

# Fleet Decarbonisation Decision Making Framework & Governance

Stages	Description	Issues to consider
<b>Stage 1</b>	<ul style="list-style-type: none"> <li>Vehicle(s) identified for replacement by operational services through the established vehicle replacement cycle. The transition team undertake appropriate investigative and due diligence assessments, including an overview of the current vehicle and its function as well as future business need to ensure alignment with key corporate priorities.</li> <li>If the proposal is supported, the potential vehicle acquisition will progress to Stage 2</li> </ul>	<ul style="list-style-type: none"> <li>Current specification of vehicle to be replaced               <ul style="list-style-type: none"> <li>Type (HGV, van etc.)</li> <li>Function (Waste Collection – garden waste, general)</li> <li>Current mileage</li> <li>Specific specialist features</li> </ul> </li> <li>Business need               <ul style="list-style-type: none"> <li>Like for like</li> <li>Flexibility in specification (less, additional etc.)</li> <li>Options to change operations (service, round etc.)</li> <li>Opportunity to pilot an alternative approach (vehicle/fuel type mix)</li> <li>Ability to adapt vehicle replacement cycle</li> </ul> </li> </ul>
<b>Stage 2</b>	<ul style="list-style-type: none"> <li>The opportunity is reported in writing, with all supporting information and considered by the Council's Management Team.</li> <li>The report will include:               <ul style="list-style-type: none"> <li>A risk assessment and SWOT analysis</li> <li>A high-level financial appraisal</li> <li>An outline business case including detailed narrative around business need, the market and availability.</li> <li>The business case will also include an assessment of the depot and detail timeframes and any investment required for adaption and or creating capacity</li> </ul> </li> <li>If the proposal is supported, the potential vehicle acquisition will progress to Stage 3.</li> </ul>	<ul style="list-style-type: none"> <li>Review &amp; summarise outcomes of pilot</li> <li>Assessment of the market and availability               <ul style="list-style-type: none"> <li>Vehicle options (brand, type)</li> <li>Fuel type available</li> <li>Specification (mileage, function, capacity)</li> <li>Availability &amp; lead in times</li> <li>Same, similar compatible functionality</li> <li>Risks to service delivery</li> </ul> </li> <li>Impacts on the depot               <ul style="list-style-type: none"> <li>Timeframe</li> <li>Adaption actions</li> <li>Cost</li> </ul> </li> </ul>

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<b>Stage 3</b>	<ul style="list-style-type: none"> <li>• Appropriately qualified Council officers will progress a full financial appraisal and costed solution</li> <li>• A recommendation will be reported in writing to the Chief Finance Officer / Section 151 Officer.</li> <li>• If the proposal is supported, the potential vehicle acquisition will progress to Stage 4.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial appraisal considerations <ul style="list-style-type: none"> <li>• Whole Life Costing</li> <li>• Alternative procurement route – lease/purchase/retain</li> <li>• Depot upgrades</li> <li>• Fuel costs</li> <li>• Maintenance</li> <li>• Value for money v environment impacts (cost per carbon)</li> </ul> </li> </ul>
<b>Stage 4</b>	<ul style="list-style-type: none"> <li>• In accordance with current constitutional requirements in making any decision to purchase new fleet vehicles, the Chief Finance Officer will take a report to the Council’s Corporate Policy and Resources Committee which will include the full business case, financial appraisal and officer recommendations.</li> <li>• If the proposal is supported, the potential vehicle acquisition will progress to Stage 5.</li> </ul>	<ul style="list-style-type: none"> <li>• Report recommendations <ul style="list-style-type: none"> <li>• Ensure there is a balance between corporate priorities, specifically maintaining excellent service delivery, financial stability and delivering a carbon net zero council by 2050.</li> </ul> </li> </ul>
<b>Stage 5</b>	<ul style="list-style-type: none"> <li>• Subject to the CPR committee resolution, a full procurement exercise will be undertaken to purchase the required vehicles to meet the business need at the time the decision is taken</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement approach <ul style="list-style-type: none"> <li>• Lead in times and delivery</li> </ul> </li> </ul>