

North Yorkshire County Council
Business and Environmental Services

Executive Members

26 July 2019

**Craven, Ryedale and Miscellaneous Area Review of
Home to School and Local Bus Service Transport Contracts**

Report of the Assistant Director – Transport, Waste and Countryside Services

1.0 Purpose of Report

- 1.1 To seek approval from the Corporate Director, Business and Environmental Services to proceed with a review and re-procurement of transport contracts in the Craven, Ryedale and Miscellaneous areas for both Local Bus and Mainstream Home to School transport services.

2.0 Background

- 2.1 Integrated Passenger Transport (IPT) undertakes to re-evaluate all of its subsidised Local Bus Service (LBS) and contracted Mainstream Home to School transport service contracts (delegated responsibility from The Corporate Director of Children and Young Peoples Service) across North Yorkshire through a programme of area reviews; the county is split into four review areas, the whole cycle taking four years to complete.
- 2.2 Current contracts in Craven and Ryedale along with some miscellaneous contracts are due to end in April 2020 and new contracts must be secured to start on 20 April 2020. A full review of both LBS and School routes and pupil allocations in the above areas will be undertaken as part of this review.

3.0 Proposed Tender Procedure

- 3.1 The 'Open' tender process will be undertaken by IPT in accordance with the Council's Contract Procedure Rules with support from the central procurement team.
- 3.2 Contracts will be advertised through Prior Information Notice and OJEU notices and through the e-tendering system notice board.
- 3.3 The Gateway process will be followed and approval to award the contracts for both BES and Children and Young Peoples Service under this joint procurement will be sought from The Corporate Director – Business and Environmental Services (BES) through the Gateway 3 process following consultation with The Corporate Director - Children and Young Peoples Service.

4.0 Financial Implications

This procurement is within the Council's policy framework and appropriate budgets exist within Children and Young People's Service (CYPS) and BES for the work to be carried out and financed.

5.0 Legal Implications

5.1 Local Bus Services

The Council's obligations as set out in the Transport Act 1985 section 63 (as amended 2000), places the following duty on the Council:

to secure the provision of such public passenger transport services as the Council consider it appropriate to secure to meet any public transport requirements within the county which would not in their view be met apart from any action taken by them for that purpose;

in exercising or performing any of their functions pursuant to section 63 the Council shall have regard to the transport needs of members of the public who are elderly or disabled In exercising the section 63 duty the Council is entitled to take account of the amount of funding available

5.2 Mainstream Home to School Services

The Education Act 1996 (as amended) Sections 508B and 508C make provision for the County Council to ensure that suitable travel arrangements are made, where necessary to facilitate a child attending school. The County Council has a duty to make travel arrangements for 'eligible children' and in doing so has regard to statutory guidance and the Council's own policy.

6.0 Equalities Implications

6.1 An Equalities Impact Assessment (EqIA) has been carried out to consider the impact of this review and this can be found at Appendix 1

6.2 The Equalities duty is ongoing and will be reviewed throughout the planning, review and procurement stages as well as prior to the award of any contracts.

7.0 Recommendation

7.1 It is recommended that The Corporate Director – BES, in consultation with the Corporate Director, CYPS, and the Business and Environmental Services Executive Members agrees to proceed with the review and re-procurement of transport services.

IAN FIELDING

Assistant Director - Transport, Waste and Countryside Services

Report author: Catherine Price

Background documents: None

Equality impact assessment (EIA) form: evidencing paying due regard to protected characteristics
(Form updated May 2015)

Craven, Ryedale & Miscellaneous Transport, Area Review for Local Bus & Mainstream Home to School Transport Area Review 2020

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যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔



Equality Impact Assessments (EIAs) are public documents. EIAs accompanying reports going to County Councillors for decisions are published with the committee papers on our website and are available in hard copy at the relevant meeting. To help people to find completed EIAs we also publish them in the Equality and Diversity section of our website. This will help people to see for themselves how we have paid due regard in order to meet statutory requirements.

Name of Directorate and Service Area	Business and Environmental Services, Integrated Passenger Transport
Lead Officer and contact details	Project Owner: Catherine Price ext 5691
Names and roles of other people involved in carrying out the EIA	Contracting Officers: Nicky Moseley ext 8031 Dianne Pottage ext 5103 Mary Welch ext 5104
How will you pay due regard? e.g. working group, individual officer	Consideration of the EIA by the Officers involved in the procurement process
When did the due regard process start?	April 2019

Section 1. Please describe briefly what this EIA is about. (e.g. are you starting a new service, changing how you do something, stopping doing something?)

IPT reviews all of its transport services for both mainstream home to school and local bus contracts across North Yorkshire through a continuous programme of contract renewal. The county is split into 7 areas and the whole review cycle takes 4 years to complete.

Re-newal of contracts is required for mainstream home to school, and Local Bus Service contracts in the Craven and Ryedale areas. In addition some miscellaneous contracts are also being reviewed.

Section 3. What will change? What will be different for customers and/or staff?

In reviewing the contracts, service routes and timetables will be changed to meet changing home to school requirements. There may be some changes to local bus service frequency and timetables to ensure that we can make the best use of the available funding whilst having regard to our overall strategy. However, we do not plan to remove any services altogether. Where we propose changes to timings of services, Community Transport and Car Schemes can be used in mitigation if necessary. In some cases, the contractors providing the services may change as a result of the tendering process.

Section 4. Involvement and consultation (What involvement and consultation has been done regarding the proposal and what are the results? What consultation will be needed and how will it be done?)

For contracts that are in the area renewal process comments are being sought from:

Home to School Transport

Schools and Parents via the schools
County Councillors

Local Bus Services

Parish Councils
District Councils
County Councillors
Neighbouring Authorities
Other designated Stakeholders

Section 5. What impact will this proposal have on council budgets? Will it be cost neutral, have increased cost or reduce costs?

This procurement is within the Council policy framework and appropriate budgets exist within CYPS and BES for the work to be carried out and financed. It is anticipated that whilst some contracts will reduce in costs, others may increase.

Section 6. How will this proposal affect people with protected characteristics?	No impact	Make things better	Make things worse	Why will it have this effect? Provide evidence from engagement, consultation and/or service user data or demographic information etc.
Age	X			
Disability	X			
Sex (Gender)	X			
Race	X			
Gender reassignment	X			
Sexual orientation	X			
Religion or belief	X			
Pregnancy or maternity	X			
Marriage or civil partnership	X			

Section 7. How will this proposal affect people who	No impact	Make things better	Make things worse	Why will it have this effect? Provide evidence from engagement, consultation and/or service user data or demographic information etc.
live in a rural area?	X			
have a low income?	X			

Section 8. Will the proposal affect anyone more because of a combination of protected characteristics? (e.g. older women or young gay men) State what you think the effect may be and why, providing evidence from engagement, consultation and/or service user data or demographic information etc.

No

Section 9. Next steps to address the anticipated impact. Select one of the following options and explain why this has been chosen. (Remember: we have an anticipatory duty to make reasonable adjustments so that disabled people can access services and work for us)	Tick option chosen
1. No adverse impact - no major change needed to the proposal. There is no potential for discrimination or adverse impact identified.	X
2. Adverse impact - adjust the proposal - The EIA identifies potential problems or missed opportunities. We will change our proposal to reduce or remove these adverse impacts, or we will achieve our aim in another way which will not make things worse for people.	
3. Adverse impact - continue the proposal - The EIA identifies potential problems or missed opportunities. We cannot change our proposal to reduce or remove these adverse impacts, nor can we achieve our aim in another way which will not make things worse for people. (There must be compelling reasons for continuing with proposals which will have the most adverse impacts. Get advice from Legal Services)	
4. Actual or potential unlawful discrimination - stop and remove the proposal – The EIA identifies actual or potential unlawful discrimination. It must be stopped.	
<p>Explanation of why option has been chosen. (Include any advice given by Legal Services.)</p> <p>The Council has a statutory responsibility to transport school children who qualify for free home to school transport in line with the Councils policy and these requirements will be met. Whilst not all vehicles that will be used in the provision of home to school transport will be accessible, pupils who have special access requirements will be accommodated as necessary.</p> <p>It is anticipated the local bus network in the Craven & Ryedale areas will remain largely the same as it is currently and access to the nearest service centre will be maintained.</p> <p>There may be a minor impact to a few individual passengers where timetables have changed but for the most part this will be mitigated by the existence of alternative timetabled services and the expansion of demand responsive and community transport services. It is therefore considered that any impact is both minimal and justifiable in relation to the wider aims of the service which are to preserve key essential services whenever possible.</p>	

<p>Section 10. If the proposal is to be implemented how will you find out how it is really affecting people? (How will you monitor and review the changes?)</p> <ul style="list-style-type: none"> • Monitor correspondence and complaints following the introduction of any changes • Monitoring of the services through on-going contract management • Feedback from users, operators, Parish Councils, County Councillors and other stakeholders

Section 11. Action plan. List any actions you need to take which have been identified in this EIA, including post implementation review to find out how the outcomes have been achieved in practice and what impacts there have actually been on people with protected characteristics.

Action	Lead	By when	Progress	Monitoring arrangements
Passenger Usage	Operator/Contract Manager	On-going during contract life from April 2020	On-going	Through normal contract management

Section 12. Summary Summarise the findings of your EIA, including impacts, recommendation in relation to addressing impacts, including any legal advice, and next steps. This summary should be used as part of the report to the decision maker.

This EIA seeks to assess the equality impact of changes to services as a result of renewal of contracts for Home to School and Local Bus Services.

We have no evidence to show an impact in relation to the tender of contracts for home to school transport.

For local bus services there may be a small impact for a few individual passengers where timetables may change but for the most part this will be mitigated by the existence of alternative services and the availability of demand responsive and Community Transport services. It is therefore considered that any remaining impact will be both minimal and justifiable in relation to the wider aims of the service which are to preserve key essential services whenever possible.

Section 13. Sign off section

This full EIA was completed by:

Name: Catherine Price

Job title: Passenger Transport Contracts and Commissioning Manager

Directorate: Business & Environmental Services

Signature: *Catherine Price*

Completion date: May 2019 and reviewed on 18.07.2019

Authorised by relevant Assistant Director (signature): *Ian Fielding*

Date: 18.07.2019