

NORTH EAST JOINT TRANSPORT COMMITTEE

RECORD OF DELEGATED DECISION BY OFFICER

1. Subject of Decision

BSIP data analytic tool procurement

2. Delegation Reference (Refer to Meeting Minute Number or Delegation Scheme in the Constitution or Decision Notice)

JTC Procedure Rule 33 – Urgent Decisions

Where a decision needs to be taken urgently and it is not practical to convene a quorate meeting of the appropriate body (i.e. the Joint Transport Committee, or any other committee, sub-committee of the Joint Transport Committee), the Head of Paid Service, in consultation with the Proper Officer for Transport, the Chair (or in their absence the Vice Chair) of the relevant committee, the Chief Finance Officer and the Monitoring Officer has the authority to take an urgent decision. In such circumstances, the Head of Paid Service must report that decision to the next meeting of the appropriate decision making body which would have otherwise made that decision.

This decision needs to be taken urgently because of the lead in time until the software is operational a delay in obtaining approval until the next formal JTC meeting in December 2023 would delay the contract signing until January 2024. Given the tight timescales on Bus Service Improvement Plan (BSIP) spend it is important that we are able to get the contract signed and software up and running as soon as possible.

This decision has been delegated to one or more officer(s) under:

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(a) A specific express authorisation was given to the *Head of Paid Service / Monitoring Officer / Chief Finance Officer* by the *Joint Transport Committee* on *xx.xx.xxxx* to make and enter into appropriate contracts in relation to each project after specified consultation.

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(b) a general authorisation to take such decisions **and**, the effect of the decision is to:

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(i) grant a permission or licence;

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(ii) affect the rights of an individual; or

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(iii) award a contract or incur expenditure which, in either case, materially affects the Authority's financial position.

3. Name and Title of Decision Maker

Patrick Melia, Head of Paid Service, NECA

4. Details of any Conflict of Interest and any Dispensation granted in respect of such Interest

None

5. Executive Summary

The Bus Service Improvement Plan (BSIP) sets out 11 Key Performance Indicators (KPI's) which Transport North East will use to monitor the performance of the BSIP interventions on areas such as, patronage, modal share, bus punctuality and bus boarding in rural areas. Following soft market testing Transport North East (via NECA as the administering body for the Joint Transport Committee) would like to appoint CitySwift through the Crown Commercial Service, G-Cloud 12 Framework Agreement, to provide a data analytics tool. The contract will run until March 2025 with a cost per annum of £246,610.

6. Decision(s)

6(a)

The Head of Paid Services, NECA, hereby:

Approves the appointment of CitySwift to provide data analytics software to support the monitoring and evaluations of the BSIP interventions.

6(b) If Exempt or Confidential, please provide a reason:

n/a

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7. Alternative options considered

Option 1 – The North East Joint Transport Committee may accept the recommendations presented in this report to:

- i. approve the appointment of CitySwift to provide data analytics software to support the monitoring and evaluations of the BSIP interventions.

Option 1 is the preferred option

Option 2 – The North East Joint Transport Committee may not accept the recommendation presented in this report. In this event, a competitive procurement exercise would be required to appoint a data analytics tool provider.

8. Reasons for the Decision(s)

A data analysis tool is required for the BSIP monitoring and evaluation, procurement have advised that to meet the BSIP funding timescales a direct award as the best option.

Given the value of the award the approval of JTC is required to appoint CitySwift, hence the presented proposals.

9. Contact Officer

Heather Jones, Head of Enhanced Partnerships

E-mail: heather.jones@transportnortheast.gov.uk

10. Date of Publication

23 November 2023

11. Date of Call-In Deadline

30 November 2023

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12. Implementation Date

1 December 2023



Signature of the Decision-Maker:

Please return the following to Emma Reynard in Democratic Services
(emmareynard@gateshead.gov.uk) **within 2 working days of the decision having been taken.**

- A Word version of the completed Delegated Decision report
- A Word version of the completed Delegated Decision Record
- A scanned PDF version of the completed and signed Delegated Decision Record

The Delegated Decision will be published by Democratic Services within three working days of it being taken, and it will then be open to call-in for a further five working days.

Decisions must not be implemented until the call-in process is completed.
Democratic Services officers will advise report authors and decision makers of the relevant deadlines for call-in.

North East Joint Transport Committee

Date: 21 November 2023

Subject: BSIP data analytic tool procurement

Report of: Managing Director, Transport North East

Executive Summary

The Bus Service Improvement Plan (BSIP) sets out 11 Key Performance Indicators (KPI's) which Transport North East will use to monitor the performance of the BSIP interventions on areas such as, patronage, modal share, bus punctuality and bus boarding in rural areas. Following soft market testing Transport North East (via NECA as the administering body for the Joint Transport Committee) would like to appoint CitySwift through the Crown Commercial Service, G-Cloud 12 Framework Agreement, to provide a data analytics tool. The contract will run until March 2025 with a cost per annum of £246,610.

Recommendations

The North East Joint Transport Committee is recommended to:

- i. approve the appointment of CitySwift to provide data analytics software to support the monitoring and evaluations of the BSIP interventions.

1. Background Information

- 1.1 The North East's BSIP sets out an ambitious plan to make buses more attractive by making them an affordable and practical alternative to using private cars for more people and helping existing bus users to travel more frequently. The numerous measures proposed included improvements to timetables and fares, extensive priority measures on roads and at junctions to speed buses up, improved waiting facilities, a set of affordable fare "caps" that work across all buses and Metro services, lower fares for many young people and simplified and improved information.
- 1.2 To monitor the impact of these wide ranging interventions the BSIP sets out 11 KPI's which look at modal share, bus patronage including young people, bus boarding at rural stops, passenger satisfaction, average bus speeds, bus punctuality and reliability and bus fleet emission standard. Transport North East have committed to reporting against these KPI's every 6 months, to support this reporting it is proposed to direct award CitySwift.
- 1.3 Transport North East have developed a tender specification for the required analytical software which can be found in Appendix 1. Following discussions with the procurement team it was deemed that a full competitive tender would not allow Transport North East to get the full benefit of a system in the current funding window, until March 2025. It was therefore agreed that if a suitable supplier was available through the Crown Commercial Service Framework that procurement route would be taken.
- 1.4 Following a review of the available suppliers on the Crown Commercial Services, G-Cloud 13 and a number of demonstrations with potential suppliers it was agreed that CitySwift were the only supplier that could deliver on the specification with an "off the shelf" product.
- 1.5 The contract has a fee value greater than the delegated authority of the Managing Director, Transport North East and therefore require approval by the Joint Transport Committee (JTC).

2. Proposals

- 2.1 It is proposed that CitySwift is appointed based on their ability to deliver on all elements of Transport North East's requirements with an "off the shelf" product range.

3. Reasons for the Proposals

- 3.1 A data analysis tool is required for the BSIP monitoring and evaluation, procurement have advised that to meet the BSIP funding timescales a direct award as the best option.
- 3.2 Given the value of the award the approval of JTC is required to appoint CitySwift, hence the presented proposals.

4. Alternative Options Available

- 4.1 Option 1 – The North East Joint Transport Committee may accept the recommendations presented in this report to:
- i. approve the appointment of CitySwift to provide data analytics software to support the monitoring and evaluations of the BSIP interventions.

Option 1 is the preferred option

- 4.2 Option 2 – The North East Joint Transport Committee may not accept the recommendation presented in this report. In this event, a competitive procurement exercise would be required to appoint a data analytics tool provider.

5. Next Steps and Timetable for Implementation

- 5.1 If the recommendations presented in this report are accepted, the contract will be finalised and issued to CitySwift through Durham County Council procurement team.

6. Potential Impact on Objectives

- 6.1 There are no impacts on the objectives of the BSIP or North East Transport Plan arising directly from this report.

7. Financial and Other Resources Implications

- 7.1 The funding for the procurement of this tool is through the BSIP funding award of £163.5m of which £1.526m has been allocated for partnership delivery costs as outlined in table 8 of the 2023/24 Revenue budget and capital programme update paper brought to this committee on the 18 July 2023.
- 7.2 Depending on the date of the contract award, if JTC approve this appointment, the annual cost of £246,610 will be prorated to end on 31 March 2025.

8. Legal Implications

- 8.1 There are no legal implications arising directly from this report.

9. Key Risks

- 9.1 A key risk is that the Transport North East team can accurately report to the Department for Transport (DfT) on monitoring and evaluation metrics to adhere to the grant funding conditions. The procurement of this software will help mitigate this risk by removing significant manual processes which are currently being used.

10. Equality and Diversity

- 10.1 There are no implications for equalities and diversity arising directly from this report.

11. Crime and Disorder

- 11.1 There are no implications for Crime and Disorder arising directly from this report.

12. Consultation/Engagement

- 12.1 Consultation with Durham County Council procurement team on the appropriate procurement route.

13. Other Impact of the Proposals

- 13.1 Not applicable.

14. Appendices

- 14.1 Appendix 1 – Data tool tender specification

15. Background Papers

- 15.1 North East Bus Service Improvement Plan: [TNE-BSIP_FINAL.pdf](#)
([transportnortheast.gov.uk](#))

Bus Back Better – The National Bus Strategy: [Bus Back Better](#)
([publishing.service.gov.uk](#))

The Bus Services Act 2017 – Enhanced Partnerships Guidance: [The bus services act 2017: enhanced partnerships](#) ([publishing.service.gov.uk](#))

JTC Report – Vision for Buses (item 9): [\(Public Pack\) Agenda Document for North East Joint Transport Committee, 13/07/2021 14:30](#) ([northeastca.gov.uk](#))
JTC Report – Establishment of the Enhanced Partnership (item 5) [\(Public Pack\) Agenda Document for North East Joint Transport Committee, 21/03/2023 14:30](#) ([northeastca.gov.uk](#))

16. Contact Officers

- 16.1 Heather Jones, Head of Enhanced Partnerships E-mail
Heather.Jones@transportnortheast.gov.uk Tel: 07962867407

17. Sign off

- The Proper Officer for Transport:
- Head of Paid Service:
- Monitoring Officer:
- Chief Finance Officer:

18. Glossary

BSIP – Bus Service Improvement Plan

BSOG – Bus Service Operators Grant

DfT – Department for Transport

EP – Enhanced Partnership

JTC – Joint Transport Committee

LA – Local Authority

LTA – Local Transport Authority

NBS – National Bus Strategy