



17 September 2024

RUGBY BOROUGH COUNCIL

A meeting of Rugby Borough Council will be held in the Council Chamber at the Town Hall, Rugby at 7.00pm on Wednesday 25 September 2024.

Members of the public may also view the meeting via the livestream available on the Council's website.

Mannie Ketley
Chief Executive

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Apologies for absence.
2. Minutes.
To approve the minutes of the meeting held on 10 July 2024.
3. Declaration of Interests.
To receive declarations of -
 - (a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;
 - (b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and
 - (c) notice under Section 106 Local Government Finance Act 1992 - non-payment of Community Charge or Council Tax.
4. To receive the Mayor's Announcements.

5. Questions pursuant to Standing Order 10.
6. To receive the reports of Cabinet and Committees which have met since the last meeting of the Council and to pass such resolutions and to make such orders thereon as may be necessary:

(a) Cabinet – 16 September 2024

(1) UK Share Prosperity Fund (UKSPF) Year 3 Spend – Growth and Investment, Digital and Communications Portfolio.

(2) Town Centre Regeneration Progress Update - Growth and Investment, Digital and Communications Portfolio.

(3) Confirmation of Article 4 Direction – Houses in Multiple Occupation - Growth and Investment, Digital and Communications Portfolio.

(4) Development Management Service Review Update - Growth and Investment, Digital and Communications Portfolio.

(5) Finance and Performance Monitoring – Quarter 1 2024/25 – Finance, Performance, Legal and Governance Portfolio.

7. To receive and consider the reports of officers.
 - (a) Urgent Decision under Delegated Powers – Temporary Transport Manager Post - report of the Chief Executive.
8. Notices of Motion pursuant to Standing Order 11.
 - (a) “Council notes the recent announcement by the Labour Government to end universal winter fuel payments and restrict eligibility to only those in receipt of Pension Credits and other benefits.

Although some suggest that Universal Winter Fuel Payments are not necessary, Council is deeply concerned that many pensioners on lower and middle incomes will now not receive the payments. Across England and Wales the number of people eligible for winter fuel payments will fall by 10 million (from 11.4 million to only 1.5 million).

In Rugby, the number of pensioners affected by the change in eligibility criteria is 17,859. That means 91.8% of pensioners currently eligible for winter fuel payments will no longer be able to claim the payment from this winter onwards.

Council believes that the Labour Government has set the threshold at which pensioners do not qualify for Winter Fuel Payments far too low. Only those receiving a pension of less than £218.15 a week (or £332.95 a week for couples) are eligible for pension credits. This is significantly lower than the living wage rate. Many pensioners with small private pensions taking them just above the threshold for pension credits will also suffer.

Council is also concerned by the low take up of pension credit with only 63% of those eligible nationwide receiving them – and over 880,000 pensioners not doing so. Council recognises the role we have to play to increase awareness of

benefits such as Pension Credit to ensure people are aware of the support they are entitled to.

Council further notes that the Energy Price Cap is due to rise by 10% in October, which combined by the removal of Winter Fuel Payments will push thousands of local pensioners into fuel poverty.

Council resolves to:

- (1) request that the Chief Executive write to the Chancellor of the Exchequer asking her to make greater support available through local authorities to assist residents at risk of hardship this winter and for the policy on linking Winter Fuel Payments to Pension Credit receipt to be immediately paused and introduce a new threshold to determine eligibility for Winter Fuel Payments. Council further requests the Chief Executive writes to Rugby's MP asking them to give their formal support to halting the changes to the Winter Fuel Payment eligibility this year;
- (2) request all Group Leaders within Rugby Borough Council to sign a joint letter to the Chancellor of the Exchequer calling for the new Winter Fuel Payment policy to be suspended and reviewed.
- (3) urgently commence a significant awareness campaign to maximise uptake of pension credits. This will include use of Council noticeboards, social media, promotion in local press and also targeted letters to those who may be eligible for Pension Credit, and to support them with applications where necessary; and
- (4) continue the previous administration's partnership work with other public and voluntary sector organisations to support our most vulnerable residents."

Proposer: Councillor New
Seconder: Councillor Willis

PART 2 – EXEMPT INFORMATION

There is no business involving exempt information to be considered.

QUESTIONS AT COUNCIL

A Councillor may ask a question at the meeting by giving notice in writing of the question to the Chief Executive no later than midday on Thursday 19 September 2024. The rules relating to Questions are set out in Part 3a of the Council's Constitution.

REPORT OF CABINET

16 September 2024

PRESENT:

Councillors Moran (Chair), Brown, C Edwards, Livesey, Mistry, O'Rourke and Robinson

Councillors McKenzie, Poole and Simpson-Vince (substituting for Councillor Picker) were also in attendance.

1. UK SHARE PROSPERITY FUND (UKSPF) YEAR 3 SPEND

Cabinet considered a report concerning the proposed remaining allocation of UKSPF funding for year 3 to March 2025. The report is available here:

[Cabinet 16 September 2024 UK Shared Prosperity Fund \(UKSPF\) Year 3 Spend](#)

Recommendation of Cabinet

Cabinet decided to recommended to Council that –

- (1) delegated authority be given to the Chief Officer for Finance and Performance in consultation with the Chief Officer for Growth and Investment to make any other minor changes to spend to ensure all money is spent by the end of the financial year 2024/2025;
- (2) a supplementary capital budget of £0.750m for the Rugby College Electric Vehicle Centre be approved and added to the general fund capital programme for 2024/25, to be fully funded from UKSPF grant; and
- (3) delegated authority for the Chief Officer for Growth and Investment to enter into any necessary legal or funding agreements in relation to the Rugby College Electric Vehicle Centre.

Recommended that – the recommendation of Cabinet be approved.

2. TOWN CENTRE REGENERATION PROGRESS UPDATE

Cabinet considered a report concerning progress on town centre regeneration. The report is available here:

[Cabinet 16 September 2024 Town Centre Regeneration Progress update report](#)

Recommendation of Cabinet

Cabinet decided to recommend to Council that the Town Centre Regeneration progress report be noted.

Recommended that – the recommendation of Cabinet be approved.

3. CONFIRMATION OF ARTICLE 4 DIRECTION – HOUSES IN MULTIPLE OCCUPATION

Cabinet considered a report concerning the confirmation of Article 4 Direction, made on 21 February 2024, to come into effect on 23 February 2025. The report is available here:

[Cabinet 16 September 2024 Article 4 Direction - Houses in Multiple Occupation report](#)

Recommendation of Cabinet

Cabinet decided to recommend to Council that –

- (1) the Article 4 Direction be confirmed to come into effect on 23 February 2025; and
- (2) the notice of confirmation of the Article 4 Direction be given in accordance with the legal requirements and a copy of the direction as confirmed be sent to the Secretary of State.

Recommended that – the recommendation of Cabinet be approved.

4. DEVELOPMENT MANAGEMENT SERVICE REVIEW UPDATE

Cabinet considered a report concerning an update on the finding of a review of the Development Management service at the Council. The report is available here:

[Cabinet 16 September 2024 Development Management Service Review update report](#)

Recommendation of Cabinet

Cabinet decided to recommend to Council that the report be noted.

Recommended that – the recommendation of Cabinet be approved.

5. FINANCE AND PERFORMANCE MONITORING QUARTER 1 2024/25

Cabinet considered a report concerning the Council's current financial and performance position as at the end of quarter 2 of the 2024/25 financial year. The report is available here:

[Cabinet 16 September 2024 Finance and Performance Monitoring Quarter 1 2024/25 report](#)

Recommendation of Cabinet

Cabinet decided to recommend to Council that the 2024/25 budget virements as detailed in section 4 to be approved.

Recommended that – the recommendation of Cabinet be approved.

**COUNCILLOR M MORAN
CHAIR**

AGENDA MANAGEMENT SHEET

Report Title:	Urgent Decision - Temporary Transport Manager Post
Name of Committee:	Council
Date of Meeting:	25 September 2024
Report Director:	Chief Executive
Portfolio:	Operations and Traded Services
Ward Relevance:	All
Prior Consultation:	All Group Leaders, Portfolio Holder - Operations and Traded Services, Liberal Democrat Spokesperson - Operations and Traded Services, the Chair of Scrutiny Committee.
Contact Officer:	Claire Preston - Chief Officer for Operations and Traded Services
Public or Private:	Public
Report Subject to Call-In:	No
Report En-Bloc:	No
Forward Plan:	No
Corporate Priorities:	This report relates to the following priority(ies): <input type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C) <input type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E) <input type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC) <input checked="" type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O) Corporate Strategy 2021-2024 <input type="checkbox"/> This report does not specifically relate to any Council priorities but
(C) Climate (E) Economy (HC) Health and Communities (O) Organisation	
Summary:	An urgent decision was taken to add the Temporary Transport Manager post to the establishment in Operations and Traded Services.

Financial Implications:	The financial implications are detailed in Appendix 1 to the report.
Risk Management/Health and Safety Implications:	The risk management/health and safety implications are detailed at Appendix 1 to the report.
Environmental Implications:	A Climate Change and Environmental Impact Assessment has been included at Appendix 1 to the report.
Legal Implications:	The legal implications are detailed in Appendix 1 to the report.
Equality and Diversity:	An Equality Impact Assessment has been included at Appendix 1 to the report.
Options:	N/A
Recommendation:	The report be noted.
Reasons for Recommendation:	To comply with the Council's Constitution.

Council - 25 September 2024

Urgent Decision - Temporary Transport Manager Post

Public Report of the Chief Executive

Recommendation

The report be noted.

1. EXECUTIVE SUMMARY

- 1.1. In accordance with the Council's urgent decision procedure under delegated powers, an item was determined.
- 1.2. The Council currently manages a fleet of 30 vehicles, integral to various services including waste collection, property repairs and grounds maintenance. This fleet management falls under the Waste Services team, which also oversees waste management, depot operations, and transportation.
- 1.3. The absence of a dedicated Transport Manager poses significant risks, including compliance issues, operational inefficiencies, safety concerns, and reputational damage.
- 1.4. Recent health and safety inspections have revealed critical compliance issues with the fleet, underscoring the urgent need for a dedicated role to manage these risks effectively.

2. ITEM DETERMINED UNDER EMERGENCY POWERS

- 2.1. In order to comply with the legal requirements of the Operator's License and to manage the complexity and scale of the fleet operations, a temporary Transport Manager post is to be added to the Operations and Traded Services establishment.
- 2.2. A copy of the report is attached at Appendix 1.

3. CONSULTATION

- 3.1. Consultation was taken with the Leader of the Council, the Portfolio Holder for Operations and Traded Services, the Liberal Democrat Spokesperson for Operations and Traded Services, the Main Opposition Group Leader, the

Opposition Group Leader and the Chair of Scrutiny Committee who agreed with the decision to add the post to the establishment.

4. DECISION

4.1. Following the consultation, the Chief Executive approved the following recommendation:

A temporary post of Transport Manager be added to the establishment for Operations and Traded Services; and a one-off supplementary revenue budget of £32,520 be approved for 2024/25 to be funded from the budget stability reserve.

Name of Meeting: Council

Date of Meeting: 25 September 2024

Subject Matter: Urgent Decision - Temporary Transport Manager Post

Originating Department: Operations and Traded Services

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Agenda No

AGENDA MANAGEMENT SHEET

Report Title:	URGENT DECISION – Temporary Transport Manager
Name of Committee:	Council
Date of Meeting:	25 September 2024
Report Director:	Chief Officer - Operations and Traded Services
Portfolio:	Operations and Traded Services
Ward Relevance:	All
Prior Consultation:	Leader of Council, Portfolio Holder for Operations and Traded Services, Leader of the Liberal Democrats, Liberal Democrat Spokesperson for Operations and Traded Services, Main Opposition Group Leader, Chair of Scrutiny Committee.
Contact Officer:	Claire Preston - Chief Officer for Operations and Traded Services
Public or Private:	Private
Report Subject to Call-In:	Yes
Report En-Bloc:	No
Forward Plan:	No
Corporate Priorities:	This report relates to the following priority(ies):
(C) Climate	<input type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)
(E) Economy	<input type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)
(HC) Health and Communities	<input type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC)
(O) Organisation	<input checked="" type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O)
	Corporate Strategy 2021-2024
	<input type="checkbox"/> This report does not specifically relate to any Council priorities but
Summary:	This report seeks approval to add a temporary Transport Manager to the establishment in Operations and Traded Services, pending approval

of the reorganisation report on 16th October. This position is critical to ensuring compliance and mitigating risks associated with transport operations managed by the council.

Financial Implications:

The appointment of a Temporary Transport Manager will incur one off costs of £32,520 in 2024/25

Risk Management Implications:

The absence of a dedicated Transport Manager presents significant risks to the council, including Compliance, Operational, Safety and Reputational Risk.

Environmental Implications:

The dedicated transport manager role can have a positive impact on the environment including reduction of carbon emissions, pollution control, fuel efficiency and resource management

Legal Implications:

According to UK law, any organisation operating goods vehicles above a certain weight must hold an Operator's Licence. As part of this requirement, a qualified Transport Manager must be appointed to oversee the operations.

Equality and Diversity:

No direct implications arising from this report.

Options:

1. Approve the creation of a temporary Transport Manager
2. Do not approve the creation of a temporary Transport Manager

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT:

1. A temporary post of Transport Manager be added to the establishment; and
2. A one-off supplementary revenue budget of £32,520 be approved for 2024/25 to be funded from the budget stability reserve.

Reasons for Recommendation:

The appointment of a Transport Manager is a strategic necessity for the council. By taking proactive measures to address compliance and operational challenges, we can ensure the continued effectiveness and safety of our transport services.

Agenda No

Council - 25 September 2024

URGENT DECISION – TEMPORARY TRANSPORT MANAGER

Private Report of the Chief Officer - Operations and Traded Services

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT:

1. A temporary post of Transport Manager be added to the establishment; and
2. A one-off supplementary revenue budget of £32,520 be approved for 2024/25 to be funded from the budget stability reserve.

Executive Summary

The Council currently manages a fleet of 30 vehicles, integral to various services including waste collection, property repairs, and grounds maintenance. This fleet management falls under the Waste Services team, which also oversees waste management, depot operations, and transportation. Although there is no dedicated full-time Transport Manager, the responsibilities are being handled by transport officers who possess the Operator License.

The absence of a dedicated Transport Manager poses significant risks, including compliance issues, operational inefficiencies, safety concerns, and reputational damage. Recent health and safety inspections have revealed critical compliance issues with the fleet, underscoring the urgent need for a dedicated role to manage these risks effectively.

To address these concerns, it is recommended that the Council establish a temporary Transport Manager position until March 31, 2025. This role will ensure compliance with Operator License requirements, oversee fleet management, and handle the replacement program and on-site workshop operations.

If the position of Temporary Transport Manager is filled by September 2024 it will incur a one-off estimated cost in 2024/25 of £32,520.

The immediate recruitment of a temporary Transport Manager is critical to address ongoing health and safety issues and ensure the effective management of the Council's transport resources. Therefore, it is recommended that the Council approve the creation of this temporary position to safeguard public health and safety and enhance operational effectiveness.

1. Introduction

- 1.1 The council is responsible for managing the council owned fleet of vehicles that support a wide range of services, including waste collection, property repairs, and grounds maintenance services. This function is currently managed by the Waste Services team.
- 1.2 The Waste and Transport Managers responsibility is to oversee the entire service, encompassing waste management, depot operations, and transportation. As a result, there is currently no dedicated, full-time Transport Manager, to manage the scale and complexity of the fleet operations.
- 1.3 With 30 vehicles registered under the Council's operator license (O License), it is crucial to have a dedicated Transport Manager to have adequate oversight and management of the fleet. This role is essential for managing the risks associated with fleet operations, ensuring vehicle safety, and optimising performance.
- 1.4 Waste Services is currently undergoing a mini reorganisation, which has highlighted the need for a full time Transport Manager. This proposal is scheduled to be presented to the Council for approval on 16th October. If approved, it is anticipated that the recruitment process and the filling of the position will be completed around March 2025.
- 1.5 Although managing transportation is among the responsibilities of the Waste and Transport Manager, the individual listed on the O License holds a different position within the department, making them the de facto responsible party. Considering this, it was determined that the temporary Waste and Transport Manager would not need to hold the license.
- 1.6 During a routine health and safety inspection, and a subsequent inspection, serious concerns were raised regarding the legal compliance of a waste collection vehicle, the driver's capability, and the actions taken by the O License holder. These issues were addressed immediately, and as detailed within this report to safeguard the council and ensure the Council is effectively able to discharge its responsibilities it is proposed that a temporary dedicated Transport Manager is appointed.

2. Transport Manager

- 2.1 The Transport Manager will be responsible for all the council's fleet, ensuring that the Operator License requirements are managed and that all staff are aware of their responsibilities. They will also be responsible for the fleet replacement program and the onsite workshop and staff.
- 2.2 A Job Description and Person Specification have been created, reviewed and revised through Human Resources.

3. Financial Implications

- 3.1 The appointment of a Transport Manager will incur salary costs. . The investment in a Transport Manager is essential to safeguarding the council's

interests and ensuring the continued provision of high-quality services to the community.

- 3.2 The Transport Manager role has been evaluated as a Grade G salary costs for 24/25 is expected to be £32,520 with oncosts, assuming the post is filled by 1st September 2024 and ends on 31st March 2025.

4. Risk Management

- 4.1 The absence of a dedicated Transport Manager presents significant risks to the council, including:
- **Compliance Risk:** Without a dedicated Transport Manager, the council is at risk of regulatory non-compliance, which can lead to fines and sanctions.
 - **Operational Risk:** Inefficient management of the fleet could result in increased costs, vehicle downtime, and disruptions to essential services.
 - **Safety Risk:** Inadequate oversight of driver training, vehicle maintenance, and safety protocols could lead to accidents, injuries, and damage to council property.
 - **Reputational Risk:** Non-compliance and safety incidents could harm the council's reputation, undermining public confidence in the councils ability to deliver services effectively.
- 4.2 Although the details outlined in section 4.1 have been identified, the urgent need to establish the dedicated position prior to the approval of the permanent role has arisen due to the critical health and safety concerns that have been highlighted.

5. Conclusion

- 5.1 In conclusion, the need for a full time Transport Manager has become increasingly clear given the current situation. The recent health and safety concerns underscore the urgent necessity for a dedicated person to oversee and address these issues comprehensively. The presence of a Transport Manager will ensure that all transport operations adhere to the highest safety standards, thereby mitigating risks and enhancing overall safety for both the public and staff.
- 5.2 Furthermore, this role will provide focused oversight, enabling proactive management of transport related challenges and facilitating smoother operations. The implementation of this dedicated position will not only address immediate concerns but also support long term strategic planning and improvements in our transport service.
- 5.3 In light of these factors, it is urgent that the council moves forward with the establishment of the Transport Manager role to safeguard the community's

health and safety and ensure the effective management of transport resources.

- 5.4 It is therefore recommended that the proposed temporary Transport Manager position be approved, with the role continuing until 31st March 2025.

Rugby Borough Council

Climate Change and Environmental Impact Assessment

CONTEXT

In 2019 the UK Parliament set a commitment in law to reach net zero carbon emissions by 2050. Achieving this target will require considerable effort with public bodies, private sector organisations, the third sector and individuals working together to take action. Rugby Borough Council declared a climate emergency in 2019, in doing so committed to:

- To move the Council's operations towards Carbon Neutrality by 2030.
- To establish action to tackle climate change as a key driver of all decision-making.
- To provide community leadership in reducing the impact of Climate Change.
- To take action to mitigate the impact of climate change on a Borough wide basis and beyond, through adaptation.

The Council's Corporate Strategy (2021-2024) [link](#) sets ambitious outcomes in relation to Climate Change. These ambitions must now be progressed through the decisions which the Council makes.

It is therefore important that Rugby Borough Council gives due regard to climate change when making decisions. In the context of the Council's business, Climate Change includes carbon emissions, biodiversity, habitat loss and environmental destruction. When putting forward recommendations for decision, officers must assess how these recommendations are likely to influence our climate change commitments by completing the following Climate Change and Environmental Impact Assessment.

A copy of this Climate Change and Environmental Impact Assessment, including relevant data and information should be forwarded to the Deputy Chief Executive.

If you require help, advice and support to complete the form, please contact Dan Green, Deputy Chief Executive.

SECTION 1: OVERVIEW

Portfolio and Service Area	Operations and Traded Services, Waste Services
Policy/Service/Change being assessed	New post – Temporary Transport Manager
Is this a new or existing Policy/Service/Change?	New post
If existing policy/service please state date of last assessment	
Ward Specific Impacts	All
Summary of assessment Briefly summarise the policy/service/change and potential impacts	The appointment of a Transport Manager not only addresses legal and operational risks but also provides an opportunity for the council to enhance its environmental performance. By implementing effective management practices, the council can reduce its environmental footprint, improve public health, and contribute to broader sustainability objectives. This proactive approach aligns with the council's commitment to environmental responsibility and ensures the long-term viability of its transport services.
Completed By	Claire Preston
Authorised By	Claire Preston
Date of Assessment	14 th August 2024

SECTION 2: IMPACT ASSESSMENT

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Energy usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Fleet usage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Implementing fuel-efficient practices and transitioning to low-emission vehicles can reduce the council's carbon footprint.			
Sustainable Transport/Travel (customers and staff)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fuel efficiency - Developing strategies to optimise routes, monitor fuel consumption, and train drivers on eco-friendly driving practices can enhance fuel efficiency.			
Sustainable procurement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Managing the lifecycle of vehicles, from procurement to disposal, can ensure that environmental impacts are minimised at each stage.			
Community leadership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leading by example and promoting sustainable transport initiatives can enhance public awareness and support for the council's environmental efforts.			

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Biodiversity and habitats	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Adaptation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Regular monitoring and reporting on environmental performance can help identify areas for improvement and ensure continuous progress toward sustainability goals.			
Impact on other providers/partners	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sharing expertise and knowledge with partners			

SECTION 3: REVIEW

Where a negative impact is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review date	March 25
Key points to be considered through review	Has the manager made the expected changes to the transport function.
Person responsible for review	Claire Preston
Authorised by	Claire Preston

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Aftab Razzaq
Chief Officer for Legal and Governance
aftab.razzaq@rugby.gov.uk
01788 533521

Equality Impact Assessment

Service Area	Waste Services
Policy/Service being assessed	Transport Manager role
Is this a new or existing policy/service? If existing policy/service, please state date of last assessment	New post
EqlA Review Team – List of members	
Date of this assessment	14th August 2024
Signature of responsible officer (to be signed after the EqlA has been completed)	Claire Preston

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Chief Officer for Legal and Governance.

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	The Transport Manager's role aims to ensure efficient transport operations while promoting inclusivity and fairness. Key objectives include managing transportation resources and ensuring regulatory compliance. The role focuses on identifying and addressing service disparities to guarantee equitable access for all individuals and enhancing diversity within the transport function and services.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	The transport manager will work closely with the team and others to ensure the following priorities are met: Climate – Optimising routes to cut fuel use and emissions and promoting eco-friendly vehicles. Health and Communities – Ensuring the safety of the councils fleet when working in the borough. Organisation – Ensuring that our organisational structure and methods of working are agile, efficient and effective. Treat taxpayers money with respect and ensure that our high quality services demonstrate value for money.
(3) What are the expected outcomes you are hoping to achieve?	Recruiting a Transport Manager will support the local council's equality and diversity goals by enhancing transport planning and infrastructure. The role will focus on ensuring accessibility and inclusivity in transport projects and promoting sustainable practices.

<p>(4) Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	<p>The decision will affect:</p> <p>Employees: A safe and efficient transport function enhances overall employee well-being and reduces stress related to travel, aligning with the council's commitment to equality and inclusivity.</p> <p>Wider Community: By advocating for sustainable and eco-friendly transport solutions, the role contributes to a cleaner environment, further benefiting public health. Additionally, prioritising safe and efficient transport options reduces accident risks and enhances overall safety for residents.</p>
<p><u>Stage 2 - Information Gathering</u></p>	<p>As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, e.g. service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).</p>
<p>(1) What does the information tell you about those groups identified?</p>	<p>N/A</p>
<p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p>	<p>Not directly affected</p>
<p>(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p>	<p>The creation of a transport manager will not affect communities directly; therefore, no consultation is necessary.</p>
<p><u>Stage 3 – Analysis of impact</u></p>	<p>No impact from this role</p>

<p>(1) <u>Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	RACE	DISABILITY	GENDER
	MARRIAGE/CIVIL PARTNERSHIP	AGE	GENDER REASSIGNMENT
	RELIGION/BELIEF	PREGNANCY MATERNITY	SEXUAL ORIENTATION
<p>(2) <u>Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	No		
<p>(3) If there is an adverse impact, can this be justified?</p>	N/A		
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (This should form part of your action plan under Stage 4.)</p>	N/A		
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not, what can be done?</p>	The transport manager promotes equality by fostering an inclusive work environment that values diversity and addressing biases in hiring and evaluations. They provide regular diversity training and encourage open communication about equality issues.		

(6) How does the strategy/service/policy promote good relations between groups? If not, what can be done?	
(7) Are there any obvious barriers to accessing the service? If yes, how can they be overcome?	No

Stage 4 – Action Planning, Review and Monitoring																										
<p>If No Further Action is required then go to – Review and Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EqIA Action Plan</p> <table border="1" data-bbox="875 852 2116 1082"> <thead> <tr> <th data-bbox="875 852 1120 927">Action</th> <th data-bbox="1120 852 1364 927">Lead Officer</th> <th data-bbox="1364 852 1615 927">Date for completion</th> <th data-bbox="1615 852 1865 927">Resource requirements</th> <th data-bbox="1865 852 2116 927">Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																						
(2) Review and Monitoring State how and when you will monitor policy and Action Plan	The behaviour and values of the transport manager will be monitored through internal one to ones, PDRs and in team meetings																									

Please annotate your policy with the following statement:

'An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).'

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.	
Post Title:	Transport Manager
Unit/Team:	Waste Services
Grade:	Grade G
Service:	Operations & Traded Services
Reports to:	Waste Services Team Manager
Issue Date:	May 2024

PURPOSE OF THE JOB

To act as the Council's primary transport manager. This includes managing the Council's transport services, being named on the fleet operating license, fulfilling the council's statutory responsibilities and having full and effective control of the councils' fleet.

To manage the team responsible for maintaining the Council's vehicles in the in-house workshop, and control the fleet replacement programme, ensuring vehicles are procured and disposed of correctly.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To be the Council's named transport manager and to ensure the council are meeting their statutory and Operating License obligations.
- 1.2 To manage the Council's vehicle supply and maintenance programme.
- 1.3 To develop a replacement programme and lead and manage the procurement and maintenance of fleet and plant.
- 1.4 To monitor all aspects of fleet performance and driver performance, making appropriate interventions and improvements where necessary, in association with service managers.
- 1.5 To maintain the Operating license ensuring it meets the Council's operational needs, acting as key point of contact with Traffic Commissioner's Office and ensuring effective response to changes in statutory guidance and regulations and operational situations.
- 1.6 To manage, procure and implement fleet related contracts and suppliers e.g., fuel, fuel tank, and fuel software, workshop software, vehicle telematics, vehicle camera systems, driver license checks, charging infrastructure.

- 1.7 To monitor fleet carbon emissions and fuel use and develop strategies to reduce fleet CO2 emissions through procurement, technology changes, management of driving style, route optimisation and vehicle utilisation.
- 1.8 To improve the safety, effectiveness and efficiency of the council's fleet including reporting on fleet and driver related accident investigations, driver policy changes, training of all drivers, relevant risk assessments, audits, inspections, training etc.
- 1.9 To be the Council's expert in relation to all aspects of transport and fleet for the Council's front line services (waste collection, street cleansing, grounds maintenance, wardens, pest control and property repairs).
- 1.10 To ensure a pro-active approach to people management practices including workforce engagement, behaviour management, disciplinary, welfare, sickness absence, performance management, capability working closely with the HR Business Partner.
- 1.11 To be responsible for the effective and efficient management of Transport budgets working with the Finance Business Partner.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1.1 To be an effective member of the Waste Services team, contributing as required to service changes, leading fleet related working groups and providing cover for other managers during absence.
- 2.2 To ensure the collection, monitoring and dissemination of information, including statutory and local performance indicators, record keeping and provide statistical data as required by the Waste Services Team Manager and/or Chief Officer.
- 2.3 To develop and maintain active partnership relationships with other councils in the region, including joint working and mutual support arrangements.
- 2.4 Prepare reports for and attend Committees as requested.
- 2.5 Ensure that legal, statutory and other relevant provisions governing or affecting the administration of vehicle and fleet services are observed, including Council policies and procedures, particularly in relation to delivering an effective and robust management and monitoring system for Health & Safety.
- 2.6 To agree and set performance targets for the team and monitor progress reporting on any problems to the Waste Services team manager.
- 2.7 Any other reasonable duties commensurate with the grade for the role.

3. SUPERVISORY RESPONSIBILITIES

Line management responsibilities of direct reports and staff within the Waste Services transport function including agency staff and any contractors providing related services certain staff within the function.

4. FINANCIAL RESPONSIBILITIES

Responsibility for managing the transport budgets.

5. RESPONSIBILITY FOR ASSETS AND DATA

Responsibility for the equipment and vehicles associated with waste and transport.

Responsibility for the procurement, management and disposal of all Council vehicles.

Responsibility for reviewing and monitoring performance, financial, health and safety compliance and operational data relating to the transport function.

6. EXTENT OF PUBLIC CONTACT

Handling enquiries, investigation of requests for and complaints regarding the transport function from elected members, residents, partner organisations and contractors.

Attending meetings and events as required.

7. WORKING CONDITIONS AND ENVIRONMENT

Flexible working hours between 6 am and 6 pm, Monday to Friday.

Occasional need to work outside normal office hours e.g. evenings, weekends and bank holidays.

Hybrid with some out of office visits and inspections, and collaborating with other local authorities, agencies, the public and industry.

The ability to travel to locations in and outside the borough is essential.

To comply with the Council's policies, procedures and initiatives relating to equality, diversity and inclusion, HR and Health and Safety Policies.

8. CORPORATE RESPONSIBILITIES

All staff must act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for

Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager.

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION**Post: Transport Manager**

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria.'

Criteria	Essential/ Desirable	Method of Assessment
Certificate of professional competence in transport management (Freight National, road haulage or equivalent) and willingness to undertake refresher training every 2 years.	E	D, A
Significant management experience in fleet/transport management service Including maintenance	E	A, I, T
Good knowledge of legal requirements relating to transport/fleet and Health & Safety	E	A, I
Significant experience in managing a team and diverse workforce	E	A, I
Experience in effective fleet replacement and procurement	E	A, I
Excellent interpersonal and communication skills including the ability to engage with a variety of stakeholders	E	A, I
Influencing, persuasion and negotiation skills	E	A, I
Full clean driving license	E	D, A
Excellent report writing, analytical and numerical skills	E	A, I
A commitment to work within our CAN DO values and Rugby Blueprint and embed these in the culture of the workforce.	E	A, I
Experience of working in local government or in waste management in a fleet related role	D	A, I
Knowledge of climate change and experience in reducing in carbon and fleet emissions	<u>D</u>	A, I

Application	A
Interview	I
Test (written, presentation, practical – e.g. word processing)	T
References	R
Documentary – e.g. certificates	D

