



SPECIFICATION FOR

Rutland Transport policy review project - 2024

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Definitions

- SEN – Special Educational Needs
- DfT – Department for Transport
- EHCP – Education Healthcare plan
- ASC – Adult social care
- CLA – Children Looked After
- PA – Passenger assistant
- RCC – Rutland County Council
- LTA – Local Transport Authority

1 Introduction

Rutland County Council (RCC) is seeking consultancy support to conduct a full review of four transport policies resulting in revised policies and potential efficiency savings to consult on and detailed recommendations for any potential amendments.

This specification outlines RCC's requirements.

2 Background

RCC is a local transport authority (LTA) with responsibility to deliver transport services to residents covering the whole county. The scope of the policy review project will include reviewing 3 existing policies and 1 working draft policy that cover primary, secondary, post-16, SEN and social care transport.

Policies should be reviewed in-line with all relevant DfE, DfT and DHSC statutory guidance and legislation.

3 Scope

Mark Hudson will be the dedicated RCC officer for this project.
mhudson@rutland.gov.uk

The business case must be completed no later 30 September 2024.

4 Term

The contract will be for a fixed period March 2025,

Any request for changes to the specification (by either the consultant or RCC) must be made via email. Changes will be subject to review and mutual agreement by both parties.

Any additional costs associated with changes to the specification must be presented via email to RCC for consideration in line with internal processes.

5 Service Conditions and Environmental Factors

The selected consultancy must:

- Have their own, suitable premises to work from.
- Have access to and utilise their own computers, software, technology and equipment suitable to deliver the work.
- Have suitable insurance, policies, procedures and risk assessments in place to cover all activities required by the project.

6 Statement of Requirements

- Undertake inception meeting with the RCC dedicated officer.
- Review all existing transport policies to ensure compliance with legislation and propose any potential changes which may streamline the current offer and deliver operating efficiencies, easier to understand without affecting RCC's ability to meet its statutory obligations. The review to deliver easy to understand and navigation of policies and to achieve the corporate aims for transport and connectivity.
- The four transport policies within scope are:

SEN Transport – Last reviewed in 2016/17.

Post-16 Transport – Last reviewed in 2014.

Home to School Transport – Last reviewed in 2016/17

Adult Social Care transport – New policy – currently in draft

- Prepare a summary report and four revised policy drafts with a summary report of suggested amendments for consideration.
 - Identify any efficiency savings resulting from the draft policy proposals.
 - Assist with any required engagement and/or consultation during the project.
 - Assist with the preparation of any briefing notes or Cabinet reports seeking political approval.
 - Lead on the public consultation, review the submissions and submit a summary report and final recommendations.
- **Handover process:** Ensure all files related to the development of the business case are passed over to RCC prior to the end of contract. All files to be compatible with RCC software and systems.

7 Technology, Systems and Management Techniques

- Where applicable, tabular data must be compatible with Microsoft Excel.
- The chosen supplier must have video conferencing provisions available to enable communication between the chosen supplier and designated RCC officer. Microsoft teams is the preferred communication method with zoom as 2nd.

8 Quality Requirements

Applicants should ideally have previous experience of delivery of similar transport projects and an understanding of any guidance and legislation relating to social care, SEN, Post 16 and home to school transport.

9 Security

Should any personal data be collected throughout the development of the business case, for example, during public engagement, the selected consultancy must ensure that GDPR regulations are followed. Any exempt information supplied by RCC must be treated as confidential.

10 Implementation Criteria

The completed summary report and four draft policies and associated recommendations should be completed by 30 September 2024 at the latest.

Bidders will be required to provide a delivery timeline as part of their request for quotation response.

11 Monitoring Arrangements

The chosen provider will be required to attend fortnightly video call meetings with the RCC dedicated officer. Meetings will provide an opportunity to discuss progress and identify any areas of concern.

Upon contract award, a delivery programme will be approved, with progress against key milestones formally reviewed monthly (although issues or concerns can be flagged up at interim fortnightly meetings).

12 Communications

The chosen provider must provide fortnightly updates via video conferencing systems such as Teams.

Monthly written update reports will also be required by email.

The chosen provider may also need to liaise with other members of RCC staff and stakeholders such as, but not limited to, school/colleges, local forums, local bus/taxi contractors, members of the public, parishes or ward members (with parish and ward member elements supported by the designated RCC officer.)

13 Modern Slavery, Child Labour and Inhumane Treatment

Tackling modern slavery requires Providers to be aware of the risk areas where modern slavery is most likely to occur and to have a plan to address those risks.

Potential Providers:

- shall adopt a whistle-blowing policy which enables your staff to blow the whistle on any suspected examples of modern slavery.
- shall not use, nor allow its Subcontractors to use forced, bonded or involuntary prison labour;

- shall not require any Supplier Staff or Subcontractor Staff to lodge deposits or identify papers with the Employer and shall be free to leave their employer after reasonable notice;
- warrant and represent that it has not been convicted of any slavery or human tracking offenses anywhere around the world;
- warrant that to the best of its knowledge it is not currently under investigation, inquiry or enforcement proceedings in relation to any allegation of slavery or human tracking offenses anywhere around the world;
- shall make reasonable enquires to ensure that its officers, employees and Subcontractors have not been convicted of slavery or human tracking offenses anywhere around the world;
- shall have and maintain throughout the term of each Contract its own policies and procedures to ensure its compliance with the Modern Slavery Act and include in its contracts with its subcontractors anti-slavery and human trafficking provisions;
- shall implement due diligence procedures to ensure that there is no slavery or human trafficking in any part of its supply chain performing obligations under a Contract;
- shall not use, nor allow its employees or Subcontractors to use physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation of its employees or Subcontractors;
- shall not use or allow child or slave labour to be used by its Subcontractors;
- shall report the discovery or suspicion of any slavery or trafficking by it or its Subcontractors to the Council and the [Modern Slavery Helpline](#).

14 Exit Strategy / Handover at End of Contract

The work undertaken on behalf of RCC, along with the resulting business case, will become the intellectual property of RCC at the end of the contract.

Any data files or systems produced or provided in the preparation of the business case will also become the intellectual property of RCC at the end of the contract and must be passed over at this time, in a format compatible with RCC systems, along with a summary of the data and systems provided. The associated cost of any required data transfer is to be included within the provider's quotation.

The chosen provider will be required to hand back to the designated RCC officer, any RCC property utilised as part of the project if applicable.