

Committee: **Council**

Date of Meeting: **24th 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 & Audit Committee	Democratic Services Committee	Scrutiny Committee	Cabinet	Council	Other (please state)
X	X				21.11.22		24.11.22	

**1. Purpose of the Report**

The purpose of this report is to seek approval 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 approving the implementation of the Driving at Work Policy.

#### 3.2 **Option 2**

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

### 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 Councils 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