

BEST VALUE TERMS OF REFERENCE	
<b>Review title</b>	Fleet Management Best Value Review
<b>Cabinet Member</b>	Cllr Ashok Kalia
<b>Review Team Leader</b>	Geoff Hall – Assistant Director (Works and Engineering)
<b>Scope of Review/Key Issues</b> <ul style="list-style-type: none"> <li>• To ensure financial, operational and legislative probity.</li> <li>• To review the effectiveness and efficiency of the provision of fleet management services within the authority.</li> <li>• To analyse the procurement and maintenance of the directly owned or leased vehicle fleet, ensuring value for money and quality criteria are adhered to. Assess the degree to which private sector involvement will benefit the service.</li> <li>• To assess the appearance and condition of the fleet and its impact on the citizens of Derby.</li> <li>• To challenge current assumptions on vehicle selection in terms of their environmental impact.</li> <li>• To review the current organisational structures, systems and policies to ensure they facilitate optimum service delivery.</li> <li>• To assess health and safety procedures and review accident minimisation strategies.</li> </ul>	

**Key risks for the service/theme:**

<b>Community</b>	Road traffic accidents, pollution.
<b>Finance</b>	Insurance premiums, value for money, adherence to financial regulations, competition.
<b>Council Objectives</b>	Health and Safety compliance, corporate aims, environmental sustainability, image.
<b>Organisation</b>	Corporate governance, service continuity, Health and Safety.

**Background****1. Legal requirements**

- Adherence to all Road Transport legislation.
- Adherence to the strictures of Operators Licence regulations.
- Health and Safety legislation.
- Finance and Procurement regulations.
- Environmental Law.
- Vehicle Construction and Use regulations.

**2. Key services covered by the review**

Fleet Management. This discipline affects all users of directly owned or leased vehicles within the Council and therefore impacts, to varying degrees, on most Council services.

The services most affected are within Development and Cultural Services and Commercial Services.

<b>Timetable for review stages</b>	<b>Key Dates</b>
<b>Stage 1- scope and resources</b>	
Scoping Session	25 April 2002
Risk Assessment Analysis	1 May 2002
Terms of Reference	1 May.2002
<b>Stage 2 – baseline</b>	
Assess fleet profile	}21 June 2002
Analyse vehicle costing (Leased and Owned)	}
“Green” vehicle fleet profile	}
Accident profile and costings	}
Fuel and mileage analysis	}
Staffing and vehicle ratios	}
ADLO performance indicators	}
<b>Stage 3 – 4Cs activity and analysis</b>	
Introductory Meeting	7 June 2002
Challenge Event	w/c 29 July 2002
4C's Meeting 1	18 June 2002
4C's Meeting 2	18 July 2002
4C's Meeting 3	1 August 2002
4C's Meeting 4	22 August 2002
<b>Stage 4 – options appraisal</b>	
Options Appraisal Meeting 1	5 September 2002
Options Appraisal Meeting 2	19 September 2002
Improvement Plan Outline Meeting	26 September 2002
Draft Report Meeting	10 October 2002
<b>Stage 5 – final report, improvement plan and implementation</b>	
Report Completion Date	1 November 2002
Improvement Plan Completion Date	1 November 2002
Implementation Date	12 February 2003

## **Resources**

### **Details of the resources required on the review**

The Review Team:

Geoff Hall – Assistant Director (Works and Engineering)

Richard Kniveton – Fleet Manager

John Hibbs – Assistant Fleet Manager

Peta Quine – Fleet Administrator

Mark Bishell – Workshop Manager

Alsworth Richards – Mechanic and Trade Union Representative

Karl Smith – Service user

Richard Noble/Lynn Hill – Finance and Administration

Gordon Stirling/Martin Guest – Strategic Planning and Performance Unit

## **Appendix B – Scoring Sheets**