



ADUR & WORTHING
COUNCILS

Joint Staff Committee
29 September 2021
Agenda Item 9

Key Decision: No

Ward(s) Affected:

Staff Travel Policy

Report by the Director for Digital Sustainability and Resources

Executive Summary

1. Purpose

- 1.1 The report seeks approval of the Adur & Worthing Councils Staff Travel Policy
- 1.2 This policy (if approved) will replace the Business Travel Policy.
- 1.3 The aim of the policy is to encourage staff to partake in more active travel options whilst travelling to and from work and during their working hours. It is also to encourage staff to use more sustainable modes of travel in line with Councils' sustainability agenda.

2. Recommendations

- 2.1 The Joint Staff Committee is recommended to approve the Staff Travel Policy with effect from 1st November 2021.
- 2.2 The Joint Staff Committee is asked to delegate authority to the Head of Human Resources (in consultation with the Chief Financial Officer and the Head of Legal Services, where relevant) in order to make minor and non-consequential amendments to this policy at any time.

3. Context

- 3.1 The aim of the Staff Travel Policy is to support the new ways of working post Covid-19 pandemic it has close links to the new Blended Working Policy and the updated Staff Expenses and Reimbursement Policy and

Procedure and therefore it was decided that all three should be brought to the Joint Staff Committee together.

- 3.2 The three policies are connected and are there together to enable a flexible working approach for the Councils staff that encourages a healthier work life balance, including incorporating active travel to, from and during working hours.
- 3.3 The Councils are committed to both improving the health and wellbeing of our employees and to becoming carbon neutral by 2030.

4. Issues for consideration

- 4.1 The policy applies to employees of Adur & Worthing Councils and primarily relates to business travel, although elements of the policy also support and encourage active travel and low carbon transport for commuting purposes.
- 4.2 The policy is based on the Sustainable Travel Hierarchy which sets out the decision making process for employees attending external meetings. The Sustainable Travel Hierarchy is there as a tool to help employees to think about whether they could adapt their current travel habits, rather than choosing to drive as the default.
- 4.3 We expect employees to take a pragmatic approach in deciding which mode of transport to use for any journeys.
- 4.4 The hierarchy might not be applicable for every journey and there may be a range of disabilities that prevents everyone from being able to take this approach, however every little will help towards our goals.

5. Engagement and Communication

- 5.1 Unison have been consulted with and they consulted with their members providing them with two weeks to provide any feedback.
- 5.2 Following that period of consultation Unison have formally agreed the policy and it will go to the Joint Officer Negotiating Group (JONG) on 17th November 2021.

5.3 Two policy consultation & engagement sessions were delivered in June for all employees. Feedback from these sessions was taken on board, which is reflected in the policy.

5.4 Further staff engagement sessions/information sharing is planned to coincide with the rollout of the policy which might include training or workshops for managers.

6. Financial Implications

6.1 There are no unbudgeted financial implications arising from this policy.

7. Legal Implications

7.1 This policy is not contractual and does not form part of the terms and conditions of employment.

7.2 Section 112 Local Government Act 1972 gives the Council the power to appoint staff on such terms and conditions as it considers appropriate.

Background Papers

- Proposed new Adur & Worthing Councils Staff Travel Policy is available at Appendix 1
- Adur & Worthing Councils Business travel Policy available at Appendix 2
- The Staff Travel Policy Equality Impact Assessment (EIA) is available at Appendix 3

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Sustainability & Risk Assessment

1. Economic

Matter considered and no issues identified.

2. Social

2.1 Social Value

Positive impact due to the open and transparent approach to improving the health and wellbeing of the Councils' employees and the impact on healthier travel options on the local environment.

2.2 Equality Issues

The Equality Impact Assessment for this policy is attached as Appendix 3

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified.

2.4 Human Rights Issues

Matter considered and no issues identified.

3. Environmental

The Staff Travel Policy encourages staff to reduce the number of journeys they make by car and encourages active travel (e.g. walking and cycling) and use of low carbon transport (e.g. electric pool vehicles or public transport).

4. Governance

This policy is consistent with the Councils' SustainableAW agenda.

It also contributes to the Climate Emergency that the Councils declared in 2019 and the commitment to working towards becoming carbon neutral by 2030.