

COMMITTEE REPORT

Subject:	<i>Policy Review:</i> <ul style="list-style-type: none">• <i>Vehicle and Driving Policy</i>• <i>Unauthorised Encampments Policy</i>
Committee:	<i>The Environment Committee</i>
Item Number:	<i>9</i>
Date:	<i>13 April 2026</i>
Author:	<i>Marc Read, Head of Environment and Deputy CEO</i>
Report status:	<i>Decision</i>
Confidential / Exempt:	<i>No</i>

1. Report Summary

1.1 This report presents a comprehensive review of five key Salisbury City Council operational policy documents:

- Vehicle & Driving Policy;
- Unauthorised Encampments Policy; and

It summarises required updates, alignment issues, and recommended improvements.

1.2 The review provides background, financial considerations, legal and governance implications, risks, and a recommended course of action to support informed decision making.

1.3 The documents have been reviewed to ensure legal compliance, internal consistency, alignment with operational practice, and clarity for staff.

1.4 The review is brought forward at this time to complete the 2026 scheduled review cycle, address legislative changes (e.g., UK GDPR, Equality Act 2010 considerations, DVLA licencechecking processes), and to ensure clarity of operational duties for staff.

1.5 The recommended course of action is approval of the new and reviewed documents.

2. Recommendations

It is recommended that the Committee:

2.1 Approves the new Vehicle & Driving Policy and updated Unauthorised Encampments Policy.

2.2 Authorises the Head of Environment & Deputy CEO to make final formatting and non-material wording amendments prior to publication.

2.3 Notes that all documents will next be scheduled for review in accordance with their respective review cycles.

3. Background

3.1 These policies govern high risk and high profile operational areas - staff driving activities, vehicle use, and management of unauthorised encampments. All require regular review due to legal obligations and risk exposure.

3.2 The documents support compliance with key legislation including the Health and Safety at Work Act 1974, Road Traffic Act, Highway Code, Equality Act 2010, Human Rights Act 1998, UK GDPR, and police powers under the Criminal Justice and Public Order Act 1994

4. Proposal

4.1 It is proposed that the Committee adopts the newly created Vehicle & Driver related policy and the revised version of the Unauthorised Encampment policy.

4.2 The updated content strengthens legal compliance, clarifies responsibilities, and reduces ambiguity in operational guidance.

4.3 Key improvements and changes include:

4.3.1 Driving related policies:

- Clearer articulation of mandatory licence-checking processes using DVLA online services.
- Updated Driver Performance & Remedial Action Framework, reducing risk by formalising staged interventions for unsafe driving.
- Clarified insurer notification responsibilities.
- Strengthened pre-use vehicle check requirements and defect reporting expectations.

4.3.2 Unauthorised Encampments policies:

- Clearer explanation of SCC's limited legal powers as a parish council.
- Strengthened guidance on joint agency working with Wiltshire Police and Wiltshire Council.
- Improved step-by-step operational procedure covering safety, evidence gathering, serving notices, and enforcement options.
- Enhanced clarity on equality duties, especially relating to GRT communities.

4.4 Timely approval is needed to ensure staff operate under up to date, legally compliant instructions, and to minimise organisational risk.

5. Financial Position

5.1 No direct financial costs arise from approving the updated documents.

6. Legal and Governance Considerations

6.1 Driving related policies ensure compliance with the Health and Safety at Work Act 1974, Road Traffic legislation, and DVLA reporting requirements.

6.2 The Unauthorised Encampments Policy ensures compliance with Human Rights Act 1998, Equality Act 2010, UK GDPR, and recognises SCC's limited statutory powers in relation to eviction.

6.3 The Environment Committee has delegated authority to approve operational policies.

6.4 Key legal risks mitigated include: unlawful eviction, data breaches, driving related negligence claims, and insurer non-disclosure.

7. Consultation and Engagement

7.1 No external consultation was undertaken due to the internal operational nature of these policies. Appropriate internal officers were consulted, including the Estates Manager, CCTV Manager, Streetscene Manager and Parks & Grounds Manager.

8. Strategic and Policy Alignment

8.1 The updated documents support the Council's strategic priorities of safe service delivery, community protection, compliance, and effective risk management.

9. Implementation and Next Steps

9.1 Subject to the Committee's decision, the next steps will be as follows:

- a. Staff briefing and circulation
- b. Upload to the Council website and internal systems
- c. Update future review dates in policy register

9.2 Responsibility for implementation will sit with the Head of Environment & Deputy CEO.

10. Implications

Implication Area	Impact	Comments / Mitigation
Financial	Low	Cost only arises for enforcement or vehicle repair.
Legal	High	Policies strengthened to ensure compliance with relevant Acts.
Risk	High	Major risk reduction through clearer driving and enforcement procedures.
Personnel	Medium	Staff require briefing; no structural changes.
Environmental Impact	Low	No significant direct impact.
Equalities Impact Statement	Medium	GRT considerations strengthened; ensures non-discriminatory practice.
Community / Public Impact	Medium	Improved community reassurance through consistent procedures.
Procurement / Contractual	Low	Bailiff procurement only if required.
Property / Asset	Medium	Improved control over land through clearer encampment processes.
Data Protection	Medium	Ensures GDPR compliance in data handling for encampments and telematics.

11. Appendices / Background Papers

11.1 Appendix A - Vehicle & Driving Policy

11.2 Appendix B - Unauthorised Encampments Policy



Vehicle & Driving Policy

Policy Number ../PO/...	Version	Owner	Doc No.	PDF No.	Date Published	Review date	Review Team
Eg: CS/PO/007	4	SCO	(This will be completed upon adoption)	(This will be completed upon adoption)	(This will be completed upon adoption)	(This will be completed upon adoption)	(This will be completed upon adoption)
CS006	3	CSM	40832	73598	Reviewed Sep 19	Sept 2022	Manager

Distribution [eg]

Internal: All SCC Staff

External: Website

1. Introduction / Purpose:

- 1.1 Salisbury City Council (the Council) has a duty under the Health and Safety at Work etc. Act 1974 to take all reasonably practicable steps to ensure the health and safety of its employees while at work. Health and safety law applies to work activities on the road in the same way as it does on a fixed site.
- 1.2 Driving for work is one of the most significant risks many workers face. The Council will implement a controlled and auditable management process to protect employees and the public when vehicles are used for Council business. (See also The Highway Code and Road Traffic legislation).
- 1.3 Commuting to the normal place of work is not generally classified as driving for work; however, travelling from home to a location that is not the usual workplace is in scope.

2. Policy Statement / Purpose:

- 2.1 This policy sets out the standards, controls and responsibilities for the safe, legal and efficient use of vehicles for Council business, whether Council-owned, leased or grey fleet. It applies to all employees and workers authorised to drive on Council business. Failure to comply may result in disciplinary action.

3. Terms used within this Policy:

- 3.1 Grey fleet: Employee-owned vehicles used for Council business.
- 3.2 Authorised driver: A person the Council has approved to drive for work following licence checks and any required training.
- 3.3 At-fault/Preventable Collision: An incident where the driver could reasonably have taken action to prevent the collision, based on investigation findings.

4. Policy Details / Principles:

- 4.1 Licensing & Fitness to Drive: All drivers must hold the correct, current licence for the vehicle category, meet legal eyesight standards, and be medically fit to drive. Drivers must report notifiable medical conditions and any motoring convictions or fixed penalties without delay to their manager. Annual licence checks will be carried out as a minimum; higher-risk drivers may be checked more frequently. The Council will use the DVLA online checking service with driver consent, or approved third-party solutions, to verify driving entitlements and penalty points.
- 4.2 Compliance with Highway Code & Law: Drivers must comply with the Highway Code at all times including prohibitions on hand-held device use, seat belt requirements, speed limits and proper control of vehicles.
- 4.3 Vehicle Condition & Maintenance: Council vehicles will be serviced in line with manufacturer requirements. Drivers must complete and record daily pre-use checks and report defects immediately. Unroadworthy vehicles must be taken out of service. No unauthorised modifications are permitted.

- 4.4 Journey Management & Fatigue: Work planning must allow safe routes, adequate time, and regular breaks. Drivers must not drive when fatigued or impaired by alcohol, drugs, or medication. Managers must respond proportionately to fatigue reports and adjust duties where required.
- 4.5 Incident & Near-Miss Reporting: All collisions, damage, near misses and traffic offences arising on Council business must be reported to the line manager by the end of the working day and recorded on the Council incident reporting system. Do not admit liability at the scene.
- 4.6 Insurance & Insurer Notification: The Council will maintain comprehensive insurance. The Council must inform its insurer of relevant motoring convictions for authorised drivers. A single SP30 (3 points) typically does not affect cover with our insurer but must still be notified. The Council may recover excesses in line with local arrangements.
- 4.7 Data & Monitoring: Vehicles may be fitted with telematics/trackers. Data will be used for safety, compliance and operational management in line with data protection law.

5. Contacts / Roles and Responsibilities for this Policy:

- 5.1 Head of Environment & Deputy CEO: Policy owner; ensures adequate resources and governance.
- 5.2 Line Managers: Authorise drivers; schedule safe work; review incidents; ensure vehicle servicing.
- 5.3 Drivers: Comply with law and this policy; complete checks; report issues, offences and medical changes.
- 5.4 Responsible Finance Officer: Notify and liaise with insurers; manage claims and excesses.
- 5.5 Health & Safety Manager: Advise on risk assessment, monitoring and training.

6. Associated Procedures / Guidelines:

- 6.1 See: Procedures & Guidelines for Vehicle Policy for operational "how-to" processes including licence checks, daily vehicle checks, insurer notification, and the Driver Performance & Remedial Action Framework.

7. Driver Performance & Remedial Action Framework ("Bad Driver" process):

- 7.1 The Council operates a risk-based framework to address unsafe or non-compliant driving. Trigger events include any of the following within a rolling 12 months:
- Accumulation to 6 or more active penalty points;
 - Two or more preventable collisions;
 - Repeated speeding/traffic offences or misuse of mobile devices;
 - Telematics evidence of persistent high-risk behaviours (e.g. harsh braking/acceleration, speeding) after coaching;

- Failure to report offences/medical issues;
- Serious misconduct (e.g. driving under the influence).

7.2 Response stages (applied proportionately following investigation):

- Stage 1 – Informal coaching and written reminder; increased monitoring (e.g., quarterly licence checks).
- Stage 2 – Mandatory remedial training (e.g., on-road assessment, safe driving course); temporary driving restrictions where appropriate.
- Stage 3 – Formal warning under the disciplinary policy; removal of driving authorisation for defined period.
- Stage 4 – Final warning or dismissal in cases of gross misconduct (e.g., DUI), subject to HR procedures.

7.3 Insurer involvement: Where required, the Council will consult its insurer; specific conditions may apply to continued driving authorisation.

7.4 Occupational health referral may be made where fitness-to-drive concerns arise (e.g., sleep disorders).

8. Review Procedure

8.1 This policy will be reviewed every 2 years or following significant legal/operational change.

8.2 Owner: Head of Environment & Deputy CEO

8.3 Approval: Environment Committee



Unauthorised Encampment Policy

Policy Number ../PO/...	Version	Owner	Doc No.	PDF No.	Date Published	Review date	Review Team
Eg: CS/PO/007	4	SCO	(To be updated upon adoption)	(To be updated upon adoption)	(To be updated upon adoption)	(To be updated upon adoption)	(To be updated upon adoption)
CS006	3	CSM	40832	73598	Reviewed Sep 19	Sept 2022	Manager

Distribution

Internal: All SCC Staff

External: Website

1. Introduction

- 1.1 This Policy sets out the principles, responsibilities, and legal framework governing Salisbury City Council's response to unauthorised encampments on land it owns or manages. It clarifies the Council's powers, limitations, and commitment to responding in a lawful, proportionate, safe, and non-discriminatory manner.
- 1.2 Procedures and Guidelines explain how this Policy will be implemented in practice.

2. Policy Statement:

- 2.1 Salisbury City Council will act lawfully, proportionately and consistently, balancing the rights and welfare needs of those occupying land with the needs of the settled community.
- 2.2 The Council will work collaboratively with Wiltshire Council, Wiltshire Police, and relevant support agencies under the Joint Agency Protocol

3. Terms used within this Policy:

- 3.1 Unauthorised Encampment – occupation of land without the landowner's consent, usually involving vehicles or caravans.
- 3.2 GRT Communities – Gypsy, Roma, and Traveller groups recognised as protected ethnic groups under the Equality Act 2010.
- 3.3 Vehicle Dwellers / New Age Travellers – individuals or groups living nomadically in vehicles, often linked to homelessness or seasonal movement.

4. Policy Details / Principles:

4.1 Legal Powers and Limitations

4.1.1 Salisbury City Council, as a parish council, does not hold statutory eviction powers under Sections 77–78 of the Criminal Justice and Public Order Act 1994.

4.1.2 The Council may use:

- Common law landowner rights,
- Civil Procedure Rules Part 55, and
- Certificated Enforcement Agents, where proportionate.

4.1.3 Police powers under Sections 60C, 61 and 62A CJPOA rest solely with Wiltshire Police.

4.2 Human Rights & Equality

4.2.1 All decisions comply with the Human Rights Act 1998, including Article 8 (family life) and Article 14 (non-discrimination).

4.2.2 Actions will have due regard to the Equality Act 2010, including the status of GRT communities as protected groups.

4.2.3 Enforcement is not automatic and must always be proportionate to the circumstances.

4.3 Safeguarding & Welfare

4.3.1 The Council has no statutory duty to conduct welfare assessments before eviction.

4.3.2 Welfare information will be provided in the Notice to Vacate, with referral routes to Wiltshire Council and relevant agencies.

4.4 Information Management

4.4.1 All personal data will be handled in accordance with UK GDPR and the Data Protection Act 2018.

4.4.2 Information will only be shared where lawful, necessary, and proportionate.

4.5 Multi-Agency Collaboration

4.5.1 Salisbury City Council will work under the Joint Agency Protocol with Wiltshire Police and Wiltshire Council.

4.5.2 Police may utilise powers under Sections 60C/61/62 at their discretion.

5. Contacts / Roles and Responsibilities for this Policy:

5.1 Internal

- Head of Environmental & Deputy CEO – Strategic oversight
- CCTV Manager – Operational decision-making

5.2 External

- Wiltshire Police – Enforcement powers under CJPOA
- Wiltshire Council – Welfare, safeguarding, education, housing
- Support agencies (e.g., Julian House)

6. Associated Procedures / Guidelines:

6.1 Unauthorised Encampments Procedure

7. Review procedure:

7.1 Reviewed every two years or sooner if legislation or joint protocols change.

7.2 Approval: Environment Committee