

Darlington Borough Council Employee Travel Plan April 2010



Section 1

Foreword

I am pleased to welcome you to the Darlington Borough Council Employee Travel Plan. The Council recognises the need for transport to deliver services, while at the same time needing to protect and enhance our physical and social environment. At present, growth trends nationally in vehicle use are on the up, which means an inevitable corresponding growth in traffic congestion and pollution, all contributing to climate change. That trend, however, has been bucked in Darlington and whilst car trips are down by around 9%, walking and cycling trips have both increased. The Council recognises that car travel will always play a vital role in delivering good services, but we need to ensure that we are doing all we can to minimise vehicle use and provide employees with a greater choice of modes of travel.

Nationally, the Government is seeking through its policies, legislation and budgets to extend choice to individuals about how they travel. This includes a need to persuade people to change their attitudes to travel and thus their travel behaviour. This Travel Plan demonstrates the steps being taken by the Council to help support these efforts and outlines specific objectives and actions.

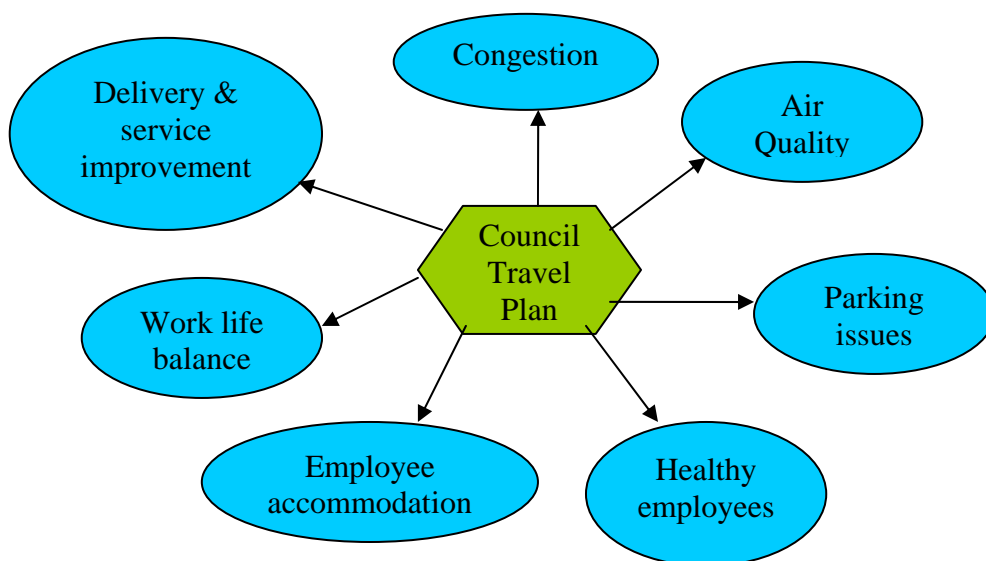
Section 2

Introduction

A Travel Plan is a package of measures that allow organisations to understand and manage their travel needs in an environmentally sustainable manner. Through a combination of ICT, advice, information, incentives and deterrents, the need to travel is reduced. Alternatives to the car are encouraged, including car sharing, public transport, cycling and walking.

Travel Plans are not designed to deny the freedom of car use. Rather, they aim to encourage the use of more environmentally friendly modes of transport for commuting and business journeys by promoting a range of alternatives to single occupancy car journeys. In fact, a good quality travel plan not only broadens the choice of travel options available to employees and the flexibility of working patterns, it is also a very practical tool to tackle shortages of parking at the workplace and worksite congestion.

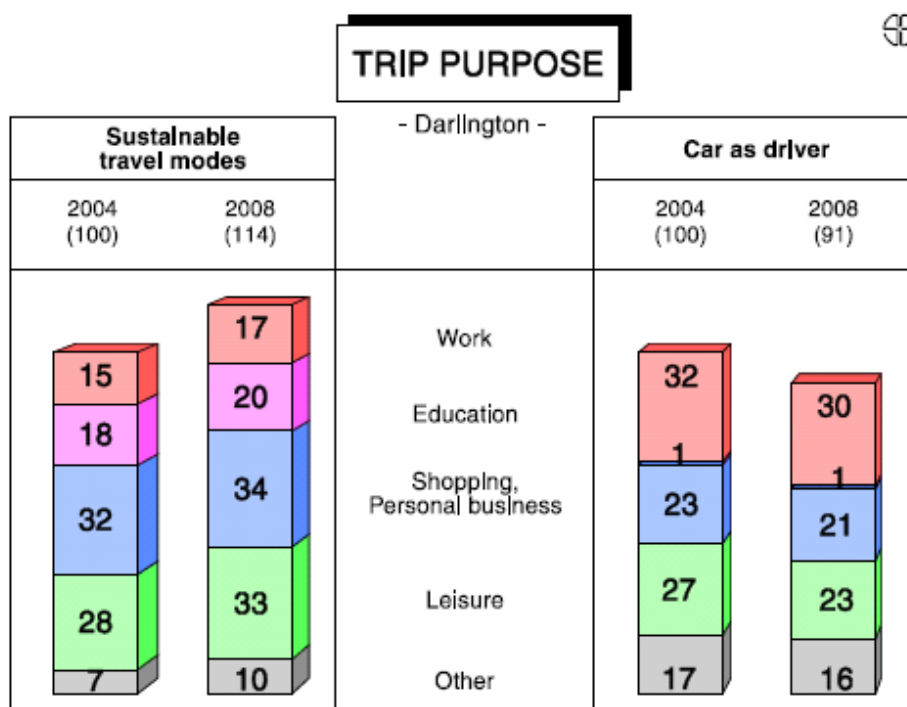
The First Darlington Borough Council Travel Plan was introduced in 1999, which was followed up in 2005 by a further Travel plan document that was written by consultants Foxley Tagg. The latest Travel Plan includes a list of possible measures that would encourage employees to travel in a more sustainable way. It looks at how travel is made and looks at ways Council departments can work together, and with other organisations, to reduce the impact it makes while increasing travel choice. The Travel Plan is one of an increasing number in Darlington that contributes to the aims of the Second Local Transport Plan. The scope of the Travel Plan is much broader than just looking at transport:



As Darlington is a Sustainable Travel Demonstration Town (Local Motion), the council should demonstrate to other employers that the travel plan is a key element to tackling congestion and improving access to jobs, services and markets. The Council must lead by example by implementing a Travel Plan that suits the needs of employees members and still allows members of employees to carry out their job to an appropriate level.

In April 2004, Darlington was selected by the Department for Transport (DfT) as one of three Sustainable Travel Demonstration Towns (STDTs) to showcase the role of ‘smarter choices’ measures in reducing car use. In 2004 and 2008 research was carried out by Socialdata with Darlington residents. The table below shows the changes in mode choice for different types of trip. Increases in the use of sustainable travel modes and reductions in car as driver trips were greatest for leisure trips but there were important changes in travel to employment. This travel plan aims to contribute towards continuing the increase in use of sustainable modes and the decrease in car driver trips.

Figure 3.11 Changes in mode choice by trip purpose (%)



Outcome of Consultation

In September and October 2007 employee focus groups were held with around 30 employees across all council departments to discuss how travel affected their ability to carry out their jobs effectively. Employees were asked to comment on what their job required in relation to their need to travel, what travel problems they faced and possible solutions.

The responses from the employee focus groups then informed the first Travel Plan Steering Group which took place on 29th November 2007. The steering group consists of senior members of employees from all departments and is chaired by Richard Alty.

Policy Context

Sustainable Community Strategy. One Darlington; Perfectly Placed			
Prosperous Darlington	Healthy Darlington	Greener Darlington	Safer Darlington
Focused on creating a vibrant economy and prosperity for all, recognising the quality of life that makes Darlington perfectly placed	Improving health and wellbeing for everybody, irrespective of social, economic and environmental constraints	Ensuring an attractive and 'liveable' local environment, and contributing to tackling global environmental challenges	Creating a safer and more cohesive Darlington.
↓	↓	↓	↓
Corporate Plan			
Quality of Life	Narrowing health gaps. Improving health and well being. The Council as a healthy employer	A low carbon Borough/ Climate Change A sustainable transport network Greener, cleaner Darlington	
↓	↓	↓	↓
Second Local Transport Plan			
To provide the framework for sustainable development of new and existing businesses, housing and services in Darlington. To improve access to employment, education, particularly for those without access to a private car, those with a disability and those that have the greatest need.	To improve the health of the community through increasing levels of sustainable travel and improving access to health, leisure and food.	To tackle traffic congestion on key corridors and its potential affects on the economy and environment by making the most effective use of the transport network. To provide and promote travel choices to all, in particular to reduce the proportion of car driver trips	To improve safety and security for all by addressing the real and perceived risks.
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Darlington Borough Council Employee Travel Plan			

Section 3

Objective 1: To increase the use of alternative modes of transport, such as walking, cycling, train and bus, whilst:

- a) On the journey to work
- b) Travelling at work

Indicator: % of sustainable mode share on the journey to work and journeys during work time.

Target: To increase the journeys at work made by sustainable mode from % to %. (Baseline data not set)

Where are we now?

The workplace travel survey was carried out electronically between 11 and 17 May 2009. The survey was aimed at all Darlington businesses but included DBC. The response rate was low with only 116 DBC employees completing the survey.

Of the respondents 44.4% (48 of 108 respondents – eight didn't answer this question) usually travel to work in car as driver. 8.3% (9) cycle, 19.4% (21) walk and 12% (13) use the bus.

30 respondents stated that improved cycle paths would be the most likely thing that would encourage them to cycle to work. 18 said improved changing facilities at work would be the factor most likely to encourage them to cycle with 32 saying nothing would encourage them.

49 respondents said that nothing would encourage them to walk to work. 24 suggested improved footpath surfaces would encourage them to walk and 20 said that improved road crossings would be the most likely influencing factor.

The factor most likely to encourage employees to travel to work by bus is discount passes/tickets being available at work, with 32 respondents suggesting this would be an influence. 23 respondents said that nothing would encourage them to use the bus but 17 suggested more direct bus routes would encourage them.

13.6% (14) respondents already car share while 16.5% (17) said they would share with someone they already know and a further 21.4% (22) said they would share with anyone who commutes at the same time.

We currently offer salary sacrifice schemes for the purchase of annual bus tickets and also bikes. The schemes have been well received and will be reviewed to ensure that they are the best schemes that can be offered to staff.

There is no baseline data as yet for the mode share of journeys at work. It would be difficult to capture all of the journeys during the course of work but it may be possible to find an indicative figure for each mode.

Where we want to be

We would like to see the levels of sustainable travel increasing both on the journey to work and journeys for work purposes with private car trips decreasing. Employees should feel that sustainable travel is a real option and be aware of the modes available to them.

Trips within the town should be able to be made by sustainable modes excluding journeys where heavy or confidential materials are being transported, trip chains and where personal health or safety concerns are evident.

How are we going to get there?

Setting a baseline by carrying out a staff survey preferably as part of the Health and Wellbeing survey.

Raising awareness through promotional material and up to date material

Implement a travel allowance for cycle trips.

Free bus tickets for work journeys - Season tickets held by administration employees at each Council Office for use by employees for work journeys within the urban area. Information to be provided on bus services and the length of time journeys would take. Encouragement focussed on urban area trips since journey times are comparable to similar car journeys. To be available at Beehive, Depot, Central House, Town Hall in the first instance.

Cycle Pool - Cycle pool scheme to be continued and developed at the Town Hall as a trial. Introductory incentive provided through cycle allowance to user.

Cycle and equipment storage - Continued provision of cycle storage and locker facilities for employees preferring to use their own bike or to change clothing.

Objective 2: To reduce use of the private car, wherever practicable, particularly for drive alone journeys whilst:

- a) On the journey to work
- b) Travelling at work

Indicator: Reduction in the amount of trips to and at work made by car

Target: To reduce the journeys made by private car at work from % to % by March 2012.
(baseline not set)

Where are we now?

The workplace travel survey was carried out electronically between 11 and 17 May 2009. The survey was aimed at all Darlington businesses but included DBC. The response rate was low with only 116 DBC employees completing the survey. Of the respondents 44.4% (48 of 108 respondents – eight didn't answer this question) usually travel to work in car as driver.

There is no baseline data as yet for the mode share of journeys at work. It would be difficult to capture all of the journeys during the course of work but it may be possible to find an indicative figure for each mode.

Where we want to be

Where journeys are possible to be made by a sustainable mode of transport this should be the first option. Private car trips will still be necessary for some journeys but employees should have the information available to be able to make the correct decision when deciding how to make their work journeys.

It will be necessary for a number of initiatives to be in place to allow decisions to be made by employees in an informed way. To reduce the reliance on the private car real alternatives must be available such as access to a bike and equipment and access to bus tickets. The alternative modes must be as simple to use as the car.

How are we going to get there?

Providing information on other modes

Changes to travel allowance and claiming criteria

New Travel Allowance System - Claims for payments for work journeys made by car or public transport will not accepted for short journeys of 1/2 mile or less, unless justified by

- a) Disability
- b) Handling heavy equipment or delivering goods
- c) Personal security
- d) Transporting a child/vulnerable adult
- e) Trip chain (i.e. a number of short trips linked together)
- f) Emergency call out
- g) Car sharing

Review car allowances.

Investigate feasibility of car pool scheme to be provided initially in town centre locations.

Car Pool - Investigate feasibility of car pool scheme to be provided initially in town centre locations. Essential car user status would be withdrawn at these locations once scheme in place.

Liftshare - Promoting the existing Liftshare car sharing system and adding emergency taxi to home scheme.

Objective 3: To reduce air pollution caused by motor vehicle use

Indicator: Percentage alternative fuels used in fleet vehicles

Target: 10% of fuel to be biodiesel from sustainable sources in fleet vehicles by

Indicator: Percentage of fleet meeting the Euro 6 standard

Target: to be set

Where are we now?

Currently all of the council fleet vehicles run on 5% biodiesel. This change was made in 2006/07 and previously all vehicles ran on petrol or diesel. Various options were investigated into alternative fuel types with biodiesel being chosen as the best alternative.

Private vehicles used for work purposes are not monitored for their fuel efficiency or their carbon emissions. Information is held on all vehicles that mileage is claimed for in the form of copies of vehicle log books.

Where we want to be

Investigations are currently underway to understand if it is possible to use 10% biodiesel in all fleet vehicles. This shift would decrease the environmental impact of the vehicles. It would also be possible to collate the information held on private vehicles used for work journeys to assess the impact that they are having on the local environment.

Employees could be encouraged to look at purchasing smaller engine cars if they are considering changing their vehicle.

How are we going to get there?

Promoting and supporting alternative modes of travel

Newer vehicles being introduced and alternative fuel types

Review car allowances.

Analysis of fleet vehicles – to provide a baseline of the vehicles currently being used across the Council.

Objective 4: To provide opportunities for reducing the need to travel to work and for work.

Indicator: % of employees flexible working

Target: Reduce employees that have a permanent desk location from 1200 to 1000 by 2012

Where are we now?

There is a home working policy currently in place although it is not widely publicised. This home working policy will be reviewed in line with the Workwise policy that is currently out to consultation. Initial investigations have shown that there are 200 desks that could be removed due to employees hot desking or sharing desks.

Where we want to be

Where it is possible for employees to share work stations this will be investigated. It has been identified that there are a number of employees that do not work from a desk for the majority of their work life and so could feasibly share with other members of employees who work in a similar way.

To reduce the need for employees to travel it will be necessary to provide computers that they can log on to if they are not based at that location. Unnecessary travel is currently carried out by employees returning to their own work stations in between meetings or travelling to their base at the start or end of their working day when it would be a more efficient use of their time to stay in one location.

How are we going to get there?

Facilitating home working

Introducing video conferencing and hot desking

Accommodation review - develop drop in areas with work stations

Encouraging telephone conferencing

Objective 5: To improve the health of employees, through increased walking and cycling.

Indicator: Health and wellbeing survey, amount of active travel (walking / cycling) per week.

Target:

Where are we now?

The health and well being survey that was carried out with employees in February / March 2009 asked employees how many days a week they travelled using an active mode (walking / cycling). This data gives a baseline to the amount of active travel employees are including in their day to day travel although this does not break down into travel at work or travel outside of work.

A walking map is available for employees which shows council buildings within walking distance of the town centre and events to raise awareness of general health have been held with employees. At the induction sessions for new employees copies of the walking map and the cycling map are given out and travel choices are discussed by a HR representative.

Where we want to be

There are clear links between the work of the Council Travel Plan and the work that is already carried out by HR to improve the health and well being of employees. It will be crucial for both projects in the future to link together to spread the same message where appropriate. It is hoped that by combining the work of the Council Travel Plan and the work already carried out by HR that employees resources can be better used to get information to employees and make a real impact on the health and well being of the workforce.

How are we going to get there?

Raising awareness through promotional material and maps that detail walking and cycling routes

Providing high quality changing facilities

Increased secure cycle parking

Introduce cycle pool system

Provide salary sacrifice schemes where possible

Make cycling and walking maps available to all employees as part of induction process and also in Council buildings

Provide links from the Council Travel Plan intranet to the Health and well being pages.

Objective 6: To establish and maintain a commitment to Travel Plan development.

Indicator: Number of reviews of actions carried out per year

Target: 3 Travel Plan reviews to be carried out each year and one annual review to be held in January each year.

Where are we now?

The current action plan was developed in December 2007 after consultation with employees. The actions within the plan are directly related to the concerns employees raised in focus groups related to their own travel to work and also around work related journeys.

Following further consultation with employees in 2008 the action plan was updated in December 2008 and new actions were added. The action plan is regularly discussed at the travel plan steering group but no formal review of the actions has been undertaken as yet.

Where we want to be

The Travel Plan should be a working document which is reviewed at regular intervals. This is needed to ensure that timescales are still achievable and actions are still relevant.

An annual review will take place with the steering group which will consider the following:

- What progress has been made on implementing the measures – with specific reference to the action plan.
- What success has been made communicating the Travel Plan to the target audience and promoting individual measures.
- What changes to the measures or new measures could help the Travel Plan make more progress?
- Is the Travel Plan on course to meet its targets?
- Do the targets need to be changed – to be more or less ambitious?
- Should there be more targets?
- Updates required to the Action Plan

How are we going to get there?

Embedding the travel plan within the ethos of the Council Travel Plan by developing it alongside the steering group.

Making a commitment to regularly review and update the document

Submit an annual report to CMT to update on progress on the Council Travel Plan.

Include the Council Travel Plan targets are included within the Corporate Performance Management System.

Objective 7: To raise awareness of travel choice alternatives amongst employees, elected members, partner organisations and visitors.

Indicator: Awareness of Travel Plan initiatives

Target: % employees aware of the Darlington Borough Council Employees Travel Plan initiatives by March 2011. (Baseline not set)

Where are we now?

Travel plan initiatives have appeared in The Flyer and in various communications briefings for employees. A wider communications programme has been developed and the Communications Officer based within the Transport Policy team is leading on this work.

Some initiatives seem to be well known such as the salary sacrifice scheme for bikes. Other initiatives have pockets of employees that are aware of them such as the bus voucher scheme.

Where we want to be

A more thorough understanding by employees is needed of the range of initiatives that are part of the Employees Travel Plan. Once employees are aware of the initiatives more travel choices will be available

How are we going to get there?

Continue to provide Individual travel information to all employees at ‘travel to work’ events and through the induction process.

Information on walking, cycling and public transport use available on the intranet.

Printed material such as the walking, cycling and bus maps included in the Employees Induction Pack.

Promotion of alternative modes to be proactive and be given out at all council sites as well as being available electronically.

Travel advisors to visit employees in their workplaces during working hours.

Flyer articles informing staff of Travel Plan initiatives

An ongoing publicity plan to promote the Travel Plan

Guidance on using sustainable transport - Design a guide and agree acceptable travel times and journeys by each mode of transport. Guide to be agreed by CMT and published to all members of employees.

Objective 8: Darlington Borough Council to lead by example as a community leader and encourage local businesses and organisations to follow suit.

Indicator: Level of awareness of the Darlington Borough Council Travel Plan

Target: % employees in businesses with Travel Plans

Where are we now?

The First Darlington Borough Council Travel Plan was introduced in 1999, which was followed up in 2005 by a further Travel Plan document that was written by consultants Foxley Tagg. Following consultation with employees in 2007 a revised action plan was drawn up including actions that members of employees had raised. The Travel Plan has been discussed regularly at a Travel Plan Steering Group since early 2008 and this group oversees the progress of the plan.

Travel plan initiatives have appeared in The Flyer and in various communications briefings for employees. A wider communications programme has been developed and the Communications Officer based within the Transport Policy team is leading on this work.

Where we want to be

As yet the plan has not been published for members of employees to read and when this happens further promotion will be needed. The Travel Plan should be widely available to employees and should be clearly signposted from the intranet and internal council publications. Employees should also be aware of what the Travel Plan stands for and the initiatives involved.

Progress made. Each site has its own specific travel and transport needs which must be addressed.

Raising awareness and encourage positive attitudes within the business community – Publicising and distributing the Darlington Borough Council Travel Plan to other businesses and groups so that they are aware of the work being carried out within the council.

the Employees Induction Pack. Promotion of alternative modes to be proactive and be given out at all council sites as well as being available electronically.

How are we going to get there?

Adopting an up to date, robust travel plan with specific actions for each site. – An action plan has been developed with a travel plan document to fit around it. The Travel Plan will have SMART targets that can be monitored and assessed for progress made. Each site has its own specific travel and transport needs which must be addressed.

Raising awareness and encourage positive attitudes within the business community – Publicising and distributing the Darlington Borough Council Travel Plan to other businesses and groups so that they are aware of the work being carried out within the council.

Individualised travel information - Continue to provide Individual travel information to all employees at ‘travel to work’ events and through the induction process. Information on walking, cycling and public transport use available on the intranet. Printed material such as the walking, cycling and bus maps included in the Employees Induction Pack. Promotion of alternative

modes to be proactive and be given out at all council sites as well as being available electronically.

Section 4

Action Plan

Action	Description	Budget Cost	Funding source	Timescale	Lead Officer	Actions	Consultation	Focus Group link	Key Outcome		
New Travel Allowance System	Claims for payments for work journeys made by car or public transport will not accepted for short journeys of 1/2 mile or less, unless justified by a) Disability b) Handling heavy equipment or delivering goods c) Personal security d) Transporting a child/vulnerable adult e) Trip chain (i.e. a number of short trips linked together) f) Emergency call out g) Car sharing	Administration costs Claims will need to be checked for these trips, although this should not increase workload as this should be picked up at authorisation	Current travel budgets. This will have a slight saving on department's expenditure, although this will be minimal. At this stage it is hard to quantify, but a sample of claims can be checked to ascertain an estimated value	1 st April	Human Resources	Produce maps of main council buildings annotated with 1/2 mile travel limits. Amend travel claim form. Accommodation review - develop drop in areas with work stations. Liaise with Xentrall on claim forms	Formal consultation through JCC to be undertaken by Human Resources.	Fairness & equity Travel flexibility Support for sustainable travel	Health Environment Tackling traffic congestion Council business		
	Cycling claims accepted for all journeys over 1/2 mile.	Increased spend in departments, although most should be covered by savings in journeys made by car (although some journeys may at present not be claimed)	Should be covered by existing departmental car mileage budgets								
	Claims accepted for all types of transport in one month.				Procurement to advise						
	Presumption that cheapest applicable public transport fare paid for external to Borough trips, unless alternative justifiable (two or more people travelling together by car, destination not served by public transport or journey time too long by public transport).	Unknown cost/saving at present. This again could be calculated by a sample of mileage claims	Picked up by existing service department's mileage budgets								
	All external to Borough trips individually recorded	Admin Costs	This could be absorbed within existing structures, although this may cause some workload pressures in admin teams								

Action	Description	Budget Cost	Funding source	Timescale	Lead Officer	Actions	Consultation	Focus Group link	Key Outcome
	<p>All car park charges reimbursed via expenses claim form with a valid receipt. Eligible parking includes:</p> <ul style="list-style-type: none"> • All parking outside the Borough. • Within the Borough on the grounds of: <ul style="list-style-type: none"> a) Disability b) Handling heavy equipment or delivering goods c) Personal security d) Transporting a child/vulnerable adult e) Trip chain (i.e. a number of short trips linked together) f) Emergency call out g) Car sharing 		Existing revenue budgets			Amend travel claim form, with subjective code already included for audit purposes.			
	Admin staff to be trained to be able to locate the cheapest and most effective mode of transport for staff travelling outside of the borough to courses etc.	In house or external. Training may have a cost associated	Existing training budgets, invest to save		Human Resources / Procurement	Briefing for admin staff on booking rail/air tickets and seeking cheapest fares. We need staff to inform admin staff of journeys asap in order that cheaper advanced train tickets can be obtained			
Monitoring	Audit process on a sample of claims for use of sustainable modes and journey purpose. Need to check that the system criteria are being implemented correctly across the Council.	Within current admin costs	Departments	Sep - Dec 2010	Audit	Commission auditors to undertake a verification of a sample of claims		Fairness & equity Travel flexibility Support for sustainable travel	Council business
Review car allowances	Review allocation allowances	<p>Within existing budgets</p> <p>Possible savings in line with MTFP</p>	Savings to departmental transport budgets	January - June 2010	HR		Formal consultation through JCC to be undertaken by Human Resources.	Fairness & equity Travel flexibility Support for sustainable travel	Environment Tackling traffic congestion Council business

Action	Description	Budget Cost	Funding source	Timescale	Lead Officer	Actions	Consultation	Focus Group link	Key Outcome
Free bus tickets for work journeys	Initial scheme implemented. There is a need to review the system and also include Scarlet Band tickets. The scheme has been popular in the locations that it has been introduced and weekly or monthly tickets may be more beneficial than day tickets.		Departments, should be offset by mileage savings. Although may be some cost as short journeys may not have previously been claimed by all staff	March 2010	Transport Policy	Review bus voucher scheme to date		Fairness & equity Travel flexibility Support for sustainable travel	Environment Tackling traffic congestion
New town centre car park season ticket system	Car park season passes allocated to town centre based staff on job need and a requirement for immediate access to a vehicle. Criteria to include: a) Numerous site visits b) Handling heavy equipment or delivering goods c) Emergency call outs d) Unsocial working hours e) Significant carer issues To be used in any town centre car park. Individual to be charged at current subsidised rates and reviewed annually in line with long stay car park charges. Criteria to be agreed and applied at other sites if car parking is restricted. These criteria will include accessibility as well as job need.	Current income from staff for permits - £40k In 07/08 £23k was received from Town Hall staff and £8k from Central House. If number of permits fall then income for permits will fall to the car parking section, however this should be offset by increased car park income as staff pay full rate in DBC car parks (although some staff may opt for other transport/car parks reducing any income received)	User to pay at current rate Car parking income budget	Full review of parking passes to be undertaken in line with the changes to car allowances - April - July 2010	HR		Formal consultation through JCC to be undertaken by Human Resources.	Fairness & equity Allocation based on job need	Council business
Town centre visitor pass system	Non-town centred based staff - 20 minute loading and short stay parking permits should be allocated to teams to use in any town centre car park as the current system. This system should be reviewed once numbers of passes and usage level information is collected.	This will be budget neutral.	Admin costs to produce passes.	April 2010	Transport Policy	Directors to agree allocation to non-town centre based teams. Set up system at reception desks of each building to issue visitor passes and monitor use for audit purposes.		Fairness & equity Allocation based on job need	Council business
Residents' Parking Zone permit system	Extension of current permit system to cover defined groups of Council staff who have a contractual need to visit addresses in RPZ area. Criteria for those staff using RPZ's to be agreed by HR and each departmental director	Recharge for permits from service departments to income in car parks. Overall cost to council nil.	Service budgets increased spend & car parking section income increased	April 2010	Transport Policy			Fairness & equity Travel flexibility Allocation based on job need	Council business

Action	Description	Budget Cost	Funding source	Timescale	Lead Officer	Actions	Consultation	Focus Group link	Key Outcome
Car Pool	Investigate feasibility of car pool scheme to be provided initially in town centre locations.	Budget costs will be ascertained at initial meetings with Car Club providers.	Transfer of car allowances or from within existing budgets	Begin investigations in January 2010	Richard Alty / Greg McDougall			Fairness & equity Travel flexibility	Health Environment Tackling traffic congestion Council business
Cycle Pool	Cycle pool scheme to be continued and developed at the Town Hall as a trial. Introductory incentive provided through cycle allowance to user.	Maintenance of four pool bikes at the Town Hall - £400 pa Mileage charged at 20p per mile. Approx 1% of all mileage claims to be made by cycle - saving on lowest casual user band 20.5p per mile. Ensure that changing facilities are allocated at council sites where cycling is encouraged. Possible refit costs in changing areas	Local Transport Plan to fund trial	Cycle pools to be rolled out following risk management procedures April - July 2010	Transport policy in conjunction with Health and Safety partnership			Fairness & equity Travel flexibility Support for sustainable travel	Health Environment Tackling traffic congestion Council business
Liftshare	Promoting the existing Liftshare car sharing system and adding emergency taxi to home scheme.	Cost of taxi fall on Council	Local Motion	Ongoing	Transport policy			Fairness & equity Travel flexibility Support for sustainable travel	Environment Tackling traffic congestion
Cycle and equipment storage	Continued provision of cycle storage and locker facilities for staff preferring to use their own bike or to change clothing.	New cycle storage required at Town Hall and Central House	Local Transport Plan	Ongoing	Transport Policy and Community Services			Fairness & equity Travel flexibility Support for sustainable travel	Health Environment Tackling traffic congestion

Action	Description	Budget Cost	Funding source	Timescale	Lead Officer	Actions	Consultation	Focus Group link	Key Outcome
Individualised travel information	Continue to provide Individual travel information to all staff at 'travel to work' events and through the induction process. Information on walking, cycling and public transport use available on the intranet. Printed material such as the walking, cycling and bus maps included in the Staff Induction Pack. Promotion of alternative modes to be proactive and be given out at all council sites as well as being available electronically. Walking and cycling maps to be included in Induction Packs. Travel advisors to visit staff in their workplaces during working hours.	Admin costs/travel advisor	Local motion / Local Transport Plan	Ongoing	HR/ Transport Policy			Fairness & equity Information Travel flexibility Support for sustainable travel	Health Environment Tackling traffic congestion Council business
Guidance on using sustainable transport	Design a guide and agree acceptable travel times and journeys by each mode of transport. Guide to be agreed by CMT and published to all members of staff.	Staff time	Existing revenue budget	April 2010	Transport Policy			Information Support for sustainable travel	Tackling traffic congestion Health Environment
Bicycle User Groups	Look into feasibility of setting up and running a Bicycle User Group for all council staff.	Staff time / budget required for printing of materials / purchasing incentives.	LTP - Council Travel Plan budget (Workplace Cycle Challenge)	June 2010	Transport Policy	Gauge staff interest	Email to all staff via the Weekender or Briefing and Flyer article	Information Travel flexibility Support for sustainable travel	Tackling traffic congestion Health Environment
Time Limited parking passes	In addition to reallocating the town centre parking passes, investigate the possibility of time limited parking passes.			April - July 2010	HR/ Transport Policy	Discuss implications with Parking Team		Travel flexibility	Council business
Season ticket for car parking	Look into feasibility of extending and publicising the current arrangements for staff to pay for parking monthly through their salary at a cost of £57.50 per month equating to £690.	Staff time for publicity/ producing passes/ making salary deductions.		April - July 2010	HR/ Transport Policy / parking team		Email to all staff via the Weekender or Briefing and Flyer article		Council business
Implementation of Salary sacrifice for rail tickets if the scheme becomes available	Investigate feasibility of implementing further salary sacrifice schemes when they become available. A decision will be made at the time whether they will be branded under the Council Travel Plan or if they will be included as part of the range of salary sacrifice schemes offered by the Council.	Admin and publicity costs	Existing budget	Ongoing	HR		Email to all staff via the Weekender or Briefing and Flyer article	Information Travel flexibility Support for sustainable travel	Health Environment Tackling traffic congestion Council business

Action	Description	Budget Cost	Funding source	Timescale	Lead Officer	Actions	Consultation	Focus Group link	Key Outcome
Cycle training for staff	A system to be set up for staff who would like to take part in cycle training to allow them to cycle at work. A decision would need to be made regarding who would take part in the training - if all staff would be required to complete the course before being able to claim a cycle allowance or if the training would be available only for those who wanted to take part.			June 2010 in conjunction with the set up of a Bicycle User Group (BUG)	Transport Policy			Support for sustainable travel	Health Environment Tackling traffic congestion
Salary sacrifice schemes - bus ticket and bicycle purchase	Schemes are in place to offer the purchase of bus tickets and bikes via salary sacrifice. A review of the current provides should be undertaken to ensure that the best service possible is being offered.	Within existing budgets		Summer 2010	HR	Review provider of bike salary sacrifice		Travel flexibility Support for sustainable travel	Health Environment Tackling traffic congestion
Baseline data collection	To inform targets within the travel plan baseline data must be gathered on current mode share on the journey to and during work. This can be included in a future Health and Wellbeing survey or if there are no plans for a wider survey to take place a travel survey could be conducted		Workplace Travel Plan budget	May 2010 for Borough wide Workplace Travel survey	Workplace Travel Plan Officer	Decision to be made February - March to if baseline data will be set via the Workplace travel survey or via a Council wide survey.		Information	Council business
Monitoring and review of Travel Plan targets	3 Travel Plan reviews to be carried out each year and one annual review to be held in January each year.	Included as part of role of Travel Plan steering group		Ongoing. First review to take place in April 2010	Transport Policy	Transport Policy to keep Action Plan updated		Information Travel flexibility Support for sustainable travel	Council business
Publicity and promotion of the Travel Plan	Communications strategy for the travel plan to be rolled out and implemented. The Travel Plan should be made more recognisable and awareness of it should be raised.	Within role of Transport Policy Communications Officer	LTP Other sources to be identified	Ongoing. Monthly reminders of the travel plan through various sources including The Flyer, The Briefing and The Weekender.	Communications Officer (Transport Policy)	Longer Term Communications Strategy to be written.		Information Travel flexibility Support for sustainable travel	Health Environment Tackling traffic congestion Council business