

# Report

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Report to:	<b>Community Services Committee</b>
Date of Meeting:	<b>4 June 2013</b>
Report by:	<b>Executive Director (Community and Enterprise Resources)</b> <b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Fleet Services Establishment Changes - Fuel Efficiency and Pool Car Administration Workshop Management</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:

- seek Committee approval of the proposed establishment changes within Fleet and Environmental Services

## 2. Recommendation(s)

2.1 The Committee is asked to approve the following recommendation(s):-

(1) that the changes to the establishment of Fleet and Environmental Services detailed in Section 5 of the report are approved as follows:-

- Establishment of a post of Fuel Efficiency Officer at Grade 3 Level 2, SCP55-80
- Establishment of 3 posts of Clerical Assistants at Grade 1, Level 4 SCP28-31
- Deletion of a post of Chargehand Mechanic (Grade 2, Level 4)
- Establishment of a post of Nightshift Team Leader at Grade 3, Level 2 SCP55-65

## 3. Background

3.1. The background section of the report relates to three separate Fleet and Environmental Services' functions.

### 3.2. *Fuel Efficiency*

3.2.1. The efficient management of fuel plays a key role in the management of the Council's overall carbon emissions management plan. In 2005/06 the Council's fleet operations used 3.9 million litres of road fuels resulting in the release of 10,418 tonnes of CO<sup>2</sup>. This accounted for 6.9% of the Council's overall carbon emissions.

3.2.2 A previous trend of gradually increasing fuel consumption within the Council's fleet has been reversed in recent years. In fact, reductions have been achieved every year since the beginning of the Council's carbon management programme in 2006.

3.2.3 In 2010/11 Fleet Services developed a Fuel Efficiency Strategy that forms the core of the Council's Fleet Asset Management Plan and employed a Fuel Efficiency Officer on a temporary basis to help implement and manage the fuel efficiency proposals. Integral to this strategy is fuel efficiency and vehicle utilisation.

3.3. *Pool Car Administration*

A pool car provision to support employees' business travel requirements was piloted in the period June 2010 to March 2011. Following the success of the pilot phase the provision was widened to include all employees on 6 April 2011.

3.4. *Workshop Management Structure*

A review of the management arrangements highlighted the need to strengthen these for the nightshift.

**4. Proposals**

4.1. *Fuel Efficiency*

4.1.1 The fuel consumption reduction achieved since 2006 has been brought about by a combination of measures including fitting anti-syphoning equipment, the 'right-sizing' of new vehicles, purchase of more fuel-efficient vehicles, fitting speed limiting devices and telematics functionality and the introduction of small fuel-efficient pool cars

4.1.2. Fleet Services provide management information on fuel usage to Council departments as well as assisting with the analysis of the available data. The appointment of a temporary Fuel Efficiency Officer, and the recent introduction of vehicle telematics, has facilitated detailed analysis of the performance, use and efficiency of individual vehicles. Therefore it is proposed that this post is established on a permanent basis.

4.2. *Pool Car Administration*

4.2.1. A total of 157 pool cars are available in 11 strategic locations. The provision is currently made up of 128 fleet cars and 29 hire cars. It is expected that the 29 hire cars will be replaced with fleet cars by 30 June 2013.

4.2.2. In financial year 2011/12 employees made 39,351 pool car bookings and travelled in excess of 1,500,000 miles.

4.2.3. The responsibility for the management of the pool car scheme also falls within the remit of the Fuel Efficiency Officer.

4.2.4. Two temporary clerical posts were added to the Fleet establishment in 2010 to assist with the pilot to support the pool car provision. It is proposed that three permanent support posts are required.

4.2.5. This will allow Fleet Services to introduce a vehicle valet service, and to support the day to day operational activities that a pool car fleet of 150 plus vehicles in various locations necessitates. This includes scheduled events such as servicing, refreshing tax discs and consumables including screen wash, reactive breakdown and recovery support, damage rectification, recharge processing and data analysis. The clerical team also manage the online Pool Car Booking System and take bookings direct from employees by telephone and email.

#### 4.3. *Workshop Management Structure*

4.3.1. It is proposed to delete a chargehand post and create a team leader post. This will provide consistency of structure between day and night shifts and strengthen the management arrangements for the night shift.

4.3.2. Rotation of the team leaders between day and night shift will allow the sharing of best practice.

### 5. **Employee Implications**

Post Title	Current No. of Posts	Proposed No. of Posts	Grade/ Level	SCP Range	Hourly Rate	Annual Salary costs	Total cost includes 27.7% on costs
Fuel Efficiency Officer	1 Temp	1	Grade 3 Level 2-8	SCP 55-80	£13.93-£20.23	£33,761	£43,112
Clerical Assistant	2 Temp	3	Grade 1 Level 4	SCP 28-31	£9.32-£9.75	£51,792 (mid)	£66,138
Chargehand	4	3	Grade 2 Level 4	SCP 50-57	£12.94-£14.35	£26,187 (saving)	£33,441
Team Leader	2	3	Grade 3 Level 2	SCP 55 - 65	£13.93-£16.18	£27,392 (mid)	£34,979

### 6. **Financial Implications**

#### 6.1. *Fuel Efficiency Officer*

6.1.1. The cost of the post is being met from the fuel efficiency savings achieved.

#### 6.2. *Pool Car Administration*

6.2.1. The employee costs associated with the provision of the pool car booking service are being funded through the recharge mechanism and the hourly rate for pool cars.

#### 6.3. *Workshop Management Structure*

6.3.1. The additional cost from deleting a chargehand post and creating a team leader post can be met from existing revenue budgets.

### 7. **Other Implications**

7.1. The Council's pool car scheme and fuel efficiency programme are both noted as control measures in respect of one of the Council's top risks i.e. 'tough carbon reduction and sustainability targets'. These establishment changes proposed will help sustain the progress made towards the Council's Carbon Management targets.

### 8. **Equality Impact and Consultation Arrangements**

8.1. The Trade Union has been consulted on the proposed establishment and employee implications.

8.2. There is no requirement to carry out an impact assessment in terms of the proposals contained within this report.

**Colin McDowall**  
**Executive Director (Community and Enterprise Resources)**

**Paul Manning**  
**Executive Director (Finance and Corporate Resources)**

20 May 2013

**Link(s) to Council Objectives/Values**

- Performance Management and improvement
- Efficient and effective use of resources
- Excellent Employer

**Previous References**

None

**List of Background Papers**

None

**Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:

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