

**Executive Leader (Finance & Performance)
Decision Session**

18/09/2017

Report of the Deputy Chief Executive / Director of Customer &
Business Support Services

**Corporate Contract for the Use of Enterprise Car Club by CYC staff as a
Business Travel Option**

Summary

1. City of York Council utilise the Enterprise Car Club network in the city to provide pool car functionality for members of staff in order to reduce the need for them to use their own vehicles for business travel purposes. Following a wider West Yorkshire Combined Authority procurement exercise for a single car club operator to provide services across the region it is now proposed to enter a new contract with the same supplier. This reduces the current cost of using the service significantly. This report seeks approval to enter this agreement.

Recommendations

2. The Leader is asked to approve the entering of a contract between CYC and Enterprise Car Club replacing the rolling contract which is already in place with the supplier.

Reason:

The Car Club has provided a key business travel option for CYC staff since its adoption in 2013 and demand has grown annually through use of a centralised pool of vehicles open to all members of staff who hold the relevant documentation to drive. CYC's use of the service also underpins the operation of the service in the city, providing a sustainable transport option for the general public and other organisations across the authority.

Background

3. CYC began using car club vehicles during the relocation to West Offices in 2013 as an alternative to the leased fleet of vehicles which had previously been located at the various office sites which the authority occupied. The Car Club model was chosen for multiple reasons including:
 - The availability of a centralised, online reservation system which makes all vehicles available to all staff and also removes administration of booking/calendar functions and key holding issues.
 - The offer being of a managed service which includes a driver licence validation process and fortnightly maintenance checks for vehicles thus improving our level of care to those driving for business purposes
 - The lack of parking at the West Offices site
 - The ability for the general public and other organisations to use the vehicles rather than taking over parking spaces in close proximity to our main office sites only for CYC vehicles.
4. Until now, CYC has had access to the whole car club fleet across several separate tariff options. This approach has led to maximum flexibility and vehicle availability for staff but has created challenges in making the best utilisation of the available vehicles and achieving the lowest price possible for CYC's use of the service. The proposal under a new contract is for CYC staff to only use vehicles which have been blocked booked for our own use. In the main the block booking will cover core business hours but provision is made for those services which require greater flexibility. CYC will have the ability to add or remove vehicles from our corporate account on 30 days notice ensuring that the provision will continue to meet our needs.
5. The proposed new contract follows a WYCA led tender process to install a single Car Club service provider across West Yorkshire and York under the banner of a promotion agreement. The winning operator would be granted exclusive use of the existing and future car club bays in each of the authority areas for 3 years and would be expected to raise the profile of Car Club within each area and increase utilisation.

6. CYC's bespoke business travel requirements were included within the tender document with indication that a standalone corporate contract would be required for this provision should CYC wish to use the service. The tender was won by the previously existing operator in York (Enterprise Car Club) and the Promotion Agreement contract concluded.
7. Approval is now required for the separate CYC contract to run in parallel to the overarching promotion agreement.

Consultation

8. The compilation of CYC's own requirements for Car Club use (for inclusion in the tender documentation) were discussed with multiple representatives from both the sustainable transport service and Network Management teams.

Options

9. Option 1
The new contract put forward between CYC and Enterprise Car Club is sealed providing CYC with use of the Car Club fleet at the prices stated through the WYCA promotional agreement.
10. Option 2
The new contract is not entered and CYC cease use of the Car Club network by terminating the existing contract.

Analysis

11. Option 1

The contract offered represents an opportunity for CYC to both reduce the cost of the use of the service and also increase our ability to fully utilise each asset.

The prices put forward through the tender process reduce the cost of a vehicle, block booked for our sole use, from the current price of £500/month down to a baseline of £410/month and also introduces the option of taking vehicles on a 24/7 basis at a cost of £487.50/month which was not previously possible. Both of these new pricing points offer

the possibility for further reduction as more vehicles are requested for CYC use dependent on service demand.

In addition to the reduced costs, the new contract also introduces ring fencing for the vehicles which CYC corporate members have access to. This will allow our service to monitor utilisation of each vehicle and only add to the available fleet when utilisation of existing assets is fully achieved. This ability to add and remove from the available fleet is underpinned by an agreed 30 day notice period which can also be utilised to completely terminate our use of the service if ever required. A disadvantage of this approach is that we are initially removing access to some of the car club vehicles located in the suburbs of the city which are occasionally used by some staff, however this stance will be assessed as demand for the renewed service is monitored and service user feedback is harnessed to further design the service moving forward.

At commencement of the contract, which would see 28 vehicles utilised by CYC, this would equate to a monthly expenditure of £12,395 on vehicles with the associated mileage travelled charged based on the type of vehicle technology used for the journey (17.5p/mile for conventional fuelled vehicles and 4.2p/mile for ULEV's)

As part of the wider WYCA tender process, an upper limit has been placed on the CO2 emission levels permissible for any vehicle provided on the scheme and the agreement entirely prohibits the use of Diesel fuelled vehicles at any point. Further to this, CYC's own contract with the operator clarifies our intentions for the use of ULEV's and the intention that over the lifetime of the contract we will aim to use emerging pure electric vehicle technology wherever both infrastructure and service demand allow in connection with the wider air quality goals of the authority as a Go Ultra Low City.

The use of Car Club technology as our pool car offering holds numerous advantages including centralised immediate access to shared assets, driver licence checking and validation of all users and regular scheduled vehicle maintenance of all vehicles which supports our duty of care to members of staff expected to travel as part of their CYC role.

12. Option 2

By not sealing the contract put forward following this process, CYC would immediately need to organise a new pool car service offering to support the current demand across the authority which equates to

around 10,000 miles/month or alternatively leave staff to utilise their own vehicles for work purposes.

This could be possible using a fleet of owned/leased vehicles but would also rely on a large scale back office presence to organise vehicle calendars, key handling, vehicle maintenance, driver licence validation amongst other processes.

The inclusion of CYC in the car club promotion agreement organised by WYCA has also given rights to all car club bays in close proximity to our main office locations over to enterprise, therefore if we were to organise an alternative pool car provision, we would be required to identify new parking locations which could reduce publicly available parking spaces across the city.

Council Plan

13. A Prosperous City for All

The use of the car club by the authority as a key business travel option represents a commitment to support the growing operation in the city and also underpins the development of the service as a sustainable transport option available to all. The service operator sees CYC as an exemplar for how other organisations across the authority area could support staff travel demand and also reduce the reliance on commuters bringing their own vehicles in to the city.

A focus on frontline services

14. The car club offering at CYC is designed to allow our staff to have a readily accessible option to meet their travel demands allowing them to get out and serve the public as required at any time of the day or night.

15. Implications

- **Financial** (Contact – Director of Resources)
The new contract will represent a change in the way that car club use is currently invoiced as all activity will now be processed in arrears and also be receipted against an annual purchase order based on the estimated total value of service use. This will reduce the number of purchase orders raised against the supplier significantly.

- **One Planet Council / Equalities**

Business travel activity at CYC has always been closely connected with the One Planet Council goals of the authority with all data being regularly shared and reported on and this will continue to be the case. The emissions thresholds for vehicles supplied through the contract have been previously discussed with OPC officers and the commitment to the adoption of ULEV technology is fully supported by these officers.

Staff equalities have been taken into account with the inclusion of a range of vehicle types and the requirements/viewpoints of some of our disabled staff have been included in the compilation of our tender requirements.

- **Legal**

CYC legal services have been heavily involved with the compilation of the contract documentation at all stages of the process.

Risk Management

8. The primary risk in relation to this contract lies in the insurance cover afforded to users of the service travelling for business purposes. All activity on the corporate car club account is covered by the suppliers own insurance policy and membership of the account is only granted following the completion of stringent electronic driving licence check processes.

The contract contains reference to the liability levels of the service supplier and these have been checked and agreed as appropriate with CYC's insurance and risk section.

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Wards Affected: List wards or tick box to indicate all

All

For further information please contact the author of the report

Background Papers:

None

Annexes

None

List of Abbreviations Used in this Report

All abbreviations used throughout the report should be listed here in full eg CSMC - Corporate & Scrutiny Management Committee.

WYCA – West Yorkshire Combined Authority

CYC – City of York Council

ULEV – Ultra Low Emission Vehicle