeds Ltd has offered to hold their prices for the full period of the extension which offers very good value for money.
- 4.4.3 Funding for the Bikeability Cycle Training is provided in the form of a grant from the Department of Transport, with the number of training places offered under the scheme being linked to the amount of grant allocated.

### **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 proposed extension have been executed strictly in accordance with the Council's Contract Procedure Rules.
- 4.5.2 The average annual expenditure on this contract by Leeds City Council is £300,000 and is therefore a Key Decision which is delegated to the Chief Officer.

### **4.6 Risk Management**

- 4.6.1 The incumbent contractor has already submitted competitive rates and a new tender exercise is not expected to bring any further savings and would incur costs associated with a new tender process.

## **5 Conclusions**

- 5.1 The extension of this Contract is an efficient use of Council resources and offers best value for money whilst ensuring the Bikeability Cycle Training Contract can continue to be delivered.

## **6 Recommendations**

- 6.1 The Chief Officer (Highways and Transportation) is requested to approve the extension of the Bikeability Cycle Training Contract to Cycle Leeds Ltd for 2 years until the 31<sup>st</sup> August 2019.

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

- 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.