

Committee: Cabinet

Agenda Item

Date: 13 September 2012

17

Title: Travel Plan

Portfolio Holder: Cllr Redfern

Key decision: **No**

Summary

1. This report introduces the new Travel Plan. The rural nature of the District and relatively limited public transport provision and cycle or pedestrian infrastructure, compared with more urban authorities, will require continued dependence on the use of vehicles for service delivery. Therefore the Plans primary purpose is to reduce reliance on the use of private cars by employees in travelling to work and in carrying out their work duties in delivering the Council's services and operations which include the main Council offices and depots.
2. The Travel Plan considers environmental issues including climate change and reducing carbon emissions, air pollution, traffic congestion and health issues together with reducing Council costs through fuel efficiency in response to rising fuel prices and anticipated limited future fuel supply.
3. The Council will shortly be sharing its main office with some Essex County Council who are currently based in the local area. There is a paramount need to reduce the number of Uttlesford staff vehicles parked at the main offices in order to accommodate parking for Essex County staff. This Travel Plan is a first phase plan, produced to facilitate parking arrangements in advance of Essex County Council's transfer to London Road and to enable both parties to understand the Council's travel needs and aspirations. A joint Travel Plan with ECC will be developed in the future to further reduce cars travelling to/for work by staff from both organisations.

Recommendations

4. Approves and adopts the Travel Plan and its actions.

Financial Implications

5. The Travel Plan actions can be delivered with officer time and within existing budgets for energy efficiency within Planning Specialists GPS (in part using ECC funding subject to accreditation). The costs total some £1715, excluding home working for which there will be a modest cost.

Background Papers

6. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

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Impact

7.

Communication/Consultation	Staff survey. The results have informed and shaped the Travel Plan. The Plan has been presented to CMT for comment and amendment.
Community Safety	None.
Equalities	A provisional Equalities Impact Assessment has been drafted.
Health and Safety	None.
Human Rights/Legal Implications	None identified
Sustainability	Increases take up of sustainable transport measures.
Ward-specific impacts	District wide.
Workforce/Workplace	Positive impact supporting staff and providing additional workplace facilities.

Situation

8. The Council first produced a Travel Plan in 2005 following the closure of offices in Great Dunmow and re-location to the main offices in London Road, Saffron Walden. The original focus was on environmental pollution, air quality and congestion. These remain important issues and new factors now need to be addressed: climate change and reducing carbon emissions, the need to reduce demand on car parking at the Council offices together with reducing Council costs through fuel efficiency in response to rising fuel prices and anticipated limited future fuel supply linked to Peak Oil.
9. In January 2006 Uttlesford District Council, together with Braintree District Council, became the first local authorities in Essex to sign the Nottingham Declaration on Climate Change, a public commitment to take action on the causes of climate change. Producing and maintaining an up-to-date Travel Plan is a necessary step in an ongoing process to meet this commitment as transport is a key source of carbon dioxide and other global warming gases and of emissions which affect air quality in the District. Transport in 2009/10 accounted for 1218 tonnes of CO² emissions on fuel and business mileage.

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10. Once the Council has secured accreditation from Essex County Council for producing a robust Travel Plan it will be awarded funding for Travel Plan actions. In this case it is recommended that the funding from ECC be used to install a new covered secure bike shelter for staff / Members to the rear of the offices at London Road.
11. Essex County Council operates an accreditation award scheme for businesses and public sector organisations producing a Travel Plan. If accreditation is successful the Council will be assessed annually, our objective will be to actively roll out actions to both keep our accreditation and if possible improve the level of accreditation within the scheme.
12. Uttlesford District Council staff are directly affected by the actions and proposals within the Travel Plan. Therefore a comprehensive staff survey was undertaken to determine the current position of sustainable travel within the organisation and to establish responses to the various proposed actions.
13. An annual review of the Travel Plan Action Plan will be undertaken to assess the progress of the Plan with evidence and recommendations of these reviews sent to Management Board and shared with ECC for accreditation purposes. Staff Travel Surveys will be carried out every 2 years to understand the impact of travel behaviour within the organisation and again as evidence for ECC accreditation. This will inform a review of the Travel Plan every 2 years and will also reflect Government legislation and the objectives of the Council.

Risk Analysis

14.

Risk	Likelihood	Impact	Mitigating actions
Delays in progressing actions may result in reduction in accreditation standard or loss of future accreditation.	1. The targets are deliverable within the existing staff resources.	1. Loss of credibility.	Action plan progress must be monitored and maintained.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.