

# Economy, Skills, Transport and Environment Scrutiny Board

8<sup>th</sup> November 2021, 5.45pm Council Chamber

<b>Subject:</b>	Fleet Management Overview
<b>Director:</b>	Interim Director of Borough Economy, Nicholas Austin
<b>Contact Officer:</b>	Waste and Fleet Service Manager Gary Charlton <a href="mailto:Gary_Charlton@sandwell.gov.uk">Gary_Charlton@sandwell.gov.uk</a>

## 1 Recommendations

- 1.1 That the Board considers and comments upon the following service update.

## 2 Reasons for Recommendations

- 2.1 Update report, no recommendations.

## 3 How does this deliver objectives of the Corporate Plan?

	Best start in life for children and young people Vehicles supporting children's and young people's services are maintained through fleet services.
	People live well and age well Provides the maintenance to grounds maintenance fleet which provide accessible open spaces for people to exercise and improve their mental health.
	Strong resilient communities Supports the services delivering in the heart of our communities.
	Quality homes in thriving neighbourhoods Vehicles supporting housing services are maintained through fleet services.



	A strong and inclusive economy Fleet services supports local business in maintaining their vehicles.
	A connected and accessible Sandwell Fleet services supports taxi licensing requirements.

## 4 Context and Key Issues

### Description of Service

4.1 Fleet Services is based at the Waterfall Lane depot, Cradley heath. The depot contains 3 workshops and services/repairs in excess of 30 vehicles on a daily basis. The maintenance section employs 13 Technicians, 2 apprentice technicians, 4 vehicle inspectors, 2 workshop support staff and 3 store persons working on a rotating shift pattern which allow the facility to open from 6am – 6pm Monday to Friday, 362 days a year.

4.2 A further 9 staff are employed in the service to support both vehicle maintenance and fleet management functions which include, vehicle safety, fleet regulation, transport stores, technical and transport reception / administrative roles, management and supervision.

4.3 Fleet services provides to two main functions, firstly maintenance whether that be the Council's existing fleet, contractors or the general public. Secondly a vehicle and asset replacement program of the Councils vehicle stock.

4.4 The current fleet size for the Council is 1191 vehicles & plant (full list in Appendix A). A further 154 vehicles are maintained on behalf of 3<sup>rd</sup> parties.

### Regulatory Requirements

4.5 The Authority manages the Fleet for the Council through a statutory undertaking to VOSA (Vehicle Operator Services Agency) which it allows to discharge the 'Operating Licence'. The Operating Licence is needed to operate any goods carrying vehicles over 3500kg (Gross Vehicle Weight) and is governed by stringent legal requirements of which the Council must adhere to in terms of: -

- Standard and frequency of vehicle safety inspections as agreed with VOSA



- Good Repute
- Vehicle operating centres and hours of operation
- Loading / overloading
- Drivers hours compliance

#### Authorised Testing Facility

4.6 Fleet Services are a designated MOT test facility for a wide variety of vehicles ranging from cars up to private buses. It undertakes Class 4, Class 7 and Class 5 MOT tests. The test centre carry's out approximately 3000 tests pa. The MOT station not only provides MOT testing facilities for the Councils fleet but provides a commercial service for the general public and is regarded as impartial because it is Council owned.

4.7 There are 8 nominated testers available within Fleet Services who provide cover for all shift patterns worked and this ensures any fleet vehicle MOT test can be carried out at any point during workshop opening hours.

#### Maintenance Services

4.8 Fleet service provides the maintenance and MOT testing for all internal Council's departments, including schools and taxi licensing. The services offered to internal departments include;

- Vehicle & plant procurement
- Vehicle/plant routine maintenance e.g. servicing, safety checking, MOT Testing
- Vehicle ad hoc repairs e.g. damage rectification, vehicle modifications, accident damage repairs
- Vehicle/plant Disposal
- Fleet Management e.g. compliance, recording keeping both computerised and manual, vehicle taxation, vehicle insurance claim management, Operator's licence holder, service scheduling, report writing, MOT Test Centre management
- Stores service e.g. supply of vehicle consumables, oil, antifreeze, screen wash, etc.
- Additional hired vehicle provision for all ad hoc vehicle requirements
- 24-hour breakdown service
- Taxi testing to licensing requirements including annual inspection which includes MOT Test and interim safety inspections



## External Customers

- 4.9 Fleet service provides varying maintenance contracts and solutions for 3<sup>rd</sup> parties such as Serco, Fleet Size 93 vehicles, Sandwell Children's Trust, Fleet Size 13 vehicles, Community Transport, Fleet Size 16 vehicles, Staffordshire & West Midlands Community Rehabilitation Services, Fleet Size 5 vehicles. Various schools, 27 vehicles. The type of services supplied to these 3<sup>rd</sup> parties is the same as those offered to the Council's internal customers.

## Other services

- 4.10 Fleet services also undertake warranty repairs to Serco vehicles on behalf of Geesink Norba, Scarab & Dennis Eagle. The service provides a commercial garage facility for general public use in regards vehicle repairs and servicing. The service is also approved to carry out insurance work and accident damage repairs.

## Fleet Replacement

- 4.11 The council currently operates a vehicle and asset replacement program. This is the most efficient and cost-effective way of maintaining a fleet, each individual item procured is given a replacement/disposal date. Replacement vehicles will normally be funded through a prudential borrowing, which will be recovered via the monthly hire rate over the life of the vehicle or item of plant. This is designed on several factors which include cost of the item, useful life of the item and maintenance costs.
- 4.12 Each vehicle/asset that is procured is assigned a birth file, maintenance file and asset/fleet number. This is recorded electronically on the council's fleet database and paper files are created. When the predetermined life of the asset is due to expire, a consultation period begins between the section that lease the asset along with Fleet Services, it is then determined if the business still requires the vehicle/asset, or, the nature of the business has changed, and the vehicle/asset are no longer either appropriate or required.
- 4.13 If the vehicle/asset are still required by the section then Fleet Services will order a replacement and dispose of the old vehicle/asset through auction, depending on who owns the budget of the vehicle/asset will depend on where the proceeds of the auction will populate.



## Electrification of Fleet

- 4.14 The government has announced that petrol and diesel vehicles will no longer be available to purchase in 2030. The majority of the Councils owned fleet is diesel or petrol. Over the next 5 years the type of fleet offered to business units will change to Electric Vehicles (EV). The electric vehicle market is constantly evolving, with better vehicles being released by manufacturers each year however, there is still limited market availability for suitable vehicles over 7.5 tonnes. To support change within the Councils internal fleet dependent departments. Fleet services have purchased a pool of EV vans and cars for service/business units to trial.
- 4.15 A barrier to a full conversion to EV is the limited number EV charging points across the Borough and on Council owned sites. Time is available for the Council to begin the necessary infrastructure changes which are needed to move the Councils Fleet requirements to EV.

## 5 Implications

The report is to give members an overview of Fleet Services functions.

<b>Resources:</b>	For the 2020/21 financial year Fleet Services approved expenditure budget was £4,929,756 and generated an income of £ £5,931,890
<b>Legal and Governance:</b>	All works undertaken at the workshop are performed to manufacturers standard, MOT's conform to VOSA standards.
<b>Risk:</b>	The location of the Waterfall Lane site near to residential properties limits its ability to be used 24/7. A larger site would be required in order to expand the business and generate more income.
<b>Equality:</b>	The site is open for public use, is DDA compliant and provides charges comparable to that of local garage enterprises.
<b>Health and Wellbeing:</b>	Ensuring that competent maintenance is carried out on the Councils fleet of vehicles ensures that our vehicle emissions are kept to legal limits.
<b>Social Value</b>	The service continued to operate throughout the COVID lockdowns providing mandatory servicing to both council and external stakeholders vehicles undertaking front line community functions.



## 6 Appendices

Appendix A (Fleet list)

## 7. Background Papers

None.

