

**TO: EXECUTIVE MEMBER FOR TRANSFORMATION AND FINANCE
TBC**

**EXTENSION OF HOME TO SCHOOL AND OCCASIONAL
TRANSPORT SERVICES CALL OFF CONTRACTS**

Director of Corporate Services

1 PURPOSE OF REPORT

- 1.1 To approve the extension for 12 months of the call off contracts under the existing Home to School and Occasional Transport Services Framework Agreement

2 RECOMMENDATION

- 2.1 That the Executive Member for Transformation and Finance approves a twelve month extension of the call off contracts under the existing Home to School and Occasional Transport Services Framework Agreement**

3 REASONS FOR RECOMMENDATIONS

- 3.1 The extension of the call off contracts will allow a further period of twelve months using the existing contractors. This means that the contracts will last a full five years.
- 3.2 High levels of satisfaction with the current contracts and suppliers are at risk if the service is re-procured without this being necessary.
- 3.3 The renewal of SEN home to school transport contracts causes considerable stress and tension to parents of children with SEN and to the child themselves.
- 3.4 There is potential to extend the contract within the current contractual conditions.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 To re-tender in 2015 as originally planned. This has been dismissed as a twelve month extension is the preferred option.

5 SUPPORTING INFORMATION

- 5.1 It has been recognised that the tender process and particularly the implementation of any changes in new home to school transport contracts is very stressful for pupils being transported as well as their parents. The impact of any change on SEN pupils is high but particularly when it is a driver or passenger escort who has worked closely with a family over many years.
- 5.2 The existing contracts have had high levels of parent satisfaction and have averaged 95% satisfied or very satisfied for the last two years of operation. Inevitably it takes some time for new contracts to be bedded in and this would be avoided for a further twelve months if the extension was approved.

Unrestricted

- 5.3 Extending the call off contracts for a further twelve months, from September 2015 until August 2016, will allow one year group at secondary school five years of consistency of driver and escort. The Framework agreement was let in September 2011 and expires in August 2015. This extension only applies to call off contracts.
- 5.4 A call-off contract may be for a longer term than the framework, subject to the requirement that the authority "shall not use a framework agreement improperly or in such a way as to prevent, restrict or distort competition.
- 5.5 Whilst the opportunity of re-tendering brings with it the possibility of financial savings the level of these has fallen over the last two exercises. The extension for one year is likely to have a small impact.

6 **ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

Borough Solicitor

- 6.1 Nothing to add to this report

Borough Treasurer

- 6.2 The element of the current budget which relates to this contract is £1.7m. Taking account of inflationary increases to costs this budget is sufficient to support this contract extension.

Equalities Impact Assessment

- 6.3 Not required as no impact

Strategic Risk Management Issues

- 6.4 Included in the report

Other Officers - Head of Procurement

- 6.5 Extending the call-off contracts offers the best solution to pupils and makes sound commercial sense subject to pricing remaining competitive

Contact for further information

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