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**Service Director – Legal, Governance and
Commissioning**

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Tuesday 31 October 2017

Notice of Meeting

Dear Member

Cabinet

The **Cabinet** will meet in the **Leadership Meeting Room - 1st Floor, Civic Centre 3, Huddersfield, HD1 2TG** at **1.30 pm** on **Wednesday 8 November 2017**.

The items which will be discussed are described in the agenda and there are reports attached which give more details.

A handwritten signature in black ink, appearing to read "Julie Muscroft".

Julie Muscroft

Service Director – Legal, Governance and Commissioning

Kirklees Council advocates openness and transparency as part of its democratic processes. Anyone wishing to record (film or audio) the public parts of the meeting should inform the Chair/Clerk of their intentions prior to the meeting.

The Cabinet members are:-

Member

Councillor David Sheard

Councillor Shabir Pandor

Councillor Peter McBride

Councillor Naheed Mather

Councillor Musarrat Khan

Councillor Erin Hill

Councillor Viv Kendrick

Councillor Masood Ahmed

Councillor Graham Turner

Councillor Cathy Scott

Responsible For:

Leader of the Council with shared Portfolio for Strategy and Strategic Resources, New Council & Regional Issues

Deputy Leader of the Council with shared Portfolio for Strategy and Strategic Resources, New Council & Regional Issues

Cabinet Member - Economy (Strategic Planning, Regeneration and Transport)

Cabinet Member - Economy (Strategic Housing, Regeneration and Enforcement)

Cabinet Member - Corporate (Place, Environment and Customer Contact Services)

Cabinet Member - Children (Statutory Responsibility for Children)

Cabinet Member - Adults & Public Health (Statutory Responsibility for Adults and Public Health)

Cabinet Member - Children

Cabinet Member - Corporate (Place, Environment and Customer Contact Services)

Cabinet Member - Adults and Public Health (Cabinet Lead on Democracy Commission)

Agenda

Reports or Explanatory Notes Attached

Pages

1: Membership of the Committee

To receive apologies for absence of Members who are unable to attend this meeting.

2: Interests

1 - 2

The Councillors will be asked to say if there are any items on the Agenda in which they have disclosable pecuniary interests, which would prevent them from participating in any discussion of the items or participating in any vote upon the items, or any other interests.

3: Admission of the Public

Most debates take place in public. This only changes when there is a need to consider certain issues, for instance, commercially sensitive information or details concerning an individual. You will be told at this point whether there are any items on the Agenda which are to be discussed in private.

4: Deputations/Petitions

The Committee will receive any petitions and hear any deputations from members of the public. A deputation is where up to five people can attend the meeting and make a presentation on some particular issue of concern. A member of the public can also hand in a petition at the meeting but that petition should relate to something on which the body has powers and responsibilities.

In accordance with Council Procedure Rule 10 (2), Members of the Public should provide at least 24 hours' notice of presenting a deputation.

5: Public Question Time

The Committee will hear any questions from the general public.

6: Member Question Time

To consider questions from Councillors.

**7: Contract Bid for the Provision of National Driver
Offender Retraining Scheme - Lot for West Yorkshire**

3 - 6

A report seeking permission to complete, and submit, an Invitation to Tender to deliver National Driver Offender Retraining (NDOR's) courses to the Office of the Police and Crime Commissioner West Yorkshire.

Officer: Elizabeth Twitchett
Wards: All

KIRKLEES COUNCIL			
COUNCIL/CABINET/COMMITTEE MEETINGS ETC			
DECLARATION OF INTERESTS			
Name of Councillor			
Item in which you have an interest	Type of interest (eg a disclosable pecuniary interest or an "Other Interest")	Does the nature of the interest require you to withdraw from the meeting while the item in which you have an interest is under consideration? [Y/N]	Brief description of your interest

Signed: Dated:

NOTES

Disclosable Pecuniary Interests

If you have any of the following pecuniary interests, they are your disclosable pecuniary interests under the new national rules. Any reference to spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.

Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses.

Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority -

- under which goods or services are to be provided or works are to be executed; and
- which has not been fully discharged.

Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.

Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.

Any tenancy where (to your knowledge) - the landlord is your council or authority; and the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.

Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -

- (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
- (b) either -

the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.



Name of meeting: CABINET

Date: November 2017

Title of report: Contract Bid for the Provision of National Driver Offender Retraining Scheme – Lot for West Yorkshire

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	No
Is it in the Council's Forward Plan ?	No
Is it eligible for "call in" by Scrutiny ?	No - The Chair of Scrutiny has withdrawn the right for call-in on this report.
Date signed off by <u>Director</u> & name	Debbie Hogg 31.10.2017
Is it signed off by the Director of Resources?	
Is it signed off by the Assistant Director - Legal & Governance?	
Cabinet member portfolio	Highways and Neighbourhoods

Electoral [wards](#) affected: ALL

Ward councillors consulted: n/a

Public or private: Public

1. Summary

Commercial Regulatory and Operational Service (Highways) request permission to complete, and submit, an Invitation To Tender to deliver National Driver Offender Retraining (NDOR's) courses to the Office of the Police and Crime Commissioner West Yorkshire.

2. Information required to make a decision

- 2.1 Financial Procedure Rule 20.5 requires Cabinet to give consent for the Council to do external work over £100k.
- 2.2 On that basis, in 2014, Cabinet approved a bid for the Provision of National Driver Offender Retraining Schemes for West Yorkshire Police. The Council was successful in that tender bid and has then been delivering, NDORS driver improvement courses under contract to

West Yorkshire Police since June 2014. This contract was a 2 years contract with an option for two further one year extensions (total 4 years duration). That full 4 year term comes to an end 31 May 2018.

- 2.3 On 11th October, the Office of the Police and Crime Commissioner West Yorkshire (OPCC WY) released an Invitation to Tender (ITT) for the Provision of NDORS courses, in a 3 lot contract - North, South and West Yorkshire, for the delivery of the suite of NDORS courses from June 2018 onwards. This is again a 2 year contract, with an option for 2 x 1 year extensions. The ITT requires a 30 day response time.
- 2.4 The tender has to be submitted by noon on 10 Nov 2017 and Highways Driver Training Team, on behalf of Kirklees Council would like to submit a bid to deliver NDORS driver improvement courses. The ITT response would be for Lot 3 - West Yorkshire only. Cabinet are asked to approve the submission of this tender bid.

3. Implications for the Council

3.1 Early Intervention and Prevention (EIP)

The contract provides income which supports Highways schemes and initiatives aimed at reducing the risk of road casualties occurring in Kirklees.

3.2 Economic Resilience (ER)

This contract will provide income for the Council which will support a number of Services either directly or indirectly - for example, Taxi Licencing, Transport Services, Kirklees Direct, Document Solutions and Community Languages.

This contract provides employment for 35 local driving instructors and supports local businesses by utilising venues across our, and our neighbouring districts. It is being prepared to include due regard for The Equality Act 2010 and The Public Sector Equality Duty 2011.

3.3 Improving Outcomes for Children

The contract provides income which supports Highways schemes and initiatives and targeted training aimed at reducing the risk of children being involved in road collisions in Kirklees.

3.4 Reducing Demand for Services

Driver Training is a key strand of the Council's Killed and Seriously Injured (KSI) Casualty Reduction Strategy and has been since the late 1990's. This contract has and if we are successful will continue to enhance partnership working with West Yorkshire police, building on existing relationships such as the West Yorkshire Safety Camera Partnership, West Yorkshire Safer Roads Group and our working relationships with our Local Neighbourhood Policing Team's and reduce casualties on our roads.

4. Consultees and their opinions

The Chief Executive has been consulted on the submission of the tender.

The Leader, the Deputy Leader, and Cabinet members have been consulted on the submission of this tender bid

The Council will be required to enter into a minimum 2 year contract with The Office of the Police and Crime Commissioner. Council's Legal representatives have been consulted and are comfortable with the contract specification. Should there be any legal and or financial contract implications that cannot be mitigated; the Council can withdraw its tender submission at a later date.

5. Next steps

If approved Highways will submit the ITT on 10 November and await the outcome of the tender bid. Notification of the successful bidder is expected in January 2018.

6. Officer recommendations and reasons

That the submission of the Invitation to Tender documentation, for the delivery of NDORS Driver Improvement Courses, be approved.

7. Cabinet portfolio holder recommendation

The Cabinet portfolio holders, Cllr Musarrat Khan and Cllr Graham Turner support the submission of this tender bid.

8. Contact officer and relevant papers

Elizabeth Twitchett, Operational Manager, Highways
Tel: 76056, (external) 01484 221000
Email: Elizabeth.Twitchett@kirklees.gov.uk

9. Background Papers and History of Decisions

None

10. Service Director responsible

Joanne Bartholomew – Service Director, Commercial, Regulatory and Operational Services

Tel: 01484 221000
Email: Joanne.Bartholomew@kirklees.gov.uk

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