

## TRAFFORD COUNCIL

**Report to:** Employment Committee  
**Date:** February 2023  
**Report for:** Information and decision  
**Report of:** Angela Beadsworth, Interim Director of Human Resources

### Report Title

Cycle mileage

### Summary

This report details a proposal to introduce a new cycle mileage rate for those who use a bike for business travel.

### Recommendations

That Employment Committee support the implementation of cycle mileage for business travel

Contact person for access to background papers and further information:

Name: Angela Beadsworth, Interim Director of Human Resources

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Background Papers: *Please list*

*The report should include consideration of the following implications. Please specify what the implications are or if they have been included in the body of the report. If any do not apply, insert 'not applicable' so that it is clear that all implications have been considered.*

*Implications:*

Relationship to Corporate Priorities	This report supports the Corporate Priority Addressing our climate crisis and to some extent Reducing Health Inequalities
Relationship to GM Policy or Strategy Framework	None.
Financial	There may be a slight budget impact initially but likely to be minimal. Longer-term it could save some money on mileage claims.

Legal Implications	None.
Equality/Diversity Implications	The aim of our approach to EDI is to meet our equality duty.
Sustainability Implications	Staff undertaking business travel by bike instead of vehicles with emissions is much more sustainable.
Carbon Reduction	Reducing the number of business-related journeys undertaken by car or public transport has a positive on carbon emissions.
Staffing/E-Government/Asset Management Implications	An additional benefit to staff and a potential way to motivate/incentivise a behaviour that is better for the environment and health.
Risk Management Implications	None.
Health and Safety Implications	Evidence and data show that cycling is safer than often perceived and trends of injury has been trending downwards since 2013. The health benefits from regular cycling far out-weigh any such risks and supports encouraging our workforce to actively travel.

## 1.0 Background

- 1.1 Within the Council we have a Staff Active Travel group – they raised the possibility of introducing cycle mileage for business travel as a way of encouraging colleagues to engage in active travel.
- 1.2 Active travel means making journeys by physical activity like walking or cycling. Switching more journeys to active travel will improve people’s health and wellbeing, quality of life and the environment. Cycling to work and undertaking business travel in this way will help to ease congestion and is a convenient way for colleagues to fit exercise into their daily routine.
- 1.3 Promoting cycling to work and work-related travel by cycling will support the Council in addressing the climate crisis, one of its key priorities. Encouraging colleagues to cycle instead of using the car will reduce the impact on the environment, through reduced emissions and help the Council to meet its carbon reduction targets.
- 1.4 Promoting cycling to work and work-related travel by cycling will support colleagues to live a healthy, more active lifestyle which has the potential to reduce sickness absence and improve productivity.

## 2.0 Current provision for claiming business mileage

- 2.1 Currently colleagues can claim car mileage allowance for business journeys using the Council’s agreed rates, which are in line with the government’s approved mileage rates set by HMRC.

- 2.2 A business journey is any journey made during the working day for work purposes and does not include the commute to a work base.
- 2.3 The amount the Council pays per mile is as follows:

First 10,000 business miles by car or van in the tax year	45p per mile
Each business mile over 10,000 by car or van in the tax year	25p per mile

- 2.4 We do not currently have provision for colleagues to claim cycle mileage. This is a potential barrier to cycling to work for those colleagues in roles which require them to make business journeys during the working day. If we introduce a payment for using a bike for business use it may be an incentive for some staff to switch to this instead of using public transport or a car to get to work or encourage them to continue cycling for work journeys.

### **3.0 Cycle Mileage**

- 3.1 Under HMRC regulations employees who use their own bicycle for business journeys can claim a non-taxable cycle mileage allowance of 20p per mile regardless of the number of cycle miles claimed in each tax year. This would be for both traditional and electric bicycles.
- 3.2 Although those who cycle for business journeys don't incur the cost of fuel like they would for car use, there is still an element of cycle maintenance and the effort with cycling and ambition to contribute to carbon reduction, that should be recognised and rewarded.

### **4.0 Financial Implications**

- 4.1 We do not know how many colleagues currently make business journeys using a bicycle therefore it difficult to determine the cost of introducing cycle mileage. However, we anticipate the current numbers are fairly small – particularly as the amount of business travel has reduced with the introduction of hybrid working styles and increased incidence of Teams meetings instead of 'in-person' meetings. Based on the assumptions below the costs are likely to be minimal:

- colleagues who currently cycle to work and make business journeys during the working day, may make use of public transport and claim the associated expenses which are likely to be greater than the bike mileage rate proposed.
- most cycle related business journeys will be under 10 miles.

- 4.2 Encouraging behaviour change through promoting cycling as an active travel option has the potential to reduce costs over the long term as we will hopefully see a gradual shift in colleagues claiming cycle mileage rather than the more costly car mileage or public transport.

## **5.0 Implementation Plan**

- 5.1 The majority of colleagues can claim mileage via the HR system MiTrent and the self-service option. The option to claim cycle mileage will need to be added to MiTrent and the mileage claim form will also be amended to include this option for those who do not have access to MiTrent.
- 5.2 The mileage claims intranet page will be updated.
- 5.3 We will issue communication to managers and colleagues via the staff and manager bulletins to make all aware and encourage colleagues to consider cycling for work business.

## **6.0 Recommendations**

- 6.1 The proposal has been considered by our Corporate Leadership Team who are supportive.
- 6.2 Employment Committee are asked to consider and support this proposal to introduce a cycle mileage rate of 20p per mile, which links to our corporate priority 'Addressing our climate crisis'.