Integrated Impact Assessment – Summary Report

Each of the numbered sections below must be completed Please state if the IIA is interim or final

1. Title of proposal

Driving for the Council Policy review

2. What will change as a result of this proposal?

This policy provides an update of our internal guidance on driving for the Council, however the main underlying purpose of the policy will not change.

Following a recent Internal Audit, the following recommendations for updating the policy were proposed:

- Linking to other related policies such as Telematics, Alcohol & Drugs.
- Referencing Council priorities and environment commitments i.e., Council Emissions Reduction Plan, City Mobility Plan.
- Removing elements that are no longer required e.g. HGV passengers receiving basic training on the operation of HGV vehicles.
- Make reference to the Council practice to not allow drivers to drive under Section 88 of the Road Traffic Act
- To encourage consistency in implementation of the policy across Service Areas – supervision of HGV safety checks, administering HGV driver CPC training, risk assessments, tachograph downloads.
- More oversight and monitoring of driver performance
- Development of Standard Operating Procedures in relation to driving or compliance for the Fleet Compliance team or Operational Services.

In addition to this, colleague engagement has recommended the following policy enhancements

- More consistency in approach to new driver induction
- Clarity on who is covered by the Policy, what a driver for the Council is (employee, volunteer, agency)
- Clarity on what is driving for the Council and what is not.
- Consistent onboarding and refresher training
- Links to drugs and alcohol policy
- Better understanding of the permits process
- Fitness to Drive and the responsibilities of colleagues to inform management.
- Including practical real-life impact on what happens where there is a policy breach i.e., driving penalties, fines, etc.
- Reminder on vehicle security and misuse
- Review and update roles and responsibilities, including driver line manager responsibilities

- Driving assessment as part of recruitment process
- Advice for lone working.
- Specific vehicle guidance e.g. minibuses and Section 19.

3. Briefly describe public involvement in this proposal to date and planned

This is an internal-facing policy, and as such, there has been no public involvement in its development. The aim of this policy is to encourage safe driving practices and behaviours by outlining our expectations of Drivers and those who manage Drivers in meeting the provisions required under the various road traffic, and health and safety legislation as well as overall maintenance of our fleet vehicles.

4. Is the proposal considered strategic under the Fairer Scotland Duty?

No, this new employment policy does not directly tackle socio-economic disadvantage or reduce the inequalities that are associated with being disadvantaged however we do recognise within this IIA, the positive benefits that this policy will bring to contributing to the Council's duty under the FSD in terms of enabling access of these groups to certain activities and services.

5. Date of IIA

14 August 2025

6. Who was present at the IIA? Identify facilitator, lead officer, report writer and any employee representative present and main stakeholder (e.g. Council, NHS)

Name	Job Title	Date of IIA training
Emma Kilpatrick (Facilitator)	Lead HR Consultant: ER & Policy	18 May 2022
Vanessa Anderson	HR Consultant: ER & Policy	
Richard Thrall	Governance Officer	07 November 2019
Graeme Hume	Fleet Compliance Manager	
Karen Reeves	Head of Operational Support, Performance and Improvement	Not applicable

Mark Stanton	Area Manager - Waste and	
	Cleansing Operations	
	(East)	
Amy Hood	Senior Solicitor	
Karen McErlean	HR Consultant	
David Loy	Locality Hub Manager	On waiting list
Frank Henderson	City Wide Service	Not applicable
	Manager	
Paul McKinstray	Transport Supervisor	
Angus Murdoch	Technical Coordinator	May 2018
Ben Tocher	Health & Safety Adviser	

7. Evidence available at the time of the IIA

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
Data on populations in need – where available use disaggregated data	n/a	
Data on service uptake/access	Data held by Fleet on CEC Driver Permit Holders Demographic data held by HR	Driver Permit Key: Fleet – Driver drives fleet or Council hired vehicle Grey Fleet – Driver drives own vehicle whilst on Council business Dual – Both of the above categories. Blank – not recorded by Fleet All employment types driving for the Council The below table highlights the different types of drivers who have been issued with a permit to drive on behalf of the Council. Employment Type Number of drivers CEC Employees 3676 Agency 340 Volunteer 39 Elected Member 1 Total 4055 The Council only holds demographic data on CEC employees therefore the following driver profiles only cover directly employed staff, excl. agency workers, volunteers or elected members. Gender profile of CEC employees by driver permit Gender Dual Fleet Grey
		Blanks Total

Evidence	Available – detail source	Comments: tell you with groups who the environ proposal	regar may l	d to di ce affe	fferent	t nd to
		Male 24	18 1	495	219	4
		Female 31	8 6	43	744	5
		Total 56 3676	6 2	138	963	9
		The majority within Edinber Partnership within Edinber drivers are with Age profile driver perm	urgh He while the vithin P	ealth & ne majo lace Di	Social ority of rectora	Care male ate.
		Age	Dual	Fleet	Grey	
		Blanks under 20	Total	6	1	0
		7 20-29 226	23	135	68	0
		30-39 700	116	400	182	2
		40-49 990	166	535	284	5
		50-59 1132	184	678	268	2
		60+	77	384	160	0
		Total 3676	566	2138	963	9
		Our youngest driver is 80 ye 24 people ove permits.	ears old	. We cu	rrently I	have
		Working pare				;
		Working Blank Pattern	Dual s Tota	Fleet I	Grey	

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
		Full-time 467 1805 699 7 2978
		Part-time 99 333 264 2 698
		Total 566 2138 963 9 3676
		Disability Profile of CEC employees by driver permit
		Disability Dual Fleet Grey Blanks Total Status
		No 140 507 263 4
		Not 357 1457 618 4 2436 disclosed
		PNTS 15 29 18 0 62
		Yes 54 145 64 1 264
		Grand Total 566 2138 963 9 3676
		The disability data shows that 7% of permit holders have declared a disability. Of the 264, 63 advise that their condition impacts their daily abilities a little, while 25 advise that it impacts them a lot. The remaining colleagues are not impacted day to day by their condition. Grade profile of CEC employees by driver permit Driver Permit Key: Fleet – Driver drives fleet or Council hired vehicle Grey Fleet – Driver drives own vehicle whilst on Council business

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
		Blank – not recorded by Fleet
		All employment types driving for the Council
		The below table highlights the different types of drivers who have been issued with a permit to drive on behalf of the Council.
		Employment Type Number of drivers CEC Employees 3676 Agency 340 Volunteer 39 Elected Member 1 Total 4055
		The Council only holds demographic data on CEC employees therefore the following driver profiles only cover directly employed staff, excl. agency workers, volunteers or elected members.
		Gender profile of CEC employees by driver permit
		Gender Dual Fleet Grey Blanks Total
		Male 248 1495 219 4 1966
		Female 318 643 744 5
		Total 566 2138 963 9 3676
		The majority of female drivers work within Edinburgh Health & Social Care Partnership while the majority

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal		
		of male drivers are within Place Directorate.		
		Age profile of CEC employees by driver permit		
		Age Dual Fleet Grey Blanks Total		
		under 20 0 6 1 0		
		20-29 23 135 68 0 226		
		30-39 116 400 182 2 700		
		40-49 166 535 284 5 990		
		50-59 184 678 268 2 1132		
		60+ 77 384 160 0 621		
		Total 566 2138 963 9 3676		
		Our youngest driver is 18 while our eldest driver is 80 years old. We currently have 24 people over the age of 70 with driver permits.		
		Working pattern profile of CEC employees by driver permit		
		Working Dual Fleet Grey Blanks Total		
		Pattern Full-time 467 1805 699 7 2978		
		Part-time 99 333 264 2 698		
		Total 566 2138 963 9 3676		

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
		Disability Profile of CEC employees by driver permit
		Disability Dual Fleet Grey Blanks Total Status
		No 140 507 263 4 914
		Not 357 1457 618 4 2436
		disclosed PNTS 15 29 18 0 62
		Yes 54 145 64 1 264
		Grand Total 566 2138 963 9 3676
		The disability data shows that 7% of permit holders have declared a disability. Of the 264, 63 advise that their condition impacts their daily abilities a little, while 25 advise that it impacts them a lot. The remaining colleagues are not impacted day to day by their condition.
		Grade profile of CEC employees by driver permit
		Grade Dual Fleet Grey Blanks Total
		HT&DHT 7 22 50 79
		Music 3 12 15
		EdPsy 4
		PTeacher 10 37 36 83
		QIM 2 2

Evidence	Available – detail source	Comments: what of tell you with regard groups who may be the environmental proposal	oe affected and to
		QIO 1 3	7
		11 Teacher 15 10	3 90
		208 CTeacher 4 8	4
		Tertiary 11	1
		12 CO 2	1
		3 Craft 4 1 16	
		17 Craft 5 28 28	
		Craft 6 3 177	1
		Cr APP 7	
		ESO 5	4 1
		Ed Psy 2	14
		Grade 1 1	4 3
		Grade 2	9 6 1
		Grade 3 3 105	69 32 1
		Grade 4 54 622	410 154 4
		Grade 5 43 464	323 97 1
		Grade 6 91 532	360 80 1
			273 222
			175 91
		Grade 9 43 147	64 40
			27 9
		Grade 11 5	5

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal		t nd to			
		Grade		2	6	3	
		Total		2138	963	9	3676
Data on socio-	n/a						
economic disadvantage e.g. low income, low wealth,	II/a						

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
material deprivation, area deprivation		
Data on equality outcomes	n/a	
Research/literature evidence	Benchmarking	As part of this project, we got responses from 15 organisations (14 Councils and a university) While there was no standardised layout in the polices from the other organisations. Most of them have very similar information which can be categorised under the broad headings: - Introduction - Purpose and Scope - Vehicle checks and maintenance – All organisations state vehicles (both organisation and private (grey fleet) must be kept in roadworthy condition. All vehicles need to be checked daily, and checks need to be logged. Any defect needs to be reported immediately and repaired ASAP - Person and documents check – check they have a valid licence which covers class of vehicle they are driving. Grey fleet also need to prove MOT, tax and insurance (insurance must be for business use). Must also check if driver is fit to drive by completing health checks. - Legislation – EU driving hours, domestic driving hours, break times - Employee responsibilities – hold valid licence, complete training, report changes to health or medical conditions, comply with policy, legislation, road rules etc.

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
		 Line Manager responsibilities – carry out driver checks, report incidents/accidents to senior staff, ensure vehicle checks are completed etc. Fleet Team responsibilities – holder of Operator's Licence – make sure compliance etc. CEO/Director responsibilities - ensure compliance with policy, make sure organisation has sufficient resources etc. Health and Safety Telematics systems
Public/patient/client experience information	n/a	
Evidence of inclusive engagement of people who use the service and involvement findings	Engagement sessions were held with drivers for the Council.	Themes emerging from these sessions included: - More consistency in approach to new driver induction - Clarity on what a driver for the Council is (employee, volunteer, agency) - Clarity on what is driving for the Council and what is not. - Consistent onboarding and refresher training - Links to drugs and alcohol policy - Better understanding of the permits process - Fitness to Drive and the responsibilities of colleagues to inform management. - Including practical real-life impact on what happens where there is a policy breach i.e., driving penalties, fines, etc. - Reminder on vehicle security and misuse

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
		Driving assessment as part of recruitment processAdvice for lone working.
Evidence of unmet need	Internal Audit Report: Safety of Council Operated Heavy Goods Vehicles - dated 1 October 2024 Fleet and Driver Risk Management Review 2021	The findings / recommendations from this audit are summarised below: - Linking to other related policies such as Telematics - Referencing Council priorities and environment commitments i.e., Council Emissions Reduction Plan Removing elements that are no longer required e.g. HGV passengers receiving basic training on the operation of HGV vehicles Reference Council practice to not allow drivers to drive under Section 88 of the Road Traffic Act - To encourage consistency in implementation of the policy across Service Areas — supervision of HGV safety checks, administering HGV driver CPC training, risk assessments, tachograph downloads More oversight and monitoring of driver performance - Development of Standard Operating Procedures in relation to driving or compliance for the Fleet Compliance team or Operational Services.
		This review was undertaken in 2021 and outlined a number of actions to be

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
		developed / implemented with respect to Driving for the Council: - Development of a full preemployment process which should include driver licence checks and assessments prior to any onboarding Develop an induction process for new colleagues to ensure knowledge of risks – H&S and driving, issuing of handbook, site safety, etc Regular health declaration process - Redefine the current User Guide into two areas: induction and post onboarding Create a robust and enforced policy around the downloading of drivers' cards and the management of infringements in a timely manner. Leaving it the full 28 days could result in drivers not being identified in time and dealt with appropriately Development of associated training for drivers and managers in driving hours, infringements, O License and collision investigations.
Good practice guidelines	Road Traffic Act 1988	This act contains several provisions for driving in the course of employment or for business related reasons. Including: - Ensuring the appropriate driver licences are in place (Section 87) - Ensuring the correct insurance requirements are in place (Section 143)

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
	Assimilated Rules (formerly EU rules)	 Ensuring vehicles are road worthy Compliance with driving laws (including hours and behaviours) Employer accountability for safe driving.
	Working Time Regulations 1988	The Council currently follows the Assimilated Rules for driving hours. These rules regulate working hours, rest periods and breaks for drivers of good or passenger vehicles. They apply to drivers of good vehicles over 3.5 tonnes and passenger vehicles which carry more than 9 people. Main rules are: - Daily driving limit of max 9 hours - Weekly driving limit of 56 hours - Must take a 45 mins break after 4.5 hours of driving - Must rest for 11 hours within each 24 hour period.
	Health & Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.	The Working Time Regulations sets limits of working hours (max 48 hours per week) and breaks (30 mins after 6 hours of work)
	Highway Code	Both these documents place a legal duty on employers to ensure, as far as is reasonably practicable, the health and safety of all employees while at work. Both pieces of legislation require

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
		suitable risk assessments and risk management prior to carrying out work activities. Therefore, risk assessments on all aspects of driving, whether it is all or part of the activity, must be carried out and suitable records kept of the findings. Findings from the risk assessment process must be shared with all those who will be affected by the activity.
		This Code outlined the rules, advice and legal requirements for road user in the UK.
Carbon emissions generated/reduced data	n/a	
Environmental data	n/a	
Risk from cumulative impacts	Internal Audit Report: Safety of Council Operated Heavy Goods Vehicles - dated 1 October 2024	The audit also outlines the potential risks should the policy not be updated. These include: - Financial and Budget Management – loss of cost savings due to inefficient and unsafe driving - Health and Safety (including public safety) – increased risk of accidents for drivers, passengers and other road users - People – unclear roles and inconsistent processes impacting efficiency, accountability, training, and succession planning - Regulatory and Legislative Compliance – potential noncompliance with legislative requirements and the requirements of the Council's

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
		Goods Vehicle Operators Licence Reputational – damage to the Council's reputation due to increasing complaints and accidents
Other (please specify)	Data from Fleet Services on Fleet Driving License Data	For information, below is a list of vehicles which constitute the CEC Fleet. - Cars - Vans of varying sizes - Tractors - Grounds maintenance machinery (sit on grass cutters and other utility vehicles) - Other plant (JCBs for burials, waste transfer stations, forklifts, road rollers etc) - Buses (welfare vehicles and minibuses in schools etc) - Towing equipment (trailers, generators, pumps for flood prevention, beach cleaning machinery) - 4x4 vehicles - Mobile libraries - Mobile crane vehicles (vans with towers for street lighting maintenance) - Van derived specialist vehicles up to 3.5T that have been converted for specific use (caged tipper bodies for street cleansing, graffiti vans, dropside bodies) Van derived specialist vehicles up 4T up to 7.5T that have been converted for specific use (caged tipper bodies for street cleansing, dropside bodies, Hooklift vehicles).

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
		 Road sweepers (compact variants and truck mounted) Quad bikes Trucks 7.5T up to 32T converted for specific use (tipper bodies for roads, parks and street cleansing) Roads gritters and maintenance trucks varying size 7.5T to 32T Refuse collection trucks of varying sizes ranging 7.5T up to 26T Exhibition converted bus (travelling gallery)
		Gov.uk Driving License Categories The government website outlines the different categories of driving license and the entitlements. This information should be read in conjunction with the list of our fleet vehicles outlined above.
Additional evidence required	n/a	

8. In summary, what impacts were identified and which groups will they affect?

Equality, Health and Wellbeing and Human Rights and Children's Rights	Affected populations
Positive	
This policy is aimed at improving and regulating the safety measures available for drivers to ensure that we are fulfilling our statutory and legal obligations as an employer in terms of creating a safe working environment.	All colleagues

Equality, Health and Wellbeing and Human Rights and Children's Rights	Affected populations
The policy promotes safe driving practices which will mitigate against any risk to the drivers, their passengers, service users and members of the public through dangerous or reckless driving.	All colleagues, service users and members of the public.
The policy will advise colleagues on proper security measures when using and leaving fleet vehicles unattended, ensuring they are locked and safely stored therefore reducing potential for theft of vehicle or contents.	All colleagues and members of the public.
The policy promotes efficient driving practices and regular vehicle checks resulting in a safer, more reliable fleet over a longer period of time which will benefit the Council but also service users and members of the public.	All colleagues, service users and members of the public.
Consistent standards will mean drivers follow the same safety and behaviour expectations when interacting with all passengers and this will reduce risks of discrimination.	All colleagues and service users.
Our fleet provides access for various groups to critical services across the city. This policy will enable that through well maintained fleet vehicles and safe driving practices.	Service users in particular vulnerable adults and children, refugees, school children
The policy indirectly supports the UN Convention on the Rights of the Child as it enables the transport and access for children to various services across the city. Specifically articles 23, 28 and 31.	Children
The policy will reduce allegations of discrimination in application as it will focus on driver competence and avoid bias from arbitrary age limits or assumptions.	All colleagues especially those over 70 (subject to regular licence checks by DVLA) or newly qualified drivers.
The policy will provide clearer definitions on what driving for the Council means, and what is driving for the Council versus personal use. Having these clear explanations will improve understanding of decisions and reduce perceptions of unfair targeting.	All colleagues

Equality, Health and Wellbeing and Human Rights and Children's Rights	Affected populations
The policy will require health surveillance on drivers as well as regular licence checks helping to maintain driver safety for all ages.	All colleagues
The policy will remind colleagues about the importance of driver health, and the obligations to declare any ill health or underlying health condition which may impact their fitness to drive to ensure proper reasonable adjustments are put in place. It will raise awareness of mental health and hidden disabilities which may affect driving competence.	All colleagues, especially those with underlying health conditions
The policy will ensure confidentiality when handling sensitive medical or health surveillance information while ensuring safety obligations are met.	All colleagues especially those within underlying health conditions.
The policy will clarify DVLA reporting requirements to ensure consistent approach from all colleagues.	All colleagues especially those with declarable health conditions or those over 70 subject to regular licence checks by the DVLA.
The policy will include regular driver training and assessments which will improve driving practices as well as upskilling drivers who have less experience driving larger fleet vehicles.	All colleagues especially newly qualified drivers.
The policy will link to other relevant policies to ensure a wider understanding and safe use of our fleet including Telematics and Lone Working.	All colleagues especially women and those in lone working roles.
The policy will link to the Alcohol & Drug Policy, promoting a safe working environment for all colleagues and discouraging the use of substances if a fleet user therefore reducing the potential for disciplinaries or convictions for driving under the influence.	All colleagues
The policy will provide greater oversight of the grey fleet and clarify for users to ensure the appropriate licence checks and insurance documentation in place to reduce the risk of personal cost following an incident.	All colleagues
The policy will link to the business travel guidance and the hierarchy of travel, encouraging colleagues to	

Equality, Health and Wellbeing and Human Rights and Children's Rights	Affected populations
assess if there are alternative transport options before making use of personal car i.e., walking which will benefit the health and wellbeing of colleagues.	All colleagues
Negative	
Where the DVLA has removed a driving licence, colleagues will be unable to drive, and this may impact their role within the Council.	All colleagues, especially those with declarable underlying health conditions.
It could be argued that colleagues with low literacy/numeracy may have difficulty understanding the guidelines and legal obligations set out in the policy. Additional support is available to colleagues and the policy will outline the responsibilities for managers to ensure all colleagues receive basic driver training, that colleagues are recording driving hours and adhering to legal requirements and that they are informed about guidelines and timescales with respect to license renewal.	People with low literacy / numeracy capabilities.
The policy may introduce limits on distance travelled within a fleet vehicle out with Edinburgh, which might require alternative travel options to be considered.	All colleagues especially those who live out with the city boundary.

Environment and Sustainability including climate change emissions and impacts	Affected populations
Positive	
The policy and user guide will better educate colleagues on efficient use of our electric fleet as well as good practices for EV charging, ensuring cars are being used to full potential and last longer.	All colleagues and Edinburgh residents.
The policy will link to the Council's environmental commitments (i.e., Council Emissions Reduction Plan)	All colleagues and Edinburgh residents.

Environment and Sustainability including climate change emissions and impacts	Affected populations
as well as the business travel guidance and the hierarchy of travel, encouraging colleagues to assess if there are alternative transport options before making use of personal car i.e., public transport, electric fleet vehicle.	
The grey fleet has the potential to have a greater impact on the environment. This policy and user guide will enable greater clarity and oversight of the grey fleet encouraging and influencing low emission vehicle use and better educating users on fuel efficiency and carbon footprint their vehicles.	All colleagues and Edinburgh residents.
The policy and user guide will better educate colleagues on most efficient use of the fleet vehicles such as unnecessary idling which will make a difference to the environment.	All colleagues and Edinburgh residents.
Encouraging a well maintained fleet will reduce fire risk within vehicles.	All colleagues, members of the public and Edinburgh residents.
Safe driving on roads will ensure residents are free from accidental injury or damage from reckless or dangerous driving of fleet vehicles	All colleagues and Edinburgh residents.
Negative	
None identified	

Economic	Affected populations
Positive	
The policy will encourage more economic and efficient use of our fleet therefore with less wear and tear on the vehicles it will preserve them for longer. This will also reduce maintenance costs which will allow funds to be invested elsewhere.	Service users and Edinburgh residents.
By investing in training, supporting with health and wellbeing and promoting a safe working environment, the Council may be considered an attractive place to work and encourage more people to apply for roles within the Council.	All potential colleagues

Economic	Affected populations	
Negative		
Colleagues who breach the policy may be subject to disciplinary which may result in their dismissal from the Council.	All colleagues	

9. Is any part of this policy/ service to be carried out wholly or partly by contractors and if so how will equality, human rights including children's rights, environmental and sustainability issues be addressed?

The Council could employ agency staff or have volunteers who may be required to drive on behalf of the Council. The policy will outline everyone who is covered by the policy and they will all be expected to adhere to the standards set out in this policy.

10. Consider how you will communicate information about this policy/ service change to children and young people and those affected by sensory impairment, speech impairment, low level literacy or numeracy, learning difficulties or English as a second language? Please provide a summary of the communications plan.

This is an internal colleague policy. The Policy will be written in Plain English. It is expected that line managers will also be responsible for the dissemination and promotion of this policy and be able to explain the core components to colleagues.

We will work with Communications to ensure the policy, user guide and supporting driver's handbook are communicated at launch in a variety of mechanisms i.e. toolbox talks to ensure as much coverage as possible across all colleague groups. The Policy will be available on the Orb and the external website. We will also ensure printed versions are available in depots and vehicles.

In addition to the policy and user guide, a driver's handbook will be made available within fleet vehicles providing information and guidance in a crib sheet format.

11. Is the plan, programme, strategy or policy likely to result in significant environmental effects, either positive or negative? If yes, it is likely that a <u>Strategic Environmental Assessment</u> (SEA) will be required and the impacts identified in the IIA should be included in this. See section 2.10 in the Guidance for further information.

No.

12. Additional Information and Evidence Required

If further evidence is required, please note how it will be gathered. If appropriate, mark this report as interim and submit updated final report once further evidence has been gathered.

Not applicable

13. Specific to this IIA only, what recommended actions have been, or will be, undertaken and by when? (these should be drawn from 7 – 11 above) Please complete:

Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)	Who will take them forward (name and job title	Deadline for progressing	Review date
Clearly define who is covered by the policy	Fleet	1 October 2025	Before Committee submission
Clarify DVLA reporting rules for different licence types	Fleet	1 October 2025	Before Committee submission
Clarity on fitness for work and requirements for colleagues in declaring anything that could impair their ability to drive.	Fleet	1 October 2025	Before Committee submission
Include the DVLA 'Assessing fitness to drive' guide within occupational health referrals for drivers	Fleet	1 October 2025	Before Committee submission
Include manager guidance on supporting drivers with mental health or hidden disabilities.	Fleet	1 October 2025	Before Committee submission
Consider alternative transport arrangements for colleagues who live out with the city boundary i.e., leaving fleet vehicle at a Council depot rather than take home.	Fleet & service areas	Ongoing	ongoing
Consider introducing inspections for grey fleet, not just document checks.	Fleet	1 October 2025	Before Committee submission
Make grey fleet drivers aware of their responsibility to follow up on MOT advisories and ensuring the vehicle is well maintained.	Fleet	1 October 2025	Before Committee submission
Strengthen rules on securing loads and carrying items safely within fleet	Fleet	1 October 2025	Before Committee submission

Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)	Who will take them forward (name and job title	Deadline for progressing	Review date
Ensure policy is clear on breaches and the implications for colleagues i.e., disciplinary	Fleet	1 October 2025	Before Committee submission
Introduce idling limits for environmental and fuel efficiency benefits	Fleet	1 October 2025	Before Committee submission
Include clear vehicle security requirements	Fleet	1 October 2025	Before Committee submission
Provide EV training on efficient use and charging habits.	Fleet	Ongoing	Ongoing
Encourage use of telematics to coach drivers on safe and efficient driving.	Fleet	1 October 2025	Before Committee submission
Ensure policy is written in Plain English and is communicated through different mechanisms including online and in person, and provide colleagues time to read through and understand the policy.	Fleet	1 October 2025	Before Committee submission

14. Are there any negative impacts in section 8 for which there are no identified mitigating actions?

No. The Council must adhere to the requirements set out by the DVLA for licence checks and where a licence has been removed, we cannot allow that individual to drive our fleet.

15. How will you monitor how this proposal affects different groups, including people with protected characteristics?

This policy is internally facing and there are no anticipated significant effects on the population groups cited in previous sections. However, we hold data on the permit holders which can be monitored as well as telematics data to demonstrate improved driving practices, performance, compliance and vehicle condition.

The policy will be reviewed as part of a regular cycle to ensure it remains up to date and fit for purpose, as well as meeting our legal obligations as well as insurance standards.

16. Sign off by Head of Service

Name Karen Reeves, Head of Operational Support, Performance and Improvement

Date 8 December 2025

17. Publication

Completed and signed IIAs should be sent to: integratedimpactassessments@edinburgh.gov.uk to be published on the Council website www.edinburgh.gov.uk/impactassessments

Edinburgh Integration Joint Board/Health and Social Care sarah.bryson@edinburgh.gov.uk to be published at www.edinburghhsc.scot/the-ijb/integrated-impact-assessments/