

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:

4555

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Department:

Growth and City Development

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Subject:

Active Travel Social Prescribing Pilot Programme - funding award for feasibility stage

Total Value:

£93,000 (Type: Revenue)

Decision Being Taken:

- 1) To accept £93,000 of DfT Sec31 grant award to carry out a feasibility study for an Active Travel Social Prescribing pilot programme by 30 April 2022;
- 2) To approve the outline programme/spend allocations in Appendix B;
- 3) To approve use of transport consultants to deliver stakeholder and community engagement and co-design activities to support development of the bid programme and provide specialist input to prepare the case for final bid submission;
- 4) To approve a direct award of up to £41,000 to ITP Ltd under ESPO Framework 664 Lot 5 to carry out work under decision 3;
- 5) To approve appointment of 1 FTE agency staff for short term project support to cover staff vacancies in Transport Strategy up to £10,000 through framework with GRI.

The Department for Transport (DfT) invited local authorities with areas of poor health and low physical activity rates to express their interest in becoming one of four national pilot areas for active travel social prescribing to explore the take up of active travel through social prescribing in places where there is investment in active travel infrastructure. The Council's Expression of Interest made in partnership with Nottingham City Integrated Care Partnership and with support of Director of Nottingham's GreenSpace social prescribing programme has been successful.

The council has been awarded £93,000 of revenue grant in 21/22 to carry out the feasibility study stage from now up to 30 April 2022, which if successful will unlock further revenue funding to deliver a three year intervention programme from 2022/23 to 2024/25. The feasibility study allocation will be paid as a revenue grant under Section 31 of the Local Government Act 2003 as single payment in January following receipt of signed Annex B grant acceptance slip. The grant offer letter including acceptance slip is provided in Appendix A.

The feasibility stage will take place from now up to end of April 2022. The Council has initiated work with colleagues in the Integrated Care Partnership, GP Alliance, Active Nottinghamshire and the GreenSpace social prescribing programme to develop our application up to this stage.

This initial stage identified areas in Primary Care Network (PCN) areas 1, 3 and 6 (Bulwell/Top Valley in PCN1, Aspley/Bilborough in PCN3, and St Ann's/Sneinton in PCN6) as having communities with health characteristics that would most benefit from an active travel social prescribing programme. The feasibility stage will refine and test our proposals through more detailed data analysis of health insight data combined with stakeholder and community engagement and co-design activities, to develop a more detailed bid for a three year active travel social prescribing support package to be submitted by 30 April 2022. The outline programme for the feasibility stage is set out in Appendix B Table 1.

The funding award of £93,000 revenue will cover all the associated City Council staff costs for project development and provide resources to commission activities to support design of a three year the delivery programme including detailed data analysis of local health insight and commissioning engagement and co-design activities with key stakeholders, and so does not expose the council to any risk, nor require any top up contributions or match from other council budgets. The project allocations are set out in Appendix B Table 2.

The council will work closely with Active Nottinghamshire, the Integrated Care Partnership's (ICP) link worker network, Greenspace social prescribing programme, the local community partnerships, and other patient and community representative groups, such as Healthwatch and Nottingham Community Voluntary Service (NCVS), to capture the views and experiences of the target communities. This approach will ensure that the social prescribing support package proposed in the programme is designed to address the specific barriers to active travel experienced by those communities.

The grant secured for the feasibility stage allows us to commission Integrated transport planning Ltd (ITP Ltd), a transport consultancy with a local Nottingham team and proven expertise in travel behaviour change projects, to co-ordinate and support delivery of the stakeholder and community engagement stage working alongside local community partners.

There is an allocation of £40,000 for this part of the feasibility work which up to £31,000 would be used for external consultant support and up to £9,000 allocated to cover any other associated costs for delivery of local workshops and focus groups such as comms and room hire. ITP's support package includes delivery of two online stakeholder workshops and six face to face community based workshops (two per PCN area) and all associated materials.. Cost estimate for this package is £25,677 plus option for three additional workshops at £1,500 each if required =£30,177.

Specialist input is also required to support the bid writing stage including preparing the value for money evidence base because the Transport Strategy Team does not have capacity to carry out this element in-house. There is up to £10,000 allocated for this work. As the stakeholder and community engagement stage will directly inform the scoping of the bid programme, appointing a single consultant to support both the engagement and the value for money assessment of the proposed programme will be a more efficient approach to prepare a strong bid. the cost estimate for specialist bid preparation is £9,275. Together with the engagement phase this comprises a total package of £39,452 ex VAT, inclusive of optional additional workshops, which is within £41,000 allocation proposed for these two elements. These 2 work packages will comprise a single contract award made as a direct award to ITP Ltd under Lot 5 of ESPO framework 664.

Due to staff vacancies in the Transport Strategy Team it may also be necessary to buy in some additional short term project support via agency staff during the feasibility stage from February April. There is £10,000 allocated for this element. The remaining £33,000 will contribute towards existing Transport Strategy service area staff costs for bid development, with some contingency.

In addition to the grant award the Council will also receive support from DfT over the feasibility stage, comprising:

- Expertise and support from the cross-government working group to ensure integration between health and travel teams in the development of pilot project plans / business case.
- Introductions to stakeholders with relevant expertise to support project development and delivery.
- Opportunities to attend webinars and workshops hosted by DfT and the National Academy of Social Prescribing (NASP) as part of the NASP Innovation Accelerator.
- Shared learning with other Local Authorities involved in the feasibility studies.
- 1:1 support and check in sessions throughout the feasibility study stage.
- Support on monitoring and evaluation and Value for Money of future project delivery.

If the feasibility stage is successful and Nottingham City is selected to become one of DfT's four national active travel social prescribing pilots, this will lever in revenue and capital funding to deliver a 3 year intervention programme 2022/23 - 2024/25. DfT has not yet confirmed the scale of the programme budget available but they are looking for ambitious and innovative projects. Further approvals will be sought for the next stage if Nottingham is selected as one of DfT's pilot delivery areas for active travel social prescribing.

Briefing notes documents:

Appendix A DDM Active Travel Social Prescribing - DfT Outcome Letter.docx.pdf, Appendix B DDM Active Travel Social Prescribing - feasibility programme and allocations.docx.pdf

Option 1: Not to accept the grant award for the feasibility stage - this option has been rejected as this would mean the council would not have the opportunity to take part in the next stage of the selection process for becoming one of DfT's national active travel social prescribing pilots and would therefore miss out on the opportunity to secure a three year investment programme for active travel social prescribing.

Option 2: To accept the grant funding and deliver the feasibility stage entirely in-house - this option has been rejected because to ensure a high quality bid the feasibility stage requires skills in community engagement, co-design and economic appraisal which the Transport Strategy does not have the capacity to deliver without additional support. Uniquely for this programme DfT is providing funding to support the bid development stage rather than the council funding the cost of bid preparation on a speculative basis.

Background Papers:

None

Published Works:

None

Affected Wards:

Citywide

Colleague / Councillor Interests:

None

Use of Consultants

Number of Days:99

Rate per Day:398.50

Total value:39452

Start date:07/02/2022

End date:30/04/2022

Reason for using a consultant:

The feasibility stage requires skills in community engagement, co-design and economic appraisal which the Transport Strategy team does not have the capacity to deliver without additional support. DfT is providing funding to support the bidding stage so funding is available to enable the council to buy in additional capacity and skills required to ensure a high quality bid within a tight timeframe. A direct award under ESPO framework 664 Lot 5 is a compliant procurement route allowing the Council to appoint a suitable consultant within DfT's timeframe for the feasibility stage.

Other options considered: To deliver the feasibility stage entirely in-house - this option has been rejected because the feasibility stage needs to be delivered in a short timeframe. To ensure a high quality bid to maximise our chances of success the feasibility stage requires skills in community engagement, co-design and economic appraisal which the Transport Strategy Team does not have the skills or capacity to deliver without additional support.

Name of consultant:

Integrated Transport Planning Ltd (ITP)

Reason for selection?

ITP has been selected as suitably qualified consultancy from the ESPO framework 664 Lot 5 on the basis of cost using the rates supplied combined with their understanding of the brief and similar work previously done in Nottingham. The work will be led by the team in the Nottingham office which has excellent knowledge of the city's sustainable transport offer so fully understands the context for this work. ITP are also evaluating social prescribing for travel behaviour change in another local authority area and this work will benefit the development of Nottingham's programme.

Has the consultant previously completed work for the City Council?

Integrated Transport Planning Ltd has previously provided support for a number of successful transport funding bid around travel behaviour change including preparation of the economic case and cost benefit ratio in accordance with DfT's methodology. ITP's work has always been of a very high standard and tailored to the needs of the City Council as a client. Awarding as a single contract for two interlinked work packages will provide the optimal input to our bid. The engagement stage will directly inform the scoping of the bid programme and so using the same consultant for the value for money assessment of the proposed programme will be a more efficient and ensure a strong bid.

Specific activities to be undertaken by the consultant are:

ITP will carry out the following tasks: 1) Lead the stakeholder and community engagement and co-design stage closely with local partners during February and March including design of engagement activities and facilitation of up to 11 workshops and focus groups, estimated cost = £30,177 ex VAT; 2) Support bid writing including preparing the value for money evidence base from March to April, estimated cost £9,275 ex VAT - this work will be directly informed by outcomes of the engagement/co-design stage.

Period of engagement:

As soon as possible in February until 30 April 2022

By what process was the consultant selected?

ESPO Framework 664 allows for a direct award to a single supplier based on the day rates supplied on the ESPO portal. Consideration was also given to local knowledge, relevant experience, delivery of similar previous work in Nottingham and availability within the required timeframe. ITP Ltd meet these criteria and have prepared a costed estimate for the required works using ESPO rates which is within the available project budget. of £41,000 for these two elements.

Consultations:

Date: 08/10/2021

Other: Councillor Williams, Portfolio Holder for Adult Social Care

Cllr Williams was consulted about the opportunity to bid to become an active travel social prescribing pilot at the Expression of Interest stage and was very supportive of the initiative.

A key part of the feasibility stage will be to carry out stakeholder and community engagement.

Crime and Disorder Implications:

None arising from the decision to be taken.

Equality:

EIA not required. Reasons: This approval is to accept external grant funding to carry out a feasibility study prior to submission of the funding bid for a three year delivery programme, A requirement of the bid submission is an Equality Impact Assessment. Therefore the EIA will be carried out as part of the feasibility work..

Regard for NHS Constitution:

Local authorities have a statutory duty to have regard to the NHS Constitution when exercising their public health functions under the NHS Act 2006. In making this decision relating to public health functions, we have properly considered the NHS Constitution where applicable and have taken into account how it can be applied in order to commission services to improve the health of the local community. The feasibility stage opens up the opportunity to secure a three year revenue funding programme for the delivery of personalised active travel support package to be delivered through the Nottingham City Integrated Care Partnership's social prescribing referral pathways. The feasibility stage will allow us to develop a deeper understanding of the barriers to active travel for key inactive groups to enable future commissioning of active travel services that will directly benefit local health outcomes for key target groups.

Relates to staffing:

Yes

Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	18/03/2022
Advice Sought:	Legal, Finance, Procurement, Human Resources
Legal Advice:	<p>There are no significant legal issues arising from this decision. The Council must ensure that it complies at all times with any requirements and obligations under the funding terms, including any procurement process requirements. Subject to the procurement of the proposed consultant being in accordance with the call-off instructions for the ESPO framework, and compliance with any Nottingham City Council HR requirements and guidance, there are again no legal issues arising. Finally with regard to the appointment of an agency worker this should be done in accordance with any HR guidance and where possible through the use of the Council's corporate contract for securing agency workers. If an alternative agency is required to meet this need then the client officers need to read and understand any contractual commitments that the Council may be entering into to ensure no additional costs are incurred in the event the Council's needs change.</p> <p>Advice provided by Naomi Vass (Senior Solicitor) on 11/02/2022.</p>

Finance Advice:

Decision 1 seeks to accept £93k Department for Transport Section 31 revenue grant award to carry out a feasibility study for an Active Travel Social Prescribing pilot programme by 30 April 2022. Acceptance of the DFT grant funding does not require a match funding contribution from the Nottingham City Council (NCC), therefore places no pressure on NCC's Medium Term Financial Plan.

Decision 2 requests approval of expenditure allocations against the £93k grant funding awarded. The S31 DFT grant must be spent in accordance with the purpose for which the grant has been awarded. It is the responsibility of the Principal Transport Planner to comply with the grant conditions as stipulated in the grant award letter and to ensure that expenditure is contained within the grant funding budget available in order to reduce unfunded costs to NCC.

Decision 3 Requests the use of consultants, Which must adhere to framework within use of consultants form - A formal agreement should be completed, containing detailed responsibilities, prior to commencement of any work. Care must be taken not to overspend on this although there is a 28k contingency for extra costs.

Decision 4 requests to approve direct award of £40k under ESPO Framework 664 Lot 5 to carry out Stakeholder, community engagement and Bid Scope under decision. This is supported due to ESPO Framework being recognised by the Transport Strategy department as a trusted option with the necessary expertise to deliver the Active travel Pilot As the stakeholder and community engagement stage will directly inform the scoping of the bid programme, appointing a single consultant to support both the engagement and the value for money assessment of the proposed programme will be a more efficient approach to prepare a string bid.

Decision 5 requires the appointment of 1 FTE agency staff for short term project support (10k Decision value). This is supported as this does not require a match funding contribution from the Nottingham City Council (NCC), therefore places no pressure on NCC's Medium Term Financial Plan.

Advice provided by Paul Rogers (Commercial Finance Business Partner (G&D)) on 02/02/2022.

HR Advice:

The service area has identified the need to use a consultant to support the bid writing stage as the Transport Strategy Team does not have capacity to carry out this element in-house. Care must be taken to follow the Consultant Recruitment advice provided on the intranet and address the IR35 issue in particular. A formal agreement will also need to be completed that details the nature of any engagement of a consultant prior to them commencing work. Otherwise the proposal to engage a consultant due to the specialist nature of the work is supported.

The service area has also identified the possible need to fill 1 FTE post with agency worker to cover project work up to the end of April 2022. This is due to the limited time available for recruitment and the impact of staff vacancies in the Transport Strategy Team. Finance colleagues have commented on the funding for this post and no concerns have been identified. The NCC policy and procedures on the hiring of agency workers that can be found on the intranet must be followed and adhered to and engagement with HR around this at an early stage is recommended.

Advice provided by Matthew Hackney (Resourcing Consultant) on 10/02/2022.

Procurement Advice:

<p>Decision 1) Raises no significant procurement concerns.</p> <p>Decision 2) Raises no significant procurement concerns.</p> <p>Decision 3) Raises no significant procurement concerns.</p> <p>Decision 4) The proposal involves using a framework to make an appointment. The framework has specific call-off terms for awarding contracts. Provided the framework process is followed, the award of contract would be compliant with procurement law and therefore there would be no significant Procurement concerns</p> <p>Decision 5) Raises no significant procurement concerns.</p> <p>Advice provided by Paul Ritchie (Procurement Manager) on 02/02/2022.</p>

Signatures:

David Mellen (Leader/ PH Strategic Regeneration Communications)
SIGNED and Dated: 10/03/2022
Rosemary Healy (Portfolio Holder Highways, Transport, Cleansing)
SIGNED and Dated: 01/03/2022
Sajeeda Rose (Corporate Director of Growth & City Development)
SIGNED and Dated: 24/02/2022