

## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT & NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	10 MARCH 2016	AGENDA ITEM:	16
TITLE:	BIKEABILITY - PROCUREMENT STRATEGY		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	TRANSPORTATION AND STREETCARE	WARDS:	BOROUGHWIDE
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#### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to provide an update on the national cycle training scheme, Bikeability, including plans to retender the delivery of the scheme with the expectation that a new contract will be in place from the beginning of the 2016/17 academic year. In the interim, we propose to extend the current agreement with Avanti Cycling until the new contract commences in September 2016.

#### 2. RECOMMENDED ACTION

- 2.1 That authority be delegated to the Director of Environment and Neighbourhood Services in consultation with the Lead Member for Strategic Environment, Planning and Transport, the Head of Transportation & Streetcare, the Head of Legal and Democratic Services and the Head of Finance to proceed with the procurement route set out in this report for the national cycle training scheme, Bikeability and to enter into a Contract for the supply of these services.
- 2.2 That Members agree to extend the existing Bikeability agreement with Avanti Cycling until the start of the new academic year in September 2016 to ensure continuity of delivery.

#### 3. POLICY CONTEXT

- 3.1 Bikeability supports the Local Transport Plan (LTP3) and adopted sub-strategies, including the Cycling Strategy 2014, by encouraging more people to consider cycling for local journeys through incentivisation and infrastructure improvements. The updated Cycling Strategy 2014 identifies key policies to support the delivery of cycling infrastructure and to overcome barriers and promote safer cycling. Bikeability specifically contributes to Section 4 'Encouraging Cycling - Training and Education' by providing new or less experienced cyclists with the skills and confidence to cycle on-carriageway whether for leisure, commuting or utility trips.
- 3.2 Reading has been administrating the national standard cycle training programme, Bikeability, since 2009/10 when our volunteer-led programme, 'Cycling Proficiency', was phased out. Bikeability has predominately been delivered by CTC, who have also delivered other cycle initiative programmes on behalf of the Council, funded through

the Local Sustainable Transport Fund. However CTC took the decision to no longer deliver cycle training in November 2014 and Avanti Cycling, headed by CTC's former Lead Cycle Training Instructor, took over the training programme to ensure the continuity of delivery.

- 3.3 The LSTF active travel programme has enabled the delivery of cycle initiatives to the wider community, including adult cycle training and Dr Bike sessions, offered through employment sites, neighbourhood events, and other key destinations such as Reading College and the University. Events and campaigns were also delivered as key outcomes of the active travel programme.

#### 4. THE PROPOSAL

##### Current Position:

- 4.1 Avanti Cycling are currently delivering our Bikeability programme, as set out in Decision Book Report 472, following CTC's decision to no longer deliver cycle training. The Department for Transport originally reduced all local authority Bikeability funding allocations by 12% in 2015/16, however following a successful summer holiday Bikeability programme, the Council was awarded additional funding of £19,200. This has enabled Avanti Cycling to train over 800 children to Bikeability Level 2 and over 200 children to Level 3 between 1<sup>st</sup> April 2015 and 31<sup>st</sup> January 2016 compared to an initial target of 800 Level 2 and 80 Level 3 respectively.

##### Options Proposed

- 4.2 Decision Book 472 reported our intention to extend our previous agreement with Avanti Cycling until March 2016 when the current funding period ends. However the Autumn Funding Statement announced the continuation of Bikeability funding until March 2020, at the end of the current Parliament. Following this announcement we are now seeking authority to commence an open procurement process where the estimated contract value is approximately £50k annually. We would like to advertise the contract for an initial 3 year period from September 2016 with the option to extend for an additional year, subject to available funding. We would also like to include the opportunity for potential contractors to quote for additional cycle initiatives, that have until this point been delivered as part of the LSTF programme, subject to future funding streams being secured.
- 4.3 In the interim, to maintain service continuity, it is proposed that we extend our existing agreement with Avanti Cycling until the end of the academic year when the new contract commences. The extension on the existing agreement will ensure continuity of the Bikeability programme over the summer when demand for training is at its highest. Avanti Cycling will be expected to continue administering courses, including the recruitment and monitoring of instructors and trainees, the provision of course badges, addressing any complaints and liaising with schools to encourage participation as per their original proposal.

#### 5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 The delivery of Bikeability cycle training helps to deliver the following Corporate Plan Service Priorities:
- Providing the best start in life through education, early help and healthy living.
  - Keeping the town clean, green, safe and active.

#### 6. COMMUNITY ENGAGEMENT AND INFORMATION

- 6.1 Consultation activities on the third Local Transport Plan during its development contributed to the proposals included in Local Sustainable Transport Fund (LSTF)

submissions. Engagement is a key component of the LSTF programme and consultation with stakeholders and local communities has been undertaken throughout the project.

- 6.2 In addition, people living, visiting and working in Reading had the opportunity to comment on the draft Cycling Strategy 2014 'Bridging Gaps, Overcoming Barriers and Promoting Safer Cycling' adopted in March 2014. The three-month consultation period resulted in 349 responses to the online survey and 19 detailed email responses. The final Strategy outlined the Council's intention to deliver cycle training and other sessions aimed at encouraging children and adults to consider cycling for local journeys.

## **7. EQUALITY IMPACT ASSESSMENT**

- 7.1 Under the Equality Act 2010, Section 149, a public authority must consider whether the decision will or could have a differential impact on: racial groups; gender; people with disabilities; people of a particular sexual orientation; people due to their age; people due to their religious belief.
- 7.2 Bikeability Level 2 and 3 is available to children in Years 5 and above as set out in Department for Transport grant guidelines. Courses are typically delivered through schools and other venues throughout the school holidays with the aim of providing all children with the skills and confidence to cycle on-carriageway to school. The Council is seeking to include children who otherwise may not be able to take part in the training by funding a fifth of the course cost for children receiving Free School Meals, which is otherwise paid by parents.
- 7.3 Bikeability provides the initial training and introduction to cycling for children. Other cycling activities aimed at supporting and encouraging people of all backgrounds, including those deemed as having protected characteristics under the Equality Act 2010, are available through delivery sessions offered by Reading Sport and Leisure and supported. These delivery sessions include: Everybody Active, Cycling for Health, and the research project Cycle BOOM, led-by Oxford Brookes University and supported by the Council and the University of Reading.

## **8. LEGAL IMPLICATIONS**

- 8.1 The procurement process proposed is in accordance with the Councils Contract Procedure Rules as well as the Public Contracts Regulations 2015. It is intended to award the associated contracts to the most economically advantageous tender in accordance with the criteria defined within the specification.
- 8.2 It will be necessary to enter into a formal contract with the successful tenderer, using the call-off contract terms and conditions as prescribed by the Framework Agreement.
- 8.3 In the interim, Avanti Cycling has public liability insurance cover up to £5m, and will ensure that all instructors are covered by the appropriate insurance.

## **9. FINANCIAL IMPLICATIONS**

- 9.1 The financial implications arising from the proposals set out in this report are:

The Council has secured additional funding from the Department for Transport to continue delivering Bikeability training until 31<sup>st</sup> March 2020. The cost of delivering Bikeability per pupil is currently £40 per pupil, financed through a Department for Transport grant.

- 9.2 The Council will continue to review the terms under which the Grant funding is provided, as well as the cost of providing the services covered by this contract. The Council may during the course of the contract term request a financial contribution from parents to cover additional costs, such as marketing and venue hire, and to ensure attendance of those signing up to courses. This contribution will be funded through existing Council budgets for children currently eligible for free school meals.
- 9.3 The grant funding for Bikeability is awarded for 12 month periods from 1st April 2016. As we are now proposing running the contract in line with the academic year, we do not currently have full year funding for 2019/20, which would require some Council contribution to cover the cost of training from 1st April 2020 to 31st August 2020 (approximately £20k).

## **10. BACKGROUND PAPERS**

- 10.1 Decision Book Report: 472 - 6<sup>th</sup> March 2015
- 10.2 Cycling Strategy 2014 reported to Strategic Environment, Planning and Transport Committee in March 2014.

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**REPORT TEMPLATE**

**FINANCIAL IMPLICATIONS**

The financial implications arising from the proposals set out in this report are set out below:-

**1. Revenue Implications**

Use this Table in the report or as an Appendix to set out the revenue implications:

	<b>2016/17 £000</b>	<b>2017/18 £000</b>	<b>2018/19 £000</b>
Employee costs (see note1)	50	50	50
Other running costs			
Capital financings costs			
<b>Expenditure</b>			
Income from:	50	50	50
Fees and charges (see note2)			
Grant funding (specify)			
Other income			
<b>Total Income</b>			
Net Cost(+)/saving (-)	0	0	0