

2. Fleet Management Audit Report Executive Summary

Audit Objective The main objective of this audit was to review the adequacy and effectiveness of the system of internal controls designed to manage and mitigate financial and non-financial risks relating to Fleet Management

Assurance Opinion Satisfactory Assurance	Whilst there is a basically sound system of internal control there are weaknesses which put some of the objectives at risk or there is evidence that the level of non-compliance with some of the controls may put some of the objectives at risk.	Number of actions	
		Priority	Number
		High	0
		Medium	4
		Low/Advisory	3
		Total	7

Audit Approach and Scope
 The scope of the audit included a review of the following:
 - testing of key controls as shown below.

Note: The Service Lead – Environmental Health & Community Safety, requested a review of the adequacy of maintenance carried out by SFS as there had been a number of recent MOT failures.

Key controls tested	Assessment	Actions Raised
Policy & strategy		
Induction practices & driver education		<ul style="list-style-type: none"> • Induction form does not prompt managers to remind relevant staff to complete a driver mandate form and contains out-of-date information regarding document checking. • Insufficient annual checks on drivers' MOT and motor insurance documents
Fleet procurement & disposal		<ul style="list-style-type: none"> • Replacement of old ECC vehicles is approximately 24 months behind schedule
Maintenance & inspections		<ul style="list-style-type: none"> • Inadequate maintenance carried out by SFS's nominated garage, Enterprise
Invoice payments		
Contract management		
Monitoring & performance		

Summary and next steps
 Despite a period of changes in management, overall the controls within Fleet Management appear to be operating well. The Fleet Team have a good knowledge of the contract and are proactive in following up any issues with SFS.

Commencing the procurement process for the new Fleet Management contract early would assist in addressing some of the issues with the current contract.

This is a final report of the audit findings and incorporates the remedial action agreed with the Service Lead – Environmental Health & Community Safety, the Fleet & Plant Manager and the Service Lead – Human Resources. Remedial action has been agreed by management for all the findings identified.