

**Report to Director of Resources & Housing**

**Date: 11<sup>th</sup> September 2018**

**Subject: Request to Waiver of Contract Procedure Rules 8.1 and 8.2 to purchase scooter storage.**

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. Leeds was identified in 2015 by Department for the Environment, Food & Rural Affairs (DEFRA) as one of six locations in England that is not expected to meet air quality standards by 2020 and to require the introduction of a Clean Air Zone (CAZ).
2. Leeds City Council has received £1.8m funding from central government's Joint Air Quality Unit (JAQU) to implement six 'Early Measures' to improve air quality prior to implementing a Clean Air Zone.
3. One of these Early Measures is with schools to encourage pupils to scoot to school, and increase awareness and education of air quality
4. The provision of scooter storage at 30 schools will be required to deliver the programme
5. A number of companies provide a range of non-comparable scooter storage solutions.
6. The scooter storage solutions chosen are functional and engaging, and represent a range of choices for schools to choose from.

**Recommendations**

- 4 The Director of Resources & Housing is requested to approve the waiver of Contract Procedure Rule: 8.1 and 8.2 (Intermediate Value Procurement) in order to enter into a contract with two scooter storage providers (Cyclepods Ltd & Lock it Safe Ltd) to purchase scooter storage at 30 schools at a cost of £29,820.00

## **1 Purpose of this report**

- 1.1 The purpose of this report is to seek approval from the Director of Resources & Housing to waive Contract Procedure Rule 8.1 and 8.2 to purchase scooter storage for 30 schools to the value of £29,800.00.

## **2 Background information**

- 2.1 To accelerate reducing emissions and improving air quality across the city, LCC has received £1.8m for Early Measures to improve air quality. These are distinct from, but complement both the additional measures and the support packages that will be bid for from the Clean Air Fund to mitigate CAZ impacts on affected groups.
- 2.2 Each of these Measures focuses either on producing modal shift to 'cleaner' transport modes, facilitating the uptake of Ultra Low Emission Vehicles (ULEVs), and/or delivering behaviour change through increased access to alternative travel options. The programme of early measures chosen are all deliverable quickly and can therefore act as a catalyst of change in the city, supporting the earlier reduction of emissions. One of these Early Measures is to raise awareness of air quality amongst school children, and encourage pupils to scoot to school.
- 2.3 The Early Measure School Scheme will deliver modal shift at schools with historically high levels of car use as the method of how pupils and parents to travel to school. A package of initiatives will be delivered at schools with high car use, including the following
- 2.4 The Scoot to School programme - developed by the Sustainable Energy & Air Quality Team, and Influencing Travel Behaviour Team will deliver:
- Schools receive a package of funding and training. Pool scooters and scooter storage is provided along with scooter training to all pupils.
  - The school chooses incentives for pupils based on what they thought would achieve modal shift.
  - The school is obliged to conduct travel to schools surveys before the start of the initiative, and repeat after one term of initiative implementation
- 2.5 The schools scoot to school programme will be delivered in 30 primary schools in Leeds and will consist of scooter training of all pupils, scooter storage and a set of pool scooters for each school.
- 2.6 Many schools have no or limited existing infrastructure to encourage active travel to school.

## **3 Main issues**

### **Reason for Contracts Procedure Rules Waiver**

- 3.1 To facilitate a modal shift to greater active travel to school, it is necessary to have suitable infrastructure at school for children to safely and securely park their scooters.

- 3.2 Scooter storage is available from various organisations, with varying degrees of quality, design, and suitability.
- 3.3 The selected suppliers provide quality scooter storage solutions that are designed to encourage children to use the infrastructure provided and engage them in using active travel to travel to school.
- 3.4 Table 1 details the scooter storage solutions delivered by this procurement. It would result in each school being offered 4 scooter storage blocks, comprising up to 44 scooter storage spaces. This will allow for a significant uptake in active travel.

**Table 1: Breakdown of scooter storage expenditure**

<b>Supplier</b>	<b>Unit price</b>	<b>Style</b>	<b>Number spaces</b>	<b>Total number of spaces per school</b>	<b>Delivery to 1 location</b>	<b>TOTAL</b>
Cyclepods	£320	Scooterpods Mushroom	12	24	Included	£19,200
Lockit safe	£169	Wave style powder coated	10	20	480	£10,620
<b>Total</b>				44		£29,820

### **Consequences if the proposed action is not approved**

- 3.5 The cheapest scooter storage solutions are not engaging, and would not encourage children to use them. This could result in children not engaging with the scheme, and as a result the project not achieving the object of delivering a modal shift to increased active travel as a mode of travelling to school.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 This is an operational decision that is primarily related to the support of service provision within Resources & Housing so no consultation has taken place with elected members.

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

- 4.2.1 This currently not applicable for an Equality, Diversity, Cohesion and Integration Screening / Impact assessment to be undertaken at this time, as there will be no impact on any of the equality characteristics.

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

- 4.3.1 The importance of air quality as an issue is reflected in the Council's vision under our Best Council Plan. Our vision is for Leeds to be a healthy city in which to live, work and visit and we are working with partners to reduce emissions which will bring about health and wellbeing benefits including reducing premature deaths, improving health, promoting physical activity and reducing obesity levels. We are

raising general health and environmental standards across the city through the promotion of walking and cycling.

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

4.4.1 The cost of £29,800.00 is considered to represent good value for money as the scooter storage is engaging and shall be long-lasting ensuring that children can use this infrastructure for years to come.

4.4.2 The funding will be allocated from the DEFRA funding

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

4.5.1 This decision is not subject to call in.

#### **4.6 Risk Management**

4.6.1 Not purchasing the scooter storage would result in the scheme having limited effect, and as a result not achieving the expected reductions in emissions forecast, with the subsequent localised improvements to air quality. The Council received the funding on the basis of achieving a proportion of modal shift amongst students, as a result it is imperative to provide high quality scooter storage that deliver lasting change and uptake amongst pupils.

### **5 Conclusions**

5.1 A range of scooter storage solutions are available within the marketplace. Officers have selected Cyclepods Ltd & Lock it Safe Ltd, companies which provide high quality scooter storage that will engage children in this DEFRA-funded scheme.

### **6 Recommendations**

6.2 The Director of Resources & Housing is requested to approve the waiver of Contract Procedure Rule: 8.1 and 8.2 (Intermediate Value Procurement) in order to enter into a contract with two scooter storage providers (Cyclepods Ltd & Lock it Safe Ltd) to purchase scooter storage at 30 schools at a cost of £29,820.00

### **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.