

TRAVEL POLICY

Version Number	Date	Review Date	Author	Reason for New Version
1	September 2017	TBC	Human Resources	

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1 Introduction

- 1.1 Lewes District Council (LDC) and Eastbourne Borough Council (EBC) have committed to sharing services under the Joint Transformation Programme (JTP) and all of the new roles created under this programme are flexible with the expectation that staff will be required to work from both Southover House, Lewes and 1 Grove Road, Eastbourne.
- 1.2 This policy applies to all staff employed in either Council whether or not they have yet been part of the JTP process.
- 1.3 Staff should be aware that 'home to work' travel is a taxable benefit and those claims will therefore have tax deducted, this is not the case for business travel and this policy is about business travel.
- 1.4 Home to work travel is in staff's own time. Travel between sites during the course of a working day will be part of the working day.
- 1.5 The amount of time to be spent at each work base will vary depending on a number of factors including meetings and the location of team and colleagues. Managers will work closely with their teams to agree working arrangements that ensure appropriate availability at both sites which takes account, wherever possible, of specific individual circumstances.
- 1.6 Managers will also work with staff regarding work arrangements during adverse weather and factors which the Council cannot influence such as rail strikes.

2 Equality & Diversity

- 2.1 An equality and fairness analysis has been conducted and will be reviewed periodically.
- 2.2 The Councils are committed to good practice in equality and diversity, and to meeting our statutory equality responsibilities, both as an employer and in the provision of services. In respect of business travel this means ensuring that staff with a protected characteristic which is covered by the Equality Act are not discriminated against or treated either more or less favorably
- 2.3 Where a staff member requires a meeting to discuss reasonable adjustments around ways of working and travel arrangements they may be accompanied by an appropriate person to provide support, in addition to their right to be accompanied by a colleague or trade union official. The manager responsible for the meeting will ensure reasonable adjustments and special arrangements are considered where possible to accommodate dependant on operational need.
- 2.4 Staff members are invited to advise their line manager and subsequent managers of their needs and requirements to ensure they are known to the councils and can be supported where possible. This may include the requirement to attend an occupational health assessment so that the council can seek professional advice on medical conditions.

3 Easit Transport Discount Card

- 3.1 LDC and EBC have are part of the Easit travel group and all staff are able to benefit from many transport discounts including 15% off all local rail fares. A membership card costs £4.00 plus VAT per person per year and can be used for work and personal train fares. The cost of the card can be reclaimed via a standard expenses claim.
- 3.2 The HMRC will include the £4.80 cost (if reclaimed from the Council) in your overall gross salary and you will be taxed on this part of your earnings.
- 3.3 Tickets can be purchased online at www.easit.org.uk and staff will need to use their work e mail address to confirm they are employed by Lewes-Eastbourne. Further information can be found on the intranet.

4 Lease Cars

- 4.1 The lease car scheme for Lewes staff has now closed. Those staff who have a contract hire car have received notice that their existing lease will not be extended. All of these cars will have been returned by December 2021.
- 4.2 Following return of the contract hire car, if the member of staff is in a role which is entitled to the essential car user allowance then they will start to receive this.
- 4.3 The lease car scheme for Eastbourne staff closed some years ago.

5 Essential Car User Allowance

- 5.1 Roles for which it can be evidenced they meet either or both of the following criteria are entitled to an essential user allowance:
- The role needs to be reactive to unforeseen emergency situations
 - The role is reactive and customer facing where inadequate or no public transport is available so the employee regularly and frequently (more than 70% of their normal working hours) has no option but to use their car to provide the service expected
- 5.2 A list of the roles which currently meet these criteria are appended to this policy (Appendix 1)
- 5.3 For roles in the Neighbourhood First team we will explore a range of options to enable the staff to perform the duties of their role and this may include Council provided vehicles.
- 5.4 If staff are in a role which is does not attract an essential car user allowance and they believe this to be incorrect they should make a written submission to their head of service which will be reviewed with all of the relevant information available in conjunction with the Head of Human Resources. There will be no further right to appeal.
- 5.5 Staff who were receiving essential user allowance as of August 2017 and are in a role which is not included in the list at Appendix 1 have been given notice and advised that pay protection will apply as follows:
- From 1 November 2017 to 31 October 2018 they will receive 100% of the current car allowance they are receiving
- From 1 November 2018 to 31 October 2019 they will receive 66% of the current car allowance they are receiving
- From 1 November 2019 to 31 October 2020 they will receive 33% of the current car allowance they are receiving
- 5.6 During this 3 year period if a staff member moves to a role which is entitled to a car user allowance then the pay protection withdrawal will cease.
- 5.7 This gradual withdrawal has been agreed to mitigate the financial impact for individuals who had previously been receiving this.
- 5.8 Staff appointed after August 2017 will only receive a car allowance if they are employed in a role which is listed at per Appendix 1.
- 5.9 The Corporate Management Team (CMT) and HR will be agree which roles meet the criteria for essential car user allowance and it is anticipated that these will only be roles in Service Delivery. Managers should discuss with

teams ways of working across Lewes and Eastbourne include flexible and agile working.

6 EBC Cash Alternative

6.1 The EBC cash alternative car payment has now ceased and notice has been given to staff currently receiving it advising that it will be withdrawn over the next 3 years as follows:

From 1 November 2017 to 31 October 2018 staff will receive 100% of the cash alternative they are receiving.

From 1 November 2018 to 31 October 2019 staff will receive 66% of the cash alternative they are receiving.

From 1 November 2019 to 31 October 2020 staff will receive 33% of the cash alternative they are currently receiving.

7 Car Loans

- 7.1 The councils have amended this policy so that all staff can apply for a car loan should they wish to (not just those who receive an essential car user allowance). In order to meet our environmental commitment we have also updated the policy so that loans are only available to vehicles whose CO2 emissions are 120 or less. Please note this CO2 emissions threshold will be reviewed annually with a view to reducing it in order to meeting our environmental commitments.

8 Excess Travel

8.1 Staff appointed to a shared service (e.g. HR and Legal Services) since 2015 have been clear from the time of recruitment that there is a requirement to work over both sites and they will not be able to claim travel. This will continue for all new appointments.

8.2 For those staff in employment prior to this who are now required to travel between the two sites and incur additional travelling costs the following arrangements are in place:

For one year (until 31 October 2018) these staff will be able to claim travel for the occasions on which they are required to work either at Eastbourne or Lewes and this incurs excess expense for them.

These claims will be the return rail fare once the appropriate Easit discount has been applied. Staff can choose whether they wish to drive or get the train but will be restricted to claiming the equivalent rail fare. This should be done using the normal EBC mileage claim form but the amount payable will be restricted to the equivalent sum of a return train journey using the Easit card after 9am. All claims should be submitted with receipts.

From 1 November 2018 only those staff who were originally employed to work at either EBC or LDC and who earn a gross annual salary of £28,500 or less will be able to claim excess travel. This has been decided, in consultation with Unison, looking at the average annual salary in the South East using the East Sussex in figures website (ESIF) and the Office of National Statistics Website (ONS). This figure will be reviewed annually in line with ESIF and ONS findings and communicated to staff.

8.3 See Appendix 2 for examples of excess travel.

8.4 The amount that can be claimed will be the post 9am return rail fare once the appropriate Easit discount has been applied. This is significantly cheaper than the fare before 9am. In exceptional circumstances, where a member of staff is required to travel before 9am and only where they are taking the train (i.e. not when driving), line management agreement may be given to claiming the higher pre-9am fare.

8.5 If a member of staff is travelling regularly between workbases, it may be more cost effective to purchase or claim for a weekly or even a monthly ticket, and these tickets can be used before or after 9am.

8.6 If staff choose to drive from Eastbourne to Lewes or vice versa they can claim the equivalent of the 2nd class rail fare with Easit applied. This should be done using the normal EBC mileage claim form but the amount payable will be restricted to the sum of £6.70 for a return journey which is the cost of a return journey using the Easit Card after 9 am.

9 Business Mileage

9.1 Staff can claim business mileage for journeys undertaken during the course of their work (not home to work). The mileage payable in all cases will be based on the shortest route as deemed by AA Route Finder.

9.2 Staff should ensure they are efficient with their journeys out of the office, if they are unable to take the shortest route they can claim additional miles (up to a maximum of 10% of their total journey). Their manager must be advised of the reasons for this and authorise the claim on this basis

9.3 Staff will be paid business mileage rates as defined by the HMRC.

9.4 Under the Corporate Manslaughter Act all employers have a duty of care to ensure that staff who are going to undertake business miles or claim the passenger supplement (see section 10) (this does not include travelling to work and back):

- Have a valid driving licence
- Are driving a car which has a MOT if more than 3 years old
- Are driving a car which is insured for business use
- Are driving a car which is regularly serviced
- Carry out basic maintenance checks on it, water, washer fluid ,tyres etc on a regular basis

9.5 To that end our Payroll Section require that before making any claims for business mileage staff produce:

- Their driving licence
- Their vehicles MOT
- Their insurance certificate confirming they have business cover (not just social, domestic and commuting). This is also required for staff who receive essential car user allowance.

9.6 Commercial cover is not required.

10 Car Sharing/Passenger Supplement

- 10.1 To encourage staff to car share when going to another site (not for the home to work journey) an additional 5p per mile can be claimed for passengers, whatever the number. To claim this staff will be required to detail passenger numbers and names and record this information when submitting claims. Staff also need to demonstrate that their insurance policy covers them to transport colleagues for work purposes.

11 Car Parking

- 11.1 There is no staff parking in Lewes. The Council is allocated a small number of permits each year (approximately 15) and these are distributed to heads of service for them to allocate as they deem appropriate (not for office based services or roles).
- 11.2 Lewes has a couple of long stay car parks which are £2 a day but we would encourage all staff travelling from Grove Road to Lewes to use the train particularly given the proximity of both offices to both train stations and the reduction offered by the Easit Card.
- 11.3 In Eastbourne parking permits are available for the Town Hall and College Road for flexible users and these have been issued until December 2018. There are many more permits than spaces so these are taken on a first come, first served basis but there is plenty of off road parking available within a few minutes walk of Grove Road.
- 11.4 The parking arrangements in Eastbourne will be reviewed prior to the current permits expiring in December 2018.
- 11.5 The Councils offer a 'parking loan' which is interest free and works on the same basis as the season ticket loan. So it is repaid monthly over 12 months directly from your salary, further details on both the parking loan are on Insite and Infolink.

12 Car Club

12.1 LDC operates in conjunction with Co-Wheels which is a car club that allows residents and businesses to hire one or two car share vehicles to get from A to B. The Council has supported this business since its inception and promoted it within the workforce including offering to pay for staff to register.

12.2 For staff who need occasional access to a car to travel around Lewes District (as confirmed in their job description or person specification) during the course of their work but do not qualify for essential car user allowance the councils will reimburse the one off joining fee of £25.

Further details can be found on the website www.co-wheels.org.uk

12.3 Given the close proximity of both offices to train stations, the small percentage of our staff that are truly 'essential users' and the prohibitively high cost of running pool cars the Councils will not be providing these.

12.4 As and when East Sussex County Council installs more electric charging points across both Lewes and Eastbourne we may reconsider this if it appears there is an environmentally friendly option.

13 Cycling

- 13.1 There is an allowance in place of 20p per mile for those staff who wish to cycle to visits.
- 13.2 As with all modes of travel we will be urging staff to work smarter not harder and make the most efficient use of their time. Therefore, we will be setting a maximum of 30 minutes journey time to be undertaken on a bike, as it is unlikely that anything more would be considered the most efficient use of time. This 30 minutes reflect the maximum amount of time that it takes to travel between two sites on the train which is our preferred method of travel for staff where possible.
- 13.3 Motorcycles can be used presuming staff have the correct insurance and will be paid at the HMRC rates.

14 APPENDICIES

- List of posts within the councils who meet the criteria for essential car user allowance (Appendix 1)
- Examples of Excess Travel (Appendix 2)
- Equality and Fairness Analysis (Appendix 3)

Appendix 1.

- Senior Neighbourhood Advisors (Operations and Zones)
- Neighbourhood Advisors (Zones)
- Fraud Investigators
- Specialist Advisor Trees
- Caseworkers (Neighbourhood housing)
- Senior Caseworker (neighbourhood housing)
- Neighbourhood housing team leader
- Maintenance Surveyor (Property Services)
- Estate Services and Compliance Manager (Property Services)
- Clerk of Works (Property Services)
- Asset and Capital Works Manager (Property Services)
- Repairs Services Manager (Property Services)

Appendix 2

Examples of excess travel:

A member of staff who currently lives in Brighton and works in Southover House will be able to claim the equivalent rail from Lewes to Eastbourne (with Easit discount) on days when they are required to work in Eastbourne.

A member of staff who currently lives in Hastings and works in 1 Grove Road will be able to claim the equivalent return rail fare from Eastbourne to Lewes (with Easit discount) on days when they are required to work in Lewes.

A member of staff who currently lives in Brighton and works in 1 Grove Road will not be eligible to claim as they will be incurring no additional travel costs.

A member of staff who currently lives in Bexhill and works in Southover House will not be able to claim travel costs on days when they are required to work in Eastbourne as there will be no additional travel costs.

STRONGER together



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Equality and Fairness Analysis Report

Proposal/Project/Work Stream/Policy Title	Travel Proposal
Proposal/Project/Work Stream/Policy Lead Officer	Sam Hardy, HR Business Partner
Key people involved in the Proposal/Project/ Work Stream/Policy	Unison, HR, Joint Consultative Committee
Director/Assistant Director	Becky Cooke, Assistant Director for Human Resources and Organisational Development
Equality and Fairness Analysis Report Author	Sam Hardy, HR Business Partner
Key people involved in the Equality and Fairness Analysis	Sam Hardy, HR Business Partner and Helen Knight, Head of HR

Date Equality and Fairness Analysis Report Submitted	April 2017
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Context and Scope

What is the purpose of the proposal/project/work stream/policy and why is it needed?

It is recognised that the Councils are in a unique position regarding future ways of working across two primary places of work which are geographically separated, Eastbourne and Lewes. Eastbourne Borough Council is the sole employer and as such needs to address how it will manage travel across the sites in the future.

It also needs to respond to other factors such as the lack of uniformity in other allowances afforded to certain staff and that need a more uniformed approach going forward.

It will complement the new ways of working and opportunities that these bring with the implementation of the Joint Transformation Programme.

In what context will it operate and who is it intended to benefit?

The proposal is internally focussed. It operates at all levels across both sites and applies to travel during the working day. It works within the context of the new ways of working that encourage travel at 'off peak' times. The policy that will arise from this proposal after consultation will have benefits to all staff required to work across the two sites in that it formalises practices and gives a discount for travel where an Easit card is used. We are looking at the possibility of funding the cost for an Easit discount for staff where requested. We are also looking at the possibility of car sharing where staff are travelling to the same destination. This and the use of public transport supports the council's environmental policies.

What are the expected outcomes/longer term benefits of the proposal/project/work stream/policy?

Teams will become more comfortable with travel over time as it becomes part of the agile way of working and teams become more cohesive and uniformed across the two sites.

Managers will feel more confident in managing a flexible team.

There will be efficiency savings in both time and money as a result of staff planning journeys and working locations.

Information and Research

List all sources of information and relevant data that was obtained and considered in the assessment and include the groups you consulted with?

- Research of other Travel Policies
- HMRC Guidelines
- Existing policies at Eastbourne and Lewes

Were there any gaps identified in this information and if so, what are these and what actions are being taken to address them?

Although there are no obvious gaps in the information gathered at the time of preparation of this analysis it is recognised that some of the proposals require further consultation, out of which may arise additional points of consideration. All issues will be addressed prior to the policy being presented to Cabinet and embedded in the policy where appropriate.

Analysis and Assessment

What are the main findings, trends and themes arising out of the research and information you have gathered and any consultation you have carried out?

The main findings are that other authorities approach their travel policies slightly differently. Therefore there is no “ideal”. Also the JTP presents certain opportunities that are new in nature and never addressed before. There is a need to align existing approaches that are inconsistent.

Which protected groups will it affect/benefit the	Age	M	E	L
	Disability	M	E	L

most? <i>Considering who the policy is intending to benefit and what the expected outcomes are, assess each characteristic and indicate whether the policy has 'M' more, 'L' less, or 'E' equal relevance. Highlight the finding.</i>	Gender reassignment	M	E	L
	Marriage and civil partnership	M	E	L
	Maternity and pregnancy	M	E	L
	Race	M	E	L
	Religion or beliefs	M	E	L
	Sex	M	E	L
	Sexual orientation	M	E	L
Which parts of the Public Sector Equality Duty are most relevant to the proposal/ project/work stream/policy?	1. Eliminate discrimination, harassment and victimisation		M	L
	2. Advance equality of opportunity		M	L
	3. Foster good relations		M	L

Please explain your reasons for the above assessments and how you have given consideration to the different needs of people and taken steps to minimise potential disadvantages and maximise equality of opportunity

Research shows that disabled people have more difficulty travelling on public transport than non disabled people. It is recognised that disabled people with mobility issues will be affected by changes to national rail policies, particularly Southern Rail new practices. The councils will also want to discuss travel needs and abilities with disabled employees to ensure that where reasonable adjustments are required that these are accommodated.

The council is mindful how this policy may impact on women who are pregnant at different stages of their pregnancy. Managers will be expected to discuss and agree appropriate travel plans with affected individuals.

All protected characteristics above will be affected by this policy equally as it covers all employees.

Although not a protected characteristic the Council is mindful that this policy may have an

adverse impact on employees who work part time or are on a lower income. In this respect the policy will be closely monitored.

Based on your findings is there a need to balance conflicting views or counter resentment/address inaccurate perceptions, if so what will you do?

There is some scope for this policy to create some resentment where managers have agreed different approaches for employees where these are appropriate but possibly not effectively communicated, therefore managers will be provided with advice and guidance from HR to deal with such situations.

Action Planning

If you have identified specific areas that require action to promote equality, what steps are you going to take to ensure this work is carried out and completed?

Issue Identified	Action Required	Lead Officer	Required Resources	Target Date	Measure of Success
Policy may have a differential impact on certain protected characteristics as outlined and other employees such as part time workers and/or those with dependant commitments	<ul style="list-style-type: none"> • HR to develop advice and guidance on the policy and ensure that managers pay particular attention to these issues • Deliver policy briefing session for managers 	Helen Knight, Head of HR	<ul style="list-style-type: none"> • Officer time • Room 	To be advised	<ul style="list-style-type: none"> • No misunderstandings leading to formal responses such as grievances • Fewer HR and payroll queries



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Outcome

Considering all the evidence and the potential or actual effect of the proposal/project/work stream/policy on equality, I conclude that:

*(*Delete as appropriate)*

***1. No changes are required to the proposals** – the proposal is robust and evidence shows no potential for discrimination and all opportunities to advice equality and foster good relations between groups has been taken.

***2. Minor adjustments can be made to better promote equality in the proposals** - some minor steps have been identified to remove barriers or to better advance equality.

***3. Adjustments are required for the proposals to continue** - action has been identified to remove barriers or better advance equality where possible, but the proposal will be adopted despite any adverse effects or missed opportunities because it does not unlawfully discriminate.

***4. Stop and remove the proposal** – there are adverse effects that are not justified and cannot be reduced and may constitute unlawful discrimination.

Approval

Report Author	Sam Hardy, HR Business Partner
Signed	
Dated	12 April 2017

Proposal/Project/Work Stream/Policy Lead	Travel Policy
Signed	
Dated	June 2017

Please now send this report to equalities@lewes.gov.uk

To be completed by the Performance Officer (Equalities):

Date sent to the Equality and Fairness Forum	May 2017
Date discussed at Forum meeting	7 August 2017
Comments/Recommendations	Approved
Report Agreement? (yes/no)	Yes
Signed by Forum Chair	
Dated	

Does this EaFA impact on staff?	Yes
If yes, date considered by the JCC	
Comments/Recommendations	

Date considered by the Equality and Fairness External Stakeholder Group	
Comments/Recommendations	

Quality Assurance

To be completed by the Project Lead:

How will you implement any recommendations made?	Any recommendations will be considered and where appropriate will be implemented when the policy is reviewed
How will the issues covered in the action plan be monitored and reviewed and who will do this?	Helen Knight, Head of HR to confirm to Becky Cooke, Assistant Director for Human Resources and Organisational Development
Who will sign off the action plan once all actions are completed?	Becky Cooke, Assistant Director for Human Resources and Organisational Development
How will you share the results with stakeholders?	Via Insite