

The new arrangements for use of DDC vehicles in Highways, Capital Development and Waste come into operation from 1 November.

All vehicles will now become pool vehicles and no longer be allocated to individual officers.

Vehicles will be based at County Council work bases and officers will no longer be permitted to use DCC vehicles for the journey between home and work, except if the officer is on out of hours standby. It is recognised that some additional travel journeys in county vehicles may be required associated with standby handover to minimise inconvenience associated with personal work travel arrangements.

Vehicles will be allocated to the following pools:-

Team / base	Number of vehicles in pool	Manager
Western	10	Simon Phillips
Northern	9	Steve Short
Eastern	6	Paul Downes
Exeter & Exmouth	6	Dave Huxham
Teignbridge	8	Nick Boulton
South Hams	8	Peter Brunt
Grand Western Canal	4	Mark Baker
Stover	2	John Avon
County Hall	25	Vanessa Skelding / Hugh Griffith

Individual vehicles allocated to each pool are detailed in Appendix I.

The local manager as indicated above will have overall responsibility for the allocated pool, determine the deployment of the available vehicles between DCC bases in the local area, and where necessary determine priority for use of the available vehicles, **consulting with team managers where necessary.**

Individual officers using a pool vehicle will be responsible for undertaking the required daily checks before using the vehicle and must complete the vehicle log on returning the vehicle.

A booking system for the County Hall pool is currently being tested and will be available on the hub. Initial feedback is that a formal booking system will be unnecessary for the local pools, and they can be managed through local agreement. This will be reviewed in light of experience.

Block booking of vehicles is to be discouraged and staff are encouraged to review their way of working, and only book a vehicle for the days they need it.

The available vehicles not allocated to a local pool will be based at County Hall and available for use of all Highways, Capital Development and Waste staff:-

County Hall based staff are encouraged to make use of these pool vehicles for official travel when appropriate rather than using their own vehicles or hiring a vehicle, to reduce the costs to the County Council and ensure they are fully utilised;

County Hall vehicles will be able to be booked by staff located elsewhere in the county at times of high usage of local pools or when a local vehicle is out of action for repair or service.

Use of vehicles will be monitored and the relative size of the pools will be varied periodically to maximise the use of the available vehicles.

Attached at Appendices II and III are extracts from the Restructuring Consultation Document and Consultation Response, including the agreed protocol for sharing of County Council pool vehicles.

The previously agreed protocol reproduced at Appendix II refers to "*Pool vehicles are not to be used for travel to training / conferences etc*". However, if there is a vehicle available and are no likely operational needs for its use, it may be used for travel to training / conferences etc. by local agreement.

It has been recognised through this consultation that there are some roles which have specific vehicle requirements:-

Highway Enforcement Officers are set up to work from a vehicle for the majority of their working day spending very little time in an office. These officers will have priority for use of a pool vehicle when undertaking their normal duties;

Rights of Way Wardens will normally have priority for use of pool 4WD vehicles, except in times of forecast severe weather when priority for use will be given to the standby officers;

Bridge Inspectors need to carry specialist bulky equipment, and will normally have priority for use of a specific pool vehicle when undertaking their normal duties.

All three groups of officers are required to book a County Hall pool vehicle for, or advise the local pool manager of, the days they require them at least one week in advance to ensure vehicles can be fully utilised when they do not need them. Ways of assisting these groups of staff based at County Hall with booking is being explored.

There are several officers who have been using specific vehicles due to medical problems. In managing the pool of vehicles, these individuals will normally be given priority for use of that specific pool vehicle when they need a vehicle for their normal duties.

The vehicle pool arrangements for the Civil Parking Enforcement Team and Materials Laboratory are unaffected by these changes, and the principal of not using vehicles for the journey between home and work applies.

Appendix I

Pool vehicle allocation

Western	WF04JTY WA60FFE	HV07VXK WD04ADX	WF06DSX HG58OLJ	HY10GHU HV09HHC	WF06KUD WF07LLG
Northern	WF06DSU LG11CFD	WF06KUB WF06YJB	WG08DHF BF06CYZ	WF06DMU WJ04NUE	WF06KUA
Eastern	WJ08MVS LC60GXR	WD04AEF	LG61ZWL	WA60FFH	WF60KRN
Exeter& Exmouth	WF06DLZ HV07VXD	WJ54PCX	WF06DRO	WF06YKC	WJ54OZE
Teignbridge	WJ06FSO HV07XMP	WF06KTU WF06DNO	WJ04NVR WF04JOH	WA60FFG	WF53ARZ
South Hams	LC60GXS WJ07XFV	LG11CFJ WJ53DTZ	LC60GXT LD11MLY	HV08MFY	WG08KVF
G Western Canal	WG15FUM	HV07KNE	WN10VGE	Y736GFJ	
Stover	HT06KFJ	X504GDV			
County Hall	WD53CEA HV10NHP WF07UDB WJ54XKU WF04JPX	HV10NHT HV08MGX WU09JVP WF56OPY WJ54PFN	WG04ZZX BJ06UEP WJ54OZM WD04RVZ WJ57RNU	WF04JRV WG53FYH BG06ZMX WJ54PFF WF06DND	WF57YHS WD04GWX WF06KUC WF04XKU WD04GWZ

Appendix II

Extract from Consultation Document February 2015

Protocol for sharing of County Council pool vehicles in Highway and Traffic Management Service

☐ *Officers who currently use a vehicle daily are to manage and plan their non-urgent work to have days or half days when they do not need access to a vehicle*

☐ *Officers are to cooperate with colleagues when there is an urgent unplanned need for a site visit*

☐ *Pool vehicles are not to be used for travel to training / conferences etc*

☐ *Arrangements are to be made to return pool vehicles to allocated work base when officers are away from work*

If the above informal arrangements as above are found to not be workable in a locality, a more formal pooling arrangement to be implemented by the local manager:-

☐ *Arrangements when officers are away from work or on training , as above, to apply*

☐ *All officers are to plan and arrange to work in the office for at least two half a days each week, and not use a pool vehicle*

☐ *A formal pool vehicle booking system is to be introduced locally*

☐ *Local manager to coordinate to ensure spread of van availability.*

Appendix III

Extract from Consultation Response April 2015

There has clearly been significant feedback to this proposal and it is recognised that it will have an impact on staff who are currently dependent on use of a work vehicle to travel between home and their work base. However with the pressure on budgets it is considered that the free use of vehicles for the home to work journey is an arrangement that cannot continue and is not equitable with staff across the local authority. The proposal for allowing this use through a 45p per mile remuneration has also provoked much response, together with the complexities of managing the collection of this income, and deciding who can use the available vehicles for this purpose. It has therefore been determined, and agreed with the Unions, **that no personal use of pool vehicles to travel between home and work will be permitted**, except where the authority requires it as part of the job role – eg for standby purposes. The Section 38 inspectors are outside the scope of this restructure.

The result of this decision will mean that many staff will need to make alternative arrangements for travel to work and therefore this change will not be implemented until **1st November 2015** to allow staff enough time to make these alternative arrangements.

This decision may result in more pressure on the parking at some locations and this will clearly need to be managed, with safety being the most important consideration. There is no obligation for the employer to provide parking at the place of work. Therefore it is possible that parking within depots may need to be limited. Parking at any county council premises will always be at the driver's own risk. The provision of facilities to support alternative travel arrangements to the main work hubs will be considered in light of what is feasible and affordable.

It has been recognised through this consultation that there are some roles which will require a greater use of vehicles than others and that there will be some with some specialist equipment, for example Highway Enforcement Officers, PROW and some Bridge roles. These roles clearly need to be accommodated and appropriate use will be managed locally. However there are still some principles that can be applied and when staff are on leave, sick or attending team meetings and training the vehicles will be available for others to use, and all must review their way of working to make the pool vehicles available for others to use on days or half days when they undertake office work .

Individual team managers will continue to have a role in working with their staff to determine work priorities and how they can work without the need for a pool vehicle for some periods of the week. However, the management of pool vehicles will need to be undertaken locally. It would not be effective or efficient for each separate team to manage a small pool of vehicles spread countywide. The local manager will be expected to ensure that use of vehicles is managed equitably, liaising with individual team managers where necessary, recognising the work demands of each team or officer based locally.

Staff will continue to have the option to use their own private vehicle for work purposes when appropriate with reimbursement by agreement of their manager and within the Authority rules for use of own vehicles. However vehicles must be insured for business use at the owner's expense.