

Agenda Item No: 6 **Report No:** 191/08
Report Title: Checks for Essential and Casual Car Users - Progress
Report To: Employment Committee **Date:** 13 October 2008
Ward(s) Affected: All
Report By: Head of Business Services
Contact Officer(s): John Clark, Head of Business Services

Purpose of Report:

To update the committee on the progress of the car checks introduced after April's meeting.

Officers Recommendation(s):

- 1 That you note the report.

Information

- 1 In April you considered and agreed a proposal to introduce a series of checks on essential and casual car users and their vehicles to make sure that the drivers were properly licensed and insured and that the vehicles were roadworthy. At the time you resolved that "The Head of Business Services be requested to report back to the Committee on the progress of the policy in six months time."
- 2 The checks were introduced at the beginning of June and since then 102 staff have submitted documents. From these there have been 20 queries:
 - 12 involving licences. Mainly difficulty in producing the counterpart to the licence
 - 8 on insurance. These included policies not including use for work, specifically excluding travel to or from work or at work, or the policy had expired.
 - 2 where MOT certificates had expired.
- 3 At the time of writing, 16 September 2008, 10 queries were still outstanding, being licence and insurance issues with casual users (staff who do not need to use their cars at work on a regular basis). All new starters are now required to produce their documents before they carry out any mileage on Council business. Given the number of queries the introduction of these checks has been worthwhile.

Financial Implications

- 4 There are no new financial implications arising from this report.