

Gloucester City Council

Meeting:	Cabinet	Date:	12th June 2019
Subject:	Green Travel Policy Annual Update		
Report Of:	Cabinet Member for Environment		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
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Appendices:	1. Green Travel Policy		
	2. Statistical Data Mar 2018 – Mar 2019		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 2.1 To update Cabinet on the implementation of the Council's Green Travel Policy.
- 2.2 To update on the effectiveness of the policy following 12 months of operation from April 2019 to March 2019.

2.0 Recommendations

- 2.1 Cabinet is asked to **RESOLVE** that
 - (1) The effectiveness of the policy be noted following 12 months of operation.

3.0 Background and Key Issues

- 3.1 In March 2017 Cabinet approved a Green Travel Policy the aim of which is to encourage greener and more cost effective travel as a Council. In addition approval was also granted for the procurement of an integrated business travel portal, which could provide access to a fleet of modern and effective pool vehicles and hire cars.
- 3.2 In November 2017 the Council awarded a contract for the above services to Enterprise Travel Plc which would provide us with use of the Enterprise Direct Online Travel Portal, give us access to 5 pool vehicles based at the Council and have the ability hire vehicles where necessary.
- 3.3 In February 2018 Cabinet noted the full implementation of the Green Travel Policy attached at Appendix 1, while requesting a further report back following 12 months of operation.
- 3.4 Key benefits of implementing the policy by the Council are highlighted below:

- A reduction in risk to the council associated with mileage reimbursement. The council have a duty of care to ensure their employees have business insurance, valid license and a fully maintained and MOT'd car for business trips. By implementing the policy, this risk has been greatly reduced.
- The need for employees to bring their own cars to work is reduced as staff who are able to travel to work by other means now have onward mobility for official journeys through the use of Car Club or for longer journeys car hire.
- The average 'employee owned' car will have a higher level of CO2 emissions than the rental cars due to age and type. Although an estimate, there is an expected reduction in CO2 emissions in the 12 months it is 3 tonnes carbon dioxide emissions.
- Car Club cars are self-managed with keys and fuel card stored in the car. Staff are able to manage their own bookings, providing a reduction in administration in the Council.
- As staff do not need to make numerous mileage claims, there is an efficiency in reduced requirement on managers to check and approve claims, plus the saving on administration of reimbursing claims to staff.
- Detailed management information is provided to the Council via the Car Club telematics to monitor usage and journey distance. Appendix 2 provides a summary of this data for the 12 months in this report.

3.5 Following the first 12 months of operation multiple stakeholders within the council are generally happy with the new policy and operation of fleet of vehicles. There are however areas of availability of vehicles and cancellations that require further work. Section 8 of the report provides further detail on future actions.

3.6 During the year the lease on the mayor's vehicle expired and a new vehicle would have needed procuring. In consultation the lease vehicle was not replaced and one of the pool vehicles was upgraded. Through agreement with Enterprise no commercial branding is on this vehicle. This vehicle can now be booked for use by staff when not required for civic duties providing both financial and efficiency savings.

4.0 Asset Based Community Development (ABCD) Considerations

4.1 There are no ABCD implications from this report

5.0 Environmental Implications

5.1 As highlighted earlier in the report by implementing this policy the Council has reduced CO2 emissions through the use of more modern and environmentally friendly vehicles. An estimate of carbon dioxide tonnes saved is 3 tonnes.

5.2 By exploring the opportunity to change all pool vehicles to electric based upon journey distances will further reduce the emissions of the Council.

5.2 Establishing a fleet of business vehicles that are environmentally credible is important given our ambassadorial position within the City and County and recognises the importance the Council attaches to green travel.

6.0 Alternative Options Considered

6.1 No alternative options are currently being considered

7.0 Reasons for Recommendations

7.1 Providing a fleet of business vehicles based on business need, supports staff in undertaking their roles more efficiently within our communities and also promotes the Council more visibly through vehicle branding.

8.0 Future Work and Conclusions

8.1 As highlighted para 3.5, there have been some periods of vehicle unavailability in the period. To ensure this is quantified the booking tool is to be expanded to record all booking request for vehicles even if no vehicle was available for officers. This data will then be analysed to assess the number of pool vehicles required in the future. A 6 week trial of a further vehicle will also be undertaken to assess the impact.

8.2 With the move to Shire Hall the opportunity has now arisen to explore the opportunity of having a shared car club with Gloucestershire County Council. Both the City and the County have similar arrangements with Enterprise, this would provide further efficiency opportunities for both Councils.

8.3 Based upon the average length of journey for the pool vehicles, the opportunity to deliver a full fleet of electric vehicles will be explored.

8.4 The opportunity to provide electric bicycles to staff for shorter journeys in the city will also be explored, again potentially working with Gloucestershire County Council

9.0 Financial Implications

9.1 The implementation of this policy has seen the consolidation of revenue budgets for vehicle repairs and maintenance, mileage claims, fuel and vehicle insurance excluding Countryside Unit, Cemeteries and the Guildhall.

9.2 There has been no overall reduction in the Councils budget because of implementing the policy, however this does not quantify the benefits realised at paragraph 3.4 of this report. As the authorisation of mileage claims is now the exception it is still expected that this expenditure will further reduce to deliver budgetary savings.

10.0 Legal Implications

10.1 None relating directly to this report.

(One Legal have been consulted in the preparation this report.)

11.0 Risk & Opportunity Management Implications

11.1 There are no new risks identified as a result of this report. The key opportunity is to the potential to share with the County to provide both environmental and financial benefits.

12.0 People Impact Assessment (PIA) and Safeguarding:

12.1 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

13.0 Community Safety Implications

13.1 None

14.0 Staffing & Trade Union Implications

14.1 None

Background Documents: None