

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:

4173

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Department:

Development and Growth

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Subject:

Emergency Active Travel Fund Tranche 2 revenue grant - travel behaviour change measures

Total Value:

£85,000 (Type: Revenue)

Decision Being Taken:

To utilise the 12 month extension provision within the existing Ridewise and Nottingham Bikeworks contracts to extend them from 1 April 2021 to 31 March 2022. To grant dispensation from Contract Procedure Rule 4.1.2, in accordance with Financial Regulation 3.29 to: (a) to allow a direct award of £45,000

of additional revenue funding to Ridewise to extend the Community Cycle Centres contract;(b) to make a variation to the contract awarded to Ridewise under procurement CPU3019 to include up to £18,000 of revenue funding to continue delivery of Nottingham Bike Aid (personalised travel planning and cycling support for up to 200 people);(c) to allow a direct award of up to £22,000 of additional revenue funding to Nottingham Bike Works to provide refurbished bikes to support Nottingham Bike Aid (£12,100) and pop up Dr Bike services (up to £9,900).

**Reasons for the Decision(s)**

On 13 November 2020, Government announced the City Council has been successful in securing a further £2,039,000 from the 'Active Travel Fund' (ATF) (£1,631,200 capital and £407,800 revenue). The ATF programme allocations were approved at Executive Board on 12 December 2020, including revenue funding for projects under Package 5 to support behaviour change to active travel. This decision is seeking delegated approval to extend contracts with existing local third sector suppliers to provide cycle services to support use of the cycle network improvements being delivered through the capital side of the programme.

The proposed measures, Community Cycle Centres, Nottingham Bike Aid and Dr Bike, have proven to be effective in supporting people to start cycling by addressing some of the key barriers to taking up cycling: access to a road worthy bike and the confidence and skills to cycle safely. These projects will provide free bikes and safety kit for low wage and essential workers, on the spot basic bike repairs for people with their own bikes, and community based cycle training sessions.

The Community Cycle Centres project was set up under the Access Fund programme from October 2017 to March 2021 as a way of providing cycling advice and cycle training for adults and families, particularly targeting those in areas with lower levels of physical activity. The project run by Ridewise has seen increased demand in 2020/21 due to a new interest in cycling. The project has continued to operate successfully during the pandemic with the introduction of COVID compliant operating practices to manage numbers and maintain social distancing in line with Government restrictions in place under tiers 2 and 3. Under tier 4 and national lockdown Ridewise has continued to support new cyclists with online and remote support.

The Community Cycle Centres contract has the option for a further 12 months extension up to 31 March 2022. Extending the contract with the existing supplier Ridewise will utilise their expertise and local partnerships to provide effective community cycle training support and avoid a significant gap in delivery during the core summer cycling period as COVID19 restrictions ease, to maximise delivery within the constraints of a one year funding window to help to realise the full benefits of the Active Travel Fund. The details of the proposed contact extension is set out in Appendix A.

Nottingham Bike Aid was set up in April as an early response to the pandemic to support key workers and people on low income and zero hours contracts with access to a free and socially distanced travel option for essential journeys. By the end of March 2021 the project will have provided over 270 people with a free refurbished bike supported by a personalised travel plan and safe riding kit. The project has been delivered to date by partnership of local third sector organisations Sustrans, Ridewise and Nottingham Bikeworks as a variation to contracts for business and jobseeker cycle support awarded under procurement CPU3019. The allocation in the ATF programme will enable Nottingham Bike Aid to support up to 200 more low wage key workers in 2021/22. The ATF programme also has provision for up to £9,900 available to support pop up Dr Bike services in locations around the cycle network to support promotion of new permanent cycle routes

The existing contracts with Ridewise and Nottingham Bikeworks for cycle services for jobseekers and businesses already cover the activities required for Nottingham Bike Aid and have provision for a further 12 months extension. Approval is requested to extend the contract variations agreed in 2020/21 up to March 2022. Using the existing suppliers for Nottingham Bike Aid will ensure continuity of the offer from March into April whilst COVID19 restrictions are still in place as well as providing local training and employment opportunities. Nottingham Bikeworks, a community interest company in Radford are a tried and trusted supplier for refurbished bikes and Dr Bike services in Nottingham who provide training opportunities for vulnerable and at risk groups so there are added benefits of using this supplier.

**Briefing notes documents:**

210301 DD ATF revenue App A.docx.pdf

**Other Options Considered:**

**<p class="MsoListParagraphCxSpFirst" style="margin-left:18.0pt;mso-add-space:auto;text-indent:-18.0pt;mso-list:l0 level1 lfo1">1.  
 To not deliver any travel behaviour change activities. This option was rejected as Department for Transport has awarded the revenue funding in the Active Travel Fund grant to support travel behaviour change measures to enable the council to maximise the effectiveness of the capital improvements in the programme.**

**<p class="MsoListParagraphCxSpMiddle" style="margin-left:18.0pt;mso-add-space:auto;text-indent:-18.0pt;mso-list:l0 level1 lfo1">2.  
 To deliver an alternative package of travel demand management measures. This option was rejected as the proposed measures are a continuation of existing successful projects and are proven approaches to addressing barriers to the take up every day cycling which can be mobilised quickly.**

**<p class="MsoListParagraphCxSpLast" style="margin-left:18.0pt;mso-add-space:auto;text-indent:-18.0pt;mso-list:l0 level1 lfo1">3.  
 To go out to tender for service providers for 2021/22 delivery. This option was rejected as there is provision for a further 12 month contract extensions with the existing local providers who have the right experience, local networks, community trust and COVID compliant working practices in place so this option provides best value.**

**Background Papers:**

**None**

**Published Works:**

**Delegated Decision 3831: Access Fund - Continuation Programme 2020/21 - March 2020 Executive Board Key decision - Emergency Active Travel Funding - Tranche 2 approved 15 December 2020**

**Affected Wards:**

**Citywide**

**Colleague / Councillor Interests:**

**None**

**Dispensation from Financial Regulations:**

**Yes**

<b>Consultations:</b>	Those not consulted are not directly affected by the decision.
<b>Crime and Disorder Implications:</b>	Measures in the programme are aimed at supporting more people to cycle more often for local journeys. Increased take up of cycling for local journeys will improve tolerance of people for cyclists when they are driving.
<b>Equality:</b>	Please login to the system to view the EIA document: 210317 DD ATF revenue EQIA fv.docx
<b>Social Value Considerations:</b>	N/A
<b>Decision Type:</b>	Portfolio Holder
<b>Subject to Call In:</b>	Yes
<b>Call In Expiry date:</b>	09/04/2021
<b>Advice Sought:</b>	Legal, Finance, Procurement, Equality and Diversity
<b>Legal Advice:</b>	This report seeks authority to extend a series of bicycle related contracts which are funded by the Active Travel Fund. The extensions remain below the applicable procurement thresholds. Provided the proposals in this report comply with the grant conditions associated with the Active Travel Fund this report does not raise any significant legal issues and the dispensations are agreed. Advice provided by Andrew James (Team Leader Contracts and Commercial) on 15/03/2021.
<b>Finance Advice:</b>	<p>The revenue expenditure and corresponding funding in respect of the Emergency Active Travel Fund Tranche 2 (EATF T2) programme was previously approved at Executive Board (12th December). The procurement decisions totalling £85,000 being taken will be contained within the £407,800 DfT revenue funding previously approved. This decision therefore has no impact on the Medium Term Financial Plan as the expenditure resulting from the decisions will be contained within the grant funding available.</p> <p>It is the responsibility of the Principal Transport Planner to ensure that the decisions being taken comply with grant conditions as stipulated in the grant award letter in order to reduce the risk of unfunded costs to Nottingham City Council.</p> <p>Decisions 2 and 4 seeking approval to direct award contracts to Ridewise and Nottingham Bike Works is supported due to suppliers being recognised by the Transport Strategy department as trusted with the necessary expertise and proven track record to continue to deliver the Community Cycle Centres, Nottingham Bike Aid and Dr. Bike measures.</p> <p>Advice provided by Roma Desai (Commercial Business Partner) on 08/03/2021.</p>

**Procurement Advice:**

The decision to be taken falls in line with Contract Procedure Rules and the increased spend falls below the threshold for advertising the requirements on FTS and raises no significant Procurement concerns. Advice provided by Paul Ritchie (Lead Procurement Officer) on 17/03/2021.

**Equality and Diversity Advice:**

There are no impacts to any of the protected characteristics. Therefore I am happy to sign off. Advice provided by Rosie Donovan (Equality and Employability Consultant) on 17/03/2021.

**Signatures**

<b>Adele Williams (Portfolio Holder for Adult Care &amp; Local Transport)</b>
<b>SIGNED and Dated: 31/03/2021</b>
<b>Chris Henning (Corporate Director for Development and Growth)</b>
<b>SIGNED and Dated: 23/03/2021</b>
<b>Clive Heaphy (Chief Finance Officer) - Dispensation from Financial Regulations</b>
<b>SIGNED and Dated: 19/03/2021</b>
<b>Chief Finance Officer's Comments:</b>