

North Yorkshire Council

Environment Executive Members

15 March 2024

Vehicle Parts 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 managed vehicle parts supplier for the fleet of North Yorkshire Council and NY Highways Ltd., “NY Highways”.

2.0 BACKGROUND

- 2.1 North Yorkshire Council and NY Highways operate a fleet of 1176 vehicles. The fleets are operated countywide and consist of the following:
- NYC: 946 cars, vans, refuse collection vehicles, trucks, tippers, minibuses, and other agricultural vehicles,
 - NY Highways: 230 cars, vans, trucks, tippers and gritters,
- 2.2 North Yorkshire Council has nine vehicle workshops. Four are operated in-house and one is operated by a sub-contractor. Four workshops are operated by NY Highways.
- 2.3 The NY Highways workshops maintain their fleet as well as a sizeable portion of the North Yorkshire Council fleet. The remainder of the North Yorkshire Council fleet is maintained in-house or through third party suppliers.
- 2.4 The estimated parts spend is £1.478m.
- 2.5 A review has begun into the rationalisation of workshop space and operating model and transformation will take place in the next few years.

3.0 PROPOSED PARTS SOLUTION

- 3.1 We would like to streamline operations and appoint a managed vehicle parts supplier to supply original vehicle manufacturer parts and after-market parts.
- 3.2 A single parts supplier under two contracts, one for North Yorkshire Council and one for NY Highways, would facilitate a managed parts solution that minimises administrative burden with integration into the shared fleet and workshop management software system. Any tender would need to be considered carefully to ensure it represents best value.
- 3.3 The supplier would provide imprest stock, which is stock owned by the supplier at our sites to ensure timely repair and maintenance. The supplier would provide a stores’ person at each of our larger workshops, namely, Harrogate, Scarborough and Northallerton. The stores’ persons would support the satellite workshops in Malton, Pickering, Selby and the two in Skipton.

- 3.4 The parts supplier would use their buying power to maximise value for the Council and NY Highways Ltd. This would be subject to robust contract management to ensure value for the Council and NY Highways.
- 3.5 The service acknowledges the risk that the proposed method of procurement, although compliant, presents a risk that the cost may not represent best value due to insufficient competition on available to use frameworks.
- 3.6 If the supplier returns do not offer best value for the Council, the intention is to explore an alternative method of delivery already considered as an alternative. See section 4.3.

4.0 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 **DO NOT PROCURE:** Parts supply would be procured on an adhoc basis. This would risk being non-compliant with procurement regulations due to the value of the contract spend. The adhoc procurement of parts is burdensome due to workshop staff spending considerable time seeking best value and burdensome administratively due to the volume of purchases creating significant numbers of invoices. This option would also involve the Council and NY Highways managing stock themselves.
- 4.2 **CONTINUE EXISTING ARRANGEMENTS:** The existing arrangements are subject to contracts that are ending or are not under formal contract. This would risk being non-compliant with procurement regulations. The procurement of parts outside of contracts is also burdensome as set out above due to workshop staff spending considerable time seeking best value and burdensome administratively due to the volume of purchases creating significant numbers of invoices. This option would also involve the Council and NY Highways managing stock themselves.
- 4.3 **IN-HOUSE MANAGED STORES:** The Council or NY Highways could appoint their own stores person and parts manager. These posts would buy parts and administer the allocation or parts to workshop job cards and manage the ordering of parts and the payment of invoices. A compliant route to market would need to be determined for the parts themselves. The disadvantages of this option would be the lack of buying power compared to established companies in the sourcing of non-genuine parts and the complexity of managing the stores operation. However, if the new contract offer from the successful supplier is not deemed to offer best value, then NY Highways Ltd would mobilise a managed stores solution for NY Highways Ltd and North Yorkshire Council.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The spend on vehicle parts for North Yorkshire Council and NY Highways is shown below: -

Organisation	Annual Estimated Spend
North Yorkshire Council	£660k
NY Highways Ltd	£818k

6.0 LEGAL IMPLICATIONS

- 6.1 Procurements will be undertaken for a vehicle parts supplier 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 and suitable terms and conditions imposed on any successful supplier.

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 vehicle parts supplier will permit the compliant procurement of Council and NY Highways Ltd vehicle parts and facilitate the effective maintenance of the fleet.

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 parts supplier for the fleet of North Yorkshire Council and NY Highways Ltd.

APPENDICES:

Appendix A - EIA Screening Form

Appendix B - Climate Change Impact Assessment

Paul Thompson

Assistant Director for IPT, Licensing, Public Rights of Way and Harbours

County Hall

Northallerton

15 March 2024

Report Authors: Andrew Sharpin, Head of Fleet

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 a full EIA would be appropriate or proportionate.			
Directorate	Environment		
Service area	Transport		
Proposal being screened	Parts Procurement		
Officer(s) carrying out screening	Andrew Sharpin		
What are you proposing to do?	Procure a parts supplier		
Why are you proposing this? What are the desired outcomes?	To facilitate the maintenance of Council vehicles		
Does the proposal involve a significant commitment or removal of resources? Please give details.	No		
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 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		Do not 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 access to public transport)? Please give details.	No.		
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	No.		

APPENDIX A

characteristics? Please explain why you have reached this conclusion.			
Decision (Please tick one option)	EIA not relevant or proportionate:	<input type="checkbox"/>	Continue to full EIA: <input type="checkbox"/>
Reason for decision	Full EIA document not required on this project.		
Signed (Assistant Director or equivalent)	Paul Thompson		
Date	04/03/2024		

Initial Climate Change Impact Assessment (Form created August 2021)

The intention of this document is to help the council to gain an initial understanding of the impact of a project or decision on the environment. This document should be completed in consultation with the supporting guidance. Dependent on this initial assessment you may need to go on to complete a full Climate Change Impact Assessment. The final document will be published as part of the decision-making process. If you have any additional queries, which are not covered by the guidance please email climatechange@northyorks.gov.uk

Title of proposal	Parts Procurement
Brief description of proposal	To appoint a managed stores parts supplier
Directorate	Environment
Service area	Transport
Lead officer	Andrew Sharpin
Names and roles of other people involved in carrying out the impact assessment	n/a

The chart below contains the main environmental factors to consider in your initial assessment – choose the appropriate option from the drop-down list for each one.

Remember to think about the following.

- Travel
- Construction
- Data storage
- Use of buildings
- Change of land use
- Opportunities for recycling and reuse

APPENDIX B

Environmental factor to consider	For the council	For the county	Overall
Greenhouse gas emissions	No effect on emissions	No Effect on emissions	No effect on emissions
Waste	No effect on waste	No effect on waste	No effect on waste
Water use	No effect on water usage	No effect on water usage	No effect on water usage
Pollution (air, land, water, noise, light)	No effect on pollution	No effect on pollution	No effect on pollution
Resilience to adverse weather/climate events (flooding, drought etc)	No effect on resilience	No effect on resilience	No effect on resilience
Ecological effects (biodiversity, loss of habitat etc)	No effect on ecology	No effect on ecology	No effect on ecology
Heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape	No effect on heritage and landscape

If any of these factors are likely to result in a negative or positive environmental impact then a full climate change impact assessment will be required. It is important that we capture information about both positive and negative impacts to aid the council in calculating its carbon footprint and environmental impact.

Decision (Please tick one option)	Full CCIA not relevant or proportionate:	<input checked="" type="checkbox"/>	Continue to full CCIA:	<input type="checkbox"/>
Reason for decision	No impact on emissions from the procurement itself. The emissions standards of the engines of the vehicles will dictate the parts to be used. No increase on parts numbers than that which currently used so no increase in waste.			
Signed (Assistant Director or equivalent)	Paul Thompson			
Date	04/03/2024			