

Gloucester City Council

Meeting:	Cabinet	Date:	7th February 2018
Subject:	Implementation of the Green Travel Policy		
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		

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 To update Cabinet on the implementation of the Council's Green Travel Policy.

2.0 Recommendations

2.1 **CABINET** is asked to **RESOLVE** that:

(1) the full implementation of the Council's Green Travel Policy be noted, and

(2) the effectiveness of the policy be reviewed after 12 months of it being in operation and reported back to Cabinet as part of the annual green travel plan update report.

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 On 15th December a soft launch event for staff was held which focussed on those officers identified as core users of pool vehicles. This group included officers within those services that spend a significant amount of time off-site including Community Wellbeing, Planners and City Centre Improvement & Environment. This event

introduced staff to the online booking tool and provided them with an opportunity to familiarise themselves with the new vehicles.

- 3.4 Full 'Go Live' for the project was 8th January 2018, and as of this date the online portal is fully functional and enables staff to daily hire vehicles where journey distances warrant it.
- 3.5 All staff in line with the policy are required to book any business journey they intend to make by car via the online portal. In doing so and entering their journey requirements the online portal highlights the most cost effective and environmentally sustainable way to undertake that journey and prompts them to travel in that manner.
- 3.6 Only by exception (through Service Manager / Head of Service approval) and where it is deemed 'business critical' is an employee able to travel in their own vehicle and this flexibility would need to be built into operating arrangements in order to deal with situations such as emergencies etc.
- 3.7 The portal enables staff to book a pool car or hire car accordingly, requiring staff to plan their business journeys in advance and in doing so question the need for or the value of the journey in line with the travel hierarchy as laid out within the policy. The work the Council is doing in respect of
- 3.8 The new policy also focusses on safety which is essential in order for the Council to discharge its duty of care responsibilities. In practice staff would be required to confirm through the online booking portal that they hold a valid driving license and were fit and compliant to take control of a vehicle.

4.0 Asset Based Community Development (ABCD) Considerations

- 4.1 There are no ABCD considerations as part of this report.

5.0 Alternative Options Considered

- 5.1 Alternative options are not applicable to this report.

6.0 Reasons for Recommendations

- 6.1 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 through its Green Travel Plan 2014 – 2018.
- 6.2 As we continue to secure value for money in everything we do as a Council it will be important that any fleet of vehicles we provide are both practical (based on need) and cost effective to deliver, run and maintain. A modern and green fleet offering has been forecasted to deliver annual savings in the region of £7000.
- 6.3 Providing a fleet of business vehicles based on business need, will support Officers in undertaking their roles more efficiently within our communities and will also present the Council with an opportunity to promote itself more visibly through vehicle branding etc.

7.0 Future Work and Conclusions

- 7.1 The policy will be communicated to staff through the net consent policy management system which requires staff to read and understand the policy. In addition an ongoing series of messages via staff bulletins and team meetings will be developed and communicated in order to support the implementation of the policy.
- 7.2 Management information in respect of car usage will be supplied on a monthly basis and this will be kept under review to ensure that the scheme is being utilised to its full potential and that maximum benefit is being achieved.
- 7.3 The pool car fleet includes a number of hybrid vehicles but moving forward officers intend to discuss with Enterprise the possibility of introducing electric vehicles into the fleet. Linked to this will be the need to investigate the viability of introducing a small number of electric car charging points at strategic locations that will be available to Council vehicles but also be available to other users by arrangement.

8.0 Financial Implications

- 8.1 As previously reported the cost to the Council in supporting staff travel in 2015/2016 was £28,000, with a significant proportion of this cost being grey fleet mileage reimbursement.
- 8.2 The implementation of the policy supported by the online travel portal and the new fleet of pool vehicles is forecast to deliver annual savings in the region of £7,000. Benefits realisation will form part of the policy review that will be carried out after year 1.

(Financial Services have been consulted in respect of this Report)

9.0 Legal Implications

- 9.1 There are no legal implications associated with this report

(One Legal have been consulted in respect of this Report)

10.0 Risk & Opportunity Management Implications

- 10.1 There are very few if any risks associated with what is being proposed as part of this report. The opportunities from procuring a new fleet of business vehicles however are many and include –

- Reduction in on-going costs associated with current ageing fleet which can be disposed of;
- Assist with Council promoting its green credentials;
- Helps Council minimise its environmental impact and carbon footprint;
- Encourages staff who use their car for business journeys to leave their car at home;
- Assists the Council in making further progress in respect of its Green Travel Plan, and
- Provides an opportunity for the Council to promote its brand more visibly.

11.0 People Impact Assessment (PIA):

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

12.0 Other Corporate Implications

12.1 Community Safety

There are no community safety implications associated with this report.

12.2 Sustainability

Provision of a new fleet of pool vehicles supported by a green travel policy and an integrated journey booking system will introduce sustainability in respect of availability and range of vehicles and deliver environmental benefits through regular replacement of vehicles and the most cost effective travel option being recommended.

12.3 Staffing & Trade Union

The policy was discussed at a Trade Union meeting in November 2017 and no objections were raised to its implementation.

12.4 Safeguarding

There are no safeguarding implications associated with this report.

Background Documents: None