

Report to Chief Officer (Highways and Transportation)

Date: 23 October 2018

Subject: Bikeability Cycle Training Contract - Authority to Tender

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. Delivery of Bikeability directly links with a number of Best Council Plan objectives and to the Cycling Starts Here strategy.
2. Bikeability is currently delivered in Leeds by Cycle Leeds. The current contract will expire on 31st August 2019.
3. A full tender process needs to be followed to award a 2 year contract for the delivery of Bikeability from September 2019 with the option to extend it for an additional 2 years.
4. Funding for Bikeability is provided via a grant to the Local Authority from the the Department for Transport. Annual funding from the DfT is not guaranteed and future training provision through the contract will only be procured if this external resource is secured.
5. To ensure a seamless process for schools and to avoid a drop in numbers of pupils trained, the contracted provider will need to take bookings in advance of the contract start date. As such, arrangements must be in place well in advance of the start date and no later than 30th April 2019.
6. The total amount of the contract (£1m +) requires that the tender process follows the European procurement procedures.

Recommendations

7. The Chief Officer (Highways and Transportation) is requested to:

- i) grant approval to go out to tender for delivery of the Bikeability Cycle Training Contract from 1st September 2019 to 31st August 2021 with the option to extend the contract for a further 2 years to 31st August 2023.

1. Purpose of this report

- 1.1 This report sets out the reasons for recommending that the Chief Officer (Highways and Transportation) approves commencement of the tender process for delivery of the Bikeability Cycle Training Contract in Leeds from September 2019.

2 Background information

- 2.1 Delivery of Bikeability directly links with the Best Council Plan Objectives to 'Promote Sustainable and Inclusive Economic Growth & 'Build a Child Friendly City'. Of the 12 Child Friendly Leeds wishes, number one is that 'Children and young people can make safe journeys and easily travel around the city'. Delivery of Bikeability also contributes towards the Cycling Starts Here strategy.
- 2.2 Encouraging more sustainable travel may contribute towards improving air quality and more children travelling more actively may contribute towards public health strategies aimed at promoting healthy weight in childhood.
- 2.3 Delivery of Bikeability in Leeds is currently undertaken by Cycle Leeds. The existing two year contract commenced on 1st September 2015. Within the contract, there was provision for a 24 month extension. This option was taken in 2017. The existing contract will therefore expire on 31st August 2019 with no further option for extension.
- 2.4 Annual funding from the DfT is not guaranteed and future training provision through the contract will only be procured if this external resource is secured.

3 Main issues

- 3.1 The value of the overall contract is in the region of £1million+ and is therefore eligible for call-in and is also subject to European Union tender rules and procedures. In order for any service provider to commence delivery in September 2019, they will need confirmation of contract award by the end of April 2019 to allow them to make the necessary arrangements and take advance bookings with schools before the summer break.
- 3.3 This contract will also be available to other Local Authorities in the Yorkshire Highway Alliance to use in order to provide best value.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The tender process itself will form the basis of the consultation and engagement process.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 The proposals to go out to tender for the Bikeability Cycle Training contract for 2 years with the option to extend by an additional 2 years has no adverse impact on the service that is currently provided. It is not considered applicable to carry out an equality, diversity, cohesion and integration screening or impact assessment in support of this report, as the proposals have no impact on the equality characteristics identified in the original EDCI screening assessment conducted in February 2012.

4.3 Council Policies and City Priorities

- 4.3.1 Delivery of Bikeability supports a number of council policies and priorities relating to quality of life & sustainable and inclusive economic growth. It supports the Best Council plan and Best City objectives as well as contributing towards Child Friendly Leeds aspirations and the Cycling Starts Here strategy. Initiatives like Bikeability, contribute towards embedding a cycling culture and therefore may contribute towards improving air quality and initiatives aimed at encouraging child hood healthy weight. Giving children experience as on road cyclists and a flavour of how road users interact with each other on the network may also contribute towards them becoming safer road users both now and in the future.
- 4.3.2 Seeking to award this contract through a competitive tender process will ensure that Leeds City Council obtains Best Value for the delivery of this service.

4.4 Resources and value for money

- 4.4.1 Funding for Bikeability training is provided by the Department for Transport. Annual funding from the DfT is not guaranteed and future training provision through the contract will only be procured if this external resource is secured.
- 4.4.2 The council retains a small proportion of the DfT grant to contribute towards the administrative and supervisory assistance that delivery of the Bikeability Cycle Training programme demands of the council.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 This decision is a significant operational decision and is also subject to call-in. The report does not contain any exempt or confidential information under the Access to Information Rules.
- 4.5.2 The overall value of the contract is such that it does fall under EU procurement rules and procedures.

4.6 Risk Management

- 4.6.1 There is no capacity to deliver this service in house.
- 4.6.2 Funding for Bikeability delivery is provided by Department for Transport Grant. It is drawn respectively after training has been delivered. Should the contracted provider be unable, for whatever reason, to fulfil its obligations and deliver training to the required numbers, the council would simply not draw down the grant. The financial risk to the council is therefore negligible.
- 4.6.3 Annual funding from the DfT is not guaranteed and future training provision through the contract will only be procured if this external resource is secured.

5 Conclusions

- 5.1 The procurement and contract procedure rules of LCC and the EU require that this contract be awarded subject to a competitive tender process.

6 Recommendations

- 6.1 The Chief Officer (Highways and Transportation) is requested to:
- i) grant approval to go out to tender for delivery of the Bikeability Cycle Training Contract from 1st September 2019 to 31st August 2021 with the option to extend that contract for a further 2 years to 31st August 2023.

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.