



Item

Environmental Services and City Centre Portfolio Revenue and Capital Budget Proposals for 2017/18 to 2022/23

To:

Councillor Rosy Moore, Executive Councillor for Environmental Services and City Centre

Report by:

Chief Executive, Strategic Directors, Head of Finance

Wards affected:

(All) Abbey, Arbury, Castle, Cherry Hinton, Coleridge, East Chesterton, King's Hedges, Market, Newnham, Petersfield, Queen Edith's, Romsey, Trumpington, West Chesterton

Key Decision

1. Executive Summary

Revenue and Capital Budgets

- 1.1 The following report details the budget proposals relating to this portfolio that are included in the Budget-Setting Report (BSR) 2018/19 which will be considered at the following meetings:

Date	Committee	Comments
22 January 2018	Strategy & Resources	Consider proposals / recommendations from all Scrutiny Committees in relation to their portfolios
25 January 2018	The Executive	Budget amendment may be presented
12 February 2018	Strategy & Resources	Consider any further amendments including opposition proposals
22 February 2018	Council	Approves General Fund Budget and sets Council Tax

- 1.2 The report also includes a recommendation concerning the review of charges for this portfolio.

2. Recommendations

The Executive Councillor is recommended to:

Review of Charges:

- a) Approve the proposed charges for this portfolio's services and facilities, as shown in Appendix A to this report.

Revenue:

- b) Consider the revenue budget proposals as shown in Appendix B.

Capital:

- c) To approve the vehicle and equipment fleet replacements for 18/19, as included in Appendix D, the financial implications of which are included in Appendix C.
- d) Consider the capital budget proposals as shown in Appendix C.
- e) Adjust capital funding for item 2 (d).

3. Background

- 3.1 At its meeting on 19 October 2017, Council gave initial consideration to the budget prospects for the General Fund for 2018/19 and future years in the Medium-Term Financial Strategy (MTFS) 2017.
- 3.2 The overall BSR to Strategy & Resources Scrutiny Committee on 22 January 2018 will include a review of all the factors relating to the overall financial strategy that were included in the MTFS.
- 3.3 The report to The Executive on 25 January 2018 may include details of the Government's Final Settlement for 2018/19. The announcement is likely to be made shortly after the conclusion of the consultation period in January 2018.
- 3.4 Further work may be required on detailed budgets, so delegation to the Head of Finance will be sought from Council for authority to finalise changes relating, for example, to the reallocation of departmental administration, support service and central costs, in accordance with the CIPFA Service Reporting Code of Practice for Local Authorities (SeRCOP).

Budget 2018/19 - Overall Revenue Budget Position

- 3.5 The budget proposals for this portfolio, as summarised in table 1, will be considered by The Executive at its meeting on 25 January 2018.

Table 1: Overall Revenue Proposals (see Appendix B)

Savings and Bids	2018/19 Budget £	2019/20 Forecast £
Savings:		
Increased Income	(76,500)	(76,500)
Savings	(55,000)	(55,000)
Total	(131,500)	(131,500)
Bids:		
Unavoidable Revenue Pressures	62,000	72,000
Reduced Income		
Bids	220,800	103,800
Total	282,800	175,800
Net (savings)/bids	151,300	44,300

External Bids	-	-
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Non-Cash Limit Items	-	-
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Review of Charges

- 3.6 Proposals for the review of charges for this portfolio that require approval are presented in Appendix A.
- 3.7 As some charges are regulatory functions the review of charges for those services will be reported to Licensing Committee for approval on 29 January 2018.
- 3.8 The statutory Licensing Act 2003 fees plus the Gambling Act 2005 fees which are set within parameters fixed by the department of Culture, Media and Sport are not shown in the appendix. These can be viewed on the City Council website.
<https://www.cambridge.gov.uk/licences-and-permits>

Capital

- 3.9 The majority of capital bids address the on-going renewal, updating and major repairs of the council's buildings and operational assets. As such they support income generation (car parks, commercial property), and the delivery of services (vehicles, building repairs, etc.). New capital proposals for this portfolio are shown in Appendix C and summarised in table 2.

Table 2: Overall Capital Proposals (see Appendix C)

	2017/18 £	2018/19 £	2019/20 £	2020/21 £	2021/22 £	2022/23 £
New Capital Bids	26,000	1,091,000	-	-	-	-

Vehicle and Equipment Replacements 2018/19

- 3.10 Capital projects with a value of greater than £1million require Executive Councillor approval before further consideration for funding as part of the BSR.
- 3.11 Replacements of existing vehicle and equipment is costed at £1.091million and the Full Business Case, containing the financial and all other implications, including EQIA and Climate Change ratings are set out in the attached appendix D.
- 3.12 The Capital Programme Board have reviewed this project, as detailed in the attached appendix and consider it is properly planned and ready for implementation, subject to Executive Councillor and funding approval.

Public Consultation

- 3.13 The Council has carried out a budget consultation exercise annually since 2002.
- 3.14 This year the Council chose to focus its budget consultations on finding out what a representative sample of local people think about approaches to finding savings that the Council is either currently following or considering. As a part of this participants were also invited to offer any other additional saving ideas that the Council could investigate. This approach was followed this year because it was felt, based on previous experience, wider residents' views about services or the Council were unlikely to have changed since 2016, when a broader residents' survey was carried out.
- 3.15 The budget consultation was undertaken by an independent market research company during September 2017, with 445 randomly selected households participating. In addition two workshops were held with people from low income households to get their perspective. Local businesses were also invited to participate in the consultation and 74 returned completed questionnaires.
- 3.16 The results of the consultation can be found on the council's website at: <https://www.cambridge.gov.uk/budget-consultation>

4. Implications

All budget proposals have a number of implications. A decision not to approve a revenue bid will impact on managers' ability to deliver the service or scheme in question and could have financial, staffing, equality and poverty, environmental, procurement or community safety implications. A decision not to approve a capital or external bid will impact on managers' ability to deliver the developments desired in the service areas.

(a) Financial Implications

Financial implications of budget proposals are summarised in the General Fund BSR 2018/19.

(b) Staffing Implications

Staffing implications of budget proposals are also summarised in the General Fund BSR 2018/19.

(c) Equality and Poverty Implications

A consolidated Equality Impact Assessment for the budget proposals is included in the BSR, reporting separately to Strategy and Resources Scrutiny Committee. Individual Equality Impact Assessments have been conducted to support this and will be available on the Council's website.

A local poverty rating (using the classifications outlined in the BSR) has been included in each budget proposal to assist with assessment.

(d) Environmental Implications

Where relevant, officers have considered the environmental impact of budget proposals which are annotated as follows:

- +H / +M / +L: to indicate that the proposal has a high, medium or low positive impact.
- Nil: to indicate that the proposal has no climate change impact.
- -H / -M / -L: to indicate that the proposal has a high, medium or low negative impact.

(e) Procurement Implications

Any procurement implications will be outlined in the BSR 2018/19.

(f) Community Safety Implications

Any Community Safety Implications will be outlined in the BSR 2018/19.

5. Consultation and communication considerations

As outlined in 3 above, budget proposals are based on the requirements of statutory and discretionary service provision. Public consultations are undertaken throughout the year and can be seen at:

cambridge.gov.uk/current-consultations

6. Background papers

These background papers were used in the preparation of this report:

- Budget Setting Report 2018/19
- Medium-Term Financial Strategy October 2017
- Individual Equality Impact Assessments

7. Appendices

The following items, where applicable, are included for discussion:

Appendix	Proposal Type	Included
A	Review of Fees & Charges	✓
B	Revenue Budget Proposals for this portfolio	✓
C	Capital Budget Proposals for this portfolio	✓
D	Vehicle and Equipment fleet replacements 2018/19	✓

8. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

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**Environmental Services and City Centre Portfolio / Environment Scrutiny Committee
Review of Fees and Charges**

Charge Type and Description	Charges 2017/18	Charges 2018/19	% Increase
Environmental Services			
Pest Control Treatments for Businesses / Commercial per hour (minimum half hour)	£95.00	£97.00	2.1%
House / Car Alarms (fee includes administration costs)	Actual Costs	Actual Costs	0.0%
Lecture Fees - per hour	£72.00	£74.00	2.8%
Food Surrender and Disposal	Actual Costs	Actual Costs	0.0%
Food Register - entire register printed	£855.00	£875.00	2.3%
Taught CIEH courses	£65.00	£70.00	7.7%
Online CIEH Courses	£26.00	£26.50	1.9%
Examination following on-line courses	£21.00	£21.50	2.4%
Tailored Training	Actual Costs	Actual Costs	0.0%
Mentoring Training	Actual Costs	Actual Costs	0.0%
Primary Authority Partnership Scheme at £45 hour	Actual Costs	Actual Costs	0.0%
Contaminated Land (per Enquiry/Polygon)	£205.00	£210.00	2.4%
Food Hygiene Ratings (FHRS) Rescore	N/A	£150.00	N/A
Scrap Metal Dealers			
Site Licence	£430.00	£440.00	2.3%
Conversion to collector's licence	£52.00	£54.00	3.8%
Change of licensee name	£52.00	£54.00	3.8%
Addition of site	£430.00	£440.00	2.3%
Removal of site	£52.00	£54.00	3.8%
Change of Site Manager	£126.00	£130.00	3.2%
Replacement of lost or damaged licence	£47.00	£48.00	2.1%
Collector's licence	£183.00	£188.00	2.7%
Conversion to site licence	£370.00	£380.00	2.7%
Change of name (e.g. status)	£52.00	£54.00	3.8%
Replacement of lost or damaged licence	£47.00	£48.00	2.1%
Taxi Vehicle Testing by the Garage			
Mechanical Fitness Test (Twice Yearly)	£56.00	£58.20	3.9%
Re-test if works carried out at a separate garage and returned within 10 days	£28.00	£29.00	3.6%
Re-test if works carried out at a separate garage and returned after 10 days	£56.00	£58.20	3.9%
Shared Waste Service			
Bulky domestic collections			
13 cubic metres domestic waste skip	£170.00	N/A	0.0%
One to three items (excluding hazardous items)	£30.00	£30.00	0.0%
More than three items (per item and maximum 9 items)	£5.00	£5.00	0.0%
Hazardous domestic collections			
One to three items (Not including big American type fridges or car batteries)	£30.00	N/A	N/A
Per Item (Fridge/Freezer/TV/Microwave etc)	NEW	£25.00	N/A
More than three items (per item)	£5.00	N/A	N/A
Other Domestic Collection Charges			
Delivery of a new 240 litre to new housing developments	£75.00	£75.00	0.0%
Delivery of a replacement black bin 240 litre - new	£50.00	£50.00	0.0%
Delivery of a replacement black bin 240 litre - reconditioned	£25.00	N/A	0.0%
Delivery of a replacement black bin 140 litre - new	£25.00	N/A	0.0%
Additional approved black bin - for large families etc.	NEW	£50.00	N/A
Delivery of a replacement green/blue bin when damaged or stolen	FREE	FREE	0.0%
Delivery of an additional blue bin	FREE	FREE	0.0%
Annual 2nd green bin charge - per additional 240 litre	£30.00	£35.00	16.7%
Annual 2nd green bin charge - per additional 140 litre	£25.00	£30.00	20.0%
Delivery of a replacement 660/1100 litre container	By quote	N/A	0.0%
Delivery of a replacement 940 litre container	By quote	N/A	0.0%
Clearance of rubbish from bin stores	By quote	By quote	0.0%
Boxes of clear recycling sacks (200 sacks) *	£16.00	N/A	0.0%
Recycling Kitchen Caddy Sacks (in packs of 50). Includes VAT.	£2.80	£3.00	7.1%
Recycling Kitchen Caddy Sacks (in packs of 10). Includes VAT and delivery.	NEW	£4.49	N/A

**Environmental Services and City Centre Portfolio / Environment Scrutiny Committee
Review of Fees and Charges**

Charge Type and Description	Charges 2017/18	Charges 2018/19	% Increase
Dogs			
Statutory Fee for all stray dogs**	£25.00	£25.00	0.0%
Transportation cost of stray dog to kennel	£65.85	£65.85	0.0%
Kennels registration and vet checking fee	£51.70	£51.70	0.0%
Daily kennel charges	£12.61	£16.20	28.5%
Collection fee for stray dogs out of normal office hours	£75.40	N/A	N/A
Collection fees			
*Standard Collection Fee Mon-Fri (8am to 4pm)	N/A	£43.00	N/A
Mon-Fri (4pm to 8am) plus standard collection fee*	N/A	£53.75	N/A
Weekend (Fri 4pm to Mon 8am) plus standard collection fee *	N/A	£64.50	N/A
Bank Holiday plus standard collection fee *	N/A	£107.50	N/A
Markets			
Cambridge Retail Market			
Monday - Friday rents			
General Market Weekday Premium	£19.73	£20.22	2.5%
General Market Weekday Standard	£16.32	£10.00	(38.7%)
Wednesday - Friday rents			
General Market Weekday Premium	£19.73	£20.22	2.5%
General Market Weekday Standard	£16.32	£16.73	2.5%
General Market Weekend Premium	£37.88	£38.83	2.5%
General Market Weekend Standard	£31.12	£31.90	2.5%
General Market Bank Holidays	£20.00	£0.00	(100.0%)
Hot Food Premium	£7.00	£7.18	2.6%
Casual Trading Premium	£5.00	£5.00	0.0%
*Storage Units	£17.59	£18.03	2.5%
All Saints Craft Fair			
Monday - Friday rents	£15.16	£15.54	2.5%
Saturday rent	£32.09	£32.89	2.5%
All Markets - Administration Fees			
Variations Fee - applicable for any changes that result in the production of a new licence.	£30.00	£30.00	0.0%
Direct Debit rebate	4%	4%	0.0%
* These charges are shown net of VAT			
** Externally set fees and charges			
Please note that animal businesses, skin piercing, sex establishment and taxi licences will be approved at Licensing Committee on 29th January 2018			

2018/19 Budget - Revenue Proposals

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Reference	Item Description	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	2020/21 Budget £	2021/22 Budget £	Contact	Climate Effect & Poverty Ratings
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Bids

Environmental Services & City Centre

B4043	Visit Cambridge & Beyond (VCB) unbudgeted provision for pension increase	0	17,000	0	0	0	Joel Carre	Nil
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Visit Cambridge & Beyond (VCB) is seeking interim financial support to cover an unavoidable increase in its annual employer pension contributions from 18.5% to 23.7% in 2018/19. This significant increase was not budgeted for in the Council's approved business case to establish VCB as a long term sustainable tourism service delivery model. VCB is seeking one year's interim financial support to cover this unavoidable and unforeseen budget pressure, as, by 2019/20, it will have been able to adapt its business model to accommodate it.

None

B4045	Market Square Project	0	100,000	0	0	0	Joel Carre	Nil
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A strategic development project to enhance the economic, social and environmental value of the Market Square public realm as a key community asset to support the city's growth. The project will be undertaken in two stages: stage 1 (feasibility assessment and preliminary costings) in 2018/19, to determine whether or not the project is financially viable, before proceeding to stage 2 (detailed design and associated capital investment plan) in 2019/20. The results from stages 1 and 2 will be used to support a planning application for the proposed project and to secure any additional capital and revenue resources required to support its ongoing development and delivery.

None

B4093	Additional staff requirements for Shared Waste Service to support household growth	0	40,000	40,000	40,000	40,000	Suzanne Hemingway	Nil
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The service is currently experiencing an annual property growth in the region of 2,700 properties per year. This growth puts additional pressure on the service to ensure that collections are not missed. Currently this has been absorbed by the service by utilising Team Managers as relief collection staff, however this cannot continue as it is having a negative impact on the duties they should be undertaking including training and safety inspections. The collection service has been modelled and it has been determined that an additional three collection staff will be needed to support collection across the three collection streams. £40k represents half of the cost, the other half is in South Cambridgeshire District Council (SCDC) budgets for 2018/19.

None

B4095	Waterbeach Facilities additional depot costs	0	4,800	4,800	4,800	4,800	Suzanne Hemingway	Nil
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The Waterbeach depot landlord has implemented charges for maintenance and service as per the lease agreement for the site which they had previously chosen not to pass on. The charges relate to use of fuelling station and vehicle wash off area both of which are required to fulfil the service operation. The £4,800 represents half of the cost to be paid by the City Council with the remaining £4,800 to be paid by South Cambridgeshire (SCDC).

None

B4115	Additional Administrative and Skilled Vehicle Fitter at the Waterbeach garage	0	59,000	59,000	59,000	59,000	David Cox	Nil
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2018/19 Budget - Revenue Proposals

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Reference	Item Description	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	2020/21 Budget £	2021/22 Budget £	Contact	Climate Effect & Poverty Ratings
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Bids

With the growth of business and the reduction in hours of the administration support staff an additional None member of staff is needed to keep pace with the workload. Also due to new contracts being signed an additional Fitter post is needed. [Linked to 114114]

Total Bids in Environmental Services & City Centre

0	220,800	103,800	103,800	103,800
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Total Bids

0	220,800	103,800	103,800	103,800
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2018/19 Budget - Revenue Proposals

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Reference	Item Description	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	2020/21 Budget £	2021/22 Budget £	Contact	Climate Effect & Poverty Ratings
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Increased Income

Environmental Services & City Centre

114099	Commercial Waste Service Growth	0	(17,500)	(17,500)	(17,500)	(17,500)	Suzanne Hemingway	Nil
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The shared commercial waste service is expected to achieve a £150,000 growth in income in addition to growth already achieved in the business area. This should provide an additional surplus for the service in the region of £35,000 after the cost of delivery such as collection, disposal, cost of sales including an active marketing programme. This will be a result of sales expansion including widening existing business portfolio with a focus on increasing recycling across the district as well as introducing further service efficiencies. The additional £17.5k income is shown within SCDC budgets. All additional income will be subject to the MoU agreement.

114114	Garage at Waterbeach - additional income from new contracts	0	(59,000)	(59,000)	(59,000)	(59,000)	David Cox	Nil
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The Commercial Services manager at the garage has secured additional contracts resulting in £79k of income. [Linked to B4115]

Total Increased Income in Environmental Services & City Centre

0	(76,500)	(76,500)	(76,500)	(76,500)
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Total Increased Income

0	(76,500)	(76,500)	(76,500)	(76,500)
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2018/19 Budget - Revenue Proposals

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Reference	Item Description	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	2020/21 Budget £	2021/22 Budget £	Contact	Climate Effect & Poverty Ratings
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Savings

Environmental Services & City Centre

S4052	Deletion of Team Manager post within Environmental Health	0	(55,000)	(55,000)	(55,000)	(55,000)	Yvonne O'Donnell	Nil
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2 Team Manager vacancies arose over the last year which gave an opportunity to streamline some of the services within Environmental Health. This has led to the amalgamation of 2 teams into 1 and hence the appointment into 1 Team Manager post. This has led to a further review of Environmental Health to allow resilience within the teams to ensure service delivery continues. None

Total Savings in Environmental Services & City Centre

0	(55,000)	(55,000)	(55,000)	(55,000)
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Total Savings

0	(55,000)	(55,000)	(55,000)	(55,000)
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2018/19 Budget - Revenue Proposals

Reference	Item Description	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	2020/21 Budget £	2021/22 Budget £	Contact	Climate Effect & Poverty Ratings
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Unavoidable Revenue Pressure

Environmental Services & City Centre

URP4056	Environmental Health Officer (EHO) post to undertake technical input to Planning	0	52,000	52,000	52,000	52,000	Yvonne O'Donnell	Nil
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Cambridge University has funded an EHO post to provide technical input on all the University growth sites development plans, as part of a wider development service support agreement secured through Planning. The University has recently conducted a review of this agreement and decided to terminate it. This bid is proposed in order to sustain the post, as there remains a significant ongoing need for EHO technical input to planning, given the scale of development being experienced in the city, including the University's own plans. The aim would be to offset the cost of the post through recharging developers' for planning application and post-condition discharge EHO technical input. None

URP4057	Revenue support to offset the reduction in income associated with the waiving of license fees for low emission taxis	0	10,000	20,000	27,000	40,000	Yvonne O'Donnell	Nil
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The Council is committed to improve air quality in the City. One proposal through the Air Quality Annual Status report to DEFRA is that the Council would tackle air quality by increasing low emission taxis coming into the City. In June 2016 a report went to Licensing Committee agreeing in principle a number of taxi policy changes in relation to environmental considerations to be implemented in April 2018. One of which was to waive the license fees for low emission taxis. As licensing has to be self-funding this waiver would have to be offset. In June 2016 a report went to Environment Scrutiny Committee which agreed in principle for revenue support to offset the reduction in income. It is likely the new policy changes will start in April 2018 with a five year lead in period. None

Total Unavoidable Revenue Pressure in Environmental Services & City Centre

0	62,000	72,000	79,000	92,000
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Total Unavoidable Revenue Pressure

0	62,000	72,000	79,000	92,000
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Report Total

0	151,300	44,300	51,300	64,300
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2018/19 Budget - Capital Proposals

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Capital Bids

Environmental Services & City Centre

C4083	Vehicle and equipment fleet replacements 2018/19	0	1,091,000	0	0	0	David Cox	+L
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This is for vehicles due for replacement in April 2018. We have reviewed the number of vehicles required and None are delaying replacements where vehicles remain in good condition, as well as reducing the size of the estates fleet by 7 vehicles. Most vehicle purchases for larger vehicles such as waste trucks are diesel as no suitable electric alternatives are currently available on the market. We will continue to investigate and price check suitable electric alternatives. [Funded from R&R]

C4143	The purchase of brake rollers for the garage at Waterbeach	26,000	0	0	0	0	David Cox	Nil
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The testing of brakes on HGV vehicles is a legal requirement at every PMI (preventative maintenance None inspection). This is usually and ideally carried out using a roller brake tester. The garage have an old one but due to its age it cannot be connected to a printer. A print out is required to attach to the paperwork following the PMI and is part of the legal requirement. We need to replace it in the current year to meet these requirements and to retain and increase our customer base thereby increasing income to the garage.

Total Capital Bids in Environmental Services & City Centre

26,000	1,091,000	0	0	0
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Total Capital Bids

26,000	1,091,000	0	0	0
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Report Total

26,000	1,091,000	0	0	0
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Replacement of Vehicles and Equipment 2018/19

A1. Project Brief - Purpose

The replacement of out of life vehicles, plant and equipment and those with unsustainable maintenance costs.

A2. Project Background

The Project is the purchase of the Council's fleet vehicles, plant and equipment scheduled for replacement in the financial year 2018/19, as part of a rolling programme necessary to replace out of life vehicles and those with unsustainable maintenance costs.

A3. Objectives

To replace vehicles and items of plant and equipment that is currently proving expensive to maintain and/or is beyond its useful life.

A4. Benefits

- Vehicles will be replaced with electric powered equivalents where possible
- Diesel vehicles (where electric is not possible) will all be Euro 6 emissions compliant.
- Ongoing maintenance costs will reduce greatly as new vehicles require little maintenance and, in most cases, are covered by a three-year 100,000 mile warranty.

B1. Capital Costs and Funding

- Funding will be from the Repairs and Renewals fund for vehicle replacements.
- Discussions with service accountant confirms that there are sufficient funds available to cover all fleet replacements planned for 2018/19

Vehicles due for replacement are listed below in service and fleet number order:

Fleet No	Type	Approximate replacement cost	Last 3 years Maintenance 1/1/2015 to 31/12/17
Bereavement			
146	Dumper	18,000	1,372.60
Grounds Maintenance			
123	Mower towed	30,000	2,408.50
145	Mower ride-on	18,000	2,810.42
200	Trailer	5,000	164.12
Shared Waste			
17	RCV Trade	175,000	72,152.92
32	RCV Trade	175,000	79,727.62
38	RCV Domestic	175,000	95,830.27
62	RCV Trade	175,000	46,360.35
257	RCV Trade	175,000	62,913.28
Street Cleaning			
88	Sweeper-large	145,000	47,931.33
		1,091,000	411,671.41

B1a. VAT implications

There are no adverse VAT implications for undertaking these purchases.

Total Capital Costs	£1,091,000.00
Total Capital Funding Requirements	£1,091,000.00

B2. Revenue Costs and Funding

Vehicle maintenance costs increase with the age of the vehicle. These figures are the cumulative maintenance costs of all vehicles on replacement list except for the waste vehicles.

Maintenance costs are covered in existing revenue accounts and no further revenue is required.

Figures below are based on those vehicles and items of plant and equipment purchased for Cambridge City Council only. Those vehicles that will be procured for the Shared Waste Service are not included as the revenue cost of maintenance is their responsibility.

	2017/18 £s	2018/19 £s	2019/20 £s	2020/21 £	Annual ongoing £
Total Annual Revenue costs		2,500	5,000	7,500	10,000
Revenue funding requirements		0	0	0	0

B4. Procurement Strategy

All replacement vehicles and items of plant or equipment will be procured using OJEU compliant procurement groups:

- The Procurement Partnership Ltd (TPPL)
- The Crown Commercial Service (CCS)
- ESPO (Eastern Shires Purchasing Organisation)

All the vehicles and items of plant and equipment are available on framework agreements held by the three procurement bodies listed above all of which are OJEU compliant.

Refuse collection vehicles are procured through a joint procurement framework with neighbouring authorities: East Cambridgeshire District Council; Fenland District Council; Huntingdon District Council and South Cambridgeshire District Council.

Target Dates for major procurement elements of the project (where appropriate):

Start of procurement	April 1st 2018
Award of Contract	August 2018 to March 2019
Start of project delivery	April 1st 2018
Completion of project	March 31st 2019
Date that project output is expected to become operational (if not same as above)	

B5. Staffing and external contractor resources

Commercial Manager for Fleet Services approximately 75 to 100 hours.

No other people resources or external contractors will be required as all vehicles and plant/equipment are available from buying consortiums such as ESPO, YPO and TPPL.

Skill/level/person	Estimated number of hours	Estimated Duration	
		Start date	Finish date
Project Manager	75-100 hrs	April 1 st 2018	March 31 st 2019
Project team expert			
Contractor/Consultant			
Legal			
Human Resources			
Finance			
Procurement			
etc. backfill/temporary staff resource			

B6. Wider staff implications

There are no wider staff implications as per B5 above. All vehicles and items of plant and equipment are available on purchase frameworks. Specifications for replacements will be written by Commercial Manager and forwarded to buying consortiums.

B7. Outline your approach to consultation

Consultation has taken place between Commercial Manager and all services that have vehicles or items of plant and equipment due for replacement in 2018/19. Ongoing dialogue will continue so all interested parties are aware of delivery schedules for their vehicles/plant.

B8. Equalities Impact (EQIA)

An EQIA has not been carried out as there are no affected parties with regards the results from this project

B9. Environmental Impact

+L
The fleet replacement details have been discussed with Strategy and Partnerships/Sustainability and the Climate Change impact is rated as positive low.

B11. Risk assessment

Without replacement vehicles maintenance costs will increase further and have an adverse effect on revenue accounts. The vehicles being replaced already have high maintenance costs and this will only increase further with age.

B12. Anticipated approach and timetable

Stage/Milestone	Outcome/Deliverable	Date of Completion
Stakeholder meetings	Agree replacement type and make/model	End of April 2018
Specifications		May 2018
Quotations received		June to August 2018
Replacements ordered		August to October 2018
Replacements delivered		October 2018 to March 2019

Capital cost and funding – Profiling

	2016/17 £	2017/18 £	2018/19 £	2019/20 £	Comments
Capital Costs					
Building contractor / works					
Purchase of vehicles, plant & equipment (including IT infrastructure & costs)			1,091,000		
Professional / Consultants fees					
Other capital expenditure:					
Total Capital cost	0	0	1,091,000	0	
Capital Income / Funding					
Developer Contributions					
R & R funding (if applicable)			1,091,000		Vehicle R & R fund
Earmarked Funds					
Existing capital programme funding					
Revenue contributions					
Total Income	0	0	1,091,000	0	
Net Capital Bid	0	0	0	0	

Project Control Document – Revenue Costs

	Yr 1 £	Yr 2 £	Yr 3 £	Yr 4 £	Comments
Maintenance	2,500	5,000	7,500	10,000	Vehicle maintenance costs increase with the age of the vehicle. These figures are the cumulative maintenance costs of all vehicles on replacement list with the exception of vehicles for the Shared Waste Service.
Insurance					
Operating costs					
Staff (savings)/costs					
Energy (savings)/costs					
Other (savings)/costs					
Existing budget provision	2,500	5,000	7,500	10,000	
Net Revenue Implications	0	0	0	0	