



NOTTINGHAM CITY COUNCIL
EXECUTIVE BOARD

Date: Tuesday, 18 April 2017

Time: 2.00 pm

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

Corporate Director for Strategy and Resources

Governance Officer: James Welbourn, Constitutional Services
Direct Dial: 0115 8763288

AGENDA

Pages

- | | | |
|----------|--|---------|
| 1 | APOLOGIES FOR ABSENCE | |
| 2 | DECLARATIONS OF INTERESTS | |
| 3 | MINUTES
Last meeting held on 21 March (for confirmation). | 3 - 8 |
| 4 | PLANNING SECTION 106 AGREEMENTS: POLICY AND PROCESS
Report of the Portfolio Holder for Planning & Housing/Deputy Leader
and Portfolio Holder for Resources and Neighbourhood Regeneration | 9 - 16 |
| 5 | NOTTINGHAM DERBY ACCESS FUND REVENUE PROGRAMME
2017/18 - 2019/20 - KEY DECISION
Report of the Portfolio Holder for Business, Growth and Transport | 17 - 36 |
| 6 | CONTRACT FOR LOCALLINK L10, L11 AND L14 BUS SERVICES -
KEY DECISION
Report of the Portfolio Holder for Business, Growth and Transport | 37 - 42 |
| 7 | EXCLUSION OF THE PUBLIC
To consider excluding the public from the meeting during consideration
of the remaining item(s) 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 outweighs in the public interest in disclosing the information

**8 CONTRACT FOR LOCALLINK L10, L11 AND L14 BUS SERVICES - 43 - 44
EXEMPT APPENDIX**

ALL ITEMS LISTED 'UNDER EXCLUSION OF THE PUBLIC' WILL BE HEARD IN PRIVATE FOR THE REASONS LISTED IN THE AGENDA PAPERS. THEY HAVE BEEN INCLUDED ON THE AGENDA AS NO REPRESENTATIONS AGAINST HEARING THE ITEMS IN PRIVATE WERE RECEIVED

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

CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT LEAST 15 MINUTES BEFORE THE START OF THE MEETING TO BE ISSUED WITH VISITOR BADGES

CITIZENS ARE ADVISED THAT THIS MEETING MAY BE RECORDED BY MEMBERS OF THE PUBLIC. ANY RECORDING OR REPORTING ON THIS MEETING SHOULD TAKE PLACE IN ACCORDANCE WITH THE COUNCIL'S POLICY ON RECORDING AND REPORTING ON PUBLIC MEETINGS, WHICH IS AVAILABLE AT WWW.NOTTINGHAMCITY.GOV.UK. INDIVIDUALS INTENDING TO RECORD THE MEETING ARE ASKED TO NOTIFY THE GOVERNANCE OFFICER SHOWN ABOVE IN ADVANCE.

NOTTINGHAM CITY COUNCIL

EXECUTIVE BOARD

MINUTES of the meeting held at Ground Floor Committee Room - Loxley House, Station Street, Nottingham, NG2 3NG on 21 March 2017 from 14.01 - 14.06

Membership

Present

Councillor Jon Collins (Chair)
Councillor Graham Chapman (Vice Chair)
Councillor Alan Clark
Councillor Nicola Heaton
Councillor David Mellen
Councillor Alex Norris
Councillor Dave Trimble
Councillor Sam Webster

Absent

Councillor Nick McDonald
Councillor Jane Urquhart

Colleagues, partners and others in attendance:

David Bishop	- Deputy Chief Executive/Corporate Director for Development and Growth
Ian Curryer	- Chief Executive (from item 6)
Alison Michalska	- Corporate Director for Children and Adults
Colin Monckton	- Director of Commissioning and Policy Insight
Glen O'Connell	- Corporate Director for Resilience
Keri Usherwood	- Marketing and Communications Manager
Andy Vaughan	- Corporate Director for Commercial and Operations
Adam Volz	- Political Assistant
James Welbourn	- Governance Officer
Rebecca Wilson	- Executive officer to the Leader

Call-in

Unless stated otherwise, all decisions are subject to call-in and cannot be implemented until **30 March 2017**.

78 APOLOGIES FOR ABSENCE

Councillor Nick McDonald	-	work commitments
Councillor Jane Urquhart	-	work commitments

79 DECLARATIONS OF INTERESTS

None.

80 MINUTES

The minutes of the meeting held on 21 February were agreed as a true record and signed by the Chair.

81 SUPPORT FOR GREATER NOTTINGHAM HEALTH AND CARE PARTNERSHIP

The Portfolio Holder for Adults and Health introduced a paper on the Greater Nottingham Health and Care Partnership (GNHCP).

All partners are being asked to support the next steps from the work on moving to integrate the whole health and social care system – all other partners have now approved the next steps as detailed in the report.

RESOLVED to:

- (1) agree to progress the next steps as part of the Greater Nottingham Health and Care Partnership to work up details on how to integrate commissioning, integrate the provision and integrate the system for the Greater Nottingham area;**
- (2) acknowledge the progress of the design and development of further integration at whole system level in Greater Nottingham;**
- (3) acknowledge that NHS partners, by approving the direction of travel, will progress to initiate a procurement process for interim support on behalf of the system, for delivery of an agreed set of tasks to further this work during 2017/18, subject to the funding being made available;**
- (4) undertake a simple organisational self-assessment of readiness which can draw out any organisational red lines or barriers to moving forwards with this work, as well as identifying the current capacity and capability within organisations to move forwards with the next steps of the design process.**

Reasons for decisions

There are significant financial and demand pressures in adult social care which if allowed to result in reductions to the care provided to citizens will result in risks to the statutory responsibilities of the City Council, and result in significantly more cost pressure on the NHS.

This is in support of delivering against our responsibilities under the Care Act 2014, which require integration with health services.

The activities recommended as part of the Greater Nottingham Health and Care Partnership represents work that was underway before the Sustainability and Transformation Plan (STP) process was initiated and now do form a substantial part of the delivery of the Nottingham and Nottinghamshire STP.

This is the continuation of our work in the City over the last three years to integrate health and social care.

The recommendations are based on enabling us to make best use of resources available. It remains the view that further funding is required to support the transformation and health and care system into the future and to support its future sustainability.

Other options considered

The only other option for the City Council is to cease to support the GNHCP. There are three main reasons why this is not considered a realistic way forwards:

- a) That the financial pressures of adult social care and the quality and availability of social care is best provided as part of an integrated health and social care system.
- b) There is legislation that requires Local Authorities to integrate with health within the Care Act
- c) The NHS organisations will pursue this path without us, and it is likely that the best way to secure resources for the population of Nottingham City is to be fully involved in decision making across the health and social care system. To not be included within the governance, commissioning and provision is likely to reduce ability to influence the services secured for the residents of Nottingham City.

82 PROPERTY ACQUISITION - USE OF RIGHT TO BUY 30% REPLACEMENT RECEIPTS - KEY DECISION

The Leader of the Council introduced an item on the use of Right to Buy (RTB) 30% Replacement Receipts.

The Housing Revenue Account (HRA) receives a proportion of the capital receipts generated by the sale of council houses under the RTB agenda. This funding is provided to contribute towards the building of new council housing for rent.

If the money is not spent within three and a quarter years of the Council receiving it, it is returned to the Department for Communities and Local Government (DCLG) with punitive interest. The receipts can only be used for 30% of either the new build cost or the purchase price of an existing residential property, the remainder of the funding would come from the HRA.

RESOLVED to:

- (1) include in the public sector capital programme a scheme to use surplus Right to Buy Replacement Receipts for 30% of the costs of existing properties, to be used as social housing; the remaining balance to be met from the HRA new build budget, to a value of £2.855m;**
- (2) delegate authority to the Corporate Director of Development and Growth to identify and determine the number of residential properties to be**

purchased, and when these properties should be purchased, to ensure sufficient eligible expenditure is achieved;

- (3) delegate authority to the Director of Strategic Assets and Property to negotiate and agree the individual purchase terms and conditions for the purchase of existing properties.**

Reasons for decisions

There is an opportunity to utilise eligible receipts to acquire existing residential properties on the open market to be let as social housing, as per the agreement with the Department of Communities and Local Government (DCLG).

By delegating authority the Council can plan for a more flexible delivery of the Building a Better Nottingham (BABN) new build programme within the specified timescales and to retain the money within the Council.

These properties will provide additional affordable housing to meet the housing needs of Nottingham citizens utilising subsidy so that the purchases represent good value for money for the Council's HRA.

Other options considered

The preferred option was to utilise the replacement receipts to part fund the construction of new build properties in the Councils BABN new build programme. However, there is a risk that all of the schemes will not be progressed and therefore the receipts would not be utilised within the timescales.

The option to do nothing has been rejected. Any funding that is not utilised will be lost and will need to be returned to DCLG with additional punitive interest.

83 APPRENTICESHIP LEVY - KEY DECISION

The Portfolio Holder for Community Services introduced a report on the Apprenticeship Levy.

Funds will be available to draw down from the Council's Digital Apprenticeship Service Account, with annual spend reviewed and reported on annually.

The public bodies target for apprentices is set at 2.3% of the overall workforce headcount as from 7 April 2017.

RESOLVED to:

- (1) delegate ongoing authority to the Director for Human Resources and Transformation to draw down apprenticeship levy funds from the Council's digital Apprenticeship Service Account from May 2017 up to the amount of levy paid, annually. This was calculated as £1,019,700 based on the 2015/16 pay bill and will vary year on year;**

- (2) delegate authority to the Director of Economic Development to undertake a competitive procurement exercise to set up an Approved Apprenticeship Training and Assessment Provider List for the Council and open to access by other partner Councils;**
- (3) delegate authority to the Director of Economic Development to enter into contracts with approved providers and also to award call off contracts to winning providers on the framework for training and assessment services for Council employed apprentices.**

Reasons for decisions

Delegated authority to draw down and spend the apprenticeship levy funds on an ongoing basis ensures that contracts can be placed with providers and payments made from the Council's digital account in a timely manner.

Apprenticeship Levy funds held in the apprenticeships service account can only be spent on training and assessment via a government approved training provider. Public Sector bodies must comply with the Public Contracts Regulations 2015 when selecting both a training provider and an assessment organisation from the approved registers. In order to comply with the Regulations the Council proposes to run a competitive procurement exercise under the Light Touch Regime to select appropriate providers. The establishing of an Approved Provider List open to other public bodies is considered to be the best option to achieve value for money over the next 2-4 years, whilst ensuring compliance with the Regulations. It will also enable the setup of value added services as set out in paragraph 2.5. The specification for provider services will address quality standards, barriers to hiring apprentices and aims to lower the costs of these activities.

Other options considered

There is an existing Provider Framework in place, which is due to expire at the end of March 2017. This could have been retained, however, this option is not considered to be cost-effective or flexible enough to respond to the rapidly changing apprenticeship landscape. Purchasing through a new procurement framework in the way proposed will enhance buying power for the organisations signed up to it and bring best value and consistency to contracts.

The alternative option is to wait to see the actual impact of the apprenticeships reforms and then respond accordingly. By taking a more proactive approach the City Council will be better placed to leverage potential benefits.

84 EXCLUSION OF THE PUBLIC

RESOLVED to exclude the public from the meeting during consideration of the remaining item(s) 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 outweighs in the public interest in disclosing the information.

85 EXEMPT MINUTE

The exempt minute from October's meeting was agreed as a true record and signed by the Chair.

86 PROPERTY ACQUISITION - USE OF RIGHT TO BUY 30% REPLACEMENT RECEIPTS - EXEMPT APPENDIX

The Board considered the exempt appendices to the Portfolio Holder for Planning and Housing/Leader's report.

RESOLVED to note the information contained within the exempt appendix.

Reasons for decision

As detailed in minute 82.

Other options considered

As detailed in minute 82.

87 APPRENTICESHIP LEVY - EXEMPT APPENDIX

The Board considered the exempt appendices to the Portfolio Holder for Community Services' report.

RESOLVED to note the information contained within the exempt appendix.

Reasons for decision

As detailed in minute 83.

Other options considered

As detailed in minute 83.

EXECUTIVE BOARD – 18 April 2017

Subject:	Planning Obligations: Process and Monitoring
Corporate Director(s)/Director(s):	David Bishop, Deputy Chief Executive/ Corporate Director for Development and Growth Paul Seddon, Chief Planner
Portfolio Holder(s):	Councillor Urquhart – Portfolio Holder for Planning & Housing Councillor Chapman Deputy Leader and Portfolio Holder for Resources and Neighbourhood Regeneration
Report author and contact details:	Paul Seddon, Chief Planner 0115 8762797
Subject to call-in:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Key Decision:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Criteria for Key Decision:	
(a)	<input type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision
and/or	
(b)	Significant impact on communities living or working in two or more wards in the City <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of expenditure:	<input type="checkbox"/> Revenue <input type="checkbox"/> Capital N/A
Total value of the decision:	Nil
Wards affected:	All Wards
Date of consultation with Portfolio Holder(s):	
Relevant Council Plan Key Theme:	
Strategic Regeneration and Development	<input checked="" type="checkbox"/>
Schools	<input checked="" type="checkbox"/>
Planning and Housing	<input checked="" type="checkbox"/>
Community Services	<input type="checkbox"/>
Energy, Sustainability and Customer	<input type="checkbox"/>
Jobs, Growth and Transport	<input checked="" type="checkbox"/>
Adults, Health and Community Sector	<input type="checkbox"/>
Children, Early Intervention and Early Years	<input checked="" type="checkbox"/>
Leisure and Culture	<input checked="" type="checkbox"/>
Resources and Neighbourhood Regeneration	<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users):	
It has become timely to review the process for negotiation by planning officers of new s106 obligations required for new developments and also the process for oversight & management of our existing s106 obligations (collection, allocation and spend) to provide confidence that a robust process is in place.	
Exempt information:	NONE
Recommendation(s):	
1 To endorse the report, the review and refresh of robust oversight and monitoring processes and note the current comprehensive review of existing s106 obligations.	

1 REASONS FOR RECOMMENDATIONS

- 1.1 To update Leadership on recent amendments to legislation governing the use of s106 planning obligations and the refresh to the monitoring process.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

2.1 Background

The use of s106 planning obligations is governed by legislation, national and local policy and government/ministerial advice. An overview is provided below.

- 2.2 Planning obligations are entered into under Section 106 of the Town and Country Planning Act 1990 (as amended) to mitigate the impacts of a development proposal and are legally enforceable documents. The use of planning obligations has evolved considerably since it was first introduced under s52 of the Town and Country Planning Act 1971.
- 2.3 Section 106 outlines what planning obligations might be used for. A planning obligation may impose requirements
- (a) restricting the development or use of the land in any specified way;
 - (b) requiring specified operations or activities to be carried out in, on, under or over the land;
 - (c) requiring the land to be used in any specified way; or
 - (d) requiring a sum or sums to be paid to the authority on a specified date or dates or periodically.
- 2.4 Planning obligations should not be used where a planning condition is appropriate and obligations are used for three specific purposes. To:
- 1. Prescribe the nature of development (for example, requiring a given portion of housing is affordable),
 - 2. Compensate for loss or damage created by a development (for example, loss of open space), or
 - 3. Mitigate a development's impact (for example, through increased public transport provision).
- 2.5 The obligations may be provided by the developer "in kind" – by building or directly providing the matters necessary to fulfil the obligation. Alternatively, planning obligations can be met in the form of financial payments, or a combination of both.
- 2.6 The current legislation (CIL Regulations 2010) sets mandatory legal tests for s106 which must be met. These tests are well understood by the development community. The effect of these has been to restrict the scope for all contributions from developments. For any planning application where a s106 is required, the officer report sets out whether the CIL tests have been met. They are whether the obligation sought is:
- a) necessary to make the development acceptable in planning terms
 - b) directly related to the development
 - c) fairly and reasonably related in scale and kind to the development

Additionally, the number of s106s completed since April 2010 that can be pooled together towards an infrastructure project has also been limited to a maximum of five.

- 2.7 Since the financial crash in 2008 and the 2010 election, the government has repeatedly issued statements that LPAs should be flexible on s106 obligations where appropriate so that 'planning' does not hold up otherwise acceptable development and to help encourage development to take place. This is particularly the case for housing development which most commonly necessitates s106 obligations.
- 2.8 The National Planning Policy Framework states that: where obligations are being sought or revised, local planning authorities should take account of changes on market conditions over time and, wherever appropriate, be sufficiently flexible to prevent planned development being stalled.
- 2.9 The development picture in Nottingham has remained challenging during this period and the financial viability of many developments has been difficult. The ability to negotiate s106 obligations since 2008 has therefore been tangibly different from that 'pre-crash'. The adopted position has been to present a supportive and development friendly planning approach that seeks to build a positive reputation as a place to invest and develop.

Current Negotiation Approach

- 2.10 Our current planning policy basis results in s106 obligations primarily covering the following: Affordable housing, Education, Open Space/Parks, Transport Infrastructure, set out in Nottingham's local plan documents.
- 2.11 All Planning Officers negotiate for the full s106 obligation that is required either by adopted policy or to mitigate adverse impacts of a development. Where a developer does not propose to provide the mitigation themselves or pay the full s106 obligations these have been and remain subject to a viability assessment that is then subjected to robust independent scrutiny. The Valuation Office provides this service currently (in place since July 2015) and will be used in all cases (unless a conflict of interest arises) to ensure a consistency of approach and understanding of Nottingham specific issues.
- 2.12 In many cases this process requires negotiation by Planning Officers who seek to balance the viable delivery of positive development and investment in the city with the level of s106 obligations.
- 2.13 Where Officers propose approving a development without requiring a full s106 contribution (and therefore not meeting adopted policy,) the application is always referred to Planning Committee for decision.
- 2.14 Whilst delivering viable development schemes remains challenging, it appears that development viability is improving within Nottingham, as is the position by banks and other funding institutions providing development finance. The picture is a complex one and current indications are that construction and materials cost are currently seeing rapid inflation. This therefore often still translates through to pressure on the level of s106 contributions.

Negotiating Approach Going Forward

- 2.15 The use of the Valuation Office to provide independent scrutiny of s106 viability assessments is felt to provide the necessary robust, up to date and Nottingham specific evidence to support Planning negotiations around s106 obligations.
- 2.16 Likewise it remains appropriate that applications where a less than policy compliant obligation is proposed by a developer be determined by the Planning Committee .

2.17 The viability of development will remain an evolving picture within a Nottingham context. It is likely to be positively affected by improvements in development finance, confidence from the development market and as significant regeneration schemes are delivered. On the negative side, the increasing cost of materials and construction costs are likely to be an increasing challenge. This picture will be kept under continuous review and advice to planning committee will provide the evidence needed to make sound decisions. Reports will in future carry a section referring to s106 implications.

Monitoring and management of s106 obligations

2.18 It has been identified that the availability of monitoring information and the level of colleague capacity to manage the completed s106 planning obligations required review.

2.19 The last review had been carried out in 2008 and monitoring procedures were established within planning and finance at that time. Staffing changes have subsequently taken place and there is now a need to ensure a fit for purpose and simple system is in place for oversight and management of all planning obligations going forward.

2.20 The first stage of the current review has been to re-allocate responsibility for regular oversight and monitoring of s106 obligations. This now lies with the Business Development and Technical Support Manager post within the Planning Directorate. Financial expertise and the monitoring of receipts and the spend of monies is provided by the Commercial Business Partner - Projects. The overall responsibility for managing s106 obligations lies with the Chief Planner.

2.21 All s106 planning obligations are recorded on a database. This is subject to a comprehensive review and updating at the moment to clarify the realistic level of contributions that are expected to be received from development in the next few years. The database is continuously reviewed to ensure that obligations are pursued in a timely fashion

2.22 A new process map has been developed to provide clarity on the roles and responsibilities for the ongoing monitoring and collection of s106 contributions. This is attached at appendix 1.

2.23 A quarterly s106 monitoring report providing information on new obligations, contributions due and spend of received contributions will be presented to the Portfolio Holder for Resources and Neighbourhood Regeneration.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

3.1 Require the full s106 on all developments without any assessment of viability – this may adversely affect developments from being built and would be likely to result in increased planning appeals which would be difficult to defend in light of national and ministerial advice. The reputation of Nottingham as a place to invest and do business would be likely to be affected.

3.2 Determine not to request s106 obligations from development. This may provide a positive message to the development industry and act to encourage some investment and regeneration in the city that may not otherwise happen but would mean that necessary mitigation of impacts from all development would not be delivered. The costs associated to mitigate harmful impacts and additional

demand would in all cases then fall on the public purse. This approach would require justification on the merits of each application or amendment to all relevant policies which would incur considerable time and expense.

4 FINANCE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 4.1 The monitoring of Section 106 agreements is potentially complex and time consuming due to the length of time that may elapse between the granting of permission and start on site (indeed, many developments may never take place). Agreements require monitoring on a regular basis to determine whether any triggers for payment have been reached. These have historically been monitored by individual planning officers who are also responsible for updating the S.106 status on the Planning system. Over time this has resulted in a long list of agreements showing as neither started, abandoned or paid. The current exercise undertaken by Planning will result in up to date information, providing reliable data for the Business Development and Technical Support Manager to monitor in future.
- 4.2 In tandem with the records held on the Planning system, the Technical Accounting team hold a complete database of contributions, and the projects upon which they are spent. Amongst other data, this includes the expenditure deadline dates, which are monitored to ensure that projects are committed against the receipts. A reconciliation has been carried out between the Finance database and Planning records of S.106 agreements, referencing records held by other departments including Legal Services. This has resulted in a list of enquiries for Planning to resolve, which is currently being worked through. This will result in an up-to-date database. Planning will then pursue any outstanding sums identified.
- 4.3 The design of a simple process involving all involved parties is essential in order to ensure that payments are received in a timely fashion, and that departments have the appropriate information to ensure effective and timely use of the contributions. Amongst other benefits, adopting such a process will maximise available resources for investment in the communities around developments and protect against the risk of refunding monies to developers. The new process will be triggered upon the signing of a Section 106 agreement, and will conclude once all obligations have been met. It will include the regular reconciliation of Planning and Finance records.

5 LEGAL AND PROCUREMENT COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

- 5.1 As indicated above the use of planning obligations is regulated by a statutory and policy framework and they may only be required for specified purposes which meet the relevant tests set out in paragraph 2.6. The Council's Local Development Documents contain various policies relating to the use of planning obligations.
- 5.2 The approach outlined reflects the requirement to consider applications against existing policies and only to depart from those policies where material considerations dictate otherwise. In this respect where a planning officer is recommending to Planning Committee that the full planning obligation required by the Council's policy should not be requested the full reasons and justification for that approach should be outlined in the report and can be taken into consideration by the Committee in so far as they amount to material planning considerations.

5.3 Having applications/schemes viability checked by a suitably qualified independent third party appears both prudent and reasonable. Similarly the proposals for the monitoring and future management of planning obligations appears prudent to ensure protect public finances and interests. The proposals appear to be within the Council's powers.

6 STRATEGIC ASSETS & PROPERTY COMMENTS (FOR DECISIONS RELATING TO ALL PROPERTY ASSETS AND ASSOCIATED INFRASTRUCTURE)

6.1 N/A

7 SOCIAL VALUE CONSIDERATIONS

7.1 N/A

8 REGARD TO THE NHS CONSTITUTION

8.1 N/A

9 EQUALITY IMPACT ASSESSMENT (EIA)

9.1 Has the equality impact of the proposals in this report been assessed?

No



An EIA is not required because: no policy change is proposed.
(Please explain why an EIA is not necessary)

10 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

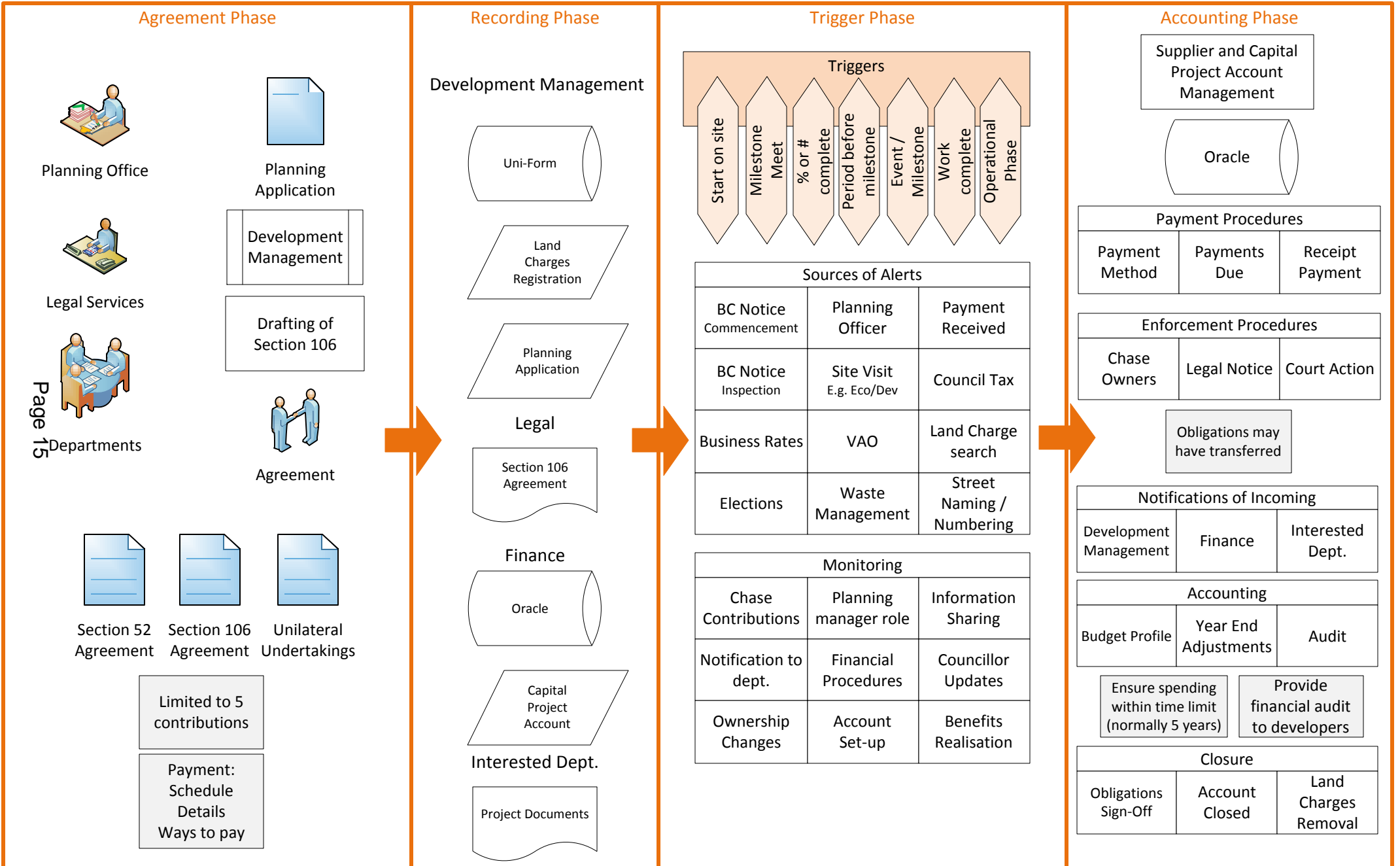
10.1 None

11 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

11.1 None.

12 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

12.1 Ann Barrett and Judith Irwin - Legal
Susan Tytherleigh - Finance
Kevin Shutter - Property



Subject:	Nottingham Derby Access Fund revenue programme 2017/18 – 2019/20 including Air Quality revenue grant 2017/18
Corporate Director(s)/Director(s):	David Bishop, Deputy Chief Executive/Corporate Director for Development and Growth Chris Carter, Head of Transport Strategy
Portfolio Holder(s):	Councillor Nick McDonald, Portfolio Holder for Business, Growth and Transport
Report author and contact details:	Jennie Maybury, Principal Transport Planner, Transport Strategy Team jennie.maybury@nottinghamcity.gov.uk Tel: 0115 8763946
Subject to call-in:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Key Decision:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Criteria for Key Decision:	
(a)	<input type="checkbox"/> Expenditure <input checked="" type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision
and/or	
(b)	Significant impact on communities living or working in two or more wards in the City <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of expenditure:	<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Total value of the decision:	£2.935million
Wards affected:	Citywide
Date of consultation with Portfolio Holder(s):	Councillor McDonald 10 th January 2017 Councillor Chapman 5 th April 2017
Relevant Council Plan Key Theme:	
Strategic Regeneration and Development	<input type="checkbox"/>
Schools	<input type="checkbox"/>
Planning and Housing	<input type="checkbox"/>
Community Services	<input type="checkbox"/>
Energy, Sustainability and Customer	<input type="checkbox"/>
Jobs, Growth and Transport	<input checked="" type="checkbox"/>
Adults, Health and Community Sector	<input type="checkbox"/>
Children, Early Intervention and Early Years	<input type="checkbox"/>
Leisure and Culture	<input type="checkbox"/>
Resources and Neighbourhood Regeneration	<input type="checkbox"/>
Summary of issues (including benefits to citizens/service users):	
<p>The Department for Transport (DfT) announced a new Access Fund in autumn 2015 as a legacy to the Local Sustainable Transport Fund (LSTF) with £580 million (£80 million revenue and £500 million capital) dedicated to the delivery of sustainable travel initiatives with bids invited in March 2016 for 2016/17 and September 2016 for three years up to 2020. DEFRA invited bids to the Air Quality Grant for 2017/18 in November 2016 to develop and/or implement measures to improve local air quality.</p> <p>Nottingham City Council led a partnership bid with Derby City and Nottinghamshire County Councils that has been successful in securing £2.735 million of revenue grant funding to deliver a three year revenue programme of sustainable travel measures in the Nottingham urban area and Derby City for the period 2017/18 – 2019/20. The City Council has also been successful in securing a further £200k of DEFRA Air Quality revenue grant funding for 2017/18 for the Nottingham Ultra Low Emission Fleet (ULEF) programme.</p> <p>The purpose of this report is to secure approval to accept these revenue funding grant awards. The awards will help us to deliver a three year programme in Nottingham and Derby which will provide a co-ordinated package of measures for communities and businesses to incentivise and support the uptake of sustainable travel choices including increasing walking and cycling levels</p>	

and the uptake of Ultra Low Emission Fleets in Nottingham. These programmes will help to manage traffic congestion and increase the proportion of cleaner vehicles on Nottingham's road network, thereby improving local air quality and enhancing business competitiveness.

Exempt information: State 'None' or complete the following

None

Recommendation(s):

- | | |
|----------|---|
| 1 | To accept the external revenue grants awards from Department for Transport's Access Fund and DEFRA's Air Quality Grant Award providing £2.935 million for the delivery of the Nottingham Derby Access Fund programme in 2017/18 - 2019/20 with additional provision to support the Nottingham Ultra Low Emission Fleet (ULEF) programme in 2017/18. |
| 2 | To approve the funding allocations for delivery of a revenue travel behaviour change programme in 2017/18 - 2019/20 as set out in Appendix A Table 1 to initiate the programme. |
| 3 | To delegate authority to the Deputy Chief Executive/Corporate Director for Development and Growth and Portfolio Holder for Jobs, Growth and Transport, to make variations to the programme. |
| 4 | To delegate authority to the Deputy Chief Executive/Corporate Director for Development and Growth to go out to tender for external suppliers as set out in the Procurement Plan in Appendix B Table 1. |
| 5 | To approve dispensation from Contract Procedure Rule 5.1.1 and 5.1.2 in accordance with Financial Regulation (3.29) (Operational Issues) to allow renewal, extension or direct award for those contracts indicated in Appendix B Table 1. |
| 6 | To directly award £921k (£307k pa) of the grant funding to Derby City Council for delivery of the Derby components of the Access Fund programme to be managed via a Service Level Agreement. |
| 7 | To directly award up to £390k of grant funding to Nottinghamshire County Council for delivery of shared contract with external supplier for Household Personalised Journey Planning through Midlands Highways Alliance PSP2 procurement framework. |

1 REASONS FOR RECOMMENDATIONS

- 1.1 Acceptance of the £2.935 million of revenue funding for the Nottingham Derby Access Fund and Nottingham Ultra Low Emission Fleet (ULEF) programmes will support the city to meet Council Plan objectives around supporting local growth, carbon reduction and air quality and energy as well as contributing to a healthier Nottingham.
- 1.2 The funding will help to deliver a balanced and co-ordinated transport strategy for the City through community and business programmes to incentivise and support the uptake of the full range of travel choices thereby reduce private and business traffic on the City's road network, supporting City Council's commitments to ease congestion and reduce air pollution from local transport. The funding available for Nottingham will help to realise the benefits of recent transport infrastructure investment in the City including Nottingham tram extensions, Nottingham Cycle City Ambition and support delivery of the Nottingham Go Ultra Low programme and the implementation of the Clean Air Zone.
- 1.3 Supporting uptake of Ultra low Emission Fleets (ULEFs) for targeted businesses and workplaces will reduce the carbon and emissions footprint of vehicles thereby reducing air pollution helping to meet public health objectives. The programme will demonstrate good practice for ULEFs supporting local businesses and the healthcare sector to meet fleet emissions requirements in readiness for the implementation of a Clean Air Zone by 2020.
- 1.4 The programme will also support local economic development and access to skills and jobs by providing continuation funding for journey planning and cycle services and skills for eligible jobseekers of the ESIF Youth Employment Initiative (YEI) Nottingham Gets2Work programme when the YEI funding ends in March 2018.

- 1.5 The Access Fund and ULEF programmes are building on recognised good practice including the previous Local Sustainable Transport Fund programmes delivered in Nottingham and Derby. Use of existing local suppliers where appropriate to capitalise on local knowledge, expertise, contacts and partnership relationships will ensure delivery of effective outcomes whilst saving time and commissioning costs.
- 1.6 Sharing good practice and joint procurement of services where appropriate to achieve efficiency savings and consistency of approach for delivery of the Nottingham Derby Access Fund programme supports the aspirations for joint working on common areas of interest to support the prosperity of the two cities.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 Nottingham City Council led the delivery of the successful Nottingham Local Sustainable Transport Fund (LSTF) programme which provided £16.196 million for sustainable travel measures from 2011/12 to 2015/16. In the autumn 2015 the Department for Transport (DfT) announced a new Access Fund as a legacy to LSTF. To bridge the gap between the LSTF programme and the new Access Fund, DfT invited bids to the interim “Sustainable Travel Transition Year Fund” to access a share of £20 million of revenue funding for sustainable travel projects in 2016/17. The City Council submitted a D2N2 partnership bid which was unsuccessful in securing funding.
- 2.2 In July 2016 DfT launched the Access Fund revenue bid competition in offering a further £60 million revenue funding for the three year period 2017/18 to 2019/20 to complement the £500m capital funding for sustainable transport embedded in the Local Growth Fund (LGF). DfT’s strategic aims of the Access Fund are to:
 - Support the local economy by supporting access and connecting people to new and existing employment, education and training; and
 - Actively promote increased levels of physical activity by increasing numbers of people walking and cycling safely
 - Support cycling and walking in the context of the target and objectives of the Cycling and Walking Investment Strategy.
- 2.3 The City Council led a joint bid in partnership with Derby City Council and Nottinghamshire County Council. The Nottingham Derby Access Fund bid package is 100% revenue funding and has been designed to support ongoing development in Nottingham and Derby through a comprehensive package of travel behaviour change measures to support capital infrastructure investment in Nottingham and Derby. The bid is supported by local and in-kind funding contributions from British Cycling, NTU Business School and intu.
- 2.4 DEFRA invited bids to the Air Quality Grant for 2017/18 in November 2016. Lot 1 Delivering Results sought bids to develop and/or implement measures to improve local air quality over the next one to two years including:
 - Incentives and infrastructure to promote uptake of clean vehicle technology and ultra-low emission vehicles (ULEVs).
 - Local Authority and business vehicle fleet efficiency, for example retrofitting older vehicles.
 - Public procurement initiatives using, for example, ULEVs, to lead by example.
 - Communication and engagement projects to influence behaviour and awareness
 - Partnerships with local businesses and households to reduce air pollutant emissions from transport, industrial production, construction, buildings and other sources.

- 2.5 The City Council led a Joint Application to Lot 1 on behalf of Nottingham City Council and the surrounding local authorities including Nottinghamshire County Council, Ashfield District Council and the boroughs of Broxtowe, Gedling and Rushcliffe for an Ultra Low Emission Fleets Project which proposed three core work packages to be delivered across the Nottingham conurbation to apply tried and tested approaches to support the uptake of ULEVs by healthcare organisations and other Nottingham Health and Wellbeing Board partners located in air pollution hotspots through a structured three stage programme to assess business transport fleet needs and develop action plans to support transition to ULEVs, supported by monitoring and good practice sharing.
- 2.6 On 24 January 2017, the Department for Transport announced that the Nottingham Derby Access Fund bid was one of the successful programmes. The bid has secured £2.735 million revenue funding for the Nottingham urban area and Derby City for spend by March 2020. The programme allocations are set out in Appendix A Table 1. There is £1.459 million available for Nottingham City with a further £150,000 for household personalised journey planning in the Nottingham conurbation, and £1.124 million for Derby City.
- 2.7 On 22nd February 2017 DEFRA announced that that our Air Quality revenue grant funding had also been successful, securing a further £200,000 revenue funding for 2017/18 for the Nottingham Ultra Low Emission Fleet (ULEF) programme in the Nottingham urban area. The two programmes are complementary and seek to support the same target businesses so to achieve best value in terms of resources and maximise impacts of these programmes it is proposed to deliver the two programmes together.
- 2.8 Programme activities will be delivered through two complementary workstreams:
- A: Metro Connected Communities** will improve air quality and public health by embedding low carbon and active travel behaviour, using cycling as a catalyst to enhance the leisure and cultural offer of the two cities, with activities focused in communities within air quality hotspots and key investment corridors to support introduction of the Clean Air Zones. The Connected Communities workstrand will work at three levels by:
- Targeting individual households in areas of higher levels of car ownership and air quality concern to promote travel options and travel behaviour change
 - Providing active travel support services such as cycle training, walks, rides, bike maintenance skills courses in communities with low levels of physical activity and high levels of health inequalities to engage and encourage families to do more walking and cycling
 - Working in partnership with British Cycling to support mass participation programmes to maximise the potential of citywide and national cycling events and elite rides programmes to reach out to people and encourage participation.
- B: Metro Jobs workstrand** will support local economic development by improving access to work, jobs and skills with programmes to support employers and those seeking employment, as well as business innovation. The Air Quality Grant will provide additional resources for the roll-out of the Ultra Low Emission Fleet programme in 2017/18 as part of the business workplace travel plan support package in the Nottingham urban area:
- Targeted workplace travel plan support packages will be focused in key investment areas in the two cities (business parks and Broadmarsh in Nottingham, Infinity Park in Derby) and working with NHS and social care partners in Nottingham City. Personalised Travel Planning for employees will be targeted at key organisations within the programme;
 - In Nottingham the programme will specifically provide additional ULEV promotion measures to healthcare organisations and other Nottingham Health and Wellbeing Board partners, such as Nottingham City Homes, located in air pollution hotspots to provide a structured Action Plan approach to support the transition to ULEVs. Activities include fleet reviews of vehicle composition, duty cycles and whole life costings to identify ULEV opportunities; ULEV experience events to raise the profile and availability of different

ULEVs to raise awareness and understanding amongst drivers and fleet users; myth busting information and masterclasses for decision makers and influencers providing an introduction to ULEV technologies; ULEV procurement guidance for businesses to include favourable ULEV standards in replacement and new vehicle purchase decisions. This investment will be matched with Go Ultra Low Nottingham (GULN) funding to provide a vehicle “Try before you Buy” scheme, investment in charge point infrastructure at workplaces, fleet technician training in ULEV servicing, maintenance and repair and a fleet recognition and accreditation scheme rewarding businesses that opt to convert 5% of their fleets to ULEV by 2020

- A bespoke jobseeker travel support package offering a menu of support solutions for jobseekers using personal journey planning to identify support packages (such as Journey buddying; Cycle training; Bike skills/qualifications; Cycle loan/recycled bike) to address individual travel barriers helping to connect people to jobs and training and developing skills.
- Supporting low carbon business innovation including piloting a Clean Air Last Mile Delivery Hub and Community Click & Collect network using ultra low emission delivery vehicles and improve professional and technical skills in the transport industry through local, regional national and European partnership working around cycling excellence to share local good practice.

2.9 The measures in the proposed programme have been selected based on local good practice, practical experience and evidence and evaluation of what works from the Nottingham and Derby City’s LSTF programmes and the proposed package will:

- Improve air quality to support the introduction of our Clean Air Zone,
- Embed low carbon and active travel cultures in our businesses and communities,
- Improve access to work and jobs.

2.10 Based on our experience of successful delivery of a large scale LSTF programme, the partner authorities agreed that the City Council will co-ordinate the Access Fund programme on behalf of the partnership and the City Council is the lead authority for the programme delivery and financial management of this funding. The City Council is also the lead partner for the Air Quality Grant.

2.11 A small proportion of the programme funding has been allocated for programme co-ordination, project management, contract management and communications. There is also funding for dissemination, monitoring and evaluation activities to comply with DfT and DEFRA grant requirements. A Programme Board with senior representation from the three local transport authorities and the D2N2 LEP will be set up to oversee the delivery of the programme.

2.12 The Access Fund is a grant awarded under Section 31 of the Local Government Act 2003. A total sum of £2.735 million revenue grant funding has been awarded by Department for Transport to Nottingham City Council in respect of the partnership comprising Nottingham City, Derby City and Nottinghamshire County Councils for the period 2017/18 – 2019/20. An additional £200k has been awarded by DEFRA to Nottingham City Council in respect of the partnership with Nottinghamshire County Council, Ashfield District Council and the boroughs of Broxtowe, Gedling and Rushcliffe for 2017/18. In view of the synergies between the business support packages in the two bids it is proposed to pool the two grant awards and manage as a single programme to co-ordinate external communications, enable effective project management and realise economies of scale with resources for delivery.

2.13 The programme is supported by £1.187 million of local match and third party contributions, providing a total package of £4.122 million as outlined in Appendix A, Table 1. The local match funding is from existing resources and partner contributions and creates no additional commitment for the City Council. Unless alternative funding has been secured beyond 2020,

at the end of the fund period on 31st March 2020, the Access Fund activities will cease to prevent unfunded activities continuing. Appropriate programme closedown arrangements will be put in place. The DEFRA Air Quality Grant funded component is a one year programme for 2017/18.

- 2.14 Where activities to be funded from these grants are building on local projects and approaches established through the previous Local Sustainable Transport Fund (LSTF) and other current workstreams (EU funded Youth Employment Initiative and Remourban), to capitalise on existing partner relationships and local expertise, dispensation from Contract Procedure Rules 5.1.1 and 5.1.2 in accordance with Financial Regulation (3.29) (Operational Issues) is required to allow for renewal, extension or direct award of the specific contracts set out in Appendix B Table 1. This approach will ensure best value for the delivery of the effective outcomes, saving time and commissioning costs as explained in Appendix B.
- 2.15 The funding and grant conditions will be released in due course by the DfT and DEFRA. The Transport Strategy team will put in place appropriate processes to ensure adherence to the grant conditions, to avoid unfunded expenditure. These will include robust partnership arrangements, record keeping and submission of performance monitoring information to DfT and DEFRA as required. The grant offer letters are provided in Appendix C.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Two options to (1) reject the funding awards and (2) vary the programme proposals from those submitted in the bids were considered. The option to refuse the grant funding was rejected as it would reduce the Council’s ability to reduce congestion and transport related air pollution, to meet its Council Plan target of 10% more people journeys by walking, cycling or taking public transport to work by 2019 and the requirement to introduce a Clean Air Zone in 2020. The option to vary the programme was rejected to ensure the City Council remains compliant with the terms and conditions of the funding awards. Both options would potentially adversely affect the Council’s reputation as a leader in local transport delivery.

4 FINANCE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/ VAT

- 4.1 The total amount of grant funding of £2.935m for the partnership of Nottingham City, Derby City and Nottinghamshire County Councils is to be managed by Nottingham City Council under agreed governance arrangements. The match funding outlined in the report has been secured and will provide an overall funding package of £4.122m as shown in Table 1:

Table 1 – Access Funding					
	Nottingham City Council	Derby City Council	Nottinghamshire County Council	External funding	TOTAL
Grant funding (£m)	£1.661	£1.124	£0.150		£2.935
Match funding (£m)	£0.488	£0.156	£0.025		£0.669
External funding (£m)				£0.518	£0.518
TOTAL	£2.149	£1.280	£0.175	£0.518	£4.122

- 4.2 The grant conditions attached to the funding have yet to be released. Governance arrangements are in place to ensure appropriate management and distribution of the grant in line with Appendix B and outlined in Table 1. The Transport Strategy Team at Nottingham City Council is responsible for ensuring that all returns are completed in line with the award

and supporting information is maintained. The detail on the receipt of the grant and/or the mechanism for claiming it will be laid out in the terms and conditions which are not yet known. Finance colleagues will work with the Transport Strategy Team when this information is received to ensure that the financial implications and cash flow for the City Council are considered.

4.3 A dispensation from Financial Regulations is only required where current arrangements are in place as outlined in paragraph 2.14 and these arrangements ensure overall sound value for money.

4.4 I support the dispensations within the report.
Geoff Walker, Chief Finance Officer, 6th April 2017

5 LEGAL AND PROCUREMENT COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

5.1 As the lead authority for both funding awards, the City Council will chair a Nottingham Derby Access Fund Programme Board with representation from the three partner local authorities and D2N2 LEP. The Board will meet quarterly and will be responsible for identifying, managing and mitigating programme risks. Risks will be managed in line with the corporate risk management framework and will be mitigated through effective programme management and partnership working through a Nottingham Derby Access Fund high level officer steering group. It will be the responsibility of the Board to ensure compliance with the terms and conditions of the grants awards and that the grants are committed for authorised purposes.

5.2 In view of the requirement to spend to the annual profiles set out in the bid documents with full spend and programme delivery to be completed by 31st March 2020, and the seasonal nature of the cycling elements of the programme, the bid partnership needs to mobilise programme activities and start delivery of services in line with the programme plans in set out in the bids. Using a combination of in-house resources and selected external delivery organisations, drawing on established providers for the previous LSTF programme where appropriate, will ensure swift mobilisation and continuity of services thereby maximising effectiveness of the grant funding.

5.3 On this basis the City Council will renew or extend contracts or make direct awards to some existing suppliers where identified in Appendix B Table 1. This requires dispensation from Contract Procedure Rules 5.1.1 and 5.1.2 in accordance with Financial Regulation (3.29) (Operational Issues).

5.4 The City Council will be expected to sign a grant funding agreement with DfT/DEFRA. The City Council must ensure it complies with the terms of the grant funding agreement or may face having to repay all or some of the grant. This should include ensuring compliance with any procurement requirements of DfT/DEFRA in addition to the City Council's Contract Procedure rules and the Public Contracts Regulations 2015. The requirement for a dispensation for three of the contracts identified in Appendix B does not raise any significant legal issues as these are below the relevant financial thresholds (but subject to compliance with DfT/DEFRA requirements). The City Council should put in place agreements with Derby City Council and Nottinghamshire County Council in respect to the grant funding the City Council is providing as the City Council will remain responsible to DfT/DEFRA as the lead partner.

6 STRATEGIC ASSETS & PROPERTY COMMENTS (FOR DECISIONS RELATING TO ALL PROPERTY ASSETS AND ASSOCIATED INFRASTRUCTURE)

6.1 Not applicable

7 SOCIAL VALUE CONSIDERATIONS

7.1 The Nottingham Derby Access Fund has been assessed as delivering high value for money as part of the business case development. The programme will proactively support businesses in the D2N2 urban area and support local suppliers of low carbon and active travel services. The proposed targeted personalised journey planning services for households, jobseekers and employees are proven to be effective in promoting travel choices and so will improve access to employment for residents as well as providing skills and training opportunities in sustainable transport for jobseekers. The overall programme by increasing uptake of lower carbon and more active travel options will improve the health of our citizens by supporting active lifestyles and reducing air pollution in air quality hot spots.

8 REGARD TO THE NHS CONSTITUTION

8.1 Not applicable

9 EQUALITY IMPACT ASSESSMENT (EIA)

9.1 Has the equality impact of the proposals in this report been assessed?

No

An EIA is not required because:
(Please explain why an EIA is not necessary)

Yes

Attached as **Appendix D**. The EIA satisfactorily and accurately reflects key equality issues and due regard will be given to any implications identified in it. Outcomes should be monitored and reviewed to ensure identified groups benefit from the investment.

10 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

10.1 None

11 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

11.1 The Nottingham Derby Access Fund bid is published at <http://bit.ly/2c5z8Ke>.

11.2 The Nottingham ULEF Project DEFRA Air Quality Grant Lot 1 2017/18 bid is published at <http://goultralownottingham.org.uk/latestnews/cleaning-health-sector-fleets/>

11.3 The Nottingham Urban Area LSTF Programme 2011 – 2015 Programme Evaluation Report (April 2016) is published at www.nottinghamcity.gov.uk/lstfprojects

12 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

Susan Tytherleigh, Strategic Business Partner, Finance Commercial
Email: susan.tytherleigh@nottinghamcity.gov.uk. Tel: 0115 876 4219

Andrew James, Team Leader, Commercial and Contracts
Email: andrew.james@nottinghamcity.gov.uk. Tel: 0115 876 4431

Paul Ritchie, Lead Procurement Officer, Contracting and Procurement
Email: paul.ritchie@nottinghamcity.gov.uk. Tel: 0115 876 4194

Adisa Djan, Equality and Diversity Consultant
Email adisa.djan@nottinghamcity.gov.uk Tel 0115 876 4894

Appendix A: Table 1: Nottingham Derby Access Fund programme allocations and funding splits by LTA

Workstrand/Measures	Total cost	DfT/ DEFRA grant	Grant funding profile by year			Grant allocation by LTA			LTA contribution			External funding support
			2017/18	2018/19	2019/20	DCC	NCC	Notts CC	DCC	NCC	Notts CC	
A: Metro Connected Communities	£1,352,000	£976,000	£302,000	£378,000	£296,000	£350,000	£476,000	£150,000	£63,000	£0	£25,000	£288,000
<i>Household personalised travel planning in AQ areas</i>	£475,000	£450,000	£104,000	£203,000	£143,000	£140,000	£160,000	£150,000			£25,000	
<i>Community active travel services</i>	£389,000	£326,000	£116,000	£105,000	£105,000	£210,000	£116,000		£63,000			
<i>Creating an active travel culture</i>	£488,000	£200,000	£82,000	£70,000	£48,000		£200,000					£288,000
B: Metro Jobs	£1,990,000	£1,369,000	£484,000	£441,000	£444,000	£624,000	£745,000	£0	£93,000	£318,000	£0	£210,000
<i>Travel options business service</i>	£1,057,000	£496,000	£127,000	£192,000	£177,000	£261,000	£235,000		£93,000	£258,000		£210,000
<i>ULEF business support programme (DEFRA grant)</i>	£200,000	£140,000	£140,000				£140,000			£60,000		
<i>Jobseeker personalised journey planning and referral service</i>	£545,000	£545,000	£161,000	£192,000	£192,000	£363,000	£182,000					
<i>Supporting low carbon business innovation</i>	£188,000	£188,000	£56,000	£57,000	£75,000		£188,000					
C: Programme Management	£780,000	£590,000	£211,000	£176,000	£203,000	£150,000	£440,000	£0	£0	£170,000	£0	£20,000
<i>Programme administration + staffing costs</i>	£700,000	£530,000	£176,000	£176,000	£178,000	£150,000	£380,000			£150,000		£20,000
<i>ULEF monitoring and dissemination</i>	£30,000	£30,000	£30,000				£30,000			£20,000		
<i>D2N2-wide monitoring + evaluation</i>	£50,000	£30,000	£5,000		£25,000		£30,000					
Totals	£4,122,000	£2,935,000	£997,000	£995,000	£943,000	£1,124,000	£1,661,000	£150,000	£156,000	£488,000	£25,000	£518,000
Total DfT grant funding		£2,935,000										
Total LTA match funding (revenue)		£669,000										
% match funding contribution		16%										
Total third party contributions		£518,000										
% third party contributions		13%										
Total funding package		£4,122,000										

Note not all of DCC allocation will be directly awarded to DCC:
The DCC allocation for Personalised Travel Planning (PTP) elements of Measures A1: HH PTP £80k, B1: Employee PTP £30k B2: Jobseeker PTP £93k = £203k total will be within jointly managed contracts with budget held by NCC.
Nottinghamshire County Council – please see App B, Table 1, A1 for explanation of the up to £390k award

Appendix B: Table 1: Nottingham Derby Access Fund Procurement and Commissioning Strategy

Proposed procurement approach for each project	Value £k
Workstrand A: Metro Connected Communities	
<p>A1: Household Personalised Travel Planning (PTP) in Air Quality Areas for 30,000 households (7,000 in Derby and 23,000 in Nottingham Urban Area)</p> <ul style="list-style-type: none"> Household PTP has previously delivered for Nottinghamshire County Council by AECOM in partnership with ITP Consultants for independent evaluation through the Midlands Highways Alliance framework contract Professional Services Partnership 2 (PSP2). This approach has been recognised as good practice. PSP2 can be used in 20017/18 – 2019/20 by all partner authorities. Upper limit on the contract is the OJEU limit of £350 million so capacity to include this programme. Option for Notts CC to manage overall delivery on behalf of the bid partnership to co-ordinate delivery with wider PTP work for Notts CC Access Fund programme through a direct award to NottsCC of shared project budget of up to £390k. (Note remaining £25k of total £415k project budget is Notts CC local contribution.) This approach provides economies of scale and enables use of the same experienced field team across Nottingham and Derby. A proportion of the allocated project budget is for travel taster offers, print and marketing materials provided to participating households. There is the option for each LA partner to produce the information packs in-house or to source via the consultants. 	<p>Up to £415k = £84k:£208k: £123k</p>
A2: Community Active Travel Services:	
<p>A2a: Establish regular Cycle Centres in communities in Nottingham with low level of physical activity.</p> <ul style="list-style-type: none"> The project will provide a rolling programme of pop-up cycle support services (such as led rides, cycling skills, Dr Bike, bike recycling and bike maintenance) in eight locations (2 per Cycle City corridor). The project will run for 3 years with activities focused in the April to October period due to the seasonal nature of cycling. The commissioning strategy is for Nottingham City Council to let a tender for provision of a menu of community based cycling services for 3 years. The successful provider to be appointed through delegated approval by Deputy Chief Executive/Corporate Director for Development and Growth. 	<p>£100k = £30k:£35k:£35k</p>
<p>A2b: Small scale trial of 6 electric bikes in Nottingham as part of Citycard Cycle fleet including conversion/upgrade of electronic docking stations in 3 locations</p> <ul style="list-style-type: none"> Hourbike is currently the procured supplier for the Citycard Cycles infrastructure including the installation of 7 new electronic docking stations. (Value of works to install electronic docking stations in 2016/17 = £100k). The EV bike trial needs to be compatible with existing system and budget allocation is based on conversion of 3 docking stations to provide charging facilities for 2 Ebikes per location and provision of 6 Ebikes. The commissioning strategy is a dispensation from with Contract Procedure Rule 5.1.1 in accordance with Financial Regulation (3.29) (Operational Issues) to allow for contract extension of £16k to the current Hourbike contract for conversion of the electronic docking stations installed by this supplier. The new electric bikes to be tendered for if they cannot be sourced through the existing provider. 	<p>£16k in Yr1</p>
<p>A3: Creating an active travel culture: Enhance engagement opportunities through existing active travel events such as mass participation cycle events and British Cycling rides programme and a programme of engagement, communications, events, and bespoke cyclist and driver training.</p> <ul style="list-style-type: none"> The active travel events programme will be delivered in house by NCC Communities and Leisure through existing partnerships. Existing relationships with British Cycling and other partners are already established with events programmed in 2017/18 to 2019/20. Additional services to support delivery such as temporary event cycle parking, driver and cyclist training and specialist workshops can be bought in from local providers appointed through a tender process. Successful providers to be appointed through delegated approval by Corporate Director for City Development. 	<p>£200k = £82k:£70k:£48k</p>
Workstrand B: Metro Jobs	
B1: Travel options business service	
<ul style="list-style-type: none"> B1a: Travel plan engagement and support offer for Push Pull Phase 2, Broadmarsh and NHS, social care and Health and Wellbeing Board partners in Nottingham. Overall project value £345k: This will include the DEFRA Air Quality Grant for the Ultra Low Emission Fleet (ULEF) programme in 2017/18 (value £140k) 	<p>Maximum value of value of external service delivery = £280k</p>

Proposed procurement approach for each project	Value £k
<p>and a business engagement programme for the Broadmarsh redevelopment to be delivered in-house by NCC Traffic and Safety (value £65k = £30k:£25k:£10k)</p> <ul style="list-style-type: none"> The programme will be delivered as a single business support service combined with WPL and OLEV business support programmes co-ordinated through the Transport Strategy Team. The commissioning strategy will be to tender for an external support to provide business engagement activities, events and travel promotion services working in partnership with NCC up to the value of £280k. Successful providers to be appointed through delegated approval by Corporate Director for City Development. 	£140k:£70k:£70k
<p>B1b: Employee personalised travel planning (PTP) for 30 businesses (10 per annum) in Nottingham and Derby for selected businesses supported through measure B1a.</p> <ul style="list-style-type: none"> The commissioning strategy is to for NCC to let a tender for a single external provider to provide PTP services in Nottingham and Derby. Option to combine tenders for B1a and B1b and let as single contract up to value of £340k. 	£20k pa = £60k (Split £30k:£30k Nottm:Derby)
B2: Jobseeker Travel Support	
<p>B2a: Jobseeker Travel Support Referral Service</p> <ul style="list-style-type: none"> Personalised travel planning and travel support referral service including communications, marketing, and outcomes monitoring and evaluation to run in Derby City and Nottingham City for 3yrs. Activities in Nottingham in Year 1 would be designed to complement the EU ESIF funded Youth Employment Initiative Nottingham Gets2 Work and initially target the 29yrs + cohorts before rolling out more widely in April 2018 after close of YEI programme. Sustrans have pioneered and delivered similar jobseeker cycle programmes in Nottingham and Derby (Jobseeker BikeIT, LSTF Community Hubs jobseeker support in partnership with Sustainable Travel Collective (STC)). Sustrans in partnership with STC, supported by NCC, have secured EU ESIF funded Youth Employment Initiative (YEI) from DWP to continue provide jobseeker travel support services for eligible individuals in the 16-29 years cohort in Nottingham City through the Nottingham Gets to Work programme until March 2018. The Access Fund would provide funding to continue the PTP and cycle elements of the YEI offer in Nottingham City for a further 2 years. Therefore Sustrans already have the necessary relationships with local employment service providers, processes and services in place established through the LSTF and YEI programmes to mobilise quickly. The procurement strategy is a dispensation from Contract Procedure Rule 5.1.2 in accordance with Financial Regulation (3.29) (Operational Issues) to allow for direct grant funding award to Sustrans to provide the referral/personalised journey planning on basis of this being a tailor-made offer building on previous successful jobseeker support programmes in Nottingham and Derby (Jobseeker Bikelt) and current YEI programme. This approach would offer best value by capitalising on established relationships and, local partnerships with local employment support organisations providing time savings and service continuity. 	£155k= £51k:£52k:£52k (Delivered as joint service under single contract, indicative funding split £93k:£62k DCC:NCC)
<p>B2b: Jobseeker Travel Support intervention budget for Nottingham City only</p> <ul style="list-style-type: none"> This measure provides the end referral services to address travel barriers for eligible jobseekers in Nottingham City identified under Measure B2a. The range of services provided would focus on travel information and active travel options and include journey buddying, cycle training, cycle skills sessions, recycle bikes, cycle maintenance and Build A Bike courses. The commissioning strategy is for NCC to let a tender for a framework contract for a menu of cycle skills services in Nottingham with local providers. Providers would be contracted on a per head basis using a schedule of rates depending on the demand for the different activities to meet the individual travel needs of the clients in Nottingham City referred from Measure B2a.(NB DCC would provide the equivalent service in Derby to support Measure B2a through in-house delivery and existing contractual arrangements and the allocation for this element is included within the £921k to be directly awarded to DCC.) 	£120k = £20k:£50k:£50k
B3: Supporting low carbon business innovation	
<p>B3a: Clean Air Delivery pilot comprising setting up a Last Mile Delivery Hub at Park and Ride site in Nottingham along with Community Click and Collect network from NCC community venues plus monitoring and evaluation in partnership with Nottingham University to establish business case for establishing a future Clean Air Delivery Hub at Toton Park and Ride linked to NET.</p>	£136k = £41k:£42k:£53k

Proposed procurement approach for each project	Value £k
<ul style="list-style-type: none"> The commissioning strategy is a dispensation from Contract Procedure Rule 5.1.2 in accordance with Financial Regulation (3.29) (Operational Issues) to allow for a direct award to WEGO zero carbon courier company to pilot this project. The project directly complements the EU funded Remourban community last mile delivery pilot in Sneinton which has been subcontracted to WEGO by Nottingham Energy Partnership. Piloting this approach to provide a last mile delivery service to support city centre independent retailers would demonstrate the viability of a zero emission freight hub and encourage other conventional couriers to invest in low emission delivery vehicles complementing activities under the GUL programme and work towards implementation of the Clean Air Zone. There is opportunity to include concessions on Last Mile Deliveries and Community Click and Collect parcel services within the pilot phase. 	
<p>B3b. Cycling Excellence Programme:</p> <ul style="list-style-type: none"> Networking and good practice sharing including resource to support bid to host Cycle City conference in 2019 to be delivered by in-house team at NCC. 	<p>£52k = £15k:£15k:£22k</p>
Workstrand C: Programme Management	
<p>Programme coordination</p> <ul style="list-style-type: none"> As lead authority, Nottingham City Council will take responsibility for programme coordination, financial management and project delivery. The grant funding provides resources for three designated posts for programme coordination, project management and communications and marketing activities, to be recruited. Each LTA's programme activities will be managed at the local level using in-house resources in Nottingham CC and Derby CC with shared delivery where highlighted above. This funding supports in-house teams and no procurement is required. 	<p>£530k (£380k for NCC & £150k for DCC)</p>
<p>Monitoring and evaluation</p> <ul style="list-style-type: none"> Nottingham CC as lead authority will hold the budget for monitoring and evaluation activities. Strategic monitoring activities will draw on in-house survey and data teams of the respective partner LTAs. Additional independent evaluation expertise including preparation of monitoring framework to support programme set up in 2017/18 and end of programme evaluation report in 2019/20 will be procured through tender (value up to £30k). The City Council will coordinate and oversee the ULEF monitoring and dissemination activities in 2017/18 for Measure B1: Business ULEF support package. A suitable provider of will be procured through tender (value up to £30k). As this will require different technical expertise to the overall programme evaluation this element will be procured separately to the main evaluation contract, although the outcomes of the ULEF evaluation will be included in the overall programme evaluation. Successful providers for monitoring and independent evaluation activities to be appointed through delegated approval by Corporate Director for City Development. 	<p>2 x £30k = £35k:£0k:£25k</p>

Note: Access Fund – Derby City elements

£921k of the Access Fund programme will be directly delivered and commissioned by Derby City Council who will be responsible for procurement of any external providers for these elements. Funding for these measures will be transferred to DCC on an annual basis (£307k per annum) with appropriate Memorandum Of Understandings and Service Level Agreements in place to manage performance and ensure delivery towards shared programme targets.

The DCC allocation for Personalised Travel Planning (PTP) elements of Measures A1: HH PTP £80k, B1: Employee PTP £30k B2: Jobseeker PTP £93k comprising £203k in total will be managed through joint projects using the contractual and commissioning routes set out in Table 1 above, with the budget held by NCC.



Department
for Transport

James Ashton
Nottingham City Council
Transport Strategy, Development and
Growth, Loxley House,
Station Street,
Nottingham, NG2 3NG

James.Ashton@nottinghamcity.gov.uk

Pauline Reeves
DEPUTY DIRECTOR, SUSTAINABLE ACCESSIBLE
TRAVEL
DEPARTMENT FOR TRANSPORT
GREAT MINSTER HOUSE
33 HORSEFERRY ROAD
LONDON
SW1P 4DR

DIRECT LINE: 020 79444 2470

Web Site: www.dft.gov.uk

14 December 2016

James Ashton,

Nottingham Derby Access 2016/17 - 2019/20

I am pleased to inform you that Ministers have approved funding for the above named bid to the Access Fund, which closed on the 9th September 2016. We received a very healthy response to the competition and a large number of bids, which Ministers fully considered before arriving at their decisions.

It was felt this was a particularly strong bid, with a clear strategic narrative setting out how it will deliver against the fund's primary objectives of supporting the local economy by supporting access to new and existing employment, education and training as well as active promotion of increased levels of physical activity through walking and /or cycling.

The bid also demonstrated good understanding and consideration of air quality and / or carbon emissions, as well as the provision of solutions to the challenges faced by traffic congestion.

We are providing you early notification to enable business and resource planning in light of our previous commitment to notify local authorities of the outcome in December 2016. **This information is provided under strict embargo rules and will be announced formally in the New Year, it should not be shared more widely until we have notified you of the official announcement.**

Should you have any questions over the decision process, please email sat.programmes@dft.qsi.gov.uk in the first instance. Alternatively, for urgent enquiries, please contact Rabina Nawaz on 020 7944 3395, however **please note that any requests for additional feedback must be submitted in writing.**

The Department's funding contribution to the project will be paid as a revenue grant on the basis of the expenditure profile set out in your bid document. There will be no opportunity to carry forward any unspent funds into subsequent financial years.

We will write to you shortly with a formal offer of grant under Section 31 of the Local Government Act 2003. The letter will include the full terms and conditions under which the grant is to be provided. These conditions will include accepting full financial responsibility for the project going forward and working with the Department to provide a proportionate level of monitoring and evaluation. You will be asked to formally confirm agreement to these conditions in writing.

Thank you for taking the time to develop your bid for the Access Fund competition. My team and I look forward to working with you and we wish you every success in implementing the project and realising the benefits for your local communities.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Pauline', with a long horizontal flourish extending to the right.

Pauline Reeves



Department
for Environment
Food & Rural Affairs



Department
for Transport

Nottingham City Council,
Loxley House,
Station Street,
Nottingham
NG2 3NG

21/02/2017

Dear Richard Taylor

Funding awarded through the Air Quality Grant

I am writing to confirm I have received clearance to make a revenue grant payment of £200,000.00 (two hundred thousand pounds) to Nottingham City Council under Section 31 of the Local Government Act 2003. I attach a signed Grant Determination Form.

This funding will enable you to carry out the proposal you submitted for the Air Quality Grant 2016/17 in line with the specifications detailed in your bid, in Annex A. Please note the guidance in the invitation to apply relating to expected delivery outcomes. In particular I draw your attention to section 1 in regard to fund objectives, reporting and review meetings, intellectual property rights, project expenditure and freedom of information.

If you have any questions regarding this letter, please do not hesitate to contact Andreas Hansen (tel: 020856 54341, Andreas.Hansen@defra.gsi.gov.uk)

Your acceptance of the award of this grant payment will be made by electronic signature carried out in accordance with the 1999 EU Directive 99/93 (Community framework for electronic signatures) and the UK Electronic Communications Act 2000. Acceptance of the offer comprised in this Agreement must be made within 7 days from the date of this Award Letter and the Agreement is formed on the date on which the Authority communicates acceptance on the Recipient's electronic contract management system ("Bravo"). No other form of acknowledgement will be accepted. Please remember to quote the reference number in any future communications relating to this grant.

Signed by

Susanna May

HEAD OF THE JOINT AIR QUALITY UNIT

Grant Determination Form

Air Quality Grant: No. 31/2940

The Secretary of State at the Department for Environment, Food and Rural Affairs, in exercise of the powers conferred by section 31 of the Local Government Act 2003, makes the following determination:

Citation

1) This determination may be cited as Air Quality Grant: No. 31/2940 (23494 – NOT1)

Purpose of the grant

2) The purpose of the grant is to provide support to local authorities in England to develop and/or implement measures to improve local air quality. Specifically, projects should contribute to reductions in air pollutant emissions and/or concentrations in areas in current and projected exceedance of the legal limits in the shortest time possible.

Determination

3) The Minister determines as the authority to which the grant is to be paid, and the amount of grant to be paid, the authority and the amount set out in Annex A.

Treasury consent

4) Before making this determination in relation to the local authorities in England, the Minister obtained the consent of the Treasury.

Signed by authority of the Secretary of State for Environment, Food and Rural Affairs

Susanna May

Head of Joint Air Quality Unit

21/02/2017

Appendix D – Nottingham and Derby Access Fund Equality Impact Assessment

Title of EIA/ DDM: Nottingham and Derby Access Fund
Department: Development and Growth
Service Area: Transport Strategy

Name of Author: Jennie Maybury
Director: Peter Price
Strategic Budget: No

Brief description of proposal / policy / service being assessed:

This EIA has been undertaken on the proposals detailed in the Nottingham and Derby Access Fund bid 2017/18 – 2019/20 including the Ultra Low Emission Fleet (ULEF) Air Quality Grant programme in year 1. The programme covers the Nottingham urban area and Derby City and comprises on two complementary work strands:

Metro Connected Communities: Projects and services to improve air quality and public health by embedding sustainable and active travel behaviour using cycling as a catalyst to enhance the two cities' leisure and cultural offer. Activities will be focussed in communities within air quality hotspots and key investment corridors to support introduction of the Clean Air Zones. The Metro Connected Communities workstrand will work at three levels by:

A1: Household Personalised Travel Planning*: Targeting 30,000 individual households across Nottingham urban area and Derby in areas of higher levels of car ownership and air quality concern to promote sustainable travel behaviour change

A2: Community Active Travel Services: Providing local active travel support services such as cycle training, walks, rides, bike maintenance skills courses in communities with low levels of physical activity and high levels of health inequalities to engage and encourage families to do more walking and cycling.

A3: Creating an Active Travel Culture: Working in partnership with British Cycling to support mass participation programmes to maximising the potential of citywide and national cycling events and elite rides programmes to reach out to people and encourage participation along with programmes of specialist driver and cyclist training.

Metro Jobs: Projects and services support local economic development by improving access to work, jobs and skills with programmes to support employers and those seeking employment, as well as business innovation and development of skills in the sustainable transport sector:

B1: Travel Options Business Service: Targeted workplace travel plan support packages supporting 150 employers focused in key investment areas in the two cities (NG2, Science Park, Nottingham Business Parks, Broadmarsh and health care providers in Nottingham, Infinity Park area in Derby) and working with NHS partners in Nottingham City. An enhanced offer of Personalised Travel Planning* for employees will be targeted at 10 key organisations per year. In 2017/18 this programme will specifically provide additional Ultra Low Emission Vehicle (ULEV) promotion measures to healthcare organisations and other Health and Wellbeing Board partners in Nottingham located in air pollution hotspots to provide a structured Action Plan approach to support the transition to ULEVs;

B2: Jobseeker One Stop Personalised Travel Planning* & Referral Service: A bespoke jobseeker travel support package underpinned by targeted PTP offering a menu of support solutions for jobseekers using Personal Journey Planning to identify support packages from to address individual travel barriers helping to connect people to jobs (such as Journey buddying; Cycle training; Bike skills/qualifications; Build a Bike offers, Cycle loan/recycled bike) will support 2,500 jobseeker into work across the two cities.

B3: Supporting low carbon business innovation including piloting a Clean Air Last Mile Delivery Hub and Community Click & Collect network using low emission delivery vehicles and improving professional and technical skills in the transport industry through local, regional national and European partnership working around cycling excellence.

** Personal Travel Planning (PTP) is an established behavioural change technique that delivers information, incentives and motivation to individuals on a one to one basis in order to raise awareness of travel options specific to that individual's needs to help them make sustainable travel choices instead of choosing to travel by car. Versions of this approach have been developed for households, employees and jobseekers.*

Information used to analyse the effects on equality:

Information used to analyse the effects of the Bid measures on the equality groups was derived from:

- Census data
- Unemployment data
- Mosaic data
- Joint Strategic Needs Assessment for Nottingham and Nottinghamshire
- Local Transport Plan consultation

In addition, evidence of delivery and learning from delivery of the Nottingham and Derby programmes funded through the Local Sustainable Transport Fund have also been drawn from.

	Could particularly benefit X	May adversely impact X	How different groups could be affected (Summary of impacts)	Details of actions to reduce negative or increase positive impact (or why action isn't possible)
People from different ethnic groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The measures will be aimed at all service users in the communities and businesses targeted (including the highlighted Equality Groups). For those accessing the programme there should be positive:</p> <ul style="list-style-type: none"> • Economic impacts (and the associated social, health and well-being benefits) through enabling the unemployed into work • Health impacts through encouraging people to walk and cycle and through improvements to air quality. <p>The programme aims to address the barriers that prevent people from adopting more sustainable and low emission travel options and so will enhance available transport services for all groups including:</p> <ul style="list-style-type: none"> • Helping those in low income households to broaden their travel horizons with access to cycle training, cycle maintenance and buddying located to support cycling in communities with low levels of activity/ lower income areas. • Helping those who are unemployed to broaden their travel horizons to access jobs and training through the jobseeker travel support service (e.g journey buddying, cycle training, cycle loan) 	<p>Services will be delivered in the local areas (e.g local cycle centres and community level events and personalised journey planning for households) This will make it easier for those with a disability or limited mobility to participate. The delivery model will also promote community cohesion by enabling people of all groups to access the services and travel confidently.</p> <p>Promotional events and training will accommodate any specific needs for particular groups of users (e.g. age related, ethnic, gender, religious/faith groups, LGBT).</p> <p>Activities providing transport information will be publicised in ways that are accessible to all groups, e.g. ethnic groups whose first language is not English, disabled people.</p> <p>The bid proposals (e.g. personalised travel planning (PTP) for households, jobseekers and employees) may be able to identify measures that could help to improve safety and reduce hate crime against groups (ethnic, gender, LGBT, faith) whilst using sustainable transport modes.</p> <p>Affected protected groups who are most</p>
Men	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Women	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Disabled people or carers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>		
People of different faiths/ beliefs and those with none.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Lesbian, gay or bisexual people.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Older	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Younger	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).				
<i>Please underline the group(s) /issue more adversely affected or which benefits.</i>	<input type="checkbox"/>	<input type="checkbox"/>		

- Providing skills training linked to cycling for jobseekers (e.g. bike skills/qualifications)
- Helping those in employment enhance their travel options including more sustainable forms of travel which could improve their health.
- Sustainable transport promotion and events for both local residents and businesses to encourage healthy, active lifestyles.
- Cyclist and driver training packages will benefit all road users and enable people to cycle encouraging healthy, active lifestyles.
- Improvements in air quality will improve conditions for children and from those with respiratory disorders

The proposed package of measures detailed within the Nottingham Derby Access Fund 2017/18- 2019/20 and the ULEF Air Quality Grant 2017/18 bids will particularly positively impact on:

- Unemployed people
- People from low income households

likely to benefit from the programme (in particular disabled people) should be consulted throughout the lifespan of any project to ensure their views, needs and specific considerations are met.

The activities in this programme will be complemented by existing projects including the continued partnership working with the RNIB on confidence building and travel training for vulnerable users (including those with physical and learning disabilities) to support and encourage users to travel by public transport, ensuring inclusive accessibility to travel options and services.

Outcome(s) of equality impact assessment:

- No major change needed •Adjust the policy/proposal •Adverse impact but continue
 •Stop and remove the policy/proposal

Arrangements for future monitoring of equality impact of this proposal / policy / service:

Programme level and project level monitoring will include take-up of services by different groups.

Approved by (manager signature):

James Ashton
James.ashton@nottinghamcity.gov.uk
 0115 8763093

Date sent to equality team for publishing:

First Draft sent 27/08/2016
 EIA updated 01/03/2017

Send document or link to:
equalityanddiversityteam@nottinghamcity.gov.uk

Subject:	Contract for Locallink L10, L11 and L14 Bus Services
Corporate Director(s)/Director(s):	Peter Price, Director of Traffic and Transport David Bishop, Corporate Director of Development and Growth
Portfolio Holder(s):	Cllr Nick McDonald, Portfolio Holder for Business, Growth and Transport
Report author and contact details:	Mark Garlick, Public Transport Operations, mark.garlick@nottinghamcity.gov.uk , 0115 876 4675
Subject to call-in:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Key Decision:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Criteria for Key Decision:	
(a)	<input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision
and/or	
(b)	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 checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Total value of the decision:	£2,000,000
Wards affected:	Aspley, Bestwood, Bilborough, Bulwell, Bulwell Forest, Leen Valley, Radford and Park, Wollaton East and Lenton Abbey, Wollaton West
Date of consultation with Portfolio Holder(s):	1 March 2017
Relevant Council Plan Key Theme:	
Strategic Regeneration and Development	<input type="checkbox"/>
Schools	<input type="checkbox"/>
Planning and Housing	<input type="checkbox"/>
Community Services	<input type="checkbox"/>
Energy, Sustainability and Customer	<input type="checkbox"/>
Jobs, Growth and Transport	<input checked="" type="checkbox"/>
Adults, Health and Community Sector	<input type="checkbox"/>
Children, Early Intervention and Early Years	<input type="checkbox"/>
Leisure and Culture	<input type="checkbox"/>
Resources and Neighbourhood Regeneration	<input type="checkbox"/>
Summary of issues (including benefits to citizens/service users):	
<p>It is necessary to commence the procurement and to award a contract, for the operation of the L10, L11 and L14 bus services early, following receipt of a notice to terminate delivery of the services by the existing contractor.</p> <p>These services carry 370,000 passengers each year. This is made up of Cash Fares (22%), Multi-operator tickets (16%) and Concessionary passholders (62%)</p> <p><u>The main concerns</u> Nottingham City Transport, the existing contractor, has served notice to terminate these services which were not due to terminate until this summer. A break in service prior to the re-tender would remove the links to job, shops and services within the City and lead to disruption for passengers which the Council wishes to avoid.</p> <p>Due to the short notice involved, it is proposed that an emergency contract is awarded until the formal tender can proceed. This involves a direct award to Nottingham Community Transport as an experienced, reliable, reputable operator.</p> <p>The award of the emergency contract was discussed at the Portfolio Holder meeting of 2 March</p>	

2017.

Areas that are served only by these services:

L10

Elvaston Road, Lambourne Drive, Torvill Drive, Grangewood Road (Wollaton West)

L11

Melbourne Road (Aspley), Bar Lane (Basford), Dennis Avenue (Wollaton East and Lenton Abbey).

Local orbital links that are not otherwise available to Bulwell, Beeston, Arnold and Bilborough shopping areas (Bestwood, Bilborough, Bulwell, Bulwell Forest Wards).

L14

North Gate and Perry Road (Berridge); Heathfield Estate, Arnold Road and Park Lane (Basford); Brooklyn Road (Bulwell Forest).

Exempt information: State 'None' or complete the following

An appendix to the report is exempt from publication under paragraph 5 of Schedule 12A to the Local Government Act 1972 because it contains confidential information which is subject to **legal professional privilege** and, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. It is not in the public interest to disclose this information because to disclose confidential legal advice could prejudice the ability of the decision maker to consider the decision and associated advice in its entirety.

Recommendation(s):

- 1 To commence the procurement process for the Locallink bus services and to delegate authority to the Corporate Director of Development and Growth to award and sign the contracts for the operation of bus services L10, L11 and L14 for up to 5 years (2+1+1+1). This will be subject to the contract costs being within the estimated spend identified within this report.**
- 2 In accordance with financial regulation 3.29 to dispense with the provisions of contract procedure rule 5.1.2, to award a contract to Nottingham Community Transport for an interim period whilst the procurement process is undertaken for a new supplier of the services and agree to the spend of up to £200,000 between 30 April and October 2017.**

1 REASONS FOR RECOMMENDATIONS

1.1 To continue the services, without disruption for passengers. To cover the period between 30 April 2017 and the formal tender (to October 2017), it is necessary to direct award the operating contract to Nottingham Community Transport on an emergency, De-minimis, contract basis. Nottingham City Transport Ltd gave notice on these contracts on 18 February 2017 and sufficient time was not available to complete a full tender process. Dispensation from financial regulations has been requested to cover this period between 30 April and October.

1.2 A new provider will be identified following the outcome of the tender process.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 The Linkbus network comprises of 40 bus routes, established with external partners, to provide access to workplaces, health, education and district centres. It carries about 5 million passengers a year.
- 2.2 To enable all parts of the City to have given public transport accessibility to vital services, reflecting the fact that over half its residents have no access to a car.
- 2.3 They are disproportionately used by those with mobility issues and, as such, save the City Council and Health sector from more expensive forms of specialist transport, including Easilink (Dial-a-Ride).
- 2.4 They are fully integrated with all other bus and tram services, thus making those services commercially viable and free from Council subsidy.
- 2.5 They are being increasingly used by those accessing larger, more dispersed health and shopping facilities, as surgeries and food shops merge into larger, more remotely located facilities.
- 2.6 The Linkbus network forms part of an integrated network of services that school and college students can use with one ticket. There are no longer any specialist, expensive bus services dedicated to the sector, having been withdrawn as part of previous strategic choice savings.
- 2.7 All Linkbus service contracts are fully monitored throughout their contract for usage and performance.
- 2.8 The use of electric buses is a key factor in meeting the Council's cost saving targets, within the Public Transport Big Ticket, and to meeting its carbon reduction commitment.
- 2.9 The total cost of running the contract is expected to be £2,000,000 in total. This is based on running for 5 years.
- 2.10 The cost of providing the services, on an emergency contract basis for the temporary 6 months between 30 April and October 2017 is expected to be £200,000. The value of this temporary contract is effectively covered by Delegated Decision 2131 (dated 14 August 2015) which authorised the procurement of these services for 2 years from 25 October 2015 to 2017 but this decision seeks approval for the interim delivery of these services by Nottingham Community Transport whilst a new procurement is undertaken

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Withdrawing services due to rising cost was rejected as it would lead to disruption for passengers and the removal of access to public transport from some areas of the City, where commercial services would be more than 400m away from residents and workplaces. This had already been considered and discounted within Executive Board decisions of 20 March 2012 and 21 May 2013, associated with the approval to purchase electric buses. It was also considered and rejected in favour of other savings options now approved and being implemented within the Public Transport Big Ticket.

4 FINANCE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 4.1 The actual cost of the contract for the operation of the 3 bus services identified in this report over the next 5 years will not be known until the procurement exercise is completed. It is anticipated that the new contract value will be contained within existing Public Transport budgets. Should the contract exceed the current £2m, the cost will need to be contained within the service.

5 LEGAL AND PROCUREMENT COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

5.1 Legal advice is provided in an exempt appendix. The procurement advice echoes the comments made in the exempt legal appendix;

6 STRATEGIC ASSETS & PROPERTY COMMENTS (FOR DECISIONS RELATING TO ALL PROPERTY ASSETS AND ASSOCIATED INFRASTRUCTURE)

6.1 None.

7 SOCIAL VALUE CONSIDERATIONS

7.1 Withdrawing the services due to rising costs was rejected as it would lead to disruption for passengers and the removal of access to public transport from some areas of the City, where commercial services would be more than 400m away from residents.

8 REGARD TO THE NHS CONSTITUTION

8.1 Not applicable.

9 EQUALITY IMPACT ASSESSMENT (EIA)

9.1 Has the equality impact of the proposals in this report been assessed?

No



An EIA is not required because: The report does not contain proposals for new or changing policies, services or functions, financial decisions or decisions about implementation of policies development outside the Council. (Please explain why an EIA is not necessary)

10 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

10.1 Not applicable

11 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

11.1 Not applicable

12 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

12.1 Andy Gibbons, Head of Public Transport (0115 876 4674),
andy.gibbons@nottinghamcity.gov.uk

12.2 Dionne Screaton, Legal (0115 876 2769), dionne.screaton@nottinghamcity.gov.uk

12.3 Paul Ritchie, Procurement (0115 876 4194), paul.ritchie@nottinghamcity.gov.uk

12.4 Susan Tytherleigh, Finance (0115 876 4219),
susan.tytherleigh@nottinghamcity.gov.uk

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