**Redesign Board Workshop**

**19.12.17 CR 1**

**Action Note**

**Board Members Present:** Cllr Lobban (Chair), Cllr Bremner (VC), Cllr Caddick, Cllr Christie, Cllr Cockburn, Cllr Gowans, Cllr Jarvie, Cllr Louden, Cllr MacKenzie, Cllr A Sinclair (VC), Cllr C Smith, Cllr M Smith, John Gibson, Paul MacPherson

**Apologies:** Cllr Reiss, Cllr Davidson, Cllr Mackinnon, Cllr Wilson.

**Other Members present:** Cllr Adam, Cllr Laird

**Staff present:**  Steve Barron, Carron McDiarmid, Caroline Campbell, Keith Masson, Kateryna Zoryk

1. **Action note from workshop on 5th December 2017** – agreed
2. **Emerging findings and proposals from the Grey Fleet review**

A detailed report had been circulated previously. After an overview by the Caroline Campbell (Team Leader), Keith Masson and Kateryna Zoryk presented the findings from the stakeholder engagement through an on-line survey, workshops and interviews with high mileage grey fleet users. This had shown that the review was generally welcomed by staff and that those relying on their own cars for work tend to want an alternative with a preference for pool cars. Issues with reporting against our carbon management plan were highlighted, including lack of awareness of vehicles currently being used and the emissions associated with them so carbon emissions were currently estimated. Some emerging conclusions are:

* Considerable savings are possible (up to £600k) but we probably need a mixed economy of options for staff travel for the best solutions to be put in place locally; and
* We need to improve our IT to reduce the need to travel for business, noting Skype for business use was to be rolled out.

The key points raised for the review team were:

1. How to promote the current pool car availability better and improve systems so staff can access them.
2. The current arrangements for enhanced rates paid to encourage car sharing and the extent to which this offered a saving.
3. Whether it was necessary or feasible to insist on maintenance record checks for those using their own cars and the scope to specify age of the car in use when it is owned by the employee, or whether an MOT and insurance check was sufficient. It was noted that in Johnson & Johnson employees are not permitted to use their own vehicles for business if they are over 7 years old.
4. Questioning whether it is valid to refer to ‘our’ grey fleet when the vehicles are owned by employees and not the Council.
5. Whether our pool cars could be used out with normal working as a commercial opportunity.
6. Whether the review team had considered the scope for electric bike use.
7. How the review can help us to avoid wasted journey time, environmental impact and enable the cheapest option to be used and not to permit any other option. Ensuring that when staff cars are to be used that there are approvals in place for that. We would need new protocols to that grey fleet is the last option used. The review of the travel hierarchy was welcomed as well as a protocol for managers to authorise such use.
8. VC should be sued more often but acknowledging the issues that arise e.g. it is not always suitable and the size of image when used in the chamber at Council meetings makes it difficult.
9. In claiming for mileage costs, the electronic system should enable a default rate to the lower level to be applied for – the system requires this to be done manually just now.
10. Scope for an app or other on-line approaches to book pool and hire cars.
11. Scope for a further workshop on trialling a car club for use. Issues of access to car parking bays for car club use in Inverness and how these might be overcome if parking bays were reserved in the Council.

The review team will consider the points raised by the Board and return to a future workshop (ideally January 2018) for further discussion before reaching conclusions.