



London Borough of Enfield

Report Title	Delivery of cycle training and services – Framework with LB Waltham Forest
Report to	Cllr Rick Jewell, Cabinet Member for Environment
Date of Report	January 2024
Cabinet Member	Cllr Rick Jewell, Cabinet Member for Environment
Executive Director / Director	Brett Leahy, Director of Planning and Growth
Report Author	Liz Rhodes, liz.rhodes@enfield.gov.uk
Ward(s) affected	All
Key Decision Number	KD5703
Classification	Part 1 Public
Reason for exemption	N/A

Purpose of Report

- 1.1 This report seeks authority to procure cycle training and cycling services ('the Services') through the LB Waltham Forest Cycle Training Framework ('the Framework'), set up to deliver local Services by suppliers appointed after a competitive open tender. Suppliers of the Service shall be party to the Framework.
- 1.2 The Framework replaces the existing 'Framework Agreement for the Provision of Cycle Training and Support Services', which expires on 6 February 2024 after having been in use since February 2018.
- 1.3 Enfield Council plans to call off from this new Framework to deliver the Services for the duration of the Framework (4 years), with the opportunity to extend any contracts should the Framework enable this opportunity.

Recommendations

- I. Approve the entering of a call off agreement to use the LB Waltham Forest Cycle Training Framework to procure the Services for the duration of the framework.
- II. Delegate authority to the Journeys & Places Programme Director to enter into any extensions of the Framework that LB Waltham Forest may put in place.
- III. Note that the procurement of suppliers was conducted by LB Waltham Forest. LB Waltham Forest are the Lead Authority of the Framework.

Background and Options

1. Enfield Council has been delivering cycle training and cycle services to people who live, work and study in Enfield with Transport for London (TfL) funding since 2013. Cycle training and cycle services are delivered as part of the Journeys and Places programme.
2. The Services have been delivered using TfL's cycle training framework, tendering processes to award suppliers, and the 'Framework Agreement for the Provision of Cycle Training and Supporting Services' led by Enfield Council, which expires on 6 February 2024.
3. LB Waltham Forest have established a new Framework and undertaken a competitive tender process to procure suppliers in two Lots:
 - a. Lot 1: Cycle training
 - b. Lot 2: Associated services
4. The Framework offers the Council access to a range of suppliers in both Lots. The Council are satisfied that the suppliers procured by LB Waltham Forest in both Lots will provide a high-quality service and have the ability to meet the demands of cycle training and cycle services, which are becoming increasingly popular and well-attended in Enfield.
5. The Council's delivery of cycling infrastructure and facilities continues to be of priority in line with the Council's Climate Action Plan 2020 and commitment to addressing the climate emergency. Delivery of the Services is part of the Council's approach to behaviour change to active travel, alongside delivery of infrastructure and facilities.
6. Straight contract without the Framework was considered but is not recommended in view of economies of scale.
7. In 2024/25 it is anticipated that Services to a value of approximately £150k will be delivered through use of the Framework, all funded from TfL. This includes Services such as cycle training, Dr Bike, the All Ability Cycling Hub, cycle maintenance courses and led group rides. The value of Services in

future years of the call off will fluctuate subject to the amount of external grant funding secured.

Preferred Option and Reasons For Preferred Option

8. Delivery of the Services through use of the Framework is the preferred option.
9. The preferred option offers Enfield Council a more efficient process of procurement of the Services, and a range of suppliers to select to work with the deliver the Services.

Relevance to Council Plans and Strategies

10. Enabling more people to travel by active means such as cycling is a priority for Enfield Council, and detailed across the following Plans and Strategies.
 - a. The Draft Council Plan 2023-26 outlines the ambition to enable active and low carbon travel.
 - b. The Climate Action Plan 2020 outlines the action: 'Work with partners to change the way people move around the borough so that they are less dependent on private vehicles and use public transport, walk and cycle more.'
 - c. The Mayor's Transport Strategy states the goal of 80% of Londoners travel by walking, cycling or public transport by 2041.

Financial Implications

11. This report seeks authority to procure cycle training and cycling services ('the Services') through the LB Waltham Forest Cycle Training Framework ('the Framework'), set up to deliver local Services by suppliers appointed after a competitive open tender. Suppliers of the Service shall be party to the Framework. In 2024/25 it is anticipated that Services to a value of approximately £150k will be delivered through use of the Framework, all funded from TfL. This includes Services such as cycle training, Dr Bike, the All Ability Cycling Hub, cycle maintenance courses and led group rides. The value of Services in future years of the call off will fluctuate subject to the amount of external grant funding secured.

Legal Implications

12. The Council has the power under section 1(1) Localism Act 2011 to do anything individuals generally may do providing it is not prohibited by legislation and subject to public law principles. S.19 Local Government (Miscellaneous Provisions) Act (1976) further enables the Council to provide

such recreational facilities as it thinks fit (including power to provide buildings, equipment, supplies and assistance of any kind for this purpose). In addition, under s.111 of the Local Government Act 1972, the Council has the power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of its functions. The recommendations in this report are in accordance with these powers.

13. The value of the contract exceeds the relevant EU threshold, which means that the Public Contracts Regulations 2015 (PCR 2015) apply to the award of the contract. The use of a framework is a compliant route to award, provided that the Council can legitimately use the framework and the award process complies with the terms of the framework.
14. As TFL funding will be used, Council officers must be mindful of, and ensure compliance with, any terms and conditions attached to the funding.
15. The call-off contract must be in a form approved by Legal Services on behalf of the Director of Law and Governance and, due to the value, will need to be sealed as a deed.

Equalities Implications

16. It should be noted that enabling all people to access cycle training and cycle services is a priority of the Services. This includes disabled people, children and elderly people. Lot 2 of the Framework includes item 2a – All Ability Cycle sessions which offers a service where residents can use or try adapted cycles in a safe environment with trained instructors. In addition, other Services welcome disabled people, young people and elderly people and are able to be adapted should that be required.
17. It should be noted that any contracts awarded should include a duty on the successful applicant to assist us with meeting our obligations under the Equalities Act 2010.

Public Health Implications

18. Delivering more cycle training in Enfield will have a positive impact on public health in Enfield. Cycling is an important tool in the prevention and treatment of obesity and physical inactivity related to ill health. Physical inactivity is the fourth leading cause of mortality worldwide and associated with a reduction of long-term conditions, which account for a significant proportion of the NHS budget. Deliver a more efficient cycle training service in the borough will improve the quality of cycle training provided, increase the number of people cycling in the Borough and help attain a modal shift away from driving.

Climate action implications

19. The framework will facilitate mode shift to active travel in Enfield by providing cycle training which boosts the confidence and improves the safety of cyclists,

resulting in more people cycling and reduced volumes of emissions from travel in the borough.

Safeguarding Implications

20. Working with children and vulnerable groups is necessary as part of the Service delivery. It should be noted that any contracts awarded should include a requirement of trainers, instructors, mechanics and other individuals delivering the Services who are in contact with these groups to hold the relevant documentation such as a Disclosure and Barring Service (DBS) check and have a safeguarding policy in place.

Procurement implications

21. Any procurement must be undertaken in accordance with the Councils Contract Procedure Rules (CPR's) and the Public Contracts Regulations (2015), along with the Council's Sustainable and Ethical Procurement Policy.

22. The proposed award via the Waltham Forest Cycle Training Framework Agreement will go through the Procurement Services Assurance process and the necessary Gate Report prepared for endorsement. The lead officer within the Service Area must keep records of approvals to proceed with the proposed award to evidence compliance with the rules.

23. It is the expectation that this contract will be fully managed in line with the Council's Contract Management Framework. This will include evidence of contract management including contract / performance reviews, financial checks (supplier resilience) and regular risk assessments.

24. The Service Area has completed the Contract Management Tiering tool and the project has been classified as Silver. The lead officer will meet with the Contract and Supplier Relationship Manager within Procurement Services, who will go through the contract management requirements for the management of the Contract prior to its commencement

25. Promoting to the Councils Contract Register and the uploading of executed contracts for this service must be undertaken on the London Tenders Portal.

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Appendices

None

Background Papers

None

Departmental reference number, if relevant: