



CABINET

14 FEBRUARY 2017

CORPORATE DIRECTOR FOR PLACE COMMISSIONING: TONY CIABURRO

**CABINET MEMBER WITH RESPONSIBILITY FOR FINANCE: COUNCILLOR
ROBIN BROWN**

Subject:	Procurement of a Car Club Provider to support the Angel Square Travel Plan
Recommendations:	Cabinet are asked to: <ol style="list-style-type: none">1. Agree that delegated authority be given to the Corporate Director of Place Commissioning, in consultation with the Cabinet Member for Finance to enter into a contract for the provision of a Car Club.2. Approve the procurement and execution of a contract to provide a Car Club to support the Angel Square Travel Plan and other similar projects in the future.

1. Purpose of Report

- 1.1 The current policy of staff exclusively using their own vehicles for business travel does not accord with the design principles for One Angel Square or its Travel Plan's objective to discourage travel to work using private cars, the latest Health & Safety Executive advice on how to manage fleets, including own vehicles, safely or the environmental impact of using a fleet of predominantly older personal vehicles with inconsistent servicing regimes instead of modern and more economical vehicles.
- 1.2 The development of One Angel Square means that members of staff will be parking their cars at disparate locations across the town centre and beyond e.g at Park and Ride sites. Next Generation Working provides for more flexible working away from the office and the use of drop in hot desk locations however many staff will still be dependant working from One Angel Square on regular occasion. This means that staff will spend more time travelling from the office to and from car parks before embarking on work travel and therefore be less productive in those instances.
- 1.3 The proposal is to develop a fleet of vehicles, bookable by services users as required, in a managed fashion.
- 1.4 The proposal can be developed to be used by partner organisations and the public as it matures.

2. How this decision contributes to the Council Plan

The Council's vision is to make Northamptonshire a great place to live and work.

This is achieved through increasing the wellbeing of your county's communities and/or safeguarding the county's communities.

This initiative specifically delivers increased wellbeing and/or safeguarding by ensuring that:
<ul style="list-style-type: none">• People of all ages are safe, protected from harm and able to live happy, healthy and independent lives in our communities.• People have the information and support they need to make healthy choices and achieve wellbeing.• People achieve economic prosperity, in a healthy, low carbon economy which give access to jobs, training and skills development.• Communities thrive in a pleasant and resilient environment, with robust transport and communications infrastructure.• Resources are utilised effectively and efficiently, in coordination with partners and providers.

3. Background

- 3.1 The scheme uses secure smart card technology combined with a self-service booking portal to access the vehicles with appropriate controls on user access, licence checking and cost recharging. The cars are cleaned, fully maintained and fuelled (by provision of a fuel card) by the provider within the monthly service cost.
- 3.2 A hire car provision is included and used for longer journeys when this proves more economical (journeys more than 80 miles).
- 3.3 The need for staff to use their own vehicles is a brake on the adoption of more sustainable transport options for travelling to work. The adoption of this scheme will reduce this. Increased adoption of sustainable transport alternatives would reduce the pressures on parking needed within Northampton Town Centre, potentially negating the need for some of the additional leased car parking provision.
- 3.4 The development of One Angel Square means that members of staff will be parking their cars at different locations across the town centre. Staff who feel they need to have their vehicle available for work might be less inclined to use public transport/cycling/walking to work. This proposal offers a solution to this.
- 3.5 The use of the scheme will reinforce the next generation working schemes planned for One Angel Square.

4. Consultation and Scrutiny

- 4.1 The scheme has been the subject of consultation through both the CCNF and Angel Employees Consultation Forum as part of the wider Travel Plan. The Travel Plan has been approved for adoption by the NCC Group Management Board.

5. Equality Screening

An Equalities Impact Assessment has been undertaken for the Travel Plan as a whole, including the provision of the Car Club and no issues identified.

Environment, Development & Transport:

<http://www.northamptonshire.gov.uk/en/councilservices/Council/equalities/Pages/egceia.aspx>

6. Alternative Options Considered

6.1 The principal alternative is to maintain the existing system of relying solely on employees' own vehicles for business travel which would not address the issues raised in the background above.

6.2 Procurement of a fleet of pool cars owned by NCC, has been discounted as it cannot be flexible enough to meet demand in the same way as the Car Club scheme and would require more specialist fleet management.

6.3 The Car Club scheme is available through an ESPO (Eastern Shires Purchasing Org.) framework and so can be implemented without a lengthy procurement process.

7. Financial Implications

7.1 The proposed recharging mechanism would result in a potential net saving of £15k p.a. across the organisation as a whole based on the anticipated level of booking efficiency and 'dead time' during bookings and achieving a 50% shift to the Car Club for business journeys within scope.

7.2 The total ongoing revenue cost of the Car Club scheme is estimated at £192k per annum, but this is more than offset by the estimated saving from not paying a flat rate of 45p per mile for employees to use their own vehicles for business travel, resulting in the anticipated net saving of £15k. Costings are based upon an initial fleet size which will be subject to ongoing review.

<p>What benefits will the proposal deliver?</p>	<ul style="list-style-type: none">• Value for money – scheme is, at worst, cost neutral with potential to reduce costs in the medium term due to reduced car parking pressures.• Efficiency savings (cashable and non cashable) – reduction in non-productive time walking between office and car park in the Town Centre and reduced cost per mile of business journeys.• Improved Health & Safety of workforce and reduced risk to NCC by ensuring that vehicles used for business travel are fully fit for purpose.• Reduced carbon footprint of business travel due to more staff being able to travel to work sustainably and smaller, modern, more economical cars being used for business travel.
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8. Risk and Business Continuity Management

a) Risk(s) associated with the proposal

Risk	Mitigation	Residual Risk
Cars are not utilised and therefore cost the Authority the basic hire costs	The number of cars can be flexible to suit need. A phased implementation with a good communication plan will encourage utilisation.	Green
More dead time charging than anticipated rather than mileage charging.	Education and training for users in how to book cars efficiently. Having cars based in the correct key locations around the county.	Green

b) Risk(s) associated with not undertaking the proposal

Risk	Risk Rating
The travel modal shift of staff travelling required in the Angel Square Travel Plan is not achieved and thus the town centre becomes more congested.	Red
Injury from Road accident during business travel attributable to not following HSE advice on checking roadworthiness of vehicles.	Red

9. List of Appendices

None

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Background Papers:	
Does the report propose a key decision is taken?	YES
If yes, is the decision in the Forward Plan?	YES
Will further decisions be required? If so, please outline the timetable here	No
Does the report include delegated decisions? If so, please outline the timetable here	Yes. Contract to be entered upon approval ready to meet a 1/3/17 commencement
Is this report proposing an amendment to the budget and/or policy framework?	YES – policies to be amended to suit the adoption of the Car Club as part of the Travel Plan
Have the financial implications been cleared by the Strategic Finance Manager (SFM)?	YES Name of SFM: Rosemary Pallot

Have any capital spend implications been cleared by the Capital Investment Board (CIB)	n/a
Has the report been cleared by the relevant Director?	YES Name of Director: Tony Ciaburro
Has the relevant Cabinet Member been consulted?	YES Cabinet Member: Robin Brown
Has the relevant scrutiny committee been consulted?	NO Scrutiny Committee:
Has the report been cleared by Legal Services?	YES Name of solicitor: Fiona McMillan
	Solicitor's comments:
Have any communications issues been cleared by Communications and Marketing?	YES, as part of the wider Travel Plan Name of officer: Anne Moore
Have any property issues been cleared by Property and Asset Management?	YES Name of officer: James Thorpe
Are there any community safety implications?	Yes. The use of well maintained, safe and economical vehicles will have a positive impact on the overall safety and environmental impact of NCC's business travel.
Are there any environmental implications:	Yes. The use of well maintained, safe and economical vehicles will have a positive impact on the overall safety and environmental impact of NCC's business travel.
Are there any Health & Safety Implications:	Yes. NCC have a responsibility to ensure that vehicles used for business travel are fit for purpose, in line with HSE advice. This proposal will address this issue which NCC current policies do not currently do.
Are there any Human Resources Implications:	Yes. Travel policy will need to be updated and issued to staff.
Are there any human rights implications:	No
Constituency Interest:	None