



<b>Title of Report:</b>	<b>Vehicle, Plant &amp; Machinery Asset Policy</b>
<b>Committee Report Submitted To:</b>	<b>Environmental Services Committee</b>
<b>Date of Meeting:</b>	<b>11<sup>th</sup> January 2023</b>
<b>For Decision or For Information</b>	<b>For Decision</b>

<b>Linkage to Council Strategy (2021-25)</b>	
Strategic Theme	Improvement & Innovation
Outcome	Improving Efficiency
Lead Officer	Head of Estates

<b>Budgetary Considerations</b>	
Cost of Proposal	Nil
Included in Current Year Estimates	N/A
Capital/Revenue	N/A
Code	N/A
Staffing Costs	N/A

<b>Screening Requirements</b>	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes	Date: 12 December 2022
	EQIA Required and Completed:	N/A	
Rural Needs Assessment (RNA)	Screening Completed	Yes	Date: 12 December 2022
	RNA Required and Completed:	N/A	
Data Protection Impact Assessment (DPIA)	Screening Completed:	N/A	Date:
	DPIA Required and Completed:	N/A	Date:

## **1.0 Purpose of Report**

- 1.1 To seek Council approval for the introduction of a policy on the management of vehicles, plant and machinery.

## **2.0 Background**

- 2.1 An Internal Audit identified improvements which could be made in the management of vehicles, plant and Machinery. The audit suggested the introduction of formal policy/procedures for the consistent management, monitoring, safeguarding and control of these high value items.
- 2.2 The attached policy (Appendix A) addresses these concerns formalising the procedures to be used across all departments for purchase, maintenance, use, tracking and disposal of vehicles, plant and machinery.

## **3.0 Recommendation**

**It is recommended** that the Environmental Services Committee recommends to Council the adoption of the Policy for the management of vehicles, plant and machinery

Causeway Coast and Glens Borough Council

# Vehicle, Plant and Machinery Asset Policy

Policy, Responsibilities and Procedures

Date Approved .....  
Approved by .....  
Next Review Date .....  
Designated Reviewer .....  
Version No .....

## Table of Contents

1. Introduction
2. Purpose and Scope
3. Responsibilities
4. Asset Register
5. Asset Management
6. Asset procurement and disposal
7. Training
8. Monitoring
9. Notes

Appendix 1 Memorandum of Understanding with CCGBC Garage

Appendix 2 Insurance Form  
2.1 - Vehicle Purchase/Insurance Form  
2.2 - Off Hire Insurance Form

Appendix 3 Asset Disposal Form

Appendix 4 Business Case Form

## 1.0 Introduction

Causeway Coast and Glens Borough Council has a responsibility to ensure it manages its assets in a cost effective and efficient manner, ensuring maximum return for its investments. In addition, they have a responsibility to make sure their assets are securely stored and well maintained, for the safety of their staff and members of the public.

## 2.0 Purpose and Scope

This policy and procedure detail the arrangements for procurement, management, maintenance and disposal of assets. It will also ensure that the Asset register is up to date, that all depots operate the same procedures, external contracts are procured, internal memorandums of understanding are agreed and implemented, creating a consistent, cost effective and efficient asset management policy.

## 3.0 Responsibilities

Head of Estates – will instigate a review of this policy one year after its approval by Council and every two years thereafter to ensure it is fit for purpose. It will be reviewed in line with industry best practice and in line with any current budget allocations / constraints.

Department Managers – will oversee the implementation of new policy and procedures, implement quarterly asset register compliance checks along with asset management checks. Ensure all relevant staff are trained in the new policy and management system (see section 7). Establish a ‘tagging’ system that is fit for purpose before first annual review.

Supervisors – To be responsible for day-to-day management and control of assets as per agreed policy and procedures, including fixing new asset tags, update central asset register regularly (with new & disposed of, on hire & off hire, temporarily out of use vehicles/plant, etc). Ensure finance and insurance depts are being updated accordingly. Carry out a quarterly full asset check against the register.

Asset users – Fully trained on their responsibilities regarding asset tracking, safe use & storage, maintenance & reporting faults, issues, stolen assets, etc. Adhere to this policy

Finance & Business Support – To allow for individual asset tracking through the finance system the Asset Tag Number or vehicle registration must be linked to the individual asset, which in turn will be linked to the original purchase order number, through to the asset register. It will be the responsibility of the relevant Business Support Officers to provide finance with the new asset details including the asset tag number or vehicle registration. In addition, the relevant Business Support Officers will update the expenditure information on the Asset Register as invoices come in. All invoices must reference the asset tag number or vehicle registration.

## 4.0 Asset Register

An Asset register has been developed in order to be able to track individual assets through their working life. This will be held within the Estates drive and the Finance and Insurance departments will have access to the register. The Asset Register currently exists in spreadsheet form but it is anticipated that it will be replaced with a bespoke software version.

Through the asset register an individual asset can be traced by several means; asset tag, vehicle registration, original purchase order number, serial number, etc allowing for cross referencing and checking.

## 5.0 Asset Management

The supervisors will be responsible for all day-to-day asset management, including vehicles, plant and tools. Supervisors shall ensure that they are securely stored when not in use, each member of staff has been trained in their safe use and are qualified to use them and know to raise any issues / defect immediately to their supervisor.

Supervisors must carry out a full asset check against the register quarterly, providing a written report to their Line Manager clearly highlighting any discrepancies.

Managers are to periodically (4 times per year) check each depots assets, selecting random items to check against the register.

Managers in conjunction with the supervisors will carry out an annual review of security and safe storage at each depot.

The MoU with CCGBC garage has been updated and refined (see Appendix 1) to clearly define their roles and responsibilities, including:

- Fleet license compliance
- Servicing for PSV & submission of vehicles for PSV
- Carry out 6 & 13week checks
- Copies of checks issued to supervisors when vehicles are released back to depots, including confirmation the vehicle is road worthy
- If works not carried out / unable to be carried out within 2 working days, due to other garage commitment, supervisors to be notified and vehicles may be sent to contracted local garages to carry out the works

All vehicles to be washed prior to their 6-weekly check, this to be the responsibility of the driver taking it to the garage for testing.

Garages local to each depot to tender for a service contract to cover maintenance, repair and breakdowns.

Vehicles & plant under warranty to go to dealer for servicing, to ensure warranty remains valid.

Where possible & appropriate all plant should go to the respective dealers for servicing and maintenance.

All trailers to be inspected annually through 'Tillypass' Certification, with no trailer released for use until passed.

All ladders to be inspected as per statutory requirements, and not released for use until passed.

All tractors and any other plant or machinery driven on the roads to be serviced annually, they should also be inspected annually by an independent garage. In addition:

- Lawnmowers to have their daily, green book checks, plus 8 week maintenance checks by the dealer during grass cutting season. 'Liquid Hour' to be instigated every Friday afternoon to check oil, grease, etc.
- Tractors, dumpers, diggers, etc to have 12week checks

Any cost associated with an asset e.g. repair, maintenance, servicing and disposal, the invoice or credit must reference the asset tag or vehicle registration to aid calculation of life cycle costs and aid disposal decisions.

## **6.0 Asset Procurement & Disposal**

New assets will continue to be procured in accordance with CCGBCs procurement policies.

A business case form (Appendix 4) must be completed for all new plant, machinery and vehicles for approval (and copied to the Fleet Manager as appropriate). As far as practicable, all new vehicles will be purchased through Crown Commercial Services. Vehicles/plant over £30K will require recommendation via the Capital Programme Working Group.

The asset owner, usually the supervisor, should inform the Councils' insurance officer prior to receipt of the new asset, (see Appendix 2). The asset owner should also update Councils' insurance officer within a week of assets 'off hire' or disposal.

This new policy will allow assets to be tracked more closely through their whole life, and the running costs including repairs, maintenance, downtime, loss of staff hours, hire replacement, etc to be tracked more accurately, which in turn will provide evidence for when it is more cost effective to consider disposal and replacement.

For vehicle and plant, as a rule of thumb, consideration should be given to replacement after 7years or 100k miles. This should be looked at in conjunction with the current running costs versus replacement cost and budget constraints.

For small tools consideration should be given to replacement after 3 years. This should be looked at in conjunction with the current running costs versus replacement cost and budget constraints.

Once an asset, originally valued at £1k or above, has been deemed to have come to the end of its useful life, a disposal form (see Appendix 3) should be completed and forwarded,

through the line management structure to the Director of Environmental Services, or appropriate level, for approval.

Any monies recovered from asset disposal should be credited to the appropriate department budget.

## **7.0 Training**

Those tasked with the purchase, use, maintenance, administration, insurance and disposal of vehicles and plant shall receive training in the application of this policy from their line management.

## **8.0 Monitoring**

This policy sets out how individual assets will be registered and tracked, it shall be reviewed every two years.

## **9.0 Notes**

### **Additional work required to improve management of assets – to be reviewed 12 months after Policy implementation.**

1. All plant, where necessary, to have seat belt beacon retro fitted.
2. 'Smart key boxes' or similar, which only release keys for vehicles to staff who are qualified / authorised to use, should be researched with the aim of installing in all depots.
3. Managers to investigate digitising daily checks, white and green books, either using software such as Tranzaoura, or creating an in-house system. This would provide a more secure centralised and digitised record of the checks. Costs would need to be researched around provision of smart phones and or shared tablets.
4. Research electronic tagging for small tools that would allow assets to be scanned out & returned by individual users, increasing traceability. In addition, research asset trackers for high value items, £1k and above, providing the ability to track in real time, with a view to implementing new systems when this policy is reviewed in 12months.



## Appendix 1

### Memorandum of Understanding – Dealing with Estates vehicles/plant

1. Estates will be responsible for the **purchase/hire/lease** of all vehicles and plant to be used by Estates. This includes preparation of specifications, tender documents etc. Fleet Manager to assist as requested on technical issues including possible impact on Operator's licence (vehicles over 3.5t).
2. Fleet Manager to be consulted on any changes to Estates vehicles which may impact on Operator's licence.
3. Estates to be responsible for first registration/road fund licence of any new Estates vehicles. Subsequent road fund renewals/PSV/MOT to be responsibility of Fleet Manager, including servicing, booking tests & submission for PSV / MOT.
4. Estates will ensure that any new/hired/leased vehicles are notified to Insurance company (via Gina) using proforma template and copied to Fleet Manager.
5. Estates will also notify insurance company (via Gina) when vehicles sold or taken off hire and copy to Fleet Manager
6. Operations will be responsible for the preparation and presenting of vehicles (vans, pick-ups, lorries etc) used by Estates for their PSV/MOT, including booking of tests.
7. Routine vehicle inspection schedule, (6 and 13 week checks), to be provided by Fleet Manager to allow forward planning which may necessitate temporary hire (by Estates). Copies of checks to be issued to the supervisors when vehicles are released back to the depots, including confirmation the vehicle is road worthy.
8. Fleet Manager to alert Estates staff immediately once known that a vehicle will be off the road for more than a day due to other commitments/delay in getting parts This to allow for supervisors to arrange for vehicles to be sent to contracted local garages to carry out the works.
9. Estates will be responsible for the **purchase** and **maintenance** of the following and plant generally associated with grounds and building maintenance work:-
  - a. Small hand tools – Strimmer Leaf Blowers, Chainsaw, Stihl Saw, etc.
  - b. Push lawn mowers
  - c. Vehicles (vans, pick-ups, lorries, etc.)
  - d. All ride on Lawn Mowers inc. Caravan park plant
  - e. Commanders Grass cutting machinery
  - f. Highway Grass Cutting Machinery



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- g. Golf Course and Caravan Park Machinery
- h. Tractors
- i. Tractor machinery
- j. All Trailers
- k. Fork Truck
- l. Diggers
- m. Manitou
- n. Nifty Lift
- o. Power washer

## Appendix 2.1

### Vehicle Purchase/Insurance Details

	First Notification Details	Update (eg. off hire/location change)
Name:		
Department:		
Vehicle Location:		
Make and Model of Vehicle:		
Registration / Serial Number of Vehicle:		
Year:		
Engine Size of Vehicle:		
Purchased or Hired:		
Purchased/Hired from:		
Insurance Value/Cost of Vehicle:		
Department Code		

Date Insurance to Commence/Cease:		
Budget Code:		
Tax Expiry Date		
PSV Expiry Date		
Vehicle temporary or permanent:		

Email completed form to [insurance@causewaycoastandglens.gov.uk](mailto:insurance@causewaycoastandglens.gov.uk)

## **Appendix 2.2**

### **Hired Vehicle Return Form**

Name:	
Make and Model of Vehicle:	
Registration / Serial Number of Vehicle:	
Year:	
Value of Vehicle:	
Engine Size of Vehicle:	
Off Hire Date:	
Budget Code:	
Name of Hire Company:	
Vehicle temporary or permanent:	

Email completed form to [insurance@causewaycoastandglens.gov.uk](mailto:insurance@causewaycoastandglens.gov.uk)

### **Appendix 3**

#### **Disposal Plant / Machinery / Vehicle Form**

Service Area	
Make and Model:	
Registration / Serial Number:	
Year:	
Current Use	
3 Years Maintenance Costs	
Summary of Current Defects	
Predicted costs of defects	
Cost of replacement:	
Signed off by Manager	
- Signed off by Senior Mechanic	
Signed off by 'O' Licence Holder (if necessary)	
Signed off by Director	
Asset removed From Insurance	

## Appendix 4

### **Details of Vehicle to be replaced (if Applicable):**

Year of Registration:	Make:	Model:	Body Type:
Dept. using Vehicle:		Running costs to date: <i>(attach all details available)</i>	
Indication of Vehicle Condition:			
<i>All vehicles must be seen by the Fleet Manager prior to business case being put forward</i>			

### ***If not a replacement please explain reason for new requirement:***

### **Business case Proposal**

Lead contact Details	Name:	Job Title:	Contact number:
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*Explain service need:*

*Explain how this will meet Service Improvement:*

*What other options have been explored to facilitate service need:*

*Which Budget will meet the costs of this Proposal (include Budget code):*

*User requirements (please list):*

*Specialised Disability Requirements: None*

*Health & Safety/Risk Requirements:*

<b>Director Approval</b> Spend over £1'500	APPROVED/NOT APPROVED	REFERRED TO:	DATE:
<b>SMT Approval</b> Spend from £1'500- £30'000	APPROVED/NOT APPROVED	REFERRED TO:	DATE:
<b>Council Approval</b> Spend over £30'000	APPROVED/NOT APPROVED	REFERRED TO:	DATE:

<b>Additional Information Requested</b> <b>YES / NO</b>	<b>YES / NO</b>	Signed  (Fleet Manager)	Date:
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