

## **Personnel Committee**

### **Minutes of the meeting held on Wednesday, 15 December 2021**

**Present:** Councillor Craig (Chair) – in the Chair

**Councillors:** Midgley, Rawlins and White

**Apologies:** Councillor Bridges, Rahman and Sheikh

#### **PE/21/12 Appointment of a Chair for the meeting**

In the absence of the Chair the committee appointed a member to chair the meeting.

#### **Decision**

To appoint Councillor Craig as Chair for the meeting.

#### **PE/20/13 Minutes**

#### **Decision**

To approve the minutes of the meeting held on 20 October 2021 as a correct record.

#### **PE/20/14 New and Revised Policies: Staff Travel and Revised Expenses Policy**

The Committee considered the report of the Director of Human Resources and Organisational Development that outlined the new Staff Travel Policy and proposed revisions to the Employee Expenses Policy.

The Staff Travel Policy had been written following a recommendation in the Manchester City Council Climate Action Plan for the Council to reduce its emissions through staff travel by 100 tCO<sub>2</sub> annually. The policy introduced a travel hierarchy based on the carbon emissions of each mode. At the top of the hierarchy was not travelling, with grey fleet miles and air travel at the bottom of the hierarchy.

The work had included a proposal in relation to the expenses element of the policy to bring in a mileage rate for electric vehicles to encourage the transition to a more sustainable grey fleet. Taxi contracts, the Car Club contract and the travel booking tool contract were all being re-tendered in the first half of 2022 which presented additional opportunities.

The Deputy Chief Executive and City Treasurer also explained that the travel policy would be supported by more detailed guidance.

Significant engagement had taken place to ensure that the policy (and the guidance and training that would follow), met the needs of staff, and services.

#### **Decision**

The Committee approve the new Staff Travel Policy and proposed revisions to the Employee Expenses Policy.