



Leicester
City Council

ALL WARDS

CABINET

25th July, 2005

COMMUNITY TRANSPORT

Report of the Service Director, Environment

1 Purpose of Report

- 1.1 Following a motion from Councillor Farmer, the Aylestone, Eyres Monsell and Freeman Area Committee resolved on 12th July “that an urgent report be taken to 25th July Cabinet which looks at using spare capacity in the operational transport fleet to assist with sporting summer activities for young people.” This report responds to this request.
- 1.2 Officers understand that the purpose of the motion was to support holiday play/youth schemes (other than LCC ones which are already supported) across Leicester City with access to transport.

2. Recommendations

- 2.1 Cabinet are asked to agree that surplus capacity in the Operational Transport fleet is allocated to holiday play/youth schemes in Leicester City subject to the criteria set out in paragraphs 3.3 and 3.4 and that officers will manage the scheme as a pilot to investigate need and operational requirements. If the pilot is successful it could become a regular commitment.

3. Report

- 3.1 The Operational Transport service currently run the Council’s Community Transport scheme. This provides community transport for elderly and disabled people. It consists of 6 vehicles with one driver. Community Transport vehicles cost £8 the users per day, plus fuel, to hire. Cabinet agreed that Community Transport vehicles insurance excess be reduced from £1,000 to £500 and that accident rates will be monitored. The demand for these vehicles is significant and the service will be running at virtual capacity over the summer. There is little capacity available to use these vehicles to help play/youth schemes.
- 3.2 However, during the school summer holidays, the Operational Transport service does have a spare capacity of approximately 20 vehicles. Some vehicles are needed to continue the services required by the Social Care & Health Department including their summer schemes and the Education & Lifelong Learning Department play schemes. There is nevertheless some capacity that could be used to help other play/youth schemes.

- 3.3 There are a number of operational matters that need to be bottomed out for clarity and fairness in allocating this resource. It is proposed that the following basic criteria be used to administer the scheme:
- (a) Vehicles will be available either with or without a driver. Volunteer drivers must be able to demonstrate their competence to drive vehicles of this type. The length of journeys will be limited to anywhere within a radius that will allow the vehicle or driver to return to base within normal hours.
 - (b) Bookings will be decided on a first come first serve basis. Block bookings will be accepted.
 - (c) The service will be advertised via a mailshot to all play/youth schemes
 - (d) The vehicle hire charge will be £20 per vehicle/per day/journey plus fuel. This includes a small charge to cover administration costs. (The figure is proposed at £20 because it represents a mid way between the cost to the Council of an Operational Transport vehicle at £31 and the £8 cost for Community Transport vehicles).
- 3.4 There is also the issue of insurance costs. The decision to reduce the insurance excess for Community Transport vehicles from £1,000 to £500 does not apply to other Operational Transport vehicles. The insurance excess will, therefore, be £1,000. However, the advice from Risk Management is that if the Operational Transport vehicles are used for Community purposes then an excess of £500 and not £1,000 will apply. A refundable deposit equal to the insurance excess will be required from all hirers.

4 Financial & Legal Implications

4.1 Financial Implications

Currently the costs of all these vehicles are recovered through charges to the Education & Lifelong Learning and Social Care & Health Departments. Whatever charges are made for the transport related to sporting summer activities will ultimately reduce the charges to these departments. Overall the net effect to Operational Transport will remain the same.

Martina Perkins
18th July, 2005

4.2 Legal Implications

The Report recommends that the Operational Transport Service be extended so as to make use of the surplus capacity of vehicles during the summer months. Accordingly it is proposed that the Service be extended to cover play/youth schemes operated in the Leicester City area.

4.3 The Service will consist of either:

- a) vehicle (including driver) hire, restricted to normal working hours (defined as 7am to 5pm)
- or
- b) vehicle hire only

4.4 In respect of a) above, the Council must take appropriate steps to ensure that child protection issues are addressed. Therefore it is necessary to ensure that drivers supplied by the Council have undergone the appropriate checks e.g.

CRB . Further, in respect of both a) and b), provided that drivers/hirers of vehicles hold a valid full driving licence and hold the appropriate driving assessment certificate for the type of vehicle intended for hire, then the Council will be in compliance with its lawful duties in the provision of the Service.

- 4.5 I would also recommend that insurance arrangements are checked to confirm that cover is provided to reflect the extension to the Service.

*Alison Mapp
20 July 2005*

4.6 Other Implications

OTHER IMPLICATIONS	YES/NO	PARAGRAPH REFERENCES WITHIN SUPPORTING PAPERS
Equal Opportunities	Yes	Will help meet the needs of young people.
Policy		
Sustainable and Environmental	Yes	Group transport can minimise the need for individual journeys by car.
Crime and Disorder		
Human Rights Act		
Older People on Low Income		

4.7 Risk Assessment Matrix

	Risk	Likelihood L/M/H	Severity Impact L/M/H	Control Actions (if necessary/or appropriate)
1	Accidents and their cost	L	M	Insurance excess covered by a refundable deposit.

L - Low
M - Medium
H - High

L - Low
M - Medium
H - High

5. Background Papers – Local Government Act 1972

Cabinet Lead Briefing Note on Community Transport – May 2005.

6. Report Author

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