

## **Section 6 – Protocol on the Use of Civic Cars**

### **1. Introduction**

The Standards Committee had previously approved a protocol on the use of resources generally and it was considered appropriate to approve a protocol on the use of civic cars.

### **2. Background**

Custom and practice has established the following conventions for the use of Civic vehicles:

- (i) the Mayor's car (OGR 1) is for the exclusive use of the Mayor on business and when attending official functions;
- (ii) the Deputy Mayor has the priority use of a civic car for official functions;
- (iii) the Leader and Deputy Leader can use a car if one is available and they are on Council business, if use of their own cars is impractical or inappropriate;
- (iv) the Chief Executive can use a car if one is available and he is on Council business if use of his car is impractical or inappropriate;
- (v) Portfolio holders may use a civic car if a vehicle is available and if they are acting on significant Cabinet business and use of their own car is inappropriate. If no vehicle is available a taxi may be used and charged to the Civic Centre Manager's account;
- (vi) generally, all other Members and Officers are required to make their own travel arrangements,  
  
and
- (vii) the people carrier is used for small groups of Members and for larger groups going on Council business (e.g. Site visits etc.) a coach may be hired.

### **3. Use of Taxis**

The Members' Allowances Scheme provides that payment may only be made in cases of urgency or where public transport is not reasonably available. In such cases the actual fare and a reasonable gratuity are payable.