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Ref: EW/070409

8 April 2009

Mr Paul Dodgson
Leicestershire County Council
County Hall
Leicester Road
Glenfield
LEICESTER
LE3 8RA

Dear Mr Dodgson

Without Prejudice

Request for Information Pursuant to the Freedom of Information Act 2000 re Eco Town for Leicestershire

I understand that you are the Council's nominated officer for Freedom of Information Act requests.

On behalf of The Co-operative Group, I would be grateful if you would supply me with certain information on that basis.

Please would you also supply me with the following information specifically in relation to the transportation modelling work undertaken on the Eco-town for Leicestershire. This should include a comprehensive account of the transport modelling costs to date, together with any supporting documentation which demonstrates how, to the fullest extent, the transport modelling costs have been incurred. It should include correspondence between officers and members and between the council and any third parties which relates to the transport modelling work.

1. Full details of the fee arrangements put in place prior to the appointment of each of the consultancy teams, including details of the personnel involved, their hourly rates and the terms of their appointment (including the agreed joint working arrangements between the consultants)
2. A copy of each contract of appointment for the consultants to this particular instruction. Details are required on the terms of appointment, the extent of indemnity insurance cover and the appointment of principle consultant and the role of sub consultants, the instructing parties (i.e. the clients) and finally details of payment methods and billing periods.
3. The number of hours spent by each team member on the project (consultants and council employees) and timesheet evidence to support each claim.

4. A full copy of all documentation produced by all members of the transport team, including consultants and Council staff. In order for the Co-operative Group to consider payment for this work we must receive all the information that was produced by the team. This should include:
 - Copies of all inputs into each run of each model
 - Copies of the actual models to verify data
 - Copies of all correspondence between members of the transport team and also between the transport team and outside contacts
 - Copies of all records of phone conversations, minutes of meetings (both internal and external) drafts of reports and final copies of all outputs in order to verify fees.
5. A copy of the agreed method statement for each phase of the work. Details are sought on how each element of work was identified, tested for necessity, confirmed as best value, scoped, costed and agreed. Explanation of the decisions made to support each run of the two transportation models, and the consideration of each consultant's role to avoid duplication of effort.

Detailed breakdown of all initial work required to bring the SATURN and PTOLEMY models to a level that was fit for purpose.

A breakdown of each individual model run, and identification of which runs The Co-operative Group supported, and the runs undertaken at Leicestershire County Council's request for its own purposes.

A stage-by-stage breakdown of all modeling inputs, with reasoning for each change and its relevance to the testing of The Co-operative Group's eco town proposal.

Evidence of benchmarking against other work undertaken by the County to demonstrate that the fees requested represent a fair and proportionate cost. As a benchmark the last RSS review of housing allocations, included consideration of the transportation impacts of 90,000 new homes across the County and City.

Full details of the hourly rates of each County Council employee involved in the project and benchmarking evidence to justify the rate claimed.

Any and all information relating to why the County Council considers PTOLEMY to no longer be fit for purpose, when this decision was taken and why the model was still used.

Any and all information relating to the exclusion of The Co-operative Group from the appointment process.

The eco town Joint Technical Working Group agreed that procurement of key studies, including transport, should be undertaken on a joint basis. Can you please provide any information relating to why the County Council did not follow this agreed procurement procedure?

It is our sincere hope that upon receipt of this information The Co-operative Group will be able to engage once again with the Council in meaningful and positive discussions concerning the Eco-town proposal.

I look forward to receiving your reply.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. Jackson'.

Ruairidh Jackson
Head of Planning and Property Strategy