

Recommendation	Priority	Managements Response to Recommendation
<p>Staff involved in the Fleet Management process should be fully conversant with the Financial Procedure Rules and the Procurement and Contracting Rules and in particular those areas relevant to Fleet Management Services. In the event of a query, staff should also be aware of the location of the documents.</p>	1	Done
<p>A Fleet Management policy should be written governing acquisitions, disposal and leasing of vehicles. The policy should be reviewed and updated on a periodic basis i.e. annually to ensure it reflects current working practices and subject to version control. The policy should be stored in a suitable location i.e. the Intranet and accessible to all staff involved in the Fleet Management process.</p> <p>The policy should include a declaration that must be signed by officers stating that they have read the policy and agree to comply with the requirements.</p>	1	Done
<p>The Fleet Management Services should devise a set of procedure notes that reflect everyday working practices and procedures.</p> <p>The procedure notes should be reviewed and updated on a periodic basis i.e. annually to ensure it reflects current working practices and subject to version control. The procedure notes should be stored in a suitable location i.e. the Intranet and accessible to all staff involved in the Fleet Management process.</p> <p>The procedure notes should include a declaration that must be signed by officers stating that they have read the policy and agree to comply with the requirements.</p>	1	In Progress
<p>Management need to liaise with Procurement Services in order</p>	1	Done

<p>to develop and implement a system to ensure a standard approach to the request to procure vehicles is undertaken. Fleet Management officers should be involved in this process to ensure upon delivery of Fleet Vehicles they have documentation to check the delivery to.</p> <p>Once a system has been developed the procedures could be incorporated into the Fleet Management procedure notes (as per recommendation 3). This will ensure all staff involved in the process have signed a declaration to comply with the requirements of the procedure notes.</p>		
<p>Officers should ensure that when requesting vehicles in order to keep costs low, requests should only be made for vehicles that are needed and not include features that are desirable. By doing this will enables Procurement Services to procure more standard vehicles as opposed to vehicles with added features for comfort.</p> <p>A review of the fleet list should be undertaken to ensure the vehicles included are fully descriptive and the correct number of vehicles are recorded. This information should be reflected on the insurance schedule, in the event the data doesn't match then then necessary action should be taken as a result e.g. records should be updated.</p>	<p>2</p> <p>1</p>	<p>This already done through gateway 1 2 &amp; 3</p>
<p>A list should be devised and maintained of all authorised managers involved in the fleet management process including their permissions.</p>	<p>2</p>	<p>Ongoing</p>
<p>All vehicles with the exception of short term spot hires vehicles (due to the frequent movement of spot hire vehicles a separate spreadsheet should be maintained) should be recorded on the Central Fleet System.</p> <p>Officers should be reminded of the importance of accurately completing the fleet list. The Fleet List/System should be reviewed and updated on a regular basis or as and when changes are made to the Authority's fleet.</p>	<p>2</p> <p>3</p>	<p>Ongoing</p>
<p>A system needs to be put in place to ensure the specification of the delivered vehicles matches the specification identified during the procurement process. Evidence of these checks should be undertaken and retained on the vehicle files.</p> <p>A document should be devised and implemented by Fleet Management to ensure checks made to delivered vehicles are standardised.</p>	<p>1</p> <p>2</p>	<p>Ongoing</p>

<p>To rectify the lack of a consistent approach to the disposal of vehicles a standard system should be devised for the disposal of vehicles e.g. initial request. The Financial Procedures Rules should be updated to reflect the new system and all staff involved in the fleet management process should be informed of the new process.</p> <p>Fleet Management Services are a central service and should be involved in all aspects of Fleet Services including acquisitions, disposals leasing and maintenance.</p> <p>Management should liaise with MMA in order to obtain a list of agreed prices when arranging disposals.</p>	<p>1</p> <p>2</p> <p>2</p>	<p>Done</p>
<p>Whilst the procedure for arranging the removal of logos to vehicles is non existent, there still remain approximately 25% of fleet that have a form of identification mark on them. Officers must satisfy themselves that sufficient arrangements are made for the removal of logos prior to disposal. Evidence of this should be retained on the vehicle files.</p>	<p>2</p>	<p>Ongoing</p>
<p>Staff should be reminded of the importance of complying with the requirements of the Drivers Handbook and consideration should be given to Fleet Management Services producing a declaration form for drivers to sign that they agree to adhere to the requirements of the drivers handbook.</p>	<p>2</p>	<p>Completed to be implemented from 1st April 2020</p>
<p>Consideration should be given to Fleet Management implementing a central system for monitoring and recording infringements and also recording any actions taken where a breach in drivers hours has been identified.</p>	<p>3</p>	<p>This is already in place</p>
<p>With immediate effect a form needs to be devised that grants permission for Fleet Management staff to access the driver's driving licence information on the DVLA website. Under GDPR protocol, In the absence of a consent form, Fleet Management should cease checking drivers details to the DVLA website. Advice should be sought from the Data Protection Officer with regards to this process as without a consent form, Fleet Management would not be able to check for legit and valid licences.</p> <p>Consideration should be given to Fleet Management devising a spreadsheet listing all convictions received. This will enable Fleet Management staff to monitor record and monitor convictions more efficiently. Further advice on maintaining a list should be sought from the Data Protection Officer to ensure compliance with GDPR legislation.</p>	<p>1</p> <p>3</p>	<p>This is already place.</p>

<p>With regards to the hired vehicles, where possible a schedule of their maintenance should be recorded and kept by the Fleet Engineer.</p> <p>A schedule of plant and vehicle maintenance. should be maintained. This will allow managers to schedule their work accordingly with minimal disruption.</p>	<p>3</p> <p>2</p>	<p>Ongoing</p>
<p>As a matter of priority, a definitive list of spare keys should be completed and maintained by Fleet Management Services. Once this list has been completed, then a log should be devised to record the usage of the spare keys. The spare keys should be signed for by the Driver requesting the use of the spare keys.</p>	<p>1</p>	<p>Ongoing</p>