

List of Decisions taken by Officers in Highways & Transportation Functional Area

To be kept by every Executive Support Officer on behalf of each function. Decisions taken with a value of over £500,000 do not have to be listed here as they can only be taken by an Executive Director and must be the subject of a published report.

Date	Name and Job Title of the Officer taking the decision	Decision taken	Reasons for decision <i>NB: If there is a report which sets out the reasons then please refer to the report i.e. date, title, author</i>	Options considered <i>NB: If there is a report which sets out the reasons then please refer to the report i.e. date, title, author</i>	Any conflict of interests and details of any dispensation granted
18.3.20	Helen Morris Head of Integrated Transport Unit	Home to School Transport 1) To delay the car share project – total cost £15,000 2) To delay the filming of the live SEN transport video but proceed with the animated video – total cost £15,000	Travel into schools will be significantly reduced and schools will have other priorities.	Continuing with the projects was considered but would introduce additional risk either to vulnerable children or to the success of the project.	None.
18.3.20	Helen Morris Head of Integrated Passenger Transport Unit	Local Bus 1) To send individual operators a prioritised list of supported services so they can make the optimal decision on which they should seek to maintain	Operators will be seeking to match demand to driver supply across a wide range of services so identifying our key services helps them to make optimal decisions.		None.

		if possible			
18.3.20	Helen Morris Head of Integrated Passenger Transport Unit	Transport Information <ol style="list-style-type: none"> 1) To withhold roadside posting of update timetables at end of March 2) When widespread service changes happen - to collate details on a single web page, remove timetable/realtime information from the system and provide messaging on realtime that directs people to the website 	Service timetables and routes could potentially be very fluid in the coming months. Providing accurate advice needs to be done digitally.	Other options would mean out of date advice was being provided.	None
18.3.20	Helen Morris Head of Integrated Passenger Transport Unit	Concessionary Fares <ol style="list-style-type: none"> 1) To issue temporary disability passes without a doctor's letter and seek confirmatory evidence at a later stage 2) To prepare for the risk that our service providers will not be able to issue passes or 	Doctors are focusing on public health issues and so there is a widespread delay in individuals being able to secure a doctor's letter to confirm they qualify for a disability concessionary pass. Issuing temporary passes during these restrictions is a sensible way to proceed. Whilst our contractors will do their best to maintain good	To continue the operation of the scheme without these changes would have unnecessarily disadvantaged people.	None.

		answer calls or that pass issue and call response times will not meet specified performance due to staff illness. Includes preparation of comms. Possibility pass renewals will not be able to be carried out. Discuss extended use with operators	levels of service this will depend on staff availability and that should be made clear to customers.		
18.3.20	Helen Morris Head of Integrated Passenger Transport Unit	Stop Swap Go To postpone the project until advice on travel changes	Stop Swap Go is a modal shift project to promote people to move away from car travel to bus travel. The current circumstances and advice on travel mean it is not a suitable time for the pilot.	Pursuing the project would have resulted in its failure	None
18.3.20	Helen Morris Head of the Integrated Passenger Transport Unit	Bus Shelter Project To delay the tender but continue with preparatory work and the necessary documentation	A competitive procurement in the current economic position would not deliver good value for the taxpayer.	Proceeding with the tender would not deliver good value.	None
18.3.20	Helen	Community Transport	Community Transport	Withdrawing ECC grants	None

	<p>Morris</p> <p>Head of the Integrated Passenger Transport Unit</p>	<p>Schemes</p> <p>Re-confirm full grant payment for next year. Direct them to their own Governing Boards for contingency planning and financial risk. Encourage them to look at opportunities within their communities to provide low risk services to vulnerable people.</p>	<p>schemes' patronage is seeing a significant fall. They are concerned about a loss of income. As independent bodies they should work with their Trustees to manage these risks. However, their 2020/21 grant from ECC has already been confirmed and they will have made commitments on this basis. There are other low risk services they could provide that will be of significant value for their communities.</p>	<p>would inevitably see widespread scheme collapse just at the point where they could add value to their communities.</p>	