

CABINET

Date of Meeting	15 September 2015
Report Subject	Vehicle Management System Policy
Portfolio Holder	Deputy Leader of the Council and Cabinet Member for Environment
Report Author	Chief Officer (Streetscene and Transportation)
Type of Report	Strategic

EXECUTIVE SUMMARY

The purpose of this report is to seek Cabinet approval of the proposed Vehicle Management System Policy for use on all fleet vehicles operated by the Authority.

The Council has a duty to its employees to protect their Health and Safety whilst driving Council vehicles, this includes the legal requirement to take breaks and adhering to road safety standards etc. Satellite Tracking and monitoring of vehicle use, by fitting a GPS Vehicle Management System (VMS) unit to each vehicle, will help to actively monitor this.

The system will also allow real-time monitoring of resources, and provide historical data of specific times, dates and start/finishing point of each journey and will ensure all of the vehicle assets are being utilised to maximum benefit for the Council.

RECOMMENDATIONS

That Cabinet approves the Vehicle Management System Policy (Appendix 1) and its adoption by the Authorities operations.

REPORT DETAILS

1.00	EXPLAINING THE VEHICLE MANAGEMENT SYSTEM POLICY
1.01	<p>Flintshire County Council operates a total fleet of approximately 500 vehicles. The total replacement cost of Flintshire County Council's fleet inventory is in excess of £12.8m, with an annual operating lease/hire charge in excess of £1.9m. Whilst the vehicles operate in services across the County, their procurement and maintenance are centrally organised by Fleet Services staff within Streetscene & Transportation, which also manages the budget for all of the County's vehicles. (With the exception of HRA and other ring-fenced budgets).</p>
1.02	<p>Following the fleet review in 2013 there has been a move to refresh the fleet by terminating expiring lease arrangements, and replacing vehicles when applicable with fixed term hire arrangements from a preferred partner. These new vehicles arrive with tracking systems pre-installed, and all of the individual service areas of the Council have access to the data this provides.</p>
1.03	<p>Vehicle tracking systems allow the Council to accurately monitor utilisation levels and ensure the Council gains the maximum benefit from its investment in vehicles, delivering the savings and opportunities outlined in the aforementioned Fleet Review. By applying a 'Logistics' or Demand Planning approach to the provision of vehicles the increased utilisation will reduce the number of vehicles required and consequently reduce the cost of delivering all Council services which carry a vehicle fleet requirement.</p>
1.04	<p>Approximately 75% of the current fleet is tracked using one of the following 2 systems. The original Track You system was installed from 2009 within specific service areas. This contract has since expired. All new vehicles procured through the spot-hire arrangements set out in the Fleet Review have been fitted with the Quartix system.</p>
1.05	<p>Both systems provide similar functionality and reporting mechanism, although the user interface is considerably different.</p>
1.06	<p>The Council, as an employer, has a duty to its employees to protect their Health and Safety whilst at work, this includes the legal requirement to take breaks and adhering to road safety standards. Satellite Tracking and monitoring of vehicle use, by fitting a GPS Vehicle Management System (VMS) unit to each vehicle, will help to actively monitor this.</p>
1.07	<p>The device in the vehicle is a GPS based VMS that can pinpoint the location of the vehicle to an accuracy of typically within 5 metres. The status of the vehicle can be measured in terms of but not limited to:</p> <ul style="list-style-type: none">• Time and location of stops and starts;• Length of time at specific locations;• Driver Behaviour including speeding and violent breaking events;• Excessive idling (Engine tick-over);• Vehicles leaving authorised areas;• Vehicles entering no-go areas;• Unauthorised usage and out of hours usage;• Driver identification, who is driving the vehicle at any given time;

1.08	<p>The on-screen system interface can provide vehicle location and status information from:</p> <ol style="list-style-type: none"> 1. A full screen map which can be zoomed down to street level; 2. A live journey list which shows the vehicle location and status in real time; 3. A journey replay screen which enables historical journeys to be replayed; 4. A number of detailed VMS reports. <p>in short the system will allow real-time monitoring of resources, and provide historical data of specific times, dates and locations.</p>
1.09	<p>Before the policy is introduced, all service managers will be issued with a 'Manager's Guide' to aide with the roll-out and active monitoring of the new system.</p>
1.10	<p>Following the issue date of this policy there will be "a settling in period" of 3 months where individuals will be counselled on operational and traffic infringements arising from the VMS reports, to enable operatives/staff the opportunity to be fully conversant with the new technologies, whilst the training is being provided to support operatives in a new era of challenge and improvement. After that date, cases of repeated infringements will be dealt with through the process set out in the policy. This includes informing individuals, challenging them to improve, providing additional training, and should this not lead to the required improvement, dealing with them under the relevant Councils policies.</p>
1.11	<p>The VMS policy requires each service area to agree utilisation levels across its fleet, and record any local agreements for the use of the vehicles. (e.g. Home-to-Work travel, on-call arrangements).The justification for these conditions will be assessed by the Streetscene and Transportation service for consistency and practicality, and will be available for scrutiny in the event of any future challenge.</p>
1.12	<p>The policy includes the identification and utilisation of other on-board management systems to support and develop efficiencies within the fleet/transport operations of the Authority. The role of the Fleet Manager and the Service Managers will be to deliver the most efficient operations possible through the employment of telematics systems to improve vehicle utilisation, journey planning, effectiveness of supervisory roles and the health, safety and well-being of the workforce.</p>
1.13	<p>An example of this service specific utilisation is real time monitoring of waste vehicles through cameras which have already been installed on the vehicles.</p>
1.14	<p>Vehicle Management Systems can track vehicles in real-time, anytime and mobile technology can ensure that their positions, routes and logs are constantly updated. This can save money by reducing the amount of fuel used to carry out the same tasks, whether this is achieved through reduced idle times or through more direct journeys. Benefits to the operations include powerful information at a glance, allowing operations to inform customers whilst maximising the efficiency of drivers. This can provide accurate arrival times, search for vehicles closest to a chosen location, generate detailed</p>

	<p>journey reporting for proof of service, and educate drivers on efficient routes. Tracking aids productivity by ensuring the productivity of their workforce is maintained to a higher rate, even with the most loyal and committed employees. Coupled with this is the reduced burden of administration involved with owning and operating a vehicle fleet.</p>
1.15	<p>Vehicle Management Systems automatically capture data on vehicle usage, generating detailed and powerful reports at a click of a button. Vehicle monitoring also helps you ensure your vehicles and drivers are where they should be. This tracking helps reduce CO2 emissions from corporate travel. Emissions from travel are highly visible to staff and customers, and often linked to the perceived environmental impact a business has on the environment.</p>
1.16	<p>Vehicle monitoring helps you comply with the Corporate Manslaughter and Corporate Homicide Act 2007, which came into force on April 6, 2008. If senior management have shown gross negligence to the health and safety of their workforce and a death occurs, an offence of corporate manslaughter or corporate homicide now applies. Individual senior managers can now be held personally responsible for the health and safety of their employees. Vehicle management Systems automate the monitoring of vehicle usage to identify drivers that drive excessively fast, and when vehicles are being used improperly, whilst also providing the ability to produce detailed journey and incident reports.</p>

2.00	RESOURCE IMPLICATIONS
2.01	<p>Any additional costs and subscription fees are offset within the Fleet Review savings and have previously been presented within the previous Fleet Review report.</p>
2.02	<p>Overview of Fleet savings that will be achieved through the Fleet Review:</p> <ul style="list-style-type: none"> • Vehicle Ownership: Hire / Lease of LIGHT fleet - £231k • Vehicle Ownership: Hire / Lease of HGV/Specialist fleet -£132.8k • Logistics model – Utilisation management LIGHT - £243k • Logistics model – Utilisation management HGV/Specialist -£44k • Fleet & maintenance management - £231k • RCV / Recycling - £32k • Waste Transfer - £155k • Small Waste Vehicles - £24k • Sweepers (HGV & precincts) - £82.5k • Verge Mowing - £35k • Gully Emptiers - £34.5k • Mowers – £8.7k • Fuel Trackers - £75k • Voids Process - £25k • Vehicle Size / Specification - £0k • “People Transport” £13.3k <p>Total Savings £1.3m</p>
2.03	<p>These savings were captured in the Fleet Review, but were linked to improved efficiencies gleaned from information provided by vehicle</p>

	management systems. The Logistics Model element of the Fleet Review identified savings of £141k in the reduction of fleet ownership, in part due to improved monitoring and utilisation of fleet. This had a lead-on saving of £102k from service benefits (a newer fleet attends the workshop less often) and a full time equivalent (FTE) mechanic reduction in the workshop.
2.04	This report does not impact on staffing levels.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	<p>Consultations have taken place with:</p> <ul style="list-style-type: none"> • Human Resources & Organisational Development regarding policy design and integration • Trades Unions in respect workforce engagement • Operational departments, union representatives and stakeholders • With Cabinet Member • Environment Overview & Scrutiny Committee who supported the recommendation for Cabinet to approve this report
3.02	The unions were supportive of a policy that outlined the operational advantages of the best use of vehicle technologies. They requested that the policy encouraged managers to embrace opportunities for operational efficiencies, and clearly set out the obligations of the drivers. It was specifically requested that the policy is broad in content and concise.

4.00	RISK MANAGEMENT
4.01	Any expenditure on adopting the measures set out in the report is mitigated through the introduction of technology to improve the efficiency and effectiveness of the services and workforce

5.00	APPENDICES
5.01	Appendix 1 – Vehicle Management System Policy
5.02	Appendix 2 – Vehicle Telematics Service Specific Assessment
5.03	Appendix 3 – Managers Guide to Vehicle Management System Policy

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	<p>None</p> <p>Contact Officer: Barry Wilkinson Job Title: Fleet Services Operations Manager Telephone: 01352 704656 Email: barry.wilkinson@flintshire.gov.uk</p>

7.00	GLOSSARY OF TERMS
	None.