



ADUR & WORTHING
COUNCILS

DRAFT Staff Travel Policy

Last updated: September 2021
To be reviewed: September 2022

Contact: Human Resources

1. Introduction

- 1.1. This staff travel policy is published in Summer 2021, as we slowly emerge from the COVID pandemic, a crisis that has had a huge impact on us all. Many of our staff have experienced profound changes to their working lives, many working from home for a large proportion of their time with vastly reduced commuting mileage, and many site visits successfully undertaken virtually rather than in person. Our Workspaces AW programme aims to build a future working model that captures the benefits of these changes, while providing upgraded office accommodation (at the Town Hall) that better suits a new “blended” model of office and home working. The staff travel policy is an integral part of these changes.
- 1.2. Our staff travel policy aims to support our post pandemic working model, but there are broader, longer term outcomes we aim to achieve. We are committed to both improving the health and wellbeing of our employees and to becoming carbon neutral by 2030. We will achieve these goals by reducing the number of journeys we make by car and encouraging active travel (e.g. walking and cycling) and use of low carbon transport (e.g. electric pool vehicles or public transport).
- 1.3. We want to support individuals and teams to review their travel needs and take up the new options available where possible, reducing costs and environmental impact - and turning travel into something that makes people healthier and happier.

2. Background

- 2.1. The Adur & Worthing Activities Strategy (September 2021) will provide detail of the benefits of activity and priorities for raising levels of physical activity across all areas of the community and this Staff Travel Policy aligns to those goals. When employees choose to travel by more sustainable modes there can be positive benefits for health and wellbeing as well as local traffic congestion and air quality improvements.
- 2.2. Physical inactivity directly contributes to 1 in 6 deaths in the UK and costs £7.4 billion a year¹ to business and wider society. The growth in road transport has been a major factor in reducing levels of physical activity and increasing obesity.
- 2.3. Building walking or cycling into daily routines are the most effective ways to increase physical activity. Short car trips are prime candidates for switching to active travel and to public transport. All adults should aim to be active daily. Over a week, activity should add up to at least 150 minutes.
- 2.4. Employees that are physically active take 27% fewer sick days than their colleagues². Evidence suggests walking and cycling (often alongside public transport) can contribute positively towards mental health both through physical activity and other factors in comparison to commuting by car.

¹ Public Health England - Everybody Active, Every Day 2014

² British Heart Foundation – Health at Work: Economic Evidence Report 2016

- 2.5. Health-promoting transport systems are pro-business and support economic prosperity³. They enable optimal travel to work with less congestion, collisions, pollution, and they support a healthier workforce.
- 2.6. Since the emergence of Covid-19 and the subsequent requirement for social distancing, the Councils enabled most employees to work from home safely and efficiently. This ability to work from home, coupled with the WorkspacesAW programme to reduce the required office space needed for the Councils, has seen significant levels of homeworking embedded on an ongoing basis, helping reduce costs to the Councils through reduced business mileage.
- 2.7. In July 2019 Adur & Worthing Councils declared a Climate Emergency and committed to working towards becoming carbon neutral by 2030. The Councils' are progressing on a programme of work over the coming decade to reduce carbon emissions⁴ - this includes the transition towards active travel and low carbon transport.
- 2.8. In order for the Councils to meet their carbon emissions reduction target for business travel, the council will be providing fully electric vehicles through the pool car scheme for business travel. We will be working with teams to ensure all business miles are Ultra Low Emission (ULEV) at the point of electric pool car introduction, expected Summer 2023. We anticipate this will have implications for the current Essential Car User Allowance scheme, and this will be reviewed with the relevant teams and individuals. We will not remove or adapt the scheme without fully understanding the implications and developing an achievable transition plan.
- 2.9. The Council's Air Quality Action Plans include commitments to reduce emissions of pollutants from Council vehicles and staff travel. Nitrogen Dioxide and Particulates can cause both short and long term health damage so it is important we work to reduce these emissions and lead by example.

3. Scope

- 3.1. The policy applies to employees of Adur & Worthing Councils.
- 3.2. The policy primarily relates to business travel, although elements of the policy also support and encourage active travel and low carbon transport for commuting purposes.
- 3.3. The policy is based on the Sustainable Travel Hierarchy (page 5) which sets out the decision making process for employees attending external meetings.
- 3.4. The overall aims of the policy are:
 - to support the health and wellbeing of our employees by promoting and prioritising active travel, helping everyone to integrate physical activity into their daily lives where possible. It is appreciated that not everyone will be able to do this.

³ Public Health England - Working To Promote Active Travel 2016

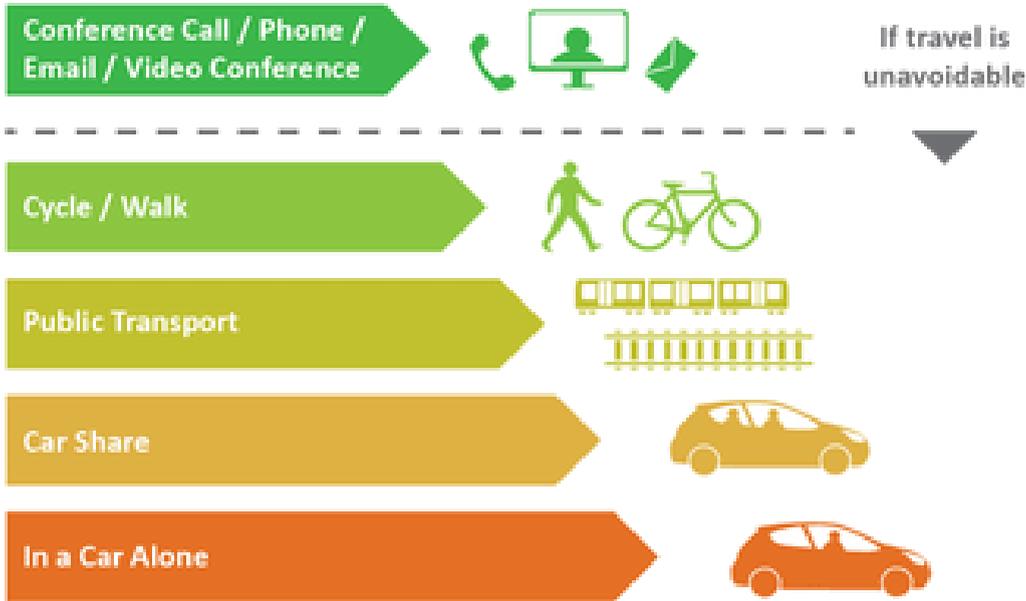
⁴ <https://www.adur-worthing.gov.uk/sustainable-aw/carbon-reduction/>

- to reduce carbon emissions related to transport
- to reduce local air pollution associated with road transport that cause poor air quality such as particulates and nitrogen dioxide
- to support a reduction in single occupancy car use

4. Sustainable Travel Hierarchy

- 4.1 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.
- 4.2 Before embarking on any journey, it is the responsibility of all employees to ensure the most active, low carbon and cost-effective means of travel is used whenever possible. There is useful information on the intranet, including [maps to help calculate how long it takes to walk or cycle](#). Employees can calculate their carbon footprint for various travel options using a [carbon calculator](#).
- 4.3 Making no journey provides the best financial and environmental savings, however it is recognised that some business travel is useful and necessary for the effectiveness of the Councils. The Sustainable Travel Hierarchy (p5) helps employees select the most suitable mode of travel by:
- Avoiding travel wherever possible through use of technology such as audio and web conferencing
 - Prioritising and increasing the use of active travel (walking and cycling) and public transport
 - Minimising the impact of road travel through the use of low emission vehicles, car sharing and [eco-driving](#)
 - Minimising the use of employee-owned vehicles through provision of low carbon managed pool cars.
- 4.4 We expect employees to take a pragmatic approach in deciding which mode of transport to use for any journeys. For example, if a journey would take longer by cycling than the same journey by car, but is a reasonable amount of time then we would encourage that change. However, if a journey would be deemed as much quicker by car than by other modes of transport then we would anticipate that the individual would use a car (ideally a pool car). However, congestion on the roads coupled with limited parking spaces does mean that driving isn't always the fastest option available for all journeys. Please refer to 8.5 regarding what journeys can be done in a personal vehicle.
- 4.5 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.

Sustainable Travel Hierarchy



Does the meeting need to take place face to face?
 Can it be done over the phone or via video conferencing?

Is the meeting close enough to walk or cycle?
 You can claim 20p mileage for cycling - use an app to track the distance travelled
 You can use a Donkey Bike - FREE for staff to travel to meetings

Can you take public transport to the meeting?
 You can get discounted travel with Easit Adur & Worthing

If you need to drive, is a low carbon pool car available?
 Book a hybrid / electric pool car
 Can you share with other people going to the same meeting?

If you need to drive, can you share with others?
 Can you share with other people going to the same meeting?
 Can you attend other meetings in the area to maximise use of the journey?

5. Active Travel

- 5.1. In 2019, the Councils commissioned Sustrans to produce a [Travel Action Plan](#) to better understand how to encourage more sustainable means of travel such as walking or cycling.
- 5.2. Following the Sustainable Travel Hierarchy, active travel should be the priority for business travel wherever possible.
- 5.3. These are the schemes that can help employees become more active for their business journeys and for their commute too:

[Cycle to Work loan scheme](#) - up to ⅓ off with a tax free bike

[Donkey Bikes](#) - FREE for staff travel between Mon-Fri, 8am-6pm

[Durrington Community Cycle Project](#) - purchase a 2nd hand refurbished bike

- 5.4. Further information on cycling route maps, discounted protective clothing, the Bike User Group and other staff incentives for active travel are all available on the [intranet](#).
- 5.5. Additional incentives and support including road confidence bike training and a staff bike maintenance scheme are also being planned for 2021.
- 5.5. Facilities to enable and support employee choice for active travel are provided at multiple locations, these include showers, changing rooms, lockers and secure bike racks. Detailed information is available on the [intranet](#), including locations of bike storage and guidance on how best to secure your bike.

6. Using Public Transport

- 6.1. Following the Sustainable Travel Hierarchy, using public transport for business travel is encouraged as this helps minimise the number of cars on the road, reducing congestion and pollution. It can also give people time to relax, read, socialise and there is usually an associated walk to the bus stop or train station, so includes more physical activity too than driving a car.
- 6.2. There are a number of schemes that can support employees to use public transport for business purposes. These are also suitable for commuting:
 - [Season ticket loans](#)
 - [Easit](#) - discounted travel options, particularly around public transport and cycling

7. Pool Car Scheme

- 7.1. The Pool Car Scheme is a service for all employees based at Worthing Town Hall, Portland House, Commerce Way and the Shoreham Centre. The location and numbers

of pool cars at each site will be kept under review. Please see the [Pool Cars section on the intranet](#) for further information.

- 7.2 All pool cars are currently hybrid. Infrastructure for fully electric pool cars will be built into the WICC development and all pool cars will be fully electric from Summer 2023.
- 7.3 All drivers must read the [Pool Car Hire Policy](#) and agree to share their licence, MOT and business insurance via HMRC Online. Full details about the scheme are available on the [intranet](#).
- 7.4 Pool cars should be used in preference over an individual's own car where practical to do so. This may not be the most practical option if an individual would have to drive to a Council site to collect the pool car and then travel onwards to their appointment. Please also see point 8.2.
- 7.5 When following the Sustainable Travel Hierarchy, journeys that are outside of Sussex or for a significant period of the day, should ideally be made by public transport, as long as this is also a cost effective option. If it is essential to drive then employees may consider a rental car from a local car rental contractor with approval from their Head of Service.

8. Employee Owned Vehicles

- 8.1 Adur & Worthing Councils are committed to encouraging active travel or low carbon transport for business journeys. Therefore business journeys using an employee's own vehicle are discouraged.
- 8.2 For journeys where no other practical options within the Sustainable Travel Hierarchy are available, or where an appointment can only take place on the way to the workplace and cannot be rearranged, employees may use their own vehicle for business travel and claim the casual user mileage rate. Please see the [Staff Expenses and Reimbursement Policy and Procedure](#) on the intranet for further details.
- 8.3 On site parking is no longer available whilst the WICC development is in progress. Parking is available in one of the [long-stay town centre multi-storey car parks](#). Employees can apply for a Town Centre Workers Permit for one of the multi-storey car parks where car parking fees are reduced - find out more about [Ticketless parking](#). Alternatively, employees could try and park further away from the office and walk the remaining distance.
- 8.4 Staff undertaking specified and approved job roles are eligible for the Essential Car User Allowance (ECU). The ECU Allowance remains in place, but will be reviewed in line with the principles of this policy of transitioning towards active travel and low carbon transport.
- 8.5 Employees may use their own vehicle for all journeys:
 - Where there is a certified medical condition or disability
 - If an employee has an Ultra-Low Emissions Vehicle (ULEV) - a low emission car or van that emits 75g/km CO₂ or less. ULEVs include pure electric vehicles, electric range-extender vehicles, and plug-in hybrids (PHEVs).
 - If an employee is a member of the Essential Car User scheme
- 8.6 For employees that choose to commute to work by car, there is a WSCC car sharing

scheme which employees are encouraged to join (Covid restrictions allowing). It is free and will help to reduce the number of cars on the road and also helps employees to save money on fuel and maintenance costs.

➤ [West Sussex Car Share Scheme](#)

8.7 The [Assisted Car Purchase Scheme](#) is available to provide support with finance toward a vehicle. From 2030 a national ban on buying petrol or diesel vehicles comes into force.

8.8 Where employees elect to use their own vehicle, they must obtain agreement from their Manager to do so and provide certain documentation to payroll before first using their car for business purposes. Please see the [Staff Expenses and Reimbursement Policy and Procedure](#) on the intranet for further details.

9. Taxis

9.1 Taxis are only permitted for short journeys where no other practical option within the Sustainable Transport Hierarchy is available.

10. Mileage rates

10.1 Employees can claim expenses for business mileage incurred, these mileage rates are set by [HMRC](#). Please note employees are able to claim 20p per mile for cycling too. For further detail about claiming expenses, please see the [Staff Expenses and Reimbursement Policy and Procedure](#) on the intranet.

10.2 Any mileage incurred as part of a business journey can be claimed for using the [Connect](#) system.

11. Indemnity Notice

11.1 Employees are covered by the Councils' insurance policy for employer's liability and personal accident whilst working on Council business.

12. Your Records

12.1 For HMRC purposes under self-assessment you are required to keep a copy of any mileage claims so that these can be produced to HMRC for inspection if required.

13. Payroll Records

13.1 All paperwork will be kept by payroll in a safe and secure environment.

13.2 Once the annual audit has been completed any paperwork that is not current will be confidentially destroyed.

14. Duties / Responsibilities

Who	Responsible for
Director of Digital, Sustainability and Resources	Ensuring that the Councils adopt the Staff Travel Policy
Managers	Ensuring that the requirements of this policy are complied with by their employee
Employees	Adhering to this policy and ensuring that they are authorised, competent and fit to travel.
Human Resources / Payroll	Collating and reporting business travel mileage from employee expenses for the Councils.
Sustainability Team	Reporting the Councils carbon footprint from travel, undertaking travel surveys for the Councils, providing sustainable travel advice and promoting healthy travel options
Head of Facilities and Technical Services	Managing the Councils travel and transport contracts, including pool and hire vehicles.

Signed:
Chief Executive

Date:

Signed:
UNISON

Date: