

Uttlesford District Council

Travel Plan 2012



Uttlesford
District Council

Contents

Foreword

Executive Summary

1. Introduction

2. Travel Plan Policies

3. Objectives

4. Staff Travel Survey

5. Promotion and Marketing

6. Monitoring & Review

7. Responsibility

8. Action Plan

Foreword

Everybody can get involved in green travel and help to reduce the impact of the Council on the environment. By reducing the amount of solo car journeys you take to work, coming instead on foot, by bike, by public transport, or by car sharing and when at work reducing business mileage and using teleconferencing facilities will help the Council to achieve it's aim to reduce carbon emissions. This plan sets out why green travel is important to us and how we intend to achieve it.

John Mitchell, Chief Executive

Executive Summary

The Council first produced a Green 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.

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 Green 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 Uttlesford District in 2009/10 accounted for 1218 tonnes of CO² emissions on domestic and business mileage.

Uttlesford District Council's Corporate Plan 2010-15 has a set of key objectives which provide a framework for decision making, this includes the commitment: *Protecting and enhancing the environment and keeping communities together* which includes a number of targets: *Delivering on our energy efficiency policies to reduce our carbon footprint and assist with fighting fuel poverty and widening their scope to include our use of natural resources overall*. An up-to-date green travel plan is a necessary tool to assist with the delivery of these targets.

The purpose of the new Green Travel Plan is primarily to reduce 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.

The Council will be sharing its main office with some Essex County Council staff 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 Green 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 green travel needs and aspirations. A joint Green Travel Plan with ECC will be developed in the future to further reduce cars travelling to/for work by staff from both organisations.

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. While there are no significant traffic congestion issues, Saffron Walden does have 3 Air Quality Management Areas due to high levels of nitrogen dioxide in the town, and is in the process of being updated to a single AQMA covering the Saffron Walden area.

The proposed actions include:

- Achieving greater take-up of home working
- Increasing provision of flexible working arrangements
- Encouraging greater use of tele-conferencing facilities
- Increasing provision of bike rack and storage facilities to facilitate more cycling and walking

- Encourage car sharing and allocate dedicated car share bays
- Provide further Green Driving Training
- Support Leisure Connect in producing a green travel plan for our leisure sites

An annual audit of the Action Plan will be undertaken to assess progress to ensure it is meeting the requirements of the organisation and to qualify for annual certification with Essex County Council's Green Travel Plan Award. Staff travel surveys will be carried out every 2 years to understand the impact of travel behaviour within the organisation. This will inform the Green Travel Plan review in order to reflect government legislation and the objectives of the Council.

1.0 Introduction

Background

The Council first produced a Green Travel Plan in 2005 following the closure of offices in Great Dunmow and re-location to the main offices in London Road, Saffron Walden. It considered environmental issues, air pollution, traffic congestion and health issues, however the proposals were not funded and the plan was never implemented. The Energy Saving Trust carried out a Green Fleet Review of our fleet vehicles in 2007 and those vehicles used by staff for business mileage. Both reviews illustrated that we are heavily dependent on our cars and that the provision of practical and convenient alternatives, combined with increased awareness, had the potential to encourage us to revise our means of transportation.

We now have the opportunity to produce a new plan in a co-ordinated approach with the refurbishment of the Council offices and a partner organisation within the London Road site. This allows us to adapt and revitalise current initiatives as well as take the plan in new directions, to increase its impact and further achieve its aims and objectives.

This green travel plan's focus is on the Council Offices at London Road. The intention is to share the Council Offices and car park with some Essex County Council staff in the future. This will result in a reduction in car parking availability for UDC staff and a need to implement measures to encourage a reduction in UDC vehicle numbers and facilitate alternative working arrangements and means of transport for staff. Work place sharing will offer new opportunities for extending schemes such as our car share database, teleconferencing, discounts on public transport for staff through ECC and other measures.

This Green Travel Plan has been developed based on the finding of the 2011 staff green travel survey and examples of best practise from other organisations.

Reasons for a Green Travel Plan at Uttlesford Council

- 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 Green 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.
- Uttlesford District Council's Corporate Plan 2010-15 has a set of key objectives which provide a framework for decision making, this includes the commitment: *Protecting and enhancing the*

environment and keeping communities together which includes a number of targets: *Delivering on our energy efficiency policies to reduce our carbon footprint and assist with fighting fuel poverty and widening their scope to include our use of natural resources overall.* An up-to-date green travel plan is a necessary tool to deliver these targets.

- The purpose of the new Green Travel Plan is primarily to reduce reliance on the use of private cars by employees in travelling to work and in carrying out their work duties and to reduce the need to be office based. When the Council produced the Carbon Management Programme with the Carbon Trust in 2007 we established that 40% of our carbon emissions were transport generated. This amounts to the Council emitting 1,218 tonnes CO₂ generated by fleet and business mileage. The Green Travel Plan provides the framework for delivering transport generated carbon reduction measures.
- The International Energy Agency (IEA) in its 2008 global report warns of a real risk of an oil supply crunch by 2015. This issue would be amplified in the UK as we have been a net importer of oil since 2005, with UK oil production predicted to reduce 6-7% a year, making us increasingly reliant on outside supplies and vulnerable to market forces. As a rural district, with limited public transport and cycling/walking infrastructure, escalating oil prices and limited supply would bring challenges to transportation and the ability of the authority to deliver our public services. While the Council has contingency plans in place, this puts greater emphasis on the need to reduce our fuel requirements and develop alternative ways of delivering services without the need to travel.

Profile of the Council

- The Council has 322 employees, the majority of which are based at the Council Office on London Road in Saffron Walden.
- Council operations are currently centred at Council Offices, London Road with a number of small sites around Uttlesford District;
- Transport accounts for 40% of the Council's carbon emissions, some 1,218 tonnes CO₂;
- Our 3 leisure centre sites are operated by Leisure Connect who do not yet have a travel plan in place;
- There are currently staff and visitor parking spaces for 150 vehicles at the Council Office
- The Council operate 75 fleet vehicles,, the Council's lease car scheme comes to a close in 2013, a total of 299,930 business miles were accrued in 2011-12
- Last year the Council spent a total of £518,507 on fleet fuel

2. Objectives

The primary objectives of the Green Travel Plan are to:

- Reduce demand for car parking at Council Offices London Road;
- Reduce the number of employees travelling to work alone by car;
- Reduce business travel by car;
- Reduce fuel use and transport generated carbon emissions and other pollutants;
- Promote and facilitate cycling, walking and public transport;
- Reduce transport related costs for the Council;
- Future development of join Green Travel Plan with Essex County Council;
- Ensure that all staff are aware of the Travel Plan;
- Promote corporate social responsibility and community leadership;
- Work with service delivery partners (Leisure Connect) to help them reduce their transport related CO₂ emissions.

- Support the objectives of Sustainable Uttlesford and Uttlesford Futures;

The objectives tie directly into the action plan and will have measured outcomes both in terms of carbon savings and cost savings for the authority.

3. Relevant Policies & Procedures

Below are a list of Human Resources and other travel policies which are currently in place that may positively or negatively affect travel choice.

- **Flexible working scheme**

The Council maintains a flexi-time system where staff are required to undertake 'core hours' but have flexibility at each end of the day for the times they choose to start and finish.

Impact: Could be positive if used by staff to facilitate cycling or car sharing or reduce mileage by going directly to alternative locations. However could be negative if it reduces the opportunities of car sharing.

- **Working from home**

Over 100 staff are currently enabled to work from home at any one time with the permission of their manager. Equipment will be provided for staff where necessary, i.e. mobile phone, laptop. The Council will investigate this opportunity further in order to reduce the number of staff travelling to London Road on a daily basis..

Impact: Positive in terms of reducing home to work mileage, especially for those with long commutes. Negative in terms of additional energy consumed in home heating/lighting (unless the property would normally be occupied during office hours).

- **Business mileage rates for vehicles**

Casual user is 45p per mile (the recommended HMRC rate), employees also receive an extra 5p per mile for taking a passenger. Essential User allowance has been reviewed for those employees who receive it, resulting in a new set of criteria around entitlement.

Cycling allowance for staff & Members

There is a cycling rate @ 20p per mile

Impact: Overall positive as it encourages staff to cycle for work

The limit on casual users business mileage miles is positive.

- **Lease car scheme**

The Council has a Council subsidised lease car scheme. Employees with a lease car receive 12p per mile, lease cars are being completely phased out and by October 2014 we will not have a lease car scheme.

- **Car sharing scheme**

Provision of a staff car share scheme using the national Liftshare scheme

Impact: positive

It reduces car use to work.

4. Staff Travel Survey

A staff travel survey was carried out at the end of 2011. The results of the Survey provide information on the established travel choices of staff and provide a basis for the setting of objectives, actions and targets in the Travel Plan. A total 99 members of staff responded to the survey.

The aim of the survey was to:

- Identify which modes of transport are currently used and the reasons why people use private cars;
- Establish the popular alternative modes of travel to the site. What do people want to use but currently do not / cannot;
- Analyse business travel so alternatives can be tailored for staff and promoted;
- Consider future parking arrangements for Council Offices.

A total of 99 members of staff responded to the survey, approximately half of the occupants of the Council Offices.

The survey revealed that almost everyone followed a normal weekday working pattern with 71% of staff responding working full time and 29% working part time. 27 respondents live within Saffron Walden, with the majority of the remainder within a 20 mile radius.

Commute to/from Work

78 respondents travel by car alone, 19 walk, 5 car share, 3 cycle, 3 use public transport and 1 uses a motorcycle. 27 respondents said their car was essential to perform their job, 24 said it was due to lack of alternatives and 26 for convenience and 11 said no public transport available.

Car Sharing

34 respondents would like help finding a share partner, 7 would like a guaranteed lift home, 4 would like reserved car share spaces and 52 would not car share.

Change your mode of transport to work

14 respondents would like staff discounts on public transport, 5 are interested in a discounted bike purchase scheme, 3 would like safe, secure and covered cycle racks and also improved showers, changing and locker facilities. 2 would like rail/bus passes sold at the workplace, 67 would not change their mode of transport. Being a rural district the availability of frequent public transport is more limited than in urban areas.

Business travel

15 respondents use their vehicle for work, 24 do not undertake business travel, 17 use public transport, 7 use a Council vehicle and 2 walk/cycle.

In seeking alternatives to business travel 33 respondents would use a pool car located on site, 29 would use an easy on-line booking system, 2 would like an enhanced cycle allowance for business mileage and 1 respondent would like to receive free bike training, equipment and bikes located on site.

45 respondents said none of their meetings could be carried out using teleconferencing, 32 said some could be, 1 said half could be and 1 said all could be.

Working from Home

64 respondents said they never work from home, 25 said they occasionally did and 7 said once a week or more. 63 said they could not work from home and 33 said they could.

5. Promotion & Marketing

Information will be made available for staff on the Council's intranet showing travel information, bike purchase scheme, green driving, car share scheme, etc. There are notice boards for staff and information for staff and visitors will be provided at reception. The Travel Plan will be introduced into the staff induction process and promoted to new staff.

6. Monitoring & Review

An annual review of the Action Plan will be undertaken to assess the progress of the Plan with evidence and recommendations of these reviews sent to Management Board.

Staff Travel Surveys will be carried out every 2 years to understand the impact of travel behaviour within the organisation. This will inform a review of the Green Travel Plan every 2 years in order to reflect government legislation and the objectives of the Council.

If the set target measures have not been achieved the actions will be reviewed and new actions and measures to be put in place.

7. Delivery

Responsibility for the travel plan sits with the Energy Officer. Progress will be monitored to steer ongoing development of the travel plan. The duties of the Energy Officer in delivery of the Green Travel Plan will be to:

- Take responsibility for data collection and review of Green Travel Plan
- Oversee the development and implementation of the Green Travel Plan actions
- Obtain and maintain commitment and support from senior managers, staff, union representatives
- Implement awareness-raising campaigns to promote the Green Travel Plan
- Act as a point of contact for all staff requiring information
- Ensure the travel information available is always up to date
- With the assistance of Essex County Council negotiate with transport operators to secure discounts for staff
- Co-ordinate the monitoring programme for the Green Travel Plan, including target setting

8. Action Plan

The actions designed to meet the Plan objectives are set out in the table below, detailing the action required, how it will be measured, the outputs, costs and estimated savings, date of completion and who is responsible.

Journeys to and from work								
Objective	Action	Measure	Outcome - what does it deliver?	Cost of investment	Carbon saving	Cost saving	Date	Responsibility
Reduce No. of employees travelling to work	Working from home	Implement programme for staff to work from home,	<ul style="list-style-type: none"> -Reduces commuting carbon emissions and other pollutants -Reduces demand on car parking requirements freeing up 20 spaces -Reduces traffic congestion -More efficient use of office space 	Dependent on level of take up.	To be determined	To be determined	ongoing	All service unit managers
	Flexible working	Facilitate take up of flexible hours to stagger arriving and leaving office	<ul style="list-style-type: none"> -Reduces congestion in peak hour 	No additional costs anticipated	To be determined	To be determined	ongoing	All service unit managers
	Make dedicated car share spaces available for staff.	Provide 4 share bays	<ul style="list-style-type: none"> -Reduces commuting carbon emissions and other pollutants -Reduces demand on car parking requirements provided spaces are used 	£550 approx (contractor and tarmac paint/equipment)	3 tonnes/pa	c.£1,000pa saving for staff	March 2013	Facilities

			<ul style="list-style-type: none"> -Reduces traffic congestion -Community leadership 					
	Develop and promote car share database	5 new people a year to join scheme	<ul style="list-style-type: none"> -Reduces commuting carbon emissions and other pollutants -Reduces demand on car parking requirements -Reduces traffic congestion -Community leadership 	2 hours of staff time	3 tonnes/pa	£1,000pa saving for staff	Mar 2013	Energy Officer
	Provide advice and support on car share scheme	<p>Information made available on website and promoted in staff newsletter</p> <p>Draws in 5 new members pa</p>	<ul style="list-style-type: none"> -Reduces commuting carbon emissions and other pollutants -Reduces demand on car parking requirements -Reduces traffic congestion -Community leadership 	4 hours of staff time pa	1 tonnes/pa	£330pa saving for staff	ongoing	Energy Officer
	Maintain guaranteed lift home scheme to support all modal shift options	<p>Information made available on website and staff magazine</p> <p>Draws in 2 new members pa</p>	<ul style="list-style-type: none"> -Reduces commuting carbon emissions and other pollutants -Reduces demand on car parking requirements -Reduces traffic congestion 	1 hour of staff time pa	1 tonne/pa	£315pa saving for staff	ongoing	Energy Officer

Promote and facilitate cycling, walking and public transport	The level and improvement of changing facilities by the provision of lockers.	Provide lockers in staff room	<ul style="list-style-type: none"> -Reduces commuting carbon emissions and other pollutants -Health and wellbeing of staff -Reduces demand on car parking requirements -Reduces traffic congestion 	£500	1 tonne/pa (Assuming modal shift of 2 new people from driving to cycling)	£0	TBC	Energy Officer and Facilities
	Provision of additional secure/covered bike stands	Additional covered bike rack for 6 cycles for staff	<ul style="list-style-type: none"> -Reduces commuting carbon emissions and other pollutants -Health and wellbeing of staff -Reduces demand on car parking requirements -Reduces traffic congestion 	£3,500 for racks and cover (subject to ECC funding)	3 tonnes/pa (Assuming modal shift of 6 add. people from driving to cycling)	£0	Mar 2013	
	The provision of safety training and advice.	Make available	<ul style="list-style-type: none"> -Reduces commuting carbon emissions and other pollutants -Health and wellbeing of staff -Reduces demand on car parking requirements -Reduces traffic congestion 	£400 (external trainer)	3 tonnes/pa (Assuming modal shift of 6 add. people from driving to cycling)	£0	Mar 2013	

	Investigate introduction of salary sacrifice scheme for bike purchase	Make available	<ul style="list-style-type: none"> -Reduces commuting carbon emissions and other pollutants -Health and wellbeing of staff -Reduces demand on car parking requirements -Reduces traffic congestion 	10 officer man days	3 tonnes/pa (Assuming modal shift of 6 add. people from driving to cycling)	There will be a National Insurance saving for the authority, the level of saving is dependent on take up by staff	Mar 2014	
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Journeys at work

Objective	Action	Measure	Output - what does it deliver?	Cost of investment	Carbon saving	Cost saving	Date	Lead officer
Reduce transport business travel carbon emissions and costs	Active management of staff business travel including encouraging travel to/from home direct to sites	Business mileage reduction of 5% a year	<ul style="list-style-type: none"> -Reduces transport generated carbon emissions -Reduces transport costs for the Council and loss of staff time travelling -Reduces demand on car parking requirements -Reduces congestion in peak times 	Existing management time				
	Increase the take up of teleconferencing facility and use of webinars	200 meetings per year by teleconferencing from all departments 25 webinars per year from all departments	<ul style="list-style-type: none"> -reduces transport generated carbon emissions -reduces transport costs for the Council and loss of staff time travelling -Reduces demand on car parking 	2 hours staff time pa	0.11 tonnes/pa	Dependent on level of take up + staff travelling time (Assuming a total of 20 meetings/conf are replaced at an av. journey distance of 60	March 2013	service unit managers and ICT

			requirements			miles and a mileage rate of 65p/mile)		
	Provide and promote public transport information to facilitate journey planning.	Put public transport links on website	-reduces transport generated carbon emissions -reduces demand on car parking requirements	4 hours staff time pa	3 tonnes/pa (Assuming modal shift of 6 add. people from driving to public transport)	£0	Mar 2013	Energy Officer
	Carry out cost and feasibility study of provision of pool cycles (joint project with ECC).	Completion of joint study	Feasibility study only, if implemented: -reduces transport generated carbon emissions -reduces transport costs for the Council -reduces demand on car parking requirements	4 hours staff time pa	If implemented it will be monitored	Subject to ECC funding	Mar 2014	Energy Officer & ECC
	Install electric vehicle charging point in car park	Installation complete	-reduces transport generated carbon emissions -community leadership	£265 (equipment and labour)	To be monitored	£0	March 2015	Energy Officer & Facilities
	Review need for further green driver training for staff (programme completed in 2011)	Completion of review	-reduces transport generated carbon emissions	£0 (external trainer)	0 tonnes/pa	£0 (saving for staff - 15% reduction in fuel use)	Mar 2013	Energy Officer
	Provide advice	Information on intranet	-reduces transport generated carbon	3 hours staff time pa	To be monitored	To be monitored	Ongoing	Energy Officer & external support

	and information to drivers on fuel saving		emissions -reduces transport costs for the Council					ie. Energy Saving Trust
	Support Leisure Connect in developing a Green Travel Plan to cover our 3 leisure centres	Produce green travel plan with Leisure Connect	Corporate and community leadership Reduces transport generated carbon emissions	5 officer man day	To be determined	£0	Mar 2013	Energy Officer & Leisure Connect

Visitors to Council Offices, elected Members and new staff

Objective	Action	Measure	Output - what does it deliver?	Cost of investment	Carbon saving	Cost saving	Date	Lead officer
Ensure that all staff and visitors are made aware of the Travel Plan	Green travel to be included in staff induction	leaflet for staff induction pack	-reduces transport generated carbon emissions -reduces transport costs for the Council	3 hours staff time pa	To be monitored	To be monitored	Mar 2013	Energy Officer & Human Resources
	Provide information to customers and visitors on walking cycling and public transport options for accessing Council offices.	Information on website	-reduces transport generated carbon emissions -reduces transport costs for the Council -Corporate and community leadership	4 hours staff time pa	To be monitored	To be monitored	Mar 2013	Energy Officer
	Maintain customer first programme and identify and develop further remote transactions with the	5% annual increase in online transactions	-reduces transport generated carbon emissions generated by public visiting offices -Corporate and	1 officer man day	To be monitored	To be monitored	Mar 2013	Finance dept & ICT

	Council.		community leadership					
	Encourage Members to car share to meetings	Increase in the No. of Members car sharing to meetings	-reduces transport generated carbon emissions -reduces transport costs for the Council -Corporate and community leadership	2 hours staff time pa	To be monitored	To be monitored	Mar 2013	Energy Officer & Leadership Group
	Re-assess the mileage payment criteria for Members walking or cycling	Increase in the number of journeys made by bike/walking	-reduces transport generated carbon emissions -reduces transport costs for the Council -Corporate and community leadership	6 hours staff time	To be monitored	To be monitored	Mar 2014	Finance dept & Leadership Group
	Promote green travel through staff updates	2 promotions per year	-reduces transport generated carbon emissions -reduces transport costs for the Council -Health and wellbeing of staff	1 officer man day pa	To be monitored	To be monitored	Mar 2013	Energy Officer & Richard Auty