



# Portfolio Holder Decisions

## Resources Portfolio Holder

1. **MOT test centre at Copse Road Depot and associated Fees** (Pages 1 - 4)

Report of Service Director Performance and Innovation and Service Director People and Places

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## Portfolio Holder Report

The portfolio holder will not make a decision on this item before 6 April 2017.

Report of:	Portfolio Holder	Date of publication
Marianne Hesketh, Service Director Performance and Innovation and Mark Billington, Service Director People and Places	Cllr Alan Vincent, Resources Portfolio Holder	9 March 2017

### MOT test centre at Copse Road Depot and associated Fees

#### 1. Purpose of report

- 1.1 To seek approval to invest in an MOT testing station within the transport section of the Copse Road Depot and establish relevant fees and charges.

#### 2. Outcomes

- 2.1 To improve the return from Council assets.

#### 3. Recommendation/s

- 3.1 That approval is given to invest £52,115 for the required equipment and groundworks necessary to facilitate the development of an MOT test centre.

#### 4. Background

- 4.1 In November 2016 a feasibility study exploring the viability of an MOT test centre at the Copse Road Depot was conducted. The main advantages of opening an MOT test centre are:

- The Council need no longer send class 4 and 7 vehicles elsewhere to be tested;
- The skills set of the staff in the service will be better utilised;
- The service has the potential to be cost neutral for the Council and to maximise the use of Council assets.

4.2 The financial forecast produced as part of the feasibility study demonstrated that if demand is as predicted the investment will break even in year five of the MOT test centre being open.

## 5. Key issues and proposals

5.1 The largest part of this proposal will be converting one of the five available transport bays into an MOT testing station and getting the necessary equipment installed. However, it is estimated that this could be done within three months of the funding becoming available.

5.2 Further changes to the depot to add customer signage, mark out MOT parking and create a waiting area would also need to be carried out. In addition staff training and VOSA accreditation must also be attained.

5.3 The Council's procurement rules will be followed with three quotes being sought via The Chest for the MOT equipment.

5.4 It is proposed that MOTs be offered to members of the public at the rate of £40.00, in line with the local market, rather than charging the full rate of £54.85 (for class 4 cars up to 8 seats). Financial projections have been based on this rate.

5.5 By establishing an MOT test centre, the existing costs of the vehicle maintenance team will be partly met from the income generated and therefore the impact will be kept within existing budgets.

## 6. Delegated functions

6.1 The matters referred to in this report are considered under the following executive function delegated to the Resources Portfolio Holder (as set out in Part 3 of the council's constitution): "To approve the transfer of funds (in accordance with Financial Procedure Rules) within the approved estimates insofar as they are within the Council's budget and policy framework and subject to any limitations set by the Council within the budget framework and to determine charges or fees for any relevant services operated within the Portfolio."

<b>Financial and legal implications</b>	
Finance	<p>The initial outlay for this project has been calculated as £52,115, including 10% contingency. Funding will be met from the Vehicle Replacement/Street Cleaning Maintenance Reserve. Further Investment needed to renew licences and equipment within the test centre, has been included in the financial forecast.</p> <p>Income from fees and charges is forecast to be £17,600 in year one, £26,400 in year two, and £35,200 thereafter. Of this income £3,000 will be used to top up the Vehicle Replacement/Street Maintenance Reserve annually to provide funding towards replacement equipment on a cyclical basis.</p>

Legal	There are no legal implications at this point in the process.
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**Other risks/implications: checklist**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	✓

risks/implications	✓ / x
asset management	✓
climate change	x
data protection	x

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List of background papers:		
name of document	date	where available for inspection
None		

**List of appendices**

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