

Notice of Non-Key Executive Decision

Subject Heading:	Approval for extending the value of the BPA and variation of contract with Cycle Confident to deliver Cycle Training in Havering during 2025/26 Financial Year.
Decision Maker:	Imran Kazalbash, Director of Environment
Cabinet Member:	Councillor Barry Mugglestone, Lead Member for the Environment.
SLT Lead:	Neil Stubbings – Director of Place
Report Author and contact details:	Gavin Wickens – Deputy Team Leader, Transport Planning 01708 431734 gavin.wickens@havering.gov.uk
Policy context:	Mayors Transport Strategy 2018, Local Implementation Plan 2019, LBH Air Quality Action Plan 2019, LBH Healthy Weight Strategy, LBH Climate Change Action Plan.
Financial summary:	Cycle training funding has been provided by Transport for London (TfL) through the Local Implementation Plan (LIP) programme, with additional contributions from the UK Shared Prosperity Fund and the S106 Carbon Offset Fund.
Relevant OSC:	Places

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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- enabling a resident focused and resilient Council	[x]

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

This report seeks authority to vary the contract and extend the Blanket Purchase Agreement (BPA) value that is in place with Cycle Confident for cycle training services from 1 April 2023 to 31 March 2026 by a further £162,617.

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

2. Expenditure

2.1 To incur expenditure for their allocated directorate within the revenue and capital budgets as approved by the Council, or as otherwise approved, subject to any variation permitted by the Council's contract and financial procedure rules.

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. This delegation shall include the ability to extend or vary a contract up to and including a value of £1,000,000 (provided that the extension is in line with the existing contractual provisions.)

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
 - £35,617 UK Shared Prosperity Fund for 2025/26
 - £127,000 Local Implementation Plan 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 £616,617.

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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 (£127,000 in 2025/26), and UK Shared Prosperity Fund (£35,617 in 2025/26), exceeding both the original Blanket Purchase Agreement (BPA) value of £277,000, and its subsequent extension from £277,000 to £454,000 in February 2025.
8. In order for the current Blanket Purchase Order (BPA) to be extended to £616,617 (an increase of £162,617 from its current value), further approval is required.

OTHER OPTIONS CONSIDERED AND REJECTED

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.

Procure a separate contract using the additional funding secured. This was considered and rejected as it was determined that it would not achieve value for money and would lose continuity for the service.


PRE-DECISION CONSULTATION

None

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

Name: Gavin Wickens

Designation: Deputy Team Leader, Transport Planning

Signature: 

Date: 11th December 2025

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

The Council 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.

This report seeks approval to vary the value of the Council's current contract for cycle training services by an additional £162,617. Schedule 2 of the Contract sets out the scope and nature of possible modifications.

The contract was procured as a below threshold, light touch service under Schedule 3 of the Public Contracts Regulations 2015 (PCR). Accordingly, the contract is not subject to the full PCR regime.

This report sets out the need for the variation by way of additional services and confirms that a change in contractor cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, services or installations procured under the initial procurement, as permitted by Contract Procedure Rule 19.1(ii).

FINANCIAL IMPLICATIONS AND RISKS

This report is seeking approval to extend the Blanket Purchase Agreement (BPA) with Cycle Confident by £0.162m, resulting in a revised total BPA value of £0.616m. This extension reflects confirmed external funding allocations from Transport for London, the UK Shared Prosperity Fund, and the S106 Carbon Offset Fund for the delivery of Bikeability cycle training in Havering during the 2025/26 financial year.

The funding breakdown includes:

- £0.127m from TfL's Local Implementation Plan
- £0.035 from the UK Shared Prosperity Fund
- £0.050m from the S106 Carbon Offset Fund

The Council has successfully secured these funds to meet increasing demand for cycle training, particularly among school-aged children. Approval of this extension will enable continued delivery of this high-impact service, with no additional cost to the Council's core budget. Future increases to the BPA value will be subject to further Executive Decisions, contingent on additional funding being secured.

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

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

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.

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.

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.

The Council seeks to ensure equality, inclusion, and dignity for all in all situations.

There are no equalities and social inclusion implications and risks associated with this decision.

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ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

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.

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.

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

APPENDICES

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: 11th December 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 _____