

Report To: Corporate Governance Committee

Date of Meeting: 18 November 2015

Lead Member / Officer: Ivan Butler – Head of Internal Audit

Report Author: Ivan Butler – Head of Internal Audit

Title: Internal Audit Report – Corporate Fleet Management

1. What is the report about?

This report is to inform the Committee of a recent Internal Audit report on Corporate Fleet Management that received a 'Low' assurance rating.

2. What is the reason for making this report?

The Committee receives an Internal Audit Progress report for each meeting that includes details of Internal Audit reports issued. These are normally 'High' or 'Medium' assurance reports. When we issue a 'Low' or 'No' assurance rating in a report, the Committee will receive the report as part of its agenda to ensure that it is fully aware of the report and can discuss the improvements to be implemented with the relevant manager.

3. What are the Recommendations?

The Committee comments on the Internal Audit report and agrees the assurance it needs that the action plan within the report is being implemented effectively and within the agreed timescales.

4. Report details

The full Internal Audit report is included as Appendix 1 to this covering report. The key issues arising from the report are:

- an out of date Transport Policy;
- the need to improve communication with service users;
- improvements needed to some processes, procedures and policies within the service;
- the need to seriously consider investment in a new fleet management system;
- improvements required when employees are appointed, to ensure that their eligibility to drive is checked during the recruitment process;
- ensuring that lessons learned are always considered in the event of incidents and near misses; and
- improvements needed to fuel management.

Before the issue of the final audit report we held an 'escalation meeting' with the Head of Highways and Environmental Services, Corporate Director: Economic and Community Ambition, Lead Cabinet Member and senior managers to discuss the audit report and agree an action plan.

5. How does the decision contribute to the Corporate Priorities?

There is no decision required on this report.

6. What will it cost and how will it affect other services?

There are no costs attached to this report.

7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision?

This report does not require a decision or proposal for change, so there is no impact on people who share protected characteristics.

8. What consultations have been carried out with Scrutiny and others?

The report has been discussed at an 'escalation meeting' as mentioned above that included the Lead Cabinet Member.

9. Chief Finance Officer Statement

There are no financial implications attached to this report.

10. What risks are there and is there anything we can do to reduce them?

The risks relating to this report are shown in Appendix 1, within the action plan accompanying the audit report.

11. Power to make the Decision

There is no decision required on this report.