

FLEET STRATEGY ACTION PLAN



CHESTERFIELD
BOROUGH COUNCIL

Task Ref.	Key Tasks	Milestones	Outcomes e.g. VFM, Access, E&D	Task Manager/ Resources - Budget	Start Date	Target Date	R.A.G. Status	Month Commentary
OBJECTIVE 1: Relocation of Mayors car to OSD								
1001	Removal of garage rental costs	Purpose built garage to be erected at Stonegravels depot	VFM, more secure site for the vehicle and the Council's chauffeur	Martyn Bollands	Within existing budget	Oct-13	Apr-14	Completed There is presently no rent being charged.
		Removal of rental costs from old storage unit	A more modern and suitable site for the Council's Mayoral vehicle	Martyn Bollands	Within existing budget	Oct-13	Apr-14	Completed Relasing the previous unit where the mayors car was kept has saved £4k per annum

OBJECTIVE 2: Fuel usage review									
2001	Refueling costs	Explore re-fuelling costs and models for Council vehicles. This will include comparing external purchase of fuel with the provision of additional fuel tanks on site	VFM	Fleet and Facilities Manager	Within existing budget	Sep-15	Feb-16		Last procurement exercise carried out by the Shared Procurement Unit and needs revisiting.
2002		Identify Alternative suppliers and obtain quotations	VFM	Fleet and Facilities Manager/GPGS Team	Within existing budget	Mar-16	Apr-16		A recent GPGS trial of usin fuel additives provided no evidence of fuel savings or enhanced MPG in vehicles
2003	Fuel types of vehicles	Identify and explore alternative fuelled vehicles (electric/hybrid)	Environmental	Fleet and Facilities Manager	Within existing budget	Apr-16	Sep-16		In 2011 an electric van was trialled but found to be not fit for purpose. Technology has now moved on and modern hybrids/electric vehicles need to be considered

OBJECTIVE 3: Vehicle utilisation and type of vehicles used									
3001	Potential to reduce costs at fleet replacement	Fitting type of vehicle to work requirements	VFM	Fleet and Facilities Manager	Within existing budget	Sep-15	Apr-16		This is not the procurement of vehicles, this is matching vehicles to tasks to ensure all are appropriate and fit for purpose.
3002		Challenge departments in respect of the type and number of vehicles used	VFM	Service Managers	Within existing budget	Nov-15	May-16		
OBJECTIVE 4: Changing long term hire to lease									
4001	Reduce supplementary monthly fleet payments	Reduce long term hire vehicles	VFM	Fleet and Facilities Manager	Within existing budget	Sep-16	Dec-16		This relates principally to vehicles within Environmental Services
4002		Use of long term hire vehicles to be challenged	VFM	Service Managers	Within existing budget	Sep-16	Dec-16		
OBJECTIVE 5: Review breakdown cover for owned vehicles									
5001	Retaining suitable breakdown cover whilst reducing annual cost	Identify Alternative suppliers and obtain quotations	VFM	Fleet and Facilities Manager	Within existing budget	Jul-15	Aug-15	Completed. The RAC have been procured to provide this service.	The quality of service must be evaluated alongside price
OBJECTIVE 6: Review Service Maintenance and Repair suppliers									
6001	Identify Alternative suppliers and obtain quotations relating to vehicles in council ownership	Negotiating cheaper labour rates and parts discounts.	VFM	Fleet and Facilities Manager	Within existing budget	Sep-15	Dec-15		Where possible local suppliers will be procured

OBJECTIVE 7: Review lease suppliers									
7001	To review of the procurement process for fleet procurement (i.e. corporate procurement vs. national frameworks)	Best value supplier identified and service arranged	VFM	Fleet and Facilites Manager	Within existing budget	Mar-16	Jun-16		Presently considering extending the current fleet from 5 to 6 or 7 years lease before embarking on a full procurement process for renewal at 5 years.
OBJECTIVE 8: Incident Management and Uninsured Loss Recovery									
8001	Pursuit of costs where Third Party is at fault	Carry out review to establish if the Council would be likely to achieve savings from introducing a formal recovery process	VFM	Fleet and Facilites Manager/Insurance Officer	Initial cost to be budgeted with recovery of costs within set period	Nov-14	Oct-15	Completed	To be included in annual Insurance at no added cost
OBJECTIVE 9: Review short term hire suppliers									
9001	Review and re-negotiating for better rates/service	Identify Alternative suppliers and obtain quotations	VFM	Fleet and Facilites Manager	Within existing budget	Sep-15	Dec-15		This also refers to the need to challenge service managers to look at redeployment of existing vehicles before adding short term hire vehicles.
9002		Ensuring procurement of fleet fully meets Councils criteria.	VFM	Fleet and Facilites Manager	Within existing budget	Sep-15	Dec-15		This will include a review that will consider teams sharing vehicles and reducing the overall number

OBJECTIVE 10: Introduce electronic licence checking									
10001	Introduce accurate licence checking ensuring that all drivers are legally compliant	All drivers of Council vehicles have had their licence checked on the DVLA website	VFM	Fleet and Facilities Manager	Cost to be budgeted	Feb-15	Apr-16	Completed	Following consultation, agreement has been reached out with the Unions to enable electronic licence checking via DVLA website following the removal of paper licences
OBJECTIVE 11: Alcohol and drugs policy									
11001	Ensure the Council is compliant regarding its statutory duties with regards to driving under the influence of alcohol or drugs	Implement any changes to the Council's corporate policy on alcohol and drugs	Statutory Obligations - Legal requirement from April 2015 to demonstrate organisational policy	Human Resources department and Health and Safety Department	Cost to be budgeted	Jul-15	Oct-15		The Council's Health and Safety Officer is proposing a new policy which is presently in the consultation stage
OBJECTIVE 12: Establish KPIs for Fleet Management									
12001	Manage performance of the use of the Fleet	Identify suitable KPIs that relate to Fleet Management	Fleet KPI published and promoted	Fleet and Facilities Manager	Within existing budget	Jan-16	Aug-16		This will relate to Health and Safety and vehicle accident records. It will also relate to wider issues of fuel usage, percentage of time in use and travel records etc.

OBJECTIVE 13: Review Management of Grey Fleet									
13001	Review the seperate management of the core and grey fleets to ensure consistency across the Council	Core Fleet Manager to meet with Grey Fleet Manager to ensure consistency of management and application of corporate policies and procedures.	One approach to the management of Grey Fleet and White Fleet	Fleet and Facilites Manager and Grey Fleet Manager	Within existing budget	Mar-16	Oct-16		This will be further reviewed when the new management structure is in place.
OBJECTIVE 14: Review fleet database									
14001	Improve management of the corporate fleet	Review what IT programmes are available on the market	Application used	Fleet and Facilites Manager	Cost to be budgeted	Apr-16	Sep-16	Completed	The present database is fit for purpose at the present time.
OBJECTIVE 15: Risk assessments from Service Managers									
15001	Risks associated with Fleet vehicles	Ensure Risk Assesments are reviewed and updated on a regular basis	Risk Assesments obtained	Fleet and Facilites Manager	Within existing budget	Apr-15	Mar-16	Ongoing	Members of the TOWG are currently working on these.
OBJECTIVE 16: Revise policy for dealing with accidents									
16003	Management of Accident process	Review the policy of accident reporting.		Fleet and Facilites Manager	Within existing budget	Apr-15	Mar-16	Partially complete	OSD has incorporated the Councils' disciplinary process and related it to accident management. This is to be rolled out across deparments by other Service Managers

OBJECTIVE 17: Corporate Branding for fleet renewal									
17001	Introduce new Council Branding	Obtain templates to forward to suppliers		Fleet and Facilites Manager	Within existing budget	Apr-15	Jun-15	Completed	The new logo approved by the Council is presently being affixed to new vehicles.
OBJECTIVE 18: Review tracker usage									
18001	Review benefits of tracking system against cost	Establish savings that could be made with removal of tracking system whilst ensuring the Council meets all statutory duties	VFM	Fleet and Facilites Manager	Within existing budget	Sep-16	Dec-16		OSD Tracker contract to complete Oct 2016
OBJECTIVE 19: Review Vehicle telematics									
19001	Maintaining statutory functions whilst reducing annual cost	Identify Alternative suppliers and obtain quotations	VFM	Fleet and Facilites Manager	Within existing budget	Apr-15	Jul-15		This will be linked to driver training and driving techniques
OBJECTIVE 20: Review driver training									
20001	Improving the delivery of driver training and reducing annual cost	Review benefits of current driver training process in place	VFM	Fleet and Facilites Manager / Service Managers	Within existing budget	Apr-15	Oct-15	Ongoing	Corporate Health & Safety to examine alternative training methods

OBJECTIVE 21: Demonstrate efficiencies and capture Savings

21001	Capture savings made since introduction on the corporate fleet manager	Costs being recorded	VFM	Fleet and Facilites Manager	Within existing budget	Apr-14	Jun-16		See below for Quantifiable and Non-quantifiable savings.
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OBJECTIVE 21	Quantifiable savings
	<ul style="list-style-type: none"> The provision of the Mayors garage saves £4000 per annum rental fees.
	<ul style="list-style-type: none"> With the fuel cards there is a transaction charge of £1.95 if Tesco's is not used. Based on OSD's figures alone there are nearly 2700 transactions per year. Prior to the instruction approximately 1/3 of transactions were not at Tesco's, since the instruction there has only been a few emergency reasons to use other suppliers. This has saved nearly £2000pa.
	<ul style="list-style-type: none"> The renewal of the breakdown cover for the Councils' owned vehicles has produced a saving of £185.00 which is a saving of around 35% on the previous supplier.
	Non-quantifiable savings
	<ul style="list-style-type: none"> Now having a service vehicle permanently stationed at the local garage supplier has saved on hours for each change over during the servicing/repair period.
	<ul style="list-style-type: none"> By changing suppliers from main dealer network to a local supplier vehicle downtime has been reduced along with cost for the Owned vehicles.
<ul style="list-style-type: none"> There have been many incidents where departments have been challenged to make better use of the vehicles they have rather than the simple solution of ordering another hire vehicle in. 	
<ul style="list-style-type: none"> Time has been saved for individual service managers who previously had to deal with the day to day running of their fleets, including arranging servicing, licence checks, van checks, dealing with suppliers and dealing with queries from drivers. The Fleet Manager now deals directly with all these issues. 	