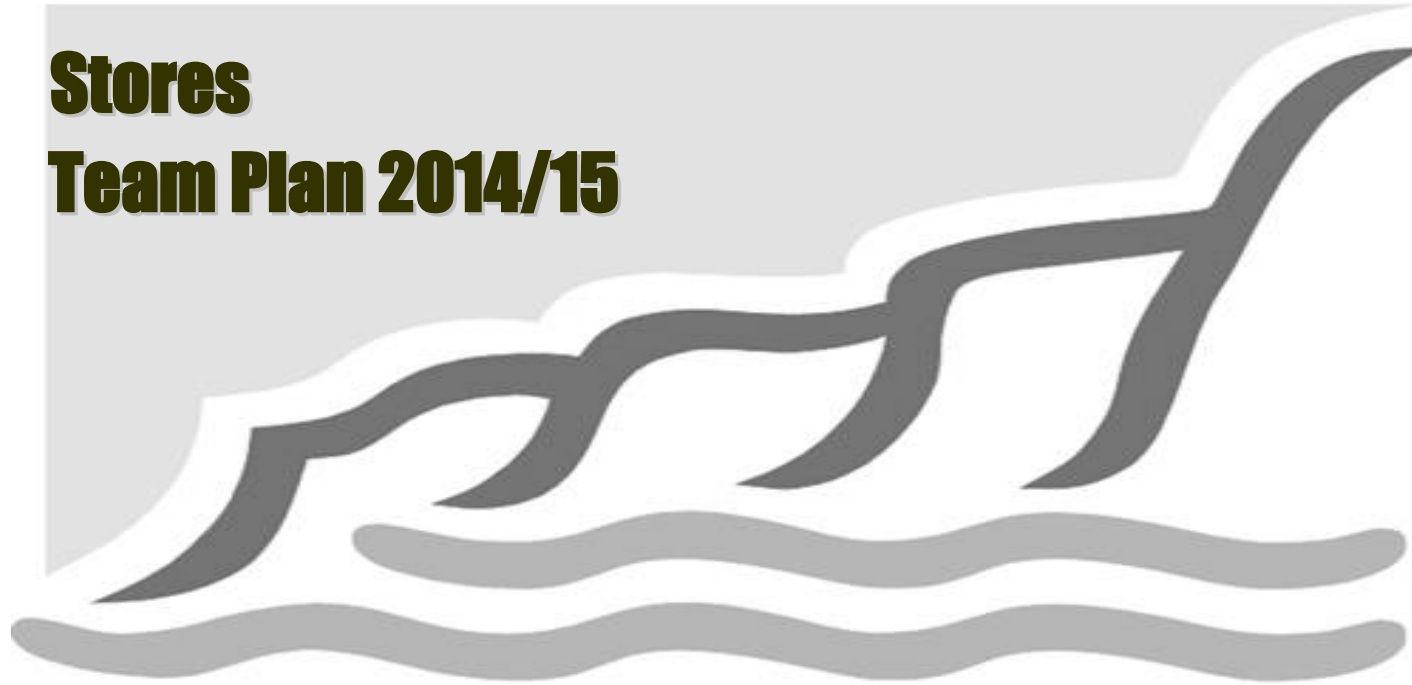


# VALE of GLAMORGAN

**Stores**

**Team Plan 2014/15**



# BRO MORGANNWG

Team Manager	SARAH BRYANT
Service Plan	Housing & Building Services 2014/18
Date signed off	
Signed off by	Hayley Selway

<b>Outcome 1: 2</b>	<i>All Council tenants in the Vale live in good quality housing &amp; communities that meet WHQS</i>
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<b>Objective 1:5</b>	To deliver a timely, high quality, responsive Housing management & maintenance service.
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<b>Context for this objective:</b>	To ensure that our repairs & maintenance services are undertaken in accordance with the requirements of the Corporate Asset Management Plan.
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<b>Ref.</b>	<b>During 2014 - 2015 we plan to:</b>	<b>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>
	<i>Install new fuel system – ensuring fuel is available at all times. New service contract to be arranged.</i>	<i>Fuel pumps are kept in good working order and we always have fuel available for the workforce.</i>	<i>H</i>	<i>Adrian Perriam</i>		<i>Daily</i>	<i>Stores staff</i>	
	Serve at the counter in an efficient & effective manner 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		Daily	Stores staff	
	Process orders&	Ensures that	M	Sarah Bryant		Daily		

	fax to suppliers within 24 hours of receiving them from stores	stores do not run out of any 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		Daily		
	To download the daily issues/ returns from handhelds & transfer to consol	Ensures that the jobs are charged with the material costs on a daily basis.	H	Sarah Bryant / Adrian Perriam		Daily		
	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		Daily		
	Try and reduce the number of incomplete orders issued.	This would result in less orders being raised and less inconvenience for the tradesmen.	M	Sarah Bryant		Daily		
	<b>To raise orders</b>	Less chance of	H	Adrian		Daily	Communication	

	<b>using the minimum / maximum stock levels as well as using listed suppliers / local suppliers</b>	running out of stock		Perriam			from all stores users – advance notice of any large orders	
	<b>Work closely with WHQS team to bring in packs ie, electrical packs</b>	Saves workman hanging around stores to collect numerous items	H	Adrain Perriam /storemen		Ongoing		
	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		Daily	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		Monthly		

<b>Outcome (insert number):</b>	
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<b>Objective (insert number):</b>	
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<b>Context for this objective:</b>	
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<b>Ref.</b>	<b>During 2013-14 we plan to:</b>	<b>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>

<b>Outcome (insert number):</b>	
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<b>Objective (insert number):</b>	
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