

Notice of Non-key Executive Decision

Subject Heading:	Authority to enter into a contract with Cycle Confident for Cycle Training services
Decision Maker:	Imran Kazalbash, Assistant Director of Public Realm
Cabinet Member:	Councillor Barry Mugglestone, Lead Member for the Environment.
SLT Lead:	Andrew Blake-Herbert - Chief Executive
Report Author and contact details:	Martin Day, 01708 432869 martin.day@havering.gov.uk
Policy context:	Mayors Transport Strategy 2018, Local Implementation Plan 2019. LBH Air Quality Action Plan 2019, LBH Obesity Strategy, LBH Climate Change Action Plan.
Financial summary:	The funding for cycle training is allocated entirely through S106 Carbon Offset funding. The Council has been allocated funding of £0.150m from S106 carbon offset funding to cover the three year period of this contract at £0.050m per FY23/24, FY24/25 & FY25/26
Relevant OSC:	Environment
Is this decision exempt from being called-in?	The decision will be exempt from call in as it is a Non key Decision

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The subject matter of this report deals with the following Council Objectives

Communities making Havering	[x]
Places making Havering	[x]
Opportunities making Havering	[x]
Connections making Havering	[X]

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

This report seeks authority to enter into a contract for cycle training services with Cycle Confident from 1 April 2023 to 31 March 2026 at a total contract value of £150,000.

AUTHORITY UNDER WHICH DECISION IS MADE

Part 3 (Responsibility for Functions),

Paragraph 3.4 (Powers of Second Tier Managers) of the Council's Constitution:

Contract powers

a) To approve commencement of a tendering process for, and to award all contracts below a total contract value of £500,000 but above the EU Threshold for Supplies and Services.

STATEMENT OF THE REASONS FOR THE DECISION

Background

1. The Council has provided free at the point of delivery National Standard Bikeability cycle training using Transport for London funding allocated in the LIP for over ten years and it remains hugely popular. Anyone who works, lives, or studies in the Borough can access the training.
2. Demand always outstrips the funding available, especially from schools. The funding provided by the S106 carbon offset funding allows us to continue offering this service in the Borough.
3. The delivery of the skills needed for trainees to be able to cycle safely and responsibly on our roads is a key part of encouraging cycling. Cycling has a number of mental and physical wellbeing benefits and also assists in reducing congestion on the Borough's roads and harmful emissions.

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4. Residents are often keen to either switch or return to the bike but feel they need either a refresher or new knowledge in order to use their bike more often, especially for cycling on roads. For all concerned, especially children, they are receiving a very important life skill.
5. Delivering cycle training every year supports the Council's Local Implementation Plan, and the Mayor's Healthy Streets Agenda. Furthermore, it contributes to the Mayor's target of every Londoner doing 20 minutes of active travel each day by 2041.

What will the cycle training contract deliver?

6. The appointed cycle training provider will be expected to deliver a variety of different training initiatives including:
 - Learn to Ride training
 - Cycling Awareness Sessions
 - Bikeability Levels 1, 2 and 3
 - Bespoke family cycle training
 - Adult cycle training
 - Dr Bike & bike maintenance training
 - Led cycle rides
7. The training this contract will provide also supports the work Havering does with schools in the borough encouraging more pupils to travel actively to and from school through the School Travel Plan process.
8. Giving individuals confidence to cycle can open up a new travel mode for them with all of the benefits that it brings to them personally and the wider community. Around 75% of the cycle training budget is spent on the highly successful schools training programme.

How will the cycle training contract be funded?

9. The Council has allocated Section 106 (S106) Carbon Offset Funding to support cycle training. £0.050m per annum will cover a new three-year contract for 2023/24 – 2025/26 financial years.

Procurement Process and Evaluation

10. Following confirmation of funding, Officers carried out a Request for Quotes procurement process on Fusion as advised by Procurement officers.
11. The tender process complied with the competitive requirements of the Council's Contract Procedure Rules (CPRs). This included undertaking a competitive tender process against a written specification of requirements and giving six suppliers the opportunity to submit quotes.
12. Out of the six cycle training providers invited to tender, two submitted bids.

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13. The tender submissions were evaluated and the technical envelopes of each submission were scored by an Evaluation Panel of two Havering Officers. The tender submissions were evaluated against the Council's stated evaluation criteria. As part of the evaluation process a weighting of 70% Price and 30% Quality was given to the criteria.

14. The results of the tender evaluation were as follows:

	<i>Cycle Confident</i>	<i>Bidder B</i>
<i>Price (70%)</i>	<i>70%</i>	<i>61.57%</i>
<i>Quality (30%)</i>	<i>26%</i>	<i>18.80%</i>
<i>Total</i>	<i>96%</i>	<i>80.37%</i>

15. On the basis of the tender evaluation carried out, it is recommended to award the contract for cycle training services for the period 1 April 2023 to 31 March 2026 to Cycle Confident.

OTHER OPTIONS CONSIDERED AND REJECTED

16. Do nothing – not to deliver a cycle training service, which provides all the benefits outlined above, and given that S106 Carbon Offsetting funding is available for this purpose, was considered and rejected as potential cycle training trainees, of all ages, would have no access to this important life skill and service.

PRE-DECISION CONSULTATION

None

NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

Name: Martin Day

Designation: Senior Transport Planner

Signature: *Martin Day*

Date: 13 April 2023

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

17. The Council has the general power of competence under section 1 of the Localism Act 2011 to do anything an individual may generally do subject to any limitations. The contract may be awarded in accordance with these powers.
18. The Council is a contracting authority for the purposes of the Public Contracts Regulations 2015 (as amended) (PCR). The value of the contract is below the services contracts threshold of £213,447 and therefore is not subject to the full rigours of the PCR. However the contract must still be procured in accordance with the Council's Contract Procedure Rules (CPR).
19. The body of this report confirms that officers have complied with the CPR.
20. Should the allocated funding for cycle training be reduced or cancelled during the period of the contract a break clause in the contract will be triggered meaning the London Borough of Havering will not be required to continue funding the training.

FINANCIAL IMPLICATIONS AND RISKS

21. Training will be delivered using the confirmed S106 Carbon Offset Funding of £0.150m this is for the period 1 April 2023 until 31 March 2026. This equates to £0.050m per annum for the 2023/24, 2024/25 and 2025//26 Financial Years.
22. Management of the contract will be provided through existing budgets.

HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

23. There are no Council Human Resources implications as a result of this decision.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

24. Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:
 - (i) The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
 - (ii) The need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;

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- (iii) Foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

25. The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

26. This decision seeks approval to proceed to appoint Cycle Confident until 31 March 2026 to continue to their delivery of cycle training in the Borough to anyone who lives, works, or studies, in Havering.
27. Awarding a three-year contract for Bikeability Training will ensure that the Council can continue to offer cycle training to pupils, adults and families in the borough. This supports the Climate Change Action Plan and Air Quality Action Plan through encouraging people to travel sustainably and indirectly
28. This training and the resulting greater levels of cycling across the Borough will contribute towards the Council's aim of being a carbon neutral organisation by 2040 or sooner by reducing harmful emissions from other transport modes.

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BACKGROUND PAPERS

None

APPENDICIES

None

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Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Agreed

Details of decision maker

Imran Kazalbash
Assistant Director, Public Realm

Name:



Cabinet Portfolio held:
CMT Member title:
Head of Service title
Other manager title:

Date: 20 April 2023

Lodging this notice

The signed decision notice must be delivered to Democratic Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on _____

Signed _____