SOUTH HOLLAND DISTRICT COUNCIL

Report of: **Assistant Director - Neighbourhoods**

To: **Policy Development Panel Tuesday, 18 January 2022; Cabinet Tuesday 15 February 2022**

(Author: **Charlotte Paine Head of Environmental and Operational Services)**

Subject **Fuel Card Policy**

Purpose: **To note the new fuel card policy**

Recommendations:

1) To consider the Fuel Card policy prior to submission and proposed adoption by Cabinet.

1.0 BACKGROUND

1.1 South Holland District Council delivers a range of services that require an operational fleet to ensure the continuation of our great service to residents. Some of these services include waste collections, parks and grounds, streets, housing repairs and the dog warden.

1.2 Maintaining an operational fleet means that we must provide a cost effective and efficient way of fuelling our vehicles. There are a few ways that this can be achieved, an onsite fuel tank or providing fuel cards for refuelling on the go. For SHDC, as we do not have sufficient space for a fuel tank at our depot, fuel cards have been the preferred method of fuel purchasing for a number of years.

1.3 When using fuel cards, ensuring that robust procurement and monitoring is in place is vital to ensure that the cards remain cost efficient and effective for the Council. Therefore, having a robust policy, supported by a procedure and training plan, is key to ensuring these cards are being used accurately and effectively.

2.0 OPTIONS

2.1 **Option One – Adopt the Fuel Card Policy.** The purpose of the fuel card policy is to provide rules, guidance and procedures for the appropriate use and monitoring of fuel cards. Adopting the policy will ensure staff are aware of the rules and their responsibilities. This is the recommended option of this report.

2.2 **Option Two – Do nothing.** By not adopting the policy, SHDC does not support staff and provide them a policy which outlines their responsibilities. This lack of clarity risks misunderstanding and misuse.

3.0 REASONS FOR RECOMMENDATION

3.1 Purchasing fuel is essential for delivery of our frontline services. Ensuring that our fuel is purchased in a convenient and financially safe way is crucial to keeping those services running and that council spend is transparent and appropriate.

3.2 The policy clearly details the ways that a policy can mitigate potential risks and possible fraud opportunities.

4.0 EXPECTED BENEFITS

4.1 The policy sets out how fuel cards should be used and for which products. The benefits of a document that sets out clearly the roles and responsibilities for staff, is in the clarity of the Councils expectations of those using and monitoring the fuel cards.

4.2 The policy is detailed in how it can safeguard the council in areas of potential risk and supports the users and the council by mitigating these risks.

5.0 IMPLICATIONS

In preparing this report, the report author has considered the likely implications of the decision - particularly in terms of Carbon Footprint / Environmental Issues; Constitutional & Legal; Contracts; Corporate Priorities; Crime & Disorder; Data Protection; Equality & Diversity/Human Rights; Financial; Health & Wellbeing; Reputation; Risk Management; Safeguarding; Staffing; Stakeholders/Consultation/Timescales; Transformation Programme; Other. Where the report author considers that there may be implications under one or more of these headings, these are identified below.

5.1 Contracts

5.1.1 Our fuel card supplier is procured with our procurement team and a review of this is underway to ensure our current supplier continues to provide best value and the right services to us, including monitoring information to support our policy.

5.2 Financial

5.2.1 There are no additional financial impacts to this policy, the supplier is being reviewed to ensure that they provide SHDC with the best value for fuel purchasing.

5.3 Reputation

5.3.1 By having a clear policy, SHDC can support its positive reputation of clear financial governance and supporting its staff.

5.4 Risk Management

5.4.1 The policy details risk management of the cards from issuing, to use, monitoring, storage and return of the cards.

5.4.2 The policy also supports SHDC as part of its audit framework and requirements for accurate financial monitoring and use.

5.5 Staffing

5.5.1 There are no additional staffing requirements as a part of this policy. The staff that are impacted by this policy will also receive a procedure which further details the requirements of users as well as ongoing training.

5.6 **Stakeholders / Constitution / Timescales**

5.6.1 It is acknowledged that the introduction of a policy and procedure requires additional training to ensure full compliance and understanding of the reasons and benefits of the new procedures. Therefore, a training package is being designed to coincide with adoption and implementation of the policy.

5.6.2 In addition to this, staff have been consulted along the way whilst drafting the policy and procedure, which has ensured they have helped to design a policy that aligns with staff and SHDC needs and requirements. There has also been, and will continue to be, ongoing communication of the policy, and the best way to implement it, through the environmental services staff engagement events.

6.0 **WARDS/COMMUNITIES AFFECTED**

6.1 All

7.0 **ACRONYMS**

7.1 SHDC – South Holland District Council

Background papers:-

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Key Decision: N

Exempt Decision: N

This report refers to a Mandatory Service

Appendices attached to this report:
Appendix A Fuel Card Policy