



East
Northamptonshire
Council

Personnel Sub-Committee 31 January 2012

Council car scheme review scope

Purpose of report

This report sets out the proposed scope for the Council's car scheme review and asks the Personnel Sub-Committee (PSC) to approve them:

Attached: Project timetable

1.0 Background

- 1.1 The Personnel Sub-Committee on 29 November 2011 agreed that a review of the Council car scheme would be undertaken.
- 1.2 Cllr Jeremy Taylor, Cllr Wendy Brackenbury (the review group) and Aime Armstrong (HR Manager) were nominated to undertake the review.
- 1.3 The review group met on 19 December 2011 to discuss the review. It agreed that it would analyse the current scheme and present an options paper to PSC who would then recommend a preferred option to Policy & Resources Committee for decision. The review group's suggestions for the scope of this review are detailed below.

2.0 Aims of the review.

- 2.1 The review group felt that the aims of the review should be:
 1. To ensure that the scheme is fit for purpose now and for the future.
 2. To reduce the costs of the scheme.
 3. To ensure that the scheme was seen to be fair.
- 2.2 The review group discussed the purpose of the car scheme and concluded that:

The car scheme should be a cost effective way of supporting staff to undertake their roles and responsibilities.
- 2.3 Currently the car scheme is also used as a recruitment tool and part of the overall remuneration package for CMT. The review group felt that these objectives of the scheme should be reviewed and alternatives considered.
- 2.4 Other than CMT, the only staff eligible to use the car scheme are those classified as essential users. 29% of ENC staff are essential users (59 of 202). The review group felt that the criteria for being an essential car user should be re-examined to ensure that the right roles are included. The allowance itself is not under review.

3.0 Tasks and timetable of the review

- 3.1 Attached is a list of tasks to be undertaken as part of the review, this includes consultation, analysis of the mileage data and research on what other organisations are doing.
- 3.2 An update report will be written and presented to the March PSC and the final options paper presented to the PSC in June. This allows meaningful consultation to be undertaken with the staff involved.

4.0 Financial implications

4.1 Whilst any recommendations made on the car review may have financial implications, the car review itself will be done within current resources.

5.0 Legal implications

5.1 There are no legal implications at this time. However, if the scheme is reviewed with significant changes or with a view to discontinuation, the legal implications in respect of employees' contracts of employment should be assessed at that time and where possible the risks be mitigated.

6.0 Risk implications

6.1 This review has already raised some concerns and anxiety with staff. Until it is complete this is likely to continue. This can be mitigated by thorough consultation and ensuring that staff are kept informed at each stage about what is happening.

7.0 Equality implications

7.1 There are no known equality implications at this time. An Equality Impact Assessment is planned as part of the project.

8.0 Recommendations

8.1 The Sub-Committee is recommended to agree this proposal and the attached timetable.

Legal	Power: Local Government Act 1972.				
	Other considerations:				
Background Papers:					
Person Originating Report: Aime Armstrong - HR Manager					
Date: 10 Jan 2012					
CFO		MO		CX	

(Committee Report Normal Rev. 22)

Project Timeline

Project Name:	Car Scheme Review	Date:	31 Jan 2012
Project Owner:	Personnel Sub Committee (PSC)	Version No:	V1
Review Group:	Cllr Wendy Brackenbury, Cllr Jeremy Taylor, Aime Armstrong (HR Manager)	Approval:	TBC

Status	Activities / Milestones	Comments/Updates	Start Date	End Date
G	Affected staff informed that there may be a review.	Affected staff = car scheme beneficiaries and essential car users (potential beneficiaries).		23.11.11
G	Decision to undertake a review.	Review group appointed.		29.11.11
G	Affected staff informed that there will be a review.			
G	4 pending car orders put on hold.	Staff told.		01.12.11
G	Review group meet to discuss way forward.			
	PSC Agree scope of the review.	Paper submitted to be considered.	01.12.11	31.01.12
	Undertake an Equality Impact Assessment.			
	Analyse mileage data.	No. of miles and no. of visits per person per month.	01.01.12	31.12.11
	Research what other Councils are doing.	Started.	01.01.12	
	Consult with affected staff.		01.02.12	30.04.12
	Consult with UNISON and X-change.			30.04.12
	Consult with CMT.		01.02.12	30.04.12
	Research options.	Including salary sacrifice schemes, true leases, entitlement levels, choices of car, car pool.	01.02.12	31.05.12
	Update paper for PSC	To be drafted by 24.02.12	TBC	20.03.12
	Analyse options.	Implications, costs and implementation of the different options.	01.04.12	31.05.12
	Options paper written.	Date will depend on PSC schedule for 12/13	TBC	TBC
	PSC to review options paper and recommend a course of action.	Date will depend on PSC schedule for 12/13	TBC	June 2012 PSC

Version: 1 Jan 2012

Author: Aime Armstrong, HR Manager

Status	Activities / Milestones	Comments/Updates	Start Date	End Date
	P&R to review PSC recommendation.	Date will depend on P&R schedule for 12/13	TBC	July 2012 P&R
	Implementation of decision.	Not needed if scheme stays the same. Timetable will depend on option chosen.	01.08.12	31.03.13 Or earlier

Key

R	Red = behind schedule
A	Amber = in progress
G	Green = completed