

## **WEST DUNBARTONSHIRE COUNCIL**

### **Report by the Executive Director of Educational Services**

**Educational Services Committee: 20 February 2013**

---

**Subject: School Transport Tendering Procedures Session 2013/2014**

#### **1. Purpose**

- 1.1** This report informs Members of the proposed timetable for the processing of tenders for mainstream home-to-school contracts and for the transportation of pupils with additional support needs.
- 1.2** This report seeks approval from Members to proceed with the proposed timetable in order to secure contracts for school transport for session 2013/2014, and up to session 2017/2018 where contracts are for 5 years duration.

#### **2. Recommendations**

- 2.1** To meet statutory requirements and Council policy, it is necessary to secure contracts for school transport for session 2013/2014. The process requires to follow a set timetable.
- 2.2** It is recommended that:
- i) the Executive Director of Educational Services be given approval to proceed and award tenders for the transport of children with additional support needs which represent best value for the Authority;
  - ii) the Executive Director of Educational Services be authorised to make the necessary arrangements in liaison with Strathclyde Partnership for Transport (SPT) to renew and award mainstream contracts which represent best value for the Authority;
  - iii) the Executive Director of Educational Services be given approval to proceed and award contracts in liaison with SPT regarding the required changes to the revised Secondary School Timetable;

#### **3. Background**

- 3.1** The Director of Education submitted a full report on school transport issues to a meeting of the Education Committee of 24 April 1996.

- 3.2** The report presented in 1996, detailed the requirements of the Education (Scotland) Act 1980 on Education Authorities to make appropriate provision to assist pupils with accessing education. The Act requires that free transport be provided for all pupils up to the age of 8 who live more than 2 miles from their local school and to pupils over the age of 8 who live more than 3 miles from their local school.
- 3.3** The policy presently operated by West Dunbartonshire Council provides free home-to-school transport for primary school children who live more than 1 mile from their local school and for secondary school children who live more than 2 miles from their local school.
- 3.4** The Education Authority is also required to make provision for pupils with additional support needs to attend a school to meet the requirements of their additional support needs.
- 3.5** In order to secure contracts for session 2013/2014 and beyond, it is now necessary to begin the process as timetabled below.

#### **4. Main Issues**

##### **4.1 Tendering Procedure**

###### **Additional Support Needs (ASN) and Mainstream Contracts**

- 4.1.1 a) February 2013** – present information on contracts to be renewed to Educational Services Committee and seek approval to put tendering process into operation.
- b) February 2013** – prepare information regarding contracts to be renewed.
- c) February/March 2013** – place adverts in European Journal and local press inviting tenders.
- d) April 2013** – all tenders to be returned to Legal, Democratic and Regulatory Services.
- e) June 2013** – letters issued to contractors informing them of the outcome of the tendering process.
- 4.1.2** For session 2013/2014, it will be necessary to secure approximately 80 ASN externally secured contracts at an estimated cost of £450,000. Where the responsibility for transporting young people is shared with the Community Health and Care Partnership a proportion of the costs associated with the transport of these pupils will be recovered from that department.

**4.1.3** Over and above these externally secured contracts, using vehicles presently owned or leased by Educational Services and managed by Internal Transport, we will transport young people with additional support needs to and from specialist provision. The estimated budget figure for this operation is £520,000 for session 2013/2014.

## **4.2 Mainstream Contracts**

**4.2.1** Members will be aware that in respect of mainstream contracts, SPT acts as agent for West Dunbartonshire Council in securing contracts.

**4.2.2** For session 2013/2014, the full estimated budgeted cost of all SPT contracts (approximately 50), inclusive of all administrative and advertising charges will be £675,000. This is based on the probable outturn received from SPT based on the current mainstream school contracts. The agency fee for SPT is in the region of £37,500.

**4.2.3** Of the above 50 SPT contracts, 13 at an estimated cost of £85,500 are due to be re-advertised for the start of session 2013/2014. It should be noted that this cost is based on the current contract specification, and is likely to change when the results of the tender process are known.

**4.2.4** Further to the approval of the revised Secondary School Timetable at the Education Services Committee of 7 November 2012, and after consultation with SPT, Legal, Democratic and Regulatory Services and Finance and Resources in terms of procurement procedures, the Council will instruct SPT to give notice that it will be terminating the existing contracts with the operator; and instruct SPT to re-tender the contracts. There is a total of 22 additional contracts requiring to be re-tendered.

**4.2.5** It should be further noted that the duration of mainstream contracts can vary from 1 year up to 5 years.

## **5. People Implications**

**5.1** There are no people implications related to this matter.

## **6. Financial Implications**

**6.1** The budget for 2013/14 is expected to be sufficient to meet the costs of the contracts which are subject to the proposed tendering processes.

## **7. Risk Analysis**

**7.1** It is anticipated that the timescales required to complete the process can be met.

**7.2** There is always a risk that tenders may exceed current budget.

## **8. Equalities Impact Assessment**

**8.1** West Dunbartonshire Council is committed to the promotion of equality of opportunity in the provision of services. The tendering process is designed with these duties in mind. The Council's procurement strategy will be followed to ensure equality of opportunity in the tendering process. When a tendering process is initiated and a contractor selected, the Council will ensure its partner meets the statutory duties of a local authority in the provision of home-to-school transport. An equalities impact screening revealed no equalities issues in relation to this report. The screening is available as a background paper to this report.

### **9.1 Consultation**

Legal, Democratic and Regulatory Services, the Section 95 Finance Officer and the Procurement Team have been consulted with on the content of this paper.

## **10. Strategic Assessment**

**10.1** High quality school transport contracts contribute to the Council's strategic priority of delivering fit for purpose services.

Terry Lanagan  
Executive Director of Educational Services

---

**Person to Contact:** Mary Berrill, Quality Improvement Manager, Educational Services, Council Offices, Garshake Road, Dumbarton G82 3PU (tel: 01389 – 737374, e-mail: [mary.berrill@west-dunbarton.gov.uk](mailto:mary.berrill@west-dunbarton.gov.uk))

**Appendices:** None

**Background Papers:** EIA Screening

**Wards Affected:** All