

ABERDEEN CITY COUNCIL

COMMITTEE	Council
DATE	4 March 2019
REPORT TITLE	Members Travel Policy
REPORT NUMBER	RES/19/204
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TERMS OF REFERENCE	Council 12

1. PURPOSE OF REPORT

The purpose of this report is to seek Council approval of the Members Travel Policy.

2. RECOMMENDATIONS)

- 2.1 Approve the Members Travel Policy in Appendix 1 this report.
- 2.2 Approve that the policy be implemented from 1st April 2019.

3. BACKGROUND

- 3.1 A combined Members and Staff Travel Policy was last amended at Finance, Policy and Resources Committee on 7 June 2016. It was due for review under the policy cycle.
- 3.2 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. The staff travel policy was approved at City Growth and Resources Committee on 7th February 2019. This Members Travel Policy mirrors the staff policy except where there are specific criteria that are different for Members.
- 3.3 To tie in with the review of the Scheme of Governance in March 2019, the new Members Travel Policy is presented alongside that at this Committee. Policy sections related to Member travel that were previously shown in the wider Scheme of Governance are now incorporated in this policy.
- 3.4 Due to financial constraints, all expenditure for travel costs and staff resource must be thoroughly considered in respect of the cost and benefits against Council priorities and outcomes.

- 3.5 Audit, Risk and Scrutiny Committee on 23 November 2017 agreed in relation the existing Members and Staff 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.

3.6 The main changes from the previous policy are those that relate to incorporating the sections in the Scheme of Governance (in 3.3 above) and to respond to the Audit recommendations (in 3.5 above). Additional information is requested for approval regarding the journey purpose and outcome, to ensure the cost effectiveness of the trip. Foreign travel is to be approved by the relevant Committee, and steps are put in place in the procedure regarding timeliness of travel applications.

- 3.7 The Travel Policy in Appendix 1 contains:
- The Main Travel Policy
 - Appendix A – Policy Detailed Guidance
 - Appendix B – Main changes between the current policy and the proposed policy
 - Definitions

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

3.8.1 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 Chief Officer

3.8.2 Budget availability and value for money check:

- All travel – approved by relevant Chief Officer

3.8.3 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 – Chief Officer - Finance

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 The Council has a duty to achieve Best Value, the new Members Travel Policy will help ensure that the Council achieves Best Value in this area.

6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	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 Members advised of new policy and additional checks required. All authorisers implement new checks in policy.
Legal	None identified		
Employee	None identified		
Customer	None identified		
Environment	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.
Technology	There is a risk that available technology to implement the policy is not effective	L	Instances where technology is not effective are reported and actioned.
Reputational	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	All Members advised of new policy and additional checks required. All authorisers implement new checks in policy. 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.

			Reporting on benefits of travelling to events provides the Council with assurance about the need for and benefits gained from incurring that expense.
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7. OUTCOMES

Local Outcome Improvement Plan Themes	
	Impact of Report
Prosperous Economy	Effective use of travel budget and time resource maximises positive impact on economy through promotion and participation in the economic development of the city. In planning to take a journey, Members will be asked to record the LOIP impact and journeys should be targeted, for example for those that will most enable economic growth.
Prosperous People	Effective use of travel budget and time resource maximises positive impact on people. In planning to take a journey, Members will be asked to record the LOIP impact and journeys should be targeted, for example for those that will most enable opportunities to give children the best start in life.
Prosperous Place	Effective use of travel budget and time resource maximises positive impact on place. In planning to take a journey, Members will be asked to record the LOIP impact and journeys should be targeted, for example for those that will most enable safe and resilient communities.
Enabling Technology	Recognising the benefit of digitisation to support efficient networking, communication and learning will improve how technology is enabled to complement travel.

Design Principles of Target Operating Model	
	Impact of Report
Customer Service Design	Travel cost and 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.
Organisational Design	Travel cost and time priorities should be aligned to effective organisational design e.g. a customer

	centric approach and ensure accountability of resource use.
Governance	Travel cost and time priorities should align with principles of good governance.
Workforce	Travel cost and time priorities should align with workforce principles e.g. flexibility and empowerment.
Process Design	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.
Technology	Travel cost and time priorities should maximise effective use of technology.
Partnerships and Alliances	Travel cost and time priorities should maximise the opportunity benefit of partnering e.g. shared travel, one partner representative travelling, maximise partnering opportunities.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Not Required
Privacy Impact Assessment	Not Required
Duty of Due Regard / Fairer Scotland Duty	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

Council - 5 March 2018 Powers Delegated To Officers

10. APPENDICES (if applicable)

Appendix 1 – Members Travel Policy

11. REPORT AUTHOR CONTACT DETAILS

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