

ENVIRONMENT & ECONOMY OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Tuesday 8 December 2020
Report Subject	Update on Alltami Depot Stores
Cabinet Member	Deputy Leader and Cabinet Member for the Streetscene and Countryside
Report Author	Chief Officer (Streetscene and Transportation)
Type of Report	Operational

EXECUTIVE SUMMARY

The Alltami depot stores is responsible for the safe and secure storage of all stock items and materials used at the depot. Additionally, the Stores team are responsible for ensuring that all plant and machinery used by the service is inspected and serviced in accordance with planned schedules and legal requirements.

Internal audits of the Alltami depot stores were undertaken in July 2016, with a follow-up audit conducted in May 2019. The overall findings from the audits were that the controls in operation at the time provided some assurance that key risks were being managed and controlled effectively, but that more could be done.

In February 2020, a report was presented to the Committee to provide assurance of the controls in place to manage the depot stores at Alltami and to outline the new working arrangements and processes being introduced.

This report provides an update on progress following the report in February 2020 in line with the Committee's recommendations.

RECOMMENDATIONS

1	That Environment Overview & Scrutiny Committee notes the ongoing working arrangements within the Streetscene and Transportation depot stores and supports the actions undertaken to control material, plant and equipment held within the stores.
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REPORT DETAILS

1.00	EXPLAINING THE BACKGROUND TO THE REPORT
1.01	<p>The Alltami depot stores is responsible for the safe and secure storage of all stock items and materials at the depot, inventory control, issuing and despatching stock in order to maintain demand and supply, timely and accurate replenishment of stock, receipting goods, reviewing obsolete stock and arranging appropriate disposal, as well as accurate stores accounting for recording details of stock movements and balances in terms of their financial value.</p>
1.02	<p>Additionally, the stores team is responsible for ensuring that all plant, machinery is inspected and serviced in accordance with planned schedules and legal requirements, including fault and defect reporting, calibration, operational problems and ensuring that records in support of the activities undertaken are maintained and monitored for compliance.</p>
1.03	<p>In February 2020, a report was presented to the Committee to provide assurance of the controls in place to manage the depot stores at Alltami and to outline the new working arrangements and processes being introduced following previous internal audits in July 2016 and May 2019 (see Appendix 1).</p>
1.04	<p>Following the report to the Committee in February 2020, agreement was given to provide an update after six months in order to give assurance that the new working arrangements and processes were being followed correctly.</p>
1.05	<p>At the time of the Committee report in February 2020, staff from the service had commenced work with colleagues from ICT to identify and install a new electronic stock control system, which was intended to simplify stock management issues and provider greater accountability and reporting functions. The new system included a simple electronic barcode scanning system, which would allow for scanning both the stock item and employees' identity card in order to improve accountability and provide an audit trail for all issued goods. A project group had been established to monitor the delivery of the new system and work to develop the application was underway. It was intended that the new system would be in place and operational by June 2020; however, in response to the national lockdown during the Spring of 2020, the project was put on hold and attention was focussed on maintaining essential frontline services during the pandemic.</p>
1.06	<p>Subsequently, work to deliver the project resumed in September 2020 and is now anticipated to complete by the end of March 2021. In the intervening period, stock control has continued to be managed through a paper based system to ensure that all stock items are issued against the employee's employment reference and recorded on the Tranman system to ensure that an audit trail is maintained and minimum stock levels set on the Tranman system to ensure timely replenishment of stock items.</p>

1.07	<p>At the Committee meeting in February 2020, it was reported that a central plant inventory was in place for the control and monitoring of all plant and equipment for the depot, including hired plant, managed through the Stores Supervisor. A significant amount of work had been undertaken over the previous 12 months to identify the location of every item of plant and equipment, including those held at remote sites, with the inventory monitored and updated daily, and all items of plant and equipment registered and booked out / in each day by the Supervisors.</p>						
1.08	<p>As part of this piece of work, the service has employed the use of a group of hardware and software components which allow for the collection, organisation and analysis of HAV (Hand Arm Vibration) risk assessment exposure data relating to the use of vibrating equipment. All powered tools and equipment are now recorded on the Reactec system and tracked using electronic tags, and operatives using the tools are required to wear a HAVwear watch device, which tracks the trigger time activity on the tool or piece of equipment over the duration of the operative's shift. The watch is used in conjunction with RFID (radio frequency identification) tags, which are attached onto the vibrating equipment. The software employs a traffic light system (Green, Amber, Red), which is related to the HSE Control of Vibration at Work Regulations 2005 (the Vibration Regulations), to calculate and record the HAV exposure caused by operating the tool or piece of equipment. The software shows the number of points the operative has accumulated during a shift as they work with vibrating tools. In addition, the traffic light indicator shows the operative's HAV exposure using the traffic light system to indicate when the specified exposure action values (EAV) are reached, which allows the operative to take action to limit further exposure as follows: -</p> <table border="1" data-bbox="320 1189 1385 1375"> <tr> <td data-bbox="320 1189 507 1227">GREEN =</td> <td data-bbox="513 1189 1385 1227">GO Below EAV. Aim to stay in this region</td> </tr> <tr> <td data-bbox="320 1229 507 1335">AMBER =</td> <td data-bbox="513 1229 1385 1335">BE AWARE EAV exceeded. Reduce tool usage, share workload – supervisors on alert</td> </tr> <tr> <td data-bbox="320 1337 507 1375">RED =</td> <td data-bbox="513 1337 1385 1375">STOP ELV exceeded. Stop using hand-held power tools</td> </tr> </table> <p>The software will ensure that the Council adheres to legal requirements applicable to workplace health and safety and to determine vibration magnitudes that are representative of the actual vibration emissions applicable during tool use. It will also assist with the inventory control of all powered tools and equipment within the service.</p>	GREEN =	GO Below EAV. Aim to stay in this region	AMBER =	BE AWARE EAV exceeded. Reduce tool usage, share workload – supervisors on alert	RED =	STOP ELV exceeded. Stop using hand-held power tools
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1.09	<p>In addition, an action plan has been introduced to ensure that working arrangements have continued to be followed and processes adhered to within the service. A copy is enclosed with this report for further information (please see Appendix 2) and the key actions include: -</p> <ol style="list-style-type: none"> a) Stock checks of current stock levels undertaken for: <ul style="list-style-type: none"> - Grounds Maintenance consumables e.g. grass seed, fertilisers etc. - Consumable items for mechanical sweeper vehicles. - Safety fence material. - Street Lighting (non-van held stock and van held stock) - Full Stock Check of all assets. b) Consolidate all consumables across the depot and transfer to main store area within Welfare Building. 						

	<ul style="list-style-type: none"> c) Suitable disposal of all obsolete stock or equipment e.g. redundant fleet spares / street lighting equipment. d) Introduce new process for the purchasing and ordering of any grounds maintenance consumables. e) Introduce two-weekly rolling stock checks of all materials throughout the year. f) Introduce a booking out system for all Grounds Maintenance and Highway materials e.g. sand, kerbs, grass seed etc. with all stored material now held behind a securely fenced area with controlled access through the Stores team. g) Review procurement and tendering arrangements in place for purchase of stock and materials.
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2.00	RESOURCE IMPLICATIONS
2.01	<p>Revenue: there are no implications for the approved revenue budget for this service for either the current financial year or for future financial years. The replacement stores system is being developed by the in-house IT team and is not expected to incur any additional revenue expenditure within the service. However, it is anticipated that efficiencies may be achieved through improved day-to-day stock management and control using electronic bar coding.</p> <p>Capital: there are no implications for the approved capital programme for either the current financial year or for future financial years</p> <p>Human Resources: there are no implications for additional capacity or for any change to current workforce structures or roles.</p>

3.00	IMPACT ASSESSMENT AND RISK MANAGEMENT
3.01	The Internal Audit reports highlighted that changes to the current ways of working and stock control system were required in order to provide assurance that key risks were being managed and controlled effectively.
3.02	The Stores action plan and work undertaken to date to introduce new systems, processes and working arrangements will ensure that progress continues to be monitored and reported on a monthly basis to the Senior Management Team.

4.00	CONSULTATIONS REQUIRED/CARRIED OUT
4.01	Consultation is ongoing with ICT services in relation to support and implementation of new stores system.
4.02	Consultation is ongoing with existing Stores staff on processes and working arrangements

4.03	Further reporting via future Internal Audit reports
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5.00	APPENDICES
5.01	<ol style="list-style-type: none"> 1) Appendix 1 - Report to Environment Overview & Scrutiny Committee in February 2020 2) Appendix 2 – Stores Action Plan

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None

7.00	CONTACT OFFICER DETAILS
7.01	<p>Contact Officer: Stephen Jones Telephone: 01352 704700 E-mail: stephen.o.jones@flintshire.gov.uk</p>

8.00	GLOSSARY OF TERMS
8.01	<ol style="list-style-type: none"> 1) Tranman System = fleet management system, which was previously operated by the Council's in-house fleet team to order parts for vehicles and subsequently used as a stores stock control system for Alltami depot. 2) HAV = Hand Arm Vibration Syndrome, comes from the use of hand-held power tools and can cause changes in the sensation of the fingers, which can lead to significant ill health (painful and disabling disorders of the blood vessels, nerves and joints). It is caused by working with vibrating tools and equipment for significant lengths of time. 3) Reactec system = hardware and software, which allow for the collection, organisation and analysis of HAV (Hand Arm Vibration) risk assessment exposure data relating to the use of vibrating tools and equipment by operatives 4) RFID = Radio frequency identification, which uses electromagnetic fields to automatically identify and track tags attached to objects. An RFID tag consists of a tiny radio transponder, radio receiver and transmitter. 5) EAV = Exposure Action Value is the daily amount of vibration exposure above which employers are required to take action to control exposure.