



Title of Report:	Fuel & Heating Oil Procurement
Committee Report Submitted To:	Environmental Services
Date of Meeting:	11th October 2022
For Decision or For Information	For Decision

Linkage to Council Strategy (2021-25)	
Strategic Theme	Improvement & Innovation
Outcome	Using technology to maximise efficiency and processes
Lead Officer	Head of Estates

Budgetary Considerations	
Cost of Proposal	Nil
Included in Current Year Estimates	N/A
Capital/Revenue	N/A
Code	N/A
Staffing Costs	N/A

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes	Date: March 2021
	EQIA Required and Completed:	Yes	Date: March 2021
Rural Needs Assessment (RNA)	Screening Completed	Yes	Date: March 2021
	RNA Required and Completed:	Yes	Date: March 2021
Data Protection Impact Assessment (DPIA)	Screening Completed:	No	Date:
	DPIA Required and Completed:	No	Date:

1.0 Purpose of Report

In June 2021 Council approved a policy for procuring, storing and distribution of fuels within depots. This policy has been updated to include heating oil used in civic and other council buildings.

2.0 Background

In response to internal audit findings, a policy on fuel procurement was developed to formalise current procedures and address weaknesses in the ordering, receipt and usage of fuel throughout the Council depots. The policy clearly set out roles and responsibilities which reduced the risk that ordering and access to fuel is not subject to fraud, misappropriation, misuse and ensures that leaks are quickly identified and addressed.

The policy has now been updated to include procurement of heating oil for council assets such as civic and leisure facilities. A revised copy is attached for information.

The audit did not suggest that there any significant issues but the introduction of a formal documented policy/procedure will further safeguard Council's interests, particularly in light of the recent significant increase in fuel cost.

3.0 Recommendation

It is recommended that Council note the updated policy for the procurement, receipt, storage and use of fuel.

Environmental Services

FUEL PROCUREMENT

Sept 2022

DOCUMENT PROFILE

Guide Line No.	2.0 May 2021
Document Purpose	Policy
Short Title	Fuel Procurement
Author	Head of Estates
Publication Date	Sept 2022
Target Audience	Public
Circulation List	As requested
Description	Council Policy for the ordering, receipt and issuing of fuel. Originally devised for depots (May 2021) – now amended to include fuel for Buildings (Civic & Leisure)
Linked Policies	
Action Required	
Review Date	When any changes implemented
Contact Detail	Head of Estates Environmental Services Riada House 14 Charles Street Ballymoney BT53 6DZ

This policy was approved (June 2021) by Council for the management of fuel in Council depots (Version 1). This version (Version 2) has been introduced to include fuel management, primarily heating oil, for civic and leisure facilities. It covers the procurement, delivery, storage and use of liquid fuel such as diesel and heating oil.

Part A Management of Vehicle/Plant Fuel used in Depots

Part B Management of heating oil used in Council Buildings

Part A

Procurement of Vehicle/Plant Fuel Used in Depots

This document sets out the procedure for effective and efficient fuel management. The aims of this procedure are to:

1. Ensure the cost effective procurement of fuel
2. Manage the delivery and storage of fuel
3. Manage fuel use

Ordering of Fuel

The **Depot Manager** is ultimately responsible for authorising the procurement of vehicle/plant fuel (which may be delegated to a Supervisor). Once an instruction has been issued, Business Support are responsible for obtaining at least 3no. quotes from suppliers. Local supplier prices should be compared with Crown Commercial Services prices. **Appendix A** provides a sample template for recording quotes which should be retained for inspection to ensure best value.

Receipt of Fuel

The **Depot Supervisor** is responsible for supervising and recording the fuel delivery. He/she will ensure that the delivery docket amount is entered on the 'jig-saw' system (where fitted). He/she is also responsible for dipping the tank/reading the tank gauge before and after delivery to confirm, as far as practicable, that quantities before and after are in line with expectations. This will alert him/her to any discrepancies which may indicate the possibility of leakage. A manual record of delivery quantities and dip values/gauge readings (pre- and post- delivery) should be recorded. (Sample template **Appendix B**). Discrepancies should be reported immediately to the **Depot Manager** for investigation.

The **Supervisor** is also responsible for manually recording the issuing of fuel at satellite sites where there is no electronic recording (Jig saw/Baltor systems). This may be delegated to the **Charge-hand** on sites where both storage and usage are low (Sample template **Appendix C**)

The **Depot Manager** should retain an up to date list of employees who are authorised to receive/distribute fuel (Sample template **Appendix D**).

Vehicle Fobs

Each vehicle (including hired vehicles) must have a fob issued under the 'Jigsaw' Fuel Management System. Only the **Depot Manager** (who may delegate to a Supervisor) has the authority to issue a fob. His instruction can be carried out by Business Support staff who retain details of vehicle registration and corresponding fob numbers. Recorded details should include date of issue and, if appropriate, date fob withdrawn/disabled when vehicle no longer under control of Council (fob lost, vehicle sold or 'off hired'). The **Depot Manager/Supervisor** is responsible for having fobs deactivated when no longer required, missing or faulty. (See sample template **Appendix E**)

Employee PIN

The **Depot Manager** (who may delegate to the Supervisor) is responsible for issuing PINs to employees who then have the authority to use the fuel system. Each PIN is unique to that individual. Details retained should include PIN number, date issued/withdrawn (**Appendix F**) and a signed copy of the 'Terms & Conditions of Issue' issued to each employee (**Appendix G**).

Fuel Usage

The **Depot Manager** is responsible for reviewing vehicle 'mpg' figures and fuel spend. Monthly reports detailing vehicle usage and fuel spend should be prepared and analysed for consistency with discrepancies/anomalies investigated. This report with **Depot Manager** comments on any issues should be copied to, and if necessary, discussed with the relevant **Head of Service**.

Part B

Procurement of Heating Oil for Civic/Leisure Buildings

The **Asset Manager** is ultimately responsible for authorising the procurement of heating oil (which may be delegated to a Duty Officer/Caretaker). Once an instruction has been issued, Business Support are responsible for obtaining at least 3no. quotes from suppliers. Local supplier prices should be compared with Crown Commercial Services prices. **Appendix A** provides a sample template for recording quotes which should be retained for inspection to ensure best value.

Receipt of Fuel

The **Asset Manager** is ultimately responsible for supervising and recording the oil delivery (which may be delegated to a Duty Officer/Caretaker). He/she is also responsible for dipping the tank/reading the tank gauge before and after delivery to confirm, as far as practicable, that quantities before and after are in line with expectations. This will alert him/her to any discrepancies which may indicate the possibility of leakage. A manual record of delivery quantities and dip values/gauge readings (pre- and post- delivery) should be recorded. (Sample template **Appendix B**). Discrepancies should be reported immediately to the **Line Manager** for investigation.

Appendix A

Fuel Quote Record

		Quote 1		Quote 2		Quote 3	
Date	Fuel Type	Supplier	Price	Supplier	Price	Supplier	Price

Appendix B

Manual Fuel Receipt Record

Date	Fuel Type	Supplier	Tank Identifier/Location	Quantity	Pre-delivery level	Post- delivery level

Appendix C

Manual Fuel Issue Record

Date	Fuel Type	Quantity dispensed	Tank Name/Location	Vehicle Reg/Plant Name	Odometer (or vehicle hours) as appropriate	Signature

Appendix D

Authorised to receive/issue fuel

Employee	Date Authorised	Depot Location	Authorised By	Date Authority withdrawn

Appendix E

Vehicle Fob Issue Record

		Issue Details		Withdrawn/Disabled Details		
Vehicle Reg	Fob No	Date	Authorised By	Date	Authorised By	Reason to withdraw/disable

Appendix F

Employee PIN Issue Record

		Issue Details		Withdrawn/Disabled Details		
Employee Name	PIN	Date	Authorised By	Date	Authorised By	Reason to withdraw/disable

Appendix G

Terms and Conditions

FUEL MANAGEMENT

To:

From:

Date:

As part of your duties you may be required to authorise the delivery of, or dispense fuel into storage tanks, vehicles and/or plant. To assist Council in monitoring fuel receipts and usage you are being issued with a PIN for use in the exercise of your duties. This PIN is for your use only and must not be shared with anyone else.

Any inappropriate refuelling activities, for example, misuse of your PIN or use of fuel for non-work purposes will be treated as misconduct and dealt with under the Disciplinary Policy.

PIN number: _____

Signed: _____ Depot Manager

Date: _____

I have read the above and understand the consequences of inappropriate use of Council fuel supplies

Signed: _____ Employee

Date: _____