

Report to Chief Officer, Highways and Transportation

Date: 23 April 2018

Subject: Request to continue a current commercial agreement for the provision of ADSL and Ethernet circuits for UTMC operation

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 The control of traffic signal systems utilising adsl and Ethernet circuits is currently on a rolling contract with Zen Internet, the supplier was selected in 2012 following the relocation of UTMC from Merrion House and included in the contractual requirements of the main contractor.
- 2 The proposed West Yorkshire UTMC programme will require the provision of circuits for all West Yorkshire authorities, and a decision on future arrangements will be made when the details of the relocation to Gildersome are agreed.
- 3 It proposed to continue with the rolling contract arrangements which can be terminated by providing 30 days' notice until the West Yorkshire UTMC has made a decision on the procurement of these services.

Recommendations

- 4 The Chief Officer Highways and Transportation is requested to approve the continuation of the current agreement for the provision of adsl and ethernet circuits with Zen Internet Ltd for the control and monitoring of traffic signals for a period of up to 31st March 2020 to allow the proposed West Yorkshire UTMC time to decide on a strategy for communications.

1 Purpose of this report

- 1.1 The purpose of this report is to seek approval from the Chief Officer, Highways and Transportation to allow the continuation of the current agreement for the provision of adsl and Ethernet services from Zen Internet Ltd.

2 Background information

- 2.1 Currently Zen Internet Ltd provide adsl and Ethernet circuits s that are provided for the control and monitoring of around 500 traffic signals locations in Leeds and Calderdale on a rolling contract that can be terminated by providing 30 days notice.
- 2.2 The proposed West Yorkshire UTMC programme will provide the opportunity to investigate a collaborative approach to any future developments in this field. The procurement of a single supplier will be considered for the wider network and provide revenue savings on scale.
- 2.3 Without this service Leeds UTMC would have no control or monitoring capability of the highway network, which would reduce its effectiveness in controlling traffic and dealing with network issues.

3 Main issues

- 3.1 In order to continue the control and monitoring of traffic signals prior to any future contractual agreements with West Yorkshire colleagues it is proposed that the rolling contract with Zen Internet Ltd should continue.
- 3.2 Adsl and ethernet services for the control and monitoring of sites in Leeds and Calderdale are currently on a rolling contract with Zen Internet Ltd with a 30 day termination period.
- 3.3 The project to provide a centralised a West Yorkshire UTMC centre needs to allow for the termination of circuits, this will be vital for UTMC when deciding on our options with regard to the project.
- 3.4 Revenue savings may not be achieved without a strategy to replace the existing circuits with a wider West Yorkshire contract to provide these services.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Members are aware of the proposed West Yorkshire UTMC centre to be located in Gildersome.
- 4.1.2 Colleagues in West Yorkshire authorities are aware of the technical requirements of the proposed merger and the revenue savings this can achieve.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 An Equality, Diversity, Cohesion and Integration Screening has been prepared (Appendix A) and an independent impact assessment is not required for the approvals requested.

4.2.2 The screening process confirmed that the proposals have no impact on any of the equality characteristics.

4.3 **Council policies and City Priorities**

4.3.1 Closer working with West Yorkshire authorities will reduce future revenue costs and enhance a closer working strategy for UTMC.

4.4 **Resources and value for money**

4.4.1 Continuing with the existing contract arrangement up to 31st March 2020 will not exceed £100,000 per annum.

4.4.2 Being able to terminate the agreement by providing 30 days' notice will allow greater flexibility in the provision of adsl and Ethernet circuits for the proposed West Yorkshire UTMC.

4.4.3 Future revenue savings can be realised with the scale of supply for a West Yorkshire contract.

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

4.5.1 The report is an operational decision and is not subject to Call In and there are no grounds for treating the contents of this report as confidential with the Council's Access to Information Rules.

4.6 **Risk Management**

4.6.1 Termination of the rolling contract extension with Zen Internet Ltd will effectively cease control and monitoring of a large number of traffic signals locations in Leeds and Calderdale. No suitable interim measures have been identified for the provision of these services.

4.6.2 There remains a risk that a complaint could be raised that the council has not followed reasonable procedures, resulting in a loss of opportunity, which could potentially give rise to an Ombudsman Investigation, however it considered that this risk is low.

5 **Conclusions**

5.1 The control and monitoring of traffic signal locations in Leeds and Calderdale is vital in the management of the Highway, and continuation of the adsl and ethernet services must continue uninterrupted.

5.2 During the interim period leading to a combined West Yorkshire UTMC the existing contract with Zen Internet Ltd should continue to maintain traffic signal control and monitoring services.

6 Recommendations

- 6.1 The Chief Officer Highways and Transportation, is requested to approve the continuation of the current agreement for the provision of adsl and Ethernet services with Zen Internet Ltd for the control and monitoring of traffic signals for a period of up to 31st March 2020 to allow the proposed West Yorkshire UTMC time to decide on a strategy for communications.

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.

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.

Directorate: City Development	Service area: Network Strategy
Lead person: Richard Tallant	Contact number: 3787542

1. Title: : Request to continue a current commercial agreement for the provision of ADSL and Ethernet circuits for UTMC operation

Is this a:

Strategy / Policy
 Service / Function
 Other

If other, please specify

2. Please provide a brief description of what you are screening

The screening process relates to the waiver of procurement rules to provide services from Zen Internet Ltd.

3. Relevance to equality, diversity, cohesion and integration

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).		
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"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 		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**.

4. Considering the impact on equality, diversity, cohesion and integration
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"> • How have you considered equality, diversity, cohesion and integration? (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)
<ul style="list-style-type: none"> • Key findings (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)
<ul style="list-style-type: none"> • Actions (think about how you will promote positive impact and remove/ reduce negative impact)

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:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

6. Governance, ownership and approval		
Please state here who has approved the actions and outcomes of the screening		
Name	Job title	Date
Joel Dodsworth	UTMC Manager	23/04/2018

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.	
Please send a copy to the Equality Team for publishing	
Date screening completed	
Date sent to Equality Team	
Date published (To be completed by the Equality Team)	