

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	7 June 2017
Subject:	Management of Occupational Road Risk
Report of:	Simon Dix, Head of Finance and Asset Management
Corporate Lead:	Robert Weaver, Deputy Chief Executive
Lead Member:	Lead Member for Finance and Asset Management
Number of Appendices:	One

Executive Summary:

Council officers and Members undertake substantial business travel each year and the Council has a duty to ensure that it is managing the process and both employees and vehicles are suitable to undertake the travel.

The proposed policy extends the current arrangements for checking and also formalises the approach so that the Council is able to demonstrate it is discharging its duties.

Recommendation:

That the Executive Committee:

- 1. approves the Management of Occupational Road Risk Policy and Guidelines; and**
- 2. delegates authority to the Head of Finance and Asset Management to make minor amendments to the policy, if necessary, following Union consultation.**

Reasons for Recommendation:

The Council's current arrangements for checking both employees and vehicles suitability for business travel require extending and formalising in order to protect both the Council and the employee.

Resource Implications:

None.

Legal Implications:

None.

Risk Management Implications:

Failure to undertake reasonable steps to check the suitability of employees and vehicles for business travel could invalidate the Council's insurance cover and lead to prosecution.

Performance Management Follow-up:

Internal Audit and Counter Fraud Unit to undertake spot checks. Investigations into a new Human Resources system will look at the feasibility of recording, monitoring and managing this aspect through the new system.

Environmental Implications:

None.

1.0 INTRODUCTION/BACKGROUND

- 1.1** The reduction of injuries and deaths sustained from work-related driving is a priority for occupational health. It is widely accepted that for most workers driving is one of the riskiest activities undertaken as part of work. In Great Britain it is estimated that at least a fifth of road injuries are sustained in a collision in which someone was driving for work at the time.
- 1.2** The management of occupational road risk (MORR) is intended as a means of improving work related road safety (WRRS). In 2014, the Royal Society for the Prevention of Accidents commissioned and in-depth review of current practices and highlighted a number of recommendations covering a better understanding of the problem, policy and advocacy, raising awareness and good practice, and monitoring and evaluation.
- 1.3** In addition, an employer has a duty of care to the staff it employs in all aspects of fulfilling the organisation's objectives. This was given further weight in 2007 with royal assent being given to the Corporate Manslaughter and Corporate Homicide Act. This required companies and organisations to keep their health and safety management systems under review, in particular, the way in which their activities are managed or organised by senior management.
- 1.4** It is also a requirement of the Council's insurance policies that the Council take all steps that would be expected of a reasonable employer to safeguard its employees and protect the Council's position and validate its policies in the event of a claim being made.

2.0 POLICY AND GUIDELINES

- 2.1** In the last year over 138,000 business miles have been claimed by officers and members of the Council. Many more miles of business travel go unclaimed for a variety of reasons but nevertheless the overall figure is significant and it is clear that a formal policy, together with a framework for the management and monitoring of business travel, is required.
- 2.2** The Policy and Guidelines attached at Appendix A applies to all officers of the Council, Members of the Council, Council volunteers and some additional roles. The policy and management framework will organise the Council's current approach to the administration of business travel and provide consistency across the organisation.
- 2.3** The requirements of the Policy are designed to be comprehensive and effective yet simple and quick for management and employees to instigate. The policy requires annual checks against a range of things including individual car insurance, driving licence, MOT certification and road tax. Individuals will be required to present hard copy information for certain elements whilst utilising the government's website and central database for other items such as the driving licence and MOT checks.

2.4 Managers will be expected to sign a declaration once they have checked the documents and pass the declaration to Human Resources for recording on personnel files. New starters taken on by the Council will need to have the checks undertaken as part of the induction process and prior to incurring any business travel.

2.5 Should it be found that an employee fails to provide adequate documentation, or that the checking process reveals that the employee does not have a valid licence, has not got adequate insurance cover or the vehicle has not passed an MOT inspection, where required, the employee will be suspended from undertaking business travel until the issue is resolved. In cases where Essential User Allowance is being paid to the individual, this will also be suspended until the issue is rectified.

3.0 OTHER OPTIONS CONSIDERED

3.1 None.

4.0 CONSULTATION

4.1 Ongoing consultation with Trade Unions.

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

5.1 Health and Safety Policy.

6.0 RELEVANT GOVERNMENT POLICIES

6.1 None.

7.0 RESOURCE IMPLICATIONS (Human/Property)

7.1 As detailed within the report and appendices.

8.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

8.1 None.

9.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

9.1 None.

10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

10.1 None.

Background Papers: None.

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Appendices: Appendix A – Management of Occupational Road Risk Policy and Guidelines.