

# Transport for London Cycling Centre of Excellence



Minutes of London Cycle Training Partnership (LCTP) borough stakeholder meetings November-December 2008.

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| <b>Meeting Title:</b>       | LCTP borough stakeholder meetings     |
| <b>Dates of Meeting:</b>    | 24/11/08 ; 28/11/08 ; 2/12/08         |
| <b>Location of Meeting:</b> | Palestra, 197 Blackfriars Rd, SE1 8NJ |

## Attendees:

| Name             | Representing           |
|------------------|------------------------|
| N. Veena         | TfL (CHAIR)            |
| Venn Chesterton  | TfL                    |
| Craig Elliott    | Barking and Dagenham   |
| Ilias Ioannou    | Barnet                 |
| Chris King       | Bexley                 |
| Antony Parlourti | Brent                  |
| Jo Luff          | Bromley                |
| Richard Riddle   | Camden                 |
| Clifford Olliffe | Croydon                |
| Dr Robert Davis  | Ealing                 |
| Liz Priestland   | Ealing                 |
| Catherine        | Enfield                |
| Mike Attride     | Greenwich              |
| Keith Gammon     | Hackney                |
| Richard Evans    | Hammersmith and Fulham |
| Peter Wenham     | Harrow                 |
| Ken Smithson     | Hillingdon             |
| Susan Guichard   | Hounslow               |
| William Poutney  | Islington              |
| Stuart Duncan    | Islington              |
| Kathryn King     | Kensington and Chelsea |
| Eric Chassery    | Kingston               |
| James Parker     | Kingston               |
| Richard Ambler   | Lambeth                |
| Suzy Harrison    | Lambeth                |
| Liz Brooker      | Lewisham               |
| Nick Harvey      | Lewisham               |
| Keith Filby      | Merton                 |
| Chris Heaton     | Newham                 |
| Emma Norton      | Newham                 |
| Jane Arthur      | Redbridge              |

**MAYOR OF LONDON**

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| Cameron Stewart    | Richmond                 |
| Gareth Tuffery     | Southwark                |
| Trever Lenthall    | Sutton                   |
| Steve Wright       | Sutton                   |
| Ashraf Ali         | Tower Hamlets            |
| Linda Webb         | Waltham Forest           |
| Paul Binnie        | Waltham Forest           |
| Peter Wilson       | Westminster              |
| Catherine Cornwell | Department for Transport |
| Bob Richards       | Department for Transport |
| Apologies          |                          |
| City of London     |                          |
| Haringey           |                          |
| Havering           |                          |
| Wandsworth         |                          |

## Minutes

| Item             | Details   | Action   |
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| <b>LIP 08/09</b> | <ul style="list-style-type: none"> <li>Some boroughs are being forced to cancel cycle training courses due to lack of funds. Underspend can be reallocated to other boroughs to ensure maximising available resource</li> <li>Some boroughs are requesting cross borough assistance in management of cycle training through casual staff</li> <li>TfL are requesting further funding for cycle training from the DfT for 08/09 and 09/10</li> </ul> | <p>Any borough with underspend in cycle training LIP in 08/09 please contact Veena</p> <p>TfL will update all boroughs on DfT funding outcomes</p> |
| <b>LIP 09/10</b> | <p>Boroughs will need to provide data to TfL at the end of the financial year on the following</p> <ul style="list-style-type: none"> <li>Number of children trained</li> <li>Number of children trained to L2 or above</li> <li>Number of adults trained</li> </ul> <p>No specific reporting on individuals with special needs will be required as defining criteria are inconsistent &amp; difficult to define</p>                                |  |

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| <p><b>Bikeability Registration</b></p>         | <ul style="list-style-type: none"> <li>• All London boroughs are already delivering National Standards cycle training through NS instructors. To deliver Bikeability branded training, paperwork needs to be submitted for registration to SDG.</li> <li>• If boroughs require assistance to complete the registration process, TfL can offer consultancy support through SDG</li> <li>• 2009 is being branded by Cycling England as the 'year of Bikeability' with an associated national campaign. It is anticipated that more people will specifically request Bikeability training.</li> <li>• TfL plans to promote adult cycle training in 2009 to link with national Bikeability marketing which is likely to focus on child cycle training</li> <li>• The benefits of Bikeability <ul style="list-style-type: none"> <li>○ National and TfL marketing &amp; promotion of cycle training will all be Bikeability</li> <li>○ Bikeability presents &amp; creates a consistent national cycle training standard with associated branding</li> </ul> </li> <li>▪ Borough comments <ul style="list-style-type: none"> <li>○ There is no evidence that people are specifically requesting Bikeability cycle training. Until this happens, some boroughs prefer to spend funds on training children rather than on Bikeability materials</li> <li>○ Boroughs can register for Bikeability as it has no cost, but then may choose not to offer Bikeability materials until there is specific demand.</li> <li>○ Bikeability was only launched in April 07. With 2009 marketing campaign the brand will increase in awareness and popularity.</li> </ul> </li> <li>• Any non-Bikeability materials including high-vis, helmets etc cannot be funded by TfL through the LIP because of caveats on funding which limit it to cycle training and related costs only.</li> </ul> | <p>Boroughs that require assistance in registering for Bikeability to contact Veena</p> <p>TfL will inform boroughs on the marketing campaign timescales</p> |
| <p><b>Targets for child cycle training</b></p> | <ul style="list-style-type: none"> <li>• Definitions of eligible children need to be standardised. Eg should children at fee paying schools be eligible?</li> <li>• LCTP need to set our own targets for cycle training in London. Working target of 50% of eligible Year 6 trained to Level 2 has not been adopted nationally. Benefit of setting targets is</li> </ul>  | <p>TfL to collect information from boroughs on eligibility &amp; suggest standards</p>   |

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|  | <p>that it enables standardisation of cycle training availability &amp; quality across London, without a 'post code lottery'.</p> <ul style="list-style-type: none"> <li>• Currently variation is between 4% - 90% of eligible Year 6 receiving Level 2 training across London boroughs.</li> </ul> <p><b>Issues raised</b></p> <ul style="list-style-type: none"> <li>• Should we/are we able to take into account bicycle ownership when offering training?</li> <li>• Some schools will never participate, should this be taken into account in target setting?</li> <li>• Working only within schools leaves no scope for out of school training.</li> <li>• Using school travel plans – target that every school which requests cycle training in the travel plan should receive it</li> <li>• Forcing cycle training into the curriculum could be a more long term objective</li> <li>• Longer term approach to LIP funding requested eg through a structured 5 year plan. Lack of ongoing funding guarantees are out of CCE control but since cycle training is high on the political agenda, it is not likely to be cut.</li> <li>• Level 3 training for children is necessary for modal shift, particularly in London traffic conditions so target should be fewer numbers of children trained to Level 3. But cycle training is not only about mode shift but also has road safety benefits which would suggest that more children to Level 2 should be a target. Decision should be based on the long term target, mode shift or safety.</li> <li>• Lambeth research report suggested that level 2 training did not increase cycling to school, but did increase leisure cycling.</li> <li>• Training to Bikeability Level 2 ensures quality of training, so quantity is determined by the TfL targets.</li> <li>• Rather than Year 6 could focus on Year 5 children so that they have more time to practice the skills to get to (secondary) school.</li> </ul> <p><b>Options</b></p> <ul style="list-style-type: none"> <li>• Suggestion of “Level 2 by Key Stage 2”</li> <li>• If the target is set high then this may enable a stronger case for more funding. By setting a challenging target LCTP could then seek the funds to achieve it</li> <li>• Borough profiling would enable ongoing targets to be set specific for each borough eg based on 07/08 or 08/09 outputs with a required percentage increase</li> </ul> |  |
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|  | <p><b>Proposed child targets</b></p> <ul style="list-style-type: none"> <li>• Every school to be <u>offered</u> training</li> <li>• Set a London wide target of 50% of eligible Year 6 or equivalent to Level 2 by 2012</li> <li>• Set more specific plans for how each borough will help this to be achieved by working from present day to the 2012 target</li> </ul>  |   |
| <p><b>Adult cycle training delivery – targets, methodology &amp; costs</b></p> | <p><b>Issues raised</b></p> <ul style="list-style-type: none"> <li>• More funding may become available for adult training to meet expected increase in demand eg through launch of the cycle hire scheme in central London and increasing promotion by TfL</li> <li>• Reporting required from the boroughs on the division of LIP spending between adults and children in 08/09 and onwards.</li> <li>• Should all resource be focussed based on targets? eg since 75% of all KSI's are adults 75% of funding should go on adults. This does not take into account targets for children and adults or the importance of cycle training as a life skill. No specific steer from TfL – borough decision on internal bids &amp; allocations</li> <li>• There will be adult cycle training promotion from TfL alongside with the national Bikeability promotions in 2009.</li> </ul><br><ul style="list-style-type: none"> <li>• Standardisation of adult cycle training across London may be necessary eg charging for training &amp; eligibility eg live/work/commute through boroughs. There are pros and cons for charging eg it reduces the attrition/cancellation rates <ul style="list-style-type: none"> <li>○ Standardise the variation on who it is offered cycle training and what they are expected to pay</li> <li>○ TfL to put something together highlighting how each borough provides its adult cycle training</li> <li>○ Use this as a forum to set some standards.</li> </ul> </li> <li>• Funding is available from Primary care trusts for adult cycle training. Department of Health have provided some resource to Cycling England</li> </ul> <p><b>Proposed adult targets</b></p> <ul style="list-style-type: none"> <li>• Adult cycle training targets will be produced to focus borough resource &amp; enable funding to be requested from higher up within TfL</li> <li>• Targets will be set after data is collated from 08/09</li> </ul> | <p>Boroughs to report amount of LIP funding spent (or an estimate) to Veena as part of 08/09 outputs</p><br><p>TfL to collect data from boroughs on costs and eligibility of adult cycle training to trainees as part of 08/09 outputs</p><br><p>Boroughs requested to explore options for additional funding for cycle training outside of TfL</p><br><p>TfL to consult on proposed adult cycle training targets</p> |

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|  | on a borough by borough basis  |  |
| <b>Cycle training for individuals with special needs</b> | <p><b>Issues raised</b></p> <ul style="list-style-type: none"> <li>• Historically TfL/CCE has requested separate reporting for cycle training individual with special needs</li> <li>• There is considerable variation in classifications of individuals with special needs</li> <li>• Usually the costs increase as needs become more specialised.</li> <li>• Should transport budgets be used for training individuals with special needs if they are never going to use the mode for a transport journey</li> <li>• There are model shift benefits for teaching special needs people to cycle as teachers and family can pick it up.</li> </ul> <p><b>Options</b></p> <ul style="list-style-type: none"> <li>• Report separately children who are attending special schools</li> <li>• Report when extra resources have had to be used eg special bicycles, or extra tutors</li> </ul> <p><b>Proposal</b></p> <ul style="list-style-type: none"> <li>• Target will be to offer cycle training inclusively to all, including those with special needs, but not report numbers of adults and children separately</li> </ul> |  |
| <b>Cost of cycle training per head</b>                   | <p><b>Issues raised</b></p> <ul style="list-style-type: none"> <li>• Variation on costs per head using different delivery models should be highlighted as it is a significant issue</li> <li>• Cycle training, having previously been over-resourced, is now oversubscribed for funds. TfL/CCE needs to now find the fairest way to allocate resources across London boroughs</li> <li>• Lack of qualified national standards instructors means that cycle training is expensive</li> <li>• LB Camden have had to outsource quarter of their demand for cycle training due to a lack of instructors, and outsourcing costs twice as much</li> <li>• Outsourcing to independent cycle training providers (ICTPs) can provide a better quality cycle training standard. However, if all training is delivered by NS instructors and trainees complete Level 2 outcomes then it should be of a similar equivalent standard</li> <li>• DfT fund to maximum of £40 per head for Level 2 cycle training, in London in-house training costs approx £65 per head &amp; outsourced training costs £100 or more</li> </ul>             |  |

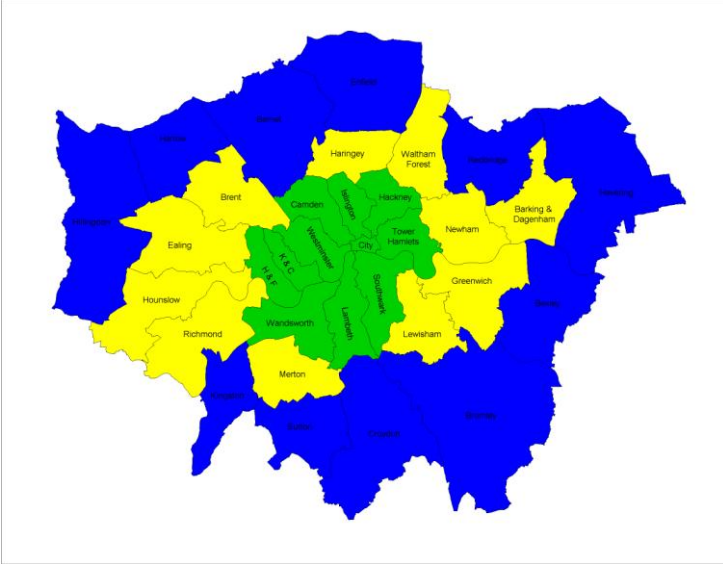
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|                              | <ul style="list-style-type: none"> <li>• Reported in-house cycle training costs may not include costs internally covered by borough eg staff, office space, phones &amp; administration costs etc</li> <li>• Should value for money be a requirement for funding of cycle training?</li> <li>• In house is not always easy to deliver as finding NS instructors is hard, particularly if they need to have local knowledge of the area <ul style="list-style-type: none"> <li>○ Ways of tackling this: Cycle trainers who are sent on the NS instructors course by a borough should be required to work for that borough for 2 years/specified number of training sessions</li> <li>○ Find a method of sharing each others resources, regional coordination of cycle training by boroughs</li> </ul> </li> <li>• In house cycle training is a long term sustainable approach. However, it does take time and effort to develop a good in-house program. This could be a focus for a workshop day.</li> <li>• TfL may have to place a cap on per head costs of funding following national DfT lead.</li> </ul> | <p>Out-sourcing boroughs to inform TfL on how capping per head costs for Level 2 child training might impact on the quality &amp; levels of cycle training.</p>        |
| <p><b>Borough issues</b></p> | <p><b>Issues raised</b></p> <ul style="list-style-type: none"> <li>• Suggestion for a day workshop for boroughs to cover issues in more detail. Preference before end 08/09. Possible content: <ul style="list-style-type: none"> <li>○ Borough presentations on their delivery</li> <li>○ Exchange of best practice, procurement, safety, training options</li> <li>○ Innovative training &amp; case studies</li> <li>○ Cycle hire scheme</li> </ul> </li> </ul> <p><b>National cycle training activities</b></p> <ul style="list-style-type: none"> <li>• TfL could potentially become a cycle training accrediting body</li> <li>• Potential conflict of interests?</li> <li>• Pete Z could visit all boroughs &amp; accredit them</li> </ul> <ul style="list-style-type: none"> <li>• Lack of information dissemination on Cycle Training Standards Board (CTSB) activity &amp; new contracts tendered by DfT a&amp; Cycling England. required on the DfT and national cycle training Veena to produce a summery of how DfT work, perhaps topic for the</li> </ul>  | <p>Boroughs to suggest other items that would be useful to cover in a cycle training workshop</p> <p>Veena to provide summary update on DfT, CTSB, Cycling England</p> |

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|  | <p>workshop</p> <p><b>Instructors</b></p> <ul style="list-style-type: none"> <li>• Register of accredited &amp; CRB checked NS instructors requested.</li> <li>• CTC maintain a list on NS instructors on their website</li> <li>• TfL maintain a list which could be issued to boroughs, but there are data protection issues</li> </ul> <ul style="list-style-type: none"> <li>• Request for TfL to centralise CRB checks, since currently a CRB check is required by each borough. This is determined by individual borough policy.</li> <li>• Standardisation of pay for NS instructors. Boroughs are able to do this via outsourced contract, but less easy for in-house providers. Because of demand for more NS instructors, pay rates are higher in London than elsewhere eg only £7 per hour is offered to instructors in Southend</li> </ul> <p><b>Funding</b></p> <ul style="list-style-type: none"> <li>• TfL should provide some procurement guidance for boroughs who are considering outsourcing cycle training. However details of contracts between boroughs &amp; providers are often confidential. TfL would like to ensure parity on costs from the same company to different boroughs.</li> <li>• Clarification of cycle training LIP money caveats. As resources are now oversubscribed, resource can only be used for actual cycle training, recruitment &amp; administration of cycle training, Bikeability materials &amp; match-funding of the cost of NS instructor training course only. No other materials, no Dr Bike events or local promotion or publicity can be funded with LIP cycle training resource.</li> <li>• Promotion of cycle training is centrally funded by TfL marketing. Boroughs can run their own local promotions but not using LIP cycle training funding.</li> <li>• Currently boroughs produce their own cycle training materials – it would be useful to have TfL centralise this</li> </ul> <ul style="list-style-type: none"> <li>• After school cycling clubs often become bike</li> </ul> | <p>national activity possibly through presentation at workshop</p> <p>Veena will look into data protection issues around publishing current list of NS instructors working in London</p> <p>Veena to look into options for centralising CRB checks</p> <p>Veena to look into procurement confidentiality rules when outsourcing cycle training.</p> <p>Boroughs to send through DVD's and other materials for TfL to store &amp; distribute on request</p> |
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|  | <p>maintenance clubs in the winter. Neither fall within funding parameters for LIP</p> <ul style="list-style-type: none"> <li>• It would be helpful for TfL/CCE to be more prescriptive in target setting etc, eg state that by 2010 all cycle training in London should be in house. This could assist boroughs in obtaining the necessary support for cycle training internally.</li> </ul> <p><b>Schools</b></p> <ul style="list-style-type: none"> <li>• School travel plans can be used as a very useful tool to encourage schools to take up cycle training.</li> <li>• Better co-ordination required between school travel plans and reporting of cycle training offered/delivered in those schools.</li> <li>• Feedback on cycle training from schools would be useful to monitor delivery by individual instructors or outsourced providers. LB Bromley have gathered this data successfully.</li> </ul> <p><b>Secondary schools</b></p> <ul style="list-style-type: none"> <li>• Secondary schools can be difficult to reach &amp; take up cycle training. Identifying secondary schools with bike parking facilities or bikes parked outside may be easier to engage as they are already cycling and achieve Level 3 outcomes rapidly.</li> <li>• Possible to use PE time in secondary schools? It can be difficult to do cycle training after school as this competes with the school run.</li> <li>• It is necessary to offer training at secondary schools for new pupils who did not receive it at primary schools and to consolidate primary school training.</li> <li>• Secondary school training only happens when there is a motivated teacher.</li> <li>• Veena is meeting with School Sports Partnerships to assess options for using them as a mechanism for cycle training, as occurs nationally.</li> <li>• Should you offer cycle training to children under 10? Suggestion that if they are already cycling then they should be offered training. But if they are trained, the children &amp; their parents assume that they can safely ride on road when they may not be ready. Boroughs make their own call on this.</li> </ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• NCP in LB Westminster give bikes left in their carparks to Westminster council who then redistribute them to community groups</li> <li>• In some boroughs police staff go into schools &amp; offer cycle training without informing cycle training officers</li> </ul> | <p>Veena &amp; LB Bromley to disseminate schools feedback</p> |
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- Future stakeholder meetings also need to be divided into 3 to enable fruitful discussions with no more than 11 boroughs represented at each meeting. Please find below a suggestion for regional division just for stakeholder meetings.



Boroughs to comment on the regional divisions for future stakeholder meetings

**Additional Information:**

Next planned round of stakeholder meetings will be held in Summer 2009 after publication of the next annual LCTP report summarizing cycle training outputs in 08/09