

**APPENDIX A: LOW CARBON VEHICLES IN THE DELIVERY OF PUBLIC SERVICES – POLICY REVIEW PLAN**

<b>TASK</b>	<b>TERMS OF REFERENCE</b>	<b>CONTRIBUTORS</b>	<b>DATE/TIME</b>	<b>METHOD/LOCATION</b>
<b>JULY 2011</b>				
Agree scope of the policy review and receive background information in support of the policy review	A, B, C	Helen Lancaster, Scrutiny Officer Paul Lewin/Ian Bell, City Services	25 July 2011, 5.30PM	Committee Meeting, CR1
Gain the views of the city's MPs on the use of low carbon vehicles in the city	D, F	Bridget Phillipson MP Sharon Hodgson MP Julie Elliott MP		Written evidence
<b>SEPTEMBER 2011</b>				
Agree the approach to the review, sources of evidence and timetable	NA	Helen Lancaster, Scrutiny Officer	12 September 2011, 5.30PM	Committee Meeting, CR1
<b>OCTOBER 2011</b>				
Seek evidence from Smiths Electric Vehicles regarding the technology available now and in the future for low carbon vehicles	C, D, F, G	Representative from Smith's Electric Vehicles	<b>TBC</b>	Site Visit to Smiths Electric Vehicles
Seek evidence from Nexus and the bus operators within the city regarding current and future plans for low carbon public transport	C	Bernard Garner, NEXUS Robin Knight, Stagecoach Kevin Carr, Go NorthEast	24 October 2011, 5.30PM	Committee Meeting, CR1
<b>NOVEMBER 2011</b>				
Seek evidence from the University of Sunderland regarding the work it is undertaking in regard to low carbon vehicles	C, D, F, G	Adrian Morris/Dave Bagley, University of Sunderland	<b>TBC</b>	Site Visit to University of Sunderland
<b>DECEMBER 2011</b>				
Explore the market for low carbon vehicles, looking at current and future technologies	C, D, G	Les Clark, Head of Street Scene Representative from Nissan Representative from Smiths Electric Vehicles	12 December 2012, 5.30PM	Committee Meeting, CR1
<b>JANUARY 2012</b>				
Explore the procurement of low carbon vehicles regionally	D, E	Ian Taylor, North East Purchasing Organisation	16 January 2012, 5.30PM	Committee Meeting, CR1

Explore a cost benefit analysis of introducing low carbon vehicles into the council fleet	D, E	Les Clark, Head of Streetscene		
<b>MARCH 2012</b>				
Agree the draft final report for the policy review		Helen Lancaster, Scrutiny Officer	TBC	Extraordinary Meeting
<b>APRIL 2012</b>				
Agree the final report for the policy review		Helen Lancaster, Scrutiny Officer	2 April 2012, 5.30PM	Committee Meeting, CR1

***\*consultation with residents to be considered/explored***

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