



## INFORMATION SHEET

# Car clubs and councils

## The roles of different council teams in setting up a car club

### Introduction

The successful introduction of a car club will rely on the support and efforts of staff from a range of council departments. Set out below are the suggested key council teams who need to be involved in establishing a car club for use by both council staff and the public (although this may vary slightly from council to council). The stages and teams have been set out in sequential order where possible, with a summary provided at the end.

It is advisable that a council-wide steering group be established to support the introduction of the car club. The steering group should be chaired by a Senior Manager and include representatives from various departments and services as appropriate.

### Making the case

Typically, the **Sustainable Transport Team** will lead the research into the likely effectiveness of introducing a car club within the council area, for use by both council staff for business use and the public. The team will need to make the policy case for the car club, ensuring fit with broader strategies and initiatives. An officer or team will be required to develop a business case and a proposal to put to the council decision-makers. The business case would be set out within a report that would be circulated to all council services and teams who would be key in the successful implementation of the car club.

### Decision-making

Strong political leadership at member and officer level will lead to greater buy-in from staff and the teams needed to develop and deliver the club. An **Elected Member** decision will be required on the introduction of a car club unless it falls under the delegated powers for council officers to make a decision. If political approval is required, then **Elected Members** as decision-makers will be required to provide support to the implementation of the scheme and allocate appropriate budgets to procure and operate the car club.

If a political decision is not required (typically for internal schemes only), then a **Corporate Lead** at Director level (such Director of **Environment** or **Corporate Services**) will need to approve any expenditure and put in place the necessary staff resources and monitoring procedures to enable successful implementation.

## Procurement of scheme

The **Procurement Team** will need to work with the Project Manager responsible for developing the project to prepare the brief and contract to ensure compliance with contract procedure rules and any financial procedures and regulations.

**Legal and Finance Teams** will be needed to sign off and approve the procurement process and ensure that the funding is in place and any future financial impacts are considered. Support from the Legal Team will be required to ensure that the tendering process and award is legal and meets all constitutional requirements of the council. The Finance team will also need to liaise with the car club provider over contractual and financial arrangements but also provide advice on recharge costs to various departments (depending on how budgets are managed).

**IT Team** support will be required to ensure that the car club booking system is mapped onto the council's system to enable staff to make bookings easily. Depending on the system used **Human Resources** may require the IT team to amend existing travel expense systems.

The **Human Resources Team** will manage the business travel policy and employment contracts which previously may have included information on travel expenses, etc. Changes to terms and conditions may be required to be amended, if for example the member of staff has within their contract the need to provide a vehicle to undertake business travel.

Consulting with any active **Unions** within the Council to highlight the benefits of the scheme will provide reassurance to staff on the reasons behind the scheme and its justification in terms of financial and environmental savings (for example, financial savings made on business travel may help to protect frontline services) and duty of care issues (including duty of care and safety of employees). If changes are required to employment contracts or staff Terms and Conditions, Unions will need to be consulted dependent on the individual council's engagement protocols or approaches.

## Implementation and operation

The **Traffic Services Team** would be responsible for instructing and implementing the Traffic Regulation Order to secure restricted on-street parking bays. The **Facilities Team** will ensure appropriate on-site parking is provided for the vehicles and ensure their security whilst on council property. If car club vehicles are to be electric vehicles, the **Highways and Streetworks Teams** will be responsible for the installation of on-street electric charging points with **Facilities** making necessary arrangements for council-owned properties.

Depending on the structure of the council, typically **Fleet Management** or **Corporate Services** will be responsible for the management of the car club for council staff use as part of their role of overseeing and providing for staff travel. If the car club is solely for community use, the management may sit within the **Community Development and Engagement Services** or **Transportation Services** teams.

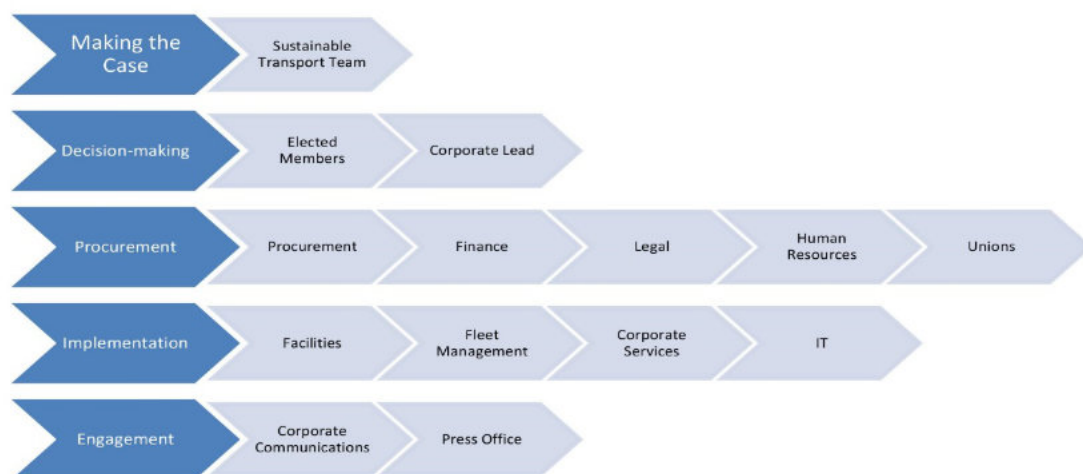
## Engagement

**Corporate Communications** will promote the car club to staff. They will need to provide information on the scheme immediately following senior approval to start highlight the benefits of the car club being introduced and to provide ongoing promotion of usage. Communication should signpost potential users to appropriate documents and to provide ongoing engagement through a number of channels.

Training will be an important part of ensuring the car club is a success. Council staff will require training in the council's scheme operations, such as how to sign up to the club and use the booking system and how to use the vehicles (particularly if they are electric). The delivery of car club training will vary between councils depending on how the scheme is set up and will often involve the **Human Resources Team**. Members of the public should be provided with detailed information on the scheme.

The **Press Team** will be able to use the car club as a good news story focusing on a range of benefits such as the environmental or financial saving benefits the club will bring.

## Summary of internal support required for introduction of a car club



CoMoUK is a charity working to improve transport choices to help create inclusive communities, healthy people and a greener environment. CoMoUK supports all modes of shared transport including car clubs, bike share and micro-transit. Shared transport is continually evolving and innovating; we want to support and ensure that new modes of transport work positively for the public. CoMoUK believes that now is the time that we can start making positive changes to transport. Politicians, local authorities and other decision makers have acknowledged the need for change, and we want to be there to support these positive and innovative transport changes.

E: [scotland@como.org.uk](mailto:scotland@como.org.uk)

T: [@Como\\_uk](https://twitter.com/Como_uk)

W: [www.como.org.uk](http://www.como.org.uk)