

Implications:					
Corporate Outcomes or Other Policy/Priority/Strategy					
Good Quality of Life	<input checked="" type="checkbox"/>	Good Reputation	<input checked="" type="checkbox"/>		
Good Value for Money	<input checked="" type="checkbox"/>	High Quality Service Delivery	<input type="checkbox"/>		
Effective Partnership Working	<input type="checkbox"/>	Strong Community Leadership	<input type="checkbox"/>		
Effective Management	<input type="checkbox"/>	Knowledge of our Customers and Communities	<input type="checkbox"/>		
Employees and Members with the Right Knowledge, Skills and Behaviours			<input type="checkbox"/>		
Other:			<input type="checkbox"/>		
Decision(s) would be outside the budget or policy framework and require full Council approval			<input type="checkbox"/>		
Financial	There are no financial implications at this stage			<input type="checkbox"/>	
	There will be financial implications – see paragraph 5.5.1			<input checked="" type="checkbox"/>	
	There is provision within existing budget			<input type="checkbox"/>	
	Decisions may give rise to additional expenditure at a later date			<input checked="" type="checkbox"/>	
	Decisions may have potential for income generation			<input type="checkbox"/>	
Risk Management	An assessment has been carried out and there are no material risks			<input type="checkbox"/>	
	Material risks exist and these are recorded at Risk Register Reference – see paragraph 6 inherent risk score - residual risk score -			<input checked="" type="checkbox"/>	
Staff	There are no additional staffing implications			<input checked="" type="checkbox"/>	
	Additional staff will be required – see paragraph			<input type="checkbox"/>	
Equalities and Human Rights	There will be no impact on equality (race, age, gender, disability, religion/belief, sexual orientation) or human rights implications			<input checked="" type="checkbox"/>	
	There will be an impact on equality (see categories above) or human rights implications – see paragraph			<input type="checkbox"/>	
Legal	Power: Local Government Act 2000				
	Other considerations:				
Background Papers: Scrutiny Review of Community Transport 2007					
Person Originating Report: Mike Greenway (Community Development Manager) Tel. 01832 742244 mgreenway@east-northamptonshire.gov.uk					
Date: 22 December 2009					
CFO		MO		CX	

(Committee Report Normal Rev. 19)

**Nene & Ouse
Community Transport**
*Formerly known as the
Volunteer Centre (Thrapston)*

Business Plan

November 2009

A.C.R.E. (Action with Communities in Rural England) who applied for the Grant. A.C.R.E. also took over the Voluntary Car Scheme, which was until then run by another organisation based in Thrapston. In 2001 the Volunteer Centre (still under A.C.R.E.) made a bid for and won the Rural Bus Challenge, which enabled the purchase of 2 minibuses, a trailer and a Land Rover.

- 4.2 In 2002 the Volunteer Centre became a stand alone Charity. It then applied for and received funding for the Community Transport Initiative, this was Northamptonshire County Council's Rural Bus Challenge, which funded the purchase of 5 minibuses. These were used to provide both 'Ring and Ride' and Group Hire services (see section 5 for a detailed explanation of these services) operating as Thrapston Area Community Transport [TACT].
- 4.3 Agreement was reached with Cambridgeshire County Council for TACT to take over the provision of a service for visitors between Huntingdon and Littlehey Prison, situated at Perry. This service had previously been operated by a conventional bus operator, whose costs the authority was unable to fund.
- 4.4 Following the successful operation of this service, Cambridgeshire County and Huntingdonshire District Councils approached the Volunteer Centre to take over the services operated by Ouse Valley Dial-a-Ride [OVDAR]. This had been set to provide a community transport service in much of Huntingdonshire but was unable to continue with the level of funding available. In 2005, the operations of TACT and OVDAR were combined. Since then the costs of operating the combined services have been reduced by £140,000 annually when compared with those of the two separate organisations.
- 4.5 A Carer's Support Grant from Northamptonshire County Council enabled the Volunteer Centre to start Flexicare and with funding from The Children's Fund and Children In Need set up Flexifun.
- 4.6 NOCT is a Registered Charity, registration number 1085987. It is also a Company Limited by Guarantee, and as such submits independently examined audited accounts to Companies House. The Trust is governed by a board of Trustees and is administered by a manager and three paid staff one of whom is part time in addition there are 27 voluntary staff.
- 4.7 The Trustee members are unpaid and act in a fully honorary capacity.

The current members of the Board of Trustees are:

Terry Bowen (Treasurer), Retired City Financial Analyst
John Holmes BSc (Hons), CMILT, (Chairman) Retired Transport Manager
(Public and Private Sector)
Mike Baker, Teacher and Councillor
Sandy Feather BSc. (Hons), Retired IT Lecturer and Councillor
Terry Beckett, Retired Teacher

- 4.8 Members of the Administration:

Lorna McGoldrick, Manager for the Trust, along with three part time office staff and volunteers who assist.

There are four core drivers who are employed for 30 hours a week annualised, one employed for 15 hours a week. One of the core drivers is responsible for ensuring that the vehicles are maintained. A further eight drivers are paid on a casual basis for work completed, and volunteer drivers.

- 4.9 To this end NOCT relies on the dedication of the staff including volunteers who support the objectives and provide their own time and effort to improve the quality of life for others.

8. Finance

8.1 Income estimates:

	2009/10		2010/11	2011/12	2012/13
	Budget	Current Estimate			
Ring 'n' Ride					
Membership Fees	£30,000	£30,000	£36,000	£45,000	£45,000
Trip Fares	£61,500	£42,000	£46,200	£50,800	£55,900
Bus Pass Reimbursement		£11,500	£12,600	£13,900	£15,300
Holidays	£20,000	£20,000	£22,000	£24,200	£26,620
Littlehey					
Fares		£8,500	£10,000	£11,000	£11,000
Grant		£5,000	£15,000	£15,000	£15,000
Group Hire					
Membership Fees	£2,000	£2,000	£2,200	£2,400	£2,600
Charges	£20,000	£20,000	£22,000	£24,000	£26,000
Driver Costs	£8,500	£8,500	£9,000	£9,500	£10,000
Contract Income					
Home to School	£13,000	£13,000	£15,000	£17,000	£20,000
Volunteer Car Scheme					
Fares	£750	£750	£500	£500	£500
Adult Caring Service					
Northamptonshire C C	£9,500	£9,500	£0	£0	£0
L.A. Grants					
Cambridgeshire	£11,000	£11,000	£11,000	£11,000	£11,000
East Northamptonshire		£20,000			
Huntingdonshire	£50,200	£50,200	£50,200	£50,200	£50,200
Northamptonshire	£13,250	£13,250	£13,250		
Other Income					
Lloyds TSB	£10,500	£10,500			
Bus Service Operators Grant	£10,000	£10,000	£11,000	£12,000	£13,000
Miscellaneous Income	£6,500	£6,500	£3,000	£3,000	£3,000
Further grants sought			£40,000	£40,000	£40,000
Total Income	£266,700	£292,200	£318,950	£329,500	£345,120

8.2 Expenditure Estimates:

	2009/10		2010/11	2011/12	2012/13
	Budget	Current Estimate			
Fixed Costs					
Staffing	£70,000	£70,000	£72,450	£75,000	£77,600
Office Administration	£35,000	£35,000	£35,000	£35,000	£35,000
Premises costs	£11,000	£11,000	£11,000	£11,000	£11,000
Variable Costs					
Drivers					
Wages	£85,000	£85,000	£88,000	£91,100	£94,250
Mileage/Subsistence	£1,400	£1,400	£1,600	£1,800	£2,000
Volunteer Expenses	£750	£750	£1,000	£1,000	£1,000
Vehicle Costs					
Leasing	£7,500	£7,500	£7,500	£7,500	£7,500
Fuel	£28,000	£28,000	£32,200	£37,000	£42,600
Maintenance	£25,200	£25,200	£27,700	£30,500	£33,500
Vehicle depreciation		£25,000	£25,000	£25,000	£25,000
Insurance/Licenses	£12,200	£12,200	£12,200	£12,200	£12,200
Ring 'n' Ride					
Outings costs	£11,000	£11,000	£12,100	£13,300	£14,600
Holiday costs	£19,000	£20,000	£22,000	£24,200	£26,600
Total Expenditure	£306,050	£332,050	£347,750	£364,600	£382,850
Funding requirement		£39,850	£28,800	£35,100	£37,730

Assumptions

- 8.3 These figures are based on continuing the operation at its present size, but increasing vehicle use, as described in section 6.
- 8.4 Membership is increased from 2,900 to 3,000. The annual membership fee is increased to £12 in 2010 and £15 in 2011.
- 8.5 Both trip income and wage costs are increased by 3.5% each year. These estimates allow for both trip charge and wage increases as well improved usage resulting in more journeys being operated.
- 8.6 No long term funding has been confirmed by either Northamptonshire County or East Northamptonshire Councils. As shown in the table included in 8.1 a further £40,000 in grant funding will be sought from both public and private organisations in the three years from 2010. In the current economic situation, grants from the private sector are becoming increasingly hard to find but will continue to be sought wherever NOCT meets the criteria.
- 8.7 In accord with accounting practice, the costs show a depreciation figure. Normally, community transport organisations fund vehicle replacement with capital grants from local authorities or others or by leasing, as with the last two vehicles obtained by NOCT. If the depreciation figure of £25,000 is discounted then the deficit is reduced. This deficit could be reduced further if NOCT is successful in bidding for contracts. Any contract price will include the cost of vehicle replacement which could include vehicle leasing.
- 8.8 Because of the uncertainty relating to KATS, referred to in paragraph 7.1, no income or expenditure can be included at this stage. NOCT will only take over responsibility for KATS if through economies of scale, the additional income contributes to NOCT's overhead fixed costs.

APPENDIX 2 – EQUALITY IMPACT ASSESSMENT

SECTION A				
Category:	Policy - Yes	Function - No	Procedure - No	Strategy - No
Status:	New - Yes	Existing - No		
Title:	Policy for funding support to Nene & Ouse Community Transport (NOCT)			
Assessor:	Mike Greenway			
Date:	22 December 2009			

SECTION B – Aims & Objectives
1. What is the aim/purpose of the policy/function?
Agreement on whether or not Nene & Ouse Community Transport should receive funding support for its operations in East Northamptonshire, based on the soundness of its Business Plan and the future development of community transport across Northamptonshire.
2. Who is intended to benefit from this policy/function and in what way?
Service users – these people are elderly and or disabled. NOCT – able to continue and develop its service provision in East Northants ENC – has a policy in place regarding financial support to NOCT
3. How have they been involved in the development/review of this policy/function?
Service users – NOCT regularly consult service users to gauge satisfaction with the services and ideas for development. This is reflected in its Business Plan and information that NOCT sends to the Council as part of regular monitoring. NOCT – ENC officers have worked with NOCT to support it to develop its Business Plan
4. What outcomes are intended from this policy/function?
Good quality of life in East Northamptonshire High quality, value for money services
5. What resource implications are linked to this policy/function?
Head of Service and Community Development Manager are providing support to NOCT to develop its Business Plan. Financial resources: - This depends on which option Members decide to approve for funding NOCT. Option 1 is not to fund anymore, Option 2 is to fund on a 1 year basis, the amount to be confirmed by Members, and Option 3 is to develop a long-term funding package with NOCT.

SECTION C – Research and Evidence Based Practice
1. What data/research has been used to inform this policy/function?
NOCT's Business Plan – includes a sample of responses from service user satisfaction surveys.
2. Are there any gaps in knowledge/data?
Clarification on the proportion of EN residents benefiting from the service. This also needs to show a breakdown by demographics. What alternative means of transport services exist?

NOCT has been informed of the options and is aware of the possible implications of each. If option 1 is selected then consultation might be required with service users to look at alternative options and current users.
2. What is the planned timescale? N/A
3. Who is responsible for managing the consultation? N/A
4. Whom do you need to consult (what groups must be included)? N/A
5. What methods of consultation are proposed? N/A
6. How will consultation outcomes be fed back into the process? N/A
7. Following consultation, what is the RECOMMENDATION? - Introduce the policy/function: - Reject the policy/function: <input type="checkbox"/> - Amend the policy/function: <input type="checkbox"/> (<i>Further consultation may be required to consider implications of changes made</i>) - Other – please explain: N/A at this stage

SECTION F – Decision Making
1. Who will make the decision? Option will be chosen by Policy and Resources Committee 18 January 2010. Depending on which option is chosen a further EIA will be carried out.