

Report

13

Report to:	Corporate Resource Committee
Date of Meeting:	7 July 2009
Report by:	Executive Director (Corporate Resources)

Subject:	Employee Travel Plan
----------	-----------------------------

1. Purpose of Report

1.1 The purpose of the report is to:-

- ♦ advise the Corporate Resource Committee of progress in relation to new Employee Travel Plan initiatives.

2. Recommendation(s)

2.1 The Committee is asked to approve the following recommendation(s):-

- (1) that the progress of the Employee Travel Plan initiatives is noted.

3. Background

- 3.1 The Employee Travel Plan was launched in October 2008 as part of the Council's priority value Sustainable Development. The initiatives contained within the travel plan demonstrate the Council's commitment to developing sustainable travel for employees.
- 3.2 The Employee Travel Survey indicated that employees were interested in or were making changes to their travel habits which contribute to health improvement and reduced CO² emissions. The survey indicated that 34% of employees already travel using a sustainable mode, either walking, cycling, travel by bus, train or car sharing. Moreover, it showed that 66% of employees travel as a lone driver, but over 50% were interested in finding out more about car sharing.
- 3.3 The Employee Connect Bus was launched in October 2008 and operated on a pilot basis until December 2008 between Council Headquarters and Atholl House. There was a regular service provided throughout the day which allowed employees to attend training and meetings. Following the pilot period, the bus service was evaluated and the results demonstrated sufficient use to justify continuation of the service.
- ## 4. The Employee Connect Bus
- 4.1 The Employee Connect Bus was re-launched in February 2009 and continues to run throughout the day between Council Headquarters and Atholl House.
- 4.2 The bus service provides employees with a greener alternative to their car. Moreover, it reduces administrative time which is required to process travel and subsistence forms.

- 4.3 After a further evaluation of the bus usage, it is clear that the bus is predominantly used by employees to take them to and from training. As a result, it is proposed that the Employee Connect Bus becomes solely a training bus. After consultation with the Training Advisers and the Personnel Managers, four journeys throughout the day have been agreed. These journey times link into core training times at Atholl House.
- 4.4 Corporate Personnel will also be investigating the possibility of having an online booking system for the bus to ensure that demand is met and forward planning can take place.
- 4.5 Managers are responsible for ensuring that mileage claims are not authorised if an employee could use the bus to travel to training but chooses not to.

5. Journey Share Website

- 5.1 The South Lanarkshire Council Journey Share website will be launched during August 2009. The website enables employees to register their journey to work, allowing them to find other South Lanarkshire Council employees with whom they could share their journey.
- 5.2 There are many benefits to car sharing. Commuting by car would reduce by 20% if employees who drive to work on their own everyday were to car share with a fellow employee just once a week. Employees would reduce their commuting costs as this would be shared between the car sharers and there is also the potential to reduce congestion within South Lanarkshire. The website also enables employees to register a journey which they wish to walk or cycle.
- 5.3 The website is free to use and is a private website which allows only South Lanarkshire Council employees to register. This will ensure that our employees' health and safety is protected.
- 5.4 There are paper registration forms for those who do not have access to a computer and each Resource will be asked to nominate a Green Champion to promote the website, answer queries and help employees to register if this is required.

6. Home working

- 6.1 The HR and Payroll system functionality has been modified to allow the recording of information relating to home working requests and approvals. This enhanced reporting will allow us to calculate the reduction in CO² emissions which are generated as a result of employees utilising the home working scheme and contribute towards sustainable development.
- 6.2 The type of home working someone has requested can be recorded as well as whether the application has been approved or rejected. If an employee's application has been rejected, the HR and Payroll system will record the reason for this rejection. Moreover, if an application has been approved, the details of the arrangements can now be recorded.

7. Salary Sacrifice for bus travel

- 7.1 During September 2009, the salary sacrifice scheme for bus travel will be launched. This scheme will be a cost saving measure for employees as they can save up to 41% on their annual bus travel costs by agreeing to pay for their bus travel through their salary each fortnight. Moreover, it gives employees options in terms of alternative greener travel choices.

7.2 The provider of this scheme is PM and M. They are currently in consultation with bus operators throughout South Lanarkshire.

8. Employee Implications

8.1 Employees will benefit from reduced travel costs if they take part in the salary sacrifice scheme and the Journey Share website.

9. Financial Implications

9.1 Funding was received from SPT for the Journey Share initiative and any other financial implications will be met from existing budgets.

10. Other Implications

10.1 Employees will reduce their carbon footprint and contribute to sustainable development.

11. Equality Impact Assessment and Consultation Arrangements

11.1 This report introduces new sustainable travel initiatives to the Employee Travel Plan policy. This policy has been impact assessment.

11.2 Consultation has taken place via the JTUC Executive, with the Personnel Managers and the Training Advisers.

Robert McIlwain

Executive Director (Corporate Resources)

18 June 2009

Link(s) to Council Objectives/Values

- ◆ Sustainable Development
- ◆ Excellent Employer

Previous References

Minutes of Corporate Resources Committee of 1 October 2008 (Paragraph 9)

List of Background Papers

Employee Travel Survey

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Lianne Brown, Personnel Officer

Ext: 4644 (Tel: 01698 454644)

E-mail: lianne.brown@southlanarkshire.gov.uk