

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	4280
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:	Retender of the contract for the A1 and A2 school bus services
Total Value:	£911,000 (Type: Revenue)
Decision Being Taken:	<ol style="list-style-type: none">1) To approve the re-tender of the A1 and A2 bus services for a further 3 years, with an option to extend to up to 5 years on a +1 year, +1 year basis, at the Council's sole discretion. The routes provide direct links to secondary schools from North West Nottingham;2) To approve the associated spend for the new contract up to the value of £911,000 for the maximum 5 year duration;3) To delegate authority to the Head of Transport Strategy to award and sign the contract following the outcome of the Contract to the successful tenderer.
Reasons for the Decision(s)	<p>The new service contract for these routes will need to be in place for the start of the new school year in September 2021. This was previously approved as DD3827 on 16 March 2020. For the following reasons, this decision is intended to replace DD3827:</p> <ol style="list-style-type: none">1) The Covid-19 pandemic made it difficult to procure and engage the market during spring 2020. There is a preference for operation to continue for a full school year (until July 2021) and so it is preferable for the re-tender not take place before a start date of September 2021 and special permission was granted for this through special Covid-19 provisions.(2) The amount of spend on the 5 year contract has been increased over that expected in DD3827 as the service now requires four operational buses than the three previously needed to carry the loadings. A 5% inflation element has also been included in the new expected tender cost over 5 years.

Other Options Considered:	To terminate these services at the end of the contract would require school pupils to make long interchange journeys via the City Centre at busy times of day. Journey times could take well over an hour. There would also be conflict with high levels of demand on radial bus routes at these times. Therefore this option was rejected.
Background Papers:	None
Published Works:	DD3827 - Retender of the A1 and A2 bus services that serve schools in north west Nottingham
Affected Wards:	Aspley, Basford, Berridge, Bestwood, Bilborough, Bulwell, Bulwell Forest, Leen Valley, Sherwood
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 2021.docx
Social Value Considerations:	N/A - The expect cost of the contract over its lifetime is £911,000.
Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	23/07/2021
Advice Sought:	Legal, Finance, Procurement, Equality and Diversity

Legal Advice:

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

The services are deemed required to support the school routes in the city and the re-procurement will allow for the services to be competitively marketed and a new contract put in place.

An earlier approval was sought but as the contract value has changed, this new approval seeks to replace that.

Legal services will work with the report author and procurement during the procurement process. Advice provided by Dionne Claire Screatton (Solicitor) on 29/04/2021.

Finance Advice:

This decision seeks to re-tender A1 and A2 bus services for a further 3 years (September 2021- July 2024) with an option to extend for a further two academic years (September 2024- July 2026).

Including the option to extend the contract for a further two years (September 2024-July 2026), the contract is expected to span over financial years 2021/22- 2026/27. Factoring in 3% inflation should the decision be taken to extend the contract for a further 2 academic years, the total cost of the 5 year contract is estimated to cost £911,000.

The estimated additional costs between existing contract prices and price following the tendering process is estimated to be £47,000 over the 5 year contract and this will be contained within Public Transports revenue budget, resulting in no additional pressure to the councils' Medium Term Financial Plan (MTFP).

It is the responsibility of the Head of Public Transport to ensure that value for money is achieved when selecting the chosen bus operator.

Advice provided by Roma Patel (Commercial Business Partner) on 21/04/2021.

Procurement Advice:

Procurement will assist in this procurement exercise to secure the most appropriate and competitive solution. Advice provided by Holly Fisher (Lead Procurement Officer (Products)) on 26/05/2021.

Equality and Diversity Advice:

There are no impacts to any of the protected characteristics and therefore happy to sign off. Advice provided by Rosey Donovan (Equality and Employability Consultant) on 30/06/2021.

Signatures

Rosemary Healy (Portfolio Holder Highways, Transport, Cleansing)
SIGNED and Dated: 02/07/2021
Michael Wayne Bexton (Interim CD for Growth & City Development)
SIGNED and Dated: 12/07/2021

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	
2	Mark Garlick	29 April 2021	

3. Contributors/Reviewers

Name	Position	Date
Sally Edwards	Equality and Diversity Consultant, Development and Change	12 February 2020
Rosey Donovan	Equality and Employability Consultant	21/05/2021

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>

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.

There is sufficient budget at this time. Without it, arrangements would be made to transfer passengers onto the regular bus network, however, this would involve interchange bus trips (often via the City Centre, or via Bulwell Bus Station), or extended walking distances to one bus service. A further alternative is that a reduced cost bus service could be looked at with the contractor that would only be aimed at passengers with the most difficult trips to make.

Ongoing monitoring of the bus network:

- Budgets are scrutinised throughout the year by Finance Team and Public Transport Team;
- 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.

Consultation with ward councillors and the Portfolio Holder is ongoing.

Information is available, to the public at:

<https://www.transportnottingham.com/locallink/>

With the caveat that No firm decisions are made on the preferred options for service changes that have been stated, at this time.

Once the changes are known, publicity will be put out as leaflets, flyers, online, social media and at stops (electronic and hard copy timetables).

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:

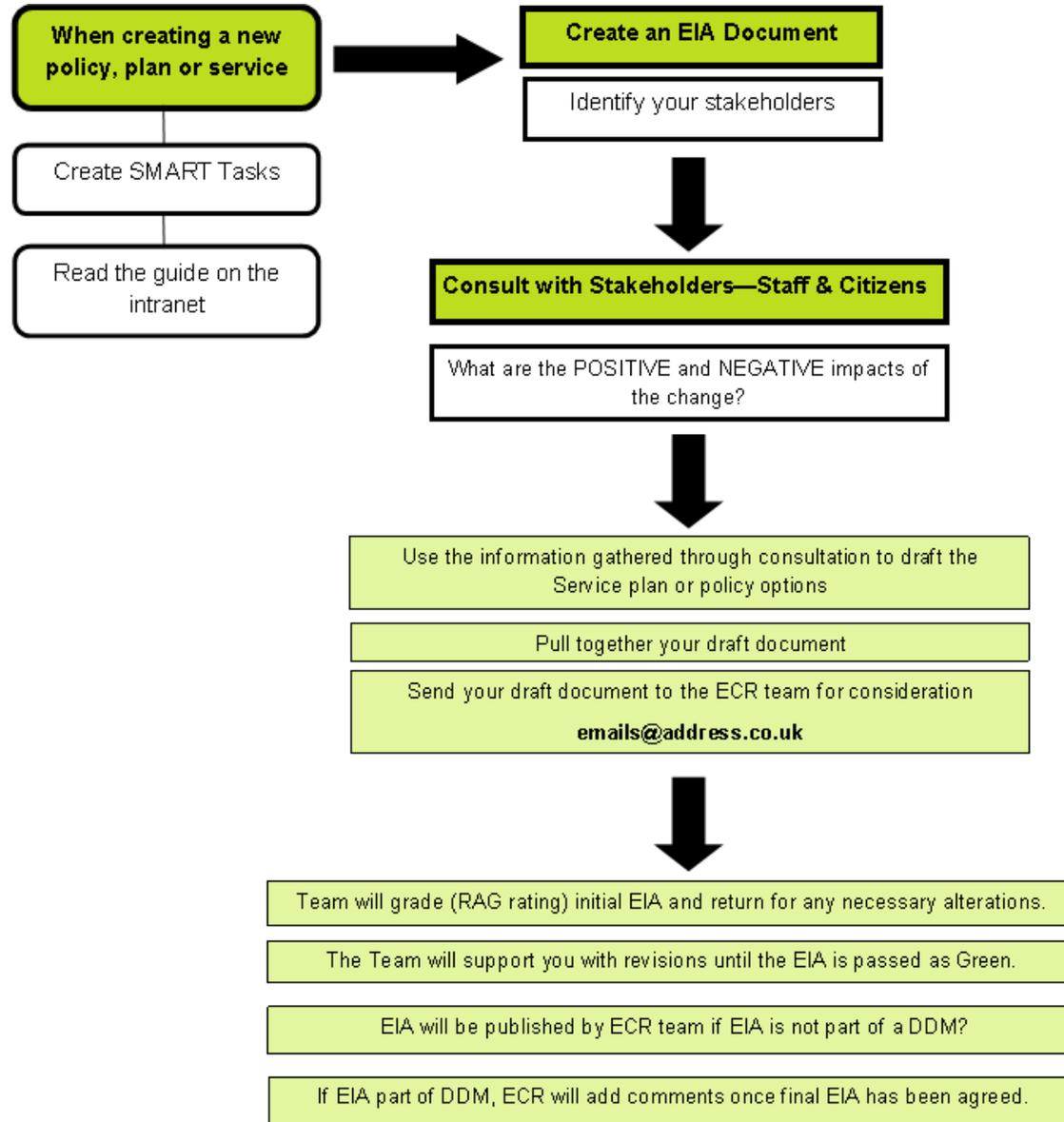
- **Accessibility to public transport services is monitored by Transport Strategy Team, using GIS technology**
- **Contract Spend monitored on a monthly basis for each service**
- **Passenger numbers monitored on a monthly basis for each service**
- **Operational issues and customer issues monitored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

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

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

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