

ANGUS COUNCIL

STRATEGIC POLICY COMMITTEE - 18 MARCH 2008

SUBJECT: TRAVEL PLAN

REPORT BY DIRECTOR OF INFRASTRUCTURE SERVICES

Abstract: This report brings forward a travel plan for Angus Council aimed at reducing the impact of commuter and business journeys undertaken by staff and visitors to the Council

1 RECOMMENDATION:

It is recommended that the Committee:

1. agree the travel plan as set out in Appendix 1;
2. note that the travel plan was deemed to be exempt from Strategic Environmental Assessment (SEA) and the SEA gateway have been notified accordingly.

2 INTRODUCTION

- 2.1 Angus Council has been working towards a travel plan for some time following commitments made in the Local Transport and Local Agenda 21 strategies published in 2001. In the intervening period various initiatives have been introduced to encourage more sustainable travel, for example a car share scheme, cycle training, a bike at work scheme and various awareness raising events particularly during national bike week such as bike breakfasts and pedalling picnics.
- 2.2 A recent driver for a more formalised travel plan has come from the Scottish National Transport Strategy published in December 2006 which stated "We want all local authorities to have operational travel plans by April 2008". The signing of the Scottish Climate Change Declaration in 2007 by the council gave further impetus as it commits the council to reduce our greenhouse gas emissions across all our operations.
- 2.3 A travel plan has now been developed to formalise the Council's position and is attached at Appendix 1. The travel plan contains targets and an action plan to take forward the measures considered necessary to meet the targets. Targets contained in the Local Transport and LA21 strategies mentioned above were aspirational in nature, particularly one taken from the National Cycling Strategy which called for a doubling of cycling by 2002 and a quadrupling by 2012. The targets contained in the travel plan have been developed by taking into account the results of the staff travel survey undertaken in October 2007 and, the availability of alternative modes of travel for staff and visitors to the council. The targets are therefore much more realistic. They also reflect the fact that cycling and walking rates have been falling as mentioned in the Scottish National Transport Strategy which states "We are travelling more by car in comparison with other modes.This increased reliance on cars is mirrored by a reduction in other forms of transport such as walking and cycling. These forms of sustainable transport have been falling in recent years...".
- 2.4 In order to ensure implementation of the plan it is proposed that a co-ordinator be identified, from within the existing staff structure of the Infrastructure Services department, and that a working group be set up to progress the work of the plan. This

group would report to Chief Officers via the Environment & Sustainable Development Corporate Working group. Indicators have been developed to track progress of the plan and these will be monitored by the group on a regular basis and measures reviewed or amended as appropriate to keep progress on track. This will also be reported as part of the Council's performance management regime. Every five years a staff travel survey and a full review of the travel plan will be undertaken and reported to chief officers and Committee.

3 STRATEGIC ENVIRONMENTAL ASSESSMENT (SEA)

- 3.1 A pre screening SEA assessment of the travel plan has been undertaken and concluded that no significant environmental effects will accrue from the travel plan and it should therefore be deemed exempt from the Environmental Assessment (Scotland) Act 2005. Notification to this effect has been submitted to the SEA gateway.

4 FINANCIAL IMPLICATIONS

- 4.1 Any financial implications arising from this report can be accommodated from within existing budgets.

5 HUMAN RIGHTS IMPLICATIONS

- 5.1 There are no human rights implications arising out of this report.

6 CONSULTATION

- 6.1 The Chief Executive, Director of Corporate Services, Director of Education, Director of Social Work & Health, Director of Neighbourhood Services, Head of Law & Administration and Head of Finance have been consulted in the preparation of this report.

7 CONCLUSION:

- 7.1 A travel plan (as set out in Appendix 1) has been developed to assist the council in reducing its greenhouse gas emissions and to meet the wish in the National Transport Strategy that all Local Authorities should have an operational travel plan by April 2008. The travel plan is presented for approval.

NOTE

The following background paper, as defined by Section 50D of the Local Government (Scotland) Act 1973, (other than any containing confidential or exempt information) was relied on to any material extent in preparing the above Report.

- Scotland's National Transport Strategy – Scottish Executive December 2006

P&T/PCoutts/IAL
4 March 2008

Eric S. Lowson
Director of Infrastructure Services

APPENDIX 1



DRAFT

Angus Council TRAVEL PLAN (2008-2013)

Developed by the Environment & Sustainable Development Corporate Working Group
Angus Council
December 2007

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1 Introduction

1.1 Introduction

Angus Council has for a number of years been looking at ways to reduce the impact that commuter and business journeys have on its local communities and on the global environment. This Travel Plan demonstrates how Angus Council will support transport policy across Scotland through the delivery of measures to support more active modes of travel such as walking, cycling and public transport. Where the use of vehicles is required, measures will be identified to reduce their impact through innovation and awareness.

We can all see the effects of the way we travel on our environment, our health and our quality of life. Increases in road traffic have produced unsustainable levels of congestion and pollution. The effects can be felt at a local level through poor air quality, noise, and busier roads and at a global level through climate change. Journeys by road are becoming slower and more unreliable causing problems for business and stress to drivers. It is important that we all take responsibility for the way we travel and look for ways of reducing the impact of our journeys.

The overall aim of the Travel Plan is to reduce the impact of car dependency for Angus Council staff and visitors to Council offices. By achieving this aim we hope to bring about the following benefits:

Benefits to the organisation, the individual and the environment:-

- Improved health;
- Realise cost savings;
- Reduced demand for parking;
- Greater efficiency and effectiveness in operational practises
- Increased access to employment and education
- Increased access to services and facilities;
- Reduced pollutants entering our local environment
- Reduced contribution to global warming
- Reduced traffic congestion and road traffic accidents;

1.2 What is a Travel Plan

A Travel Plan is a general term for a package of measures tailored to the needs of an individual organisation and aimed at promoting more sustainable travel within an organisation, with an emphasis on reducing reliance on single car occupancy car travel, car parking and car use in general. It involves the development of a set of mechanisms and targets that together, can enable an organisation to reduce the impact of travel and transport on the environment.

Travel Planning is not a one-off document; it is an ongoing process of organisational change, a dynamic process that grows and develops with time to reflect changes in staff and visitor characteristics and the requirements of the organisation implementing the plan.

1.3 Successful Travel Planning

In order to ensure that the overall aims of the travel plan and modal shift targets are achieved and sustained, it is important to ensure that the travel plan is a combination of 'carrots and sticks' and incorporates all modes. This will enable and assist in achieving long term changes in travel behaviour, not just for the journey to and from the site but for all journeys undertaken for business and pleasure.

The travel plan is about changing lifestyles and must be implemented over a long period of time. However it is critical that staff and visitors are able to see some immediate effects as a result of the travel plan being adopted. This will not only contribute to the level of confidence in the plan, making it potentially easier to implement in the long term but will also prove that there is a commitment from senior management to improve current travel arrangements for all staff and visitors.

A travel plan should be implemented over the short, medium and long term. As a guideline, clear objectives should be set for year one, year five and year ten with delivery facilitated by a clear action plan for each of these periods. It is important to note that once the travel plan document has been produced, it should not be set in stone but one which can be adjusted and free to evolve with the development of the organisation and the changes in staff and visitor needs and desires.

2 Policy Context

2.1 Introduction

More and more organisations integrate concerns about the social and environmental impacts of their operations into their day-to-day decisions and Angus Council is no different, recognising that sustainability makes economic sense; a degrading environment affects health and causes costly remedial action.

This mirrors the UK Government's definition of sustainable development. Sustainable development is meeting the following four objectives at the same time, in the UK and the world as a whole:-

- social progress which recognises the needs of everyone;
- effective protection of the environment;
- prudent use of natural resources;
- maintenance of high and stable levels of economic growth.

2.2 Policy Context

In December 2006 the Scottish Executive published Scotland's National Transport Strategy (NTS). The NTS states that "it is for the public sector to demonstrate leadership in sustainable travel plans" and that "Through.... investment and support package, we want all local authorities to have operational travel plans by April 2008. We expect these travel plans to develop over time with increasingly successful results".

In March 2007 Tayside and Central Scotland Transport Partnership (TACTRAN) in partnership with its four constituent Councils (Angus, Perth, Stirling and Dundee) prepared a Regional Transport Strategy (RTS), setting out a vision and programme for improving the Region's transport infrastructure, services and other facilities, over the 15 years to 2021.

The RTS was produced in line with Scottish Executive Guidance and aims to deliver TACTRAN's Vision of:-

“a transport system, shaped by engagement with its citizens, which helps deliver prosperity and connects communities across the region and beyond, which is socially inclusive and environmentally sustainable and which promotes the health and well-being of all.”

The Strategy seeks to fulfil this Vision through a balanced and integrated package of interventions which support our key themes of:-

- delivering economic prosperity;
- connecting communities and being socially inclusive; and
- delivering environmental sustainability, health and well-being.

At a local level Angus Council has committed to the development of a travel plan through its Local Transport Strategy (Oct 2001) and Local Agenda Strategy (2001). More recently Angus Council has signed the Climate Change Declaration. On signing the Declaration, the Council gave a commitment to developing a Climate Change Action Plan to reduce greenhouse gas emissions across all our operations. This includes our roles as ‘Estate Manager’, ‘Service Provider’ and ‘Community Leader’, which all contribute to our ‘carbon footprint’. The action plan covers many topics from estate energy consumption to development control policies. Transport is also an important consideration.

The Travel Plan will also help the Council meet the objectives of the national physical activity strategy (Feb 2003) “Let’s Make Scotland More Active” and contribute to the Angus Joint Health Improvement Plan which is under development.

3 Angus Council Profile

3.1 Introduction

Angus Council is a large and diverse organisation employing over 5700 members of staff within six main departments. Angus Council workforce is dispersed throughout the county in a number of different offices, schools and other council buildings.

In 2007 a large number of staff moved to a new, purpose built office (Angus House) in the Orchardbank Business Park on the edge of Forfar. The other main council offices are County Buildings, Ravenswood and the Cross in Forfar and, Bruce House and Dewar House in Arbroath and Invertay House in Monifieth.

3.2 Existing Travel Patterns, Attitudes and Facilities

In October 2007 a staff travel survey was distributed to all employees. The results are discussed in a separate document entitled, 'Staff Travel Survey Report'.

The main findings of the survey are summarised below:-

Commuting to work

- 84% of respondents travel to work by car (77% driving a car alone).
- 11% of respondents walk to work.
- 3% of respondents travel to work by bus.
- 29% of respondents live within 2 miles of their work.
- About 50% of respondents' journey time is less than 20 minutes,
- More than 35% of car drivers/users would like to car-share.

Patterns of Work

- 58% of all staff work full time.
- Part time respondents work an average of 4 days a week.
- 73% of respondents need to travel for business reasons however about 45% of these respondents travel only once a week or less for business.

Encouraging car users to change to more sustainable travel modes

- 21% of car users responded that access to pool cars would encourage them to walk or cycle to work.

- 15% of car users responded that improved shower and changing facilities would encourage them to walk or cycle to work.
- 32% of car users responded that cheaper public transport tickets would encourage them to travel by public transport.
- 26% of car users responded that 'Guaranteed transport home in an emergency' would encourage them to car share.
- About 11% of respondents said that they would like to use telephone and video conferencing facilities.

The costs of travelling

- In 2006-07 Angus Council staff travelled a total of more than 4.7 million miles for business reasons.
- Approximately 113,500 miles are travelled by staff each day getting to and from work. (109,000miles are travelled by car each day).
- Approximately £13,000 are spent each day on fuel by staff getting to and from work
- Almost 38,000 kg of CO2 are emitted daily by staff travelling to and from work by car.

3.3 Achievements to date

Angus Council is already actively involved in promoting more sustainable modes of travel through its Local Agenda 21 initiative and Local Transport Strategy. In 1997 a Travel and Transport subgroup of the Environment Strategy Group was established and has since introduced a number of schemes which include:-

- Introduction of a car share scheme – initially run in-house, then through Share-a-Journey and now via www.angusliftshare.com
- Cycle training for staff
- Bike at Work scheme for business journeys and lunchtime recreational use.
- Bike breakfast events during Bike to Work week
- Installation of bike shelters and lockers at the three main council offices and cycle stands at various other locations.

In 2003 a School Travel Plan co-ordinator was employed to encourage and support sustainable travel to schools. The majority of schools now have a travel plan and as such have been developing a number of initiatives such as; "Walk a Day a Week" and Walking Buses, both aimed at encouraging pupils and parents to walk to school thus reducing the amount of congestion at the school gate.

4 Aims, Objectives and Targets

4.1 Aims and Objectives

In order for any travel plan to succeed it is important to be clear about what the travel plan is trying to achieve by setting clear aims and objectives. In considering the role of this travel plan, the overall aim of the travel plan is:-

- to reduce the impact of car dependency for Angus Council staff and visitors to Council offices.

To support this aim the following objectives have been set:-

- to reduce the number of single occupancy car journeys to work
- to increase the use of more sustainable forms of travel by staff and visitors to Council offices and facilities.
- to reduce the impact of our business and operational travel requirements;

4.2 Targets

The above aim and objectives form the basis of our travel plan.

The following overarching 'aim-type' targets for travel to work journeys have been developed taking in to account the results of the staff survey and the availability of alternative modes of travel:-

Mode of travel	Existing Mode Share (2007)	2013	2018
Walk	11.40%	13.40%	15.50%
Cycle	1.69%	2.00%	2.50%
Bus/minibus/coach	3.03%	4.00%	5.00%
Passenger in a car	3.38%	6.00%	8.00%
Car Driver with passenger	3.83%	7.00%	9.00%
Car Driver alone	76.22%	67.10%	59.50%
Other*	0.45%	0.50%	0.50%
Total**	100%	100%	100%

Figure 4.1 Mode share targets.

**Other includes motor cycle/scooter/taxi.*

*** Note: no respondents travelled by train*

5 Implementation Plan

5.1 Introduction

This section of the Travel Plan sets out 'action-type' targets (measures and actions) that will be implemented to influence the travel behaviour of staff and visitors. The choice of measure has been informed by the results of the consultation and engagement process and the exiting Council policies.

The implementation plan is organised as a series of sub-strategies covering the different modes of travel and some issues relevant to all modes.

5.2 Implementation

5.2.1 Management and Co-ordination

The development and implementation of the Travel Plan in the short, medium and long term requires management support and resource if it is to be successful in achieving its long term aspirations and targets.

The travel plan needs a coordinator to lead and coordinate the development of the Travel Plan throughout its life. To assist in the coordination and implementation of the Travel Plan, a working group should be established to include representation as required from Personnel, Finance, IT, Property, PR, Fleet Services, Transport, Roads, Education and Social Work and Health and the unions. In addition, staff representation for the various modes of travel will be encouraged to join the group.

The role of the group will be to implement and manage the measures introduced as well as developing new measures.

5.2.2 Funding and Support

Funding sources for specific measures have not yet been established and where possible funding will be made available from existing budgets as appropriate. Where funding is not available from internal sources, external funding sources will be investigated. Many of the measures identified will not require capital or revenue investment but will require staff resources to implement, and it is hoped that the development of the Travel Plan working

group will be able to assist in identifying appropriate staff support. Some of the measures may in the longer term result in cost savings.

5.2.3 Partnership Working

The Council's travel habits impact on the whole community and by reducing this impact, by sharing best practise, and developing ideas in partnership with other organisations, will form an important part of the travel plan as it develops and matures.

5.2.4 Information, Awareness and Promotion

Providing information, raising awareness and promotion of the Travel Plan and its measures is imperative to its success. Promotion of the benefits of more sustainable and active travel, increase awareness of the impact of travel and transport on the environment, health and communities, locally and globally by identifying ways in which individuals can 'make a difference' will be an important element of this travel plan.

5.3 Actions

The following table provide details of the proposed actions identified for the period of this Travel Plan. The choice of actions has been informed by:-

- The results of the staff survey;
- Availability of alternative modes of travel;
- The existing policy context; and
- Operational needs of Angus Council.

An indication of budget requirements has been given using the following symbols, where the input is only staff resources this has been indicated.

- £ = Under £500
- ££ = Between £500 & £1000
- £££ =Between £1000 & £5000
- ££££ = Over £5000
- STO – Staff Time Only
- PFS – Potential Financial Saving
- SS – covered by Single Status

Measures are allocated as either: short term (year 1); medium term (years 2-5) or long-term (years 6 and onwards).

Action	Resource Implications		Timescale		
	Financial	Staff	Short	Medium	Long
Management Support and Co-ordination					
Gain committee approval for this travel plan.		STO	✓		
Undertake a presentation to Corporate Management Team and/or elected members on the contents of this Travel Plan.		STO	✓		
Identify a member of staff to act as Travel Plan Co-ordinator and investigate joint opportunities with other agencies.		STO	✓		
Establish a Travel Plan Working Group to support the identified travel plan co-ordinator.		STO	✓		
Active Travel (Walking and Cycling)					
Introduce a cycle loan as part of a salary sacrifice scheme to support staff in the purchase of a bike and associated equipment for their journey to work.	PFS SS	No additional staff time		✓	
Introduce a discount scheme with local cycle shops for staff, possibly through the taycard corporate discount scheme.		STO	✓		
Review shower and changing facilities at each of the main council buildings.		STO	✓		
Provide secure parking facilities suitable for commuter cyclists and visitors at each of the main council buildings.	£££			✓	
Produce improved information on walking and cycling routes in and around Angus towns.	£ PFS		✓		

Action	Resource Implications		Timescale		
	Financial	Staff	Short	Medium	Long
Offer staff cycle training sessions, out of working hours, for advice on safe cycling and basic maintenance.	£		✓		
Public Transport					
Investigate discounted public transport season tickets to staff through the introduction of a salary sacrifice scheme.		Min STO	✓		
Ensure that public transport information is available at the reception of the main council buildings.		STO	✓		
Ensure that all bus stops in close proximity to council premises continue to have up to date bus timetables, fare and route information.		STO	✓		
Provide a web link for staff to Traveline Scotland's personal journey planning facility via the "landing wizard".		STO	✓		
Make available to staff public transport information on public transport routes to and from their place of work.	£££			✓	
Investigate the provision of a staff works bus for commuters on heavily used routes or the tie up with other Council provided services e.g. school mini buses.		STO		✓	
Investigate the potential to roll out the Plusbus ticket scheme to railway stations in Angus to enable travellers to purchase their rail and bus tickets in one transaction.		STO	✓		
Car Travel and Parking					
Introduce car share parking bays for staff at the council main office buildings (to include Orchardbank, County Buildings, Bruce House, Dewar House and Invertay House).	££			✓	

Action	Resource Implications		Timescale		
	Financial	Staff	Short	Medium	Long
Produce a leaflet for staff on the benefits of car sharing, including information about the Council's Liftshare scheme.	£		✓		
Investigate the feasibility of a guaranteed 'Ride Home' service, in emergency situations, for staff who are registered car sharers.	£		✓		
Business and Operational Travel					
Undertake a 'Green Fleet Review' to identify opportunities to improve efficiency, reduce costs and lower emissions.	PFS	STO	✓		
Offer driver training to those members of staff who are required to travel frequently for their job.	£ PFS			✓	
Implement environmental procurement objectives for the purchase of Council vehicles which are aligned to government objectives on reducing pollutants and increasing pedestrian safety.		STO		✓	
Ensure that Council business travel policy supports the use of more sustainable modes of travel over single occupancy car travel wherever possible.		STO	✓		
Introduce a cycle mileage allowance in line with Inland Revenue Rates for staff using their own bike for council business travel, subject to agreeing appropriate criteria.	PFS SS	No additional staff time	✓		
Introduce a car share mileage allowance in line with Inland Revenue Rates for staff who car sharing whilst travelling for business.	PFS SS	No additional staff time	✓		

Action	Resource Implications		Timescale		
	Financial	Staff	Short	Medium	Long
Review/investigate the use of pool cars for staff required to travel for business purposes. (Consider lease arrangement).	PFS	STO		✓	
Align business user mileage rates to the HMRC recommended rates.	PFS SS	No additional staff time	✓		
Ensure that disabled parking bays are available at all sites, clearly laid out and signed in accordance with the Council's current parking standards.	From existing budgets				✓
Reducing the need to Travel					
Investigate the opportunities for more flexible working arrangements.		STO		✓	
Investigate the provision of facilities for video and telephone conferencing in the main council buildings.	PFS	STO	✓		
Offer staff training in the use of video and telephone conferencing facilities.	PFS	STO		✓	
Promotion and Awareness					
Within staff induction packs include information on getting to work by more sustainable modes of travel.	££		✓		
Take part in at least one travel awareness campaign a year such as Bike Week.	££		✓	✓	✓

Action	Resource Implications		Timescale		
	Financial	Staff	Short	Medium	Long
Enhance the information available on the Council website to include 'How to get to' guide of the main council premises; Information on using public transport; Information on Traveline Scotland and Transport direct with hyperlinks to the websites; More information on tickets and fares from public transport operators; Information on access by train and bus routes providing links from these services;		STO	✓		

6 Monitoring and Review

6.1 Monitoring

It is essential that the Travel Plan is monitored on a regular basis for the following reasons:-

- To show that the modal share targets are being met (or not met, at which point the measures being used should be reviewed):-
- To ensure that the Travel Plan continues to receive the support of senior management, staff and its partners; and
- To demonstrate that any financial input is being used to good effect.

The following indicators have been identified to show the performance and progress of this Travel Plan:-

- % mode of travel for the journey to work reported by staff.
- % of car sharing spaces used within the Council's office car parks.
- Occupancy levels of car parking spaces within Council car parks
- % of staff using video conferencing and telephone conferencing facilities.
- number of business miles travelled and associated CO₂ emissions
- % mode share of staff whilst travelling for business
- % mode of travel for all journeys reported by staff and visitors.

The indicators identified will be monitored on a regular basis. A staff travel survey will be undertaken every five years and a full review of the travel plan will be undertaken at the same time. The full review will outline the work undertaken in delivering this travel plan strategy and outline progress towards delivering the objectives and targets set within it.

The Travel Plan monitoring report will be reported to the Chief Officers Management Team, TACTRANS as well as to staff as part of increasing staff awareness to the Travel Plan.