

T: 01495 355001

E: committee.services@blaenau-gwent.gov.uk



**Blaenau Gwent**

Our Ref./Ein Cyf.  
Your Ref./Eich Cyf.  
Contact:/Cysylltwch â:

**THIS IS A MEETING WHICH THE PUBLIC ARE ENTITLED TO ATTEND**

14th November 2022

Dear Sir/Madam

### **CORPORATE & PERFORMANCE SCRUTINY COMMITTEE**

A meeting of the Corporate & Performance Scrutiny Committee will be held in virtually via MS Teams (if you would like to view this meeting please contact michelle.hicks@blaenau-gwent.gov.uk) on **Monday, 21st November, 2022 at 1.30 p.m.**

Yours faithfully

Damien McCann  
Interim Chief Executive

### **AGENDA**

### **Pages**

#### **1. SIMULTANEOUS TRANSLATION**

You are welcome to use Welsh at the meeting, a minimum notice period of 3 working days is required should you wish to do so. A simultaneous translation will be provided if requested.

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn cyfathrebu gyda chi yn eich dewis iaith, dim ond i chi rhoi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.

The Council welcomes correspondence in Welsh and English and we will communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to any delay.

2. **APOLOGIES**  
To receive.
3. **DECLARATIONS OF INTEREST AND DISPENSATIONS**  
To receive.
4. **CORPORATE AND PERFORMANCE SCRUTINY COMMITTEE** 3 - 6  
To consider the decisions of the meeting held on 19<sup>th</sup> October, 2022.  
*(N.B. The decisions are submitted for accuracy points only),*
5. **CONSULTATION ON THE INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT ANNUAL REPORT 2023** 7 - 36  
To consider the report of the Service Manager Performance and Democratic and the Head of Organisational Development.
6. **DRIVING AT WORK POLICY** 37 - 54  
To consider the report of the Head of Organisational Development.

---

To: Councillor J. Wilkins (Chair)  
Councillor J. Thomas (Vice-Chair)  
Councillor C. Bainton  
Councillor M. Day  
Councillor G. Humphreys  
Councillor E. Jones  
Councillor R. Leadbeater  
Councillor C. Smith  
Councillor T. Smith

All other Members (for information)  
Interim Chief Executive  
Chief Officers

**COUNTY BOROUGH OF BLAENAU GWENT**

**REPORT TO:** **THE CHAIR AND MEMBERS OF THE  
CORPORATE AND PERFORMANCE SCRUTINY  
COMMITTEE**

**SUBJECT:** **CORPORATE AND PERFORMANCE  
SCRUTINY COMMITTEE  
19<sup>TH</sup> OCTOBER, 2022**

**REPORT OF:** **DEMOCRATIC & COMMITTEE SUPPORT OFFICER**

---

**PRESENT:** COUNCILLOR J. WILKINS (CHAIR)

Councillors J. Thomas (Vice-Chair)  
C. Bainton  
M. Day  
G. Humphreys  
E. Jones  
R. Leadbeater  
T. Smith  
C. Smith

**WITH:** Interim Chief Executive  
Interim Corporate Director Social Services  
Corporate Director Education  
Chief Officer Resources  
Chief Officer Commercial  
Head of Governance and Partnerships  
Service Manager – Performance and Democratic  
Corporate Procurement Manager  
Business Partner – Finance  
Scrutiny and Democratic Officer  
Press Officer

<b>ITEM</b>	<b>SUBJECT</b>
<b>No. 1</b>	<b><u>SIMULTANEOUS TRANSLATION</u></b>  It was noted that no requests had been received for the simultaneous translation service.

<p><b>No. 2</b></p>	<p><b><u>APOLOGIES</u></b></p> <p>The following apologies for absence were received:-</p> <p>Corporate Director Regeneration and Community Services  Head of Community Services  Head of Legal and Corporate Compliance</p>
<p><b>No. 3</b></p>	<p><b><u>DECLARATIONS OF INTERESTS AND DISPENSATIONS</u></b></p> <p>No declarations of interest or dispensations were reported.</p>
<p><b>No. 4</b></p>	<p><b><u>CORPORATE AND PERFORMANCE SCRUTINY COMMITTEE</u></b></p> <p>Consideration was given to the decisions of the meeting held on 20<sup>th</sup> September, 2022.</p> <p>The Committee AGREED that the decisions be accepted as a true record of proceedings.</p>
<p><b>No. 5</b></p>	<p><b><u>CORPORATE AND PERFORMANCE SCRUTINY COMMITTEE</u></b></p> <p>Consideration was given to the decisions of the meeting held on 23<sup>rd</sup> September, 2022.</p> <p>The Committee AGREED that the decisions be accepted as a true record of proceedings.</p>
<p><b>No. 6</b></p>	<p><b><u>ACTION SHEET</u></b></p> <p>Consideration was given to the Action Sheet and the Committee AGREED that the action sheet be noted.</p>
<p><b>No. 7</b></p>	<p><b><u>TREASURY MANAGEMENT ANNUAL REVIEW REPORT 1<sup>ST</sup> APRIL, 2021 TO 31<sup>ST</sup> MARCH, 2022</u></b></p> <p>Consideration was given to the report of the Chief Officer Resources.</p> <p>The Committee AGREED that the report be accepted and Members scrutinised the treasury management activity undertaken during the 2021/22 financial year and provided comment prior to its submission to full Council. (Option 1).</p>

<b>No. 8</b>	<b><u>BLAENAU GWENT COUNCIL SELF-ASSESSMENT 2021/22</u></b>
	<p>Consideration was given to the report of the Interim Chief Executive.</p> <p>The Committee AGREED that the report be accepted and recommended approval to Council that the Council's Self-Assessment 2021/22 for publication on the Council's website and shared with key partners as outlined in paragraph 2.42 of the statutory guidance.(Option 1)</p>
<b>No. 9</b>	<b><u>COUNCIL'S CORPORATE PLAN 2022/27</u></b>
	<p>Consideration was given to the report of the Interim Chief Executive</p> <p>A Member proposed Option 2, there was no seconder for this proposal.</p> <p>A Member proposed Option 1, this proposal was seconded and</p> <p>The Committee thereupon AGREED that the report be accepted and supported the Content of the Draft Corporate Plan, prior to approval at Council for publication. (Option 1)</p>

This page is intentionally left blank

# Agenda Item 5

*Executive Committee and Council only*

Date signed off by the Monitoring Officer:

Date signed off by the Section 151 Officer:

Committee: **Corporate and Performance Scrutiny Committee**

Date of meeting: **21<sup>st</sup> November 2022**

Report Subject: **Consultation on the Independent Remuneration Panel for Wales Draft Annual Report 2023**

Portfolio Holder: **Leader of the Council, Cabinet Member Corporate and Performance**

Report Submitted by: **Gemma Wasley, Service Manager Performance and Democratic**  
**Andrea Prosser, Head of Organisational Development**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Audit Committee	Democratic Services Committee	Scrutiny Committee	Executive Committee	Council	Other (please state)
Virtual	Virtual	07.11.22			21/11/22		24/11/22	

1. **Purpose of the Report**
  - 1.1 To present to members of the Corporate and Performance Scrutiny Committee the draft annual report (attached at appendix 1) of the Independent Remuneration Panel for Wales (IRPW) for consultation before approval at Council.
  - 1.2 The Local Government (Wales) Measure 2011 requires the IRPW's Annual Report to take effect from 1 April each year.
2. **Scope and Background**
  - 2.1 The IRPW is responsible for setting the levels and arrangements for the remuneration of members of the following organisations.
    - Principal Councils – county and county borough councils
    - Community and Town Councils
    - National Park Authorities
    - Fire and Rescue Authorities
    - Corporate Joint Committees
  - 2.2 The IRPW is an independent body and is able to make decisions about:
    - The salary structure within which members are remunerated
    - The type and nature of allowances to be paid to members
    - Whether payments are mandatory or allow a level of local flexibility
    - Arrangements in respect of family absence
    - Arrangements for monitoring compliance with the Panel's decisions
  - 2.3 The Panel is an independent organisation and the organisations listed above are required, by law, to implement the decisions it makes.
  - 2.4 The draft Report of the IRPW, sets out the Decisions and Determinations on pay, expenses and benefits for elected members of principal councils,

community and town councils, National Park Authorities and Fire and Rescue Authorities for implementation from April 2023.

- 2.5 The IRPW has a duty to set payments that are fair and that encourage and enable democratic participation. It must also take account of affordability and acceptability.
- 2.6 In making its determinations for this Draft Report, the IRPW considered a range of benchmarks, including past, current, and projected indices and actual figures and the known and forecast extent and impact of multiple economic and social factors. These included post Brexit and COVID work environments and the cost of living, energy, and climate crises.
- 2.7 The IRPWs proposals are consulted on and, following consideration of the views received in response to its consultation, the IRPW makes its final determinations which are published each year in its Annual Report.

### 3. **Options for Recommendation**

#### 3.1.1 **Option 1:**

Support the determinations as set out in the draft IRPW report in Appendix 1 for 2023/2024.

#### 3.1.2 **Option 2:**

Consider each of the determinations contained in the draft IRPW report for 2023/2024 highlighted in paragraphs 6.1.1 to 6.1.6 and give comments against each or all of the determinations for submission to the IRPW as part of the consultation process that ends on 1st December 2022.

### 4. **Evidence of how does this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

- 4.1 The Local Government (Wales) Measure 2011 requires the IRPW's Annual Report to take effect from 1 April each year.
- 4.2 The Panel is an independent organisation and the organisations listed in paragraph 2.1 are required, by law, to implement the decisions it makes.

### 5. **Implications Against Each Option**

#### 5.1 ***Impact on Budget (short and long term impact)***

The basic salary of councillors of principal councils from May 2022 was set at £16,800. For 2023 the basic salary will increase by 4.76% to £17, 600.

The proposals as set out in the draft report of the IRPW will be paid from the Members allowances. The proposals are within budget.



## 5.2 ***Risk including Mitigating Actions***

Failure to comply with the Panel's determinations will result in reputational damage for the Council. This is mitigated by Scrutiny Committee (usually Democratic Services Committee) and Council considering and agreeing the determinations.

## 5.3 ***Legal***

The report outlines the plans of the IRPW in terms of elected member remuneration which will become regulation.

It is also the responsibility of the Council to establish our position on how to respond to any Freedom of Information requests we receive in relation to reimbursement of costs of care. The IRPW states that it is not the intention to disclose details of individual's claims.

## 5.4 ***Human Resources***

There are no direct staffing implications from this report.

## 6. **Supporting Evidence**

### 6.1 ***Performance Information and Data***

The report considers the main proposals included within the 2023/24 draft report of the IRPW as they relate to Blaenau Gwent County Borough Council.

### **Summary of the Independent Remuneration Panel's Determinations for 2023 to 2024**

#### 6.1.1 **Determination 1 - Basic salary for elected members of principal councils:**

The basic level of salary for elected members of principal councils will set at £17,600.

The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. It is based on a full time equivalent of three days a week. The Panel regularly reviews this time commitment, and no changes are proposed for 2023 to 2024.

Last year the Panel reset the basic salary to align with the 2020 Annual Survey of Hours and Earnings (ASHE) published by the Office of National Statistics. This reduced the imbalance that had arisen between the basic salary of members of principal councils and the average salaries of their constituents. The change took effect from the May 2022 local elections.

Building on this decision the Panel has determined that for the financial year 1 April 2023 to 31 March 2024 it is right to retain a link between the basic salary of councillors and the average salaries of their constituents.

The basic salary will be aligned with three fifths of the all Wales 2021 ASHE, the latest figure available at drafting. This will be £17,600. This will represent a 4.76% increase in the basic salary.

#### 6.1.2 Determination 2 – Salaries paid to Senior, Civic and Presiding members of principal councils:

The limit on the number of senior salaries payable (“the cap”) will remain in place (for Blaenau Gwent this is 16).

All senior salaries include the basic salary payment. The different levels of additional responsibility of and between each role is recognised in a banded framework. No changes to banding are proposed this year.

Early next year the Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed.

The ASHE 2021 increase (4.76%) applies to the role element of Band 1 and Band 2 salaries – leader, deputy leader and executive members.

Band 3 and Band 4 salary holders will receive a small increase to the role element of their pay and the role element of Band 5 pay will remain frozen. The increase in basic salary will apply.

#### Draft determinations for 2023 to 2024 include

- An increase of 4.76% in the basic allowance for all councillors of principal councils, taking the basic salary from £16,800 to £17,600.
- Senior salary payments as follows:

Band	Role	Group A	Group B	Group C*
Band 1	Leader	£66,000	£59,400	£56,100
	Deputy Leader	£46,200	£41,580	£39,270
Band 2	Executive	£39,600	£35,640	£33,660
Band 3	Committee Chair (if paid)	£26,400		
	Civic Head			
	Presiding Officer			
Band 4	Leader of largest opposition group	£26,400		
Band 5	Leader of Other Political Groups	£21,340		
	Deputy Civic Head			
	Deputy Presiding Officer – no role payment	£17,600		

*\*Group C: Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey*

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- Travel and subsistence;
- Care and Personal Assistance;
- Sickness Absence;
- Corporate Joint Committees,
- Assistants to the Executive,
- Additional salaries and Job sharing arrangements and
- Co-opted Members

#### **6.1.3 Determination 3 - Salaries for Joint Overview and Scrutiny Committees:**

The salary of a chair of a Joint Overview and Scrutiny Committee will be £8,800.

The salary of vice-chair will be £4,400.

#### **6.1.4 Determination 4 - Payments towards costs and expenses of members of Community and Town Councils:**

Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home. And Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- Payments for undertaking senior roles;
- Contributions towards costs of care and personal assistance;
- Reimbursement of Travel and subsistence costs;
- Compensation for financial loss:
- Attendance allowance and
- Co-opted Members

#### **6.1.5 Determination 5 – Payments to National Parks Authorities and Fire and Rescue Authorities:**

The basic pay of members of National Park Authorities and Fire and Rescue Authorities has been increased by 4.76%. Full details of the levels of remuneration for members of National Park Authorities and Fire and Rescue Authorities, is set out in the report.

All other Determinations for 2022 to 2023 will still stand and should be applied in 2023 to 2024, including those covering;

- Contributions towards costs of care and personal assistance;
- Reimbursement of Travel and subsistence costs;
- Compensation for financial loss;
- Co-opted Members and
- Restrictions on receiving double remuneration where a member holds more than one post.

#### 6.1.6 **Determination 6:**

All other Determinations set out in the 2022 to 2023 Annual Report of the Panel remain valid and should be applied.

#### 6.2 ***Expected outcome for the public***

Members of Council represent their ward and the borough in order to provide a voice to the constituents, support decision making and provide community leadership.

#### 6.3 ***Involvement (consultation, engagement, participation)***

The IRPW is looking to involve members, officers and interested parties in the consultation on their draft report 2023.

#### 6.4 ***Thinking for the Long term (forward planning)***

The IRPW considers evidence and research in order to establish the reasoning for its determinations and aims to support the role of elected member now and in the future.

#### 6.5 ***Preventative focus***

The IRPW consider it important that payments to elected members of principal councils are fair and at a level that is not a disincentive to potential candidates for election. Therefore, the Panel has decided to reset the basic salaries of elected members to closer align with the average earnings in Wales.

#### 6.6 ***Collaboration / partnership working***

The IRPW works collaboratively with key stakeholders engaged in promoting participation in local democracy.

#### 6.7 ***Integration (across service areas)***

Elected Members work across all directorates of the Council in order to understand activity and to inform effective decision making.

#### 6.8 ***Decarbonisation and Reducing Carbon Emissions***

There is no direct link to reducing carbon emissions from this report however, the Council and its members have moved to an online approach to working greatly reducing the negative impact on the environment through the stopping of printing committee papers.

6.9a ***Socio Economic Duty Impact Assessment***

The decision for remuneration is for the IRPW to make and the Council is a consultee in this, there is no direct decision from the Council.

6.9b. ***Equality Impact Assessment***

The IRPW aims to support members with regards to:

- Travel and subsistence
- Care and Personal Assistance
- Sickness Absence

7. **Monitoring Arrangements**

7.1 Arrangements are in place to consider the reports of the IRPW as required through the democratic process.

**Background Documents /Electronic Links**

- *Draft IRPW Report*
- *Consultation Questions*

This page is intentionally left blank



# Independent Remuneration Panel for Wales

## Annual Report

DRAFT

February 2023

## Annual Report 2023 to 2024

Section	Page number
1. Introduction	2
2. Role and Responsibilities of the Panel	4
3. Deliberations and Determinations	5
4. Consultation and Summary of Determinations	13



## Section 1: Introduction

Welcome to the draft Report of the Independent Remuneration Panel for Wales, setting the Decisions and Determinations on pay, expenses and benefits for elected members of principal councils, community and town councils, National Park Authorities and Fire and Rescue Authorities for implementation from April 2023.

This is my first Report as Chair of the Panel, having been appointed in June this year. I would like to take this opportunity to thank John Bader, the outgoing Chair, for his service over many years and who led the Panel through two significant pieces of work last year – the [Independent 10 Year Review of the Panel](#) and restoring the link between elected members salaries and average earnings in Wales. I also thank Joe Stockley for his service and I am pleased to announce the appointment of Bev Smith in June this year. Saz Willey, Vice Chair, and Ruth Glazzard have continued to lead the work of the Panel during this period of change and I thank them for the support they have given both Bev and I, as new members.

This year the Panel has continued to focus on and take forward the recommendations from the [Ten-Year Review](#). There are four key strands to this work – review the way we work, set out a three year strategy for the Panel, improve how we communicate and engage with stakeholders and build a robust evidence base to inform decisions.

We have embarked on the recommended Effectiveness Review of the way we work and have started developing our longer-term strategy with a Panel Development Day in August. We have agreed that our mission should be to deliver a fair and accountable reward framework for Wales' communities to have their voices heard within our democracy. We will use our expertise and professionalism to build trusting, sustainable partnerships to inform our work and deliver the changes Wales needs.

We aim to improve the way we communicate and engage both with our immediate stakeholders and the general public. As a first step we now publish a summary of our monthly meetings on our [website](#), but recognise there is much more to do. We aim to improve the accessibility and ease of use of our website and develop it into a more useful resource tool for people. We intend it to be an easy-to-use store of information on our Determinations, and, building on our current [Frequently Asked Questions](#) page, develop our Guidance on how all decisions should be applied.

Whilst we are an independent body, we will continue to work collaboratively with key stakeholders engaged in promoting participation in local democracy. We look forward to participating in the forthcoming events hosted by the Welsh Government and Minister for Finance and Local Government, to share knowledge, experience, and best practice across a range of subjects related to the role of a councillor to develop a shared understanding of how we can take collective action to increase diversity in local democracy.

The Welsh Government will soon be publishing research which explores the barriers to standing for elected office and the changing role of the councillor and is

developing a programme of work around the role of the community and town Councils.

The Panel has decided that this year will be a year of consolidation. Major changes were put in place last year, and a significant uplift in salary levels was agreed. We wish to allow time for last year's Determinations to bed in and to allow the Panel to continue its development of a research and evidence base to inform future decisions and move to a longer term planning cycle. This report reflects that decision.

During the past few years, we have been considering the structure of our reports and how we can make them more accessible to all. We have concluded that much of the information published replicates previous years, often without significant change. For this report we decided to focus on the changes made as a result of the proposals. We have therefore decided that the majority of the content set out in previous reports will be removed from the report and placed on the Panel's website. We will make arrangements for those who are unable to access the website.

This change has significantly reduced the size of the report and made it more manageable to navigate. This approach is also in line with our efforts to respect the challenges facing us in protecting our planet.

This is a work in progress, and we would be interested in your views about this approach and so have specifically asked for some feedback as part of our [Consultation questions](#) at the end of the Report.

**Panel Membership**

Frances Duffy, Chair  
Saz Willey, Vice Chair  
Ruth Glazzard  
Bev Smith

Detailed information about the members can be found on the website: [Panel website](#)

## Section 2: Role and responsibilities of the Panel

### **Role of the Panel**

The Panel is responsible for setting the levels and arrangements for the remuneration of members of the following organisations.

- Principal Councils – county and county borough councils
- Community and Town Councils
- National Park Authorities
- Fire and Rescue Authorities
- Corporate Joint Committees

The Panel is an independent body and is able to make decisions about:

- The salary structure within which members are remunerated
- The type and nature of allowances to be paid to members
- Whether payments are mandatory or allow a level of local flexibility
- Arrangements in respect of family absence
- Arrangements for monitoring compliance with the Panel's decisions

The Panel is an independent organisation and the organisations listed above are required, by law, to implement the decisions it makes.

The Panel is also consultee for proposed changes to the pay of principal council Chief Executives.

### **Principles**

The work of the Panel is underpinned by a set of principles which guides its approach, methodology and decision making. They are:

- **Upholding trust and confidence** – Citizens rightly expect that all those who choose to serve in local authorities uphold the public trust by embracing the values and ethics implicit in such public service.
- **Simplicity** – The Framework is clear and understandable.
- **Remuneration** – The Framework provides for payment to members of authorities who carry a responsibility for serving their communities. The level of payment should not act as a barrier to taking up or continuing in the post.
- **Diversity** – Democracy is strengthened when the membership of authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve.
- **Accountability** - Taxpayers and citizens have the right to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest.
- **Fairness** - The Framework will be capable of being applied consistently to members of all authorities within the Panel's remit as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable.

- **Quality** - The Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement.
- **Transparency** - Transparency of members' remuneration is in the public interest.

### Section 3: Summary of Deliberations and Determinations

#### **Methodology**

Each year the Panel engages with members of the bodies for which it sets remuneration levels, officers within those organisations, clerks, Welsh Local Government Association, One Voice Wales and the Society for Local Council Clerks. It does this through a range of meetings which, at the moment, remain mostly online. The Panel will continue with these discussions. They provide an opportunity for the Panel to explore views about existing arrangements, the impact decisions are having on individuals, how the arrangements are operating in practice and any issues or concerns individuals wish to raise. It also provides an opportunity for discussion about emerging situations which the Panel may need to consider in respect of its decision making.

The draft report is published widely and members of the public are encouraged to and have provided valuable feedback and we welcome this.

The Panel also considers feedback from the publishing of the Annual Report in the previous year. The changes made in last year's Report, in particular the uplift in the basic salary, seem to have been well received by stakeholders. The issues raised with the Panel have all been centred around the detail of the Determinations, asking for guidance on how they should be applied or asking for points of clarification where the text of the Report was unclear.

The Panel has therefore agreed to review the format and structure of the main Report and make better use of the Panel website to provide information and guidance.

The Panel has a duty to set payments that are fair and that encourage and enable democratic participation. It must also take account of affordability and acceptability.

In making its determinations for this Draft Report, the Panel considered a range of benchmarks, including past, current and projected indices and actual figures and the known and forecast extent and impact of multiple economic and social factors. These included post Brexit and COVID work environments and the cost of living, energy and climate crises.

The Panels proposals are consulted on and following consideration of the views received in response to its consultation the Panel makes its final determinations which are published each year in its Annual Report.

## Panel's Determinations for 2023 to 2024

### Basic salary for elected members of principal councils - Determination 1

The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. It is based on a full time equivalent of three days a week. The Panel regularly reviews this time commitment and no changes are proposed for 2023 to 2024.

Last year the Panel reset the basic salary to align with the [2020 Annual Survey of Hours and Earnings \(ASHE\)](#) published by the Office of National Statistics. This reduced the imbalance that had arisen between the basic salary of members of principal councils and the average salaries of their constituents. The change took effect from the May 2022 local elections. The rationale for this significant step can be found in last year's Annual Report and a detailed explanatory paper setting out the historical context and analysis is available on the Panel's website.

Building on this decision the Panel has determined that for the financial year 1 April 2023 to 31 March 2024 it is right to retain a link between the basic salary of councillors and the average salaries of their constituents. **The basic salary will be aligned with three fifths of the all Wales [2021 ASHE](#), the latest figure available at drafting. This will be £17,600. This will represent a 4.76% increase in the basic salary.**

### Salaries paid to Senior, Civic and Presiding members of principal councils: Determination 2

The limit on the number of senior salaries payable ("the cap") will remain in place. At the 2022 local elections boundary reviews changed the number of members for some councils. The Panel adjusted the senior salary cap for these councils in its 2022 to 2023 Annual Report. As there are no further changes for 2023 to 2024, the maximum number of senior salaries payable within each council remains as set out in the 2022 to 2023 [Report](#).

All senior salaries include the basic salary payment. The different levels of additional responsibility of and between each role is recognised in a banded framework. The framework was revised last year after a review of differentials and market comparators. No changes to banding are proposed this year. Early next year the Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed.

The [ASHE 2021](#) increase applies to the role element of Band 1 and Band 2 salaries – leader, deputy leader and executive members.

To complete the last year's realignment of the framework, Band 3 and Band 4 salary holders will receive a small increase to the role element of their pay and the role element of Band 5 pay will remain frozen. The increase in basic salary will apply. The salary of a leader of the largest (Group A) council will therefore be £66,000. All other payments have been decided in reference to this and are set out in Table 1.

**Table 1 – Salaries payable to Basic, Senior, Civic and Presiding Members of Principal Councils**

Description	Remuneration		
<b>Elected Members of Principal Councils</b>			
Basic salary (payable to all elected members)	<b>£17,600</b>		
Senior salaries (inclusive of basic salary)	<b>Group A</b>	<b>Group B</b>	<b>Group C</b>
<b>Band 1:</b>			
Leader	£66,000	£59,400	£56,100
Deputy Leader	£46,200	£41,580	£39,270
<b>Band 2:</b>			
Executive Members	£39,600	£35,640	£33,660
<b>Band 3:</b>			
Committee Chairs (if remunerated): Civic Head Presiding Officer	£26,400		
<b>Band 4:</b>			
Leader of Largest Opposition Group	£26,400		
<b>Band 5:</b>			
Leader of Other Political Groups Deputy Civic Head	£21,340		
Deputy Presiding Member – no role payment	£17,600		

**Group A:** Cardiff, Rhondda Cynon Taf, Swansea

**Group B:** Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham

**Group C:** Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- Travel and subsistence;
- Care and Personal Assistance;
- Sickness Absence;
- Corporate Joint Committees,
- Assistants to the Executive,
- Additional salaries and Job sharing arrangements and
- Co-opted Members

### **Salaries for Joint Overview and Scrutiny Committees: Determination 3**

The salary of a chair of a Joint Overview and Scrutiny Committee will be £8,800.

The salary of vice-chair will be £4,400.

There are no other changes.

## **Payments towards costs and expenses of members of Community and Town Councils; Determination 4**

Last year the Panel carried out a major review of the remuneration framework for community and town councils and undertook a comprehensive consultation exercise with the sector. The Framework was updated then and this year the Panel has decided to make limited but important changes.

The Panel recognise that all members of community and town councils necessarily spend time working from home on council business. This was the case before and during COVID and is continuing. As a result, members have extra domestic costs and also need office consumables.

The Panel considers members should not be out of pocket for carrying out their duties. It therefore proposes the following.

### **Basic payment for extra costs of working from home**

All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

### **Set payment for consumables**

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables. It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

The level of payments is set out in Table 2.

**Table 2 – Payments to Community and Town Councils**

<b>Type of payment</b>	<b>Requirement</b>
<b>Group 1</b>	<b>Electorate over 14,000</b>
Extra Costs Payment	Mandatory for all Members
Senior Role	Mandatory for 1 member; optional for up to 7
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Costs of Care or Personal Assistance	Mandatory



Type of payment	Requirement
<b>Group 2</b>	<b>Electorate 10,000 to 13,999</b>
Extra Costs Payment	Mandatory for all members
Senior Role	Mandatory for 1 member; optional up to 5
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
<b>Group 3</b>	<b>Electorate 5,000 to 9,999</b>
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
<b>Group 4</b>	<b>Electorate 1,000 to 4,999</b>
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
<b>Group 5</b>	<b>Electorate less than 1,000</b>
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory

<b>Group number</b>	<b>Size of Electorate</b>
Group 1	Electorate over 14,000
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1,000

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- Payments for undertaking senior roles;
- Contributions towards costs of care and personal assistance;
- Reimbursement of Travel and subsistence costs;
- Compensation for financial loss:
- Attendance allowance and
- Co-opted Members

### **Payments to National Parks Authorities and Fire and Rescue Authorities: Determination 5**

The three national parks in Wales - Brecon Beacons, Pembrokeshire Coast and Snowdonia were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of a National Park Authority (NPA) for each park.

National Park authorities comprise members who are either elected members nominated by the principal councils within the national park area or are members appointed by the Welsh Government through the Public Appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.

The three fire and rescue services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996. FRAs comprise elected members who are nominated by the Principal Councils within each fire and rescue service area.

Payments will increase as a result of the uplift proposed for elected members of principal councils. Therefore, there will also be an uplift of 4.76% in the basic salary element.

The remuneration for Chairs will remain linked to a Band 3 senior salary of principal councils. Therefore there will be a small increase to the role element of their pay. Deputy Chairs, Committee Chairs and other senior roles will remain linked to Band 5. Therefore their role element of pay will remain frozen. The increase in basic salary will apply. Full details of the levels of remuneration for members of National Park Authorities and Fire and Rescue Authorities, is set out in Table 3.

**Table 3 – Payments to National Parks Authorities and Fire and Rescue Authorities**

<b>National Parks Authorities</b>	
Basic salary for ordinary member	£4,964
Chair	£13,764
Deputy Chair (where appointed)	£8,704
Committee Chair or other senior post	£8,704
<b>Fire and Rescue Authorities</b>	
Basic salary for ordinary member	£2,482
Chair	£11,282
Deputy Chair (where appointed)	£6,222
Committee Chair or other senior post	£6,222

All other Determinations for 2022 to 2023 will still stand and should be applied in 2023 to 2024, including those covering;

- Contributions towards costs of care and personal assistance;
- Reimbursement of Travel and subsistence costs;
- Compensation for financial loss;
- Co-opted Members and
- Restrictions on receiving double remuneration where a member holds more than one post.

## Section 4: Consultation on Draft – Questions

We welcome feedback on this draft Report and have included some additional questions where we would appreciate your views. The consultation period will end on the 1 December 2022 and you can either email us your comments or complete the form on our website [HERE](#).

### **Question 1**

The Panel has continued to use the Annual Survey of Hours and Earnings (ASHE) published by the Office for National Statistics as the benchmark for setting the basic salary of elected members of principal councils. There is a corresponding proportionate increase proposed for the members of National Park and Fire and Rescue Authorities. The Panel has continued to refer to the last published ASHE which was 2021. Do you agree that the basic salary element should be referenced to the [ASHE 2021](#) data.

Yes

No

No Opinion

Any additional comments

### **Question 2**

The Panel has made changes to the payment of costs and expenses of members of community and town councils. Do you agree with the addition of the “consumables” element?

Yes

No

No Opinion

Any additional comments

**Question 3**

The Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed to inform future Determinations. Are you content that the Panel should build this review into its future work plan and build the evidence base to support decisions?

- Yes
- No
- No Opinion

Any additional comments

**Question 4**

We have significantly reduced the size of the report this year to concentrate on key decisions made and intend to make more use of the website to provide easy to use guidance to users. This approach is also in line with our efforts to respect the challenges facing us in protecting our planet.

How would you would like to access information and guidance from the Panel?  
(choose all that apply)

- Summary report with links to detailed guidance
- Easy to use guidance notes
- Frequently asked questions
- Website
- Social media
- Information events
- Other

If other, please specify:

Have you experienced any challenges accessing or understanding our guidance and information through our website? Please let us know how we can make it easier for you?

**Question 5**

The Panel intend to undertake a series of engagements with all relevant stakeholders over the next year as part of the development of its forward planning and building of its evidence and research strategy.

Have you any comments that would help the Panel shape this engagement?

For example, a preference for online polls, the holding of engagement events, virtual or face to face, which groups should be involved, how do we engage with prospective candidates etc.

Would you like to be involved in any future engagement events?

Yes

No

<input type="checkbox"/>
<input type="checkbox"/>

Contact details

## **Summary of Determinations:**

### Determination 1:

The basic level of salary for elected members of principal councils will set at £17,600.

### Determination 2:

The salary of a leader of the largest (Group A) council will be £66,000. All other payments have been decided in reference to this.

### Determination 3:

The salary of a chair of a Joint Overview and Scrutiny Committee will be £8,800.

The salary of vice-chair will be £4,400.

### Determination 4:

Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home. And Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

### Determination 5:

The basic pay of members of National Park Authorities and Fire and Rescue Authorities has been increased by 4.76%. All payments are set out in Table 3.

### Determination 6:

All other Determinations set out in the 2022 to 2023 [Annual Report](#) of the Panel remain valid and should be applied.

Independent Remuneration Panel for Wales  
Room N.03  
First Floor  
Crown Buildings  
Cathays Park  
Cardiff  
CF10 3NQ

Telephone: 0300 0253038  
E-mail [irpmailbox@gov.wales](mailto:irpmailbox@gov.wales)

The Report and other information about the Panel and its work are available on our website at:

[Independent Remuneration Panel for Wales](#)



## Consultation on Draft – Questions

We welcome feedback on this draft Report and have included some additional questions where we would appreciate your views. The consultation period will end on the **1 December 2022** and you can either email us your comments or complete the form on our website [HERE](#).

### **Question 1**

The Panel has continued to use the Annual Survey of Hours and Earnings (ASHE) published by the Office for National Statistics as the benchmark for setting the basic salary of elected members of principal councils. There is a corresponding proportionate increase proposed for the members of National Park and Fire and Rescue Authorities. The Panel has continued to refer to the last published ASHE which was 2021. Do you agree that the basic salary element should be referenced to the [ASHE 2021](#) data.

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
No Opinion	<input type="checkbox"/>

Any additional comments

### **Question 2**

The Panel has made changes to the payment of costs and expenses of members of community and town councils. Do you agree with the addition of the “consumables” element?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
No Opinion	<input type="checkbox"/>

Any additional comments

**Question 3**

The Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed to inform future Determinations. Are you content that the Panel should build this review into its future work plan and build the evidence base to support decisions?

- Yes
- No
- No Opinion

Any additional comments

**Question 4**

We have significantly reduced the size of the report this year to concentrate on key decisions made and intend to make more use of the website to provide easy to use guidance to users. This approach is also in line with our efforts to respect the challenges facing us in protecting our planet.

How would you would like to access information and guidance from the Panel?  
(choose all that apply)

- Summary report with links to detailed guidance
- Easy to use guidance notes
- Frequently asked questions
- Website
- Social media
- Information events
- Other

If other, please specify:

Have you experienced any challenges accessing or understanding our guidance and information through our website? Please let us know how we can make it easier for you?

**Question 5**

The Panel intend to undertake a series of engagements with all relevant stakeholders over the next year as part of the development of its forward planning and building of its evidence and research strategy.

Have you any comments that would help the Panel shape this engagement?

For example, a preference for online polls, the holding of engagement events, virtual or face to face, which groups should be involved, how do we engage with prospective candidates etc.

Would you like to be involved in any future engagement events?

Yes  
No

<input type="checkbox"/>
<input type="checkbox"/>

Contact details

This page is intentionally left blank

# Agenda Item 6

*Executive Committee and Council only*

Date signed off by the Monitoring Officer:

Date signed off by the Section 151 Officer:

Committee: **Corporate Overview and Performance Scrutiny Committee**

Date of meeting: **21<sup>st</sup> November 2022**

Report Subject: **Driving at Work Policy**

Portfolio Holder: **Councillor Steve Thomas, Leader / Cabinet Member Corporate Overview and Performance**

Report Submitted by: **Andrea J Prosser, Head of Organisational Development**

Reporting Pathway								
Directorate Management Team	Corporate Leadership Team	Portfolio Holder / Chair	Governance and Audit Committee	Democratic Services Committee	Scrutiny Committee	Cabinet	Council	Other (please state)
X	X	07.11.22			21.11.22		24.11.22	

## 1. Purpose of the Report

The purpose of this report is to seek support of the implementation of the proposed Driving at Work Policy (appendix 1).

## 2. Scope and Background

2.1 It is important that the Council can show that they are managing the risks to their employees and others while they are undertaking their duties. Road traffic legislation imposes specific requirements on employers in respect of vehicle use and maintenance. Health and Safety Law applies to on-the- road activities and the risks should be effectively managed within the health and safety system of the Council.

2.2 Health and Safety Executive state that there is a strong case for managing work-related road safety. The Council has many workers and others who drive as part of their work activity whether it is between locations, to visit services users or to provide services. Fewer road incidents mean:

- less days lost to injury
- fewer repairs to vehicles
- fewer missed orders
- reduced running cost

2.3 This policy applies to all employees and others that drive vehicles owned leased or hired by the Council and to employees and others that are driving their own vehicles while undertaking duties on behalf of the Council.

2.4 Employers owe the same duty of care under health and safety law to staff and others who drive their own vehicles for work (often called 'grey fleet') as they do to employees who drive company owned, leased or hired vehicles.

2.5 Various Road Traffic Acts and regulations also require employers to ensure that vehicles used for work purposes are safe and legal to be on the road,

and that drivers are properly licensed and insured. For example, it is an offence to cause or permit someone to:

- Use vehicle in dangerous condition
- Drive on the road without a valid driving licence or motor insurance
- Use a hand-held mobile phone while driving

2.6 The Driving at Work Policy will provide guidance for managers to ensure that the risks to employees and others can be managed and will also provide information to employees and others should they encounter any issues while driving at work.

### 3. **Options for Recommendation**

#### 3.1 **Option 1**

Support Health and Safety compliance by recommending approval of the implementation of the Driving at Work Policy.

#### 3.2 **Option 2**

Make suggestions to further improve the Driving at Work Policy for implementation prior to approval.

### 4. **Evidence of how this topic supports the achievement of the Corporate Plan / Statutory Responsibilities / Blaenau Gwent Well-being Plan**

4.1 The proposed Driving at Work Policy has direct links with the Council's Corporate Plan, Health and Safety Policy and Workforce Strategy.

4.2 The Corporate Plan's core values include Trust and Integrity and to support and develop a workforce that has the capacity and capability to be productive and responsive to future demands.

4.3 Priority outcomes for the Council's Workforce Strategy includes "A highly motivated and engaged workforce" and a "Modern Employer of Choice"; the introduction of a Driving at Work Policy directly contributes to both priorities. Clear information and understanding of requirements can have a significant impact on a person's health and well-being. It can reduce stress levels and improve motivation. Two of the aims of the strategy are:

- Safe working situations/environments and promotion of workforce health and wellbeing.
- The workforce demonstrates expected behaviours, standards and culture in line with the Council's values.

The Driving at Work Policy directly supports both of those aims by helping managers consider the risks to workers and others and providing clear expectation of behaviours.

4.4 The Blaenau Gwent Statement of Safety Policy states that Blaenau Gwent County Borough Council, together with each employee is committed to ensuring that the highest standards of Health, Safety and Welfare are maintained throughout the organisation. The Driving at Work Policy will support that aim through clarifying requirements.

## 5. **Implications Against Each Option**

### 5.1 ***Impact on Budget (short- and long-term impact)***

There are no direct negative budgetary implications as a result of implementing the policy.

### 5.2 ***Risk including Mitigating Actions***

Risk Management should be improved following implementation of the Driving at Work Policy.

### 5.3 ***Legal***

The Driving at Work Policy will provide support and evidence of legal compliance with risk management legislation.

### 5.4 ***Human Resources***

The Driving at Work Policy will provide support and guidance to managers and employees.

## 6. **Supporting Evidence**

### 6.1 ***Performance Information and Data***

N/A

### 6.2 ***Expected outcome for the public***

N/A

### 6.3 ***Involvement (consultation, engagement, participation)***

The Trade Unions have received the policy for review and raised no objections.

### 6.4 ***Thinking for the Long term (forward planning)***

Directly links the Council's Plans and Strategies as detailed above.

### 6.5 ***Preventative focus***

N/A

### 6.6 ***Collaboration / partnership working***

N/A.

### 6.7 ***Integration (across service areas)***

Policy applies to all Council staff only.

### 6.8 ***Decarbonisation and Reducing Carbon Emissions***

N/A

### 6.9a ***Socio Economic Duty Impact Assessment***

N/A

### 6.9b. ***Equality Impact Assessment***

Integrated Impact Assessment completed – no adverse impact.

7. **Monitoring Arrangements**

7.1 The Policy will be reviewed and updated by Organisational Development on a regular basis.

**Background Documents /Electronic Links**

Appendix 1 –Driving at Work Policy





## **Driving for Work Policy**

**ORGANISATIONAL DEVELOPMENT DIVISION**

**Issued: September 2022 Review: September 2027**

## Contents

1. Introduction.....	3
2. Scope .....	3
3. Legislation .....	3
4. Definitions.....	4
5. Application .....	4
6. Roles and Responsibilities.....	5
6.1 Line Managers .....	5
6.2 Staff Responsibilities.....	5
7. Alcohol/Drugs .....	6
8. In-Vehicle Technology .....	7
9. Eyesight.....	8
10. Journey Planning.....	8
10.1 Road Conditions .....	8
10.2 Fatigue and Rest Periods .....	8
11. Occupant Safety.....	9
11.1 Seat Belts and Safety Restraints .....	9
11.2 Head Restraints .....	9
12. Safe Vehicles .....	9
13. Electric Vehicles .....	10
14. Traffic Collisions .....	10
15. Training .....	11
16. Aggressive Driving .....	11
17. Breakdowns.....	12
18. Smoking .....	13
19. Additional Considerations.....	13
20. References.....	13

## Version Control

This document is intended for:

- Council staff only       School-based staff only       Council & School-based staff

Version	Key Changes	Approved By	Date
1.0	Original Document	CLT	September 2022

This document may be reviewed and amended at any time and without consultation in response to legal requirements, in line with best practice or in response to an organisational requirement and where the changes do not affect the spirit or intent of the document.

## 1. Introduction

The Authority is committed to reducing the risk of work-related road traffic crashes and collisions. The following policy sets out our commitment and provides guidance to enable the workforce to drive safely and enable compliance with the policy and related legislation.

Up to 1 in 3 road crashes involves a vehicle being driven for work. Every week around 200 road deaths or serious injuries involve someone driving for work. Many of these deaths and injuries could have been prevented.

The Authority recognises that there are many journeys undertaken by employees and others in vehicles owned, leased or hired by the Council and in private vehicles solely for the purposes of business and this includes transporting clients or members of the public.

## 2. Scope

This policy applies to all employees, elected members, volunteers and agency workers who are driving at work. This is to provide clear guidance to managers, employee and others on the requirements when fulfilling their duties whilst driving at work. This also include school based staff.

## 3. Legislation

There is a range of legislation that is applicable to driving for work which include:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- Road Traffic Acts supported by the Highway Code EC Drivers' Hours Rules UK Domestic Drivers' Hours Rules Tachograph Regulations
- The Road Transport (Working Times) Regulations 2005
- Road Safety Act 2006
- The Road Vehicles (Construction and Use) Regulations 1996
- Corporate Manslaughter and Corporate Homicide Act 2007

You must be aware of and be able to apply the rules in The Highway Code. The Highway Code is available at <https://www.gov.uk/guidance/the-highway-code>.

Each of these contains provisions which stipulate that non-compliance is a criminal offence and set out the penalties for such offences. The penalties on conviction include fines, imprisonment or both. Those with managerial responsibility within the CCG, as well as the corporate body, may be prosecuted.

## 4. Definitions

For the purposes of this policy the following definitions apply:

- **Driving for Work**  
Refers to any work carried out on Authority business that involves the employee driving a vehicle and covers all journeys other than to and from their home to normal place of work.
- **Council Vehicle**  
Any vehicle owned, leased or hired by the Authority
- **Private Vehicle**  
Any vehicle used by a person driving on Authority business which is not owned, leased or hired by the Authority
- **Minibus**  
A vehicle that can carry 9-16 passengers plus the driver

## 5. Application

The following policy and guidance apply to all staff who drive for any Authority business:

- Either regularly as an integral part of their work (e.g., waste collection staff), or occasionally to perform a specific function or duty (e.g., to attend a meeting), and;
- Whether they drive an Authority owned, leased, hired or privately owned vehicle.

**This policy does not apply to driving for commuting purposes (i.e. to or from the employees' home to their normal place of work)**

*Typical Situations where the Policy Will Apply*

Driving Activities that are undertaken by many of the sections of the Authority. Examples of activities could include:

- Transporting children and their families by Family Services
- Transporting young people by Youth Services
- Delivering meals and other items
- Travelling between Authority sites to undertake visits
- Travelling between School sites
- Driving refuse and road repair vehicles

## 6. Roles and Responsibilities

### 6.1 Line Managers

Managers are responsible for annually:

- ensuring staff receive appropriate help and advice in relation to vehicle safety.
- undertake annual checks of original vehicle and driver documents and record copies. Including:
  - Driver's licence
  - MOT certificated (where appropriate)
  - Driving for Business Insurance
- regularly reinforce the importance of safe driving and record this
- ensuring that employees involved in accidents in the course of their work receive the appropriate support and participate in any appropriate accident investigation and recommendations and notify the Health & Safety Advisor of any work related driving accidents for monitoring purposes.
- make it clear that the employee must maintain their vehicle in a roadworthy condition if they are to use their own vehicle for work
- remind employees of their responsibilities in respect of workplace car lease agreements if appropriate.
- remind employees that they are to be informed of any change in circumstances that may impact on the employee's ability to drive. Anything brought to the attention of the line manager must be acted upon.
- ensure that employees have suitable breaks when driving in order to prevent fatigue.

### 6.2 Staff Responsibilities

Staff are responsible for ensuring that they:

- have a valid driving licence appropriate to the type of vehicle(s) to be driven. More information on driving licence categories is available at <https://www.gov.uk/driving-licence-categories>
- are medically fit to drive. More information is available at [Check if a health condition affects your driving - GOV.UK \(www.gov.uk\)](https://www.gov.uk/health-conditions-affecting-driving)
- confirm that their eyesight meets the requirements set out in the Highway Code <https://www.highwaycodeuk.co.uk/rules-for-drivers-and-motorcyclists-fitness-to-drive.html>
- inform their line manager immediately of any motoring convictions (including penalty points) or periods of disqualification;
- ensure their insurance policy includes business cover for the amount and type of business mileage they undertake; employees who do not have business insurance are able to drive to and from work, nothing in between.
- ensure that their vehicle is taxed and has a valid MOT if applicable.
- do not use a hand-held mobile phone whilst driving;

- comply with the legislation with regard to the wearing of seatbelts whilst driving and make every effort to enforce the wearing of seatbelts for adult passengers in their vehicles;
- are satisfied that prior to any journey that the vehicle they are driving is fit for its purpose and roadworthy;
- inform the person in charge of the vehicle if they become aware of any faults;
- are adequately insured to use their private vehicle for business;
- report any accidents or incidents whilst driving on Authority business;
- co-operate with any reporting and investigation procedures in the event of an accident or incident.
- never drive defective vehicles;
- adhere to all policies relating to the use of lease and/or pool cars.
- be aware of what action needs to be taken in an emergency situation
- ensure they are physically fit to drive

Any vehicle you drive on Council business must also have:

- insurance that is appropriate for business use
- appropriate and valid road tax
- a valid MOT certificate (if the vehicle is more than 3 years old)

It is also advisable that your vehicle has:

- been serviced according to the manufacturer's recommendations
- emergency breakdown cover that will provide roadside assistance or for the vehicle to be towed if a roadside repair is not possible

## **7. Alcohol/Drugs**

The Authority has an Alcohol and Substance Misuse Policy which states that employees have a responsibility to ensure that they do not consume alcohol or use substances inappropriately at any time when they intend to work before the effects have worn off. This includes when driving a vehicle during working hours. It is also illegal to drive while under the influence of alcohol and/or drugs

You should not drive if you are under the influence of alcohol or drugs.

It can take several hours for the intoxicating effects of alcohol or drugs to subside.

You should seek advice from your GP when being prescribed drugs of any kind on how they may affect your ability to drive. You must report anything that could impair your driving abilities immediately to your line manager.

If you are found to have been under the influence of an intoxicating substance while driving at work (following intervention from the Police) it will be investigated and could result in disciplinary action being taken.

## 8. In-Vehicle Technology

The use of in-vehicle technology, like mobile phones, satnav or audio systems, can distract a driver and increase the risk of accident. Distracted drivers generally underestimate the effects that distraction has on them and do not perceive any reduction in awareness or ability to spot hazards. You must familiarise yourself with the safe use of in-vehicle systems before starting your journey and avoid making adjustments while driving.

It is an offence to use a handheld mobile telephone or similar device whilst driving whether speaking, sending or receiving texts messages, still or moving pictures or Internet access.

**It is the Authority's policy that you should not use a mobile phone with or without a hands free device when you are driving or while your vehicle's engine is running** due to the risk of distraction and/or prosecution for driving carelessly or dangerously which can include disqualification, a large fine and up to two (2) years imprisonment.

A conversation on a hands-free phone is no less a distraction than using a hand-held one.

The only time a driver may use a mobile phone is to call 999 or 112 in response to a genuine emergency when it is unsafe or impractical to stop to make the call.

If you are stopped by the Police and cautioned or charged you must report this to your line manager immediately. You can carry hand-held mobile phones in your vehicle but must be safely parked with the engine switched off before making or receiving a call. It is not reasonable for your supervisor or line manager to expect you to answer your phone whilst driving.

To help keep you and other road users safe you should:

- not make or receive calls, send or read texts or e-mails or otherwise use a mobile phone while driving.
- switch off mobile phones whenever possible while driving and use voicemail facilities
- only pick up and respond to messages when it is safe to do so
- satisfy normal business needs by checking mobile phones before or after driving or during a break in your journey

Just like mobile phones the use of other equipment like SatNav and entertainment systems can be a significant distraction while driving. You should avoid adjusting or operating any equipment while driving. The SatNav should be set before your journey commences and any adjustments should only be when safely stopped.

## 9. Eyesight

Having good eyesight is one of the most basic requirements of safe driving. It is the responsibility of the driver to ensure their eyesight is checked regularly as many people's eyesight deteriorates over time - sometimes without them noticing.

By law, all drivers must be able to read, in good daylight, a number plate at 20 metres. You must also have a field of vision of 120 degrees, be able to see clearly at night and not have double vision. If glasses or contact lenses are required to meet the legal minimum eyesight requirements, these must be worn while driving.

If you require glasses or contact lenses to meet these standards, then they **must be worn at all times during the driving of an Authority vehicle.**

If a driver on checking his or her eyesight fails to read the number plate at the correct distance that person would not be allowed to drive an Authority or hired vehicle until measures are taken to satisfy the requirement.

Driving without your glasses or contact lenses is an offence and if convicted carries 3 penalty points and possible disqualification

If a driver wears prescription safety spectacles (for non-driving safety reasons) and they also wear them whilst driving it is their responsibility to ensure their prescription is up to date.

## 10. Journey Planning

### 10.1 Road Conditions

Weather conditions can cause a range of problems for travel and transport systems. Drive at a speed appropriate to road and traffic conditions. Plan ahead and allow extra time for your journey where necessary. Avoid getting into situations where you are taking risks on the road just to gain a few minutes. You should discuss any concerns regarding driving conditions immediately with your line manager.

### 10.2 Fatigue and Rest Periods

Tiredness increases reaction time and reduces vigilance, alertness, and concentration, which impairs your ability to drive. It can also affect how fast you process information and the quality of your decision-making.

Drivers and riders are most likely to suffer from fatigue:

- on long journeys on monotonous roads, such as motorways
- between 2am and 6am or 2pm and 4pm



- after eating
- after long working hours or on journeys home after long shifts, especially night shifts

Driving when tired significantly increases the risk of being involved in a collision. You should organise your work to make sure that breaks from driving are taken at appropriate intervals.

[The Highway Code](#) recommends that drivers and riders should take 15-minute break every two hours.

## 11. Occupant Safety

### 11.1 Seat Belts and Safety Restraints

You must ensure that you wear seat belts at all times while driving. It is a legal requirement that passengers wear seat belts. Unless it is an emergency situation, children must be in appropriate child safety seats.

As the driver, you are personally responsible for ensuring that all children under the age of 14 years are wearing seat belts.

Persons over the age of 14 years old are responsible for their own seat belts.

### 11.2 Head Restraints

Head restraints for you and your passengers should be adjusted correctly to help protect against whiplash and prevent long term injuries. The top of the head restraint should be level with top of the head and be as close to the back of the head as possible.

## 12. Safe Vehicles

It is your responsibility to ensure that your vehicle is safe and legal whether it is your own vehicle or that owned by the Authority. You must check that:

- tyres are undamaged (no cuts or bulges), are at the correct tyre pressure for the number of passengers or equipment being carried and have enough tread depth. The legal minimum is 1.6mm but motoring and safety organisations recommend changing your tyres at 3mm
- there are no signs of vehicle damage;
- oil, coolant and windscreen wash levels are correct;
- brakes are working;
- lights and indicators are working;
- windscreen and windows are not damaged;
- washers and wipers are working;

- mirrors are correctly positioned;
- all occupants are using their seat belts and head restraints correctly; and
- loads are securely restrained.

### **13. Electric Vehicles**

With the increased usage of electric vehicles staff should be made aware of the issues surrounding the use of electric vehicles which include the fact that the vehicle may not be heard by pedestrians and also the risk of fire from the battery.

### **14. Traffic Collisions**

If you are involved in a traffic collision you must stop, switch off your engine and turn your hazard lights on to alert other road users to your presence.

Your first consideration should be whether the emergency services are needed.

If you are able you should provide assistance to anyone else involved so long as it doesn't put you in any danger.

Do not move anyone who is injured unless they are in immediate danger.

You should immediately report the incident to the Police if:

- it involves an injury to a member of the public or a Council employee
- it has caused a hazardous situation
- someone leaves the scene without exchanging details
- you suspect the collision was deliberate to make a fraudulent insurance claim

If the Police are involved, you must not move any of the vehicles without first getting their approval. When you're involved in a collision you're obliged to give your name and address to anyone else involved. You should stop and give your details if you crash into something on or near the road even if there aren't any other people involved.

Do Not:

- Admit liability, even if you believe you were at fault.
- Discuss the accident with anyone at the scene except the Police.
- Visit other parties involved in the accident.
- Talk to the media about the accident

If you hit a parked car, for example, you should leave your details on the windscreen. You should tell your insurer about the collision as soon as you can. If you do not report it within the time period set out in your policy, it may invalidate your cover.

You should always inform your car insurance company about a collision even if you don't want to make a claim.

You should try to collect the following information:

- Names, addresses and contact details from any drivers, passengers and witnesses.
- Insurance details for the other drivers. If they are not the registered keeper of their vehicle find out who is and make a note of their name and address.
- The registration numbers of all vehicles involved, plus a note of each vehicle's colour, make and model.
- The time and date of the collision.
- A sketch showing the positions of the vehicles involved
- A description of the weather conditions, plus anything unusual you notice about the road quality or lighting.
- A list of damage to vehicles and a description of any injuries sustained by pedestrians, drivers and passengers.

You may find it useful to take photos of the car accident for use as evidence. You shouldn't accept liability or discuss the question of blame with anyone at the time of the incident, regardless of the circumstances. It could count against you later. You must report any incidents to your line manager as soon as possible. Any accident that occurs during working hours, even in your own vehicle, should be reported through the Authority's Accident Reporting system.

## **15. Training**

New starters should be informed of the requirements of the Driving for Work Policy. Individuals who drive for work should be given information on routine safety checks, what should be done if an accident occurs or if a breakdown occurs etc.

It should also be made clear to staff that if they are driving a vehicle, even one owned by the Authority, they are responsible for the roadworthiness of the vehicle and can be found guilty of road offences if the vehicle does not meet requirements.

## **16. Aggressive Driving**

Aggressive driving behaviour can take many forms like speeding, driving too close to the car in front or improper lane changing or weaving; etc. Most people drive aggressively from time to time through impatience, annoyance or even in an attempt to save time. Many drivers are not even aware when they are doing it. Aggressive driving, regardless of its motivation, can increase the risk of collision.

You should:

- plan ahead and allow plenty of time for your journey. Avoid getting into a situation where you are racing to gain a few minutes and taking risks on the road
- try to avoid driving when you are feeling stressful, emotional or angry or if you feel unwell or distracted for any reason

- be courteous to other drivers and avoid actions likely to provoke. Make sure that your driving does not upset others. Set a good example by respecting other road users. Recognise your own aggressive driving behaviour and correct it.
- be polite and courteous even when other drivers behave unreasonably. Do not react to other drivers who are challenging you or may be looking for conflict. Pull over and let them pass. Do not engage in eye contact. Keep your hands on the steering wheel and do not make any gestures which may show your irritation or frustration with their behaviour.
- Relax behind the wheel. Breathe out slowly, release the tension in your hands, arms and shoulders. Hold the wheel hard again and once more let go and sigh. As you relax, you can begin to think clearly.
- If you are forced to stop stay in the vehicle with the doors locked and engine running ready to drive off. If you are followed drive on carefully to the nearest police station, Council depot or a busy place such as a garage forecourt.

## 17. Breakdowns

Breaking down can be dangerous particularly if you're on a motorway (See Appendix 1). In order to stay safe:

- Make sure that you are in a safe place. Move your vehicle off the road if possible (watch out for any soft verges), or pull up onto the hard shoulder if on a motorway and cannot turn off at the next exit. Make sure you stop as far to the left as you can, with the wheels turned to the left.
- Put your hazard warning lights on.
- If it is dark or foggy, keep your sidelights on too.
- Stay well away from moving traffic. It is usually safest to get out of your car (using the doors facing away from passing traffic) and wait behind a barrier.
- If you're on a motorway, move up the bank if you can.
- Wear a reflective jacket if you have one.
- If you're on a road and it is safe, you can put a warning triangle at least 45m behind your vehicle.
- If you are on a motorway do not put a warning triangle on the hard shoulder as it is not safe.
- Telephone the emergency services, or breakdown organisation. Give them accurate details of your location and whether children or passengers with mobility problems are being carried
- On a motorway walk to an emergency phone on your side of the carriageway. Follow the arrows on the posts at the back of the hard shoulder – the phone is free and connects directly to the Police. This will enable the Police to pinpoint your location.
- Inform you line manager and complete an Authority accident form and submit this to the Health and Safety Department

## 18. Smoking

You are not permitted to smoke in any vehicle being used on Council business. This includes your own.

## 19. Additional Considerations

Other issues to consider where an individual is driving for work and may need to be included in a risks assessment are:

- safeguarding issues should passengers are being carried
- lone working issues

## 20. References

1. HSE Driving at Work Managing work-related road safety [Driving at work: Managing work-related road safety INDG382\(rev1\) \(hse.gov.uk\)](#)
2. [Check if a health condition affects your driving - GOV.UK \(www.gov.uk\)](#)
3. The Highway Code <https://www.highwaycodeuk.co.uk/>
4. HSE Driving and riding safely for work <https://www.hse.gov.uk/roadsafety/index.htm>
5. Vehicle Fleet Management – Drivers' Duties and Obligations BGCBC 2018

**Appendix 1 Accident/Incident Flow Chart**

**Employees must follow the steps below:**

