

Officer Decision/Mayoral Decision No.:	ODN126-2019
DECISION TITLE: Extension of LTP programme (contract with Steer and CCC Client advisory role) - Additional budget for public consultation	
NAME OF OFFICER/MAYOR EXERCISING DELEGATED POWERS: Board has delegated authority to the Chief Executive and the Transport Director	
DATE OF OFFICER/MAYORAL DECISION: 25 June 2019	

Responsible Director/Mayor:	Kim Sawyer, Interim Chief Executive Paul Raynes, Strategy and Delivery Director
Report Author and contact details:	Andy Starkie, Transport Programme Director
Is it a key decision?	No
Is this a public report? If a key decision, it will be a public report and will be published on the CA website.	No
KEY DECISIONS ONLY	
Insert forward plan ref number	
Date when Mayor intend to make decision.	
Date report published on the website	
Implementation Date	
Does the report have any annex that contains exempt information?	

Decision taken	The Chief Executive, in Consultation with the chairman of the Transport committee, agree to: (a) Extend Steers contract to November 2019; (b) Extend Cambridgeshire County Council Client Advisor role to November 2019; (c) Increase the overall Local Transport Plan budget by £164,674 to £640,618 in line with the financial implications section.
----------------	---

<p>Authorisation (<i>delete as appropriate</i>)</p>	<p>This decision has been taken under:</p> <p>General authorisation (<i>those decisions delegated to officers as per the Constitution</i>):</p> <ol style="list-style-type: none"> 1. Chapter 16 Part 5 paragraph 1 of the CPCA constitution changes to an existing Contract and approval of senior officers; 2. Chapter 11, para 4.13 of the constitution: <p>“[The Chief Executive has delegated authority] to take decisions up to £500k, subject to any decisions being reported to the next Board meeting of the Combined Authority.”</p> <p>Specific delegation by Board</p> <p>Item 3.5 at the May 2019 CPCA Board included the decision to:</p> <p>“Delegate authority to the Chief Executive, in consultation with the Chair of the Transport Committee, to allocate funding for public consultation from the 2019/20 Local Transport Plan Budget allocation and make non-material drafting improvements in line with Board Members’ views to the draft Local Transport Plan before public consultation.”</p> <p>The paper also specified that (para 6.1):</p> <p>“There is £100,000 of funding within the 2019/20 revenue budget for Local Transport Plan work. This will be drawn down to fund the consultation process outlined in this report.”</p>
<p>Background Information</p>	<p>The Devolution Deal agreed with Central Government in 2017 gave the Mayor and the Cambridgeshire and Peterborough Combined Authority power over certain transport functions, with the Combined Authority taking over the role of the Local Transport Authority from Cambridgeshire County Council and Peterborough City Council. One of the key responsibilities of the Local Transport Authority is the development of a new Local Transport Plan.</p> <p>The new Local Transport Plan will supersede the interim Local Transport Plan and take an ambitious approach, looking towards creating a world class, integrated transport system, which maximises Cambridgeshire and Peterborough’s sustainable, economic potential whilst protecting and enhancing the environment. It is therefore a crucial document in the Combined Authority’s strategic portfolio.</p> <p>Reasons for extension of programme and additional budget:</p> <p>The LTP contract with Steer didn’t include the production of the statutory documents. These documents needed to be developed in alignment with the development of the LTP. In October 2019, a review of the CPCA prioritisation process and constraints on expenditure prevented the timely appointment of the Statutory Assessments. It took 6 weeks to achieve approval to proceed with additional expenditure to the LTP contract incurred to deliver the delayed draft LTP by Feb 2019. The delayed of the draft didn’t impact per se on the extension this report is seeking and therefore, there were not financial consequences of such delay. In October 2018 the Board approved the scope and stakeholder engagement strategy. It was recommended by members to include additional stakeholder engagement activities. This recommendation was also made during</p>

the mobilisation period. Since January 2019, Steer has received recommendation from partners to increase the level of stakeholder engagement at the political level. This is to ensure that sufficient dialogue is occurring and to mitigate any risks of challenge at public consultation, and subsequently the need to re-consult. The requirement to carry out additional stakeholder and member engagement is outside of the scope of the contract. (Please see change request submitted by consultants).

The production of the LTP draft was originally aligned to include key aspects of policy and Strategy that were being developed concurrently, such as the CPIER and NSSF. The final confirmation of the CPIER response by the CPCA was delayed by a month and development of the NSSF was significantly delayed from original timescales set in June 2018. Without these key inputs, the LTP could merely identify what schemes “could” benefit the Combined Authority and could make little judgement on where the interventions would be best placed to support growth. In January 2019, the Combined Authority determined that the programmes for developing the Local Transport Plan and the Cambridgeshire and Peterborough Non-Statutory Spatial Framework (NSSF) should be aligned. This decision was made in recognition of the interdependent relationship between land use and transport, and to allow collaboration and joint working between the two workstreams. In addition, it was acknowledged that running consultation for the two documents in parallel would mean that the public and key stakeholders would only need to be engaged once on similar matters.

There will be 21 half day events in the public consultation period (more than budgeted originally, this change is in response to comments by senior officers and members). The events will be staffed by the consultants (Steer), CPCA officers and officers from the Highways Authorities. While the consultants and CPCA officers’ participation is included in section A, the attendance of CCC and PCC staff will also require funding as they will have a supporting role. It is estimated that up to £12,000 will be needed to staff the events with CCC/PCC officers.

While public buildings will be prioritized for hosting the public consultation events, it is envisaged that some venues will need to be hired. This report is seeking for an allocation of up to £1000 for this.


While the consultants will carry out the analysis of the results of the consultation, it is envisaged that the CPCA will need to issue communications and this will need administrative support to cope with the day to day tasks (logging correspondence, collating responses, responding to queries on the public consultation). Even though some of these tasks could be done by spare PA resource, the project is looking to secure the resource in light of the importance of public consultation.

Initial conversations with HR have taken place to identify agencies that could help with this. Human resources will also consider interns/graduates for the more technical tasks. The report is asking for up to £15,000 for this item.

The Contract with Steers to prepare the Local Transport Plan was entered into on 14 May 2018. The Contract was subsequently novated from Cambridgeshire County Council to the Combined Authority. Clause 3 of the original contract allows for the term of the contact to be extended on the giving of notice. The

	<p>CPCA constitution provides that in certain cases the scope of a contract can be enlarged by way of an exemption in particular where to change supplier would cause disproportionate disruption. The Public Contract Regulations 2015 Regulation 24 confirms this approach when the changes are said not to be Material and do not fundamentally change the nature of the contract. As this is a continuation of the work to develop a new Local Transport Plan its scope remains within the original the requirements of the original contract.</p>	
<p>Alternative options considered.</p>	<p>Do nothing option: this option is not available as it would mean stopping the process and failure to comply with a statutory duty with the abandonment of the work done until now. The extension of the programme is a consequence of the alignment of the LTP with the NSSF and the need to extend stakeholder engagement with members.</p>	
<p>Financial Implications</p>	<p>Board budget allocation (2017 - 2019): £500,000</p> <p>Initial project cost: £475,944:</p> <ul style="list-style-type: none"> • Steer (prod LTP and stat docs): £450,944 • Cambridgeshire County Council: £25,000 <p>Additional required project costs: £164,674</p> <ul style="list-style-type: none"> • £50,000 CCC Client Advisory role extended to November 2019 • £86,674 Extension of Steers contract to November 2019 (including additional stakeholder engagement) • £1000 Venue hire for public consultation • Up to £12,000 for Highways Authority officers to attend events (CCC) • Up to £15,000 for PA, comms and back up resource for public consultation events , printing. <p>Revised project cost: £640,618</p> <ul style="list-style-type: none"> • Steer (production of LTP and statutory documents): £537,618 • Cambridgeshire County Council (Client advisory role and attendance to events): £87,000 • Public consultation and comms: £16,000 <p>The difference between revised project cost and original budget allocation is £140,618.</p> <p>The increased budgetary requirement will be paid from the CPCA's revenue reserves. As there was a net underspend on the 2018-19 budget this can be met without affecting the CPCA's financial sustainability.</p>	
<p>Consultation</p>	<p><i>List any relevant consultation undertaken in relation to the decision. For example portfolio holders, other Chief Officers.</i></p> <p><i>Chief Executive</i></p> <p><i>Responsible Director/Chief Officer</i></p> <p><i>Monitoring Officer</i></p>	<p><i>Name and Date approved (or indicate if not applicable)</i></p> <p><i>Kim Sawyer</i></p> <p><i>Paul Raynes</i></p> <p><i>N/A</i></p>

	S73	Jon Alsop
	Portfolio Holder	James Palmer
	Other	
Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)	<i>List the names of any member who has been consulted on and declared an interest in relation to the decision.</i> XXXXX	
Supporting documentation	<i>List any supporting documentation available in relation to this decision (all of this information must be retained for public inspection for a period of at least 4 years – there is no provision for the release of exempt/confidential information).</i> XXXXXX	

Officer/Mayor signature	 Kim Sawyer, Chief Executive	Date 25/06/2019
<p><i>Once signed please file in the electronic file Documents/Governance/ office decision notice and enter details in the register.</i></p> <p><i>If a public report, pass to Democratic Services and we will arrange publication.</i></p>		