

HEREFORDSHIRE PUBLIC REALM CONTRACT 2024/25

ANNEX 5 – FLEET MANAGEMENT



ANNUAL PLAN FINAL APPROVAL

BBLP: Andrew Moxon

HC: Bruce Evans

SERVICE OVERVIEW

SERVICE SUMMARY

The fleet management service includes the management and maintenance, and coordination of support to Herefordshire's vehicles and equipment. This includes non-routine maintenance on HC owned plant, (as per Appendix B) and routine checks and maintenance on HC owned plant and equipment to include the following: Statutory testing on Herefordshire Taxis.

Herefordshire commissioners will be provided with monthly reports on budget spend from Balfour Beatty.

COMMISSIONED WORKS

The annex shall deliver all activities and works as set out in Schedule 4 – Service Information Annex 06 - Service Information Fleet Management V1.4 unless deemed out of scope as detailed below

THE SERVICE

HIGH LEVEL SERVICE DELIVERY

SERVICE	RESOURCES	DIRECT / SUBCONTRACT	DELIVERY
Fleet management	Fleet manager, supporting staff & Insurance services, Balfour Beatty fleet service Thorn workshop, Balfour Beatty fleet service Maintenance control, Dealer network	Direct & Subcontract	Identified work programme and service scheduling. Vehicle accident management. Scheduled maintenance of all Herefordshire Council vehicles and plant. Servicing MOT testing Safety inspections Emergency vehicle breakdown Routine maintenance of fully electric vehicles through the dealer network.
Statutory testing on Herefordshire Taxis.	Balfour Beatty fleet service Thorn workshop MOT testers	Direct	Delivered by Identified work programme.

OUT OF SCOPE ACTIVITIES

The activities or works are out of scope:

Service/Activity Removed	Reason
Fleet	Commissioned Fleet management, routine annual vehicle and plant servicing.
	Not commissioned Replacement of beyond fair wear and tear items and damaged items

APPENDICES

APPENDIX A: BBLP POLICY & PROCESSES TO BE USED IN THE DELIVERY OF THE ANNEX

HC Fleet list

HC Plant list

BBLP Fleet

HC Parking and speeding fines process.

APPENDIX B: PROGRAMME OF WORKS

N/A

APPENDIX C: BUDGET BREAKDOWN

For a detailed breakdown refer to the budget master document.

Element	2025/25 Cost
Fleet Management	£101,737.65
Taxi Inspections	£20,560.18
Total	£122,297.83

APPENDIX D – LIST OF NOMINATED SUBCONTRCATORS

MSM/DRH

HMS Engineering services

D&T Engineering services