

**CITY & COUNTY OF SWANSEA
MANAGEMENT ACTION PLAN
BUILDING SERVICES:
PLANT – HEOL Y GORS DEPOT 2019/20**

REPORT REF	RECOMMENDATION	CLASS	AGREED ACTION/ COMMENTS	RESPONSIBILITY FOR IMPLEMENTATION	IMPLEMENTATION DATE
Plant Records					
2.1.1	Discussions should be undertaken with the relevant software development team to progress the implementation of the new Plant system.	GP	We are in discussions with ICT Software Development Team to agree an implementation date for new software system.	ICT Software development Team.	Expected February 2020.
2.1.2 a)	The whereabouts of the missing items should be investigated.	MR	All items accounted for / traced, software system requires updating.	RM	Completed.
2.1.2 b)	Regular sample testing of stock records should be carried out to confirm that records maintained are accurate.	MR	Sample test, bi-annually.	RM	April 2020, September 2020, then ongoing.
2.1.3	A more robust system should be developed to ensure that all items leaving the Stores out-of-hours are recorded.	MR	There is a suitable system in place, where security, staff member should issue plant via OOH requisition book. Will remind staff.	Plant Team	In Place.
2.1.4	A formal system for locating items within the Stores should be introduced.	GP	Agree, action plan in place by commodity.	Plant Team	February 2020.

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Movement of Plant					
2.2.2	Requisitions should be held securely.	LR	Implemented with new filing system.	Plant Team	In place.
2.2.3 a)	Further investigation should be carried out to locate the missing items.	MR	Agree all items updated on system.	RM	Completed.
2.2.3 b)	Any stolen items should be reported to the Police at the earliest opportunity and the Plant Store informed accordingly.	LR	Agree, will remind supervisors.	Service supervisors, managers.	Completed via email.
2.2.5	This issue needs to be formally brought to the attention of the Head of Service and a rolling programme put in place to ensure all plant is returned where the service date has expired.	HR	Outstanding Plant reports sent out monthly, also will be reported in the H&S meeting.	H&S and service managers.	Ongoing.
2.2.6	Off-Hire receipts should be stored with the relevant Requisition when items are returned.	GP	Implemented as part of the new filing system.	Plant Team	In place.
Orders and Payment of Invoices					
2.3.2	The contract for the procurement of Plant items should be re-tendered as soon as it is practicable to do so.	MR	New framework agreement in place as of 1 st November 2019. (2 years with a possible extension of 24 months)	Procurement.	In place.
Recharges					
2.4.1	The cost of providing the Plant hire service should be re-calculated to accurately reflect the current cost.	GP	Updated for 2019/20, overall update £459 per annum.	AB	In place.

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Red Diesel					
2.6.2	Requisitions should be signed by both the Supervisor and by the employee who is dispensing the fuel.	GP	Agreed, reminder to staff. System in place with requisition signed by supervisor, signature of staff on register.	Transport Team.	In place.
2.6.4	All issues should be monitored and checked by the officers in the Stores office.	LR	Believed to be human error, with numbers being very similar (3413 = 3418)	Transport Team	In place.