

Subject:	Departmental Transport Service – A report on management actions		
Date of Meeting:	11 October 2018		
Report of:	Pinaki Ghoshal – Executive Director of Families, Children & Learning		
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Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 This report was requested by the Personnel Appeals Committee which met on 23 April and 14 May 2018 to consider an appeal hearing related to the Department Transport Service. As a result of the hearing there were a number of matters that the Panel sought to bring to management's attention.
- 1.2 The panel requested that a report is presented to Policy, Resources & Growth Committee to inform it of the progress/changes that have been made.
- 1.3 It was the Panel's opinion that further action is required to ensure that the Council and its officers conduct themselves in accordance with relevant internal procedures.

2. RECOMMENDATIONS:

- 2.1 That the committee note the actions being undertaken in regards to the Department Transport Service.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 After the retirement of a long standing team manager responsibility for the Department Transport Service and Home to School transport has been assimilated with the council's School Admission function. The team has also recently had a resignation from the team that has precipitated more changes to the operation of the DTS function. Checks have been made that all drivers continue to hold a clean driving licence.
- 3.2 As part of the clarification on management arrangements, clear instructions have been given to all drivers about their attendance at the office and the claiming of expenses. The drivers' work schedules have incorporated appropriate breaks and expectations for when there are prolonged gaps in work.
- 3.3 As part of the wider incorporation of the transport team with the statutory school admissions function the drivers handbook and code of conduct will be reviewed

and shared with wider team members. As a result of this it is planned to update it and cover the Council's code of conduct for employees at the same time. This is planned to happen early in the autumn.

- 3.4 The recommended communication to all council employees of the standards expected in relation to the use of blue badges and the potential consequences of misuse is to be implemented alongside a wider review of the code of conduct.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 This report details the actions requested by the Personnel Appeals Committee which have been accepted in their entirety and have either been introduced or are scheduled to be implemented in the coming weeks.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Community engagement and consultation has not been required.

6. CONCLUSION

- 6.1 The Personnel Appeal Panel made recommendations to the Executive Director Families, Children & Learning following a recent hearing and requested that PR&G Committee were informed of progress.
- 6.2 The recommendations related predominantly to the management of the Department Transport Service and one relating to the council as a whole.
- 6.3 Action has been taken on the majority of those recommendations and where this has not yet been implemented plans are in place for them to be addressed during the autumn.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no financial implications as a result of this report providing an update on actions being undertaken.

Finance Officer Consulted: Andy Moore

Date: 01/10/18

Legal Implications:

- 7.2 There are no legal implications arising from this report

Lawyer Consulted: Serena Kynaston

Date: 01/10/18

Equalities Implications:

- 7.3 An Equality Impact Assessment has not been carried out in relation to the actions outlined in this report.

Sustainability Implications:

- 7.4 There are no sustainability implications in relation to the actions outlined in this report.

Crime & Disorder Implications:

- 7.5 Beyond council officers being reminded of the code of conduct to which they are required to work, there are no crime and disorder implications as a result of the actions detailed in this report.

Risk and Opportunity Management Implications:

- 7.6 There are no corporate risks or opportunity management implications as a result of the actions detailed in this report.

Public Health Implications:

- 7.7 There are no public health implications.

Corporate / Citywide Implications:

- 7.8 None.

