

# HAMPSHIRE COUNTY COUNCIL

## Decision Report

<b>Decision Maker:</b>	Executive Member for Economy, Transport and Environment
<b>Date:</b>	17 September 2019
<b>Title:</b>	Contract for Provision of Bikeability Training 2020-2022
<b>Report From:</b>	Director of Economy, Transport and Environment

**Contact name:** Aaron Gallimore

**Tel:** 01962 832203

**Email:** aaron.gallimore@hants.gov.uk

### 1. Purpose of this Report

- 1.1. The purpose of this report is to seek approval to procure a contract to deliver Bikeability cycle training for an initial period of two years, with provision to extend the contract annually up to a maximum of four years.

### 2. Recommendations

- 2.1. That subject to the award of Department for Transport (DfT) grant funding, approval is given to procure and spend and enter into the necessary contractual arrangements in consultation with the head of legal services, including any necessary funding or other agreements, to deliver Bikeability cycle training (including Bikeability Plus) for a period of 2 years, extendable to a maximum of 4 years, with a start date 1 August 2020 and at a total estimated cost of £1.73 million to be funded in full by DfT grant awards.
- 2.2. That a ratio of 30% for price and 70% for quality be applied in tender evaluation of the items approved.
- 2.3. That authority is delegated to the Director of Economy, Transport and Environment to agree any variations to the items approved, in consultation with the Executive Member for Economy, Transport and Environment.

### 3. Executive Summary

- 3.1. This paper seeks to gain approval to procure a contract to deliver Bikeability cycle training, including Bikeability Plus, for an initial period of two years, with provision to extend the contract annually up to a maximum of four years. The estimated total spend is £1.73 million which would be fully funded through a Department for Transport (DfT) grant specifically for the delivery of Bikeability training.
- 3.2. This spend is dependent on funding through the DfT grant, which is applied for on a 4-year cycle and reviewed on an annual basis.

#### **4. Contextual information**

- 4.1. Bikeability Level 2 and 3 training is grant funded by the DfT. The Road Safety Team successfully secured funding of £316,360 to deliver 7,909 training places in 2019/20. Following a review of grant funding by the DfT the County Council was awarded an extra £20,000 in July 2019 increasing the 2019/20 delivery total to 8,409 spaces.
- 4.2. The current contractor is a consortium led by Mountbatten School, Pedal Power and British Cycling. The current contract ends on 31 July 2020 with no further options for extension.
- 4.3. The current arrangement provides cycle training to schools in all Hampshire districts, with the exception of Fareham, Gosport and Test Valley.
- 4.4. Fareham, Gosport and Test Valley, through their Schools Games Organiser (SGO) host school access funding through Youth Sports Trust. The Road Safety team will investigate if SGOs will continue to apply for funding. If not, these districts will be included in the County Council's application for further funding during the life of this contract.
- 4.5. The contract will procure the services of an external company which will recruit and provide instructors qualified to National Standards to deliver the training. The company will be responsible for contacting schools to book courses, instructor scheduling, training area risk assessments and training in line with Bikeability National guidelines.
- 4.6. A further bid for funding will be required to fund places from 1 April 2020 and the following years. Historically the DfT receive bids on a four-year cycle and review these each year. The current framework agreement allows for up to 10,000 places per annum as a contingency.
- 4.7. The DfT have a fixed price for Bikeability Level 2 and 3 training which is £40 per trainee. This has not changed since the scheme's introduction and is unlikely to change in the foreseeable future.
- 4.8. Subsequent years' training would be subject to the availability of DfT grant funding and further annual agreements.
- 4.9. Due to the popularity of the Bikeability programme, the number of places for which funding is available is insufficient to meet demand, and it is proposed to bid for additional places in the future as detailed in Section 5.
- 4.10. Bikeability Plus supports Bikeability at Levels 1, 2 and 3. Bikeability Plus is underpinned by the National Standard. The modules address a range of cycling barriers and support children and families cycling more safely, more often. 10% of the overall funding available for Bikeability is committed to Bikeability Plus and this is an opportunity to introduce the modules into Hampshire schools and evaluate the results, with a view to increasing participation in the future.
- 4.11. Bikeability Plus is a series of 10 modules. The Economy, Transport and Environment (ETE) Road Safety team seeks to apply for funding for the modules that best support road safety education. Three modules have been identified – Transition, Ride and Fix. These modules have clear aims to

support rider safety and provide lifesaving skills as children move from primary to secondary school. It is also hoped Transition will improve the number of students moving from Level 2 onto the more advanced Level 3 course.

## 5. Finance

- 5.1 Expenditure through the contract will be subject to the availability of DfT funding through the Bikeability grant. The contract will require no minimum spend.
- 5.2 The popularity of Bikeability training in schools has increased over the period of the previous contract and therefore an application to fund additional places will be made to the DfT in order to meet anticipated demand.
- 5.3 The Road Safety Team has successfully secured funding of £336,360 to deliver a total of 8,409 training places in 2019/20. Funding for the period beyond April 2020 is subject to review and the signing of a new grant agreement each year. The application will be based on the projected numbers as set out in the table below.

	2020-2021	2021-2022	2022-2023	2023-2024
Total DfT funding applied for	£371,172	£451,358	£451,358	£451,358
Total Bikeability places to be delivered	8,409 at £40 per place Bikeability Plus 1,934 at maximum £18 per trainee	10,343 at £40 per place Bikeability Plus: 2,091 at maximum £18 per trainee	10,343 at £40 per place Bikeability Plus: 2,091 at maximum £18 per trainee	10,343 at £40 per place Bikeability Plus: 2,091 at maximum £18 per trainee
Breakdown of Bikeability places per level	Level 2: 8,066 Level 3: 343 Bikeability Plus: 1,934	Level 2: 10,000 Level 3: 343 Bikeability Plus: 2,091	Level 2: 10,000 Level 3: 343 Bikeability Plus: 2,091	Level 2: 10,000 Level 3: 343 Bikeability Plus: 2,091

- 5.4 Tender submissions will be assessed with a ratio of 70% quality and 30% price. The price will be assessed based on any discount offered. Any discount offered will contribute towards officer time and resource dedicated to promoting and administering Bikeability.

## **6 Performance**

- 6.1 A lead officer from the Road Safety team will ensure that the successful contractor delivers a quality service in accordance with the Contract.
- 6.2 The lead officer will be responsible for reporting numbers trained to the DfT and for checking training delivered against the numbers invoiced.
- 6.3 Feedback will be sought from all schools receiving training along with regular monitoring of the trainers and instructors by the lead officer.
- 6.4 The contractor will only be eligible for contract extensions based on continually assessed performance.
- 6.5 Poor performance will be addressed through the contract and may ultimately lead to the contract being terminated early.

**REQUIRED CORPORATE AND LEGAL INFORMATION:**

**Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	no
<b>People in Hampshire live safe, healthy and independent lives:</b>	yes
<b>People in Hampshire enjoy a rich and diverse environment:</b>	no
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	no

**Other Significant Links**

<b>Links to previous Member decisions:</b>	
<u>Title</u> Contract for the provision of Bikeability training 2016 – 2018 (extendable to 2020) Reference 6992	<u>Date</u> 26 November 2015
<b>Direct links to specific legislation or Government Directives</b>	
<u>Title</u>	<u>Date</u>

**Section 100 D - Local Government Act 1972 - background documents**

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

## **EQUALITIES IMPACT ASSESSMENT:**

### **1. Equality Duty**

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

### **2. Equalities Impact Assessment:**

The training provided is fully inclusive and should have no impact on groups with protected characteristics. Training will be adapted to suit the needs of any child where appropriate and individual risk assessments will be undertaken.