

# Authority to Procure Driver CPC Training Contract

Date: 18<sup>th</sup> May 2021

Report of: Head of Catering Services

Report to: Chief Officer Civic Enterprise Leeds

Will the decision be open for call in?

☐ Yes ☒ No

Does the report contain confidential or exempt information?

☐ Yes ☒ No

## What is this report about?

The Authority is responsible for the maintenance and management of its in-house vehicle fleet and provides a range of activities relating to the maintenance and servicing of approximately 1200 vehicles.

A significant part of these operations involves the provision and administration to deliver Driver CPC for approximately 500 drivers who fall under the current CPC Regulations. In line with the Driver Certificate of Professional Competence (CPC) EU Directive 2003/59, The Authority, as the employer of drivers of LGV & PCV vehicles is required to ensure that these drivers undertake 35 hours of JAUPPT approved training within a 5 year period. This training shall take the form of Joint Approvals Unit for Periodic Training (JAUPPT) accredited Driver CPC Training Courses. The training shall improve the standards of driving and vehicle operation of Authority vehicles whilst leading to compliance with Driver Certificate of Professional Competence (DCPC) legislation.

The Authority therefore wishes to enter into a contract for the provision of Driver CPC Training classroom based wherever possible with scope for online training when required covering all requirements across the Authority and any linked organisations which may be allied to the work of the Council.

## Including how it contributes to the city's and council's ambitions

- The award of this contract feeds in to the Best Council Plan and the stated ambition to be an efficient, enterprising and healthy organisation.
- It ensures that the Council spends its money wisely by seeking to achieve the best price possible.
- Strategically important for developing service led workforce plans, delivering tailored personal and professional development and promoting a more competitive, less wasteful, more resource efficient, low carbon economy.

## Recommendations

- a) The Chief Officer Civic Enterprise Leeds is recommended to approve the request to commence a procurement exercise for a contract for the Provision of Driver CPC training.
- b) For a maximum period of 5yrs (3yrs plus 2 x 12 month extension). The overall estimated value of the contract is £184.937.5 if all extension options are exercised.

## Why is the proposal being put forward?

- 1 The operation of Leeds City Council fleet vehicles is governed by The Operator's Licence and is required to move fleet legally across the service. The increasing amount and diversity of driver training required across the authority is impacting on the current in-house service during busy operational periods and holiday periods.

There is no contract in place for Driver CPC Training, as it had previously been delivered in-house. However, as the in-house team has an increased workload hours, there is a need to put a contract in place for the Driver CPC Training in order to write the course to ensure that the Council is meeting its legal requirements.

Without this training, legally drivers will be unable to operate their vehicles and therefore the Council will see an impact on service delivery across all Directorates that require the use of LGV operatives.

It is proposed that the contract for Driver CPC Training is put out to open tender, in order to encourage competition and to ensure that the contract is accessible to SMEs. By going out to tender, the Council will ensure that the contract is fit for purpose and represents value for money.

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## What impact will this proposal have?

### Wards affected:

Have ward members been consulted?

☐ Yes

☒ No

## What consultation and engagement has taken place?

- 3 Consultation has been undertaken with Transport Logistic Officers (TLO) who use our services from a training perspective for their staff and that of a commercial aspect for the maintenance off their vehicles

## What are the resource implications?

- 4 The finance for this contract is contained within Civic Enterprise Leeds budget due to internal recharges undertaken from each service. The in-house team is unable to deliver Driver CPC due to its current workload and requirements of the Driver CPC regarding legislation requires auditing it is financially and time wise best value to outsource this training.

## **What are the legal implications?**

- 5 Due to the value of the contract it is a Significant Operational Decision and is therefore not subject to call-in but is subject to publication.  
A procedure will be set up for the control of documents and information relating to training given to each specific driver

## **What are the key risks and how are they being managed?**

- 6 The risk to the authority is a failure by not to having training available within the required timescales which could impact a service.

The Council has a duty of care to its employees, to ensure that their drivers comply with relevant legislation which includes meeting the Driver CPC requirement, failure to maintain staff Driver CPC would result in the loss of the Goods Vehicle Operators Licence and render all Fleet Services within Leeds City Council inoperable.

The driving of LGV requires the driver to hold and maintain a Drivers Qualification Card (DQC) by undertaking yearly training with an accredited training organisation and approved site under JAUP (Joint Audit Unit for Periodic Training).

Whilst drivers are responsible for ensuring they complete their 35 hours' Periodic Training in order to retain their DQC, employers have a duty to ensure that their drivers comply with relevant legislation which includes meeting the Driver Certificate of Professional Competence (CPC) requirement.

The current shortage of LGV (heavy Goods) licence and PSV (minibus) licence holders requires the increasing need to retrain non licence holders and train up to the relevant categories to support and maintain service delivery.

## **Does this proposal support the council's three Key Pillars?**

☒ Inclusive Growth      ☒ Health and Wellbeing      ☒ Climate Emergency

- 7 The supporting growth of responsible regional business and spending the Leeds £ in Leeds.

The delivery of training will improve the skills and qualifications of local people, thereby improving their employment prospects.

With the Council declaring a climate emergency the impact in regards to our social responsibilities has never been greater. Driver training will improve driver's behaviours and skills which will lower fuel use in vehicles and this is lowering vehicle emission levels.

Efforts will be made during the lifetime of the contract to reduce any carbon emissions. The undertaking of this training focuses upon driver habits and the use of vehicles within the current climate

## **Options, timescales and measuring success**

### **What other options were considered?**

- 8 The delivery and retention of in-house training would require additional qualified operatives to be employed who would be required to write course material, maintain and deliver.

### **How will success be measured?**

- 9 The training provider will provide detailed and accurate information of Leeds City Council employees after each training session and liaise directly with each service in regards to course attendance / outcome.

### **What is the timetable for implementation?**

- 10 The start of the contract is to commence upon the 1st September and to run for a period of 3 years until 31st July 2024. There will be 2 x 12 month extension periods available.

### **Appendices**

- 11 None

### **Background papers**

- 12 None