



FYLDE BOROUGH COUNCIL

Meeting Agenda

**Policy & Service Review Community
Forum
Council Offices, Derby Road,
Wesham
3 November 2005, 7:00pm**

POLICY & SERVICE REVIEW COMMUNITY FORUM MEMBERSHIP

CHAIRMAN – Councillor Simon Renwick
VICE-CHAIRMAN – Councillor John Prestwich

Councillors

Stephen Carpenter	Martin Taylor
Peter Collins	Keith Wright
Raymond Norsworthy	

Contact: Lyndsey Lacey, St. Annes (01253) 658504
Email: lyndseyl@fylde.gov.uk



CORPORATE OBJECTIVES

The Council's investment and activities are focused on achieving our five key objectives which aim to :

- Conserve, protect and enhance the quality of the Fylde natural and built environment
- Work with partners to help maintain safe communities in which individuals and businesses can thrive
- Stimulate strong economic prosperity and regeneration within a diverse and vibrant economic environment
- Improve access to good quality local housing and promote the health and wellbeing and equality of opportunity of all people in the Borough
- Ensure we are an efficient and effective council.

CORE VALUES

In striving to achieve these objectives we have adopted a number of key values which underpin everything we do :

- Provide equal access to services whether you live in town, village or countryside,
- Provide effective leadership for the community,
- Value our staff and create a 'can do' culture,
- Work effectively through partnerships,
- Strive to achieve 'more with less'.



A G E N D A

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REPORT

REPORT OF	MEETING	DATE	ITEM NO
CHRISTINE MILLER	POLICY AND SERVICE REVIEW COMMUNITY FORUM	3 RD NOVEMBER 2005	4

FYLDE CCTV STRATEGY

Public/Exempt item

This item is for consideration in the public part of the meeting.

Summary

To review the Fylde CCTV Strategy.

Recommendation/s

1. Members are asked to recommend approval of the Strategy to the Executive Committee.
2. That Members note that there are revenue budget implications to the Council as contained within the implications section of the report.

Executive brief

The item falls within the following executive brief[s]: Community (Councillor Tim Ashton), Quality of Life (Councillor Patricia Fieldhouse)

Report

1. The Fylde Community Safety Partnership has funded Fylde's CCTV system. All cameras, associated hardware and mobile units have been purchased by accessing external funding streams. It is envisaged, funding permitted that new purchases,

system upgrades, camera redeployments and standard maintenance will continue to be funded by the Partnership.

2. To comply with the Data Protection Act (1998) Public Area Surveillance CCTV schemes are obliged to perform regular reviews in accordance with the CCTV Codes of Practice within the Act. The relevant section of the Code of Practice is Item 4 of the Section on Monitoring Compliance, which states: *"A manager or designated member of staff should undertake regular reviews of the documented procedures to ensure that the provisions of this Code are being complied with (Seventh Data Protection Principle)."* It will be the responsibility of the Fylde CCTV Manager to ensure compliance.
3. Currently there is a CCTV Manager in post funded on a short-term basis through the Local Strategic Partnership, the funding will come to an end in May 2006. The responsibility and choice of whether or not to continue with the current level of provision now rests with the Council. Therefore the Forum are asked to recommend the approval of the Strategy which also includes the continuation of the current post with a revenue implication of £15,000. This demonstrates value for money as the most cost-effective way of meeting our legal requirements as well as providing a fully operational system.
4. As described in the attached Strategy the cameras are Rapid Deployment and are moved as dictated by criminal activity and intelligence. The CCTV Manager facilitates this activity. If this were undertaken by an external contractor it would cost £350 per camera move. A similar amount is charged for downloading information. With 16 cameras on our current system it is safe to assume that there will be at least 4 such moves in each financial year, this would cost £22,400.
5. The maintenance of the current system is also carried out by the CCTV Manager with any repair costs still being met by the Partnership. The system suppliers have said they could carry out this task at a cost of £10,400 per annum plus an extra £650 for each additional camera added to the system.
6. If adopted, the Strategy would provide value for money as well as an in-house resource for urgent accessibility.

IMPLICATIONS	
Finance	There is a financial implication of £15,000 per annum to the Council.
Legal	Compliance with legal requirements
Community Safety	Improved Community Safety and Public Reassurance thus reducing the Fear of Crime
Human Rights and Equalities	No further implications arising from the report.
Sustainability	No further implications arising from the report.
Health & Safety and Risk Management	No further implications arising from the report.

REPORT AUTHOR	TEL	DATE	DOC ID
Christine Miller	01253 658441	21 October 2005	CCTV Strategy Oct05.doc

LIST OF BACKGROUND PAPERS		
NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION
Fylde Community Safety CCTV Strategy 2005	14th October 05	Attached

Attached documents

Appendix 'A' – Fylde Community Safety Partnership CCTV Strategy Version III 14.10.05

Fylde Community Safety Partnership CCTV Strategy 2005



Version III

14.10.05

CCTV STRATEGY FOR THE BOROUGH OF FYLDE

1 INTRODUCTION

Over a number of years, the use of closed circuit television (CCTV) as a means to tackle crime and the fear of crime has expanded. The Fylde, like many places across the country, has introduced CCTV as a tool to help reduce crime and disorder and increase public confidence.

It is essential to ensure that the expansion of CCTV is being dealt with in a coherent and strategic manner, taking account of the requirements resulting from the Data Protection Act, Human Rights legislation, Criminal Procedure and Investigation Act and Regulation of Investigatory Powers Act.

There is also a need to take stock of where developments are currently at and how CCTV could develop over the next 3 years, during the life of the current Crime and Disorder Strategy 2005-08.

2 PURPOSE OF CCTV

When looking at the use and expansion of the current limited system it is important to know what purpose it is being used for. It is likely to fall into one of three categories:

1. To act as a deterrent and thus prevent incidents of crime and disorder occurring.
2. Help to promote a feeling of safety and security amongst the public, which can result in increased public confidence and help to reduce the fear of crime.
3. As a tool for gathering evidence in detecting crimes that have occurred.

Understanding the overall purpose of CCTV helps to inform what type of crime and disorder it can help to tackle. It is suggested that these are the same as those that fall under the remit of the multi-agency partnership as a result of the Crime and Disorder Act, which are:

- ◆ Anti-social behaviour
- ◆ Nuisance and Disorder
- ◆ Drug dealing
- ◆ Burglary (both domestic and commercial)
- ◆ Violence
- ◆ Car crime
- ◆ Hate crimes (such as racist and homophobic incidents)
- ◆ Support for victims of domestic violence.
- ◆ Criminal Damage

It must be stressed that CCTV is only one tool in helping to combat crime and the fear of crime. The Community Safety Partnership in Fylde is engaged in progressing other joint activities highlighted in its Community Safety Strategy.

3 CCTV IN FYLDE

Currently there are a number of Rapid Deployment cameras ('Dome Hawk' model, supplied by M.E.L. Secure Systems of Coventry.) located across the Fylde on street poles. (See CCTV Provision in Fylde document, attached, for number and location of cameras and poles) Some of these are positioned in specific locations as dictated by the grant conditions of the funding streams they came from.

The cameras use licence exempt microwave frequencies and are fully remote controlled using a compact portable control case ('Kestrel' model.) There is a control case at St. Annes, Lytham and Kirkham Police stations, as well as one at the Town Hall for the use of the CCTV Manager.

The cameras record onto a built-in digital hard-drive and have various settings to obtain the required balance between video quality and length of recording time available:-

Record mode is set on 'Frame'. This setting combines two images ('Fields' or 'Pages') to form each video frame and provides greater picture definition but less individual images per second.

Record FPS sets the rate at which video frames are recorded to the hard disk. The frame rate set is 50p (Pages), which, due to the record mode using two pages (or Fields) per video frame, equates to 25 frames a second (25 fps being full rate video).

Record quality is set to 'Normal.' (Low and High settings are also available). This gives a very good quality image by using the medium level of image compression and lengthens the recording time available on the Hard disk. It is a good compromise between excellent image quality (High) and an extended recording time (Low).

Auto-Reverse is set to the 'on' position which enables the DVR to store new footage over the oldest stored images by starting at the beginning and 'overwriting' the hard disk once it has become full.

As a result of these settings being employed the camera's DVR provides very good image quality and up to 32hrs of recording time. It is imperative that any images are downloaded within 32 hours of any incident. (Provisions of the C.P.I. Act in relation to 'unused material' must be considered in relation to every incident.)

Western Division Police Communications Room has been informed of the locations of all the cameras and appraised of the time constraints in respect of downloading images and they have opened a scratchpad, 1075. Any changes/developments must be updated on this facility.

Suitable sites for CCTV poles will be identified through consultation with the Police, the Community Safety Partnership and the Council's CCTV manager, as well as any other interested parties such as members of the local community. A large number will have cameras fitted to them on a long term/permanent basis due to their nature and importance, for example busy Town Centre sites and sites that have cameras obtained from a site specific funding stream.

However, poles will be sited in 'hotspot' areas identified through the consultation process and supported by evidence obtained through the incident recording systems of the partnership members.

There will be a number of cameras (Currently two) to be used solely for rapid deployment to these hotspot areas. The deployment will be for a period not exceeding 3 months, on successful application by the local Community Beat Officer to the CCTV manager. This officer will need to supply supportive evidence, in writing, with the application and can use any suitable means of conveying that information to the CCTV manager. All deployments will be under constant review to ensure that they are effectively targeting the most important 'hotspots'.

There are also two mobile CCTV vans (Fitted out by PACE of Rugby) deployed in the Fylde area. These have the capability for live monitoring whilst the van is operational and can also operate and download direct from the Rapid Deployment cameras situated on the street poles.

These vehicles are based at St Annes and Kirkham Police stations and are kept and operated by the Police. The vehicles cover the whole of Fylde and are deployed as operation needs arise by the geographical Inspector/relevant supervisor for the area. It is the responsibility of the Police to ensure that these vans comply with the relevant legislation, with the Fylde Borough Council CCTV manager available to assist that organisation in meeting these requirements.

The Beach Patrol vehicle has been fitted with a portable CCTV system (supplied by PACE) to assist with anti-social behaviour on and around the shore. A secure video cabinet is available at a lockable office situated within St. Annes baths together with 33 numbered videos and the required logs in order to comply with Data Protection. This facility will be supervised and monitored by the CCTV manager to ensure compliance with all relevant legislation and to assist with any liaison with the police to further any prosecutions.

4. MANAGEMENT AND MAINTENANCE

Although the cameras are well sealed and fully weatherproofed they cannot be left indefinitely and be expected to perform at their peak. They do need regular checking to ensure they reliably provide quality images of the relevant area that they have been programmed to cover. Any repairs, reprogramming or general cleaning can then be done in a timely manner

5. AIM AND OBJECTIVE OF THE STRATEGY

The principal aim of the strategy is: -

“To efficiently manage, develop and utilise the CCTV system within legal and financial constraints, to provide an effective tool for increasing public reassurance in Fylde by reducing crime, the fear of crime and bringing offenders to justice.”

This will be done through the following objectives: -

1. **To ensure that the use of CCTV complies with the relevant legislation, with particular reference to the Data Protection Act, Human Rights Act, Regulation of Investigatory Powers Act and the Criminal Prosecution and Investigation Act.**
2. **To ensure that any future purchases of CCTV and associated equipment are compatible with and improve upon the Rapid Deployment Systems that are currently in use within the Borough.**
3. **To continuously review, assess and improve the use of CCTV.**

Details of how each of these objectives will be achieved are listed below:-

To ensure that the use of CCTV complies with the relevant legislation.

- ◆ Evaluate all legislation relating to CCTV, ensuring correct implementation and compliance.
- ◆ Ensure compliance with the Regulation of Investigatory Powers Act (RIPA) 2000.
- ◆ Promulgate the need for investigating officers to consider the requirements of CPIA in relation to Recording, Retaining and Revealing unused material in criminal investigations.
- ◆ Develop a public protocol for dealing with enquires and complaints.
- ◆ Ensure that advice on legislation requirements is available to organisations looking to use CCTV.
- ◆ Ensure that appropriate consultation is carried out when expanding systems.
- ◆ Undertake an inspection of working practices annually.
- ◆ Ensure that monitoring and maintenance is effective and to the highest standards at all times.
- ◆ All systems operators to receive training in operational and legal requirements.

Implementation, management and maintenance of CCTV should be a Council responsibility working in association with the Partnership. As CCTV continues to expand in Fylde there is clearly a need for a CCTV manager to assume the responsibilities outlined in this strategy and to oversee the development of the system. In the short term the Local Strategic Partnership (LSP) have funded a part-time CCTV manager (15 hrs per week) for an initial 12 month period. However, it is proving difficult to fully comply with this strategy with only 15 hours per week and a more realistic starting point is a working week of 20 hours.

In the long term the Council needs to consider mainstreaming the position and increasing the hours to at least 20 per week in order to allow the CCTV in Fylde to remain operative. Without this, the system would contravene the Codes of Practice for CCTV operation as

outlined by the Data Protection Commission. It would in effect be illegal and the Authority would be liable to prosecution. Any evidence obtained from the system would be subject to a strong legal challenge and probably would not be admitted in any prosecution.

To ensure that any future purchases of CCTV and associated equipment are compatible with and improve upon the Rapid Deployment Systems that are currently in use within the Borough.

- ◆ Identify suppliers of any current system and ensure compatibility for 'bolt on' systems with particular reference to monitoring equipment.
- ◆ Continue identifying and applying to relevant funding streams to improve the current CCTV system.
- ◆ Business Unit Managers to purchase any future CCTV systems for Fylde Borough Council via the Community Safety Team to ensure compatibility.
- ◆ Ensure that introduction of any system meets all legal and contractual obligations.

To continuously review, assess and improve the use of CCTV.

- ◆ Review current levels of capital and revenue expenditure.
- ◆ Undertake an annual inspection of Rapid Deployment Systems and six monthly inspections for all vehicles.
- ◆ Seek to further integrate/network control and monitoring functions with other neighbouring authorities.
- ◆ Secure stable and additional resource levels to ensure capital and revenue requirements are met.
- ◆ Ensure that current and future use of CCTV achieves requirements of Best Value.
- ◆ Conduct regular assessments of the operational effectiveness of the system.
- ◆ Continually review developments in CCTV/IT as they come to the market.
- ◆ Ensure that providers of CCTV services are clear in their obligations through the use of contractual/service level agreements.
- ◆ Identify good practice nationally to compare Fylde arrangements.

Community Safety Team
Fylde Borough Council

CCTV PROVISION FOR FYLDE AS AT 14/10/05

LOCATION	CAMERA	POLE	FUND	POSITION
<u>St.Annes</u>	One laptop @ Police Station			
Ashton Gdns 1.	1	1	CAD	• Main walkway
2.	None	1 pole with 2 spotlights		• Youth shelter area
St David's Road North	1	1	CAD	• West side of road, near to Jnct. St. Annes Road East.
Park Road	1	1	Regeneration	• Park Road and Wood Street
The Crescent	1	1	Regeneration	• Crescent/St Andrews Road Sth.
The Square	1	1	BSC	• St. Annes Road West/ Adj. Amphitheatre
St Albans Rd 1.	1	1 + light	SRIDA	• Carpark on Trafalgar St.
2.	1	1	SRIDA	• St Albans Road and Church Road
Hove Park	None	1+ 2 spotlights	CAD/SRIDA	• Centre of park
Church road	None	1	BSC	• Opp Jnct. St.Thomas Rd.
Sth. Promenade	None	1	BSC	• Beach Terrace Car Park
Hope Street	None	1 + 2 spotlights	CAD	• Football area
St. Davids Rd South	None	1 awaiting installation	BSC	• Junction St. Albans Road.
Spring Gardens	None	1 awaiting installation	BSC	• Hoyle Ave/Junction Windermere Sq.

<u>Ansdell</u>				
Woodlands Rd.	1	1	CAD	• W/lands Rd. / Commonsides.
<u>Lytham</u>	1 lap- top box @ Police Station			
Lytham Square	1	1	CAD	• Top of Park St
Lytham Station Carpark	None	1	Gen fund	• Car Park
Fairhaven Lake	1	1	F.B.C.	• Skatepark
Pleasant Street	None	1	BSC	• Car Park
Park View 4U Playing fields	1	1	PV4U F.B.C. & Comm Safety.	• Overlooking M.U.G.A.

<u>Rural Fylde</u>	1. Lap Top box @ Police Station			
Kirkham	1	1	CAD	• Market Square
Kirkham	None	1	BSC	• Poulton St – Opp Kirk gate
Kirkham	1	1	CAD	• Town End
Wesham	1	1	Gen Fund	• Shops @ Garstang Road
Wesham	None	1	BSC	• Railway Bridge, Station Road
Warton	None	1 awaiting installation	BSC	• Harbour Lane/Jnct. Clifton Ave
Warton	None	1 + 2 spotlights	BSC	• Adjacent Scout Hut.
Freckleton	None	1	BSC	• Memorial Park
Newton	None	1 awaiting installation	BSC	• School Lane/Park entrance
Wrea Green	None	1 awaiting installation	BSC	• Green/opp Grapes PH

1. All cameras, laptop control cases and mobile CCTV vans now operate using the same new technology system from M.E.L.
2. There is currently one rapid deployment camera used as a response camera that can be moved to a hotspot area at short notice. There will be a second similar camera purchased in the current financial year.

REPORT

REPORT OF	MEETING	DATE	ITEM NO
FINANCE AND ECONOMIC WELLBEING & REGENERATION	POLICY AND SERVICE REVIEW COMMUNITY FORUM	3 NOV 2005	5

CAPITAL STRATEGY / ASSET MANAGEMENT PLAN

Public/Exempt item

This item is for consideration in the public part of the meeting.

Summary

The report presents for consideration a draft Capital Strategy/Asset Management Plan.

The Capital Strategy is a high level summary of the Council's approach to the delivery of the priorities and objectives set out in the Corporate Plan through capital investment.

The Asset Management Plan is a five-year plan showing how the Local Authority will use its property and other assets to their best advantage to deliver services it has agreed to provide.

Recommendation/s

That the Community Forum considers the attached Capital Strategy/Asset Management Plan and comments appropriately and makes any recommendations to the Executive Committee.

Executive brief

The item falls within the following executive brief[s]: Leader and quality services (Councillor John Coombes).

Report

Each year the Council is required to prepare and submit an Asset Management Plan (AMP)/Capital Strategy (CS) which sets out how the Council is to manage and look after its land and property assets.

- **The Asset Management Plan** is a five-year plan showing how the Local Authority will use its property and other assets to their best advantage to deliver services it has agreed to provide.
- **The Capital Strategy** is a high level summary of the Council's approach to the delivery of the priorities and objectives set out in the Corporate Plan through capital investment.

Member may recall that in 2002 and 2003 the Government Office North West (GONW) assessed the Asset Management aspect of the plans submitted by FBC as 'poor'. Feedback on the 2003 AMP concluded: *"There has been disappointingly slow progress in the last year. In 2002 there were clear plans for improvement. Not enough has been achieved to allow for any improvement in the assessment. The plans are still there and in most instances are sufficient for the needs of a council that is small by all three of the GONW criteria. However these plans need to be carried out."* In 2003 the Capital Strategy part of the submission achieved a Satisfactory rating.

The Government expects all authorities to achieve a 'good' standard for their AMP/CS. Once at this level the requirement to further submission of AMP/CS plans would be lifted. Officers have been in regular contact with officers from the GONW over the submission of the council's next plan and what needs to be addressed to improve. The GONW is now more focused on working with poor authorities and helping them achieve actual improvement rather than meeting artificial deadlines for submission of the AMP/CS.

The Fylde Borough Council Capital Strategy & Asset Management Plan – Draft - Sept 2005 (which is available for inspection) mentions a number of corporate objectives and initiatives which Members will be aware of. The purpose of the plan is to draw these together as an important strategic plan of action and to show how through better use of its assets and available capital the Council can better achieve its aims and objectives. The plan makes reference to 18 appendices which given their total size are available for inspection as shown at the end of the report.

Members' questions

Members may wish to address the following general areas when devising their questions and agreeing their comments and recommendations:

1. Is the Capital Strategy (CS) clear and comprehensive?

2. Is the Asset Management Plan (AMP) clear and comprehensive?
3. Will the AMP/CS help to achieve the council's corporate objectives as set out in the corporate plan?
4. What do Members feel are the main areas where good progress is being made?
5. What are the main areas where Members feel more progress needs to be made?
6. Any other comments, for example, areas where Members can suggest improvements?
7. What are the Forum's conclusions and recommendations?

IMPLICATIONS	
Finance	There are no implications
Legal	There are no implications
Community Safety	There are no implications
Human Rights and Equalities	There are no implications
Sustainability	There are no implications
Health & Safety and Risk Management	There are no implications

REPORT AUTHOR	TEL	DATE	DOC ID
Brian White/Paul Walker	(01253) 658566/658431	Date of report	25 th October 2005

LIST OF BACKGROUND PAPERS		
NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION
AMP/CS Appendices	25 th October 2005	Democratic Services, Town Hall, St Annes.

REPORT



REPORT OF	MEETING	DATE	ITEM NO
STREETSCENE BUSINESS UNIT MANAGER	POLICY & SERVICE REVIEW COMMUNITY FORUM	3 RD NOVEMBER 2005	6

VEHICLE POLICY REPORT

Public/Exempt item

This item is for consideration in the public part of the meeting.

Summary

The Council is required under the terms of its Vehicle Operators Licence and Health & Safety requirements to produce a policy document which describes 'How' it intends to manage its Vehicle fleet and associated activities.

Recommendation/s

1. That the Committee notes the report and approves the proposed Policy and five documents.
2. That the Performance Improvement Community Forum monitors the implementation of the Policy and its five Documents.

Executive brief

The item falls within the following executive brief: Quality services (Councillor John Coombes)

Report

1. Any organisation that operates vehicles over 3.5 tonne is required to have an 'Operators licence' Issued by the 'Vehicle & Operator Services Agency' (VOSA). This licence is a statutory obligation. No licence, no vehicle fleet operation.
2. Under the terms of the agreement of the licence, all operators are required to put in place policies and systems that underpin the safe management of the vehicle fleet.
3. The Health & safety at Work Act 1974 requires employers to prepare a written statement of the organisation and arrangements for carrying out their Health & Safety Policy. This guidance is issued as part of those arrangements
4. The document consists of a Policy Statement and Five Documents that underpin the management responsibilities/activities

Conclusion

5. Members are asked to review the report and endorse the proposed documents.

IMPLICATIONS	
Finance	None arising directly from the report
Legal	None arising directly from the report.
Community Safety	None arising directly from the report.
Human Rights and Equalities	None arising directly from the report.
Sustainability	None arising directly from the report.
Health & Safety and Risk Management	None arising directly from the report.

REPORT AUTHOR	TEL	DATE	DOC ID
David Jenkinson	(01253) 658631	October 2005	Policy & Service Review Community Forum Oct05

LIST OF BACKGROUND PAPERS		
NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION
None	N/A	N/A

Attached documents



FYLDE BOROUGH COUNCIL



Vehicle Policy Statement

October 2005

Title of Policy	Vehicle Policy
Purpose of Policy	To implement a system providing instruction and guidelines to ensure compliance with all statutory requirements.
Date of Policy	20 th August 2005
Policy Review Date	
Policy Author	Gerry Sloey
Authorised By	

VEHICLE POLICY STATEMENT

Responsibility: All Unit Business Managers and Heads of Service are responsible for ensuring these arrangements are fully implemented within their area of control. Key roles belong to managers, and all supervisory staff. All employees driving in the course of Council business also have a role to play in implementing these arrangements.

Scope & Purpose: The Health & Safety at Work etc. Act 1974 requires employers to prepare a written statement of the organisation and arrangements for carrying out their Health & Safety Policy. This guidance is one of a number of documents that form Fylde Borough Council's written arrangements. In this case the arrangements relate specifically to the **safe operation of motor vehicles in connection with Council business, primarily to ensure compliance with the general requirements of the Management of Health and Safety at Work Regulations, the Road Traffic Act and the Road Transport (Construction and Use) Regulations** as amended.

Written Business Unit Arrangements: Business Units may have to further supplement these arrangements with written statements of what happens locally. Your Health & Safety Co-ordinator or the Transport Manager will provide specific advice on these matters. These local arrangements must be kept within a Business Unit Master Safety File and are subject to audit.

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1 ACTIONS REQUIRED

- 1.1 This standard has been developed to introduce a Vehicle Policy to ensure all aspects of the Council's operations in relation to the use of motor vehicles are compliant with the various relevant statutory provisions relating to health and safety and road transport operations in addition to construction and use regulations.
- 1.2 The Vehicle Policy Statement sets the Council's general objectives in relation to the safe use of motor vehicles used in the course of Council business.
- 1.3 The Policy Statement is then supported by a number of Management and Employee Standards Guideline documents, identifying responsibilities of Unit Business Managers, Heads of Service, Supervisors and employees involved with motor vehicles at work. These documents can be used as stand-alone instructions and information for issue as appropriate.
- 1.4 The General Drivers Responsibilities leaflet (Document 1) has been produced as a supplementary document for inclusion in the Drivers Handbook and Safety Guide, issued by individual Unit Business in conjunction with the Transport Manager.
- 1.5.1 Heads of Service are to ensure the requirements of this Policy and supporting Management and Employee Standards Guidelines are implemented within their areas of responsibility.
- 1.6 The individual Unit Business Managers should produce a further guideline on the management of drivers for individual Business Units. This Management of Drivers Guideline must incorporate the local health and safety needs of individual business units and address their specific needs in an in depth fashion. A copy of any procedures issued must be forwarded to a master copy held with the Transport Manager and the Human Resources Team..
- 1.7 Any employee identifying a deficiency in the written system or its implementation should draw the attention of their manager to the situation for action / reporting as appropriate.

FYLDE BOROUGH COUNCIL STATEMENT OF VEHICLE POLICY

Fylde Borough Council (the Council) recognises that the provision and use of motor vehicles is an essential and integral element of its business operations. The Council also accepts that some employees will be authorised to use their own motor vehicles pursuant to the business of the Council.

The Council, in line with its general statutory obligations, will therefore prepare and maintain such information, instruction, supervision and training as is necessary to provide for the safety of employees and those other persons who may be affected by the operations of the Council, as a result of motor vehicles used in the course of its business. The Council will operate motor vehicles that are, to the best of its ability, roadworthy, safe and comply with relevant statutory provisions, appropriate for the type and class of vehicle operated.

The Council will develop and implement appropriate systems of work in support of this Policy, to direct management and drivers of motor vehicles being used in the course of Council business. These systems of work will form Management of Drivers Guidelines that will ensure the continued safe operation of its motor vehicle fleet and those private motor vehicles used by employees in the course of their duties.

The Council will purchase, hire or lease as appropriate, only such vehicles as are suitable for the tasks for which they are intended. Where motor vehicles require specialist design, modification or adaptation, such works and fitments shall comply with relevant statutory provisions. Where regular maintenance, testing or inspection is requisite, competent persons within the prescribed times-scales will undertake such activities.

Employees, for their part, are required to co-operate with the implementation of this Policy and the associated Management and Employee Standards Guidelines to assist the Council in fulfilling its statutory obligations. Employees should also draw to the attention of their management any deficiency in this Policy or the associated Management and Employee Standards Guidelines, in order that they may be reviewed and any suitable amendments made in the appropriate cases.

The following Guidelines and Employee Standards support the Council's Vehicle Policy by providing information and systems of work to be implemented by drivers of vehicles on Council business and managers of drivers involved with driving on the business of the Council. Within the term 'business' these Standards and Guidelines include any person driving any vehicle during paid employment (including travel to and from training courses, seminars, conferences and similar activities) or driving to and from work in a Council vehicle. Each Standard and Guideline document will relate to a category of driver or category of manager as follows:

**1 DOCUMENT 1
GENERAL RESPONSIBILITIES OF ALL DRIVERS**

This Standard and Guidelines document is in the form of a leaflet and applies to any driver of any vehicle (including those privately owned or privately leased) used in the course of the business of the Council.

**2 DOCUMENT 2
GENERAL RESPONSIBILITIES OF DRIVERS OF COUNCIL OWNED
OR COUNCIL LEASED VEHICLES**

This Standard and Guidelines document applies to those drivers of Council owned or Council leased motor vehicles, including those vehicles leased on an ad-hoc basis for long or short-term periods. This document is additional to the General Responsibilities of All Drivers leaflet.

**3 DOCUMENT 3
GENERAL RESPONSIBILITIES OF MANAGERS**

This Standard and Guidelines document directs Managers in their responsibilities to all persons driving on the business of the Council, using their own vehicle.

**4 DOCUMENT 4
GENERAL RESPONSIBILITIES OF MANAGERS WITH COUNCIL
OWNED OR COUNCIL LEASED VEHICLES**

This Standard and Guidelines document directs Managers in their responsibilities for the safe operation of the motor vehicle fleet under their charge.

**5 DOCUMENT 5
GENERAL RESPONSIBILITIES OF THE CENTRAL VEHICLE
MAINTENANCE UNIT**

This Standard and Guidelines document identifies the responsibilities of the Central Vehicle Maintenance Unit and provides them with due authority to protect the interests of the Council in relation to the Operators Licence.

6 CHECKLIST OF BUSINESS UNIT RESPONSIBILITY

This single page may serve as an aide memoir for the key issues affecting managers in relation to vehicle operations, directing you to the appropriate sections of the Manager and Employee Standard and Guidelines.

Compliance with this Policy will ensure the continued:

- Fulfillment of the Council's statutory obligations under health & safety and road transport legislation
- Fulfillment of the driver's statutory obligations under health & Safety and road transport legislation
- Compliance with all licensing requirements
- Minimisation of road related risk

All employees are required to familiarize themselves with those Standards & Guidelines relevant to their duties. Each of the Standard & Guideline documents is available as an individual publication that may be given as personal issue.

Copies of this Policy and related Guidelines are available from the Human Resources Team, Town Hall, Lytham St. Annes, FY8 1LW, and the Council Intranet site.

DOCUMENT 1

GENERAL RESPONSIBILITIES OF ALL DRIVERS

This document applies to every driver of any vehicle, including his or her own, on Council business. It should be noted that failure to implement the requirements of this Policy and supporting the Management of Drivers Guidelines, may result in the individual being investigated in accordance with the Council's Disciplinary Procedures.

1 LICENCE REQUIREMENTS

- 1.1** All drivers must be holders of a licence valid for the category of vehicle in which they are driving.

Note: it should be noted that since the 1st of January 1997 a standard car driver's licence does not permit the holder to drive a vehicle over 3.5 tonnes (including the weight of any trailer drawn), or a vehicle with more than 8 passenger seats. Please seek advice from management on entitlements relating to older licences.

- 1.2** All drivers must make their licence available to an authorised supervisor for inspection as required. Any change must be notified to your authorised supervisor. Photocopies of driving licences will only be retained within an individual unit for a maximum of 5 working days to permit the completion of outstanding administration. Thereafter all copies must be properly destroyed and a master copy be held by the Transport Manager, or suitably nominated Council Officer in accordance with the Data Protection Act.

2 INSURANCE & OTHER STATUTORY DOCUMENTATION - VEHICLES **(This relates only to drivers of their own vehicles)**

- 2.1** Drivers who use their own vehicles must ensure that they themselves insure them for use for business purposes. They must make their valid insurance certificate available to an authorised supervisor for inspection as required. Any changes must be notified to the authorised supervisor.

Notes:

- *Insurance held in the name of one partner or spouse may not cover both partners or spouses for business use unless this is specifically requested*
- *The Council will not accept liability for claims which are not covered by the driver's own insurance*

- 2.2** Drivers who use their own vehicles in the course of Council business must ensure they are legal and roadworthy. Where a vehicle is required to undergo an MOT test, the production of a valid MOT Test Certificate should be produced in addition to the insurance documentation

3 INSURANCE – COUNCIL PROPERTY

- 3.1** Council property and equipment such as laptop computers is insured under the Council's general insurance policy. However, this excludes theft from an unattended vehicle. Such thefts are unlikely to be covered by the employee's own policy. All such property and equipment must be removed from unattended vehicles. If this is impossible in specific circumstances equipment must be hidden from view and preferably be locked in a boot. The vehicle should be locked at all times.

4 CRIMINAL OFFENCES

- 4.1 Drivers must not drive, attempt to drive or be in charge of a vehicle if under the influence of alcohol or drugs.** If taking medication, always check with your doctor or pharmacist as to whether or not it is safe to drive.
- 4.2** Employees, for their part, are expected to familiarise themselves with the Vehicle Policy, Standards & Guidelines and abide by them. Any breach of the Policy that may be considered to be unsatisfactory conduct on the employee's part will be investigated in accordance with the Council's Disciplinary Procedures.
- 4.3** This will include any convictions for driving offences which have a bearing on the employee's employment with the Council, or where the offence was committed on the business of the Council.
- 4.4** Where a full driving licence is a condition of employment, the loss of a licence will result in the employee's continuing employment being reviewed by the Council. Employees are required to advise the Council if they lose their full driving licence, including any vocational Large Goods Vehicle licence.

5 SMOKING

- 5.1** The Council's Smoking in the Workplace Policy (Introduced 25th October 1999, and as amended 1st April 2002) introduced a "No Smoking" Policy in all Council accommodation and vehicles.

5.2 Where any employees use their private car on Council business and on occasion carries as passengers colleagues who do not smoke, the driver is asked to respect the wishes of the non-smoker by not smoking during those journeys. If the authorised car user wishes to continue to smoke in their own vehicle while on Council business, then the employee(s) who is the passenger may elect to make alternative traveling arrangements if they so wish. Any such arrangements will be reimbursed in accordance with Council Policy.

6 SAFE DRIVING

- 6.1 All employees are expected to drive safely in accordance with the requirements of the Highway Code at all times.
- 6.2 Training opportunities are, from time to time, made available and employees are encouraged to take advantage of such opportunities. These may include Hazard Perception, and Driver's Hour's & Tachograph training. Employees may be required to undertake training if they have been involved in an accident at work where their driving or record keeping was found to be at fault.
- 6.3 The following requirements should be borne in mind when driving: -
- **Remember** it is the drivers' responsibility to inform the DVLA, the insurance company and their manager of any medical condition or medication that affects their ability to drive
 - **Never** drive a vehicle if you are unwell or taking medication, unless a Medical Practitioner or dispensing Pharmacist has confirmed it is safe for you to drive
 - **Never** drive under the influence of alcohol or drugs.
 - **Never** operate a vehicle you consider may be overloaded
 - **Never** start out or continue driving if you are tired. Driving requires your full concentration
 - **Never** exceed your driving hours when covered by EC Drivers' hour's rules or UK Drivers' hour's rules (Unit I managers will advise employees to whom these rules apply and any relevant exemptions that may apply)
 - **Never** drive with poor eyesight or if your vision is blurred. You must wear spectacles or contact lenses for driving if your optician prescribes them for that purpose
 - **Never** eat, drink, or try to read a map or directions while driving. You must pull in and stop somewhere safe first
 - **Never** put yourself and others at risk if you are involved in a breakdown or an accident. Contact either your line manager (Council vehicle), or breakdown assistance. In the case of an accident contact the emergency services by dialing 999 or by using a roadside Emergency Telephone.

- **Never** await recovery in your vehicle. Always position yourself in a clearly visible location, a safe distance from the vehicle and roadside.
- **Do not** change a wheel unless it is completely safe to do so (call the CVMU if you are driving a Council vehicle)
- **Always** inform your line manager immediately or as quickly as possible in an emergency situation.

7 MOBILE PHONES

- 7.1** The use of mobile phones while driving on Council business or whilst driving a Council vehicle is not permitted. If a call has to be made or received, the driver must stop in a safe position to do so and turn off the engine before making or receiving the call.
- 7.2** All other drivers issued with or using mobile phones for Council business shall ensure they are turned to 'Silent' mode or turned off for the duration of the vehicle journey.
- 7.3** Drivers should then ensure the mobile phone is secure in the vehicle, e.g. in the glove box, a bag or briefcase, where it can no longer create a distraction whilst driving.
- 7.4** Drivers should ensure the voice-mail facility is activated on their mobile phone, in order that urgent and appropriate messages may be left for retrieval upon arrival at the destination or during a suitable break from driving.

DOCUMENT 2

DRIVERS OF COUNCIL VEHICLES

This document applies to those drivers of Council provided vehicles, being owned, leased or hired. **All the terms in the General Driver Responsibilities apply** (with the exception of the Insurance & Other Statutory Documentation – Vehicles) in addition to these following specific matters.

Procedures set out in some sections below apply only to vehicles owned or leased by the Council. Procedures for hired vehicles relating to these sections will be set by the hire company.

Unit Managers will advise whether vehicles are hired and provide information on any variations in procedures applying. The sections where variations may apply are noted. All other sections apply in full to hired vehicles.

1 GENERAL

- 1.1** Drivers of Council vehicles, including hired or leased vehicles, must report any situation to their line manager involving the Police, authorised inspectors of the Vehicle and Operator and Services Agency (Vehicle Inspectorate) or Customs & Excise, whether or not it leads to charges being made against the driver. The line manager must in turn, report the incident immediately to the Transport Manager, who will instruct upon the appropriate course of action to be taken.
- 1.2** The Council accepts no responsibility for the loss or damage to personal property carried in Council vehicles. It might be your normal “household contents” insurance policy will cover the contents of cars, but this should be carefully checked.
- 1.3** Please note that any personal property, e.g. sports equipment, tools, etc. should not be left in full view in unattended vehicles. Where such property cannot be removed, it should be left in the boot or concealed from view where there is no boot. The vehicle should be locked at all times.

2 USE OF COUNCIL VEHICLES

2.1 Fylde Borough Council vehicles must only be used to carry goods and/or passengers on authorised journeys. Authority shall only be considered to have been given when:

- (a) the journey is for official Council purposes, and / or
- (b) the employee is acting on the instruction of a duly authorised officer of the Council

2.2 Only authorised passengers should be carried in Council vehicles as follows:

- (a) Council employees on duty, or traveling to or from duty
- (b) Persons engaged on work for or on behalf of the Council
- (c) Persons being carried in the event of an emergency
- (d) Persons being transported as part of a Council service
- (e) Other persons as authorised by appropriate management

2.3 It remains the legal responsibility of the driver to ensure that passengers and goods are carried safely and securely at all times.

2.4 No goods are permitted to be carried in a Council vehicle other than property which belongs to the Council, or tools, equipment and materials being used on behalf of the Council, or as otherwise authorised by management.

2.5 Tools and materials to be transported in the same cabin space as personnel must be secured prior to the start of the journey and in no way impinge in the safety of the driver or passengers. Personnel may only be transported in properly designed and fitted seats. Seat belts are to be worn wherever fitted.

3 DRIVERS' CHECKS

3.1 To ensure Council vehicles are kept in a roadworthy condition, in compliance with current legislation, it is the responsibility of all drivers to ensure that there are no obvious defects or deficiencies to the vehicle they drive. Regular checks should take no longer than ten minutes.

3.2 Training on carrying out vehicle safety checks is available through the Central Vehicle Maintenance Unit for all classes of vehicle operated.

3.3 The minimum vehicle safety checks that should be carried out daily or at change of driver are: -

- **Check that the vehicle defect book is in the vehicle**
- **Check that the vehicle coolant level is correct**
- **Check that the oil & fluid levels are correct**
- **Check that the windscreen washer reservoir is topped up**
- **Check that there is sufficient fuel in the tank**
- **Check tyres for wear or damage**
- **Check for loose or missing wheel nuts, studs or bolts**
- **Check that lights, reflectors and horns are working correctly**
- **Check that all fitted mirrors are correctly adjusted**
- **Check that a current road fund licence disc is fitted**
- **Check for obvious damage to the vehicle**
- **Where applicable, check that a current “O” licence disc is fitted and the Tachograph is within calibration dates**
- **Where fitted, check that air pressure or vacuum gauges in the braking system are operating correctly**

3.4 Some Units may require additional vehicle and equipment safety checks. These will be identified to drivers by their supervisors, along with any written records that are also required to be maintained.

3.5 Where there is a variation in the safety checks required, they shall be identified within the vehicle documentation.

3.6 Before a trailer is hitched, the driver must check that the vehicle and trailer are equipped with suitable towing attachments and appropriate electrical connections. When required, a trailer board complete with lights, number plate and indicators must be fitted and checked to ensure correct function.

3.7 Ensure that breakaway cables are in good condition and always secured to the vehicle (not the tow hook) before moving off. Also ensure any jockey wheel or leg is correctly stowed.

4 **SERVICING SCHEDULE**

Hire company arrangements will apply to hired vehicles, so long as they do not contrast with statutory O-licence requirements.

4.1 Service and inspection dates for all vehicles will be notified to drivers by their supervisors. Vehicles must be presented for servicing on the correct day unless prevented from doing so by an emergency. In such an event the Central Vehicle Maintenance Unit should be informed as soon as possible.

- 4.2** Any defects that require attention should be listed in the vehicle defect book, which should then be handed over to the workshop reception when the vehicle is booked in for service. All other defects should come to the Central Vehicle Maintenance Unit as per standard defect reporting procedures.
- 4.3** Drivers are advised to remove all personal effects, and non-essential equipment from the vehicle.

5 CENTRAL VEHICLE MAINTENANCE UNIT CHECKS

- 5.1** The Central Vehicle Maintenance Unit (CVMU) is empowered to carry out spot-checks on vehicle maintenance and vehicle operations. Where a spot check reveals vehicle maintenance defects or operational deficiencies the CVMU may instruct that the vehicle is removed from service.
- 5.2** In the event of a vehicle being removed from service, the CVMU will issue a prohibition notice upon the vehicle in the form of verbal notice reinforced by an internal inspection report, that may contain specific instructions to be followed by the driver. The driver is required to follow the instructions of the CVMU and should report the fact to their supervisor at the earliest opportunity.
- 5.3** Should the CVMU deem the defects to be so severe and/or caused by a poor standard of driver daily checks, they should send a copy of the inspection report to the driver's line manager for further action outlining the cost and vehicle downtime implications. Upon satisfactory completion of the work, a nominated member of the CVMU will sign and date the inspection report to release the vehicle back into service.
- 5.4** Misuse of a vehicle or a persistently poor standard of driving, resulting in damage to Council vehicles, or the image or reputation of the Council, will be reported to the employee's line management. The driver may be investigated in accordance with the Council's Disciplinary Procedures.

6 MAXIMUM LADEN WEIGHTS

- 6.1** When built, a manufacturer's plate bearing details of the maximum gross weight, axle and train weight is fitted to each vehicle. A Department of Transport (DTp) ministry plate is also fitted to Large Goods Vehicles (LGV) previously referred to as heavy goods vehicles (HGV) and trailers. Drivers should familiarize themselves with the requirements and location of these plates. Incidents of vehicle and/or trailer overloading will be investigated in accordance with the Council's Disciplinary Procedures.

- 6.2** The following terms are used on manufacturers and ministry (DTp) plates:

Maximum Gross Weight: Is the maximum weight, which can be carried by the vehicle and includes the weight of the vehicle, fuel, vehicle load, driver and any passengers carried.

Maximum Axle Weight: The maximum weight to which each axle on the vehicle can be loaded is given for each axle location

Maximum Train Weight: This is the combined gross weights of the vehicle and any trailer or towed unit

- 6.3** It is a legal requirement that the maximum gross, axle, and train weights are not exceeded. The driver must ensure the legal limit of loading is never exceeding prior to or during his/her use of a vehicle. Overloading is a serious offence and could lead to the prosecution of both the driver and the Council.
- 6.4** Drivers must ensure that they are aware of the maximum loads, which can be carried on the vehicles in their charge and ensure that they are not exceeded. Any concerns regarding the loading of a vehicle should be immediately drawn to the attention of the supervisor. All loads must be distributed evenly and securely on the vehicle / trailer.
- 6.4** The manufacturers' plate and the ministry plate (DTp) are normally displayed in the vehicle cab. If the weights differ between the two plates, the weights shown on the ministry plate (DTp) are to be followed.

7 SAFE LOADING OF VEHICLES

- 7.1** Workplace risk assessment will identify hazards and control measures to reduce the risk of injury when loading or unloading vehicles. Assessments may identify the need for mechanical handling aides (e.g. vehicle tail lift), that in turn, require their own assessment.
- 7.2** Where manual handling is the only option, these operations will also be subject to an assessment under the Manual Handling Operations Regulations.
- 7.3** Line managers are responsible for the identification and assessment of risk and for ensuring that control measures are implemented. The Health & Safety Advisor can assist in this process with the provision of appropriate training in Risk Assessment.
- 7.4** Drivers are responsible for the safety and security of all vehicle loads. They must, therefore, ensure that all loads are securely fixed and present no danger to the vehicle occupants or to third parties.

- 7.5** Employees have a duty under section 7 of Health & Safety at Work and under Road Traffic legislation to take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions at work.
- 7.6** If any driver has any doubt regarding the safe loading of a vehicle, whether or not the driver loaded it them-self, the vehicle should not be moved until a supervisor has been consulted.
- 7.7** Employees are duty bound to report safety concerns to supervisors under the Management of Health & Safety at Work Regulations.

8 GARAGING OF VEHICLES

- 8.1** All Fylde Borough Council vehicles must be garaged or parked overnight in appropriate Council premises, except where permission has been given to do otherwise by a line manager with the relevant authority.
- 8.2** Vehicles parked overnight away from the Council premises must be legally parked where they will not inconvenience the public or any other road users. Parking difficulties and reported concerns made to the driver should be passed on to line management for appropriate action.
- 8.3** It is prohibited for an operator/licenced vehicle to be parked overnight outside of a designated operator centre.

9 VEHICLE SECURITY

- 9.1** A driver in charge of a Council vehicle is responsible for the security of the vehicle and its contents, and whenever the vehicle is left unattended. The following actions must always be taken on such occasions:
- (a) The parking brake must be engaged
 - (b) The ignition key must be removed from the vehicle
 - (c) All doors and windows must be closed and locked
 - (d) If fitted, anti theft devices must be switched on / activated
 - (e) Vehicle keys must be kept secure at all times
- 9.2** Any driver of a Council vehicle must sign the vehicle in/out at the start/finish of his/her journey. In the event a vehicle remains signed out to a driver, that driver will retain responsibility for the vehicle, its actions, and any damage to it.

10 VANDALISM AND THEFT

10.1 In the event of theft from or vandalism to the vehicle, the driver responsible for the vehicle is to take the following action: -

- (a) Immediately report loss or damage to a supervisor and where required the Police. The Central Vehicle Maintenance Unit must also be informed of any damage.
- (b) Ensure that the vehicle and its contents are secured until such times as the vehicle can be moved. If the Police have been involved, the vehicle should only be moved once it has been established that their initial investigation has been completed.
- (c) An incident report form giving full details of any incident must be completed within 24 hours and submitted to the Council Insurance Officer.

11 DRIVERS HOURS AND TACHOGRAPHS

11.1 Drivers of "O" licence (and certain non-"O" licence) Council vehicles have a legal obligation to keep particular records and adhere to the regulations governing drivers' hours. There are two relevant statutory provisions that deal with driver's hours:

- (a) British Domestic Regulations
- (b) EC Regulations

Unit Managers will advise drivers if either of these sets of regulations apply along with any required actions, records, etc to be maintained.

11.2 Employees must not tamper with, amend, alter or interfere with the workings of any tachograph fitted to a Council vehicle. Employees who tamper etc. with tachographs, including the record sheets, may be subjected to legal action or be investigated in accordance with the Council's Disciplinary Procedures.

12 DEFECT REPORTING, REPAIRS AND BREAKDOWNS

Hire company arrangements may apply to hired vehicles, as well as internal Council procedures .

12.1 As soon as a defect is noticed or damage has occurred, the relevant details must be entered into the vehicle defect report book.

12.2 If a driver is of the opinion that a Council controlled vehicle is not in a roadworthy condition but has duties to perform that require the use of that vehicle, line management should be informed immediately to make suitable

arrangements.

- 12.3** Only the Central Vehicle Maintenance Unit, or a supervisor issued with their authority, is authorised to carry out or to instruct a third party to carry out repairs on Council vehicles.
- 12.4** Drivers should report low coolant levels to the Central Vehicle Maintenance Unit as soon as possible. They should not top up coolant levels without authorisation.
- 12.5** Drivers may top up engine oil but if quantities of more than one litre are required the Central Vehicle Maintenance Unit should be informed immediately.
- 12.6** Other than fuel, no other fluids may be topped up nor running repairs made, except by or with the authority of the Central Vehicle Maintenance Unit.
- 12.7** Never change a wheel on a Council vehicle. Always contact the Central Vehicle Maintenance Unit who will attend site, or task a third party to undertake the repairs.
- 12.8** In the event of a breakdown contact your line supervisor, who will then inform the Central Vehicle Maintenance Unit, who will either attend the vehicle at the roadside or arrange for recovery of the vehicle. Never await recovery in your vehicle. Always position yourself in a clearly visible location, a safe distance from the vehicle and roadside.

13 VEHICLE ACCIDENTS AND DAMAGE

- 13.1** You must report any vehicle damage or accident to a supervisor as soon as possible. An accident report form must also be submitted to the Council Insurance Officer within 48 hours by the driver's department. Damage should be recorded in the vehicle defect book as "inspect due to RTA," and give a description of the damage, which will be attended to as soon as possible. Any damage that affects safety or the legal use of a vehicle should be immediately attended to.
- 13.2** An accident report form should also be completed. In the case of personal injury, or Incident the appropriate forms should be filled in.

13.3 PROCEDURES IN THE EVENT OF AN ACCIDENT.

You are required to:

- **STOP AND INVESTIGATE**
- If any person involved in the accident is injured, arrange for help- call for assistance by mobile telephone, otherwise seek a land line BUT return

to the scene when your call is complete

- Do not ignore the possibility of the stationary vehicle(s) creating a hazard to other road users. Where necessary, arrange for other drivers to be warned in sufficient time for them to take appropriate action. If the Council vehicle is equipped with hazard warning lights, amber beacons or is carrying traffic cones, these should be used to help warn all approaching traffic
- Obtain all the information required to complete an accident report form, including details of any damage, injuries, witnesses, etc. Where possible draw a sketch of the accident scene noting vehicle and person positions and other significant details (speed limits, signs, etc.)
- It is important that the insurance details and names and addresses of all vehicle occupants and vehicle or property owners are obtained. It is also important to obtain the names and addresses of any independent witnesses to the accident.
- Do not admit liability or blame, either verbally or in writing, or make any offer of promise of payment. Only the following information should be given to other persons involved in the accident: -

1 Your name and address

2 The registration number of your vehicle

3 The address of the Council contact officer, and insurance company as detailed in the Drivers Pack

- If, in your opinion, the other driver was driving recklessly or under the influence of alcohol or drugs, the police should be informed of this as soon as possible
- Any accident, which results in injury to another person, must be reported to the police as soon as possible and no later than 24 hours after the incident.
- The police must also be informed (within 24 hours) of all accidents which result in damage to other vehicles, trailers or property or in the death or injury of an animal (excluding a cat) unless the owner of the animal, property, vehicle or trailer has been made aware of the accident at the time and all relevant information has been exchanged

13.4 If legal proceedings are taken against the driver of a Council vehicle, the matter should immediately be communicated to line management.

13.5 All communications received from insurance companies or third parties must be immediately forwarded to the Council Insurance Officer and **must not be answered or acknowledged** in any way by the driver or supervisor.

- 13.6** For the avoidance of doubt when deciding who should fill in an accident form, the driver last in charge of the vehicle shall complete the claim form.

14 VEHICLE CLEANLINESS

- 14.1** Fylde Borough Council vehicles must be kept clean and tidy both inside and out at all times. All equipment and materials must be properly stowed and the vehicles washed as often as required to keep them clean. Non essential equipment to task must be removed. This is in the interest of road safety, health and safety and to present a favorable image to the public.

15 LICENCE DISCS

Hire company arrangements will apply to hired vehicles

- 15.1** Any loss or defacement of the Road Fund Licence, or the Operators Licence Disc must be immediately reported to a supervisor and the Central Vehicle Maintenance Unit.

16 LEGAL PLATES

Hire company arrangements will apply to hired vehicles

- 16.1** All goods vehicles, which require ministry plates (DTp), will have them affixed in the driving cab. Trailer plates will be found on the chassis. Any loss or defacement of these plates must be reported immediately to the CVMU and the driver's line manager using the defect reporting procedure.
- 16.2** All vehicle registration number plates should be free from damage and be clearly visible at all times. Temporary plates must be of an approved design and appropriately displayed.

17 TEST CERTIFICATES

Hire company arrangements will apply to hired vehicles

- 17.1** Copies of MOT test certificates and similar statutory vehicle inspections, along with the current certificate of motor insurance, are held by the Central Vehicle Maintenance Unit, and will be made available when requested. All requests for such documents will be made through Business Unit Managers..

18 LGV LICENCES

- 18.1** It is the responsibility of employees who require an LGV licence to ensure that their licence remains valid. The Council's Occupational Health Service may carry out statutory medical examinations. A request for such an examination should be made through your Business Unit Managers..

DOCUMENT 3

GENERAL RESPONSIBILITIES OF MANAGEMENT

This document sets out the general responsibilities of all management in relation to those drivers of their own vehicles being used in the course of Council business.

1 UNIT BUSINESS MANAGERS

1.1 Unit Business Managers shall ensure that arrangements are made for a minimum of an annual inspection of the relevant driving and motor vehicle documentation, of every driver under their charge, to confirm that:

- the driving licence held by the employee continues to permit them to drive their own vehicle, including vehicles leased or hired for personal use, on Council business
- statutory documentation relating to the use of the motor vehicle(s) is current and valid (e.g. an MOT Test Certificate where appropriate) and in particular, the vehicle insurance certificates specifically cover the employee for business purposes
- records are maintained of all statutory documentation checks and employees are reminded of the need to advise management of changes in same

Note: All drivers must make their licence available to an authorised supervisor for inspection as required. Any change must be notified to your authorised supervisor. Photocopies of driving licences will only be retained within an individual unit for a maximum of 5 working days to permit the completion of outstanding administration. Thereafter all copies must be properly destroyed and a master copy be held by the Transport Manager, or suitably nominated Council Officer in accordance with the Data Protection Act.

1.3 Unit Business Managers shall ensure that all authorised drivers are issued with the leaflet setting out their duties and responsibilities whilst driving as a part of their duty for the Council (Document 1).

1.4 To promote positive driving and reduce the risk of motor vehicle accidents, Unit Business Managers should:

- Introduce provisions relating to safer driving within their Health and Safety Action Plans
- Consider assisting staff to undertake safety driving courses

- Not place employees under pressures which are likely to result in unsafe driving practices

1.5 Unit Business Managers should consider taking appropriate measures to encourage safer driving. These may include desktop & practical driver training, vehicle safety checking techniques, recording systems, etc. Such measures may be introduced and managed through a Management of Drivers Guideline.

2 MOBILE PHONES

2.1 Unit Business Managers shall ensure suitable instructions are given to all managers and drivers regarding the safe use of mobile phones whilst driving. Managers should have due regard for the driver and only contact them for urgent matters and leave messages on the voice-mail service.

2.2 The use of mobile phones while driving on Council business or whilst driving a Council vehicle is not permitted. If a call has to be made or received, the driver must stop in a safe position to do so and turn off the engine before receiving or making the call.

DOCUMENT 4

MANAGEMENT RESPONSIBILITIES FOR VEHICLES OWNED, LEASED OR HIRED BY THE COUNCIL

This document sets out the responsibilities of management in relation to those drivers of vehicles owned or leased by the Council.

1 DRIVERS' LICENCES AND PERMITS

1.1 Unit Business Managers shall ensure that arrangements are made for the annual inspection of relevant driving and motor vehicle documentation, of every driver under their charge, to confirm that:

- the driving licence held by the employee continues to permit them to drive the vehicle(s) for which they are authorised
- records are maintained of all driver licence checks and employees are reminded of the need to advise management of changes in same

Note: All drivers must make their licence available to an authorised supervisor for inspection as required. Any change must be notified to your authorised supervisor. Photocopies of driving licences will only be retained within an individual unit for a maximum of 5 working days to permit the completion of outstanding administration. Thereafter all copies must be properly destroyed and a master copy be held by the Transport Manager, or suitably nominated Council Officer in accordance with the Data Protection Act.

1.2 Unit Business Managers should ensure that all employees under their control are fully informed and understand their obligations under this Policy.

1.3 Management is responsible for informing drivers of variations in procedures relating to hired vehicles.

2 VEHICLE SAFETY INSPECTIONS AND REPAIRS

- 2.1** All vehicles maintained by the Council must be made available for safety inspections and routine servicing in accordance with the schedule provided by the Central Vehicle Maintenance Unit. Any variations to the time vehicles are due must be agreed with the Central Vehicle Maintenance Unit in accordance with the Maintenance Schedule Agreements.
- 2.2** No vehicle may be permitted to be used, at any time, which has a defect or accident damage, which makes the vehicle unsafe. If there is any doubt about the safety of a vehicle the Central Vehicle Maintenance Unit should be requested to carry out an inspection at the location of the vehicle.
- 2.3** Management must ensure that arrangements are made for the transfer of all unsafe vehicles to the Central Vehicle Maintenance Unit depot for repair, or to the hire company's depot in the case of hired vehicles.
- 2.3** Managers are responsible for ensuring all hired vehicles are checked for damage immediately upon receipt and the hire company. Managers are advised to request the Central Vehicle Maintenance Unit carry out a receipt and pre-disposal inspection of hired vehicles. The hire company must be notified of any discrepancies in their record of vehicle condition following delivery.

3 DRIVERS' HOURS AND TACHOGRAPHS

- 3.1** Unit Business Managers must ensure that the relevant drivers' hours regulations are being applied and that all drivers covered by these regulations are familiar with the relevant procedures for the use of Tachographs.
- 3.2** Arrangements must be put in place for monitoring drivers' hours and safekeeping of Tachographs records. The Transport Manager must carry out appropriate audits on the records held to ensure statutory compliance.

4 REPAIRS AND MODIFICATIONS

- 4.1** Repairs and modifications to Council-owned or leased vehicles may only be carried out by or with the authority of the Central Vehicle Maintenance Unit.

5 FUEL

- 5.1** Management should ensure that they have effective procedures in place for monitoring fuel consumption using information provided by the Transport Manager (internal supplies) or authorised external garage forecourts.

Appropriate instruction should be given by management to ensure the correct fuel and grade of fuel is used when re-fuelling vehicles. This is essential in the case of diesel and petrol engines. Managers must ensure drivers of LPG fuel vehicles operate the vehicles primarily within this medium, in accordance with the Council's efforts on lowering harmful environmental emissions.

6 VEHICLE DOCUMENTS

6.1 Management should ensure that the following documents are readily available in every vehicle at all times:

- vehicle daily check and defect book;
- an appropriate driver's pack; and
- an appropriate form for the driver to keep records e.g. tachograph charts, W20 record book, or working time record sheet.

7 DAILY DRIVER CHECKS

7.1 Management must maintain records of daily vehicle checks and ensure that defects and accidents details are fully reported.

7.2 Departments may require drivers to submit signed checklists or to sign on a central record that checks have been completed. Such systems will often form the basis of a Quality Management System under an approved accreditation scheme.

8 USE OF VEHICLES OUTSIDE THE 200 MILE LIMIT AREA

8.1 Special arrangements will be required for the use of Council vehicles outside the limit area. Such arrangements will require discussions with the Council's Insurance and Risk Manager/HR Team..

8.2 Arrangements for Council vehicles to be used outside the limit area will also require written authorisation from a Unit Business Manager.

9 'O' LICENCE REQUIREMENTS

9.1 The Council is required to hold a special licence in order that it may operate using vehicles over 3.5 tonnes (an 'O' licence). This places stringent obligations upon the Council, in relation to inspection, servicing and operational management (including particular forms of record keeping), for **all vehicles within its motor vehicle fleet**. This duty extends, therefore, to include those vehicles not themselves requiring an 'O' Licence as well as those hired / leased in the performance of the Council's business. The Transport Manager will ensure that "Good Repute," is upheld at all times.

- 9.2** The procedures set out in this Policy and the services provided through Maintenance Schedule Agreements are designed to ensure that the necessary standards are maintained.
- 9.3** Since 1st January 1997 all drivers of vehicles over 3.5 tonnes require an LGV licence. The Transport Supervisor will advise management on entitlements relating to older licences, and trailer weight restrictions.
- 9.4** Management should be aware that drivers of vehicles with more than 8 seats require a special permit (a Section 19 or 22 Permit for driving Passenger Carrying Vehicles). A special licence is also required for drivers of vehicles with more than 16 seats.
- 9.5** It remains the responsibility of employees who require an LGV licence to ensure that their licence remains valid. The Council's Occupational Health Service may carry out statutory medical examinations. A request for such an examination should be made through departmental management.

10 INSURANCE

- 10.1** Management must ensure that any driver involved in an accident submit an accident report form.
- 10.2** All such report forms must be sent to the Council Insurance Officer.

11 GARAGING

- 11.1** Unit Managers must ensure that arrangements are in place for safe garaging of all vehicles, either at a depot or parked at an appropriate Council property. In some instances, arrangements will be made to permit the vehicle to be parked at an employee's home. In such situations, the employee must be advised to report cases of concern or objection from local neighbours if the vehicle is considered to be an obstruction.
- 11.2** Drivers are to be reminded of the need to park their vehicle in a safe, secure location, preferably off street on a drive etc, or under street or other local lighting to reduce the risk of theft or vandalism. The driver should be reminded that they are responsible for the vehicle, even when it is left unattended.
- 11.3** Managers should instigate suitable systems to allow a driver to sign a vehicle out/in at the start/end of his/her journey or duty period. It is imperative the Council is aware of by whom, when, and why a vehicle is in use.

- 11.4** Unit Business Managers are required to establish procedures authorising employees to take vehicles home and confirm that they will be parked in a safe location.

DOCUMENT 5

GENERAL RESPONSIBILITIES OF THE CENTRAL VEHICLE MAINTENANCE UNIT

This document sets out the responsibilities and the authority of the Central Vehicle Maintenance Unit staff.

1 FLEET DEVELOPMENT

- 1.1** The Central Vehicle Maintenance Unit will provide advice to Client departments on the specification, procurement, maintenance, inspection and disposal of their vehicles / plant, utilising the specialised skills available within the team.
- 1.2** Advice will also ensure the achievement of Best Value both for the Client department and the Service Provider.

2 ROAD FUND LICENCES

- a. The Central Vehicle Maintenance Unit will implement a system that ensures that all identified Council vehicles (Council-owned or on hire), are displaying a current road fund licence.
- b. The service includes monitoring licences due dates, purchasing of licence discs, informing nominated Client staff when licence discs are at hand and providing ongoing checks to ensure discs are displayed.

3 MOT TESTS

- 3.1** The Unit will ensure that all vehicles are identified for test by their due date, in line with MOT requirements.
- 3.2** Appropriate records will be maintained of all tests and results, for each Council-owned vehicle and those on hire / lease from external sources.

4 REGULAR SERVICING

- a. The Central Vehicle Maintenance Unit will provide full Service Schedules for all Council vehicles and ensure that through the agreed Service Provider / Client communications procedures, schedules are adhered to.
- b. The service is extended to include any necessary safety checks or statutory thorough examinations, required under relevant statutory provisions (e.g. Lifting Operations and Lifting Equipment Regulations, etc.). Such inspections may be required to be undertaken out-with the routine servicing schedules.

5 DRIVER ASSESSMENT

- 5.1** The Central Vehicle Maintenance Unit should make arrangements such that it can provide a driver assessment service to the Council, to ensure that personnel are competent to drive the class of vehicle(s) they are assigned.
- 5.2** Council management is responsible for the selection and appointment of persons to drive council vehicles.
- 5.3** The Central Vehicle Maintenance Unit will maintain a database of all driver training it undertakes, and forward details, assessment records etc. to the HR team and local managers.
- 5.4** Management should ensure all employees required to drive vehicles owned / leased by the Council are subjected to an assessment of competence before being included as a regular driver.

6 INSTRUCTION ON DAILY VEHICLE CHECKS

- 6.1** The Central Vehicle Maintenance Unit can instruct authorised drivers on daily vehicle check obligations and procedures required for the type and class of vehicle(s) they are operating.
- 6.2** The Central Vehicle Maintenance Unit can also arrange, in co-operation with departmental managers or Health and Safety Officer, for appropriate courses for drivers. These will usually be arranged through recognised training agencies such as the Freight Transport Association (FTA).

7 MAINTAIN 'O' LICENCE INTEGRITY

Maintenance of the 'O' Licence integrity is a prime concern of the Council.

- a. All goods vehicles owned, leased or hired by the Council exceeding 3.5 tonne gross vehicle weight, and trailers exceeding 1020 kg unladen, are subject to the Goods Vehicle Licence of Operating Act 1995.
- b. The Council, as a licensed operator, must adhere to the requirements of this Act to maintain the 'Good Repute' necessary to hold a Standard National 'O' Licence. Therefore, all actions on vehicles must be undertaken by competent persons under the control of an individual holding a valid Certificate of Professional Competence (CPC) who is also of 'Good Repute'.
- c. The Council has an employee (the Transport Manager) appropriately qualified in this capacity.
- d. It is worthy of note that many fleet items are not included within the above mentioned categories and are not required to be detailed within the 'O' licence. The quality of maintenance and road-worthiness **of all the Council fleet** is taken into consideration and **can affect the integrity Operating Licence.**
- e. The Transport Manager will monitor the Council's compliance with the Statement of Intent, and feed back where necessary to Unit Business Managers areas of concern.

8 VEHICLE CHECKS

- 8.1** Members of the Central Vehicle Maintenance Unit are authorized to undertake random vehicle checks, to review work carried in the workshop and inspect the vehicles for appropriate quality of workmanship.
- 8.2** In addition, a programmed sample of vehicle spot checks will be carried out with repair work arranged where appropriate. A record will be maintained of the results of these checks and inspections, including the remedial works undertaken.

9 INSURANCE CLAIM PROCESSING

- 9.1** The Central Vehicle Maintenance Unit will assist in the investigation of insurance claims, collate quotations, liaise with individual departmental managers/the Insurance Officer, and process any appropriate paperwork.

10 EXTERNAL HIRE

- 10.1** The Central Vehicle Maintenance Unit will make arrangements for external hire of vehicles and plant, which are in accordance with the User Specifications or to an equivalent standard / fitment.
- 10.2** All such arrangements will be made to meet appropriate Department of Transport requirements, 'O' Licence obligations, whilst having due regard for the safe operation and ensuring that Best Value is achieved.
- 10.3** The Central Vehicle Maintenance Unit will assess and maintain a list of approved suppliers of hire vehicles and plant meeting the appropriate criteria.

11 FUEL SUPPLIES

- 11.1** The Transport Manager or nominated department manager will make arrangements that ensure the adequate provision of fuel supply for vehicles that are owned or used by any Council Business Unit.

CHECKLIST OF BUSINESS UNIT RESPONSIBILITIES

Detail	Para	Document
Annual Driver Licence & vehicle document checks	1.1	Documents 3 & 4
Supply of Driver Handbook	1.3	Documents 3 & 4
Driver assessment	5.1	Document 4
Driver training	1.5	Document 3
Inform Employees of variations in conditions of hire	1.3	Document 4
Submit vehicles for servicing & statutory inspection	2 .1	Document 4
Ensure defects or damage affecting safety are actioned	2 .2	Document 4
Apply Drivers Hours procedures	3.1	Document 4
Monitor Drivers Hours	3.2	Document 4
Monitor fuel usage	5.1	Document 4
Record daily driver checks	7.1	Document 4
Accident reporting procedures	10.1	Document 4
Appropriate garaging of vehicles	11.1	Document 4

THIS CHECKLIST SHOULD BE READ WITH THE APPROPRIATE MANAGEMENT STANDARD & GUIDLINE

REPORT



REPORT OF	MEETING	DATE	ITEM NO
OVERVIEW AND SCRUTINY BUSINESS UNIT MANAGER	POLICY & SERVICE REVIEW COMMUNITY FORUM	3 RD NOVEMBER 2005	7

LEADER AND CABINET – DECISION MAKING MODEL

REPORT TO FOLLOW