

## **Report of the Head of Legal Services**

### **7. Task and Finish Group for Vehicle Fleet Capital Programme**

#### **Purpose of report**

1. To request approval to set up a Task and Finish Group to examine the Vehicle Fleet Capital Programme.
- 

#### **Recommendations**

***It is recommended that the Committee:***

- i. approve the set up of a Task and Finish Group to examine the Vehicle Fleet Capital Programme;***
- ii. appoint a Chairman to the Task and Finish Group;***
- iii. agree the Terms of Reference for the Task and Finish Group.***

#### **Introduction and Background**

2. The Policy and Resources Committee can create adhoc, time limited task and finish groups to conduct investigations or reviews on matters within the remit of the Committee. The Task and Finish Group will adopt a range of flexible approaches to meet the needs of the particular circumstances.
3. At the Group Leaders' meeting on 9 November 2015 Members expressed a desire for further information on the vehicle fleet strategy since it was approved in 2007. The Chairman and Vice-Chairman to the Authority agreed it would be appropriate to set up a Task and Finish Group to examine the Fleet Capital Programme.

#### **Task and Finish Group Membership**

4. Members of the Policy and Resources Committee are asked to elect a Chairman for the Task and Finish Group.
5. The Task and Finish Group Membership shall be agreed by the Head of Legal Services, in consultation with the Committee Chairman, Vice-Chairman and the Task and Finish Group Chairman. Expressions of Interest are invited from all Authority Members. There must be a minimum of 3 and a maximum of 7 Members on the Group. Political balance and substitution arrangements will not apply.

6. There will be a Lead Officer for the Task and Finish Group with support from Committee and Members' Services. It is anticipated that 2 meetings will be needed to complete the review and that a report will be produced by the end of March 2016.

### **Task and Finish Group Terms of Reference**

7. In order to process the review of the Fleet Capital Programme, the Committee will need to agree the Terms of Reference as proposed below:
- review the Vehicle Fleet Strategy approved in 2007;
  - review the Authority's anticipated future requirements and strategy with regard to replacement of vehicles; and
  - make recommendations.

### **Conclusion/Summary**

8. The Task and Finish Group will enable Members to have oversight of the Vehicle Fleet Capital Programme and a report will be produced by the end of March 2016.

### **Corporate Considerations**

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	Officer time to support.
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and if they do not, identify any potential implications).	Our Strategy links with Fleet and Equipment.
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores).	N/A
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	None
<b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)	Equalities Impact Assessment not completed as no recommendation for policy change.

## **Supporting Information**

None

### **Contact Officer**

Nigel Snape, Head of Legal Services  
(01905 368242)

Email: [nsnape@hwfire.org.uk](mailto:nsnape@hwfire.org.uk)