

CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 07/12/2021

Title: HR Policies: (1) Driving at Work – Council Fleet and (2) Driving at Work – Use of Private Vehicles (Grey Fleet) policies

Purpose of the report: To approve the Driving at Work – Council Fleet Policy and the Driving at Work – Use of Private Vehicles Policy

For: Decision

Cabinet Portfolio and Cabinet Member: Councillor Ray Quant, Deputy Leader of the Council and Cabinet Member for Customer Contact, Legal and Governance, People and Organisation

BACKGROUND:

The development of these two new policies by People & Organisation Service has been in collaboration with Highways and Environmental. Both policies have been subject to consultation with the relevant Trade Unions and their amendments have been incorporated where appropriate.

The purpose of all staff policies and procedures is to clearly set out the behaviours, processes and procedures required of staff, how they can gain advice or support and, where applicable, the consequences of not adhering to the policy and/or procedure.

Driving at Work- Council Fleet Policy

A Fleet and Driver Risk Management review has been conducted by a consultant on behalf of Zurich, the Council's insurance company. Its main purpose was to review the Council's policies and arrangements against best practice standards and to provide recommendations that assist with ensuring compliance, protecting our workforce from harm, and reducing the risk of incidents.

A key recommendation of the Review was the introduction of a Driving at Work Policy with embedded Driver Agreement which provides "clear unambiguous expectation as to driving standards". The Driving at Work – Council Fleet Policy is one of a suite of initiatives aimed at standardising recording and compliance across the vehicle fleet and achieving driving standards which improve driver and passenger safety, the number of fleet related incidents and accidents. Other initiatives include the introduction of a driver training e-learning module and robust checking systems for vehicles and licences.

The Driving at Work – Council Fleet Policy introduces;

- Driver/Plant Operator Agreement to be signed on an annual basis;
- The requirement to inform their manager of any change in health or physical/sensory impairments and an annual health assessment
- With-cause drug and alcohol testing

- Employee paying up to £250 contribution to insurance excess costs, following a disciplinary procedure, if the damage is caused as a result of their negligence or driving without due care and attention

Driving at Work - Use of Private Vehicle (Grey Fleet) Policy

The Driving at Work – Use of Private Vehicle (Grey Fleet) Policy set out the expectations of those employees who use their private vehicle for Council business purposes. An e-learning module will also be developed to complement the policy.

The Driving at Work – Use of Private Vehicle (Grey Fleet) Policy introduces;

- Private Vehicle User Declaration to be signed on an annual basis;
- The requirement to inform their manager of any change in circumstances which may affect the use of a private vehicle for work purposes
- With-cause drug and alcohol testing
- Employee confirming that their vehicle is roadworthy, is MOT certificated (where appropriate) and correctly insured for business purposes.

At its meeting on 27 October 2021 Corporate Resources Overview and Scrutiny Committee expressed concern with some elements of the policies. These concerns have been considered and relevant amendments made to the versions being considered by Cabinet today.

Wellbeing of Future Generations:	Has an Integrated Impact Assessment been completed? Yes If, not, please state why -
	Summary: Long term: Collaboration: Involvement: The policy has been developed in collaboration with colleagues in Highways and Environmental Services, Insurance, Health and Safety team. Under the collective agreement the local trade unions have provided feedback on the policy during the consultation period
	Prevention: The introduction of the policy aims to set the expected standards required of drivers, to improve driver behaviour and as a result reduce the risk and number of fleet vehicle related incidents and accidents
	Integration:
Recommendation(s):	<ol style="list-style-type: none"> 1) To approve the Driving at Work – Council Fleet Policy 2) To approve the Driving at Work – Use of Private Vehicle (Grey Fleet) Policy

Reasons for decision: 1) To ensure compliance, protecting our workforce and wider community from harm, and supporting driver behaviour which reduces the risk of incidents

Overview and Scrutiny: Corporate Resources Overview and Scrutiny Committee
27/10/2021

Policy Framework:

Corporate Priorities: Boosting the Economy
Investing in People's Future

Finance and Procurement implications:

Legal Implications:

Staffing implications: None

Property / asset implications: None

Risk(s):

Statutory Powers:

Background Papers:

Appendices: Driving at Work – Council Fleet Policy
Driving at Work – Use of Private Vehicle (Grey Fleet) Policy

Corporate Lead Officer: Geraint Edwards

Reporting Officer: Geraint Edwards

Date: 15/11/2021



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Driving at Work – Council Fleet Policy



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Version Control

Version	Date	Author	Comment
1.0			

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1. Policy statement

This Driving at Work – Council Fleet policy clearly sets out the expectations on those with managerial or supervisory responsibility for drivers as well as individual drivers. It is important that all managers / supervisors and drivers adhere to this policy and the procedures, which adopts the Health & Safety Executive's (HSE) safe driving risk-management guidance covering:

- **Safe driver:** are staff fit and competent to drive safely?
- **Safe vehicle:** are vehicles fit for purpose and in a safe road-worthy state?
- **Safe journey:** are journeys necessary and are they planned?

It is everyone's duty when at work:

- To take reasonable care of our own safety
- To take reasonable care of the safety of others who may be affected by what we do or fail to do
- To co-operate and adhere to the Council's policies so that we can all comply with our legal duties and obligations

2. Scope

This policy applies to all Ceredigion County Council employees and agency staff who drive the Council's Fleet as part of their duties.

The table below describes the two main driver categories in the Council:

Council fleet driver	<ul style="list-style-type: none">• Required to drive a vehicle supplied by the Council for some or all of their role. <p>This policy applies to this category of driver</p>
Grey fleet driver	<ul style="list-style-type: none">• Required to drive for work reasons and paid mileage using a private vehicle or has use of a day hire vehicle arranged through the Council's Procurement Service. <p>See <i>Driving at Work – Use of Private Vehicles Policy</i> for this category of driver</p>

The policy does not apply to commuting prior to the driver starting work, unless they are driving a vehicle provided by the Authority.

3. Roles and responsibilities

3.1 Elected Members

- Are advised on this Policy by Council Officers and have the responsibility to ensure adequate resources are available to enable the implementation of this policy and all other necessary measures to mitigate foreseeable risks to our employees, and agency staff who drive the Council's Fleet as part of their duties.
- An elected member with sufficient knowledge and experience is appointed the Council's health and safety champion and will oversee the development of this policy and bring driver and vehicle safety matters to the attention of the responsible portfolio Cabinet members.

3.2 Chief Executive

The Chief Executive has the overall responsibility for ensuring that the Council's Driving at Work policy is implemented and maintained. The Chief Executive will facilitate the provision of systems to carry out the following:

- The Chief Executive is directly responsible for the health, safety and wellbeing of all employees and any others who may be affected by any driving undertaken on behalf of the Authority as part of their duties.
- Ensuring the participation, commitment and involvement at all levels in the Council in improving the safety of our employees, governors, elected members, volunteers and agency staff who drive for work.
- Ensuring that systems are in place to comply with Driving at Work – Council Fleet policy and associated arrangements.

3.3 Health and Safety Team

The Health and Safety Manager and team will be responsible for the preparation and review of this policy. They will also:

- Assist with monitoring and auditing the unannounced fleet vehicle checks carried out by the Fleet Management Team.
- Following the completion of an incident management investigation by a line manager / supervisor, will review the investigation and if deemed appropriate also undertake further investigation into driving incidents and/or potentially dangerous near- misses at work.
- Assist with complex/high risk driving at work risk assessments.
- Assist the learning and development team to develop a driving safely at work e-learning programme.
- Work in collaboration with the relevant Service area and HR in the event of driving at work incidents where reckless behaviour, drugs or alcohol are believed to be a contributing factor.

- Report RIDDOR reportable incidents to the HSE and liaise with the HSE, Police and other external enforcing agencies where required.

3.4 Corporate Directors and Corporate Lead Officers

Corporate Directors and Corporate Lead Officers have the general responsibility for compliance with the health and safety within their service areas. There is also an expectation that from the head of the Council down, individuals should lead by personal example and follow the guidance in this policy, both in the way they drive themselves and in encouraging colleagues and employees to drive safely and responsibly.

A Corporate Director will undertake the role of Health and Safety Champion bringing driver, Grey Fleet and Council Fleet safety matters to the attention of Leadership Group.

3.5 Trade Union Safety Representatives

Safety Representatives have an important role in ensuring employees are fully consulted on and engaging with the Council's policies on safe driving, updates on driving and health at work and encouraging open communication between managers, unions and employees. Safety Representatives help by:

- Attending Health and Safety Representatives meetings and cascade information to the workforce and collect feedback.
- Reporting concerns / issues relating to driving at work that have identified, or brought to their attention, to their supervisor / line manager or the relevant service area in the first instance. If these are subsequently not resolved, to refer them to the Health and Safety Representatives meeting or the Health and Safety Team, and if not resolved in a timely manner, to escalate to the Union for further consideration.
- Leading by personal example.
- Highlighting driving at work concerns from an operational level.
- Offering feedback and contributing to the review of this policy.

3.6 Managers and Employee's responsibilities

Driving at work activity	Supervisors / Managers must:	Employees must:
Council Fleet and personal vehicles	<ul style="list-style-type: none"> • Ensure their employee has read, understood and signed the driver agreement policy on appointment and annually thereafter. • Enter the employee's driving licence details onto the CERI system. • Ensure that their drivers have a valid licence for the category of vehicle they drive at work. • Carry out risk assessments related to driving activities and communicate these to their teams. • Ensure drivers report driving incidents via the Council's Incident Management process. • Carry out thorough investigation of driving related incidents at work through the Council's Incident Management process. • Ensure their staff are aware of the policies and procedures relevant to driving at work, including the Alcohol and Drug Misuse policy, Sickness Absence policy, H&S policy, Lone-working requirements etc. • Monitor the health and behaviour of their drivers including incident numbers, feedback from gate checks and complaint reports etc. and take appropriate action where necessary. • Monitor the health and wellbeing of their drivers through supervision, annual appraisals and Occupational Health support where required • Advise the Fleet Management team if a driver's licence is suspended or revoked and seek specialist advice from their HR Advisor on the issue. • Work alongside HR recruitment process to ensure the job description and person 	<ul style="list-style-type: none"> • Read, understand and sign the driver agreement on appointment and annually thereafter. • Comply and co-operate with the controls and measures put in place regarding driving safely at work. • Hold a valid driving licence for the category of vehicle they drive at work. • Drive in accordance with the current laws of the road and Highway Code (e.g. traffic signs and signals, speed restrictions, use of seat belts, satellite navigation, action to take following incidents on the road, etc.). • Ensure that any loads in the vehicle are securely stowed. • Be fit to drive. If fitness to drive is impaired (e.g. medical condition, taking medication etc.), they must inform their supervisor / line manager immediately and notify the DVLA as required. • Comply with any drug and alcohol test requests as outlined in the Driver's agreement. • Ensure that their eyesight meets the minimum requirements for driving and wear prescription glasses or corrective lenses if needed at all times whilst driving. • Not use any electronic devices including mobile phones when driving or when the vehicle is running. • Report any incidents whilst driving at work to their supervisor / line manager immediately. • Comply with the Council's smoke free policy • Complete and record, the daily vehicle checks prior to first use each day and report any defects identified by the check or which

	<p>specification are met (e.g. the checking of driving licences prior to appointment).</p>	<p>arise whilst in use where appropriate.</p> <ul style="list-style-type: none"> • Notify their supervisor/line manager of any unspent driving convictions/ penalty points or any pending prosecutions / charges for driving related offences. Carry out all actions required to maintain their driving licence entitlement including but not limited to renewing their licence by the expiry date and attending any medicals where required to renew the licence. • Comply with any restrictions related to their licence. • Notify their supervisor/line manager immediately of any reason, which may lead to the suspension or revocation of their licence in full or in part. • Plan their journeys taking into account weather, time of day and where relevant, time constraints e.g. meeting start time. • Attend any training required to reduce risk, maintain competency and put this training into effect.
<p>Driving Council Fleet</p>	<ul style="list-style-type: none"> • Ensure their drivers have attended all relevant training e.g. CDAT and MiDAS updates, H&S update training, vehicle familiarisation sessions and toolbox talks relevant to their duties. • Ensure their driving staff have attended Fleet and job specific training prior to starting their driving duties • Ensuring drivers provide driving licence and Driver CPC card (where appropriate) details every 6 months to enable checks to confirm or reaffirm eligibility to drive. • Ensure drivers complete their daily driver checks prior to first use; that they are recording these and reporting defects. • Notify Insurance Section of any driver who reports that they have 	<ul style="list-style-type: none"> • Complete and record the daily vehicle defect book and report any defects immediately to their supervisor / line manager. • Attend any additional training required (MiDAS, CDAT, etc.) for the type of fleet they drive at work and ensure they are up to date. Where required, to undertake the 37 hours of driver CPC training over a 5-year period in line with the Council's Driver CPC programme. Where required carry their Driver CPC card at all times whilst driving Council Fleet. • Take the breaks from driving as required by current legislation.

	received a driving conviction / endorsement to ensure continuation of cover.	
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3.7 Fleet Management

The Council's Fleet Management Service is responsible for the management of the Council's owned, leased and hired fleet. This involves:

- Ensuring compliance with relevant health and safety and Fleet / driving related legislation,
- Complying with its obligations as an Operator's Licence holder,
- Developing and reviewing its Safe Systems of Work and Risk Assessments in liaison with the Corporate Health and Safe Unit,
- Undertaking audits of compliance with Fleet related management and driving requirements,
- Providing or arranging for the provision of Fleet driver training e.g. Driver CPC, MIDAS, CDAT and Infringement training,
- Management and supervision of Fleet Management related contractors on site,
- Management of fuel stocks,
- Operation of the Council's Transport Maintenance Units (TMUs) which are situated at Glanyrafon Depot, nr. Aberystwyth and Penrhos Depot, nr. Llandysul whose work includes:
 - Planning and undertaking scheduled inspections, maintenance and preparation for MOT / Annual testing,
 - Diagnosing faults and identifying defects; undertaking or arranging repairs where necessary
 - Responding to / recovering fleet involved in accidents or which have broken down (including on call out of hours)
 - Undertaking Class 4 and 7 MOTs,
 - Management of parts and consumables,
 - Operation of activities in line with Safe Systems of Work and Risk Assessments.

4. Revision of policy

The Council will review and update this policy as required to reflect changes in legislation, processes, post-incident recommendations and case law.

How the success of the policy will be measured

The success of this policy will be measured by the increase or decrease in:

- The number of driving related incidents reported.

- The number of reportable driver related incidents that are deemed to be avoidable.
- The number of traffic infringements received.
- The number of notices of intended prosecutions of drivers received in relation to vehicles of the Council's Fleet.
- The costs of repairs and maintenance of the Fleet.
- Other financial costs associated with vehicle use.
- The average cost of vehicle-related employee compensation claims.

5. Appendices

Appendix 1	Driver/Plant Operator Agreement
Appendix 2	Driving Incident – Reporting Flow Chart

Ceredigion County Council

Driver/Plant Operator Agreement

This agreement sets out the expectations, requirements and conditions of all employees who are required to drive or operate any Fleet item within the course of their duties.

Definitions

<i>Council Fleet</i>	<i>All vehicles, plant and trailers owned, leased or on hire to the Ceredigion County Council</i>
<i>Drivers</i>	<i>All employees who are required to drive and/or operate an item of the Council Fleet during the course of their duties</i>
<i>Employees</i>	<i>Any permanent, temporary, casual, relief or agency staff employed by or working on behalf of Ceredigion County Council</i>

All employees must agree and fully adhere to the following conditions, failure to do so may result in the revocation of the right to drive/operate a Ceredigion Council vehicle and disciplinary action.

Employee personal responsibilities:

- Employees must inform their supervisor / line manager if they have any new or existing underlying health conditions or any other physical or sensory impairments that may affect their ability to drive / operate their vehicle / plant safely. They must present themselves when requested to do so for an annual health assessment to assess, wellbeing and fitness to drive/operate Council Fleet.
- Employees must hold a valid licence to drive or operate the vehicle, plant or trailer they use.
- Employees must notify their manager of any unspent driving convictions/ penalty points.
- Employees must obey road/ traffic regulations and drive with due care and attention at all times.
- Employees must have completed the Ceredigion Driver Awareness Training (CDAT), MIDAS (Minibus Driver Awareness Scheme) training (where applicable) and vehicle familiarisation (where appropriate) for the vehicles, plant or trailer they use.
- Drivers must ensure that they, and all passengers under the age of 14 years old, are wearing seatbelts as required by law and Council policy.
- Drivers must remind all passengers 14 years or older of their personal responsibility to wear seatbelts as required by law and Council policy.

- Employees involved in any vehicle / plant related incident must report this to their line manager immediately, irrespective of whether anyone was hurt or not, and no matter how insignificant the damage to the vehicle or plant. Drivers must follow the incident reporting procedure as outlined in the incident reporting flow chart.
- Employees must not interfere with or modify any risk mitigating equipment (including dash cameras & telematics).
- Employees must report to their line manager if they are taking any prescribed (or over the counter) medication that may affect their ability to drive / operate their vehicle / plant safely.
- Employees are required to comply with all requirements related to maintaining their driving licence entitlement including but not limited to:
 - renewing their licence at the required intervals specified on their licence in accordance with their age and / or medical conditions; and
 - notifying the DVLA of any new reportable medical conditions or changes to existing medical condition which may affect their ability to drive.
- Employees must not smoke or use electronic cigarettes in vehicles.
- Employees who are required to hold a Drivers CPC card must undertake the 37 hours of driver CPC training where relevant over a 5 year period. Drivers must carry their CPC cards with them at all times whilst driving vehicles / plant where driver CPC is required.
- The employee must submit their licence and CPC card details on an 6 monthly basis; when requesting a new defect check book or drivers hours book; or as required by their manager.
- Employees must only use the vehicle for work purposes (some employees may be permitted to take vehicles home; in which case, Council vehicles must not be used for domestic / personal purposes).

Drug and Alcohol Testing

- Employees must not drive / operate any vehicles or any equipment if they are under the influence of illegal substances or alcohol.
- To ensure the effective implementation and operation of this agreement and the Driving at Work Policy, the Council reserves the right to require Employees to undertake alcohol and/or drug tests when it is suspected that they are under the influence of drugs or alcohol.
- Employees are reminded that a request to undergo alcohol and drug testing does not, in itself, indicate that they are suspected of wrongdoing.
- Where testing takes place, the individual will need to sign a written consent to be tested. Failure to give consent, or refusal to supply a sample of urine, blood, hair or other sample as reasonably required, will be considered to be a breach of this agreement and may lead to disciplinary action being taken.
- Tests will be conducted under the direction of, and test results interpreted by, a professional external service that meets appropriate standards. Staff will have access to a duplicate of any sample taken to enable them, if they so wish, to have it independently analysed. Other arrangements relating to screening will be discussed with affected members of staff at the time.

- When testing for alcohol, a blood-alcohol level of 80 mg of alcohol per 100 ml of blood or above will usually lead to disciplinary action.

Employee vehicle / plant responsibilities:

- Drivers must ensure that they complete their daily checks prior to first use of a vehicle, plant or trailer each day and record this in their Driver’s Daily Check.
- Drivers must report any defects identified as part of their daily check, or any which arise during use, to the Transport Maintenance Unit immediately and follow any instruction given.
- The employee is responsible for ensuring the vehicle / plant is kept in a clean, usable condition.
- The employee is required to present the vehicle / plant / trailer for inspection at the required intervals.

IMPORTANT

This list is not exhaustive; all drivers must ensure they comply with all legal and employment requirements.

Employees who are found to have caused damage to either an item of the Council Fleet, third party vehicle or property through negligence or driving without due care and attention may be liable, following a disciplinary hearing, for an amount of up to £250 as a contribution to insurance excess costs.

EMPLOYEE DECLARATION

I have read, understand and agree to comply with above conditions authorising me to drive/operate Ceredigion County Council Fleet

I understand and specifically authorise Ceredigion County Council to deduct from my pay or other payments due to me any money which I may owe to the Council under the terms of this Agreement.

Employee signature:.....

Print name:.....

Employee number:

Date:

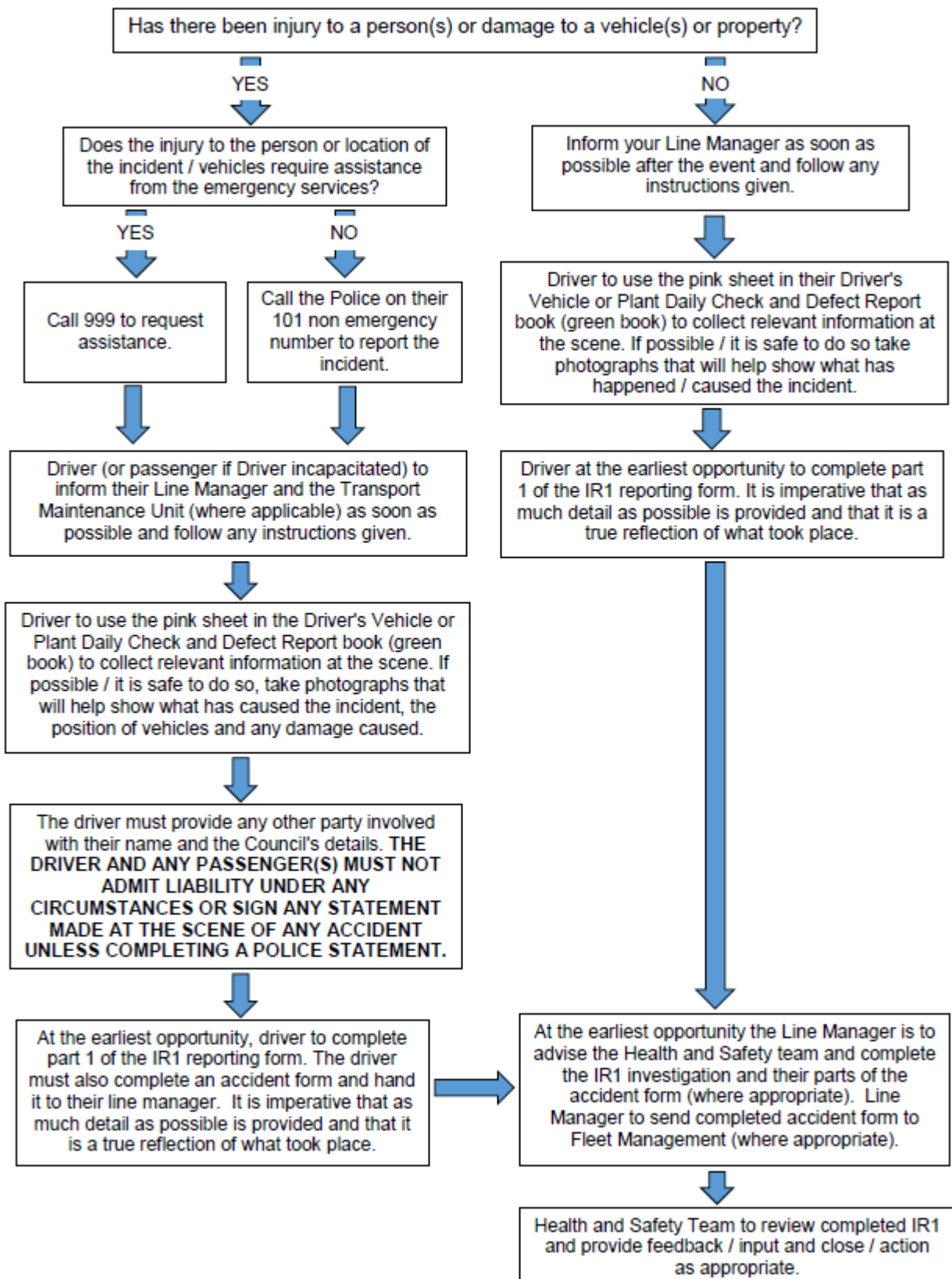
Job Title:.....

Manager signature:

Print name:.....

Date:.....

Driving Incident - Reporting Process Flow Chart





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Driving at Work – Use of Private Vehicles (Grey Fleet) Policy



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Version Control

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1.0			

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1. Introduction

The Council has a responsibility to its employees and others who may be affected by their actions. To ensure it fulfils this duty of care the Council is required to comply with legislative requirements when employees use their own vehicles for work related business. There are a number of risk implications of this for both the Council and its employees which have to be managed such as welfare, health and safety, transport, and insurance.

An employee's own vehicle is deemed to be a *place of work* when it is being used on their employers' business, and therefore there are responsibilities which fall on employers in terms of assessing any risks and taking reasonable, practicable precautions.

These risks include the drivers being unlicensed or uninsured, or the vehicles being un-roadworthy or unsuitable for the purpose, which could lead to the risk of accidents and injuries, potentially followed by compensation claims and prosecutions under road traffic law or health and safety legislation.

2. Policy statement

This policy clearly sets out the expectations on those employees who use privately owned vehicles for Council business and the expectations on their line managers. It is important that all managers and employees who use a private vehicle for work purposes adhere to this policy and the procedures, which adopts the Health & Safety Executive's (HSE) safe driving risk-management guidance covering:

- **Safe driver:** are staff fit and competent to drive safely?
- **Safe vehicle:** are vehicles fit for purpose and in a safe road-worthy state?
- **Safe journey:** are journeys necessary and are they planned?

It is everyone's duty when at work:

- To take reasonable care of our own safety
- To take reasonable care of the safety of others who may be affected by what we do or fail to do
- To co-operate and adhere to the Council's policies so that we can all comply with our legal duties and obligations

3. Scope

This policy applies to all Ceredigion County Council employees, school employed staff, governors, elected members, volunteers and agency staff who drive their own private vehicles or a hired vehicle which has been arranged through the Council's Procurement Team on work business.

The table below describes the two main driver categories in the Council:

Council fleet driver	<ul style="list-style-type: none">Required to drive a vehicle supplied by the Council for some or all of their role. <p>See <i>Driving at Work – Council Fleet Policy</i> for this category of driver</p>
Grey fleet driver	<ul style="list-style-type: none">Required to drive for work reasons and paid mileage using a private vehicle or has use of a day hire vehicle arranged through the Council's Procurement Service. <p>This policy applies to this category of driver</p>

The policy does not apply to commuting prior to the driver starting work

4. Roles and responsibilities

4.1 Elected Members

- Are advised on this Policy by Council Officers and have the responsibility to ensure adequate resources are available to enable the implementation of this policy and all other necessary measures to mitigate foreseeable risks to our employees, governors, elected members, volunteers and agency staff who drive their own private vehicles or privately hired vehicles on work business
- An elected member with sufficient relevant knowledge and experience is appointed the Council's Health and Safety Champion and will oversee the development of this policy and bring driver and vehicle safety matters to the attention of the responsible portfolio Cabinet members.

4.2 Chief Executive

The Chief Executive has the overall responsibility for ensuring that this Driving at Work – Use of Private Vehicles policy is implemented and maintained. The Chief Executive will facilitate the provision of systems to carry out the following:

- The Chief Executive is directly responsible for the health, safety and wellbeing of all employees and any others who may be affected by any driving

undertaken on behalf of the Authority when driving their own private vehicles or privately hired vehicles on work business

- Ensuring the participation, commitment and involvement at all levels of the Council in improving the safety of our employees, governors, elected members, volunteers and agency staff who drive for work.
- Ensuring that systems are in place to comply with Driving at Work – Use of Private Vehicles policy and associated arrangements.

4.3 Health and Safety Team

The Health and Safety Manager and team will be responsible for the preparation and review of this policy. They will also:

- Following the completion of an incident management investigation by a line manager / supervisor, review the investigation and if felt appropriate undertake further investigation into driving incidents and potentially dangerous near- misses at work.
- Assist with complex/ high risk driving at work risk assessments.
- Assist the learning and development team to develop a driving safely at work e-learning programme.
- Work in collaboration with the relevant Service area and HR in the event of driving at work incidents where reckless behaviour, drugs or alcohol are believed to be a contributing factor.
- Where appropriate, report RIDDOR reportable incidents to the HSE and liaise with the HSE, Police and other external enforcing agencies where required.

4.4 Corporate Directors and Corporate Lead Officers

Corporate Directors and Corporate Lead Officers have the general responsibility for compliance with the health and safety within their service areas. They are also expected to lead by example and follow the requirements and guidance in this policy, both in the way they drive themselves and in encouraging colleagues and employees to drive safely and responsibly.

A Corporate Director will undertake the role of Health and Safety Champion bringing driver, Grey Fleet and Council Fleet safety matters to the attention of Leadership Group.

4.5 Trade Union Safety Representatives

Safety Representatives have an important role in ensuring employees are fully consulted on and engaging with the Council's policies on safe driving, updates on driving and health at work and encouraging open communication between managers, unions and employees. Safety Representatives help by:

- Attending Health and Safety Representatives meetings and cascade information to the workforce and collect feedback.
- Reporting concerns / issues relating to driving at work that have identified, or brought to their attention, to their supervisor / line manager or the relevant service area in the first instance. If these are subsequently not resolved, to refer them to the Health and Safety Representatives meeting or the Health and Safety Team and if not resolved in a timely manner, to escalate to their Union.
- Leading by example.
- Highlighting driving at work concerns from an operational level.
- Offering feedback and contributing to the review of this policy.

4.6 Managers and Employee's responsibilities

Driving at work activity	Line Managers must:	Employees must:
Council Fleet and personal vehicles	<ul style="list-style-type: none"> • Ensure their employee has read, understood and signed the Private Vehicle User declaration on appointment and annually thereafter. • Enter the employee's driving licence details onto the CERL system. • Ensure drivers report driving incidents via the Council's Incident Management process. • Where relevant, carry out thorough investigation of driving related incidents at work through the Council's Incident Management process. • Ensure their staff are aware of the policies and procedures relevant to driving at work, including the Alcohol and Drug Misuse policy, Sickness Absence policy, H&S policy, Lone-working requirements etc. • Seek advice from their HR Advisor if a driver's licence is suspended or revoked. • Work alongside HR recruitment process to ensure the job description and person specification are met (such as the checking of driving licences prior to appointment). 	<ul style="list-style-type: none"> • Read, understand and sign the Private Vehicle User declaration on appointment and annually thereafter. • Comply and co-operate with the controls and measures put in place regarding driving safely at work. • Hold a valid driving licence for the category of vehicle they drive at work. • Drive in accordance with the laws of the road and Highway Code (i.e. traffic signs and signals, speed restrictions, use of seat belts, satellite navigation, action to take following incidents on the road, etc.). • Ensure that any loads in the vehicle are securely stowed. • Be fit to drive. If fitness to drive is impaired (e.g. medical condition, taking medication etc.), they must inform their line manager immediately and notify the DVLA as required. • Comply with any drug and alcohol screening requests as outlined in the Private Vehicle User Declaration. • Ensure that their eyesight meets the minimum requirements for driving and wear prescription glasses or corrective lenses if needed at all times whilst driving. • Not use any electronic devices including mobile phones when driving or when the vehicle is running. • Report any incidents whilst driving at work to their line manager immediately. • Comply with the Council's smoke free policy • Notify their manager of any unspent driving convictions or any pending

		<p>prosecutions / charges for driving related offences.</p> <ul style="list-style-type: none"> • Notify their supervisor / line manager immediately of any reason, which may lead to the suspension or revocation of their licence in full or in part. • Carry out all actions required to maintain their driving licence entitlement including but not limited to renewing their licence by the expiry date. • Comply with any restrictions related to their licence. • Plan their journeys taking into account weather, time of day and where relevant, time constraints e.g. meeting start time. • Attend any training required to reduce risk, maintain competency and put this training into effect.
<p>Driving personal vehicles</p>	<ul style="list-style-type: none"> • Ensure that their drivers are aware of the requirements for their vehicles to be roadworthy at all times, be taxed, have a current MOT (where applicable) and be appropriately insured for business use including, where relevant, carrying service users and/or where any expenses claims are made. 	<ul style="list-style-type: none"> • Carry out regular vehicle condition / defect checks and ensure the servicing, repair and maintenance of their own vehicle. • Ensure that their vehicle is taxed, has a current MOT and is appropriately insured for business use including, where relevant, carrying service users, and/or where any expenses claims are made. Keep their vehicle details updated on the CERI system (self-service). • Keep their electronic diaries up to date to ensure their colleagues and line manager know their whereabouts for lone working / safety reasons.

5. Business travel

- 5.1** The Council is responsible for meeting the cost of travel by its employees on official business. Official travelling means necessary travel for the purpose of:
- attendance at meetings in pursuit of official Council's business
 - attendance at training courses
 - journeys made on work related business

- 5.2** Official travelling does not include travel from home to normal place of work and the return journey. See Officer Travelling & Subsistence guidance on CeriNet for further details

6. Revision of policy

The Council will review and update this policy as required to reflect changes in legislation, processes, post-incident recommendations and case law.

7. Appendices

Appendix 1 Private Vehicle User Declaration

Ceredigion County Council

Private Vehicle User Declaration

I understand the Driving at Work – Use of Private Vehicles Policy and the requirements relating to the use of a private vehicle at work. I acknowledge that it is my responsibility, whilst using a private vehicle for work purposes, to ensure that:

- I am correctly licensed to drive it and have the correct vehicle permissions.
- I will produce my driving licence when requested by my line manager
- The vehicle is serviced and maintained in a roadworthy condition as required by road safety legislation and is suitable for the task.
- I will produce, upon request, my MOT certificate (where required).
- My use of the vehicle is covered by an appropriate insurance policy which includes the use for business purposes including, where relevant, carrying service users, and I will produce the insurance certificate when requested by my manager.
- I will bring to my line manager's immediate attention any change in circumstances which may affect the use of a private vehicle for work purposes, including any conviction for a traffic offence, onset of a medical condition, illness, injury or impairment affecting my ability and fitness to drive.

Notes

Insurance policies for Social, Domestic and Pleasure use typically only permit travel to the normal place of work from home and back again. Individuals must ensure that their intended use of a privately owned vehicle is covered for business use, for the period their vehicle is to be used. If in doubt individuals should check with their insurance company to establish if their existing insurance policy provides cover for the intended use before using a private vehicle for Council business use. In addition, claims for damages or injuries remain a personal responsibility.

Drivers are expected to ensure they have checked their vehicle for roadworthiness prior to use on council business.

Drug and Alcohol Testing

Employees must not drive any vehicle if they are under the influence of illegal substances or alcohol.

- To ensure the effective implementation and operation of this declaration and the Driving at Work Policy – Use of Private Vehicles, the Council reserves the right to require employees to undertake alcohol and/or drug tests when it is suspected that they are under the influence of drugs or alcohol.
- Employees are advised that a request to undergo alcohol and drug testing does not, in itself, indicate that they are suspected of wrongdoing.
- Where testing takes place, the individual will be expected to sign a written consent to be tested. Failure to give consent, or refusal to supply a sample of urine, blood, hair or other sample as reasonably required, will be considered to be a breach of this agreement and may lead to disciplinary action being taken.
- Tests will be conducted under the direction of, and test results interpreted by, a professional external service that meets appropriate standards. Staff will have access to a duplicate of any sample taken to enable them, if they wish, to have it

independently analysed. Other arrangements relating to screening will be discussed with affected members of staff at the time.

- When testing for alcohol, a blood-alcohol level of 80 mg of alcohol per 100 ml of blood or above will usually lead to disciplinary action.

EMPLOYEE / DRIVER DECLARATION

I have read, understand and agree to comply with above conditions

Signature:.....

Print name:.....

Personal reference number (Ceri):

Date:

Job Title:.....

Manager signature:

Print name:.....

Date:.....

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



This **Integrated Impact Assessment tool** incorporates the principles of the Well-being of Future Generations (Wales) Act 2015 and the Sustainable Development Principles, the Equality Act 2010 and the Welsh Language Measure 2011 (Welsh Language Standards requirements) and Risk Management in order to inform effective decision making and ensuring compliance with respective legislation.

1. PROPOSAL DETAILS: (Policy/Change Objective/Budget saving)

Proposal Title	Driving at Work - Council Fleet Policy
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Service Area	People & Organisation	Corporate Lead Officer	Geraint Edwards	Strategic Director	Caroline Lewis
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Name of Officer completing the IIA	Geraint Edwards	E-mail	geraint.edwards2@ceredigion.gov.uk	Phone no	01545 572019
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Please give a brief description of the purpose of the proposal

This is a new policy for corporate employees of Ceredigion County Council and its purpose is to set out the expectations on those who are required to drive a vehicle supplied by the Council for some or all of their role and those with managerial or supervisory responsibility for these employees.

The policy has been subject to consultation with the relevant Trade Unions, their amendments have been incorporated where appropriate and have subsequently been agreed.

Who will be directly affected by this proposal? (e.g. The general public, specific sections of the public such as youth groups, carers, road users, people using country parks, people on benefits, staff members or those who fall under the protected characteristics groups as defined by the Equality Act and for whom the authority must have due regard).

Employees who drive Council fleet vehicles, their supervisors and managers

VERSION CONTROL: The IIA should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development, Welsh language and equality considerations wherever possible.

Author	Decision making stage	Version number	Date considered	Brief description of any amendments made following consideration
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	<i>e.g. Budget Process, LG, Scrutiny, Cabinet etc.</i>			<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal. Have you considered and applied the sustainable development principle and Well-being Goals?</i>
Geraint Edwards	Cabinet	V1		

COUNCIL STRATEGIC OBJECTIVES: Which of the Council's Strategic Objectives does the proposal address and how?

Boosting the Economy	
Investing in People's Future	
Enabling Individual and Family Resilience	
Promoting Environmental and Community Resilience	

NOTE: As you complete this tool you will be asked for **evidence to support your views**. These need to include your baseline position, measures and studies that have informed your thinking and the judgement you are making. It should allow you to identify whether any changes resulting from the implementation of the recommendation will have a positive or negative effect. Data sources include for example:

- *Quantitative data - data that provides numerical information, e.g. population figures, number of users/non-users*
- *Qualitative data – data that furnishes evidence of people's perception/views of the service/policy, e.g. analysis of complaints, outcomes of focus groups, surveys*
- *Local population data from the census figures (such as Ceredigion Welsh language Profile and Ceredigion Demographic Equality data)*
- *National Household survey data*
- *Service User data*
- *Feedback from consultation and engagement campaigns*
- *Recommendations from Scrutiny*
- *Comparisons with similar policies in other authorities*
- *Academic publications, research reports, consultants' reports, and reports on any consultation with e.g. trade unions or the voluntary and community sectors, 'Is Wales Fairer' document.*
- *Welsh Language skills data for Council staff*

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2. SUSTAINABLE DEVELOPMENT PRINCIPLES: How has your proposal embedded and prioritised the five sustainable development principles, as outlined in the Well-being of Future Generations (Wales) Act 2015, in its development?			
Sustainable Development Principle	Does the proposal demonstrate you have met this principle? If yes, describe how. If not, explain why.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the principle?
Long Term Balancing short term need with long term and planning for the future.	A key aim of this policy is to reduce the number of fleet related vehicle incidents with a view to protecting our workforce from harm and reducing the cost of vehicle repair or replacement	We will monitor incident numbers and cost of repair/replacement	
Collaboration Working together with other partners to deliver.			
Involvement Involving those with an interest and seeking their views.	The policy has been developed in collaboration with colleagues in Highways and Environmental Services, Insurance, Health and Safety team, and our trade union partners	Evidence of involvement with trade unions and the Carers' Unit exists from the formulation of this policy.	A periodic review of the policy will be undertaken to ensure that any issues raised are through the trade union forum process
Prevention Putting resources into preventing problems occurring or getting worse.	The introduction of the policy aims to set the expected standards required of drivers, to improve driver behaviour and as a result reduce the risk and number of fleet vehicle related incidents and accidents	We will monitor incident numbers on a regular basis	
Integration Positively impacting on people, economy, environment and culture and trying to benefit all three.			

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3. WELL-BEING GOALS: Does your proposal deliver any of the seven National Well-being Goals for Wales as outlined on the Well-being of Future Generations (Wales) Act 2015? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. We need to ensure that the steps we take to meet one of the goals aren't detrimental to meeting another.			
Well-being Goal	Does the proposal contribute to this goal? Describe the positive or negative impacts-	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the goal?
3.1. A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs.	The policy is intended to protect the workforce from harm and therefore reduce the absence rates of those involved in incidents or accidents. The reduction in cost of vehicle repair or replacement will allow resources to be utilised in a more beneficial way		
3.2. A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change).			
3.3. A healthier Wales People's physical and mental wellbeing is maximised and health impacts are understood.	The policy is intended to protect the workforce from harm and therefore reduce the absence rates of those involved in incidents or accidents	We will monitor the number of incidents and correlated absence rates of drivers and passengers of fleet vehicles	We will work with Highways & Environmental Services, Learning & Development, Health & Safety, trade union partners and our insurers to promote and improve driving standards
3.4. A Wales of cohesive communities Communities are attractive, viable, safe and well connected.			
3.5. A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental well-being.			

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<p>3.6. A more equal Wales People can fulfil their potential no matter what their background or circumstances.</p> <p><i>In this section you need to consider the impact on equality groups, the evidence and any action you are taking for improvement.</i> <i>You need to consider how might the proposal impact on equality protected groups in accordance with the Equality Act 2010?</i> <i>These include the protected characteristics of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or beliefs, gender, sexual orientation.</i> Please also consider the following guide:: Equality Human Rights - Assessing Impact & Equality Duty</p>	<p>Describe why it will have a positive/negative or negligible impact.</p> <p><i>Using your evidence consider the impact for each of the protected groups. You will need to consider do these groups have equal access to the service, or do they need to receive the service in a different way from other people because of their protected characteristics. It is not acceptable to state simply that a proposal will universally benefit/disadvantage everyone. You should demonstrate that you have considered all the available evidence and address any gaps or disparities revealed.</i></p>	<p>What evidence do you have to support this view?</p> <p><i>Gathering Equality data and evidence is vital for an IIA. You should consider who uses or is likely to use the service. Failure to use <u>data</u> or <u>engage</u> where change is planned can leave decisions open to legal challenge. Please link to involvement box within this template. Please also consider the general guidance.</i></p>	<p>What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?</p> <p><i>These actions can include a range of positive actions which allows the organisation to treat individuals according to their needs, even when that might mean treating some more favourably than others, in order for them to have a good outcome. You may also have actions to identify any gaps in data or an action to engage with those who will/likely to be effected by the proposal. These actions need to link to Section 4 of this template.</i></p>																								
<p>Age Do you think this proposal will have a positive or a negative impact on people because of their age? (Please tick ✓)</p> <table border="1" data-bbox="69 1061 786 1433"> <tr> <td data-bbox="69 1061 293 1209">Children and Young People up to 18</td> <td data-bbox="293 1061 450 1209">Positive</td> <td data-bbox="450 1061 607 1209">Negative</td> <td data-bbox="607 1061 786 1209">None/ Negligible</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td data-bbox="69 1209 293 1321">People 18-50</td> <td data-bbox="293 1209 450 1321">Positive</td> <td data-bbox="450 1209 607 1321">Negative</td> <td data-bbox="607 1209 786 1321">None/ Negligible</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td data-bbox="69 1321 293 1433">Older People 50+</td> <td data-bbox="293 1321 450 1433">Positive</td> <td data-bbox="450 1321 607 1433">Negative</td> <td data-bbox="607 1321 786 1433">None/ Negligible</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> </table>	Children and Young People up to 18	Positive	Negative	None/ Negligible				✓	People 18-50	Positive	Negative	None/ Negligible				✓	Older People 50+	Positive	Negative	None/ Negligible				✓	<p>The policy's aim of improving driver standards and thereby protecting the workforce from harm will apply equally to all age groups</p>		
Children and Young People up to 18	Positive	Negative	None/ Negligible																								
			✓																								
People 18-50	Positive	Negative	None/ Negligible																								
			✓																								
Older People 50+	Positive	Negative	None/ Negligible																								
			✓																								

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Disability Do you think this proposal will have a positive or a negative impact on people because of their disability? (Please tick ✓)				The policy's aim of improving driver standards and thereby protecting the workforce from harm is aimed at all employees, regardless of disability		
Hearing Impairment	Positive	Negative	None/ Negligible			
			✓			
Physical Impairment	Positive	Negative	None/ Negligible			
			✓			
Visual Impairment	Positive	Negative	None/ Negligible			
			✓			
Learning Disability	Positive	Negative	None/ Negligible			
			✓			
Long Standing Illness	Positive	Negative	None/ Negligible			
			✓			
Mental Health	Positive	Negative	None/ Negligible			
			✓			
Other	Positive	Negative	None/ Negligible			
			✓			

Transgender Do you think this proposal will have a positive or a negative impact on transgender people? (Please tick ✓)				The policy's aim of improving driver standards and thereby protecting the workforce from harm is aimed at all employees, regardless of this protected characteristic		
Transgender	Positive	Negative	None/ Negligible			
			✓			

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Marriage or Civil Partnership Do you think this proposal will have a positive or a negative impact on marriage or Civil partnership? (Please tick ✓)				The policy's aim of improving driver standards and thereby protecting the workforce from harm is aimed at all employees, regardless of this protected characteristic		
Marriage	Positive	Negative	None/ Negligible			
			✓			
Civil partnership	Positive	Negative	None/ Negligible			
			✓			
Pregnancy or Maternity Do you think this proposal will have a positive or a negative impact on pregnancy or maternity? (Please tick ✓)				The policy's aim of improving driver standards and thereby protecting the workforce from harm is aimed at all employees, regardless of this protected characteristic		
Pregnancy	Positive	Negative	None/ Negligible			
			✓			
Maternity	Positive	Negative	None/ Negligible			
			✓			
Race Do you think this proposal will have a positive or a negative impact on race? (Please tick ✓)				The policy's aim of improving driver standards and thereby protecting the workforce from harm is aimed at all employees, regardless of this protected characteristic		
White	Positive	Negative	None/ Negligible			
			✓			
Mixed/Multiple Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			
Asian / Asian British	Positive	Negative	None/ Negligible			

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			✓			
Black / African / Caribbean / Black British	Positive	Negative	None/ Negligible			
			✓			
Other Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			

Religion or non-beliefs Do you think this proposal will have a positive or a negative impact on people with different religions, beliefs or non-beliefs? (Please tick ✓)				The policy's aim of improving driver standards and thereby protecting the workforce from harm is aimed at all employees, regardless of this protected characteristic		
Christian	Positive	Negative	None/ Negligible			
			✓			
Buddhist	Positive	Negative	None/ Negligible			
			✓			
Hindu	Positive	Negative	None/ Negligible			
			✓			
Humanist	Positive	Negative	None/ Negligible			
			✓			
Jewish	Positive	Negative	None/ Negligible			
			✓			
Muslim	Positive	Negative	None/ Negligible			
			✓			
Sikh	Positive	Negative	None/ Negligible			
			✓			
Non-belief	Positive	Negative	None/			

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			Negligible			
			✓			
Other	Positive	Negative	None/ Negligible			
			✓			

Sex Do you think this proposal will have a positive or a negative impact on men and/or women? (Please tick ✓)				The policy's aim of improving driver standards and thereby protecting the workforce from harm is aimed at all employees, regardless of this protected characteristic		
Men	Positive	Negative	None/ Negligible			
			✓			
Women	Positive	Negative	None/ Negligible			
			✓			

Sexual Orientation Do you think this proposal will have a positive or a negative impact on people with different sexual orientation? (Please tick ✓)				The policy's aim of improving driver standards and thereby protecting the workforce from harm is aimed at all employees, regardless of this protected characteristic		
Bisexual	Positive	Negative	None/ Negligible			
			✓			
Gay Men	Positive	Negative	None/ Negligible			
			✓			
Gay Women / Lesbian	Positive	Negative	None/ Negligible			
			✓			
Heterosexual / Straight	Positive	Negative	None/ Negligible			
			✓			



Having due regards in relation to the three aims of the Equality Duty - determine whether the proposal will assist or inhibit your ability to eliminate discrimination; advance equality and foster good relations.

3.6.2. How could/does the proposal help advance/promote equality of opportunity?

You should consider whether the proposal will help you to:

- Remove or minimise disadvantage
- To meet the needs of people with certain characteristics
- Encourage increased participation of people with particular characteristics

The policy is relevant to all employees who drive Council fleet vehicles, regardless of protected characteristics.

3.6.3. How could/does the proposal/decision help to eliminate unlawful discrimination, harassment, or victimisation?

You should consider whether there is evidence to indicate that:

- The proposal may result in less favourable treatment for people with certain characteristics
- The proposal may give rise to indirect discrimination
- The proposal is more likely to assist or impeded you in making reasonable adjustments

3.6.4. How could/does the proposal impact on advancing/promoting good relations and wider community cohesion?

You should consider whether the proposal with help you to:

- Tackle prejudice
- Promote understanding

Having due regard of the Socio-Economic Duty of the Equality Act 2010.

Socio-Economic Disadvantage is living in less favourable social and economic circumstances than others in the same society.

As a listed public body, Ceredigion County Council is required to have due regard to the Socio-Economic Duty of the Equality Act 2010. Effectively this means carrying out a poverty impact assessment. The duty covers all people who suffer socio-economic disadvantage, including people with protected characteristics.

3.6.5 What evidence do you have about socio-economic disadvantage and inequalities of outcome in relation to the proposal?

Describe why it will have a positive/negative or negligible impact.

The policy is expected to have a negligible impact on the socio-economic circumstances of our employees

What evidence do you have to support this view?



What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts?

The aim of the policy is to protect the workforce from harm by reducing the the number of vehicle related incidents through improving driving standards an behaviour.

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3.7. A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh Language are promoted and protected. <i>In this section you need to consider the impact, the evidence and any action you are taking for improvement. This in order to ensure that the opportunities for people who choose to live their lives and access services through the medium of Welsh are not inferior to what is afforded to those choosing to do so in English, in accordance with the requirement of the Welsh Language Measure 2011.</i>				Describe why it will have a positive/negative or negligible impact.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?
Will the proposal be delivered bilingually (Welsh & English)?	Positive ✓	Negative	None/ Negligible	This is a bilingual policy and any training will be delivered in both Welsh and English		
Will the proposal have an effect on opportunities for persons to use the Welsh language?	Positive	Negative	None/ Negligible ✓			
Will the proposal increase or reduce the opportunity for persons to access services through the medium of Welsh?	Positive	Negative	None/ Negligible ✓			
How will the proposal treat the Welsh language no less favourably than the English language?	Positive	Negative	None/ Negligible ✓			
Will it preserve promote and enhance local culture and heritage?	Positive	Negative	None/ Negligible ✓			

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4. STRENGTHENING THE PROPOSAL: If the proposal is likely to have a negative impact on any of the above (including any of the protected characteristics), what practical changes/actions could help reduce or remove any negative impacts as identified in sections 2 and 3?

4.1 Actions.

What are you going to do?	When are you going to do it?	Who is responsible?	Progress
The policy will be reviewed and the outcomes evaluated to ensure fairness and consistency	In accordance with Service review plans and where any new or changes to legislation have been introduced	People & Organisation	

4.2. If no action is to be taken to remove or mitigate negative impacts please justify why.
(Please remember that if you have identified unlawful discrimination, immediate and potential, as a result of this proposal, the proposal must be changed or revised).

There are no negative impacts identified in the implementation of this policy

4.3. Monitoring, evaluating and reviewing.

How will you monitor the impact and effectiveness of the proposal?

The Policy will be monitored in accordance with service plans to ensure compliance with any changes to legislation, to provide statistics, monitor vehicle incident and any related absence

5. RISK: What is the risk associated with this proposal?

Impact Criteria	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very High
Likelihood Criteria	1 - Unlikely to occur	2 - Lower than average chance of occurrence	3 - Even chance of occurrence	4 - Higher than average chance of occurrence	5 - Expected to occur

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Risk Description	Impact (severity)	Probability (deliverability)	Risk Score
If the policy is not implemented, high number of vehicle related incidents/accidents	4	3	12

Does your proposal have a potential impact on another Service area?

The implementation of this policy will have a positive and cross-cutting impact for staff are employed in all service areas.

6. SIGN OFF

Position	Name	Signature	Date
Service Manager			
Corporate Lead Officer	Geraint Edwards		
Strategic Director	Caroline Lewis		
Portfolio Holder	Cllr Ray Quant		

Cyngor Sir CEREDIGION County Council

REPORT TO: Cabinet

DATE: 7 December 2021

LOCATION: Virtual Meeting

TITLE: HR Policies: (1) Driving at Work – Council Fleet and (2) Driving at Work – Use of Private Vehicles (Grey Fleet) policies

PURPOSE OF REPORT: To provide feedback from the Corporate Resources Overview and Scrutiny Committee held on 27 October 2021

BACKGROUND:

At its 27 October meeting, Members of the Corporate Resources Overview and Scrutiny Committee considered two Driving at Work Human Resources Policies; namely; Council Fleet and use of Private Vehicles (Grey Fleet).

Following discussion, Members were asked to agree the following recommendation:

- approve the
 - (1) Driving at Work – Council Fleet Policy;and;
 - (2) Driving at Work – Use of Private Vehicles (Grey Fleet) Policy.

Some Members were not satisfied with parts of the policy. The Committee suggested that Officers re-visit the policy and return to a future Corporate Resources Overview and Scrutiny Committee meeting and defer presenting to Cabinet on the 7th December 2021.

Councillor Ivor Williams
Chairman of the Corporate Resources Overview and Scrutiny Committee