


**NORTH LINCOLNSHIRE COUNCIL
OFFICER DECISION NOTICE AND RECORD
(PUBLISHED)**

1. DECISION TAKEN

To approve a revised Driving Safely at Work policy (previously Driver Document Checks Good Action Guide) and to amend the Employee Performance Review Meeting (EPRM) template to support the revised policy.

EXECUTIVE	✓	NON-EXECUTIVE		(Please tick either)
IS THIS A 'KEY DECISION' ? (see definition overleaf)				Yes
DOES THIS DECISION RELATE TO EXEMPT INFORMATION?				No ✓
EXEMPT PARAGRAPH REFERENCE (NOT TO BE PUBLISHED)				

2. OFFICER DECISION TAKER	<p>NAME Helen Manderson</p> <p>POSITION/POST Director of Business Development</p> <p>SIGNATURE </p> <p>DATE 24 November 2020</p>
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3. REASONS FOR THE DECISION (Please ref to any report/minute/background documents attached)	To support the move to an external company to undertake driver document checks for all employees required to drive on council business, whether in a council vehicle or their own ('grey fleet'). (Report attached.)
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4. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED (BY DECISION TAKER(S))	That managers continue the checking of driver documents for all staff.
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TO BE COMPLETED BELOW - ONLY WHEN A DELEGATED OFFICER DECISION REQUIRES PRIOR CONSULTATION WITH A MEMBER (LEADER OF THE COUNCIL, CABINET MEMBER/CHAIRMAN OF A COMMITTEE) IN ACCORDANCE WITH THE 'SCHEME OF DELEGATIONS TO OFFICERS' OR DECISION/MINUTE OF COUNCIL/COMMITTEE OR DECISION/MINUTE OF CABINET/CABINET MEMBER.

5. DECISION REQUIRED TO BE TAKEN IN CONSULTATION WITH RELEVANT MEMBER	<p>COUNCILLOR</p> <p>POSITION</p> <p>SIGNATURE</p> <p>DATE</p>
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6. ANY CONFLICT OF INTEREST DECLARED BY ANY EXECUTIVE (CABINET) MEMBER (S) CONSULTED, WHICH RELATES TO THE DECISION, OR (NON-EXECUTIVE) – ANY MEMBER OF THE COMMITTEE THAT DELEGATED THE DECISION TAKEN	
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7. WITH REFERENCE TO 6. ABOVE - HAS ANY DISPENSATION BEEN GRANTED TO THE EXECUTIVE (CABINET) MEMBER? (ONLY APPLIES TO EXECUTIVE)	
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PLEASE REMEMBER TO ATTACH ANY ACCOMPANYING REPORT.

WHEN COMPLETE, PLEASE SEND TO SERVICE MANAGER: DEMOCRACY FOR PUBLISHING.

(The definitions of a key decision are when an **executive** decision is likely -

(i) to result in the Council incurring expenditure or the making of savings (including the receipt or loss of income) over £350,000 in any one financial year; or

(ii) to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority).

NORTH LINCOLNSHIRE COUNCIL

**HELEN MANDERSON –
DIRECTOR BUSINESS
DEVELOPMENT**

DRIVING SAFELY AT WORK POLICY

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To outline and seek approval for the Driving Safely at Work policy (previously Driver Document Checks Good Action Guide).
- 1.2 To amend the Employee Performance Review Meeting (EPRM) template to support the revised policy.

2. BACKGROUND INFORMATION

- 2.1 The Head of Service: Waste, Fleet and Public Protection has recently procured the services of an external company to undertake driver document checks for all employees required to drive on council business, whether in a council vehicle or their own ('grey fleet').
- 2.2 The 'Driver Document Checks Good Action Guide' has been revised to reflect this change. As managers will no longer be required to conduct document checks, the policy has been renamed 'Driving Safely at Work'.
- 2.3 The revised policy is in the new, agreed HR policy format, and emphasises self-responsibility to ensure employees required to drive on council business do so safely and legally.
- 2.4 The EPRM template has been updated to reflect the change. Managers will no longer need to conduct an annual document check (six-monthly for council fleet drivers): they will need to ensure that employees have a valid mandate in place for the external bureau to undertake the check and discuss their medical fitness to drive.

3. OPTIONS FOR CONSIDERATION

- 3.1 To approve the Driving Safely at Work policy or;
- 3.2 To recommend amendments to the Driving Safely at Work policy or;
- 3.3 To reject the Driving Safely at Work policy.

4. ANALYSIS OF OPTIONS

- 4.1 Approving the Driving Safely at Work policy will support the move to using an external bureau to undertake employee driver document checks, whilst ensuring that managers and employees fully understand their obligations regarding driving on council business. It will also ensure that there is a consistent approach to these checks, regardless of whether employees driver council fleet or their own vehicles on council business.
- 4.2 Recommending any amendments to the policy will delay the change in process to the external bureau undertaking document checks for grey fleet drivers. This will prolong the need for managers to undertake these checks; a process which we are currently unable to report on to determine compliance levels.
- 4.3 Rejection of the Driving Safely at Work policy will mean that managers will need to continue to undertake driver document checks for grey fleet drivers. This system does not facilitate reporting on compliance levels which does not give the necessary assurance that employees are driving legally. It would also result in some managers having two separate systems within their teams for document checking: one for drivers of council vehicles and one for grey fleet.

5. FINANCIAL AND OTHER RESOURCE IMPLICATIONS (e.g. LEGAL, HR, PROPERTY, IT, COMMUNICATIONS etc.)

- 5.1 The updated policy will apply to all the council's workforce who drive on council business, either council vehicles or grey fleet.

6. OTHER RELEVANT IMPLICATIONS (e.g. CRIME AND DISORDER, EQUALITIES, COUNCIL PLAN, ENVIRONMENTAL, RISK etc.)

- 6.1 N/A

7. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)

7.1 N/A

8. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED

8.1 The trade unions have been consulted on the change to the process for checking driver documents and the revised policy and are supportive of the changes.

9. RECOMMENDATIONS

9.1 That the Driving Safely at Work policy be approved.

DIRECTOR OF BUSINESS DEVELOPMENT

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Date: 19 November 2020

Background Papers used in the preparation of this report – None.