



Nottingham City Council

Commissioning and Procurement Executive Committee

Date: Tuesday, 9 July 2024

Time: 9.30 am

Place: Ground Floor Committee Room - Loxley House, Station Street, Nottingham,
NG2 3NG

Councillors are requested to attend the above meeting to transact the following business

Director for Legal and Governance

Governance Officer: Mark Leavesley

Direct Dial: 0115 876 4302

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If you need any advice on declaring an Interest in any item on the agenda, please contact the Governance Officer shown above, if possible before the day of the meeting.

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Nottingham City Council

Commissioning and Procurement Executive Committee

Minutes of the meeting held at Ground Floor Committee Room - Loxley House, Station Street, Nottingham, NG2 3NG on 11 June 2024 from 9.30 am - 9.50 am

Membership

Present

Councillor Cheryl Barnard
Councillor Linda Woodings (Chair)
Councillor Jay Hayes (Vice Chair)
Councillor Corall Jenkins
Councillor Ethan Radford

Absent

Councillor Pavlos Kotsonis (non-voting co-opted member)

Colleagues, partners and others in attendance:

Dawn Cafferty - Head of Procurement
Stephen Chartres - Performance and Improvement Manager
Steve Edlin - Assistant Director of Asset Management
Rav Ghattaora - IT Technical Services Manager
Councillor Sam Lux - Executive Member for Carbon Reduction, Leisure and Culture
Jane Garrard - Senior Governance Officer

Call-in

Unless stated otherwise, all decisions are subject to call-in. The last date for call-in is 19 June 2024. Decisions cannot be implemented until the working day after this date.

10 Apologies for absence

Councillor Pavlos Kotsonis – no items on the agenda directly related to his role as Chair of the Health and Wellbeing Board

11 Declarations of interests

None

12 Minutes

The minutes of the meeting held on 21 May 2024 were confirmed as an accurate record and signed by the Chair.

13 ICT product replacement programme - key decision

Rav Ghattaora, IT Technical Services Manager, introduced the report seeking approval to undertake a competitive purchasing exercise to find the best value

supplier of information and communication technology (ICT) equipment and mobile devices; and purchase, deploy and support the equipment with required labour resources to enable Services' delivery to citizens, councillors and partners. He highlighted the following information:

- a) Since 2014 the Council has had a programme to proactively replace laptops, computers and mobile phones, aiming for a 5-6 year lifecycle of equipment.
- b) Procurement will be undertaken via a framework as this is the most cost-effective route to market.

In response to a question from the Committee, it was confirmed that equipment that becomes available due to staff leaving employment is proactively repurposed.

Resolved to:

- (1) delegate authority to the Head of Service (IT) to undertake a procurement process and enter into contracts with the successful bidder, up to the value of £1m per annum over the 3 years to March 2027 (totalling £3m), to purchase PCs, laptops, mobile phones and other peripheral equipment required to deliver the ICT product replacement programme and employ delivery resources; and**
- (2) authorise recovery and repayment to the IT Investment Fund and the IT Revenue Budget of varying amounts from departmental budgets to cover requests for new equipment made outside of the IT Equipment Programme.**

Reasons for recommendations

- c) There is a high level of dependence on ICT throughout the Council for delivery of services to citizens and to support joint working with partners and the ICT Product Replacement Programme supports this by ensuring that all ICT equipment is fit for purpose.
- d) Purchasing ICT equipment and mobile devices in bulk using a compliant procurement process will ensure the ongoing, cost-effective procurement of devices to support front-line services. The authorisation approved will enable multiple procurements to be carried out over the approved period, which will enable changes in technology to be taken into account.
- e) The value of the procurement is based on historical trends. If demand is less, fewer devices will be procured and authorised budgets retained within the IT Investment Fund and IT Revenue Budget.

Other options considered

- f) Do nothing. The current contract for ICT equipment will expire and the purchase of new equipment will have to be made within the Council's Financial Regulations but on an ad hoc basis. This option was rejected because it will mean that more procurements will be made, with a consequent increase in transactional activity adding to the cost of delivery; and because the purchase

volumes will be lower there will be less opportunity to access economies of scale due to some framework conditions as well as other factors.

- g) Currently the Council adopts an approach to providing ICT equipment that is based upon outright ownership and management. Some organisations have adopted a different approach, to lease equipment and buy support services as a part of this package. The benefits of this approach include smoothing the costs of equipment replacement and releasing the organisation from one of the day-to-day elements of IT service delivery. However, there are added costs and limits on future flexibility associated with this model. There are also opportunities to recoup funds from selling owned equipment which is not possible where leasing is used. Therefore, this approach was rejected.

14 Stock Condition Surveys - key decision

Councillor Jay Hayes, Executive Member for Housing and Planning, and Steve Edlin, Assistant Director of Asset Management, introduced the report seeking approval to award a contract for delivery of a stock condition survey of the Council's managed housing stock. They highlighted the following information:

- a) The stock condition survey will enable the Council to get a good understanding of the condition of its housing stock and identify what resources are required and when for maintenance and repairs.
- b) It will enable the Council to take a proactive approach to ensuring that its social housing meets the Government's Decent Homes standard, including the statutory minimum standard based on the 29 hazards in the Housing Health and Safety Rating System.
- c) Further stock condition surveys will be carried out in the future to ensure that there is always an up-to-date understanding of stock condition.

During discussion and in response to questions from the Committee the following points were made:

- d) The intention is to carry out a stock condition survey every five years. The last one was carried out in 2017 and the slightly longer time between them was due to challenges with access during the Covid pandemic.
- e) The aim is to carry out the survey within a 12 month period but it is dependent upon getting access to properties and therefore could take up to 18 months.
- f) Access procedures are being reviewed from a safeguarding perspective. Any safeguarding issues identified before or during the survey either by the Council or Savills will be raised with the appropriate team/ agency.

Resolved to:

- (1) approve a direct award to Savills under 'Places for People Group Limited' framework (contract Notice reference: 2002/S 000-029646, published 20 October 2022), and enter into a contract to enable delivery of a full Stock**

Condition Survey up to 31 July 2025, with an option to extend for 2 years if required; and

- (2) delegate authority to the Assistant Director of Asset Management to set up the required Contract Purchase Agreements to cover the works to be delivered and approve the raising of purchase orders under the signed contract for the duration of the contracts.**

Reasons for recommendations

- g) The Council is required to ensure that all of its social housing homes meet the Government's Decent Homes standard; obligations under the newly introduced Building Safety Act 2022 and Fire Safety Act 2021; and the forthcoming Awaabs Law to ensure that social housing is free from damp and mould, disrepair, Housing Health and Safety Rating System hazards and is structurally sound and safe. The Council is required to demonstrate its compliance using the consumer standards, specifically for property the safety and quality standard. A stock condition survey is needed to ensure that the Council can meet these requirements because current data is based on old surveys. This survey will help ensure the Council is fully compliant with regulations and if not make the Council aware of where it needs to invest to bring failing properties up to standard.

Other options considered

- h) Carrying out the work with internal resources is not achievable to the scale, scope, volume and timescales required at this time. However, the intention is to bring the service in-house at a later stage.

15 Concession for annual music festival at Wollaton Park - key decision

Stephen Chartres, Performance and Improvement Manager, introduced the report seeking approval to finalise the contract with DHP to deliver a two day summer music festival at Wollaton Park and revise that contract to cover the period 2025 – 2029. He highlighted the following information:

- a) In May 2023 approval was given for a full tendering process to be undertaken for a five year concession contract to deliver a two day summer music festival for the period 2024 – 2028. The tender process was completed in 2023 and DHP was identified as the preferred supplier.
- b) Delays in the final negotiation and contract development meant that DHP decided not to proceed with an event in 2024. The contract is still for the originally approved five years but the period covered has been revised to be 2025 – 2029.

Councillors noted that while it is disappointing that the event will not take place in 2024, there are still a substantial number of other events taking place at Wollaton Park in 2024.

Resolved to:

- (1) delegate authority to the Corporate Director for Communities, Environment and Resident Services to conclude negotiations and finalise the contract with the preferred supplier DHP for the delivery of an annual two day music festival at Wollaton Park for the period 2025 – 2029; and**
- (2) delegate authority to the Head of Events and Tourism, subject to approval by the Director of Legal and Governance, to enter into the contract.**

Reasons for recommendations

- c) To secure the event contract with the preferred supplier DHP, ensuring best value, income to the Council and continuation of a popular music festival which has been part of the Council's events calendar since 2007.

Other options considered

- d) The tender process already undertaken secured a preferred supplier who can offer best value for the delivery of the event. The open tender process identified that there are limited suppliers in the marketplace that are able to deliver to the specification and financial outcomes required and the revised dates do not materially change the basis on which suppliers originally tendered. The option to re-tender the contract was rejected because to re-tender at this stage would involve significant cost and delay, put at risk the current contract development with the preferred supplier and be unlikely to achieve an improved position for the Council.
- e) Ceasing having a concession for a summer music festival would result in a loss of income to the Council as revenue is currently received from this event. It is a popular attraction as part of Nottingham's annual events and entertainment programme and has created positive recognition, economic and social benefit for the City. This would be lost or put at risk if the event is discontinued. The cancellation of the event in 2024 has already seen a detrimental reputational impact on the City alongside a loss of income to the Council.
- f) Delivering the event in-house would result in potential cost and risks to the Council. The event would still require external specialist expertise to secure artists, whilst the infrastructure would have a significant investment and resource requirement which there is no budget or capacity for within the current team. This option was therefore not considered to represent best value and rejected. The approach of securing an external provider reflects the Council's risk appetite to reduce the financial risks and move towards a cost neutral, commercial income commissioned events model.

16 Exclusion of the public

The Committee decided to exclude the public from the meeting during consideration of the remaining agenda item in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighed

the public interest in disclosing the information, as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act.

17 Exempt appendix - annual music festival at Wollaton Park

The Committee noted the information contained in the exempt appendix.

Subject:	Streets for People 2 Programme for Highways and Transport 2024/25		
Corporate Director:	Colin Parr - Communities, Environment and Resident Services		
Director:	Mary Lester – Operational and Resident Services		
Executive Member:	Councillor N Khan – Strategic Regeneration, Transport & Communications		
Report author and contact details:	Chris Keane, Head of Highway Services Chris.keane@nottinghamcity.gov.uk Mark Bradbury, Contracts and Compliance Manager Mark.bradbury@nottinghamcity.gov.uk		
Other colleagues who have provided input:	Sohaib Chaudhry, Senior Commercial Business Partner (Finance) Tom Straw, Senior Accountant, Capital Programmes (Finance) Anthony Heath, Team Leader, Contracts and Commercial (Legal) Sue Oliver, Procurement Category Manager Chris Carter, Head of Transport Strategy Mark Jenkins, Head of Traffic & Flood Risk Management		
Key Decision	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Subject to call-in
			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons:	<input checked="" type="checkbox"/> Expenditure	<input type="checkbox"/> Income	<input type="checkbox"/> Savings of £750,000 or more
taking account of the overall impact of the decision			<input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Type of expenditure:	<input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Capital	
Date considered by Capital Board - February 2024			
Total value of the decision: £5.85m			
Section 151 Officer expenditure approval			
Has the spend been approved by the Section 151 Officer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/a			
Spend Control Board approval reference number:			
Commissioner Consideration			
Has this report been shared with the Commissioners' Office? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Any comments the Commissioners wish to provide are listed in section 6 below.			
Wards affected: All			
Date of consultation with Executive Member: 6 June 2024			
Relevant Council Plan Key Outcome:			
Green, Clean and Connected Communities	<input checked="" type="checkbox"/>		
Keeping Nottingham Working	<input checked="" type="checkbox"/>		
Carbon Neutral by 2028	<input checked="" type="checkbox"/>		
Safer Nottingham	<input checked="" type="checkbox"/>		
Child-Friendly Nottingham	<input checked="" type="checkbox"/>		
Living Well in our Communities	<input checked="" type="checkbox"/>		
Keeping Nottingham Moving	<input checked="" type="checkbox"/>		
Improve the City Centre	<input checked="" type="checkbox"/>		
Better Housing	<input type="checkbox"/>		
Serving People Well	<input checked="" type="checkbox"/>		
Summary of issues (including benefits to citizens/service users):			
The purpose of this report is to seek approval of the allocation and spend of the “Streets for People 2 Programme”, comprising of public highway improvements for Highways, Traffic Management and Road Safety.			
The Streets for People 2 Programme (SfP2) has been developed following the success of the initial programme which was joint funded by the Government’s Levelling Up Fund and Local			

Transport Plan (LTP) Area Capital annual block allocation. The SfP2 programme will be funded from the LTP Area Capital annual block allocation for 2024/25 and LTP Integrated Transport Block (ITB).

This single programme will maximise the benefits for neighbourhoods, establishing the right priorities for local people, making a safer place for residents and road users. The funding will be divided across all twenty wards, based on population and deprivation statistics, to actively aid the worst-off areas in Nottingham.

The main strategic benefits of this programme are to:

- a. Actively support the Carbon Neutral Nottingham 2028 objectives to encourage more walking and cycling and in doing so reduce the demand for car use, with an associated benefit of an improvement in air quality measurements across neighbourhoods. This actively supports the Healthy & Inclusive and Carbon Neutral Council Plan Objectives.
- b. Improve neighbourhoods by transforming the quality and safety of residential streets and improve citizen satisfaction, supporting Keeping Nottingham Moving, Safer Nottingham, Child-Friendly Nottingham and Serving People Well Council Plan Objectives.
- c. Extend the life and serviceability of highway assets in Nottingham, supporting Keeping Nottingham Moving and Safer Nottingham Council Plan Objectives.

The recommendation to the Committee is to approve the allocation and spending for a programme which has been prioritised based on;

- a. Planned Highway Maintenance based on the highway's asset management plan in consultation with residents and through ward councillor engagement.
- b. Identified Traffic and Road Safety Schemes based on local statistics and demand in consultation with local residents and ward councillors.

The programme will be delivered as a package of small- scale measures to improve the condition and quality of residential streets citywide.

Several the key benefits will be realised to our residents and service users, these include:

- d. Upgraded pavements and walkways that will make public spaces safer, help the ageing population and citizens with restricted mobility continue to live independent lives.
- e. Encourage citizens to walk and cycle more, reducing the need for car dependence. This will help to keep people healthier and fit to work, improving access to education and employment opportunities.
- f. Encourage more pupils to walk and cycle to school will help to keep them healthier; this is known to improve educational outcomes.
- g. Specific efforts have been made to engage with neighbourhoods and target groups to ensure as many people as possible can feed into the decision- making process. Engagement and communication with citizens and stakeholders on these improvements will continue.
- h. Investment in local economy by use of local employers, where feasible, to deliver the programme. This will maximise local employment and training benefits from the investment.

It is proposed that the programme is delivered through compliant internal highway frameworks and external third-party frameworks including:

1. Planned Carriage Maintenance
2. Highway Structures
3. Planned Footpath and Cycleway Maintenance

4. Minor Works
5. Resource Support
6. Handlay Patching
7. Road Markings and Anti-Skid
8. Safety Fencing
9. Temporary Traffic Management
10. Traffic Signals
11. Multi Discipline
12. Highways Surface Treatments
13. Street Lighting Design and Installation
14. Construction Materials
15. Highways Transport Project Design Support
16. Transport Project Support
17. Topographical and Site Survey
18. Materials Testing Framework
19. Specialist Highways Surfacing
20. Gully Cleaning & Road Sweeping
21. Bloom
22. Midlands Highway Alliance Professional Services Partnership Framework

Appendix 1 contains detail of the current proposed schemes and estimated budgets for the proposed programme. This may be subject to change and any changes will be confirmed in subsequent approvals.

Through framework use, value for money will be demonstrated through competitive processes in the appointment and management of contractors under frameworks based on price, quality and environmental considerations. These arrangements provide compliant delivery for Council for the short/medium term. Looking to the future, should strategically we wish to pursue other delivery options, for example as part of developing combined authorities' agenda, these can be facilitated as all current and proposed delivery options are under frameworks which include no commitment to spend.

Exempt information: None.

Recommendations:

1 To approve the ward allocation and schemes contained within the 2024/25 Streets for People 2 Programme, as outlined in appendix 1 to the report, at a cost of £5.85m.

2 To approve the call-off and award from internal and external third-party frameworks that have been let in accordance with public procurement regulations for the delivery of the 2024/25 Streets for People 2 Programme, as outlined in appendix 1 of the report.

1. Reasons for recommendations

Recommendation 1

The Streets for People 2 Programme enables improvements to the highway in local areas including works to footways, roads, traffic management and road safety. The proposed prioritisation is based on technical assessment, local knowledge, and engagement with all ward councillors.

The programme of ward-based schemes has been prioritised and officers can confirm that the recommended schemes are supported by the highway's asset management plan, safety data and local priorities identified by ward councillors.

Appendix 1 ward allocations that have been prioritised through the process outlined in this report.

Recommendation 2

The proposed delivery route for the schemes will be through a combination of the Council's own in-house teams and "call offs" from existing framework agreements which the Council has established for highways related works, however there may be occasion where additional works and services may be required.

For such arrangements compliant procurement processes in line with the Council's Contract Procedure Rules at Article 18 of the Constitution will need to be followed, and contracts entered.

For such arrangements compliant procurement processes in line with the Council's Contract Procedure Rules at Article 18 of the Constitution will need to be followed, and contracts entered.

This recommendation is therefore seeking authority to undertake framework use. The identified benefits of operating under framework arrangements are:

- Enabling the delivery of external grant funded statutory work activity in line with timescales of award;
- A value-for-money delivery model with no fixed financial commitment to use the framework(s);
- Provides flexibility, no restriction in developing other delivery models for Highways in the future;
- Opportunities for local Small to Medium Enterprise (SME) companies to deliver works, through framework awards;
- The potential for a local workforce through utilising regional SME contractors;
- Ensuring the Council complies with its duty of Best Value by going through compliant frameworks and mini competition when stipulated by the framework terms;
- Demonstrating NCC's commitment to all stakeholders in the 'East Midlands Devolution Plan' that we are invested in low carbon economic growth;
- Utilising Framework Partners that support NCC's Carbon Neutral Charter and initiate Carbon Management throughout their entire supply chain.

2. Background (including outcomes of consultation)

2.1 Through combining LTP Area Capital annual block allocation for 2024/25 and LTP ITB, a single £5.85m Streets for People 2 Programme has been created. The decision to include this in the Council's Capital Programme was agreed in March 24 in Appendix 7 of the 2024/25 Budget and Council Tax Resolution Report.

- 2.2 The entire Streets for People 2 Programme is ward based and allocated over a 1-year delivery period from September 2024 to September 2025. A breakdown of allocations is included in Appendix 1.
- 2.3 Allocations are made to each ward based on a formula which is made up of two elements:
- 2.3.1 Element A: a base grant element for each ward as a flat rate, and
- 2.3.2 Element B: the remainder of the allocation, based on the population and deprivation statistics.

This is the same established formula that has been used to successfully deliver previous Area Capital Fund and Streets for People Programmes to date.

- 2.4 The 'Streets for People 2' funding is targeted at public highway improvements, which are prioritised at ward level, following key stakeholder engagement, technical assessments and reviews. It is scoped under 2 key themes:
- a. Highway Maintenance (incorporating Clean and Green improvements to streets)
 - b. Traffic and Safety
- 2.5 The Streets for People 2 Programme will be delivered as a 1-year programme.

A summary of the total Streets for People 2 Programme allocated funds is included below:

New LTP Area Capital Allocation 2024/25	£1,250,000
LTP ITB	£4,600,000
Total Streets for People 2 Allocation 2024/25	£5,850,000

A breakdown of the above Streets for People 2 Programme allocation for 2024/25 by ward is included in Appendix 1 for information.

- 2.6 A 1-year programme has been developed through ward councillor engagement as outlined below.
- 2.7 Prioritisation for schemes is based on a combination of technical advice from officers, supported by engagement with ward councillors who feedback on local priorities. It is to be noted that the engagement with ward councillors is a valuable element of the prioritisation process and of utmost importance that that this will continue all area-based programmes going forward. The process is as follows:
- 2.7.1 Schemes are proposed by officers based on identified priorities for Highway Maintenance, Traffic Management and Road Safety at a ward level.
- 2.7.2 Importantly, ward councillors are provided with opportunity to include local representation, local schemes based on their specialist ward knowledge.
- 2.7.3 Funds may also be used to fund schemes in full, or as match-funding to secure additional funding from other sources, such as external grant.

- 2.7.4 Officers have a key role in advising ward councillors on priorities, eligibility and estimated scheme costs.
- 2.7.5 All the priorities are reviewed by ward councillors and a final combined list is progressed for formal approval.
- 2.8 Ward councillor engagement meetings commenced in early April 2024 and significant efforts to ensure quality collaboration has taken place across all 20 wards to assist in progressing prioritisation leading to this decision.
- 2.9 This programme will be subject to an extensive communication plan in order to ensure residents and key stakeholders are fully briefed on ward-based proposals, the scheme benefits and implementation timetable.
- 2.10 The Streets for People 2 Programme must be used to fund capital projects which are delivered on, or provide benefit to, the adopted public highway. Prioritisation is also supported by the priorities identified in the Highways Asset Management Plan.
- 2.11 A key requirement of the additional funding is to improve local roads for cycling and walking across our neighbourhoods and for upgraded routes to our local districts and centres, including opportunity for: new roads, footpaths, traffic and road safety improvements as well as clean and green enhancements associated with the highway, including street furniture, greenspace improvement and provision for more trees.
- 2.12 To meet capital spending criteria, spending should also result in a capital asset, with a lifetime greater than one year or enhance or extend the life of any existing asset. In addition, the spend must be on land either owned by Nottingham City Council or provide a benefit to the residents of Nottingham. If the asset is owned by the Council, it will be recognised as an asset on the Council's balance sheet and depreciated accordingly.
- 2.13 Approval of schemes as a single programme ensures consistency and clarity in terms of administration, planning and recording of all spend in the financial year.
- 2.14 The programme of works will be delivered in Q3–Q4 in 2024/25 through to Q1-Q2 in 2025/26.
- 2.15 The procurement and award of contracts for the works will be in accordance with existing approved framework arrangements in place. All works delivered by Highway Services are under approved framework arrangements in accordance with Contract Procedure Rules. All works will be subject to re-measure and contingency provision has been included for inflation.
- 2.16 Through framework use, financial risks of variation to projects are mitigated as there is no commitment to spend over the framework period. These will include further appointment and framework management criteria processes to demonstrate value for money for the Council.

3. **Other options considered in making recommendations**

Do nothing: this would result in no approval of spend and therefore no schemes being delivered. Further, it would adversely impact the overall delivery of the LTP Capital Programme.

- 3.1 Not to call-off frameworks - Not having compliant procurement measures in place will adversely affect our ability to engage with suppliers and contractors to deliver essential highway works within funding timeframes.

Further, no effective means to demonstrate compliance with financial and procurement regulations in the delivery of the programme.

- 3.2 To pursue alternative procurement options including Term Service Contracts and Multi-agency Frameworks – this would require more stability in the funding regime at the Council. Currently, NCC are receiving annual awards for highway maintenance and further grant awards for transport schemes but there is no medium-term funding strategy that would assist consideration to a medium-term delivery solution with a third party. As engagement continues under Combined Authorities agenda and the merging of DfT funding streams this will provide opportunity for this option to be considered in the future.

4. **Consideration of Risk**

- 4.1 There are risks associated with funding timescales and the necessary approvals for having compliant procurement, 'call-off' approvals, works coordination and scheme delivery in place. As part of established good governance structure, medium term forward planning for the executive approval process and advance scheme consultation/prioritisation support mitigating these risks.
- 4.2 NCC are challenged with annual awards for highways maintenance from the DfT, no medium-term investment commitment, together with an increasing number of grant awards for transport projects with short term spend criteria. Both of which, make it difficult to consider medium term delivery options. Without the established hybrid model comprising of a core in-house delivery supplemented by frameworks we would fail in providing compliant delivery options for the Council. With framework use there is the ability to outsource works packages quickly and compliantly to the market. A key part of this is for improved quality in highways delivery at the right price - through collaboration with the Procurement Team an increased number of appointment, assessment and works award criteria is incorporated in proposed frameworks to de-risk the Council.
- 4.3 To manage risks, officers have developed risk assessments, regularly monitor performance, compliance, income, and expenditure, as well as put in place clear escalation procedures to ensure that all funding is received, and any potential risks are identified and mitigated early.
- 4.4 The Senior Responsible Officer (SRO) is the Head of Transport Strategy. The programme of capital works will be managed by officers within Growth & City Development and Resident Services. The Council has a good track record of delivering transport capital projects.
- 4.5 All delivery will be under an established project governance structure reporting into the Capital Board. The governance structure has defined reporting lines and a clear decision-making process.
- 4.6 Through the establishment of frameworks, the financial risks of variation to projects are mitigated as there is no commitment to spend in any fixed year or over framework period. Equally frameworks provide a robust, compliant means to engage the market to support on project delivery within budgetary and grant timelines – effective means of demonstrating best value.

5. Best Value Considerations

- 5.1 Highway Services deliver works for Nottingham City Councils highways and transport requirements, successfully fulfilling all client work-streams. The service area delivers a hybrid model solution, using in-house and outsourced scheme delivery options, through Framework Agreements.
- 5.2 Through Framework Agreements, value for money will be demonstrated through an open competitive tender process. The appointment of contractors to frameworks will be based on price, quality and environmental considerations. Further, works awarded through these frameworks will be subject to assessment criteria including further competition through “basket of goods” award and mini competitions.
- 5.3 Our Framework Agreements allow Highways Services to demonstrate how the requirement to achieve best value has been embedded throughout a compliant procurement process and we look to embed the following principles into that process:
 - 5.3.1 **Quality Management:** We will seek contractors with a proven track record of delivering high-quality highway services. Assess their past performance, adherence to industry standards, and commitment to quality management systems. Quality should not be compromised for cost savings.
 - 5.3.2 **Innovation and Technology:** We will seek contractors who demonstrate innovation in their approach to highway services. This will include the use of advanced construction techniques, innovative materials, or technology-driven solutions that improve efficiency, safety and sustainability.
 - 5.3.3 **Lifecycle Costs:** We aim to consider the total cost of ownership over the lifespan of the highway infrastructure rather than just the initial construction costs. Contractors who can demonstrate a commitment to minimising lifecycle costs through durable construction, effective maintenance strategies and lifecycle asset management should be prioritized.
 - 5.3.4 **Sustainability:** Contractors who prioritise environmental sustainability in their operations will be highly rated as part of the assessment. This will include using recycled materials, minimizing waste generation, reducing carbon emissions, and implementing eco-friendly construction practices. Sustainable highway services contribute to long-term environmental stewardship and resource conservation.
 - 5.3.5 **Safety Performance:** Safety is of paramount consideration in highway services procurement. We prioritise the evaluation of contractors based on their safety record, commitment to safety training and protocols and implementation of safety measures on construction sites. Contractors with a strong safety culture help minimise accidents and protect workers and road users.
 - 5.3.6 **Community Engagement and Stakeholder Management:** Contractors who demonstrate a commitment to engaging with local communities and stakeholders throughout the project lifecycle will be highly rated as

part of the assessment. Effective communication, consultation and collaboration with affected communities can help mitigate conflicts, address concerns, and build positive relationships.

5.3.7 Value Engineering: We aim to procure contractors who offer value engineering expertise to optimise project designs and specifications, while achieving cost savings and performance improvements. Value engineering involves analysing project requirements and identifying alternative solutions that provide the best value for money without compromising quality or safety

6. **Commissioner comments**

6.1 Commissioners are content with this report. (01/07/2024)

7. **Finance colleague comments (including implications and value for money/VAT)**

7.1 As this is all capital related funding, there is no revenue implications associated with this report. Capital comments would need to be obtained from the Capital Accountant on this report.

Sohaib Chaudhry, Senior Commercial Business Partner - 14/05/2024

7.2 The Streets for People project was approved as part of the Capital Budget which was approved at Executive Board February 2024 and Full Council March 2024. Therefore, this decision doesn't affect the capital budget and the budget was endorsed at Capital Board February 2024.

7.3 The forecast of the £5.850m capital budget will be reviewed as part of the first capital monitoring cycle of 2024/25.

7.4 Due to the Council's financial situation and as detailed within the body of the report the project manager is required to give due consideration of the future maintenance liabilities any of Streets for People project.

Tom Straw, Senior Accountant, Capital Programmes - 28/05/2024

8. **Legal colleague comments**

8.1 The purpose of this report is to seek approval of the allocation and spend of the "Streets for People 2 Programme", funded by external grant funding from the Department for Transport, comprising of public highway improvements for Highways, Traffic Management and Road Safety, as set out in Appendix 1.

8.2 In using the grant funding in the manner proposed, the Council must comply with all conditions imposed by the Department for Transport and ensure that appropriate provisions are included in any contracting arrangements that allow contractors to support the Council in complying with such conditions.

8.3 It is proposed that works are procured through existing frameworks; this should provide a compliant route to market. Colleagues should be aware that the legal framework may change later this year if the Procurement Act 2023 comes into force in October 2023 as envisaged. Where colleagues require legal support in respect of the call-off contracts under the frameworks, funding will need to be

identified to allow external legal support to provide construction law support. Legal Services is happy to support colleagues identifying and securing such external legal support in a reasonable time period.

- 8.4 Certain details in Appendix 1 are to be confirmed; a full prioritisation list will be available by 31st May 2024 so any approval needs to be cognisant that a complete Appendix 1 will only be available after this report is submitted into the system for consideration by the Commercial Oversight Board by 3rd June 2024. Evidence for the prioritisation decisions should be created and retained.

Anthony Heath, Team Leader (Interim) Contracts and Commercial - 8 May 2024

9. **Other relevant comments**

- 9.1 There are no procurement concerns with the recommendations set out within the report. The procurement team will work with the highways department to ensure that all procurement activity is in accordance with Public Procurement Regulations whether that is the existing 2015 version or those that come into force in October 2024.
- 9.2 For Framework call-offs that do not come through to the central procurement team, officers should ensure that these are in accordance with the call-off terms set out within the relevant Framework Agreements.

Sue Oliver, Procurement Category Manager, Places - 12/06/2024

10. **Crime and Disorder Implications (If Applicable)**

- 10.1 The proposed improvement schemes enhance the lives of citizens through physical regeneration, improving infrastructure for the betterment of all. Physical regeneration makes a material difference in reductions of crime and disorder.

11. **Social value considerations**

- 11.1 **Accessibility:** Local highways should prioritise accessibility for all members of the community, including pedestrians, cyclists, public transport user and motorists. This includes ensuring safe crossings, adequate footpaths, cycle lanes, and public transport routes.
- 11.2 **Equity and Inclusion:** It's essential to ensure that local highways serve all members of the community equitably, regardless of socio-economic status, age, ability, or ethnicity. This involves consulting with marginalized communities to understand their needs and priorities.
- 11.3 **Environmental Impact:** Highway services aim to minimise their environmental footprint by reducing carbon emissions, preserving natural habitats, and mitigating pollution. This involves investing in sustainable transportation options, such as electric vehicles or promoting carpooling and active transportation.
- 11.4 **Community Engagement:** Engaging with the local community is crucial to understanding their needs and preferences regarding improvements to the highway. This includes holding public consultations, surveys, or forming advisory committees to gather feedback and ensure that highway projects align with community values.

11.5 Health and Wellbeing: Local highways can have a significant impact on public health and wellbeing. Prioritising improvements for safer routes to walk and cycling encourages physical activity and reduces air pollution, contributing to overall community health.

11.6 Economic Development: Highways can stimulate economic growth by improving transportation networks, facilitating trade, and creating jobs. Procurement strategies should prioritise local economic development by awarding contracts to local businesses, promoting small and medium-sized enterprises (SMEs), and providing training and employment opportunities for local residents.

11.7 Safety: Safety is paramount in local highway services. This includes implementing measures to reduce the risk of accidents, such as temporary traffic management, adequate signage, and well-maintained road surfaces.

12. **Regard to the NHS Constitution (If Applicable)**

12.1 N/A

13. **Equality Impact Assessment (EIA)**

13.1 Attached as appendix 3 and due regard will be given to any implications identified in it.

14. **Data Protection Impact Assessment (DPIA)**

14.1 A DPIA is not required there is no impact on data protection.

15. **Carbon Impact Assessment (CIA)**

15.1 Attached as appendix 2 and due regard will be given to any implications identified in it.

16. **List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)**

16.1 None.

17. **Published documents referred to in this report**

17.1 Executive Board report (appendix 7 of the 2024/25 Budget and Council Tax Resolution);

A Appendix 1 – Total Streets for People 2 Programme

Ward Allocations & Prioritised Ward Allocations Under Key Themes

Table 1:

Ward	Total SfP 2 Allocation	Highway Maintenance Prioritised	Traffic & Safety Prioritised	Street Cleansing & Trees Prioritised	Cycling and Walking Prioritised	Total Prioritised
Aspley	£369,600	£339,600	£15,000	£15,000		£369,600
Basford	£294,300	£254,300	£30,000	£10,000		£294,300
Berridge	£292,000	£237,000	£55,000			£292,000
Bestwood	£321,100	£311,100		£10,000		£321,100
Bilborough	£335,400	£335,400				£335,400
Bulwell	£345,400	£345,400				£345,400
Bulwell Forest	£255,000	£242,500	£12,500			£255,000
Castle	£238,500	£208,500		£30,000		£238,500
Clifton East	£301,400	£261,400	£25,000	£15,000		£301,400
Clifton West	£229,100	£229,100				£229,100
Dales	£306,200	£286,200	£20,000			£306,200
HGA	£367,000	£137,000	£215,000	£15,000		£367,000
LAWE	£219,000	£209,000		£10,000		£219,000
Leen Valley	£297,300	£284,800	£12,500			£297,300
Mapperley	£284,000	£284,000				£284,000
Meadows	£262,200	£147,675	£34,525		£80,000	£262,200
Radford	£285,600	£274,911		£10,689		£285,600
Sherwood	£271,100	£155,250	£70,000	£15,850	£30,000	£271,100
St Ann's	£360,600	£345,600		£15,000		£360,600
Wollaton West	£215,200	£205,200		£10,000		£215,200
Total	£5,850,000	£5,093,936	£489,525	£156,539	£110,000	£5,850,000

Table 2:

Appendix 1 - Table 2:

Ward	Location	Details	Scheme	Estimated Cost	Lead service
Aspley	Fenwick Road	Full Length	New Carriageway	£167,900	Highway Services
Aspley	Deepdene Way	Eltham Drive to Ainsdale Crescent	New Carriageway	£53,280	Highway Services
Aspley	Winsford Close	Full Length	New Carriageway	£41,633	Highway Services
Aspley	Maltby Close	Full Length	New Carriageway	£37,604	Highway Services
Aspley	Tiverton Close	Full Length	New Carriageway	£16,500	Highway Services
Aspley	Lime Tree Avenue	Residents Parking Scheme	Residents Parking Scheme	£15,000	Traffic & Safety
Aspley	Ward wide	Ward Wide	Replace Bins (with 240 litre versions)	£15,000	Street Cleansing
Aspley	Tiverton Close	Full Length	New Footpath	£12,100	Highway Services
Aspley	Ward Wide	Planned Patching	Planned Patching	£10,583	Highway Services
Basford	Bulwell Lane	Arnold Rd junction to Number 6 Bulwell Lane	New Carriageway	£106,685	Highway Services
Basford	Heatherley Drive	Full Length	New Carriageway	£83,235	Highway Services
Basford	Broadhurst Avenue	Full Length	New Carriageway	£56,880	Highway Services
Basford	Ward Wide	Parking Restrictions	Parking Restrictions	£30,000	Traffic & Safety
Basford	Park Lane	Park Lane Zebra Crossing	2 New Bollards	£7,500	Highway Services
Basford	Ward Wide	Ward Wide	Replace Bins (with 240 litre versions)	£10,000	Street Cleansing
Berridge	Hadbury Road	Full Length	New Carriageway	£124,852	Highway Services
Berridge	Egypt Road	Nottingham Road to Delta Street	New Carriageway	£112,148	Highway Services
Berridge	Suez Street Area	Suez Street Area	Dropped Crossing Improvements	£20,000	Traffic & Safety
Berridge	Ward Wide	Ward Wide	Parking Restrictions	£20,000	Traffic & Safety

Berridge	Wimbledon Road Area	Wimbledon Road Area	Resident Parking Scheme and Parking Restrictions	£15,000	Traffic & Safety
Bestwood	Mildenhall Crescent	Junction with Queen's Bower Road (west side entrance) to number 21 Mildenhall Crescent	New Carriageway	£65,783	Highway Services
Bestwood	Cottam Drive / Cottam Gardens	Full Length	Carriageway Surface Treatment	£30,200	Highway Services
Bestwood	Elmbridge	Full Length	Carriageway Surface Treatment	£26,720	Highway Services
Bestwood	Ward Wide	Planned Patching	Planned Patching	£10,717	Highway Services
Bestwood	Ward Wide	Ward Wide	Replace Bins (with 240 litre versions)	£10,000	Street Cleansing
Bestwood	Southglade Road	150 metres from the junction with Padstow Road to Eastglade Road	New Carriageway	£177,680	Highway Services
Bilborough	Chingford Road	Calveley Rd to Denewood Crescent	New Carriageway	£150,000	Highway Services
Bilborough	Woodhouse Way	Holly Tree Farm Roundabout	New Carriageway	£93,975	Highway Services
Bilborough	Burnside Road	Full Length	Carriageway Surface Treatment	£57,200	Highway Services
Bilborough	Glaisdale Drive	Full Length	Planned Patching	£18,475	Highway Services
Bilborough	Wollaton Vale	Dales Way to Coventry Lane (South West Side)	New Footpath	£15,750	Highway Services
Bulwell	Squires Avenue	Hucknall Lane to Ravensworth Road	New Carriageway	£185,850	Highway Services
Bulwell	Lime Street / Muriel Street	Full Length	New Carriageway	£78,175	Highway Services
Bulwell	Armstrong Road	Apollo Drive to Cernan Court	Carriageway Surface Treatment	£35,320	Highway Services
Bulwell	Squires Avenue	Sandhurst Road to Park Entrance	New Carriageway	£32,850	Highway Services
Bulwell	Ward wide	Ward Wide	Planned Patching	£13,205	Highway Services

Bulwell Forest	Ridgeway	Top Valley Drive to Tesco Goods Entrance on Top Valley Drive	New Carriageway	£124,852	Highway Services
Bulwell Forest	St Albans Road	Rail Crossing to Bestwood Terrace	New Carriageway	£53,235	Highway Services
Bulwell Forest	Bestwood Road	Rail Crossing to Sports Club	Recycled Carriageway	£21,000	Highway Services
Bulwell Forest	Piccadilly	Piccadilly outside the School	Planned Patching	£19,270	Highway Services
Bulwell Forest	Belmont Avenue	Full Length	Recycled Carriageway	£14,400	Highway Services
Bulwell Forest	Torkard Drive/Old Farm Road	Torkard Drive/Old Farm Road	Dropped Crossing Improvements	£10,000	Traffic & Safety
Bulwell Forest	Ward Wide	Planned Patching	Planned Patching	£9,743	Highway Services
Bulwell Forest	Torkard Drive/Old Farm Road	Torkard Drive/Old Farm Road	Dropped Crossing Improvements	£2,500	Traffic & Safety
Castle	Clumber Street	Lincoln Street Junction	New Carriageway	£84,760	Highway Services
Castle	Plumptre Street	Full Length	New Carriageway	£74,587	Highway Services
Castle	St James's Terrace	Mount Street to Standard Hill	New Carriageway	£33,913	Highway Services
Castle	Old Lenton Street	George St Junction	Junction Realignment	£15,240	Highway Services
Castle	Ward Wide	Ward Wide	Replace Bins (with 240 litre versions)	£15,000	Street Cleansing
Castle	Ward Wide	Ward Wide	New Trees/Urban Greening	£15,000	Tree Services
Clifton East	Dungannon Road	Southchurch Drive to Listowel Crescent	New Carriageway	£126,050	Highway Services
Clifton East	Clifton Lane	Farnborough Road Roundabout to Nobel Road	New Carriageway	£74,750	Highway Services
Clifton East	Oldoak Road	Foxearth Avenue to Dovenby Road	New Carriageway	£28,045	Highway Services
Clifton East	Greencroft Area	Greencroft Area	Residents Parking Scheme	£25,000	Traffic & Safety
Clifton East	Farnborough Road	Clifton Lane to Southchurch Drive	Raised Plateau Resurfacing	£19,050	Highway Services
Clifton East	Ward wide	Ward Wide	Replace Bins (with 240 litre versions)	£15,000	Street Cleansing

Clifton East	Middlefell Way	Full Length (Both Sides)	Footpath Surface Treatment	£13,505	Highway Services
Clifton West	Clifton Lane	Farnborough Road Roundabout to Nobel Road	New Carriageway	£74,750	Highway Services
Clifton West	Brookthorpe Way	Full Length	Carriageway Surface Treatment	£72,420	Highway Services
Clifton West	Pieris Drive	Hartness Road to Camelia Avenue	Carriageway Surface Treatment	£32,720	Highway Services
Clifton West	Holgate	Full Length	Recycled Carriageway	£30,160	Highway Services
Clifton West	Farnborough Road	Clifton Lane to South Church Drive	Raised Plateau Resurfacing	£19,050	Highway Services
Dales	Hereford Road	Avon Road to Harrogate Road	New Carriageway	£217,270	Highway Services
Dales	Greenwood Road	Ripon Road to Harrogate Road (North side adjacent to houses)	New Footpath	£36,850	Highway Services
Dales	Daleview Road	Marston Road to Carlton Hill	Recycled Carriageway	£32,080	Highway Services
Dales	Bewick Drive Area	Bewick Drive Area	Dropped Crossing Improvements	£20,000	Traffic & Safety
Hyson Green and Arboretum	A610 Bobbers Mill Bridge	A610 Bobbers Mill Bridge	Road Safety Improvements	£200,000	Traffic & Safety
Hyson Green and Arboretum	Newstead Grove	Full Length	New Carriageway	£51,570	Highway Services
Hyson Green and Arboretum	Darley Road and Darley Avenue	Full Length	Carriageway Surface Treatment	£43,160	Highway Services
Hyson Green and Arboretum	Knighton Avenue	Full Length	Carriageway Surface Treatment	£27,060	Highway Services
Hyson Green and Arboretum	Ward Wide	Planned Patching	Planned Patching	£15,210	Highway Services
Hyson Green and Arboretum	Gill Street and Hampden Street	Gill Street and Hampden Street	Dropped Crossing Improvements	£15,000	Traffic & Safety
Hyson Green and Arboretum	Ward Wide	Ward Wide	Replace Bins (with 240 litre versions)	£15,000	Street Cleansing

Lenton and Wollaton East	Hawton Crescent	Middleton Boulevard to Broughton Drive	New Carriageway	£146,624	Highway Services
Lenton and Wollaton East	Newland Close	Full Length	New Carriageway	£76,156	Highway Services
Lenton and Wollaton East	Trinity Avenue / Church Avenue / Albert Road / Lois Avenue	Full Length	Carriageway Surface Treatment	£44,064	Highway Services
Lenton and Wollaton East	Scalford Drive	Roundabout to Hawton Crescent	Carriageway Surface Treatment	£17,956	Highway Services
Lenton and Wollaton East	Broughton Drive/Austrey Avenue	Broughton Drive/Austrey Avenue	Parking Restrictions	£12,500	Traffic & Safety
Leen Valley	Trentham Drive	Chalfont Drive for 300 Metres	New Carriageway	£201,350	Highway Services
Leen Valley	Ward Wide	Ward Wide	Replace Bins (with 240 litre versions)	£10,000	Street Cleansing
Leen Valley	Ward Wide	Planned Patching	Planned Patching	£7,650	Highway Services
Mapperley	Brewsters Road	Part of Brewsters Road	New Carriageway	£221,900	Highway Services
Mapperley	Boynton Drive	The Wells Road to Porchester Drive	Carriageway Surface Treatment	£33,500	Highway Services
Mapperley	Woodlane Gardens	Pearmain Drive to The Wells Road	Carriageway Surface Treatment	£17,600	Highway Services
Mapperley	Eaton Street	Full Length	Carriageway Surface Treatment	£11,000	Highway Services
Meadows	Queen's Road	Queen's Road	New Pedestrian Crossing	£80,000	Cycling and Walking
Meadows	Bathley Street	Bathley Street junctions with Lamcote Grove, Wilford Crescent East and Mundella Road	New Carriageway	£69,516	Highway Services
Meadows	Quayside Close/ Meadows Close and Beauvale Road	Quayside Close/ Meadows Close and Beauvale Road	Residents Parking Scheme	£34,525	Traffic & Safety

Meadows	Bunbury Street	Bathley Street to Radcliffe Street	Carriageway Surface Treatment	£22,275	Highway Services
Meadows	Burge Close	Full Length	Carriageway Surface Treatment	£14,880	Highway Services
Meadows	Bathley Street	Wilford Grove to Embankment Public House	Footpath Surface Treatment	£11,004	Highway Services
Meadows	Robin Hood Way	Robin Hood Way Bus Stop Near Soudan Drive	Footpath Improvements	£10,000	Highway Services
Meadows	Colliery Close	Colliery Close	Surfacing and Drainage Improvements	£20,000	Highway Services
Radford	Balfour Road	Full Length	New Carriageway	£94,978	Highway Services
Radford	Douglas Road	Full Length	New Carriageway	£90,570	Highway Services
Radford	Norton Street	Hartley Road to Denman Street Central	Carriageway Surface Treatment	£44,800	Highway Services
Radford	Argyle Street	Full Length	Carriageway Surface Treatment	£44,563	Highway Services
Radford	Ward Wide	Ward Wide	Replace Bins (with 240 litre versions)	£10,689	Street Cleansing
Sherwood	Whatmore Rise / Bradmore Rise	Full Length	New Carriageway	£105,250	Highway Services
Sherwood	Mansfield Rd Area	Mansfield Road Area	Residents Parking and Car Parks Scheme	£70,000	Traffic & Safety
Sherwood	Perry Road	Perry Road from Hucknall Road to Edwards Lane Roundabout (including roundabout)	Planned Patching	£50,000	Highway Services
Sherwood	Loscoe Road	Loscoe Road	Improve the Cycle Way through the Fire Path Route	£20,000	Cycling and Walking
Sherwood	Winchester Street	Winchester Street	Installation of a Citycard Cycles Parking Facility	£10,000	Cycling and Walking

Sherwood	Ward Wide	Ward Wide	Replace Bins (with 240 litre versions)	£15,850	Street Cleansing
St Ann's	Robin Hood Street	Bath Street to Stonebridge Road	New Carriageway	£130,995	Highway Services
St Ann's	Cardinal Close	Full Length	New Carriageway	£70,372	Highway Services
St Ann's	Teak Close	Full Length	New Carriageway	£44,240	Highway Services
St Ann's	Sherwin Walk	Sherwin Walk and Surrounding Area	Improvements in the Sherwin Walk and surrounding area	£39,425	Highway Services
St Ann's	Kilbourn Street	Full Length	New Carriageway	£31,368	Highway Services
St Ann's	Conway Close	From St Ann's Way for 50m	New Carriageway	£15,575	Highway Services
St Ann's	Ward Wide	Ward Wide	Replace Bins (with 240 litre versions)	£15,000	Street Cleansing
St Ann's	Lotus Close	Full Length	Carriageway Surface Treatment	£13,625	Highway Services
Wollaton West	Wollaton Road	Wollaton Park Exit to Admiral Rodney Public House	New Carriageway	£157,950	Highway Services
Wollaton West	Renfrew Drive	Full Length	Recycled Carriageway	£47,250	Highway Services
Wollaton West	Ward Wide	Ward Wide	Replace Bins (with 240 litre versions)	£10,000	Street Cleansing

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Carbon Impact Assessment Dashboard To

Report Name	Streets for People 2
Report date	10th June 2024
Export filename	<i>Streets for People 2 CIAD 10th June 2024</i>

Category	Impact
Behaviour and Culture Change	Communication & engagement
Behaviour and Culture Change	Wider influence
Behaviour and Culture Change	Working with communities
Behaviour and Culture Change	Working with partners
Built Environment	Building construction
Built Environment	Building use
Built Environment	Switching away from fossil fuels

Business & internal resources Developing green businesses

Business & internal resources Marketable skills & training

Business & internal resources Sustainability in business

Business & internal resources Material / infrastructure requirement

Carbon Removal & Ecology Carbon storage

Carbon Removal & Ecology Biodiversity & Ecology

Carbon Removal & Ecology Bee friendly city

Carbon Removal & Ecology Carbon offsets

Consumption Food & Drink

Consumption Products

Consumption Services

Consumption Local and low-carbon production

Energy Local renewable generation capacity

Energy Reducing energy demand

Energy Improved energy storage

Resilience and Adaptation Green / blue infrastructure

Resilience and Adaptation Natural flood management

Resilience and Adaptation Drought vulnerability

Resilience and Adaptation Flooding vulnerability

Resilience and Adaptation Heatwave vulnerability

Transport Staff travel requirement

Transport Decarbonising vehicles

Transport Improving infrastructure

Transport Supporting people to use active travel

Transport Reduced need to travel

Waste and Water Single-use plastic

Waste and Water End of life disposal / recycling

Waste and Water Waste volume

Waste and Water Water use

Other Other 1

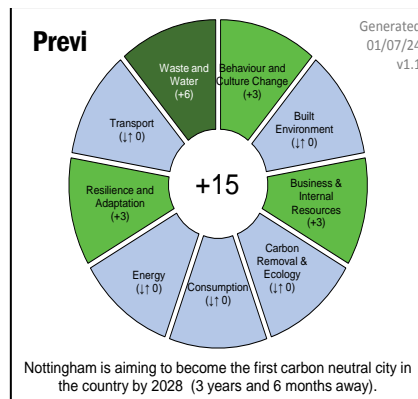
Other Other 2

Other Other 3

Other Other 4

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**Notes / justification for score / existing work
(see guidance sheet or attached notes for more information)**

Nottingham City Council's Streets for People (SfP) Programme aims to establish the right priorities for local people, making a safer place for residents and road users. During communications and engagement about the programme we have asked stakeholders to consider using more low carbon construction methods, installing green initiatives such as tree planting and urban greening and look to replace old bins that use single use plastic to wheelie bin enclosed types.

Highway Services aligns its core values with those of NCC's Carbon Neutral Charter and the Carbon Neutral Action Plan. Therefore strategic communication and engagement around carbon management is embedded within the consultation, design, procurement and construction of all projects including those agreed within the SfP Programme.

The SfP programme is specifically aimed at improving local communities. Our consultation with local Councillors ensures that we have feedback on what the local community wants and needs. For example, Meadows ward are particularly keen on green initiatives such as tree planting and urban greening and recently rejected a proposal that required a mature tree to be felled. Bestwood ward are looking to fund bin changes where we will see a reduction in single use plastic bin bags being used.

For project delivery, as part of the procurement tender process and the contract management perspective, we identify our partner values and check their past actions and public statements in regards to climate change and sustainability. As part of the procurement process NCC ensures that those values align with our own and we do this by setting out clear criteria, in the form of quality questions, as part of the tender selection process.

Not applicable to SfP
 Not applicable to SfP
 Not applicable to SfP

We ensure that our framework contractors and their own supply chain partners align their core values to those of NCC and this means that the focus is on providing, supporting and growing green technologies and services. We actively encourage contractors to engage with us on new innovative solutions and initiatives. This includes areas like renewable energy, energy efficiency, waste reduction, sustainable agriculture, and green transportation. An example of this would be the use of a road resurfacing technique that is offered by one of our framework contractors, the SfP team are actively encouraging its use where possible as it is much more sustainable than our existing methods. See row 32 for further information on this.

Not applicable to SfP

All Highways framework contractors share their successful accreditations relevant to the industry they operate in and are monitored and held accountable for their sustainable business activities through Key Performance Indicators. They will use industry standard carbon monitoring tools that capture and quantify their carbon impact and report on it periodically. This allows NCC to procure more strategically in the future based on how sustainable a business is we wish to partner with.

Retread surfacing: time required on site is significantly reduced in comparison to conventional road resurfacing, reducing overall disruption to both residents and the network. With increasing focus on sustainability, the retread process offers a low CO₂ alternative by reducing the output of energy, emissions and waste.

Cycle Infrastructure Improvement schemes: supporting non motorised transport to actively encourage cycle use and reduce emissions.

New style of bins: utilising the wheelie bin insert and not use single use plastic bags for waste collection.

Greening: planting of trees or installation of urban greening areas where hard paving/tarmac is

Not applicable to SfP

Wards have the opportunity to improve/add to green infrastructure with this funding. If projects on the highway are prioritised the Highways team work with the Parks team to preserve any green spaces and budget permitting improve on this.

Planning for diverse wildflower plantings around Highways schemes is always a consideration and possible

Highway Services and the procurement activities and programme delivery aligns itself with NCC's carbon Neutral Charter and action plan. Any strategic carbon offsets will be monitored at a corporate, organisational level.

Not applicable to SfP

The highways procurement activities support programme delivery of statutory highway maintenance functions (under Section 41 of the Highways Act 1980) and the delivery of external capital grant funded works. Therefore these activities are necessary and are conducted within a compliantly procured and sustainably managed framework programme with an embedded carbon management The highways procurement activities support programme delivery of statutory highway maintenance functions (under Section 41 of the Highways Act 1980) and the delivery of external capital grant funded works. Therefore these activities are necessary and are conducted within a compliantly procured and sustainably managed framework programme with an embedded carbon management A quality management system is embedded within the procurement tender process that ensures we are working to ensure we increase local and low-carbon production and or reduce the consumption

Not applicable to SfP

Cycle infrastructure improvements aim to increase the use of cycles and reduce the need for car travel. Improved footpaths may lead to more journeys on foot rather than in cars.

Not applicable to SfP

An aspiration of the SfP Programme is to make a real difference in the local community and uplift whole streets. For example in last years SfP programme the Dales ward funded a project on Highcliffe Road that included tree planting, an urban greening area that saw tarmac removed and replaced with planting and the road resurfaced. Huge tree pits were exposed where the existing trees were sited and these have been planted up. Designing highways with biodiversity in mind involves integrating ecological considerations into the planning, construction, and maintenance phases. The goal is to minimise negative impacts on local ecosystems and enhance habitat connectivity and wildlife conservation. Strategies such as comprehensive impact assessments and Within highway schemes natural flood management is the first option considered followed by maintenance programmes around gully clearing and finally new gully's or drainage systems.

Planting schemes within last years programme included designs for drought tolerant plants so that they would survive any hot weather with minimal watering. This is now the new norm and will be considered for any future SfP green schemes.
Highways Services partner with Major Projects & Transport teams to assess and continuously monitor flooding vulnerability. It is likely that any hotspots are put forward for SfP funding if problems exist.

Planting schemes within last years programme included designs for drought tolerant plants so that they would survive any hot weather with minimal watering. This is now the new norm and will be considered for any future SfP green schemes.

Highways deliver a hybrid model of in-house and external delivery of programmes. Right through design, construction and maintenance works the need for staff to travel either to work (hybrid working) or for projects on site is continuously assessed alongside our fleet management plan. This includes a fleet of vehicles that is almost 100% electric. Work travel by bike is also encourage through the tax free cycle scheme.

Whether delivering in house or using external framework contractors it is an identified shared core value for NCC to operate decarbonised vehicles, plant, tools and equipment where reasonably
Cycle infrastructure improvements aim to increase the use of cycles and reduce the need for car travel. Improved footpaths may lead to more journeys on foot rather than in cars.

Cycle infrastructure improvements aim to increase the use of cycles and reduce the need for car travel. Improved footpaths may lead to more journeys on foot rather than in cars.

The SfP team are hybrid workers and the requirement to travel to work is reduced. Use of online mapping systems has decreased the need it travel to site tremendously.

SfP engagement with Councillors included the option to replace smaller bins that use single use plastic bags to larger 240 litre bins that have a wheelie bin inside. £140, 000 has been allocated city

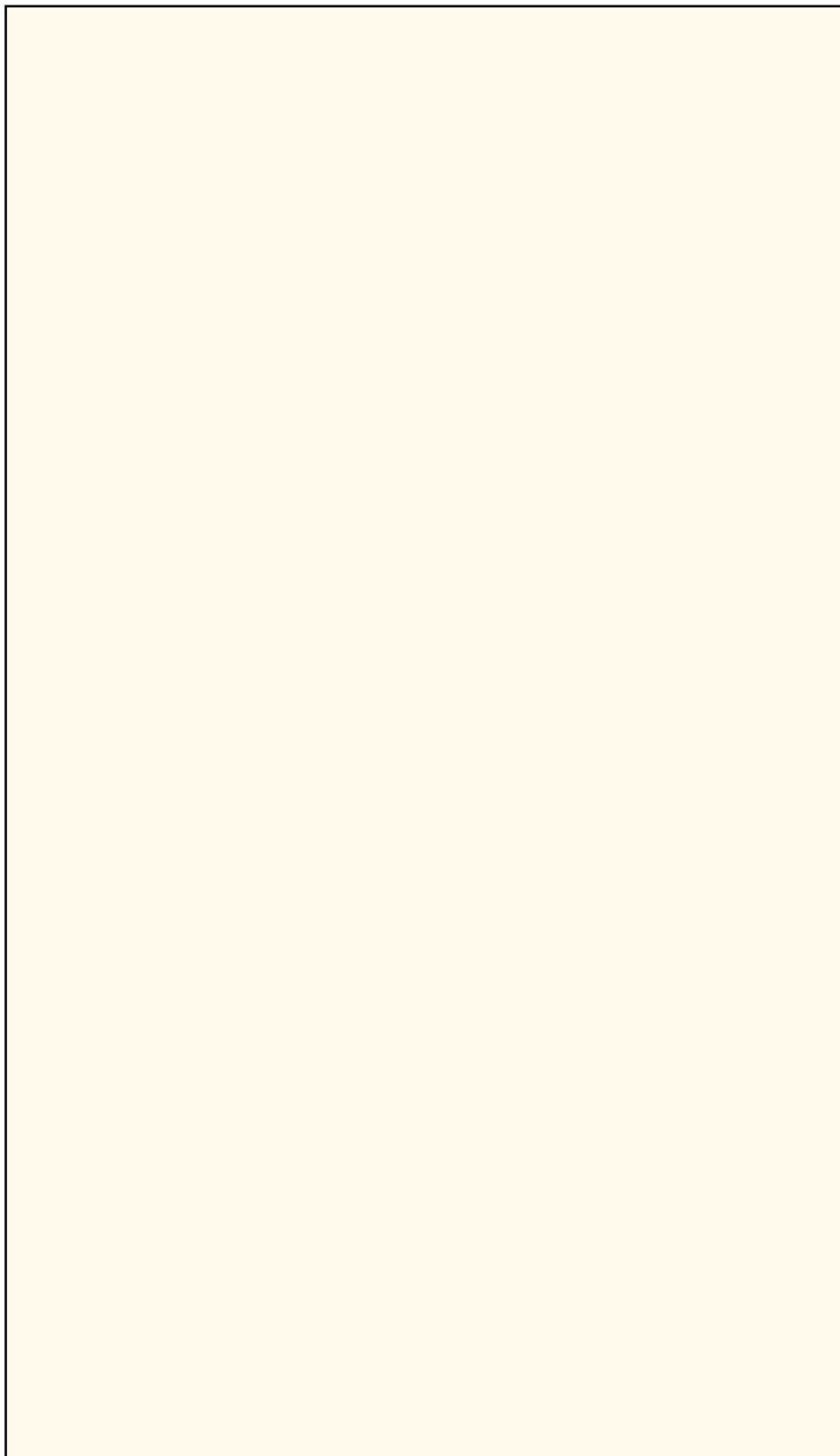
Retread surfacing: With increasing focus on sustainability, the retread process offers a low CO2 alternative by reducing the output of energy, emissions and waste e.g. waste is reduced because the existing carriageway is recycle on site and re-laid as part of the new road surface.

See above.

Not applicable to SfP

Score
(-5 to +5)

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Cheat Sheet

1. We are looking at the effects of **this** decision (not our past performance that represent future decisions)

2. We are looking at the **whole impact** of the decision (regardless of geographic location or organisational boundary)

3. We are only looking at the **climate impact** - other impacts, and social, and wellbeing measures are recorded elsewhere.

4. We need to stay **accessible**. Click on the "copy alt-text" button above the result into the alt text box for your infographic in word. Click here for more information

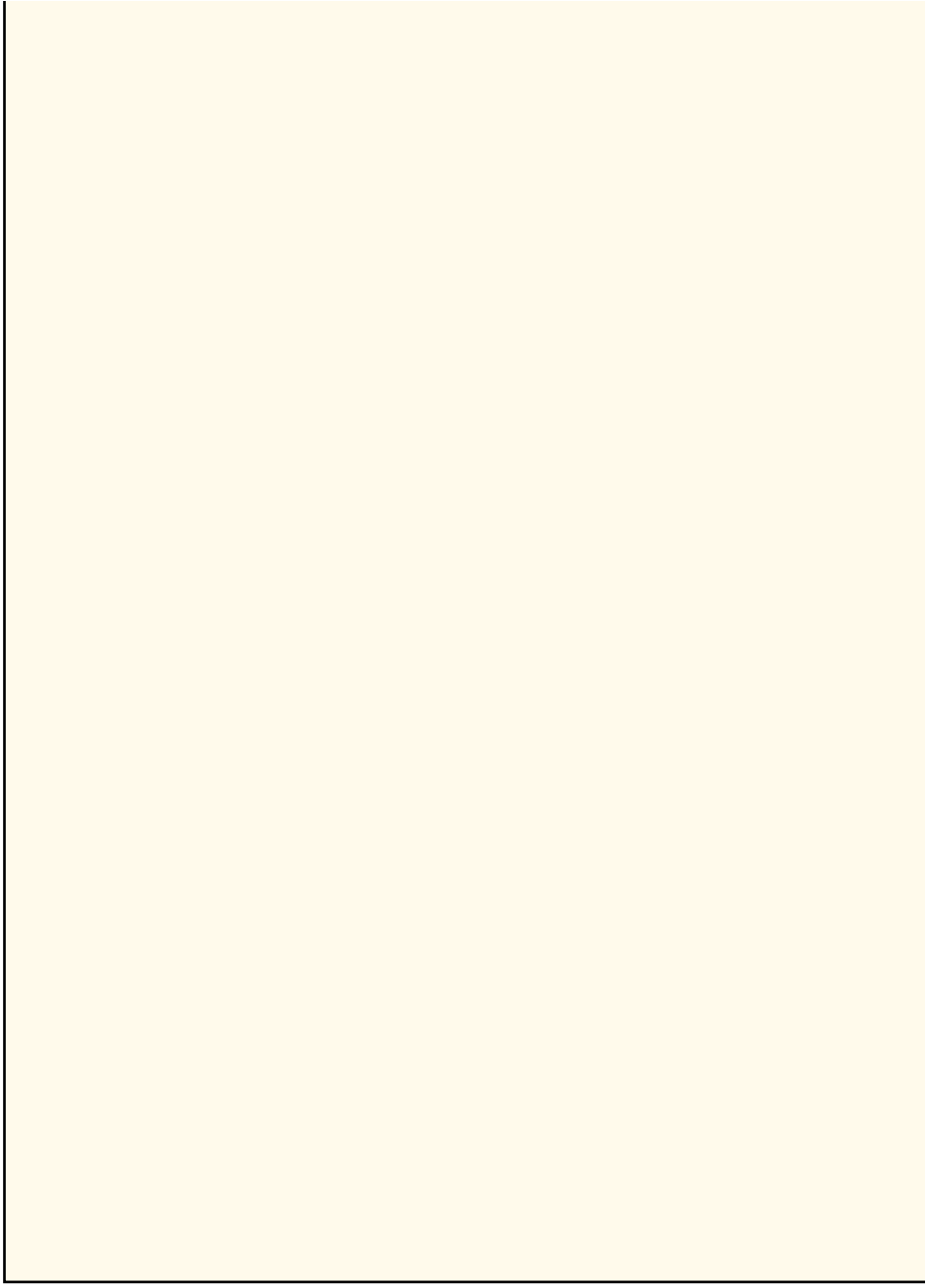
5. Your report must include some explanation as well as the infographic **will have consequences past 2028 you must say so in your report.**

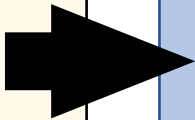
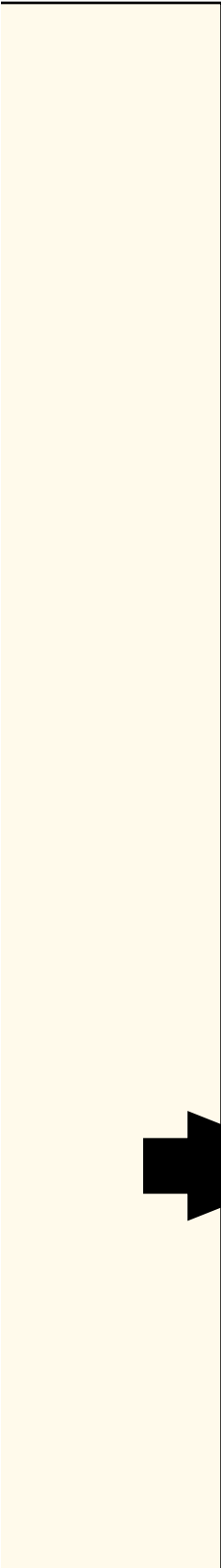
6. While there are no other specific rules for writing the summary, some you may want to discuss include:

- What are the biggest costs and benefits of this activity in terms of the climate impact?
- Are there things that we will have to include in future iterations of this activity if you have a recommendation?
- Are there measures already included in your plan to minimise the costs and maximise benefits with respect to climate change?
- Are there other costs and benefits which are outside the scope of this activity? For example, does the project have high value in terms of economic or social benefits which outweighs the climate cost? Is this a valuable climate action worth doing elsewhere?
- What are your ambitions for this activity – what is technically feasible and what do you think we should be aiming for?
- If we were to carry out the activity in the best possible way for the climate, what would that look like?
- What method(s) if any are available to monitor our climate performance on this activity? This might include internal data (electricity bills, mileage claims) or an external verification process. Is this feasible? If not, why not?
- What are the constraints which stop you doing more? Time, money, political support, partner buy in, something else?

If you get stuck, please contact climatechange@nottinghamcity.gov.uk

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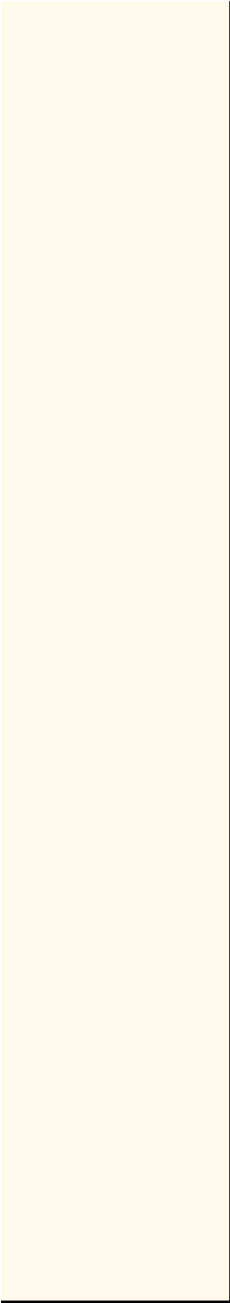
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Equality Impact Assessment (EIA) Tool

Please ensure you have read the [guidance pages](#) prior to completing this tool

Document Control

Control Details:	
Title of EIA/ Decision (DDM):	Streets for People 2 2024/25 Programme for Highways and Transport
Budget booklet code (if applicable):	
If this is a budget EIA please ensure the title and budget booklet code is the same as the title used within the budget booklet	
Name of author (Assigned to Pentana):	Lyndsey Morrison
Department:	Resident Services
Director:	Mary Lester
Division:	Neighbourhood Services
Contact details:	Lyndsey.morrison@nottinghamcity.gov.uk
Strategic Budget EIA:	No Streets for People funding is wholly grant-funded by the Department for Transport and does not come from NCC-held budgets
Exempt from publication:	No
Date decision due to be taken:	9 th July 2024

Document Amendment Record

Version	Author	Date
V 01	Lyndsey Morrison	May 24

Contributors/Reviewers (Anyone who has contributed to this document to be named)

Name	Title role	Date
Nasreen Miah	Equality & Employability Consultant	14/06/24

Rosey Donovan	Equality and Employability Consultant	17/06/2024
Rebecca Dennis	Interim EDI Lead	17.06.24

Glossary of Terms

Term	Description
SfP	Streets for People
ACF	Area Capital Fund
LTP	Local Transport Plan
ONS	Office for National Statistics
IMD	Indices of Multiple Deprivation
NCC	Nottingham City Council
EIA	Equality Impact Assessment
ITB	Integrated Transport Block

Section 1 – Equality Impact (NCC staff/ Service users/ Citizen/ Community impact)

1. a. Brief description of proposal/ policy/ service to be assessed

This EIA supports the Streets for People 2 (SfP2) Programme for Highways and Transport 2024/25 report to Executive Board for July 2024. SfP improvement programmes will enhance the lives of citizens through physical regeneration, improving infrastructure for the betterment of all. The SfP is funded through LTP Area Capital annual block allocation for 2024/25 and LTP Integrated Transport Block (ITB).

The main strategic benefits of this programme are to:

- a. Actively support the Carbon Neutral Nottingham 2028 objectives to encourage more walking and cycling and in doing so reduce the demand for car use, with an associated benefit of an improvement in air quality measurements across neighbourhoods. This actively supports the Healthy & Inclusive and Carbon Neutral Council Plan Objectives.

- b. Improve neighbourhoods by transforming the quality and safety of residential streets and improve citizen satisfaction, supporting Keeping Nottingham Moving, Safer Nottingham, Child-Friendly Nottingham and Serving People Well Council Plan Objectives.
- c. Extend the life and serviceability of highway assets in Nottingham, supporting Keeping Nottingham Moving and Safer Nottingham Council Plan Objectives.

1. b. Information used to analyse the equalities implications

Of the £5,850,000 LTP allocation, 68% is calculated using the most recent Office for National Statistics population and Index of Multiple Deprivation statistics. This ensures that the areas of highest deprivation receive a greater percentage of the total funding available.

Schemes to be delivered through the project are identified through survey data taking in to account the category of the road, surrounding amenities and citizen and inspector feedback.

Once possible schemes are identified an engagement and prioritisation process is undertaken with Officers and Councillors to determine the final schemes

1. c. Who will be affected and how?

Impact type (NCC staff/ Service users/ Citizens/ Community)	Equality group/ individual	Positive	Negative	None	Reasons for your assessment (Including evidence)	Details of mitigation/ actions taken to advance equality	Details of any arrangements for future monitoring of equality impact (Including any action plans)
Citizens Page 44	People from different ethnic groups	X			Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with the Highway Infrastructure	Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely to create a danger or serious	The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty

<p>Page 45</p>					<p>Management Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens.</p>	<p>inconvenience to users of the network or the wider community Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme and, in the case of residential roads, informed by priorities of Ward Councillors .</p> <p>All citizens and business will receive information on the works to take place at their location prior to the works which will</p>	<p>and will remain unchanged.</p> <p>Feedback requests to be sent to all citizens following the completion of works.</p> <p>This document will be kept as a live document and updated throughout the life of the document.</p>
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						include contact details for the project team in case of any specific requirements		
Page 46	Citizens	Men	X			Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with the Highway Infrastructure Management Strategy , works provide a highway environment that is safe,	Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely to create a danger or serious inconvenience to users of the network or the wider community Suitable pedestrian routes will be	The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty and will remain unchanged. Feedback requests to be sent to all citizens following the

<p>Page 47</p>					<p>secure and accessible for all our citizens.</p>	<p>maintained at all times which may be by the use of diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme and, in the case of residential roads, informed by priorities of Ward Councillors .</p> <p>All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case of any specific requirements</p>	<p>completion of works.</p> <p>This document will be kept as a live document and updated throughout the life of the document.</p>
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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 48</p>	<p>Citizens</p>	<p>Women</p>	<p>X</p>			<p>Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with the Highway Infrastructure Management Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens.</p>	<p>Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely to create a danger or serious inconvenience to users of the network or the wider community. Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. Priorities are determined through</p>	<p>The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty and will remain unchanged.</p> <p>Feedback requests to be sent to all citizens following the completion of works.</p> <p>This document will be kept as a live document</p>
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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 49</p>						<p>inspections and condition surveys, taking account of co-ordination with the integrated transport block programme and, in the case of residential roads, informed by priorities of Ward Councillors .</p> <p>All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case of any specific requirements</p>	<p>and updated throughout the life of the document.</p>
<p>Citizens</p>	<p>Trans</p>	<p>X</p>			<p>Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race,</p>	<p>Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham</p>	<p>The current system of highway inspections and surveys will continue as part</p>

<p>Page 50</p>					<p>religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with the Highway Infrastructure Management Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens.</p>	<p>Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely to create a danger or serious inconvenience to users of the network or the wider community Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme and, in</p>	<p>of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty and will remain unchanged.</p> <p>Feedback requests to be sent to all citizens following the completion of works.</p> <p>This document will be kept as a live document and updated throughout the life of the document.</p>
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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 51</p>						<p>the case of residential roads, informed by priorities of Ward Councillors .</p> <p>All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case of any specific requirements</p>	
<p>Citizens</p>	<p>Disabled people/ carers</p>	<p>X</p>	<p>X</p>		<p>Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however</p>	<p>Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and</p>	<p>The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City</p>

<p>Page 52</p>					<p>represent an overall gain in the long term for the local infrastructure. In accordance with the Highway Infrastructure Management Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens.</p>	<p>resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely to create a danger or serious inconvenience to users of the network or the wider community. Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. There may be periods of small inconveniences as these routes are rearranged but stie staff will be informed to assist users in these periods. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated</p>	<p>Council as the highway authority. This is part of our statutory duty and will remain unchanged.</p> <p>Feedback requests to be sent to all citizens following the completion of works.</p> <p>This document will be kept as a live document and updated throughout the life of the document.</p>
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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 53</p>						<p>transport block programme and, in the case of residential roads, informed by priorities of Ward Councillors.</p> <p>All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case of any specific requirements</p>	
<p>Citizens</p>	<p>Pregnancy and maternity</p>	<p>X</p>			<p>Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an</p>	<p>Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network.</p>	<p>The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the</p>

<p>Page 54</p>					<p>overall gain in the long term for the local infrastructure. In accordance with the Highway Infrastructure Management Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens.</p>	<p>Highway safety inspections are undertaken to identify defects that are creating or likely to create a danger or serious inconvenience to users of the network or the wider community Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme and, in the case of residential roads, informed by priorities of Ward Councillors .</p>	<p>highway authority. This is part of our statutory duty and will remain unchanged.</p> <p>Feedback requests to be sent to all citizens following the completion of works.</p> <p>This document will be kept as a live document and updated throughout the life of the document.</p>
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						All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case of any specific requirements	
Citizens Page 55	Marriage/Civil Partnership	X			Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with	Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely	The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty

<p>Page 56</p>					<p>the Highway Infrastructure Management Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens.</p> <p>to create a danger or serious inconvenience to users of the network or the wider community Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme and, in the case of residential roads, informed by priorities of Ward Councillors .</p> <p>All citizens and business will receive information on the works to take place at their location prior to the</p>	<p>and will remain unchanged.</p> <p>Feedback requests to be sent to all citizens following the completion of works.</p> <p>This document will be kept as a live document and updated throughout the life of the document.</p>
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						works which will include contact details for the project team in case of any specific requirements		
Page 57	Citizens	People of different faiths/ beliefs and those with none	X			Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with the Highway Infrastructure Management Strategy , works provide a highway environment	Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely to create a danger or serious inconvenience to users of the network or the wider community	The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty and will remain unchanged. Feedback requests to be sent to all citizens

<p>Page 58</p>					<p>that is safe, secure and accessible for all our citizens.</p>	<p>Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme and, in the case of residential roads, informed by priorities of Ward Councillors .</p> <p>All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case</p>	<p>following the completion of works.</p> <p>This document will be kept as a live document and updated throughout the life of the document.</p>
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						of any specific requirements	
Page 59	Lesbian/ Gay/ Bisexual people	X			Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with the Highway Infrastructure Management Strategy , works provide a highway environment that is safe, secure and accessible for all our citizens.	Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely to create a danger or serious inconvenience to users of the network or the wider community. Suitable pedestrian routes will be maintained at all times which may be by the use of	The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty and will remain unchanged. Feedback requests to be sent to all citizens following the completion of works.

Page 60						<p>diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme and, in the case of residential roads, informed by priorities of Ward Councillors .</p> <p>All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case of any specific requirements</p>	<p>This document will be kept as a live document and updated throughout the life of the document.</p>
Citizens	Older	X			Improvement to the adopted highway asset	Nottingham City Council manages and risk-assesses	The current system of highway

<p>Page 61</p>					<p>is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with the Highway Infrastructure Management Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens.</p>	<p>the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely to create a danger or serious inconvenience to users of the network or the wider community Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of</p>	<p>inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty and will remain unchanged.</p> <p>Feedback requests to be sent to all citizens following the completion of works.</p> <p>This document will be kept as a live document and updated throughout the</p>
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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 62</p>						<p>co-ordination with the integrated transport block programme and, in the case of residential roads, informed by priorities of Ward Councillors .</p> <p>All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case of any specific requirements</p>	<p>life of the document.</p>
<p>Citizens</p>	<p>Younger</p>	<p>X</p>			<p>Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or</p>	<p>Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory</p>	<p>The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the</p>

<p>Page 63</p>				<p>physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with the Highway Infrastructure Management Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens. It will also encourage more pupils to walk and cycle to school will help to keep them healthier</p>	<p>obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely to create a danger or serious inconvenience to users of the network or the wider community Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme and, in the case of residential roads, informed by</p>	<p>statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty and will remain unchanged.</p> <p>Feedback requests to be sent to all citizens following the completion of works.</p> <p>This document will be kept as a live document and updated throughout the life of the document.</p>
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						<p>priorities of Ward Councillors .</p> <p>All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case of any specific requirements</p>	
<p>Page 364 Citizens</p>	<p>Care Experience (Please refer to the guidance notes for further information)</p>	<p>X</p>			<p>Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for</p>	<p>Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are</p>	<p>The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This</p>

<p>Page 65</p>					<p>the local infrastructure. In accordance with the Highway Infrastructure Management Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens.</p>	<p>undertaken to identify defects that are creating or likely to create a danger or serious inconvenience to users of the network or the wider community Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme and, in the case of residential roads, informed by priorities of Ward Councillors .</p> <p>All citizens and business will receive information</p>	<p>is part of our statutory duty and will remain unchanged.</p> <p>Feedback requests to be sent to all citizens following the completion of works.</p> <p>This document will be kept as a live document and updated throughout the life of the document.</p>
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						on the works to take place at their location prior to the works which will include contact details for the project team in case of any specific requirements	
Page 66	<p>Other (e.g. cohesion/ good relations, vulnerable children/ adults), socio-economic background.</p> <p><i>Please underline the group(s) /issue more adversely affected or which benefits.</i></p>	X			Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with the Highway Infrastructure Management	Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely to create a danger or serious inconvenience to	The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty and will remain unchanged.

<p>Page 67</p>					<p>Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens.</p>	<p>users of the network or the wider community Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme and, in the case of residential roads, informed by priorities of Ward Councillors .</p> <p>All citizens and business will receive information on the works to take place at their location prior to the works which will include contact</p>	<p>Feedback requests to be sent to all citizens following the completion of works.</p> <p>This document will be kept as a live document and updated throughout the life of the document.</p>
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						details for the project team in case of any specific requirements	
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1. d. Summary of any other potential impact (including cumulative impact/ human rights implications):

For the environmental impact of this scheme please see associated carbon impact assessment (link to be inserted when published).

The procurement and award of contract associated with this project will also have a potential positive social impact. This impact will be measured through our framework management processes with includeds but is not limited to the following key performance indicators:

- Greater than 5% of the workforce will be 'Women in Construction'.
- Greater than 4% being Apprentices.
- Greater than 65% of the supply chain being Small, Medium size Enterprises (SME's).

Section 2 – Equality outcome

Page 68

Please include summary of the actions identified to reduce disproportionate negative impact, advance equality of opportunity and foster good relations. Please pull out all of the mitigations you have identified and summarise them in this action plan


Equality Outcome	Adjustments to proposal and/or mitigating SMART actions	Lead Officer	Date for Review/ Completion	Update/ complete
<p>Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010.</p>	<p>To ensure historic standards are maintained through a period of monitoring and clear outcomes.</p> <p>Monitoring will take place through quarterly engagement with framework contractors.</p> <p>Any breaches of the Equality Act 2010 highlighted as part of that engagement will lead to the contractor being in special measures, thereafter contract procedures would commence.</p>	<p>Meagan Milic</p>	<p>September 24</p>	
<p>Advance equality of opportunity between those who share a protected characteristic and those who don't</p>	<p>To ensure historic standards are maintained through a period of monitoring and clear outcomes.</p> <p>Monitoring will take place through quarterly engagement with framework contractors.</p> <p>Any breaches of the Equality Act 2010 highlighted as part of that engagement will lead to the contractor being in</p>	<p>Meagan Milic</p>	<p>September 24</p>	

	special measures, thereafter contract procedures would commence.			
Foster good relations between those who share a protected characteristic and those who don't	To ensure historic standards are maintained through a period of monitoring and clear outcomes. Monitoring will take place through quarterly engagement with framework contractors. Any breaches of the Equality Act 2010 highlighted as part of that engagement will lead to the contractor being in special measures, thereafter contract procedures would commence.	Meagan Milic	September 24	
Please add other equality outcomes as required – e.g. mitigate adverse impact identified for people with a disability)	None	N/A	N/A	N/A

Please note: All actions will need to be uploaded onto Pentana

Section 3 – Approval and publishing

<p>The assessment must be approved by the manager responsible for the service /proposal. Approving Manager details (name, role, contact details):</p> <p>Chris Keane, Head of Highways, Chris.Keane@nottinghamcity.gov.uk</p>	<p>Date sent for advice:</p> <p>14/6/24</p>
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Approving Manager Signature: 	Date of final approval: 17/06/2024
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For further information and guidance, please visit the [Equality Impact Assessment Intranet Pages](#)
Alternatively, you can contact the Equality and Employability Team by telephone on 0115 876 2747

Send document or link for advice and/ or publishing to: edi@nottinghamcity.gov.uk

PLEASE NOTE: FINAL VERSION MUST BE SENT TO EQUALITIES OTHERWISE RECORDS WILL REMAIN INCOMPLETE.

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Subject:	Highways Planned Maintenance Programme Delivery 2024-25		
Corporate Director:	Colin Parr - Communities, Environment and Resident Services		
Director:	Mary Lester – Operational & Resident Services		
Executive Member:	Councillor N Khan – Strategic Regeneration, Transport & Communications		
Report author and contact details:	Mark Bradbury - Contracts & Compliance Manager Mark.bradbury@nottinghamcity.gov.uk Chris Keane - Head of Highway Services Chris.keane@nottinghamcity.gov.uk		
Other colleagues who have provided input:	Sohaib Chaudhry – Finance Tom Straw - Finance Anthony Heath - Legal Sue Oliver - Procurement		
Key Decision	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Subject to call-in
			<input checked="" type="checkbox"/> Yes
			<input type="checkbox"/> No
Reasons:	<input checked="" type="checkbox"/> Expenditure	<input type="checkbox"/> Income	<input type="checkbox"/> Savings of £750,000 or more
taking account of the overall impact of the decision			<input type="checkbox"/> Revenue
			<input checked="" type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input checked="" type="checkbox"/> Yes
			<input type="checkbox"/> No
Type of expenditure:	<input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Capital	
If Capital, provide the date considered by Capital Board	Date:		
Total value of the decision:	£5.6m		
Section 151 Officer expenditure approval	Has the spend been approved by the Section 151 Officer?		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/a
Spend Control Board approval reference number:			
Commissioner Consideration	Has this report been shared with the Commissioners' Office?		
	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Any comments the Commissioners wish to provide are listed in section 6 below.			
Wards affected:	All		
Date of consultation with Executive Member:	6 June 2024		
Relevant Council Plan Key Outcome:			
Green, Clean and Connected Communities	<input checked="" type="checkbox"/>		
Keeping Nottingham Working	<input checked="" type="checkbox"/>		
Carbon Neutral by 2028	<input checked="" type="checkbox"/>		
Safer Nottingham	<input checked="" type="checkbox"/>		
Child-Friendly Nottingham	<input checked="" type="checkbox"/>		
Living Well in our Communities	<input checked="" type="checkbox"/>		
Keeping Nottingham Moving	<input checked="" type="checkbox"/>		
Improve the City Centre	<input checked="" type="checkbox"/>		
Better Housing	<input checked="" type="checkbox"/>		
Serving People Well	<input checked="" type="checkbox"/>		
Summary of issues (including benefits to citizens/service users):	The purpose of this report is to seek approval of the 2024-25 Local Transport Plan (LTP) Maintenance Programme and approval to call-off approved highways frameworks and external third-party frameworks to deliver the 2024/25 statutory planned highways maintenance programme. (Under Section 41 of the Highways Act 1980)		
This programme ensures that Nottingham City Council fulfils its duty to maintain the public			

highway.

This decision is seeking the approval to call-off £5.6m out of the total of £7.9m approved as part of the LTP Maintenance funding (approved by Executive Board as part of the 2024-25 Budget and Council Tax Resolution (appendix 7) on 4 March 2024).

It is proposed that the programme is delivered through compliant internal highway frameworks and external third-party frameworks including:

1. Planned Carriage Maintenance
2. Highway Structures
3. Planned Footpath and Cycleway Maintenance
4. Minor Works
5. Resource Support
6. Handlay Patching
7. Road Markings and Anti Skid
8. Safety Fencing
9. Temporary Traffic Management
10. Traffic Signals
11. Multi Discipline
12. Highways Surface Treatments
13. Street Lighting Design and Installation
14. Construction Materials
15. Highways Transport Project Design Support
16. Transport Project Support
17. Topographical and Site Survey
18. Materials Testing Framework
19. Specialist Highways Surfacing
20. Gully Cleaning & Road Sweeping
21. Bloom
22. Midlands Highway Alliance Professional Services Partnership Framework

Appendix 1 details the current proposed schemes and estimated budgets for the proposed programme. This may be subject to change and any changes will be confirmed in subsequent approvals.

Through framework use, value for money will be demonstrated through competitive processes in the appointment and management of contractors under frameworks based on price, quality and environmental considerations. These arrangements provide compliant delivery for Council for the short/medium term. Looking to the future, should strategically we wish to pursue other delivery options, for example as part of developing combined authorities agenda, these can be facilitated as all current and proposed delivery options are under frameworks which include no commitment to spend.

Exempt information: None.

Recommendations:

- 1 To approve the LTP Maintenance Programme for 2024/25, at a cost of £5.6m, as detailed in appendix 1.
- 2 To approve the call-off and award from internal and external third-party frameworks that have been let in accordance with public procurement regulations for the delivery of the LTP Maintenance Programme 2024/25, as detailed in appendix 1.

1.1 **Recommendation 1** – This will allow Highway Services to compliantly deliver essential works to fulfil statutory obligations to maintain the public highway.

This programme has been developed in line with the Highways Act 1980 – Section 41, local authority benchmarking data and national guidance pertaining to ‘best practise’. It takes into account priorities based on survey data, safety inspections, citizen feedback and road hierarchy.

1.2 **Recommendation 2**– This will allow Highway Services to compliantly deliver essential works and services to fulfil statutory obligations (under Section 41 of the Highways Act 1980) to maintain the public highway.

1.3 The identified benefits of putting these arrangements in place are:

- Enabling the delivery of external grant funded statutory work activity in line with timescales of award;
- A value-for-money delivery model with no fixed financial commitment to use the framework(s);
- Provides flexibility, no restriction in developing other delivery models for Highways in the future;
- Opportunities for local Small to Medium Enterprise (SME) companies to deliver works, through framework awards;
- The potential for a local workforce through utilising regional SME contractors;
- Ensuring the Council complies with its duty of Best Value by going through compliant frameworks and mini competition when stipulated by the framework terms;
- Demonstrating NCC’s commitment to all stakeholders in the ‘East Midlands Devolution Plan’ that we are invested in low carbon economic growth;
- Utilising Framework Partners that support NCC’s Carbon Neutral Charter and initiate Carbon Management throughout their entire supply chain.

1.4 Appendix 1 outlines the current proposed schemes required to be called off the existing frameworks.

2. **Background (including outcomes of consultation)**

2.1 It is essential that the Authority has compliant procurement routes for the delivery of statutory highway maintenance activities (under Section 41 of the Highways Act 1980) and the necessary approvals in place to “call-off” framework arrangements.

2.2 This executive decision, to seek approval to call-off compliant frameworks is in line with the established Highways Procurement Strategy.

- 2.3 Through framework use, financial risks of variation to projects are mitigated as there is no commitment to spend over the framework period. These will include further appointment and framework management criteria processes to demonstrate value for money for the Council.
- 2.4 This executive decision is to seek approval to call off existing frameworks to deliver up to £5.6 of external capital grant approved under the following blocks:
- Highways Capital Maintenance £2.312m;
 - Maintenance Incentive Fund £0.247m;
 - Pothole Fund £2.698m;
 - Advanced Pothole Fund £0.314m
- 2.5 The forecast frameworks to be called-off are approved under the following Executive key decisions:
- Highway Services 2022-26 Sustainable Procurement Strategy (April 2021);
 - Highways Annual Procurement Approval 2023-24 (December 2022);
 - Highways Annual Procurement Approval 2024-25 (November 2023);
 - Highways Annual Procurement Approval 2024-26 (July 2024).

3. Other options considered in making recommendations

- 3.1 Not to call-off frameworks - Not having compliant procurement measures in place will adversely affect our ability to engage with suppliers and contractors to deliver essential highway works within funding timeframes.
- 3.2 Further, no effective means to demonstrate compliance with financial and procurement regulations in the delivery of the programme.
- 3.3 To pursue alternative procurement options including Term Service Contracts and Multi-agency Frameworks – this would require more stability in the funding regime at the Council. Currently, NCC are receiving annual awards for highway maintenance and further grant awards for transport schemes but there is no medium term funding strategy that would assist consideration to a medium term delivery solution with a third party. As engagement continues under Combined Authorities agenda and the merging of DfT funding streams this will provide opportunity for this option to be considered in the future.

4. Consideration of Risk

- 4.1 There are risks associated with funding timescales and the necessary approvals for having compliant procurement, “call-off” approvals, works coordination and scheme delivery in place. As part of established good governance structure, medium term forward planning for the executive approval process and advance scheme consultation/prioritisation support mitigating these risks.
- 4.2 NCC are challenged with annual awards for highways maintenance from the DfT, no medium term investment commitment, together with an increasing number of grant awards for transport projects with short term spend criteria. Both of which, make it difficult to consider medium term delivery options. Without the established hybrid model comprising of a core in-house delivery supplemented by frameworks we would fail in providing compliant delivery options for the Council. With framework use there is the ability to outsource works packages quickly and compliantly to the market. A key part of this is for improved quality in highways

delivery at the right price - through collaboration with the Procurement Team an increased number of appointment, assessment and works award criteria is incorporated in proposed frameworks to de-risk the Council.

- 4.3 To support managing scheme/programme risks, officers have developed risk assessments, regularly monitor performance, compliance, income, and expenditure, as well as put in place clear escalation procedures to ensure that all funding is received, and any potential risks are identified and mitigated early.
- 4.4 All delivery will be under an established project governance structure reporting into the Capital Board. The governance structure has defined reporting lines and a clear decision-making process.

5. **Best Value Considerations**

- 5.1 Highway Services deliver works for Nottingham City Councils highways and transport requirements, successfully fulfilling all client work-streams. The service area delivers a hybrid model solution, using in-house and outsourced scheme delivery options, through Framework Agreements.
- 5.2 Through Framework Agreements, value for money will be demonstrated through an open competitive tender process. The appointment of contractors to frameworks will be based on price, quality and environmental considerations. Further, works awarded through these frameworks will be subject to assessment criteria including further competition through “basket of goods” award and mini-competitions.
- 5.3 Our Framework Agreements allow Highways Services to demonstrate how the requirement to achieve best value has been embedded throughout a compliant procurement process and we look to embed the following principles into that process:
 - 5.3.1 **Quality Management:** We will seek contractors with a proven track record of delivering high-quality highway services. Assess their past performance, adherence to industry standards, and commitment to quality management systems. Quality should not be compromised for cost savings;
 - 5.3.2 **Innovation and Technology:** We will seek contractors who demonstrate innovation in their approach to highway services. This will include the use of advanced construction techniques, innovative materials, or technology-driven solutions that improve efficiency, safety and sustainability;
 - 5.3.3 **Lifecycle Costs:** We aim to consider the total cost of ownership over the lifespan of the highway infrastructure rather than just the initial construction costs. Contractors who can demonstrate a commitment to minimising lifecycle costs through durable construction, effective maintenance strategies and lifecycle asset management should be prioritised;
 - 5.3.4 **Sustainability:** Contractors who prioritise environmental sustainability in their operations will be highly rated as part of the assessment. This will include using recycled materials, minimizing waste generation, reducing carbon emissions, and implementing eco-friendly construction

practices. Sustainable highway services contribute to long-term environmental stewardship and resource conservation;

5.3.5 **Safety Performance:** Safety is of paramount consideration in highway services procurement. We prioritise the evaluation of contractors based on their safety record, commitment to safety training and protocols and implementation of safety measures on construction sites. Contractors with a strong safety culture help minimise accidents and protect workers and road users;

5.3.6 **Community Engagement and Stakeholder Management:** Contractors who demonstrate a commitment to engaging with local communities and stakeholders throughout the project lifecycle will be highly rated as part of the assessment. Effective communication, consultation and collaboration with affected communities can help mitigate conflicts, address concerns, and build positive relationships;

5.3.7 **Value Engineering:** We aim to procure contractors who offer value engineering expertise to optimise project designs and specifications, while achieving cost savings and performance improvements. Value engineering involves analysing project requirements and identifying alternative solutions that provide the best value for money without compromising quality or safety.

6. **Commissioner comments**

6.1 Commissioners are content with this report. (01/07/2024)

7. **Finance colleague comments (including implications and value for money/VAT)**

7.1 As this is all capital related funding, there is no revenue implications associated with this report. Capital Comments would need to be obtained by the Capital Accountant on this report.

Sohaib Chaudhry, Senior Commercial Business Partner - 14/05/2024

7.2 The Highway Maintenance Programme as set out in Appendix 1 is within the Highways Maintenance section of the Capital Budget that was approved as part of the MTFP approval at Full Council March 2024. Therefore, this decision doesn't affect the Capital Budget.

7.3 The forecasted spend of the projects identified within Appendix 1 will be reviewed and updated as part of the first capital monitoring cycle of 2024/25.

7.4 The financial standard have strict guidance in relation to the type of activity that can be capitalised vs revenue maintenance. It is the project managers responsibility to ensure that all expenditure within this decision meets the capitalisation criteria, with advice provided by Technical Finance as required.

7.5 Due to the Council's financial situation and as detailed within the body of the report the project manager is required to give due consideration of the future maintenance liabilities any of Streets for People project.

Tom Straw, Senior Accountant, Capital Programmes - 28/05/2024

8. Legal colleague comments

- 8.1 The purpose of this report is to seek approval of the 2024-25 Local Transport Plan (LTP) Maintenance Programme and approval to “call-off” approved highways frameworks and external third-party frameworks to deliver the 2024/5 statutory planned highways maintenance programme. (Under Section 41 of the Highways Act 1980).
- 8.2 Section 41 Highways Act 1980 states “The authority who are for the time being the highway authority for a highway maintainable at the public expense are under a duty, subject to subsections (2) and (4) below, to maintain the highway.”. The proposed works, as set out in Appendix 1, do appear to contribute to the Council meeting this statutory duty.
- 8.3 In using external grant funding in the manner proposed, the Council must comply with all conditions imposed by the external funder and ensure that appropriate provisions are included in any contracting arrangements that allow contractors to support the Council in complying with such conditions.
- 8.4 It is proposed that works are procured through existing frameworks; this should provide a compliant route to market. Colleagues should be aware that the legal framework may change later this year if the Procurement Act 2023 comes into force in October 2023 as envisaged. Where colleagues require legal support in respect of the call-off contracts under the frameworks, funding will need to be identified to allow external legal support to provide construction law support. Legal Services is happy to support colleagues identifying and securing such external legal support in a reasonable time period.

Anthony Heath, Team Leader (Interim) Contracts and Commercial - 8 May 2024

9. Other relevant comments

- 9.1 There are no procurement concerns with the recommendations set out within the report. The procurement team will work with the highways department to ensure that all procurement activity is in accordance with Public Procurement Regulations whether that is the existing 2015 version or those that come into force in October 2024.
- 9.2 For Framework call-offs that do not come through to the central procurement team, officers should ensure that these are in accordance with the call-off terms set out within the relevant Framework Agreements.

Sue Oliver, Places Category Manager - 12/06/2024.

10. Crime and Disorder Implications (If Applicable)

- 10.1 Highway maintenance programmes improve the lives of residents through physical regeneration improving infrastructure for the betterment of all. Improvements in physical regeneration makes a material difference in reductions in crime and disorder.

11. Social value considerations

- 11.1 Accessibility: Local highways should prioritise accessibility for all members of the community, including pedestrians, cyclists, public transport user and motorists.

This includes ensuring safe crossings, adequate footpaths, cycle lanes, and public transport routes.

- 11.2 **Equity and Inclusion:** It's essential to ensure that local highways serve all members of the community equitably, regardless of socio-economic status, age, ability, or ethnicity. This involves consulting with marginalized communities to understand their needs and priorities.
- 11.3 **Environmental Impact:** Highway services aim to minimise their environmental footprint by reducing carbon emissions, preserving natural habitats, and mitigating pollution. This involves investing in sustainable transportation options, such as electric vehicles or promoting carpooling and active transportation.
- 11.4 **Community Engagement:** Engaging with the local community is crucial to understanding their needs and preferences regarding improvements to the highway. This includes holding public consultations, surveys, or forming advisory committees to gather feedback and ensure that highway projects align with community values.
- 11.5 **Health and Wellbeing:** Local highways can have a significant impact on public health and wellbeing. Prioritising improvements for safer routes to walk and cycling encourages physical activity and reduces air pollution, contributing to overall community health.
- 11.6 **Economic Development:** Highways can stimulate economic growth by improving transportation networks, facilitating trade, and creating jobs. Procurement strategies should prioritise local economic development by awarding contracts to local businesses, promoting small and medium-sized enterprises (SMEs), and providing training and employment opportunities for local residents
- 11.7 **Safety:** Safety is paramount in local highway services. This includes implementing measures to reduce the risk of accidents, such as temporary traffic management, adequate signage, and well-maintained road surfaces.

12. Regard to the NHS Constitution (If Applicable)

12.1 N/A

13. Equality Impact Assessment (EIA)

13.1 An EIA is attached and due regard will be given to any implications identified in it.

14. Data Protection Impact Assessment (DPIA)

14.1 A DPIA is not required as there is no impact on data protection.

15. Carbon Impact Assessment (CIA)

15.1 A CIA is attached as an appendix and due regard will be given to any implications identified in it.

16. List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)

16.1 None.

17. Published documents referred to in this report

17.1 2024/25 Budget and Council Tax Resolution Appendix 7 (March 2024);

17.2 Highway Services 2022-26 Sustainable Procurement Strategy (April 2021);

17.3 Highways Annual Procurement Approval 2024-25 (November 2023);

17.4 Highways Annual Procurement Approval 2025-26 (July 2024).

Appendix 1 - Highways Planned Maintenance Programme 2024-25

Road Name	Extents	Scheme Type	Budget
Nuthall Road	Western Blvd to Llanberis Gr	Resurface	£1,090,750
Queens Drive (Phase 2)	Tottle Rd to Crossgate Dr	Resurface	£527,831
Arleston Drive	Full Length	Resurface	£491,301
Hucknall Road	Southglade Rd to Bestwood Rd	Micro Asphalt	£402,000
Wilford Crescent East	Full Length	Resurface	£300,000
Bracebridge Drive	Full Length	Resurface	£299,250
Wilkinson Street	Western Blvd to Railway Bridge	Resurface	£279,818
Valley Road	Barlock Rd to Edwards Ln	Micro Asphalt	£279,200
Shakespeare Street	Full Length	Resurface & Binder	£200,000
Abbotsford Drive Subway	Parapet Replacement	Bridge Maintenance	£157,904
Beechdale Road	Western Blvd Jct	Resurface	£150,000
Bentinck Road	Radford Rd to Alfreton Rd	Resurface	£144,200
Queens Drive (Phase 1)	Castle Bridge Rd to Waterway St W	Resurface	£141,007
Brickworks Repairs	City wide based on safety inspections	Bridge Maintenance	£136,850
Bulwell Lane	Arnold Rd to Burnaby St	Resurface	£133,668
Cardale Road	Jct Oakdale Rd / Watson Ave	Resurface	£129,600
Strelley Road	Woodhouse Wy to Melbury Rd	Resurface	£120,870
Clumber Street	Jct with Lincoln St	Resurface	£100,000
Holbeck Road	Jct Western Blvd	Resurface	£100,000
Western Boulevard	Newlyn Dr to Nuthall Rd	Resurface	£97,750
Longdale Drive	Full Length	Resurface	£97,389
Grangewood Road	Eastcote Ave to Kevin Rd	Micro Asphalt	£64,000
Castle Marina Bridge	Concrete Repairs	Bridge Maintenance	£63,162
Springwood Gardens	Woodthorpe Dr to Circulatory	Resurface	£41,130
Wollaton Vale Bridge	Joint Replacement	Bridge Maintenance	£26,317

Carbon Impact Assessment Dashboard To

Report Name	Highways Planned Maintenance CIA 24- 25
Report date	12th June 2024
Report author	Lyndsey Morrison
Project Notes	This CIA is to support the Highways Planned Maintenance Programme Delivery 2024-25.
Export filename	<i>Highways Planned Maintenance CIA 24-25 CIAD 12th June 2024</i>

Category	Impact
Behaviour and Culture Change	Communication & engagement
Behaviour and Culture Change	Wider influence
Behaviour and Culture Change	Working with communities
Behaviour and Culture Change	Working with partners
Built Environment	Building construction
Built Environment	Building use
Built Environment	Switching away from fossil fuels

Business & internal resources Developing green businesses

Business & internal resources Marketable skills & training

Business & internal resources Sustainability in business

Business & internal resources Material / infrastructure requirement

Carbon Removal & Ecology Carbon storage

Carbon Removal & Ecology Biodiversity & Ecology

Carbon Removal & Ecology Bee friendly city

Carbon Removal & Ecology Carbon offsets

Consumption Food & Drink

Consumption Products

Consumption Services

Consumption Local and low-carbon production

Energy Local renewable generation capacity

Energy Reducing energy demand

Energy Improved energy storage

Resilience and Adaptation Green / blue infrastructure

Resilience and Adaptation Natural flood management

Resilience and Adaptation Drought vulnerability

Resilience and Adaptation Flooding vulnerability

Resilience and Adaptation Heatwave vulnerability

Transport Staff travel requirement

Transport Decarbonising vehicles

Transport Improving infrastructure

Transport Supporting people to use active travel

Transport Reduced need to travel

Waste and Water

Single-use plastic

Waste and Water

End of life disposal / recycling

Waste and Water

Waste volume

Waste and Water

Water use

Other

Other 1

Other

Other 2

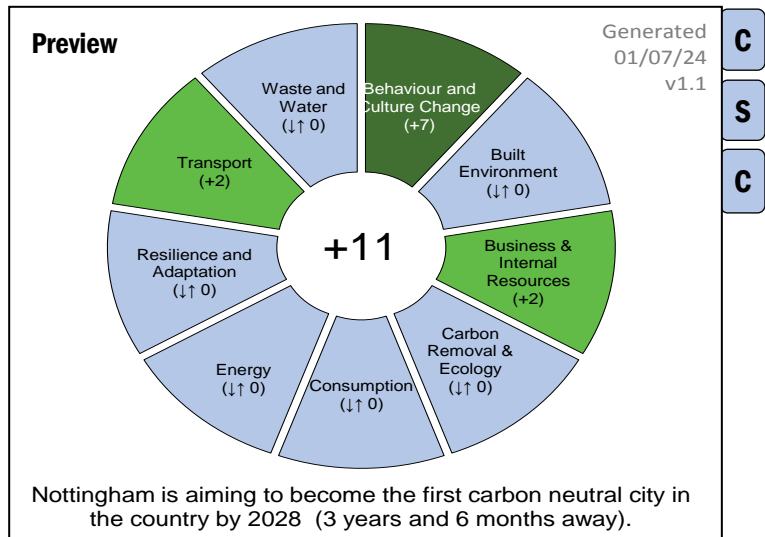
Other

Other 3

Other

Other 4

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Notes / justification for score / existing work

(see guidance sheet or attached notes for more information)

Highway Services aligns its core values with those of NCC's Carbon Neutral Charter and the Carbon Neutral Action Plan. Therefore strategic communication and engagement around carbon management is embedded within the consultation, design, procurement and construction of all projects including those agreed within the Highways Planned Maintenance Programme.

Highway Services aligns its core values with those of NCC's Carbon Neutral Charter and the Carbon Neutral Action Plan. We have recently used a resurfacing product on Nottingham's road network as part of the Streets for People Programme (SfP) and following initial scepticism from stakeholders we are now promoting this more environmentally friendly resurfacing every time where it can be used (Retread resurfacing) this is because the retread process offers a low CO2 alternative by reducing the output of energy, emissions and waste e.g. waste is reduced because the existing carriageway is recycle on site and re-laid as part of the new road surface.

Highway Services aligns its core values with those of NCC's Carbon Neutral Charter and the Carbon Neutral Action Plan. We have recently used a resurfacing product on Nottingham's road network as part of the Streets for People Programme (SfP) and following initial scepticism from stakeholders we are now promoting this more environmentally friendly resurfacing every time where it can be used (Retread resurfacing) this is because the retread process offers a low CO2 alternative by reducing the output of energy, emissions and waste e.g. waste is reduced because the existing carriageway is recycle on site and re-laid as part of the new road surface. To note, the initial scepticism from stakeholders is due to the initial finish not looking as good as a traditional road resurfacing. We have improved our communications on this, including explanations on the website and for future retread sites we are looking at improved signage. This is mainly due to loose chippings that over time embed within the surface and over time look almost as good as a traditional For project delivery, as part on the procurement tender process and the contract management perspective, we identify our partner values and check their past actions and public statements in regards to climate change and sustainability. As part of the procurement process NCC ensures that those values align with our own and we do this by setting out clear criteria, in the form of quality

Not applicable to Highways Planned Maintenance

Not applicable to Highways Planned Maintenance

Not applicable to Highways Planned Maintenance

We ensure that our framework contractors and their own supply chain partners align their core values to those of NCC and this means that the focus is on providing, supporting and growing green technologies and services. We actively encourage contractors to engage with us on new innovative solutions and initiatives . This includes areas like renewable energy, energy efficiency, waste reduction, sustainable agriculture, and green transportation. An example of this would be the use of a road resurfacing technique that is offered by one of our framework contractors, the Highways team are actively encouraging its use where possible as it is much more sustainable than our

Not applicable to Highways Planned Maintenance

All Highways framework contractors share their successful accreditations relevant to the industry they operate in and are monitored and held accountable for their sustainable business activities through Key Performance Indicators. They will use industry standard carbon monitoring tools that capture and quantify their carbon impact and report on it periodically. This allows NCC to procure more strategically in the future based on how sustainable a business is we wish to partner with.

Retread surfacing: time required on site is significantly reduced in comparison to conventional road resurfacing, reducing overall disruption to both residents and the network. With increasing focus on sustainability, the retread process offers a low CO₂ alternative by reducing the output of energy, emissions and waste.

Cycleway Improvement schemes: supporting non motorised transport to actively encourage cycle use and reduce emissions.

Footway improvement schemes: encouraging more people to walk and use their mobility scooters to travel rather than the car and reduce emissions

Bus lane improvement schemes: encouraging more people to use the bus to travel rather than the car and reduce emissions

Not applicable to Highways Planned Maintenance

The Highways Planned Maintenance scheme would look to preserve any green spaces and budget permitting improve on this.

Planning for diverse wildflower plantings around Highways schemes is always a consideration prior to using traditional hard surfacing in an area that requires change.

Highway Services and the procurement activities and programme delivery aligns itself with NCC's carbon Neutral Charter and action plan. Any strategic carbon offsets will be monitored at a corporate, organisational level.

Not applicable to Highways Planned Maintenance

The highways procurement activities support programme delivery of statutory highway maintenance functions (under Section 41 of the Highways Act 1980) and the delivery of external capital grant funded works. Therefore these activities are necessary and are conducted within a compliantly procured and sustainably managed framework programme with an embedded carbon management
The highways procurement activities support programme delivery of statutory highway maintenance functions (under Section 41 of the Highways Act 1980) and the delivery of external capital grant funded works. Therefore these activities are necessary and are conducted within a compliantly procured and sustainably managed framework programme with an embedded carbon management
A quality management system is embedded within the procurement tender process that ensures we are working to ensure we increase local and low-carbon production and or reduce the consumption of high carbon products e.g. retread resurfacing

Not applicable to Highways Planned Maintenance

Retread surfacing: time required on site is significantly reduced in comparison to conventional road resurfacing, reducing overall disruption to both residents and the network. With increasing focus on sustainability, the retread process offers a low CO₂ alternative by reducing the output of energy, emissions and waste.

Cycleway Improvement schemes: supporting non motorised transport to actively encourage cycle use and reduce emissions.

Footway improvement schemes: encouraging more people to walk and use their mobility scooters to travel rather than the car and reduce emissions

Bus lane improvement schemes: encouraging more people to use the bus to travel rather than the car and reduce emissions

Not applicable to Highways Planned Maintenance

Designing highways with biodiversity in mind involves integrating ecological considerations into the planning, construction, and maintenance phases. The goal is to minimise negative impacts on local ecosystems and enhance habitat connectivity and wildlife conservation. Strategies such as comprehensive impact assessments and mitigation plans are all adopted ways of working within the

Within highway schemes natural flood management is the first option considered followed by maintenance programmes around gully clearing and finally new gulley's or drainage systems.

Not applicable to Highways Planned Maintenance

Within highway schemes natural flood management is the first option considered followed by maintenance programmes around gully clearing and finally new gulley's or drainage systems.

Not applicable to Highways Planned Maintenance

Highways deliver a hybrid model of in-house and external delivery of programmes. Right through design, construction and maintenance works the need for staff to travel either to work (hybrid working) or for projects on site is continuously assessed alongside our fleet management plan. This includes a fleet of vehicles that is almost 100% electric. Work travel by bike is also encourage Whether delivering in house or using external framework contractors it is an identified shared core value for NCC to operate decarbonised vehicles, plant, tools and equipment where reasonably Retread surfacing: time required on site is significantly reduced in comparison to conventional road resurfacing, reducing overall disruption to both residents and the network. With increasing focus on sustainability, the retread process offers a low CO₂ alternative by reducing the output of energy, emissions and waste.

Cycleway Improvement schemes: supporting non motorised transport to actively encourage cycle use and reduce emissions.

Footway improvement schemes: encouraging more people to walk and use their mobility scooters to travel rather than the car and reduce emissions

Bus lane improvement schemes: encouraging more people to use the bus to travel rather than the car and reduce emissions

Cycle infrastructure improvements aim to increase the use of cycles and reduce the need for car travel. Improved footpaths may lead to more journeys on foot rather than in cars.

The Highways team are hybrid workers and the requirement to travel to work is reduced. Use of online mapping systems has decreased the need it travel to site tremendously.

We ensure that our framework contractors and their own supply chain partners align their core values to those of NCC and this means that the focus is on providing, supporting and growing green technologies and services. We actively encourage contractors to engage with us on new innovative solutions and initiatives . This includes areas like renewable energy, energy efficiency, waste reduction, sustainable agriculture, and green transportation.

Single use plastic cups are no longer available within the Highways team office.

Use of single use plastic on site is discouraged but some site compounds have no access to potable water for drinking and this is provided in plastic bottles. This therefore requires some thought on

Retread surfacing: With increasing focus on sustainability, the retread process offers a low CO2 alternative by reducing the output of energy, emissions and waste e.g. waste is reduced because the existing carriageway is recycle on site and re-laid as part of the new road surface.

Highways team office recycle paper

Retread surfacing: With increasing focus on sustainability, the retread process offers a low CO2 alternative by reducing the output of energy, emissions and waste e.g. waste is reduced because the existing carriageway is recycle on site and re-laid as part of the new road surface.

Highways team office recycle paper

Potable water has to be provided to site compounds where access to drinking water is not available.

This is in single use plastic bottles but is mitigated by asking staff to bring in their own water using

Score
(-5 to +5)

-

+3

+3

+1

-

-

-

+1

-

+1

-

-

-

-

-

-

-

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Cheat Sheet

1. We are looking at the effects of **this** decision (not our past performance, or that represent future decisions)

2. We are looking at the **whole impact** of the decision (regardless of geographic location or organisational boundary)

3. We are only looking at the **climate impact** - other impacts, and social, economic wellbeing measures are recorded elsewhere.

4. We need to stay **accessible**. Click on the "copy alt-text" button above and then paste the result into the alt text box for your infographic in word. Click here for a guide

5. Your report must include some explanation as well as the infographic. **If the activity will have consequences past 2028 you must say so in your report.**

6. While there are no other specific rules for writing the summary, some of the things you may want to discuss include:

- What are the biggest costs and benefits of this activity in terms of the climate impact?

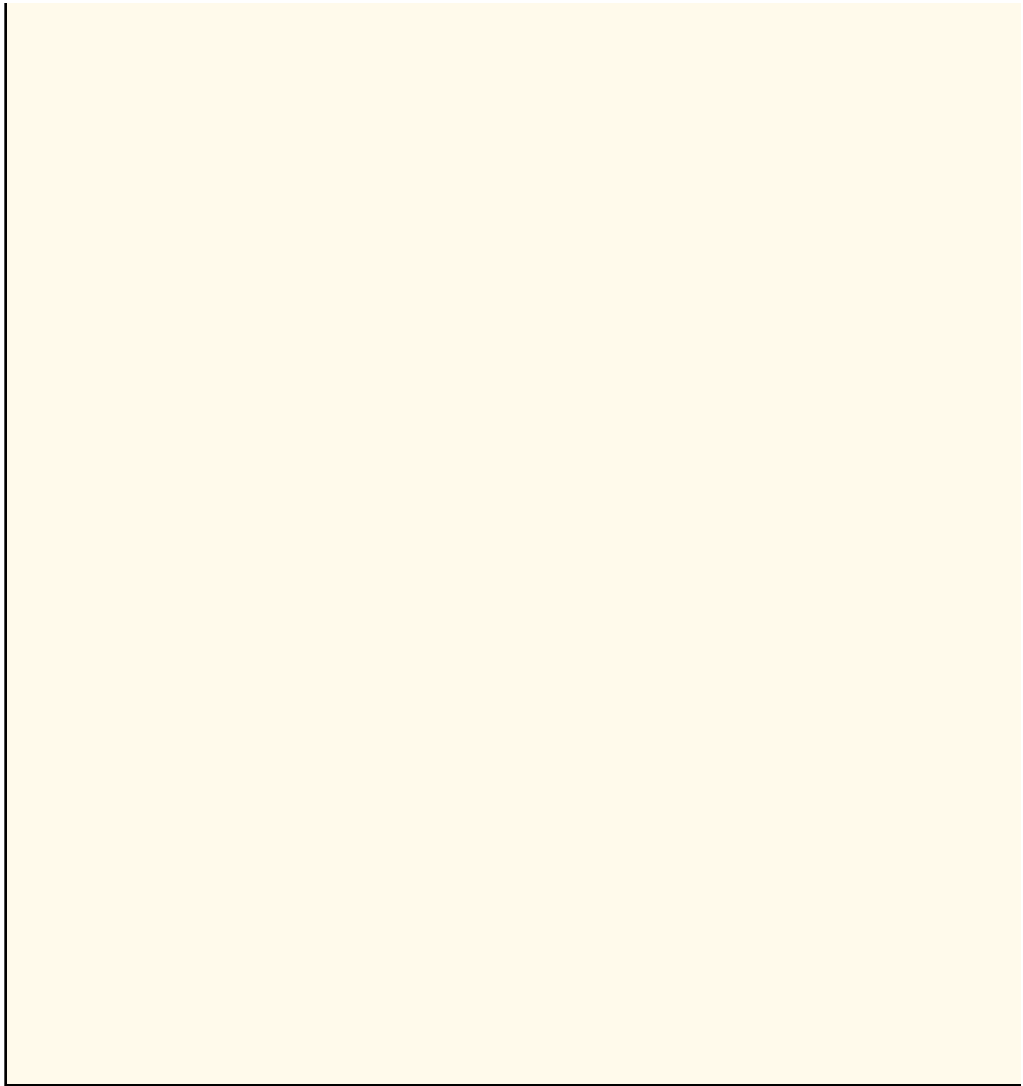
• Are there things that we will have to include in future iterations of this activity?

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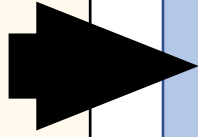
- Are there things that we will have to include in future iterations of this activity you have a recommendation?
- Are there measures already included in your plan to minimise the costs and maximise benefits with respect to climate change?
- Are there other costs and benefits which are outside the scope of the CIAI example, does the project have high value in terms of economic or social benefits which outweighs the climate cost? Is this a valuable climate action which has been done elsewhere?
- What are your ambitions for this activity – what is technically feasible and what do you think we should be aiming for?
- If we were to carry out the activity in the best possible way for the climate, would that look like?
- What method(s) if any are available to monitor our climate performance or activity? This might include internal data (electricity bills, mileage claims etc) or an external verification process. Is this feasible? If not, why not?
- What are the constraints which stop you doing more? Time, money, expertise, political support, partner buy in, something else?

If you get stuck, please contact climatechange@nottinghamcity.gov.uk

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Equality Impact Assessment (EIA) Tool

Please ensure you have read the [guidance pages](#) prior to completing this tool

Document Control

Control Details:	
Title of EIA/ Decision (DDM):	Highways Planned Maintenance Programme Delivery 2024-25
Budget booklet code (if applicable):	
If this is a budget EIA please ensure the title and budget booklet code is the same as the title used within the budget booklet	
Name of author (Assigned to Pentana):	Lyndsey Morrison
Department:	Resident Services
Director:	Mary Lester
Division:	Neighbourhood Services
Contact details:	Lyndsey.morrison@nottinghamcity.gov.uk
Strategic Budget EIA:	No Highways Planned Maintenance Programme is wholly grant-funded by the Department for Transport and does not come from NCC-held budgets
Exempt from publication:	No
Date decision due to be taken:	9th July 2024

Document Amendment Record

Version	Author	Date
V 01	Lyndsey Morrison	June 24

Contributors/Reviewers (Anyone who has contributed to this document to be named)

Name	Title role	Date
Nasreen Miah	Equality & Employability Consultant	14/06/24

Rosey Donovan	Equality and Employability Consultant	17/06/2024
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Glossary of Terms

Term	Description
LTP	Local Transport Plan
NCC	Nottingham City Council
EIA	Equality Impact Assessment
ITB	Integrated Transport Block

Section 1 – Equality Impact (NCC staff/ Service users/ Citizen/ Community impact)

1. a. Brief description of proposal/ policy/ service to be assessed

This EIA supports the Highways Planned Maintenance Programme Delivery 2024-25 report to Executive Board for July 2024. The Highways Planned Maintenance Programme ensures that Nottingham City Council (NCC) fulfils its duty to maintain the public highway (Under [Section 41 of the Highways Act 1980](#))

1. b. Information used to analyse the equalities implications

This £5.6m programme funded from the Local Transport Plane maintenance funding is to deliver statutory highway maintenance (under Section 41 of the Highways Act 1980) including carriageways, footpaths and structures.

Schemes to be delivered through the project are identified through survey data taking in to account the category of the road, surrounding amenities and citizen and inspector feedback in accordance with the [Highway Infrastructure Management Strategy](#).

Page 10
1. c. Who will be affected and how?

Impact type (NCC staff/ Service users/ Citizens/ Community)	Equality group/ individual	Positive	Negative	None	Reasons for your assessment (Including evidence)	Details of mitigation/ actions taken to advance equality	Details of any arrangements for future monitoring of equality impact (Including any action plans)
Citizens	People from different ethnic groups	X			Improvement to the adopted highway asset is of benefit to all citizens, regardless of	Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the	The current system of highway inspections and surveys will

Page 102					<p>sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with the Highway Infrastructure Management Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens.</p>	<p>Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely to create a danger or serious inconvenience to users of the network or the wider community. Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated</p>	<p>continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty and will remain unchanged.</p> <p>Feedback requests to be sent to all citizens following the completion of works.</p>
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						transport block programme. All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case of any specific requirements	
Page 103	Citizens	Men	X		Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local	Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to	The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our

<p>Page 104</p>					<p>infrastructure. In accordance with the Highway Infrastructure Management Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens.</p>	<p>identify defects that are creating or likely to create a danger or serious inconvenience to users of the network or the wider community Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme. All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the</p>	<p>statutory duty and will remain unchanged.</p> <p>Feedback requests to be sent to all citizens following the completion of works.</p>
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						project team in case of any specific requirements		
Page 105	Citizens	Women	X			Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with the Highway Infrastructure Management Strategy , works provide a highway environment that is safe, secure and	Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely to create a danger or serious inconvenience to users of the network or the wider community Suitable pedestrian routes will be maintained at all times which may be	The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty and will remain unchanged. Feedback requests to be sent to all citizens following the

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 106</p>					<p>accessible for all our citizens.</p>	<p>by the use of diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme. All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case of any specific requirements</p>	<p>completion of works.</p>
<p>Citizens</p>	<p>Trans</p>	<p>X</p>			<p>Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual</p>	<p>Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety</p>	<p>The current system of highway inspections and surveys will continue as part of 'business as</p>

<p>Page 107</p>					<p>orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with the Highway Infrastructure Management Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens.</p>	<p>Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely to create a danger or serious inconvenience to users of the network or the wider community Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme.</p>	<p>usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty and will remain unchanged.</p> <p>Feedback requests to be sent to all citizens following the completion of works.</p>
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						All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case of any specific requirements	
Citizens Page 108	Disabled people/ carers	X	X		Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with	Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely	The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty

<p>Page 109</p>					<p>the Highway Infrastructure Management Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens.</p>	<p>to create a danger or serious inconvenience to users of the network or the wider community. Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. There may be periods of small inconveniences as these routes are rearranged but stie staff will be informed to assist users in these periods. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme and, in the case of residential roads, informed by priorities of Ward Councillors.</p>	<p>and will remain unchanged.</p> <p>Feedback requests to be sent to all citizens following the completion of works.</p>
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						All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case of any specific requirements	
Page 110 Citizens	Pregnancy and maternity	X			Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In	Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that	The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 111</p>				<p>accordance with the Highway Infrastructure Management Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens.</p>	<p>are creating or likely to create a danger or serious inconvenience to users of the network or the wider community Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme. All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case</p>	<p>statutory duty and will remain unchanged.</p> <p>Feedback requests to be sent to all citizens following the completion of works.</p>
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						of any specific requirements	
Page 112	Marriage/Civil Partnership	X			Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with the Highway Infrastructure Management Strategy , works provide a highway environment that is safe, secure and accessible for all our citizens.	Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely to create a danger or serious inconvenience to users of the network or the wider community. Suitable pedestrian routes will be maintained at all times which may be by the use of	The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty and will remain unchanged. Feedback requests to be sent to all citizens following the completion of works.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 113</p>						<p>diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme. All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case of any specific requirements</p>	
<p>Citizens</p>	<p>People of different faiths/ beliefs and those with none</p>	<p>X</p>			<p>Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or</p>	<p>Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual</p>	<p>The current system of highway inspections and surveys will continue as part of 'business as usual' in</p>

<p>Page 114</p>					<p>physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with the Highway Infrastructure Management Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens.</p>	<p>to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely to create a danger or serious inconvenience to users of the network or the wider community Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme.</p>	<p>delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty and will remain unchanged.</p> <p>Feedback requests to be sent to all citizens following the completion of works.</p>
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						All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case of any specific requirements	
Citizens Page 115	Lesbian/ Gay/ Bisexual people	X			Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with	Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely	The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty

<p>Page 116</p>				<p>the Highway Infrastructure Management Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens.</p>	<p>to create a danger or serious inconvenience to users of the network or the wider community Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme. All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case</p>	<p>and will remain unchanged.</p> <p>Feedback requests to be sent to all citizens following the completion of works.</p>
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						of any specific requirements	
Citizens	Older	X			Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with the Highway Infrastructure Management Strategy , works provide a highway environment that is safe, secure and accessible for all our citizens.	Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely to create a danger or serious inconvenience to users of the network or the wider community. Suitable pedestrian routes will be maintained at all times which may be by the use of	The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty and will remain unchanged. Feedback requests to be sent to all citizens following the completion of works.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 118</p>						<p>diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme. All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case of any specific requirements</p>	
<p>Citizens</p>	<p>Younger</p>	<p>X</p>			<p>Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or</p>	<p>Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual</p>	<p>The current system of highway inspections and surveys will continue as part of 'business as usual' in</p>

<p>Page 119</p>				<p>physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with the Highway Infrastructure Management Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens. It will also encourage more pupils to walk and cycle to school will help to keep them healthier</p>	<p>to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely to create a danger or serious inconvenience to users of the network or the wider community Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme.</p>	<p>delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty and will remain unchanged.</p> <p>Feedback requests to be sent to all citizens following the completion of works.</p>
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						All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case of any specific requirements	
Citizens Page 120	Care Experience (Please refer to the guidance notes for further information)	X			Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with	Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely	The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty

<p>Page 121</p>					<p>the Highway Infrastructure Management Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens.</p>	<p>to create a danger or serious inconvenience to users of the network or the wider community Suitable pedestrian routes will be maintained at all times which may be by the use of diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme. All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case</p>	<p>and will remain unchanged.</p> <p>Feedback requests to be sent to all citizens following the completion of works.</p>
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						of any specific requirements	
Page 122	<p>Other (e.g. cohesion/ good relations, vulnerable children/ adults), socio-economic background.</p> <p><i>Please underline the group(s) /issue more adversely affected or which benefits.</i></p>	X			<p>Improvement to the adopted highway asset is of benefit to all citizens, regardless of sex, age, race, religion, sexual orientation, or physical or mental ability. These improvements will however represent an overall gain in the long term for the local infrastructure. In accordance with the Highway Infrastructure Management Strategy, works provide a highway environment that is safe, secure and accessible for all our citizens.</p>	<p>Nottingham City Council manages and risk-assesses the maintenance of its highway asset in accordance with the Nottingham Highways Safety Inspection Manual to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network. Highway safety inspections are undertaken to identify defects that are creating or likely to create a danger or serious inconvenience to users of the network or the wider community. Suitable pedestrian routes will be maintained at all times which may be by the use of</p>	<p>The current system of highway inspections and surveys will continue as part of 'business as usual' in delivering the statutory obligations of Nottingham City Council as the highway authority. This is part of our statutory duty and will remain unchanged.</p> <p>Feedback requests to be sent to all citizens following the completion of works.</p>

Page 123						<p>diversions or ramps. Priorities are determined through inspections and condition surveys, taking account of co-ordination with the integrated transport block programme. All citizens and business will receive information on the works to take place at their location prior to the works which will include contact details for the project team in case of any specific requirements</p>	
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1. d. Summary of any other potential impact (including cumulative impact/ human rights implications):

For the environmental impact of this scheme please see associated carbon impact assessment (link to be inserted when published).

The procurement and award of contract associated with this project will also have a potential positive social impact. This impact will be measured through our framework management processes with included but is not limited to the following key performance indicators:

- Greater than 5% of the workforce will be 'Women in Construction'.
- Greater than 4% being Apprentices.
- Greater than 65% of the supply chain being Small, Medium size Enterprises (SME's).

Page 124

Section 2 – Equality outcome

Please include summary of the actions identified to reduce disproportionate negative impact, advance equality of opportunity and foster good relations. Please pull out all of the mitigations you have identified and summarise them in this action plan

Equality Outcome	Adjustments to proposal and/or mitigating SMART actions	Lead Officer	Date for Review/ Completion	Update/ complete
Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010.	To ensure historic standards are maintained through a period of monitoring and clear outcomes.	Meagan Milic	September 24	

	<p>Monitoring will take place through quarterly engagement with framework contractors.</p> <p>Any breaches of the Equality Act 2010 highlighted as part of that engagement will lead to the contractor being in special measures, thereafter contract procedures would commence.</p>			
<p>Advance equality of opportunity between those who share a protected characteristic and those who don't</p> <p>Page 125</p>	<p>To ensure historic standards are maintained through a period of monitoring and clear outcomes.</p> <p>Monitoring will take place through quarterly engagement with framework contractors.</p> <p>Any breaches of the Equality Act 2010 highlighted as part of that engagement will lead to the contractor being in special measures, thereafter contract procedures would commence.</p>	Meagan Milic	September 24	
<p>Foster good relations between those who share a protected characteristic and those who don't</p>	<p>To ensure historic standards are maintained through a period of monitoring and clear outcomes.</p> <p>Monitoring will take place through quarterly engagement with framework contractors.</p> <p>Any breaches of the Equality Act 2010 highlighted as part of that engagement</p>	Meagan Milic	September 24	

	will lead to the contractor being in special measures, thereafter contract procedures would commence.			
(Please add other equality outcomes as required – e.g. mitigate adverse impact identified for people with a disability)	None	N/A	N/A	

Please note: All actions will need to be uploaded onto Pentana

Section 3 – Approval and publishing

<p>The assessment must be approved by the manager responsible for the service /proposal.</p> <p>Approving Manager details (name, role, contact details):</p> <p>Chris Keane, Head of Highways, Chris.Keane@nottinghamcity.gov.uk</p>	<p>Date sent for advice:</p> <p>14/6/24</p>
	<p>Approving Manager Signature:</p> 

For further information and guidance, please visit the [Equality Impact Assessment Intranet Pages](#)
 Alternatively, you can contact the Equality and Employability Team by telephone on 0115 876 2747

Send document or link for advice and/ or publishing to: edi@nottinghamcity.gov.uk

PLEASE NOTE: FINAL VERSION MUST BE SENT TO EQUALITIES OTHERWISE RECORDS WILL REMAIN INCOMPLETE.

Subject:	Highways Annual Procurement Approval 2024-26		
Corporate Director:	Colin Parr - Communities, Environment and Resident Services		
Director:	Mary Lester – Operational and Resident Services		
Executive Member:	Councillor N Khan – Strategic Regeneration, Transport & Communications		
Report author and contact details:	Meagan Milic, Highways Compliance Manager Meagan.milic@nottinghamcity.gov.uk Chris Keane, Head of Highway Services Chris.keane@nottinghamcity.gov.uk		
Other colleagues who have provided input:	Sohaib Chaudhry – Finance Tom Straw - Finance Anthony Heath - Legal Sue Oliver - Procurement Chris Carter, Head of Transport Strategy Mark Jenkins, Head of Traffic and Flood Risk Management Mark Bradbury, Highways Contracts and Compliance Manager		
Key Decision	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Subject to call-in <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons:	<input checked="" type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> Income	<input checked="" type="checkbox"/> Savings of £750,000 or more
taking account of the overall impact of the decision			<input checked="" type="checkbox"/> Revenue <input checked="" type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Type of expenditure:	<input checked="" type="checkbox"/> Revenue <input checked="" type="checkbox"/> Capital		
If Capital, provide the date considered by Capital Board	Date: N/A		
Total value of the decision:	£92.2m		
Section 151 Officer expenditure approval	Has the spend been approved by the Section 151 Officer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/a		
Spend Control Board approval reference number:			
Commissioner Consideration	Has this report been shared with the Commissioners' Office? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Any comments the Commissioners wish to provide are listed in section 6 below.			
Wards affected:	All		
Date of consultation with Executive Member:	6 June 2024		
Relevant Council Plan Key Outcome:			
Clean, Green and Connected Communities	<input checked="" type="checkbox"/>		
Keeping Nottingham Working	<input checked="" type="checkbox"/>		
Carbon Neutral by 2028	<input checked="" type="checkbox"/>		
Safer Nottingham	<input checked="" type="checkbox"/>		
Child-Friendly Nottingham	<input checked="" type="checkbox"/>		
Living Well in Our Communities	<input checked="" type="checkbox"/>		
Keeping Nottingham Moving	<input checked="" type="checkbox"/>		
Improve the City Centre	<input checked="" type="checkbox"/>		
Better Housing	<input type="checkbox"/>		
Serving People Well	<input checked="" type="checkbox"/>		

Summary of issues (including benefits to citizens/service users):

The purpose of this report is to seek Council's approval for the provision of future procurement arrangements to support Nottingham City delivery of Statutory Highway Maintenance Works (under Section 41 of the Highways Act 1980), Highway Improvement and Public Realm Programmes and Specialist Support Services for highways work activity.

There are currently established framework arrangements in place to support highways delivery but considering the level of accelerated framework spend to date, the sporadic transport grant awards and forecast increased planned work activity in future years, it is essential that new and additional frameworks are established commencing in 2024/25 to provide compliant delivery options for NCC.

In preparation of this and to ensure continuity in compliant delivery both in-house and outsourcing options for Council are proposed in the short/medium term. Looking to the future, should strategically we wish to pursue other delivery options, for example as part of developing combined authorities' agenda, these can be facilitated as all current and proposed delivery options are under frameworks which include no commitment to spend.

Through these Framework Arrangements, value for money will be demonstrated through competitive processes in the appointment and management of contractors under frameworks based on price, quality and environmental considerations.

In addition, there are requirements for approval to access third party frameworks for essential services for Highways.

Approval is sought to put procurement arrangements in place for the following outsourced work activities and support services:

1. Outsourced Works Packages – Planned Footpath & Cycleway Maintenance
2. Outsourced Works Packages – Minor Works
3. Outsourced Works Packages – Highway Surface Treatments & Re-tread
4. Outsourced Works Packages – Minor Works
5. Outsourced Works Packages – Road Markings & Anti-Skid
6. Outsourced Works Packages – Fencing Environmental
7. Outsourced Works Packages – Gully Cleaning & Road Sweeping
8. Outsourced Works Packages – Highway De-Icing Salts
9. Outsourced Works Packages – Planned Carriageway Maintenance
10. Outsourced Works Packages – Specialist Highways Surfacing
11. Materials - Ready Mixed Concrete
12. Services – Transport Project Support
13. Services – Resource Support
14. Services – Materials Testing
15. Services – Various Specialist Highway Asset Management & Project Support
16. Services – Permanent & Temporary Signs
17. Services – Temporary Traffic Management
18. Services – Traffic Signals
19. Hire - Tools, Plant & Welfare Hire

It is proposed that Frameworks are awarded through conducting processes, in accordance with the Council's Contract Procedure Rules and requirements, under the Public Contracts Regulations 2015 and to access existing national frameworks, where permitted. (Provided they demonstrate Best Value). Frameworks are anticipated to utilise the National Engineering Council (NEC 4) Suite of Construction Contracts or other industry recognised and accepted terms.

A breakdown of the framework requirements is set out in more detail in Appendix 1. This includes the proposed duration of contracts.

In the operation of any awarded framework agreements, it will be necessary to award 'call-off' contracts for individual projects.

To ensure oversight to the operation of any framework and subsequent 'call-off' arrangements, this will be managed at an operational level by the Contracts and Compliance Team for Highways.

Exempt information: None.

Recommendations:

- 1 To approve the procurement and set up of corporate framework agreements listed in table 1 of appendix 1.
- 2 To call-off from the Framework Agreements as set out in table 1 of appendix 1, and to award contracts for the delivery of the 2024/25 Statutory Highway Maintenance Works (under Section 41 of the Highways Act 1980), Highway Improvement and Public Realm Programmes, and Specialist Support Services for Highways Works.
- 3 To approve the call-off from external third-party frameworks that have been let in accordance with public procurement regulations, and as outlined in appendix 1 table 2 of this report.

1. Reasons for recommendations

1.1 **Recommendation 1** - Procuring Highway Frameworks will allow Highway Services to continue to compliantly deliver works and services to fulfil statutory obligations to maintain the highway and support all Transport Services in compliant delivery options.

1.2 The identified benefits of putting these arrangements in place are:

- Continuity in the provision of compliant delivery arrangements for highways activities in response to increased grant allocation for highways and transport projects;
- Enabling the delivery of external grant funded schemes in line with the timescales of the award;
- A value-for-money delivery model with no fixed financial commitment to use the framework;
- Provides flexibility, no restriction in developing other delivery models for Highways in the future;
- Opportunities for local Small to Medium Enterprise (SME) companies to tender for the work; through framework awards under smaller lots;
- The potential for a local workforce either through direct employment or through regional SME sub-contractors;
- Ensuring the Council complies with its duty of Best Value by going through a competitive process to evaluate price and quality; this to include further competition through mini competition;
- Economies in accessing established third-party frameworks where viable;

- The ability to develop relationships with a core set of framework providers to the Council and ensure effective management through such relationships;
- Demonstrating NCC's commitment to all stakeholders in the 'East Midlands Devolution Plan' that we are invested in low carbon economic growth;
- Implementing and embedding Framework Partners that support NCC's Carbon Neutral Charter and initiate Carbon Management throughout their entire supply chain.

1.3 Appendix 1 outlines the frameworks required to be approved under this decision, including estimated spend over a 4-year period. All frameworks have no commitment to spend, and values stated are indicative values based on current operational forecasts and the MTFP.

Recommendation 2

1.4 The report seeks authority to set up the frameworks and/or contracts set out in Appendix 1 to support the continuing operations within Highways. The procurement and commercial strategy for each has been determined by the client team in Highways and the Procurement Team and agreed by the Commercial Oversight Board.

1.5 Officers have delegated authority under the Constitution to award contracts up to £300k where the budget has already been approved and within established policy.

1.6 For call-offs £300k and above approvals need to be sought in line with the Constitution:

- £300k to £750k Cabinet Member decision (normally in the form of a delegated decision);
- £750k and above Key Decision (Leader's Key Decision or Executive Board / Commissioning & Procurement Executive Committee decision).

Recommendation 3

1.7 Accessing third party Frameworks will allow Highway Services to continue to compliantly deliver works and services to fulfil statutory obligations to maintain the highway and support all Transport Services in compliant delivery options.

1.8 The identified benefits of putting these arrangements in place are:

- continuity in the provision of compliant delivery arrangements for highways activities in response to increased grant allocation for highways and transport projects;
- enabling the delivery of external grant funded schemes in line with the timescales of the award;

- ensuring the Council complies with its duty of Best Value by going through a competitive process to evaluate price and quality; this to include further competition through mini competition where possible;
- economies in accessing established third-party frameworks where viable.

2. **Background (including outcomes of consultation)**

- 2.1 It is essential that the Authority has compliant procurement routes for the management and delivery of highway maintenance, construction, design, and transport related activities.
- 2.2 The current Highways Procurement Approval Exec Decision was approved at Commissioning & Procurement Executive Committee on 14th November 2023. Implementation of all named frameworks are established, delivered in conjunction with Procurement & Legal Services and in alignment with the MTFP. These arrangements comprise of a suite of significant works and services frameworks for a 4-year period. The named framework approval continues to be accessed during 2024.
- 2.3 This executive decision, to seek approval to procure new and additional works and services frameworks, will actively support the established Highways Procurement Strategy.
- 2.4 Highways Services turnover increased to circa £20m in 2023/24 and is expected to maintain this increased level in response to:
- I. further commitment to 'Street for People 2' funding for 2024/25;
 - II. successful transport bids, including, but not exhaustive, Bus Service Improvement Plan (BSIP) and Active Travel Fund (ATF).
The creation of the 'East Midlands Combined County Authority' (EMCCA) and the associated 'City Region Sustainable Transport Settlements 2' (CRSTS2 Funding);
 - III. the additional Highways Maintenance Funding: 'Network North'.

It is essential to forward plan to accommodate for anticipated significant increased spend between 2024 to 2027. The current challenge is that funding is annual at best for highway maintenance and sporadic for transport schemes which drives for timely procurement solutions in response to grant spend criteria.

Through framework use, financial risks of variation to projects are mitigated as there is no commitment to spend over the framework period.

- 2.5 It should be noted that there are further multi-disciplined frameworks arrangements in place to support Highways at NCC. These frameworks provide the opportunity to outsource entire work packages to the market to complete transport schemes. With increased works demand new multi-disciplined frameworks will also be developed in 2024/25 (already has Executive Committee approval). These will include further appointment and framework management criteria processes to demonstrate value for money for the Council.

3. **Other options considered in making recommendations**

- 3.1 Not to let Contracts or Frameworks - Not having compliant procurement measures in place will adversely affect our ability to engage with suppliers and contractors to deliver essential highway works and projects through time limited external grant funding.

Further, no effective means to demonstrate compliance with financial and procurement regulations for the increased spend in future years by the broader Transport Group at NCC.

- 3.2 To not progress new framework arrangements will jeopardise grant funding and Nottingham would lose out on the opportunity to invest in the City, its transformation and in local neighbourhoods.
- 3.3 To directly award Contracts - this would require commitment to spend at point of contract, would not provide the flexibility required for service requirements, including commercial market opportunities, over the period and therefore not provide best value.
- 3.4 Term Service Contracts – this would require more stability in the funding regime at the Council. Currently, NCC are receiving annual awards for highway maintenance and further grant awards for transport schemes but there is no medium-term funding strategy that would assist consideration to a medium-term delivery solution with a third party. As engagement continues under Combined Authorities agenda and the merging of DfT funding streams this will provide opportunity for this option to be considered in the future.
- 3.5 Multi Agency Frameworks – this would require more stability in strategic decision making between local authorities in the region and more stability in the funding regime as noted in 3.4 above. As engagement continues under Combined Authorities agenda and the merging of DfT funding streams this will provide opportunity for this option to be considered in the future.

4. **Consideration of Risk**

- 4.1 There are risks associated with funding timescales and the necessary approvals for having compliant procurement, 'call-off' approvals, works coordination and scheme delivery in place. As part of established good governance structure, medium term forward planning for the executive approval process and advance scheme consultation/prioritisation support mitigating these risks.
- 4.2 NCC are challenged with annual awards for highways maintenance from the DfT, no medium-term investment commitment, together with an increasing number of grant awards for transport projects with short term spend criteria. Both of which, make it difficult to consider medium term delivery options. Without the established hybrid model comprising of a core in-house delivery supplemented by frameworks we would fail in providing compliant delivery options for the Council. With framework use there is the ability to outsource works packages quickly and compliantly to the market. A key part of this is for improved quality in highways delivery at the right price - through collaboration with the Procurement Team an increased number of appointment, assessment and works award criteria is incorporated in proposed frameworks to de-risk the Council.
- 4.3 To manage risks, officers have developed risk assessments, regularly monitor performance, compliance, income, and expenditure, as well as put in place clear escalation procedures to ensure that all funding is received, and any potential risks are identified and mitigated early.

- 4.4 The Senior Responsible Officer (SRO) is the Head of Transport Strategy. The programme of capital works will be managed by officers within Growth & City Development and Resident Services. The Council has a good track record of delivering transport capital projects.
- 4.5 All delivery will be under an established project governance structure reporting into the Capital Board. The governance structure has defined reporting lines and a clear decision-making process.
- 4.6 Through the establishment of frameworks, the financial risks of variation to projects are mitigated as there is no commitment to spend in any fixed year or over framework period. Equally frameworks provide a robust, compliant means to engage the market to support on project delivery within budgetary and grant timelines – effective means of demonstrating best value.

5. **Best Value Considerations**

- 5.1 Highway Services deliver works for NCC's highways and transport requirements, successfully fulfilling all client work-streams. The service area delivers a hybrid model solution, using in house and outsourced scheme delivery options, through Framework Agreements.
- 5.2 Through Framework Agreements, value for money will be demonstrated through an open competitive tender process. The appointment of contractors to frameworks will be based on price, quality and environmental considerations. Further, works awarded through these frameworks will be subject to assessment criteria including further competition through "basket of goods" award and mini competitions.
- 5.3 Our Framework Agreements allow Highways Services to demonstrate, how the requirement to achieve best value, has been embedded throughout a compliant Procurement process and we look to embed the following principles into that process:
- 5.4 **Quality Management:** We will seek contractors with a proven track record of delivering high-quality highway services. Assess their past performance, adherence to industry standards, and commitment to quality management systems. Quality should not be compromised for cost savings.
- 5.5 **Innovation and Technology:** We will seek contractors who demonstrate innovation in their approach to highway services. This will include the use of advanced construction techniques, innovative materials, or technology-driven solutions that improve efficiency, safety, and sustainability.
- 5.6 **Lifecycle Costs:** We aim to consider the total cost of ownership over the lifespan of the highway infrastructure, rather than just the initial construction costs. Contractors who can demonstrate a commitment to minimizing lifecycle costs through durable construction, effective maintenance strategies, and lifecycle asset management should be prioritised.
- 5.7 **Sustainability:** Contractors who prioritise environmental sustainability in their operations will be highly rated as part of the assessment. This will include using recycled materials, minimizing waste generation, reducing carbon emissions, and implementing eco-friendly construction practices. Sustainable

highway services contribute to long-term environmental stewardship and resource conservation.

- 5.8 **Safety Performance:** Safety is of paramount consideration in highway services procurement. We prioritise the evaluation of contractors based on their safety record, commitment to safety training and protocols, and implementation of safety measures on construction sites. Contractors with a strong safety culture help minimize accidents and protect workers and road users.
- 5.9 **Safety Performance:** Safety is of paramount consideration in highway services procurement. We prioritise the evaluation of contractors based on their safety record, commitment to safety training and protocols, and implementation of safety measures on construction sites. Contractors with a strong safety culture help minimize accidents and protect workers and road users.
- 5.10 **Community Engagement and Stakeholder Management:** Contractors who demonstrate a commitment to engaging with local communities and stakeholders throughout the project lifecycle will be highly rated as part of the assessment. Effective communication, consultation, and collaboration with affected communities can help mitigate conflicts, address concerns, and build positive relationships.
- 5.11 **Value Engineering:** We aim to procure contractors who offer value engineering expertise to optimize project designs and specifications while achieving cost savings and performance improvements. Value engineering involves analysing project requirements and identifying alternative solutions that provide the best value for money without compromising quality or safety.

6. **Commissioner comments**

- 6.1 Commissioners are content with this report. (01/07/2024)

7. **Finance colleague comments (including implications and value for money/VAT)**

- 7.1 The purpose of the decision is to seek approval to procure to the value of £92.2m over a 4-year period exclusively for highways services. This isn't a contractual liability to spend £92.2m but to seek approvals to tender and accept bids for that value.
- 7.2 The risk involved with this decision is being unable to secure approval for procurement, which will lead to emergency measures and further pressures on the MTFP to source funding. This will also work counter-intuitively in terms of best value considerations.
- 7.3 The source of funding is capital funded, which would need to be spent in accordance with the policy and requirement of the grant.
- 7.4 The capital programme, shown in appendix 1, covers all funding for this scheme of works, Major Programmes as the client for this project except for the winter gritting of £300k which will be met via revenue as this a renewal of an existing framework.
- 7.5 There are currently no MTFP implications with this decision as this is to seek approval to procure. However, as this decision progresses and costing implications are considered, service area would need to monitor and be held responsible to

work within these budgeted quotes with any shortfalls needing to be mitigated by the business.

Sohaib Chaudhry, Senior Commercial Business Partner - 14/05/2024

- 7.6 This decision does not commit the Council to Capital Expenditure. Any commitment of spend will be formally approved as part of separate approvals. Therefore, this decision has no capital programme implications.

Tom Straw, Senior Accountant (Capital Programmes) - 28/05/2024

8. **Legal colleague comments**

- 8.1 There are no significant legal concerns arising from the recommendations set out in this report. The recommendations are asking for authority to procure or access compliant framework agreements to provide and/or support the delivery of a range of highways related services over a two-year period, including those already in place. The most suitable contracting arrangements and procurement processes will be determined in consultation with the Corporate Procurement Team and, where required, Legal Services. The arrangements must be in accordance with the Council's Constitution and relevant laws.

- 8.2 It is noteworthy that legal framework will change part way through the proposed period for this decision. The separate Regulations covering works, services and utilities are being brought together in one new set of Regulations covering all those areas in the Procurement Act 2023. It is envisaged that the Procurement Act 2023 will come into force in October 2024. Colleagues should be aware there are different requirements imposed on the Council as a Contracting Authority by the Procurement Act 2023 intended to increase procurement transparency. For example, from the details in Appendix 1, several the proposed arrangements will fall in scope for the requirement to measure and report on KPI's.

- 8.3 It is understood that the value is the indicative maximum spend to be awarded under those contracts over the duration of the frameworks rather than a budget approval request. Any call-off contract placed under the framework must have an approved budget against it – whether as part of a departmental budget for services provided (as is likely to be the case for most call-offs made by Highway Services) - or through a project specific approval for example where Highway Services are delivering services against a funded scheme.

- 8.4 Where existing frameworks cannot be accessed, which creates a requirement to create a new Framework, depending on the requirements of the Framework there may be a need to engage external legal support to help create the framework. The in-house Legal Services team does not have construction law expertise at present. Engaging external legal support will create a cost that will need to be budgeted for. There may also be a need to use external legal support where the timescale to create the Framework is short due, to the resource capacity limitations of the Contracts and Commercial team. Legal Services can assist in engaging external legal support at preferential rates via approved framework arrangements.

- 8.5 Recommendation 2 is noted as needing to be in accordance with the Council's constitution, both in respect of the decision to call off a contract (for example a Leaders Key Decision only by exception) and the execution of that contract.

- 8.6 Where external grant funding is being used, compliance with Grant Funding Conditions must be ensured.

9. **Other relevant comments**

- 9.1 There are no procurement concerns with the recommendations set out within the report. The procurement team will work with the highways department to ensure that all procurement activity is in accordance with Public Procurement Regulations whether that is the existing 2015 version or those that come into force in October 2024.
- 9.2 For Framework call-offs that do not come through to the central procurement team, officers should ensure that these are in accordance with the call-off terms set out within the relevant Framework Agreements.

Sue Oliver, Places Category Manager - 12/06/2024

10. **Crime and Disorder Implications (If Applicable)**

- 10.1 Highways Maintenance and public realm improvement programmes improve the lives of residents through physical regeneration improving infrastructure for the betterment of all. Improvements in physical regeneration makes a material difference in reductions in crime and disorder.

11. **Social value considerations (If Applicable)**

- 11.1 **Accessibility:** Local highways should prioritise accessibility for all members of the community, including pedestrians, cyclists, public transport users, and motorists. This includes ensuring safe crossings, adequate footpaths, cycle lanes, and public transport routes.
- 11.2 **Equity and Inclusion:** It's essential to ensure that local highways serve all members of the community equitably, regardless of socio-economic status, age, ability, or ethnicity. This involves consulting with marginalized communities to understand their needs and priorities.
- 11.3 **Environmental Impact:** Highway services aim to minimize their environmental footprint by reducing carbon emissions, preserving natural habitats, and mitigating pollution. This involves investing in sustainable transportation options, such as electric vehicles or promoting carpooling and active transportation.
- 11.4 **Community Engagement:** Engaging with the local community is crucial to understanding their needs and preferences regarding highway services. This includes holding public consultations, surveys, or forming advisory committees to gather feedback and ensure that highway projects align with community values.
- 11.5 **Health and Wellbeing:** Local highways can have a significant impact on public health and wellbeing. Prioritising features like safe walking and cycling routes encourages physical activity and reduces air pollution, contributing to overall community health.
- 11.6 **Economic Development:** Highways can stimulate economic growth by improving transportation networks, facilitating trade, and creating jobs. Procurement strategies should prioritise local economic development by awarding contracts to local businesses, promoting small and medium-sized enterprises (SMEs), and providing training and employment opportunities for local residents

- 11.7 **Safety:** Safety is paramount in local highway services. This includes implementing measures to reduce the risk of accidents, such as temporary traffic management, adequate signage, and well-maintained road surfaces.
- 11.8 **Cultural Heritage:** Local highways often pass-through areas of cultural significance. It's important that we consider the preservation of cultural heritage sites and landmarks when designing and managing highway services.
- 11.9 **Emergency Response:** Local highways support emergency response efforts by ensuring that routes are accessible and well-maintained, particularly during times of crisis or natural disasters.
12. **Regard to the NHS Constitution (If Applicable)**
- 12.1 N/A
13. **Equality Impact Assessment (EIA)**
- 13.1 Attached as appendix 3, and due regard will be given to any implications identified in it.
14. **Data Protection Impact Assessment (DPIA)**
- 14.1 A DPIA is not required because there is no impact on data protection.
15. **Carbon Impact Assessment (CIA)**
- 15.1 Attached as appendix 2, and due regard will be given to any implications identified in it.
16. **List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)**
- 16.1 None
17. **Published documents referred to in this report**
- 17.1 Highways Annual Procurement Approval report and minutes (Commissioning and Procurement Executive Committee – November 2023).

Appendix 1 - Highway Services - Procurement Profile 2025/26

Highway Services - New Contract Requirements – Table 1						
Works Category		Category	Works Description	Existing Framework Arrangements	Existing Framework value (£m)	New or Additional Framework arrangements for approval (£m)
1	Planned Footpath & Cycleway Maintenance	Works	Footpath & Cycleway schemes and maintenance	CPU 4623	5.0	20.0
2	Resource Support	Works	Resource support	CPU 4613	2.0	5.5
3	Minor works	Works	Small scale patching; concrete repairs and investigation, drainage repairs and investigation, maintenance of public right ways, up to £150k	CPU 4614	4.0	10.0
Page 138	Highway Surface Treatments & Re-tread	Works	Highway Surface Treatments & Re-tread	CPU 4624	4.0	8.0
	Specialist Highways Surfacing	Works	Specialist highways surfacing for the management of concrete roads and high load areas	N/A	N/A	3.0
6	Road Markings & Antiskid	Works	Road markings, anti-skid and road studs	CPU 4616	2.0	3.0
7	Transport Project Support	Service	Specialist design and project support inc: traffic signals, structures & asset management	CPU 4673	1.1	3.0
8	Fencing Environmental	Works	Repair/Replacement of street furniture, street names plates and pedestrian guard rails	CPU 4618	0.6	0.6

9	Planned Carriageway Maintenance	Works	Planning, surfacing and ironworks	CPU 4622	15.0	25.0
10	Gully Cleaning & Road Sweeping	Works	Gully cleaning to support the delivery of planned maintenance schemes	N/A	N/A	0.7
11	Materials Testing	Service	Coring & testing of construction materials	CPU 4675	0.4	0.9
12	Ready Mixed Concrete	Works	Supply of Ready Mixed Concrete	CPU 5250	0.5	1.0
13	Permanent & Temporary Signs	Service	Supply of Permanent & Temporary Signs	CPU 5250	0.4	0.7
14	Temporary Traffic Management	Service	Traffic management for events and other third parties	CPU 4619	2.5	2.5
15	Traffic Signals	Service	Traffic signals installation including controller cabinets, poles, equipment, cabling, detectors	CPU 4620	2.0	2.0
16	Tool, Plant and Welfare Hire	Hire	Tool, Plant and Welfare Hire	CPU 4682	2.0	2.0
						87.9

Highway Services - Access Requirements to Third Party Frameworks – Table 2						
Works Category		Category	Works Description	Existing Framework Arrangements	Existing Framework value (£m)	New or Replacement Framework arrangements for approval (£m)
1	Winter Gritting	Materials	Highway De-Icing Salts	ESPO	0.2	0.3
2	Specialist Highway, asset management & project support	Service	Specialist support accessing various national Frameworks, including but not limited to, ESPO, MHA, Bloom & G Cloud.	ESPO, MHA, Bloom & G Cloud.	2.5	4.0
						4.3
Total Forecast Spend (£m)					38.8	92.2

Carbon Impact Assessment Dashboard To

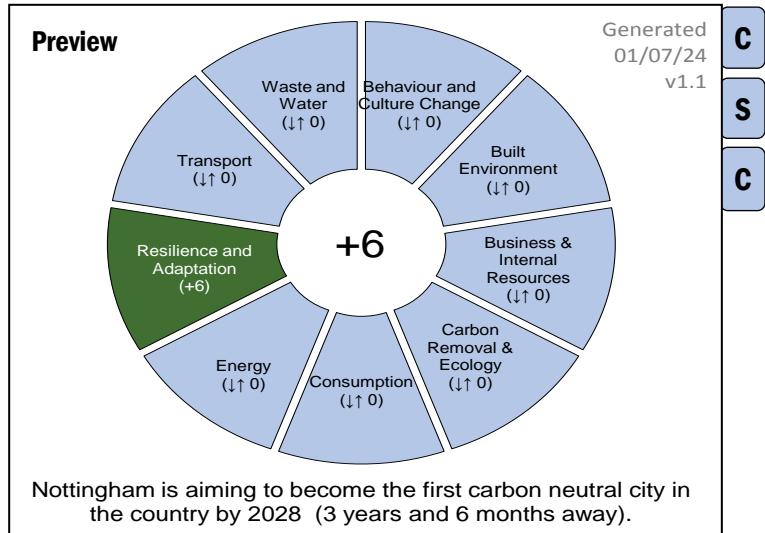
Report Name	Highway Services - Annual Procurement Activities Carbon Impact Assessment
Report date	10/06/24
Report author	Meagan Milic
Project Notes	Supporting the delivery of statutory highway maintenance functions (under section 41 of the Highways Act 1980) and external capital grant funded works.
Export filename	<i>Highway Services - Annual Procurement Activities Carbon Impact Assessment CIAD 10.06.2024</i>

Category	Impact
Behaviour and Culture Change	Communication & engagement
Behaviour and Culture Change	Wider influence
Behaviour and Culture Change	Working with communities
Behaviour and Culture Change	Working with partners
Built Environment	Building construction
Built Environment	Building use
Built Environment	Switching away from fossil fuels
Business & internal resources	Developing green businesses
Business & internal resources	Marketable skills & training
Business & internal resources	Sustainability in business

Business & internal resources	Material / infrastructure requirement
Carbon Removal & Ecology	Carbon storage
Carbon Removal & Ecology	Biodiversity & Ecology
Carbon Removal & Ecology	Bee friendly city
Carbon Removal & Ecology	Carbon offsets
Consumption	Food & Drink
Consumption	Products
Consumption	Services
Consumption	Local and low-carbon production
Energy	Local renewable generation capacity
Energy	Reducing energy demand
Energy	Improved energy storage
Resilience and Adaptation	Green / blue infrastructure
Resilience and Adaptation	Natural flood management
Resilience and Adaptation	Drought vulnerability
Resilience and Adaptation	Flooding vulnerability
Resilience and Adaptation	Heatwave vulnerability
Transport	Staff travel requirement
Transport	Decarbonising vehicles
Transport	Improving infrastructure

Transport	Supporting people to use active travel
Transport	Reduced need to travel
Waste and Water	Single-use plastic
Waste and Water	End of life disposal / recycling
Waste and Water	Waste volume
Waste and Water	Water use
Other	Other 1
Other	Other 2
Other	Other 3
Other	Other 4

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Notes / justification for score / existing work

(see guidance sheet or attached notes for more information)

Highways Compliance & Procurement function aligns its core values with those of NCC's Carbon Neutral Charter and the Carbon Neutral Action Plan. Therefore strategic communication and engagement, around carbon management, is embedded within the procurement management

Highway Services are a clear example of 'Best Practise' from a procurement process perspective, across NCC and we deliver a model that is most definitiely ripe for scalability and replication not only within our own organistion but with other local authorities. We have comprehensive records and documentation that can be shared internall and externally.

As part of on-going contract management, we ask that our Framework contractors provide periodic reporting around how they build awareness, how they show willingness and the skills they continually devolope to engage with the local community, in terms of showcasing how they are striving to manage and mitigate their carbon impact. This usually takes the form of offering training sessions, work shops, social media campaigns and many more inititiives.

As part on the procurement tender process and the contract management perspective, we identify our partner values and check their past actions and public statements in regards to climate change and sustainability. As part of the Procurement process NCC ensure that those values align with our own and we do this by setting out clear criteria, in the form of quality questions, as part of the tender

Not Applicable to Highway Services

Not Applicable to Highway Services

Not Applicable to Highway Services

As part of the procurement activity we ensure that our framework contractors and their own supply chain partners align their core values to those of NCC and this means that the focus is on providing, suporting and growing green technologies and services. We actively encourage of contractors to engage with us on new innovative solutions, initiatives and R&D projects they may be working on. This includes areas like renewable energy, energy efficiency, waste reduction, sustainable

No measurable effect. Negligible change.

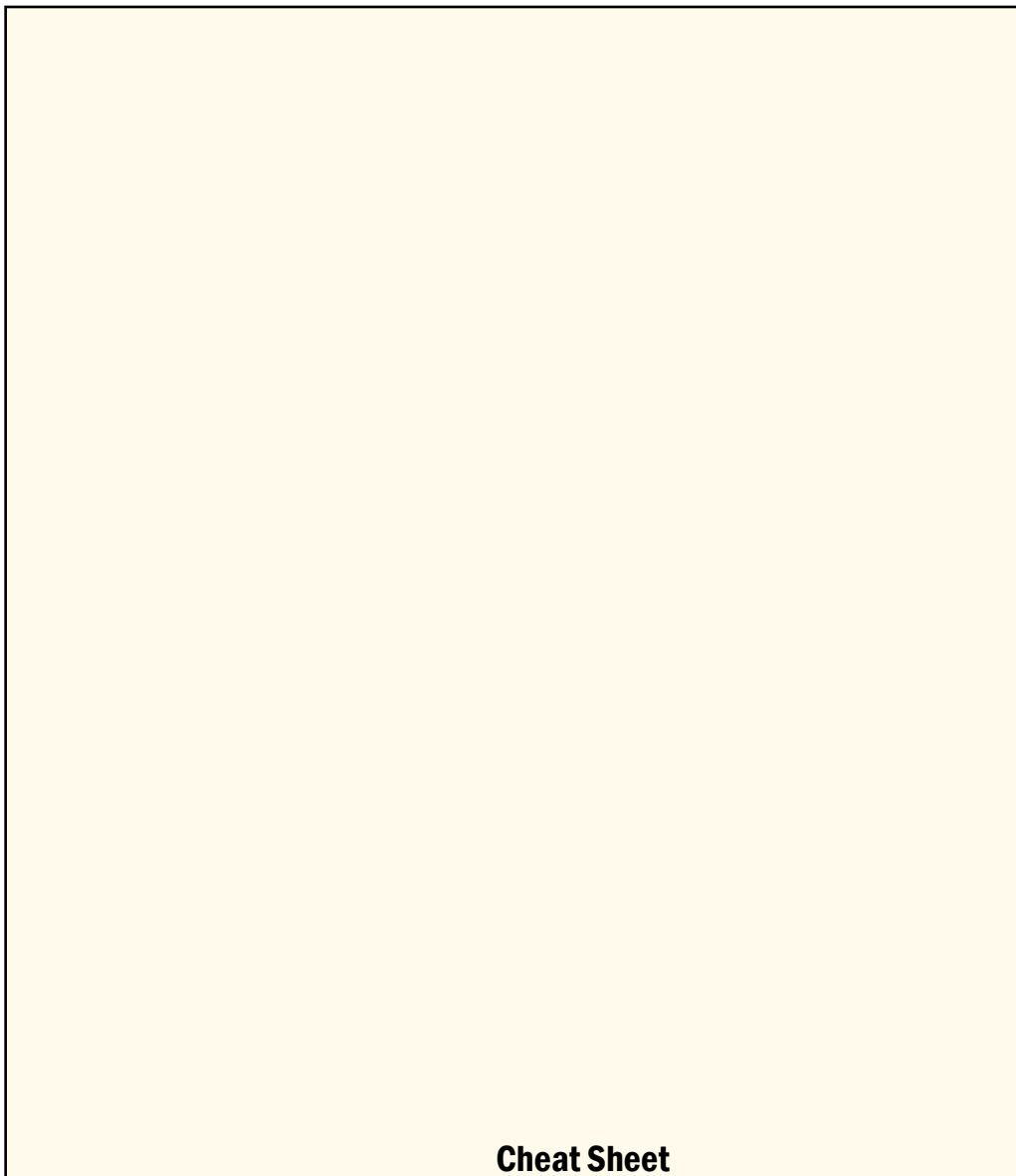
Becoming a succesful NCC framework tenderer means that they have already demonstrated their ability as a sustainable contractor. Furthermore, as part of expectations around on-going contract management and the KPI monitoring and reporting, our partners are continuously held accountable for their sustainable businesses and activities. Our contractors very often use industry standard carbon monitoring tools that captures and quantifies their carbon impact, enabling them to share this valuable data and report on it periodically. This allows NCC to procure more strategically in the future based on how sustainable a business is we wish to partner with. They will also share their

Grant-funded highway schemes have a positive carbon impact when they are designed and implemented with specific measures aimed at reducing carbon emissions and promoting sustainability. Several ways such schemes can contribute to positive carbon impacts are making enhancements to transportation infrastructure, smart traffic management schemes, supporting non-motorised transport. All of which deliver reduced emissions.
No measurable effect. Negligible change.
Designing highways with biodiversity in mind involves integrating ecological considerations into the planning, construction, and maintenance phases. The goal is to minimize negative impacts on local ecosystems and enhance habitat connectivity and wildlife conservation. Strategies such as comprehensive impact assessments and mitigation plans are all adopted ways of working within the
Planning for diverse wildflower plantings around Highways schemes is always a consideration and
Highway Services and the procurement activities and programme delivery aligns itself with NCC's carbon Neutral Charter and action plan. Any strategic carbon offsets will be monitored at a corporate, organisational level.
Not Applicable to Highway Services
The highways procurement activities support programme delivery of statutory highway maintenance functions (under Section 41 of the Highways Act 1980) and the delivery of external capital grant funded works. Therefore these activities are necessary and are conducted within a compliantly procured and sustainably managed framework programme with an embedded carbon management
The highways procurement activities support programme delivery of statutory highway maintenance functions (under Section 41 of the Highways Act 1980) and the delivery of external capital grant funded works. Therefore these activities are necessary and are conducted within a compliantly procured and sustainably managed framework programme with an embedded carbon management
A quality management system is embedded within the procurement tender process that ensures we are working to ensure we increase local and low-carbon production and or reduce the consumption of high carbon products.
Not Applicable to Highway Services
Not Applicable to Highway Services
Not Applicable to Highway Services
Designing highways with biodiversity in mind involves integrating ecological considerations into the planning, construction, and maintenance phases. The goal is to minimize negative impacts on local ecosystems and enhance habitat connectivity and wildlife conservation. Strategies such as comprehensive impact assessments and mitigation plans are all adopted ways of working within the
In Highways, flood management involves implementing strategies to mitigate the impacts of flooding on road infrastructure and ensure the safety of travelers. This includes maintenance programmes around gully cleaning, flood plain planning and mapping and emergency response procedures all devised alongside asset management programmes. All Highways framework work to those delivery
Not Applicable to Highway Services
Highways Services partner with Major Projects & Transport teams to assess and continuously monitor flooding vulnerability.
No current policies or documentation included within the Procurement system. However, it is currently recognised as a threat.
Highways deliver a hybrid model of in-house and external delivery of programmes. Right through design, construction and maintenance works the need for staff to travel is continuously assessed alongside our fleet management plan. This includes using electric vehicles where possible and efficient route planning for gully cleaning works etc.
Whether delivering in house or using external framework contractors it is an identified shared core value for NCC to operate decarbonised vehicles, plant, tools and equipment where reasonably possible and as such is embedded within the procurement process.
Annual procurement activity supports the delivery of strategic grant funded schemes which enhance, develop and improve Highways, Traffic Management and Road Safety. These include works to footways, cycleways, roads, traffic signalling and lighting.

Annual procurement activity supports the delivery of strategic grant funded schemes that take into consideration social value. This covers accessibility, equity & inclusions and health and wellbeing
These activities do not reduce the need to travel but do serve to mitigate the impact of travel by design efficient traffic management schemes and cycleways etc.
Highways Compliance & Procurement function aligns its core values with those of NCC's Carbon Neutral Charter and the Carbon Neutral Action Plan. Therefore the single use plastic policy is embedded within the procurement management system Highways adhere to.
Over the life of Highways Services Framework contracts we expect to increase the proportion of waste that is recycled by working with our framework partners.
Highways Services are continuously working with our framework partners to support them in developong innovative solutions to their volumes of waste, as part of a sustainable procurement
Not Applicable to Highway Services

Score
(-5 to +5)

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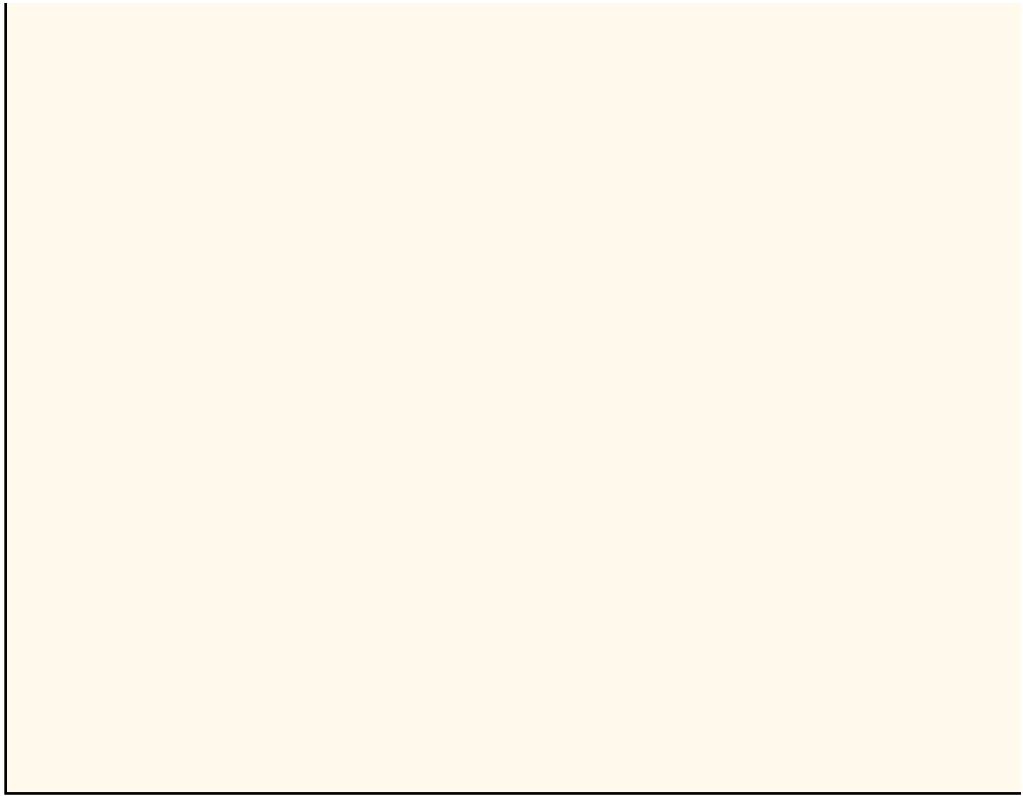


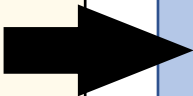
Cheat Sheet

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1. We are looking at the effects of **this** decision (not our past performance, or that represent future decisions)
 2. We are looking at the **whole impact** of the decision (regardless of geographic location or organisational boundary)
 3. We are only looking at the **climate impact** - other impacts, and social, economic wellbeing measures are recorded elsewhere.
 4. We need to stay **accessible**. Click on the "copy alt-text" button above and then the result into the alt text box for your infographic in word. Click here for a guide
 5. Your report must include some explanation as well as the infographic. **If the activity will have consequences past 2028 you must say so in your report.**
 6. While there are no other specific rules for writing the summary, some of the things you may want to discuss include:
 - What are the biggest costs and benefits of this activity in terms of the climate?
 - Are there things that we will have to include in future iterations of this activity that you have a recommendation?
 - Are there measures already included in your plan to minimise the costs and maximise benefits with respect to climate change?
 - Are there other costs and benefits which are outside the scope of the CIAI example, does the project have high value in terms of economic or social benefits which outweighs the climate cost? Is this a valuable climate action which is recorded elsewhere?
 - What are your ambitions for this activity – what is technically feasible and what you think we should be aiming for?
 - If we were to carry out the activity in the best possible way for the climate, what would that look like?
 - What method(s) if any are available to monitor our climate performance or activity? This might include internal data (electricity bills, mileage claims etc) or an external verification process. Is this feasible? If not, why not?
 - What are the constraints which stop you doing more? Time, money, expertise, political support, partner buy in, something else?
- If you get stuck, please contact climatechange@nottinghamcity.gov.uk

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Equality Impact Assessment (EIA) Tool

Please ensure you have read the [guidance pages](#) prior to completing this tool

Document Control

Control Details:	
Title of EIA/ Decision (DDM):	Highway Services Annual Procurement Requirements 2024-26
Budget booklet code (if applicable):	
If this is a budget EIA please ensure the title and budget booklet code is the same as the title used within the budget booklet	
Name of author (Assigned to Pentana):	Meagan Milic
Department:	Resident Services
Director:	Mary Lester
Division:	Communities, Environment and Resident Services
Contact details:	meagan.milic@nottinghamcity.gov.uk
Strategic Budget EIA:	Yes - It is anticipated that the spend will be 97% aligned to external capital grant and 3% to NCC revenue, serving highway maintenance.
Exempt from publication:	No
Date decision due to be taken:	9 th July 2024

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Document Amendment Record

Version	Author	Date
V 01	Meagan Milic	11/06/24

Contributors/Reviewers (Anyone who has contributed to this document to be named)

Name	Title role	Date
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Meagan Milic	Compliance & Procurement Manager	11/06/24
Nasreen Miah	Equality & Employability Consultant	14/06/24
Rebecca Dennis	Interim EDI Lead	17.06.24

Glossary of Terms

Term	Description
SfP	Streets for People
ACF	Area Capital Fund
LTP	Local Transport Plan
ONS	Office for National Statistics
IMD	Indices of Multiple Deprivation
NCC	Nottingham City Council
EIA	Equality Impact Assessment
ITB	Integrated Transport Block

Section 1 – Equality Impact (NCC staff/ Service users/ Citizen/ Community impact)

1. a. Brief description of proposal/ policy/ service to be assessed

This Equality Impact Assessment (EIA) supports the procurement process of Highway Frameworks, enabling Highway Services to continue delivering works and services in a compliant manner. This ensures the fulfilment of statutory obligations (under Section 41 of the Highways Act 1980), to maintain the highway and supports all Transport Services in providing compliant delivery options.

1. b. Information used to analyse the equalities implications

All contracts will be let in line with the council's procurement policy and public procurement regulations.

Included in these contracts will be a framework management process where expected levels of performance will be monitored. These include but are not limited to, the following:

- Greater than 5% of the workforce will be 'Women in Construction'.
- Greater than 4% being Apprentices.
- Greater than 65% of the supply chain being Small, Medium size Enterprises (SME's).

1. c. Who will be affected and how?

Impact type (NCC staff/ Service users/ Citizens/ Community)	Equality group/ individual	Positive	Negative	None	Reasons for your assessment (Including evidence)	Details of mitigation/ actions taken to advance equality	Details of any arrangements for future monitoring of equality impact (Including any action plans)
Community Page 156	People from different ethnic groups	X	X	X	This Approval is for procurement only. Any spend on works or services through these frameworks will be subject to separate 'approval' and individuals 'EIA's'.		
Community	Men			X	This Approval is for procurement only. Any spend on works or		

					services through these frameworks will be subject to separate 'approval' and individuals 'EIA's'.		
Community	Women			X	This Approval is for procurement only. Any spend on works or services through these frameworks will be subject to separate 'approval' and individuals 'EIA's'.		
Community	Trans			X	This Approval is for procurement only. Any spend on works or services		

					through these frameworks will be subject to separate 'approval' and individuals 'EIA's'.		
Community	Disabled people/ carers			X	This Approval is for procurement only. Any spend on works or services through these frameworks will be subject to separate 'approval' and individuals 'EIA's'.		
Page 158							
Community	Pregnancy and maternity			X	This Approval is for procurement only. Any spend on works or services through these frameworks will		

					be subject to separate 'approval' and individuals 'EIA's'.		
Community	Marriage/Civil Partnership			X	This Approval is for procurement only. Any spend on works or services through these frameworks will be subject to separate 'approval' and individuals 'EIA's'.		
Community	People of different faiths/ beliefs and those with none			X	This Approval is for procurement only. Any spend on works or services through these frameworks will be subject to		

					separate 'approval' and individuals 'EIA's'.		
Page 160	Community	Lesbian/ Gay/ Bisexual people			X	This Approval is for procurement only. Any spend on works or services through these frameworks will be subject to separate 'approval' and individuals 'EIA's'.	
	Community	Older			X	This Approval is for procurement only. Any spend on works or services through these frameworks will be subject to separate	

					'approval' and individuals 'EIA's'.		
Page 161	Community	Younger			X	This Approval is for procurement only. Any spend on works or services through these frameworks will be subject to separate 'approval' and individuals 'EIA's'.	
	Community	Care Experience (Please refer to the guidance notes for further information)			X	This Approval is for procurement only. Any spend on works or services through these frameworks will be subject to separate 'approval' and	

					individuals 'EIA's'.		
	<p>Other (e.g. cohesion/ good relations, vulnerable children/ adults), socio-economic background.</p> <p><i>Please underline the group(s) /issue more adversely affected or which benefits.</i></p>						

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1. d. Summary of any other potential impact (including cumulative impact/ human rights implications):

This Approval is for procurement only. Any spend on works or services through these frameworks will be subject to separate 'approval' and individuals 'EIA's'.

Section 2 – Equality outcome

Please include summary of the actions identified to reduce disproportionate negative impact, advance equality of opportunity and foster good relations. Please pull out all of the mitigations you have identified and summarise them in this action plan

Equality Outcome	Adjustments to proposal and/or mitigating SMART actions	Lead Officer	Date for Review/ Completion	Update/ complete
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<p>Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010.</p>	<p>To ensure historic standards are maintained through a period of monitoring and clear outcomes. Monitoring will take place through quarterly engagement with framework contractors. Any breaches of the Equality Act 2010 highlighted as part of that engagement will lead to the contractor being in special measures, thereafter contract procedures would commence.</p>	<p>Meagan Milic</p>	<p>July 2028</p>	
<p>Advance equality of opportunity between those who share a protected characteristic and those who don't</p>	<p>To ensure historic standards are maintained through a period of monitoring and clear outcomes. Monitoring will take place through quarterly engagement with framework contractors. Any breaches of the Equality Act 2010 highlighted as part of that engagement will lead to the contractor being in special measures, thereafter contract procedures would commence.</p>	<p>Meagan Milic</p>	<p>July 2028</p>	
<p>Foster good relations between those who share a protected characteristic and those who don't</p>	<p>To ensure historic standards are maintained through a period of monitoring and clear outcomes. Monitoring will take place through quarterly engagement with framework contractors.</p>	<p>Meagan Milic</p>	<p>July 2028</p>	

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	Any breaches of the Equality Act 2010 highlighted as part of that engagement will lead to the contractor being in special measures, thereafter contract procedures would commence.			
(Please add other equality outcomes as required – e.g. mitigate adverse impact identified for people with a disability)	N/A	N/A	N/A	

Please note: All actions will need to be uploaded onto Pentana

Section 3 – Approval and publishing

<p>Page 104</p> <p>The assessment must be approved by the manager responsible for the service /proposal.</p> <p>Approving Manager details (name, role, contact details):</p> <p>Chris Keane Head of Highway Services chris.keane@nottinghamcity.gov.uk</p>	<p>Date sent for advice:</p> <p>17/6/24</p>
<p>Approving Manager Signature:</p> 	<p>Date of final approval:</p> <p>17/6/24</p>

For further information and guidance, please visit the [Equality Impact Assessment Intranet Pages](#)

Nottingham City Council

Alternatively, you can contact the Equality and Employability Team by telephone on 0115 876 2747

Send document or link for advice and/ or publishing to: edi@nottinghamcity.gov.uk

PLEASE NOTE: FINAL VERSION MUST BE SENT TO EQUALITIES OTHERWISE RECORDS WILL REMAIN INCOMPLETE.

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Subject:	Debt Recovery Enforcement Agent services		
Corporate Director:	Ross Brown - Finance and Resources		
Executive Member:	Cllr Linda Woodings - Finance and Resources		
Report author and contact details:	Chris Pembleton, Business Manager, Revenues, Customer Services Chris.pembleton@nottinghamcity.gov.uk		
Other colleagues who have provided input:	Richard Bines – Legal Sam Taylor – Finance Lorraine Hodgson – Procurement		
Key Decision	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Subject to call-in
			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons:	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> Income	<input type="checkbox"/> Savings of £750,000 or more
taking account of the overall impact of the decision			<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Type of expenditure:	<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital		
Total value of the decision: £5.64m*			
<p>*£5.64m is based on actual charges/fees raised by the current panel of three enforcement agents on the actual volumes of debt cases placed with them by the council and extrapolated for the term of the proposed contract.</p> <p>Each service area has confirmed projected volumes to be placed per annum and there is no significant change to the volumes forecasted.</p> <p>It should also be noted that the Ministry of Justice is currently reviewing the ‘fees’ with a proposal to introduce a 5% increase on the current fee structure. This could increase the opportunity value to £5.92m, subject to any implementation date though it is thought likely to be during the contract period.</p>			
Section 151 Officer expenditure approval			
Has the spend been approved by the Section 151 Officer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/a			
Spend Control Board approval reference number:			
Commissioner Consideration			
Has this report been shared with the Commissioners’ Office? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Any comments the Commissioners wish to provide are listed in section 6 below.			
Wards affected: All			
Date of consultation with Executive Member: June 2024			
Relevant Council Plan Key Outcome:			
Green, Clean and Connected Communities	<input type="checkbox"/>		
Keeping Nottingham Working	<input type="checkbox"/>		
Carbon Neutral by 2028	<input type="checkbox"/>		
Safer Nottingham	<input type="checkbox"/>		
Child-Friendly Nottingham	<input type="checkbox"/>		
Living Well in our Communities	<input type="checkbox"/>		
Keeping Nottingham Moving	<input type="checkbox"/>		
Improve the City Centre	<input type="checkbox"/>		
Better Housing	<input type="checkbox"/>		
Serving People Well	<input checked="" type="checkbox"/>		

Summary of issues (including benefits to citizens/service users):

Historically the Council has procured the services of debt enforcement agents for the recovery of unpaid Council Tax, National Non-Domestic Rates (NNDR), Business Improvement District levy, Commercial Rents, and Civil Enforcement of Penalty Charge Notices (PCN).

The services are currently delivered at no cost to NCC by Equita, Bristow and Sutor and Marston Recovery. The contract ended 31 March 2024 and was extended for 12 months to allow a procurement exercise to be completed, so procurement approval is required.

Councils have a legal duty to ensure the prompt and cost-effective billing, collection and recovery of all sums due. Effective debt collection is critical to ensuring that the Council is able to provide effective delivery of essential services. However, debt collection should be ethical, fair and proportionate.

All three existing enforcement agents have vulnerability teams dedicated to support and posting vulnerability to relevant third sector support agencies. In Nottingham City Council's case we also have an additional step called 'Pre-Compliance' whereby enforcement agents send an initial letter to the debtor to engage. This is additional to the statutory requirements and is at no cost to either NCC or the debtor. It allows for the identification of vulnerability at an early stage and for the account to be returned to NCC having not cost the debtor any 'costs'.

In addition, if the debtor contacts NCC and not the enforcement agents then NCC has processes in place to put an account on hold, whilst issues are addressed and or support is put in place. This may result in the account being returned to NCC. All enforcement agents also have as required relevant processes in place for debtors entering into 'Breathing Space' and relevant processes to monitor the outcome of any onward insolvency plans. Enforcement Agents also pre-screen account 'propensity to pay' modelling and adapt strategies accordingly. Sometimes vulnerability is only identified at a visit in which case, same as above realistic payment arrangements / hold can be put in place or the account returned to NCC.

Our aim to reduce the need for placement to enforcement agents and we do this by having multiple reminders in the process to engage and resolve issues our citizens may have. If vulnerability is identified prior to reaching the 'compliance stage' (as shown in the table below) then the account is returned to the council at no cost to the citizen.

Fees are applied to a customer's account by the enforcement agents if the debt is placed with them. These fees vary dependant on when a debtor makes an arrangement or pays the debt. A collected income of c.£5m per annum by the enforcement agents could be at risk if this service is not utilised.

If this service was not in place the loss of income from its various activities could be lost and this would impact the Medium-Term Financial Plan (MTFP) and bad debt provisions for associated areas.

The Council now needs to re-procure the provision of debt enforcement agent services for the recovery of unpaid debts identified above to additionally include recovery of unpaid debts for Waste Services. Waste management currently use Bristow and Sutor and are currently charged 20% commission on any debt recovery. This contract has also expired and by combining with the larger procurement exercise a better rate can be achieved through the bidding process.

It is proposed that the contract length be up to 5 years. This provides greater stability for the council as systems need to be coordinated between each of the successful bidders. In addition, debtors often have multiple debts across multiple years and having consistency with our enforcement agents helps citizens set-up longer term payment arrangements which is better

value for both citizen and the council.

Contractors who are awarded a contract will be required to recover the category of debt in line with associated legislation. (Taking Control of Goods (Fees) Regulations 2014, Tribunals, Courts and Enforcement Act 2007 and Traffic Management Act 2004.

This is a concession opportunity as the Council is presenting the potential suppliers of the service with an opportunity to exploit the debt service and receive a benefit / payment for the service i.e., an enforcement fee from a third party i.e., the citizen rather than from the Council paying for the service directly.

It is the supplier that takes on the risk as it is not guaranteed whether recovery will be possible and of any payments of fees being adequate to cover the concessionaries true cost of enforcement in operating the service.

There is no cost to the council as the 'Fees' are directly charged and collected from the debtor as set out in legislation (Taking Control of Goods (Fees) Regulations 2014 ("the Fee Regulations")). There are currently three enforcement agent companies delivering these services as part of an existing panel. Annual value of debt recovered is projected to be £5m per annum.

The Concession Contract Regulation 2016 apply to concession contracts, the value of which is estimated to be not less than the threshold mentioned in regulation 9 of the CCR 2016 and which is calculated in the manner set out in regulation 9. With effect from 1 January 2024 the value is £5,372,609 inclusive of VAT.

In general, the value comprises an objective estimate by the Council of the total turnover of the concessionaire/ supplier generated over the duration of the contract in consideration, for the debt enforcement agent services and any supplies incidental to such services, inclusive of VAT.

The Council's objective assessment of the value is £5.64 million (with a possible rise to £5.92 million) (incl of VAT) and so it is acknowledged that this is a concession opportunity where the Concession Contract Regulations 2016 must be complied with.

The estimated value must be calculated using an objective method specified in the concession documents. Regulation 9(7) sets out the other matters to be taken into account when calculating the estimated value.

The value of the contract is based on the estimated opportunity being provided to generate enforcement fees under the Fees Regulations which are applied to and collected from the debtor directly.

The total opportunity to generate fees is estimated to be £5.64m, (rising to £5.92m if the Ministry of Justice implement a proposed 5% increase to the existing fee structure) these costs would be directly charged to the debtors account and recovered over the term of the contract. A cost equivalent to the VAT incurred on enforcement agent fees and disbursements may be recovered from a judgment debtor if the judgment creditor is not VAT registered.

The method used to value the contract is based on the latest 12 months fees generated the existing panel of enforcement agents, benchmarking those volumes of cases with what is projected to be placed under a new contract for the proposed term of 5 years and adding VAT.

The Fee Values are:

Fee Stage	Fixed Fee	Percentage fee (Regulation 7): percentage of sum to be recovered exceeding £1500
Compliance Stage	£75.00	0%
Enforcement Stage	£235.00	7.5%
Sale or Disposal Stage	£110.00	7.5%

As the fees charged are not guaranteed to be charged to any debtor, actual figures have been used in the calculation of the contract value.

All Enforcement agents utilised under the contract will be signed up to the Civil Enforcement Association (CIVEA) to ensure the highest operating standards. CIVEA is the principal trade association representing civil enforcement agencies employing around 1500 certificated enforcement agents in England and Wales. As well as the Enforcement Conduct Board. The Enforcement Conduct Board is the independent oversight body for the debt enforcement sector in England and Wales.

The public value of effective enforcement goes well beyond the collection of revenue, as enforcement action can be an important trigger for people to seek much needed debt advice and support, and the profession has strict safeguards in place, to ensure that the vulnerable are provided with the right protection.

CIVEA's members seek to secure payment from those who won't pay, not those who can't pay and their best practice measures to identify and support vulnerable people reflect this aim.

In combination, the CIVEA and the Fees Regulations ensure:

- A clear, three-stage enforcement process: Ensuring debtors are aware of how the process will develop if left unresolved, with a fee structure which incentivises debtors to make payment in the compliance stage, before a door-step visit;
- An extended compliance stage before goods can be seized: Providing debtors with a minimum of seven clear days, allowing additional time to make payment and breathing space to seek advice;
- A transparent, fixed, and capped system of fees for all debts, taxes and fines: Ensuring that debtors are aware of how much they will be paying at each stage of the enforcement process;
- An enhanced and compulsory certification process for enforcement agents: Including mandatory training and competency requirements, to ensure all enforcement agents meet the required standard and have the expertise required to handle vulnerable debtors;
- A simplified process for taking control of goods: For those cases that do escalate, the new regulations have streamlined the process for goods to be seized, with a clear and transparent list of items that can and cannot be taken.

Exempt information: None.

Recommendations:

- 1 To approve undertaking a procurement process to secure a concession contract for the supply of debt enforcement agent services for a 5-year period (2024/25 to 28/29).

2 To delegate authority to the Corporate Director of Finance and Resources to award and enter a concession contract with the successful concessionaire following completion of the tender process.

1. Reasons for recommendations

- 1.1 The services are required to collect revenue for the non-payment of debt when all internal processes to collect the debt have been exhausted.
- 1.2 The existing concession has expired, and the Council still has a requirement for these services.

2. Background (including outcomes of consultation)

- 2.1 Nottingham City Council is responsible for collecting Council Tax, NNDR, BIDs and Commercial Rents in the Nottingham area. There are 146,860 dwellings subject to Council Tax and more than 11,000 businesses that pay NNDR.
- 2.2 Nottingham City Council is also responsible for collecting Traffic Debt regarding motorists who have failed to pay PCNs, issued for contravening relevant parking regulations.
- 2.3 Waste management are also looking to procure debt recovery services so this will be considered as part of the tendering exercise. It is also planned to extend the services provided to other debt recovery functions across the council.

3. Other options considered in making recommendations

- 3.1 Do nothing - this was not considered a realistic option as the Council will suffer a loss of revenue, in the form of debt recovered of c.£5m per year.
- 3.2 In house delivery the council doesn't have the internal resources or specialist knowledge to deliver the function in house. So, this option was considered and rejected.

4. Consideration of Risk

- 4.1 To not procure this service will be a detriment to income the council is required to collect either through council tax or business rates. Traffic PCN notices could not be enforced and so risks the revenue recovered by enforcement activities.
- 4.2 Risk to income from existing payment arrangements with current providers being cancelled and accounts returned to the council.
- 4.3 Risk that returning accounts are placed with new providers, new enforcement fees will be applied to the citizen by the new enforcement agent, set out by legislation. Mitigation would be to retain existing panel of providers.
- 4.4 The current contract expired on the 31 March 2024 and has been extended for 12 months to allow for procurement to conclude.

5. **Best Value Considerations**

- 5.1 Best value is achieved by outsourcing to specialist enforcement agents using existing legislation for the recovery of debts covered within the tender. The costs are not charged to the council, but directly to only those citizens that have their case/account placed with an enforcement agent.
- 5.2 The council doesn't have the internal resources or specialist knowledge to deliver the function in house.

6. **Commissioner comments**

- 6.1 The Commissioners are content with this report and have no specific comments to add. (24/06/2024)

7. **Finance colleague comments (including implications and value for money/VAT)**

- 7.1 It appears as though for the purposes of valuing the contract the opportunity being provided to the suppliers, is the figure that is considered to be the value of the contract. This suggest that all costs would be met. The risk is being taken by the enforcement agents and not the council, so the exposure low as it cannot be passed to the Council.

Sam Taylor, Interim Principal Management Accountant - 15.05.2024

8. **Legal colleague comments**

- 8.1 This report seeks a decision to approve a full procurement process to secure a concession contract for the supply of debt enforcement agent services for 5 years' duration.
- 8.2 The contractual opportunity will be regarded as a true concession where it involves the transfer to the concessionaire of an operating risk in exploiting the services encompassing demand or supply risk, or both, over the term proposed. The risk transferred to the concessionaire must be likely to mean real exposure to the vagaries of the market, such that any potential estimated loss incurred by the concessionaire is not merely nominal or negligible. The concessionaire is deemed to assume operating risk where, under normal operating conditions, it is not guaranteed to recoup the investments made or the costs incurred in providing the services which are the subject-matter of the concession contract.
- 8.3 The Concession Contract Regulations 2015 (the Regulations”) apply to concession contracts that are within the scope and which meet the value threshold expressed in the Regulations. The Regulations are concerned with contracts for services that are for the benefit of the Council or its residents, in furtherance of the strategic objectives of the Council, or which satisfy the Council's statutory obligations. Recent case law, *Dukes Bailiffs Limited v Breck land Council* [2023] EWHC 1569, has confirmed that a Local authority in contracting out enforcement of debts, does so in the form of a 'service concession contract' where the conditions outlined in para 8.2 above are satisfied.

- 8.4 Calculation of the value of a concession opportunity under the CCR 2016, is based on the total turnover of the concessionaire generated over the duration of the contract (inclusive of VAT) as estimated by the Council, in consideration for services which are the object of the concession contract and the supplies incidental to such services. The estimated value must be calculated using an objective method and specified in the concession procurement documents.
- 8.5 The value of the decision in this instance meets the threshold on the basis of the information contained in the report and as such the procurement must be conducted in accordance with the Concession Contract Regulations 2016.
- 8.6 The Taking Control of Goods (Fees) Regulations 2014 (“the Fees Regulations”) set out the fees and disbursements that enforcement agents may recover from judgment debtors when enforcing debts. The Regulations were designed to provide fairness, clarity and transparency to allow judgment debtors to check that they had been charged the correct fees. The Fees Regulations have been amended to clarify that a cost equivalent to the VAT incurred on enforcement agent fees and disbursements may be recovered from a judgment debtor if the judgment creditor is not VAT registered. These fees are paid by the debtor.
- 8.7 To comply with the Concession Contract Regulations 2016 the Council must ensure it treats economic operators equally and without discrimination and acts in a transparent and proportionate manner throughout its procurement process. This will minimise the risk and prospects of a successful challenge to the process. To that end a concession contracts should not be of unlimited duration and should not exceed the time that the contractor could reasonably be expected to take to recoup the investments made in the provision of the service (both initially and during the life of the contract).
- 8.8 In addition to the above the Council's own constitution Contract Procedure Rules must be followed.
- 8.9 The drafting of the relevant concession contract and associated procurement documentation of this nature will require specialist external legal advice, due to the complex nature of the contracts and broad nature of the debt and applicable legislation to be encapsulated within the concession. The contract will contain adequate provisos in relation to termination, modification, possible sub-contracting, liability and onward management of debt being enforced by the concessioner at the end of the contract term.
- 8.10 In so far as the existing contractual relationship is concerned the Council must ensure that it acts/ gives notice in accordance with the relevant termination provisions specified in the existing contract and transitions any existing cases to any new concessionaire in accordance with exiting contractual terms.

Richard Bines, Solicitor, Contract and Commercial Team - 15.05.2024

9. **Other relevant comments**

Procurement

- 9.1 This re-tender is to procure through an open and compliant tender process for the provision of Debt Recovery Enforcement Agents. The concession contract will be for the use by Council Tax, National Non-Domestic Rates (NNDR), Business

Improvement District levy, Commercial Rents, and Civil Enforcement of Penalty Charge Notices. Waste Management will also be incorporated into the contract. The enforcement agents will recover outstanding debts on behalf of the council services noted above. Annual debt recovered is estimated to be £5 million. It is planned that the services provided to the council could be extended to other debt recovery functions across the council.

- 9.2 The value of the contract is based on estimated fee's collected by the debt recovery agents around £5.64 million over the life of the contract, dependent on the actual debt collected. The current contract has been extended until 30 September 2024 so the new contract will begin from 01 October 2024 for 5 years.

Lorraine Hodgson, Procurement Officer -15.05.2024

10. Crime and Disorder Implications (If Applicable)

10.1 N/A

11. Social value considerations (If Applicable)

11.1 A consideration will be made for the creation of local jobs and the local supply chain.

12. Regard to the NHS Constitution (If Applicable)

12.1 N/A

13. Equality Impact Assessment (EIA)

13.1 An EIA is not required.

14. Data Protection Impact Assessment (DPIA)

14.1 A DPIA will be undertaken as required and due regard will be given to any implications identified in it.

15. Carbon Impact Assessment (CIA)

15.1 A CIA is not required.

16. List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)

16.1 None.

17. Published documents referred to in this report

17.1 None.

Subject:	Home and Community Short Breaks		
Corporate Director:	Ailsa Barr – Children and Education Services (Interim)		
Executive Member:	Councillor Pavlos Kotsonis – Adult Social Care and Health		
Report author and contact details:	Cath Cameron-Jones – Commissioning Manager Cath.Cameron-jones@nottinghamcity.gov.uk Zoe Richards - Interim Lead Commissioning Officer zoe.richards@nottinghamcity.gov.uk		
Other colleagues who have provided input:	Mark Astbury - Finance, Amana Parveen – Legal Jo Pettifor – Procurement		
Key Decision	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Subject to call-in <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £750,000 or more taking account of the overall impact of the decision			<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Type of expenditure: <input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital If Capital, provide the date considered by Capital Board – n/a			
Total value of the decision: £1.8m (up to a maximum)			
Section 151 Officer expenditure approval Has the spend been approved by the Section 151 Officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/a		
Commissioner Consideration Has this report been shared with the Commissioners’ Office? Any comments the Commissioners wish to provide are listed in section 6 below.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Wards affected: All			
Date of consultation with Executive Member: 3 July 2024			
Relevant Council Plan Key Outcome:			
Green, Clean and Connected Communities	<input type="checkbox"/>		
Keeping Nottingham Working	<input type="checkbox"/>		
Carbon Neutral by 2028	<input type="checkbox"/>		
Safer Nottingham	<input type="checkbox"/>		
Child-Friendly Nottingham	<input checked="" type="checkbox"/>		
Living Well in our Communities	<input checked="" type="checkbox"/>		
Keeping Nottingham Moving	<input type="checkbox"/>		
Improve the City Centre	<input type="checkbox"/>		
Better Housing	<input type="checkbox"/>		
Serving People Well	<input checked="" type="checkbox"/>		
Summary of issues (including benefits to citizens/service users): Breaks for Carers of Disabled Children Regulations 2011 outline the requirements for local authorities in providing short breaks to disabled children in relation to the statutory duty under paragraph 6(1) of Schedule 2 to the Children Act 1989 which mandates local authorities to offer services that assist carers of disabled children. These services aim to allow carers to continue their caring responsibilities effectively by providing them with breaks from caring. This is part of the local offer to children with Special Educational			

Needs and Disabilities (SEND).

The Council's current short breaks offer includes residential overnight stays, community and homebased short breaks, such as activity sessions and buddying. This report refers to the commissioning of an accredited provider list for homebased and community short breaks provision only. The residential overnight stays are commissioned via a separate contract and will not be included in this tender.

It is recognised that children are ordinarily best cared for within their family and are therefore seeking to further develop services to support families to continue to care for their children and avoid having their child becoming looked after.

The proposed arrangements will be local and available at suitable times, such as, afterschool, weekends and within school holidays, which will enable parents and carers to receive essential respite from the additional caring responsibilities experienced through having a disabled child. In seeking to develop a wider short break offer the Council aims to promote greater choice and control for families, leading to better outcomes for young people and their families.

The current accredited provider list is due to cease on 30 September 2024 and therefore to ensure that statutory duties are met and that families continue to be supported, a new accreditation needs to be commissioned. The new accreditation will enable an increase in the number of providers that can be accessed and enable new providers to join throughout the contract duration, increasing the offer to families with disabled children.

There will be no guarantee of work for the providers that are on the accredited provider list, and work will be awarded via an agreed mechanism of citizen choice and/or mini competition through expression of interest. The accreditation will allow for individual sessions or small blocks to be accessed via a call-off (e.g. buying a set number of places in an activity for a set number of weeks to increase provision during holiday times).

The proposal is to develop an accredited provider list of providers, that will commence on 1 October 2024 for a period of up to 9 years (with break clauses at year 5, 7 and 9).

Two lots will be included:

- 1) community group-based day provision, for children aged 5-17 years, all disability types (with potential to continue delivery post 18 subject to self-funding or personal budget);
- 2) home and community based 1:1 provision, for children aged 0-17 years, day/ overnight – the primary cohort expected to require support are those with a physical disability and/ or complex health needs but providers supporting other citizens are welcome to apply. There is potential to continue delivery post 18 subject to self-funding or personal budget. Home based provision must be CQC registered.

Funding for this accreditation is from the existing short breaks home and community budget of £150,000 a year with a further £50,000 a year which would come from the exiting direct payments short break budget or the overnight short breaks budget to allow for any changes to the way existing families chose to take their short break allocation.

A total maximum contract value of £1.8m over 9 years.

Exempt information: None

Recommendations:

- 1 To approve the proposal to procure an accredited provider list of short breaks provision for a period of up to 9 years at a total maximum contract value of £1.8m.

2	To delegate authority to the Director of Commissioning and Partnerships to approve and award the outcome of the tender process for the Home and Community Short breaks.
3	To delegate authority to the Head of Service Contracts, Quality and Personalisation to enter into an appropriate Accreditation Agreement and to award and sign call-off contracts.

1. Reasons for recommendations

- 1.1 The existing Accredited Provider List for short breaks comes to an end on 30 September 2024, this only has one provider on it, offering a variety of breaks to young people with learning disabilities. Whilst this is a valued arrangement it is difficult for one provider to offer the full range of provision needed to meet the assessed needs of all children. The limited number of providers available reduces choice and flexibility and may impact on price.
- 1.2 Recent market development, undertaken by Community Catalyst utilising a Department of Education grant, has enabled a further 11 organisations to develop short break offers (initially funded through the Department of Education grant), aimed mainly at children with physical disabilities and long-term illnesses. It is anticipated that most of these providers will join a new accreditation. Community Catalyst indicate that there is a strong local market interested in offering short breaks which can be developed further.
- 1.3 An accredited list of providers is therefore, the most practical way of ensuring a procurement compliant method of purchasing services going forward, whilst enabling new providers to join the accredited list at any time, thus supporting the development of a buoyant provider market.

2. Background (including outcomes of consultation)

- 2.1 Where children are eligible for short breaks, there are 4 pathways or bands which set the amount of funding available for spend on short breaks. Families wishing to access a short break can apply for the standard pathway 1 or for those with higher needs they can access pathway 2 (funding is allocated using a resource allocation questionnaire).

To access support via pathway 3 and 4, a full social care assessment is required. Overnight short breaks are only available to those on pathway 3 or 4 and therefore, most pathways 1 and 2 spend is on activity based daytime short breaks, homecare or buddying services. The below table outlines the rates and mechanism used to allocate funding for each Pathway.

Pathway	Allocation mechanism	Band rate
1	Standard Offer evidence of disability required	£1,664
2a	Resource Allocation Questionnaire	£1,665-£3,600
2b	Resource Allocation Questionnaire	£3,601-£5,100
2c	Resource Allocation Questionnaire	£5,101-£6,654
3	Social Care Assessment	£6,665-£8,000
4	Social Care Assessment	£8,001-£9,984

- 2.2 The current community and homebased short breaks budget has been reduced to £150,000 a year over the last few years as it has been significantly

underspent, partly due to the lack of available options for families wishing to have a managed budget (where the local authority purchases the short break on their behalf). Potential pressures on this budget going forward include:

- families who have chosen to use a direct payment or receive support from the in-house link workers who help young people to access the community moving to a managed service provision;
- anecdotal feedback suggests that demand for overnight short breaks may be influenced by a lack of an effective daytime offer and therefore families may choose to reduce overnight breaks in favour of activities if there are more options;
- additional eligible families may apply for a short break if there is an improved offer.

2.3 It is therefore expected that spend going forward will increase to at least the level of the current community and homebased short break budget.

2.4 The value of the accreditation has been set at the current annual home and community short breaks budget (£150,000) over a 9-year period with a further £50,000 a year which would come from the exiting direct payments short break budget or the overnight short breaks budget to allow for any changes to the way existing families chose to take their short break allocation.

2.5 As described above, there is the potential that demand for short breaks may increase overall if the offer is more suited to family's needs. While new spend under this accreditation will require separate spend approval, the total spend, and uptake will be monitored on an on-going basis and formally reviewed in year 4 and 6 of the accreditation. Where it is identified that spend is likely to reach £1.8m before the full 9 years of the contract, a new procurement exercise will be completed early, rather than using the full contract length. This will also allow ongoing assessment of the market and whether competition and utilisation have increased which may impact on prices submitted to a new accreditation.

3. Other options considered in making recommendations

3.1 Options to commission a block with one or multiple providers was considered and discounted. Whilst this approach would provide a fixed price it would limit the options for diversity of offer, reduce choice and lead to unused but paid for provision.

3.2 It is hypothesised that with a more robust short break offer the Council will experience significant change across how services are used and therefore an approach that can test out different models without commitment is advised.

3.3 The market is currently limited, and we need to work closely with providers in partnership to encourage engagement and thus competition. An accredited provider list would enable the flexibility to procure small blocks as and when demand could be predicted, notably in school holidays, to encourage increased activity at times it is most needed.

3.4 The proposed model enables providers to offer a range of activities without the council prescribing what they should offer. This is likely to generate a wider range

of options and enable the market to react to the requirements of the young people and their families.

4. Consideration of Risk

- 4.1 Our current short break offer is and has been in recent years limited. As such the impact of having both an improved short break offer, and a strengthened early help/family support offer is as yet unknown. There is potential for general increased demand and a budget pressure if people move from direct payments as commissioned services may be more expensive than a direct payment utilised for a personal assistant. Conversely there are opportunities for cost avoidance within overnight short break budgets and delay in children being accommodated. Impact may therefore be seen across budgets with reduced travel costs and reduced placements.
- 4.2 Where spend through this accredited provider list exceeds the home and community budget of £150,000 annually, analysis of where this increase has come from will be required to monitor risk to overall budgets going forward.
- 4.3 The accredited provider list will not guarantee any business to a provider and individual spend control requests will be required for new spend under this accreditation. Review of the current allocations policy may be required if eligible demand increases substantially.

5. Best Value Considerations

- 5.1 There will be no set value for breaks delivered under this contract as offers will vary in both in length of time, type of activity offered and number of people able to participate.
- 5.2 Families are given an annual budget according to their eligibility for breaks under the pathway system and will choose how they wish to spend this.
- 5.3 If a more expensive activity is chosen, they will have less quantity of break but this may be preferred due to the time or location it is offered or the type of activity and so offer best value to the individual and their family as the break will meet their needs more appropriately than another option.
- 5.4 Providers will be made aware of the pathway budgets and if wanting to maximise attendance at group activities, will price activities at affordable rates.
- 5.5 The market development being done currently includes conversations about pricing.

6. Commissioner comments

- 6.1 The Commissioners are content with this report and have no specific comments to add. (24/06/2024)

7. Finance colleague comments (including implications and value for money/VAT)

- 7.1 This report seeks approval to procure an accredited provider list of short breaks provision for a period of up to 9 years at a total maximum contract value of £1.8m.

7.2 The maximum contract value is based on annual costs of:

Short Breaks Commissioned Services	£0.150m
Residents currently in receipt of a Direct Payment	<u>£0.050m</u>
Total	£0.200m

7.3 As mentioned in the report, the Short Breaks budget has historically been underspent and was reduced to £0.150m in 2023-24 with actual spend in that year of £0.085m. The Direct Payments budget on the contrary has shown increasing costs and overspends in 2022-23 and 2023-24.

7.4 Although the accredited provider list does not, of itself, commit the council to a particular level of spend, it does open the council to the potential for increased demand and cost as provision is developed and need is recognised and met.

7.5 The service should ensure that measures are put in place to monitor and manage activity and cost. At the present time, it is not clear how many residents are being supported, at what cost and whether there are likely increases in demand.

7.6 The service should also review the current allocation mechanism to ensure that eligible needs may be met from within existing resources.

Mark Astbury, Interim Strategic Finance Business Partner – 13/06/2024

8. **Legal colleague comments**

8.1 This report seeks approval to procure an accredited providers list of short break provision for a period of 9 years at a total maximum contract value of £1.8M.

8.2 The current accredited providers list for short breaks comes to an end on 30 September 2024. Due to the nature of the services falling within the Light Touch Regime of the Public Contract Regulations 2015. The Council is permitted to establish a more flexible arrangement and a choice of an accreditation process provides this, with the ability to open up to new providers during the term.

8.3 The report proposes a long term of 9 years with break clauses at year 5 7 and 9. The long term is considered to offer best value and more security for providers. The break clauses will need to be sufficiently detailed in the contractual documentation.

Amana Parveen, Solicitor - 5 June 2024

9. **Other relevant comments**

Procurement

9.1 This report proposes the establishment of an Accredited List of providers to deliver community and home-based short breaks for children and young people.

9.2 The procurement process will be undertaken under the Light Touch Regime of the UK Procurement Regulations and in compliance with the Council's Contract Procedure Rules.

9.3 The proposed accreditation process will quality assess providers to ensure their ability to deliver in line with the service requirements. It will enable new providers to

be accepted onto the Accredited List during its lifetime and the call off process for allocation of work will allow the citizen to choose providers of the service for their needs.

- 9.4 Costs to the Council will be managed through the pathway system which sets individual budgets for families based on their needs. Families will then choose providers based on their needs, services offered and prices. Therefore, the accreditation will facilitate best value through the competition between providers and the transparency of prices. The Procurement Team will support with the procurement process to ensure compliance and best value.

Jo Pettifor, Category Manager, People - 3 June 2024

10. Crime and Disorder Implications (If Applicable)

10.1 Not applicable.

11. Social value considerations

11.1 Short breaks not only benefit the children but also contribute to stronger, more resilient families. By providing support and fostering independence, they play a vital role in enhancing the lives of children with SEND. Social Value will be considered as part of the new specification and monitored accordingly.

12. Regard to the NHS Constitution (If Applicable)

12.1 Not applicable.

13. Equality Impact Assessment (EIA)

13.1 An EIA is in progress and due regard will be given to any implications identified in it.

14. Data Protection Impact Assessment (DPIA)

14.1 A DPIA is in progress and due regard will be given to any implications identified in it.

15. Carbon Impact Assessment (CIA)

15.1 A CIA is not required because this is an activity-based contract with no specific CIA implications.

16. List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)

16.1 None.

17. Published documents referred to in this report

17.1 None.

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Subject:	Joint re-commissioning of a Healthwatch Nottingham & Nottinghamshire Service		
Corporate Directors:	Ailsa Barr – Children and Education Services (Interim) Roz Howie – Adult Social Care and Health (Interim)		
Executive Member:	Cllr Pavlos Kotsonis – Adult Social Care and Health		
Report author and contact details:	Debbie Hemsley, Commissioning Officer debbie.hemsley@nottinghamcity.gov.uk		
Other colleagues who have provided input:	Mark Astbury - Finance Del Sanders - Legal Nicola Harrison - Procurement Claire Labdon-West – Commissioning and Partnerships Charlotte Dodds - Commissioning and Partnerships		
Key Decision	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Subject to call-in
			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons:	<input checked="" type="checkbox"/> Expenditure	<input type="checkbox"/> Income	<input type="checkbox"/> Savings of £750,000 or more taking account of the overall impact of the decision
			<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Type of expenditure:	<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital		
Total value of the decision: £1,836,000			
Section 151 Officer expenditure approval			
Has the spend been approved by the Section 151 Officer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/a			
Spend Control Board approval reference number:			
Commissioner Consideration			
Has this report been shared with the Commissioners' Office? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Any comments the Commissioners wish to provide are listed in section 6 below.			
Wards affected: All			
Date of consultation with Executive Member: June 2024			
Relevant Council Plan Key Outcome:			
Green, Clean and Connected Communities			<input type="checkbox"/>
Keeping Nottingham Working			<input type="checkbox"/>
Carbon Neutral by 2028			<input type="checkbox"/>
Safer Nottingham			<input type="checkbox"/>
Child-Friendly Nottingham			<input type="checkbox"/>
Living Well in our Communities			<input checked="" type="checkbox"/>
Keeping Nottingham Moving			<input type="checkbox"/>
Improve the City Centre			<input type="checkbox"/>
Better Housing			<input type="checkbox"/>
Serving People Well			<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
The purpose of this report is to seek approval for the joint commissioning between Nottingham City Council and Nottinghamshire County Council of a Healthwatch Nottingham and Nottinghamshire Service. The new service will commence 1 April 2025, with a contract term of 6 years (initial 3 years with option to extend for a further 3 years).			
Local authorities in England have a legal duty to commission a local Healthwatch organisation to deliver statutory functions. Any failings of the local authority to properly constitute and fund a local Healthwatch to carry out its statutory responsibilities may leave the local authority open to a			

Judicial Review.
Exempt information: None.
Recommendations:
1 To approve the procurement of a joint Nottingham and Nottinghamshire Healthwatch service through an open tender process for a maximum 6-year contract, with an initial 3-year period of 1 April 2025 - 31 March 2028, and a possible extension for a second 3-year period of 1 April 2028 to 31 March 2031.
2 To approve Nottingham City Council budget expenditure of £108,000 per year (an overall maximum spend of £648,00 for a 6-year contract) and note Nottinghamshire County Council's contribution of £198,000 per year (an overall spend of £1,188,000 for a 6-year contract), giving a combined spend for a 6-year contract of £1,836,000.
3 To approve Nottingham City Council entering into a collaborative agreement with Nottinghamshire County Council from 1 April 2025 for the duration of the Healthwatch Nottingham and Nottinghamshire contract, which ends on 31 March 2028 or 31 March 2031 if extended, in consultation with the Director for Legal and Governance / Head of Legal and Governance where sealing of a deed is necessary to give effect to the delegation.
4 To delegate authority to the Interim Director of Adults, Health, and Commissioning to approve the outcome of the procurement process and award the contract to the provider deemed most suitable to provide the service.
5 To Delegate Authority to the Head of Personalisation, Quality and Contracting to agree and sign the contract documentation relating to the service, in consultation with the Director for Legal and Governance / Head of Legal and Governance where sealing of a deed is necessary to give effect to the delegation.

1. Reasons for recommendations

- 1.1 The delivery of a Healthwatch function is a statutory duty for Nottingham City Council under the Health and Social Care Act 2012. Failure to provide a Healthwatch service after the expiration of the current contract would, therefore mean the Council would fail to meet its statutory duty.
- 1.2 Any failings of the local authority to properly constitute and fund a local Healthwatch to carry out its statutory responsibilities may leave the local authority open to a Judicial Review.
- 1.3 Delivery of a joint service with Nottinghamshire County Council will provide consistency of offer across the Integrated Care System (ICS) footprint and enable NCC to continue to benefit from the efficiencies which have been achieved through sharing a single service provider with Nottinghamshire County Council.

2. Background (including outcomes of consultation)

- 2.1 Healthwatch is a statutory body with responsibility for scrutinising health and social care services. Local authorities have a statutory duty through the [Health and Social Care Act 2012](#) to set up a local Healthwatch which must be structured so that it is able to carry out the statutory functions as set out in the [Amended Local Government and Public Involvement in Health Act 2007 \(section221\)](#):

- 2.2 Prior to April 2018 there was a local Healthwatch covering Nottingham City, and a separate service delivered by the same organisation covering Nottinghamshire County Council. Following a commissioning review of those separate arrangements, it was agreed to merge the two organisations into a single Healthwatch covering the County and the City – Healthwatch Nottingham and Nottinghamshire (HWNN).
- 2.3 By aligning existing contracts and having a single organisation delivering Healthwatch in the City and County, it enabled the merged service to achieve efficiencies supporting Best Value in delivery of this statutory function.
- 2.4 Contracts were aligned with the intention of commissioning a joint service at the end of the existing contract period. The joint contract will be commissioned with a service commencement date of 1st April 2025
- 2.5 It has been agreed that Nottingham City will lead the procurement of the service on behalf of both Local Authorities.

Funding

- 2.6 Healthwatch services are fully funded from the Local Reform and Community Voices (LRVC) Section 31 grant. The LRVC grant enables local authorities to meet their statutory duties relating to the Health and Social Care Act 2012, which includes ensuring that an effective local Healthwatch organisation is operating in their area, delivering the activities set out in the legislation.
- 2.7 The total allocated funding from LRVC grant to Nottingham City Council is £221,116 per annum, this is divided into the three areas: Healthwatch, POHWER advocacy service and Deprivation of Liberty Safeguards in Hospitals. All three areas face funding and capacity challenges, so there is no scope to alter current allocations without creating a negative impact on an alternative statutory function.

Consultation

- 2.8 To ensure an efficient Healthwatch service for Nottingham and Nottinghamshire, engagement by way of a survey was designed, the survey will support in gaining valuable insight in the public's current awareness, knowledge, experiences, and any potential areas of improvement for Healthwatch. The survey runs from the end-May to mid-June 2024.
- 2.9 The responses received from the public will assist in informing the final model for Healthwatch in Nottingham and Nottinghamshire.

3. Other options considered in making recommendations

- 3.1 Do nothing – allow our Healthwatch contract to terminate on the end date of 31 March 2025 without completing a procurement exercise to secure a new service. This is not recommended because the local authority has a statutory duty to provide a local Healthwatch service, this statutory duty would be unfulfilled.
- 3.2 To procure a local Healthwatch service for Nottingham City only. This option is not recommended. There is a risk City and County would secure contracts with different organisations providing Healthwatch services. This would mean that the current and future efficiencies of the joint approach would be lost, and this would not achieve Best Value and would likely see an increase in the cost of the service.

4. Consideration of Risk

- 4.1 Failure to recommission a Healthwatch function, when the current contract ceases 31 March 2025, is a risk to Nottingham City Council as delivery of this service is a statutory duty under the Health and Social Care Act 2012. This failure would result in Nottingham City Council failing to meet its statutory duty.
- 4.2 There is always the risk of destabilising current providers if they are not contracted with again and this must be given serious consideration in the procurement process. If new providers are identified, then there will be the questions of TUPE and mobilisation timeframes to ensure a seamless continuation of a Healthwatch function.
- 4.3 There is no risk in terms of funding to Nottingham City Council as the Healthwatch function is entirely funded by the Local Reform Community Voices Grant.

5. Best Value Considerations

- 5.1 Best value is being addressed through leveraging this joint approach to commissioning a joint Healthwatch service for Nottingham City and Nottinghamshire County residents. Nottingham City Council collaborating with Nottingham County Council provides the following benefits:
- delivery of a joint service with Nottinghamshire County Council will deliver consistency of offer across the Integrated Care System (ICS);
 - joint learning, collaborative working and dissemination of best practice;
 - continued benefit of economic efficiencies achieved by merging the two Healthwatch organisations.

6. Commissioner comments

- 6.1 The Commissioners are content with this report and have no specific comments to add. (24/06/2024)

7. Finance colleague comments (including implications and value for money/VAT)

- 7.1 The current Nottingham City Healthwatch Contract of £108,000 per annum is fully funded through Local Reform and Community Voices Grant (LRCVG). LRCVG allocations have been unchanged for a number of years and the current NCC allocation is £222,116 per annum.
- 7.2 This allocation is used for Healthwatch, advocacy support through POHWER and Deprivation of Liberty Safeguards in Hospitals.
- 7.3 This existing contract terminates with effect from 31st March 2025 and the current budget of £108,000 will form the NCC contribution to a new Nottingham and Nottinghamshire Healthwatch Service to be commissioned with a contract start date of 1st April 2025.

8. Legal colleague comments

8.1 The proposals in this report raise no significant legal issues and are supported.

8.2 It is understood the joint recommissioning and collaborative working between the two local authorities led by Nottingham City Council, seeks to achieve efficiencies as detailed in this report.

8.3 Nottingham City Council will lead the procurement and both Councils will contribute to the development of the Collaboration Agreement and Service Agreement arrangements. Legal services will support the service area throughout the process as and when required.

Del Sanders, Locum Solicitor, Contracts and Commercial – June 2024

9. Other relevant comments

9.1 The decision to approve the procurement of a joint Nottingham City Council and Nottinghamshire County Council Healthwatch Nottingham and Nottinghamshire service, (contract to commence on 1 April 2025), through an open and competitive procurement process, is supported by Nottingham City Council's Procurement Team who will lead the tender process in compliance with procurement legislation.

Nicola Harrison, Lead Procurement Officer – June 2024

10. Crime and Disorder Implications (If Applicable)

10.1 Not applicable.

11. Social value considerations

11.1 Engagement exercises will be undertaken to gather views from stakeholders, and the public (inc. current and potential service users) to support and inform the new joint service model and contract from April 2025.

11.2 This service will be procured with the requirement for providers to deliver additional social value. For example, recruiting local people, developing skills within the local communities and raising awareness of learning disabilities and autism with other professionals.

12. Regard to the NHS Constitution (If Applicable)

12.1 Local Authorities have a statutory duty to have regard to the NHS Constitution when exercising their public health functions under the NHS Act 2006. In making decisions relating to public health, functions we consider the NHS Constitution where appropriate and take into account how it can be applied in order to commission services to improve health and wellbeing.

13. Equality Impact Assessment (EIA)

13.1 An EIA is in draft format and with the E&I office for approval/publishing.

14. Data Protection Impact Assessment (DPIA)

14.1 Data Protection Impact Assessment will be completed on the approved commissioning model, and due regard will be given to any implications identified within it.

15. Carbon Impact Assessment (CIA)

15.1 A CIA is not required because there are no carbon implications arising from this decision.

16. List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)

16.1 None.

17. Published documents referred to in this report

17.1 Health and Social Care Act 2012

17.2 Amended Local Government and Public Involvement in Health Act 2007 (section 221)