

FOR PUBLICATION

REVIEW OF TRANSPORT CODE OF PRACTICE (B000)

MEETING: (1) CABINET
(2) CABINET MEMBER FOR HOUSING IN
CONSULTATION WITH THE CABINET
MEMBER FOR HEALTH AND
WELLBEING

DATE: (1) 22 SEPTEMBER 2015
(2) 7 SEPTEMBER 2015

REPORT BY: OPERATIONAL SERVICES DIVISION
MANAGER

WARD: ALL

COMMUNITY ASSEMBLY: ALL

KEY DECISION REFERENCE 551

FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS: NONE

1.0 PURPOSE OF REPORT

- 1.1 To advise members of the update of the Transport Code of practice.
- 1.2 To advise Members of the Action Plan that has been developed arising from the first 12 months in post of the new Fleet and Facilities Manager.

2.0 RECOMMENDATIONS

- 2.1 That the revised Transport Code of Practice be adopted by Council. (Appendix A)
- 2.2 That the Action Plan be approved. (Appendix B)
- 2.3 That the savings shown in Appendix B be noted.

3.0 BACKGROUND

- 3.1 In April 2014 the Council approved the centralisation of the management of the Council's fleet. Approval was granted to appoint a Fleet and Facilities Manager and Assistant who would be responsible for the corporate management of the Council's core fleet.
- 3.2 The new Fleet manager and assistant would be based at the new centralised depot and would operate under the overall responsibility of the OSD Manager.
- 3.3 It was stipulated in the report that the new management structure would 'develop a fleet and facilities Management Strategy and Action Plan' and this report presents the findings of the first 12 months of the new operational structure.
- 3.4 This report presents the proposed new strategy and action plan alluded to in the previous report which it is considered will provide continuous improvements in managing the Council's fleet.
- 3.5 A Transport Officer Working Group (TOWG) has been established which meets regularly to discuss the operational side of fleet management. The Fleet Manager chairs the group which consists of a number of officers who operate vehicles as part of their duties, including:
 - OSD Manager
 - Landscape and Street Scene Manager
 - Insurance Officer
 - Health and Safety Advisor
 - Fleet and Facilities Officer (OSD)
 - Technical Advisor (Safety and Quality) (Spire Pride)

- Health and Safety Officer (OSD)
- Union Representatives

3.6 This group has generated a corporate involvement that was previously missing and has taken responsibility for developing a more rigorous and valuable management of the Council's fleet under the overall management of the Fleet Manager.

4.0 Transport Code of Practice

4.1 A new Transport Code of Practice was approved by the Council in 2013 and it has been necessary to carry out a review of this code of practice to reflect and update –

1. The changes to the Council's structure which attach responsibility to posts that no longer exist.
2. The need for clarity in the division of responsibility for the core fleet and the grey fleet.
3. To establish stronger budgetary controls of the corporate fleet and to clarify the responsibility and ownership of these budgets.
4. To review the code of practice to reflect the changes and continuous developments carried out in the past 12 months by the new corporate structure.

5.0 Action Plan

5.1 The principal areas that are included in the action plan (details are set out within Appendix B) are –

- Electronic licence checking
- Alcohol and drugs policy
- Key Performance Indicators for the fleet
- Procurement of fuel(s) for fleet
- Reporting of and control of accidents/incidents
- Review of Grey Fleet
- Branding of new vehicles
- Procurement of replacement fleet and new vehicles
- Driver training
- Maintenance of fleet

6.0 FINANCIAL IMPLICATIONS

- 6.1 Savings have been achieved to date by reducing the number of short term hire vehicles, and reducing garage rental costs, but the action plan sets out specific areas that are pinpointed to achieve additional savings in the future, with a structured review of fleet management and a continuous review of existing processes and new opportunities.

7.0 OTHER CONSIDERATIONS

- 7.1 Consultation - Separate consultation has been carried out with the trade unions and the Code of Practice has taken into account their comments. As outlined above, the Transport Working Group has Union representation on an ongoing basis.
- 7.2 Health and Safety - The adoption and implementation of the draft Transport Code and the new structure has harmonised the management of core fleet and grey fleet and updates changes in legislation.
- 7.3 Equalities - An EIA has been undertaken and no negative impacts identified. A copy of the initial EIA is attached Appendix C.
- 7.4 Risk Management - There are no inherent risks associated with the adoption of the Transport Code of Practice, the development which continues to improve management and reduces inherent risks associated with a large fleet.

8.0 RECOMMENDATIONS


- 8.1 That the revised Transport Code of Practice be adopted by the Council. (Appendix A)
- 8.2 That the Action Plan be approved. (Appendix B)
- 8.3 That the savings shown in Appendix B be noted.

9.0 REASON FOR RECOMMENDATIONS

- 9.1 To continue to improve the Council's arrangements for managing risks arising from the purchase, operation and maintenance of core fleet Vehicles, and the operation of the grey fleet.

Further information on this matter can be obtained from Martyn Bollands (ext 5020)

Officer recommendation supported.



Signed Cabinet Member

Date 14/9/2015

Consultee comments/declarations of interest (if applicable).