

**North Yorkshire County Council**  
**Business and Environmental Services**

**Corporate Director**

**04 March 2020**

**Fuel Card Provision**

**Report of the Assistant Director - Transport, Waste and Countryside Services**

**1.0 Purpose of Report**

- 1.1 To seek approval to commence a procurement exercise for the provision of fuel cards from 01 June 2020.

**2.0 Background**

- 2.1 The Council operate 400 vehicles across numerous sites in the course of normal operational duties.
- 2.2 The Council operates 13 bunkered fuel sites however there is an operational requirement for better coverage so that drivers do not have to make unnecessary journeys.
- 2.3 Wider coverage is maintained by the use of fuel only cards that are accepted at most fuel outlets.
- 2.4 The Council fuel volume bought using fuel cards is estimated to be circa 370k litres per annum.
- 2.5 In February 2018, the Council entered into a call-off agreement with Allstar Business Solutions Ltd via a Framework contract. The existing arrangement for supply of fuel cards ends on 31 May 2020.
- 2.6 An alternative substitute for a fuel card would be a regular payment card or pre-paid card. However the biggest benefit of the fuel specific card is that it is locked down for fuel use only, whereas with a regular payment card there may be risks of misuse of the card for other purchases. In addition fuel cards often come with the additional benefit of useful management information so that filling patterns and MPG reporting can be analysed and more efficient practices can be implemented.

**3.0 Tender process**

- 3.1 A procurement process will be undertaken to identify an appropriate provider.
- 3.2 Due to the geographical spread of North Yorkshire, it is of the utmost importance that the Authority contracts with a supplier that offers maximum coverage in this area. The Authority will ensure that site coverage is given a significant weighting in the evaluation criteria, along with emphasis on this requirement within the specification.

3.3 Having assessed a number of procurement options the council will conduct a further competition exercise for the provision of fuel cards via the CCS Fuel Cards and Associated Framework. The contract shall be for a period of 3 or 4 years, dependent upon whether the extension opportunity for the framework is taken by CCS.

#### **4.0 Sustainability**

4.1 Employees are encouraged to look for alternatives instead of travel such as utilising technology.

4.2 Fuel efficiency is a key element of the vehicle procurement process where emissions and fuel efficiency are considered. In addition ULEV vehicles are considered for each request to evaluate cost effectiveness.

#### **5.0 Equalities Implications**

5.1 An Initial equality impact assessment screening form was completed. This can be found at Appendix 1

#### **6.0 Financial Implications**

6.1 The estimated annual cost of fuel and card administration is £400k. The anticipated whole life contract cost is £1.2m based on a 3 year contract.

#### **7.0 Recommendation**

7.1 It is recommended that the Corporate Director – BES, authorise a procurement exercise for fuel cards.

IAN FIELDING  
Assistant Director Transport, Waste & Countryside Services

Report author: Andrew Sharpin – Operations and Fleet Manager – Transport, Waste and Countryside Services.

Background documents: None

<b>Directorate</b>	BES		
<b>Service area</b>	TWACS		
<b>Proposal being screened</b>	Fuel card provision		
<b>Officer(s) carrying out screening</b>	Andrew Sharpin		
<b>What are you proposing to do?</b>	Procure fuel card provision		
<b>Why are you proposing this? What are the desired outcomes?</b>	To provide fuel for operational duties undertaken in NYCC fleet vehicles.		
<b>Does the proposal involve a significant commitment or removal of resources? Please give details.</b>	Yes – the estimated contract value is		
<p><b>Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYCC’s additional agreed characteristics</b></p> <p>As part of this assessment, please consider the following questions:</p> <ul style="list-style-type: none"> <li>• To what extent is this service used by particular groups of people with protected characteristics?</li> <li>• Does the proposal relate to functions that previous consultation has identified as important?</li> <li>• Do different groups have different needs or experiences in the area the proposal relates to?</li> </ul> <p><b>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 <a href="#">Equality rep</a> for advice if you are in any doubt.</b></p>			
Protected characteristic	Potential for adverse impact		Don’t know/No info available
	Yes	No	
Age		X	
Disability		X	
Sex		X	
Race		X	
Sexual orientation		X	
Gender reassignment		X	
Religion or belief		X	
Pregnancy or maternity		X	
Marriage or civil partnership		X	
<b>NYCC additional characteristics</b>			
People in rural areas		X	
People on a low income		X	
Carer (unpaid family or friend)		X	
<b>Does the proposal relate to an area where there are known inequalities/probable impacts (e.g. disabled people’s access to public transport)? Please give details.</b>	No		

## Appendix 1

<p><b>Will the proposal have a significant effect on how other organisations operate? (e.g. partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.</b></p>	<p>No</p>			
<p><b>Decision (Please tick one option)</b></p>	<p>EIA not relevant or proportionate:</p>	<p><input checked="" type="checkbox"/></p>	<p>Continue to full EIA:</p>	<p><input type="checkbox"/></p>
<p><b>Reason for decision</b></p>	<p>No impact on protected characteristics</p>			
<p><b>Signed (Assistant Director or equivalent)</b></p>	<p>Ian Fielding</p>			
<p><b>Date</b></p>	<p>20.02.2020</p>			