

# HR Committee

23<sup>rd</sup> September 2021



**Report of:** Director of Workforce and Change

**Title:** Travel Policy

**Ward:** N/A

**Officer Presenting Report:** James Brereton, HR Business Partner

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## Recommendation

That the Committee is invited to provide its views and observations on options to reform the Council's Travel Policy which supports the Corporate Strategy.

## Summary

Members views and observations are invited on options to reform our Travel Policy.

## The significant issues in the report are:

- The Council's Travel Policy needs to be ambitious and reflect the requirements of the Corporate Strategy and One City Climate Strategy.
- There will need to be changes to the Council's travel policy from 2022, to reflect the impact of the Clean Air Zone on travel for work.
- Consultation has taken place with trade unions and council employees over the Summer on proposals for reform which will be presented to the Committee for discussion.
- Members of the committee will receive a presentation on the options being considered.



## **Policy**

1. The Employee Expenses and Benefits Policy sets out the arrangements for re-imbursing employees for work-related travel. The Chief Executive has delegated powers to approve HR policies.

## **Consultation**

### **3. Internal**

Chief Executive  
Trade Unions  
Employees and Managers

### **4. External**

None.

## **Context**

5. The Council relies on in work travel to deliver services. For example, employees using their vehicles for work purposes cost £506,561 in 2020/21. The Council also provides fleet vehicles for some workers to enable service delivery e.g. in Homes and Landlord Services. To ensure the Council delivers its climate change ambitions, there is a need to significantly reform the Council's approach to employee travel to meet the requirements of our Corporate Strategy and our obligations under the One City Climate Strategy by 2030. The Intergovernmental Panel on Climate Change on 9<sup>th</sup> August 2021 also highlighted the need for strong, rapid and sustained reductions in greenhouse gas emissions.

6. Consultation on proposals for change related to car travel began in July 2021 in preparation for the implementation of the Clean Air Zone. Options under consideration include limiting the circumstances in which car mileage can be claimed and phasing out eligibility to claim car mileage for vehicles that are not Euro 4 and above (Petrol) or Euro 6 and above (Diesel). Some exemptions are also proposed for employees with disabled tax class vehicles. Given the challenges facing the City, there is a strong argument that the current reforms are not radical enough and we need to put in place clear policy objectives to deliver rapid change by no later than 2030.

7. It will be essential with any changes to put in place package of support e.g. access to grants for low paid workers. These are currently included in the package of change to support the Clean Air Zone implementation.

8. Members are be invited to comment on the proposals and options which will be presented at the committee for discussion.

## **Proposal**

9. That the committee is invited to provide its views and observations on options to reform the Council's Travel Policy which supports the Corporate Strategy.

### **Other Options Considered**

10. None

### **Risk Assessment**

11. There are risks associated with service delivery arising from any change in policy and these will need to be carefully managed. It is likely that the risks will be mitigated by phasing in changes to the current policy.

### **Public Sector Equality Duties**

- 15a) Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following "protected characteristics": age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:
- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
  - ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --
    - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
    - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
    - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
  - iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
    - tackle prejudice; and
    - promote understanding.
- 15b) At this stage Equality Impact Assessment has not been developed. This consultation is being used to shape the Equalities Impact Assessment. It has already been identified that some specific provision for disabled employees will need to be put in place.

## **Legal and Resource Implications**

### **Legal**

Not required because this report is for comments and observations.

### **Financial**

#### **(a) Revenue**

#### **(b) Capital**

Not required because this report is for comments and observations.

### **Land**

Not applicable.

### **Personnel**

#### **Personnel**

Not required because this report is for comments and observations.

## **Appendices:**

A Extract from Once City Climate Strategy – Transport Delivery Theme Objectives.

## **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

### **Background Papers:**

One City Climate Strategy. [one-city-climate-strategy.pdf \(bristolonecity.com\)](#)