



Report of: Head of Cleaning Services

Report to: Chief Officer Civic Enterprise Leeds

Date: 26th February 2021

Subject: Passenger Transport – Approval to award a framework agreement for “The provision of Transport Services via taxi, private hire, hackney carriages, standard minibus and wheelchair access minibuses”.

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 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

1. Main issues

- Passenger Transport is commissioned by both Children’s and Families and Adults and Health to provide transport for both children and young people with special educational needs and disabilities (SEND) and children who are in the care of the Authority requiring a home to school transport. This service also covers transportation of older people and adults with learning difficulties in order that they can access day services.
- The service we provide is currently supported through a mix of our own in house fleet as well as utilising a framework agreement the supply of taxi and private hire contractors (DN219654) and a DPS framework for both minibuses and wheelchair accessible minibuses (DN251076) which was established on 1st April 2017, and is due to expire 31st March 2021.
- This report seeks approval to award a new framework agreement which encompasses all vehicles required to run this service.
- The contracts will be for four years (1+1+1+1) and based on existing trend the current spend is projected at between £6m to £8m per annum.
- Transport arrangements will be managed through a mix of our own in house fleet as well as utilising this framework agreement.

- Passenger Transport depends on the support provided in this framework agreement in order to meet the ever increasing demand for both children and adult transport. Without this arrangement with providers, the council would not meet its statutory obligation to provide home to school transport.
- The purpose of this report is to seek approval to award the frame so the framework arrangements can be awarded from the 1st April 2021.

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 vulnerable to poor learning outcomes.
- Supports the Safe Strong Communities agenda as our transport system, ensures that we keep people safe from harm whilst under our care and protects the most vulnerable.
- Sustainable infrastructure – insourcing of some private hire routes and increasing the average occupancy of inhouse fleet vehicles has meant that the overall mileage in delivering the service has reduced over the last 2 years which will have a positive impact on improving air quality, reducing noise and emissions.

3. Resource Implications

- The implementation of this framework agreement will ensure value for money, flexibility and control. A large proportion of routes and journeys will be delivered in house but will need to be supplemented by the private hire market.

Recommendations

- a) The Chief Officer of Civic Enterprise Leeds is requested to approve the award for this framework agreement for the provision of home to school transport of SEND children, children who are in the care of the Authority, and adult day centre transport to commence from the 1st April 2021.
- b) The maximum length of the contracts will be four years (1+1+1+1), with an estimated spend of approximately £6m to £8m per annum.

1. Purpose of this report

- 1.1 The Chief Officer of Civic Enterprise Leeds is requested to award the new framework agreement for the supply of vehicle hire contractors is in place from 1st April 2021.
- 1.2 To seek authority to incur an estimated expenditure on Passenger Transport of up to £8m on an annual basis dependant on demand.

2. Background information

- 2.1 Passenger Transport is commissioned by both Children's and Families and Adults and Health to provide home to school transport for children and young people with SEND and children who are looked after, as well as adults with learning difficulties in order that they can access day services. This is a statutory responsibility for the Council.
- 2.2 Passenger Transport currently access a framework agreement the supply of taxi and private hire contractors (DN219654) and a DPS framework for both minibuses and wheelchair accessible minibuses (DN251076) which was established on 1st April 2017, and is due to expire 31st March 2021.
- 2.3 Requests for transport assistance is considered by a team of Travel Assessors who check eligibility against the home to school policy and discuss suitable alternatives such as independent travel training or personal travel allowance. Once the options have been explored and there is no alternative, transport requirements are scheduled on to an appropriate vehicle and a contract let.

3. Main issues

- 3.1 Requests for home to school transport for children and young people who are in care of the authority are approved by Children's and Families and can be made throughout the year as and when required.
- 3.2 Without the support from contractors, children with SEND and children who are in care of the authority would not be able to attend school and adults with learning difficulties would be unable to access day services.
- 3.3 The demand for children's transport is under pressure as there is an increase in the number of children with SEND who qualify for transport as a result of their complex and challenging needs.
- 3.4 Tenders were released on 19th November 2020 and submitted tenders were evaluated week commencing 2nd January 2021. All contractors on the existing two frameworks were invited to tender for work and in total 15 tenders were received.
- 3.5 Further, the contract stipulates that the contractor will have to provide evidence that they have complied with an added Social Value requirement that all employees working on the contract have contributed a minimum of 14 hours work with community groups in one year. This will be monitored as part of the contract management plan.

3.6 The winning bidders to be placed on the framework are:-

- Rollinson Safeway
- Wheels
- Pennock & Ivory
- Shiny Sky (Arrow)
- Easy Travel
- TJ's Travel
- First lady
- SJK Private Hire
- Club cars
- Ilkley 247
- Leeds Taxi Owners (Streamline)
- Just Bus
- Mohammed Saeed Shaikh T/A Calder Coaches

3.7 All providers are licensed by Leeds Taxi and Private hire licensing, and all employees working on the contract will have a clear Enhanced DBS check.

3.8 All vehicles deployed within this contract have to be fuel efficient and over the life of the contract we will work closely with Taxi and Private hire licensing to ensure the vehicles used on this contract contribute to the Councils Clean Air Policy.

3.9 Call-off contracts will be awarded based on mini-competition tender activities – this could be on an individual route basis, or in the form of 'Resource' contracts, where the winning contractor would be responsible for a pre-defined collection of work.
Corporate considerations

4. Corporate Consultation

4.1 Consultation and engagement

4.1.1 Consultation with both Children's and Families and Adults and Health continues throughout the year in order that transport arrangements meet the appropriate requirements and is within the appropriate policy guidance.

4.1.2 The service also works in partnership with the Council's 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 has been considered and a full Equality Impact Assessment was completed at the start of the tender process is attached at Appendix A.

4.3 Council policies and the Best Council Plan

- 4.3.1 The proposals within this report will contribute to the continued delivery of an effective Passenger Transport service for Leeds City Council. It is paramount that the tender exercise was undertaken with a view to ensure openness, transparency and fairness, and to be awarded in line with Leeds City Council's Contract Procedural rules.

Climate Emergency

- 4.3.2 The service that is required to be delivered can have a 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 actions have been taken by the service including commissioning a fleet of more fuel efficient, reduced emissions and the use of electric vehicles. Through the route review increasing occupancy rates and making routes more efficient to reduce mileage and smarter routing when requesting a service from external providers.
- 4.3.3 The vehicles used to deliver this contract have to be fuel efficient and over the life of the contract we will work closely with Taxi and Private hire licensing to ensure the vehicles used on this contract contribute to the Councils Clean Air Policy.

4.4 Resources, procurement and value for money

- 4.4.1 The development of this new framework agreement will allow orders to be placed in accordance with the Councils Contract Procedure Rules to assure value for money.

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

- 4.5.1 The Chief Officer Civic Enterprise Leeds is requested to authorise the award of the framework agreement to successful bidders.
- 4.5.2 This report is a consequence of a previous key decision and therefore not subject to call in.

4.6 Risk management

- 4.6.1 If Passenger Transport did not have contract agreements which support the service in the provision of transport, the Authority would be at increased risk of being in breach of its statutory responsibility to provide transport assistance for children and young people with SEND and children who are in the care of the authority and also adults who wish to access day care services.

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 demand for home to school transport is increasing and whilst the in-house service is reviewing its own mix of resources, the service will require some transport support to be provided through the framework agreement, and without such contract arrangements the Council would struggle to discharge its statutory home to school transport duty.

- 5.3 The current frameworks expires on 31st March 2021.
- 5.4 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 transport policy and if there is no alternative available to parents, transport assistance is provided through the provision of Passenger Transport's in-house service or with a provider that has been commissioned by Passenger Transport.
- 5.5 The new framework agreement will start from 1st April 2021.

6 Recommendations

- 6.1 The Chief Officer of Civic Enterprise Leeds is requested to approve the award for this framework agreement for the provision of home to school transport of SEND children, children who are in the care of the Authority, and adult day centre transport to commence from the 1st April 2021.
- 6.2 The maximum length of the contracts will be four years (1+1+1+1), with an estimated spend of approx. £6m to £8m per annum.

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.