

BEST VALUE REVIEW OF VEHICLE FLEET MANAGEMENT SERVICES

Report of the Director of Commercial Services

SUMMARY OF REPORT

1. This report contains the Terms of Reference for the Best Value Review of Vehicle Fleet Management Services, forming part of the Council's ongoing sequence of Best Value Reviews. This review has been scheduled as part of the Year 3 programme.

BACKGROUND INFORMATION

2. As part of the 2002/2005 programme of Best Value reviews, the Council is carrying out a review of Vehicle Fleet Management Services.
3. The Terms of Reference are attached at Appendix A.
4. A Scoping Session was held on 25 April 2002 and involved councillors, employees, representatives from the other departments and also from other relevant organisations. The session followed the Guide to Scoping and Risk Assessment within the Best Value Toolkit.
5. Identifying and assessing risk is a key element of the Scoping process. As part of the Scoping Session, the key risks associated with providing the service were identified. These risks were subsequently assessed against the Council's agreed risk assessment framework. Details of the risk assessment are included at Appendix B.
6. The Terms of Reference need to be considered by Cabinet before being reviewed by the Environment and Sustainability Overview and Scrutiny Commission. They must then be approved by the Cabinet taking account of any comments made in the scrutiny process.

RECOMMENDATION

7. To note the Terms of Reference of the Vehicle Fleet Management Best Value Review outlined in Appendix A.

