



## CABINET – 29TH MARCH 2017

**SUBJECT: OCCUPATIONAL ROAD RISK POLICY**

**REPORT BY: CORPORATE DIRECTOR - COMMUNITIES**

---

### **1. PURPOSE OF REPORT**

- 1.1 To advise Cabinet of the content of the above policy and to recommend formal adoption by the Authority.

### **2. SUMMARY**

- 2.1 Officers have been working over the last 12-18 months to develop an Occupational Road Risk Policy for the Authority.
- 2.2 The development of the policy has involved consultation with key officers from the areas of the Authority that are major users of vehicles to deliver their services.
- 2.3 The draft policy has been considered by the Authority's HR Strategy Group, has been the subject of consultation with Trade Unions and has been considered by Corporate Management Team.
- 2.4 This report outlines the contents of the policy and seeks Cabinet approval for the Authority to formally adopt it.

### **3. LINKS TO STRATEGY**

- 3.1 The Community & Leisure Divisional Service Plan contains a number of aims relating to fleet management and maintenance, the safe operations of the Authority's fleet of vehicles and improving driver safety. The development and adoption of this new Occupational Road Risk Policy is integral to achieving these aims.
- 3.2 The Well-being of Future Generations (Wales) Act 2015 is about improving the social, economic, environmental and cultural well-being of Wales. It requires public bodies to think more about the long-term, working with people and communities, looking to prevent problems and take a more joined up approach. This will create a Wales that we all want to live in, now and in the future. The Act puts in place 7 well-being goals and the content of this report links into 3, i.e. "a more resilient Wales, a healthier Wales, a globally responsible Wales".

### **4. THE REPORT**

- 4.1 The Authority's biggest asset is its workforce and the tools that they use to deliver services and undertake their duties safely. The Occupational Road Risk Policy aims to support the Authority's workforce, its Chief Officers, Directors and anyone with line-management or

supervisory responsibility in delivering high standards of safety in relation to driving at work.

- 4.2 The policy is not intended to be prescriptive but to provide guidance information and advice for managers and employees of the Authority. The aim is for the policy to assist them, flexibly and sensibly, to recognise, reduce and respond to the risks posed by travelling on Council business. Employees and Elected Members driving from home to their place of work are deemed to be commuting which is not covered by the policy. However, the policy covers workers travelling direct to site from home when in a Council vehicle. The policy does not cover the use of private cars for Council business (so-called “grey fleet”).
- 4.3 The policy (and its resultant appendices) are attached to this report and contains 7 sections as follows:
- Introduction
  - Scope of Policy
  - Purpose of Policy
  - Legislative requirements
  - Policy Detail
  - Key Organisational Responsibilities
  - Appendices (Driver Handbook, Vehicle Management Information Systems Privacy Impact Assessment & Vehicle Management Information Authorisation form),
- 4.4 The Policy Detail section, sets out how the Authority will discharge its duties to introduce and include safe systems of work for those undertaking driving and outlines processes for inspecting driving licences, driving assessments, maintenance of a driver register, issue and update of the drivers handbook, maintenance of vehicles, accident and incident reporting, use of vehicle management information (VMI) systems and driver training.
- 4.5 The Key Organisational Responsibilities section clearly sets out the responsibilities of the Chief Executive, Risk/Insurance Manager, Directors/Heads of Service, the Authority’s Fleet Manager, Operational Managers & Employees.
- 4.6 A number of consultation meetings were held with the relevant Trade Unions and the most significant discussion point related to the type of and use of Vehicle Management Information (VMI) Systems.
- 4.7 An agreement has been reached with the Trade Unions to limit the use of VMI information systems at this stage to:-
- Vehicle Tracking
  - External 360°camera systems
  - Digital Tachographs (an existing legal requirement)
  - Specific service technologies eg: salt spread monitoring systems, gully emptying monitoring systems.
  -
- However, it has been agreed with the Trade Unions that the use of any new/additional VMI systems will be the subject of a new consultation exercise before they are implemented.
- 4.8 The use of VMI systems is supported by a Privacy Impact Assessment (PIA) which has been developed by the Authority’s Corporate Information Governance Unit.
- 4.9 The PIA clearly sets out the purposes for which VMI systems will be used, discusses information flows, access to data controls and retention of data. The PIA has also been the subject of consultation with the Trade Unions.

## **5. WELL-BEING OF FUTURE GENERATIONS**

5.1 This report contributes to the wellbeing goals as set out in the Links to Strategy section above.

- (i) A Resilient Wales - The policy aims to ensure that our managers and employees are equipped with the skills and technologies to ensure that service delivery is low risk, future-proofed and efficient.
- (ii) A Healthier Wales - The primary aim of the policy is to reduce risk, improve safety and prevent accidents/incidents.
- (iii) A Globally Responsible Wales – In addition to improving safety and reducing risk, improved driver training and driver behaviour can have positive effects on fuel usage and vehicle emissions.

## **6. EQUALITIES IMPLICATIONS**

6.1 There are no potential equalities implications associated with this report for any specific groups or individuals therefore a full Equalities Impact Assessment has not been carried out.

## **7. FINANCIAL IMPLICATIONS**

7.1 There are no financial implications associated with this report.

## **8. PERSONNEL IMPLICATIONS**

8.1 There are no significant personnel implications associated with this report although the use of VMI Systems can be beneficial in protecting employees from spurious incident claims. VMI Systems could also assist Managers in incident investigation and will assist in the day-to-day, effective management of Council services. Information from VMI Systems may also assist in the application of the range of HR policies which are used to assist in the effective management of the Authority's staff. This principle has been accepted by the Trade Unions through the consultation process and is covered in the PIA.

## **9. CONSULTATIONS**

9.1 The report reflects the views of the listed consultees.

## **10. RECOMMENDATIONS**

10.1 Cabinet are asked to agree the adoption of the Operational Road Risk Policy.

## **11. REASONS FOR THE RECOMMENDATIONS**

11.1 To provide an over-arching policy which will assist the Authority in recognising and reducing risks posed by occupational driving.

## **12. STATUTORY POWER**

12.1 Local Government Acts, Health & Safety at Work Act 1974, Management of Health & Safety at Work Act 1999, Road Traffic Act 1989, Data Protection Act 1998.

Author: Mark S. Williams, Head of Community & Leisure Services  
Telephone: 01495 235070 – e-mail: willims@caerphilly.gov.uk

Consultees: Councillor Nigel George, Cabinet Member – Community & Leisure Services  
Christina Harray, Corporate Director – Communities  
Lynne Donovan, Acting Head of Human Resources and Organisational Development  
E. Mary Powell, Fleet & Vehicle Maintenance Manager  
Gail Williams, Interim Head of Legal Services & Monitoring Officer  
Joanne Jones, Corporate Information Governance Manager

Background Papers:

Appendices:

Appendix 1 Occupational Road Risk Policy and its associated appendices (Drivers Handbook, VMI Systems PIA, VMI Authorisation form).