



## SPT Staff Travel Update

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**Date of meeting** 3 November 2023

**Date of report** 16 October 2023

### Report by Chief Executive

#### 1. Object of report

To update the Committee on the impact of changes made to staff Terms & Conditions respective to travelling to and from SPT workplaces.

#### 2. Background to report

Members are reminded of the Staff Travel Survey paper reported to this Committee in March 2023, where members were advised that, given the outcomes of the survey, the following changes would be made to the relevant staff Terms & Conditions:

- Increase the contribution towards an annual rail season ticket for staff to £600, with this being adjusted annually for inflation; and extending the applicability to include bus and ZoneCard season tickets, thus maximising the travel options of staff. HMRC tax rules apply to all season tickets and staff are aware of this.
- Extend the Subway travel pass to one member of the staff's household residing at the same address.

Members may also recall the cost of both proposals have been included in the 2023/2024 budget, with an anticipated cost of £70,000 per annum dependent on staff take up.

#### 3. Current position

As at the time of writing – 16 October 2023 - implementation of these changes has been as follows:

- 103 Subway Plus One requests have been received by the Ticketing team
- 151 annual season ticket requests have been received by Payroll (79 Scotrail, 15 Zonecard, 55 First Bus, 1 Stagecoach, 1 McGills) compared to 40 in 2022 and 118 in 2019
- A total of 254 staff requests (approximately half of the headcount)

These requests, along with changes in staff travel behaviours and use of public transport to access workplaces, will continue to be monitored.

#### 4. Committee action

The Committee is asked to note the contents of this report.

#### 5. Consequences

Policy consequences	<i>None directly.</i>
Legal consequences	<i>None directly.</i>
Financial consequences	<i>Costs have been budgeted for in 2023/2024.</i>
Personnel consequences	<i>Support to all staff and assists with staff recruitment and retention.</i>
Equalities consequences	<i>Available to all staff.</i>
Risk consequences	<i>None directly.</i>
Climate Change, Adaptation & Carbon consequences	<i>Supports SPT carbon management plans.</i>

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**Title** **Director of Finance & Corporate Support**

**Name** Valerie Davidson

**Title** **Chief Executive**

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