



Derby City Council

PERSONNEL COMMITTEE

8 January 2014

ITEM 5

Report of the Strategic Director of
Neighbourhoods

Introducing a Code of Practice that covers the use of vehicle based tracking systems.

SUMMARY

- 1.1 The majority of the council's vehicle fleet currently have GPS tracking units fitted. These are devices that use Global Positioning Systems to determine a precise location of a vehicle. The recorded location is transmitted to a central location database via a cellular connection. This allows the asset's location to be displayed against a map backdrop either in real time or historically.
- 1.2 The use of tracking equipment has been controlled through a number of locally agreed arrangements. This Code of Practice now summarises their use and provides a coherent council wide policy by which all departments can adhere.
- 1.3 The current providers of vehicle tracking hardware and software is a company called Simplytrak. This company is referred to throughout the policy.
- 1.4 The Code of Practice encompasses all the requirements of the Data Protection Act.

RECOMMENDATION

- 2.1 To approve the Code of Practice on the use of vehicle based tracking systems.

REASONS FOR RECOMMENDATION

- 3.1 There is a need for all locally based agreements on vehicle tracking to come under one consolidated Code of Practice.
- 3.2 The new Code of Practice ensures adherence to the Data Protection Act.

SUPPORTING INFORMATION

- 4.1 The operational benefits of vehicle tracking are plentiful. The ability to ensure vehicles have reached a work site or to prove that roads have been gritted exemplifies this.

- 4.2 Vehicle tracking also enables the police to trace stolen vehicles and can confirm certain facts about road traffic accidents. It can also assist in locating nearby vehicles when assistance is needed by fellow workers – or in an emergency situation when a rapid response is required.
- 4.3 Personnel tracking can assist in the location of members of staff when contact has been lost - or when an emergency call has been made.
- 4.4 Historical tracker records can be analysed in detail to assist in major rounds rescheduling exercises – or where logistical information is required for efficiency savings.
- 4.5 Tracker information can also be used when random sampling vehicle journeys to evidence ‘no private use’ for HMRC purposes.

OTHER OPTIONS CONSIDERED

5.1 None

This report has been approved by the following officers:

Legal officer	N/A
Financial officer	N/A
Human Resources officer	N/A
Estates/Property officer	N/A
Service Director(s)	Tim Clegg – Director of Partnerships and Streetpride
Other(s)	N/A

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Background papers:	None
List of appendices:	Appendix 1 – Implications Appendix 2 - Vehicle Location System Code of Practice Appendix 3 – Equality impact assessment form

IMPLICATIONS

Financial and Value for Money

1.1 None

Legal

2.1 This policy is covered by The Data Protection act 1988

Personnel

3.1 None

Equalities Impact

4.1 None

Health and Safety

5.1 None.

Environmental Sustainability

6.1 None

Property and Asset Management

7.1 None

Risk Management

8.1 None

Corporate objectives and priorities for change

9.1 This proposal meets the corporate objective of 'All people in Derby will enjoy good-quality services that meet local needs' by aiding service delivery through creating greater logistical efficiency through the use of tracking information.

