

WEST OF ENGLAND JOINT COMMITTEE

31 January 2020

REPORT SUMMARY SHEET

COMMISSIONING OF A MASS TRANSIT STRATEGIC OUTLINE BUSINESS CASE

Purpose

To update the Joint Committee on progress on this project and to ask the Joint Committee to agree to delegate the decision to commission the Mass Transit Strategic Outline Business Case, through the WECA Professional Services Framework, to the WECA Director of Infrastructure in consultation with the relevant Directors of the constituent authorities.

Summary

This report includes the following key information:

- An update on the development of the scope to achieve a completed Strategic Outline Business Case. The scope sets out 3 phases:
 - Phase 1 – Objective development and gap analysis
 - Phase 2 – Options appraisal report and appraisal specification report
 - Phase 3 – Strategic Outline Business Case
- Information about the commissioning process, which is being progressed through the Professional Services Framework.

Recommendations

Members of the Joint Committee are asked to approve:

* To delegate the decision to commission the Mass Transit Strategic Outline Business Case, through the WECA Professional Services Framework, to the WECA Director of Infrastructure in consultation with the relevant Directors of the constituent authorities.

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Position: Director of Infrastructure

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REPORT TO: WEST OF ENGLAND JOINT COMMITTEE

DATE: 31 JANUARY 2020

REPORT TITLE: COMMISSIONING OF A MASS TRANSIT STRATEGIC OUTLINE BUSINESS CASE

DIRECTOR: DAVID CARTER DIRECTOR OF INFRASTRUCTURE

AUTHOR: NAOMI GORNALL – SENIOR PROJECT MANAGER

Purpose of Report

- 1.1 To update Joint Committee on the progress made on the above project following the last paper submitted in February 2019.
- 1.2 To ask Joint Committee to agree to delegate the decision to commission the Mass Transit Strategic Outline Business Case (SOBC), through the WECA Professional Services Framework, to the WECA Director of Infrastructure in consultation with the relevant Directors of the constituent authorities.

Recommendation

- To delegate the decision to commission the Mass Transit Strategic Outline Business Case through the WECA Professional Services Framework to the WECA Director of Infrastructure in consultation with the relevant Directors of the constituent authorities.

Background / Issues for Consideration

- 2.1 The February 2019 WECA Committee [paper for Mass Transit](#) (see para 12 for full link) , sets out the proposed approach for further development of the Mass Transit project.
- 2.2 The February paper sought and received approval to progress to the tender stage to commission a SOBC.
- 2.3 The February paper approved further funding, allowing a total approved budget of £1.5m for the Mass Transit Study.
- 2.4 A scope has been produced and agreed by Heads of Transport, Transport Board and relevant Directors. A project management resource has been allocated to the project (September 2019).
- 2.5 The scope sets out the three Phases that are required to achieve a completed SOBC. These are as follows:
 - Phase 1 – Objective Development and Gap Analysis
 - Phase 2 – Options Appraisal Report (OAR) and Appraisal Specification Report (ASR)
 - Phase 3 – Strategic Outline Business Case (SOBC)

- 2.6 Following completion of the Mass Transit scope, a full suite of tender documents has been produced. The tender scoring has an emphasis on the need for high quality outputs, as well as including social value and price.
- 2.7 The commissioning process has commenced via the new Professional Services Framework.
- 2.8 It is anticipated that we will be in a position to award a contract during March 2020.
- 2.9 It is necessary to complete Phases 1 and 2 before we can fully understand the content, size and cost of the SOBC phase (Phase 3). The tender documents therefore request a price for Phases 1 and 2 only. Subject to good performance the consultant will then be asked to produce a price for Phase 3 which, if acceptable, will then be awarded. The price can be benchmarked against inputs and rates provided at Phases 1 and 2 and we will reserve the right to return to the market for Phase 3 should the quality or price not be acceptable.
- 2.10 Completion of Phases 1 and 2 are programmed to take approximately 1 year, and the output will be a preferred option. We will return to Joint Committee with the outcome and further information from Phases 1 and 2 prior to awarding Phase 3. Appendix A sets out a draft outline programme. The Consultant, as part of the tender and the following commission will be asked to build upon this programme.

Consultation

- 3.1 Since the February 2019 paper was approved, substantial work has been carried out to put together tender documentation for the Mass Transit SOBC.
- 3.2 The Mass Transit scope has been consulted upon via the Heads of Transport for all constituent authorities.
- 3.3 The content of the scope, tender questions and tender process has also been shared and received input from the Directors of Infrastructure and Transport Board.

Other Options Considered

- 4 We could await actual costs of the tender and return to WECA Joint Committee. This risk is this is likely to delay the process. £1.5m has already been approved and it is anticipated that the tender return prices will be within this envelope.

Risk Management/Assessment

- 5 There is a risk that tendered prices are outside of the approved funding or that consultants indicate a timescale longer than anticipated. The Director of Infrastructure will only commission work that is within the funding envelope and can deliver Phase 1 and 2 outcomes within an acceptable timescale.

Public Sector Equality Duties

- 6 The public sector equality duty created under the Equality Act 2010 means that public authorities must have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.

- Foster good relations between people who share a protected characteristic and those who do not.

- 6.1 The Act explains that having due regard for advancing equality involves:
- Removing or minimizing disadvantages suffered by people due to their protected characteristics.
 - Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
 - Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
- 6.2 The general equality duty therefore requires organisations to consider how they could positively contribute to the advancement of equality and good relations. It requires equality considerations to be reflected in the design of policies and the delivery of services, including policies, and for these issues to be kept under review.

Climate Change Implications

- 7 On 19 July 2019, the West of England Combined Authority declared a climate emergency, recognising the huge significance of climate change and its impact on the health, safety and wellbeing of the region’s residents. The Combined Authority is committed to taking climate change considerations fully into account as an integral part of its governance and decision making process.

Each report/proposal submitted for Combined Authority / Joint Committee approval is assessed in terms of the following:

Will the proposal impact positively or negatively on:

- The emission of climate changing gases? **Positively** – a carbon calculator is required for all options. Only options with a beneficial impact will be taken forward.
- The region’s resilience to the effects of climate change? **Positively** – a mass transit solution seeks to shift people from use of private vehicles onto more sustainable mass transit.
- Consumption of non-renewable resources? **Positively**– a mass transit solution seeks to shift people from use of private vehicles onto more sustainable mass transit.
- Pollution to land, water or air? **Positively** – environmental impact is a component of the SOBC assessment process.

This project will also be subject to more detailed environmental assessment/consideration as necessary as part of the detailed project-specific management arrangements.

- 7.1 This project is a key element to the West of England tackling the climate emergency. We need to progress at pace as this project is only in the early stage of inception. The scope includes a request that the consultant look in detail at how to streamline the process to delivery. The scope also requests in-depth carbon calculation to ensure the correct option is chosen.

Finance Implications, including economic impact assessment where appropriate

- 8 N/A – finance already approved via February 2019 committee.

- 9 Specific legal advice with regards to contract information for the tender documentation was sought to ensure compliance with the New Engineering Contract, Professional Services Contract.

Advice given by: Andrew Brentley Procurement Business Partner.

Appendices

Appendix A – Draft Client Outline Programme

Background papers:

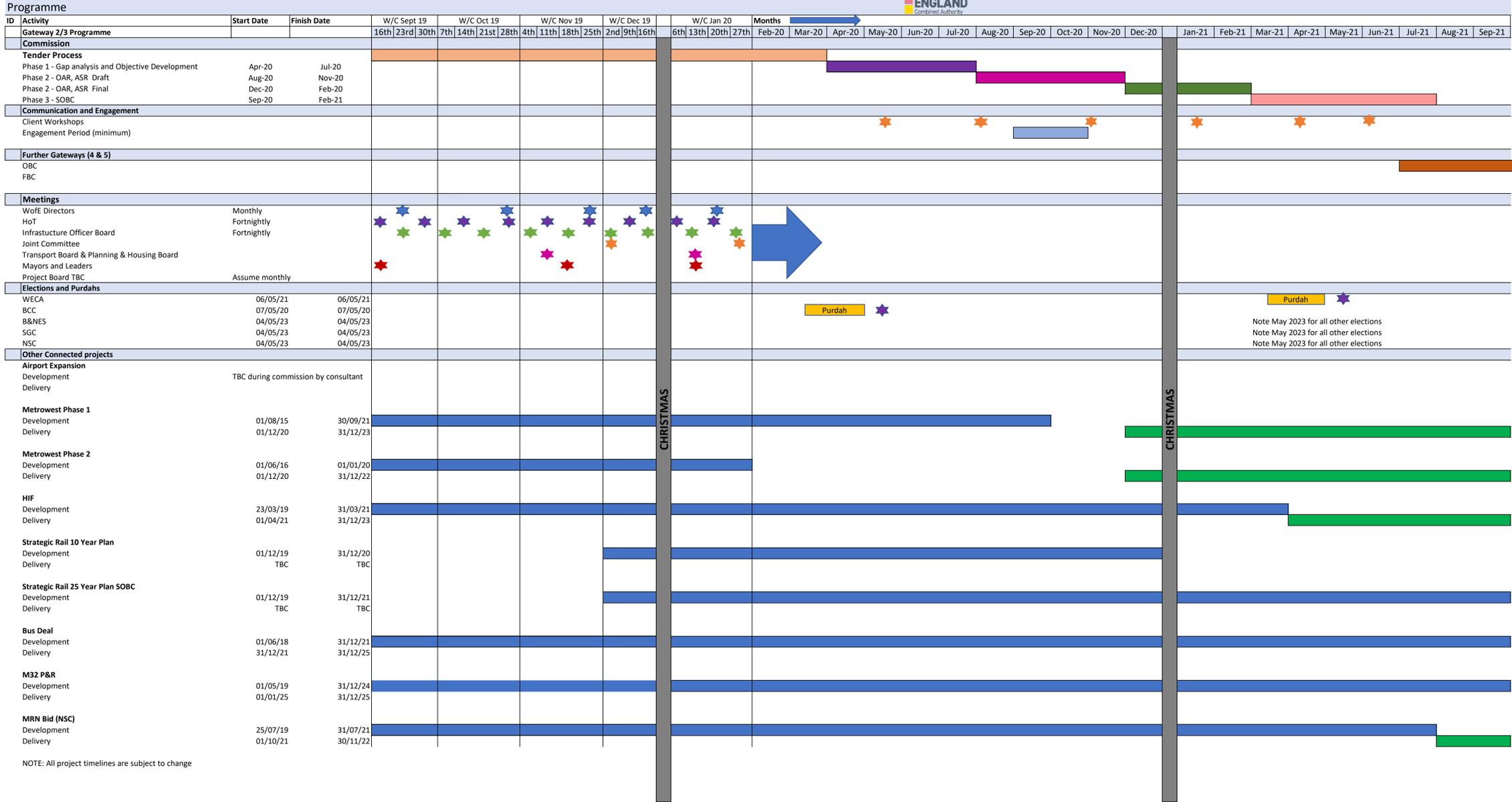
12 MASS TRANSIT STUDY – FUTURE WORK paper – 1 February 2019.

<https://westofengland-ca.moderngov.co.uk/documents/s896/15%20-%20Mass%20Transit%20study%20-%20report%20binder.pdf>

West of England Combined Authority Contact:

Any person seeking background information relating to this item should seek the assistance of the contact officer for the meeting who is Ian Hird / Tim Milgate on 0117 332 1486; or by writing to West of England Combined Authority, 3 Rivergate, Temple Quay, Bristol BS1 6EW; email:

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NOTE: All project timelines are subject to change