



## Stores

# Team Plan 2015/16

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Service Plan: Housing and Building Services  
Date signed off: 31/07/2015  
Signed off by: **Miles Punter**

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## Team Overview - Stores

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**Stores** team undertakes a number of key roles for the Council. The team supplies materials for various departments across the Council, concentrating mainly on Building Services, Cleansing, Highways and Building Cleaning.

### **The Team's broad functions are:**

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- Maintain the fuel pumps, ensuring that they are in full working order. Ordering fuel and monitoring fuel levels on a daily basis.
- Ensure stock levels are replenished on a daily basis, ensuring that materials required are always available.
- Raise orders for materials that are not stock items for Building Services
- Prepare paint deliveries
- Running a daily imprest stock report and picking the items ready for collection
- Quarterly stock takes
- Make up large orders in advance for the WHQS team ready for collection.
- Working with our customers to ensure correct materials are stocked
- Take deliveries of both stock items and non-stock items for The Alps

## Our Contribution to Service Plan priorities 2014/15

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Our contribution to the Service Plan priorities last year:

- Contributed to the supply monitoring of fuel at Court Road and the Alps  
**Objective 7** – To deliver customer-focused, cost effective services
- Rationalised the items held in stores and reduced value of old stock held  
**Objective 7** – To deliver customer-focused, cost effective services
- Assisted with the control of chargeable items for cleansing  
**Objective 7** – To deliver customer-focused, cost effective services

## Our Team Plan 2015/16

<b>Service Outcome 2:</b>		<b>Every customer is highly satisfied with the services we directly provide (Relates to non-housing services)</b>						
<b>Objective 7:</b>		<b>To deliver customer-focussed, cost-effective services.</b>						
<b>Ref.</b>	<b>During 2015-16 we plan to:</b>	<b>Success Criteria/ Outcomes we'll achieve from this action are:</b>	<b>High, Medium or Low priority</b>	<b>Officer responsible for achieving this action</b>	<b>Start date</b>	<b>Finish date</b>	<b>How will the work be resourced?</b>	<b>Progress</b>
HS/A105	Review the internal stores	Cost pressure saving improved service to internal clients	High	Andrew Treweek	April 2015	September 2015	Approximately 1FTE to lead on project.	
(HS/A105)	Review the efficiency of the Stores function & identify a viable business model for material supply	To strive to deliver the £100k efficiency proposed in the corporate efficiency plan	M	Sarah Bryant / Adrain Perriam	July 2015	April 2016	External consultant	
	Install new fuel system – ensuring fuel is available at all times. New service contract to be arranged.	Fuel pumps are kept in good working order and we always have fuel available for the workforce.	H	Adrian Perriam	April 2015	March 2016	Within existing resources	
	Serve at the counter in an efficient & effective manner by ensuring that tradesmen are not kept waiting longer than necessary.	Tradesmen are able to obtain their goods / orders and leave to complete their jobs as soon as possible.	H	Adrian Perriam	April 2015	March 2016	Within existing resources	
	Process orders and fax to suppliers within	Ensures that stores do not run out of any	M	Sarah Bryant	April 2015	March 2016	Within existing resources	

	24 hours of receiving them from stores	items.						
	Booking in orders within 24 hours of receiving the goods	System is kept up to date – allows stores to carry out spot stock checks	M	Sarah Bryant	April 2015	March 2016	Within existing resources	
	To download the daily issues/ returns from handhelds & transfer to console	Ensures that the jobs are charged with the material costs on a daily basis.	H	Sarah Bryant / Adrian Perriam	April 2015	March 2016	Within existing resources	
	To process invoices within a 14 day period of receiving them	Ensures that relationship with suppliers is good and we are always able to obtain the stock that we require.	M	Sarah Bryant	April 2015	March 2016	Within existing resources	
	Aim to reduce the number of incomplete orders issued.	This would result in less orders being raised and less inconvenience for the tradesmen.	M	Sarah Bryant	April 2015	March 2016	Within existing resources	
	To raise orders using the minimum / maximum stock levels as well as using listed suppliers / local suppliers	Reduced chance of running out of stock	H	Adrian Perriam	April 2015	March 2016	Communication from all stores users – advance notice of any large orders	
	Work closely with WHQS team to bring in packs ie, electrical packs.	Reduced workman time taken to collect numerous items.	H	Adrain Perriam /storemen	April 2015	March 2016	Within existing resources	
	Ensure that imprest stock is run on time everyday and stock is available to be collected	Stock is ready for tradesmen to collect when required	M	Adrian Perriam	April 2015	March 2016	Planners to authorise imprest stock on time each day.	

	Arrange monthly meeting with stores users to discuss matters such as new stock items	To ensure that we continually meet customer needs	M	Adrian Perriam / Sarah Bryant	April 2015	March 2016	Within existing resources	
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