

BEST VALUE TERMS OF REFERENCE	
Review title	Fleet Management Best Value Review
Cabinet Member	Cllr Ashok Kalia
Review Team Leader	Geoff Hall – Assistant Director (Works and Engineering)
<p>Scope of Review/Key Issues</p> <ul style="list-style-type: none"> • To ensure financial, operational and legislative probity. • To review the effectiveness and efficiency of the provision of fleet management services within the authority. • 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. • To assess the appearance and condition of the fleet and its impact on the citizens of Derby. • To challenge current assumptions on vehicle selection in terms of their environmental impact. • To review the current organisational structures, systems and policies to ensure they facilitate optimum service delivery. • To assess health and safety procedures and review accident minimisation strategies. 	

Key risks for the service/theme:	
Community	Road traffic accidents, pollution.
Finance	Insurance premiums, value for money, adherence to financial regulations, competition.
Council Objectives	Health and Safety compliance, corporate aims, environmental sustainability, image.
Organisation	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.

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

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