



Glasgow City Council

**Wellbeing, Equalities, Communities,
Culture and Engagement Committee**

**Report by George Gillespie, Executive Director of
Neighbourhoods, Regeneration & Sustainability**

Contact: Chris Paterson

Item 5

6th March 2025

Staff Travel Plan

Purpose of Report:

To advise Committee of the new Staff Travel Plan and planned updates to Business Travel Policy.

Recommendations:

To note the new Staff Travel Plan and proposed updates to Business Travel Policy.

Ward No(s):

Citywide: ✓

Local member(s) advised: Yes ☐ No ☒ X consulted: Yes ☐ No ☒ X

1 Introduction and context

- 1.1 This report presents the new [Glasgow City Council Staff Travel Plan](#) and associated measures. As part of the Staff Travel Plan, a new Business Travel Policy is currently in development. The work specifically responds to Action A3 of the Glasgow Transport Strategy – to deliver an updated Staff Travel/Mobility Plan for Council employees.
- 1.2 The existing Staff Travel Plan was developed in 2008 to help support and promote more sustainable commuting options to staff. It is therefore important to provide a new Travel Plan which caters to current priorities and considers travel patterns and working arrangements in 2024 and beyond.
- 1.3 The new Staff Travel Plan considers the various implications for staff when travelling to work. Whilst specific actions have not been targeted at each individual GCC staff location, the GCC family of employees are eligible for any universal travel benefits which are being taken forward as part of the new Staff Travel Plan.
- 1.4 The new Staff Travel Plan aims to highlight the importance of sustainable travel to meet the climate emergency, and to provide staff with support to make sustainable travel choices where possible. By helping staff to consider making travel behaviour changes, GCC is playing its role in meeting the minimum 30% reduction target in car vehicle km's which has been set city wide and in achieving the Council's net zero carbon emissions target by 2030.

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- 2.1 In order to develop the new Staff Travel Plan a travel survey was developed and made available to staff over a six week period. This provided valuable insight into how staff travel to work, why they use the mode they do and the issues they face when travelling to work.
- 2.2 In order to maximise response rates, the survey was made available online and the option of requesting a paper version was also promoted.
- 2.3 The survey was distributed via a manager's briefing which was verbally communicated to all staff. It was also distributed via regular communications in internal staff newsletters, and it was displayed in the Connect Intranet digital banner. SMS messages were sent to staff who are not PC-facing. The QR to the survey was also displayed in screens at communal rooms in locations where staff may not have regular access to emails, e.g. depots. Reminders via SMS and email were sent at regular intervals.

- 2.4 In total, 1,373 responses were received; this is 9% of all GCC staff (excluding teaching and education support staff). Teachers and academic staff have not been included within the survey phase of the project due to site specific complexities across schools estates, where individual location characteristics could unduly influence reporting. Teaching and academic staff are however eligible to use all benefits made available through the Staff Travel Plan.
- 2.5 Survey responses have been used to help shape the Staff Travel Plan and to help identify alternative sustainable ways to commute. The new plan therefore considers existing travel options and schemes and looks at the feasibility of implementing new travel measures.

3 Measures

- 3.1 A series of specific measures have been developed which can be presented by mode of travel as per the table below:

Mode / Theme	Travel Plan Action	Status
Walk	Establish programme of staff walking groups	In progress
	Consider refresh of staff facilities at core locations	Further investment in facilities as funding allows
	Provide key travel information for each of our major staff work locations, this will include information on walking routes, access to transport stops and major attractions	Included as part of the Commuter Champions microsite launch
Cycle	Continued roll out of City Network	Ongoing
	Provide key travel information at each of our major staff work locations, this will include information on cycle parking facilities, showering/changing facilities and local cycling routes	Included as part of the Commuter Champions microsite launch
	Further cycle parking Consider refresh of staff facilities at core locations	Further investment in facilities as funding allows

	Service the Council's cycle pool fleet, maximising the number of cycles available for staff use	In progress – pool bikes to be returned to fleet March 2025
	New Cycle to Work Scheme	Committed Summer 2025
	Explore potential for Staff Discount on City Cycle Hire Scheme Cycle awareness and training sessions	Currently being explored in tender exercise Committed 24/25 and currently available to limited staff for testing purposes. Full roll out planned 2025
Public Transport	Explore ability to provide Interest Free Season ticket loans for public transport services	Current work in progress
	Ticket discounts for First Glasgow available to all staff. In discussion with major bus operators	First Committed and available – GCC in advanced discussion with other operators
	Continue to work with SPT and Bus Operators to influence public transport routes through the Glasgow City Region Bus Partnership	Ongoing
Car Share	Through the new online travel microsite we will publicise the availability of the existing SPT Journeyshare regional car sharing scheme to our staff and promote as appropriate	To be re-promoted and included as part of the Commuter Champions microsite launch
Electric Vehicles	Monitor availability of grey fleet charge points to allow consideration of staff use (at cost) as and when capacity allows – will require business case at appropriate time	Ongoing
	Implement an Electric Vehicle salary sacrifice scheme	July 2025

Working Patterns	Continued commitment to hybrid working policy for applicable staff	Ongoing
	Provide links to Public Transport Operator products such as flexible travel passes Explore potential to offer interest free loans for public transport	Included as part of the Commuter Champions microsite launch

4 Reporting/Awareness Raising

- 4.1 While a hard copy of the [travel plan has been appended for members](#), it is intended that the new Staff Travel Plan will become a living document which is regularly updated with any new information or emerging measures.
- 4.2 GCC comms staff are currently developing a bespoke Commuter Champions microsite which will house all relevant information online and be used as a repository for all staff. The microsite will include the following information:
- Staff Travel Plan Objectives
 - Links to relevant resources such as business travel policy
 - Links to public transport operator ticketing offers
 - Major employment facility information including:
 - Parking availability
 - Cycle parking
 - Showering facilities
 - Access to public transport stops
- 4.3 The microsite is currently in development and will be launched in Spring 2025 alongside the staff travel plan launch campaign.
- 4.4 The microsite will be managed and updated by internal communications team with inputs from HR and Finance where appropriate.

5 Business Travel Policy

- 5.1 In addition, a new Business Travel Policy is being developed. Through a review of various GCC staff policies it has become apparent the Council currently have a clear approach to how travel and accommodation is booked, with bespoke systems in place. There is, however, a lack of any clear policy guidance to steer decision-making on whether the physical journey is needed, and on the need to consider sustainability in travel choices. The new business travel policy is being aligned with complementary GCC policies to ensure fit with our wider strategic approach.

5.2 The Business Travel Policy will include the following key elements:

- A journey assessment tool to first understand if making the physical journey is required for the activity in question
- Links to the sustainable travel hierarchy helping employees select the most suitable mode of transport for that journey
- Guidance on how best to travel by foot, cycle or public transport
- Links to the Council's fleet vehicles
- Use of taxis
- Use of personal vehicles
- Guidance on flights and longer distance travel, with a clear policy on avoiding short-haul flights where the journey could be made effectively by rail

5.3 The new business travel policy is currently being developed by Financial Services and NRS as appropriate. An update will be provided as this becomes available.

6 Resource Implications

Financial: A number of measures contained within the report will require GCC to procure staff benefit packages, these could result in cost savings for staff while facilitating progress towards vehicle km and net zero carbon targets. No commitments to physical infrastructure have been made without reference to available budget. A number of avenues have been explored with outside agencies to provide GCC staff discounts

Legal: The report raises no new legal issues.

Personnel: A new Staff Business Travel Policy is currently in development which will apply to all GCC Staff. Internal resources will be used to develop and launch the Staff Travel Plan website. Internal resources will be required to take ownership of specific outcomes.

Procurement: Staff benefit packages are being investigated by Finance and HR. It is assumed that if a decision is made to proceed with identified packages, a procurement exercise will be required.

Council Strategic Plan: The Plan supports the following Council Strategic Plan 2022 – 2027

GRAND CHALLENGE THREE – Fight the climate emergency in a just transition to a net zero Glasgow

MISSION 1: Deliver sustainable transport and travel aligned with the city region

- The new Staff Travel Plan contains a series of interventions which will make it easier for our employees to travel to work using more sustainable modes. This will ensure the Council plays its role in reducing car vehicle km's in line with reduction targets

GRAND CHALLENGE THREE – Fight the climate emergency in a just transition to a net zero Glasgow

MISSION 2: Become a net zero carbon city by 2030

- While the new Staff Travel Plan can not deliver this outcome it ensures GCC staff are encouraged to make sustainable transport choices which will play a role in achieving net zero carbon targets by 2030.

Equality and Socio-Economic Impacts:

Does the proposal support the Council's Equality Outcomes 2021-25? Please specify.

Yes, supportive of the stated outcomes with specific focus on outcome 10 - Glasgow City Council employees are supported to have improved mental and physical health and wellbeing. The staff travel plan supports more sustainable and active travel choices.

What are the potential equality impacts as a result of this report?

N/A

Please highlight if the policy/proposal will help address socio-economic disadvantage.

While the New Staff Travel Plan will not directly impact wider socio economic issues, the Travel Plan will raise awareness and in some instances incentivise staff to travel more sustainably. This will be keenly felt amongst our staff from low income households.

Climate Impacts:

Does the proposal support any Climate Plan actions? Please specify:

The GTS will assist in promoting and supporting sustainable forms of transport. GCC Climate Plan Theme 3 – Well Connected and Thriving City. This includes:

Action Number 57. Explore the feasibility of subsidised public transport through salary sacrifice scheme similar to that available to on site staff.

What are the potential climate impacts as a result of this proposal?

The Travel Plan ensures GCC plays its role in reducing climate impacts by facilitating more sustainable travel to work choices for staff.

Will the proposal contribute to Glasgow's net zero carbon target?

The proposal will assist in reducing the need for our staff to travel unsustainably.

Privacy and Data

Protection Impacts:

No data protection impacts identified.

Are there any potential data protection impacts as a result of this report
Y/N

If Yes, please confirm that a Data Protection Impact Assessment (DPIA) has been carried out

7 Recommendations

To note the Staff Travel Plan and proposals to develop new Staff Business Travel Policy.