



Officer Decision Record

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

Travel Demand Management Fund

Local Authorities in England have the responsibility for restoring the provision of local transport services following the outbreak of Covid-19 in the United Kingdom. As a result of continued social distancing measures which are set out in Government guidance, capacity on local transport networks will remain constrained for some time, even as demand increases due to a relaxation in lockdown measures and as business and schools reopen in line with Government advice.

With the announcement that all year groups would return to schools and further education colleges at the beginning of the Autumn term, it was expected that this would place additional demand on the transport network.

Whilst only a proportion of children and young people use public transport to get to school and further education colleges, continuing to provide sufficient capacity – while maintaining social distancing – will be enormously challenging.

At a national level it is estimated that only around a third of children in England, outside London, using public buses to travel to school before the crisis, can be safely accommodated when schools resume. This is considering likely demand from other passengers on services that are open to the wider public and maintaining social distancing of 1 metre.

In order to ensure that local transport systems can continue to operate effectively and safely, local authorities need to manage demand and supply on their networks.

The DFT have provided funding to NELC to the value of £100,000 for Travel Demand Management within the Borough.

This funding stipulated that the following points were accessed with regards to Covid-19 and school travel:

- a) promoting active travel strongly.
- b) contracting additional coaches (where they are available at a local level and necessary)
- c) engaging extensively with local businesses and employers to reduce other demand for public transport during peak school travel hours.
- d) staggering school start and finish times.
- e) accepting increased use of cars for longer journeys that cannot be accommodated on public transport or realistically switch to active travel.

In order to progress a Travel Demand Management Plan the following stages were followed as recommended in the Travel Demand Management Toolkit provided by the DFT.

- 1) Collect and analyse data
- 2) Identify possible solutions
- 3) Implementation of solutions
- 4) Implementation of Marketing and Communications
- 5) Monitor, Evaluate and Adapt.

Following the process of the five stages various solutions were agreed upon. Many of the solutions were costed to funds such as the Access Fund and Education Transport as activities were already in place which met the needs of the plan. It is proposed that the remaining activities such as additional working hours for crossing patrols to accommodate the staggered start and finish times for school, walking maps promoting government guidelines for keeping safe, school travel plans which include Covid-19 guidance, vehicle messaging signs and press releases are accommodated by the DFT Travel Demand Management fund.

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

No

3. Details of Decision

Approval is sought to utilise £100,000 of the DfT Travel Demand Management fund allocation and distribute it to accommodate the solutions and associated fees. The distribution of the funding has been approved at Project Board level.

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.

Yes.

To achieve the terms and conditions set out by DFT the funding should be utilised by the end of FY 20/21.

5. Anticipated outcome(s)

As the funding has already been transferred to NELC, this funding is to be distributed as agreed at Project Board level.

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

If the funding has not been utilised by the end of the financial year DFT can request the return of the full amount.

7. Background documents considered

N/A

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

No

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)

There are no known conflicts of interest.

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

Travel demand management is a priority following Covid-19. A plan has been formulated to utilise the DfT funding according to their terms and conditions.

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

Making the proposed payments before 31/3/21 will ensure that the grant conditions are met and that the Council does not have to repay any unspent funds.

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

There are no direct HR implications

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

There is a risk that if the funding is not utilised by the end of the FY20/21 that the DFT will reduce/deny all future funding as terms and conditions have not been met.

14. Decision Maker(s):

Name: Mark Nearney

Title: Director of Housing, Highways & Transport

Signed: REDACTED

Dated: 23.03.21

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

Name: Councillor Stewart Swinburn

Title: Portfolio Holder for Environment and Transport

Signed: Approved via email

Dated: 18th March 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: 18 March 2021 14:45
To: Emma Clark (Engie) <Emma.Clark@nelincs.gov.uk>
Subject: RE: ODR - Travel Demand Management Fund

Thanks Emma,

This has my approval

Cllr Swinburn

From: Emma Clark (Engie) <Emma.Clark@nelincs.gov.uk>
Sent: 18 March 2021 10:51
To: Cllr Stewart Swinburn (NELC) <Stewart.Swinburn@nelincs.gov.uk>
Subject: ODR - Travel Demand Management Fund

Good morning Councillor Swinburn,

Please see attached ODR for the Travel Demand Management Fund from DFT which relates to Covid-19 and the return to school. I have also included a letter and appendices from DFT for your information.

The ODR will enable utilisation of the funding for costs incurred. I would be grateful if you could provide approval for this, however should you have any queries please do not hesitate to ask.

Kind Regards,

Emma.

Emma Clark
Senior Project Manager