

West Yorkshire and York Car Club Contract

Date: 04 May 2022

Report of: West Yorkshire and York Car Club contract

Report to: Chief Officer (Highways and Transportation)

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?

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

- West Yorkshire Combined Authority (the “Combined Authority”) are responsible for procuring an operator and managing the contract for the provision of Car Club services to the public, within the five member districts and on behalf of the City of York Council. The previous contract with Enterprise Car Club expired on 7 February 2022.
- The purpose of this report is to seek approval from the Chief Highway Officer to utilise the contract and authorise Procurement and Commercial Services (PACS) to sign the participation agreement issued by the Combined Authority. The contract will commence when all districts have signed and sealed the contract documentation.
- The Combined Authority have valued the contract at £2,800,000 over the four year period. This excludes S106 funding contributions from any of the districts. It is expected that Leeds City Council staff could spend up to £60k per annum on Car Club services based on pre-covid usage.
- The new contract will be awarded directly to Enterprise Car Club using Crown Commercial Services (CCS) framework (CCS RM6014 – Public Sector Vehicle Hire Solutions) for an initial period of two years with an option to extend on the second anniversary up to a maximum of four years.
- Car Club, sometimes known as car sharing, allows individuals and businesses to have access to a network of vehicles without having to own one. Branded vehicles are parked in marked bays and members can book online, by app or by telephone. The minimum hire is usually one hour and the service is intended for short trips.
- There are approximately 140 Car Club vehicles located in parking bays across West Yorkshire and York. Of this total, thirty-six sites with parking bays for 71 vehicles are located in the Leeds City Council Boundary. The bays are located on the public highway, in council car parks or on private land.

- Car clubs supports the Council’s climate emergency targets by helping to reduce emissions and improve air quality by providing access to low emission mobility that helps break dependency on private car ownership. Developing the Car Club in Leeds helps contribute towards achieving net zero-carbon by 2030.

Recommendations

The Chief Officer Highways and Transportation is requested to:

- Note the contents of this report.
- Authorise Procurement and Commercial Services (PACS) to sign the participation agreement.

Why is the proposal being put forward?

- 1 The Combined Authority are responsible for preparing, procuring and managing Car Club in West Yorkshire and York. The previous contract was awarded to Enterprise Car Club and expired on 7 February 2022.
- 2 Following consultation with the districts, the Combined Authority have recommended the direct award of the new contract to Enterprise Car Club. The new contract will be for an initial period of two years with an option to extend on the second anniversary up to a maximum of four years. Districts can choose to withdraw unilaterally from the contract after the initial 2 year period. The contract documentation has been prepared by the Contract Administrator at the Combined Authority and issued to all signatory Local Authorities.
- 3 The contract value has been estimated on all spend (public and local authority use) in 2021, see table 1. This value excludes S106 fund contributions from districts.
- 4 The expected expenditure by Leeds City Council staff is estimated to be around £60,000 per annum based on usage prior to covid lockdown, see table 2 below.
- 5 **Table 1 West Yorkshire Car Club contract value**

District	Total public/private spend in 2021
Bradford	£49,205
Calderdale	£7,400
Kirklees	£48,463
Leeds	£270,529
Wakefield	£0
York	£199,283
Total Annual Spend	£574,880
4 year term	£2,299,520
Total Call off Contract Spend (20% growth)	£2,759,424
Anticipated Spend Stated on Contract Award Notice	£2,800,000

Table 2 West Yorkshire Car Club expenditure in Leeds

Expenditure	2018	2019	2020	2021
Leeds public spend	159,100	359,346	216,013	260,022

Leeds City Council spend	60,672	64,194	18,637	10,507
Total	219,772	423,540	234,650	270,529

What impact will this proposal have?

Wards Affected:

Have ward members been consulted? Yes No

- 6 Car clubs are recognised as a key component for future sustainable transport solutions and the 2021 Leeds Transport Strategy recommends reviewing parking management measures across the Leeds district to include more Car Club locations and expanding our Car Club offering to more areas, making car clubs an integral part of our mobility options.
- Currently, there is only one on-highway Car Club bay with an electric vehicle charging point (EVCP) within Leeds district, however this proportion will increase. The Combined Authority have requested City Region Sustainable Transport Settlement (CRSTS) funding to install additional charging points for Car Club in particular at mobility hubs. Leeds City Council will prepare an agreement for reimbursement for use of electricity, maintenance and data charges for existing and future EVCPs by Enterprise Car Club. This will help Leeds contribute towards achieving net zero-carbon by 2030.
- 7 A permit fee has been introduced as part of the contract (£50 per vehicle) payable to the Districts and this can be used towards maintenance of the parking bays, for example line marking and signage.

What consultation and engagement has taken place?

- 8 Colleagues in PACS have reviewed the documentation and are satisfied that it is in good order.
- 9 The Executive member for Infrastructure and Climate has been informed of the proposal.

What are the resource implications?

- 10 Leeds City Council's Influencing Travel Behaviour staff will continue to work with Enterprise Car Club to promote and support its expansion through Planning, travel plans, and sustainable travel publicity which is already a regular part of the team's workload. Some of this officer time is funded by developer S106 contributions and travel plan review fees.
- 11 The Combined Authority will be the point of contact for any problems/issues raised by the Districts or by the operator. This will be beneficial to Leeds City Council officers as many of the issues currently experienced will now be addressed by the Combined Authority and therefore represents an efficient contract management arrangement.
- 12 Leeds City Council Parking Services permit use of unmarked parking bays at four public car parking sites and one on-street site, and bays on private land have been agreed through the planning process. Revenue for parking loss is not sought as part of this agreement.
- 13 Enterprise Car Club (the operator) will work in partnership with districts and the Combined Authority to provide a service in all existing and new bays created under this contract. If the operator does not wish to take up new bays the Combined Authority or Districts retain the ability to source an alternative provider for these bays. This will require a separate legal

contract to be prepared by Leeds City Council officers and will be the subject of another report.

- 14 Over the next 12 months LCC officers will investigate the benefits of a multi-operator and multi-model contract in line with the Leeds Transport Strategy ambition to expand Car Club. This will be the subject of a further report back to the Chief Highways Officer and may include a recommendation to withdraw from the contract in year 2.

What are the legal implications?

- 15 WYCA suggest that the contract applies to off-street Car Club bays, for example on private land. Leeds City Council would not be able to enforce this if a private organisation enters into a contract with another Car Club operator.
- 16 Fees and charges associated with Car Club bays in Leeds with EVCPs have not been included in the contract, a separate agreement between Enterprise Car Club and Leeds City Council must be entered into to cover these and will be the subject of another report.

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

- 17 Enterprise Car Club hold CoMoUK accreditation and this ensures that all of their vehicles meet the standards set out within the accreditation documents. The accreditation offers a level of assurance to users.
- 18 To ensure LCC are reimbursed for use of electricity, maintenance and data charges at existing and future charging points, a separate agreement must be prepared between Leeds City Council and Enterprise Car Club.

Does this proposal support the council's 3 Key Pillars?

Inclusive Growth

Health and Wellbeing

Climate Emergency

- 19 The West Yorkshire Transport Strategy 2040 identifies Car Clubs as a key policy objective and as an integral part of 'Mobility as a Service' (MaaS) ambitions; "We will expand our Car Club networks to provide more choice for car travel, and provide more, low emission vehicles in the Car Club fleet."
- 20 The Leeds Transport Strategy makes direct reference to Car Clubs and their role in reducing private car ownership but still enabling people to travel by car when necessary identifies the important role of Car Clubs in 'Creating healthier streets, spaces and communities' by including more spaces for Car Clubs, and as a means to develop a local shared-ownership model of transport alongside bike sharing. Car Clubs will help define our shared transport vision as part of new mobility solutions.
- 21 Car Club use brings additional benefits such as improved air quality due to reduced congestion and private car ownership, as well as promoting more active travel.
- 22 The Car Club will have the greatest benefit for those who can drive and who do not currently have access to a vehicle and whose mobility is constrained by lack of public transport options.
- 23 Leeds City Council encourage Car Club parking bays to be fitted with electric vehicle charging points in new developments. In addition, the Combined Authority have bid for funding to install electric vehicle charging points and Car Club parking at mobility hubs. Enterprise Car Club have agreed to supply electric vehicles at these sites. The contract also contains objectives around customer experience to promote use of electric vehicles.

Options, timescales and measuring success

a) What other options were considered?

- 24 The Combined Authority presented options to districts, including the option of developing a multi-operator contract. Leeds were the only district keen to pursue a multi operator contract. Discussions with other UK Car Club operators indicated that there is demand in Leeds for multiple operators and new models of Car Club operation, this was not the case in other districts.
- 25 The consensus was to develop a new contract which has a break clause at the end of year two and award directly to Enterprise Car Club. This would enable individual Districts to develop their own contracts if desired whilst being covered by a contract whilst this process is underway.

b) How will success be measured?

- 26 The Combined Authority are responsible for managing this contract on behalf of the Districts and the City of York Council and will have overall responsibility for monitoring performance of the Car Club operator against the KPIs set out in the contract.

c) What is the timetable for implementation?

- 27 The contract will commence when the participation agreements are sealed by the West Yorkshire Districts, City of York Council and the Combined Authority completes sign off processes.

Appendices

- 28 Participation agreement (for each District to sign)
- 29 Car Club parking bay locations
- 30 Equality, Diversity, Cohesion and Integration (EDCI) screening

Background papers

- 31 None