



Report of: Head of Passenger Transport

Report to: Director Resources and Housing

Date: 21st August 2019

Subject: Passenger Transport – Approval to award contracts for the supply of Home to school transport.

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open 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

1. Main issues

- In July 2019 approval was recommended for Passenger Transport to commence the procurement of home to school transport for children and young people with special Educational Needs and Disabilities (SEND) and children who are in care of the authority
- The service has tendered for a number of contracts to commence 2nd September 2019 to various school settings and for various contract lengths, depending on the specific contract requirements.
- In total, there are 15 providers available and providers were invited to tender in line with the previous tender and award report, the purpose of this report is to approve the new tender awards which are for minor adjustments due to route changes deriving from changes in client circumstances such as change of school or home address.
- Appendix A details of those contracts of which the annual cost is greater than £100k but less than £500k.
- Appendix B details those less than £100k. .
- Due to the cumulative total cost this is a Key Decision.
- Approval is sought to award the contracts as detailed in both Appendix A and B

2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

- Supports the Child Friendly City agenda, ensuring that young people have appropriate support to attend school helps improve educational attainment, closing achievement gaps for children and young people's vulnerable to poor learning outcomes.
- Supports the Safe Strong Communities agenda our transport system ensures that we keep people safe from harm whilst under our care and protects the most vulnerable.

3. Resource Implications

- Due to budget pressures a robust nuts and bolt route review has taken place during the summer school closure period to ensure that routes are efficient and occupancy rates are as high as possible and where greater value, flexibility and control can be delivered in house then routes have been insourced which means at this moment in time there is limited capacity within the in house service to deliver these routes so if these tender awards are not approved then there would be serious implications on the ability to transport SEND children from home to school and discharge our legal obligations.

Recommendations

- a) The Chief Officer Financial Services is requested to approve the award of the contracts detailed in Appendix A and B for the supply of Home to school transport from 1st September 2019 for children and young people with SEND and children who are in care of the authority.
- b) The Chief Officer Financial Services is also requested to agree to waive the five working day call in period as it would be prejudicial to the Council's interests, and those of children across the city, if these contracts are not in place by 2nd September 2019.

1. Purpose of this report

- 1.1 To advise the Chief Officer Financial Services that tenders have been let for the supply of Home to school transport for children and young people with SEND and Children in Care of the authority, and to seek approval to award appropriate contract as detailed in Appendix and B.

2. Background information

- 2.1 Passenger transport is commissioned by Children's and Families and Adult's and Health to provide home to school transport for children and young people with special educational needs and disabilities and children who are looked after, as well as adults with learning difficulties in order that they can access day services.
- 2.2 The service is currently provided by a mix of our own in-house fleet as well as the utilisation of a framework agreement and DPS from which a total of 15 taxi and private hire providers are invited to bid for routes as and when required.
- 2.3 Once the appropriate school setting has been agreed between the authority and parents / carers, the families of Children and Young people are required to submit an application form for Transport assistance. This is considered by a team of Travel assessors, who check eligibility against the Home to School Policy and in line with the current policy discuss any suitable alternatives; such as Independent travel training or car mileage. Once the options have been explored and there is no alternative the young person's transport requirements are scheduled onto an appropriate vehicle and a contract let.

3. Main issues

- 3.1 Passenger Transport is required to transport over 3000 customers each day. This is managed through our own in house fleet but also in partnership with Taxi and Private hire providers, who through either a framework agreement or a DPS, are able to support the service with the provision of wheelchair accessible minibuses, standard minibuses, card, and also some companies are able to supply passenger assistants who support the young child or adult with learning difficulties throughout their journey.
- 3.2 From June onwards details of the children and young people requiring transport assistance have been received by the service, and continued to be received throughout the summer, a number of applications are always received late and it is not possible in many cases to let contracts within the prescribed timescales for governance arrangements due to that fact that school allocations and time tables are not known until the end of August.
- 3.3 The majority of the young people are already known to the service but, in an effort to save costs, a transport review has been undertaken to provide our more services efficiently. Various call-off contracts for the supply of transport services in taxis, people carriers, minibuses and wheelchair accessible vehicles have been tendered over the summer that reflect the implemented changes.
- 3.4 None of the individual call-off contracts are expected to exceed £100k per annum, and we estimate the overall costs of year-on-year equivalent work to fall compared to last year, due to the rescheduling activities of the summer.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 Consultation with both Children's and Families and Adult's and Health continues throughout the year in order that transport arrangements meet the appropriate requirements and is within the appropriate policy.
- 4.1.2 The service also works in partnership with the Councils Taxi and Private Hire licensing service if there is any licensing or regulation issues with a provider.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 An Equality, Diversity, Cohesion and Integration screening report was considered for the framework arrangement and a further Equality Impact Assessment is not required for this request.

4.3 Council policies and the Best Council Plan

- 4.3.1 The proposals within this report will contribute to the continued deliver of an effective passenger Transport service for Leeds City Council
Climate Emergency
- 4.3.2 The service that is required to be delivered can have significant impact on the environment as it can involve high numbers of repeat journeys in what have historically been diesel vehicles. In order to reduce the impact on the environment a number of action have been taken by the service including commissioning a fleet of more fuel efficient and reduced emissions CAZ compliant in house vehicles, through the route review increasing occupancy rates and making routes more efficient to reduce mileage and smarter routing when requested a service from an external providers. We have also been working with suppliers on ensuring they are aware of the CAZ and are complaint and encouraging them to reduce emissions.

4.4 Resources, procurement and value for money

- 4.4.1 A framework contract has been let and orders will be placed in accordance with its terms and the Council's Contract Procedure Rules. Competition has been used throughout the process to assure value for money.
- 4.4.2 A route review is continuous and has resulted in a reduction in both the number of routes required and the length of journeys. It has also resulted in creating capacity to insource a number of routes which had previously been delivered externally, coupled with increased contract management of the Private Hire contract this will deliver cost savings of approximately £500k per year through reduced number of routes and better prices gained per mile. This decision to award this contract is part of the £500k cost reduction.

4.5 Legal implications, access to information, and call-in

- 4.5.1 There are no individual contracts of which the value is greater than £500k per annum.
- 4.5.2 There are no individual contracts of which the value is less than £500k per annum but greater than £100k.

4.6 Risk management

- 4.6.1 If Passenger transport did not let the contracts on time and they were subject to the call in process the authority would be in breach of its statutory responsibility to provide transport assistance for children and young people with SEND and children who are in care of the authority.
- 4.6.2 Assessments have been made and the children and young people meet the appropriate policy criteria, therefore under the current policy transport assistance should be provided.

5. Conclusions

- 5.1 Passenger Transport is commissioned to provide home to school transport for children and young people and transport for adults with learning difficulties in order they can access day services
- 5.2 The service is provided through a mix of an in house fleet and the utilisation of a framework agreement whereby taxi and private hire providers are invited to bid for routes as and when required.
- 5.3 Throughout the summer application forms for transport assistance are received by the service from parents and families of children and young people with SEND. The application forms are considered in line with the current Policy and if there is no alternative available to parents, transport assistance is provided through the provision of a Passenger transport minibus or Taxi and Private Hire vehicle which has been commissioned by Passenger Transport.
- 5.4 The service has a Framework contract for the supply of taxis and a DPS for the supply of minibuses. All contracts for the 2019-20 academic year were let from the appropriate Framework/DPS and all suppliers were invited to tender.
- 5.5 Details of the individual contracts and the appropriate recommended awards are not detailed individually due the value.

6. Recommendations

- 6.1 The Chief Officer Financial Services is requested to approve the award of the contracts a detailed in Appendix A and B for the supply of Home to school transport from 1st September 2019 for children and young people with SEND and children who are in care of the authority.
- 6.2 The Chief Officer Financial Services is also requested to agree to waive the five working day call in period as it would be prejudicial to the Council's interests, and those of children across the city, if these contracts are not in place by 2nd September 2019.

7. Background documents¹

- 7.1 N/A

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.

Appendix A

Provider	No of Contracts Awarded	Estimated Annual Cost
Club Cars	12	£120,042.00
Easy Travel	4	£103,930.00
Rollinson Safeway	17	£464,360.00
		£688,332.00

Appendix B

Provider	No of Contracts Awarded	Estimated Annual Cost
Gordon Taylor T/A Just Bus	2	£56,620.00
Leeds Taxi Owners (Streamline Telecabs)	9	£67,260.00
Pennock and Ivory t/a Amber Cars	1	£17,100.00
Premier PH	3	£24,700.00
Shiny Sky (T/A Arrow Cars)	5	£90,440.00
Wheels PH & South Leeds and Hunslet Cars	4	£82,080.00
		£338,200.00