

Title of meeting: Solent Transport Joint Committee

Date of meeting: 21 June 2022

Subject: Bike Share LTA Officer Time

Report by: Tim Forrester - FTZ Programme Manager

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1. To detail the proposed bike share budget allocations for each participating local authority.

2. Recommendations

- 2.1. To approve the forecast officer time funding allocations requested by LTA partners.

3. Background

- 3.1. The Future Transport Zone (FTZ) includes the delivery of a Bike Share service in the Solent. Portsmouth City Council (PCC) have led on the procurement which has now concluded for both Lots 1 (mainland) and Lot 2 (Isle of Wight). A provider will be formally appointed following ratification by PCC.
- 3.2. It is anticipated that each Local Authority will call-off from the Framework to appoint the Bike Share operator for the initial two-year term through until 30 June 2024, with an option to extend this for a further 8 years.
- 3.3. Ahead of entering call-off contracts, detailed briefings will be provided via each Local Authority's governance process.
- 3.4. The FTZ budget for bike share is £2.3m. £300k of the budget has been set aside to fund Local Transport Authority (LTA) officer time that is required to support the local implementation of the service.
- 3.5. The remaining budget is allocated to the operator to cover set up, infrastructure and operational costs. Solent Transport are procuring a Bike Share operator and expect to have awarded the contract by June 2022. The funding for Bike Share will be available to LTAs and the operator for 2 years (until June 2024).

Budget Allocations

- 3.6. A paper submitted in October outlined a proposal (subsequently approved by the Board) for a process to be followed for managing LTA Officer costs required to support the planning and delivery of FTZ projects. This process involves each of the four LTAs submitting a 'LTA Staff Allocation Settlement' spreadsheet, which highlights their costs (both actual and forecast). The spreadsheet enables LTAs to build up details on costs based on proposed staff rates (£s per hour) per grade and the number of hours worked for each task/activity by each staff grade.
- 3.7. The initial launch for Bike Share will be in Southampton, Portsmouth and the Isle of Wight and therefore only these authorities are required to submit officer time requests, a summary of these submissions is shown in table 1.

Table 1 LTA 2-Year Budget Allocations to June 2024

| Local Authority | Budget Allocation |
|--------------------------|--------------------------|
| Portsmouth City Council | £95,000 |
| Southampton City Council | £95,000 |
| Isle of Wight Council | £50,000 |

- 3.8. Given the substantive similarity of the Southampton and Portsmouth schemes, the allocations for SCC and PCC will be capped at £95k; with IoW capped at £50k.
- 3.9. This maximum cap values are based on learnings from the E-Scooter trials, a consideration of periods when greater staff resource will be required (e.g., communications and marketing in the launch phase), and review by the project team to ensure the costs capture the following:
- Senior officer support (inc. committees, meetings etc.)
 - Transport planning and policy support
 - Technical highways support (e.g. parking assessments)
 - Legal (e.g. S115E consultations)
 - Communications and marketing
 - Consultation and engagement
 - Design and engineering costs
- 3.10. Traffic order advertising costs have also been considered and are accounted for in each of the three LTAs' respective allocations.
- 3.11. This approach will enable all appropriate costs will be met regardless of local variations in processes and hourly rates, including any increase in hourly rates in the second year of the scheme, as a result of annual pay increases etc, and allowing for any unforeseen costs associated with major new schemes of this nature.

Management and Governance

- 3.12. Solent Transport have recruited a dedicated Bike Share Project Manager to oversee delivery of the service in SCC, PCC and the IOW. The Bike Share PM will be supported by embedded PMs in both Southampton and Portsmouth.
- 3.13. A project board has been established to manage Bike Share delivery across the Solent. Funding requests are primarily based on experiences with e-scooters, a similar micromobility operation, however it is recognised uncertainties will remain in cost forecasts. Therefore, LTAs will be asked to track the actual spend and forecast spend against the estimates and report variances to the Bike Share Project Board.
- 3.14. Where the board identify that a council is likely to exceed its total allocation, a solution will be discussed at the Project Board with a recommendation for resolving taken to Senior Management Board.

Bike Share Expansion

- 3.15. It is anticipated that Bike Share will be expanded to cover more LTAs than PCC, SCC and the IOW after the initial launch. Any underspend from the overall Bike Share budget or alternative FTZ budgets will be used to fund officer time until June 2024 subject to recommendation from the Bike Share Project Board and approval from the Solent Senior Management Board (SMB).
- 3.16. The procurement approach delivered allows considerable flexibility for other partner LTA's to call off directly from the framework to access bike share providers. Discussions are ongoing with HCC to determine and define potential opportunities for wider scheme expansion into that part of the Solent region.

4. Reasons for recommendations

- 4.1. To enable to commencement of the Bike Share service in each participating Local Authority.

5. Integrated impact assessment

- 5.1. To be completed by the individual Local Authority as part of their individual decision-making process.

6. Legal implications

- 6.1. No legal implications

7. Finance's comments

- 7.1. Solent FTZ budget approved by SCC Full Council 17 November 2021 and is continually monitored and reported decisions on variation made by SMB/JC as necessary

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Signed by:

Appendices:

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

| Title of document | Location |
|-------------------|----------|
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The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

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Signed by: