



## Business Travel Policy

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Other Relevant Policies:	Energy Policy, Environmental Policy, Lease Car Scheme, Taxi usage, Standing Financial Instructions and Fraud Policy, Sustainability Policy Framework, Infection Control, Health and Safety, Work Life Balance.

# ***Business Travel Policy***

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# NHS Greater Glasgow and Clyde's Business Travel Policy

## 1. Policy Statement

NHS Greater Glasgow and Clyde (NHSGGC) is committed to reducing the financial and environmental impact arising from its business travel.

Where possible, the aim of this policy is to encourage employees to reduce unnecessary travel and encourage the use of more sustainable forms of transport. However, the Board recognises that sometimes there is no alternative to using a car for business travel and this policy is not intended to impede business travel where it is required nor to restrict car use where it is the most appropriate mode of transport for business purposes. Neither is this policy intended to be applied to the detriment of those employees with restricted mobility.

This policy applies to all staff employed by NHSGGC.

## 2. Context

The NHS in Scotland is tasked with reducing its carbon emissions through the same Public Body Duties under the Climate Change Act as the wider public sector, with an 80% reduction targeted for year 2050. The national and local drivers are centred on sustainability and reducing carbon emissions. Relevant legislation and other mandatory requirements include:

- Climate Change (Scotland) Act 2009 and associated Climate Change Duties;
- Good Corporate Citizenship Framework, and;
- NHS Scotland Sustainable Development

Transport accounts for approximately 25% of all carbon emissions from the NHS. As such, it is a key area where carbon savings can be made. The Sustainability Planning and Implementation Group (SPIG) is promoting change to three types of travel common within NHSGGC:

- travel to our sites by patients, visitors and staff;
- movement of goods to and between our sites, and;
- travel undertaken by staff in undertaking their work duties.

The first category of travel is addressed by the Board's Travel Plan, the second by a series of measures and plans identified by Facilities Management. The third relates to business travel and is the subject of this policy.

### **3. Responsibilities**

This policy provides guidance for all NHSGGC employees. Where there are issues requiring judgment, managers are expected to follow the terms and spirit of this policy, recognising that they need to ensure this policy is applied consistently and appropriately within the overall imperative of business efficiency.

#### ***Directors, Associate Medical Directors, Heads and General Managers***

- Should seek to apply this policy throughout their area of responsibility.
- Need to confirm the management arrangements of this policy, especially those authorised to approve train, plane, taxi or car travel.
- Ensure the policy is applied fairly and consistently across their service area.
- Require to review, on a regular basis, the implementation of this policy.

#### ***Managers, Service Managers and Leads***

- Cascade the policy to ensure that all staff are aware of this policy and staff adhere to it.
- Ensure that mileage is recorded accurately.
- Are required to encourage a reflective discussion within their teams on how business travel contributes to the Board's carbon emissions, reviewing how staff travel against the Business Travel Hierarchy and explore with staff opportunities where more appropriate travel choices can be made, in order to encourage a reduction in business mileage and carbon emissions. Managers should in particular explore this at times of service redesign when work travel patterns for staff may alter.
- Should publicise the role of the Purchasing Department Travel Team and ensure all rail and plane tickets are ordered through this channel.

#### ***Individual Employees***

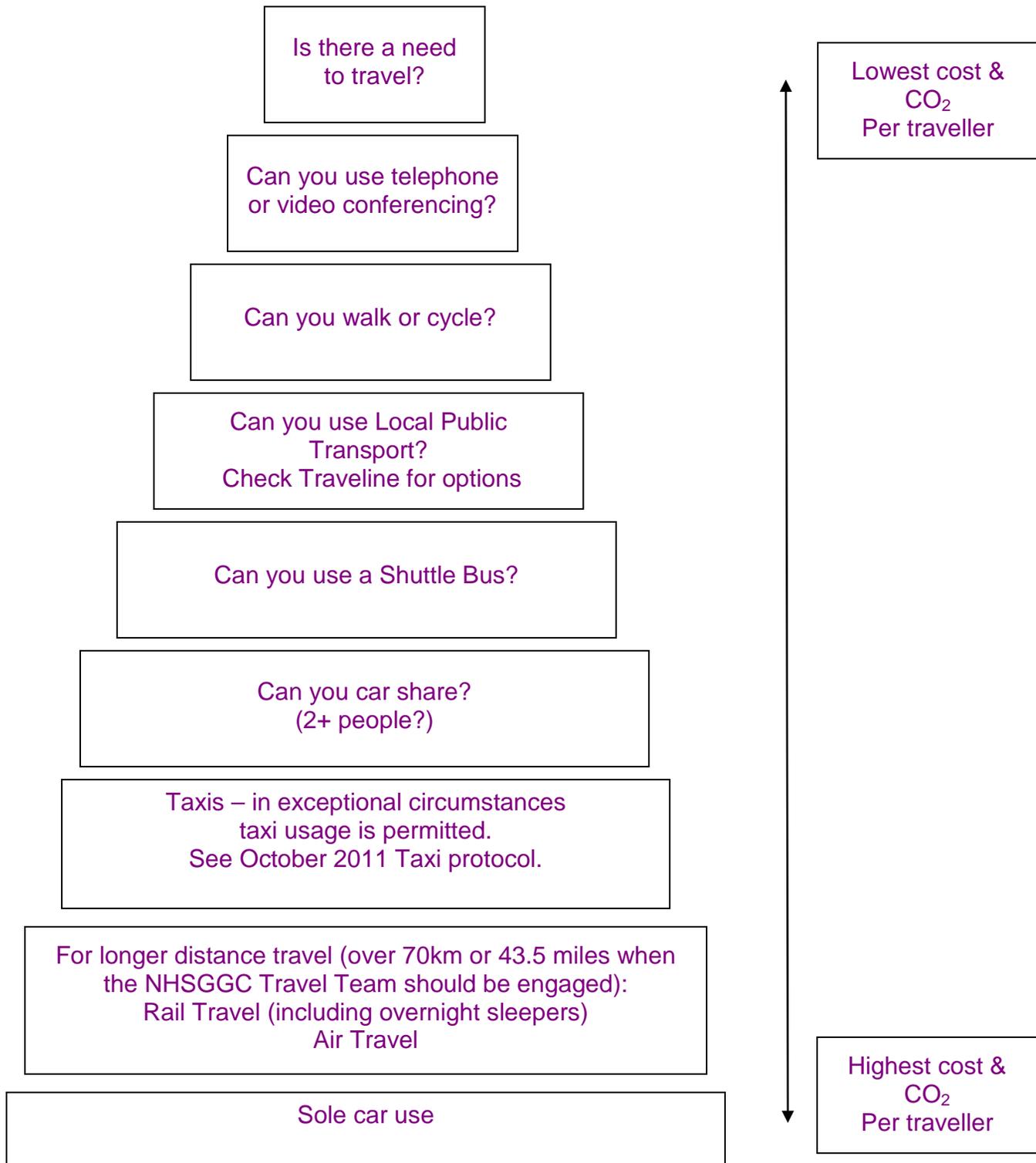
Staff are required to follow this Business Travel Policy and to make their contribution towards making NHSGGC a more sustainable organisation.

### **4. Travel Hierarchy and Authorisation**

#### ***Business Travel Hierarchy***

Before undertaking any journey, staff should consider the Business Travel Hierarchy.

## Travel Hierarchy \*



\* Subject to consideration of business efficiency

## ***Reducing the need to travel***

Staff are encouraged to reflect on the need to travel for business purposes. The aim is to challenge the need to be physically present at meetings if alternative means of communication can be used and free up work time which would normally be used to travel across sites.

This may include for example: a telephone call, circulating comments and information by e-mail or the use of tele and video-conferencing. Further guidance regarding tele and video-conferencing will be forthcoming under the “Agile Working” programme.

The location of meetings, where possible, should be decided on the basis of minimising overall travel by all participants.

The use of hot-desking to provide opportunities for remote working and reduce the need to travel to, or return to, the base location on particular days or following certain meetings should be promoted.

## ***Walking and Cycling***

Walking and cycling are healthy, sustainable and very low cost travel options. Staff should be encouraged to consider alternative travel options if their role can facilitate this approach. Staff cycle business mileage can be claimed and the rate is currently 20p per mile.

## ***Public Transport***

Bus, train and SPT subway travel provide an alternative to car-based business travel for short, medium and long distances. Public transport is usually the safest mode of travel, has lower CO<sub>2</sub> emissions, and can be more business efficient when taking into account the ability to work, traffic delays, etc. An easy way of finding out about public transport journeys and timings is to contact Traveline on 0871 200 22 33 or [www.travelinescotland.com](http://www.travelinescotland.com)

## ***Travel by Car***

Staff should consider whether they require to drive a car for to travel short distances as this is neither environmentally nor economically efficient, and is one of the least sustainable modes of transport. Set against this consideration, it is recognised that for types of staff whose work requires them to carry equipment or medicines, cars will be the most appropriate forms of transport. It is also acknowledged that for many journeys, car travel will represent the most efficient use of time and will on those occasions be the most appropriate form of transport.

## ***Car Share***

Many car trips could be avoided if staff coordinated travel plans and shared cars, for example, when attending the same meeting. Staff should be made aware that drivers are paid an additional mileage rate for each passenger.

## ***Air, Rail, Ferry and International Travel including Transfers and Parking***

Staff are encouraged to make all air, sea and rail travel arrangements over 70km (including transfers and parking associated with this requirement) through the Travel Team (travel.team@ggc.scot.nhs.uk).

## **5. Monitoring of Business Travel**

### ***Data Gathering***

It is accepted that NHSGGC is currently working towards capturing sophisticated electronic travel data. Over time the Finance Department Expenses Team will develop E-expenses to provide more useable travel related data to assist in the monitoring of this policy's impact.

### ***Raising Awareness and Making Change***

This policy is designed to raise awareness of sustainable travel and create a culture where sole car driving is reduced. It is suggested that managers should use those Sustainability campaigns run by the Board as an opportunity to involve all their staff in reflecting on their possible contribution to making GGC a more sustainable organisation. These include Eco-Smart, Climate Change Week and NHS Sustainability Day. For example, as part of a team away day, a short session could be set aside to generate ideas to save energy and carbon and this policy and its main objectives discussed therein.

Explaining why this policy has been implemented will help NHSGGC employees to understand that the policy exists for sound reasons. For an organisation the size of NHSGGC, the annual accumulation of individual journeys represents a significant cost as well as a large CO<sub>2</sub> emission liability.

Support to managers and teams in promoting sustainable travel practices is available from the Board's Sustainable Travel Team. The Team promotes a range of initiatives including salary sacrifice annual public transport ticket sales; car sharing; cycle lease scheme; cycling and walking promotions. The Team will offer advice and support and can provide information roadshows and resources. The Team can be contacted via the Board website – Staff Benefits: Travel.

## **6. Review**

This policy is designed to create a culture that encourages change in business travel. It will assist the Board in meeting its sustainability objectives over time. This policy will be reviewed by the SPIG at the end of the 2013/14 Financial Year and a baseline established identifying mileage, carbon and associated travel indicators. Thereafter, this policy will be reviewed every three years.