

## Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
<b>Director<sup>1</sup></b>	Director of City Development		
<b>Contact person:</b>	Gillian MacLeod	Telephone number: 0113 39 88091	
<b>Subject<sup>2</sup>:</b>	Transforming Cities Fund (Carbon Mitigation Measures Fund) Leeds Public Bike Hire Scheme		
<b>Decision details<sup>3</sup>:</b>	<p>The Chief Officer (Highways and Transportation) was requested to:</p> <ol style="list-style-type: none"> <li>1. Approve commencement of the TRO process required for the additional fasttrack sites added to phase 1.1a, noting that future elements of phase 1 will require a separate TRO. Fasttrack sites are listed below.</li> <li>2. Give authority to request the City Solicitor to advertise any Traffic Regulation Orders (Parking Places Order, Waiting Restriction Order or Experimental Order) as required to address/ resolve the problems identified for each site, and if no valid objections are received, to make, seal and implement the Orders as advertised.</li> <li>3. Note that delivery of the docks to meet the 15<sup>th</sup> September launch date will not give sufficient time for making of the orders and delivery of signing and lining to support the TRO's. This will follow on.</li> </ol>		
	<p>A brief statement of the reasons for the decision</p> <ol style="list-style-type: none"> <li>1. Leeds City Bike (LCB) scheme is a fully electric docked e-bike hire scheme. Docks will be sited in groups from approximately 5 to 20 across 116 sites in the city centre and surrounding areas. There will be a ratio of approximately 1.5 docks per bike to allow space for bikes to be returned to alternative docks to those they were hired from (initial ratio in phase 1.1a is 1.36:1) but these additional fasttrack sites will allow the ratio to come up to 1:1.5+. There are proposed to be 515 LCC owned</li> </ol>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

bikes and 140 Beryl owned bikes in the first phase a proportion of which will be installed in the first phase of roll out, with the remainder following before the end of the year in most cases. Different considerations apply dependent on where docks are to be located. The initial scope of the e-bike hire scheme focuses on the city centre, inner city and Headingley corridor.

2. Leeds City Council are the owners of the scheme and of all infrastructure for the duration of the bike share contract. Beryl are the operators of the bike share scheme. The contract documents set out the contractual arrangements including this ownership arrangement. As a result, the documents set out lease arrangements for Leeds City Council to lease the infrastructure to Beryl for the duration of the contract and cover off ongoing liabilities for maintenance and replacement.
3. Docks are proposed in various locations:
  - On highway – footway
  - On highway – carriageway
  - Private land – LCC
  - Private land – other

Docks are of varying sizes and some will be combined with barriers / planters / totems / mobility hubs. Signage to explain the scheme and promote scheme sponsors will be present.

The phase 1.1a sites have previously been agreed. The additional 7 fasttrack sites are:

- i) Woodsley Road (carriageway) adjacent to Gryphon Sports Centre
  - ii) Footway at junction of Carlton Hill / Oatland Lane
  - iii) Footway at junction of Burley Road / Westfield Road
  - iv) Footway at St Peter's Place / St Cecilia Street
  - v) Footway at junction of Barrack St / Meanwood Road
  - vi) Footway at junction of Holborn Approach / Woodhouse Street
  - vii) Footway at Mabgate
4. There are a number of legal considerations to be reviewed for each location which are covered in a separate DDN. The TRO's required relate only to docks within the highway and cover:
    - TRO (carriageway) – removal / amendment of existing restriction (if any) and provision of TRO (Limited sites). Traffic Engineering progressing but will not be in place in time for installation.
    - TRO for cycle parking (on and off carriageway – required on all sites within highway). Traffic Engineering progressing but will not be in place in time for installation.
    - Signing and lining to DfT approved detail required for all sites within the highway – Traffic Engineering to progress alongside

	<p>TRO's – will not be in place in time for installation.</p> <ul style="list-style-type: none"> <li>Note a S115 licence (NRSWA) is not required for LCC as LCC have permitted development rights to install within highway under the Highways Act 1980. All equipment will be added to Highways Asset Management asset register for recording purposes.</li> </ul> <p>5. It is intended to commence the process of advertising the required traffic regulation orders (TROs) as soon as possible, albeit requirements to amend the Parkmap system to add a cycle parking order type has delayed advertisement for phase 1.1a to support the delivery of the initial launch on 15<sup>th</sup> September 2023. It has therefore allowed these fasttrack sites to catch up and be added to that first TRO. It is noted that there is limited time in which to progress this TRO and that the scheme will potentially be implemented without the benefit of a sealed TRO or accompanying signage and lining. This is not desirable but a consequence of the process followed to implement the Leeds Bike Share Scheme as promptly as possible following contract award. The potential impact on due process is mitigated by:</p> <ol style="list-style-type: none"> <li>All docking sites have to meet minimum footway clearances to ensure minimum impact on pedestrians and disability groups</li> <li>Site visits including site measurements have been taken for every site</li> <li>The docks are to be installed on base plates which makes them easier to move should a site be unacceptable for any reason</li> <li>Consultation with site frontagers has been undertaken by Beryl for all proposed sites. Any comments have been taken into account when considering siting and site suitability. There are no sites being taken forward with frontage objections.</li> </ol>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The phasing of the roll out is considered appropriate to ensure the earliest launch of the Leeds Bike Share Scheme.</p>
<p><b>Affected wards:</b></p>	<p>5 initial wards:</p> <p>Hunslet and Riverside</p> <p>Headingley and Hyde Park</p> <p>Little London and Woodhouse</p> <p>Weetwood</p> <p>Beeston and Holbeck</p>


	6 th ward included in fasttrack sites: Chapel Allerton		
<b>Details of consultation undertaken<sup>4</sup>:</b>	Frontagers of proposed docking sites have been contacted by Beryl and discussed with LCC. No sites are being progressed with frontage objections. Interest Groups – Cycle user forum; LCC Disability Hub, DAWN staff network		
	Ward Councillors – 6 wards – no concerns raised.		
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation Dawn Barrett – ITB Projects and Events Team Leader		
<b>List of Forthcoming Key Decisions<sup>5</sup></b>	Date Added to List:-		
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision		
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____		
<b>Publication of report<sup>6</sup></b>	If not published for 5 clear working days prior to decision being taken the reason why not possible:		
	If published late relevant Executive member's approval Signature _____ Date _____		
<b>Call In</b>	Is the decision available <sup>7</sup> for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:  The decision to deliver this project has already been made by Executive Board.		
<b>Approval of</b>	Authorised decision maker <sup>8</sup>		

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>5</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>6</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>7</sup> See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

<b>Decision</b>	Gary Bartlett – Chief Officer (Highways & Transportation) Kate Morris – Head of Transport Planning	
	Signature: 	Date: 7 <sup>th</sup> September 2023

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<sup>8</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.