



Officer Decision Record

1. Subject and details of the matter (to include reasons for the decision)

On the 18 December 2020 North East Lincolnshire Council submitted a funding bid to the Department for Transport (DfT) E-Cycle Extension Fund 2020/21. The North East Lincolnshire e-cycle project will extend our existing Access Fund partnerships with a range of local charities and social enterprises to actively promote and encourage the use of e-cycles. In doing so the project will seek to:

- increase levels of physical activity amongst groups who are likely to benefit the most, including older people and people who are suffering from conditions such as asthma, COPD, diabetes, high blood pressure, increase cycling amongst women (research from Sustrans shows about 50% fewer women than men cycle twice a week) or more and individuals on lower incomes.
- support the local economy by improving sustainable access to new and existing employment, education and training (sites across the Borough.
- help evaluate the role of e-cycles in improving local air quality and reducing peak time congestion where modeshift from cars to e-cycles can be realised
- increase overall public awareness of e-cycles and identify whether having access to try an e-cycle changes opinions about them and increases the likelihood of purchase.

The bid will be delivered by working in partnership with the Humber and Wolds Rural Community Council (HWRCC) and Cycle Hub Lincs (both existing Access Fund partners) with North East Lincolnshire Council delivering a programme based around increasing access to e-cycles for people in North East Lincolnshire.

The project is made up to two workstreams, the first "Try-an-e-cycle" offers the short-term loan of an e-cycle to anyone living, working or studying in North East Lincolnshire, the second element "Hire-an-e-cycle" is more closely aligned with the current Wheels to Work scheme to provide access to education, training and employment opportunities for people in North East Lincolnshire who struggle to get access to these opportunities.

2. Is it a Key Decision as defined in the Constitution?

No.

3. Details of Decision

The Procurement Team advised prior to submitting the bid to the DfT, the e-cycles would need to be procured by North East Lincolnshire Council. If the local authority is awarded the DfT funding, ensuring the e-cycles are available to the project from 1 April 2021 is key to the successful delivery of the scheme.

4. Is it an Urgent Decision? If yes, specify the reasons for urgency Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.

No

5. Anticipated outcome(s)

Option 1 - North East Lincolnshire Council conducts a procurement exercise for 25 e-cycles and the tender award is subject to the award of the funding from the DfT. Suppliers will be requested to hold prices until the DfT funding announcement or until 1 April 2021.

6. Details of any alternative options considered and rejected by the officer when making the decision

Option 2 - Do nothing – This option is not recommended. If the DfT award North East Lincolnshire Council the e-cycle funding it is key to the delivery of the scheme the e-cycles are available from 1 April 2021. Should the e-cycles not be available to the Council and DfT award the funding, this has potential reputational implications, and this may also affect future DfT funding award decisions.

7. Background documents considered

- North East Lincolnshire Council E-Cycle Extension Fund 2020/21 bid (18 December 2020)

- E-Cycle Extension Fund - 2020/21 – Letter from the DfT (19 November 2020)

8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons

Not applicable.

9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)

Not applicable.

10. Monitoring Officer Comments (Monitoring Officer or Deputy Monitoring Officer)

The procurement of the e-cycles by April 2021 is key to the DfT funding and the delivery of the overall scheme.

11. Section 151 Officer Comments (Deputy S151 Officer or nominee)

The estimated cost of the bikes is £25k and these will only be purchased if external grant funding is approved to fully cover the cost.

12. Human Resource Comments (Strategic Workforce Lead or nominee)

There are no direct HR implications contained within this ODR

13. Risk Assessment (in accordance with the Report Writing Guide)

The following risk assessment was presented to SMT:

| Risk | Mitigation |
|---|---|
| Increase to overall programme delivery costs | Regular financial reviews undertaken, and outcome reported to Project Board. Project Board able to postpone spend and amend profile if necessary. Project Team may seek permission from DfT to move programme budget between years in order to cover any overspend in individual years. |
| Delivery partner unable to fulfil their commitment to the project | Continued engagement with project partners, ongoing review and planning meetings held at regular intervals. Alternative delivery arrangements considered by Programme Managers. |
| Prolonged period of poor weather - April to October | Contingency in place to rearrange events, move venues indoors where appropriate. |
| Lack of public interest/engagement in projects | Continued engagement with local media outlets through NELC/ENGIE comms support. Regular use of Social Media to promote projects including those being delivered by partners. |
| Injury to participant | Safety messages built into promotional activity where appropriate. Capital investment in infrastructure to include Road Safety Audit and be delivered by reputable provider. |
| Prolonged delay to project delivery caused by unforeseen events | Project recovery plans to be developed |
| E-Cycle Misuse | E-Cycle allocation to be managed by partners. Applicant to sign terms and conditions which govern the use of the e-cycle. Applicant to attend E-Cycle training with Lincs Inspire |
| Reputational risk to North East Lincolnshire | Project to be monitored through Access Fund board |
| Complaints | Complaints will be continuously monitored to identify issues, which will be resolved by delivery partners. |
| Technical issues with E-Bikes | Technical issues to be monitored by delivery partners and highlighted to project board |
| Abandoned/stolen E-Bikes | Delivery partners to ensure e-bikes are stored in safe location. E-Bikes tracked and will be issued with lock. |

14. Decision Maker(s):

Name: Mark Nearney

Title: Assistant Director of Housing,
Highways and Transport

Signed: Approved via email

Dated: 5th February 2021

**15. Consultation carried out with
Portfolio Holder(s):**

Name: Councillor S Swinburn

Title: Portfolio Holder for Environment
and Transport

Signed: approved via email

Dated: 6th February 2021

**16. If the decision is urgent then
consultation should be carried out
with the relevant Scrutiny
Chair/Mayor/Deputy Mayor**

Name: N/A

Title: N/A

Signed: N/A

Dated: N/A

APPENDIX 1 – EMAIL APPROVAL

From: Cllr Stewart Swinburn (NELC) <Stewart.Swinburn@nelincs.gov.uk>
Sent: 06 February 2021 17:27
To: Mark Nearney (NELC) <Mark.Nearney@nelincs.gov.uk>
Cc: Jonathan Ford (Engie) <Jonathan.Ford@nelincs.gov.uk>
Subject: Re: Officer Decision Notice MO1_v_0.1 E Bike HR and LEGAL Done

Thanks,

I approve the ODR

Cllr Swinburn

From: Mark Nearney (NELC) <Mark.Nearney@nelincs.gov.uk>
Sent: 05 February 2021 22:03
To: Cllr Stewart Swinburn (NELC) <Stewart.Swinburn@nelincs.gov.uk>
Cc: Jonathan Ford (Engie) <Jonathan.Ford@nelincs.gov.uk>
Subject: Officer Decision Notice MO1_v_0.1 E Bike HR and LEGAL Done

Dear Cllr,

Please can you review/approve attached ODR.

I am supportive.

Jonathan, if approved by Cllr, please send confirmation email with ODR to Dem Services.

Thanks

Mark