

## APPENDIX C

### “Project Mandate”

Agenda item number: Date of issue: 24/09/15
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Meeting: Programme Board  
Date: 12 October 2015

Report by: David Blanchard                      Job title: Corporate Property Officer  
Service : Central Services

Status: Not approved  
Subject: Caretaker Van - Replacement

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1 Purpose of report

Gain approval for purchase of replacement caretaker van & liaise with Environmental Maintenance Service to ensure approved policy and strategies are adhered to.

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2 Recommendations

Approval is given to replace the caretaker van in 2016/17 and a business case providing detailed costs and strategy is prepared accordingly

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3 Background

Caretaker van has done over 90,000 miles and was purchased in 2008 therefore 7 years old and is now becoming costly to maintain.

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4 Legal, financial and IT implications

Sinking fund of £18k has been set aside for replacement and estimated replacement cost is £12-13k, more details will be provided in business case

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5 Initial Assessment of risk

Vehicle parts will start to need replacement, to date annual maintenance costs have been relatively low –however driver has reported bits are beginning to go. At 7 year there will still be a Reasonable re-sale value.

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6 Equalities and diversity and staffing implications

Van replacement may improve safety

