

# BUSINESS CASE

*Bikeability schools cycle training*



## EXECUTIVE SUMMARY

*The Executive Summary is a short summary of the Business Case and should be the last section you complete, this will enable you to extract or only the key facts from relevant sections i.e. 'project on a page'. The summary is a 'snapshot' of the business case which will need to tell the story and sell the proposal.*

This is a Business Case to secure a new contract for ongoing delivery of Bikeability schools cycle training which is revenue funded by Active Travel England (ATE).

Since 2008 Plymouth's local School Games Organisers (SGOs), Plymouth School Sports Partnership (PSSP) (part of Sir John Hunt Community Sports College) and Plymstock School Sport Partnership have, with PCC approval, received annual funding allocations direct from the DfT to deliver school cycle training. This represents over £1m of investment and approximately 38,000 training places provided in Plymouth since 2008. The current lead SGO, PSSP, is one of the most successful providers of Bikeability cycle training in schools in the country delivering 5006 places in 2022/23 (£234,156 worth of investment). This is 85% of the potential places available which puts them (and Plymouth City Council) in **top place nationally** for performance and delivery in 2022/23.

From April 2023 the funding has to be channeled through Local Highway Authorities, the 'Grant Recipients', rather than going direct to the local Training Provider – i.e. PSSP. The council needs to procure a new contract for the anticipated<sup>1</sup> ongoing delivery of school cycle training in Plymouth from 1 April 2024. This will require going out to full tender.

The key risks here are that if we fail to secure a contract in time to deliver the anticipated 2024/25 grant award allocation there will be reputational and financial implications, as well as direct impacts on school children in terms of ongoing access to cycle training services. Award of funding is directly impacted by delivery performance. Any under delivery will impact on the probability and amount of potential funding awarded in the future years.

## SECTION I: PROJECT DETAIL

<b>Project Value (indicate capital or revenue)</b>	Estimated at £234,156 revenue.	<b>Contingency (show as £ and % of project value)</b>	0%
<b>Programme</b>	Bikeability	<b>Directorate</b>	Place - SP&I
<b>Portfolio Holder</b>	Cllr Coker	<b>Service Director</b>	Paul Barnard
<b>Senior Responsible Officer (client)</b>	Richard Banner	<b>Project Manager</b>	Simon Pickstone
<b>Address and Post Code</b>	Strategic Planning and Infrastructure, Plymouth City Council, Ballard	<b>Ward</b>	Citywide

<sup>1</sup> Awards of grant funding take place as a minimum on an annual basis and must be spent within the year it is awarded or returned.

	House, West Hoe Road, Plymouth, PL1 3BJ		
<p><b>Current Situation:</b> <i>(Provide a brief, concise paragraph outlining the current situation and explain the current business need, problem, opportunity or change of circumstances that needs to be resolved)</i></p>			
<p>Due to a change in the conditions attached to the revenue grant funding for Bikeability, administered by ATE and the Bikeability Trust since April 2023, funding has to be routed through the Local Authority. The current contract with the training provider ends of the 31 March 2024 and a new provider needs to be procured for the period post 1 April 2024.</p> <p>A brief options appraisal has been undertaken as follows:</p> <p>Option 1: Competitive tender exercise to procure a Training Provider. 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 full tender.</p> <p>Option 2: 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.</p> <p>Option 3: 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.</p> <p>The preferred option is option 1, the completion of a competitive tendering exercise to procure a Training Provider.</p>			
<p><b>Proposal:</b> <i>(Provide a brief, concise paragraph outlining your scheme and explain how the business proposal will address the current situation above or take advantage of the business opportunity) and (What would happen if we didn't proceed with this scheme?)</i></p>			

The proposal is to tender for a Bikeability training provider for the period from 1 April 2024 to allow the continued delivery of Bikeability cycle training in Plymouth after the 31st March 2024.

PCC has secured funding from ATE Bikeability Schools Cycle Training to the value of £234,156 for 2023/24, this was confirmed on 12th January 2023. The total amount estimated to be secured over the next 5 years (based on the 2023/24 allocation and the assumption that funding will be ongoing) is: £1,170,780.

The Bikeability Trust is a Charitable Incorporated Organisation with the vision to ensure everyone has the confidence to cycle and enjoy this skill for life. The Trust manages, develops and promotes the Bikeability programme on behalf of the Department for Transport (now administered by Active Travel England – ATE).

Bikeability is the Department for Transport’s flagship national cycle training programme for schoolchildren in England, and is a key component of [Gear Change](#) (The walking and cycling plan for England). “Bikeability cycle training is a practical training programme, which provides schoolchildren with a life skill and enables them to cycle confidently and competently on today’s roads. More than four million children have received Bikeability cycle training since the programme’s inception in 2007”<sup>2</sup>. “Primarily for children and young people, it is a progressive programme where riders will first master cycle handling skills in motor-traffic-free environments (Level 1), then develop their skills and confidence to cycle on single-lane roads and simple junctions with mostly moderate motor traffic flows (Level 2), before tackling busier/ or faster roads, and complex junctions (Level 3). After completing the training, Bikeability cyclists receive a booklet, a badge and a certificate to recognise training completion. The certificate also identifies areas for further practice as noted by the instructor. The programme itself is based on the [National Standard for Cycle Training](#). This is a UK Government standard created by the Department for Transport and approved by the Cycle Training Standards Board. The national standard for cycle training is there as a statement of competent cycling and cycling instruction. The National Standard sets out the skills and understanding needed to cycle safely and responsibly and to enable others to cycle. The standard provides the basis for Bikeability and a range of adult cycle training schemes”<sup>3</sup>.

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:

- **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 policies 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.

Not delivering Bikeability cycle training would make school children in Plymouth worse off. We would also risk being accused of failing to deliver against the wider Walking and Cycling Plan for England which could come with additional funding penalties and fail to capitalise on the opportunity to help meet the objectives set out in our Corporate Plan.

<sup>2</sup> [About Us - The Bikeability Trust Organisation | Bikeability](#)

<b>Milestones and Date:</b>		
Contract Award Date	Start On Site Date	Completion Date
22 March 2024	1 April 2024	31 March 2025 (with the option to extend in 1 year increments for a further four years)

## **SECTION 2: PROJECT RISK, OUTCOMES AND BENEFITS**

**Risk Register:** *The Risk Register/Risk Log is a master document created during the early stages of a project. It includes information about each identified risk, level of risk, who owns it and what measures are in place to mitigate the risks (cut and paste more boxes if required).*

<b>Potential Risks Identified</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Overall Rating</b>
<b>Risk</b>	Failure to secure a contract by 1 April 2024.	Low	Low	Low

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<sup>3</sup> [Bikeability - Wikipedia](#)

<b>Mitigation</b>	Timely procurement of a delivery partner for the period post 31 March 2024.	Low	Low	Low
<b>Risk</b>	Failure to secure a Training Provider.	Low	Low	Low
<b>Mitigation</b>	Reconsider delivering services in-house.	Low	Low	Low
<b>Calculated risk value in £ (Extent of financial risk)</b>	£1,170,780 although this is not a direct financial risk. It is a risk of forgoing an opportunity to secure revenue grant funding.			Although the in-year committed, within contract, amount is much less at around £234,156. A five year estimate is given because funding allocation is impacted by delivery performance in the previous year. If year 1 delivery is poor it will have a knock-on effect for subsequent years.

<b>Outcomes and Benefits</b>	
<p><b>List the outcomes and benefits expected from this project.</b>  <i>(An <b>outcome</b> is the result of the change derived from using the project's deliverables. This section should describe the anticipated outcome)</i>  <i>(A <b>benefit</b> is the measurable improvement resulting from an outcome that is perceived as an advantage. Benefits are the expected value to be delivered by the project, measurable whenever possible)</i></p>	
<b>Financial outcomes and benefits:</b>	<b>Non-financial outcomes and benefits:</b>
Investment in the local economy by the cycle delivery trainers delivering the Plymouth programme.	Improvements to active and sustainable travel and uptake of sustainable modes by young people in Plymouth with knock-on benefits in terms of improved self-confidence, independence, reduced absenteeism, improved concentration and wellbeing; leading to improved academic results. Reduced road traffic incidents due to better trained, more confident cyclists. Reduced traffic congestion. Improved health outcomes. More people able to access services and employment.

<b>Low Carbon</b>	
<b>What is the anticipated impact of the proposal on carbon emissions</b>	Positive impact. By enabling and encouraging more people to make trips by bicycle we will reduce the need for trips on our network by motorised vehicles. This will reduce the amount of carbon emissions from trips which would otherwise be made using motorised vehicles. It will also contribute to reducing congestion on our network which will also lead to efficiency improvements and carbon emissions reductions.
<b>How does it contribute to the Council becoming Carbon neutral by 2030</b>	It will facilitate and enable more people to travel using sustainable modes in Plymouth which would otherwise involve using an internal combustion engine in most cases.
<b>Have you engaged with Procurement Service?</b>	Yes
<b>Procurement route options considered for goods, services or works</b>	Procurement route options will be fully explored and discussed to determine which route will represent best value for the Council.
<b>Procurements Recommended route.</b>	Formal sign off will be sought for the recommended route which will be in accordance with PCC Contract Standing Orders and Public Contract Regulations 2015.

<b>Who is your Procurement Lead?</b>	Kim Kingdom
<b>Is this business case a purchase of a commercial property</b>	No
<b>If yes then provide evidence to show that it is not 'primarily for yield'</b>	
<b>Which Members have you engaged with and how have they been consulted (including the Leader, Portfolio Holders and Ward Members)</b>	Cllr Coker (Cabinet Member for Strategic Planning and Transport); Cllr Stephens (Walking and Cycling Champion); briefing note provided. Cllr Cresswell (Cabinet member for Education, Skills and Apprenticeships) sent a briefing email.

#### SECTION 4: FINANCIAL ASSESSMENT

**FINANCIAL ASSESSMENT:** *In this section the robustness of the proposals should be set out in financial terms. The Project Manager will need to work closely with the capital and revenue finance teams to ensure that these sections demonstrate the affordability of the proposals to the Council as a whole. Exact amounts only throughout the paper - not to be rounded.*

#### CAPITAL COSTS AND FINANCING

<b>Breakdown of project costs including fees surveys and contingency</b>	<b>Prev. Yr.</b>	<b>23/24</b>	<b>24/25</b>	<b>25/26</b>	<b>26/27</b>	<b>27/28</b>	<b>Future Yrs.</b>	<b>Total</b>
	£	£	£	£	£	£	£	£
<b>Total revenue spend</b>			<b>£234,156</b>	<b>£234,156</b>	<b>£234,156</b>	<b>£234,156</b>	<b>£234,156</b>	<b>£1,170,780</b>

#### Provide details of proposed funding: *Funding to match with Project Value*

<b>Breakdown of proposed funding</b>	<b>Prev. Yr.</b>	<b>23/24</b>	<b>24/25</b>	<b>25/26</b>	<b>26/27</b>	<b>27/28</b>	<b>Future Yrs.</b>	<b>Total</b>
	£	£	£	£	£	£	£	£
<b>Total funding</b>			<b>£234,156</b>	<b>£234,156</b>	<b>£234,156</b>	<b>£234,156</b>	<b>£234,156</b>	<b>£1,170,780</b>

<b>Which external funding sources been explored</b>	This is a 100% revenue grant funded programme.
<b>Are there any bidding constraints and/or any restrictions or conditions</b>	Yes. There are no bidding constraints but there are conditions and restrictions attached to the funding as set out in the 'Plymouth 2023/24 Bikeability Agreement'.

<b>attached to your funding</b>	
<b>Tax and VAT implications</b>	Since the training is provided free of charge, the project will not generate any VAT-exempt income for the Council. Any VAT incurred in the delivery of the programme, therefore, will be fully recoverable by the Council and there will be no adverse impact on its partial exemption position.
<b>Tax and VAT reviewed by</b>	Sarah Scott

### REVENUE COSTS AND IMPLICATIONS

#### Cost of Developing the Capital Project (To be incurred at risk to Service area)



<b>Total Cost of developing the project</b>	N/A
<b>Revenue cost code for the development costs</b>	N/A
<b>Revenue costs incurred for developing the project are to be included in the capital total, some of the expenditure could be capitalised if it meets the criteria</b>	N/A
<b>Budget Managers Name</b>	Richard Banner

#### Ongoing Revenue Implications for Service Area

	Prev. Yr. £	23/24 £	24/25 £	25/26 £	26/27 £	27/28 £	Future Yrs. £
<b>Service area revenue cost</b>							
<b>Other</b> (eg: maintenance, utilities, etc)							
<b>Loan repayment</b> (terms agreed with Treasury Management)							
<b>Total Revenue Cost (A)</b>							
<b>Service area revenue benefits/savings</b>							
<b>Annual revenue income</b> (eg: rents, etc)							
<b>Total Revenue Income (B)</b>							
<b>Service area net (benefit) cost (B-A)</b>							
<b>Has the revenue cost been budgeted for or would this make a revenue pressure</b>							
<b>Which cost centre would the revenue pressure be shown</b>					<b>Has this been reviewed by the budget manager</b>	Y/N	
<b>Name of budget manager</b>							
<b>Loan value</b>	£	<b>Interest Rate</b>	%	<b>Term Years</b>	<b>Annual Repayment</b>	£	
<b>Revenue code for annual repayments</b>							

<b>Service area or corporate borrowing</b>	
<b>Revenue implications reviewed by</b>	Much of the above revenue implications of capital section above, is not applicable to this revenue grant award. The value of the revenue project spend is expected to be met 100% from the ring-fenced revenue grant award. Given this assumption, this will not result in a revenue budget pressure for SP&I. Sharon Gillett Lead Accountancy Manager

<b>Version Control:</b> (The version control table must be updated and signed off each time a change is made to the document to provide an audit trail for the revision and update of draft and final versions)				
Author of Business Case	Date	Document Version	Reviewed By	Date
Simon Pickstone	31/08/2023	v 1.0	Rosie Starr	28/09/2023
	00/00/2023	v 2.0		00/00/2023

<b>SECTION 6: RECOMMENDATION AND ENDORSEMENT</b>			
<b>Recommended Decision</b>			
<p><b>It is recommended that the Portfolio Holder:</b></p> <ul style="list-style-type: none"> <li>• Approves the Business Case;</li> <li>• Authorises the commencement of the procurement process;</li> <li>• Delegates the award of the contract to the Service Director for Strategic Planning and Infrastructure, where they do not already have the authority to do so.</li> </ul>			
<b>Cabinet Member – Councillor Mark Coker, Cabinet Member for Strategic Planning and Transport</b>		<b>Service Director</b>	
<b>Either email dated:</b>	<i>date</i>	<b>Either email dated:</b>	<i>Date</i> 12/09/2023
<b>Or signed:</b>		<b>Or signed:</b>	
<b>Date:</b>	27 September 2023	<b>Date:</b>	13/09/2023