

HR Committee

15 February 2024



Report of: Director: Workforce & Change

Title: Travel Policy Monitoring Report

Ward: City Wide

Officer Presenting Report: James Brereton (Head of Human Resources)

Contact Telephone Number: 0117 92 22000

Recommendation

That the Committee notes the report.

Summary

The purpose of the report is to monitor the effect of the updated travel policy for Bristol City Council employees, which was implemented in October 2022.

The significant issues in the report are:

- Spend on mileage claims relating to private vehicles used for BCC business remained relatively constant between 2017/18 and 2022/23 (with the exception of the expected drop in 2020/21 due to COVID restrictions)
- Spend on public transport in 2022/23 was less than half of what it was in 2017/18.
- The number of employees claiming mileage has increased by around 16% between 2019 and 2023.
- 84% of mileage claims relate to vehicles that comply with the Clean Air Zone.
- 24 employees have so far taken advantage of the "green car" salary sacrifice scheme.
- 106 employees are currently using our cycle to work salary sacrifice scheme.
- An online travel booking system is now in place for longer journeys and accommodation.

Policy

1. The updated Travel Policy was implemented in October 2022.

Consultation

2. **Internal**
None required as this is a monitoring report for information only.
3. **External**
None required as this is a monitoring report for information only.

Context

4. The key findings are shown on page 1 of this report. Appendix 1 gives more detail.
5. Travel continues to be cited as a contributing factor to recruitment and retention problems.
6. We are currently exploring ways of reducing the administrative and cost burden of parking while on business.
7. We will work with transport team colleagues and partner to explore other ways to reduce the cost and impact of travel for council business.

Proposal

8. That the Committee notes the report.

Other Options Considered

9. None as this is a monitoring report for information only.

Risk Assessment

10. None as this is a monitoring report for information only.

Public Sector Equality Duties

- 11a) 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.

11b) An Equality Impact Assessment has not been completed because this is a monitoring report for information only.

Legal and Resource Implications

Legal

Advice not sought as this is a monitoring report for information only.

Financial

(a) Revenue

Advice not sought as this is a monitoring report for information only.

(b) Capital

Not applicable

Land

Not applicable.

Personnel

None as this is a monitoring report for information only.

Appendices:

A – Data

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers: None.