

EXECUTIVE DECISION

made by a **Cabinet Member**



REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER


Executive Decision Reference Number – SPT08 23/24

Decision			
1	Title of decision: Bikeability Procurement		
2	Decision maker: Councillor Mark Coker (Cabinet Member for Strategic Planning and Transport)		
3	Report author and contact details: Simon Pickstone (simon.pickstone@plymouth.gov.uk)		
4	Decision to be taken: 1. Approves the Business Case; 2. Authorises the commencement of the procurement process; 3. Delegates authority to award the contracts to the Service Director for Strategic Planning and Infrastructure, where they do not already have the authority to do so.		
5	Reasons for decision: 1. If we wish to continue to deliver Bikeability cycle training in schools through a partnership approach with a Training Provider we have to tender for a new contract. 2. Given the value of the contract, and the fact there are potential alternative providers in the market, we have an obligation to go out to tender.		
6	Alternative options considered and rejected: 1. Do nothing: This option would prevent the delivery of Bikeability cycle training in schools. This is because the funding provided for the programme must be paid to a Local Transport Authority and without undertaking a competitive tender a delivery partner would not be in place. This option would also be likely to significantly undermine our relationship with Active Travel England and the DfT who are important funding partners. 2. Bring Training Service Delivery in-house. This would require significant resources (Plymouth School Sports Partnership, for example, currently train and employ C. 47 instructors across Plymouth and Devon as well as staff providing programme management and administration). PCC employed staff would need to obtain qualifications, DBS checks etc. and register with the Bikeability Trust. Recruitment, training and induction would be a significant undertaking and would risk delaying the delivery programme. Building confidence and relationships with schools for this programme would take time.		
7	Financial implications and risks: The programme is 100% revenue grant funded by Active Travel England. Any underspend would be returned to the funder at the end of the financial year. Any overspend would be the responsibility of the contractor.		
8	Is the decision a Key Decision?	Yes	No
			Per the Constitution, a key decision is one which:

	<p>(please contact Democratic Support for further advice)</p> <p>Please type an X into the relevant boxes</p>	x	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
		x	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million
		x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	<p>If yes, date of publication of the notice in the Forward Plan of Key Decisions</p>		
9	<p>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:</p>	<p>The delivery of cycle training in schools is considered to make an important contribution to the target to increase levels of cycling in Plymouth. Levels of cycling in Plymouth, as measured by annual DfT counts, is a target within the Joint Local Plan and increasing levels of cycling helps meet the following objectives:</p> <ul style="list-style-type: none"> • Climate Emergency: Road transport accounts for 28% of the city's carbon emissions, a proportion that is set to increase due to the challenges of decarbonising transport. Even with the most optimistic scenarios for EV take up, the city cannot expect to meet its climate emergency targets without significantly reducing car trips. Cycle training can help support this by enabling a transfer of trips from private vehicles (cars) to walking, cycling and public transport. • Health: by providing the skills to help cycle safely in Plymouth, cycle training helps provide a safer and affordable means of getting around Plymouth so supporting policy HEA1 & HEA6 • Economy: helping improve affordable access to jobs and training opportunities so supporting policy GR04 - using transport investment to drive growth and supporting equalities objectives. • Environment: Supporting INT6 enhancing Plymouth's "green city" credentials. 	
10	<p>Please specify any direct environmental implications of the decision (carbon impact)</p>	<p>Approving the programme will have direct positive environmental implications by helping to reduce carbon emissions from travel. Enabling more people to travel safely by bicycle will reduce the need for motorised vehicle trips to be made locally; thus contributing to reductions in carbon emissions, vehicle noise, particulate and NOx emissions etc. It will also potentially contribute to reducing congestion on our networks, contributing to a more efficient flow of essential trips and again delivering environmental benefits through emissions savings.</p>	

Urgent decisions

11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	X	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	x	
		No		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Sally Cresswell (Cabinet member for Education, Skills and Apprenticeships)		
13c	Date Cabinet member consulted	26/09/2023		
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	x	
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne	
		Job title	Strategic Director for Place	
		Date consulted	06 September 2023	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS 42 23/24	
		Finance (mandatory)	DJN.23.24.93	
		Legal (mandatory)	LS/02300/JP/120923	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)	KK/PS/696/ED/0923	

Appendices									
17	Ref	Title of appendix							
	A	Briefing Note							
	B	Business Case							
	C	EIA							
Confidential/exempt information									
18a	Do you need to include any confidential/exempt information?	Yes		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 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)					
		No	x						
			Exemption Paragraph Number						
			1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:								
Background Papers									
19	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.								
Title of background paper(s)			Exemption Paragraph Number						
			1	2	3	4	5	6	7
Plymouth 2023-24 Bikeability Agreement									
Cabinet Member Signature									
20	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 (2010) and those who do not. For further details please see the EIA attached.								
Signature			Date of decision	26/09/2023					
Print Name	Councillor Mark Coker (Cabinet Member for Strategic Planning and Transport)								