

FALKIRK COUNCIL

**Subject: REFERRAL FROM JOINT CONSULTATIVE COMMITTEE**  
**Meeting: EXECUTIVE**  
**Date: 18<sup>TH</sup> MARCH 2014**  
**Author: DIRECTOR OF CORPORATE & NEIGHBOURHOOD SERVICES**

**1. INTRODUCTION**

- 1.1 The purpose of this report is to seek approval of two policies which were referred to the Executive, by the Joint Consultative Committee on 18<sup>th</sup> February 2014.

**2. POLICIES FOR APPROVAL**

- 2.1 At its meeting on 18<sup>th</sup> February 2014, the Joint Consultative Committee agreed to refer the following to the Executive for approval.

**Capability Policy**

- 2.2 The Capability Policy & Procedure provides guidance on how to manage situations where an employee's performance falls below an acceptable level, including where this is due to ill health. The policy has been revised and now provides a template to support the capability process. In addition, the policy now reflects the current Local Government Pension Scheme requirements with regard to ill health retirement, specifically in relation to tier one and tier 2 benefits. The policy has also been amended to ensure a clearer link between the Capability Policy and the Managing Sickness Absence Policy & Procedure.

**Driving at Work Policy**

- 2.3 This Driving at Work Policy applies to all employees who drive at work on Council business whether this is a key responsibility of their job or a means of travelling between locations. It covers employees who drive Council vehicles or their own vehicles in the course of their employment.
- 2.4 The revised policy introduces a risk assessment process where an employee has accumulated 8 or more penalty points and makes it clear that employees need to advise their manager of any incident which occurs whilst driving a Council vehicle. In addition, it introduces the need for managers to conduct a random 15% quality check each quarter to ensure that First Use Vehicle Checks are being correctly completed by drivers of Council vehicles. A number of administrative and practical changes have also been made, such as updated re-fuelling points and contact details, removal of reference to essential and casual car user allowances which are no longer applicable and amended Authorisation to Drive forms.

### **3. RECOMMENDATION**

- 3.1 It is recommended that the Executive approves the immediate implementation of the policies as noted in section 2 above.

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**DIRECTOR OF CORPORATE & NEIGHBOURHOOD SERVICES**

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### **BACKGROUND PAPERS**