

## Corporate Travel Plan

Date: 6 June 2023

Report of: Transport Development Services Manager

Report to: Climate Emergency Advisory Committee (CEAC)

Will the decision be open for call in?                       Yes  No

Does the report contain confidential or exempt information?     Yes  No

### Brief summary

This is an update on the progress of the Corporate Travel Plan including a proposed refresh of the document. This includes actions to bring Leeds City Council (LCC) Business travel practices in line with our published strategies and plans and supporting the Council's aims to be net zero by 2030.

The existing Corporate Travel Plan (CTP) was produced in 2014 and ran until 2021. During the Covid 19 pandemic travel was reduced and considerations other than sustainability were in play. Now that the pandemic is over it is important that LCC staff are encouraged to choose more sustainable travel options and that these are built in to management policies, practices and procedures to support our stated aims and objectives. It is important that Leeds City Council staff and members are seen to lead by example.

### Recommendations

- a) Note the current position regarding the Corporate Travel Plan and staff travel
- b) Support the production of a new Corporate Travel Plan and delivery across the Council
- c) Support the production of an action plan which ensures the Council is seen to lead by example.

## What is this report about?

- 1 This report outlines the current position regarding staff travel in Leeds City Council and the progress made as part of the Corporate Travel Plan 2014 – 2020. The proposal is to refresh and update the Corporate Travel Plan to reflect all current strategies, policies and plans promoted by Leeds City Council to ensure that the Council is seen to lead by example taking account of individual needs. The aim is to ensure that staff travel is limited to only necessary travel and is undertaken in as sustainable way as possible in relation to environmental, social and financial considerations.

## What impact will this proposal have?

- 2 This refreshed Corporate Travel Plan will require a whole council approach to reviewing staff business travel and options to support sustainable commuting by staff and members.

## How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 3 The initiatives contained in the Corporate Travel Plan are intended to support all staff to be able to travel sustainably in the course of their work. Initiatives for sustainable commuting are also an important part of the plan.

## What consultation and engagement has taken place?

Wards affected: All

Have ward members been consulted?

Yes

No

- 4 Initial meetings have been held internally between colleagues in Influencing Travel Behaviour, Fleet Services, HR, Climate, Energy and Greenspace and Facilities Management to discuss areas of significance requiring a change in approach. Consultation on the draft Corporate Travel Plan will be undertaken with staff at the appropriate time.

## What are the resource implications?

- 5 The refresh is being carried out by officers in the Influencing Travel Behaviour Team using existing staff resource. It is expected that a number of the actions to deliver the plan will have a financial implication (positive and negative) so information on this will be provided at the relevant time.

## What are the key risks and how are they being managed?

- 6 The Corporate Travel Plan needs buy in from all areas of the Council. Key delivery risks around the reduction in reliance on grey fleet (staff owned vehicles) and the carbon implications of this are one known area of concern. Other areas of risk will be identified as part of the Action Planning.

## What are the legal implications?

- 7 None identified

## **Options, timescales and measuring success**

### **What other options were considered?**

- 8 The previous CTP is out of date and needs withdrawing or amending. Areas of work to deliver the aims of the CTP are spread out across the Council. An updated plan to bring all these areas of work together is considered beneficial so no other options have been considered.

### **How will success be measured?**

- 9 Delivery of the Corporate Travel Plan refresh with Action Plan by December 2023 and subsequent delivery of the actions identified to assist in reducing carbon emissions from Council travel to meet the Council's Net Zero Targets.

### **What is the timetable and who will be responsible for implementation?**

- 10 Adoption of CTP and action plan by December 2023 – Influencing Travel Behaviour Team in Highways and Transportation. A one council approach to implementation is required with actions clearly assigned to specific teams.

## **Appendices**

None

## **Background papers**

- Corporate Travel Plan 2014-2020