

**CYNGOR SIR POWYS COUNTY COUNCIL.**

**REPORT TO:** County Councillor G.G. Hopkins  
Portfolio Holder for  
Highways, Transport & Local Environment

**SUBJECT:** Business Travel on Public Transport -  
Permanent Adoption of the Scheme

**Scheme Review**

To support the implementation of the Corporate Travel Plan and to reduce business travel costs Board approved (September 2009) a 12-month pilot scheme to permit Staff and Members to use contracted bus services for business travel; and to permanently adopt the scheme thereafter, subject to any amendments proposed by Members, Staff or bus Operators, (see attached copy ref B315-2009).

The pilot is now complete. The scheme has proved to be efficient, cost neutral, simple to use and feedback from users has been positive. However, in order to make the facility 'cost neutral', the scheme requires staff to produce their PCC photocard to identify themselves to the driver when boarding the bus. Whilst this has made the procedure simple and effective, it has meant that some staff based in schools and therefore without a card, have been unable to participate. It is expected that HR will address this issue in the near future.

Benefits arising from the scheme include:

- reduced business travel costs;
- helps to retain the Green Dragon Level 5 accreditation - obtained in 2010.
- supports the Council's commitment to the carbon management programme and sustainability.
- implementation of the Corporate Travel Plan

Continuation of the scheme on a permanent basis has the support of HR's Healthy Lifestyle Group, the Corporate Travel Plan Working Group, and the Sustainability Officers' Network. It also has the support of Property Management as it will assist in reducing the pressure on the car parks at Council buildings.

**Proposal Permanent Adoption**

If the permanent adoption of the scheme is agreed it would be re-marketed to staff and Members. It will continue to operate under the same strict requirements and this would ensure that all users are aware of the 'rules' concerning their eligibility for free travel.

It is proposed that the free business travel facility for staff and Members on the Councils contracted bus services be adopted permanently.

## Authorisation

It is understood that the Board Portfolio Holder for Transport has the authority to take a decision in relation to this matter.

## Portfolio Holder Decision

	Tick as appropriate
I agree to the permanent adoption of the scheme	
I disagree to the permanent adoption of the scheme	

Signed: \_\_\_\_\_ Dated \_\_\_\_\_

Portfolio Holder for: \_\_\_\_\_