NFDC Fleet Management
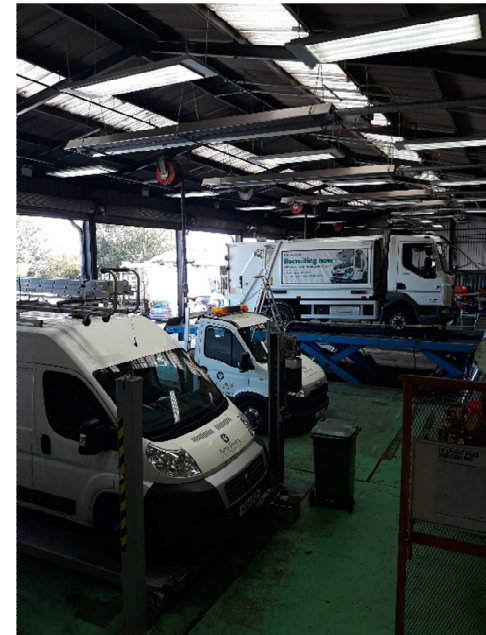
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Audit Committee, 10th July 2020

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Chris Noble, Service Manager – Waste & Transport

Introduction

- 200 vehicles in fleet, 2 workshops, 9 staff, £2.7m pa
- Fleet management is a support service that adds value to the frontline services
- Needs to provide effective management of assets
- Software (currently "Tran Man") should be an effective resource for decision making

- Audit requested early 2019, completed by 21/05/2020
- Address concerns over current Fleet software use
- Ability to monitor costs, staff utilisation and vehicle throughput
- Support documentation for the effective running of the workshop operation

Audit Actions

Area	Actions	Future Actions/Completion
Workshop Operations - Staff	1. Staff induction expanded to include Workshop operations 2. Operating within the vehicle workshop – updated Workshop Maintenance Standards & Health & Safety Guidance, linked to the risk assessments 3. Staff working on own vehicles, guidance updated and issued to staff	**1. Complete** **2. Complete** **3. Complete**

Audit Actions

Area	Actions	Future Actions/Completion

Workshop Operations - Process	1. Service and Inspection times are agreed with staff.
	    • Unable to use Tranman for this process.
	    • Manual process of random inspection
		1. New software will enable Manufacturers Standard times to be allocated to jobs to measure against real times – **Completion date March 2021**

Audit Actions

Area	Actions	Future Actions/Completion
Documented Procedures	1. Procedures written identifying roles & responsibilities • Procedures for Workshop operation • Procedures for Transport operation • Reviewed, and updated – Version control sheet • Indexed and linked	**1. Completed**

Audit Actions

Area	Actions	Future Actions/Completion
Fleet Software	1. Vehicle details are now correct on Tranman – Ensuring Inspection compliance with the 'O' Licence 2. New vehicle Classes and codes added to ensure consistency and ease of forward planning 3. Costs correctly attributed to individual job cards for vehicles.	**1. Complete** **2. Complete** 3. New software will enable consumables and environmental charges to be added by the new class coding – **Completion date October 2020**

New Forest
DISTRICT COUNCIL

Audit Actions

Area	Actions	Future Actions/Completion
Vehicle Cost Recording	1. Recharge method is still by apportionment of existing budget rather than real weighted costs • Vehicle, Plant and small tools database is weighted by age, type & ancillaries. • To be finalised with Service areas	1. To agree the weighted cost method, based on vehicle age, type and ancillaries. This will provide accurate data for running services – **Completion date March 2021**

Audit Actions

Area	Actions	Future Actions/Completion

Stock Control	1. Stock Control –
	   • Phase one
	      • Part numbers entered on to job cards
	      • Impress Stock – Fast moving items now recorded
	      • Price challenging
		1. Phase two
		• **Stock module on new software**
		• **Depot Operative to check non-impress stock**
		– Completion date March 2021

Audit Actions

Area	Actions	Future Actions/Completion
Operators Licence	1. 'O' Licence vehicles inspections required by VOSA (DVSA). • 6 weekly inspections agreed – Save time and increased frontline operational flexibility • Correct time allocations for service inspections • A Service – 2 ½ hours • B Service – 4 hours • C Service – 20 hours	**1. Complete**

Other activity (not directly relating to audit)

- Customer survey
- Development of performance measures
- SLA's
- Naming Protocols to allow for data integration and reporting
- Developing a Whole life Costing approach for vehicles and plant
- Developing monthly fleet cost reports per service down to per vehicle
- Standardisation of vehicles – Flexibility across services