

**Blaenau Gwent County Borough Council**

**Action Sheet**

**Ordinary Meeting of the Council**

<b>Meeting Date</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Action Taken</b>
24.11.22	<p><b>Driving at Work Policy</b> Advice was in the process of being sought from colleagues in relation to the checking and monitoring of Members documentation.</p> <p>A corporate communication would be sent to all staff and managers would be requested to cascade the details of the policy to the workforce. It was noted that safety measures within vehicles would be included as part of this information.</p>	<p>Service Manager Performance &amp; Democratic</p> <p>Head of Organisational Development</p>	<p>Following discussion at Council advice was sought with regards to the requirements to check Members car insurance documentation in relation to driving at work. Following discussion with the Monitoring Officer it was agreed for an email to be sent to all members requesting the following information:</p> <ul style="list-style-type: none"><li>- <b>Do you drive a car as part of your Elected Member role? Yes/No</b></li><li>- <b>Do you have valid car insurance which includes the use of your car for Elected Member duties? Yes/No</b></li></ul> <p>The email was sent to Members on 1<sup>st</sup> December 2022 and the Democratic Team is collating the information. A follow up email will be sent on an annual basis.</p> <p>A corporate communication has been sent out to all staff and managers.</p>

Meeting Date	Action to be Taken	By Whom	Action Taken
24.11.22	<p><b>Public Protection &amp; Environmental Enforcement Services – Revised Enforcement Policy</b></p> <p>Publication of prosecutions - investigations would take place into this information being communicated through the Council's social media platforms.</p>	Chief Officer Commercial & Customer	The Communications Team already work with Public Protection to ensure that all successful prosecutions are publicised by way of press release, website and social media. We are only permitted to name individuals where official court proceedings have taken place, however, we do publicise a round-up of the number of FPN's when we can, to demonstrate the action that is being taken.