Dear Sir/Madam,

The Cabinet Member for Central Services (Councillor R.A. Taylor) is to consider the following report and make a decision on Thursday, 16th August, 2012 at 6.00 p.m. in Interview Room D, Town Hall, Nuneaton.

Yours faithfully,

ALAN FRANKS
Managing Director

AGENDA

PART 1
PUBLIC BUSINESS

1. **EVACUATION PROCEDURE**

A fire drill is not expected, so if the alarm sounds please evacuate the building quickly and calmly. Please use the stairs and do not use the lifts. Once out of the building, please gather outside the Yorkshire Bank on the opposite side of the road.

Exit by the door by which you entered the room or by the fire exits which are clearly indicated by the standard green fire exit signs.

If you need any assistance in evacuating the building, please make yourself known to a member of staff.

Please also make sure all your mobile phones are turned off or set to silent.
2. **PUBLIC CONSULTATION** - Members of the public will be given the opportunity to speak on specific agenda items if notice has been received.

3. **DECLARATIONS OF INTEREST** - To receive declarations of Disclosable Pecuniary and Other Interests, in accordance with the Members’ Code of Conduct.

   **Note:** Following the adoption of the new Code of Conduct, Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a Disclosable Pecuniary or a Deemed Disclosable Pecuniary Interest, the Member must withdraw from the room.

   Where a Member has a Disclosable Pecuniary Interest but has received a dispensation from Standards Committee, that Member may vote and/or speak on the matter (as the case may be) and must disclose the existence of the dispensation and any restrictions placed on it at the time the interest is declared.

   Where a Member has a Deemed Disclosable Interest as defined in the Code of Conduct, the Member may address the meeting as a member of the public as set out in the Code.

   **Note:** Council Procedure Rules require Members with Disclosable Pecuniary Interests to withdraw from the meeting unless a dispensation allows them to remain to vote and/or speak on the business giving rise to the interest.

   Where a Member has a Deemed Disclosable Interest, the Council’s Code of Conduct permits public speaking on the item, after which the Member is required by Council Procedure Rules to withdraw from the meeting.

4. **HUMAN RESOURCES POLICY DOCUMENT** - report of the Head of Human Resources attached. (Page 3).
**Report Summary Sheet**

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<thead>
<tr>
<th>Date:</th>
<th>16 August 2012</th>
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<tbody>
<tr>
<td>Subject:</td>
<td>Human Resources Policy Document</td>
</tr>
<tr>
<td>Portfolio:</td>
<td>Central Services (Councillor R. Taylor)</td>
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<tr>
<td>From:</td>
<td>Head of Human Resources</td>
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**Summary:** To seek approval of a Human Resources Policy Document.

**Recommendations:** That the Car User Criteria be approved:

**Reasons:** To ensure that the Council complies with employment legislation and good practice by providing clear, concise and up to date Human Resources documentation to assist consistency across the Council.

**Options:**

1. Accept the recommendation

2. Not approve the Human Resources document. This may result in the Council not complying with employment legislation and good practice which may produce inconsistency in approach across the Council.

**Subject to call-in:** Yes

**Forward plan:** No

**Corporate priorities:** Aim 4 priority 3

**Relevant statutes or policy:** General Employment Legislation and good practice.
Equal Opportunity Implications: All Human Resource policies must have a consistent approach to allow the inclusion of all employees. An equalities impact assessment has been undertaken and any recommended amendments have been made. This process ensures that there are no inequalities by the introduction of the documentation.

Human Resources Implications: The introduction of the Human Resources documentation will assist consistency in approach across the Council.

Financial Implications: None

Health Inequalities Implications: None

Section 17 – Crime and Disorder Implications: None

Risk Management Implications: None

Environmental Implications: None

Legal Implications: None

Contact details: Paul Lynch - Head of Human Resources
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paul.lynch@nuneatonandbedworth.gov.uk
1. Purpose of the Report

1.1 To present and seek approval of a new Human Resources Policy Document.

2. Recommendation

2.1 That the Car User Criteria be approved:

3. Background

3.1 The development and review of Human Resources policy documentation provides a framework to assist a consistent approach across the Council and enhance the equalities agenda. An equalities impact assessment has been undertaken to assess the potential equalities impact the policy documentation may have upon the workforce.

3.2 The provision of good quality documentation promotes and develops good Employee Relations with Trade Union Representatives.

4. Policy Documents

4.1 Car User Criteria (Appendix A)

In March 2012, the Council implemented Single Status and removed the Essential Car User Allowance and changed the Business Mileage Rates.

On 25 April 2012, the Car User Criteria was considered by the Central Services Portfolio Holder and the Trade Union Representative who was present at the meeting queried section 1.2 of the proposed policy stating that he believed that all staff across the Council should be allowed access to the Assisted Vehicle Purchase (Car Loan) Scheme and not restrict this to those employees designated as Level 1 Car Users. Reference was made to the Car Loan provision contained within the Single Status Terms & Conditions of Service.

After giving careful consideration to the comments made by the Trade Union Representative and the response made by the Head of HR, it was decided to defer a
decision on the criteria pending clarification on the Car Loan provision contained within the Single Status Terms & Conditions of Service.

Appropriate discussions have subsequently taken place with the relevant Trade Union Representatives and the Director (Finance & Procurement) and the proposed criteria attached at Appendix A remains unchanged as the Trade Union Representatives now accept Management's view that the Car Loan Facility was for Level 1 car users only. In addition, the Council has recently introduced a Salary Sacrifice Car Leasing Scheme that covers all staff.

This car user criteria has been produced to ensure that there is a consistent approach across the Council in determining car user classification.

5. **Consultation**

5.1 Appropriate consultation has been undertaken with the Council’s Management Team and the relevant Trade Union Representatives on the criteria. In addition, the proposed criteria has been brought to the attention of all staff so that they may make any comments or views.

6. **Conclusion**

6.1 The Human Resources Service regularly produces, reviews and amends policy documentation where necessary to conform to changes in employment legislation and best practice.

6.2 The provision of appropriate Human Resources Strategies, Policies and Procedures will assist consistency across the Council and promote good Employee Relations with the Trade Unions.

Paul Lynch  
Head of Human Resources
Appendix A

Car User Criteria

Issued by Human Resources
April 2012

EMP. 36
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<tr>
<th>Issue No.</th>
<th>Date</th>
<th>Comments</th>
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<td>19 March 2012</td>
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This document is available in larger print.

Please contact Human Resources for a larger copy.
Car User Criteria

1. Introduction

1.1 The Council has two levels for Car Users

- Level 1 - Where it is essential that a motor vehicle is required for the efficient and effective performance of duties. A car parking permit will be provided; that has restricted usage and does not allow entry through the barrier system at the rear of the town hall;

- Level 2 - Where it is merely desirable that a motor vehicle is required. No car parking permit will be provided, however, a daily car parking pass will be available for those staff who occasionally use their vehicle for Council Business. Where staff purchase a car parking permit through the monthly Payroll System, a payment of $1/365th$ of the annual charge will be payable.

1.2 The Council's Assisted Vehicle Purchase Scheme (Car Loan) is only available to those employees designated as Level 1 Car Users.

2. Guidance

2.1 A position will be regarded as a [Level 1 Car User](#) under the following circumstances:

- There is a need to have the vehicle available at all times to respond immediately to work situations or

- Regular / frequent journeys (Average of three separate journeys / locations per working week over 52 week period – pro rata for part time staff)

2.2 All other positions shall be regarded as [Level 2 Car Users](#)

3. Authorisation

3.1 All Car Users shall be authorised by the relevant Assistant Director in consultation and agreement of the Head of Human Resources. Assistant Directors shall ensure that all Managers / Supervisors monitor car usage to ensure that only necessary journeys are made and that the most cost effective transport is used.

3.2 Where there is to be a withdrawal / change of car user classification, the post holder will be entitled to three months notice.

4. Mileage Rates

4.1 Car Allowances will be paid in accordance with the HMRC mileage allowances regardless of Car User classification. An additional allowance will be payable for passengers

4.2 As an alternative, authorised Car Users will be eligible to make use of a Motor Cycle / Pedal Cycle for which a different HMRC mileage rate applies.

4.3 An Allowance of 20p per mile will be payable for staff attending College / University under the Councils Post Entry Training Scheme.