

## ABERDEEN CITY COUNCIL

---

<b>COMMITTEE</b>	Staff Governance Committee City Growth and Resources Committee
<b>DATE</b>	Staff Governance Committee 31 January 2019 City Growth and Resources Committee 7 February 2019
<b>REPORT TITLE</b>	Staff Travel Policy
<b>REPORT NUMBER</b>	RES/18/150
<b>DIRECTOR</b>	Steven Whyte
<b>CHIEF OFFICER</b>	Jonathan Belford
<b>REPORT AUTHOR</b>	Carol Smith
<b>TERMS OF REFERENCE</b>	Staff Governance Committee 4 and 6 City Growth and Resources Committee 1.2

---

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek Committee approval of the amended staff travel policy.

### 2. RECOMMENDATIONS

That Staff Governance Committee:-

- 2.1 Comment on the report from a staffing perspective before referral to the City Growth and Resources Committee.

That City Growth and Resources Committee:-

- 2.2 Approve the Staff Travel Policy appended to this report; and
- 2.3 Approve that the policy be implemented from 1<sup>st</sup> April 2019.

### 3. BACKGROUND

- 3.1 The Travel Policy was last amended at Finance, Policy and Resources Committee on 7 June 2016. It is due for review under the policy cycle.
- 3.2 Financial restraint is currently a significant challenge for the Council, and therefore all expenditure for travel costs and staff resource must be more

thoroughly considered in respect of the cost and benefits against Council priorities and outcomes.

3.3 Given the different Conditions of Service and Codes of Conduct relating to staff and members, it has been decided to have 2 separate Travel Policies. To tie in with the review of the Scheme of Governance in March 2019, the Members Travel Policy will be presented as part of this. The Members Travel Policy will be based on the principles and controls recommended by the Audit, Risk and Scrutiny Committee.

3.4 Audit, Risk and Scrutiny Committee on 23 November 2017 agreed in relation to Travel Policy that

- procedures should be put in place to ensure the most cost-effective method of travel is put in place.
- the approval process for foreign travel should be reviewed.
- the policy should consider timeliness of travel applications to ensure cost effectiveness of travel.

A streamlined approach to the travel approval process is proposed that meets these criteria.

**Approval of Journey Purpose and Outcome:**

- Programmes of foreign travel (e.g. for economic development or educational outcome purposes) – approved by relevant Committee in advance of the programme with a business case
- One-off Foreign travel – approved by relevant Committee in advance
- Travel within UK – approved by relevant budget holder

**Budget availability and value for money check:**

- All travel – approved by relevant budget holder

**Approval of exceptions that are allowed within the travel policy (for example special needs requirements or higher cost due to lack of availability of accommodation):**

- All travel – relevant Chief Officer

3.5 A review has been undertaken to align the policy to the new Scheme of Governance approved on 5 March 2018 to

- Ensure that Powers Delegated to Officers align with this policy.
- Align the format of the travel policy with other documents in the Scheme of Governance.

3.6 A process review has been undertaken by the staff administering the travel process who are moving to the Customer Function, Business Services Team. They have identified several inconsistencies and improvements that have been incorporated into the policy to improve use of resources.

#### 4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from the recommendations of this report. The implications arising from implementation of this revised expenses policy are that it is expected to reduce costs associated with travel outside the City.

#### 5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising from the recommendations of this report. Data protection implications are covered in the staff privacy notice.

#### 6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
<b>Financial</b>	If the policy is not implemented then there is a risk that the Council spends too much on travel, reducing financial resources available to other priorities and outcomes of the Council.	M	All staff advised of new policy and additional checks required.  All responsible staff implement new checks in policy.
<b>Legal</b>	None identified	L	
<b>Employee</b>	There is a risk that employees are exposed to criticism and suspicion that travel and expenses are not necessary and extravagant. .	L	All staff advised of new policy and that additional checks on best value and timeliness are required.  Following the policy ensures that employees have a framework and structure to base travel decisions on.
<b>Customer</b>	There is a risk that customers may feel the impact of lower levels of service due to financial resources being used inefficiently on staff travel.	L	All staff advised of new policy and additional checks required.  All responsible staff implement new checks in policy.

<b>Environment</b>	There is a risk that lowest cost travel would not have the least environmental impact.	L	Ensure that environmental travel records are kept updated and any increase in environmental impact is reported.
<b>Technology</b>	There is a risk that available technology is not effective	L	Instances where technology is not effective are reported and actioned.
<b>Reputational</b>	There is a risk if the policy is not implemented that there is a reputational impact if the cost/benefit of travel is not sufficiently demonstrated to our customers.	M	<p>All staff advised of new policy and additional checks required.</p> <p>All responsible staff implement new checks in policy.</p> <p>Decision making in relation to travel should be subject to a robust business case that adequately justifies the need for the travel to be undertaken.</p> <p>Reporting on benefits of travelling to events provides the Council with assurance about the need for and benefits gained from incurring that expense.</p>

## 7. OUTCOMES

<b>Local Outcome Improvement Plan Themes</b>	
	<b>Impact of Report</b>
<b>Prosperous Economy</b>	Effective use of travel budget and staff time resource maximises positive impact on economy.
<b>Prosperous People</b>	Effective use of travel budget and staff time resource maximises positive impact on people.
<b>Prosperous Place</b>	Effective use of travel budget and staff time resource maximises positive impact on place.
<b>Enabling Technology</b>	Recognising the benefit of digitisation to support efficient networking, communication and learning will improve how technology is enabled for staff and citizens.

<b>Design Principles of Target Operating Model</b>	
	<b>Impact of Report</b>
<b>Customer Service Design</b>	Travel cost and staff time priorities should be aligned to networking, communication and learning opportunities that support customer service design e.g. early intervention and prevention, data management and are aligned to good customer service.
<b>Organisational Design</b>	Travel cost and staff time priorities should be aligned to effective organisational design e.g. a customer centric approach and ensure accountability of resource use.
<b>Governance</b>	Travel cost and staff time priorities should align with principles of good governance.
<b>Workforce</b>	Travel cost and staff time priorities should align with workforce principles e.g. flexibility and empowerment.
<b>Process Design</b>	Travel processes should be effective in enabling the most cost-efficient method to be used, ensuring responsibility and accountability for travel costs and an objective consideration of the cost/benefit of travel is undertaken.
<b>Technology</b>	Travel cost and staff time priorities should maximise effective use of technology.
<b>Partnerships and Alliances</b>	Travel cost and staff time priorities should maximise the opportunity benefit of partnering e.g. shared travel, one partner representative travelling, maximise partnering opportunities.

## 8. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Equality &amp; Human Rights Impact Assessment</b>	Not Required
<b>Privacy Impact Assessment</b>	Not Required
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not Required

## 9. BACKGROUND PAPERS

Finance, Policy and Resources Committee – 7 June 2016 – CG/16/069 Travel Policy, Procedure and Guidance;  
 Audit, Risk and Scrutiny Committee – 23 November 2017 – IA/1814 – Travel Costs;

Council - 5 March 2018 - Standing Orders For Council, Committee and Sub  
Committee Meetings; and  
Council - 5 March 2018 Powers Delegated To Officers

## **10. APPENDICES**

Appendix 1 – Staff Travel Policy

## **11. REPORT AUTHOR CONTACT DETAILS**

Carol Smith  
Accounting Manager  
[carosmith@aberdeencity.gov.uk](mailto:carosmith@aberdeencity.gov.uk)  
01224 346378