

21 July 2016

Agenda Item: 4

**REPORT OF THE SERVICE DIRECTOR ENVIRONMENT, TRANSPORT &
PROPERTY****TRANSPORT & TRAVEL SERVICES – FLEET OPERATIONS STRUCTURE****Purpose of the Report**

1. To seek approval to amend the Fleet Operations structure to reflect changes and growth in service delivery, by creating one new Fleet Supervisor post and six additional Fleet Driver posts.

Information and Advice

2. A revised structure for Fleet Operations was introduced in August 2014 following approval by Committee in April 2014. This reduced the number of drivers posts from 71 to 57, the supervisor posts from 4 to 3 and withdrew the full time office support. Vehicles were also reduced from 61 to 57.
3. The new structure has been crucial in delivering approximately £850k of transport savings for ASCH and the Local Bus budget through better planning and integration of services and increased efficiency.

Reasons for Recommendations

4. Since August 2014 Fleet Operations have seen growth in both Adult Day Care transport, with two additional vehicles being operated, and a further six vehicles now operating fully integrated services. This had led to an increase in driver numbers (see table below) and the length of the operating day with vehicles now operating between 05:00 and 20:00.

| | Full Time Equivalent Posts | Total Number of Drivers |
|----------------|----------------------------|-------------------------|
| August 2014 | 57 | 65 |
| July 2016 | 65 | 70 |
| September 2016 | 70 | 76 |

5. The growth and success of Fleet Operations has now reached a level where its ability to respond to changes in the local bus network, further growth in Adult Day Care and integrated transport is now severely limited. Service delivery and reliability is also at risk as a result of the increase in both services and extended drivers hours. A new

Service Level Agreement will shortly be agreed with ASCH which will require an increased level of supervision, support and management to ensure targets are met.

6. The role of Fleet Supervisor is crucial to the effective delivery of the County Council operated transport services, providing training, monitoring and enforcement of safety legislation and customer care. The changes in the Fleet driver workforce has increased the total number of drivers from 65 to 76 through increased part time working and split shifts as well as an increase in Saturday working. Currently there are three Fleet Supervisors with day to day responsibility to manage the drivers, their role also includes delivery of a range of staff driver training programmes (permit to drive, 4X4 driver training) and wheel chair safety training to school staff.
7. It is not intended to recruit to the additional Fleet Driver posts unless an increase in Fleet work requires it. The proposed increase of fleet driver posts will allow for the flexibility to react to short notice changes and increased demand in the future. The additional Fleet Supervisor post will ensure that Fleet services are properly managed and ensures that all safety, customer and user service levels can be achieved.

Statutory and Policy Implications

8. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

9. The provision of Fleet Operations services enables users to access day care, key services, jobs, training and leisure. The arrangements detailed above have been made to ensure access to the key priorities of employment, education, health and essential shopping wherever possible.

Human Resources Implications (AN – 01/07/2016)

10. The Human Resources implications are contained in the body of this report. Appointments to these new posts will be made in line with corporate recruitment policy.

Trade Union Comments (BF – 01/07/2016)

11. The Trade Union has been consulted regarding the proposed changes and supports the recommendations contained within the report.

Financial Implications

12. The proposed increase in staff costs of £23,204 pa for the additional Fleet Supervisor can be contained within the Fleet Operations budget.

RECOMMENDATIONS

It is recommended that Committee:

1. Approve the addition of one new Fleet Supervisor post
2. Approve the addition of six new Fleet Driver posts for future service growth

Jas Hundal
Service Director
Environment, Transport & Property

For any enquiries about this report please contact:

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Statutory and Policy Implications

13. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Constitutional Comments (SJE - 30/06/2016)

14. Subject to consultation with HR and with the recognised trade unions having been undertaken regarding any HR implications arising from the content of this Report (as required by the Authority's Employment Procedure Rules) this decision falls within the Terms of Reference of the Transport & Highways Committee to whom responsibility for approving the relevant departmental staffing structures has been delegated.

Financial Comments (DJK - 30/06/2016)

15. The financial implications are set out in paragraph 12 of the report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None.

Electoral Divisions and Members Affected

All