

Lancaster City Council | Report Cover Sheet

Meeting	Cabinet	Date	15 th Sept 2020			
Title	Covid-19 Pandemic- Policy for decision making and spending delegations within the Budget and Police Framework.					
	Award of contract- Purchase of x 6 Electric Pool Cars					
Report of	Director for Communities and Environment					
Purpose of the Report						
To seek authorisation to complete an award of contract in accordance with the 'Covid-19 Pandemic- Policy for decision making and spending delegations within the Budget and Police Framework'						
Key Decision (Y)	Y	Date of Notice	NA	Exempt (N)	N	

Report Summary
As above

Recommendations of Director for Communities and Environment
That Cabinet authorises officers to complete the award of contract for 6 electric vehicles.

Relationship to Policy Framework	
The Council has a target to become carbon neutral by 2030.	
In 2018/19, 154 city council employees claimed the casual mileage allowance. Approximately 105,000 business miles were driven during this period, producing an estimated 31t(CO ₂) of greenhouse gases. The cost to the council for the mileage claims was £47,144 and rose to £50,000 in 19/20.	
The funding for the additional pool cars was approved in the Council's budget for 2020/21	
Conclusion of Impact Assessment(s), where applicable	
Climate- as outlined	Wellbeing & Social Value
Digital- the booking system uses digital technology	Health & Safety
Equality	Community Safety
Details of Consultation	
The principle of purchasing electric pool cars was considered extensively during the formulation of the Council's 20/21 budget. Funding for the purchase was approved by Full Council.	

Legal Implications	
NA	
Financial Implications	
The total budgetary provision contained within the general fund capital programme for the entire project is £174K. £114K will be attributed to the purchase of six electric cars with the remainder being spent on improving infrastructure to support the electric fleet network. This proposal focusses on using the savings made from mileage claims to fund the project and it hoped to eliminate 95% of all journeys undertaken in private vehicles within 3 years.	
Other Resource or Risk Implications	
Section 151 Officer's Comments	
The Section 151 Officer has been consulted and has no further comments to make.	
Monitoring Officer's Comments	
The Monitoring Officer has been consulted and has no further comments to make	
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Links to Background Papers	
NA	

1. Introduction

- 1.1 The Council's approved capital budget for 2020/21 included provision for the purchase of electric pool cars as part of a car club scheme. *Full Council 26th Feb 2020 – Capital Programme Item no. 137*
- 1.2 The purchase of these vehicles is taking place within the context of the climate emergency and the council's ambition to be carbon neutral by 2030. The project focusses on increasing the bank of electric pool cars to an adequate number to minimise CO2 emissions from business travel.
- 1.3 In 2018/19 105,000 business miles were driven, this in total produced 31t(CO₂) and cost the council £47,144 in casual mileage claims. This rose to over £50,000 in 19/20.
- 1.4 It is anticipated that the roll-out of additional electric vehicles, coupled with the new Co-Wheels (car club) booking system, will provide a sufficient number of cars to reduce mileage claims (and associated emissions) by up to 95%. Financial savings will be redirected to fund the electric pool car scheme.

- 1.5 It is intended to offer public access to some electric pool cars on a PAYG basis during off-peak times via the Co-Wheels car club scheme.
- 1.6 The procurement exercise for the vehicles has taken place and the costs are within approved budgets.
- 1.7 The 'Covid-19 Pandemic- Policy' for decision making and spending delegations within the Budget and Police Framework' states all decisions on the use of reserves, the commencement of new capital projects or re-commencement of capital projects halted by the pandemic will require approval of cabinet irrespective of the financial level

2. Proposal

- 2.1 To delegate officers to complete the award of contract for six electric pool cars as per the approved 20/21 capital programme. *Full Council 26th Feb 2020 – Capital Programme Item no. 137*
- 2.2 The purchase of the pool cars will include an 8-year battery guarantee and the provision of a 3-year warranty and service package to be carried out at Arnold Clark, Morecambe. This in total amounts to £114,148.80.
- 2.3 The pool car scheme, administered by Co-Wheels, will be available to all council employees. The additional cars will increase the council's bank of pool cars to eleven. Cars will be distributed between Morecambe and Lancaster, in close proximity to office locations.
- 2.4 Officers intend to review options to provide access to the cars for employees, residents and other partners during off-peak times using the Co-Wheels PAYG car club scheme. In addition to generating income from the assets, this is considered to be an innovative way of reducing the number of cars and emissions locally, as well as providing green forms of transportation to those that cannot afford a car of their own. This option will be scoped out in full after the scheme has been trialled internally and the levels of spare capacity identified (expected to be evenings and weekends).
- 2.5 As the project commenced pre-covid supporting infrastructure has already been put in place. Pool car specific charge points have already been installed across various car parks. Co-Wheels technology has also been installed to the council's existing vehicles and the booking system is now live.

3.0 Options and Options Analysis (including risk assessment)

- 3.1 The options are to either authorise completion of the award of contract or not.
- 3.2 Not authorising this will still mean that the Co-Wheels car scheme will go ahead using only the existing pool cars. The number of which is insufficient to achieve the change needed.
- 3.4 If not approved, it would conflict with the Council's climate change aspirations.

4. Officer Preferred Option (and comments)

- 4.1 The officer preferred option is to authorise officers to award the contract.