

<b>Report to:</b>	<b>AUDIT COMMITTEE</b>
<b>Relevant Officer:</b>	John-Paul Lovie – Waste Services Manager
<b>Meeting</b>	14 September 2023

## INTERNAL AUDIT FOLLOW UP DRIVING AT WORK

### 1.0 Purpose of the report:

1.1 To consider a progress report on the recommendations made in the internal audit report Driving at Work issued on the 31 January 2023.

### 2.0 Recommendation(s):

2.1 To consider the actions being implemented to address the audit recommendations relating to the Driving at Work audit.

### 3.0 Reasons for recommendation(s):

3.1 To enable Audit Committee to consider an update and progress report on the audit recommendations.

3.2 Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.3 Is the recommendation in accordance with the Council's approved budget? Yes

### 4.0 Other alternative options to be considered:

4.1 N/a

### 5.0 Council priority:

5.1 This audit impacts on the Council's organisational resilience priority.

### 6.0 Background information

6.1 Blackpool Council defines driving at work as being any driving activities carried out by staff or volunteers, assisting the Council in the delivery of their business and whilst in the course of their work. This includes occasional driving to meetings. Line managers and employees both have responsibilities to ensure compliance with the Council's driving at work requirements, whether using their own personal vehicle or operating Blackpool Council's fleet of vehicles or machinery.

Blackpool Council employees undertaking business mileage using their personal vehicle are referred

to as 'grey' fleet. As Blackpool Council does not have any responsibility for the maintenance of the vehicles in use, the employee is responsible for ensuring that their vehicle is roadworthy and are required to provide evidence to their line manager prior to Council related use. Driving for business use does not include commuting to and from work, however any travel to meetings or an alternative site to the usual work location is classed as business mileage. Failing to provide evidence of the required documentation, such as proof of insurance and MOT certificate whilst driving for business purposes resulting in an accident could put the authority at risk of corporate manslaughter.

The Operator License is the legal authority needed to operate goods vehicles in Great Britain. A License is needed to carry goods in a lorry, van or other vehicle with a gross weight of over 3,500kg. The Operator License holder for the Council is the Transport Manager.

6.2 The scope and assurance statement of the audit was as follows:

**Scope**

The scope of this audit was to review:

- Management of Council's 'grey fleet' and driving at work application; and
- Compliance with the Operator Licence statutory requirements.

**Assurance Statement**

We consider the management of the grey fleet and compliance with the Driving at Work application are inadequate with significant risks identified. Although a new app may address some of the weaknesses identified by this review, the current arrangements and controls to ensure employees are appropriately documented for the use of their personal vehicles for business use are weak and inconsistently applied.

Significant improvement has been evidenced regarding compliance with the Operator's Licence and we consider that adequate controls have been introduced to mitigate the risks highlighted in the 2020 audit review.

6.3 Does the information submitted include any exempt information? No

**7.0 List of Appendices:**

7.1 Appendix 3(a): Internal Audit Recommendations and Agreed Actions.

**8.0 Financial considerations:**

8.1 The controls being implemented will be done so within current budget constraints.

**9.0 Legal considerations:**

9.1 Risks need to be effectively managed in order to comply with relevant legislation.

**10.0 Risk management considerations:**

10.1 To enable the Audit Committee to gain assurance that risks are being effectively managed.

**11.0 Equalities considerations and the impact of this decision for our children and young people:**

11.1 Where equality analysis is appropriate these will have been undertaken whilst making decisions relating to the subject.

**12.0 Sustainability, climate change and environmental considerations:**

12.1 Any matters relating to sustainability, climate change and environmental considerations will be considered when making decisions relating to the subject.

**13.0 Internal/external consultation undertaken:**

13.1 The progress report has been prepared in conjunction with the relevant Head of Service and Chief Officer.

**14.0 Background papers:**

14.1 None.

**Appendix 3(a) - Agreed Action Plan**

<b><i>Recommendation</i></b>		<b><i>Priority</i></b>	<b><i>Agreed Action</i></b>	<b><i>Responsible officer</i></b>	<b><i>Target Date</i></b>	<b><i>Revised Target Date for outstanding actions</i></b>	<b><i>Progress</i></b>
<i>R1</i>	We recommend a process is established to ensure suitable communication of updated and approved Driving at Work Handbook is put into place to ensure managers are aware of any future updates and the current updated handbook is uploaded onto the hub.	2	<p>Agreed. A central location for the Driving at Work Handbook to be discussed with Corporate Communications. Transport Manager to establish process for ensuring updated Handbook is provided for upload.</p> <p>Once the location of the Handbook is established, this will be shared with the TV Studio and Digital Media Manager to ensure the appropriate link is used on the Driving at Work Application.</p>	Transport Manager	31/3/2023	09/10/23	This action will be completed once the new Driving at Work app has been successfully launched and implemented following final user testing.

	<b>Recommendation</b>	<b>Priority</b>	<b>Agreed Action</b>	<b>Responsible officer</b>	<b>Target Date</b>	<b>Revised Target Date for outstanding actions</b>	<b>Progress</b>
R2	We recommend guidance is issued to line managers on the recommended turnaround for approving driving at work documentation checks, declined applications are followed up and ensure line managers informed of the requirements and importance of thoroughly checking documentation prior to approval.	1	Agreed. Waste Services Manager to produce corporate guidance for distributing to all managers.	Waste Services Manager	31/3/2023	09/10/23	This action will be completed once the new Driving at Work app has been signed off and rolled out.

<b>Recommendation</b>		<b>Priority</b>	<b>Agreed Action</b>	<b>Responsible officer</b>	<b>Target Date</b>	<b>Revised Target Date for outstanding actions</b>	<b>Progress</b>
R3	We recommend robust communications are cascaded to ensure line managers and employees are aware of their duties relating to driving at work.	1	<p>Agreed. Robust communications to be shared with line managers regarding required checking processes and raise at future Driving at Work Risk Management Groups.</p> <p>Head of ICT Services and TV Studio and Digital Media Manager to be invited to March 2023 Driving at Work Risk Management Group.</p>	Transport Manager	31/3/2023	09/10/23	This will follow on from the launch of the new Driving at Work app which is due to be implemented in the next few weeks, following final user acceptance testing.

	<b>Recommendation</b>	<b>Priority</b>	<b>Agreed Action</b>	<b>Responsible officer</b>	<b>Target Date</b>	<b>Revised Target Date for outstanding actions</b>	<b>Progress</b>
R4	We recommend the new Driving at Work App is reviewed to ensure robust arrangements capture all requirements, including annual driving licence checks and penalty point recording, fitness to drive requirements are clarified and ensure this is tested and rolled out as soon as possible.	1	Agreed. Director of Community and Environmental Services to follow up the progress of the amendments agreed to the Driving at Work Application with the Head of ICT Services with a view for rollout to be 1st April 2023.	Director of Community and Environmental Services	31/1/2023	30/09/23	The new Driving at Work app is in the process of the final checks and testing being carried to ensure any identified user issues are identified and resolved.
R5	We recommend review of the management and oversight of the Driving at Work App to ensure ongoing monitoring of the compliance with the driving at work requirements are addressed corporately.	2	Agreed. Transport Manager to commence producing compliance reports to Driving at Work Risk Management group following rollout of the new Driving at Work Application.	Transport Manager	31/1/2023	09/10/23	In progress – will be finalised when the new app is fully implemented.

	<b>Recommendation</b>	<b>Priority</b>	<b>Agreed Action</b>	<b>Responsible officer</b>	<b>Target Date</b>	<b>Revised Target Date for outstanding actions</b>	<b>Progress</b>
R6	We recommend the final SLA in place and agreed between services is clarified and ensure the Transport Manager is aware of the agreed arrangements.	2	Completed. Transport Manager has been provided with a copy of the final SLA.	Transport Manager	N/a – completed at the time of the audit close out meeting.	-	Implemented.
R7	We recommend the Transport Manager commences routine quality checks to ensure there is assurance that the SLA agreement is being adhered to.	2	Agreed. Transport Manager commenced compliance checks from November 2022 and will report on non-compliance to Line Manager and Driving at Work Risk Management Group.	Transport Manager	31/3/2023	Completed	The Transport Manager regularly undertakes routine checks at different locations, recording the outcomes and reporting back.
R8	We recommend the performance reporting arrangements are established and determine any further reporting requirements.	2	Agreed - Transport Manager has been made aware of the performance dashboards that are available via the Waste Services Manager. Waste Services Manager to review the performance reporting for Blackpool Council Vehicles.	Waste Services Manager	31/3/2023	09/10/23	In progress – a similar dashboards to what is in place with ENVECO will be established once the new Driving at Work app is fully implemented allowing for a high level overview of performance reporting.



	<b>Recommendation</b>	<b>Priority</b>	<b>Agreed Action</b>	<b>Responsible officer</b>	<b>Target Date</b>	<b>Revised Target Date for outstanding actions</b>	<b>Progress</b>
R9	We recommend that the Transport Manager undertakes spot checks on a regular basis to ensure safety inspections are undertaken on time.	2	Agreed. Transport Manager to include as part of routine compliance checking.	Transport Manager	31/3/2023	Completed	The Transport Manager regularly undertakes spot checks at different locations as part of the routine compliance checking.
R10	We recommend the Transport Manager is involved in the training process to ensure that drivers are undertaking a full range of courses.	2	Agreed. Transport Manager to have oversight of the training provision for HGV drivers to ensure a suitable variety courses are undertaken.	Transport Manager	31/3/2023	Completed	Transport Manager now has oversight of the training provision in relation to annual CPC (Certificate of Professional Competence) courses, ensuring a variety of course are undertaken.
R11	We recommend the Streetscene Engineering and Illuminations ensure the training matrices are up to date and ensure expired courses are scheduled.	2	Agreed. Training Matrices to be reviewed and updated.	Head of Illuminations  Streetscene Engineering Manager	31/3/2023	In progress	Training matrices are regularly reviewed and will be updated as required.

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R12	We recommend Streetscene Engineering and Illuminations ensure awareness of terrorism is suitably and consistently captured within service risk assessments and consider undertaking Act Aware (Counter Terrorism) training, details of which are available on the Hub.	2	Agreed. To review training requirements.	Head of Illuminations  Streetscene Engineering Manager	31/3/2023	Ongoing – December 2023	Work is ongoing to review service risk assessments and training in relation to the threat of terrorism.
R13	We recommend ongoing monitoring and update of the Transport Manager's 'Six Month Review' takes place to ensure all areas that require improvement are addressed as soon as possible.	2	Agreed – Regular monitoring and updating of the OL Six Month Review will take place.	Transport Manager	31/3/2024	Completed	This has been incorporated in the IPA process going forward.