

Nicola Hesketh
Project and Information Co Ordinator

Our Ref: FOI4814/NH/02
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[Name Redacted]

23rd November 2017

Dear [Name Redacted]

Freedom of Information – Request for Information

With regards to your recent enquiry for information held by the Authority under the provisions of the Freedom of Information Act. Please find the information you requested below with reference in the box to your original enquiry for clarity where multiple answers are required.

Details of Your Request

Please send me the following information retained by your local authority in respect of the following areas:

Pool car usage data for the period 2015/16 and 2016/17

- 1. How many pool cars, either leased or owned, does your council have?*
- 2. What is the total annual spend on pool cars?*
- 3. What is the total annual miles of pool cars?*
- 4. How many regular pool car users are there?*
- 5. How many casual pool car users are there?*
- 6. What is the overall cost per mile of pool cars?*

Staff car for work usage data

We understand local authorities can maintain and attribute data to more than one category of pool car user. For example, essential pool car users in receipt of a lump sum for mileage, pool car users, and casual users. For the period 2015/16 and 2016/17, in each of your local authority's defined categories:

- 7. How many council staff use their own car during the course of the day to carry out council work?*
- 8. How many miles were travelled by staff in their own car on council activity?*
- 9. What was the average cost per mile reimbursed to users?*
- 10. What was the target cost per mile?*
- 11. How much did your council spend in 2015/16 and 2016/17 on reimbursing staff for miles travelled for council activity in their own cars?*

Operational policies

- 12. Please provide the name and/or job title of the person responsible for developing and monitoring policies on employee car usage in your council.*
- 13. What policies, working documents or plans does your council have in place to reduce volume and/or cost per mile of usage by pool and/or staff cars?*
- 14. What policy documents does the council hold on general car usage policy and associated targets and metrics?*
- 15. Is your local authority pursuing new methods to address major issues or needs around car usage in your local authority? If yes, please provide the supporting documentation.*

Commuting

- 16. What is the average number of staff arriving to work in offices or other shared places of work of the council on a weekday?*
- 17. Of that number, how many staff on average drive their own car to that office?*
- 18. Does your council have any carpool or similar commuting schemes in place?*
- 19. If so, what incentives or compensation is offered to encourage staff to take advantage of these?*

The response to your request as follows:

Pool car usage data for the period 2015/16 and 2016/17

1. None
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A

Staff car for work usage data

We understand local authorities can maintain and attribute data to more than one category of pool car user. For example, *essential pool car users* in receipt of a lump sum for mileage, *pool car users*, and *casual users*. For the period 2015/16 and 2016/17, in each of your local authority's defined categories:

7. How many council staff use their own car during the course of the day to carry out council work?

15/16 – 108 essential users & 6 casual users as at March 16

16/17 – 115 essential users & 13 casual users as at March 17

8. How many miles were travelled by staff in their own car on council activity?

15/16 – 94149 & 16/17 - 88578

9. What was the average cost per mile reimbursed to users? **We have different bands:**

Protected rates essential users

protected rates casual users 0.522

451 – 999cc - 0.369

1000-1199cc - 0.409

1200-1450cc – 0.505

All non-protected rates – essential

all non-protected casual

Over 226 gkm 0.369

0.469

121 – 225 gkm 0.409

0.522

Below 121 gkm 0.505

0.650

10. What was the target cost per mile? **NA**

11. How much did your council spend in 2015/16 and 2016/17 on reimbursing staff for miles travelled for council activity in their own cars?

15/16 - £44367.95

16/17 - £42059.26

Operational policies

12. Please provide the name and/or job title of the person responsible for developing and monitoring policies on employee car usage in your council. **HR Manager**

13. What policies, working documents or plans does your council have in place to reduce volume and/or cost per mile of usage by pool and/or staff cars? **None**

14. What policy documents does the council hold on general car usage policy and associated targets and metrics? **Travel & Subsistence policy**

15. Is your local authority pursuing new methods to address major issues or needs around car usage in your local authority? If yes, please provide the supporting documentation. **No**

Commuting

16. What is the average number of staff arriving to work in offices or other shared places of work of the council on a weekday? **Information not held**

17. Of that number, how many staff on average drive their own car to that office? **Information not held**

18. Does your council have any carpool or similar commuting schemes in place? **No**

19. If so, what incentives or compensation is offered to encourage staff to take advantage of these? **N/A**

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Details of Tamworth Borough Council's internal review and complaints procedure are attached, in accordance with the provisions of the Act.

Yours Sincerely

Nicola Hesketh
Project and Information Coordinator