

BUDGET AND PERFORMANCE PANEL

Consideration of Sustainable Staff Travel Plan Update 13 July 2010

Report of Corporate Director (Finance and Performance)

PURPOSE OF REPORT

To update the Panel on progress in considering the development of a sustainable staff travel plan.

This report is public

RECOMMENDATIONS

- (1) That the Panel consider the report and comment accordingly.

REPORT

1.0 Introduction

- 1.1 Since the matter was last reported to the Panel, this report outlines the progress that has been made in considering the development and implementation a sustainable staff travel plan.
- 1.2 The Council currently includes in its Corporate Plan an action under its Climate Change priority to :-

- deliver the appropriate actions from the Energy Savings Trust (EST) Green/Grey Fleet Review.

The Fleet Review includes consideration of, amongst other things, opportunities for reducing staff travel both for business and other purposes. At present the Council does not have a specific staff travel plan but has been developing its approach to this matter through other council strategies/policies eg cycling demonstration town, access to services etc.

- 1.3 In order to deliver the Council's corporate priorities for Climate Change, an officer working group has been established. The group is chaired by the Corporate Director (Finance and Performance) and supported by the Council's Sustainability Co-ordinator with cross service representation from all key services. The group reports into the Climate Change Cabinet Liaison Group chaired by Councillor Barry and any resource issues referred up into Cabinet for any decision.

2.0 Progress to Date

- 2.1 The Officer Working group is making good progress on most aspects of delivering the Council's agreed climate change priorities set out in the 5 year Climate Change Strategy. Progress is being co-ordinated through a number of specific sub groups that report into the Officer Group including one for Green/Grey Fleet issues.
- 2.2 The Green/Grey Fleet working group has met twice recently and has two main streams of work :-
- Green fleet issues that relate to the Council's operational fleet of vehicles
 - Grey fleet issues that relate to staff travel in employee owned vehicles both for work purposes and also for non-council business travel (ie travel to work and home).

This report concerns itself with progress on Grey Fleet issues.

- 2.3 Work in respect of the Grey Fleet issues has to date concerned itself primarily with developing a policy in respect of **staff business travel** as this involves both opportunities for reducing carbon emissions but also for generating efficiency savings. The recommendations from the EST's Fleet Review are being used as the basis for developing proposals together with the Council's existing practices and guidance notes that are in operation across the council.

Work in respect of staff travel for **non-council business travel** is scheduled for later in the year.

- 2.4 The sub group has developed a framework for the draft policy for staff business travel but this has still to be considered by the Officer Working group and Management Team before referring to the Cabinet Liaison Group.
- 2.5 The framework of the policy considers such issues as:-

- Introduction
- Health & Safety
- Environmental Sustainability
- Financial Efficiency
- Governance of Private Vehicles Use
- Minimum Vehicle Standards
- Insurance of Private Vehicles
- Conditions for Use of Private Vehicles
- Mileage Claiming Process
- Occupational Road Risk
- Necessity for Travel
- Use of Transport Options for grey Fleet users

- 2.6 Consideration of the draft policy and proposals in respect of the recommendations from the EST Fleet Review are due to be considered at the next Officer Working Group later this month (as yet date not determined) with a view to reporting into the September Cabinet Liaison Group. Any resource implications or changes to existing arrangements arising from this will then be referred to Cabinet to consider as part of the annual budget process and to the JCC for staff consultation.

- 2.7 Further updates on progress, and opportunities to comment on any proposed policies, will be built into the Panel's work programme.