

## Notice of Non-Key Executive Decision

<b>Subject Heading:</b>	Approval for extending the value of the BPA Contract commissioning Cycle Confident to deliver Cycle Training in Havering during 2024/25 Financial Year.
<b>Decision Maker:</b>	Imran Kazalbash, Director of Environment
<b>Cabinet Member:</b>	Councillor Barry Mugglestone, Lead Member for the Environment.
<b>SLT Lead:</b>	Neil Stubbings – Director of Place
<b>Report Author and contact details:</b>	Jay Amin – Senior Transport Planner 01708 432875 Jay.amin@havering.gov.uk
<b>Policy context:</b>	Mayors Transport Strategy 2018, Local Implementation Plan 2019. LBH Air Quality Action Plan 2019, LBH Healthy Weight Strategy, LBH Climate Change Action Plan.
<b>Financial summary:</b>	The funding for cycle training has been allocated by Transport for London through the Local Implementation Plan (LIP) programme with additional funding allocated through the S106 Carbon Offset fund and the UK Shared Prosperity Fund.
<b>Relevant OSC:</b>	Places OSSC

## Non-key Executive Decision

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

People - Things that matter for residents	x
Place - A great place to live, work and enjoy	x
Resources - A well run Council that delivers for People and Place.	x

### **Part A – Report seeking decision**

#### **DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION**

This report seeks authority to extend the BPA Value that is in place with Cycle Confident for cycle training services with Cycle Confident from 1 April 2023 to 31 March 2026 by a further £177,000.

#### **AUTHORITY UNDER WHICH DECISION IS MADE**

##### **Part 3 of the Council's Constitution**

##### **Scheme of Delegations**

Functions Delegated to Officers

##### **3.3.3 Powers common to all Strategic Directors**

##### **4. Contracts**

4.2 To award all contracts with a total contract value of below £1,000,000 other than contracts covered by Contract Procedure Rule 16.3.

## **STATEMENT OF THE REASONS FOR THE DECISION**

### **Background**

1. The Council has provided free National Standard Bikeability cycle training for over ten years, funded through Transport for London (TfL) allocations within the Local Implementation Plan (LIP). This service, available to anyone living, working, or studying in the Borough, remains highly popular, with demand consistently exceeding available funding—particularly from schools.
2. The training equips participants with essential skills to cycle safely and responsibly on roads, encouraging cycling as a mode of transport. Cycling offers numerous mental and physical health benefits while also reducing road congestion and harmful emissions. Many residents, including children, rely on this training to build confidence and acquire life-long cycling skills.
3. The service aligns with the Council's Local Implementation Plan and the Mayor's Healthy Streets Agenda, supporting the goal of every Londoner achieving 20 minutes of active travel daily by 2041.

### **Cycle Training Contract**

4. In April 2023, the Council entered into a three-year contract with Cycle Confident to deliver cycle training services to Havering residents during the 2023/24, 2024/25, and 2025/26 financial years. This contract was approved via an Executive Decision signed by the Director of Environment.

### **Funding Arrangements**

5. Since the contract's commencement, various sources of funding have been secured for Bikeability training. This is set out below:
  - £161,000 Local Implementation Plan funding for 2023/24
  - £127,000 Local Implementation Plan Funding for 2024/25
  - £50,000 S106 Carbon Offset funding for 2024/25
  - £66,000 UK Shared Prosperity Fund for 2024/25
  - £50,000 S106 Carbon Offset funding for 2025/26.
6. The total level of secured funding for Bikeability Training across the 2023/24, 2024/25 and 2025/26 financial years is therefore £454,000.

### **Next Steps**

7. This Executive Decision has been prepared due to the confirmed additional funding the Council has received for cycle training from Transport for London (£161,000 in 2023/24 and £127,000 in 2024/25) and UK Shared Prosperity Fund (£66,000 in 2024/25), exceeding the original Blanket Purchase Agreement (BPA) value of £277,000.

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8. In order for the original Blanket Purchase Order (BPA) to be extended to £454,000 further approval is required.

**OTHER OPTIONS CONSIDERED AND REJECTED**

9. Do nothing – not to deliver a cycle training service, which provides all the benefits outlined above, and given that TfL funding, S106 Carbon Offset Fund and UKSPF Funding has been allocated 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**

10. None

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

Name: Jay Amin

Designation: Senior Transport Planner

Signature: *J Amin*

Date: 18<sup>th</sup> February 2025

## Part B - Assessment of implications and risks

### LEGAL IMPLICATIONS AND RISKS

11. The Council has power to award the contract under Section 111 of the Local Government Act 1972 which, permits the Council to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions.
12. The Council also has a general power of competence under Section 1 of the Localism Act 2011 to do anything an individual can do, subject to any statutory constraints on the Council's powers. None of the constraints on the Council's s.1 power are engaged by this decision.
13. The contract variation value is at £177,000. This is below the Public Contracts Regulation 2015 (PCR) threshold for light touch services of £663,540, under Schedule 3 of the Public Contracts Regulations 2015 (PCR). Accordingly, the contract is not subject to the full PCR regime and the Council's Contracts Procedure Rules (CPR) apply.
14. For the reasons set out above, the contract may be varied.

### FINANCIAL IMPLICATIONS AND RISKS

15. The original BPA £0.277m, was created to distribute funding from s106 (£0.050m per year over three financial years) and TfL funding at the time of £0.127m.
16. Since the appointment of Cycle Confident, the Council has received additional external funding from Transport for London of £0.034m 2023/24 and £0.127m 2024/25, the Council have also been successful in bidding for UK Shared Prosperity Fund of which £0.066m has been allocated for Cycle Confident.
17. As external funding for 2023/24 was subsequently allocated by TfL for Cycle training, £0.050m of S106 Carbon offset funding was not required.
18. The BPA is therefore required to increase by £0.177m to result in a revised total BPA of £0.454m. The Council will continue to seek additional external funding for Cycle training, if successful any future increases to the BPA will be subject to a further Executive Decision.

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19. The following table details Havering's Bikeability Training funding allocations.

<b>Funding Source</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>Total</b>
Local Implementation Plan (LIP)	0.161	0.127		0.288
S106 Carbon Offset Funding		0.050	0.050	0.100
UK Shared Prosperity Fund		0.066		0.066
<b>Total Funding Allocation</b>	<b>0.161</b>	<b>0.243</b>	<b>0.050</b>	<b>0.454</b>

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

20. The recommendations made in this report do not appear to give rise to any identifiable HR risks or implications that would affect either the Council or its workforce.

### **EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS**

21. The 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;
- (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.

22. 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.

23. An EqHIA (Equality and Health Impact Assessment) is usually carried out when a proposed or planned activity is likely to affect staff, service users, or other residents.

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24. The Council seeks to ensure equality, inclusion, and dignity for all in all situations.
25. There are no equalities and social inclusion implications and risks associated with this decision.

**ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS**

26. This decision seeks approval to amend the existing purchase order that has been created to continue to the delivery of cycle training in the Borough to anyone who lives, works, or studies, in Havering.
27. Extending this commission 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.
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.

**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**

Signed:



Name: Imran Kazalbash –Director of Environment

Date: 18<sup>th</sup> February 2025

**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 \_\_\_\_\_