

Joint Staff Employer Forum

20 March 2007

Staff Green Travel

1. Summary

- 1.1 This briefing paper has been produced to summarise the current position regarding green travel incentives for staff. It gives a background summary of the old "Green Travel Plan" as well as proposals to take this work forward within existing budgets.

2. Background

- 2.1 Following the withdrawal of free car parking for staff in Queen Anne Terrace, the original City Council Travel Plan measures included a "Green Travel Plan" for employees, which provided a 20% subsidy to public transport users. This was funded through income from staff who chose to continue to park at QAT (for which they paid a reduced rate). The scheme was reviewed for affordability during 2005, when it was found that its annual cost (then £8,020) was significantly greater than the staff car parking income that supported it. Annual income had fallen to £3,310 and continues to reduce as people parking at QAT leave the Council.
- 2.2 The Green Travel Plan therefore required an annual subsidy of c. £5,000 and, after an unsuccessful bid was made for this funding, the decision was taken to withdraw the scheme from 1 April 2006. Staff using the scheme reacted adversely to its withdrawal, which led to a review to look at alternative means of promoting green travel to staff; this was conducted during 2006 by Barry Louth, Transport Planning Manager.
- 2.3 The amount of funding available (projected to 31.3.07) to progress staff green travel initiatives comprises approximately £12,990 cumulative brought forward and c. £1,310 net income from staff car parking, i.e. £14,300 in total. Ongoing car parking income currently stands at £3,310 p.a., although this is likely to decrease through staff turnover (see 2.1 above). The budget, originally planned to transfer to Environment & Planning Department, remains in Human Resources as the central driver of employee policy and practice.

3. Proposals for future Green Travel Incentives for Staff

- 3.1 Barry Louth brought a set of proposals to CMT in November 2006 and agreement was obtained to progress the following:
- A review of the Council's Relocation Policy (parameters and limits). Note this will be undertaken as part of an overall Reward & Benefits review and will not be funded through the Green Travel budget.

- The development of a system to analyse car mileage claims, both essential and casual users resulting in recommendations, which might include a review of the criteria for attaching Essential User Allowance to posts and/or purchasing “pool” cars for casual users’ work-related travel.
- Production of a Remote Working Policy, to promote flexible working arrangements and thus reduce the need for staff to commute to the City. This Policy is being developed by HR and IT and is on target to be piloted in the Summer of 2007.
- Incentives to encourage sustainable travel, through promoting walking and cycling. These are summarised in the attached Appendix; the non-capital measures suggested total approximately £1,020.
- Piloting a public transport subsidy for new recruits to encourage sustainable travel. The cost of giving new starters one month’s free travel (bus or rail) is estimated at £12,470 p.a. (uncapped) or £6,840 p.a. (if the free travel is capped at £38 per person). This initiative will also have administrative resource implications.
- Setting up a monthly prize draw for all staff who can evidence they have travelled to work by public transport for more than 10 days in the month. The cost of this would be £600 p.a. plus administrative time.

3.2 There is sufficient funding within the cumulative Green Travel budget and car park income to fund the majority of the initiatives above. Proposals to provide subsidised transport for all staff, the cost of which ranges from £3,120 to £6,240 p.a., have not been agreed as there are insufficient funds to meet these ongoing costs.

4. Implementing the Proposals

4.1 A meeting has been arranged between Barry Louth, Jackie Foglietta and Karl Tattam to draw up an Action Plan and timeframe to progress the proposals. The Trade Unions will be consulted as part of the process. It should be noted that successful implementation will depend not only on available budget, but also on the amount of Officer time available to carry out the work.

Jackie Foglietta
Head of Human Resources

Capital Measures

Measure	Estimated Cost
Two additional pool bikes Hobson/Mandela House	£446
Two electric bicycles – Hobson / Mandela Hose and Guildhall	£800
More cycle stands at Hobson/Mandela House	£350
Improve lighting to the rear of Hobson/Mandela Hose	unknown
Repair cycle lockers in Mandela garage	£195
More cycle stands at Lion House	£350
More cycle stands at The Guildhall	£350
Installing a cycle locker at City Homes North and South	£850
Total	£3341

Softer Measures

Measure	Estimated Cost
Offering cycle safety training to staff	£500
Coaching drivers on green driving methods	unknown
Information to visitors/interviewees about how to access the site.	£50
Information and individual travel planning for new recruits	£50
Continued promotion of car sharing to employees	£370
Making travel information more widely available, including on the intranet and staff notice boards	£50
Total	£1020

Ongoing Measures

Measure	Estimated Cost
Public Transport Subsidy for all Staff	Depends on scheme
Public Transport Subsidy for all new recruits	Depends on scheme
Total per year	Depends on scheme