

**Environmental Services – Vehicle Maintenance & Management:
Ref. 08'014**

Action Plan Recommendation	Dates for Completion	Status / Explanation
The actual purchase price for an item of plant should be recorded within the Fleet Register.	Completed	Implemented
A yearly reconciliation should be undertaken between the Fleet Register and the Accountancy Asset Register.	Completed	Implemented - Fleet Services Register forwarded to the Accountancy Section on a yearly basis.
Consideration should be given to maintenance of a single Asset Register for the Council's fleet of vehicles and plant.	1 April 2008	Implemented
An exercise should be undertaken to ensure the use of Sub-Contractors for vehicle maintenance duties provide Best Value when compared to alternative service providers.	1 October 2008	Implemented - Evidence of a review undertaken and actioned. However ongoing reviews are being undertaken of the service as part of the DBS Vehicle Utilisation project.
All relevant documentation e.g. alternative quotes etc. should be retained for all Sub-Contractors appointed.	1 October 2008	Implemented
The Vehicle Servicing Officer should monitor the revised Vehicle and Plant Reporting and Rectification procedure regularly.	Completed	Implemented. All defects are now reported on a standard defects report.
A reconciliation exercise should be undertaken prior to the re-charging of vehicle costs to ensure accuracy and that all transactions have been included.	Completed	Implemented- Reconciliation undertaken monthly.