

MANAGEMENT ACTION PLAN

Report Ref & Priority	Recommendation	Agreed (Y/N)	Management Comments	Job Title of Officer Responsible	Date to be Implemented
1.1 High	Procedures or guidance notes should be written for the use of electric cars in the Authority. All Service Areas that have access to the electric cars should be provided with copies. These could be incorporated into the 'Driving on Council Business Policy' and 'Staff Drivers Handbook' for completeness.	Y*	Not considered necessary, we don't have separate guidance for manual and automatic cars, this is no different, however a paragraph will be added to the Staff Drivers Handbook on the use of Electric Vehicles in the Authority "The electric vehicles must be put on charge at the end of each shift and only authorised chargers located on sites can be used.	Transport Manager	Next update of Driver Hands, December 2022
1.2 Medium	Procedures should be put in place to monitor the usage, efficiency and the effectiveness of using an electric car. Reports should be provided to management who utilise electric cars for information and consideration.	Y*	The vehicle is displaying the efficiency of the vehicle and the driver must report any defects to Fleet. Currently it is not possible to monitor the effective or efficient use of the Electric Cars as the electricity charges draw their	Transport Manager	Ongoing until the fleet is 100% electric, estimate 2030-2035

			<p>power from the Civic Centre.</p> <p>Currently it is not cost effective to invest £4/6k to monitor £800 p.a. worth of energy for running the 2 electric cars.</p> <p>Fleet Management Services are however investigating the possibility of purchasing a suitable system to enable energy to be monitored as and when more electric vehicles are purchased.</p>		
<p>2.1</p> <p>High</p>	<p>A list of all vehicles located at RCT Highways Depot should be maintained by MTCBC management located at RCT Depot. This list should included each vehicle, the vehicle registration number and the designated fleet number. The list should be regularly checked to the Central Fleet List maintained i.e. monthly or quarterly basis to ensure all details match.</p>	<p>Y*</p>	<p>This is already being done.</p> <p>On a weekly basis, timesheets are maintained of all vehicles in operation at the RCT Depot. This information is passed to Central Fleet Management Services and the necessary checks are made to the Central Fleet List.</p> <p>Fleet Management Services do not feel a separate list of vehicles located at RCT Depot needs to be maintained.</p>	<p>Highways & Fleet Manager</p>	<p>13 January 2022</p>

<p>2.2 Medium</p>	<p>Management should satisfy themselves that charges included on RCT monthly invoices appear reasonable. In the event amounts appear inflated, Management should take the necessary steps to identify the reasons for the extra costs and invoices should not be processed for payments until all costs have been investigated and agreed.</p>	<p>Y*</p>	<p>This is already being done.</p> <p>The system relies on each department's management team experience and it is the budget holder's responsibility to identify unreasonable charges and request further information from the RCT if an unjustified cost is discovered.</p> <p>The departments management have the authority to allow the use of vehicles and fuel, to who and for what they consider is necessary without Fleet Management permission.</p> <p>RCT fuel invoices come with backing sheets which provide detailed information such as; Date, driver name, vehicle reg, and litres drawn.</p>	<p>Highways & Fleet Manager</p>	<p>13 January 2022</p>
<p>3.1 Medium</p>	<p>Consideration should be given to management devising a set of operational procedures which include detailed instructions on the use of the UK Fuel Cards e.g. the process for requesting new and</p>	<p>Y</p>	<p>The use and the responsibility for UK Fuel cards is already described in the "Driver Handbook" that was issued to all the relevant staff (MTCBC employees driving for work).</p> <p>We been using UK Fuel Cards for over 3 years and we haven't</p>	<p>Transport Manager</p>	<p>Next update of Driver Hands, December 2022</p>

	<p>replacement cards, what to do in the event of a lost/stolen cards, termination of employment etc. These procedures should be readily available to all relevant staff.</p>		<p>had any operational issues reported.</p> <p>I will make a request next time when we update the “Driving on Council Business Policy” to add:</p> <p>“All employees that have a UK Fuel Card issued in their name should only use the card for work vehicles/equipment and they should inform their line manager and Fleet if the card is lost or stolen, they terminate their employment or the card is no longer required, the card remains their responsibility until it is cancelled by Fleet”.</p>		
<p>3.2 Medium</p>	<p>A review of the process in place for Drivers/Managers to request new/replacement UK Fuel Cards should be undertaken and the necessary action should be taken as a result i.e. all requests for new/replacement cards should be made in writing by an Authorising officer to the</p>	<p>N</p>	<p>Disagreed.</p> <p>Fleet Management Services feel the current process in place for requesting new/replacement cards is sufficient and does not feel requests for new/replacement cards need to be in writing by Senior Officer.</p> <p>Budget holders agree that the current process is working and a written request wouldn't</p>	<p>Transport Manager</p>	<p>Not Applicable</p>

	Transport Manager.		<p>improve the service if anything would slow it down creating inefficiency ex:</p> <ul style="list-style-type: none"> • Reduce the drivers responsibility for the fuel card • Operational inefficiency for MTCBC having vehicles off road waiting for a fuel card 		
3.3 Medium	<p>A spreadsheet should be designed and implemented purely for the recording of temporary card issues. The spreadsheet should contain details of the card issued and the card its replaced, the vehicle registration, the authorising officer, the Driver, the date issued out and returned. The spreadsheet should also include a field for all Drivers to sign accept the loan of the card and also sign to return the card.</p>	Y	<p>The Transport Manager will liaise with the necessary staff and remind them of the importance of fully completing the Master Fuel Card Log to ensure a full audit trail exists at all times.</p>	Transport Manager	13/01/2022
3.4 Medium	<p>Investigations should be made to identify the reason as to why the vehicle</p>	Y	<p>The vehicle in question was donated to the Education Service. Vehicles of this nature</p>	Transport Manager	13/01/2022

	<p>requesting the new UK Fuel Card was not included on the Central Fleet List and the necessary action should be taken as a result i.e. the Fleet List should be updated to include the vehicle.</p>		<p>or vehicles owned by other establishments i.e. Education are not the responsibility of Central Fleet Management Services and therefore are not included on the Central Fleet List.</p> <p>However upon further discussions with Internal Audit, due to the fact that the vehicles owned by other establishments operate a UK Fuel Card and Central Fleet Management Services arrange Insurance for them, it has been agreed that a review of the vehicles of this nature will be undertaken and as a result they will be included as a separate entry on the Central Fleet List.</p> <p>As this vehicle are managed by the schools and Fleet got no control over them they should be included in the audits addressed to them.</p>		
<p>3.5 Medium</p>	<p>Consideration should be given to Fleet Services maintaining a definitive list of UK Fuel Cards and on a</p>	<p>N</p>	<p>Disagreed.</p> <p>The Transport Manager does not consider a need for a</p>	<p>Transport Manager</p>	<p>Not Applicable</p>

	<p>frequent basis the list could be reconciled to the UK Fuel Card System to ensure records match.</p>		<p>separate list to be maintained. The Transport Manager feels that the UK Fuel Card System is a reliable source of information and is updated as and when changes to the fleet are made.</p> <p>Creating another list would increase the risk of errors when changes are made also question the need of UK Fuel Cards?</p>		
<p>3.6 High</p>	<p>A review of the UK Fuel Card system should be undertaken to ensure all information is valid and is a true reflection of the current status of vehicles etc.</p> <p>Consideration should be given to Fleet Management Services maintaining a spreadsheet of all steps required when notified that a vehicle is no longer in use i.e. Card Destroyed and System updated.</p> <p>The introduction of a periodic check (as detailed</p>	<p>Y</p>	<p>The incident whereby the UK Fuel Card System was not a true reflection of the UK Fuel Cards in operation was an isolated incident due to a lack of staff resources. A review of the system is not necessary as it is always updated as and when changes are made.</p> <p>However, it is agreed that periodic management checks will be undertaken on quarterly basis to ensure the information recorded on the UK Fuel Card System remains accurate.</p>	<p>Transport Manager</p>	<p>20/01/2022</p>

	above) will also seek to ensure that the system remains accurate with current and up to date information.		All the cards have been allocated to the departments on UK Fuel Card for easier view		
3.7 High	The Transport Manager should liaise with the Corporate Support Team Leader in an attempt to establish a suitable process to ensure all UK Fuel Card invoices are thoroughly checked and authorised by a Senior Officer within Fleet Management Services (with the Authority to do so), prior to the invoices being passed to the Corporate Support Team for payment.	N	Disagreed. The responsibility for checking and authorising invoices should not lie with Central Fleet Management Services. Invoices should be checked and authorised by the Service Managers/Budget Holders. Fleet would not know on a daily basis what works the vehicles would be carrying out as this would affect the fuel usage and Fleet have no control over it	Transport Manager	Not Applicable
3.8 Medium	Consideration should be given to Fleet Management Services providing Budget Holders with monthly reports of fuel consumption and costs incurred per vehicle. These reports could then be used by Budget Holders to monitor trends in fuel consumption and act	Y	Monthly reports are going to be sent to the budget holders monthly prior the ASD meeting The reports will include: -full usage and cost per department	Transport Manager	28 January 2022

	<p>accordingly.</p>		<p>On request Fleet will provide a detailed report that will include:</p> <p>list of the vehicles for each department</p> <ul style="list-style-type: none"> • all the transactions on the previous month • total use of fuel by each vehicle in the previous month • total monthly fuel cost per department <p>Any issues reported by the department managers are going to be investigated by the Transport Manager</p>		
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