

CABINET

16 MARCH 2011

TRAVEL PLAN – WINCHESTER CITY COUNCIL

REPORT OF HEAD OF ACCESS AND INFRASTRUCTURE

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RECENT REFERENCES:

None.

EXECUTIVE SUMMARY:

Cabinet is asked to consider a Staff Travel Plan for the City Council which has been prepared following a staff travel survey undertaken in August 2010.

The Travel Plan will form part of the Change Plan for High Quality Environment and will contribute towards the Climate Change Programme by seeking to reduce carbon emissions.

RECOMMENDATION:

That the Travel Plan be agreed and implemented.

## CABINET

16 MARCH 2011

### TRAVEL PLAN – WINCHESTER CITY COUNCIL

#### REPORT OF HEAD OF ACCESS AND INFRASTRUCTURE

##### DETAIL:

#### 1 Introduction

- 1.1 The need to try to manage traffic and encourage smarter choices in terms of mode of travel has been acknowledged for some time and employers can help to encourage their staff to contribute to such objectives. The proposed Travel Plan for the City Council as appended to this report seeks to encourage more sustainable travel by staff whilst in the course of business and whilst travelling to and from work. Some significant success has already been achieved in relation to flexible working arrangements introduced within the City Council in recent years. It has been assessed from the staff travel survey that these new practices alone have reduced commuter trips to work by some 5,000 trips (10,000 trips two-way) in the year up to August 2010.

#### 2 Background

- 2.1 The Plan has been based on a staff travel survey carried out in August 2010 which achieved a response rate of 66%. A full copy of the results is available in a background document.
- 2.2 Some headline results are shown below and the results have been used to inform the development of the actions in the draft plan.

Mode of transport mostly used:

- 69.8% drove to work alone
  - 4% drove to work with others
  - 13% walked
  - 5.7% used a bus
  - 0.5% used a motorcycle
  - 3% cycled
  - 4% used the train
- 2.3 7% of staff live within 0.5 miles of the office and a further 11% live between 1 and 2 miles. 8% live between 3 and 5 miles; and the remainder living beyond 6 miles. Significant numbers of employees live to the south of Winchester in Eastleigh, Chandlers Ford, Southampton and Portsmouth. There are also significant numbers living in Romsey and Alresford.

2.4 The Travel Plan has the following objectives:

- Reducing the impact of transport upon the environment by reducing single occupancy car trips to work by 10% over the next 2 years;
- Increase cycling and walking to work by 2% over the next 2 years.
- Supporting staff making sustainable travel choices
- Helping to facilitate and encourage more active staff with the associated health benefits which this brings
- Demonstrating good practice and commitment to other employers
- To deliver a package of initiatives in support of the plan's aims and objectives.

### 3 Discussion

3.1 An action plan has been formulated to encourage sensible car use including car sharing; use of public transport; increased cycling; and more journeys on foot. This Action Plan is not intended to be static and will be reviewed periodically to see if there are other initiatives that could be introduced to enhance the Work Travel Plan and to monitor its progress.

3.2 A staff travel plan working group will be established and overseen by the Assistant Director (Environment). The group will consist of representatives from: Access and Infrastructure; Communications; IMT; Environment; Staff/ business travel; Organisational Development; Finance ; Estates and the Health at Work Group. The group will be responsible for overseeing delivery of the plan, monitoring progress and securing the resources and support needed from the Corporate Management Team and other teams within the City Council.

### OTHER CONSIDERATIONS:

#### 4 SUSTAINABLE COMMUNITY STRATEGY AND CORPORATE BUSINESS PLAN (RELEVANCE TO):

4.1 The Travel Plan supports the High Quality Environment Change Plan and the Climate Change Programme.

#### 5 RESOURCE IMPLICATIONS:

5.1 It is considered that the action plan and monitoring arrangements can be met from existing resources.

#### 6 RISK MANAGEMENT ISSUES

6.1 Specific actions within the Plan will be subject to risk assessments as required.

BACKGROUND DOCUMENTS:

Staff Travel Survey August 2010 Results

APPENDICES:

Proposed Staff Travel Plan – Winchester City Council.

**Winchester City Council**  
Travel Plan

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**Winchester City Council**

**Travel Plan 2011**

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## 1.0 Introduction

The need to try to manage traffic and encourage smart choices in terms of mode of travel has been acknowledged for some time and employers can help to encourage their staff whilst commuting to work and in the course of their business to make sensible and informed travel choices.

This Travel Plan has been developed in order to help manage and reduce that impact and to improve travel choices for staff. This will contribute towards our Climate Change programme by reducing carbon emissions. It is also part of the City Council's response to the UK Government's Climate Change Act 2008 with its commitment to reduce greenhouse gas emissions.

## 1.1 What is a Work Travel Plan?

A Work Travel Plan is a set of measures designed to reduce the impact of traffic for journeys to and from work and for work related journeys.

A Work Travel Plan can help towards:

- Reducing traffic congestion and energy consumption by reducing vehicle trips.
- Financial savings for both employees and employers through more efficient business and commuter travel.
- Reducing employee stress and improving health by providing greater choice in how people commute to and from work
- Enhancing our environmental performance and image within the local community;

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## 2.0 Delivering the Work Travel Plan

Although the aims and objectives of the Work Travel Plan will remain broadly consistent throughout its development and implementation it is intended to have achievable yet challenging aspirations to progress these aims and objectives. The Plan is not intended to be a static document and will be regularly reviewed and amended to reflect changing circumstances.

### 2.1 Aims

The core aims are:

- To encourage more sustainable methods of travel by City Council staff whilst commuting to work and whilst in the course of their business.
- To reduce carbon consumption in support of the City Councils commitment to reduce carbon emissions by 20% by 2012

### 2.2 Objectives/ Targets

Building upon these aims Winchester City Council has the following objectives:

- reducing the impact of transport upon the environment by reducing single occupancy car trips to work by 10% over the next 2 years;
- Increase cycling and walking to work by 2% over the next 2 years.
- supporting staff making sustainable travel choices
- helping to facilitate and encourage more active staff with the associated health benefits which this brings
- demonstrating good practice and commitment to other employers
- To deliver a package of initiatives in support of the plan's aims and objectives.

#### 2.2.1 Overseeing and organising the delivery of the plan and its targets.

A staff travel plan working group will be established and overseen by the Assistant Director for High Quality Environment. The group will consist of representatives from:

Access and Infrastructure; Communications; IMT; Environment; Staff/ business travel; Organisational Development; Finance ; Estates and the Health at Work Group.

The group will be responsible for overseeing delivery of the plan, monitoring progress and securing the resources and support needed from the Corporate Management Team and other teams within the City Council.

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## 2.3 Current travel habits/ behaviour

A staff survey was carried out in August 2010 which achieved a response rate of 66% (584 dispatched and 385 returned). A full copy of the results is included in Appendix 1.

Some headline results are shown below and the results have been used to inform the development of the actions in this plan.

Mode of transport mostly used:

- 69.8% drove to work alone
- 4% drove to work with others
- 13% walked
- 5.7% bus
- 0.5% motorcycle
- 3% cycled
- 4% train

7% of staff live within 0.5 miles of the office and a further 11% live between 1 and 2 miles. 8% live between 3 and 5 miles; and the remainder living beyond 6 miles. Significant numbers of employees live to the south of Winchester in Eastleigh, Chandlers Ford, Southampton and Portsmouth. There are also significant numbers living in Romsey and Alresford.

## 2.4 Measures to be considered

An action plan has been formulated to encourage sensible car use including car sharing; use of public transport; increased cycling; and more journeys on foot. This Action Plan is not intended to be static and will be reviewed periodically to see if there are other initiatives that could be introduced to enhance the Work Travel Plan and to monitor its progress.

The travel plan will take account of all journeys generated by Winchester City Council including:

- Commuter journeys
- Business Travel undertaken by staff during the day
- Visitors travelling to and from our premises
- Deliveries and contractors calling at our premises
- Fleet vehicles operating as part of our organisation's activities

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### 3.0 Action Plan

#### 3.1 OBJECTIVE: Reducing the impact of traffic upon the environment.

(a) WALKING

**To promote walking as a form of travel.**

Walking is often forgotten as a mode of transport. Indeed, many of our journeys are less than one mile and these can easily be achieved by walking – for example, walking to meetings held in Winchester Town. It also costs nothing and has positive health benefits. The promotion of events that encourage walking will help people to think twice about using the car for very short journeys and think more about walking instead.

Action	Initiate a minimum of two promotions/ events to encourage and facilitate staff to walk where appropriate whilst on business and to the workplace for those who live nearby.
Involves	Senior Managers; Health at Work Group: Communications team
Timescale	Short
Monitoring	User feedback and attendance at events

**(b) CYCLING**

**To provide cycle facilities at council offices**

Winchester City Council has provided facilities to encourage cycling. There are showers and changing rooms within the Guildhall and cycle parking provision in the Guildhall Yard. Bikeabout a bike loan scheme has also been established and various types of bikes are maintained and administered by WACA and the Tourist information centre. This is available to the public as well as staff.

Action	To encourage use of the Bikeabout bikes by staff whilst undertaking work related trips.
Involves	Senior Managers
Timescale	Short
Monitoring	Use of Bikeabout Bikes by staff

Action	To carry out regular maintenance checks and provide safety clothing/ equipment.
Involves	WACA/ TIC / Access and Infrastructure
Timescale	Short
Monitoring	Use of Bikeabout Bikes by staff

Action	To maintain secure and easy to use facilities to store office bicycles
Involves	Estates
Timescale	ongoing
Monitoring	Use of facilities

Action	To run the assisted Bike purchase salary sacrifice scheme for staff who cycle to work
Involves	Organisational Development, Finance
Timescale	Ongoing
Monitoring	Take up of scheme

Action	To promote existing shower and changing facilities
Involves	Health at Work Group; City Voice; Bike Week; Bike to Work Day;
Timescale	Ongoing
Monitoring	Use of facilities

Action	To promote the Bike mileage rate for work related journeys
Involves	CMT , Organisational Development, Finance
Timescale	Short term
Monitoring	Take up

**To promote cycling across the Council**

Many don't cycle because they have not been given the opportunity or support to do so. Events such as Bike Week illustrate that cycling is viable and contributes towards a healthy lifestyle.

Action	To promote a short lunch time journey that can be undertaken by bicycle or initiate a cycle club
Involves	Health at Work Group; City Voice: staff travel plan co-ordinator
Timescale	Medium
Monitoring	User feedback

Action	To continue to promote cycling based events during National Bike Week . Provide information on bike rides/ routes.
Involves	Health at Work Group; CTC, Winchester Cycling Group, Access and Infrastructure
Timescale	Short
Monitoring	User feedback; Attendance

**(c) PASSENGER TRANSPORT**

**To encourage use of public transport**

Action	Passenger Transport to be the preferred form of travel to seminars, conferences, training and meetings where it is cost effective to do so, with car sharing as an alternative.
Involves	CMT / SMT
Timescale	Short
Monitoring	Expenses claims and use of rail warrants

Action	Introduce interest free season ticket loans deducted from monthly salary for bus and rail season tickets
Involves	CMT Organisational development , Finance
Timescale	Short term
Monitoring	Take up of scheme

Action	Make passenger transport timetable information easily available to staff
Involves	Communications team, Access and Infrastructure
Timescale	Short
Monitoring	

**(d) CAR SHARING**

**To encourage car sharing**

Although many of us would travel by bus if we lived close to a regular bus route, we accept that this is not possible in many cases. However, a recent survey of staff post-codes reveals that there are members of staff who live close to each other and there is potential to promote car sharing within the authority. We have evidence from other major employers across Britain who have developed Work Travel Plans that car sharing does work and many of those who take part have adapted their working day to suit.

Action	Encourage and facilitate car sharing as part of the commuter journey
Involves	CMT / SMT
Timescale	Short
Monitoring	Car Share Scheme established

Action	To establish a car sharing scheme/ mechanism to allow car sharers to offer / accept lifts
Involves	CMT/ IMT / communications / HCC Travel plan co-ordinator /Risk & Insurance Officer
Timescale	Short
Monitoring	Established tool to exchange relevant car sharing information and to match staff living in same area and promote.

All of us contribute towards the growing congestion that occurs during the day whenever we venture out as part of our work related activities. Car sharing can be used where the journey does not form part of a responsive service or would not form part of the journey to and from work (anecdotal evidence suggests that some work related journeys take place either during the journey to work or to home)

Action	<p>Review current rules to see if further encouragement can be given to the purchase of low emission vehicles thorough changes in employer contributions based upon better rates for low emission vehicles.</p> <p>Review current policy to see if lower emission vehicles can be encouraged i.e. below 130 g/km or establishment of a maximum emission level. Also consider including alternative fuelled vehicles.</p> <p>This review will also include mileage rates and car loans.</p>
Involves	CMT / Environment /Finance/ Organisational Development
Timescale	Ongoing
Monitoring	Changes in fleet emissions. This change in policy has to date resulted in 52% of all lease cars now having emission levels of 130 g/km or less.

(e) **POWERED TWO-WHEELED VEHICLES**

**To encourage more use of powered two-wheeled vehicles**

Action	Provide PTWs parking area.
Involves	Estates
Timescale	Ongoing
Monitoring	Use of facilities

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**(f) FLEXIBLE HOME WORKING**

**To reduce commuter journeys by encouraging home working and flexible working**

To achieve the Government’s aim to reduce car based work journeys, one solution is to remove those journeys by allowing people to work from home (providing they have suitable equipment to do so and the work being carried out meets the needs of the business). Winchester City Council has introduced flexible working arrangements. The Council has implemented flexible working arrangements over the last 2 years which has enabled staff to work more flexibly in terms of working regularly at home, either on a full or part time basis or to work different patterns such as nine day fortnights. These arrangements have enabled staff to reduce the number of trips made to the workplace and over the past year we estimate that these arrangements have saved in excess of 5,000 trips (10,000 two way) into the office.

Action	Continue to promote and encourage flexible working. Consider and set new targets for home working and associated reductions in staff travel to work.
Involves	CMT/ SMT / Organisational development /IMT
Timescale	Ongoing
Monitoring	Staff surveys

**To encourage people to live closer to work and travel less**

Commuting journeys in Winchester are influenced by house prices and cost of living variations between Winchester and urban centres to the south. Many employees live in the more affordable districts of Eastleigh, Chandlers Ford and Southampton and opt to commute to Winchester by car.

Action	Review of relocation scheme
Involves	CMT/ Organisational Development/ Finance
Timescale	Medium
Monitoring	Review completed

**(g) PARKING INCENTIVES**

**Increase the use of Park & Ride facilities**

Action	Continue to encourage new staff to use Park and Ride by issuing staff with park and ride permits except in the case of essential users who are required to use their cars regularly in the course of their work and therefore need to park more centrally.
Involves	CMT/ Access and Infrastructure/ Organisational Development
Timescale	Ongoing
Monitoring	Uptake of Park & Ride passes

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**3.2 OBJECTIVE: Supporting staff making informed travel choices.**

**Ensure that staff have one point of contact regarding progression on the Work Travel Plan**

The Travel Plan is not intended to be a static and when parts of the plan are implemented, it is expected that new ideas and suggestions will be formed. These need to be shared amongst staff, along with good practical advice on how to travel more sustainably and efficiently.

The Intranet service has already been established to enable information to be passed from its source to those who might need it. This will be the first point of contact regarding the Work Travel Plan.

The plan will be overseen and developed by the staff travel plan working group and chaired by the Assistant Director for High Quality Environment. Secretariat duties will be provided by Access and Infrastructure. The group will consist of representatives from: Access and Infrastructure; Communications; IMT, Environment; Staff/ business travel; Organisational Development; Finance ; Estates and the Health at Work Group

Action	Work Travel Plan Working Group- Chair - Assistant Director for High Quality Environment Secretariat - Head of Access and Infrastructure
Involves	Access and Infrastructure; Communications; IMT, Environment; Staff/ business travel; Organisational Development; Finance ; Estates and the Health at Work Group. Other groups and organisations invited as required i.e. WinACC, HCC etc.
Timescale	Ongoing
Monitoring	Requests for information; Implementation of plan

It is also important that the Work Travel Plan is flexible enough to adopt new opportunities when they arise and that we regularly review and amend the plan as necessary. The plan will be reviewed on an annual basis and performance monitored against the targets and actions.

Action	Annual review of Work Travel Plan
Involves	Travel Plan working group
Timescale	Annual

Monitoring	Annual report on Travel Plan
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**Ensure that staff are aware of the Work Travel Plan and encourage use of sustainable transport**

As well as providing information on the intranet, awareness of the Travel Plan will be carried out through the staff induction process to ensure that all new staff are aware of our commitment in encouraging alternative ways of travelling. Once established, it is hoped that this will lead to Work Travel Plan information being included as part of the recruitment and induction process.

Action	Develop information to be promoted through the staff induction process
Involves	Organisational Development, Communications team
Timescale	Short term
Monitoring	Feedback at induction

Action	Develop information to be promoted as part of job application packs
Involves	Organisational Development
Timescale	Short term
Monitoring	Feedback at induction

### **3.3 OBJECTIVE: Demonstrating good practice to other people and employers in the Winchester District**

**To create a demand for more ecologically sustainable fuels within the council's vehicle fleet**

Alternative fuels such as liquefied petroleum gas (LPG) and electric vehicles can contribute greatly to reducing pollution and energy consumption. Although LPG is becoming more common at refuelling stations, there is still a need to encourage people to invest in the vehicle technology for it to become as common as petrol and diesel. Electric vehicle technology is progressing and electric charge points are now being considered as part of infrastructure requirements.

Action	Consider alternative fuel vehicles by use of a flow chart appraisal method. This should be used for fleet and lease vehicles. Establish further electric charge points for staff and the public and promote their use.
Involves	SMT, Fleet management
Timescale	Short term development of appraisal Medium implementation of further electric charge points. Longer term on going promotion and monitoring.
Monitoring	Vehicle fleet makeup

**To extend the sustainable transport message to those who provide a service to the Council**

It is very important that encouraging sustainable transport extends outside the staff and councillor arena and that those companies and organisations that provide a service for Winchester City Council are also looking at more sustainable ways of transporting people and goods. Ensuring that our procurement procedures also assess what measures potential suppliers are taking to ensure that their goods or services are being delivered by the most sustainable method available is one way to spread this message.

Action	Include sustainable transport considerations within contract specifications.
Involves	CMT/ SMT /Procurement Officer
Timescale	Ongoing
Monitoring	Contract monitoring

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**To support initiatives to encourage sustainable travel**

Within the Winchester district, there are many projects and initiatives that are being pursued to encourage sustainable travel – from offers from rail operators, to provision of new cycle and pedestrian routes. We obviously want to be involved in these initiatives and want employees of Winchester City Council to have the opportunity to be part of such projects. Such projects and initiatives will therefore be “advertised” through the Work Travel Plan web site and that progress reports are available for viewing.

The recent development with HCC of the transport contributions policy for new development and associated list of potential improvements schemes is a good mechanism for securing improvements to transport infrastructure and systems.

Further work on electric charge points is underway in addition to the points provided at South Winchester Park and Ride.

Action	Ensure that Winchester City Council is involved with district-based projects that encourage sustainable transport and that these initiatives are promoted to staff.
Involves	Access and Infrastructure, Communications and Staff travel working group
Timescale	Ongoing
Monitoring	Articles appearing on Travel Plan web pages