1. Summary and Rationale

The council recognises the need for some employees to have access to a vehicle to travel to work and in some cases, to undertake their duties whilst in work. We also acknowledge the requirement to balance these needs with a commitment to reduce our environmental impact as an organisation, by activity encouraging staff to use environmentally friendly forms of transport wherever possible.

The Sustainable Travel Plan 2015-17 aims to ensure that we sustainably manage the transport need of its employees, councillors, service users, companies and visitors to its sites.

As part of its commitment to lower car usage and to encourage the use of public transport, the Council is implementing a new scheme for rail and bus travel. The scheme will enable employees to use public transport services more affordably and save money on their travel to work.

A Cycle to Work is also in operation to encourage alternative travel and reduce the environmental impact of travelling to work. The scheme enables employees to spread the cost of getting a new bike, saving on Income Tax and National Insurance. From 1st October 2016, this scheme will be open to employees all year round, and will not be affected by the Government’s proposed changes to salary sacrifice arrangements (currently out for consultation).

In line with other public services, including other GM Councils it is felt necessary to consider the reduction of the cost of staff travel within work and create a more income focussed approach to car parking.

The objectives of this proposal are therefore to:

- Reduce the costs associated with officer travel by car
- Increase the income generated from staff parking

Essential Car User Allowances
The council is required to have a scheme in place to reimburse employees who are required to use their vehicle for the efficient performance of their duties. In January 2015, new criteria were introduced to assess eligibility as an essential car user:

The essential car user scheme requires employees to undertake 2000 business miles per annum although there is flexibility with this threshold where an employee has a legitimate business reason to regularly use their car for work purposes. This might include:

- Regular transport of customers or work related equipment which cannot be reasonably carried on public transport
- Regular travel to places where no public transport is available due to the time of travel or the location
- Undertaking several small journeys on a daily basis that are an integral part of the post, perhaps not returning to a ‘base’ between these journeys.

The current approach takes the form of an essential car user allowance, paid to employees who are required to regularly use their own vehicle for business purposes. The payment is designed to make a contribution towards car related expenses. The Council currently reimburses employees for mileage incurred using the lower two bands of the National Joint Council (NJC) Car Allowance Rates:

<table>
<thead>
<tr>
<th></th>
<th>451-999cc</th>
<th>1000cc and over</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential users</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lump sum per annum</td>
<td>£846</td>
<td>£963</td>
</tr>
<tr>
<td>Rate per mile first 8,500</td>
<td>36.9p</td>
<td>40.9p</td>
</tr>
<tr>
<td>Rate per mile after 8,500</td>
<td>13.7p</td>
<td>14.4p</td>
</tr>
</tbody>
</table>

There are currently 796 employees in receipt of the annual essential car allowance:
- 93% receive payment at the upper rate.
- 36% of staff currently receiving the allowance work part-time (the allowance is not reduced for part-time staff),
- Only 20% of employees currently receiving the allowance have claimed over 2000 business miles.

The annual cost to the council of paying the annual lump sum allowances is £760k.

An increasing number of Councils, including Rochdale, have dispensed with their Essential Car User schemes in favour of a single car allowance scheme for all employees either as part of their Single Status agreements, or within their programme of savings. A number of other councils (including Bury, Trafford and Oldham) have reduced the essential user lump sum by 50%. Increasingly public services are looking to significantly reduce their staff travel costs.
The Council currently reimburses non-essential car users for mileage at the following rates:

<table>
<thead>
<tr>
<th></th>
<th>451-999cc</th>
<th>1000cc and over</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casual users</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rate per mile first 8,500</td>
<td>46.9p</td>
<td>52.2p</td>
</tr>
<tr>
<td>Rate per mile after 8,500</td>
<td>13.7p</td>
<td>14.4p</td>
</tr>
</tbody>
</table>

It is proposed to remove the essential car user lump sum allowance and reimburse all car users at a single mileage rate. Whilst this would increase the current mileage cost of essential car users, and while there may be an increase in the amount of mileage claimed, it is estimated that a net saving of £550k could be achieved, based on existing mileage rates.

**Car Mileage Rate**

Current mileage rates paid by the council are based on the lower two bands of the National Joint Council (NJC) Car Allowance Rates, as detailed above.

In addition to removing the essential car user scheme, a number of other councils have also adopted the a single mileage rate for all car users based on the lower mileage rates of Her Majesty’s Revenue and Customs (HMRC) Authorised Mileage Allowance Payments Scheme (AMAP) –

<table>
<thead>
<tr>
<th></th>
<th>Cars and Vans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate per mile first 10,000</td>
<td>45.0p</td>
</tr>
<tr>
<td>Rate per mile after 10,000</td>
<td>25.0p</td>
</tr>
</tbody>
</table>

The total value of mileage claimed during 2015/16 was £645k, of which £397k was paid at the essential car user rates. If the remaining casual mileage of £248k was paid at HMRC rates, a saving of £34k could be achieved, with a further saving of £80k from Essential Car Users.

It is proposed to adopt HMRC mileage rates and reimburse all car users at this single mileage rate.

**Staff Parking**

The Council operates a single tier Employee Parking Scheme. This currently stands at £40.00 per month in Town Centre car parks and £14 per month in District car parks (1st April 2015). Charges are pro-rata for part-time staff based on contractual hours. The previous review of employee charges was undertaken in 2011.

The Council currently operate a salary sacrifice scheme for employee’s to pay for
their parking permits, and this reduces the actual cost to employees in Town Centre car parks to £27 per month. Similarly, the actual cost to employees in District car parks is £9.50 per month.

HMRC are currently consulting on limiting the range of benefits that attract income tax and National Insurance contribution advantages provided by salary sacrifice arrangements. Following consultation the government expect to make an announcement in the Autumn Statement 2016 and if withdrawn, salary sacrifice is likely to be no longer available for parking schemes from April 2017. (Increasing the cost of the current scheme for employees to £40)

*It is proposed to increase the cost of employee parking to £50.00 per month in Town Centre car parks with effect from 1st April 2017.* This will generate an additional £70k per year.

If salary sacrifice for car parking remains following the HMRC consultation, *it is proposed to further increase the cost of employee parking to £60.00 per month in Town Centre car parks with effect from 1st April 2018.* This will generate a further £70k per year. The actual cost to employees through salary sacrifice would be £41 per month.

In addition the Employee Parking Policy implemented in 2015 was introduced to simplify and remove inconsistency in the allocation process. All permits, including those for partner organisations are now chargeable, with the exception of councillors and MPs.

There are currently 650 employee Town Centre parking permits:

Income generated through employee parking is £287k per year.

Town Centre employee parking is available at the following car parks:
- Stopford House (staff only – Upper and Middle Parking)
- Central House (staff only - temporary to October 2017)
- Lord Street (temporary overflow when Stopford full)
- Loonies Court (Registrars only)
- Hopes Carr (also public pay and display)
- Ritz (also public pay and display)
- Armoury (also public pay and display)
- Heaton Lane (staff only - upper levels)
- Edgeley (also public pay and display)
- Merseyway (also public pay and display – only available if Heaton Lane closed)
- Newbridge Lane (also public pay and display)

Demand for Town Centre employee parking is high, and availability is limited.

Demand for parking close to the civic complex has increased over the past 18 months with the closure of London Place car park, and a significant number of front-line staff relocating into the town centre from outlying offices, including Baker
Staff Travel

Street. Parking allocations were last reviewed in March 2016 to ensure that staff with the greatest operational need were based as close to their work base as possible. As a result of this review, 40% of existing permit holders had to be allocated to a different car park further away from their work base.

Demand for parking at Stopford House continues to exceed the number of spaces available, and Lord Street car park is currently being used as a temporary overflow to accommodate new staff parking applications with operational needs that meet the Stopford eligibility criteria. The current temporary parking arrangement for 110 spaces at Central House is expected to end in October 2017 with the continuing development of Stockport Exchange. There are currently 120 permits issued for Central House, which will require reallocation.

There is currently 343 staff parking spaces at Stopford House located on the middle and upper parking levels. The lower parking level at Stopford House has 143 spaces and is operated as pay and display parking only. The maximum income that could be generated by these spaces is £156k, based on £4.20 per day and full occupancy. However, at present, approximately 30% of the pay and display spaces are occupied by low emission vehicles exempt from pay and display charges, reducing the maximum income that could be generated by these spaces by £47k.

It is proposed to convert the pay and display parking at Stopford lower parking to staff permit parking.

- Parking on the lower level of Stopford House would become a staff permit only car park (Mon-Fri)
- The car park will continue to operate as a Pay and Display Car Park on weekends.
- The car park will continue to be available to the public after 6pm

In permit only car parks, 5 permits are issued for every 4 available spaces. Converting Stopford lower parking to staff parking would therefore generate income of £85k however this is offset by the current pay and display income levels lost.

There is a need however for Stopford lower parking to be made available as staff parking to accommodate the increasing numbers of employees located into the civic complex and in particular in anticipation of when the current temporary arrangement at Central House comes to an end. There would be a regular review of allocations of permits as changes to parking arrangements are implemented to ensure those who are most eligible are able to park in Stopford House.

People currently using the pay and display parking at Stopford would be displaced to nearby car parks. In addition to alternative council owned Pay and Display car parks, there are privately owned Pay and Display car parks available opposite the Civic Complex on Norbury Street, John Street and Edward Street in addition to the NCP multi-storey car park beside the railway station.

2. Financial Impact
### Staff Travel

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Car Mileage Essential User Allowance</td>
<td>£760k</td>
<td>£0</td>
<td>£0</td>
<td>£0</td>
</tr>
<tr>
<td>Casual Car User Mileage</td>
<td>£248k</td>
<td>£214k</td>
<td>£214k</td>
<td>£214k</td>
</tr>
<tr>
<td>Essential Car User Mileage</td>
<td>£400k</td>
<td>£525k</td>
<td>£525k</td>
<td>£525k</td>
</tr>
<tr>
<td>Employee Parking</td>
<td>(£287k)</td>
<td>(357k)</td>
<td>(£427k)</td>
<td>(£427k)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>£1,121k</td>
<td>£382k</td>
<td>£312k</td>
<td>£312k</td>
</tr>
</tbody>
</table>

### 3. Key Milestones

<table>
<thead>
<tr>
<th>Phase</th>
<th>Milestone</th>
<th>Start Date</th>
<th>Completed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>Draft staffing business case</td>
<td>September 16</td>
<td>30&lt;sup&gt;th&lt;/sup&gt; September 16</td>
</tr>
<tr>
<td>Consultation</td>
<td>Consult trade unions (45 days) Consult employees</td>
<td>October 16</td>
<td>November 16</td>
</tr>
<tr>
<td></td>
<td>Consider consultation feedback and amend proposals if necessary</td>
<td>November 16</td>
<td>December 16</td>
</tr>
<tr>
<td>Implementation</td>
<td>Write to employees to give 13 weeks' notice of the changes and request acceptance of the change.</td>
<td>January 17</td>
<td>April 17 (later if not agreed by employees. This could delay by up to 13 weeks if termination and re-engagement is necessary).</td>
</tr>
<tr>
<td></td>
<td>Notice to amend consolidation order revoking Pay &amp; Display</td>
<td>January 17</td>
<td>January 17</td>
</tr>
</tbody>
</table>
Staff Travel

| parking on the lower level of Stopford House. | March 17 |
| Implement revised charges and mileage rates. | April 17 |

4. Stakeholder, Consultation & Engagement

These proposals will be the subject of a 45 day consultation with the recognised trade unions. This will be achieved by sharing a written proposals document and by meetings with trade union branch officials.

Alongside the trade union consultation the proposals will also be subject to consultation directly with employees, using recognised communication channels, mainly via intranet messages and email notifications.

Arrangements will be put in place to receive and consider the responses to the consultation.

The proposals for the change of use of the lower ground of Stopford House car park will be the subject of the usual consultation regarding car parks.

5. Risk and Impact

<table>
<thead>
<tr>
<th>Risk Ref</th>
<th>Risk and Potential Impact</th>
<th>Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(this includes controls in place or those that will be put in place)</td>
<td></td>
</tr>
<tr>
<td>Project Specific Risks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P1.</td>
<td>Formal dispute with unions/employees, industrial action which could include action short of strike action or strike action.</td>
<td>Consultation with unions and employees to explain implications of not proceeding with proposals.</td>
</tr>
<tr>
<td>P2.</td>
<td>Refusal of staff to use their vehicles for work impacting on service delivery.</td>
<td>Contingency plans including an assessment on service delivery where there is a high level of vehicle usage. Use of alternative methods of staff travel including public transport and cycling.</td>
</tr>
<tr>
<td>P3.</td>
<td>Staff retention where neighbouring authorities offer more favourable</td>
<td>Other local authorities have implemented similar changes to</td>
</tr>
</tbody>
</table>
### Staff Travel

| terms and conditions | terms and conditions including Trafford, Wigan and Tameside |
Stage 1: Do you need to complete an Equality Impact Assessment (EIA)?

An EIA is required because the proposal affects SMBC employees

Stage 2: What do you know?

Staffing Analysis

An analysis of staff was undertaken for each staff group affected by these proposals:

- 796 Essential car users
- 520 Council employees with parking permits

The following data for each staff group was analysed:

- Age
- Gender
- Disability
- BME Ethnicity
- Full-time/Part-time
- Grade

Essential Car Users

Data relating to Disability, Age, BME, Gender and Ethnicity all reflect a similar picture to the Council as a whole:

- 4.6% of staff in scope are disabled, compared to 5.7% of the total Council workforce.
- 6.3% of staff in scope are BME, compared to 9.4% of the total Council workforce.
- 83.9% of staff in scope are aged 25 to 55, compared to 74.4% of the total
Staff Travel

Stage 2a: Further data and consultation

We will monitor the impact on the various staff groups affected throughout the staff consultation period.

Council workforce.
- 77.3% of staff in scope are female, compared to 73.4% of the total Council workforce.

In the areas of Grade, the proportion of staff in scope is higher than the proportion in the total Council workforce:
- 74.7% of staff in scope are scale SO1 and above, compared to 41.6% of the total Council workforce.

23.8% of the staff in scope are part-time employees, compared to 34.4% of the total Council workforce.

Employee Parking
Data relating to Disability, Age, BME, Gender and Ethnicity all reflect a similar picture to the Council as a whole:
- 4.8% of staff in scope are disabled, compared to 5.7% of the total Council workforce.
- 5.6% of staff in scope are BME, compared to 9.4% of the total Council workforce.
- 84.1% of staff in scope are aged 25 to 55, compared to 74.4% of the total Council workforce.
- 76.3% of staff in scope are female, compared to 73.4% of the total Council workforce.

In the areas of Grade, the proportion of staff in scope is higher than the proportion in the total Council workforce:
- 74.7% of staff in scope are scale SO1 and above, compared to 41.6% of the total Council workforce.
- 25.7% of staff in scope are scale M Band 4 and above, compared to 12.9% of the total Council workforce.

27.1% of the staff in scope are part-time employees, compared to 34.4% of the total Council workforce.
## Stage 3: Results and Measures

This will be updated later in the process.

## Stage 4: Decision Stage

The EIA is a live document and will be updated throughout the process.