

## NORTH EAST JOINT TRANSPORT COMMITTEE

### RECORD OF DELEGATED DECISION BY OFFICER

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#### 1. Subject of Decision

2022-23 Capability Fund - Active Travel Training – Professional Services

#### 2. Delegation Reference (Refer to Meeting Minute Number or Delegation Scheme in the Constitution or Decision Notice)

Item 5: JTC Revenue Budget Update, Joint Transport Committee 21<sup>st</sup> February 2023

This decision has been delegated to one or more officer(s) under:

(a) A specific express authorisation.

(b) a general authorisation to take such decisions **and**, the effect of the decision is to:

(i) grant a permission or licence;

(ii) affect the rights of an individual; or

(iii) award a contract or incur expenditure which, in either case, materially affects the Authority's financial position.

#### 3. Name and Title of Decision Maker

Tobyn Hughes, Managing Director, Transport North East

#### 4. Details of any Conflict of Interest and any Dispensation granted in respect of such Interest

None

#### 5. Executive Summary

The North East Joint Transport Committee in December 2022, were awarded £1,413,507 from Active Travel England, for the 2022-23 Capability Fund. £20,000 of this was awarded to develop and deliver bespoke active travel training for Local

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Authority officers and members. The North East Joint Transport Committee noted the purposes of this funding in the JTC revenue budget for 2022/23 and 2023/24. The procurement of professional services has been undertaken, with the aim of enhancing knowledge and advocacy, particularly in decision making, policy and design. There will be two workstreams to this training, with one workstream aimed at decision makers, e.g. planning committee and transport committee members, and the other workstream aimed at officers, e.g. in design, highways, transport and planning teams.

#### 6. Decision(s)

**6(a)** As set out in the 'Recommendations' section of the Delegated Decision Report, to award the contract of professional services to develop and deliver bespoke active travel training for Local Authority officers and members, with the aim of enhancing knowledge and advocacy, particularly in decision making, policy and design.

This decision is not confidential.

**6(b) If Exempt or Confidential, please provide a reason:**

#### 7. Alternative options considered

Not procuring the services which could lead to programme development milestones being missed.

#### 8. Reasons for the Decision(s)

Agreeing to award the contract will meet with the aims of the use of this fund specified by Active Travel England.

#### 9. Contact Officer

Jonathan Bailes  
Interim Assistant Director, Funding & Programmes, Transport North East  
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#### 10. Date of Publication

12 September 2023

#### 11. Date of Call-In Deadline

#### 12. Implementation Date

#### Signature of the Decision-Maker

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Please return the following to Emma Reynard in Democratic Services ([emmareynard@gateshead.gov.uk](mailto:emmareynard@gateshead.gov.uk)) **within 2 working days of the decision having been taken.**

- A Word version of the completed Delegated Decision report
- A Word version of the completed Delegated Decision Record
- A scanned PDF version of the completed and signed Delegated Decision Record

The Delegated Decision will be published by Democratic Services within three working days of it being taken, and it will then be open to call-in for a further five working days.



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**Decisions must not be implemented until the call-in process is completed.**  
Democratic Services officers will advise report authors and decision makers of the relevant deadlines for call-in.