

Notice of Non-Key Executive Decision

Subject Heading:	Main Road Cycle Track Phase 1: Approval to Award Preliminary Design Commission via Constellia
Decision Maker:	Imran Kazalbash, Director of Environment
Cabinet Member:	Lead Member for the Environment.
SLT Lead:	Neil Stubbings – Strategic 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:	Grant funded project. Project fully funded through Local Implementation Plan (LIP) allocation for FY26/27.
Relevant OSC:	Places

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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 approval from the Director of Environment to award a contract valued at £24,999 for the preliminary design stage of the Main Road Cycle Track via the Constellia Neutral Vendor Framework for Multi-Specialism Services (Constellia) to Jacobs U.K. Limited (company number 02594504).

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.)

This power has been sub delegated to the Director of Environment from April 2025.

STATEMENT OF THE REASONS FOR THE DECISION

Background

1. The Council wishes to take forward Phase 1 of the Main Road Cycle Track project between Crossways and Hockley Drive. The commission is for preliminary design of the cycle track which will tie into the existing cycle track on Main Road and the proposed Quietway scheme on Crossways.
2. The project aligns with the Council's Local Implementation Plan, the Active Travel Strategy, and the Mayor's Healthy Streets Agenda, supporting the goal of every Londoner achieving 20 minutes of active travel daily by 2041, as well as the mode shift targets identified in the Mayors Transport Strategy.

Main Road Cycle Track

3. Phase 1 will extend segregated cycling provision by connecting the existing cycle lanes at Hockley Drive with the proposed Quietway scheme at Crossways, helping to deliver a continuous and coherent east-west cycling corridor along Main Road.
4. The scope of works includes:
 - i. Review of background information and baseline constraints;
 - ii. Concept design for the corridor and interactions between the cycle track and junctions and bus stops including appraisal against LTN1/20 design principles;
 - iii. Production of technical design note for the preferred scheme; and
 - iv. Preparation of consultation-ready materials.

Funding Arrangements

5. The commission will be funded entirely through the FY 2026/27 Local Implementation Plan (LIP) allocation from Transport for London, up to a maximum value of £24,999, with no call on Council revenue or capital budgets.

Next Steps

6. Awarding the call-off contract to Jacobs U.K. Ltd via Constellia is the most advantageous and a compliant procurement route for the Council, as it fulfils all of the Council's service requirements and enables delivery of the commission in a timely manner.

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OTHER OPTIONS CONSIDERED AND REJECTED

Do nothing – not to deliver Phase 1 of the Main Road Cycle Track. This option was rejected as it would delay development of a priority active travel corridor and stall progress towards the delivery of Havering's Local Implementation Plan and Active Travel Strategy, as well as the Mayors Transport Strategy. The preliminary design is required to define a deliverable scheme and ensure the Council can move to later stages of development in a timely and coordinated way.

Competitive Tender – A competitive tender was considered but rejected on the grounds of proportionality and continuity. The contract value is below £25,000 and sits within the thresholds that permit a direct award via Constellia. The supplier has provided a detailed quotation that demonstrates value for money, and their recent work in Havering means they already hold relevant local knowledge and design context. Commissioning another supplier through a competitive process would introduce avoidable delay while offering no clear advantage in cost or capability. A direct award therefore represents the most efficient and cost-effective procurement route.


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: 30th April 2026

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. None of those constraints are engaged by this decision.

The value of the contract is £24,999. This is below the services threshold for the purpose of the Procurement Act 2023 (PA 2023) The contract is therefore not subject to the full rigours of the PA 2023.

The Constellia framework is a compliant framework, which as a local authority the Council is permitted to call off from. The proposed direct award is therefore compliant with PA 2023.

Under the Council's Contract Procedure Rules (CPR), Council may directly award a contract via a compliant framework or dynamic purchasing system, provided that the call-off is undertaken in accordance with the framework rules. The procurement route is therefore compliant with CPR.

The body of this report confirms that officers have undertaken procurement via the Constellia Framework, and in accordance with the rules of that framework, the procurement process is compliant and the Council may award the contract to Jacobs U.K. Ltd.

The Council has received Local Implementation Plan (LIP) funding for FY2026/27 for this contract and must ensure that the works are delivered in accordance with the terms of any agreement with TfL.

FINANCIAL IMPLICATIONS AND RISKS

The commission will be funded entirely through the Council's FY 2026/27 Local Implementation Plan (LIP) allocation from Transport for London, up to a maximum value of £24,999. There is no call on the Council's core revenue or capital budgets, and no ongoing financial commitments arise from this preliminary design work.

Financial Risk – The proposal is based on a fixed fee with a clearly defined scope of work. The risk of cost escalation is low unless additional design iterations or scope amendments are requested by the Council. Any such changes can be managed through the Constellia variation process, ensuring continued cost control and transparency.

There are no wider financial risks associated with the commission. The work does not commit the Council to fund construction or delivery of the scheme,

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and any decisions regarding future stages would be subject to separate approval and funding availability.

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 commission progresses the design of a key piece of cycling infrastructure in Havering. Improved cycling infrastructure will help facilitate greater levels of cycling across the borough and support the Council's wider climate objectives by encouraging modal shift away from private car use. By enabling more journeys to be made by bike, the scheme contributes to reducing transport-related emissions and supports the Council's aim of becoming a carbon-neutral organisation by 2040 or sooner.

As this commission relates only to preliminary design work, it has no direct environmental impact and does not involve construction activity. Any potential environmental considerations arising from delivery of the final scheme will be assessed at later design stages once detailed proposals are developed.

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: 11.05.2026

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 _____