

Public Document Pack

Peak District National Park Authority

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Aldern House, Baslow Road, Bakewell, Derbyshire. DE45 1AE



Our Ref: A.1142/2088

Date: 3 October 2018



NOTICE OF MEETING



Meeting: **Local Joint Committee**

Date: **Thursday 11 October 2018**

Time: **9.30 am**

Venue: **The Board Room, Aldern House, Baslow Road, Bakewell**

SARAH FOWLER
CHIEF EXECUTIVE

AGENDA

1. **Apologies for Absence**
2. **Appointment of Chair of the Committee for the ensuing year (the Chair and Vice Chair are required by the constitution to be from separate sides. The Members held the Chair of the Committee last).**
3. **Appointment of Vice Chair of the Committee for the ensuing year**
4. **Appointment of Secretary of the Committee**
5. **Minutes of previous meeting held on 13 June 2019 (Pages 5 - 8)**
6. **Briefing Paper on Vehicles (Pages 9 - 12)**
7. **Urgent Business**
8. **Public Participation**
To note any questions or to receive any statements, representations, deputations and petitions which relate to the published reports on Part A of the Agenda.

9. **Members Declarations of Interest**
Members are asked to declare any disclosable pecuniary, personal or prejudicial interests they may have in relation to items on the agenda for this meeting.
10. **Review of Occupational Safety and Health Policy for 2019** (Pages 13 - 24)
11. **Staff Committee Activity Report : June – October 2014** (Pages 25 - 26)
12. **Unison Activity Report** (Pages 27 - 42)

Duration of Meeting

In the event of not completing its business within 3 hours of the start of the meeting, in accordance with the Authority's Standing Orders, the Authority will decide whether or not to continue the meeting. If the Authority decides not to continue the meeting it will be adjourned and the remaining business considered at the next scheduled meeting.

If the Authority has not completed its business by 1.00pm and decides to continue the meeting the Chair will exercise discretion to adjourn the meeting at a suitable point for a 30 minute lunch break after which the committee will re-convene.

ACCESS TO INFORMATION - LOCAL GOVERNMENT ACT 1972 (as amended)

Agendas and reports

Copies of the Agenda and Part A reports are available for members of the public before and during the meeting. These are also available on the website www.peakdistrict.gov.uk.

Background Papers

The Local Government Act 1972 requires that the Authority shall list any unpublished Background Papers necessarily used in the preparation of the Reports. The Background Papers referred to in each report, PART A, excluding those papers that contain Exempt or Confidential Information, PART B, can be inspected by appointment at the National Park Office, Bakewell. Contact Democratic Services on 01629 816200, ext 362/382. E-mail address: democraticservices@peakdistrict.gov.uk.

Public Participation and Other Representations from third parties

Anyone wishing to participate at the meeting under the Authority's Public Participation Scheme is required to give notice to the Director of Corporate Strategy and Development to be received not later than 12.00 noon on the Wednesday preceding the Friday meeting. The Scheme is available on the website www.peakdistrict.gov.uk or on request from Democratic Services 01629 816362, email address: democraticservices@peakdistrict.gov.uk, fax number: 01629 816310.

Written Representations

Other written representations on items on the agenda, except those from formal consultees, will not be reported to the meeting if received after 12noon on the Wednesday preceding the Friday meeting.

Recording of Meetings

In accordance with the Local Audit and Accountability Act 2014 members of the public may record and report on our open meetings using sound, video, film, photograph or any other means this includes blogging or tweeting, posts on social media sites such or publishing on video sharing sites. If you intend to record or report on one of our meetings you are asked to contact the Democratic and Legal Support Team in advance of the meeting so we can make sure it will not disrupt the meeting and is carried out in accordance with any published protocols and guidance.

The Authority uses an audio sound system to make it easier to hear public speakers and discussions during the meeting and to make a digital sound recording available after the meeting. The recordings will usually be retained only until the minutes of this meeting have been confirmed.

General Information for Members of the Public Attending Meetings

Aldern House is situated on the A619 Bakewell to Baslow Road, the entrance to the drive is opposite the Ambulance Station. Car parking is available. Local Bus Services from Bakewell centre and from Chesterfield and Sheffield pick up and set down near Aldern House. Further information on Public transport from surrounding areas can be obtained from Traveline on 0871 200 2233 or on the Traveline website at www.travelineeastmidlands.co.uk.

Please note that there is no catering provision for members of the public during meal breaks. However, there are cafes, pubs and shops in Bakewell town centre, approximately 15 minutes walk away.

Members of Local Joint Committee:

To: National Park Authority Representatives

Cllr D Birkinshaw
Cllr A R Favell
Cllr Mrs C Howe
Cllr Mrs K Potter

Cllr D Chapman
Cllr C Furness
Cllr J Macrae
2 Vacancies

To: Employee Representatives

Penny Aitken
Andy Farmer
Tim Nicholson
Chris Pownall

Mark Anderson
Emily Irving-Witt
Rosie Olle
2 Unison Representatives

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MINUTES

Meeting: Local Joint Committee

Date: Friday 8 June 2018 at 10.00 am

Venue: The Board Room, Aldern House, Baslow Road, Bakewell

Chair: Cllr Mrs C Howe

Present: Cllr A R Favell, Cllr C Furness, Mr Z Hamid, Cllr Mrs K Potter, Penny Aitken, Tim Nicholson, Rosie Olle and 2 Unison Representatives.

David Hickman, Sarah Fowler, John Scott, Laura Thompson, Jon Wayte and Natalie Webster were also in attendance.

Apologies for absence: Cllr D Birkinshaw, Cllr C Carr, Cllr D Chapman and Cllr J Macrae.

12/18 MINUTES OF PREVIOUS MEETING HELD ON 2 FEBRUARY 2018

The minutes of the last meeting of the Local Joint Committee held on 2 February 2018 were approved as a correct record.

13/18 URGENT BUSINESS

There were no items of urgent business.

14/18 PUBLIC PARTICIPATION

There was no public participation.

15/18 MEMBERS DECLARATIONS OF INTEREST

There were no Member declarations of interest.

16/18 FUTURE MEETINGS OF THE LOCAL JOINT COMMITTEE

The Committee considered the request to change the frequency of the Local Joint Committee (LJC) meetings from twice per year to four times per year and the request to change the meetings from being held on Fridays to Thursdays.

It was noted that the Thursday dates proposed were, where possible, the same dates as Planning Committee site visits however some Members expressed concern that Members of the LJC who were not on site visits may have a problem attending meetings. The Director of Conservation and Planning stated that site visits on those days could be delayed to start at 10.30am so that LJC meetings could be held first, this would enable a clear start time to be communicated to all Members.

The recommendations as set out in the report were moved, seconded, voted on and carried.

It was noted that the new arrangements could be reviewed in 12 months.

RESOLVED:

- 1. The future meetings of the Local Joint Committee are held on a quarterly basis.**
- 2. To agree the dates proposed for 2019, following consideration of paragraph 12 of the report, as Thursdays 21 March, 13 June, 10 October and 12 December for inclusion in the calendar of meetings for 2019 which will go to the annual Authority meeting in July 2018 for approval.**
- 3. To agree two extra meetings are added to the Local Joint Committee meeting schedule for 2018 as Thursdays 11 October and 13 December 2018.**

17/18 ANNUAL REPORT ON OCCUPATIONAL SAFETY AND HEALTH FOR 2017-18

The Committee considered the report on the annual performance for health and safety, which included:

- An overall appraisal of health and safety performance for the PDNPA for the previous year
- Reference to improving awareness, competence and compliance
- Accident and incident data and analysis for the year ending March 2018 for staff and visitors
- A report on services provided to other National Parks and other third parties
- Recommendations for further action through 2018/19.

The Safety Officer highlighted that it had been agreed to have a defibrillator at Aldern House and that it was hoped to be in place in approximately 2 weeks. It would be placed in the Reception area and would be easy to use by anyone, no training was necessary.

Officers will be reminded of the need to report all near misses.

RESOLVED:

To approve the final Annual Report on Occupational Safety and Health for 2017-18.

18/18 STAFF COMMITTEE ACTIVITY REPORT : DECEMBER 2017 - JUNE 2018

The report on the work of the Staff Committee since the last LJC meeting was received. The report highlighted the following:

- Changes to staff travel policy – Staff Committee had been involved in consultations and were aware of the particular impacts on some staff.

- Cycle to work scheme – this had been quite popular and the recent opportunity had generated 5 requests.
- Events programme – the Yoga classes for staff had been very successful and were continuing for the foreseeable future with staff attending now paying part of the costs. The summer social event proposed for 18 July was noted.
- On-going support – Staff Committee had continued to provide 1 to 1 support for staff in meetings with HR and Management.

Members queried the staff issues relating to the travel policy changes and Officers stated that they had been made in response to HMRC requirements. The Unison Representative queried whether staff had been given the option to continue as they were and pay the tax requirement themselves. The Director of Corporate Strategy and Development stated that he was happy to make available the material available which showed options offered to staff to clarify the situation.

RESOLVED:

To note the report.

19/18 UNISON ACTIVITY REPORT - UNISON STEWARDS

The report on the work of Unison within the Authority was considered. The following areas were highlighted:

- Unison/PDNPA Partnership Agreement – negotiations were ongoing.
- Vehicle use at the Authority – Unison members had been affected by the changes. Members were sympathetic to the staff issues. The Director of Corporate Strategy and Development explained that full consultations had taken place and feedback had been taken into account, he reiterated his offer to make the consultation material available to clarify this. It was agreed that the Director would prepare a briefing note for the Committee before the next meeting.
- Commercial Development and Outreach Directorate restructure – no further significant issues had arisen.
- PDNPA Unison presence at Derbyshire County branch – a letter regarding the approval of this was being sent to the Authority and it is hoped the continued support by the Leadership Team/HR regarding the Convenor's paid release for meetings can be agreed.
- Apprenticeships – the report was amended to state that the Democratic and Legal apprentice rate to be paid was £3.70 not £3.40 and it was noted that training options would be discussed with the apprentice. Some Members were concerned about the low pay rate and asked if it could be reviewed. It was noted that apprenticeships would be reviewed at the end of the first appointments in eighteen months.

11.11 Cllr C Furness left the meeting.

RESOLVED:

To note the report.

The meeting ended at 11.15am.

Briefing Note: Changes to the Use of Vehicles and the Adoption of a New Travel and Subsistence Scheme

1. Purpose of the report

To provide the Local Joint Committee (LJC) with background information relating to the changes implemented on 1st April 2018 associated with the use of vehicles.

Key Issues

- At the last meeting of the LJC, held on 8th June 2018, concerns were raised concerning the implementation of changes to the use of vehicles. It was agreed that a briefing paper would be prepared for LJC members.
- A report was approved by the Authority's Resource Management Meeting (RMM) on 6th March 2018, which proposed changes to the use of vehicles. The majority of the changes came into effect on 1st April 2018.
- The changes to the use of vehicles were introduced to ensure full compliance with HMRC requirements following changes in the tax regime introduced in April 2016 and were subject to an extensive consultation exercise.

2. Recommendations

1. That the Local Joint Committee notes the content of the briefing paper.

3. Background Information

In order to achieve our National Park purposes the use of vehicles is essential. We are dependent on employee's using their own vehicles to achieve our overall operational effectiveness where pool cars are unavailable or impractical and the fair reimbursement of official mileage undertaken in an officer's own car is important.

As a result of a review, supported by an independent tax consultant, several changes to the Authority's Travel and Subsistence Scheme were identified.

In summary, the main changes were:

- From 1st April 2018, no Authority vehicles (including pool vehicles) would be allowed to be taken to an officer's home and parked there overnight. This effectively eliminates any mileage which may be considered to be "private" (e.g. commuting to/from work) within either the VAT or income tax definition.
- Managers were allocated responsibility for signing off pool vehicle mileage and ensuring that records are complete and no private mileage is undertaken. There can be no gaps in records of mileage as the HMRC may assume **all** gaps relate to private mileage which puts the Authority at risk of noncompliance penalties.
- The Travel and Subsistence Scheme was amended to allow officers' to use their own vehicle from home to temporary workplaces in circumstances where it is not practical to use a pool car, and to be reimbursed for mileage incurred over and above their usual home to office mileage.

- The Travel and Subsistence Scheme was also amended to make clear the distinctions between temporary and permanent workplaces, and provides examples so that officers are clear about the mileage they are able to claim in their own cars, and when they should use pool cars, and when mileage is business or private, under the new rules.
- In April 2010 the mileage rate paid to officers was reduced from 45p per mile to 40p. At the time, 40p was the HMRC rate in which there was no profit element and had therefore no taxable benefit to the employee. From April 2011, HMRC increased the rate to 45p but the PDNPA rate remained at 40p and had remained at this level. From 1st April 2018 it is agreed to match the PDNPA mileage rates to the HM Revenue and Customs rate.

Consultation arrangements

The proposed changes were widely consulted upon and consultation material was circulated to all employees, representatives of Staff Committee and Unison. In addition, managers held one to one meetings with staff who were at that time assigned a dedicated vehicle.

Numerous questions relating to the proposed changes were asked. Responses to these were provided in the form of a Frequently Asked Questions (FAQ) document which contained answers to the most common questions received. Questions relating to specific employees circumstances were responded to individually. Responses were provided to the questions raised by Staff Committee and Unison representatives as part of the consultation process. In addition, drop-in sessions for employees were held at Aldern House and at the Edale Centre to discuss the proposed changes.

HR implications

In summary, RMM considered the consultation responses received from staff, Staff Committee and Unison which made reference to:-

- potential hardship that some employees may experience as a result of the proposed changes. UNISON and Staff Committee requested the payment of a 'Hardship' payment for those staff no longer able to take a vehicle home. RMM considered the request and decided that this was not a suitable case for such a payment. [Note: Access to an Authority vehicle in order to undertake private (i.e. commuting to work) mileage is not considered a contractual issue or a benefit in kind.]
- staff well-being and Health and Safety concerns.
- operational efficiency and changes in carbon emissions.

In addition, several employees asked what would be the potential personal tax liability of using an Authority vehicle for commuting to work. The initial response (provided in the FAQ's) was that "Due to the scale of the potential charge to the individual member of staff and the complexity of record keeping, calculating and recovering the costs due to the Authority this is not considered a practical option". However, following the issue being raised during the consultation exercise, UNISON and Staff Committee representatives were informed that "If an individual employee would like an indication of the potential tax liability of continuing to use an assigned

vehicle for solely commuting to work purposes please could they contact Philip Naylor (01629 816366 (Ext. 366) or Philip.Naylor@peakdistrict.gov.uk)." An individual who was previously assigned a dedicated vehicle has recently made a request for an indication of the potential costs of using the vehicle for personal commuting. If they wished to pursue the request, once they know the costs, their request would be assessed in light of any operational considerations.

Environmental management considerations

The Authority's total mileage in 2016/17 was 428,363 miles which comprised 323,343 in fleet vehicles (77,462 being in pooled vehicles) and 105,020 grey fleet (i.e. employees' private vehicles). Many vehicles in the Authority's current fleet do generate relatively high CO2 emissions as they are specified for operational use rather than suitable for commuting purposes and the previous mixed use of the same vehicle for both is not cost effective or environmentally optimal.

David Hickman, Director Corporate Strategy and Development, 1st September 2018.

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10. REVIEW OF OCCUPATIONAL SAFETY AND HEALTH POLICY FOR 2019

Purpose of the report

1. The Authority's *Occupational Safety and Health Policy*, a document required by law, is reviewed annually so that changed circumstances are taken into account and improvements made wherever possible. Members are asked to approve the new *Occupational Safety and Health Policy* for 2019.

Recommendation

2. **That the revised Occupational Safety and Health Policy (2019) be approved as Authority policy from 1 January 2019.**

How does this contribute to our policies and legal obligations?

3. It is a legal requirement to have a suitable health and safety policy. The proposed document satisfies that requirement.

Background

4. The Authority's existing health and safety policy, a document required by law, is reviewed annually to ensure it is up-to-date with both the Authority arrangements and with current legislation.

The current document (2018) was introduced two years ago to substantially 'refresh' our commitment to and arrangements for managing OSH. The revised version for 2019 consolidates this approach and includes further changes and additions to reflect new structures.

More specific guidance on roles and responsibilities for specific OSH matters will support developing performance management arrangements.

5. This document has been prepared by the Occupational Safety and Health Adviser (OSHA). The Health and Safety Committee (8/10/2018) have been consulted with and any agreed changes will be incorporated.

Proposals

6. **The new *Occupational Safety and Health Policy* (2019) should be ratified as Authority policy for adoption from 1 January 2019.**

7. Financial

There are no obvious additional costs involved. By adopting similar policies at other National Parks further development and implementation costs may be reduced.

8. **Background papers** (not previously published)
None.

9. **Appendices**

- i. Final DRAFT *Occupational Safety and Health* Policy 2019.

10. **Report Author, Job Title and Publication Date**

Jon Wayte, Safety Officer, 3 October 2018.



“The way we work around here means that all of our people and all of the people working with us will be protected from occupational risks to their safety and health.”

PART I

Our Occupational Safety and Health Policy: Statement of intent

It is our intent to:

- demonstrate an ongoing and determined commitment to improving occupational safety and health throughout our organisation
- comply with the requirements of health and safety legislation as a minimum
- exceed the guidance of the Health and Safety Executive and that of other relevant regulatory bodies, wherever practicable

Principles

1. AWARENESS: All of our people and the people we work with, will have good awareness and understanding of occupational safety and health hazards and risks that may affect them and others

1.1 Occupational Safety and Health Policy statement.

Adequate resources will be provided to ensure all our people and others we work with are aware of this policy and are committed and supported to achieve its' effective implementation.

1.2 Communication and consultation.

There will be active open communication and consultation between all our people and others we work with. Occupational safety and health will be integrated into our communications, wherever appropriate.

1.3 Management roles and responsibilities.

Roles and responsibilities for occupational safety and health will be defined, as necessary, within job descriptions and routinely included in service plans.

Management will ensure that:

- adequate resources are provided for occupational safety and health;
- occupational safety and health is adequately assessed, controlled and monitored; and
- our people are actively involved on matters that affect occupational safety and health.

1.4 Hazard identification.

We will identify our occupational safety and health hazards. We will inform our people and others we work with, as appropriate, of these workplace hazards.

We will require our contractors and working partners to identify occupational safety and health hazards that may impact on our work activities.

2. COMPETENCE: All our people and working partners have the competence to undertake their work with minimum risks to occupational safety and health

2.1 Occupational safety and health training.

All our people will be adequately instructed and trained on the occupational safety and health issues that affect them, and the safe working practices that should be followed.

We will ensure, as far as is practicable, the occupational safety and health competence of our contractors and others we work with.

2.2 Behaviour and culture.

The Senior Leadership Team (SLT) will demonstrate leadership in occupational safety and health, including undertaking tours to ensure that occupational safety and health issues are identified, assessed and managed. Systems will be in place and people will be empowered to raise occupational safety and health concerns with all levels of management.

2.3 Risk assessment and management.

We will assess the risks associated with occupational safety and health hazards in the workplace. All our people will be informed of the occupational safety and health occupational safety and health hazards and risks that affect their work. We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents. We will require our contractors and working partners to identify occupational safety and health risks that may impact on our work activities.

3. COMPLIANCE: Our work activities achieve compliance with legislation, and our people are empowered to take action to minimise occupational safety and health risks

3.1 Incident investigation.

We will report and investigate accidents, incidents and near misses to drive improvement in our occupational safety and health management. Any lessons learned from such events will be used to take corrective action to prevent recurrences.

3.2 Measuring performance.

We will actively and openly, review and report on our occupational safety and health performance against agreed objectives and targets. Action plans will be developed to support the delivery of these objectives and targets.

3.3 Occupational safety and health management system.

We will implement management systems to ensure we:

- comply with health and safety legislation as a minimum; and
- continually improve our occupational safety and health performance, wherever practicable adopting recognised best practice.

3.4 Contractor improvement.

We will engage and collaborate with our contractors, as far as is practicable, to ensure their:

- occupational safety and health capability and competence fulfil our expectations;
- occupational safety and health performance is monitored and reviewed; and
- work activities have minimal occupational safety and health impacts on our activities.

4. EXCELLENCE: PDNPA is recognised for excellence in the way it manages occupational safety and health

4.1 Developing innovative practices.

We will constantly encourage, develop, review and share “occupational safety and health good practice” both internally and externally.

4.2 Influencing people we work with.

We will only work with others who are willing to meet and achieve our occupational safety and health expectations. We will engage and influence working partners to drive improvements in occupational safety and health.

4.3 Work-related health.

We will assess our occupational health risks. All our people will be informed of the occupational health risks that affect their work. We will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing all our people’s fitness for work. Health surveillance will be conducted, as necessary.

PART II

5. Delivering our policy

Our policy will be delivered by:

- generating a culture that does not tolerate threats to occupational safety and health
- ensuring the real involvement of all our people and all of the people we work with
- all Directorates, Services and Teams implementing suitable management systems and processes in the workplace

5.1 Organisation and arrangements for implementing the Authority's Health and Safety Policy

Roles and responsibilities for Authority Members, all tiers of management, those with special responsibilities for occupational safety and health and for all staff are clearly stated in job descriptions.

5.1.1 Authority Members

Authority Members have a duty to ensure that occupational safety and health is effectively managed through the organisation. Having delegated authority to deal with occupational safety and health matters to the Strategic Leadership Team and Heads of Service, Members ensure that there are in place comprehensive corporate occupational safety and health arrangements through the scrutiny of reports at the Local Joint Committee.

5.1.2 Chief Executive Officer and the Strategic Leadership Team

The Chief Executive Officer (CEO) is responsible for providing leadership to SLT. SLT is responsible for setting the strategic direction of occupational safety and health management, ensuring delivery and for monitoring and reviewing occupational safety and health performance. SLT shall receive an annual report on safety performance from the Safety Officer and conduct an annual review of this Policy.

5.1.3 Directors

Directors shall:

- (a) allocate appropriate resources to enable Heads of Services and Team Managers to discharge their occupational safety and health responsibilities;
- (b) commission investigations in the case of work-related accidents which involve a fatality, specified injury, occupational disease or dangerous occurrence, as

defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

5.1.4 Director of Corporate Strategy and Development

With the assistance of the Head of Human Resources, will act as SLT lead on health and safety, including: representation from and to the Health and Safety Committee.

5.1.5 Heads of Service

Heads of Service shall be responsible for putting the Authority's policy arrangements into practical effect to properly manage workplace risks for their service(s). Though this may in practice be devolved to other staff and services, the responsibility will remain with the Head of Service.

5.1.6 Team Managers

Team Managers are responsible for the day-to-day operational occupational safety and health management of their team members and others working with or for them, for risks which they create or have control over. Key safety management tasks include:

- (a) ensuring that all employees are given sufficient information, appropriately supervised and/or trained and are suitably competent, for the tasks they are expected to undertake;
- (b) where necessary, the production, maintenance and use of suitable and sufficient risk assessments;
- (c) ensuring that all safeguards and safety procedures identified by risk assessments and by other relevant documents, such as manufacturers operating instructions, are properly used and followed;
- (d) ensuring that an incident report form is completed and received for any significant incident, including: accidents, near-misses and incidents of violence;
- (e) consider, for all reported incidents received, whether any further action is necessary and for these incidents complete an incident investigation report. Completed reports are sent to a Director/Head of Service for comment;
- (f) ensuring appropriate arrangements are put in place for dealing with emergencies;

- (g) ensuring that work to be carried out by any other people that we work with is organised and managed so that risks to Authority staff and others are reduced to the lowest practicable level.

5.1.7 Employees and Authority Members

There is a general legal requirement for all those at work to work safely, so that neither they nor anyone else is put at risk. This means that:

- (a) employees and Members shall co-operate with managers so that the Authority is not prevented from carrying out its legal obligations;
- (b) all safeguards, safety procedures and other controls identified by risk assessments shall be complied with;
- (c) any accident, near-miss or violent incident shall be reported promptly to the appropriate line manager using an official incident report form.

5.1.8 Role of the Occupational Safety and Health Adviser (OSHA)

The Authority has one professional, part-time (18.5 hs/week) OSHA who is responsible to the Head of Human Resources. The role of the OSHA includes:

- a) The provision of competent advice in respect of Occupational Safety and Health (OSH) to the Authority, its officers and staff.
- b) The introduction, maintenance and continuous development/improvement of suitable corporate systems and processes to ensure key statutory obligations are met in respect of OSH.
- c) The production, presentation and ratification of an annual OSH report providing evidence of the Authority meeting its statutory obligations, making continuous improvements in OSH management, identifying incidents and actions taken in the previous year and planning for further improvements.
- d) Carrying out premise and service OSH inspections and audits identifying any matters requiring attention, giving advice and assisting in the completion of those actions where appropriate.
- e) Assisting line managers in the preparation and review of specific risk assessments, on request.
- f) Supporting the provision of OSH training as necessary/appropriate.
- g) Conducting incident/accident investigations as directed by the Authority and its officers.

5.1.9 Role of Safety Representatives

Safety Representatives play a key role in promoting and supporting good occupational safety and health management. Safety Representatives are all members of the Health and Safety Committee and represent all areas of the Authority and its staff. The role of Health and Safety Representatives includes:

- a) Participating as a member of the Health, Safety Committee and attending meetings of the committee as required;
- b) Promoting good occupational safety and health practice;
- c) Acting as a point of contact for all staff, volunteers and members for all matters concerning occupational safety and health;
- d) Encouraging and monitoring incident and near-miss reporting and initiating further incident investigation, where necessary;
- e) Monitoring and reporting on working practices to line managers in accordance with a forward work programme agreed by the Health and Safety Committee;
- f) Reporting all activity performed and findings to the Health and Safety Committee.

PART III

6. Governance arrangements

6.1 A Health and Safety Committee is constituted under the Safety Representatives and Safety Committees Regulations 1977. It comprises:

- Director of Corporate Strategy and Development
- Head of Human Resources
- UNISON Accredited H&S Representative
- A Staff Committee Representative
- Safety Officer
- Representatives from all Services

The Committee, which has both consultative and performance management roles, shall routinely meet twice a year in Spring and Autumn. At the Spring meeting the Committee will:

- (a) Receive and review the Occupational Safety and Health Annual Report from the previous year. This report shall include performance information;
- (b) Agree and set strategic objectives for the following year. This to include occupational safety and health training and system developments including new documentation such as policies, procedures, codes of practice, briefing notes and other guidance.;
- (c) Consider any further safety matters raised by UNISON and Staff Committee Representatives.

At the Autumn meeting the Committee will:

- (d) Receive, review and agree the Occupational Safety and Health Policy to be implemented the following year;
- (e) Receive an update on progress with meeting strategic objectives (see above);
- (f) Consider any further safety matters raised by UNISON and Staff Committee Representatives.

The constitution of the Committee allows for the co-option of other members of staff and specialists as necessary.

The Committee may convene a meeting at any other time, as necessary, to be arranged by mutual consensus.

6.2 Strategic Leadership Team (SLT) receives reviews and approves the Annual Report and the Health and Safety Policy following the respective Health &

Safety Committee meetings for implementation the following year. SMT also receives reviews and approves specific Codes of Practice and Guidance defining PDNPA policy for dealing with particular safety matters in accordance with agreed strategic objectives. SLT may also receive reports of safety matters escalated to executive level for action and incident investigations sponsored by its' members.

- 6.3 Local Joint Committee (LJC) receives, for notification and endorsement, the Occupational Safety and Health Annual Report and the revised Occupational Safety and Health Policy for implementation the following year. LJC receives such reports on behalf of the Authority.

Note: Appendix A listing specific duties for discrete OSH matters is available separately

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11. STAFF COMMITTEE ACTIVITY REPORT: JUNE 2018 – OCTOBER 2018 (TN)

1. Purpose of the report

To provide Members with an update on the work of Staff Committee since the last meeting of LJC and to forge a meaningful dialogue with members of the LJC through this report. This contact is seen as a valuable means by which to share the views of staff with Members.

2. Key Issues

Staff Committee has a role as a staff voice to management, to provide support and assistance to staff going through disciplinary or grievance processes, to provide independent advice on HR issues and to organise social events for staff.

3. Recommendations

- 1. That the report be noted.**

How does this contribute to our policies and legal obligations?

The work of Staff Committee contributes to the People Matter Action Plan

Background

4. Membership

During 2017 Staff Committee lost a number of members for a variety of reasons, meaning that we started the year with a small number of members. During 2018 we have been successful in attracting a number of new members, with the aim being to have three representatives from each Directorate. At the present time we have almost achieved that aim, and are in the process of recruiting a final member from the Conservation and Planning Directorate. The aim being to enable the workload of Staff Committee to be shared around more people.

Staff Committee would like to welcome the following new members who have joined over the last ten months: -

Mark Anderson (North Lees Estate Ranger), Andy Farmer (Outreach Development Manager), Emily Irving-Witt (Trails Ranger), who is also on the committee as a youth representative and Holly Waterman (Senior Strategy Officer).

We would also like to extend our thanks to those who left Staff Committee in 2017 for their hard work and support.

5. Cycle to work scheme

The Spring 2018 Window was opened on Monday 16th April and closed on Friday 8th June, following a request for an extension. We originally issued five certificates but were later asked in September if two of these could be cancelled. Following discussion with the scheme provider, we were able to arrange this at no cost to the applicants.

The Autumn 2018 Window is currently open, through until the end of October.

The popularity of the scheme and the general uptake in cycling to work by staff has led to a request for additional sheltered cycle parking at Aldern House. Staff Committee

are currently looking into costings and possible locations, in order to prepare a business case for Senior Leadership Team. Consideration of planning implications will also form part of the Business Case.

6. Events Programme

a) Yoga Classes

The Yoga Classes have been poorly attended over the summer months (July, August and September). It has been decided that the classes will not be offered during school holidays, to minimise the cost to the Authority of supporting the classes when there is low attendance.

b) Summer Social Event

The Summer Social Event took place on Wednesday 18th July and comprised a quiz, a bike ride and a buffet. The quiz started at 3pm, with the bike ride and buffet following on. The event was well attended, including by field based staff. Staff Committee received welcome support from the Cycle Hire and Countryside Maintenance Teams in enabling the bike ride to take place. We would like to thank all involved.

c) Christmas Social Event

Following on from the success of the Summer Event, we will be following a similar approach, with a quiz followed by food. The event will take place on 12th December from 3pm onwards, Authority Members are also welcome to attend.

As usual, Staff Committee will be collecting for a charity in the run-up to Christmas and this year we have chosen Accessible Derbyshire. We'd like to thank Members, and particularly Kath Potter, for their ongoing support in this.

7. On-going support

Staff Committee has continued to provide 1-2-1 support for staff in meetings with HR and Management during this time.

Proposals

8. That the report be noted.

Are there any corporate implications members should be concerned about?

9. **Financial:** N/A

10. **Risk Management:** N/A

11. **Sustainability:** N/A

12. **Other relevant implication** N/A

13. **Background papers** (not previously published) - None
Appendices - None

Report Author, Job Title and Publication Date

Staff Committee, 3 October 2018.

12. UNISON ACTIVITY REPORT - UNISON STEWARDS

October 2018

Purpose of the report

To update this committee on the work of Unison within the PDNPA

1. Recommendations

That the report be noted.

2. How does this contribute to our policies and legal obligations?

Unison is the Trade Union that is recognised by the Peak District National Park Authority.

3.

1. Vehicle use and Travel and Subsistence Scheme at the Authority

At the last Local Joint Committee (8th June 2018), Unison raised concern on how proposed changes to the use of vehicles and the Travel and Subsistence scheme had been considered and communicated by Senior Leadership Team. Also, how employees who previously had the ability to use fleet vehicles assigned to them (for commuting purposes) had that ability removed, without compensation or option to continue the use and paying any personal taxation due.

For the committee's information and in the interests of clarity we attach as **Appendix 1** Unison's full and unadulterated response to the consultation dated 21st February 2018 which was sent to the Director of Corporate Strategy, all Unison Members and representatives of Staff Committee. Whilst we would urge that our response is read in entirety (for a full flavour of the issues), please in particular note the very first question Unison ask, which posed a simple yes or no question:-

1. *"One option would be for all concerned to pay the appropriate tax due. Will PDNPA give the option of the individual paying the tax liability for the personal use of the vehicle should the individual employee wish to continue using it for personal use ?"*

Attached as **Appendix 2** is the full response to Unison's questions which we received direct from the Director of Corporate Strategy (note that the document has inexplicably been edited to say 'NOT FOR PUBLICATION'). We are not aware of the rationale for that response from the Director of Corporate Strategy to be caveated as being 'not for publication', though the practical effect of that caveat may have led to employees not getting the same information.

Rather than a yes or no response to the first question Unison posed we had the following response:-

"If an individual employee would like an indication of the potential tax liability of continuing to use an assigned vehicle for solely commuting to work purposes please could they contact Philip Naylor (01629 816366 (Ext. 366) or Philip.Naylor@peakdistrict.gov.uk)."

NB. Finding out what the tax liability may cost is clearly not the same as ‘YES you can continue to use the vehicle but you will have to pay any personal tax liability due’.

Also at this time in the consultation process, (in an attempt to convey the impact on them personally that withdrawing the use of the commuting use of the fleet vehicle would have on them) some of our members met directly with the Senior Leadership Team. The feedback from our members in this regard after meeting directly with members of the Senior Leadership Team was as follows:-

“It was absolutely clear that there was no option for individuals to pay the tax and retain the use of the vehicle.” (Extract from Unison member email).

Finally and attached as ‘**Appendix 3**’ is the business case report considered at RMM for ‘Changes to the use of vehicles & adoption of a new Travel and Subsistence Scheme’, and the agreed minutes of Resource Management 6th March 2018. It can be seen that there is **no** evidence of discussion on the first question Unison posed, indeed, both the minutes and the business case are entirely silent on that matter.

Where are we now ?

Given the time that has elapsed, employees affected by the changes to the scheme have been left without the ability to use previously assigned vehicles for commuting use. Alternate means of travel have had to be found without any compensation for the loss. This has been disruptive and financially disadvantageous to all those affected and stems directly from what Unison considers is an unnecessarily tough and uncompromising approach to the issue. We hope that this matter could be revisited with a more sympathetic approach that may benefit both employees and the Authority. Members are asked to note this report and the attached appendices.

2. Unison and Health and Safety at Work

Unison has a dedicated trained Health and Safety Representative for the National Park Authority. As well as attending internal health and safety meetings, Unison is proactive in undertaking health and safety inspections across the National Park work places. Site inspections have already been undertaken, and there is now a schedule of inspections planned across all Authority workplaces. Health and safety is a serious matter which requires employees, management and workplace representatives to work together. The Authority also has a dedicated health and safety officer who performs a very important role. An open climate where employees are encouraged to report near misses or potential dangers is essential, and it is hoped this will continue to be instilled in the culture of the organisation.

3. Derbyshire County Unison Branch

Following the PDNPA Convenor position being created to give the PDNPA Unison Stewards a greater presence in the management and decision making of the Derbyshire County Branch of Unison, Unison representatives continue to build relationships and ensure the National Park Authority benefits from the full resources

of the Derbyshire Unison branch.

4. Routine Duties

Unison representatives continue to provide support and representation to all of its members whether through routinely responding to consultations, inputting into Authority meetings and committees, and directly representing face to face both formally and informally its valued members.

4. Proposals

That the above be noted by members.

5. Background papers

Appendices –

1. Unison consultation response:- proposed changes to vehicle use and travel and subsistence scheme dated 21/02/2018.
2. PDNPA management response to consultation questions raised by Unison 01/03/2018.
3. Printed Extract of Minutes from 06/03/2018 Resource Management Meeting and Vehicle use and travel and subsistence scheme business case.

Report Author: Unison Stewards, 3 October 2018.

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21 February 2018

Thank you for consulting Unison and our members on the **proposed changes to the use of vehicles and the Travel and Subsistence scheme at Peak District National Park Authority.**

Whilst there are wider changes to the Travel and subsistence scheme which affect all Unison members, the focus of our response and the clear focus of our members concerns are on the proposed revision of use of PDNPA vehicles for commuting and other use of vehicles which would be classed as 'personal use' (in particular where an individual currently has a PDNPA vehicle assigned to them as part of their role).

The proposals contained within this consultation directly and disproportionately affects and disadvantages several people and posts who currently have Authority vehicles assigned to them and who are currently able to use the Authority vehicles for their personal commuting. Many of these people have already been adversely affected through restructure exercises that changed and downgraded posts within the new structure. (In these circumstances where there is a salary change, a limited amount of salary protection is available as part of the Managing Change policy). Here the proposal is not to compensate those individuals who benefit from the use of Authority vehicles for that loss of benefit. The proposal represents a 'double whammy' to their reward package. (The Authority should consider the cumulative effect of this on staff and the effect on staff morale). It is Unison and our members strong view that the use of the Authority vehicle is a benefit in kind, and has a cash value to the individual, and the removal of that benefit should be compensated in the same way a downgrade in salary is treated.

Where an individual is currently assigned an Authority vehicle and they use it for personal use (if only for the commuting element) this is part of the reward package for their role. Both Unison and its members understand there are tax implications where 'personal use' of vehicle takes place. This consultation proposes that the use of the Authority vehicles for commuting is removed. This would financially disadvantage staff involved by either necessitating the purchase/running of an additional vehicle or finding and funding alternate travel arrangements. This would also result in reduced efficiencies of people being able to go direct from home to the relevant and varying areas of the National Park.

We have the following questions:-

- 1. One option would be for all concerned to pay the appropriate tax due. Will PDNPA give the option of the individual paying the tax liability for the personal use of the vehicle should the individual employee wish to continue using it for personal use ?**

2. Where (1) above does not apply, we strongly believe compensation should be made for the withdrawal of the use of the Authority vehicles for personal use (in the same way a downgrade in salary would be covered in the Managing Change Policy). It is in PDNPA's gift to give equivalent compensation for this loss in benefit in kind. Will PDNPA compensate those individuals who currently have Authority vehicles assigned to them ? Will PDNPA consider aligning this with the managing change policy in terms of years protected ?
3. In respect of the proposal to revise the mileage claim allowance from 40p to 45p (to reflect the HMRC stated recompense) Unison welcomes that revision. Given the Authority recognises the importance of the HMRC benchmarked rate, will the Authority commit to this rising in line with HMRC stated recompense into the future ?
4. Will the Authority conduct an impact assessment on the effect of additional travel Co2 emissions and additional time driving brought about the changes proposed in this consultation so the effect on the environment and employees time can be fully considered ?
5. Neither Unison or its members support the reduction in protection from 3 years to 2 years where a persons 'base' is changed and results in additional travel. Unison asks that this remains as 3 years to more reasonably compensate rather than erode these conditions. Other than an existing cost, what is the justification for downgrade ?
6. How many employees will be affected by changes in their assigned base ? When will they be notified ?

We look forward to your consideration and responses to the above.

Thank you.

Unison Reps PDNPA.

NOT FOR PUBLICATION

Consultation response from Unison



21 February 2018

Thank you for consulting Unison and our members on the **proposed changes to the use of vehicles and the Travel and Subsistence scheme at Peak District National Park Authority.**

Whilst there are wider changes to the Travel and subsistence scheme which affect all Unison members, the focus of our response and the clear focus of our members concerns are on the proposed revision of use of PDNPA vehicles for commuting and other use of vehicles which would be classed as 'personal use' (in particular where an individual currently has a PDNPA vehicle assigned to them as part of their role).

The proposals contained within this consultation directly and disproportionately affects and disadvantages several people and posts who currently have Authority vehicles assigned to them and who are currently able to use the Authority vehicles for their personal commuting. Many of these people have already been adversely affected through restructure exercises that changed and downgraded posts within the new structure. (In these circumstances where there is a salary change, a limited amount of salary protection is available as part of the Managing Change policy). Here the proposal is not to compensate those individuals who benefit from the use of Authority vehicles for that loss of benefit. The proposal represents a 'double whammy' to their reward package. (The Authority should consider the cumulative effect of this on staff and the effect on staff morale). It is Unison and our members strong view that the use of the Authority vehicle is a benefit in kind, and has a cash value to the individual, and the removal of that benefit should be compensated in the same way a downgrade in salary is treated.

Where an individual is currently assigned an Authority vehicle and they use it for personal use (if only for the commuting element) this is part of the reward package for their role. Both Unison and its members understand there are tax implications where 'personal use' of vehicle takes place. This consultation proposes that the use of the Authority vehicles for commuting is removed. This would financially disadvantage staff involved by either necessitating the purchase/running of an additional vehicle or finding and funding alternate travel arrangements. This would also result in reduced efficiencies of people being able to go direct from home to the relevant and varying areas of the National Park.

We have the following questions:-

- 1. One option would be for all concerned to pay the appropriate tax due. Will PDNPA give the option of the individual paying the tax liability for the personal use of the vehicle should the individual employee wish to continue using it for personal use ?**

If an individual employee would like an indication of the potential tax liability of continuing to use an assigned vehicle for solely commuting to work purposes please could they contact Philip Naylor (01629 816366 (Ext. 366) or Philip.Naylor@peakdistrict.gov.uk).

- 2. Where (1) above does not apply, we strongly believe compensation should be made for the withdrawal of the use of the Authority vehicles for personal use (in the same way a downgrade in salary would be covered in the Managing Change Policy). It is in PDNPA's gift to give equivalent compensation for this loss in benefit in kind. Will PDNPA compensate those individuals who currently have Authority vehicles assigned to them ? Will PDNPA consider aligning this with the managing change policy in terms of years protected ?**

The Resources Management Meeting (RMM) report, which is due to be considered on 6th March, asks for consideration to be given to the potential hardship that some employees may experience as a result of the proposed changes (i.e. the loss of access to an Authority vehicle and “free” fuel to undertake private commuting to work mileage). The outcome of these considerations will be shared after the meeting.

It should be noted that access to an Authority vehicle in order to undertake private (i.e. commuting to work) mileage is not considered a contractual issue or a benefit in kind.

- 3. In respect of the proposal to revise the mileage claim allowance from 40p to 45p (to reflect the HMRC stated recompense) Unison welcomes that revision. Given the Authority recognises the importance of the HMRC benchmarked rate, will the Authority commit to this rising in line with HMRC stated recompense into the future ?**

From 1st April 2018, it is proposed to match the PDNPA mileage rate to the HMRC mileage rate. Linking to the HMRC mileage rate in this way could result in both increases and decreases in future mileage rates paid.

- 4. Will the Authority conduct an impact assessment on the effect of additional travel Co2 emissions and additional time driving brought about the changes proposed in this consultation so the effect on the environment and employees time can be fully considered ?**

The carbon impact of the proposals is not available as the alternative transport arrangements to be used by employees currently commuting to work in Authority vehicles are not known.

It should be noted that many existing vehicles in the Authority's fleet do generate relatively high CO2 emissions.

- 5. Neither Unison or its members support the reduction in protection from 3 years to 2 years where a persons 'base' is changed and results in additional travel. Unison asks that this remains as 3 years to more reasonably compensate rather than erode these conditions. Other than an existing cost, what is the justification for downgrade ?**

This change aligns our excess travel allowances with the 2 year period for salary protection which takes effect from 1 April 2018.

- 6. How many employees will be affected by changes in their assigned base ? When will they be notified ?**

We don't know exactly how many staff this will effect although we expect numbers to be limited. We will be asking line managers to confirm whether or not their employees should have more than one base ie. they spend 40% of their working time at another location. Where it is established that an individual should have more than one base, we will consult with those individuals on contractual arrangements.

We look forward to your consideration and responses to the above.

Thank you.

Unison Reps PDNPA.



PEAK DISTRICT NATIONAL PARK AUTHORITY

**ACTION NOTES OF THE RESOURCE MANAGEMENT MEETING
MEETING HELD AT 9.30 AM ON TUESDAY 6 MARCH 2018**

| | | | |
|-------------------|--|----------------------|--|
| Present: | Natalie Clemmitt, David Hickman, Sarah Fowler, Simon Malcolm, John Scott, Belinda Wybrow (Secretary) and Philip Naylor | Distribution: | |
| Apologies: | Theresa Reid | | |
| Venue: | Chief Executive's Office | | |

| | | Action |
|----------|---|----------------------|
| 8 | Changes to Use of Vehicles | |
| | <p>The changes to the policy relating to vehicle use is driven by the regulations of HMRC and has implications for those members of staff who regularly take fleet vehicles home.</p> <p>Options are to do nothing or to bring the Authority's policy in line with the HMRC rules from April 2018. Due to changes in the way the Authority is registered for VAT there is an option to negotiate with HMRC from April 2019 should the impact of the changes necessitate this. There would be a cost involved in the negotiations but the analysis of operational impacts in the 2018/19 tax year would allow the Authority to balance the options for 2019/20 onwards.</p> <p>Consultation has taken place with staff, UNISON and Staff Committee including drop in sessions and issues have been identified including the possible impact on carbon emissions but this will be difficult to measure without knowing what vehicles will be used for home to work journeys.</p> <p>UNISON and Staff Committee have requested the payment of a 'Hardship' payment for those staff no longer able to take a vehicle home but RMM's decision is that this is not a suitable case for such a payment.</p> <p>RMM felt the issues identified during the review have highlighted the need to regularly review policies and how they are implemented.</p> <p>RMM thanked Juliet Farmer for the work she has put into reviewing the policy.</p> <p>RMM agreed that the appendices to the Policy need to be simplified and work will be carried out over the coming year to look at how this can be achieved and if possible move to more electronic process. Progress on this will be reported as part of the Mid Year Review and will include more onus on Managers to ensure the process is properly adhered to.</p> | David Hickman |

RMM discussed the need to ensure staff are aware of the changes to the policy, a presentation may be included in the next round of staff briefings.

Actions:

1. The minutes of the meeting be circulated to UNISON and Staff Committee as soon as they are agreed.
2. All staff email to be sent outlining the changes to the policy.
3. Briefing to staff to be arranged including 'myth buster' item.
4. An email sent to Members to inform them of the decision of RMM and the changes to the policy.

RMM Agreed:

The policy as written (appendix 1 of the report) is signed off with the provision of a review in the coming year including simplifying the appendix to the policy.

**David
Hickman**

RMM Minute No. 6/18

BUSINESS CASE : Changes to the use of vehicles & adoption of a new Travel and Subsistence Scheme Agenda Item 3(a)

Project Sponsor : David Hickman
Project Manager : Juliet Farmer

Date of RMM : 6th March 2018

What is the business case seeking? Purpose/Description:

To seek acceptance of the proposed changes to the use of vehicles as described in the revised Travel and Subsistence Scheme. The proposed changes are necessary in order to comply with HMRC regulations. It is also proposed to match the PDNPA mileage rates with those of HM Revenue and Customs from 1st April 2018 and thereafter.

Business need & strategic fit:

As a result of investigations into the taxation requirements relating to the use of the Authority's fleet vehicles it was advised by an independent tax consultant that the existing Travel and Subsistence Scheme did not fully comply with current HMRC regulations, especially regarding tax compliance on journeys which were classed as private mileage (e.g. commuting to work). The Authority's Travel and Subsistence Scheme has been amended to address these issues and a draft of the proposed new scheme is shown at Appendix 1. A summary of the proposed changes is provided in Appendix 2.

In summary the main proposed changes are:

- To comply with the taxation requirements, from 1st April 2018, no Authority vehicles (including pool vehicles for the avoidance of doubt) will be allowed to be taken to an officer's home and parked there overnight. This effectively eliminates any mileage which may be considered to be "private" within either the VAT or income tax definition.
- Managers will be allocated responsibility for signing off pool vehicle mileage and ensuring that records are complete and no private mileage is undertaken. There can be no gaps in records of mileage as the HMRC may assume all gaps relate to private mileage which puts the Authority at risk of significant non-compliance penalties.
- The Travel and Subsistence Scheme has been amended to allow officer's to use their own vehicle from home to temporary workplaces in circumstances where it is not practical to use a pool car, and to be reimbursed for mileage incurred over and above their usual home to office mileage.
- The Travel and Subsistence Scheme has also be amended to make clear the distinctions between temporary and permanent workplaces, and provides examples so that officers are clear about the mileage they are able to claim in their own cars, and when they should use pool cars, and when mileage is business or private, under the new rules.
- In April 2010 the mileage rate paid to officers was reduced from 45p per mile to 40p. At the time 40p was the current HMRC rate in which there was no profit element and had therefore no taxable benefit to the employee. From April 2011 HMRC increased the rate to 45p but the PDNPA rate remained at 40p and has remained at this level. It is proposed to match the PDNPA mileage rates to the HM Revenue and Customs rate from 1st April 2018 and thereafter.

In order to achieve our National Park purposes the use of vehicles is essential. We are dependent on officer's using their own vehicles to achieve our overall operational effectiveness where pool cars are Page 7

unavailable or impractical and the fair reimbursement of official mileage undertaken in an officer's own car is important to us.

Currently the PDNPA does not have its own VAT registration. This situation is expected to change during 2018/19 and with effect from 1st April 2019 the PDNPA will be separately registered for VAT. At this point, the PDNPA would be in a position to negotiate directly with HMRC if required.

Performance data/trends:

The Authority's mileage in 2016/17 was 428,363 miles which comprised of 323,343 in fleet vehicles (77,462 being in pooled vehicles) and 105,020 grey fleet.

The proposed change in the Scheme in terms of no longer allowing any authority vehicle to be taken home may result in a reduction of miles in Authority vehicles but this could be counteracted by an increase in grey fleet mileage.

Statement of options and appraisal:

Option 1. Do Nothing. The do nothing option places an unacceptable risk on the Authority.

Option 2. Adopt the revised Travel & Subsistence Scheme with effect from 1st April 2018. The Authority has to comply with HMRC regulations or face the risk of being penalised for non-compliance. If there remain any outstanding operational issues, following the implementation of the new Scheme, the Authority could seek to negotiate with the HMRC once it has its own VAT registration in place from 1st April 2019.

Preferred option/recommendation:

To approve Option 2 and adopt the revised Travel and Subsistence Scheme with effect from 1st April 2018.

To consider the HR implications as highlighted below.

Cost analysis and funding for each option including external funding and income assessment:

Based on the 2016/17 mileages the financial impact of an extra 5p per mile would be approx £1,266.01 for members and £5,251 for officers making a total of £6,517.01. Bearing in mind that £2,446.45 of the officers figure relates to the MFF Team most of which is funded externally the actual impact on PDNPA budgets would be closer to £4,070.56. The additional funding required will be identified as part of the mid-year review and allocation of the 2018/19 inflation contingency.

Asset and ICT implications:

The number of Authority owned vehicles is expected to remain the same as the current level.

Environmental management implications:

The proportion of miles travelled in the Authority fleet compared to grey fleet may change depending on

operational requirements. The carbon impact of the proposals is not available as the alternative transport arrangements to be used by employees currently commuting to work in Authority vehicles are not known.

It should be noted that many existing vehicles in the Authority's fleet do generate relatively high CO2 emissions.

HR implications and Equalities Impact Needs Assessment:

The consultation responses received from staff, Staff Committee and Unison (Please see Appendices 3 and 4) make reference to :-

- potential hardship that some employees may experience as a result of the proposed changes (i.e. the loss of access to an Authority vehicle and "free" fuel to undertake private commuting to work mileage).
- staff well-being and Health and Safety concerns
- operational efficiency and changes in carbon emissions.

RMM is asked to consider these issues.

Timescale:

It is proposed that the revised Travel and Subsistence Scheme will come into effect from 1st April 2018.

Organisation & project management:

Project Sponsor : David Hickman
Project Manager : Juliet Farmer
Project Team Members: Philip Naylor, Emma Stone, Sarah Wilks, Theresa Reid, Andy Farmer,
Natalie Webster

All staff, representatives of Staff Committee and Unison, the Chief Executive and Directors have been kept informed throughout the project.

Risk analysis:

The risk of not complying with the HMRC's requirements is significant and needs to be addressed through the adoption of a revised Travel and Subsistence Scheme.

Consultations:

The proposed changes have been consulted upon widely and have involved circulating consultation material to all employees. In addition, managers have held one to one meetings with staff who currently are assigned a dedicated vehicle.

Numerous questions relating to the proposed changes have been asked. Responses to these have been provided in the form of a Frequently Asked Questions (FAQ) document which contained answers to the most common questions received. Questions relating to specific employees circumstances have been responded to individually.

In addition, drop-in sessions have been held at Aldern House and at the Edale Centre to discuss the proposed

changes.

The consultation responses from Staff Committee and Unison are shown in Appendices 3 and 4 respectively.

Appendices:

Appendix 1 Draft Travel and Subsistence Scheme (Operative from 1st April 2018)

Appendix 2 Summary of proposed changes to the Travel and Subsistence Scheme from 1st April 2018

Appendix 3 Consultation response from Staff Committee

Appendix 4 Consultation response from Unison



21 February 2018

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Whilst there are wider changes to the Travel and subsistence scheme which affect all Unison members, the focus of our response and the clear focus of our members concerns are on the proposed revision of use of PDNPA vehicles for commuting and other use of vehicles which would be classed as 'personal use' (in particular where an individual currently has a PDNPA vehicle assigned to them as part of their role).

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4. Will the Authority conduct an impact assessment on the effect of additional travel Co2 emissions and additional time driving brought about the changes proposed in this consultation so the effect on the environment and employees time can be fully considered ?

5. Neither Unison or its members support the reduction in protection from 3 years to 2 years where a persons 'base' is changed and results in additional travel. Unison asks that this remains as 3 years to more reasonably compensate rather than erode these conditions. Other than an existing cost, what is the justification for downgrade ?

6. How many employees will be affected by changes in their assigned base ? When will they be notified ?

We look forward to your consideration and responses to the above.

Thank you.

Unison Reps PDNPA.