

## Operational Decision Record

Publication Date 25/03/2022	Decision Reference Number 4576
<b>Decision Title</b>	
Capability Fund – programme variations to support small scale travel behaviour change projects	
<b>Decision Value</b>	
£49,900k (total value of extended Love to Ride contract) + £30,000 (value of community engagement contract award) = £79,900	
<b>Revenue or Capital Spend?</b>	
Revenue	
<b>Department</b>	
Development and Growth	
<b>Contact Officer (Name, job title, and contact details)</b>	
Jennie Maybury, Principal Transport Planner, Transport Strategy jennie.maybury@nottinghamcity.gov.uk	
<b>Decision Taken</b>	
<ol style="list-style-type: none"> <li>1. To extend contract with Love to Ride by £9,900 from £40k up to £49.9k to provide additional local engagement officer time from April to June 2022;</li> <li>2. To award up to £30k to Sustrans to pilot approaches to community active travel behaviour change in Beechdale/Aspley and St Anns.</li> </ol>	
<b>Reasons for Decision and Background Information</b>	
<p>Department for Transport (DfT) awarded the council a revenue grant of £400,432 for 2021/22 under the Capability Fund for measures to promote active travel behaviour change to help to lock in the benefits of the investment in walking and cycling infrastructure projects. Although this funding was intended for delivery in 2021/22, DfT's funding announcement and associated grant payment were considerably delayed. Due to this and the extended disruption to service delivery due to the pandemic, DfT has extended the spend deadline for Capability Fund up to October 2023, on the basis that the funding is fully committed by 31 March 2022. In order to fulfil this grant condition there is currently £40,000 of funding allocated for active travel behaviour change measures requiring senior officer approval in order to proceed with contract awards before 31 March 2022.</p> <p>DDM 4341 approved August 2021 secured approvals to accept Capability Fund 21/22 revenue grant award and associated project allocations including:</p> <ul style="list-style-type: none"> <li>• Direct award contract of £40k to Love to Ride;</li> </ul>	

- Allocation of up to £30k for up to 3 community level active travel engagement projects to be awarded via 3 quotes.

This report is requesting the following changes to that approval to:

- Extend the Love to Ride contract from £40,000 up to £49,900 to deliver some additional campaign activity targeted at businesses to promote active commutes = £9,900 increase in value to the contract award approved.
- Make a direct award of up to £30k to Sustrans for 2 active travel engagement community projects via the ESPO framework which is different compliant procurement route to the one approved

These changes would be within the agreed envelope of the Capability Fund grant award so no additional spend or requirement on NCC funds

**Decision 1** to extend the current contract with Love to Ride by £9,900, from £40,000 up to £49,900, will provide additional 34 days support from the Love to Ride local engagement officer during April to July 2022 to support sign up to the summer Love to Ride campaign activities. This will provide an additional resource to work with targeted businesses in Nottingham as part of our Workplace Travel Service offer and ensure we maximise the impact of the 12 month Love to Ride campaign package to a core audience. Love to Ride has an experienced project officer available in their East Midlands team who would be able to commence work on Nottingham delivery from 1 April or sooner and so project implementation would not be delayed. This will provide an added boost to the active travel elements of Workplace Travel Service offer over summer 2022 helping to address the gap which will be left by the end of the workplace PTP and active travel services contracts which expire on 31 March 2022.

**Appendix A** outlines the key activities and outputs to be delivered through this small scale project extension. This additional funding can be accommodated within the overall envelope of the Capability Fund revenue grant without impacting on delivery of other projects and does not commit the council to any additional spend or require any other local resources.

**Decision 2** to appoint Sustrans to pilot approaches to community active travel behaviour change in Beechdale and St Anns would be made through a direct award under the ESPO framework 664-21 Lot 5 Highways, Traffic and Transport and so is using a compliant procurement process. The £30k allocation for community active travel behaviour change pilots was approved as part of the original Capability Fund allocations in DDM 4341. Sustrans has provided a costed proposal for £29,310 using ESPO rates as attached in **Appendix B**. There is sufficient funding available for this work package and this proposal will not require any additional council resources. The approval requested is for a variation to the procurement route previously approved under DDM 4341, namely to award a single contract of up to £30k to one supplier under ESPO, instead of commissioning 2 or 3 separate suppliers for projects under £25,000 selected on the basis of 3 quotes.

The procurement route for this project has been changed as working with a single supplier will offer better value for money and reduce the council resource

requirement for project management of this work package. This work package has been designed to complement the capital investment in active travel neighbourhoods under the Active Travel Fund and the feasibility work for the city's bid to become one of DfT's active travel social prescribing pilot areas.

The selected supplier Sustrans has extensive knowledge of Nottingham's active travel strategy, a national track record in innovative and effective community travel behaviour change and has established local stakeholder and partner relationships through other contracts in Nottingham including jobseeker PTP, business engagement and school streets engagement. It should be noted this work package is a new contract for a new project. However this work will be able to build on and add value to the work established through other work packages Sustrans has been involved with and so provide continuity.

The outcome of this work package will provide insight about which behaviour changes approaches are most effective and will be used as part of the evidence base to support future bidding opportunities for active travel behaviour change measures.

**Appendix C** sets out the updated Capability Fund allocations including these variations, showing this balances at £400,432 awarded.

### **Other Options Considered and why these were rejected**

The proposed programme variations will ensure the remaining £40,000 of Capability Fund allocations is fully committed by 31 March in line with DfT's grant funding conditions. A small scale extension of an existing contract and procurement via an existing framework provides the fastest compliant route to market for these two projects, and also builds on existing work, thereby providing better value for money across the overall Capability Fund programme. Other options are unlikely to meet the required timescale to commit this funding.

If approvals for the contract extension (decision 1) and contract award (decision 2) are not in place by 31<sup>st</sup> March 2022 there is a risk DfT could request the council to refund up to £40,000 of grant funding on the basis that these allocations do not meet DfT's definition of committed. Not being able to deliver on almost 10% of our Capability Fund revenue programme for active travel behaviour change could impact on future DfT decisions regarding award of grant funding to Nottingham for other transport bids.

### **Reasons why this decision is classified as operational**

Constitutional Services advised these are operational decisions as these are small scale variations to procurement and spend for existing approved funding and do not commit the council to any additional spend. Advice regarding appropriate approval route provided by Adrian Mann Governance Officer by email dated 17 February 2022.

### **Additional Information**

The full background to the Capability Fund programme and the associated allocations is provided at [Decision - 4341 - Department for Transport Capability Fund revenue grant award - Nottingham City Council](#)

The programme variations requested in this report have been discussed with Paul Ritichie Procurement Manager on 11 February 2022 and he did not raise any concerns regarding proposed procurement for either project, on basis of low value and proposal to use alternative compliant procurement route via an existing framework.

The two focus areas have been selected on the basis of other capital and potential revenue investment through the walking and cycling infrastructure programme, school streets work and the emerging active travel social prescribing bid. Engagement with the ward councillors in the two areas proposed for active travel community behaviour change will be a key part of the project scoping stage.

**Decision Maker (Name and Job Title)**

Sajeeda Rose, Corporate Director of Growth & City Development



**Scheme of Delegation Reference Number**

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**Date Decision Taken**

8 March 2022