



# Department for Transport

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

Rupert Furness  
Active Accessible Travel  
Department for Transport  
Zone 2/14-16  
Great Minster House  
33 Horseferry Road  
London  
SW1P 4DR  
Rupert.furness@dft.gov.uk  
07825 193634  
Web Site: [www.gov.uk/dft](http://www.gov.uk/dft)

28<sup>th</sup> January 2020

Dear Chris,

## Access Fund Extension Grant Award Letter – 2020/21

I am writing to confirm the Department for Transport (DfT) grant funding for your Access Fund Extension project **Nottingham Derby Access 2017/18 - 2019/20**.

Your Access Fund Extension allocation will be paid as revenue grant under Section 31 of the Local Government Act 2003. Your grant allocation for 2020-21 is shown in the table below.

Table 1.

Local Authority	2020/21
Nottingham City Council	£ 912,000

Your grant will be paid in one instalment in April 2020 subject to receipt of your signed grant acceptance slip shown in Annex B.

Your grant is awarded on the understanding that your authority will deliver the objectives as set out in your Access Fund Extension bid. We appreciate that, during implementation, opportunities or challenges may arise that require a change to your project in order for outcomes to be realised to their full potential. Any such changes should be reported to the Department for Transport. However, should the change be substantial enough so as to cease to represent the programme for which funding was awarded, or should your ability to deliver the objectives for which funding was awarded be significantly compromised, the Department reserves the right to withhold, suspend or reclaim any unspent revenue funding.

Please note, future Government Spending Rounds may be subject to performance delivery. This means that poor or non-delivery of bid objectives for this Access Fund Extension may have an impact on how your authority fares in future considerations of performance for funding awards.

For any grant, Government is required to monitor the effectiveness of any public investment. We therefore expect you to have robust monitoring and evaluation plans in place. Monitoring and evaluation requirements remain the responsibility of your authority, and are expected to be undertaken as required to meet your own internal needs. But if you need assistance please contact Jeremy Clarke [jeremy.clarke@dft.gov.uk](mailto:jeremy.clarke@dft.gov.uk) or Frazer Quelch [frazer.quelch@dft.gov.uk](mailto:frazer.quelch@dft.gov.uk).

With regards to assurance, local authorities are public authorities and, by definition, are expected to have robust accounting, monitoring and transparency arrangements in place to allow for appropriate accountability to their communities. The Department has decided that these arrangements should be sufficient to allow for proportionate scrutiny of the Access Fund Extension Grant funding. The Department, however, reserves the right to approach authorities if internal or external auditors require information relevant to their scheme. The authority would be expected to comply with such requests. The Department may also approach your authority to request a visit to your project to review progress. We will notify you if this becomes necessary.

Our Access Fund Extension grant may be subject to State Aid regulations. It is the responsibility of local authorities to satisfy themselves that they are State Aid compliant when using Access Fund Grant funding. Local authorities should ensure that their project teams are versed on State Aid law, as they are better placed to provide support on the operational matters within the authority. Guidance on State Aid is available from: <https://www.gov.uk/state-aid>.

Please now sign and date the grant acceptance slip in Annex B and return it to DfT. We will issue your grant determination letter and make payment in April 2020.

Yours sincerely,



**Rupert Furness**

## **ANNEX A**

### **INFORMATION ON RECEIVING GRANT**

1. The grant will be paid in one instalment in April 2020 subject to receipt of your signed acceptance slip.
2. Our grant may be audited by the Department or external auditors, and if this is the case, the Department will notify your authority in writing. The authority is expected to comply with any such arrangements.
3. It is suggested that claimants familiarise themselves with the Fraud Act 2006 and the Bribery Act 2010 when making claims, and in provision of funding to partner organisations.
4. Personal information collected for grant purposes will be used by the Department for Transport for administering the Access Fund Extension. We may share information for the purposes of countering fraud or otherwise as required or permitted by law.
5. The Department will observe its obligations under the Data Protection Act 1998 in responding to requests made under the Freedom of Information Act 2000. Where a request includes personal information that you have provided, we will consult you before deciding whether such information should be disclosed. Information about junior staff who are not in public facing roles will not normally be disclosed.

**ANNEX B**

Grant Acceptance Slip

I acknowledge receipt of this Access Fund Extension 2020/21 Award letter for **Nottingham Derby Access 2017/18 - 2019/20** project.

And

I accept the grant offer on behalf of **Nottingham City Council** subject to the conditions set out in this letter. I confirm that I am lawfully authorised to do so

Signed.....

Please print name.....

Position.....

Date.....

Please sign and email a scanned copy to [activetravel.pmo@dft.gov.uk](mailto:activetravel.pmo@dft.gov.uk)

## Appendix B: Delegated Decision: Access Fund Continuation programme 2020/21

### 2020/21 Access Fund continuation programme allocations

	Access Fund Project	2020/21 allocation
<b>A:</b>	<b>Metro Connected Communities</b>	
<b>A1</b>	<b>Neighbourhood Personalised Travel Planning (PTP)</b> for up to 7,000 households to support roll-out of E-mobility Hubs (tbc) and EV-car club in Nottingham and A38 works in Derby including associated marcomms and incentives.	£113,000
<b>A2</b>	Continue <b>Community Cycle Centres</b> programme in Nottingham providing pop-up cycle support services (led rides, cycling skills, Dr Bike, bike recycling, bike maintenance) in three locations.	£27,000
<b>A3</b>	<b>Extend e-bikes pool loan</b> pilot project in Nottingham	£16,000
<b>A4</b>	<b>British Cycling partnership/rides</b> , schools and sports programmes in Nottingham	£25,000
<b>A5</b>	<b>Active Travel Love2Ride Workplace Challenge</b> in Derby and Nottingham	£45,000
<b>A6</b>	<b>Community engagement</b> project support activities in Derby	£20,000
<b>A7</b>	<b>Adult Cycle Training in Derby</b> (business and communities)	£30,000
<b>B:</b>	<b>Metro Connected Jobs and Skills</b>	
<b>B1</b>	<b>Jobseeker personalised travel planning (PTP) and referral service</b> in Nottingham and Derby incl comms, marketing, evaluation.	£115,000
<b>B2</b>	<b>Jobseeker travel support package for Nottingham City</b> comprising cycle training, Dr Bike, bike mechanic training, BuildaBike course (Tender CPU3019 Lots 4,5,6) and recycled bikes	£50,000
<b>B3</b>	<b>Jobseeker travel support package for Derby City</b> comprising cycle training, Dr Bike, recycled bikes, Wheels2Work	£50,000
<b>B4</b>	Workplace Personalised Travel Planning (PTP) in Nott'm & Derby and <b>staff travel events package</b> for Nottingham businesses (Tender CPU3019 Lot 1)	£60,000
<b>B5</b>	<b>Active Travel support services for Nottingham businesses</b> (Tender CPU3019 Lot 2)	£25,000
<b>B6</b>	<b>Cycle awareness training for professional drivers</b> including incentives package for self-employed drivers (Tender CPU3019 Lot 3)	£34,000
<b>B7</b>	<b>Business engagement and travel planning activities</b> in Derby	£67,000
<b>C:</b>	<b>Programme management</b>	
<b>C1</b>	Access Fund programme co-ordination including NCC project management and travel behaviour change marcomms activities	£170,000
<b>C2</b>	Programme monitoring & evaluation	£15,000
<b>C3</b>	Derby City programme coordination	£50,000
<b>Total grant award</b>		<b>£912,000</b>
<b>Direct award to Derby CC for DCC led projects (within above allocations)</b>		<b>£262,000</b>

Joint Nottingham Derby project contract managed by NCC

Joint Nottingham Derby project contract managed by DCC

Derby City specific projects

## Appendix C: Nottingham Derby Access Fund 2020/21 continuation programme

### Procurement and Commissioning Strategy

Proposed procurement approach for continuation projects		Value £k 17/18- 19/20	Value £k 20/21	Total £k
<b>Workstream A: Metro Connected Communities:</b>				
<b>A1</b>	<b>Household Personalised Travel Planning (PTP)</b> for up to 7,000 households (Derby and Nottingham)	£403k	£113k	<b>£516k</b>
	<ul style="list-style-type: none"> <li>Household PTP in 2018 - 2020 was delivered for Nottingham City Council and Derby City Council in partnership with Nottinghamshire County Council by AECOM with ITP Consultants as sub-contractors for independent evaluation through the Midlands Highways Alliance (MHA) framework contract Professional Services Partnership 2 and 3 (PSP2 and PSP3).</li> <li>PSP3 framework commenced on 29 April 2019 and can be used in 2020/21 by all partner authorities. AECOM in partnership with ITP continue to be suppliers for PTP under this framework. (<a href="https://www.mhaweb.org.uk/work-streams/professional-services/development-of-bsp3/">https://www.mhaweb.org.uk/work-streams/professional-services/development-of-bsp3/</a>)</li> <li>The proposed procurement strategy is to delegate approval to procure a supplier through the MHA PSP3 framework and award a further contract for provision of household personalised travel planning projects in Nottingham and Derby up to £113k.</li> <li>A proportion of the allocated project budget, circa £13k, would support travel taster offers, print and marketing materials provided to participating households. There is the option for the councils to each produce their own supporting information packs in-house or to include this within the delivery contract through the framework.</li> <li>If the Nottingham Derby Future Mobility Zone bid is successful, an alternative option to split the available budget between Nottingham and Derby City Councils (up to £50k per area) for each authority to lead their own procurement for individual small scale bespoke neighbourhood PTP projects on an area by area basis will be considered, using a compliant procurement process. In Nottingham this would be approved and awarded by delegated authority of Corporate Director for Development &amp; Growth.</li> </ul>			
<b>A2</b>	Continue programme of <b>Cycle Centres</b> in communities in Nottingham with low level of physical activity.	£100k	£27k	£127k
	<ul style="list-style-type: none"> <li>Nottingham City Council awarded a tender to Ridewise for community based cycling services from September 2017 until March 2020. The project provides a rolling programme of pop-up cycle support events (offering led rides, cycling training, Dr Bike, bike recycling and bike maintenance) in four locations from April to October. The Access Fund will enable the continuation of three Cycle Centres into 20/21. (Note the fourth Cycle Centre will be funded by Ridewise using Big Lottery Fund small grant award.)</li> <li>The procurement strategy is a dispensation from Contract Procedure Rule 5.1.2 in accordance with Financial Regulation (3.29) (Operational Issues) to award a further 12 month contract of £27k to Ridewise to continue to provide three Community Cycle Centres until March 2021 on the basis that the total contract value is below the January 2020 OJEU threshold of £189k.</li> <li>This approach will avoid a significant gap in delivery during the core summer cycling period and maximise the opportunity for delivery within the constraints of a one year funding window to realise the full benefit of the Access Fund extension.</li> </ul>			
<b>A3</b>	<b>Expand ebikes “try before you buy” business offer in Nottingham</b>	£15k	£16k	£31k
	<ul style="list-style-type: none"> <li>Extend fleet of 12 pool e-bikes for the public and business try before you buy scheme to 24 e-bikes providing 12 additional e-bikes for businesses to borrow linked to Workplace Travel Service offer under B1a. Raleigh was selected as the preferred supplier out of three quotes on the basis of cost.</li> <li>The procurement strategy to award a further contract of up to £16,000 to Raleigh as the preferred supplier as this represents best value for money. This will enable purchase of 12 additional bikes to the same specification as the current e-bike loan pool, which will reduce maintenance costs across the whole fleet. This extension would take the overall contract value up to 31k which would be within the permitted threshold for services obtained via three quotes</li> </ul>			

<b>A4</b>	<b>Support existing established partnership relationship with British Cycling for 12 months.</b>	£125k	£25k	£150k
	<ul style="list-style-type: none"> <li>The procurement strategy is to award a grant of £25k to British Cycling to enable continuation of the British Cycling partnership programme for 12 months comprising a local programme of rides, events, community and school based coaching activities and one mass participation cycling event in the city.</li> <li>Partnership outcomes will be agreed through an SLA between NCC Communities and Leisure and British Cycling.</li> <li>Note the British Cycling partnership will lever in £50k local contribution in 2020/21 in the form of dedicated staff time for programme delivery and marcomms collateral, which would otherwise not be spent in Nottingham.</li> </ul>			
<b>A5</b>	<b>Annual active travel workplace challenge “Love2Ride”</b>	£30k	£45k	£75k
	<ul style="list-style-type: none"> <li>Expansion of annual active travel workplace challenge “Love2Ride” in Derby including extending activities into Nottingham. Procurement to be undertaken by Derby City Council on behalf of the two councils.</li> </ul>			
<b>Worksteam B: Metro Connected Jobs and Skills</b>				
<b>B1</b>	<b>Jobseeker Travel Support Referral Service</b>	£155k	£115	£270
	<p>Continuation of a personalised travel planning and travel support referral service offering travel related training and skills to jobseekers in Nottingham and Derby to remove barriers to entering training and employment.</p> <ul style="list-style-type: none"> <li>The Council approved a direct funding award of £155k to Sustrans to deliver a bespoke support package providing support and training around jobseeker travel in both Nottingham and Derby from February 2018 until March 2020. At the time Sustrans were the DWP’s appointed provider for EU ESIF funded Youth Employment Initiative (YEI) Nottingham Gets2Work in Nottingham City for the period April 2016 to August 2018, providing jobseeker travel support service for eligible 16-29 years olds as part of the Nottingham Works programme and the 17/18 – 19/20 Access Fund provided funding to continue the PTP and cycle elements of the YEI offer in Nottingham City for a further 19 months.</li> <li>Using the same provider for both YEI and Access Fund jobseeker projects offered best value by capitalising on established relationships and local partnerships with local employment support organisations providing a seamless transition between the 2 programmes, enabling service continuity for clients and avoiding time delays in set up and recruitment. The value of this approach has been demonstrated with Sustrans providing a high level of service and consistently delivering beyond the contract KPIs due to the strong partnership working and personal commitment of the Jobseeker PTP project team</li> <li>This contract comprises specialist travel related training activities for jobseekers and so is subject to the light touch procurement arrangement. In view of the specialist nature of this project and its dependency on local relationships between the travel advisors, the network of local employment support providers, the client groups and the local cycle referral service suppliers awarded through ITT CPU3019 Part B Lots 4 – 6 (set out below), it provides best value to offer Sustrans a further direct award of £115k to extend jobseeker PTP training package for a further 12 months. This funding will continue to support two dedicated jobseeker travel advisors (one based in Nottingham and one based in Derby) until March 2021 plus associated events, comms and monitoring. This takes the total contract value for this project to £270k.</li> <li>Therefore the procurement strategy is a dispensation from Contract Procedure Rule 5.1.2 in accordance with Financial Regulation (3.29) (Operational Issues) to make a further direct funding award of £115k to Sustrans to continue to provide the referral/personalised journey planning service, on the basis that this value is below the January 2020 OJEU threshold of £600k for light touch category activities.</li> <li>This approach will avoid a significant gap in delivery during the core summer cycling period and maximise the opportunity for delivery within the constraints of a one year funding window to ensure Nottingham and Derby can continue to provide travel support to jobseekers to get the full benefit of the Access Fund extension. Furthermore as delivery of the jobseeker support activities</li> </ul>			

	under B2b are dependent on delivery of B1 Jobseeker PTP Referral service, seeking an alternative supplier for B1 jeopardises the established referral processes across the project partnership if a new supplier was appointed, thereby risking delays and loss of service continuity in the delivery of a 12 month continuation project.			
	<b>CPU3019 for Workplace Travel (non – ULEV) Support Services and Jobseeker Travel Support Services</b>	£285k	£154k	£439k
	<p>This tender was let through an OJEU compliant procurement and comprised 6 lots:</p> <p><b>Part A - Lots 1 to 3: covering Workplace Travel Event and Training Support Services, to a total value of £195,000 up to March 2020</b></p> <ul style="list-style-type: none"> <li>○ Part A, Lot 1: Workplace Personalised Travel Planning (PTP) and Travel Events. Value up to £100,000</li> <li>○ Part A, Lot 2: Active Travel Event and Cycle Training Services for Businesses in Nottingham. Value up to £45,000</li> <li>○ Part A, Lot 3: Road User Training programme in Nottingham. Value up to £50,000</li> </ul> <p><b>Part B - Lots 4 to 6: covering Jobseeker Specialist Travel Training and Support Services, to a total value of £90,000 up to March 2020,</b></p> <ul style="list-style-type: none"> <li>○ Part B, Lot 4: Cycle skills/ride training for jobseekers. Indicative value up to £40,000</li> <li>○ Part B, Lot 5: “Dr Bike” mechanic services. Indicative value up to £15,000</li> <li>○ Part B, Lot 6: Cycle maintenance training courses for jobseekers. Indicative value up to £35,000</li> </ul> <p><i>(Note Sustrans, as the provider of the Jobseeker PTP referral service (project B1) which selects clients eligible to receive service under Lots 4 to 6, was excluded from bidding for these lots.)</i></p> <ul style="list-style-type: none"> <li>• The lots were awarded to 3 providers under 3 contracts and each contract includes the option to extend the individual services under that contract for up to two years.</li> <li>• The procurement strategy is to enact the option to award 12 month contract extensions for each of the lots under CPU3019 with the current providers, totalling £154k of services. This takes the total value for services awarded under ITT CPU3019 to £439k, which is within the original advertised £500k estimated tender value.</li> <li>• Each Lot is detailed below. The numbering matches the project lines in the table in Appendix B 20/21 programme allocations: The Part A lots are itemised under sections B4 to B6 below and Part B lots are itemised under sections B2.1 to B2.3 below</li> </ul>			
<b>B4</b>	<b>CPU3019 Lot A1: Workplace Personalised Travel Planning in Nott’m &amp; Derby and Sustainable Travel Events package in Nott’m</b>	£100k	£60k	£160k
	<ul style="list-style-type: none"> <li>• Nottingham City Council awarded a tender to Sustrans for delivery of the Workplace PTP and Events package from October 2018 until March 2020. The contract includes the option to extend for up to two years.</li> <li>• The procurement strategy is to enact the option to award a contract extension of £60k to enable continuation of the Workplace PTP and Events package for a further 12 months up to 31 March 2021 to deliver events and PTP for 30 businesses in Nottingham and Derby including associated comms and monitoring activities.</li> </ul>			
<b>B5</b>	<b>CPU3019 Lot A2: Workplace Active Travel Services in Nottingham</b>	£44.95k	£25k	£74.95k
	<ul style="list-style-type: none"> <li>• Nottingham City Council awarded a tender (CPU3019 LotA2) to Ridewise for delivery of walking and cycling support packages (workplace active travel engagement events, 1: 1 and group cycle training) for eligible businesses from October2018 until March 2020. The contract includes the option to extend for up to two years.</li> <li>• The procurement strategy is to enact the option to award a contract extension to Ridewise of £25k to enable continuation of the Active Travel business package for a further 12 months up to 31 March 2021 to deliver specialist walking and cycling support services for 20 businesses in Nottingham including associated comms and monitoring activities.</li> </ul>			
<b>B6</b>	<b>CPU3019 Lot A3: Cycle awareness training for professional drivers in Nottingham and Derby</b>	£50k	£29k	£79.5k
	<ul style="list-style-type: none"> <li>• Nottingham City Council awarded a tender (CPU3019 LotA3) to Ridewise for delivery of an accredited CPD cycle awareness training course to professional fleet and self-employed drivers in Nottingham (including PSV, fleet , hackney cab and private hire drivers and driving instructors) from October 2018 to March 2020. The contract includes the option to extend for up to two years.</li> </ul>			



	<ul style="list-style-type: none"> <li>The procurement strategy is to enact the option to award a contract extension to award a contract extension to Ridewise of £29k for 12 months until March 2021 to enable continuation of the project in Nottingham and to expand the project into Derby. A budget of £5k will be held by the City Council to provide incentives to self-employed drivers undertaking the training.</li> </ul>			
<b>B2: CPU 3019: Part B Lots 4, 5,6 Jobseeker Specialists Travel Support and Training Services (Nottingham City)</b>				
<ul style="list-style-type: none"> <li>CPU3019 Part B lots provide the end referral services to address travel barriers for jobseekers in Nottingham City. These comprise specialist education and training packages around cycling and bike mechanics skills comprising journey buddying, cycle training, Dr Bike cycle maintenance, cycle maintenance skills training and qualifications, and Build A Bike courses with opportunities for selected participants to gain recognised qualifications in National Cycle Instructor, Ride leaders and Cytech accredited cycle maintenance, opening up job opportunities in the local cycle retail and services industry.</li> <li>Local providers for delivery of the cycle training, Dr Bike and cycle maintenance offers where appointed through competitive tender CPU3019 Lots B4, B5, B6.</li> <li>These three lots were set up as call off contracts with an agreed schedule of rates and an upper spend limit for each service, paid monthly based on per head take up by clients referred through the Jobseeker PTP and Referral project (project B1). A further contract for supplier of recycled bikes up to £10k was awarded through a separate procurement on the basis of three quotes.</li> <li>This set up has worked well with the suppliers for the four services working together collaboratively to provide a seamless jobseeker support package supported and co-ordinated by Sustrans as the contracted client referral agent under project B1.</li> <li>The procurement strategy for this work package is to enact the option to award contract extensions to the existing suppliers of Lots 4, 5 and 6. The referral process for each service under Lots 4 to 6 is intrinsically linked to the other Part B lots so to seek alternative suppliers would involve re-establishing these referral processes across the project partnership thereby risking delays in the delivery of a 12 month project.</li> <li>Contract extension values for each element are set out below.</li> </ul>				
<b>B2.1</b>	<b>CPU3019 Lot B4 Jobseeker cycle training package was awarded to Ridewise</b>	£40k	£15k	£55k
	<ul style="list-style-type: none"> <li>The contract includes the option to extend for up to two years. The procurement strategy is to enact the option to award a contract extension of up to £15,000 on a call off basis to Ridewise to provide continuation of the cycle training package for a further 12 months to support Measure 6 until March 2021.</li> </ul>			
<b>B2.2</b>	<b>CPU3019 Lot B5 Jobseeker Dr Bike services was awarded to Nottingham Bikeworks</b>	£15k	£5k	£20k
	<ul style="list-style-type: none"> <li>The contract includes the option to extend for up to two years. The procurement strategy is to enact the option to award a contract extension of up to £5,000 on a call off basis to Nottingham Bikeworks to provide continuation of Dr Bike services for a further 12 months to support Measure 6 until March 2021.</li> </ul>			
<b>B2.3</b>	<b>CPU3019 Lot B6 Jobseeker cycle maintenance training &amp; BuildABike was awarded to Nottingham Bikeworks</b>	£35k	£20k	£55k
	<ul style="list-style-type: none"> <li>The contract includes the option to extend for up to two years. The procurement strategy is to enact the option to award a contract extension of up to £20,000 on a call off basis to Nottingham Bikeworks to provide continuation of the cycle maintenance skills and training package for a further 12 months to support Measure 6 until March 2021.</li> </ul>			
<b>B2.4</b>	<b>Recycled bikes for jobseekers call-off contract</b>	£10k	£10k	£20k
	<ul style="list-style-type: none"> <li>Supplier for recycled bikes and associated safety equipment was awarded as call off contract up to £10k through Invitation to Quote. Three quote were revied and Ridewise in partnership with Lifecycle UK was appointed as the preferred supplier on the basis of best value. Nottingham BikeWorks was appointed as a secondary alternative supplier for any occasions when the preferred supplier was unable to deliver the required service. It has not been necessary to call on the alternative supplier for the duration of the current contract.</li> <li>The procurement strategy is to extend this contract with Ridewise as the preferred supplier by a further £10,000 on a call off basis to provide continuation of provision of reconditioned bikes and associated safety equipment to eligible jobseekers for a further 12 months until March 2021 as part</li> </ul>			

	<p>of the jobseeker travel support offer. This extension would take the overall contract value up to £20k which would be within the permitted threshold for services obtained via three quotes</p> <ul style="list-style-type: none"><li>• Continuing with the current preferred supplier would maintain established referral processes across the jobseeker project partnership.</li></ul>
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**Note: Access Fund – Derby City elements**

- £262k 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 DerbyCC as a single upfront payment in 20/21 Q1.
- An additional allocation of up to £50k is available for Household PTP in Derby City which will either be commissioned through a joint procurement process with Nottingham City as single package through the Midlands Highway Alliance PSP3 framework, as set out under Project A1, or awarded as an additional allocation to DCC to undertake their own local procurement.
- Programme delivery and performance monitoring of the Derby-led elements of the programme will be overseen by the Joint Nottingham Derby Mobility Board through quarterly monitoring.

## Equality Impact Assessment Form

### [screentip-sectionA](#)

#### 1. Document Control

##### 1. Control Details

Title:	Access Fund continuation programme 2020 - 2021
Author (assigned to Pentana):	Wangari Nijiri
Director:	Chris Henning
Department:	Development & Growth
Service Area:	Traffic & Transport
Contact details:	wangari.nijiri@nottinghamcity.gov.uk
Strategic Budget EIA: Y/N	N
Exempt from publication Y/N	N

##### 2. Document Amendment Record

Version	Author	Date	Approved
V001	Wangari Nijiri	31 January 2020	
V002	Jennie Maybury	11 February 2020	

##### 3. Contributors/Reviewers

Name	Position	Date
Jennie Maybury	Principal Transport Planner (Access Fund Programme Manager)	11 February 2020

#### 4. Glossary of Terms

Term	Description
Personalised journey planning, also known as personalised travel planning, usually abbreviated to PTP	Tailored approach to providing travel information to individuals within specific target groups such as householders, jobseekers or employees, to support a change in travel behaviour, usually involving a 1 to 1 conversation, motivational interview, or interactive group workshop, combined with a travel information pack and incentives.
Active travel	Walking and cycling for everyday travel, as opposed to walking or cycling as a leisure activity
JAUPT accredited (i.e. accredited by Joint Approvals Unit for Periodic Training)	JAUPT is the organisation that provides quality assurance on behalf of the DVLA for centres and courses for the periodic training element of 'The Vehicle Drivers (Certificates of Professional Competence) Regulations 2007'

### [screentip-sectionB](#)

## 2. Assessment

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

This EqIA is for a 12 month extension to the three year Department for Transport Access Fund revenue grant funded programme (2017/18 – 2019/20) to continue a programme of existing travel behaviour change projects in Nottingham and Derby for a further year up to March 2021. The continuation programme comprises the following projects:

**Third phase of household personalised travel planning (PTP)** engaging up to 7,000 households in selected neighbourhoods of Nottingham and Derby: In Nottingham this will be targeted to provide the PTP element of Neighbourhood eMobility Hubs (if the Nottingham Derby Future Mobility Zone is successful) and roll out of EV car club. In Derby this will form part of mitigation for Highways England A38 works

**Community Active Travel Services** to engage circa 3,000 people around cycling and provide cycle training and support to 300 new cyclists through:

- Continuation of Community Cycle Centres in Nottingham providing rolling programme of fortnightly pop-up cycle support services March to October (60 sessions offering led rides, cycling skills, Dr Bike, bike recycling, bike maintenance) in Bulwell, Lenton Abbey, Harvey Hadden and King Edwards Park;

- Continuation of Nottingham's ebikes business offer to extend pool ebikes pilot;
- Delivery of adult cycle training services in Derby.

**Creating an Active Travel Culture** - programme of engagement, communications, events, led and self-guided rides, ride leader training providing:

- Continuation of British Cycling HSBC partnership programme in Nottingham delivering Go-Ride coaching to schools, para-cycling groups, holiday clubs, cycling club support sessions, Led Ride Courses for Volunteer Ride Leaders programme of guided and self-led rides, 8 x monthly Let's Ride pop up events, 1 Lets Ride mass participation event;
- Continuation of Love2Ride programme for Derby businesses with extension of Love2Ride package to businesses in Nottingham providing 4 campaign windows with a target to sign up 50 businesses generating 1500 new registrations (individuals). Each campaign window will achieve 350 participants, generating a total of 150 new riders in 2020/21.

**Travel Options Business Services** – Continuation of co-ordinated business travel support services in Nottingham and Derby offering business engagement, sustainable travel grants and specialist support services under Nottingham Workplace Travel Service and Connected Derby providing sustainable business travel events, employee PTP and active travel services for businesses and continuation of the JAUPT accredited Cycle Awareness Training to a further 200 professional drivers (fleet, bus, taxi diving instructors) in Nottingham and Derby.

**Jobseeker PTP and Referral Service** – Continuation of jobseeker travel support offer in Nottingham and Derby to support a further 300 jobseekers. The projects addresses travel barriers to accessing employment, along with providing affordable travel options and opportunities to gain skills in cycle related services by providing PTP, journey buddying and referral to specialist cycle support services (recycled bikes, cycle training, Dr Bike, and cycle maintenance training/Build a Bike services with associated bike mechanic and ride leader training)

**Continuation of the Transport Nottingham Let's Keep Nottingham Moving marcommms activities** including the TransportNottingham website with journey planner and social marketing.

**screeintip-sectionC**

**2. Information used to analyse the effects on equality:**

This is a 12 month extension to a three year programme to continue a programme of existing travel behaviour change projects. The original Access Fund bid used data from the following sources to analyse the effects of the programme measures on the equality groups:

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

All projects in the programme measure participation levels and travel behaviour change for project participants including capturing appropriate demographic data where relevant in compliance with GDPR.

**3. Impacts and Actions:**

<b><u>screeintip-sectionD</u></b>	<b>Could particularly benefit X</b>	<b>May adversely impact X</b>
People from different ethnic groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Men	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Women	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trans	<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).	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>Please underline the group(s) /issue more adversely affected or which benefits.</i></b>		

<u><a href="#">screentip-sectionE</a></u>	<u><a href="#">screentip-sectionF</a></u>
<b>How different groups could be affected</b> (Summary of impacts)	<b>Details of actions to reduce negative or increase positive impact</b> (or why action isn't possible)
<p>The measures will be aimed at all service users in the communities and businesses targeted (including the highlighted Equality Groups) with the following benefits:</p> <ul style="list-style-type: none"> <li>• Having an economic impact by addressing the barriers cost and knowledge) to accessing employment and training/qualification opportunities and providing training opportunities within the cycling industry.</li> <li>• Improving skills and driving behaviour of professional drivers around cyclists fostering respect and understanding between different road users, reducing incidences of road rage and improving road safety protecting vulnerable road users.</li> <li>• Promoting active travel and positive lifestyle alterations by encouraging people to walk and cycle resulting to positive impacts on mental and physical health and reducing social isolation.</li> </ul>	<ul style="list-style-type: none"> <li>• Services such as community cycle centres and personalised travel planning for households will be delivered in local neighbourhoods. 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.</li> <li>• The service providers for the Community Cycle Centres and active travel support packages for jobseekers and employers have a pool of adapted bikes available for events and training sessions and so are equipped and have experience of providing cycling support and advice to people with disabilities.</li> <li>• The British Cycling programme provides activities which support specific sectors including the Breeze ride leader training programme to provide female ride leaders to engage more women in cycling and the para-cycling coaching programme to support people with disabilities into cycling.</li> </ul>

<ul style="list-style-type: none"> <li>• Supporting communities by raising awareness of travel options including community engagement to support citizens to make informed decisions to improve their health and environment</li> <li>• Improving air quality and reducing carbon impact through promotion of sustainable transport options</li> <li>• Supporting employed citizens to explore cheaper, healthier and sustainable travel opportunities whilst working closely with low income areas to access transport services.</li> </ul>	<ul style="list-style-type: none"> <li>• The programme supports the use of electric bikes through providing a pool of loan bikes and e-bike training which helps to make cycling a more accessible option for those with lower fitness levels,</li> <li>• Promotional events and training will accommodate any specific needs for particular groups of users (e.g. age related, ethnic, gender, religious/faith groups, LGBT).</li> <li>• 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.</li> <li>• Projects which engage with target groups through 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.</li> <li>• Affected protected groups who are most 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.</li> <li>• The activities in this programme are complemented by existing projects to support and encourage users to travel by public transport, ensuring inclusive accessibility to travel options and services.</li> </ul>
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**4. Outcome(s) of equality impact assessment:**

<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:**

All delivery partners are asked to collect before and after data about participants' experiences and travel behaviour change including capturing appropriate demographic data where relevant in compliance with GDPR.

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

<b>Approving Manager:</b> The assessment must be approved by the manager responsible for the service/proposal. Include a contact tel & email to allow citizen/stakeholder feedback on proposals.	<b>Date sent for scrutiny:</b> Send document or Link to: <a href="mailto:equalityanddiversityteam@nottinghamcity.gov.uk">equalityanddiversityteam@nottinghamcity.gov.uk</a>
<b>SRO Approval: Jennie Maybury 11/02/20</b>	<b>Date of final approval:</b>

**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.