

# Appendix 1 - Supporting Information

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## 1. Introduction

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- 1.1. Since the Covid-19 pandemic, there is an ongoing issue with the availability of cars for staff travel hire which lead to research commissioned by the Procurement team and undertaken by Business Improvement & Change team to identify a suitable and alternative staff travel solution.
- 1.2. An Expression of Interest (EOI) procurement exercise was carried out in April 2022 to identify the market availability of suitable operators to provide a sustainable staff travel solution.
- 1.3. To continue providing a travel solution for staff business travel and especially for long-distance journeys, it is essential to procure this new contract.

## 2. Options under consideration

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- 2.1. This proposal is an outcome of a further competition call-off exercise using the CCS framework to procure a new staff travel solution provider who will meet the Council's requirements.

## 3. Financial Opportunities and Implications

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- 3.1. The ongoing costs of this contract for the hire charges (for dedicated vehicles and short-term hire) and any other additional charges such as fines, penalties or damage costs will be funded from the existing staff travel budget of the service areas using this solution. This is consistent with the existing approach.
- 3.2. Costs associated with this contract along with any assumptions are detailed in Appendix 2.
- 3.3. The costs were estimated based on the hire car travel of Council staff over the last few years and subject to change based on staff travel behaviours. Additional costs such as fuel top-up, electric charging, and administration charges throughout the duration of this contract is not included in the costs but would be covered by service budgets as per existing arrangements.
- 3.4. Staff will be promoted to use the electric car club vehicles for shorter journeys up to a certain distance instead of own cars to help Council move towards Carbon Neutrality by 2030. These vehicles will also be used instead of fuel-based hire cars where it is practical to do so. Depending on staff use, there is an opportunity to reduce or increase the number of these electric vehicles for dedicated Council use, subject to the required budget provision.
- 3.5. As the electric charging infrastructure improves nationally, it is recommended to review the expenses policy and promote the use of electric vehicles for long distance trips as well.

- 3.6. In the interim, where the journey exceeds the range of the vehicle and/or charging infrastructure is not sufficient elsewhere, the contract allows for the hire of alternative fuel-based vehicles similar to existing arrangements.
- 3.7. With more hybrid working and encouraging staff to only travel, if necessary, the total cost of staff travel can be reduced gradually.
- 3.8. Current staff travel and expenses policies will be reviewed and updated to promote the use of sustainable and cost-effective travel methods.
- 3.9. It is expected that with the wider availability of hire cars and the dedicated electric cars, these would be utilised more reducing dependency on grey fleet resulting in lower business mileage costs. However, it is difficult to calculate this savings as it is entirely dependent on staff travel needs.

## 4. Legal Implications

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- 4.1. Nil

## 5. Engagement and Consultation

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- 5.1. Stakeholders such as key users of the hire cars in each service area will be engaged during the implementation of the new service. Launch days and user guides will be provided by supplier, including how to use the electric cars, and charging the cars.
- 5.2. A review of the existing staff travel and expenses policies are required.

## 6. Purchasing or Hiring of Goods and/or Services

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- 6.1. The service was procured through a further competition tender using the Crown Commercial Services (CCS) Framework, where social value was taken into consideration as part of the supplier bids.

## 7. Tackling Climate Change

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- 7.1. The proposal supports the use of electric cars for short distance journeys and low-emission vehicles for long-distance journeys.
- 7.2. New electric vehicle charging infrastructure will be installed at the Town Hall for dedicated use by these vehicles.
- 7.3. The supplier's fleet of hire cars are generally under 13 months old, typically resulting in lower emissions than grey fleet.
- 7.4. Further communication is planned with all users to reduce travel and encouraging staff to use sustainable travel where possible.

## 8. Associated Risks

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- 8.1. If the award of this contract is not approved, there will not be any hire car provision available for Council staff use for business travel from June 2023.
- 8.2. If a decision is delayed, it will delay the implementation of the new electric cars for dedicated staff travel use, which includes the supplier ordering the cars.

## 9. Equality Impacts – Identify the potential positive and negative impacts on specific groups

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	Positive Impact	Negative Impact & Mitigating Actions	Neutral Impact
Older or younger people			There is no differential impact
People with caring Responsibilities			There is no differential impact
People with a disability			There is no differential impact
Women or men			There is no differential impact
People who are black or from a minority ethnic background (BME) (Please note Gypsies / Roma are within this community)			There is no differential impact
Religion or belief (including lack of belief)			There is no differential impact
People who are lesbian, gay or bisexual			There is no differential impact
People who are transgendered			There is no differential impact
People who are in a marriage or civil partnership			There is no differential impact
Women who are pregnant / on maternity leave			There is no differential impact

Socio-economic impacts (Including impact on child poverty issues and deprivation)			There is no differential impact
Public Health impacts (How will your proposal impact on the general health of the population of Torbay)			There is no differential impact

## 10. Cumulative Council Impact

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10.1. Nil

## 11. Cumulative Community Impacts

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11.1. Nil