

For Publication

Bedfordshire Fire and Rescue Authority
Corporate Services Policy and Challenge Group
26 November 2015
Item No. 6

REPORT AUTHOR: HEAD OF OPERATIONAL SUPPORT

SUBJECT: FUEL CARDS

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Background Papers: Fuel Cards Audit Outcome Report November 2014

Implications (tick ✓):

LEGAL		✓	FINANCIAL	✓
HUMAN RESOURCES			EQUALITY IMPACT	
ENVIRONMENTAL			POLICY	
CORPORATE RISK	Known	<input type="checkbox"/>	OTHER (please specify)	
	New		CORE BRIEF	

Any implications affecting this report are noted at the end of the report.

PURPOSE:

To respond to Members' enquiries concerning the processes of the management of Service Fuel Cards.

RECOMMENDATION:

That Members acknowledge the findings of the paper.

1. Introduction

- 1.1 At a meeting of the Fire Authority Audit and Standards Committee on 24 September 2015, Cllr T Brown requested an update on the audit outcome for Fuel Cards to be reported to the Corporate Service Policy and Challenge in November 2015.
- 1.2 As previously reported to the Fire Authority, an audit of the Service Fuel Cards was undertaken in September 2014, as part of a wider audit. That audit reviewed the systems in place for the use of Service Fuel cards and found a few anomalies that required action in order to prevent the unauthorised use of the Service Fuel Cards and improve the monitoring of their use. The final report was presented to the Corporate Service Policy and Challenge Group meeting on 2 December 2014. The recommendations relating to fuel card use were:

There is a need for the Authority to instigate a formal rigorous review process of the monthly fuel statement received to identify cases highlighted such as:

- The use of premium rather than standard fuels.
- Apparent cases where fuel cards are being used to purchase significant quantities of unleaded fuel for a diesel car.
- Cases where fuel for equipment is being purchased on a card designated for equipment use.

The statements should evidence the review process and be annotated as to the outcome of any investigations/challenges

- 1.3 A follow up audit was carried out in Feb 2015 to determine if the actions agreed in the first audit had been carried out. All of the actions relating to fuel card use were confirmed as complete and were recorded as such in the Audit and Governance Action Plans Monitoring report sent to the Corporate Services Policy and Challenge Group Meeting on 16th September 2015.

2. Service Fuel Cards – Update

- 2.1 A review of the use of Service Fuel Cards in Feb 2015 confirmed that the process instigated to resolve the issues identified in the initial audit are still in place and are being complied with.

- 2.2 These processes, together with a few additional measures, such as the requirement to insert the registration of the vehicle on the card key pad when using it to pay (thus showing it on the receipt) enable fuel purchased to be reconciled with the mileage and fleet number alongside the fuel card statement, and have ensured that there have been no instances of the wrong card being used, or the wrong fuel being purchased on the card, since these measures were instigated.
- 3. Conclusion
 - 3.1 The revised processes for monitoring the use of the fuel cards are effective and have removed the opportunity for unauthorised use to go un-noticed.
 - 3.2 There was no unauthorised use of the fuel cards identified in the audit, or prior to the implementation of the recommendations, and there has been no occurrence of the potential issues identified in the audit recommendations since the introduction of the improved control measures.
 - 3.3 The correct fuel cards are being used for the vehicle/equipment type and premium fuel is not being purchased. Obsolete fuel cards are being withdrawn from use on disposal of the asset, and the other recommendations are now being complied with.
 - 3.4 It is recommended that this outcome is noted and the follow up audit report is monitored through the Services Policy and Challenge Groups for those actions relevant to that group.

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