



## Record of Officer Executive Decision

**Date of Decision:** 09 March 2023

ADUR & WORTHING  
COUNCILS

If you have any questions about this decision please contact Democratic Services on 01903 221006 or email [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

**Record of Decision:** DforDS&R/18/22-23 Bikeshare Contract Award

**Decision taken by:** Director for Digital Sustainability & Resources

**Declaration of Disclosable Pecuniary Interests:** They do not have a disclosable pecuniary interest, or conflict of interest.

**Delegated authority:**

JSC Sub Committee's/ 8th November 2022 (Worthing) and 10th November 2022 (Adur) /delegated authority to the Director for Digital, Sustainability & Resources, in consultation with the Leader of Worthing Borough Council and Cabinet Member for Regeneration & Strategic Planning at Adur District Council, the authority to approve and award a contract for the operation and maintenance of the bike share scheme subject to the development of an appropriate and proportionate procurement strategy and the outcome of a compliant process.

**Scheme of Officer Delegations**

2.6.8. To do all matters in relation to procurement and the letting of contracts.

**Decision:**

To award the contract for operation and maintenance of the bike share scheme to Cycle Brighton at a value of £65,400 (£32,700 per annum) covering a 2 year period.

To enter into a service level agreement with Cycle Brighton under a direct award, as this falls under the £100,000> threshold. This provider has been selected due to providing the existing bike share scheme in Worthing since 2018 and having specialist knowledge and connections regarding the Donkey Republic technology.

**Key Decision:** No

**Reason For Decision:**

Since 2018, the Council has contracted with Cycle Brighton for the provision of a bike share service, including the maintenance and re-distribution of all bikes across the network, however the existing arrangement finished at the end of 2022 ahead of this extended scheme. In parallel the Councils assessed the opportunity to partner with

Brighton & Hove City Council but this is, currently, financially unviable.

The Council has taken legal advice and under the Councils' Standing Orders, intend to award a direct contract for the term of 2 years (up to March 2025) to Cycle Brighton for the provision of extended bike share services across Adur and Worthing. This means the management of additional bikes and extended locations, including into Adur District. The Council haven't experienced any problems in working with Cycle Brighton in previous arrangements; they are also a reputable and local company.

The project is primarily funded by cycling grant contributions via the Pooled Business Rates (WSCC).

**Alternative Options Considered:**

- Direct award to alternative leasing company with limited or no experience of the location and in operating specialist equipment associated with bike share (i.e. Donkey Republic technology)
- Run a full procurement process, which would delay the process and mean the extended operation wouldn't be in place for delivery from Easter 2022 (target date)

**Other Matters Considered:**

Legal Advice and Issues	x	Financial Advice and Issues	x
Sustainability Issues	x	Equality Issues	x
Community Safety Issues	x	Human Rights Issues	x
Reputation	x	Risk Assessment	x
Health & Safety Issues	x		

**Consultation:**

Cllr Beccy Cooper, WBC Leader

Cllr Steve Neocleous, ADC Cabinet Member for Regeneration & Strategic Planning

Legal and Financial Services

**Background Papers:** JSC Reports - Delivering an alternative bike share network dated 8th and 10th November 2022

**Call-in:** The call-in deadline for this decision will be 5:00pm on 16 March 2023

**Signed:**



**Dated:** 09.03.2023

**Name:** Paul Brewer, Director for Digital, Sustainability & Resources

**Decision Ref No:** DforDS&R/18/22-23

