

Green Travel Plan

Working Draft

2010

Other formats available on request.

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Responsible Section/Team	People & Policy	Version /Status	1.3 Draft
Responsible Author	Principal Policy Officer	Date Agreed	Tbc
Date last amended	05.07.10	Agreed At	Tbc
Due for review	TBC	Page	2 of 20

Executive Summary

To be written on completion – things to be covered include:

- The reason for writing the TP
- The principal objectives for the TP
- A brief summary of the significant measures to be introduced
- Links to other corporate policies
- Forward /Intro from CX/Leader or portfolio holder(s) - tbc

WORKING DRAFT

Introduction

The Green Travel Plan will be a package of specific measures aimed at promoting sustainable travel within Rossendale Borough Council in order to reduce over dependency on cars by promoting alternatives to single occupancy car use. Reducing car miles can benefit the environment, improved productivity, and produce financial benefits for both the Council and its staff. There is also a strong link to health and wellbeing for our employees and our commitment to promoting healthy lifestyles and choices. Measures to reduce excessive vehicle use are vital to make the Council's operations more sustainable.

Transport is fastest growing source of greenhouse gas emissions. Road Traffic poses serious threats to the global climate, regional pollution and local air quality.

The Government has set clear aims for the development of more sustainable transport. Green Travel Plans can play a part in achieving these by encouraging and promoting more sustainable ways of travelling to, from and at work. Traffic on the roads will be reduced and travel will be made easier for those who really have to use their cars. Reducing car travel and supporting a wider choice of transport options such as cycling and walking can help achieve key objectives in health promotion and air pollution reduction. The move towards more sustainable transport is also a crucial underpinning priority, which aims to improve quality of life for all, both today and in the future.

This is Rossendale Borough Council's own Green Travel Plan. It demonstrates our commitment to reducing the impact of travel on our environment by minimising unnecessary travel and by encouraging those who have to travel to do so in a more environmentally friendly way. It contains a number of measures that will allow staff to make more informed choices about how they travel and provides the support to promote more sustainable ways of getting around.

Policy Context:

Policy relating to transport is found across a broad framework. The main national, regional, sub-regional and local policies are:

National Policy

Climate Change Act 2008 – sets legally binding targets for reducing greenhouse gas emissions in the UK by 80% between 1990-2050.

Local Government White Paper (2006) – for Local Authorities, the key driver on climate change emissions, to make reductions in emissions in local areas measured through National Indicator 186/185.

The Future of Transport (2004) – this is the Government's overall Transport Strategy which seeks to improve access and mobility whilst minimising the negative impacts on the people and the environment, now and in the future.

Planning Policy Statement 1: Delivering Sustainable Development - sets out the Government's overarching planning policies on the delivery of sustainable development including the need to reduce travel and encourage accessible public transport.

Planning Policy Guidance 13: Transport (2001) – the objectives of this PPG are to integrate planning and transport at the national, regional, strategic and local level and to promote more sustainable transport choices. It also aims to promote accessibility to jobs, shopping, leisure facilities and services by public transport.

Road Traffic Reduction Act 1997 – this places a statutory requirement on local traffic authorities (County and Metropolitan District Councils) to monitor traffic levels on local roads and consider setting targets for reducing traffic levels.

Department of Health's Choosing Health: making healthier choices easier & Choosing Activity: a physical action plan - sets out the Government's vision for enabling people to improve their health by providing coordinated and consistent health messages in step with the way people live their lives. Two specific goals are linked to the principles of green travel planning; encouraging employers (in the public, private and voluntary sectors) to engage and motivate staff to be more active; and providing employers with support, such as practical advice and examples of best practice, on enabling and promoting activity in the workplace and promoting and disseminating best practice for an active physical and cultural environment.

An active lifestyle is key to improving and maintaining health. Physical activity as part of our everyday lives has been in overall decline, not least as a result of changes in the level and the nature of manual work and active travel. As car ownership has increased and as the proportion of our trips that are short have fallen, we are covering fewer miles on foot or by bike: a decline of over 20% in miles walked since the mid 1980s, and over 10% in miles cycled. When all sources of activity are considered, only 37% of men and 24% of women currently meet the Chief Medical Officer's minimum recommendations for activity in adults and are sufficiently active to benefit their health. Increasing activity levels will contribute to the prevention and management of over 20 conditions and diseases including coronary heart disease, diabetes and cancer, positive mental health and weight management. Increasing activity levels also has beneficial effects on musculoskeletal health, reducing the risk of osteoporosis, back pain and osteoarthritis. Regular physical activity reduces the risk of depression and has positive benefits for mental health including reduced anxiety, and enhanced mood and self-esteem.

Active Travel Strategy – DoH & DfT joint Strategy 2010 - the strategy highlights plans to put walking and cycling at the heart of local transport and public health strategies over the next decade. The guiding principles for the strategy are that walking and cycling should be everyday ways of getting around – not just for their own sake but also because of what they can do to improve public health, tackle congestion, reduce carbon emissions and improve the local environment

At least five a week: Evidence on the impact of physical activity and its relationship to health – sets out evidence of the benefits of physical activity for health. The recommendations for physical activity are supported by the scientific evidence. For general health, a total of at least 30 minutes a day of at least moderate intensity physical activity on five or more days of the week reduces the risk of premature death from cardiovascular disease and some cancers, significantly reduces the risk of type 2 diabetes, and it can also improve psychological well-being. The research demonstrates that the 30 minutes of physical activity necessary for health benefit can be built up

in bouts of 10 minutes or more. For example, it can be made up of three 10-minute brisk walks rather than catching the bus for short journeys.

Regional Policy – Following recent government policy decisions and budget announcements, the regional context is subject to change. The RSS has been abolished.

Regional Spatial Strategy (RSS)

Policy DP 1: Spatial Principles – this highlights the principles that underpin the Regional Spatial Strategy including the need to promote sustainable communities, make the best use of existing resources and infrastructure, manage travel demand, reduce the need to travel, and increase accessibility, and reduce emissions and adapt to climate change.

Policy RT 2: Managing Travel Demand – Local Authorities should develop a coordinated approach to managing travel demand. Efforts should be aimed at reducing the proportion of car-borne community measures to discourage car use should consider improvements to and promotion of public transport, walking and cycling.

Policy RT 3: Public Transport Framework – Local Authorities should introduce measures to enhance the accessibility by public transport, cycling and walking of the regional centres and towns/cities. In rural areas, priority should be given to providing access from rural hinterlands to key service centres. Local Authorities should also work in partnership with public transport providers to improve the quality and provision of public transport services.

Policy RT 9: Walking and Cycling – Local Authorities should work with partners to develop integrated networks of continuous, attractive and safe routes for walking and cycling to widen accessibility and capitalise on their potential environmental, social and health benefits.

Northwest Climate Change Action Plan, commitment to a low carbon Northwest.

Local Policy

Local Transport Plan for Lancashire 2006/07-2010-11 – the Lancashire Local Transport Plan objectives are to reduce road casualties, improve access to jobs and services, improve air quality, improve the condition of transport infrastructure, reduce delays on journeys, increase journeys by bus and rail, and increase active travel. Travel planning is seen as an integral part of delivering the objectives of the Local Transport Plan.

Following the new coalition government appointment we are awaiting advice on Government Transport Strategy.

DaSTS – Delivering a Sustainable Transport System & Guidance on Local Transport Plans - five broad national transport goals:

- Support Economic Growth
- Reduce Carbon Emissions
- Promote Equality of Opportunity
- Contribute to Better Safety, Security and Health
- Improve Quality of Life and a Healthy Natural Environment.

Rossendale Local Development Framework (LDF/Core Strategy) - **Awaiting input from planning**

Lancashire Climate Change Strategy – sets out a shared vision of a low carbon and well adapted Lancashire. Transport is one of the key areas that will contribute to achieving the vision. Local activity will support the saving measured nationally, with a potential saving of 432 Kilotonnes Co2/year from Transport. Activities that will contribute include; reducing the need to travel, travel planning, car sharing scheme, communications promoting active and green travel schemes, awareness and alternatives to car use.

Lancashire Local Area Agreement (LAA)- addressing local priorities resulting in improved services and better lives for people in Lancashire, the LAA sets out 7 key priority themes, including Environment and Health and Wellbeing. Specifically National Indicator NI186 – Per capita reduction in Co2 emissions in the LA area; NI1194 Air quality – % reduction in CO and primary PM10 emissions through local authority's estate and operations and; NI 185 CO2 reduction from local authority operations.

Multi Area Agreement (MAA) – a joint Pennine Lancashire approach to sustainable and transformational change focusing on growth potential and increasing economic inclusion and prosperity for all. Transport is one of the MAA priorities which considered the long term aspirational goals including the investment in the transport infrastructure such as the Clitheroe – Manchester rail link, the reinstatement of the Todmorden Curve, and extending the use of the East Lancashire Railway infrastructure.

Rossendale Sustainable Community Strategy 2008-2018

Outcome 7 – Rossendale will have substantially reduced its average carbon footprint with people taking responsibility for their impact on the world.

Outcome 14 – We will have created opportunities to encourage a shift in transport modes towards sustainable and active travel. We will also seek to further improve transport connectivity between the east and west of the Rossendale and to our moorland.

Rossendale Borough Council Corporate Plan 2009-12 – set out 6 corporate priorities and long term outcomes to help achieve the vision for the Borough. Links specifically to corporate priorities:

- Keeping our borough clean green and safe and
- Providing value for money services
- Encouraging healthy and respectful communities

Rossendale Environmental Strategy and Climate Change Action Plan.

About the Borough

Rossendale lies in the south east of the county of Lancashire, close to the Manchester conurbation. It is one of six Pennine Lancashire Authorities with a population of 67,000 which is slowly increasing, 5.5% of the population are from black, Asian and ethnic minority communities. In terms of demographics, 31.8% of the Borough's population is aged 24 or below, slightly higher than the Lancashire and national average. 14.5% of the population is aged 65 or over, which is lower than Lancashire at 17.0% and England & Wales at 16.4%.

Rossendale Borough Council has 36 Councillors representing 14 wards, comprising 22 Conservative Councillors, 12 Labour Councillors, 3 Liberal Democrats Councillors and 1 Community First Councillor.

Rossendale Valley covers 138 square kilometers and is made up of 4 main areas: Bacup, Haslingden, Rawtenstall and Whitworth. The largest industry in the Borough is manufacturing. In terms of health, life expectancy in Rossendale at birth is lower than both the Lancashire and national average, at 75.4yrs for men and 80.3yrs for women.

which accounts for 23.1% of jobs in Rossendale. There are marked differences of prosperity and deprivation within the Borough. Rossendale is 92nd most deprived local authority area out of 354 council areas.

The Borough has a very high proportion of land designated as green belt (23%). There are currently more than 260 listed buildings in Rossendale and nine conservation areas.

Parts of the Borough are well connected through the road network, particularly in the west of the Borough, but rail links are poor as the East Lancashire Railway is currently only a heritage railway. However, the Council continues to take a leadership role in ensuring that measures to tackle these issues are included in the Pennine MAA and the Lancashire LAA.

The Borough Council employs 206 people (FTE), and has 36 elected councillors

The Council operates across multi sites within the Borough, but has 5 key sites where the majority of its employees are located.

- Futures Park, Bacup
- Stubblelee Hall, Bacup
- Henrietta Street, Bacup
- Town Centre Annex – OSS, Rawtenstall
- Hardmans Mill, Rawtenstall

In addition, some of our grounds maintenance employees are based at:

- Marl Pits Sports Centre
- Stubblelee Park
- Whitaker Park
- Bacup Cemetery
- Whitworth Cemetery
- Rawtenstall Cemetery
- Haslingden Cemetery

Reason for Travel Plan at Rossendale Borough Council

As part of the Council's commitment to the Environmental Strategy and the Climate Change Action Plan, we are committed to reducing our carbon emissions. The Council has a corporate social responsibility to act and operate in an environmentally 'friendly' and sustainable way, which should be reflected within its policies, procedures and the behaviour and choices of its employees.

The Green Travel Plan will be a package of specific measures aimed at promoting sustainable travel within Rossendale Borough Council in order to reduce over dependency on cars by promoting alternatives to single occupancy car use.

The principles of encouraging more sustainable choices of travel also underpin the Council's commitment to the health and wellbeing of our employees, and ensuring we are delivering value for money services, and efficient and effective with public money.

A Modal shift can reduce dependence on the car. This can reduce trips by car and in turn;

- Reduce congestion and delay, supporting the economy.
- Reduce vehicle emissions, leading to better air quality globally – tackling climate change – and better air quality locally – improving quality of life, health and the environment.
- Increase opportunities for regular physical exercise – increasing fitness and health, in particular tackling the growth of obesity.

From a wider perspective, travel plans can improve accessibility to essential services – including education, employment and healthcare – opening up new opportunities, especially for people without access to a car.

Roles and Responsibilities

- Membership and role of the travel plan working group – see ToR
- List of people who have contributed to or been consulted on the Travel Plan:
 - A GTP development working group; Union; Corporate Policy Steering Group, Management Team, Community Impact Assessment Scrutiny Group, Policy Overview and Scrutiny, Portfolio Holder for Finance and Resources and Portfolio Holder for Environmental Services.

Current Travel Patterns

Site Assessment - Location and Facilities (this does not currently include smaller council depots)

To include:

- Description of current facilities that encourage sustainable travel
- Description of current site barriers to encouraging sustainable travel
- Site location
- Detail of bus stops, access points, car parks, cycle storage etc.
- Number of staff at each site

Further details/numbers to be confirmed by HR

Futures Park Business Centre (FP), Bacup

- Free on site car park – (100 parking spaces, 10 Disabled parking spaces) and free street parking near by
- One unisex shower and changing facilities
- Bicycle Storages (covered) – (holds 10 bicycles)
- Situated on main bus route – approx. 100m walk
- X staff based at FP

Stubbylee Hall (SLH), Bacup

- Free public car park on site – (46 parking spaces, 1 disabled parking space) and free street parking near by
- Situated near main bus route
- No showers or changing room facilities, no lockers
- No bicycle storage on site.
- X staff based at SLH

Henrietta Street (HS), Bacup

- Limited on site free parking (12 parking spaces, no disabled parking space) and free street parking near by
- Situated on main bus route
- One shower and changing room – newly refurbished, lockers
- No bicycle storage
- X staff based at HS

Town Centre Annex – OSS, Rawtenstall

- Free local parking on site and nearby, 2 disabled parking spaced
- Situated in town centre near bus station
- No shower, changing facilities or lockers
- Bicycle storage (not covered) – (10 spaces)
- X staff based at TCA - OSS

Hardmans Mill, Rawtenstall

- Free local and on road parking, 1 disabled parking space
- No on bus route, approx 15 minute walk to Rawtenstall Town Centre/Bus Station.
- No showers or changing facilities
- Bicycle storage - uncovered (4 spaces)

Existing Schemes and Policies

Car Mileage Allowance: Mileage allowances are agreed nationally by the National Joint Council (NJC). It allows employees to claim back the cost of traveling by car at a fixed rate per mile. Often the fixed rate will exceed fuel costs as the travel allowance also includes vehicle wear and tear, caused by extra travel, and is based on average figures. This may encourage staff to use their cars for business travel and offers no incentive to reduce single occupancy use. Currently those designated as 'essential' users also receive a lump sum payment which continues as an increasing cost to the authority annually. Further, the current National Joint Council conditions incentives the use of larger energy cars, not smaller, more energy efficient cars. This guidance needs to be reviewed/updated.

Motor Car Assisted Purchase Scheme – is an arrangement designed to assist an employee to purchase his/her own car deducted from the employee's salary. Under the Scheme, the employee has to be designated an essential or casual car user. Such schemes may appear to make car travel more attractive compared to alternative transport methods, however, could also provide a benefit that can attract prospective council employees and may play an important role in retaining staff.

Training and Development Policy: The Training and Development Policy, provides a framework within which decisions can be made and supported with regard to the development of individuals and groups within Rossendale Borough Council. It sets out expenses that are covered under the policy. Specifying that training related travel expense claims will be paid on the basis of 2nd class rail/bus fare unless the employee is a designated essential or casual car user, then mileage rates apply. Mileage and air fare will be paid if this is a cheaper option or where public transport is not practicable. Train tickets must be ordered in advance by the Procurement Officer to ensure best value. While this does promote travel by public transport, it is rather vague and needs updating.

Flexible Working Policy: This allows flexibility for employees to travel outside of peak travel times, avoiding congestion. This can also help to prevent congestion around the Council's sites as staff arrive and leave work over a longer period of time. This Policy is being reviewed in 2010-11.

Home Working Policy: The Council recognises that one of the more effective ways of recruiting and retaining good quality employees is to offer flexible ways of working, thus maximising their potential. Home working may be applied to different levels of employee. The aim of the policy is to promote flexibility whilst maintaining outputs and service delivery. Working from home reduces the number of journeys made to and from the Council sites and results in travel cost savings for employees as well as reducing carbon emissions.

Travel Survey - Results

Method

As staff travel survey was undertaken in December 2009. The results of this survey, completed by 59% (134) of staff, provided a good indication as to current travel behaviours, choices and attitudes, and which actions which actions would be more successful in achieving the plans objectives. The travel survey provided information relating to travel to work patterns, business travel patterns and attitudes to sustainable travel methods and potential actions. The results of this survey have been used to guide the development of the Plan. The staff travel survey produced the following results (a copy of the questionnaire is set out in appendix X)

Current modes of Transport

- 81% of staff usually travel to work by car (as the driver), 6% as a driver with others and 4% by car as a passenger. Further, 4% travel to work on foot, 3% by bus and, 1% motorbike and 1% cycle.
- 56% would be willing to consider more environmentally friendly options.
- 27% of staff travel between 2-5 miles to work; and 27% of staff travel between 5-10miles, and only 6% of staff travel over 30miles to work.
- 98% of staff said that they did not have any mobility difficulties that affected their choice of transport and 33% of staff said that there aren't any particular barriers that make it difficult for them to use more environmentally friendly travel options.
- 60% of staff regularly or occasionally travel between council buildings for business, 56% of these staff chose to travel by car (as driver), 9% car share and 8% walk and 2 use the bus.
- 41% of staff said that time constraints stopped them using the bus more frequently for travel between council buildings.
- 52% said that they regularly or occasionally travel in and around the Borough (not council buildings)for business purposes; 60% of these staff use their car (as driver) as their choice of travel. Only 1% of staff car share and 1% use the bus.
- 45% of staff regularly or occasionally travel outside f Rossendale for business purposes – 53% of these choose to travel by car (as driver) and 8% car share.
- The majority (44%) of staff arrive at work between 8am-9am, and the majority (41%) of staff leave work between 5pm-6pm.
- 72% of staff use free parking facilities provided by the Council, and 15% use free parking on nearby streets. 0% of staff currently use paid parking facilities.

Walking and Cycling

- 1% of staff currently cycle to work.
- 12% of staff said that changing rooms with showers and lockers would encourage them to walk or cycle to or from work.

- 7% said that secure bike parking would encourage them to walk or cycle to or from work.
- 5% of staff said that a course to practice cycling to gain confidence in cycling safely would encourage them to cycle to or from work.
- 8% of staff travel between council building on foot.
- 15% said that a small incentive not to drive would encourage them to walk or cycle.
- 45% of staff said that no incentive would encourage them to either walk or cycle to or from work as they did not have this option within their current route to work.

Public Transport

- 21% of staff said that a reduced cost travel pass on public transport would encourage them to use public transport to or from work.
- 9% said a small incentive to drive would encourage them to use public transport.
- 43% of staff said that nothing would encourage them to use public transport.

Car Share

- 31% of staff said that a car share database would encourage them to car share to and from work.
- 13% of staff said that a small incentive to car sharing would encourage them to use this method of travel more.
- 30% of staff said that nothing would encourage them to car share to and from work.
- 9% of staff travel between council building on by car sharing.
- 1% of staff travel in and around Rossendale (not council buildings) for business by car share.
- 8% of staff travel outside of Rossendale for business by car share.

Home working

- Not covered in travel survey in 2009.
- Undertake audit on current contractual and non-contractual home working arrangements numbers?
- Define within the context of the GTP what Home/flexible working and green travel is.

Business Travel

- 60% of staff regularly or occasionally travel between council buildings for business, 56% of these staff chose to travel by car (as driver)
- 52% said that they regularly or occasionally travel in and around the Borough (not council buildings) for business purposes; 60% of these staff use their car (as driver) as their choice of travel.

- 45% of staff regularly or occasionally travel outside of Rossendale for business purposes – 53% of these choose to travel by car (as driver)
- 0% of staff said that they use a bicycle for work travel.
- 30% of staff make between 1-10 work trips during an average month.
- 21% of staff make between 11-20 work trips during an average month
- 9% make more than 40 trips in an average month
- 45% of staff regularly or occasionally travel outside of Rossendale for business travel.

Spatial Mapping Home location of staff

- Use survey and/or data from HR to ascertain how far employees live from their main site of work by service area.
 - Plotting of main walking/cycling and public transport routes in the borough for travel between sites information on a map if possible
- (We are working with Lancashire County Council's Accessibility Planning team to provide this)

Objectives

The overarching objectives are:

1. Reduce the overall amount of car travel, particularly single occupancy vehicle journeys to, from and at work.
2. Increase the use of alternative modes of transport to, from and at work
3. Provide opportunities for reducing the need to travel for all purposes & encourage active travel
4. Ensure awareness of the green travel options & choices and the benefits of green travel
5. Reduce the environmental impact of our travel and transport and reduce CO2 emissions
6. Reduce the level of business mileage and associated mileage costs

Targets

To help us measure the success of our Green Travel Plan we have set some general targets that we feel are realistic, challenging yet achievable.

Actions

In order to enable us to meet targets a range of actions are needed.

Timescale:

S: Short term
M: Medium term

L: Long Term
O: Ongoing

GREEN TRAVEL ACTION PLAN

Objective	Target	Action	Timescale (S/M/L/O)	Resources Required	Lead Responsibility
Reduce the overall amount of car travel, particularly single occupancy vehicle journeys, with a focus on business journeys	Reduce the number of single occupancy vehicle journeys by X% by 2013	Implement and promote a car share database and promotions such as 'Going my way...?' Car Share Scheme Promotion of existing data base and spatial mapping of journey to work routes for RBC employees.	S	Officer time	Project and Performance Improvement Officer (P&P)
		Embed good practice of circulating attendance lists for meetings and actively encouraging attendees to seek a car share	S	Officer time	ALL
		Investigate possible car sharing incentives	S/M	Officer time and possible financial – but could be utilised from other GTP savings	P&P and Finance
Increase the use of alternative modes of transport to, from and at work	Increase the use of sustainable modes of transport for journeys to, from and at work by X% by 2013 (cycle, pedestrian, public transport etc.)	Audit cycle use and facilities, exploring opportunities to make improvements in provision of facilities at key Council buildings were possible	M	Officer time and possible financial investment	Facilities Manager & Finance
		Introduce a 'cycle to work /bikes for work' salary sacrifice scheme and promote to all employees	S/O	Officer time	Principal Policy Officer & Pay Roll Manager
		Investigate the opportunity to purchase pool bikes work business travel	M	Officer time and possible financial investment	Principal Policy Officer & Finance

		Assess the demand for cycle training, and access free cycle training, refresher and maintenance courses	M	Officer time and possible financial commitment from the L&D budget if demand is present	HR Manager – Learning & Development-lead for health and wellbeing
		Introduction and promotion of existing cycle mileage allowance for work related journey's and investigate the possibility to increase this cycle allowance as an incentive	S/M	Officer time and	Principal Policy Officer, Payroll Manager & Finance
		Assess the demand for and establish a Bicycle User Group (BUG)	M	Officer time	TBC – Volunteer?
		Publish maps of local cycle routes on Intranet	M	Officer time	LCC & Project & Performance Improvement
		Undertake walking and/or travel times audit between key Council building/offices & communicate	Completed. Promotion to be undertaken as part of 'launch'	Officer time	Project & Performance Improvement Officer
		Promote activities encouraging walking such as Walk to/at work day – walk to work Wednesday and similar	O	Officer time	P&P & GTP Working Group
		Investigate and negotiate the introduction of discounted/free bus journey's for RBC staff during working hours on 464 main bus route and Buses that service the Rossendale Markets on Market days.	S	Officer time	Finance & P&P

		Provide improved public travel/transport information to all staff via intranet and office notice boards	S	Officer time	Project & Performance Improvement Officer
Provide opportunities for reducing the need to travel for all purposes & encourage active travel	tbc	Investigate how we can better use technology to reduce the need to travel & make more people aware of it/encourage use.	M/L	Officer time & possible financial investment to gain	GTP Working Group and ICT
		To encourage walking, cycling or public transport for journeys to work and for business when appropriate, such as: <ul style="list-style-type: none"> - The 'Once a Week' campaign - change your travel choice once a week - Organise promotion of National Bike Week - Initiatives such as 'No Travel Day' 	O	Officer time	GTP Working Group & P&P
		Encourage employees to organise work patterns to minimise travel & the scheduling and location of meetings to reduce the need to travel	M/L	O	MT/All Line Managers
Ensure awareness of the green travel options & choices and the benefits of green travel	Ensure all staff have access to travel / transport information by March 2011	Provide improved travel information via establishing an intranet page on green travel and travel sections of office notices boards. Including promoting the health benefits of regular cycling and walking and promoting existing facilities	S	Officer time	P&P
Reduce the environmental impact of our travel and transport	Reduce CO2 emissions (kg)	Investigate great free or discounted use for RBC officer use of Buses locally	L	Officer time and possible financial	P&P & Finance

	produced by business and fleet travel by X by X	Investigate any further opportunities to 'green' local authority vehicle fleet, including use of courier car	L	Officer time & possible financial investment to gain	Operations & Facilities
		Continue to promote and enhance opportunities for home/flexible working	O	Officer time	Head of P&P & Line Managers
		Ensure all employees and members are made aware of the Council's Green Travel Plan – including provision of details of the Council's Green Travel Plan and principals to all new employees as part of induction pack	S/O	Officer time	Principal Policy Officer & Human Resources Manager
		Ensure the GTP and Policy Statement principals are utilised to influence future changes and decisions.	O	Officer time	GTP Working Group & P&P
Reduce business travel mileage and associated mileage costs	Reduce business travel mileage levels by X% and mileage costs by 2013	Undertake review of the current Travel & Subsistence Guidance to ensure that they are aligned to 'green travel' principles including the review of mileage rates.	S/M	Officer time	P&P & GTP Working Group
		Monitor & review travel claims for business travel between council buildings	S/M	Officer time	P&P
		Review Car User designation arrangements and allowances	S/M	Officer time	P&P & JCC
		Investigate the potential for electric /hybrid work pool cars for business travel use – also creating a positive impact on 'reducing our environmental impact of our travel' objective	M/L	Officer time and financial investment to gain	Facilities, P&P & Finance

Priorities for delivery in GTP Year One

To be agreed.

Communications & Promotions Strategy

This will be developed by the Green Travel Plan Working Group.

Monitoring & Evaluation /Review

An annual/two yearly staff survey will be conducted, which will include travel. And regular reports will be required from those responsible for the implementation of the identified actions. As part of the annual business planning there will be a review of the initiatives in place across the council to inform changes or developments to the Green Travel Plan.

In addition, close monitoring of the following will be essential:

- Follow up surveys on travel choices and behaviour to identify changes
- Monitoring of car mileage, travel claims and emissions to identify any reductions
- Take up of travel scheme initiatives to be monitoring so that their success can be reviewed continually.

The GTP Working Group will act as the implementing and development/review group of the green travel plan and will be a sub group of the Council's Green Team, who will act as the monitoring function, this will be reported to the Corporate Policy Steering Group, Management Team and Performance O&S at least annually.

Appendices - tbc

- Constraints and Challenges – the local dimension
- References for further information
- Key contacts
- Governance – Green Team Diagram
- FAQ's ?