

North Yorkshire Council

Environment Executive Members

22 February 2024

Vehicle Telematic System Procurement for North Yorkshire Council 2024

Report of the Assistant Director – Integrated Passenger Transport, Licensing, Public Rights of Way and Harbours

1.0 PURPOSE OF REPORT

- 1.1 To seek approval from the Corporate Director of Environment, in consultation with the Executive Member for Highways and Transportation, for the procurement of a vehicle telematics system for the fleet of North Yorkshire Council, NY Highways and Yorwaste vehicles. The system will be used to manage and track vehicle assets and associated road risk.

2.0 BACKGROUND

- 2.1 Vehicle telematics provides the location of the vehicle, journey history, incidences of speeding and harsh driving events, and informs users of vehicle utilisation.
- 2.2 A vehicle telematics system is required to provide monitoring and reporting for the fleet of North Yorkshire Council, NY Highways and Yorwaste vehicles. A new contract is required due to the ending of the current contracts in place with the legacy authorities.
- 2.3 The fleets of approximately 1250 vehicles are operated countywide and consist of the following:
- NYC: 980 cars, vans, refuse collection vehicles, trucks, tippers, minibuses, and other agricultural vehicles,
 - NY Highways: 230 cars, vans, trucks, tippers and gritters,
 - Yorwaste: 40 cars, vans, trucks and refuse collection vehicles.
- 2.4 The Council provides vehicle tracking facilities to Council companies, partner authorities and locally maintained schools. Nearly all the owned, leased and contract hire vehicles in the fleet currently use telematics systems.
- 2.5 The fleet vehicles currently use a combination of seven different telematics systems. This is the result of inherited systems used by the former North Yorkshire Council, and former district and borough councils.
- 2.6 Approximately 750 of the 1250 fleet vehicles use the same telematics system, the former County system, whereas the remaining 500 vehicles use a combination of six separate telematics systems.
- 2.7 The telematics systems are used for track and trace, recording journey history, monitoring of driver behaviour to reduce road risk and improve fuel efficient driving, to resolve complaints, investigate road traffic collisions and locate assets and drivers.

2.8 The Council must uphold its undertakings to the Traffic Commissioner regarding the Goods Operator's Licence regarding driver behaviour and speed management. The telematics system provides for this. The Traffic Commissioner and the Driver and Vehicle Standards Agency, the relevant enforcement agency, can infer the standard of operation of the Goods fleet from the operation of the wider fleet.

3.0 PROPOSED TELEMATICS SOLUTION

3.1 We would like to streamline operations and unify the multiple telematic solutions currently in place onto a single, integrated platform. This initiative aims to harmonise our systems, assist us to optimise fleet utilisation, reduce costs of fuel, and enhance service delivery.

3.2 The specification of the telematics system will be discussed and agreed with the stakeholders in advance of the tender process based on corporate priorities and business needs.

3.3 The key priorities for the fleet telematics system are: -

- To monitor the fleet,
- To improve the utilisation of the fleet vehicles,
- To exercise our duty of care by locating drivers and crews,
- To report on key driver and vehicle performance indicators,
- To improve driver behaviour and reduce road risk,
- To increase fuel efficiency and as a result to reduce the Council's and Brierley Groups carbon footprint.

3.4 Tracking utilisation of vehicles can lead to more efficient operations and helps inform fleet investment and replacement decisions. This can result in a reduction in fleet size and increase levels of fleet utilisation.

3.5 Each new vehicle on fleet will have telematics, except for short-term hire vehicles. The fitting of telematics into short term hire vehicles will not be undertaken unless the asset is particularly high value or poses increased road risk due to the nature of its operations.

3.6 We are intending to award a contract and commence implementation by 1st July 2024. The new contract start date would be 1st November 2024. This would allow time for installation across the fleet to minimise operational disruption.

4.0 ALTERNATIVE OPTIONS CONSIDERED

4.1 **DO NOT USE TELEMATICS:** Operating without a telematics system would inhibit our ability to monitor and improve road safety, resolve complaints, investigate road traffic collisions, increase utilisation, and reduce the Council's carbon footprint. It would also limit our ability to uphold our Goods Operators Licence regarding driver behaviour and speed management.

4.2 **EXISTING ARRANGEMENTS:** We could continue to operate a combination of the existing telematics systems, but we are already experiencing issues due to the complexity of integrating all systems. Our ability to use the various systems is restricted, thus hampering our ability to improve road safety, increase utilisation and reduce the Council's carbon footprint. There is also a procurement governance requirement to renew contracts.

4.3 **NEW CONTRACT:** A single telematics system would fulfil our aims and priorities of improving road safety, increasing utilisation, and reducing the Council's carbon footprint.

5.0 FINANCIAL IMPLICATIONS

5.1 Telematics hardware, installation and licence fees are funded from individual revenue budgets. However, the set-up costs for North Yorkshire Council are to be funded by the LGR reserve because the change for former district and borough vehicles has arisen due to LGR.

5.2 The following tables assume a 3 year + 1 year + 1 year contract.

Based on the assumptions of £8 per month per licence fee, £100 hardware and £100 installation, the following table sets out the estimated total spend for a wholly new telematics solution.

Tables 1 - Estimated total spend for a wholly new solution.

North Yorkshire Council

| Year | Set Up Cost | Licence Fee | Total Cost |
|----------------------|-------------|-------------|------------|
| Year 1 | £196,000 | £94,080 | £290,080 |
| Year 2 | £0 | £94,080 | £94,080 |
| Each Additional Year | £0 | £94,080 | £94,080 |

NY Highways Ltd

| Year | Set Up Cost | Licence Fee | Total Cost |
|----------------------|-------------|-------------|------------|
| Year 1 | £46,000 | £22,080 | £68,080 |
| Year 2 | £0 | £22,080 | £22,080 |
| Each Additional Year | £0 | £22,080 | £22,080 |

Yorwaste

| Year | Set Up Cost | Licence Fee | Total Cost |
|----------------------|-------------|-------------|------------|
| Year 1 | £8,000 | £3,840 | £11,840 |
| Year 2 | £0 | £3,840 | £3,840 |
| Each Additional Year | £0 | £3,840 | £3,840 |

Total cost of £370,000 in year 1 for a wholly new solution.

5.3 Re-use existing hardware - based on the following assumptions of £8 per month per licence fee, £100 hardware and £100 installation, the following table sets out the estimated total spend using the existing hardware already fitted in 750 vehicles, procurement allowing:

Tables 2 - Estimated total spend utilising existing hardware already fitted in 750 vehicles.

North Yorkshire Council

| Year | Set Up Cost | Licence Fee | Total Cost |
|----------------------|-------------|-------------|------------|
| Year 1 | £96,000 | £94,080 | £190,080 |
| Year 2 | £0 | £94,080 | £94,080 |
| Each Additional Year | £0 | £94,080 | £94,080 |

NY Highways Ltd

| Year | Set Up Cost | Licence Fee | Total Cost |
|----------------------|-------------|-------------|------------|
| Year 1 | £0 | £22,080 | £22,080 |
| Year 2 | £0 | £22,080 | £22,080 |
| Each Additional Year | £0 | £22,080 | £22,080 |

Yorwaste

| Year | Set Up Cost | Licence Fee | Total Cost |
|----------------------|-------------|-------------|------------|
| Year 1 | £0 | £3,840 | £3,840 |
| Year 2 | £0 | £3,840 | £3,840 |
| Each Additional Year | £0 | £3,840 | £3,840 |

Total cost of £216,000 in year 1 for a solution utilising existing hardware.

- 5.4 Additional vehicles that are on-fleeted after Year 1 will incur costs not accounted for in Tables 1 and 2.
- 5.5 The estimate of savings to be realised from fleet rationalisation is £100k in 24/25 and £150k in 25/26. This is only an estimate as data is still being collected.

6.0 LEGAL IMPLICATIONS

- 6.1 Procurements will be undertaken for telematics in accordance with the Council's Procurement and Contract Procedure Rules, and where applicable, the Public Contracts Regulation 2015. The procurement method proposed will be agreed with Legal and Democratic Services.
- 6.2 North Yorkshire Council has a lawful basis for collecting the data based on a legitimate interest to protect its assets and employees involved in road transport. The information gathered will be used in accordance with the North Yorkshire Council's Disciplinary Policy and Procedures and where appropriate the reports will be used as evidence in any hearings. The compilation of any evidence will be carried out in accordance with the Data Protection Act 1998.

7.0 EQUALITY IMPLICATIONS

- 7.1 An Initial Equality Impact Assessment Screening Form is attached as Appendix A.

8.0 CLIMATE CHANGE IMPLICATIONS

- 8.1 North Yorkshire Council plans to reach operational carbon neutrality by 2030 and the fleet management section will use the data collected by the telematics system to improve utilisation, to reduce the miles travelled and therefore, the carbon footprint.
- 8.2 A Climate Change Impact Screening Form is attached as Appendix B.

9.0 REASONS FOR RECOMMENDATION

- 9.1 The procurement of a telematics system will allow us to harmonise our systems, optimise efficiency and utilisation, identify savings, reduce costs, and enhance service delivery.

10.0 RECOMMENDATION

- 10.1 It is recommended that the Corporate Director for Environment, in consultation with the Executive Member for Highways and Transportation, authorises the commencement of a procurement process for a telematics system for the fleet of North Yorkshire Council, NY Highways and Yorwaste vehicles.

APPENDICES:

Appendix A - EIA Screening Form

Appendix B - Climate Change Impact Assessment

PAUL THOMPSON

Assistant Director – Integrated Passenger Transport, Licensing, Public Rights of Way and Harbours

Report Authors:

Gabrielle Barber, Area Fleet Manager - West

Presenter of Report – Paul Thompson, Assistant Director – Integrated Passenger Transport, Licensing, Harbours, Fleet and Countryside Access

| Initial equality impact assessment screening form | | | |
|---|---|----|------------------------------|
| This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate. | | | |
| Directorate | Environment | | |
| Service area | Highways & Transportation | | |
| Proposal being screened | 4261 – INT09 – Fleet Telematic | | |
| Officer(s) carrying out screening | Andrew Darbyshire, Andrew Sharpin, Zoe Hide, Gabrielle Barber, Mark Taylor, Stephen Bowe | | |
| What are you proposing to do? | Identify and install a new telematics system for the NYC fleet vehicles. | | |
| Why are you proposing this? What are the desired outcomes? | <ul style="list-style-type: none"> • Reduce Councils Carbon Footprint • Operational Savings • Increased Fleet Performance • Improved Tracking and Reporting | | |
| Does the proposal involve a significant commitment or removal of resources? Please give details. | Contract resource will be required for installation, and internal resource may be required if a system not currently used is required. | | |
| Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYC's additional agreed characteristics | | | |
| As part of this assessment, please consider the following questions: | | | |
| <ul style="list-style-type: none"> • To what extent is this service used by particular groups of people with protected characteristics? • Does the proposal relate to functions that previous consultation has identified as important? • Do different groups have different needs or experiences in the area the proposal relates to? | | | |
| If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your directorate representative for advice if you are in any doubt. | | | |
| Protected characteristic | Potential for adverse impact | | Don't know/No info available |
| | Yes | No | |
| Age | | No | |
| Disability | | No | |
| Sex | | No | |
| Race | | No | |
| Sexual orientation | | No | |
| Gender reassignment | | No | |
| Religion or belief | | No | |
| Pregnancy or maternity | | No | |
| Marriage or civil partnership | | No | |
| People in rural areas | | No | |
| People on a low income | | No | |
| Carer (unpaid family or friend) | | No | |
| Are from the Armed Forces Community | | No | |
| Does the proposal relate to an area where there are known inequalities/probable impacts (for example, disabled people's | No. | | |

| | | | | | |
|--|--|------------------------------------|-------------------------------------|-----------------------|-------------------------------------|
| access to public transport)? Please give details. | | | | | |
| Will the proposal have a significant effect on how other organisations operate? (For example, partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion. | No. | | | | |
| Decision (Please tick one option) | <table border="1"> <tr> <td>EIA not relevant or proportionate:</td> <td><input type="checkbox"/></td> <td>Continue to full EIA:</td> <td><input checked="" type="checkbox"/></td> </tr> </table> | EIA not relevant or proportionate: | <input type="checkbox"/> | Continue to full EIA: | <input checked="" type="checkbox"/> |
| EIA not relevant or proportionate: | <input type="checkbox"/> | Continue to full EIA: | <input checked="" type="checkbox"/> | | |
| Reason for decision | Full EIA document not required on this project. | | | | |
| Signed (Assistant Director or equivalent) | Paul Thompson | | | | |
| Date | 09/02/2024 | | | | |

CLIMATE CHANGE IMPACT ASSESSMENT

The purpose of this assessment is to help us understand the likely impacts of our decisions on the environment of North Yorkshire and on our aspiration to achieve net carbon neutrality by 2030, or as close to that date as possible. The intention is to mitigate negative effects and identify projects which will have positive effects.

This document should be completed in consultation with the supporting guidance. The final document will be published as part of the decision-making process and should be written in Plain English.

If you have any additional queries which are not covered by the guidance, please email climatechange@northyorks.gov.uk

Please note: You may not need to undertake this assessment if your proposal will be subject to any of the following:

Planning Permission
Environmental Impact Assessment
Strategic Environmental Assessment

However, you will still need to summarise your findings in the summary section of the form below.

Please contact climatechange@northyorks.gov.uk for advice.

| | |
|--|--|
| Title of proposal | Vehicle Telematic System Procurement for North Yorkshire Council 2024 |
| Brief description of proposal | To procure a vehicle telematics system for the fleet of North Yorkshire Council, NY Highways and Yorwaste vehicles. The system will be used to manage and track vehicle assets and associated road risk. |
| Directorate | Environment |
| Service area | Fleet |
| Lead officer | Andrew Sharpin |
| Names and roles of other people involved in carrying out the impact assessment | Gabrielle Barber, Area Fleet Manager [West] |
| Date impact assessment started | 05/01/24 |

Options appraisal

Were any other options considered in trying to achieve the aim of this project? If so, please give brief details and explain why alternative options were not progressed.

Operating without a telematics system would inhibit the Council's ability to monitor and improve road safety, resolve complaints, investigate road traffic collisions, increase utilisation, and reduce the Council's carbon footprint. It would also inhibit our ability to uphold our Goods Operators Licence with regard to driver behaviour and speed management.

Existing arrangements were considered, but the Council is already experiencing issues due to the complexity of integrating all systems, thus hampering its ability to improve road safety, increase utilisation and reduce the Council's carbon footprint. There is also a procurement governance requirement to renew contracts.

The preferred option, procurement allowing, is to procure a single telematics system and use existing hardware already fitted in 750 vehicles of the 1250 strong fleet.

What impact will this proposal have on council budgets? Will it be cost neutral, have increased cost or reduce costs?

Telematics hardware, installation and licence fees are funded from individual revenue budgets.

Based on the assumption of a 3 year + 1 year + 1 year contract, a wholly new telematics system would increase costs in the first year due to set up costs. The preferred option, procurement allowing, is to procure a single telematics system and use existing hardware already fitted in 750 vehicles of the 1250 strong fleet.

| <p>How will this proposal impact on the environment?</p> <p>N.B. There may be short term negative impact and longer-term positive impact. Please include all potential impacts over the lifetime of a project and provide an explanation.</p> | <p>Positive impact (Place a X in the box below where</p> | <p>No impact (Place a X in the box below where</p> | <p>Negative impact (Place a X in the box below where</p> | <p>Explain why will it have this effect and over what timescale?</p> <p>Where possible/relevant please include:</p> <ul style="list-style-type: none"> • Changes over and above business as usual • Evidence or measurement of effect • Figures for CO₂e • Links to relevant documents | <p>Explain how you plan to mitigate any negative impacts.</p> | <p>Explain how you plan to improve any positive outcomes as far as possible.</p> | |
|---|---|---|---|---|--|--|--|
| <p>Minimise greenhouse gas emissions e.g., reducing emissions from travel, increasing energy efficiencies etc.</p> | <p>Emissions from travel</p> | x | | | <p>The fleet management section will use the data collected by the telematics system to improve utilisation, reduce the miles travelled, and improve fuel efficiency by improving driver behaviour. The data can begin to be monitored immediately, but reductions in emissions will be seen over the long term.</p> | <p>N/A</p> | <p>Telematics data will be consistently monitored and where inefficiencies have been identified, they will be actioned in ways that will reduce emissions.</p> |
| | <p>Emissions from construction</p> | | x | | <p>N/A</p> | <p>N/A</p> | <p>N/A</p> |
| | <p>Emissions from running of buildings</p> | | x | | <p>N/A</p> | <p>N/A</p> | <p>N/A</p> |
| | <p>Emissions from data storage</p> | | x | | <p>N/A</p> | <p>N/A</p> | <p>N/A</p> |

| <p>How will this proposal impact on the environment?</p> <p>N.B. There may be short term negative impact and longer-term positive impact. Please include all potential impacts over the lifetime of a project and provide an explanation.</p> | <p>Positive impact (Place a X in the box below where</p> | <p>No impact (Place a X in the box below where</p> | <p>Negative impact (Place a X in the box below where</p> | <p>Explain why will it have this effect and over what timescale?</p> <p>Where possible/relevant please include:</p> <ul style="list-style-type: none"> • Changes over and above business as usual • Evidence or measurement of effect • Figures for CO₂e • Links to relevant documents | <p>Explain how you plan to mitigate any negative impacts.</p> | <p>Explain how you plan to improve any positive outcomes as far as possible.</p> |
|---|---|---|---|--|---|---|
| Other | | x | | N/A | N/A | N/A |
| <p>Minimise waste: Reduce, reuse, recycle and compost e.g., reducing use of single use plastic</p> | x | | x | <p>A wholly new telematics system would increase waste in the first year due to removal and disposal of telematics hardware already fitted in vehicles. The preferred option, procurement allowing, is to procure a single telematics system and use existing hardware already fitted in 750 vehicles.</p> | <p>Any hardware would be disposed of in the most environmentally way.</p> | N/A |
| <p>Reduce water consumption</p> | | x | | N/A | N/A | N/A |
| <p>Minimise pollution (including air, land, water, light and noise)</p> | x | | | <p>The fleet management section will use the data collected by the telematics system to improve utilisation, reduce the miles travelled, and improve fuel efficiency by improving driver behaviour thus reducing air pollution. The data can begin to be monitored immediately, but reductions in air pollution will be seen over the long term.</p> | N/A | <p>Telematics data will be consistently and where inefficiencies have been identified, they will be actioned.</p> |

| <p>How will this proposal impact on the environment?</p> <p>N.B. There may be short term negative impact and longer-term positive impact. Please include all potential impacts over the lifetime of a project and provide an explanation.</p> | <p>Positive impact (Place a X in the box below where</p> | <p>No impact (Place a X in the box below where</p> | <p>Negative impact (Place a X in the box below where</p> | <p>Explain why will it have this effect and over what timescale?</p> <p>Where possible/relevant please include:</p> <ul style="list-style-type: none"> • Changes over and above business as usual • Evidence or measurement of effect • Figures for CO₂e • Links to relevant documents | <p>Explain how you plan to mitigate any negative impacts.</p> | <p>Explain how you plan to improve any positive outcomes as far as possible.</p> |
|---|---|---|---|---|---|--|
| <p>Ensure resilience to the effects of climate change e.g., reducing flood risk, mitigating effects of drier, hotter summers</p> | | x | | N/A | N/A | N/A |
| <p>Enhance conservation and wildlife</p> | | x | | N/A | N/A | N/A |
| <p>Safeguard the distinctive characteristics, features and special qualities of North Yorkshire's landscape</p> | | x | | N/A | N/A | N/A |
| <p>Other (please state below)</p> | | x | | N/A | N/A | N/A |

Are there any recognised good practice environmental standards in relation to this proposal? If so, please detail how this proposal meets those standards.

N/A

Summary Summarise the findings of your impact assessment, including impacts, the recommendation in relation to addressing impacts, including any legal advice, and next steps. This summary should be used as part of the report to the decision maker.

The preferred option, procurement allowing, is to procure a single telematics system and use existing hardware already fitted in 750 vehicles of the 1250 strong fleet. This would reduce the impact on the environment in relation to waste.

The telematics data will be used improve utilisation, reduce the miles travelled, and improve fuel efficiency by improving driver behaviour. The data can begin to be monitored immediately, and reductions in emissions and air pollution will be seen over the long term.

Sign off section

This climate change impact assessment was completed by:

| | |
|------------------------|----------------------------------|
| Name | Gabrielle Barber |
| Job title | Area Fleet Manager - West |
| Service area | Fleet |
| Directorate | Environment |
| Signature | Gabrielle Barber |
| Completion date | 05/01/24 |

Authorised by relevant Assistant Director (signature): Paul Thompson

Date: 09/02/2024