

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	3827
Author:	Mark Garlick
Department:	Development and Growth
Contact:	Mark Garlick (Job Title: Team Leader: Public Transport Operations, Email: mark.garlick@nottinghamcity.gov.uk, Phone: 01158764675)
Subject:	Re-tender of the A1 and A2 Bus Services, that serve schools in North West Nottingham
Total Value:	£650,000 (Type: Revenue)
Decision Being Taken:	<ol style="list-style-type: none">1) To approve the re-tender of two contract bus services, A1 and A2, that provide links to secondary schools in North West Nottingham;2) To approve the associated spend with the re-tender for a 3+1+1 contract (£650,000 over five years);3) To delegate authority to Chris Carter, Head of Transport Strategy to award and sign the contract following the outcome of the tender process.
Reasons for the Decision(s)	The existing contract for the A1 and A2 bus services that provide links to secondary schools in north west Nottingham will expire in July 2020. A new tender is required to award a contract to provide services from the start of the new school term in September 2020. It is proposed that the contracts are awarded for 3+1+1 years, with a 90 day option to withdraw any service.
Other Options Considered:	Withdrawal of the services is an option, with school pupils making interchange journeys to get to schools in the west of Nottingham, around Beechdale Road. Most of these pupils come from the Basford, Bulwell, Bulwell Forest and Bestwood wards. The removal of the A1 and A2 services would involve long journeys, with interchange in the city centre and at peak travel times. For those reasons it is not a recommended option.
Background Papers:	n/a
Unpublished background papers:	A1 A2 Map.pdf
Published Works:	n/a

Affected Wards:	Basford, Berridge, Bestwood, Bulwell, Bulwell Forest
Colleague / Councillor Interests:	None
Consultations:	Those not consulted are not directly affected by the decision.
Crime and Disorder Implications:	None
Equality:	Please login to the system to view the EIA document: equality-impact-assessment-eia-form_A1 A2 School contracts 2020.doc.docx
Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	23/03/2020
Advice Sought:	Legal, Finance, Procurement, Equality and Diversity
Legal Advice:	<p>The proposals in this report raise no legal issues.</p> <p>The current contract is due to expire and so a new contract is required to ensure continuation of service delivery.</p> <p>An EU compliant tender process will be undertaken to identify the new supplier and so for the reasons given in the report the proposals are supported. Legal colleagues will support the client department along with procurement colleagues as required. Advice provided by Dionne Claire Screatton (Solicitor) on 11/02/2020.</p>
Finance Advice:	<p>This decision seeks approval to re-tender the A1 and A2 school link contract bus services up to a period of 5 years (Sep 20- Aug 25-financial years 20/21- 25/26) - at a cost of £0.650m.</p> <p>The current A1 and A2 bus contracts are met from existing Public Transport Work Link and Tendered Contract Bus Services budget. The actual costs to provide the contract bus services will be known once the tendering exercise is complete and should the costs exceed £0.650m, the additional costs will need to be met from existing budgets within Public Transport. It is the responsibility of the Public Transport department to ensure that a value for money contract is put in place.</p> <p>Advice provided by Roma Patel (Commercial Business Partner) on 11/02/2020.</p>

**Equality and Diversity
Advice:**

The Equality Impact Assessment has been reviewed and, if there is no change to the service being provided, there are no comments to add or amendments to make from an equalities point of view. If there are proposed changes to, for example, route, cost etc. then these would need to be made explicit in the document as these are likely to impact on specific protected characteristics. Please advise if this is the case and resend a copy of the amended EIA Advice provided by Sally Edwards (Equality Diversity & Inclusion Lead) on 22/01/2020.

Procurement Advice:

Procurement colleagues will assist with the tendering exercise to ensure that a fully compliant, value for money contract is put in place. Advice provided by Paul Ritchie (Lead Procurement Officer) on 29/01/2020.

Signatures

Adele Williams (Portfolio Holder for Adult Care & Local Transport)
SIGNED and Dated: 12/03/2020
Chris Henning (Corporate Director for Development and Growth)
SIGNED and Dated: 16/03/2020

School Services

A1

A2



Key to Map

School service **A1**

School service **A2**

Bus route terminus

Bus operates in direction of arrow

Rail line and station



Equality Impact Assessment Form

screenip-sectionA

1. Document Control

1. Control Details

Title:	Re-tender of the A1 and A2 bus service contracts
Author (assigned to Pentana):	Mark Garlick, Public Transport Policy, Transport Strategy
Director:	Chris Henning, Corporate Director of Development and Growth
Department:	Development and Growth
Service Area:	Transport Strategy
Contact details:	mark.garlick@nottinghamcity.gov.uk / 0115 876 4675
Strategic Budget EIA: Y/N	Y
Exempt from publication Y/N	N

2. Document Amendment Record

Version	Author	Date	Approved
1	Mark Garlick	10 January 2020	

3. Contributors/Reviewers

Name	Position	Date
Sally Edwards	Equality and Diversity Consultant, Development and Change	12 February 2020

4. Glossary of Terms

Term	Description
Linkbus	Socially-necessary bus services provided with Council subsidy
Commercial Bus Services	Services provided by bus operators that do not require public subsidy and make an operating profit for that company

[screeintip-sectionB](#)

2. Assessment

1. Brief description of proposal / policy / service being assessed

To retain two bus services, aimed at providing school journeys, with re-tender once the current contract expires. The level of provision will be unaffected.

[screeintip-sectionC](#)

2. Information used to analyse the effects on equality:

These bus services provide direct links for school pupils between the North West of the City of Nottingham, and three schools in the Beechdale Road area. The alternative would be for pupils to make long journeys, changing bus in the city centre at Peak travel times. Two to three double decker buses are allocated to the services, and these run close to capacity on most schooldays.

3. Impacts and Actions:

<u>screeintip-sectionD</u>	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	<input type="checkbox"/>	<input type="checkbox"/>

Men	<input type="checkbox"/>	<input type="checkbox"/>
<u>Women</u>	<input type="checkbox"/>	<input type="checkbox"/>
Trans	<input type="checkbox"/>	<input type="checkbox"/>
<u>Disabled people or carers.</u>	<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 type="checkbox"/>	<input type="checkbox"/>
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Older</u>	<input 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).	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please underline the group(s) /issue more adversely affected or which benefits.</i>		

<p style="text-align: right;"><u>screeentip-sectionE</u></p> <p>How different groups could be affected (Summary of impacts)</p>	<p style="text-align: right;"><u>screeentip-sectionF</u></p> <p>Details of actions to reduce negative or increase positive impact (or why action isn't possible)</p>
<p><u>Young People</u> These two direct bus services are used mainly by young people from North West Nottingham, that are travelling to schools around Beechdale Road.</p> <p><u>Disabled People or Carers</u></p>	<p>1 Actions will need to be uploaded on Pentana.</p> <p>Subject to available budget, aim to continue to provide services, that are aimed at giving direct links for school pupils in North West Nottingham to schools around Beechdale Road.</p> <p>Ongoing monitoring of the bus network:</p>

<p>These direct bus services, that avoid the need for long journeys and interchange in the city centre, are particularly useful to disabled passengers and carers, as they make journeys easier to plan.</p>	<ul style="list-style-type: none"> • Accessibility to public transport services is monitored by Transport Strategy Team, using GIS technology; • Contract Spend monitored on a monthly basis for each service; • Passenger numbers monitored on a monthly basis for each service; • Operational issues and customer issues monitored on a two-monthly basis for each service. <p>Consultation with ward councillors and the Portfolio Holder is ongoing.</p> <p>Information is available, to the public at: https://www.transportnottingham.com/localink/</p> <p>With the caveat that No firm decisions are made on the preferred options for service changes that have been stated, at this time.</p> <p>Once the changes are known, publicity will be put out as leaflets, flyers, online, social media and at stops (electronic and hard copy timetables).</p>
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4. Outcome(s) of equality impact assessment: Tick a box please

<input checked="" type="checkbox"/>	No major change needed	<input type="checkbox"/>	Adjust the policy/proposal
<input type="checkbox"/>	Adverse impact but continue	<input type="checkbox"/>	Stop and remove the policy/proposal

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

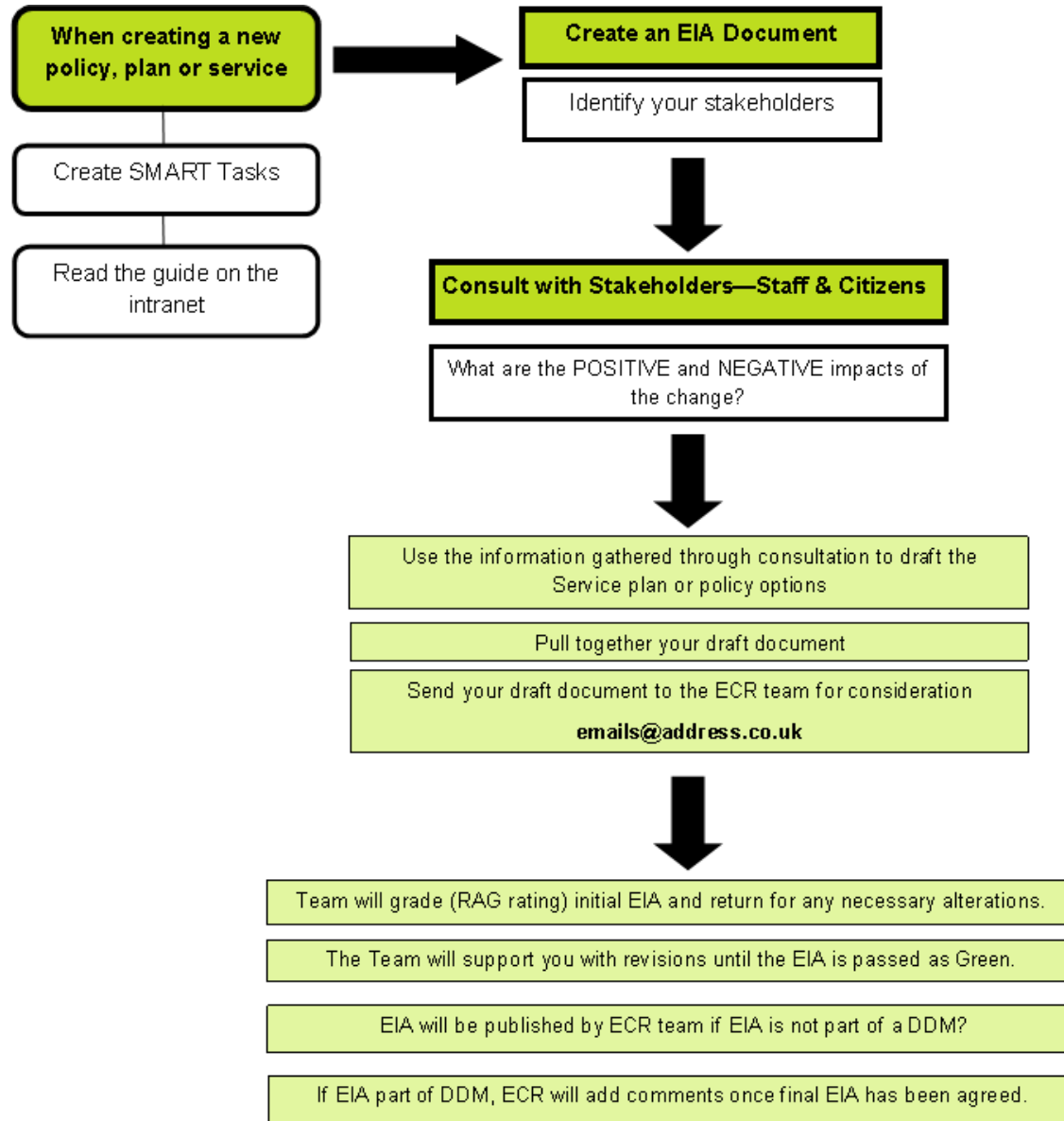
- **Accessibility to public transport services is monitored by Transport Strategy Team, using GIS technology**
- **Contract Spend monitored on a monthly basis for each service**
- **Passenger numbers monitored on a monthly basis for each service**
- **Operational issues and customer issues monitored on a two-monthly basis for each service**

6. Approved by (manager signature) and Date sent to equality team for publishing:

Approving Manager: Chris Carter Head of Service, Transport Strategy chris.carter@nottinghamcity.gov.uk 0115 876 3940	Date sent for scrutiny: 10 January 2020 Send document or Link to: equalityanddiversityteam@nottinghamcity.gov.uk
SRO Approval:	Date of final approval:

Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:

1. Read the guidance and good practice EIA's
<http://intranet.nottinghamcity.gov.uk/media/1924/simple-guide-to-eia.doc>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user-friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly, when this is going to happen.
7. Clearly cross-referenced your impacts with SMART actions.



KEY
EIA— Equality Impact Assessment
ECR— Equality & Community Relations Team
DDM—Delegated Decision Making