

# EXECUTIVE DECISION

made by a Council Officer



## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER


Executive Decision Reference Number – SPI02 21/22

Decision	
1	<p><b>Title of decision:</b> Intensive School Engagement (Cycling and Scooting) Service Re-Procurement</p>
2	<p><b>Decision maker (Council Officer name and job title):</b> Paul Barnard, Service Director, Strategic Planning &amp; Infrastructure</p>
3	<p><b>Report author and contact details:</b> Debbie Newcombe, <a href="mailto:debbie.newcombe@plymouth.gov.uk">debbie.newcombe@plymouth.gov.uk</a></p>
4a	<p><b>Decision to be taken:</b> The Service Director for Strategic Planning &amp; Infrastructure to:</p> <ul style="list-style-type: none"> <li>• Approve the Business Case for Re-procurement of the Intensive School Engagement (Cycling and Scooting) Service</li> <li>• Authorises the commencement of the Procurement Process</li> <li>• Delegates the award of the contract(s) to Philip Heseltine, Head of Transport</li> </ul>
4b	<p><b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> N/A</p>
5	<p><b>Reasons for decision:</b></p> <p>The Intensive School Engagement (Cycling &amp; Scooting) Service has been in place, almost continuously, since 2012 and is a highly commended programme amongst schools and external partners. It supports the Council's wider Plymotion programme by encouraging children to travel actively and sustainably, and teaching them the benefits of doing so.</p> <p>The project is 100% externally funded through Government grants, which have now been confirmed until 31 August 2022, and a developer contribution which has been secured and drawn down. The current contract ends in December 2021 and we are therefore looking to re-procure the contract to ensure continuity in provision of this vital service for schools, their pupils and parents, for the remainder of the 2021/22 academic year, with the option to extend for 2 further years, subject to ongoing funding.</p>
6	<p><b>Alternative options considered and rejected:</b> Options considered were as follows:</p> <p><b>Option 1 - Do Nothing</b></p> <p>This option was rejected as funding has been received to deliver this specific project. If the project does</p>

	<p>not go ahead the funding would need to be returned and all the excellent work that has taken place over the last 10 years would start to be lost.</p> <p><b>Option 2 - Extend the Current Contract</b></p> <p>This option was rejected because the current contract does not have any extension clauses built in</p>			
<b>7</b>	<p><b>Financial implications and risks:</b></p> <p>This project is 100% externally funded through Government grants and a developer contribution, which has already been secured to cover the costs of the first 8 months of this contract. The extension clauses that we intend to build into this contract will only be enacted in future years if further external funding can be secured.</p> <p>The only risk would come from not approving this business case, as failure to re-procure would mean the funding already received would need to be returned.</p>			
<b>8</b>	<p><b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)</p>	<p><b>Yes</b></p>	<p><b>No</b></p>	<p><b>Per the Constitution, a key decision is one which:</b></p>
			X	<p>in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total</p>
			X	<p>in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b></p>
			X	<p>is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.</p>
<b>8b</b>	<p><b>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></b></p>	N/A		
<b>9</b>	<p><b>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</b></p>	<p>The aims and objectives of the Intensive School Engagement project fully align with the Council's Climate Emergency Action Plan through the reduction of private car use and the Council's commitment to walking and cycling as set out in the Plymouth Plan.</p> <p>In the Plymouth Plan we have made a commitment to deliver a safe, accessible, sustainable and health enabling transport system that delivers a step change in walking, cycling and public transport as the travel modes of choice for those living in and visiting the city. We have said that we will make sure that transport is delivered in the most health promoting and environmentally responsible manner, where the impact of severance caused by transport networks is reduced, enabling more journeys by walking, cycling and public transport and providing genuine alternative ways to travel. To do this we have adopted a hierarchy of modes and routes based upon different spatial settings, with walking and cycling being the best option for local trips. Our strategy mirrors the national policy set out in the statutory Cycling and Walking Investment Strategy (CWIS) and accords with Governments vision articulated in the Gear</p>		

		Change Report:		
<b>10</b>	<b>Please specify any direct environmental implications of the decision (carbon impact)</b>	The aims and objectives of the Intensive School Engagement project fully align with the Council's Climate Emergency Action Plan through the reduction of private car use and the Council's commitment to walking and cycling as set out in the Plymouth Plan.		
<b>Urgent decisions</b>				
<b>11</b>	<b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b>	<b>Yes</b>		(If yes, please contact <a href="#">Democratic Support</a> for advice)
		<b>No</b>	X	(If no, go to section 13a)
<b>12a</b>	<b>Reason for urgency:</b> N/A			
<b>12b</b>	<b>Scrutiny Chair signature:</b>	N/A	<b>Date</b>	
	<b>Scrutiny Committee name:</b>	N/A		
	<b>Print Name:</b>	N/A		
<b>Consultation</b>				
<b>13a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>		
		<b>No</b>	X	(If no go to section 14)
<b>13b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>			
<b>13c</b>	<b>Date Cabinet member consulted</b>			
<b>14</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>		If yes, please discuss with the Monitoring Officer
		<b>No</b>	X	
<b>15</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Anthony Payne	
		<b>Job title</b>	Strategic Director for Place	
		<b>Date consulted</b>	14 October 2021	
<b>Sign-off</b>				
<b>16</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS65 21/22	
		<b>Finance (mandatory)</b>	djn.21.22.142	

		<b>Legal (mandatory)</b>	MS/1/01.11.21						
		<b>Human Resources (if applicable)</b>	N/A						
		<b>Corporate property (if applicable)</b>	N/A						
		<b>Procurement (if applicable)</b>	PW/PS/605/ED/1 121						
<b>Appendices</b>									
<b>17</b>	<b>Ref.</b>	<b>Title of appendix</b>							
	A	Business Case – Intensive School Engagement (Cycling and Scooting) Service							
	B	Equalities Impact Assessment							
<b>Confidential/exempt information</b>									
<b>18a</b>	<b>Do you need to include any confidential/exempt information?</b>		<b>Yes</b>		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.				
		<b>No</b>	X						
			<b>Exemption Paragraph Number</b>						
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>18b</b>	<b>Confidential/exempt briefing report title:</b>								
<b>Background Papers</b>									
<b>19</b>	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.								
<b>Title of background paper(s)</b>			<b>Exemption Paragraph Number</b>						
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
None									
<b>Council Officer Signature</b>									
<b>20</b>	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.								

<b>Signature</b>		<b>Date of decision</b>	01/11/2021
<b>Print Name</b>	Paul Barnard		