



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



## Employment Committee

21 September 2022

Report of Councillor Annie Mason  
Cabinet Member for People and Safer  
Communities

## Operational Driving Policy

### Report Author

Anne-Marie Coulthard, Assistant Director for Operations and Public Protection



[a.coulthard@southkesteven.gov.uk](mailto:a.coulthard@southkesteven.gov.uk)

### Purpose of Report

The draft Operational Driving Policy details the arrangements that are in place and the collective responsibilities that will ensure that the risks associated with occupational driving are minimised, so far as reasonably practicable.

### Recommendations

#### That the Committee

1. Approves the adoption of the South Kesteven District Council Operational Driving Policy
2. Delegates authority to the Deputy Chief Executive, in consultation with the Cabinet Member for People and Safer Communities, to make minor amendments to the Policy which may become necessary from time to time to ensure its continued accuracy, but do not affect its direction or intent.

## Decision Information

Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	High performing Council Clean and sustainable environment
Which wards are impacted?	All

## 1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

### ***Finance and Procurement***

- 1.1 Any costs associated with the implementation of this policy can be met from within existing budgets.

### ***Legal and Governance***

- 1.2 The Council has a legal duty under the Health and Safety at Work Act 1974 to ensure, as far as reasonably practicable, the health and safety of all employees while at work. Employers and employees also have a duty to ensure that others are not put at risk by work related driving activities.

### ***Risk and Mitigation***

- 1.3 The Policy supports risk management, ensuring that employees are aware of their responsibilities and the relevant procedures that must be adhered to. The use of CCTV and GPS tracking devices assists in providing evidence should a vehicle be involved in any accident, incident, or insurance claim.

### ***Health and Safety***

- 1.4 This Policy assists the Council in fulfilling its duties to minimise the health and safety risks associated with occupational driving. It is anticipated that the Policy will have a positive impact on behaviours and support the timely and accurate investigation of any incidents.
- 1.5 The use of CCTV and GPS tracking devices allows compliance with safe working practices to be monitored.

## ***Is an Equality Impact Assessment required? Yes***

### ***Human Resources***

- 1.6 The Policy provides clear information to employees and line managers on their responsibilities. Any breach of this Policy may be dealt with under the Council's disciplinary procedures.
- 1.7 Guidance will be produced for managers, detailing the process and access permissions for retrieving and viewing vehicle tracking information.

### ***Climate Change***

- 1.8 Carbon emissions from the operation of the Council's vehicle fleet represent around a quarter of overall emissions. Encouraging vehicle users to make the most efficient use of vehicles and the use of tracking devices which could support education on more efficient driving styles could assist in reducing overall vehicle fuel consumption and emissions.

## **2. Background to the Report**

- 2.1 The Council is committed to the health and safety of its employees and members of the public. The Policy outlines the expectations that the Council places upon all employees who drive either their own vehicle or a vehicle provided by the Council for business purposes.
- 2.2 The Policy incorporates a range of policy statements contained in the Council's employee handbook. These have been reviewed and expanded to include the additional responsibilities associated with driving heavy goods vehicles (HGV) and the use of GPS vehicle tracking devices.
- 2.3 The Policy aims to:
  - Fulfil the requirements of the Council's statutory 'duty of care' to all employees while at work and to safeguard others who may be put at risk from its work activities
  - Provide information to employees on their responsibilities and obligations when driving on Council business
  - Provide further clarity to drivers on the use of vehicles for Council business
  - Ensure drivers are compliant with both legal and corporate requirements

- Promote awareness of the use of tracking systems and CCTV in Council owned vehicles and their purpose
- Incorporate specific requirements for drivers of HGV vehicles

2.4 The Policy will apply to all Council employees, agency workers, temporary and casual staff who drive a vehicle to carry out Council business.

### **3. Key Considerations**

3.1 The Council has a legal duty of care to ensure, as far as is reasonably practicable, the health and safety of employees and others who may be affected by work related driving activities.

3.2 The Policy clarifies responsibilities and expectations on all employees who drive for Council business, regardless of whether they use a vehicle provided for use by the Council or a personal vehicle.

### **4. Other Options Considered**

4.1 The Council could continue with the existing policy statements contained in the employee handbook, however, it is important that timely reviews are undertaken to ensure their continued accuracy and effectiveness.

### **5. Reasons for the Recommendations**

5.1 To ensure that the Council's Policy relating to driving for business purposes continues to be accurate and effective.

### **6. Consultation**

6.1 The Policy was developed in consultation with the Council's Health and Safety and Compliance Manager, Human Resources Manager and Governance and Risk Officer. Feedback was also sought from the Head of Housing Technical Services.

6.2 The Trade Union has been consulted and no adverse comments were received.

### **8. Appendices**

8.1 Appendix 1 – Draft Operational Driving Policy

8.2 Appendix 2 - Initial Equality Impact Assessment