

The Highland Council
Community Services Committee
5 November 2015

Agenda Item	13.
Report No	COM 60/15

Transport Programme

Report by Director of Community Services

Summary

As part of the Council's Transport Programme, mainstream school transport and public bus service contracts have been retendered in Sutherland. This report presents an update on the outcomes of the retendering process. The report also updates Members on the public consultation and supplier briefing events planned to support the tendering of such services across the rest of Highland. Proposals are presented for Committee's approval to launch a call for community transport grant applications. An update is provided on the Lochaber action learning project's principal initiative, the Lochaber Transport Advice and Bookings Service.

1. Background

- 1.1 Highland Council's Transport Programme has emerged from the process of identifying ways to reduce expenditure over 2015-19. Led by Highland Council under the sponsorship of the Director of Community Services, the Programme has participation from NHS Highland, Scottish Ambulance Service, Highland Third Sector Interface, the Community Transport Association, Highlands and Islands Transport Partnership and Voluntary Action Lochaber (VAL are the operators of the Lochaber Transport Advice and Bookings Service on behalf of the Transport Programme).

2. Sutherland Re-tendering Outcomes

- 2.1 Community Services Committee of 20th August 2015 was presented with an interim outturn for the Sutherland re-tendering within [Report No. COM/45/15](#). Approvals for school transport recommendations in that report were secured through the Tender Board of 22nd July 2015 and for public transport through the delegated authority process meeting of the same date.
- 2.2 The current position with regard to Sutherland transport route approvals is summarised in Table 1 at 2.3 below. This update reflects:
- The results of the negotiated procedures carried out on the routes identified within Appendix 3 of [Report No. COM/45/15](#).
 - The Open Tender Procedure carried out for T.01 Kinlochbervie subsidised taxi service.
 - Changes to the awards of contracts resulting from non-acceptance by a tenderer of offers made.
 - Corrections to tender pricing for accuracy.

2.3 Table 1 –Sutherland Re-tendering Summary Results

Routes	2014/15 Baseline Annual Cost	New Total Annual Cost	Monetary Difference	Percentage Difference
School	£ 586,906	£ 494,067	-£ 92,839	-15.8%
Public	£ 645,800	£ 521,337	-£124,463	-19.3%
Dial-a-Bus	£ 276,924	£ 237,520	-£ 39,404	-14.2%
TOTAL	£1,509,630	£1,252,924	-£256,706	-17%

The overall result is a little ahead of the target £238,112.

2.4 The comparison between the 2014-15 baseline and new annual contract costs for each of Community Services (CS) and Care & Learning (C&L) is summarised in Table 2 at 2.5 below.

2.5 Table 2 – Baseline and New Cost Comparison

Routes	2014-15 Baseline		New Annual Cost		Monetary Difference	
	CS	C&L	CS	C&L	CS	C&L
School	£ 72,280	£514,626	£ 3,666	£490,401	-£ 68,614	-£ 24,225
Public Bus	£216,550	£429,250	£220,143	£301,194	+£ 3,593	-£128,056
Dial-a- Bus ¹	£237,200	£ 39,724	£221,537	£ 15,983	-£ 15,663	-£ 23,741
TOTALS	£526,030	£983,600	£445,346	£807,578	-£80,684	-£176,022

Note: Dial-a-bus prices include estimated mileage costs.

2.6 Recommendations for the school transport component of the update reflected in Table 1 were assessed and approved on 30th September 2015 by the Tender Board. The full list of school transport contract awards can be found at **Appendix 1-A**. Community Services' budget impact is detailed in **Appendix 1-B**.

2.7 Recommendations for the dial-a-bus and public bus aspects of the update were assessed and approved on 1st October 2015 through the delegated authority process. The full listing of dial-a-bus and public bus contract awards is located at **Appendix 2-A**. Community Services' budget impact is detailed in **Appendix 2-B**.

2.8 Most of the new contracts will come into force on 26th October 2015 and run until 31st December 2021. The contract changeovers for 4 public routes will take effect at later dates to provide the operators with lead-in time to prepare for delivery of the services (this as a result of the approval decisions for these routes being taken on 1st October). The services involved are:

- T.01 Kinlochbervie subsidised taxi (December 2015).
- 809 Drumbeg – Lochinver – Ullapool (January 2016).
- 900 Lairg – Tain (January 2016).
- 906 Lairg – Helmsdale (January 2016).

3. Rest of Highland Transport Services Tendering

- 3.1 Preparations for the tendering of mainstream school and public bus services across the rest of Highland are in progress. During October and November there will be 8 supplier briefing sessions and 14 public consultation meetings. The full schedules are provided at **Appendix 3**.
- 3.2 The public consultations will incorporate:
- A brief overview of the transport contracts financed by The Highland Council in the various localities.
 - Q&A on the overview.
 - Group discussions to explore specific themes, each of which will have supporting prompts for the facilitator to use in promoting discussion where necessary:
 - Q1 – Looking to the future, what types of bus services will be important for each area?
 - Q2 – How suitable are the current bus services – what works, what should change and are there any gaps?
 - Q3 – Is there anything that prevents or discourages use of bus services in the areas?
 - Q4 - What opportunities are there for savings by altering the current network?
 - Q5 – some change ideas from the Council's Transport Unit based on analysing route usage information and points emerging from the round of discussions undertaken with Members.
- 3.3 It will be important to encourage increased competition in the tendering of future transport contracts. An initial notification letter has been sent to all current suppliers and to a number of potential suppliers (circa 450 transport operators in total) to introduce the forthcoming opportunity and the procurement process (Framework Agreement approach) which will be followed. It is also intended to run an advertisement through relevant local newspapers to encourage suppliers to participate. Information will also be circulated to:
- Transport Forums in Highland - Caithness, Lochaber and Sleat
 - Chambers of Commerce – Inverness, Caithness, Fort William & District
 - Federation of Small Businesses and Scottish Council Development and Industry
 - HITRANS, Community Transport Association and Highland Third Sector Interface
- 3.4 The supplier sessions will focus on:
- What the objectives of the framework approach are;
 - How the framework will operate;
 - The procurement timetable;
 - How to register and search for tendering opportunities on Public Contracts Scotland (PCS);
 - How to use Public Contracts Scotland Tender (PCST), including e-auctions;
 - Where additional support can be accessed.

4. Community Transport

- 4.1 For 2015-16 The Highland Council's budget for community transport provided through the Third Sector is £416,961, including an allowance to support the training needs and vehicle repairs of the sector (£31,513). Current grant agreements are in place until 31st March

2016.

The Highland Council's Transport Unit also assists the community (and commercial) transport sectors with technical and operational support.

- 4.2 The Community Services Directorate has identified that financial support for the community transport sector can be continued at 90% of the 2015-16 level, for each year of the proposed 3-year period. It is proposed for Community Services Committee's approval that £376,000 should be made available in each of the 3 financial years 2016-17, 2017-18 and 2018-19.
- 4.3 It is proposed for approval that the grant award made to each successful recipient is awarded on the basis of a flat-rate grant award with no inflationary uplift for a 3-year period. This would constitute a commitment from The Highland Council to support community transport with aggregate grant funding of up to £1,128,000 over the 3-year period 2016/17 – 2018/19.
- 4.4 It is further proposed for Committee's approval that:
1. A call for community transport grants should be issued on 6th November 2015, that the closing date for applications should be Friday 18th December 2015 and that approvals for award of grants should be sought at Community Services Committee of February 2016.
 2. That a 3-year grant award period should be implemented, to run from 1st April 2016 to 31st March 2019.
 3. That funding should be prioritised to support applications which seek to deliver practical transport solutions in their communities and provide additionality to existing services.
 4. Access to a community transport grant awarded by The Highland Council can be secured only once the intended recipient organisation has secured either 'Company Limited by Guarantee' status or 'Scottish Charitable Incorporated Organisation' status.
- 4.5 The applications process will utilise The Highland Council's Single Grants Process. The standard form and supporting guidance will be accessible at: http://www.highland.gov.uk/directory_record/196470/community_transport_grants/category/155/grants_for_community_groups

For the Community Transport Grant Scheme specific questions will be included relating to:

- Activities, milestones and targets.
- Income and expenditure projections.
- State Aid considerations.

- 4.6 The additional questions have been discussed and developed in conjunction with the Community Transport Association and Highlands and Islands Transport Partnership (each a Transport Programme Board Partner) These groups have also considered the eligibility and evaluation criteria which can be found at **Appendix 4**.
- 4.7 State Aid is a European Commission (EC) term which refers to forms of public assistance, given to undertakings (an undertaking is defined as any entity, regardless of its legal status, which is engaged in economic activity and where there is a market in comparable goods or services) on a discretionary basis, which has the potential to distort competition and affect trade between Member States of the European Union.

- 4.8 The Highland Council has a legal obligation to ensure that any support provided to organisations meets the EC rules on State Aid. As part of this The Highland Council must:
- Assess all support offered to identify if the support has the potential to be considered as State Aid.
 - Inform all recipients of support if the support being offered may be considered as State Aid and in such cases, inform the recipient of what they must do.
 - Monitor all support offered where the support offered may include State Aid to ensure that the recipient is eligible to receive the support and has not exceeded the level of aid allowed.

Advice received indicates that groups applying for Community Transport Grants may be impacted by State Aid. As a result the Community Transport Grant Application form has been amended to include additional questions to enable the grant manager to appropriately assess the application. The general Single Grants Application form will also be amended in due course to reflect this.

- 4.9 Where the potential for State Aid is identified, the Council will work with potential recipient organisations to find the best way to deal with State Aid. Further information on State Aid can be found at the Scottish Government State Aid Team web page: <http://www.gov.scot/Topics/Government/State-Aid>

- 4.10 The grants application process will be made public by:
- Emailing all current recipients
 - Emailing all Council Ward Members
 - Emailing all Community Councils
 - Emailing all key representative groups – Highland Third Sector Interface, Community Transport Association, Highlands and Islands Transport Partnership, Access Panels, Transport Forums (Caithness, Lochaber and Sleat), Chambers of Commerce (Caithness, Inverness and Lochaber)
 - Issuing a news release to media contacts via Communications Team
 - Issuing the news release to community newsletters

The documentation will be accessible by:

- Downloading from the Council's website as noted at 4.5 above
- Emailing policy6@highland.gov.uk
- Phoning 01463 702 006

Advice and support will be available from the Transport Unit by:

- Emailing public.transport@highland.gov.uk
- Phoning 01463 252 954

The documentation will comprise:

- An application form
- The Council's grant application guidance document
- The Council's 'Highland First' programme document
- Single Outcome Agreement 3 document

5. Lochaber Transport Action Learning Project

- 5.1 The Transport Programme Board, at its meeting of 1st October 2015 deferred a decision on the future of the Lochaber Transport Advice and Bookings Service (LTABS, background on which can be found within Community Services Committee [Report No. COM/45/15](#)) until Thursday 15th October 2015 latest. This has been extended until 26th October 2015 to facilitate on-going dialogue to secure a continuation of the hub concept.
- 5.2 There are two issues to be resolved:
1. Securing the £60k necessary to operate the service for all of 2016 (with a possibility of operating with £45k to run for 9 months) to enable a rigorous assessment of potential beyond 2016 to be undertaken.
 2. Identifying and confirming a lead partner agency to manage the development and progress of the service during 2016 and the rigorous assessment of the potential for a sustainable operation from 2017 onwards.
- 5.3 The Highland Council and NHS Highland (NHS) have confirmed their commitment to contributing £15k each towards funding LTABS in 2016. Scottish Ambulance Service (SAS), whilst supportive of the project, is unable to contribute financially to the continuation of the transport hub due to Highland and Scottish-level cost pressures.
- 5.4 The Director of HITRANS will recommend to his Board that they contribute £15k on condition that: the new lead partner must first be identified and a sound financial structure in place for 2016; and that there is assurance on the process that will cover the assessment of the extended period (i.e. 2016) and its results, that includes the criteria by which a long term continuation (i.e. 2017 onwards) of the service would be achieved (in the current delivery model or some form that meets the needs of those partners taking responsibility beyond the extended pilot).
- 5.5 The Transport Programme Board is engaging with SAS, NHS and HITRANS to confirm funding and secure a lead partner commitment. In the interim Voluntary Action Lochaber, the operators of LTABS on behalf of the project partners, has issued redundancy notices to the staff delivering the service.
- 5.6 The final decision will be notified to Voluntary Action Lochaber, operators of LTABS and to Scottish Government (as co-project funders), and to the range of stakeholders either utilising or advocating the hub's services. The notification to Scottish Government will incorporate the appropriate exit strategy.
- 5.7 Where the decision is that the hub cannot be supported any further the exit strategy will include:
- Advising all clients and other parties which LTABS has engaged with of the intention to close the hub on 31st December 2015.
 - Ensuring all relevant aspects of the current contract between Highland Council and Voluntary Action Lochaber are managed appropriately.
- 5.8 Where the outcome is enabling the hub to progress into 2016 the exit strategy will include:
- Communicating the expansion of the service into the Skye, Lochalsh and Wester Ross areas to relevant parties.
 - Establishing a new contract between the agreed lead agency and Voluntary Action Lochaber.
 - Transfer of ownership of materials (the client and transport provider database) from The

- Highland Council to the new contract lead.
- An agreement to cover the financial contribution arrangements.
- A clear, time-bound decision-making plan to determine if the 2016 hub can be sustainably continued into 2017 and subsequent years.

6. Implications

6.1 Resource

To develop the school and public transport tender process across Highland there will be significant call upon staff resources from the Council's Transport Unit (including transport area offices) and the Procurement Unit, and concentrated support from Policy Unit, Communication Team and Ward Management surrounding the consultations phase.

6.2 Legal

- Contract documentation and grant award letters will be products of the transport services work outlined above.
- The Highland Council has a legal obligation to ensure that any support provided to organisations meets the EC rules on State Aid. The Community Transport Grant Applications process and the Lochaber Action Learning Project will each require to be assessed for the potential applicability of State Aid considerations.

6.3 Equalities and Rural

Equalities and Rural Impact Assessments will be undertaken as part of the Highland school and public transport tender process.

6.4 Climate Change/Carbon Clever

The determination of route specifications for the Highland school and public transport tender process will seek to produce efficient vehicle workings. Maintenance of public transport services also helps to reduce car mileage.

6.5 Risk

The risks identified to Committee on 20th August remain pertinent:

- The accomplishment of savings for the Highland school and public transport tender process is an uncertain process due to market dynamics.
- There are infrastructure developments occurring in various parts of Highland which may put pressure on the Council's work to contain transport expenditure. These include new health site developments at Broadford and Aviemore and new Council offices at Fort William.
- It is uncertain to what extent the report produced for the Transport Programme Board evaluating the Lochaber transport hub concept will result in an agreed solution being found to extend the project into 2016.

Plus:

- Securing a comprehensive list of suppliers signing up to the Framework Agreement will be important for the benefits of this approach to be attained.
- State Aid considerations may hinder access to community transport grants.
- State Aid considerations may influence the means of developing the Lochaber Action Learning Project.

6.6 Gaelic Implications

There are no specific Gaelic implications; school transport for Gaelic Medium education will be included in the Highland school and public transport tender process.

Recommendations

Members are invited to:

1. Note the Sutherland retendering process results.
2. Note the progress concerning the rest of Highland school and public transport tender process.
3. Approve the community transport grants process proposals.
4. Note the continuing efforts being made concerning the future of the Lochaber transport action learning project.

Designation: Director of Community Services

Date: 27 October 2015

Author: Stephen Graham

APPENDIX 1-A

School Transport Routes Approved by the Tender Board

Route No.	Description	2014-15 Baseline Annual Cost for Existing Routes	New Annual Cost for Route	Monetary Difference	Percentage Difference	New Community Services Budget Cost	New Care & Learning Budget Cost
4700/1	Tain Royal Academy	£42,800	£39,900	-£2,900	-6.8%	N/A	£39,900
4700/2/F	Tain Royal Academy (Feeder)	£5,320	£1,045	-£4,275	-80.4%	N/A	£1,045
4700/3/F	Tain Royal Academy (Feeder)	£18,186	£19,000	+£814	+4.5%	N/A	£19,000
4700/4/G/F Option B	Tain Royal Academy (Feeder)	£8,892	£9,500	+£608	+8.8%	N/A	£9,500
4703/1B	Gledfield Primary	£20,938	£21,660	+£722	+3.4%	N/A	£21,660
8000/3 Option A	Farr High	£48,596	£23,370	-£25,226	-51.9%	N/A	£23,370
8000/4/F	Farr High	£7,776	£9,500	+£1,724	+22.2%	N/A	£9,500
8004/3	Tongue Primary	£40,124	£21,280	-£18,844	-46.9%	N/A	£21,280
8100/2 Option B	Kinlochbervie High	£41,772	£30,400	-£11,372	-28.3%	N/A	£30,400
8100/5/F Option A	Kinlochbervie High (Feeder)	£16,144	£11,590	-£4,554	-28.2%	N/A	£11,590
8104/1 Option B	Scourie Primary	£15,551	£13,680	-£1,871	-12%	N/A	£13,680
8200/5/F Option A	Ullapool High (Feeder)	£29,300	£19,000	-£10,300	-35.2%	N/A	£19,000
9000/4	Dornoch Academy	£21,667	£23,750	+£2,083	+9.6%	N/A	£23,750
9000/5	Dornoch Academy	£21,667	£15,200	-£6,467	-29.8%	N/A	£15,200

Route No.	Description	2014-15 Baseline Annual Cost for Existing Routes	New Annual Cost for Route	Monetary Difference	Percentage Difference	New Community Services Budget Cost	New Care & Learning Budget Cost
9000/6	Dornoch Academy	£36,100	£31,350 + £1,833 (residual in-house cost) = £33,183	-£2,917	-8.1%	£1,833	£31,350
9001/3/G	Bonar Bridge Primary	£6,999	£6,840	-£159	-2.3%	N/A	£6,840
9100/1 Option B	Golspie High	£26,969	£76,760 + £1,833 (residual in-house cost) = £78,593	+£15,444	+24.5%	£1,833	£76,760
9100/1/E (in-house)	Merged with 9100/1 Option B	£36,180					
9100/4	Golspie High	£43,667	£49,372	+£5,705	+13.1%	N/A	£49,372
9100/7/F	Golspie High	£6,594	£2,808	-£3,786	-42.6%	N/A	£2,808
9101/1	Brora Primary	£16,720	£16,150	-£570	-3.4%	N/A	£16,150
9105/1 Option B	Lairg Primary	£6,999	£5,320 + £1064 of parental expenses = £6,384	-£615	-8.8%	N/A	£6,384
9105/2 Option B	Lairg Primary	£11,400	£12,122	+£722	+6.3%	N/A	£12,122
9106/2	Rogart Primary	£13,607	£13,300	-£307	-2.3%	N/A	£13,300
9107/1 Option C	Rosehall Primary	£22,165	£15,300 + parental cost of £1140 = £16,440	-£5,725	-25.8%	N/A	£16,440
SUB-TOTALS		£566,133	£494,067	-£72,066	-12.7%	£3,666	£490,401
Route 9100/2 not required	Golspie High School (Feeder)	£20,773	£0.00	-£20,773	-100%	£0.00	£0.00

Route No.	Description	2014-15 Baseline Annual Cost for Existing Routes	New Annual Cost for Route	Monetary Difference	Percentage Difference	New Community Services Budget Cost	New Care & Learning Budget Cost
TOTALS		£586,906	£494,067	-£92,839	-15.8%	£3,666	£490,401

Current Exclusion:

1. Route 8003/1 (Option D, Forsinard to Melvich to meet bus to Farr High, then Strathy to Melvich Primary). Presently undertaken in-house by Highland Council, the minibus driver being the school's Janitor. Subject to discussions with Head Teachers, a tender for this route may be awarded. 2014-15 baseline cost of £29,200.

APPENDIX 1-B, COST COMPARISONS FOR COMMUNITY SERVICES AND CARE & LEARNING

School Transport Routes Approved by the Tender Board

Route Number	Route Description	2014-15 Baseline Annual Cost			New Annual Cost			Cost Difference		
		Community Services	Care & Learning	Aggregate Cost	Community Services	Care & Learning	Aggregate Cost	Community Services	Care & Learning	Aggregate Difference
4700/1	Tain Royal Academy	N/A	£42,800	£42,800	N/A	£39,900	£39,900	N/A	-£2,900	-£2,900
4700/2/F	Tain Royal Academy (Feeder)	N/A	£5,320	£5,320	N/A	£1,045	£1,045	N/A	-£4,275	-£4,275
4700/3/F	Tain Royal Academy (Feeder)	N/A	£18,186	£18,186	N/A	£19,000	£19,000	N/A	+£814	+£814
4700/4/G/F Option B	Tain Royal Academy (Feeder)	N/A	£8,892	£8,892	N/A	£9,500	£9,500	N/A	+£608	+£608
4703/1B	Gledfield Primary	N/A	£20,938	£20,938	N/A	£21,660	£21,660	N/A	+£722	+£722
8000/3 Option A	Farr High	N/A	£48,596	£48,596	N/A	£23,370	£23,370	N/A	-£25,226	-£25,226
8000/4/F	Farr High	N/A	£7,776	£7,776	N/A	£9,500	£9,500	N/A	+£1724	+£1,724
8004/3	Tongue Primary	N/A	£40,124	£40,124	N/A	£21,280	£21,280	N/A	-£18,844	-£18,844
8100/2 Option B	Kinlochbervie High	N/A	£41,772	£41,772	N/A	£30,400	£30,400	N/A	-£11,372	-£11,372
8100/5/F Option A	Kinlochbervie High (Feeder)	N/A	£16,144	£16,144	N/A	£11,590	£11,590	N/A	-£4,554	-£4,554
8104/1 Option B	Scourie Primary	N/A	£15,551	£15,551	N/A	£13,680	£13,680	N/A	-£1,871	-£1,871
8200/5/F Option A	Ullapool High (Feeder)	N/A	£29,300	£29,300	N/A	£19,000	£19,000	N/A	-£10,300	-£10,300
9000/4	Dornoch Academy	N/A	£21,667	£21,667	N/A	£23,750	£23,750	N/A	+£2,083	+£2,083
9000/5	Dornoch Academy	N/A	£21,667	£21,667	N/A	£15,200	£15,200	N/A	-£6,467	-£6,467
	Dornoch		N/A							

Route Number	Route Description	2014-15 Baseline Annual Cost			New Annual Cost			Cost Difference		
		Community Services	Care & Learning	Aggregate Cost	Community Services	Care & Learning	Aggregate Cost	Community Services	Care & Learning	Aggregate Difference
9000/6	Academy	£36,100	(In-house)	£36,100	£1,833	£31,350	£33,183	-£34,267	+£31,350	-£2,917
9001/3/G	Bonar Bridge Primary	N/A	£6,999	£6,999	N/A	£6,840	£6,840	N/A	-£159	-£159
9100/1 Option B	Golspie High	N/A	£26,969	£63,149	£1,833	£76,760	£78,593	-£34,347	+£49,791	+£15,444
9100/1/E (in-house)	Golspie High	£36,180	N/A							
9100/4	Golspie High	N/A	£43,667	£43,667	N/A	£49,372	£49,372	N/A	+£5,705	+£5,705
9100/7/F	Golspie High	N/A	£6,594	£6,594	N/A	£2,808	£2,808	N/A	-£3,786	-£3,786
9101/1	Brora Primary	N/A	£16,720	£16,720	N/A	£16,150	£16,150	N/A	-£570	-£570
9105/1 Option B	Lairg Primary	N/A	£6,999	£6,999	N/A	£5,320 + £1,064 of parental expenses = £6,384	£6,384	N/A	-£615	-£615
9105/2 Option B	Lairg Primary	N/A	£11,400	£11,400	N/A	£12,122	£12,122	N/A	+£722	+£722
9106/2	Rogart Primary	N/A	£13,607	£13,607	N/A	£13,300	£13,300	N/A	-£307	-£307
9107/1 Option C	Rosehall Primary	N/A	£22,165	£22,165	N/A	£15,300 + parental cost of £1,140 = £16,440	£16,440	N/A	-£5,725	-£5,725
SUB-TOTALS		£72,280	£493,853	£566,133	£3,666	£490,401	£494,067	-£68,614	-£3,452	-£72,066
9100/2 no longer required	Golspie High (Feeder)	N/A	£20,773	£20,773	£0.00	£0.00	£0.00	N/A	-£20,773	-£20,773
TOTALS		£72,280	£514,626	£586,906	£3,666	£490,401	£494,065.70	-£68,614	-£24,225	-£92,839

Note: In-house school bus routes are funded from the Community Services budget, unlike school transport contracts which are funded from the Care & Learning budget.

APPENDIX 2-A

Public Bus and Dial-a-Bus Transport Routes Approved under the Delegated Authority Process

1. Public Bus Routes

Route No.	Description	2014-15 Baseline Annual Cost for Existing Routes	New Annual Cost for Route	Monetary Difference	Percentage Difference	New Community Services Budget Cost	New Care & Learning Budget Cost
800-0A	Melvich – Bettyhill (Farr High School)	£79,500	£42,750	-£36,750	-46.2%	N/A	£42,750
803 -1V	Melness - Thurso	£80,700	£48,960	-£31,740	-39.3%	£9,440	£39,520
804-4	Durness – Lairg via Lochinver and Ullapool	£35,800	£10,260	-£25,540	-71.3%	£10,260	N/A
805-3A	Durness - Inverness	£4,400	£12,493	+£8,093	+183.9%	£12,493	N/A
806-3AV	Durness – Lairg via Kinlochbervie & Scourie	£111,500	£57,400	-£54,100	-48.5%	£35,149	£22,251
807-0	Lochinver – Ullapool (school bus)	£64,950	£0 (merged into 809-1V)				
809-1V	Drumbeg – Lochinver - Ullapool	£78,550	£119,000	-£43,500	-26.8%	£8,381	£110,619
814-0	Drumbeg – Lochinver (school feeder)	£19,000	£0 (merged into 809-1V)				
900-2	Lairg - Tain	£60,000	£80,505	+£20,505	+34.2%	£80,505	N/A
901-0A	Lairg/Ardgay - Dornoch	£70,300	£86,054	+£15,754	+22.4%	N/A	£86,054
906-1	Lairg - Helmsdale	£41,100	£63,915	+£22,815	+55.5%	£63,915	N/A
TOTAL		£645,800	£521,337	-£124,463	-19.3%	£220,143	£301,194

Current Exclusions:

1. Route 815 (Ullapool – Lochinver)

As this late afternoon journey could not be incorporated into the revised Route 809 (Drumbeg – Lochinver – Ullapool) a separate procurement under Quick Quotes will be undertaken (estimated value £12k) to secure a service up to 31st December 2016, after which it will be included in the rest of Highland tender for contracts which will operate from 1st January 2017 until 31st December 2021.

2. A substantial part of the former Route 916 which will be incorporated into the Caithness component of the rest of Highland tender (2014-15 baseline value of £89,584).

3. There will be a saving on Contract 916 (which is mostly in Caithness) as part of it is replaced by Contract 803. The amount is still to be confirmed but is estimated at £5,782.

4. Two Transport to Employment routes which will be tendered under the rest of Highland process (2014-15 baseline value of £28,983).

2. Dial-a-Bus/Subsidised Taxi Routes

Route No.	Description	2014-15 Baseline Annual Cost for Existing Route	New Annual Cost for Route	Monetary Difference	Percentage Difference	New Community Services Budget Cost	New Care & Learning Budget Cost
T.01-1	Kinlochbervie Area	£62,000	£59,115				
8100/4	Previous school route merged with T.01	£16,090	£0 (merged with T.01-1)	-£18,975	-24.3%	£57,066	£2,049
T.02-1	Assynt Area	£46,300	£36,948	-£9,352	-20.2%	£36,948	N/A
T.05-0	Dornoch Area DAB	£34,300	£34,300	£0.00	0%	£34,300	N/A
T.06 -0	Ardgay/Lairg & Rosehall DAB	£31,300	£27,100	-£4,200	-13.4%	£27,100	N/A
T.12 -2	North Sutherland DAB	£44,100	£39,850	-£4,250	-9.6%	£39,850	N/A
T.13-0V	Durness Area DAB	£19,200	£24,807				
8102/1	Durness area school bus	£23,634		-£18,027	-42.1%	£10,873	£13,934
T.19	Rosehall Area DB	£0.00	£15,400	+£15,400 (as previously no cost)	+100%	£15,400	N/A
TOTAL		£276,924	£237,520	-£39,404	-14.2%	£221,537	£15,983

Note:

The standstill period for the intention to offer a contract for the Kinlochbervie Subsidised Taxi Service (T.01-1) concludes on 22nd October 2015. At the time of writing this entry is provisional.

APPENDIX 2-B, COST COMPARISONS FOR COMMUNITY SERVICES AND CARE & LEARNING

Public Bus and Dial-a-Bus Transport Routes Approved under the Delegated Authority Process

1. Public Bus Routes

Route	2014-15 Baseline Annual Cost			New Annual Cost			Cost Difference		
	Community Services	Care & Learning	Aggregate Cost	Community Services	Care & Learning	Aggregate Cost	Community Services	Care & Learning	Aggregate Difference
800-0A	N/A	£79,500	£79,500	N/A	£42,750	£42,750	N/A	-£36,750	-£36,750
803 -1V	N/A	£80,700	£80,700	£9,440	£39,520	£48,960	+£9,440	-£41,180	-£31,740
804-4	£35,800	N/A	£35,800	£10,260	N/A	£10,260	-£25,540	N/A	-£25,540
805-3A	£4,400	N/A	£4,400	£12,493	N/A	£12,493	+£8,093	N/A	+£8,093
806-3AV	£49,000	£62,500	£111,500	£35,149	£22,251	£57,400	-£13,851	-£40,249	-£54,100
807-0	N/A	£64,950	£162,500	£8,381	£110,619	£119,000	-£17,869	-£25,631	-£43,500
809-1V	£26,250	£52,300							
814-0	N/A	£19,000							
900-2	£60,000	N/A	£60,000	£80,505	N/A	£80,505	+£20,505	N/A	+£20,505
901-0A	N/A	£70,300	£70,300	N/A	£86,054	£86,054	N/A	+£15,754	+£15,754
906-1	£41,100	N/A	£41,100	£63,915	N/A	£63,915	+£22,815	N/A	+£22,815
TOTALS	£216,550	£429,250	£645,800	£220,143	£301,194	£521,337	+£3,593	-£128,056	-£124,463

2. Dial-a-Bus/Subsidised Taxi Routes

Route	2014-15 Baseline Annual Cost			New Annual Cost			Cost Difference		
	Community Services	Care & Learning	Aggregate Cost	Community Services	Care & Learning	Aggregate Cost	Community Services	Care & Learning	Aggregate Difference
T.01-1	£62,000	N/A	£78,090	£57,066	£2,049	£59,115	-£4,934	-£14,041	-£18,975
8100/4	N/A	£16,090							
T.02-1	£43,600	N/A	£43,600	£36,948	N/A	£36,948	-£6,652	N/A	-£6,652
T.05-0	£34,300	N/A	£34,300	£34,300	N/A	£34,300	£0.00	N/A	£0.00
T.06 -0	£31,300	N/A	£31,300	£27,100	N/A	£27,100	-£4,200	N/A	-£4,200
T.12 -2	£44,100	N/A	£44,100	£39,850	N/A	£39,850	-£4,250	N/A	-£4,250
T.13-0	£19,200	N/A	£42,834	£10,873	£13,934	£24,807	-£8,327	- £9,700	-£18,027
8102/1	N/A	£23,634							
T.19	N/A	N/A	N/A	£15,400	N/A	£15,400	+£15,400	N/A	+£15,400 (as previously no cost)
TOTAL	£237,200	£39,724	£276,924	£221,537	£15,983	£237,520	-£15,663	-£23,741	-£39,404

APPENDIX 3

1. Public Meetings Schedule

Date	Time	Location and Venue
Mon. 26 th October	14:00 – 16:00	The Broadford Hotel, Broadford, Skye
Mon. 26 th October	19:00 – 21:00	Council Chamber, Tigh na Sgìre, Portree
Wed. 28 th October	18:30 – 20:30	Nairn Community & Arts Centre, Nairn
Thu. 29 th October	14:30 – 16:30	Aviemore Leisure and Community Centre, Muirton, Aviemore
Thu. 29 th October	18:30 – 20:30	Aviemore Leisure and Community Centre, Muirton, Aviemore
Tue. 3 rd November	13:30 – 15:30	Council Chamber, Lochaber House, Fort William
Tue. 3 rd November	18:30 – 20:30	The Sunart Centre, Strontian
Wed. 4 th November	19:00 – 21:00	Kinmylies Church Hall, Inverness
Tue. 10 th November	19:00 – 21:00	The Craigmorie Centre, Glen Urquhart High School, Drumnadrochit
Thu. 12 th November	18:00 – 20:00	Leanaig Centre, Ben Wyvis Primary School, Conon Bridge
Mon. 16 th November	18:30 – 20:30	Poolewe Village Hall, Poolewe
Mon. 23 rd November	18:30 – 20:30	Findon Hall, Culbokie
Tue. 24 th November	19:00 – 21:00	Town Hall Chamber, Bridge Street, Wick
Wed. 25 th November	18:00 – 20:00	The Mercat Centre, Munro Crescent, Milton, East Ross

2. Supplier Briefing Events

Date	Time	Location and Venue
Thu. 22 nd October	14:00 – 16:00	The Education Room, Caithness Horizons, Old Town Hall, High St., Thurso
Fri. 23 rd October	13:30 – 15:30	Macphail Centre, Mill Street, Ullapool
Mon. 26 th October	10:30 – 12:30	Aros Centre (Large Training Room), Viewfield Road, Portree
Tue. 27 th October	10:00 – 12:00	Ben Nevis Hotel & Leisure Club, Fort William
Thu. 29 th October	10:00 – 12:00	Aviemore Leisure and Community Centre, Muirton, Aviemore
Fri. 30 th October	10:00 – 12:00	Main Hall, The Town House, Inverness
Mon. 2 nd November	10:00 – 12:00	Lairg Community Centre, Lairg
Mon 2 nd November	17:00 – 19:00	Auchtertyre Community Learning & Development Centre, Kyle, The Old School, Auchtertyre

APPENDIX 4 – COMMUNITY TRANSPORT

1. Eligibility Criteria and Pre-application Advice

There is an opportunity through this grant application process to seek support for your project for up to three years: 1st April 2016 to 31st March 2019.

In applying for a community transport grant from The Highland Council applicants must:

1. Recognise that this is a competitive applications process; and there is no guarantee that an application will be successful.
2. Be aware that access to a community transport grant awarded by The Highland Council can be secured only once the intended recipient organisation has secured either 'Company Limited by Guarantee' status or 'Scottish Charitable Incorporated Organisation' status. Local Third Sector Interface organisations will be able to offer advice on seeking to become a Scottish Charitable Incorporated Organisation. Contacts can be located from the Highland Third Sector Interface (HTSI) website: <http://www.highlandtsi.org.uk> or by calling HTSI on 01349 864289.
3. Be aware that any grant provided by the Highland Council may be considered as State Aid. The Council is responsible for assessing all grants to determine if State Aid is present and where this assessment shows that State Aid may be present an applicant will be informed of what actions they must take and if the grant can still be made. The applicant organisation is responsible for recording and retaining all information on State Aids received. The questions on **Pages 16 and 17 of the application form** will help the Council undertake their assessment for State Aid. Where appropriate the Council will seek guidance and advice from the Scottish Government State Aid Unit when carrying out an assessment. More information on State Aid can be found at: <http://www.gov.scot/Topics/Government/State-Aid>
4. Present a proposal which will operate within a defined local geographic community and be able to include a map marking out the operational area along with their application.
5. Be able to provide details of when the project will operate and how it will manage to continue financially beyond 31st March 2019 (if that is the intention) should the project not secure future funding from The Highland Council after 31st March 2019.
6. Be able to demonstrate with evidence that there is a need for their project.
7. Include only a request for revenue funding.
8. Note that should a ticket machine be sought as part of your application, the current charge made by The Highland Council for a machine is £1 per day, which may be increased in the future.

9. Be able to provide target outcome projections for the period of possible award.
10. Be able to provide costings and analysis of proposed journeys and services including:
 - a. A breakdown of projected income and expenditure for period of award.
 - b. A breakdown of passenger figures, journey details, income from passenger fares and other funding sources and proof of award(s) to support their application.
11. Endeavour to present all information relating to their project within the application form – please avoid the use of attachments if at all possible.
12. Be aware that The Highland Council will not fund the total cost of an application.
13. Be aware that The Highland Council will not support groups which have a legal status which includes making a profit.
14. Be aware that The Highland Council will not support aspects of an application which involve making journeys to hospital or other medical appointments outwith the project's defined and agreed local geographic community area.
15. Be aware that The Highland Council will not fund the delivery of Section 22 community bus routes.
16. Be aware that applying for a community transport grant from The Highland Council does not preclude an applicant from submitting applications to other funding providers to seek support for carrying out transport activities which do not qualify for Council support.

2. Evaluation of Applications

Evaluation Criteria

The 4 principal and associated criteria which will be applied in evaluating applications will be:

- 1. Benefit to the community or specific group within the community:**
 - a. Demonstrate no or very limited appropriate public transport in proposed project operating area, and that any existing transport does not meet the needs being targeted by the project.
 - b. Type of support being introduced to the community against proof of need—range of who will benefit and what community requirements will be served (e.g. enabling young people to socialise, allowing people to access work and permitting early morning travel, etc.).
 - c. Flexibility of operating periods (e.g. to address identified needs at the specific times of the day/evening they will have most impact).
 - d. Use of accessible vehicles (describing extent of accommodating features).
 - e. Environmentally beneficial features.

2. Project impact maximisation:

- a. How the applicant/project will engage with the target client groups within the community.
- b. How the applicant/project will engage with other bodies, agencies and groups to boost impact.
- c. Clear identification of activity/milestone/target factors.

3. Promoting a fairer, more inclusive Highland:

- a. How the project proposal will progress The Highland Council equality aims of promoting a fairer, inclusive Highland.

4. Other sources of funding being available to create and sustain the project and activity during the funding period.

Criteria Weighting

Each application will be assessed by using the following weighting:

Award Evaluation Criteria	Weighting
Benefit to the community or specific group within the community	40%
Project impact maximisation	20%
Promoting a fairer, more inclusive Highland	20%
Other sources of funding being available to create and sustain the project and activity during the funding period.	20%

Application Scoring

Each application will be scored using the following marking approach:

Score	Classification
5	Meets the aims exactly as specified
4	Meets the aims specified to a good level - but not exactly
3	Meets the aims specified in most aspects - but fails in some
2	Fails in most aspects, but qualifies in some
1	Significantly fails to meet the aims specified
0	Completely fails to meet aims specified