

CYNGOR SIR POWYS COUNTY COUNCIL.

Audit COMMITTEE

12th January 2012.

REPORT AUTHOR: Head of Local & Environmental Services

SUBJECT: Depot and Stores Audits

REPORT FOR: Information / Discussion

1.0 Introduction

- 1.1 The purpose of this report is to provide Members with an update on progress being made to address the findings of audits undertaken last summer into construction depots and stores recording system.

2.0 Progress

- 2.1 As members will be aware the service has undergone considerable changes over the summer with the formal introduction of Local Environment (LE) on 5th September 2011. The implementation of multi-functional working arrangements has included a fundamental review of operational processes and was encompassed in the findings of the audits into Construction Depots and ROCC Stores System Highways.
- 2.2 In broad terms the service has worked with internal audit over the summer, and since the introduction of LE, to ensure that robust systems and controls were introduced. Examples include the storage of materials in the operational depots. This system has also addressed concerns over the management of waste and particularly salvageable waste. Opportunity was also taken to introduce a common procedural system across the entire authority, that encompassed the use of the council's fleet and plant, and one that seeks to introduce controls for licences and permits necessary for the roll out of the kerbside refuse collection throughout the county.
- 2.3 The detail behind the actions taken and progress made is highlighted in red in the attached supplementary Action Plans (Appendix A & B).
- 2.4 A copy of the new Depot Manual, which is also referred to in the action plans as a hyperlink, is attached at Appendix C for ease of reference.

Recommendation:	Reason for Recommendation:
That members of the Audit Committee note the progress made in addressing the findings of the two internal audits and the introduction of a procedural depot manual as a means of introducing controls for the front line operational services.	To acknowledge actions taken to address the audit findings and the production of the depot

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Appendix A – Construction Depot Actions

8.0 ACTION PLAN

Ref	Control Weakness	Consequences / Risk	Grading	Agreed Actions by Client	When and by Whom
8.1	There was no procedural manual or guidance notes available as a control document for all relevant processes e.g. the control and recording of waste and salvageable/reusable materials.	Non-compliance with the Authority's approved policies, practices and procedures.	Fundamental	Adrian Jervis Introduce procedural manual initially in Newtown and throughout depots. Depot Manual has been introduced countywide. Procedures for Waste covered in Depot Manual. Item 8.6 in the ROCC Stores System Highways Audit response refers to salvageable materials.	Newtown – Sept 11 Remaining Depots Dec 11
8.2	Staff records had not been established to demonstrate receipt and acceptance of information.	Non-compliance with the Authority's approved policies, practices and procedures.	Significant	Communicate procedural manual to Area Managers and Area Teams following introduction Sept to Dec. Roll out in Jan 2012, by carrying out Toolbox Talks.	Area Managers Jan 12
8.3	The new interim procedure in relation to the control of salvageable/reusable materials (CS share database) is not fully operational.	Non-compliance with the Authority's approved policies, practices and procedures.	Significant	Ensure all materials included on stock lists or disposed of in compliance with new procedural manual. Item 8.6 in the ROCC Stores System Highways Audit response refers to salvageable materials.	Area Managers Oct 11
8.4	Limited monitoring and tracking of vehicle movements.	Possible inappropriate use and abuse of council vehicles. Limited control of valuable resources.	Significant	Fleet Manager to produce monitoring reports (wkly) for Area Managers. Area Managers to monitor reports and action as appropriate. See 8.5 below.	Fleet Manager July 11 Area Managers July 11

Appendix A – Construction Depot Actions

8.0 ACTION PLAN (Cont'd)					
Ref	Control Weakness	Consequences / Risk	Grading	Agreed Actions by Client	When and by Whom
8.5	None of the Depots monitored the fuel used by their vehicles by utilising the fuel monitoring reports.	Possible inappropriate use and abuse of council vehicles There was no adequate or effective management or control of valuable resources.	Significant	Fleet Manager to produce fuel usage reports. Area Managers to monitor usage and take action as required. Routine monthly reports are produced for running, idling and travelling times and miles travelled. Tracking reports are available on demand and a fuel usage report will be introduced for all Area Managers by February 2012.	Fleet Manager August 11 Area Managers August 11
8.6	Tachograph analysis information on infringements is not being utilised or reviewed or monitored etc.	Drivers may be breaking the law unknowingly and not being told of the fact.	Fundamental	Fleet Manager to produce Tachograph analysis reports. Area Managers to monitor and take appropriate action. Reports being produced and actioned.	Fleet Manager August 11 Area Managers August 11
8.7	New materials left at the end of specific projects and salvaged materials that are reusable are not recorded, controlled and periodically checked. Computerised details of all stocks of materials held at the Depots is not accessible by Supervisors.	The Authority may be open to fraud and abuse.	Significant	Ensure all materials included on stock lists or disposed of in compliance with new procedural manual. See 8.3 above.	Area Managers Oct 11

Appendix A – Construction Depot Actions

8.8	A complete Asset Register is not being maintained centrally for the Construction Department's vehicles, plant and machinery.	Risk that all plant and vehicles are not recorded as assets in the accounts and is not recorded for insurance purposes. Risks to security of staff and property.	Significant	Fleet Manager to complete Asset Register & inform Area Managers of equipment in each area. An full asset inventory is under construction to assist with servicing and statutory compliance requirements and will be completed by March 2012	Fleet Manager Sept 11
8.9	Health and Safety inspections are not being carried out at all Depots or work sites.	Non compliance with legislation. Non-compliance with the Authority's approved policies, practices and procedures. Risk to staff well being.	Significant	Compile H&S Inspections/ Audit programme. Area Managers to review findings and take appropriate action. Being done now – including H&S monitoring of workforce on site.	David Hurst June 11 Area Managers June 11
8.10	Not all Waste Licences were held at the Depots and several seen were out of date.	Records are incomplete.	Merits Attention	Refer to 8.3 licensing to be included in procedure manual. Procedure now in place in Depot Manual and files being updated.	

Appendix B – Stock Control Actions

8.0 ACTION PLAN

Ref	Control Weakness	Consequences / Risk	Grading	Agreed Actions by Client	When and by Whom
8.1	Roles and responsibility for management of stock are not clearly identified.	Lack of management control. Stock is not correctly accounted for.	Fundamental	Introduce Procedural Manual initially in Newtown and throughout depots Nominated ASO's will be set up during Jan 2012 and clear instruction given to them on their duties.	Adrian Jervis – Newtown Sept 2011 Andrew Jones - All Depots – Dec 2011
8.2	Stores Personnel have not received training in the use of the ROCC system.	Stores Personnel will not have the required knowledge to use ROCC.	Fundamental	Ensure all materials included on stock lists or disposed of in compliance with new procedural manual. ASO's have all had sufficient training for what they need from ROCC. It is still and always has been BPU's role to manipulate stock figures on ROCC (subject to appropriate paperwork or LE Area Manager approval). No further action needed.	Area Managers October 2011
8.3	There are no documented procedures in respect of Stock Takes for Stores Personnel.	Different systems and procedures in use at different locations.	Significant	See 8.1 & 8.2 above Now covered in Depot Manual. - X:\Local and Environmental Services -QMS\ & ES ISO 9001 QMS\Service Level Procedural Manuals & Forms\Highways Depot QMS\On Street Services Procedural Manual	Area Managers October 2011
8.4	Stock adjustments are not formally examined and authorised.	Contravention of Financial Regulations.	Fundamental	See 8.1 & 8.2 above This is now carried out and procedures are now covered in the Depot Manual.	Area Managers October 2011
8.5	Current working practices prevent the system from showing true stock level figures.	Replenishment stock may be ordered unnecessarily.	Fundamental	Ensure programme of briefings/training implemented to communicate procedural requirements.	Area Managers October 2011

Appendix B – Stock Control Actions

8.0 ACTION PLAN					
Ref	Control Weakness	Consequences / Risk	Grading	Agreed Actions by Client	When and by Whom
				The procedure in the Depot manual has been altered to reflect this (App. H) and will be implemented for the next stock take.	
8.6	Surplus items purchased for specific jobs are not recorded on the system.	Further items may be purchased unnecessarily.	Significant	See 8.1 & 8.2 above A spreadsheet is being set-up on CSShare for the recording and management of such stock. The procedure in the Depot manual (App. H) will be amended when this becomes live at the end of Jan 2012.	Area Managers October 2011
8.7	Stock Take and Adjustment reports not produced for Management.	Management may not be aware of level of discrepancies.	Significant	Produce stock take and adjustment reports for consideration /review by LE Area Managers Management meeting This is now carried out and procedures are now covered in the Depot Manual .	Andrew Jones - October 2011



Local and Environmental Services

Local Environment Depot Manual

Owner: Head of Service for L&ES

Version: 1

Date: October 2011

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This Procedure Manual requires the following approval:

Name	Signature	Title	Date of Issue	Version
Steve Holdaway		Head of Service		
Paul Hughes		Business Support Manager		

The distribution of this document is as follows

Copy	Holder	Date of Issue	Version
1.	Llanidloes		
2.	Welshpool		
3.	Newtown		
4.	Penybont		
5.	Llangammarch		
6.	Rhayader		
7.	Boughrood		
8.	Ffrwdgrech		
9.	Abercrave		
10.	Performance & Quality		

Record of Issue and Amendments

Revision date	Previous revision date	Summary of Changes	Changes marked
16/06/2008	Nov. 2007	Re-engineered the whole Manual following Management Review	
16/02/2009	16/06/2008	Revised Security Alarm procedure	
01/04/2009	16/02/2009	New contact Officer	
15/07/2009	16/02/2009	Revised Security Alarm – 11.2	
08/01/2010	15/07/2009	Revised table of organisation	
February 2011	08.01.2010	Manual on hold awaiting completion with LE	
October 2011	February 2011	Amendments to comply with LE	

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1 Introduction

This Procedure is a Sub Manual to the [Quality Manual](#) for Local and Environmental Services (L&ES) and addresses the requirements for the operation of depots. Reference should be made to the Quality Manual covering the requirements of BS EN ISO 9001: 2008 not addressed in this Manual.

2 Scope

This Procedure manual describes the processes and working of depots throughout PCC, with specific reference to 'Local Environment' (LE) functions.

The manual includes:

- Depot Housekeeping
 - Depot Rules;
 - Fire;
 - Depot Security;
 - Contractor & Visitor Control;
 - Pollution Prevention;
 - PPE;
 - Roles and Responsibilities;
 - Meeting and training room ;
 - Building/depot servicing;
 - Materials Control; and
 - Materials Disposals.

Appendices:-

- Appendix A - Organisational structure
- Appendix B – Meeting structure
- Appendix C – Roles & responsibilities
- Appendix D – Complaints procedure
- Appendix E – Procurement
- Appendix F – Training
- Appendix G – Green Dragon
- Appendix H – Materials Stock Control
- Appendix J - Health and Safety

Exclusion /Omissions

The exclusion/omissions with respect to Clause 4.2.2a of ISO 9001:2008 standard are as follows:-

The whole clause 7.3 (design and development) does not apply to registration with ISO 9001:2008 as defined in the scope of registration. These service areas work to specifications and drawings supplied by others when carrying out contracts.

3 Definitions and Acronym's

APTR	All purpose trunk roads
ASO	Area Support Officer
BPU	Business Performance Unit
CSCS Cards	Construction Skills Certificate Scheme
Health & Safety Co-ordinator	A competent person appointed to ensure compliance with Health & Safety and Environmental legislation and PCC Policies
LAM	Local Area Manager
LO	Lead Operative
OH&S	Occupational Health & Safety
P&Q	Performance and Quality
PPE	Personal Protective Equipment
QMS	Quality Management System
RA	Risk Assessment
SSoW	Safe System of Work

4 Communication and Records

4.1 Depot Contacts

Each depot has a nominated ASO who has responsibility for all depot issues, reporting to LAM as indicated in [Appendix C](#) of this document.

4.1 Internal Audit, Corrective Action and Review

- Internal audits are scheduled over a 12 month period to cover all aspects of the Local Environment Depot QMS and should follow SMP 202-Internal Audit Procedure, these are carried out by P&Q and OH&S.
- The procedure for implementing corrective actions is located in the Local and Environmental Services Manual (ref: [SMP 204](#)).

4.2 Customer Complaints

All complaints and issues are to be reported to the ASO for attention.

4.3 Preventative Action

- To prevent problems arising procedures laid out in the depot rules shall be followed.

4.3.1 Contractor and Visitor Control

- All Visitors and Contractors must sign in the visitors book when entering and leaving the site.
- Only authorised and trained personnel are to undertake work in the depot. All external contractors must be authorised by the depot ASO prior to them commencing work on site. The contractors must present , SSoW, RA's and current insurance certificate as well as training details for specialist activities; e.g. CSCS card.
- Permit to Work.
- Environmental Code of Conduct

4.4 Control of Records

As part of the QMS, the following records are required to be controlled by the depot following appendix of this document, including;

- Accident and incident records/reports; and
- Plan layout of site, including drainage and utilities.

4.5 Management Review

- QMS shall continually monitored at all levels to ensure continuous improvement;
- Management review should follow [SMP 203](#) – Management Review; and

- P&Q team shall carry out an annual review of the depot manual with the relevant management team and associated services.

4.6 Third Party Property

All third party property shall be treated in the same way as if PCC owned the property.

5. Depot Housekeeping

- The overarching health and safety policy for PCC is held and maintained by the corporate H&S team and applies to all functions within depots.
- The Green Dragon Environmental Standard is maintained by the Green Dragon team and applies to all L&ES Depots and sites and the functions within those depots and sites.
- All visitors to depots will sign in and out, this includes PCC personnel who are visiting depots.
- Depots will maintain visitor registers and ensure all visitors are aware of the depot health and safety and environmental requirements.
- Each Depot will appoint responsible persons to act as the Depot Co-ordinator and or Health and Safety Co-ordinator; their name shall be displayed.
- Each Depot will appoint the appropriate number of trained Fire Marshals and their names will be displayed.
- Each Depot will appoint suitable numbers of qualified First Aiders and their names will be displayed.
- The Depot Co-ordinator will carry out a monthly inspection of the depot and forward the report to:
 - Local Area Manager;
 - Corporate Health and Safety team; and
 - Green Dragon team.
- Depot quarterly meetings shall be held with all tenants to discuss operational, H&S and Environmental issues related to the depot.
- All works/alterations to the fabric of the depot shall only be carried out in consultation with the Depot LE manager.
- The LE manager will ensure that depot site plans are up to date and accurate and that any alterations to the depot services are accurately marked on the site plans.
- A good standard of housekeeping in all areas of the depot shall be kept at all times.
- Notice board to have current and relevant information only.
- All depot rules shall be adhered to at all times as stated in Appendix J of this document.

5.1 Fire

PCC policy for fire/evacuation or emergency shall be followed at all times as laid out in the 'Fire, Safety and Emergency' file for each depot.

5.2 Depot Security

- All depots shall be locked and buildings within the depot secured out of normal working hours and when unmanned.
- Where fitted, alarms should be set outside normal working hours and when unmanned.
- The procedures for receiving alerts from the alarm monitoring company and for subsequent attendance at the depot are as laid in [5.5.1](#) of this document.
- Any unaccompanied visitor found on depot sites shall be challenged.
- All visitors must wear 'Visitors High-Vis' when moving around the site.
- Contractors or Visitors requiring access to unmanned depots must make an appointment to access the sites through the LE team. Contractors shall not be given keys to access depots unaccompanied.

5.4 Pollution Prevention at Depots

LE Manager shall ensure that the potential for pollution at their depots is minimised.

- Guidance on pollution prevention at Highways Depots is as detailed in PCC 'Pollution Prevention plan' referenced [EP04](#), which is based on Environment Agency "Pollution Prevention Guidelines Highway Depots PPG10".

5.4.1 Pollution incident response plans

ASO shall have a pollution incident response plan and this shall be kept in the main depot waste file. This plan is based on the Environment Agency publication "Pollution Incident Response Planning: PPG21". A copy of these plans shall be kept in the depot grab file.

5.4.2 Pollution incident plan

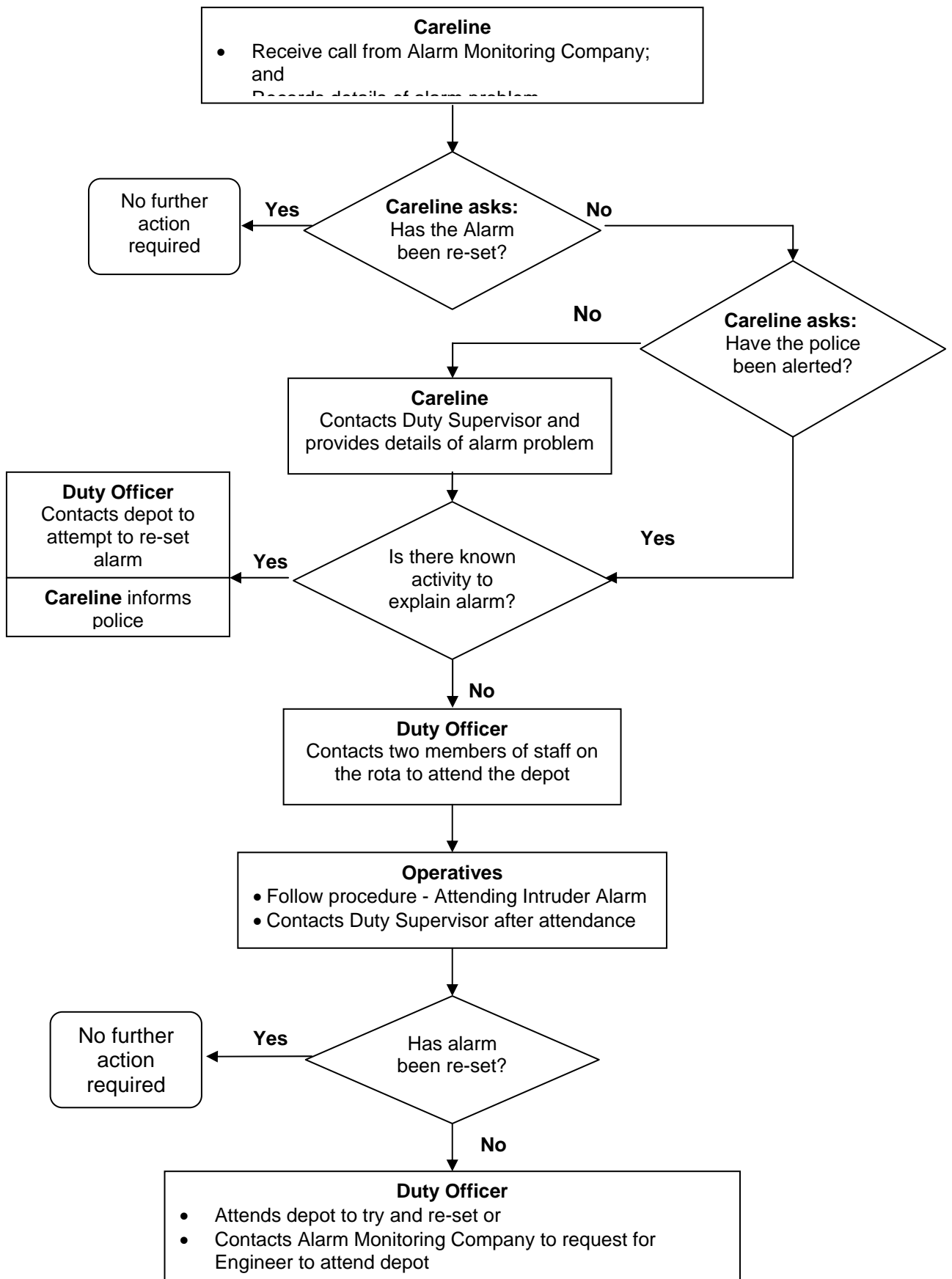
The plan shall be reviewed on at least an annual basis or more frequently if the depot is subject to physical alterations or changes of user. The Green Dragon team will be involved in the review of the incident plan.

5.4.3 Pollution Incident Flowchart

PCC - Intranet

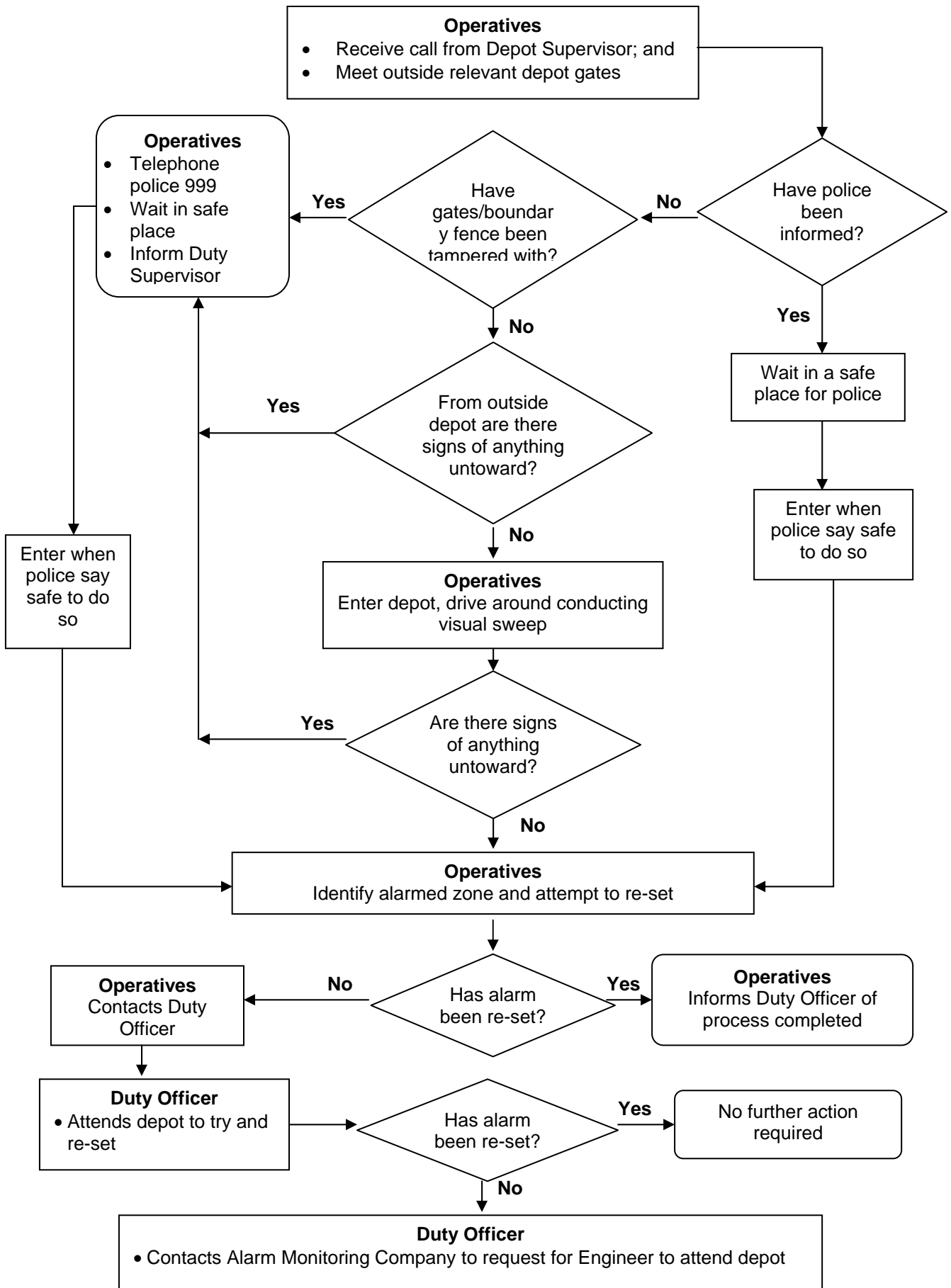
<http://intranet.powys.gov.uk/index.php?id=4593&L=0>

5.5.1 Receiving Intruder Alarm Calls



5.5.2 Attending Intruder Alarm Calls

Note: This **MUST** be two members of staff - **NO** lone working



6. Personal Protective Equipment (PPE)

- This shall be issued to staff requiring such equipment for their duties according to the scale for each role in the Depot;
- Staff will be responsible for the upkeep and care of the PPE issued;
- PPE shall be replaced if damaged or no longer fit for purpose as soon as is practicable;
- A record of issues and receipts for PPE shall be kept by supervisory staff on form [L&ES 50](#); and
- Any item not on the approved list of equipment must be subject to a risk assessment, approved by the Health and Safety Advisor and authorised by the LE Manager prior to being ordered.
- An area support officer shall be tasked with the control, monitoring of PPE in each area.

7. Control of Vehicles and Plant

- The LE managers will ensure that all vehicle and plant operations are in compliance with PCC policies.
- The LE depot will list all vehicles and plant that they have under their control and inform Fleet of any changes to vehicle or plant location.
- ASO's will ensure that vehicles and plant are only used for authorised purposes and those drivers or operators are correctly trained and licensed. These records must be dated.
- ASO's will ensure that all vehicle and plant movements are known, logged and traceable.
- ASO's will ensure that vehicle check and Tachograph records are completed in compliance with legal and PCC requirements.
- Drivers will check vehicles and plant prior to use to ensure that they are, as far as is reasonable, free from fault, using the standard drivers log book or the plant check sheet.
- On a monthly basis ASO's will meet with drivers/operators and go through the driving reports from the Fleet department to ensure that drivers are aware of any breaches of legislation or PCC policy that have been committed. Further, these meetings will focus on the financial and environmental impacts of poor driving.

8. Building/depot servicing

	Asbestos	PATS	Fixed Electrical	Legionella	Air Conditioning	Interceptor	Intruder Alarms	CCTV	Fuel Tanks	Fire Alarm	Fire Extinguishers	Emergency Lighting	Roller Shutter Doors	Boilers	Workshop Equipment	Dust & fume extraction	Generators	Fall Arrest System	Fire Doors	LPG Tank Inspection	Roof & Gutter Inspection	Hoists	Compressors
Newtown	✓	✓	✓	✓	✓	✓	✓	X	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Welshpool	✓	✓	✓	✓	N	✓	✓	X	X	✓	✓		✓	✓					✓		✓		✓
Llanfyllin	✓	✓	✓	✓		✓	✓	X	X	✓	✓	✓	✓						✓		✓		✓
Llanidloes	✓	✓	✓	✓		S					✓								✓		✓		
Llanbrynmair	✓	N	✓	✓		S			X		✓								✓		✓		✓
Penybont	✓	✓	✓	✓		✓	✓	X	X	✓	✓		✓	✓	✓	✓		✓	✓		✓		✓
Llangammarch	✓	✓	✓	✓		✓	✓	X	X	✓	✓		✓						✓		✓		✓
Boughrood	✓	✓	✓	✓		✓	✓	X	X	✓	✓	✓	✓	✓	✓				✓		✓		✓
Ffrwdgrech	✓	✓	✓	✓		✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Abercrave	✓	✓	✓	✓		✓		✓	X		✓		✓					O	✓		✓		✓
Crickhowell	✓	✓	✓	✓		✓			X		✓										✓		✓
Rhayader	✓	✓	✓	✓		✓			X	✓	✓	✓	✓	✓					✓		✓	✓	
Presteigne	✓	✓	✓	✓		S			X		✓		✓						✓		✓		
Ddole Road	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓					✓		✓	✓	✓
Builth Wells	✓	✓	✓	✓							✓		✓								✓		
Vastre	✓	✓	✓	✓				✓		✓	✓	✓		✓					✓		✓		

*Note- Presteigne Fuel Tanks on site but not used

N – Not on survey S – sewage work under taken no interceptor recorded at time of survey O – not serviced not in use

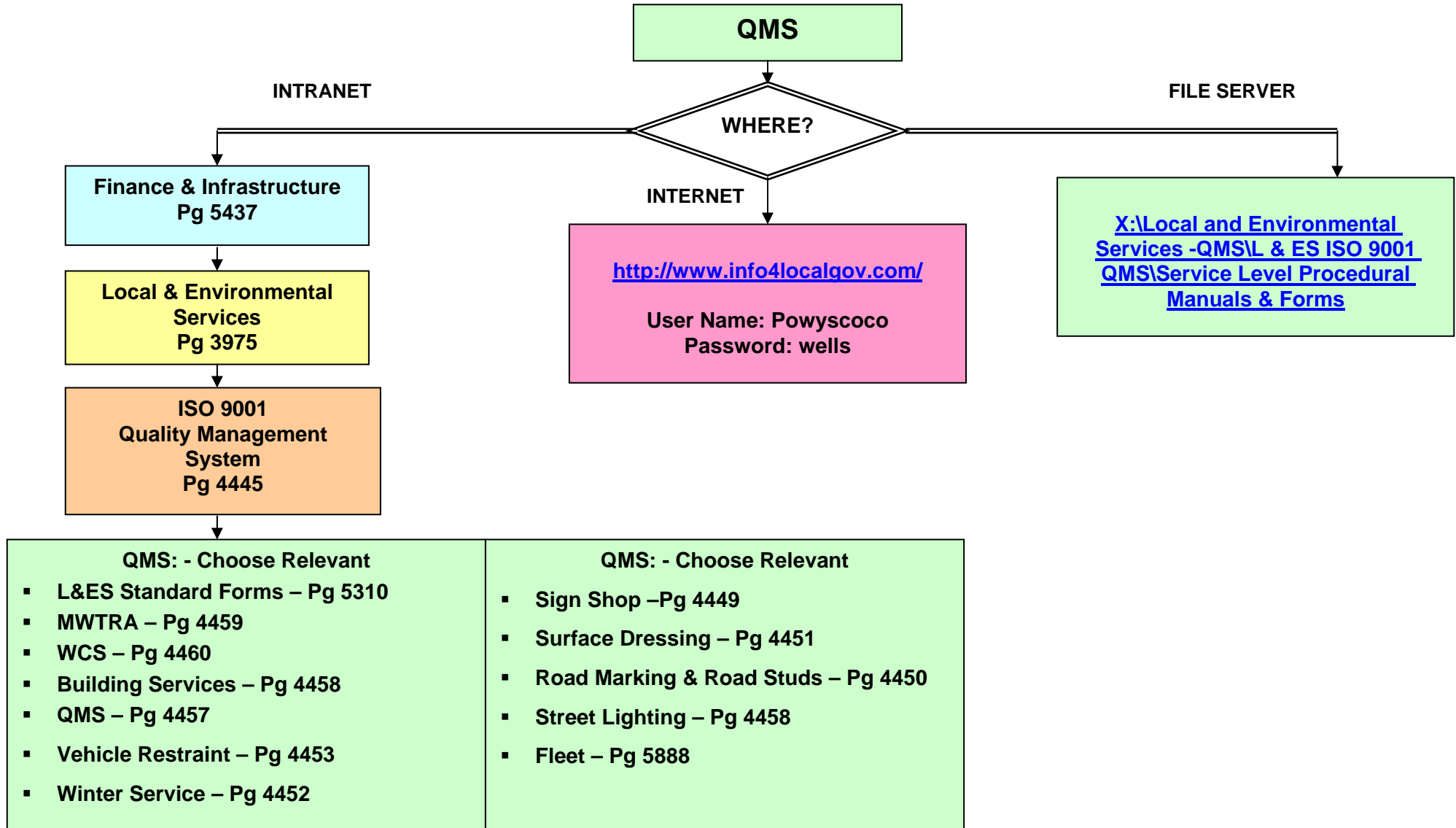
8.1 Service Areas

The following table shows what service areas are based in each depot.

	Highways	Grounds	Street Lighting	Sign Shop	Vehicle Maintenance	Street Cleansing & Amenities	Refuse	Building Maintenance	Catering & Cleaning	BPU
Newtown	✓	✓	✓		✓	✓	✓	✓	✓	✓
Welshpool	✓	✓			✓	✓	✓	✓		✓
Llanfyllin	✓									
Llanidloes	✓									✓
Llanbrynmair	✓									
Penybont	✓				✓					✓
Llangammarch	✓	✓				✓	✓			✓
Boughrood	✓									✓
Ffrwdgrech	✓	✓	✓	✓	✓	✓	✓	✓		✓
Abercrave	✓	✓	✓			✓	✓	✓		✓
Crickhowell	✓									
Rhayader	✓	✓				✓	✓			✓
Presteigne	✓									
Talgarth	✓									
Ddole Road		✓	✓		✓	✓	✓		✓	✓

9. Service Procedures

The following highway procedures can be found as directed:



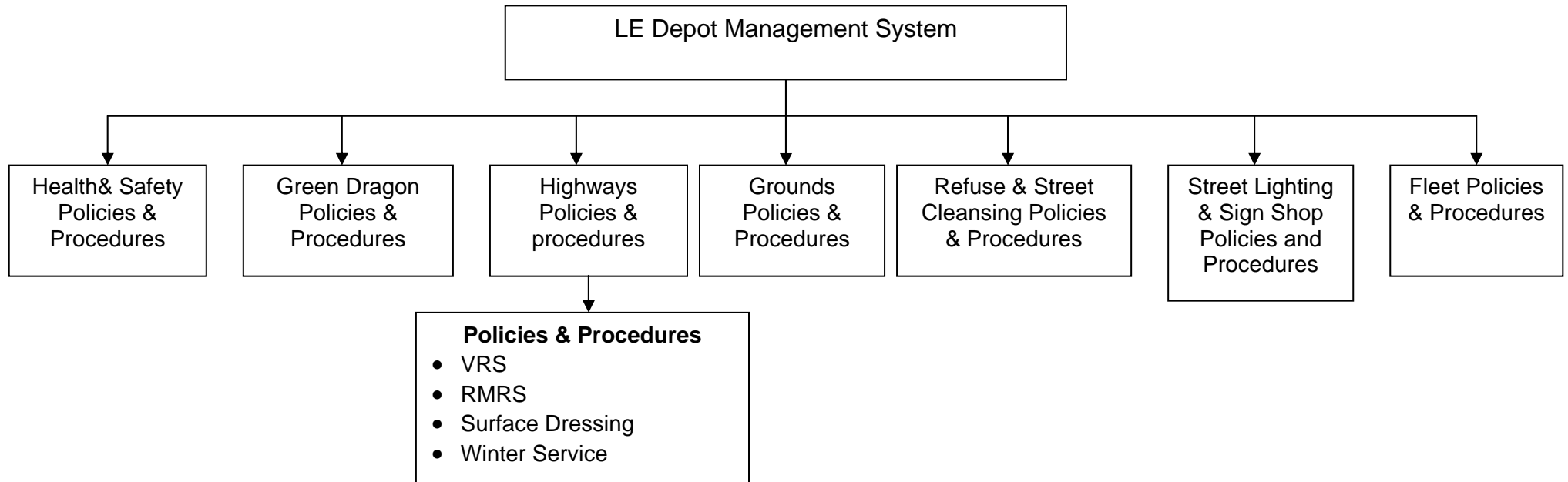
10 Related Documents

L&ES Standard Forms List

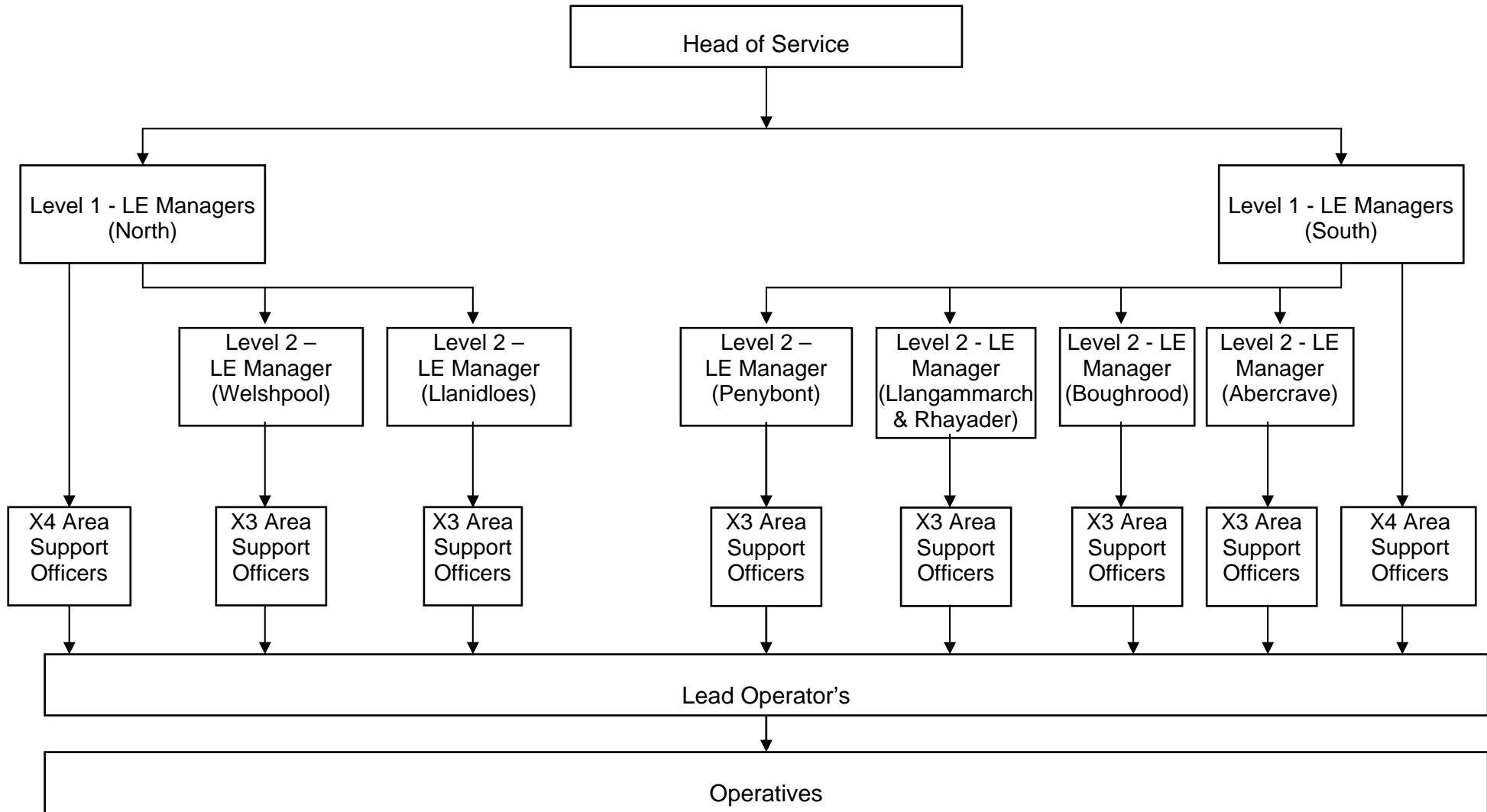
- L&ES 1 – Hired Plant Sheet
- L&ES 3 – Weekly Timesheet
- L&ES 5 – Weekly Return for Hired Plant and Labour
- L&ES 7 – Material Order Sheet
- L&ES 10 – Day Works Schedule
- L&ES 11 – Measurement Valuation
- L&ES 12 – Measurement Valuation External
- L&ES 13 – Adding New Plant Items to Plant Register
- L&ES 14 – Record of Fuel Issued via Fuel Management
- L&ES 15 – Dedicated Sewer Gang Off Scheduled Record
- L&ES 16 – Dual form –programmed Siding and Ditching
- L&ES 21 – Contract for Other Cleaning – Off Schedule
- L&ES 22 – Programmed Gully Cleaning
- L&ES 25 – Asset Register
- L&ES 26 – Sale or Disposal
- L&ES 28 – New Vehicle Data Sheet
- L&ES 31 – Stores
- L&ES 32 – Fuel Delivery Procedure
- L&ES 34 – Calibration
- L&ES 35 – Sub Contractor Requisition
- L&ES 36 – Sub Contractor Payment
- L&ES 37 – Incident Specific
- L&ES 38 – Record for Disposal of Waste
- L&ES 40 – Suppliers Monitoring Form
- L&ES 41 – Record for Disposal of Waste External Contractors
- L&ES 42 – Site Specific
- L&ES 43 – Driver Training Agreement
- L&ES 44 – Contract Check List
- L&ES 45 – Action Record
- L&ES 46 – Supervisors Call Log
- L&ES 47 – Programmed Weekly Sweeping Record
- L&ES 48 – Site Induction Training
- L&ES 49 – Contractor Check Sheet
- L&ES 50 – PPE Issue
- L&ES 51 – Site Monitoring
- L&ES 52 – Site Audit**
- Green Dragon forms**

Appendix A1 - Management System Structure

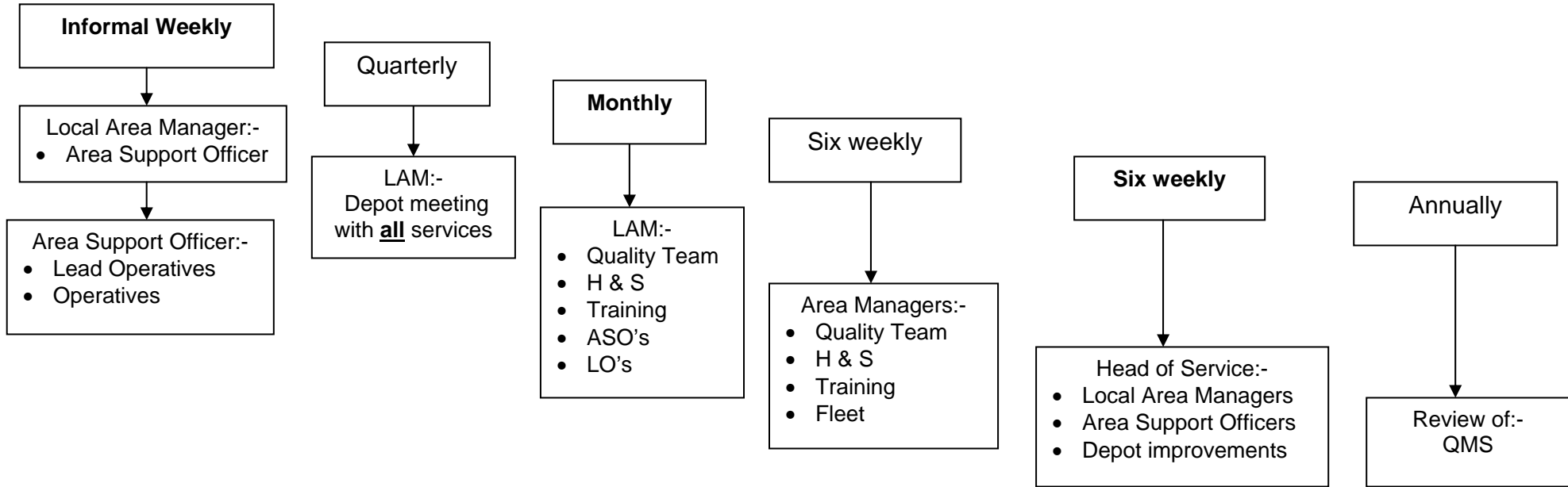
The management systems for LE are structured in the following manner and are kept electronically at <X:\Local and Environmental Services - QMS>



Appendix A2 - Staff Structure



Appendix B – Meeting Structure



Appendix C - Roles and Responsibilities

The responsibilities of staff specific to the Highways Maintenance are as follows: -

Head of Service

- Responsible for the overall service and its compliance with ISO and service requirements. Is supported by the Local Area Manager(s)

Local Area Manager

- Responsible for the delivery of Local Environment
- Ensure all Local Environment functions are carried out to specified standards, performance and quality
- To provide leadership and motivation to the group's staff such as they operate efficiently, effectively and economically

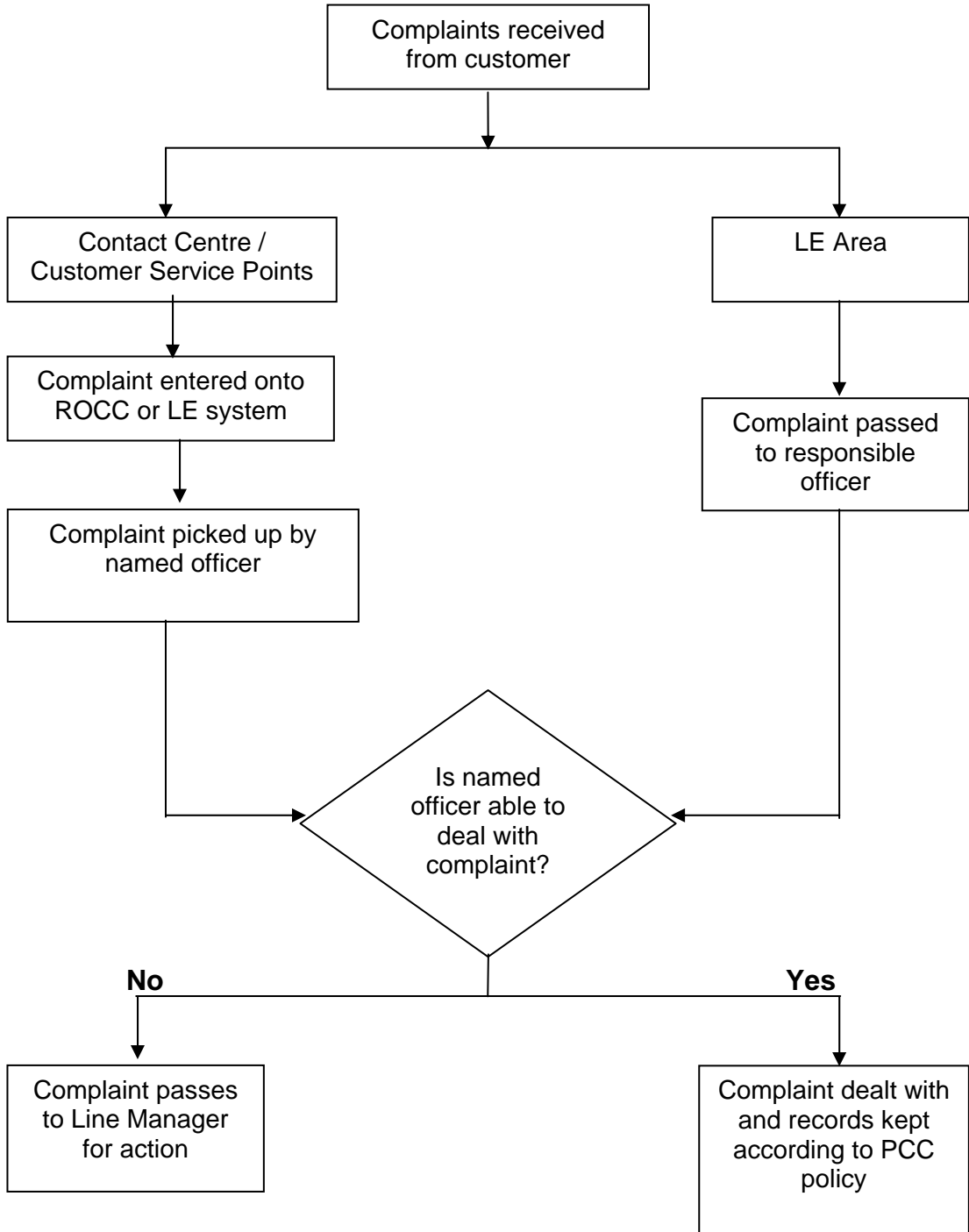
Area Support Officer

- Responsible for the operational activities
- To support and motivate staff in a manner which secures their commitment and the effective performance of their duties
- Supports the Local Area Manager
- To ensure all Quality Management procedures are fulfilled
- To ensure depot records are current and relevant

Lead Operative

- Responsible for all operational activities
- Utilisation of plant and labour
- To manage and motivate staff
- To ensure all Management procedures are fulfilled
- To prepare and monitor financial systems

Appendix D - Complaints System



Note: PCC operates a bi-lingual policy, thus the complaint is responded to in the same language as it was received.

Appendix E – Procurement

Contract Standing Orders

The objective of standing orders is to ensure that the Council enters into contracts for the supply and/or disposal of goods, materials and services or for the execution of works on the most economically advantageous terms, through the application of the ethical, consistent and transparent practices and procedures which also comply with Best Value provisions of the Local Government Act 1999 and with the Council's own Procurement Strategy.

Detailed below is an outline of the areas covered by Contract Standing Orders:

- Thresholds and approved procedures for obtaining tenders
- Authorised signatories
- Select list for contractors and suppliers
- Handling of tender documentation
- Award procedures

All officers undertaking procurement within LE are expected to be aware of, understand and ensure (within their remit) compliance with standing orders, before reading this document.

Should you wish for further advice or assistance concerning Contract Standing Orders please contact the Procurement and Business Manager and the Principle Solicitor- Litigation.

Roles and Responsibilities

Procurement Team Role

The Property and Design procurement team (referred to as the 'procurement team') is responsible for steering procurement within LE by working with, and advising, the LE managers (or nominated persons dealing with procurement), and the Business and Performance Unit (BPU).

The procurement team will co-ordinate activities and provide the information, contractual models and tools to the service area for them to cascade and ensure compliance with corporate policies.

The procurement team will set up and review Contracts in conjunction with Service areas, ensuring procurement arrangements are compliant, follow best practice and provide the Council with value for money. They will also assist with contractual issues, seek advice from legal services where appropriate, and advise service areas on the monitoring and review of suppliers and contractors, and on how to deal with non-conformities.

LE Managers Role

LE managers may nominate a person/s to be responsible for all procurement procedures and processes within their area. They shall manage and engage with their own supply chains, initiating and managing procurement projects, and liaising with the procurement team, to ensure correct procurement processes are in place.

The LE managers, specifically, have a responsibility for the Management, Operation and Monitoring of their suppliers and contractors, and for monitoring contract compliance and the performance of their suppliers/contractors. LE managers are also responsible for managing any inventory (stock) held by their service area.

The Business & Performance Unit (BPU) Role

The BPU are responsible for the administration processes associated with ordering and matching Goods Received Notes and invoices. The BPU personnel shall assist with the administration and processing of supplier monitoring processes and price variations as agreed with the senior managers.

Procurement Methodology

All procurement in LE must be compliant with the guidance that is in the Procurement and Purchasing QM systems.

These can be found at:

<X:\Local and Environmental Services -QMS\L & ES ISO 9001 QMS\Service Level Procedural Manuals & Forms\Procurement Procedure>

<X:\Local and Environmental Services -QMS\Non Accredited Management Systems\Purchasing>

Purchasing

Local Environment will follow PCC purchasing processes and procedures, and, whenever applicable, comply with the practices defined in the L&ES purchasing procedure.

Verification of Purchased Product or Service

- The appropriate **ASO**, or nominee, will visually check material arriving on site immediately prior to use. The material must not be used before this check has taken place; and
- Details of the materials are checked against the order; non-conformity is entered onto the (L&ES 40) Suppliers Monitoring Form and forwarded to the Performance and Quality Team; and
- It is the responsibility of the service to manage suppliers.

Approved Suppliers

- Suppliers are approved by the Senior Procurement Manager, in line with purchasing procedures and with input from the services.

Monitoring Suppliers

- Suppliers' performance is monitored by using L&ES 40 – Suppliers Monitoring Form; and
- Suppliers' performance shall be analysed annually as part of the management review, or whenever appropriate, by the LE Manager.
- Poor performance shall be reported to the Senior Procurement Manager of L&ES.

Appendix F - Training

Induction Training

- On appointment to LE, all personnel undergo induction training that includes relevant information on plant, equipment and essential manual handling, accompanied by the introduction of the safe system of work, Green Dragon and sustainability; and
- Agencies providing staff will ensure that the workforce they provide have a basic knowledge of manual handling and health & safety; and
- Initial operational training is carried out on the job by ASO or LO and has been designed to provide the skills required for the various operatives.

General Training

- A training matrix and register is maintained by the Training Officer on Trent.
- Training needs are identified following annual staff appraisals in accordance with the employee development review (EDR) (<http://intranet.powys.gov.uk/index.php?id=5682&L=0>) and documented in the training & development plan.
- Where individuals have not completed all identified training associated with their duties, the Local Area Manager/Area Support Officer ensures suitable measures are in place to manage any consequent risk.
- The Local Area Manager ensures that identified training needs are satisfied within the agreed timescale and budgetary restraints.
- Where the operation of equipment or vehicles is concerned, all employees involved must undertake a training course provided by the suppliers of the equipment/vehicle.
- The LO is responsible for ensuring the workforce is adequately trained for the task.
- The Local Area Manager/Area Support Officer arranges for regular review of the training needs of all personnel within the service.
X:\STREETSCENE\Operational_Current\H&S\Safe System of Work

Appendix G - LE Areas and Depot Waste Streams

LE Managers have responsibility and duty of care for all waste streams that pass through their depots. A guide to the legislation affecting the management wastes is given at Appendix D.

A spreadsheet has been set up to act as a database to record all types of depot waste transfer activity. This spreadsheet is called "Definitive list of waste transfer activities.xls"

It is the responsibility of the LE Manager to keep this database up to date for their depot. Where the depot has multi tenants, tenants will be responsible for keeping the LE Manager aware of new or changed wasted streams.

Waste Management Documentation; Administration

Each LE Manager will be responsible for a "master" waste management file for their depot (as hard copy). This will contain: -

- all waste transfer documentation for that depot; or if it does not contain the documentation it would explain where it is kept;
- all exemption certificate documentation for waste that is sent to an exempt site from that depot; or if it does not contain the documentation it would explain where it is kept;
- all associated planning consents (*if applicable*);
- trade effluent or discharge consents (*if applicable*); and
- Documentation shall comply with environmental permit conditions (where applicable);
- The Area Support Officer has responsibility for ensuring this "master" file is up to date.

Waste Management Documentation Not Kept On Site

- If waste management documentation is not kept on site i.e. it is kept by the service unit that produces the waste, it is the responsibility of that service unit to administer it.
- It is the responsibility of the service unit that produces the waste to inform the LE Manager as to the location of their waste management documentation, so that the LE Manager can keep the "master" file up to date.

Waste Transfer Notes

Under the Environmental Protection (Duty of Care) Regulations 1991 the council has a legal duty to make records of waste they receive and consign, to keep the records and to make them available to the Environment Agency.

LE Managers must ensure that all controlled waste that is transferred either via a carrier or directly to a waste transfer station or licensed waste management site is recorded using a waste transfer note. Waste management form HMF 10 shall be used for this purpose.

The use of a season ticket is only permissible where the parties involved in the transfers do not change and the waste transferred remains the same.

All waste must be identified using the six figure code as shown on the form or if identified as "Other Waste", given a six figure code obtained from the List of Wastes (Wales) Regulations SI 2005/1820, in Wales as defined by the <http://www.environment-agency.gov.uk/static/documents/GEHO1105BJVS-e-e.pdf>

All waste transfer notes must be kept for a minimum of two years and be made available for inspection by the Environment Agency or by an authorised environmental auditor.

Hazardous waste

All depots that produce hazardous waste must register with the Environment Agency as hazardous waste producers.

The contractor must provide a hazardous waste transfer consignment note when they collect the waste.

All hazardous waste consignment notes must be kept for a minimum of three years and be made available for inspection by the Environment Agency or by an authorised environmental auditor.

Related Documents

Standard forms

HMF 10	Powys County Council Waste Transfer Note
L&ES 38	Record of Site Waste
L&ES 41	Record of Site Waste Generated By External Contractor

Appendix H - Materials Stock Control

- All materials that are used with LE functions shall be controlled and subject to a monthly stock take.
- All materials shall be booked out of the depot on form [L&ES 03](#)
- All materials returned shall be recorded on form [L&ES 31](#)
- All materials shall be kept in a clean and tidy manner to allow effective stock taking.
- All stock will be booked in and out by the Stores operative using dry wipe boards for each pallet.
- The person responsible for the stores will ensure stock rotation.
- Monthly stock takes will take place on a Friday and passed to the LE Manager who will a week later compare with the ROCC report for discrepancies. The dates on the ROCC report must be run 7 days after the stock take, to ensure that materials booked out during the stocktake week are booked on the system.
- Monthly stock takes will identify shortages and overstock items and report such items to the LE manager. Any shortages or discrepancies shall be reported to the Head of Service, on a quarterly basis.
- No changes to the stock figures can be made without the written approval of the LE manager who will identify the reason for the stock alteration
- Any materials that are damaged, out of life or otherwise unusable shall be noted as such and scrapped with the written approval of the LE manager; they can then be taken off stock and disposed of.
- No materials shall be disposed of without the express signed permission of the LE Manager or Head of Service.
- Materials of no commercial value shall be disposed of after signed permission has been obtained from the LE Manager or Head of Service.
- Performance and Quality team will undertake a random audit, as part of the annual audit programme, of the stock control system and send the audit report to the LE manager, Head of Service.

Surplus/Reclaimed/Reusable Materials

During the course of construction work, jobs could have surplus/reclaimed/reusable materials that would come available.

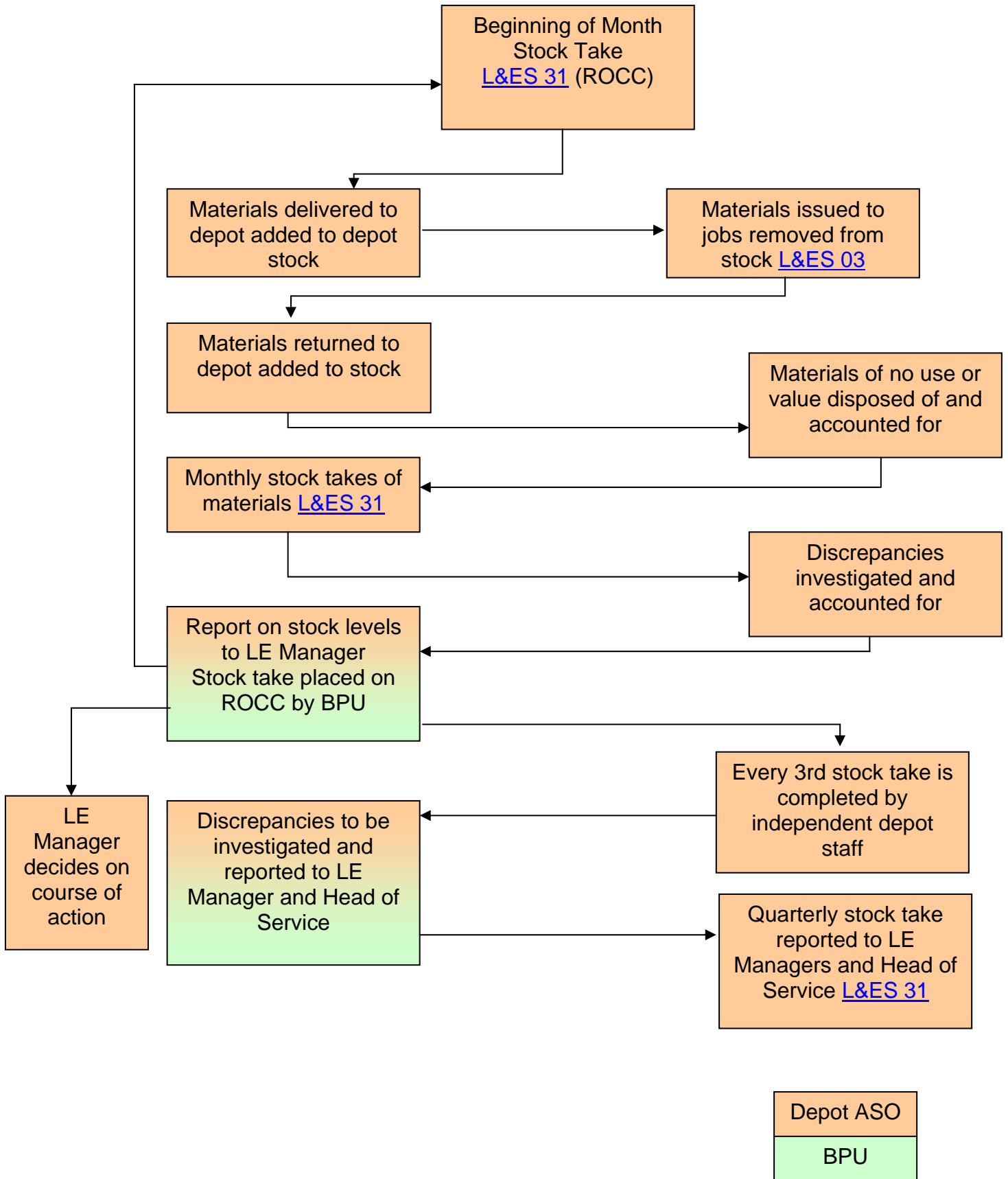
Tyres:

- Tyres that are collected from fly tips are to be collected and when a vehicle is going to a workshop they will be transported to the workshops for disposal.
- The depot will keep a record of tyres sent to workshops including the date and quantity and type of tyre.

Scrap Metal:

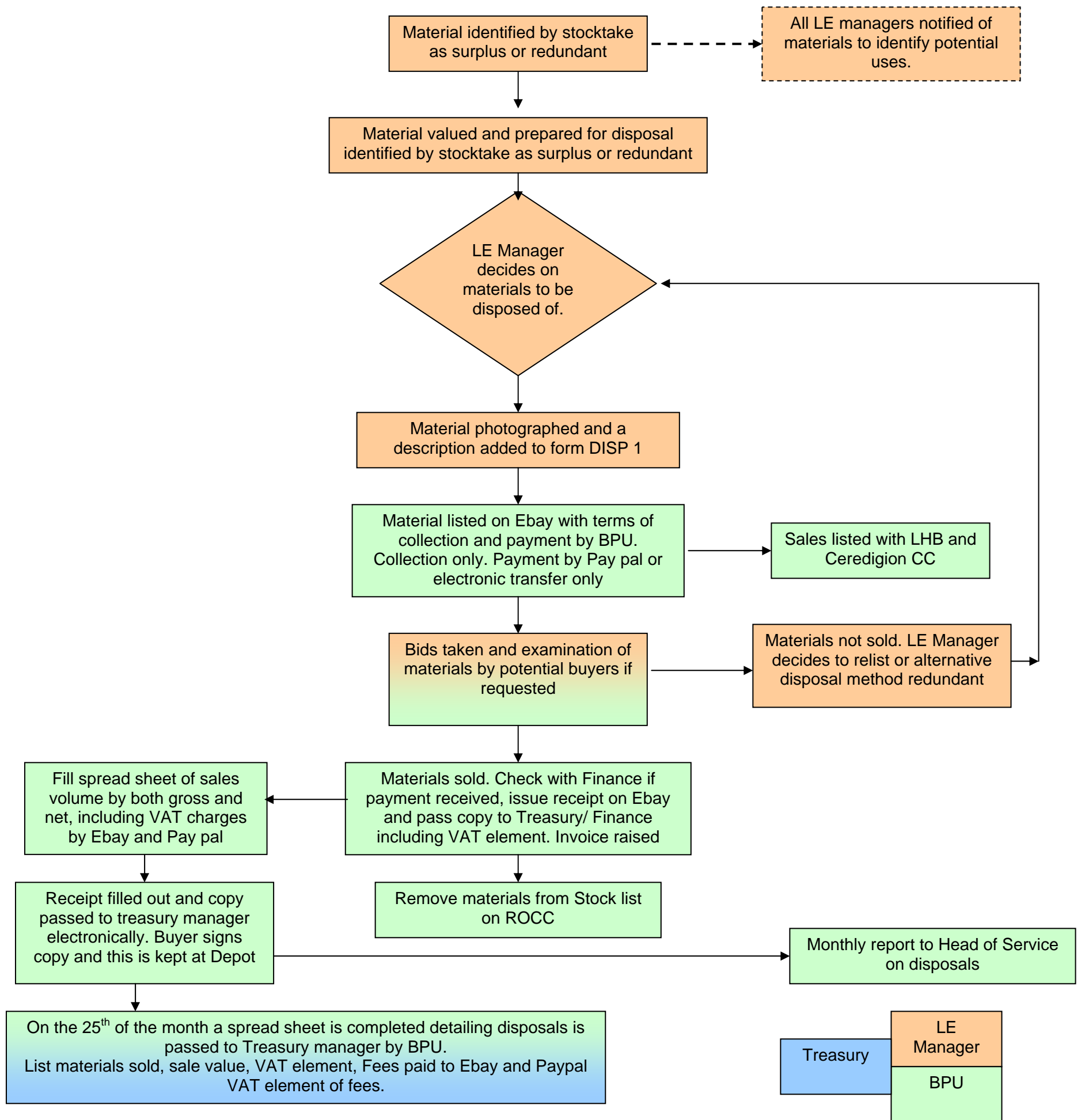
- All scrap metal will be placed in a skip at an LE depot.
- A weighbridge ticket and waste transfer note will be obtained and passed to Waste Management team for storage and collation.
- A copy will be passed to the BPU for matching with the payment from the licensed contractor

Stock Control Work Flow



Materials Disposal Process

Surplus materials may be disposed of but only after written permission has been supplied by the LE manager. The following process must be followed to be compliant with 3.80 of Powys County Council Standing Orders. There can be no departure from this procedure unless authorised in writing by the Chief Financial Officer.



LE Managers will need to bear in mind the need to ensure the following:

- Collection of materials at weekends;
- Ensuring goods are paid for prior to release;
- Inspection of materials outside normal working hours;
- Security of stock that is not to be disposed of;
- The potential for inducements to be offered to PCC staff;
- Having more than one person on site when materials are collected;
- The safety of persons collecting materials;
- The safe packing or storage of materials being disposed of; and
- Environmental implications of disposal.

Overall there must be robust compliance to the system to ensure that there is no opportunity to challenge the integrity of LE management or staff.

Appendix J - Depot Rules

- All Staff who are based at the depot are to sign in and sign out in the appropriate logging in-book.
- All visitors/contractors, without exception, are to sign in and out in the visitors' book at reception.
- All visitors/contractors shall:
 - Wear high-visibility when walking about the depot; (*where required*)
 - Contractors Environmental Code of Conduct (EP20) to be signed by Depot.
 - Permit to Work to be signed by Depot as per PCC policies on page 5555 of the PCC intranet. (<http://intranet.powys.gov.uk/index.php?id=5555>)
 - Follow designated pedestrian walkways;
 - Adhere to all Health & Safety requirements; and
 - Provide Safe Systems of Work and Risk Assessments where necessary.
 - It is the responsibility of the department using the contractors to ensure that these requirements are complied with.
- All services within the depot shall maintain records for:
 - Waste transfer;
 - Asbestos; (*where applicable*) and
 - Accidents, Incidents and Near Misses.
- All staff on site shall comply with:
 - Fire drills;
 - No smoking requirements;
 - Vehicle parking requirements;
 - PPE requirements; and
 - Any other emergency instructions.
- H&S systems co-ordinator shall maintain depot records:
 - Fire alarm test records;
 - Fire alarm servicing records;
 - Fire extinguishers servicing records;
 - First Aid kits; located in the offices, and workshops
 - Legionella Reports;
 - PATS testing;
 - H&S notice boards; and
 - Depot environmental and Health & Safety audits.
- H&S systems co-ordinator shall maintain records for LE:
 - Legal register;
 - Environmental licences and exemptions;
 - Pollution Incident Response Plan;
 - Reporting of pollution incidents or near misses to Green Dragon/EA (*that occur on Depot*)
 - Record of driving licences of their staff;
 - COSHH data sheets and chemical inventory;
 - PPE stocks;
 - Register of responsible personnel i.e.
 - First Aid;
 - Fire Marshall and Deputy; and
 - H&S Representative.