Havering
LONDON BOROUGH

Notice of KEY Executive Decision

Subject Heading:	Competitive procurement process for a three-year contract for the delivery of Cycle Training in Havering from 2026-2029.
Decision Maker:	Neil Stubbings – Strategic Director Place
Cabinet Member:	Councillor Barry Mugglestone – Cabinet Member for Environment
ELT Lead:	Neil Stubbings – Strategic Director Place
Report Author and contact details:	Daniel Douglas Team Leader Transport Planning daniel.douglas@havering.gov.uk 01708 433220
Policy context:	Local Implementation Plan (2019) Policy 23 Havering Local Plan Mayor's Transport Strategy
Financial summary:	The funding for cycle training is allocated entirely through the Local Implementation Plan from Transport for London (TfL) and other external funding sources. The contract value is estimated at £600,000 over 3 years.

Key Executive Decision

Reason decision is Key	(a) Expenditure or saving (including anticipated income) of £500,000 or more
Date notice given of intended decision:	25/11/2025
Relevant Overview & Scrutiny Committee:	Place - Overview and Scrutiny
Is it an urgent decision?	No
Is this decision exempt from being called-in?	The decision is not exempt from Call In

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

People - Supporting our residents to stay safe and well X

Place - A great place to live, work and enjoy X

Resources - Enabling a resident-focused and resilient Council

Key Executive Decision

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

This decision paper seeks approval to:

- Commence a fully compliant tender process for a three-year contract for cycle training in Havering for the 2026/27 to 2028/29 financial years at a total estimated value of £600,000.
- To extend the existing three-year contract with Cycle Confident for up to 3 months beyond 31st March 2026, whilst the procurement process is completed.

AUTHORITY UNDER WHICH DECISION IS MADE

Part 3 (Responsibility for Functions), Section 3 Functions Delegated to Officers: Scheme 3.3.3 Powers common to all Strategic Directors:

Contract powers
a) To approve commencement of a tendering process for all contracts below a total contract value of £1,000,000.

STATEMENT OF THE REASONS FOR THE DECISION

Background

1. Each year the Council has received funding from Transport for London (TfL) to provide cycle training to children and adults who live, work or study in Havering. The programme forms a key part of the borough's contribution to deliver the Mayor's Transport Strategy (MTS) in Havering and is underpinned by adopted Council policy such as Havering's Local Implementation Plan.

2. Over the years delivery of cycle training for children and adults has been an integral part of promoting sustainable transport in the borough and makes a key contribution to the Council's Smarter Travel work with local schools. It also helps schools deliver their School Travel Plans. Importantly, active travel also complements and helps to deliver the borough's health and wellbeing initiatives.

3. The Council has an existing three-year contract in place with a Cycle Training provider; however, this is coming an end with the contract finishing in March 2026. It is therefore necessary to undertake a competitive tendering exercise to appoint a new Cycle Training provider for the borough that will cover the 2026/27, 2027/28 and 2028/29 Financial Years.

Procurement of Cycle Training

4. The value of the services being procured is above threshold for Goods/Services under the Procurement Act 2023. It is therefore proposed that the Council undertakes a procurement for the cycle training contract in accordance with the PA23.

5. Officers wish to procure the services of an accredited cycle training provider through a competitive tender process using the Havering Procurement Portal.

6. As per the Council's Contracts Procedure Rules (CPR), Officers will be running an open procedure and will evaluate bids from any suppliers that submit a tender via the Atamis Portal.

7. The tender process will be conducted to ensure that tenders are evaluated fairly to identify the most advantageous tender, i.e. the tender that represents the best value for money to the Council.

8. The evaluation criteria are set out in the table below:

CRITERIA	EVALUATION METHOD	PERCENTAGE SCORE
Quality	Quality assessment of the Method Statement	30%
Price	Assessment of the bid price in relation to the Best Price.	70%

9. Tenderers will be required to submit answers addressing each of the technical questions included in the Procurement Specific Questionnaire (PSQ). The Authority will evaluate Bidders' responses to the participation questions in the PSQ before evaluating the remainder of the Bid. All Bidders meeting the participation criteria will then proceed to the tender evaluation stage and will have the remainder of their Bids evaluated, specifically their responses to Quality Criteria Questions set out in the Invitation to Tender (ITT documentation). Bidders which do not meet the selection criteria, will not proceed to the tender evaluation stage.

10. The provider will be responsible for the delivery of all cycle training and skills in Havering for schools, individuals and family groups.

What will the cycle training contract deliver?

11. The cycle training programme itself consists of several different training elements, which are offered to both adults and children. These include:

- Learn to Ride training
- Cycling Awareness Sessions
- Bikeability Levels 1, 2 and 3
- Bespoke family cycle training

- Inclusive Cycle Training
- Adult cycle training
- Dr Bike & bike maintenance training
- Led cycle rides

12. The training is provided to encourage those that live, work or study in Havering to cycle safely.

13. A copy of the Key Performance Indicators (KPI's) for the Contract can be found in Appendix 1.

What is the value of the contract and how long will it be for?

14. Officers are proposing to go out to tender for a three-year contract. This approach is consistent with how Havering has historically delivered cycle training in the borough. Officers consider this approach will be more efficient and result in far less officer time being spent having to re-procure the service over much shorter periods. It will also allow for greater efficiency in planning and delivering the contract specification with the successful supplier. Appointing a cycle training provider for three years will also provide stability and reassurance for schools as to who will be delivering their pupil cycle training over that period.

15. It is currently envisaged that at least £0.050m per annum will be made available for cycle training through the Local Implementation Plan. However additional funding is likely to be secured during the lifetime of the contract.

16. Officers are proposing going out to tender on a contract value of up to £0.600m over the three financial years. This is to avoid the need to obtain governance approvals each time new external funding is received for cycle training.

17. The Contract will offer no guarantee of the volume of services under the agreement in the event that the Council receives less funding than the value being procured for. In effect the supplier will only be paid for the value of work provided.

Interim Arrangements

18. The nature of the procurement process being undertaken means the appointment of a training provider for the next three years is unlikely to be completed until the middle of June.

19. To avoid there being a gap in delivery between the existing contract ending on 31st March and the next contract commencing sometime in June, it is proposed to extend the contract of the existing training provider Cycle Confident, for up to a further three months to ensure that training can continue to be delivered in schools whilst a new provider is being appointed. The estimated value of this extension is £0.050m.

Next Steps

20. Subject to the Strategic Director of Place approving this Executive Decision, officers will go out to tender for a three-year contract covering the 2026/27 to 2028/29 financial years for the delivery of cycle training in the Borough from 1 July 2026.

21. Officers will work with Legal Services to enable an extension of the existing contract that is in place with Cycle Confident to cover the initial three months of 2026/27 whilst the procurement process is completed.

22. Following completion of the tendering process, a further Executive Decision will be drafted to approve the award of the contract.

OTHER OPTIONS CONSIDERED AND REJECTED

23. The option of not undertaking a competitive procurement process and instead appointing a training provider on a shorter-term contract was discounted. There are several cycle training providers working in the London area and the contract value means that a competitive procurement process in accordance with the Procurement Act 2023 should be carried out to appoint a training provider.

24. Not offering free cycle training to pupils' adults and families was discounted as it is important that cycle training continues to operate in the borough.

PRE-DECISION CONSULTATION

25. The proposals to undertake an open tender process to appoint a new cycle training provider has been subject to the Council's internal Gateway Review Group (GRG).

26. The Strategic Procurement Unit (SPU) are involved and are advising officers through the procurement process and its requirements.

27. No formal consultation is required for this decision.

Key Executive Decision

NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER
Name: Daniel Douglas
Designation: Team Leader Transport Planning
Signature: Date:2nd March 2026
D. Douglas

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

28. This decision paper seeks approval to commence a fully compliant tender process for a three-year contract for cycle training in Havering for 2026/27-2028/29.

29. 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 recommendations within this report are in keeping with this power.

30. The Council is a contracting authority for the purposes of the Procurement Act 2023 (as amended) (PA23). The estimated value of the contract is above the relevant threshold for Goods/Services and therefore is subject to the full rigours of the PA23.

FINANCIAL IMPLICATIONS AND RISKS

31. The below shows the external funding secured in the last three-year cycle for Bikeability training:

External Funding Sources	2023/24	2024/25	2025/26	Total
Local Implementation Plan (LIP)	£161,000	£127,000	£127,000	**£415,000**
S106 Carbon Offset Funding		£ 50,000	£ 50,000	**£100,000**
UK Shared Prosperity Fund (UKSPF)		£ 66,000	£ 36,000	**£102,000**
Total	**£161,000**	**£243,000**	**£213,000**	**£617,000**

32. The next three years will differ, for example, the UKSPF is finishing in 2025/26.

33. This paper seeks approval to tender a three-year contract for cycle training in Havering from April 2026 to March 2029. Given the uncertainty in funding, which is normal in this field, the contract value is broadly based on previous funding secured, but funding is not yet confirmed.

External Funding Sources	2026/27	2027/28	2028/29	Total
Local Implementation Plan (LIP)	£150,000	£150,000	£150,000	**£450,000**
S106 Carbon Offset Funding	£ 50,000	£ 50,000	£ 50,000	**£150,000**
Total	**£200,000**	**£200,000**	**£200,000**	**£600,000**

34. TfL, who provide the funding for LIP, tend to confirm the indicative allocation in March proceeding the financial year in question. Therefore, we should be aware of the minimum available this coming March for 2026/27. The authority will monitor opportunities to replace the UKSPF as and if they materialise to support the programme.

35. The Contract Value being tendered for ensures that should further external funding be received for Bikeability training, whether that be from TfL or another external provider, this funding can be spent without the need to undertake further governance procedures.

36. 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 financially impacted.

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

37. There are no direct HR implications for the Council in this decision since the training will be delivered by staff from the appointed provider and administration of the contract will be carried out as part of the existing duties of the responsible officer.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

38. 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.

39. The Council is committed to all 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 socioeconomics and health determinants.

40. No group or individuals, with or without Protected Characteristics set out in the Equality Act, will be negatively impacted by the scheme. If future consultation reveals any detrimental impact, then this will be addressed and mitigated as needed.

41. A key requirement of the specification for the Contract will be to deliver Inclusive Cycle Training, and this is featured within the Key Performance Indicators for the

Contract. The contract award will be fully compliant with all the relevant policies on equality and social inclusion.

HEALTH AND WELLBEING IMPLICATIONS AND RISKS

42. Havering Council is committed to protecting and promoting the health and wellbeing of residents. There are no direct health and wellbeing implications arising from the recommendation to proceed with a competitive tender to appoint a cycle training provider.

43. 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. Increasing the number of people in the borough that are capable and confident to cycle safely (alongside wider efforts to promote and enable cycling) can support increased levels of active travel, which is associated with a range of physical, psychological and environmental benefits for individuals and communities.

44. Offering Bikeability training also supports delivery of the Havering Healthy Weight Strategy, as a means of promoting and enabling greater physical activity.

ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

45. This decision seeks approval to undertake a competitive tender process to appoint a supplier to deliver cycle training to anyone who lives, works, or studies, in Havering.

46. 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.

47. 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

Appendix 1- Cycle Training Contract Key Performance Indicators (KPI's)

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.

Decision

Proposal agreed

Details of decision maker

Signed

Neil Stubbings
Strategic Director of Place

Date: 5th March 2026

Lodging this notice

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

For use by Committee Administration

This notice was lodged with me on _____

Signed _____

Appendix 1: Cycle Training Contract Key Performance Indicators (KPI's)

KPI's for FY26/27:

- To achieve a 98% + spend of the cycle training budget
- Monthly reports received within the first 10 working days of the following month
- Level 1 in schools – 1,000 pupils
- Level 2 in Schools – 500 pupils
- Level 3 in schools – 30 pupils
- Adult training numbers – 250 people
- Cycle training offered to all SEN schools in the Borough
- Non staffing costs at 4% maximum
- Informed of customer complaints within 24 hours
- Response to complaints (copied to LBH) within 48 hours
- Monitoring and reporting of hub training numbers (reported quarterly)
- Provide list of future school bookings (for the next two months) to be sent with the monthly reports
- 90% positive feedback from customers
- Zero Accidents or serious incidents

The Supplier shall monitor its performance against each Target KPI and shall send the Authority a report detailing the Achieved KPIs at the end of FY26/27, and annually thereafter for the duration of the contract.

KPI's will be reviewed by LBH annually. If any changes are required, these will be agreed with the cycle training provider prior to the start of each financial year for the duration of the contract.