

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Executive Member for Economy, Transport and Environment
Date:	26 November 2015
Title:	Contract for the provision of Bikeability training 2016 – 2018 (extendable to 2020)
Reference:	6992
Report From:	Director of Economy, Transport and Environment

Contact name: Alison Mills

Tel: 01962 832316

Email: alison.mills@hants.gov.uk

1. Executive Summary

- 1.1. The purpose of this paper is to seek approval to procure a contract to deliver Bikeability cycle training for an initial period of two years, with provision to extend the contract annually up to a maximum of four years. The estimated total spend is £1,720,000 and is fully funded through a Department for Transport (DfT) grant specifically for the delivery of Bikeability training.
- 1.2. This spend is dependant on funding through the DfT grant, which is applied for on an annual basis.

2. Contextual information

- 2.1. Currently the Economy, Transport and Environment (ETE) Road Safety team has DfT funding to deliver 8,750 places for level 2 and 3 Bikeability training.
- 2.2. The current contractor is a consortium led by Mountbatten School, Pedal Power and British Cycling. The current contract ends on 31 July 2016.
- 2.3. The current arrangement provides cycle training to schools in all Hampshire districts, with the exception of Fareham, Gosport and Test Valley.
- 2.4. Fareham, Gosport and Test Valley, through their Schools Games Organiser (SGO) host school access funding through Youth Sports Trust. The Road Safety team will investigate if SGOs will continue to apply for funding. If not, these districts will be included in the County Council's application for further funding during the life of this contract.
- 2.5. Bikeability Level 2 and 3 training is grant funded by the DfT. The Road Safety Team secured funding of £350,000 to deliver 8,750 training places in 2015/16. A further bid for funding will be required to fund places for 2016/17 with further bids for funding in successive years. The current framework agreement allows for up to 9,000 places per annum as a contingency.

- 2.6. Funding for the period April 2016 to March 2017 is subject to review and the signing of a new grant agreement with the Department for Transport. Subsequent years' training would be subject to the availability of DfT grant funding and further annual agreements.
- 2.7. Due to the popularity of the Bikeability programme, the number of places for which funding is available is insufficient to meet demand, and it is proposed to bid for additional places in the future as detailed in section 4.
- 2.8. The contract will procure the services of an external company which will provide instructors qualified to National Standards to deliver the training. The company will be responsible for contacting schools to book courses, instructor scheduling, training area risk assessments and training in line with Bikeability National guidelines.

3. Overview of procurement item

- 3.1. The contract will commence on 1 August 2016 and operate for an initial two year term, with options to extend annually for two further years.
- 3.2. The anticipated total maximum spend over the four year term is £1.72 million, to be funded by a DfT grant specifically for the delivery of Bikeability cycle training.
- 3.3. The tenders will be evaluated at a ratio of 30% for price and 70% for quality. The Government provides up to £40 per training space. This is the maximum price that will be paid for the training. The quality of delivery of this service is essential to ensure that the level of training is of a high and consistent standard across the county. The scores from both the Quality and Price sections will be added together to obtain a score out of 100. In the event of a tied score overall (price and quality), the contract will be awarded to the supplier with the highest Quality score.

4. Finance

- 4.1. The contract will be subject to the availability of DfT funding through the Bikeability grant.
- 4.2. The popularity of Bikeability training in schools has increased over the period of the previous contract and therefore an application to fund additional places will be made to the DfT in order to meet anticipated demand.
- 4.3. The road safety team has secured funding of £350,000 to deliver 8,750 training places in 2015/16. Funding for the period beyond April 2016 is subject to review and the signing of a new grant agreement each year. The application will be based on the projected numbers as set out in the table below.

	2016-2017	2017-2018	2018-2019	2019-2020
Total DfT funding applied for	£400,000	£420,000	£440,000	£460,000
Total Bikeability places to be delivered	10,000 at £40 per place	10,500 at £40 per place	11,000 at £40 per place	11,500 at £40 per place
Breakdown of Bikeability places per level	Level 2: 9500 Level 3: 500	Level 2: 10,000 Level 3: 500	Level 2: 10500 Level 3: 500	Level 2: 11000 Level 3:500

- 4.4. The proposed initial term of the contract of two years with provision to extend the contract annually for two further years, gives the opportunity to review the contract should government funding cease.
- 4.5. Officers will explore opportunities, within this contract, to recover the costs involved in Hampshire County Council administering the scheme, which may require changes to the price/quality ratio.

5. Performance

- 5.1. A lead officer from the Road Safety team will ensure that the successful contractor delivers a quality service in accordance with the Contract.
- 5.2. The lead officer will be responsible for reporting numbers trained to the DfT and for checking training delivered against the numbers invoiced.
- 5.3. Feedback will be sought from all schools receiving training along with regular monitoring of the trainers and instructors by the lead officer.
- 5.4. The contractor will only be eligible for contract extensions on the basis of continually assessed performance.
- 5.5. Poor performance will be addressed through the contract, and may ultimately lead to the contract being terminated early.

6. Recommendations

- 6.1. That approval be given to procure and spend for a contract to deliver Bikeability cycle training for a period of up to four years, with an estimated value of up to £1.72million subject to future Department for Transport (DfT) grant awards specifically for the delivery of Bikeability training and to be fully funded from such grant funding, with a start date of 1 August 2016.

- 6.2. That a ratio of 30% for price and 70% for quality be applied in tender evaluation of the items approved.
- 6.3. That the Director of Economy, Transport and Environment be given delegated authority to agree any variations to the items approved, in consultation with the Executive Member for Economy, Transport and Environment.

CORPORATE OR LEGAL INFORMATION:

Links to the Corporate Strategy

Hampshire safer and more secure for all:	yes
Corporate Improvement plan link number (if appropriate):	
Maximising well-being:	yes
Corporate Improvement plan link number (if appropriate):	
Enhancing our quality of place:	yes
Corporate Improvement plan link number (if appropriate):	

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

Document

Location

None

IMPACT ASSESSMENTS:

1. Equality Duty

1.1. The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- (a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- (b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- (c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

1.2. Equalities Impact Assessment:

The training provided is fully inclusive and should have no impact on groups with protected characteristics. Training will be adapted to suit the needs of any child where appropriate and individual risk assessments will be undertaken.

2. Impact on Crime and Disorder:

2.1. The provisions of the Crime and Disorder Act 1998 have no implications for this proposal.

3. Climate Change:

3.1. How does what is being proposed impact on our carbon footprint / energy consumption?

The training provided under this project may increase cycling as a modal share for travel to school, reducing reliance on the private car.

3.2. How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts?

The training provided under this project may additionally lead to increased cycling at other times, further reducing reliance on the private car.