

## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	<b>Operational Delivery Committee</b> Audit, Risk and Scrutiny Committee
<b>DATE</b>	<b>Operational Delivery Committee</b> 06 September 2018  Audit, Risk and Scrutiny Committee 25 September 2018
<b>REPORT TITLE</b>	Fleet and Transport MOT Issues – FTA Audit
<b>REPORT NUMBER</b>	OPE/18/127
<b>DIRECTOR</b>	Rob Polkinghorne
<b>CHIEF OFFICER</b>	Mark Reilly
<b>REPORT AUTHOR</b>	William Whyte
<b>TERMS OF REFERENCE</b>	Terms of Ref Committee 1 (1) Terms of Ref Committee 2 (6.2)

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### 1. PURPOSE OF REPORT

The report provides members with information as requested from a previous report OPE/18/024 8<sup>th</sup> May 2018 MOT issues, where the Chief Operating Officer was to report back to members on the results from a Freight Transport Association (FTA) Audit and the associated Corporate Investigation enquiry.

### 2. RECOMMENDATION(S)

That the Committee: 1 Operational Delivery

- 2.1 Acknowledge the update to address the matters raised in the FTA Audit report and endorse forwarding the report to Audit Risk and Scrutiny Committee and be advised of the continuing Corporate Investigation enquiry.

That the Committee: 2 Audit Risk and Scrutiny

- 2.1 Acknowledge the steps taken to address the matters raised in the FTA Audit report and be advised of the continuing Corporate Investigation enquiry.

### 3. BACKGROUND

- 3.1 A report to Audit Risk and Scrutiny Committee OPE/18/024 8<sup>th</sup> May 2018 regarding MOT issues was presented to Members and referred to an independent report commissioned and to be undertaken by the FTA.
- 3.2 The FTA report is based on an audit format known to the Traffic Commissioner and the terms of reference are detailed in the report, see Appendix 1 page 5. An on-site audit was undertaken at the Aberdeen City Council Fleet Services Kittybrewster site, on 30<sup>th</sup> April 2018, details are contained within this report.

The audit made **21** recommendations which are categorised by priority ratings and completion target date.

Of these 21 points of issue, 4 were essential, 11 Important, 6 desirable with recommended time scales for completion - 10 within 1 month and 11 items that should be reviewed every 3 months.

Priority Rating	Completion Target Date		
	1 Month	1-2 Months	Review every 3 Months
<b>Essential</b>	3	0	1
<b>Important</b>	6	0	5
<b>Desirable</b>	1	0	5
<b>TOTAL</b>	<b>10</b>	<b>0</b>	<b>11</b>

The audit findings are itemised in the relevant section with accompanying comments and, where applicable, recommendations for action. All action items have been further summarised in an action plan, for use as a working document (see Appendix 2 attached).

It was pleasing to note that on page 1 of the report it was stated Aberdeen City Council takes its compliance with its Operator Licence very seriously and the Fleet Services department is committed to ensuring that the Council is fulfilling its legal obligations and operating to best practice standards.

Much of the current practice within the Fleet Services department reflects a professional, conscientious and largely compliant approach, including some elements that certainly incorporate 'best practice'.

The report also raised that the planning of future inspections and visibility to such essential elements as MOT 'due dates' is significantly hampered by the performance of the Tranman system. The report made a recommendation in respect of the current situation regarding the Tranman system. During the audit, vehicle records were checked and no concerns raised.

#### 4. FINANCIAL IMPLICATIONS

4.1 Additional training for 4 mechanics in vehicle inspection technique £1810 which was completed in June 2018 and funded from within training budget.

4.2 Additional report made by Tacho-data for Working Time Directive £1200 per year which was implemented in June 2018 and funded via historical special measures direction.

#### 5. LEGAL IMPLICATIONS

5.1 This may impact on Fleet should the Traffic Commissioner decide to carry out an unannounced fleet and spot checks at numerous locations resulting in potential sanctions to the Council's Operator Licence. Where required vehicle's must operate with a valid MOT, completion of the action plan will assist to ensure the council complies with its legal obligations.

#### 6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
<b>Financial</b>	Potential legal costs and fines.	(M)	Situation rectified immediately.
<b>Legal</b>	Failure to comply with statutory duties.	(H)	Situation rectified immediately.
<b>Employee</b>	Vehicles operated without a valid mot certificate.	(M)	Situation rectified immediately. And regular safety checks continued.
<b>Customer</b>	Could impact on services to deliver their duties on behalf of the Council.	(L)	Situation rectified immediately. And regular safety checks continued.
<b>Environment</b>	No significant risk.		
<b>Technology</b>	Continued lack of confidence and fitness for purpose with existing Fleet Management System.  Excessive cost and resource to render	(H)	Provision of more suitable Fleet Management System.

	product more suitable for use.		
<b>Reputational</b>	Council failing to operate vehicles without MOT.	(M)	Matter rectified immediately, and steps taken to ensure lessons learned and improvements to process identified.

## 7. OUTCOMES

<b>Local Outcome Improvement Plan Themes</b>	
	<b>Impact of Report</b>
<b>Enabling Technology</b>	Endorse the recommendation made by the FTA regarding the current Fleet Management system.

<b>Design Principles of Target Operating Model</b>	
	<b>Impact of Report</b>
<b>Customer Service Design</b>	No Impact.
<b>Organisational Design</b>	No Impact.
<b>Governance</b>	No Impact.
<b>Workforce</b>	No Impact.
<b>Process Design</b>	No Impact.
<b>Technology</b>	Endorse the recommendation made by the FTA regarding the current Fleet Management system.

## 8. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Equality &amp; Human Rights Impact Assessment</b>	Not Necessary

<b>Privacy Impact Assessment</b>	No
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not applicable.

**9. BACKGROUND PAPERS**

Report OPE/18/024

**10. APPENDICES (if applicable)**

Appendix 1 FTA Audit Report

Appendix 2 FTA Action Plan

**11. REPORT AUTHOR CONTACT DETAILS**

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