

APSE Transport & mechanical Services Advisory Group
Wednesday 25 January 2017
Clackmannanshire Council Chambers

1. Introduction & Welcome

Emil Laiolo welcomed all to the meeting which was once more well attended by Scottish local authorities. Emil also thanked Scott Blyth and Clackmannanshire Council for hosting this meeting.

2. Attendance & Apologies

See attached.

3. Minute of previous meeting held on 12 October 2016

The group confirmed the minutes to be a true and accurate record of the day.

4. Matters Arising

A member of the group raised whether the letter to Civica had been sent as per the previous meeting discussion. Emil and Louise confirmed there had been progress and that this would be discussed in more detail after lunch with those involved in the Tranman User Group.

5. Road to improvement in fleet management

Fraser Crichton of Dundee City Council provided an interesting presentation to the group **on the Council's journey to improving fleet management. The presentation included** information on the aim of the fleet team and the corporate fleet vision. In terms of the rationalisation of the depots, it was crucial to get all of the different staff pulled together with HR negotiations taking approximately 9 months to complete. Other areas of review for the fleet team include the fleet management system in terms of what data was currently being collected and was it accurate, as well as a review of workshop procedures following the bin lorry wheel incident. The fleet team/ Council now have 26 KPIs and with communication increased all staff are more involved and aware of these and how the Council is performing.

Following the presentation questions included:-

- Department buy in
- Pay structure for mechanics
- Continuous training and procedure checks

6. Aviemore 2017: potential topics and speaker suggestions

Louise Melville highlighted to the group that preparations were underway for the Aviemore 2017 programme and that already confirmed was Miss Joan Aitken, Traffic Commissioner for **Scotland. Miss Aitken's** presentation will be on Thursday 25th May due to diary commitments for the opening day.

Louise then opened to the floor for other potential topics and speakers they would be interested in hearing at the event. There was a discussion around driver training familiarisation and both Fife & Falkirk Councils confirmed they would be happy to present on their experiences regarding this. The group also highlighted their interest in hearing from someone in Westminster the programme of work regarding low emission vehicles. Fraser Crichton of Dundee City Council confirmed Steve Ives of OLEV would be an excellent speaker to have up at Aviemore and would provide an interesting presentation. As part of this session it was agreed that perhaps someone from Transport Scotland could speak about the low emission zoning or potentially Fiona Goodenough could speak about the JIVE hydrogen project.

The group also discussed the possibility of a procurement session but Louise highlighted that APSE would not be able to put a particular company on the platform and therefore it was agreed that it may be better to keep this for a future advisory group session.

It was agreed that Louise would speak to Fife, Falkirk and Dundee regarding these topics to look to firm up the Transport sessions for the programme.

Louise also confirmed that as part of the programme there will still be the breakout discussion session for the Transport group, this will be scheduled during the course of the seminar and again will provide the opportunity for discussion and debate on the topical issues for this service area.

7. Discussion items:

Fit to drive update

These discussions included how are drivers “fit for the day”. Emil confirmed that Glasgow now have a ½ day training course for managers in terms of what medicines are ok to take and drive when using. The issue of remote parking was also discussion and it was noted that Glasgow are looking at a self-declaration form as part of the daily check. It was agreed by all the importance of raising awareness and discussions were held on potential toolbox talks and the use of an app during the vehicle walk round check which includes a question on whether driver is fit to drive.

Medical declarations

There was a discussion around the room on the various checks which local authorities were putting into place regarding medical declarations. Some authorities were providing an eye test and blood pressure check whereby depending on results the driver would sign to confirm they will arrange to see a doctor. Medical declarations were also provided during driver assessments. Finally, a local authority confirmed they were looking at introducing a letter which is sent to job applicants to have completed by their doctor before a medical is carried out, in order to try to speed up the process.

Operator Licence Compliance

One local authority highlighted a recent issue within their council which related to the roadworthiness of the vehicle (specifically the tyres). The council are looking at providing staff with OLAT training and are looking at the possibility of having drivers sign a Council PG9 (Roadworthiness prohibition form).

A discussion then took place on the types of procedures and checks in place to help safeguard against these issues arising including:-

- Council has tyre fitter contractor complete spot checks on vehicles (a walk round of the vehicle). They also sign an assurance form.
- Designated Council compliance officers provide toolbox talks to staff.
- **Joint presentation completed by fleet department and DVSA to highlight the “O” licence implications to Chief Executive and other senior management.**
- Transport manager completes a compliance audit.

Grey Fleet

An update took place following the previous discussion which was held at the last meeting. Exevia have provided a powerpoint presentation which they are happy is sent to all within the meeting. Should anyone like further details on this then please contact Louise who will be happy to pass on details of the Exevia representative.

Other discussions included local authorities who were undertaking pilots within different departments including social work.

Apprenticeships and training opportunities

Louise agreed to issue a short query to the advisory group in relation to apprenticeships and training following a request from one of the members.

8. APSE Update

Louise Melville delivered an update on the recent work of the APSE Scotland office including recent briefings, the areas of advocacy being covered including APSE attendance at Party Political Conference, as well as updates on APSE Energy, Training, Solutions and Performance Networks.

9. A.O.C.B.

None.

10. Future Agenda items for next meeting

The group agreed to discuss the topic of procurement at the next meeting of the group with a potential to having some procurement companies along to a future meeting.

11. Date and time of next meeting

This was confirmed for Wednesday 29th March with the venue to be confirmed.

12. Lunch

13. Tranman User Group

Louise Melville confirmed that a draft letter had been drawn up regarding the discussion held at the previous advisory group meeting. Louise confirmed that the following areas had been highlighted:-

- Variance in cost of software and development modules
- Level of technical support
- APSE module updates not taking place regularly

Louise also the group to confirm whether the Tranman User Group would be happy to meet with members of Civica to discuss these issues in more detail. The group agreed and therefore Louise will insert within the letter an invitation for Civica to attend a meeting in February/ March to discuss this with the group in person. Louise concluded by highlighting the letter would also include an invitation for Civica to meet with Debbie Johns, Head of Performance Networks to discuss the APSE update arrangements.

Louise agreed to provide an update at the next meeting of the advisory group in March to the group.

Attendance

Paul Reid	Aberdeen City Council
William Whyte	Aberdeen City Council
Gordon Ross	Aberdeenshire Council
Ian Paisley	Aberdeenshire Council
Louise Melville	APSE
Rob Fraser	City of Edinburgh Council
Scott Millar	City of Edinburgh Council
Scott Walker	Clackmannanshire Council
Gordon Bryce	Dumfries & Galloway Council
Fraser Crichton	Dundee City Council
Gordon Moffatt	East Renfrewshire Council
Pat Taggart	Falkirk Council
David Pugh	Falkirk Council
Graham Hodgkins	Fife Council
Robin O'Connell	Fife Council
Emil Laiolo	Glasgow City Council
Gordon Mitchell	North Ayrshire Council
Andy Greig	Renfrewshire Council
Bob Ritchie	Tayside Contracts
John Blake	West Dunbartonshire Council

Apologies

Pat Traynor	City of Edinburgh Council
Cllr Donald Balsillie	Clackmannanshire Council
John McElhinney	East Renfrewshire Council
Tom Henderson	Fife Council
Danny Jack	Fife Council
Ewan Cairns	Fife Council
John McWilliams	Inverclyde Council
Jim Bradley	Inverclyde Council
James MacDonald	Highland Council
Trevor Docherty	Midlothian Council
Catherine Gibson	North Ayrshire Council
Liam Gibson	North Ayrshire Council
John Stewart	North Lanarkshire Council
Graham Johnstone	North Lanarkshire Council
Gerry Farrell	North Lanarkshire Council
Bill Morton	Perth & Kinross Council
David Burnie	Renfrewshire Council