Report To:	Corporate Governance Committee
Date of Meeting:	23 March 2016
Lead Member / Officer:	Ivan Butler – Head of Internal Audit
Report Author:	Ivan Butler – Head of Internal Audit
Title:	**Corporate Fleet Management Update**

1. **What is the report about?**
   This report provides an update on progress in implementing the action plan that accompanied the Internal Audit report on Corporate Fleet Management in October 2015.

2. **What is the reason for making this report?**
   This report is to provide information on how the Council is implementing improvements in fleet management since the issue of the Internal Audit report in 2015. The audit report gave 'Low Assurance', so the Corporate Governance Committee requested a progress report to ensure that the issues are being addressed.

3. **What are the Recommendations?**
   The Committee to review progress and decide whether it requires a further progress report.

4. **Report details**
   Appendix 1 is the Internal Audit follow up action plan, which shows that good progress is being made with implementing the issues and risks that Internal Audit identified. As this was only an interim follow up audit, we will continue to monitor progress and will issue a formal follow up report next time with a new assurance rating.

   Although there are still some actions outstanding, the key issues have already been addressed, such as developing a new Transport Policy that now needs to be approved and issued. Health and safety issues have also been addressed through improving induction procedures, reviewing incident reporting and improving driver licence processes.

5. **How does the decision contribute to the Corporate Priorities?**
   Not applicable - there is no decision required with this report.

6. **What will it cost and how will it affect other services?**
   Not applicable - there is no decision required with this report.

7. **What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision? The completed EqIA template should be attached as an appendix to the report**

Not applicable - there is no decision required with this report.

8. **What consultations have been carried out with Scrutiny and others?**
    Not applicable - there is no decision required with this report.

9. **Chief Finance Officer Statement**
    Not applicable - there is no decision required with this report.

10. **What risks are there and is there anything we can do to reduce them?**
    Not applicable - there is no decision required with this report.

11. **Power to make the Decision**
    Not applicable - there is no decision required with this report.