DECISION MAKING REPORT

Report for

Stephen McDonnell; Interim Director of Commercial and

Operations

Item number:

n/a

Title:

Contract variation under 10.02.1 (a) to the Cycle Training Contract

to vary the contract by a further £20,000.

Report

authorised by:

Zoe Robertson; Head of Commissioning and Client

23/6/17

Lead Officer:

Denise Adolphe, Smarter Travel Manager, 020 8489 1128,

denise.adolphe@haringey.gov.uk

Ward(s) affected: N/A

Report for Key/

Non Key Decision: n/a

1. Describe the issue under consideration I write to request your approval for a contract variation under 10.02.1 (a) to the Cycle Training Contract to vary the contract by a further £20,000.

2. Recommendations

> For the Interim Director of Commercial and Operations to approve the implementation of Contract Standing Order 10.02 .1a.

> And that the contract value for Cycle Training service with Cycling Instructor is increased by £20,000 to £470,000.

3. Reasons for decision

> In July 2013, 'Cycling Instructor' was chosen from a shortlist of 5 companies to provide cycle training to those who live, work and study in the borough. The contract was initially for three years and was valued at £240,000. This funding was allocated from the LIP and covered school cycle training, one to one cycle training and Dr Bike maintenance sessions.

> During this same period the Smarter Travel team was allocated additional funding from TfL to fund further softer cycling measures. These included Enhanced Child Cycling Training and Bikeability Plus.

> Due to the success of all of the Council's Cycling Services and the increase in funding from TfL for these measures, we varied the cycle training contract value from £240,000 to £450,000 in February 2015.

> Further to this, as is allowed in the contract, we also extended the contract for



one year taking it up to August 2017.

We are now in a position where the contract value has been reached and thus we need to raise it by £20,000 to take us to the end of the contract in August 17. This funding is available and is funded by TFL.

We therefore require a further variation of £20,000 which will deliver the remainder of the schools cycle training programme.

- 4. Alternative options considered An alternative option would be to cancel all of the remaining cycle training activities that have been scheduled. However this option would mean that continuity would be lost in terms of working within the schools and we would not achieve the targets we have forecast to TfL. The best option therefore is to undertake this request for the additional £20,000.
- 5. Background information In July 2013, Cycling Instructor was chosen from a shortlist of 5 companies to provide cycle training to cyclists ensuring they have the skills necessary to cycle safely with confidence in their day to day activities. The organisation also provides Dr Bike and Cycle Maintenance courses to people who live, work and study in the borough. The contract was awarded for three years until 31 August 2016 and extended for a year to August 2017. Funding was increased in early February 2015 to £450,000.
- 6. Contribution to strategic outcomes
 The Cycle Training Contract and the projects which fall within this contribute
 to: Priority 3 a clean, well maintained and safe borough where people are
 proud to live and work Objective 3 To move to more sustainable modes of
 transport by making Haringey one of the most cycling and pedestrian friendly
 boroughs in London.
- 7. Statutory Officers
 Finance: The cost of this provision will be met by the Smarter Travel budget –
 P22201. A core budget of £100,000 (including fees) is available for Cycle
 Training from the LIP. However funding varies for cycle training depending on
 extra funds which can be bid for and allocated by TfL. Spend on cycling
 activity can therefore be anywhere from £75,000 up to approximately £150,000
 per year.
- 8. Procurement Comment

Procurement approves request to vary the contract by the stated amount (£20,000) in order to progress payments of invoices to the supplier during the term of the contract.

- Use of Appendices n/a
- 10. Local Government (Access to Information) Act 1985



- 5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- 6. Information which reveals that the authority proposes -
 - (a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) To make an order or direction under any enactment.
- 7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Note: It is insufficient to simply identify a category of exemption, you must also conduct a public interest test on the basis specified in the Act as follows:

Information falling within categories 1-7 is exempt if and so long as in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Confidential Decisions

- 1. The decision contains information provided by a Government department on a non disclosure basis
- 2. There is a Court order against disclosure