

HUMAN RESOURCES & COUNCIL TAX COMMITTEE

20 OCTOBER 2021

REPORT OF CORPORATE DIRECTOR (OPERATIONS AND DELIVERY)

A.2 ADOPTION OF FLEET MANAGEMENT & DRIVING FOR WORK POLICY (Report prepared by Ian Taylor and James Hill)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To seek approval for the adoption of a Tendring District Council fleet management and driving for work policy.

EXECUTIVE SUMMARY

A draft fleet management and driving for work policy is attached to this report as Appendix A.

The draft policy has been amended to incorporate comments and suggestions made at the last HR Committee in July 2021.

Members of the committee requested the comments be considered and for the report to come back to the HR Committee meeting in October 2021.

The policy details how managers should manage occupational driving risks and sets out employee and others responsibilities while driving for Tendring District Council.

The report also supports recommendations of the Council's Internal Audit report into fleet management. The key recommendations of which were:

- To ensure fleet operations and drivers are compliant with both legal and corporate requirements.
- To highlight areas of interest such as potential disciplinary action in certain circumstances.
- To coordinate vehicle roadworthiness by means of MOT checks, servicing and regular safety checks for vehicles and equipment.
- To provide information to all drivers on Council business of actions and responsibilities and risk management in relation to vehicles and equipment.
- To ensure the Council's Transport / Fleet Manager has responsibility for all the Council fleet.
- To introduce a central database for vehicle monitoring and documentation checks for drivers.
- To promote consistent use of tracking systems in all Council fleet vehicles.
- To review allocation of and use of fuel cards.

RECOMMENDATION(S)

1. That the Committee notes the contents of this report and formally adopts the Fleet Management & Driving for Work Policy; and
2. That the Assistant Director (Partnerships) be authorised to update the policy with any future legislative or best practice changes, in consultation with the Council's Fleet Manager (and others as outlined within the policy).

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

The recommendations if approved will contribute to the following corporate priority:
Delivering High Quality services – effective regulation and enforcement.

Strong Finance and Governance – effective and positive governance

FINANCE, OTHER RESOURCES AND RISK

There are no direct costs associated with adoption of this policy.

However, adopting the policy will address concerns over financial and risk management relating to the Council's fleet and driving while at work.

RISK

A recent Internal Audit of fleet management identified the need for and benefits associated with the Council adopting a fleet management and driving at work policy.

LEGAL

There are a range of laws that fleet managers and drivers need to adhere to from road safety laws such as speed limit regulations, anti-drink driving legislation and minimum vehicle standards rules, to health and safety regulations in the workplace and even anti-smoking laws that apply in company vehicles.

OTHER IMPLICATIONS

Consideration has been given to the implications of the recommendations proposed and any significant issues are set out below.

The proposals, if agreed, will support the Council's priorities in respect of delivering high quality services by means of effective regulation and enforcement of fleet management and driving practices.

Consultation/Public Engagement – N/A

Crime and Disorder – The policy if adopted will uphold statutory requirements in respect of driving at work and management of the Council's fleet and support measures to protect the Council's fleet from criminal activity or behaviour.

Equality and Diversity / Health Inequalities – N/A

Carbon Reduction-The policy references behaviours and fleet management requirements.

Issues relating to carbon reduction, electric vehicle use are addressed under other Council policies.

Area or Ward affected – N/A

PART 3 – SUPPORTING INFORMATION

BACKGROUND

The Council has not previously adopted a fleet management or driving for work policy.

A recent internal audit report made recommendations for changes relating to risks associated with fleet management and driving while working for the Council.

CURRENT POSITION

The Council's Open Space and Transport Manager retired at the end of March 2020.

The Council fleet has continued to be managed within the public realm service in Building and Public Realm.

Officers have attended relevant transport related courses and are currently in the process of obtaining qualifications to support fleet management requirements into the future.

THE PROPOSAL

To adopt a fleet management and driving at work policy.

CONCLUSION AND WAY AHEAD

Adoption of a fleet management and driving at work policy will highlight the Council's commitment to maintaining a safe and healthy working environment for employees, service users and members of the public.

The policy seeks to manage the use of vehicles and equipment and risks associated with them.

The Council will continue to provide training in conjunction with road safety specialists to support the aims and objectives of this policy.

APPENDICES

Appendix A – Draft Fleet Management and Driving for Work policy.

BACKGROUND PAPERS FOR THE DECISION

None