



## Travel Plan Project – Progress Report

### RECOMMENDATION

1. To note the progress made since the last report.

### SUPPORTING INFORMATION

- 2.1 Following approval of the Personnel Committee to the development and implementation of the Travel Plan Action Plan on 7 July, Council Cabinet gave approval, on 8 July 2008, to the bid for £318k from the modernisation fund, for resources to support the development and implementation of the priority measures.
- 2.2 Key vacancies in the core Project Team were advertised at the end of July and to date successful appointments have been made to 3 of the 4 posts, with the employees starting their new roles throughout October and November. The aim is that the core Project Team will be established as early as possible in November.
- 2.3 Work is currently underway on the recruitment of specialist support staff in Finance and Communications to support the project.
- 2.4 Work is underway to commission the independent review of Derby City Council's business travel requirements, to receive recommendations on the types and numbers of different business travel provisions we should have in place to meet operational needs. The recommendations must also meet our corporate objectives, comply with occupational road risk legislation, be sustainable and cost effective and enable employees to undertake their duties efficiently and effectively without needing to use their own car, where practical. The aim is to have awarded the contract in early November with the results available in January 2009.
- 2.5 Work is underway compiling management information on our current business travel patterns and behaviours. This involves compiling data from various sources and the information will be used to underpin the review exercise to ensure that we have an accurate picture of how, why, when and where our employees currently travel on business. Our management information will be used to develop a modelling tool which will enable us to test any recommendations that are developed, to gauge their impact on a number of factors, including operational efficiency and cost. This is a crucial activity in the business travel review.

- 2.6 The project management structure of the project is currently being revised to ensure that the departments for which employee business travel is a critical operational consideration are represented as Senior Users on the project board and will be consulted as appropriate as the project develops.
- 2.7 The project remains on course to engage trade unions on the proposed reviews later in the Autumn.

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Background papers:	None
List of appendices:	Appendix 1 – Implications

**IMPLICATIONS****Financial**

1. Funding of £318k has been requested and approved to resource the development and implementation of the priority measures. This does not represent the total funding required to develop and implement the Travel Plan Action Plan.

**Legal**

2. The Council, as an employer, has a duty to consult with employees and their representatives on any proposed changes to terms and conditions. Trades unions are aware of high level proposals and formal discussions are planned.

**Human Resources**

3. Additional resources are required to support this project.

**Equalities Impact**

4. Potential impact – every effort will be made to ensure fair and equal access to initiatives within the constraints of the project. The aim is to have a positive benefit by increasing viable travel choices for staff.

**Corporate objectives and priorities for change**

- 5.1 Producing an action plan for the Council's Travel Plan is key outcome 3.1f in the Corporate Plan 2007/8, under the Council's priority "reducing the level of carbon emissions".
- 5.2 It is an action in the Smarter Choices Strategy element of the Local Transport Plan, the Air Quality Improvement Action Plan, the Corporate Climate Change Programme and the Council's Environmental Policy.