



Driving at Work - Council Fleet Policy



People & Organisation Service
2024



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Revised Policy

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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 and understood the requirements of the Fleet Driver/Plant Operator Protocol on appointment. • 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. • Advise the Fleet Management team immediately if a driver reports a diagnosis, or any change in a previously reported medical condition, that could impact on their ability to drive. • 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 immediately if a driver's 	<ul style="list-style-type: none"> • Read, understand and comply with the Fleet Driver/Plant Operator Protocol document on appointment. • 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 Fleet Driver/Plant Operator Protocol document. • Notify their supervisor immediately if they receive a diagnosis, or any change in a previously reported medical condition, that could impact on their ability to drive. • 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.

	<p>licence is suspended or revoked and seek specialist advice from their HR Advisor on the issue.</p> <ul style="list-style-type: none"> • Work alongside HR recruitment process to ensure the job description and person specification are met (e.g. the checking of driving licences prior to appointment). • Advise Fleet Management team immediately of any unspent driving convictions/ penalty points or any pending prosecutions / charges for driving related offences and seek specialist advice from their HR Advisor on the issue where relevant. 	<ul style="list-style-type: none"> • 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 arise whilst in use where appropriate. • 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. 	<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.

	<ul style="list-style-type: none"> • 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 received a driving conviction / endorsement to ensure continuation of cover. 	<ul style="list-style-type: none"> • Take the breaks from driving as required by current legislation.
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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 Protocol
Appendix 2	Driving Incident – Reporting Flow Chart

Ceredigion County Council

Fleet Driver/Plant Operator Protocol

This protocol 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 a 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 controlled drugs 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 on that day.
- 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, 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 testing 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.
- When testing for controlled drugs, the threshold limit per litre of blood will be different for each drug, as set out in the *Drug Driving (Specified Limits) (England and Wales) Regulations 2014*. Results above the threshold limit will usually lead to disciplinary action.

Employee vehicle / plant responsibilities:

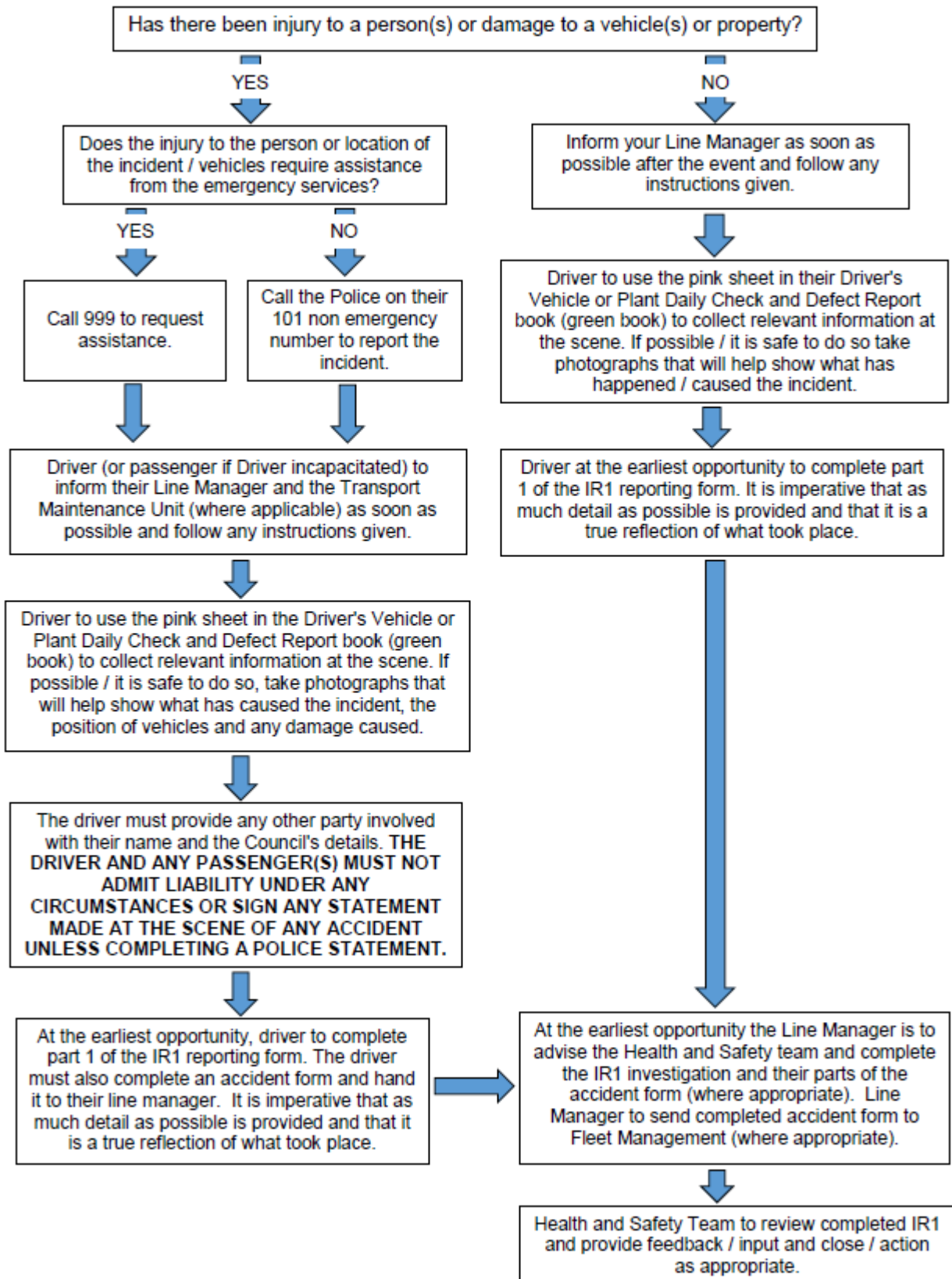
- Drivers must ensure that they complete their daily checks prior to first use of a vehicle, plant or trailer each day and record this in their Driver's Daily Check.
- Drivers must report any defects identified as part of their daily check, or any which arise during use, to the Transport Maintenance 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.

As is set out in the Council's Disciplinary Policy, employees who are found to have 'deliberately, fraudulently or negligently' caused damage to an item of the Council Fleet, third party vehicle or property and where the Council 'will incur cost to repair or replace' may be liable for these costs following a disciplinary hearing. The cost will be capped at an amount of £250, or the actual cost of repair if lower. As is also set out in the Council's Disciplinary Policy, employees will have the right to appeal against any decision to recover the costs.

Driving Incident - Reporting Process Flow Chart





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Ceredigion



INTEGRATED IMPACT ASSESSMENT (IIA) TOOL

Proposal Details

Title of Policy / Proposal / Initiative	
Driving at Work Policy – Council Fleet	
Service Area	Officer completing IIA
People & Organisation	Geraint Edwards
Corporate Lead Officer	Strategic Director
Geraint Edwards	James Starbuck
Please give a brief description of the purpose of the proposal	
<p>This 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.</p> <p>The policy has been subject to consultation with the relevant Trade Unions, their amendments have been incorporated where appropriate and have subsequently been agreed.</p>	
Who will be directly affected by this proposal? HINT	
Employees who drive Council fleet vehicles, their supervisors and managers	
Have those who will be affected by the proposal had the opportunity to comment on it?	
The policy has been subject to consultation with the recognised trade unions. Any suggested amendments have been considered and incorporated where appropriate.	

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 included sustainable development, Welsh language and equality considerations wherever possible.

Version Number	Author	Decision making stage <u>HINT</u>	Date Considered	Description of any amendments made <u>HINT</u>
v1	Geraint Edwards	Scrutiny	12/03/2024	

Council Corporate Well-being Objectives

Which of the Council's Corporate Well-being Objectives does this proposal address and how? Click here to read a summary of our [Corporate Strategy 2022-27](#)

Boosting the economy, supporting business, and enabling employment.	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. By protecting our workforce from harm we are enabling them to contribute to the Council's Strategic Objectives.
Creating caring and healthy communities	As above
Providing the best start in life and enabling learning at all ages	As above
Creating sustainable, greener, and well-connected communities	As above

National Well-being Goal: A Prosperous Wales

An innovative, productive, and low carbon society where everyone has decent work and there is no poverty.

Click [here](#) for information about a prosperous Wales.

Does the proposal contribute to this goal? Describe the positive or negative impacts. (Click [here](#) for information)

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

What evidence do you have to support this view?

Monthly incident management reports are reviewed by Leadership Group and regular Service level operation meetings

What action(s) can you take to mitigate any negative impacts or better contribute to this National Well-being Goal?

National Well-being Goal: A Resilient Wales

A society where biodiversity is maintained and enhanced and where ecosystems are healthy and functioning.

Click [here](#) for information about a resilient Wales.

Does the proposal contribute to this goal? Describe the positive or negative impacts. (Click [here](#) for information)

Does not contribute to this Goal

What evidence do you have to support this view?

What action(s) can you take to mitigate any negative impacts or better contribute to this National Well-being Goal?

National Well-being Goal: A Healthier Wales

A society where people make healthy choices and enjoy good physical and mental health.

Click [here](#) for information about a healthier Wales.

Does the proposal contribute to this goal? Describe the positive or negative impacts. (Click [here](#) for information)

The policy, if implemented, is intended to protect the workforce from harm and therefore reduce the absence rates of those involved in incidents or accidents

What evidence do you have to support this view?

Monitor the number of incidents and correlated absence rates of drivers and passengers of fleet vehicles

What action(s) can you take to mitigate any negative impacts or better contribute to this National Well-being Goal?

We will work with Highways & Environmental Services, Learning & Development, Health & Safety, trade union partners and our insurers to promote and improve driving standards

National Well-being Goal: A More Equal Wales

A society where everyone has an equal chance whatever their background or circumstances.

This section is longer because you are asked to assess the impact of your proposal on each group that is protected by the **Equality Act 2010**.

Click [here](#) for information about equality in Wales.

Do you think this proposal will have a positive or a negative impact on people because of their age? (Click [here](#) for information)

Children and Young People up to 18

None / Negligible

People 18-50

None / Negligible

Older people 50+

None / Negligible

Describe the positive or negative impacts.

The policy's aim of improving driver standards and thereby protecting the workforce from harm will apply equally to all age groups.

What evidence do you have to support this?

What action(s) can you to take to mitigate any negative impacts?

Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?

Do you think this proposal will have a positive or a negative impact on people because of their disability? (Click [here](#) for information)

Hearing Impairment	Negative
Physical Impairment	Negative
Visual Impairment	Negative
Learning Disability	Negative
Long Standing Illness	Negative
Mental Health	Negative
Other	Negative

Describe the positive or negative impacts.

The policy's aim of improving driver standards and thereby protecting the workforce from harm is aimed at all employees, regardless of disability.

However, the requirement of employees informing their line manage in any changes to their health may impact more on those with a disability where the impact of the impairment fluctuates

What evidence do you have to support this?

What action(s) can you to take to mitigate any negative impacts?

Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?

Employees will be supported in the event of a deterioration of impairment. Where required, a notification of a change to an employee's health which may impact on their ability to drive will be supported by a referral to occupational health for advice on reasonable or temporary adjustments.

Do you think this proposal will have a positive or a negative impact on people who are transgender? (Click [here](#) for information)

Trans Women	None / Negligible
Trans Men	None / Negligible
Non-binary people	None / Negligible

Describe the positive or negative impacts

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

What evidence do you have to support this?

What action(s) can you take to mitigate any negative impacts?

Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?

Do you think this proposal will have a positive or a negative impact on people with different sexual orientation? (Click [here](#) for information)

Bisexual	None / Negligible
Gay Men	None / Negligible
Gay Women/Lesbian	None / Negligible
Heterosexual/Straight	None / Negligible

Describe the positive or negative impacts

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

What evidence do you have to support this?

What action(s) can you to take to mitigate any negative impacts?

Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?

Do you think this proposal will have a positive or a negative impact on people who are married or in a civil partnership? (Click [here](#) for information)

People who are married	None / Negligible
People in a civil partnership	None / Negligible

Describe the positive or negative impacts

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

What evidence do you have to support this?

What action(s) can you to take to mitigate any negative impacts?

Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?

Do you think this proposal will have a positive or a negative impact on people who are pregnant or on maternity leave? (Click [here](#) for information)

Pregnancy	None / Negligible
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Maternity	None / Negligible
Describe the positive or negative impacts	
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	
What evidence do you have to support this?	
The Leave and Absences Policy	
What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts?	

Do you think this proposal will have a positive or a negative impact on people because of their ethnic origin? (Click here for information)	
Asian / Asian British	None / Negligible
Black / African / Caribbean / Black British	None / Negligible
Mixed / Multiple Ethnic Groups	None / Negligible
White	None / Negligible
Other Ethnic Groups	None / Negligible
Describe the positive or negative impacts	
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	
What evidence do you have to support this?	
What action(s) can you take to mitigate any negative impacts?	
Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?	

Do you think this proposal will have a positive or a negative impact on people with different religions, beliefs, or non-beliefs? (Click [here](#) for information)

Buddhist	None / Negligible
Christian	None / Negligible
Hindu	None / Negligible
Humanist	None / Negligible
Jewish	None / Negligible
Muslim	None / Negligible
Sikh	None / Negligible
Non-belief	None / Negligible
Other	None / Negligible

Describe the positive or negative impacts

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

What evidence do you have to support this?

What action(s) can you to take to mitigate any negative impacts?

Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?

Do you think this proposal will have a positive or a negative impact on men or women? (Click [here](#) for information)

Men	None / Negligible
Women	None / Negligible

Describe the positive or negative impacts

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

What evidence do you have to support this?

What action(s) can you to take to mitigate any negative impacts?

Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between men and women?

Do you think this proposal will have a positive or a negative impact on people from the Armed Forces Community? (Click [here](#) for information)

Members of the Armed Forces	None / Negligible
Veterans	None / Negligible
Spouses	None / Negligible
Children	None / Negligible

Describe the positive or negative impacts

The policy's aim of improving driver standards and thereby protecting the workforce from harm is aimed at all employees

What evidence do you have to support this?

What action(s) can you to take to mitigate any negative impacts?

Socio-economic Duty

Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, making it more difficult to access basic goods and services.

Family background or where a person is born still affects their life. For example, a child from a wealthy family often does better at school than a child from a poor family, even if the poorer child is more naturally academic. This is sometimes called socio-economic inequality.

Do you think this proposal will have a positive or a negative impact on people experiencing socio-economic disadvantage?	None / Negligible
Describe the positive or negative impacts	
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?	
What action(s) can you take to mitigate any negative impacts?	
Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?	

National Well-being Goal: A Wales of Cohesive Communities

A society with attractive, viable, safe, and well-connected communities.

Click [here](#) for information about cohesive communities.

Does the proposal contribute to this goal? Describe the positive or negative impacts. HINT
The aim of the policy is to protect the workforce from harm by reducing the number of vehicle related incidents through improving driving standards and behaviour, which in turn will protect other road users and the citizens.
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?

National Well-being Goal: A Wales of Vibrant Culture and Thriving Welsh Language

A society that that promotes and protects culture, heritage, and the Welsh language and which encourages people to take part in the arts, sports, and recreation.

Click [here](#) for information about culture and the Welsh language

Does the proposal contribute to this goal? Describe the positive or negative impacts.

Does not contribute to this Goal.

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?

With reference to the following, do you think this proposal will have a positive or negative effect on the Welsh language?

Click [here](#) for information

Opportunities for people to use the Welsh language

None / Negligible

Treating the Welsh language, no less favourably than the English language

None / Negligible

What evidence do you have to support this view?

The Council operates a bi-lingual policy. This new policy will have no impact on the operation of our bi-lingual policy.

What action(s) can you take to increase the positive impact or mitigate any negative impact on the Welsh language?

National Well-being Goal: A Globally Responsible Wales

A society that considers how our actions might impact on other countries and people around the world.

Click [here](#) for information about global responsibility.

Does the proposal contribute to this goal? Describe the positive or negative impacts. <u>HINT</u>
Does not contribute to this Goal.
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?

Strengthening the Proposal

If you have identified any negative impacts in the above sections, please provide details of any practical changes and actions that could help remove or reduce the negative impacts.

What will you do?	When?	Who is responsible?	Progress
If no action is to be taken to remove or mitigate negative impacts, please justify why. (If you have identified any unlawful discrimination then the proposal must be changed or revised.)			

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

Sustainable Development Principle: 5 Ways of Working

Describe below how you have implemented the five ways of working in accordance with the sustainable development principle of the Well-being of Future Generations (Wales) Act 2015


<p>Long term Balancing short-term needs with long-term need and planning for the future.</p> <p><u>HINT</u></p>	<p>Yes. Long term planning has been embedded throughout the development of this policy. 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</p>
<p>Collaboration Working together with other partners to deliver.</p> <p><u>HINT</u></p>	<p>Using the excellent working relationship we have with our recognised trade union partners collaboration on this policy has taken place leading to the development of this document.</p>
<p>Involvement Involving those with an interest and seeking their views.</p> <p><u>HINT</u></p>	<p>The consultation on this policy with our recognised trade union partners has allowed the opportunity for them to comment on the development of the policy on behalf of their members, ,i.e. our employees.</p>
<p>Prevention Putting resources into preventing problems occurring or getting worse.</p> <p><u>HINT</u></p>	<p>Yes. 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</p>
<p>Integration Considering the impact of your proposal on the four pillars of well-being (social, economic, cultural and environment) the objectives of other public bodies and across service areas in the Council.</p> <p><u>HINT</u></p>	<p>Yes. We have considered how the policy will impact various cohorts of staff across the Authority and have outlined their roles and responsibilities in order to ensure effective delivery of the policy. The Policy adopts the Health & Safety Executive's (HSE) safe driving risk-management guidance covering Safe Driver, Safe Vehicle and Safe Journey.</p>

Risk

Summarise the risk associated with the proposal.

	1	2	3	4	5
Impact Criteria	Very Low	Low	Medium	High	Very High
Likelihood Criteria	Unlikely to occur	Lower than average chance of occurring	Even chance of occurring	Higher than average chance of occurring	Expected to occur
Risk Description	Impact	Probability	Score (Impact x Likelihood)		
If the policy is not implemented, the number of vehicle related incidents/accidents may remain higher	4	3	12		

Sign Off

Position	Name	Signature	Date
Corporate Manager	-	X _____	Click or tap to enter a date.
Corporate Lead Officer	Geraint Edwards		22/02/2024
Corporate Director	James Starbuck	X _____	Click or tap to enter a date.
Portfolio Holder	Cyng. Bryan Davies	X _____	Click or tap to enter a date.

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¹ Last updated 20/10/2023