

Report of Chief Commercial Services Officer

Report to Scrutiny Board (Resources and Council Services)

Date: 15th October 2012

Subject: Commercial Services Fleet Services

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

- 1 The purpose of the report is to provide an update for the Scrutiny Board on fleet replacements, alternative fuels, community engagement and training, the MOT testing facility, Grounds Maintenance workshop potential co-location and the heavy goods driver Certificate in Professional Competence training programme.
- 2 The fleet replacement programme for 2012/13 has commenced with a provisional budget of £5.2m and includes for a number of alternative fuel vehicles for Directorates.
- 3 Fleet Services undertake an apprentice training programme and participate in work placements, back to work initiatives and local school work experience supporting the 250 opportunities programme.
- 4 The additional MOT line upgrade has been completed for expansion of the facility.
- 5 The co-location of the Grounds Maintenance workshop with Fleet Services at York Road is currently under consideration by Environments and Neighbourhoods as part of the service decant to Whinmoor.
- 6 A broad training programme to ensure compliance with Driver CPC qualification(EU Directive 592003) is being co-ordinated by Fleet Services for Directorates.

Recommendations

- 7 The Scrutiny Board (Resources and Council Services) are recommended to note the further information regarding the operation of the Fleet Services Division of the Resources Directorate.

1 Purpose of this report

- 1.1 The purpose of this report is to appraise Scrutiny Board on the Authority's fleet replacement programme, influences around alternative fuels and carbon reduction, community engagement, additional MOT testing facilities, the co-location of grounds maintenance workshops and the driver cpc qualification to date.

2 Background information

- 2.1 Fleet Services sits with the Commercial Services Group, part of the Resources Directorate. It is a traded service responsible for the procurement and maintenance of around 1200 vehicles. It is also responsible for the safety regulation of the council fleet, "Operator License" and contributes, through fuel management and alternative fuel strategies, in reducing the Authorities carbon emissions. The service also supplies the Councils driver training and fleet enforcement functions.

3 Main Issues

3.1 Fleet Replacement and Alternative Fuels

- 3.1.1 Fleet Services have been actively involved in the fleet replacement profile to date and for the next four years. The replacement programme plan 2012/13 is shown in appendix 1.
- 3.1.2 A number of trials are being undertaken on alternative fuels for both light and heavy vehicles to provide a basis for a replacement strategy, looking at costs, functionality, maintenance, reliability and residual value. The trials have also assisted in contributing towards a number of the Council's aims and objectives in relation to vehicle emissions air quality.
- 3.1.3 Fleet Services actively participate in the majority of alternative fuel pilots and are constantly seeking funding to support service aspirations and vehicle replacement opportunities where possible.
- 3.1.4 While there is significant support within the Authority to use alternative fuel vehicles the market place is very fluid. Suppliers are in a difficult market where Government funding is almost always necessary to subsidise new vehicle purchases and stimulate the market.
- 3.1.5 The main focus presently for consideration around Government funding is around the issue of vehicle gas supply and infrastructure, with Leeds being a prime area for future development.
- 3.1.6 The forward purchase plan for alternative fuel vehicles is included in the 2012/13 programme details of which can be found in appendix 3.
- 3.1.7 Additional fleet carbon reduction options are also constantly under review as part of the replacement programme with the Services and these include, reduction in vehicle numbers, vehicle capacity, engine size and speed limiting devices etc.

3.2 Community Engagement and training opportunities

- 3.2.1 The Council's 250 opportunities programme core offer is to provide a minimum of 250 individual 'placement' opportunities to the citizens of Leeds. Its key objective is to offer placements within its services where possible.

The programme is focused on big society themes such as: Voluntarism, City Wide Partnerships and Get Britain Working along with local drivers such as Corporate Social Responsibility and Employment and Skills for the Future has shaped the Council's ambition to promote and develop a range of Resourcing solutions to engage people into work placement opportunities.

- 3.2.2 Fleet Services as part of Commercial Services have been actively involved in supporting the programme which focuses on young people not in education, employment or training (NEETS), under represented Groups and those that are furthest away from the labour market.
- 3.2.3 Fleet has also contacted local schools and colleges offering transport related work experience for pupils to have the opportunity to trial possible future careers and for existing college apprentices requiring experience to complete certification in craft apprenticeships. Details of the community engagement and training opportunities in the Group are detailed in appendix 2

3.3 Authorised Testing Facility : MOT Income

- 3.3.1 Fleet Services is a designated MOT test facility for a wide variety of vehicles ranging from cars up to private buses. The MOT station not only provides MOT testing facilities for the Council's fleet but is also widely used by the general public. It is often promoted as impartial due to the Council being unable to carry out any work found on private vehicles after the test.
- 3.3.2 The MOT facility provided to the general public generates additional income to Fleet Services. The decision to install an additional inspection line and associated resources to increase the capacity in this area was made in April 2012. The upgrade in equipment for this additional MOT line has now been completed and is awaiting VOSA approval for immediate implementation.
- 3.3.3 Advertising to market the MOT test facility to LCC employees is being carried out through the use of existing communication mechanisms for example payslips, intranet and internet.

3.4 Grounds Maintenance

- 3.4.1 Preparations for the decant of Grounds Maintenance from Redhall to Whinmoor are at their early stages, however discussions have already taken place between the respective Services with a view to looking at a number of different options particularly for the workshop area, transport and fleet.
- 3.4.2 Whilst co-location with York Road is certainly an option, this will need to be considered alongside other locations that the Parks and Countryside Service have yet to fully explore. It is also worth noting that any new location will also have to include sufficient area and space to test the machinery under load and to consider the affect a new location will have on the operational service delivery as a whole.

3.4.3 It is therefore proposed to maintain a close working relationship between our services to ensure the best use of council resources and service delivery.

3.5 Driver CPC update

3.5.1 The Driver certificate in professional competence (CPC) is for HGV (Heavy Goods Vehicle) drivers throughout the EU. It has been developed as a requirement of the EU Directive 2003/59, which is designed to improve the knowledge and skills of drivers throughout their working life. The Joint Approval Unit for Periodic Training (JAUPT) is the body behind the authorisation of all courses and has recognised Fleet Services as an Approved Training Centre. At present, Fleet Services has delivered the following;

Course Details and Number of Attendees

Year 1	Health, Road & Environmental Safety & Logistics, Defensive Driving Techniques	98 courses with 642 attendees
Year 2	Vehicle Checks, Defects, Accidents & Safe Reversing	78 courses with 533 attendees
Year 3	Fuel Efficiency & Safer Loading	3 courses with 23 attendees
Year 4	Regulations & Human Factors	Course approved, due to start December 2012
Year 5	In development	Due to start December 2013

3.5.2 All drivers must complete 35 hours of mandatory training every 5 years, in effect, 1 day per year. The cut off date for drivers is 9th September 2014. Year 5 Driver CPC training has been programmed to begin in December 2013 and will run up to the cut off point in September 2014.

3.5.3 Services will be kept up to date on the training been carried out and any remaining outstanding training. Information is provided on both driver numbers and outstanding hours at each quarterly review with the Services including any outstanding training requirements.

3.5.3 There are a number of penalties by the Driving Standards Agency (DSA) to both drivers and their employers if the driver failed to produce evidence of their completed CPC training. It is important therefore that the forward programme of training is completed to the satisfaction of the DSA in order that the Authority is both fully compliant and there is minimum impact on driver resources in the future.

4 Corporate Considerations

4.1 There are no corporate governance issues to be considered within this report as the information provided is a statement of detail regarding the functions undertaken by Fleet Services and any vehicle replacements follow the Leeds City Council Governance processes.

5 Conclusion

- 5.1 The trial introduction of alternative fuel vehicles has proven successful and further expansion of this fleet is built into the new vehicle replacement programme.
- 5.2 The fleet service operation allows for the opportunity to provide necessary skills and training for young people through trade apprenticeships , work placements, back to work initiatives and local engagement through schools and colleges.
- 5.3 The MOT testing facility is being expanded in order to increase capacity and generate additional income for the Authority.
- 5.4 Fleet Services will continue to work with Grounds Maintenance on an option appraisal for the potential co-location of the workshops at York Rd.
- 5.5 There is a forward plan for CPC training with Directorates which is provided and monitored by Fleet Services.

6 Recommendations

The Scrutiny Board (Resources and Council Services) are recommended to note the further information regarding the operation of the Fleet Services Division of the Resources Directorate.

2012/13 Vehicle Replacement Programme as at September 2012

Directorate	Client	Vehicles	Est. Cost	Status
City Development	Highways	14 Various Specialised Vehicles	£1,080,000	Awaiting Authority to Tender/Design Cost Report from client
Corporate Governance	Mailroom	3 LWB 'Connect' Vans	£ 42,000	Spec done. Awaiting Authority to Tender/Design Cost Report completed
Environment & Neighbourhoods	Enforcement	6 Dog Warden Vans	£ 96,000	Spec done. Awaiting Authority to Tender/Design Cost Report completed. (Including Biomethane)
Environment & Neighbourhoods	Parks & Countryside	4 Vehicles	£ 0	Decision not to replace due to uncertainty in service
Environment & Neighbourhoods	Refuse	13 Refuse Vehicles	£1,800,000	11 RCV's on order (including 4 Biomethane)
Environment & Neighbourhoods	Waste Evanston	7 Rolonoff Vehicles	£ 770,000	Spec done. Tender to send out on approval due 13 th September (5 no. approved)
Resources	City Print	1 Small Van	£ 13,000	Design Cost Report in progress
Resources	Passenger Services	10 'Crafter' Welfare Vehicles	£ 500,000	On order due early 2013
Resources	Passenger Services	2 'Vario' Welfare Vehicles	£ 130,000	On order due early 2013
Resources	Property Maintenance	52 Vans – Various	£ 765,000	Design Cost Report in progress
		Total (Estimate)	£5,196,000	

All customers have been contacted and provided with draft docs to assist DCR preparation.

Alternative Fuel

- 3 100% Gas Refuse Vehicles
- 1 Enforcement - VW Caddy CNG

NB: Small van fleet fitted with speed limiters.

Community Engagement and Training Opportunities

Training Initiatives	Location
University of Lincoln Graduate Work Experience	Commercial Services - Catering
School Work Experience	Commercial Services - Fleet
School Work Experience	Commercial Services - Fleet
School Work Experience	Commercial Services – Property Maintenance
Independent Placement	Commercial Services – Property Maintenance
Independent Placement	Commercial Services – Electrical
School	Commercial Services - Fleet
School	Commercial Services - Fleet
School Placement – Brigshaw High School & language College	Commercial Services – Heating and Electrical Section
Independent Placement	Commercial Services - Plumbing
Independent Placement	Commercial Services - Plumbing
Independent Placement	Commercial Services - Electrical
School Work Experience	Commercial Services - Electrical
School Work Experience	Commercial Services - Electrical
Leeds City Council Employee	Commercial Services Seacroft Ring Road Depot
School	Commercial Services - Catering
Apprenticeships Employment	Commercial Services – Property Maintenance
Apprenticeships Employment	Commercial Services – Passenger Services
Apprenticeships Employment	Commercial Services – Fleet Services
Youth Inspire	Commercial Services – Property Maintenance
Youth Inspire	Commercial Services - Property Maintenance
Youth Inspire	Commercial Services – Property Maintenance
Youth Inspire	Commercial Services – Property Maintenance
Youth Inspire	Commercial Services – Property Maintenance
Youth Inspire	Commercial Services – Property Maintenance
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Placement Type	Location
Youth Inspire	Commercial Services – Property Maintenance
Youth Inspire	Commercial Services – Property Maintenance
Youth Inspire	Commercial Services – Property Maintenance
Youth Inspire	Commercial Services – Fleet Services
Youth Inspire	Commercial Services – Property Maintenance Heating Section
Youth Inspire	Commercial Services – Property Maintenance Heating Section
Apprenticeships Employment	Commercial Services – Property Maintenance Electrical Section
Apprenticeships Employment	Commercial Services – Property Maintenance Electrical Section
Apprenticeships Employment	Commercial Services – Property Maintenance Lift Section
Apprenticeships Employment	Commercial Services – Property Maintenance Mechanical Engineer
Modern Apprentice	Commercial Services - Catering
Modern Apprentice	Commercial Services – Property Maintenance
Modern Apprentice	Commercial Services - Fleet
Modern Apprentice	Commercial Services – Passenger Services

Alternative Fuel Procurement 2012/13

Alternative Fuel Vehicles	Actual	Totals to Date	Target	Notes
Petrol	1	1	2	1 petrol car to be replaced by diesel equivalent with low CO ² emissions
Small	6	7	9	1no. van awaiting for Authority to tender
Diesel Hybrid	19	19	22	Diesel/Hybrids included in phase 2 Government Cenex grant and to be included in replacement programme dependant on procurement rules and compliance
Medium Van – Electric	5	5	7	Full electric van not successful in grand funding from Government and purchase cost is therefore excessive and does not offset fuel saving over life on fleet
Refuse	1	5	9	4no. 100% gas refuse vehicle ordered - due delivery December 2012 / January 2013. Foodwaste bid includes provision of up to 20 gas powered vehicles (October 2012 decision)
Dual Fuel	1	1	Pilot Inconclusive	Vehicles removed from market due to technical problems.