

Vehicle Telematics and Handheld Devices Guidance for Staff

Purpose

1. To verbally update on the changes to the current CCTV and Vehicle Tracking policy.
2. To present to the Staffing Policy Committee, for information, the stand-alone guidance document for staff, outlining the purpose and use of Vehicle Telematics and Handheld Devices, which replaces the vehicle tracking section of the current policy.
3. For information, the updated CCTV policy is attached. This is the current version previously incorporated in the CCTV and Vehicle Tracking Policy.

Background

4. The current CCTV and Vehicle Tracking Policy was agreed in 2015.
5. The council's emerging Fleet Strategy 2022-2030 and associated priorities and actions require a review of some existing policies and practices. Part of the Strategy – Intelligent Fleet Strategy (FS5) commits to '*employing technology on council-owned vehicles to locate and monitor the effectiveness of the fleet resources. All vehicles will be equipped with Telematics/GPS tracker solutions. The data generated will permit continual development of optimum fleet solutions, maximise the effectiveness of daily service, minimise abnormal running costs, such as accident damage and increasing claims culture, and assist our operational staff to be confident in the fleet vehicles and that full and timeous support services are on-hand*'.
6. Discussions regarding this telematics roll-out have been ongoing for some time. Agreement has been undertaken at JCC with the recognised Trade Unions. The Guidance was taken to JCC on 11th August who supported its implementation.
7. Telematics is standard fleet vehicle technology. The fleet strategy is a key project for the council. A contract has been awarded and installation is anticipated to begin late September 2022.
8. While other driving-related policies exist (Driving at Work policy and Drivers Handbook) and are being reviewed, the timing of the telematics project means that the associated information needed to be prioritised for an update, to ensure staff are fully informed about the purpose of the monitoring and how the information will be used.

9. As part of the review, Information Governance advised that the CCTV policy should be a separate policy to Telematics, to ensure that the issues are not confused, as these are distinct and separate technologies with specific purposes and use. They are better and more clearly explained through separate documents and this is also agreed best practice. The CCTV Policy is currently being updated

Main considerations

10. The Guidance is being shared with Staffing Policy Committee to ensure members are aware of the changes. There already exists a Driving at Work Policy and Drivers Handbook. There isn't a requirement for another separate policy, this is a guide that will be referenced in the Driver's Handbook. Although initially, staff using council vehicles will be made aware of the telematics guidance and roll out via Fleet department communications. Managers will also receive roll out communications.
11. The council aims for full transparency. We have taken the opportunity to assess practices and processes within Fleet to ensure they are relevant and robust. The Guide now provides staff with more information about Telematics, increasing awareness and understanding of purpose and use. Specific updates to note are summarised below:
- There have been some general format and presentation updates. This has resulted in a streamlined document making the content more succinct, clear and removing duplication. References (e.g. to data protection legislation, terminology) have also been updated.
 - The revised title 'Vehicle Telematics and Handheld devices' removes the 'tracking' emphasis and potential for misunderstanding regarding the primary purpose of the technology, which is as a management tool to enable the council to manage its vehicles for the purposes of lessening their environmental impact, improving operational practices, compliance obligations, and service delivery in terms of cost, efficiency and effectiveness. This includes supporting education and promoting good driving behaviours.
 - The list of data captured through the system is now more comprehensively detailed - staff are clear what is being recorded and how and for what purpose.
 - Clarification on data monitoring and reporting – assurances that access is appropriately limited and authorised.
 - Clarification on the driver experience – staff will know to expect feedback in real time.
 - Noting that, where appropriate, managers should usually resolve concerns informally with staff in the first instance. Although we do also need to make staff aware that in some cases this could lead to disciplinary action.

Equalities impact of the proposal

12. This guidance was taken to an equality impact assessment panel on 25th August..

Financial Advice

13. N/A.

Risk Assessment

14. This update is important to support the Fleet Strategy objectives. Staff should be fully aware of the purpose and use of any such monitoring and its use. **Legal / Monitoring Officer Advice**

15. The Fleet strategy has been subject to all the usual legal considerations as part of its production and implementation.

16. This guidance has been updated with advice from Information Governance. The Telematics contract has been subject to advice from Information Governance.

Recommendation

17. That Staffing Policy Committee are updated of the implementation of the Vehicle Telematics and Handheld Devices Guidance for Staff.

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