

FLEET MAINTENANCE AUDIT 2019/20 ACTION PLAN – KEY RECOMMENDATION 2.4.4

The Councils CPRs must be complied with. All eligible single or aggregated expenditure should be subject to competitive tender or quotations. Where this is not possible, a CPR20 Waiver should be obtained.

(Previous audit recommendation made – and accepted – in the 2008/09, 2012/13 and 2017/18 Audits)

Risk Class – HR

Agreed Actions/Comments – Agreed. Action plan targeting the various types of expenditure streams to be produced to begin to address and resource issue raised with HoS.

Area of Expenditure	Action	Responsible Officer/Resource	Deadline	Issues/Status
Hired Vehicle Damage Repairs (261-26003-200021-20012)	Submit Waiver for approval up to May 2020. Subsequent diary dating for cyclical waiver application	Fleet Manager	Jan 2020	Approved by CMT Jan 2020
Sub Contracted Body Repairs (261-26003-200021-20014)	Submit Waiver for approval up to Jan 2021 to cover interim period until proposed framework established Specify, tender and award collaborative DPS framework for respective categories of vehicle body repairs	Fleet Manager Fleet Manager Procurement Neath PT Council	Jan 2020 Jan 2021	Approved by CMT Feb 2020 Available CCS resource to undertake
Sub Contracted Vehicle Repairs (261-26003-200021-20015)	Submit Waiver for approval up to Jan 2021 to cover interim period until proposed framework established	Fleet Manager Fleet Manager	Jan 2020 March 2020	Approved CMT Feb 2020

	<p>Establish sub categories for types of repairs accumulated in overall code expenditure, to determine appropriate process for CPR compliance</p> <p>Create new differentiated GL code structure for expenditure type to allow improved future monitoring of respective repair types spend and CPR compliance processes.</p> <p>Specify, tender and award collaborative DPS framework for respective categories of vehicle body repairs</p> <p>and/or</p> <p>Submit Waivers where appropriate. Subsequent diary dating for cyclical waiver application</p>	<p>Fleet Manager Finance</p> <p>Fleet Manager Procurement Neath PT Council</p> <p>Fleet Manager</p>	<p>March 2020</p> <p>Jan 2021</p> <p>From March 2020</p>	<p>Pending closure of 19/20 financial year</p> <p>In discussion pending new financial year</p> <p>Available CCS resource to undertake</p> <p>Subject to repair sub categories aggregated spend</p>
<p>Light Vehicle MOTs (261-26003-200021-20016)</p>	<p>Submit Waiver for approval to July 2020.</p> <p>Light commercial vehicle MOT testing to be taken in house post July 2020, removing future CPR compliance issue.</p>	<p>Fleet Manager</p> <p>Fleet Manager</p>	<p>Jan 2020</p> <p>July 2020</p>	<p>Approved by HoS and Procurement Jan 2020</p> <p>Subject to new CTU premises</p>
<p>HGV MOTs (261-26001- 200021-00000)</p>	<p>Submit Waiver for approval up to December 2020.</p> <p>Subsequent diary dating for cyclical waiver application.</p>	<p>Fleet Manager</p>	<p>Jan 2020</p>	<p>Approved by CMT Jan 2020</p>
<p>Vehicle Steam Cleaning</p>		<p>Fleet Manager</p>	<p>Jan 2021</p>	

(261-26003-200021-20018)	Include as category in the Sub Contracted Vehicle Repairs DPS Framework (see above)	Procurement Neath PT Council		Available CCS resource to undertake
Windscreens and Body Glass (261-26003-200021-20019)	Include as category in the Sub Contracted Vehicle Repairs DPS Framework (see above)	Fleet Manager Procurement Neath PT Council	Jan 2021	Available CCS resource to undertake
Vehicle Diagnostics (261-26003-20021-00000)	Included in aggregated spend in Sub Contracted Vehicle Repairs. Diagnostic equipment to be purchased and repair category to be brought in-house, removing future CPR compliance issue	Fleet Manager	March 2020	Ordered Feb 2020, delivery due March 2020