

**ENVIRONMENT SCRUTINY PANEL  
REVIEW OF FLEET SERVICES – ACTION PLAN**

**9 NOVEMBER 2010**

<b>SCRUTINY RECOMMENDATION</b>	<b>PROPOSED ACTION</b>	<b>BY WHOM</b>	<b>BUDGET COST</b>	<b>TIMESCALE</b>
<p>1. That an exercise is undertaken to identify all vehicles being used across the local authority. This should be with a view to ensuring that, as far as possible, Council departments make use of Streetscene's fleet management and vehicle repair and maintenance services. Departments should be reminded of potential liability issues and the possible cost benefits of utilising Fleet Services.</p>	<p>Fleet Management will identify all vehicles across the council and ensure that users are aware of their obligations.</p> <p>Fleet management will also highlight the benefits of the council's fleet management service</p>	<p>Andrew Robinson</p>	<p>N/A</p>	<p>November 2010</p>
<p>2. That all Chairs of Governors of Middlesbrough schools are contacted in writing regarding the potential liability issues of purchasing/using non-Fleet Services minibuses and advised of the benefits of utilising the service. Schools should also be advised that those which do use their own vehicles should maintain sufficient records to satisfy any potential police or VOSA</p>	<p>Fleet Management will write to all head teachers to ensure that they understand the legal and operational requirements surrounding their vehicles.</p> <p>Fleet management will also highlight the benefits of the council's fleet management service.</p>	<p>Andrew Robinson</p>	<p>N/A</p>	<p>November 2010</p>

requirements.				
3. That a system is put in place to ensure that drivers carry out the required daily checks on their vehicles.	Driver handbooks are being issued and driver training is being put in place to reinforce the requirement for drivers to undertake daily checks on their vehicles.	Andrew Robinson	N/A	February 2011
4. That the possibility of increasing the availability of public MOT testing, together with the possible development of a local HGV testing facility, is examined as part of the ongoing review of depot arrangements.	The design of the new depot will examine the possibility to expand private MOT provision and potentially allow the undertaking of HGV testing.	Tom Punton	N/A	March 2011
5. That progress made is reported back to the Environment Scrutiny Panel in approximately six months' time.	The department will report back to scrutiny in 6 months.	Tom Punton	N/A	March 2011