

## Notice of KEY Executive Decision

<b>Subject Heading:</b>	Authority to enter into a contract with Cycle Confident for Cycle Training services
<b>Decision Maker:</b>	Neil Stubbings – Strategic Director of Place
<b>Cabinet Member:</b>	Councillor Alex Sibley – Cabinet Member for Highways
<b>ELT Lead:</b>	Neil Stubbings – Strategic Director of Place
<b>Report Author and contact details:</b>	Daniel Douglas, Team Leader Transport Planning, 01708 433220 daniel.douglas@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, Active Travel Strategy 2026 LBH Climate Change Action Plan.
<b>Financial summary:</b>	Funding for cycle training is provided through Transport for London (TfL) Local Implementation Plan (LIP), along with additional external funding sources.  The total contract value is estimated at £600,000 across a 3-year period.

### Key Executive Decision

<b>Reason decision is Key</b>	Indicate grounds for decision being Key: (a) Expenditure or saving (including anticipated income) of £500,000 or more
<b>Date notice given of intended decision:</b>	13/04/2026
<b>Relevant Overview &amp; Scrutiny Committee:</b>	Place
<b>Is it an urgent decision?</b>	No
<b>Is this decision exempt from being called-in?</b>	This 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

Place - A great place to live, work and enjoy

Resources - Enabling a resident-focused and resilient Council

## **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 Limited (Company number 06944710), from 1st July 2026 to 31st March 2029 at a total contract value of £600,000.

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

Part 3 Officer Delegations

Scheme 3.3.3 Powers common to all Strategic Directors

Contracts

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 at the point of delivery National Standard Bikeability cycle training using Transport for London funding allocated through the Local Implementation Plan for over 20 years and it remains hugely popular. Anyone who works, lives, or studies in the Borough can access the training.
2. 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.
3. 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.
4. Delivering cycle training every year supports the Council's Local Implementation Plan and its modal shift target of 65% of all trips being made by foot, cycle or

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public transport by 2041. 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?**

5. 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
6. 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.
7. 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.

### **How will the cycle training contract be funded?**

8. The Council receives funding annually from Transport for London through the Local Implementation Plan for Cycle Training. The Council has been allocated £0.127m to deliver cycle training during 2026/27 with a similar level of funding earmarked for 2027/28. During the course of the contract other external funding sources will be explored including Section 106 (S106) Carbon Offset Funding and any other funding sources that become available.
9. No Council capital or revenue funding will be used for the duration of the contract.

### **Procurement Process and Evaluation**

10. Following confirmation of funding, Officers carried out a procurement exercise in accordance with PA23 via the Council's Havering Procurement Portal
11. A three Officer Evaluation Panel was appointed, with a Finance Officer also involved to scrutinise the financial submission. A Procurement Officer was appointed to act as Moderator for the Evaluation exercise.
12. An Open Tender procedure was undertaken with prospective suppliers invited to submit bids via the Atamis Portal.
13. The Council received a single bid from a provider. The single bid received was from the incumbent supplier, Cycle Confident Limited.

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14. Tenderers were required to submit answers addressing each of the technical questions included in the Procurement Specific Questionnaire (PSQ). The Supplier's PSQ was passed, allowing the remainder of the tender submission to be evaluated.
15. The tender submission was evaluated and the responses to six Quality Questions were scored by the Evaluation Panel of three Havering Officers.
16. The tender submission was 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.

The results of the tender evaluation were as follows:

	<i>Cycle Confident</i>
<i>Price (70%)</i>	<i>70%</i>
<i>Quality (30%)</i>	<i>24%</i>
<i>Total</i>	<i>94%</i>

17. On the basis of the tender evaluation carried out, it is recommended to award the contract for cycle training services for the period 1 July 2026 to 31 March 2029 to Cycle Confident Limited.
18. Following completion of the Evaluation process, the outcome was taken to Gateway Review Group on 14<sup>th</sup> May, who have endorsed progressing awarding the contract to Cycle Confident Limited.

### Next Steps

19. Following approval of this Key Executive Decision, Officers will formally notify Cycle Confident Limited of the outcome of the evaluation process. A standstill period of ten working days will commence, after which the Council will enter into a formal Contract with Cycle Confident Limited.

## **OTHER OPTIONS CONSIDERED AND REJECTED**

20. Do nothing – not to deliver a cycle training service, which provides all the benefits outlined above, and given that TfL Local Implementation Plan 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.

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**PRE-DECISION CONSULTATION**

21. Business Partners were consulted before this decision was made. In addition, the decision to appoint Cycle Confident Limited was taken through the Council's formal procurement process Gateway Review Group who endorsed the recommended appointment on 14th May 2026.

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

Name: Daniel Douglas

Designation: Team Leader Transport Planning

Signature:

Date:

## **Part B - Assessment of implications and risks**

### **LEGAL IMPLICATIONS AND RISKS**

22. This decision paper seeks approval to award a three-year contract for cycle training in Havering for 2026/27-2028/29.
23. 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.
24. The Council is a contracting authority for the purposes of the Procurement Act 2023 (as amended) (PA23). The estimated value of the contract was above the relevant threshold for Goods/Services and therefore was subject to the full rigours of the PA23.
25. The procurement process followed is set out in the body of this report. The Council received one bid in response to its Council Invitation to Tender. Officers must satisfy themselves that the bid submitted by Cycle Confident Limited will achieve best value for the Council overall.
26. The Contract stipulates that the Council is under no obligation to purchase, order or request services from the supplier in any period during the contract term. Therefore, Havering will only order and commit expenditure for services where there is a budget available to deliver them.

### **FINANCIAL IMPLICATIONS AND RISKS**

27. The cycle training programme will be funded through annual allocations from Transport for London (TfL) via the Local Implementation Plan (LIP). Confirmed funding of approximately £0.127m has been secured for 2026/27, with a similar level anticipated for 2027/28, subject to TfL approval.
28. The delivery of the contract is dependent on continued external funding. There is a risk that TfL allocations or other external funding streams may be reduced, delayed, or withdrawn in future years. This risk will be managed through regular monitoring of funding announcements and programme affordability.
29. The contract includes provisions that do not oblige the Council to purchase a minimum level of services. This provides financial flexibility and mitigates the risk of overspend should funding levels change during the contract term. Therefore, Havering will only order and commit expenditure for services where this is a budget available to deliver them.
30. The contract is structured such that no Council Capital or Revenue funding is required. The Council will only commission and pay for services where

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sufficient external funding has been secured. Management of the contract will be provided through existing budgets.

31. The procurement process has demonstrated that the contract represents value for money, with a competitive evaluation based on a 70/30 price/quality weighting. Ongoing contract management arrangements will ensure spend is controlled and aligned to available budgets.
32. Financial performance and delivery against budget will be monitored through existing governance arrangements. Any variations in funding or expenditure will be managed in line with Council financial procedures.

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

33. 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**

34. 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.

35. 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.
36. 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.

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37. 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**

38. Havering Council is committed to protecting and promoting the health and wellbeing of residents. There are no direct negative health and wellbeing implications arising from the recommendation to award the cycle training contract to Cycle Confident Limited.

39. Awarding a three-year contract for Cycle 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.

40. Offering Cycle 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**

41. This decision seeks approval to proceed to appoint Cycle Confident from 1<sup>st</sup> July 2026 until 31 March 2029 to continue to their delivery of cycle training in the Borough to anyone who lives, works, or studies, in Havering.

42. 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 through encouraging people to travel sustainably.

43. 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

**Key Executive Decision**

**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

*Delete as applicable*

Proposal NOT agreed because

**Details of decision maker**

Signed

Name:

Cabinet Portfolio held:

CMT Member title:

Head of Service title

Other manager title:

Date:

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