

## Fuel Management Recommendations Progress Report

3 December 2012











Status: Cancelled 2, In Progress 9, Assigned 3 and Completed 8










### 2012 - Internal Audit of Fuel Management


Action Code	Action	Due Date	Audit Priority	Icon	Progress	Notes
IA.FUEL.20	Arrangements should be made so that CCTV footage can be reviewed at Penicuik from a secure room.	30-Jun-2013	Med		0%	Recommendation has been cancelled. Limited space means that this action would be difficult to achieve and it is felt more appropriate that other controls, properly installed, will compensate. Depot facilities are also being rationalised in the EWiM project.
IA.FUEL.21	Consideration should be given to upgrading all CCTV systems to a reasonable standard taking into account the costs and benefits of this.	30-Jun-2013	Med		0%	Recommendation cancelled. It is now felt that as depot provision is being considered as part of the EWiM project that it would be more appropriate at this stage to await this.

### 2012 - Internal Audit of Fuel Management; Internal/External Audit

Action Code	Action	Due Date	Audit Priority	Icon	Progress	Notes
IA.FUEL.01	Efforts should be made to submit the Fuel Charges report more timeously, taking into account that unavoidable delays can be caused by timing differences of Shell invoicing and year end duties.	31-Dec-2012	High		100%	Period 7 reconciliations completed by 19th November. Recharges for periods 5,6 & 7 submitted to finance 19th November. Will form part of duties of new member of staff who will be trained on reconciliations in coming weeks.
IA.FUEL.02	Review current fuel cards with services and rationalise where possible. All plant cards to be re-issued and assigned to individuals and the plant cards to be given pin numbers. Declaration forms to be signed by plant card holder upon issue.	31-Mar-2013	High		25%	Shell are making changes to fuel card in Q1 2013 where pin numbers will be attached to every card. Pin numbers will not be introduced until then so therefore cannot be added at present. This presents problems where we have cards that are for vehicles only and may be used by many drivers. Shell suggested sharing of pin numbers in such cases, but this presents obvious risks for these cards and all cards in general. Careful consideration will have to be given on how this can be managed while ensuring the required management information is provided.
IA.FUEL.03	Appropriate amendments should be made to the way Shell plant cards are imported into the	31-Mar-2013	High		10%	Cards will either be dedicated to vehicles and therefore used by any driver(no pin required) or allocated to individuals for plant with pin number associated. Once issues with IA.FUEL.02 are

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	FMS so different cards allocated to services can be separately identifiable (i.e. in the same way vehicles are)					resolved, import to Fortress can be examined in order to provide more meaningful reports to managers.
IA.FUEL.04	Business Services should consult service managers making use of Shell Cards and agree appropriate exception reporting and email alerts from the Shell website.	31-Mar-2013	High		25%	Have created an alert profile for Land and Countryside Manager but e-mails not being generated automatically. Access restrictions on Shell website do not allow editing of profiles once created. Have logged call with Shell but unable to get a satisfactory response thus far.
IA.FUEL.05	A check should be carried out to see if data has actually been dropped from the FMS on the days mentioned above.	31-Dec-2012	High		75%	There were no transactions from 05/05/11 to 08/05/11 as this was when the fuel pumps were moved at Stobhill and were therefore out of commission. Met with JMW on 6th November and asked them to investigate alleged dropped transaction on 30/11/11.
IA.FUEL.06	Routinely cleanse the FMS of old vehicles and PINs and remove duplicate PINs.	31-Dec-2012	Med		75%	158 pin numbers that were already locked have been deleted. A further 290 pin numbers that had not been used in 2012, or were identified by services as no longer needed, were deleted leaving 285 active pin numbers.  94 vehicle keys were already locked out. A further 71 vehicle keys that have not been used in 2012 have been locked out. Work is ongoing to identify any other vehicles that are no longer in use.  96 Shell fuel cards were identified as not having been used in 2012 and were cancelled leaving 63 in total.
IA.FUEL.07	Research a means of meaningfully reporting MpG fuel efficiency to management (e.g. Bi-annually) to aid service management in monitoring fuel usage.	31-Mar-2013	Med		15%	Can produce required fuel report from fuel system - have requested Trackyou (vehicle tracking supplier) specific report to allow comparison across both systems to highlight abnormalities for further investigation.
IA.FUEL.08	The employee number should be input into the appropriate field in the FMS so the exercise of finding and removing individuals that have left from the council is easier.	31-Dec-2012	Med		75%	Work is ongoing to add employee number to Fortress for all drivers.
IA.FUEL.09	Arrangements should be made so hired vehicles can also be tracked using TrackYou.	31-Mar-2013	Med		10%	Awaiting suitable system form Trackyou - have trialled one version which is not suitable for the provision of the information we would require.
IA.FUEL.10	The pump at Vogrie should also be calibrated.	31-Mar-2013	Med		100%	Pump calibration carried out Monday 26th November. Calibration certificate submitted.
IA.FUEL.11	Management should confirm whether the vehicles making use of super unleaded do in fact require this type of fuel and then advise the employees making use of these vehicles	31-Dec-2012	Med		100%	An e-mail was issued by the Head of Service to managers instructing them to make sure vehicles are using the appropriate fuel.

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	appropriately.					
IA.FUEL.12	Management should confirm whether the vehicles making use of super unleaded do in fact require this type of fuel and then advise the employees making use of these vehicles appropriately.	31-Dec-2012	Med		100%	An e-mail was issued by the Head of Service to managers instructing them to make sure vehicles are using the appropriate fuel.
IA.FUEL.13	The portable fuel tank used by Roads should be replaced by one compliant with oil safety regulations.	31-Mar-2013	Med		10%	This is currently being discussed.
IA.FUEL.14	Employees involved in the purchase of fuel tanks and other forms of portable oil storage should be made aware of the Oil Storage (Scotland) Regulations 2006.	31-Mar-2013	High		100%	Accepted and relevant staff notified
IA.FUEL.15	Fire safety equipment should be outside Penicuik depot.	31-Mar-2013	High		100%	The fire safety equipment has been moved outside the building.
IA.FUEL.16	Formalise process for checking tank condition. Defects & repairs required should be documented & the individual checking the tanks should sign & date when the check was completed. Problems should be forwarded to the appropriate manager to be rectified.	31-Mar-2013	Med		0%	At the time of production of this report, Head of Service was waiting for discussion with his managers
IA.FUEL.17	There should be a routine established for cleaning the area around the depot from fuel contamination.	31-Mar-2013	Med		0%	At the time of production of this report, Head of Service was waiting for discussion with his managers
IA.FUEL.18	Signage should be added near the tanks to indicate where fuel cleaning kits can be obtained.	31-Mar-2013	Med		0%	At the time of production of this report, Head of Service was waiting for discussion with his managers
IA.FUEL.19	In future, specifications of fuel tanks should be kept after purchase so compliance with oil safety regulations can be confirmed in the future. Management should check current fuel tanks are compliant.	31-Mar-2013	Med		100%	Accepted and noted for the future
IA.FUEL.22	An exercise should be run by the Contingency Planning Officer and be attended by senior management to test the updated fuel plan.	30-Jun-2013	Med		100%	Accepted and included in the list of test exercises for 2013

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IA.FUEL.23	Fuel management procedures should be updated to reflect the current situation and distributed to the appropriate employees.	31-Mar-2013	Med		10%	Accepted and awaiting further progress with other recommendations