



**14 June 2012**

**Agenda Item: 8**

## **REPORT OF SERVICE DIRECTOR TRANSPORT, ENVIRONMENT AND PROPERTY**

### **PUBLIC TRANSPORT SEASON TICKET PURCHASE SCHEME**

#### **Purpose of the Report**

1. To seek approval for a public transport annual season ticket purchase scheme for business travel.
2. To seek approval for the purchase of Senior, Disabled and Young Persons Railcards for business travel.

#### **Information and Advice**

3. The County Council at its meeting on 15th December 2011 approved the transfer of responsibility for staff travel and accommodation to Transport and Travel Services. This was done to achieve improved and more efficient business travel arrangements to generate savings and support environmental objectives.
4. The Ways of Working project plans for the closure of 18 buildings and maximising occupancy at the remaining buildings. This will put extra pressure on the available parking spaces. Care therefore needs to be taken to relieve any parking pressures by encouraging people to consider other environmentally sustainable modes of travel such as bus, train, car-sharing, walking and cycling.
5. For work related journeys, people are encouraged to use pre-paid travel cards for local journeys, which will be available at all County Council building receptions. This will be rolled out in the first instance across the West Bridgford campus.
6. No arrangements currently exist for the purchase of annual public transport season tickets through the County Council payroll system. It is expected that commuters will use their season ticket for business travel.

7. The Travel Register also shows that just over £80,000 was spent in 2011/12 on rail fares for business travel. The County Council employs 23,494 staff including teaching staff (correct as of September 2011). Approximately 8-10% of staff would be eligible for a Senior, Young Persons or Disabled railcard which would reduce the cost of travel for business travel.
8. The 2011 staff travel survey indicated that only 10% of respondents use public transport to get to work but over 60% would consider doing so, this represents great scope to help with parking pressures and traffic congestion.

## **Proposals**

9. It is proposed that the County Council introduces a scheme to allow the advance purchase of annual season tickets similar to the cycle scheme that is already in place i.e. the cost of the annual season pass would be spread over monthly payroll deductions.
10. Negotiation with several public transport providers has been undertaken to ensure that the administration of the proposed scheme is administratively efficient and therefore will be cost neutral to the County Council.
11. It is also proposed that the County Council purchases Senior, Disabled and Young Persons Railcards for eligible regular business travellers in order to help achieve financial savings for the Council.
12. The purchase of Senior, Disabled and Young Persons Railcards will typically save the Council one third on the rail fares. A railcard costs £20-28, depending on the type purchased, using a railcard generates a saving of £50 on a return trip to London meaning it pays for itself on a single ticket purchase. Based on rail journeys undertaken in 2011/12 and the profile of the County Council, projected savings of £7,000 of savings could be made in year one. This will be in addition to the £700k efficiency savings made for business travel since new measures were introduced in 2011/12. A further £700k will be saved in 2012/13.
13. Management and employee guidance in respect of the operation of the scheme will be published in due course to cover all aspects of the scheme. The Trade Unions were consulted through the Informal Consultative Joint Forum (ICJF) in September 2011 and are in agreement with this proposal.

## **Outcomes**

14. The above proposals will help to relieve parking pressures at County Council buildings and to reduce congestion particularly around the Trent Bridge area which lies within an Air Quality Management Area. Efficiency savings could also be generated through reduced mileage claims and discounted rail tickets, when staff use their travel cards for business travel.

## **Financial Implications**

15. The proposals are expected to generate further savings from the use of personal public transport tickets for work related journeys. An employee using their personal season ticket for a return business trip to Nottingham would save the County Council the following amounts when compared to the alternative options.
  - Travelling by car - £5.30 (based on 2 miles each way plus 2 hours on-street parking)
  - Purchasing a day ticket - £3.40
  - Using an NCT Anytime Card from building receptions - £2.10
16. The purchase of Senior and Young Persons Railcards will mean a financial saving of approximately one third of the cost of travel and it will accrue to the County Council.
17. The advance purchase of annual season tickets will be paid for through Transport and Travel Services budgets initially with the money claimed back through monthly payroll deductions of individuals taking part in the scheme.

#### **Other Options Considered**

18. Do Nothing - This would not offer the financial savings or encourage more public transport use or relieve parking pressures at County Council sites.

#### **Reasons for Recommendations**

19. To realise financial savings on business travel.
20. To relieve parking pressures at County Council buildings, particularly in light of the Ways of Working project.
21. To offer employees cost effective public transport options for their daily commute in line with the County Council travel plan.

#### **Statutory and Policy Implications**

22. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

#### **RECOMMENDATION/S**

- 1) Implement a travel scheme for the advance purchase of public transport season tickets for business travel.
- 2) Implement a scheme for the advance purchase of Senior, Disabled and Young Persons Railcards for business travel.

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**Constitutional Comments [NAB 15.05.12]**

24. The Transport and Highways Committee has authority to approve the recommendation set out in this report.

**Financial Implications (DJK 27.04.12)**

25. The contents of this report are duly noted; there should be a net nil effect on revenue budgets with the cost of season tickets being charged to the department requesting travel.

**Human Resources Implications (CD 09.05.12)**

26. Management of the scheme will be undertaken from within existing resources. Guidance for managers and staff will be produced and publicised and the Trade Unions have been consulted via normal corporate procedures and are in agreement with the proposals.

**Equalities Implications**

27. The scheme will be made available to all members of staff.

**Implications for Sustainability and the Environment**

28. The adoption of the proposals within this report would help to promote alternative modes of transport, achieve an overall reduction in mileage and therefore reduce CO<sub>2</sub> emissions generated by business related and commuter travel.

**Background Papers**

New Arrangements for Travel – Report to Full Council 15/12/11

**Electoral Division(s) and Member(s) Affected**

All