

**Subject:** Green Travel Plan

**Status:** For Publication

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**Report to:** Council

**Date:** 15<sup>th</sup> December 2010

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**Report of:** Head of People & Policy

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**Portfolio**

**Holder:** Environmental Services and Finance and Resources

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**Key Decision:** Yes / No

Forward Plan  General Exception  Special Urgency

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**1. PURPOSE OF REPORT**

1.1 To present the Council's Green Travel Plan (GTP) for formal approval and implementation.

**2. CORPORATE PRIORITIES**

2.1 The matters discussed in this report impact directly on the following corporate priorities:-

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

**3. RISK ASSESSMENT IMPLICATIONS**

3.1 All the issues raised and the recommendation(s) in this report involve risk considerations as set out below:

- Not achieving the commitment in the Resources Business Plan 2010-11 to develop a Green Travel Plan.
- Not achieving commitments as per the Environment Strategy, Climate Change Action Plan and Sustainable Community Strategy (Outcome 7 and 14 specifically).
- Not maximising the Council's contribution to Nation Indicators:
  - NI 185 CO2 reduction from local authority operations
  - 186 Per capita reduction in CO2 emissions in the LA area

- 188 Adapting to Climate Change
- 194 Air quality – % reduction in NOx and primary PM10 emissions through local authority’s estate and operations

## **4. BACKGROUND AND OPTIONS**

### **What and Why?**

- 4.1 A Green Travel Plan (GTP) is a package of specific measures aimed at promoting sustainable travel and reducing over dependency on cars within Rossendale Borough Council for employees and Elected Members.
- 4.2 As part of the Council’s commitment to the Sustainable Community Strategy, Environmental Strategy and the Climate Change Action Plan, it has committed to reducing its carbon emissions and to promote healthy and active travel. The Council has a responsibility to act and operate in an environmentally friendly and sustainable way, which should be reflected within its policies, procedures and behaviour and choices of its staff and Members.
- 4.3 The underlying aims of travel plans are to reduce car use for travel to, from, and at work, and also to reduce the environmental impact of travel and to reduce unnecessary business travel. According to the Council’s last staff survey (2009), over 80% of Council staff travel to work by car as the driver (Single Occupancy Vehicle). This is above average [approx 64% (Rossendale); 58% (Northwest); 55% (England); Source ONS 2006]. Positively, of those who currently drive to work alone, 56% would be willing to consider more environmentally friendly options.
- 4.4 The Plan sets out various measures to support sustainable travel, this includes consideration of, reducing single occupancy car use; greater use of public transport; provision of possible discounted passes for buses; encouraging the use of bicycles; increasing car sharing; introducing a car share data base; reducing unnecessary business travel; reviewing car user arrangements; greater challenging of travel choices; greater pre-planning of meetings and business journeys; increase use of video/teleconferencing facilities; greater use of flexible and home working etc.
- 4.5 Reducing car miles and associated emissions and costs can benefit the environment, improve 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.
- 4.6 A Policy Statement has been integrated into the Green Travel Plan which is a statement of intent and key principles with regards to sustainable travel choices and behaviours, which will underpin and support the success of the Green Travel Plan.

- 4.7 Green Travel is about making small changes to travel choices, for those that can, and are able to do so, where and when it is possible to do so. It isn't an 'all or nothing' transition. Also, it is recognised that making green travel choices will need a balanced judgement against time, cost and appropriateness of those choices in each instance for the individual.
- 4.8 An officer Green Travel Working Group has been established. It was agreed that the purpose of the GTP Working Group would be to act as the consultation group for the development of the GTP and support the implementation of the actions and change by acting as 'champions' of GTP principles and values within their service areas and wider directorates across the Council.
- 4.9 Corporate and Member leadership and commitment is key to the success of the Council's Green Travel Plan. This fits into broader Council thinking on sustainability and its approach for now, and for the future. During consultation on its development the GTP was positively received and its recommendations endorsed, although challenges are recognised.
- 4.10 Attached at Appendix A is the Green Travel Plan that the GTP Working Group proposes is taken forward. This includes actions to explore/implement in order to achieve its objectives. The Action Plan is a living document and will develop throughout its lifetime and be reviewed and reported on regularly.

### **Implementation & Awareness Activities for the GTP**

The Council will be utilising internal email to raise awareness of the ideas and principles of the GTP.

Some articles have already been published in Grapevine, team brief and the members bulletin to promote the launch of the GTP and there will be further possible 'Green Travel Ideas & Suggestions' in future editions.

Travel information and journey planner websites, including 'shared wheels' – a car share site have been publicised via Council Daily Messages to encourage and enable staff and Members to make green travel choices where possible.

The Council has launched a staff cycle to work scheme which has been positively received and to date just over 3% of the workforce have signed up to it. This scheme has been implemented at zero cost to the Council. Further, good progress is being made working in partnership with Rossendale Bus on implementing a green travel initiative to increase the use of buses locally for business travel and commuting. Again, this initiative will be implemented at zero cost to the Council.

There are a range of other key activities throughout the first and subsequent years that will be explored as possibilities these include:

- Walk/Fun Run for Council employees & Members – led by Management Team
- No Travel Day
- Walk to work/at work day

- Green Travel Pledges by individuals/teams
- Promotion of National Bike Week
- Acknowledging and valuing the 'greenest' ethos employees – via Staff Engagement Events, nominations/testimonial from Managers.

**COMMENTS FROM STATUTORY OFFICERS:**

**5. SECTION 151 OFFICER**

5.1 Financial implications arising from the report are not specifically identified. However, the working assumption is that any financial implications will be met from existing budgets and that in the longer term financial efficiencies will be delivered.

**6. MONITORING OFFICER**

6.1 No comments.

**7. HEAD OF PEOPLE AND POLICY (ON BEHALF OF THE HEAD OF PAID SERVICE)**

7.1 Consultation is ongoing with trade unions in relation to implications of the Green Travel Plan.

**8. CONCLUSION**

8.1 The Green Travel Plan seeks to encourage a change in travel choice and behaviour, promoting an increase in sustainable and active travel.

**9. RECOMMENDATION(S)**

9.1 Council approval of, and commitment to implementing the Council's Green Travel Plan, for employees and Elected Members, including associated objectives, targets and actions as outlined.

9.3 All future minor amendments to the GTP and Action Plan to be delegated to the Head of People and Policy in consultation with the Portfolio Holder(s).

**10. CONSULTATION CARRIED OUT**

10.1 Green Travel Plan Working Group, Corporate Policy Steering Group, Community Impact Assessment Scrutiny Group, Management Team, JCC, Staff Matters Group, Portfolio Holders Environmental Services and Finance and Resources, Policy O&S.

**11. COMMUNITY IMPACT ASSESSMENT**

Is a Community Impact Assessment required Yes / ~~No~~

Is a Community Impact Assessment attached Yes / ~~No~~

## 12. BIODIVERSITY IMPACT ASSESSMENT

Is a Biodiversity Impact Assessment required Yes / No

Is a Biodiversity Impact Assessment attached Yes / No

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No background papers.

# Green Travel Plan

2010

Other formats available on request.

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<b>Responsible Section/Team</b>	People & Policy	<b>Version /Status</b>	1.4 FINAL
<b>Responsible Author</b>	Principal Policy Officer	<b>Date Agreed/Agreed At</b>	Tbc
<b>Date last edited</b>	02.12.10	<b>Due for review</b>	Annually December 2011

## Foreword

Rossendale Borough Council is committed to enabling and promoting green travel. This Green Travel Plan set out how it will drive this forward. The Travel Plan is a major means of reducing car dependency and increasing sustainable travel choices and behaviours.

*“The Council is committed to ensuring that we protect and maintain the natural beauty and richness of our local environment for now, and for the future. Rossendale Borough Council’s Green Travel Plan 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. This will also have a positive impact on the health and wellbeing of our employees.”*

**Helen Lockwood, Chief Executive**

*“Proposals included in the Plan will help us all to make more informed choices about how we travel – whether commuting to work or travelling on business. If we can all try to modify our travel habits, however slight a difference, then we can make a real difference to the quality of life for everyone in the Borough.”*

**Councillor Peter Steen, Portfolio Holder for Environmental Services**

*“This Green Travel Plan is a way in which Rossendale Borough Council hopes to influence the travel habits of its employees and elected members for sustained change. It will also act as an example to other major employers in Rossendale who we hope will be encouraged to follow our lead.”*

**Councillor Brian Essex, Portfolio Holder for Finance and Resources**



## **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.

## **Green Travel Policy Statement**

Rossendale Borough Council is committed to encouraging and promoting sustainable travel choices and behaviours in line with the principles of its Green Travel Plan.

RBC seeks to reduce the overall amount of travel, particularly car use, by its employees and elected members where possible and appropriate, and promote the use of sustainable transport for RBC employees and members who travel as part of their job requirements.

### **Principles**

- Reduce car use for business travel
- Increase active and sustainable travel choice
- Reduce co2 emissions
- Reduce unnecessary travel
- Make efficiency savings from change of travel behaviours /arrangements to support green travel initiatives and improvements
- Increase awareness and travel information to enable employees to make a change in their travel choices.

### **Areas of Focus**

To ensure environmental sustainability is addressed in all areas including the following:

- Business travel
- Travel to work
- Movement between sites
- Facilities at Council buildings
- Procurement of travel

- Internal and External communications
- To embed sustainable transport into broader corporate policy on the environment and climate change
- To maximise business efficiency
- To effectively engage, communicate with and gain support of staff and elected members at all levels.

## **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

## **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 is 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 – Department of Health & Department for Transport 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.

### **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 -* has 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 & Core Strategy* – Rossendale’s Pre-Submission Core Strategy encourages new developments to be accessible by walking, cycling and public transport, reflected in a number of policies, but in particular the General Development Locations and Principles in Policy 1 and the Planning Application Requirements in Policy 24. Policy 8 on Transport as well as Policy 24 encourages the development of Travel Plans while Policy 9 on Accessibility seeks to focus new development in locations with good public transport access and promotes improvements to the footpath and cycleway network. Policy 8 also identifies suggested transport enhancements such as a new Bus Station in Rawtenstall and opening the East Lancashire Railway as a commuter railway link. The importance of green infrastructure is embedded within Policy 17 which again supports improvements to the Rights of Way network and identifies the health benefits of active travel.

*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* - identifies a number of aspects of the environment where action today will safeguard and improve the environment. One of the key aims is based around encouraging greater use of sustainable modes of transport, setting out long term objectives for future:

- To reduce the need to travel
- To reduce travel other than by environmentally friendly means
- To increase the proportion of journeys made by sustainable modes of transport, e.g. walking, cycling, public transport and car sharing in preference to single occupancy car use
- To reduce the levels of congestion in the valley
- To minimise the environment impact of traffic, including air pollution and noise

## About the Borough

Rossendale is one of the smallest Boroughs in Lancashire covering an area of 138 sq kilometres and a population of 67,000 which is slowly increasing. It is located in the south-east of the county and forms part of a grouping of authorities known as “Pennine Lancashire” which also comprises of the neighbouring authorities of Burnley and Hyndburn as well as Pendle, Ribble Valley and Blackburn. The Borough is situated just north of Greater Manchester and only 18 miles from Manchester city centre. Rossendale is bounded by the metropolitan authorities of Bury (to the south-west) and Rochdale (to the south-east). Calderdale (to the east) forms part of the West Yorkshire conurbation.

5.5% of the Borough’s 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%.

In terms of health, life expectancy in Rossendale is at birth is lower than both the Lancashire and national average, at 75.4yrs for men and 80.3yrs for women.

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

The Borough has a very high proportion of land designated as green belt (23%).

Some parts of the Borough are well connected through the road network with the M66/A56(T), linking the M60/M62 with the M65 motorway. This popular commuter route and the proximity to Manchester make Rossendale highly accessible. Whilst the influence of Manchester as a centre for employment, shopping, leisure and other services is felt throughout the Borough, there are also strong links for these purposes with other adjoining authorities, notably Bury, Burnley and Rochdale.

The railway link between Rawtenstall and Bury is no longer in general use, although it provides a part-time tourist-orientated steam train service operated by East Lancashire Railway and there are aspirations to open up this line as part of a Manchester to Rawtenstall Commuter Rail Link which the Council continues to take a leadership role in ensuring commitment to achieving this aspiration through the Pennine Lancashire Multi Area Agreement (MAA) and the Lancashire Local Area Agreement (LAA).

In the east-west directions of Rossendale are not as good as those in the west, with only one main road (A681 – A671) that traverses the breadth of the Borough. This is almost entirely lined with urban development and limited to 30mph. It is from this primary road that many of the secondary roads are fed, predominantly towards the north of the Borough along the naturally occurring valleys. Peak hour congestion problems are significant around the gyratory and up Burnley Road, Rawtenstall and in Haslingden town centre.

It is therefore not unexpected that car reliance in Rossendale is high, with 45% of households owning one car or van and 25% having access to two cars or vans. Nevertheless in some wards notably Stacksteads/Bacup, over 40% of households do not own a car and many services are concentrated in the west of the Valley. Thus the promotion of alternatives to the car and location of facilities such as GP’s, shops and schools will remain a key issue.

## The Council

Rossendale Borough Council employees 206 people (FTE)<sup>1</sup>, and has 36 elected councillors representing 14 wards, comprising 19 Conservative Councillors', 13 Labour Councillors, 3 Liberal Democrats Councillors and 1 Community First Councillor.

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
- Stubbylee 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
- Stubbylee Park
- Whitaker Park
- Bacup Cemetery
- Whitworth Cemetery
- Rawtenstall Cemetery
- Haslingden Cemetery

23% of employees travel over 10 miles to work however 37% live within 5 miles. RBC currently has a significantly high reliance on car use, 81% Single Occupancy Vehicle journeys for travel to work. And a large proportion of business journeys are currently undertaken by car.

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<sup>1</sup> Figure as at April 2010. Will be final updated at publication date.

## **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 being 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 Green Travel Plan Working Group – see ToR at Appendix 4.
- The following people or groups have contributed to and/or been consulted on the development of the Green Travel Plan:
  - Green Travel Plan Working Group; Union via JCC; Corporate Policy Steering Group, Management Team, Community Impact Assessment Scrutiny Group, Stagg Matters Group, Policy Overview and Scrutiny, Portfolio Holder for Finance and Resources and Portfolio Holder for Environmental Services.
- Green Travel Action Plan Implementation – The People & Policy Team will have overall response for this, driving the agenda forward within the relevant circles supported by the GTP Working Group. Actions within the Plan are specifically assigned to responsible officers and this will be performance managed and reported via Covalent, the Council's performance management system.



## Current Travel Patterns

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

#### **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
- 63 staff based at FP\*

#### **Stubbylee Hall (SL), 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.
- 30 staff based at SL\*

#### **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
- 58 staff based at HS\*

#### **Town Centre Annex – OSS, Rawtenstall**

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

#### **Hardmans Mill (HM), 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)
- 6 staff based at HM\*

\*Figures correct as at November 2010.

## Travel Survey - Results

### Method

As staff travel survey was undertaken in December 2009. The results of this survey, completed by 59% (134) of staff, provides a good indication as to current travel behaviours, choices and attitudes, and 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.

### 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 buildings 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 buildings 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.

### **Flexible and Home Working**

- Not covered in travel survey in 2009.
- Within the context of the GTP, flexible/home working means individuals organising their working day to minimise the need to travel, this could be from working other council offices before and after meetings on occasions in order to reduce unnecessary travel. It could also mean working from home, as and where applicable and appropriate to do so on occasions, however this would need to be in discussion and agreement with Line Managers and Heads of Service where required, taking into account business needs.

### **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 develop this)*

## Objectives, Targets and Actions

The Green Travel Action Plan (below) is a living document and will be updated and reviewed on a regular basis.

### Objectives

The overarching objectives are:

7. Reduce the overall amount of car travel, particularly single occupancy vehicle journeys to, from and at work.
8. Increase the use of alternative modes of transport to, from and at work
9. Provide opportunities for reducing the need to travel for all purposes & encourage active travel
10. Ensure awareness of the green travel options & choices and the benefits of green travel
11. Reduce the environmental impact of our travel and transport and reduce CO2 emissions
12. 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

### GREEN TRAVEL ACTION PLAN

Objective	Target	Action	Timescale (S/M/L/O)	Resources Required	Lead Responsibility
<b>Reduce the overall amount of car travel, particularly single occupancy vehicle (SOV) journeys, with a focus on business journeys</b>	Reduce the number of single occupancy vehicle journeys by 2013	Raise awareness of and encourage greater use of car sharing, including promotion of an existing free car share database 'Shared Wheels'	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
		Continue to monitoring business travel	S/M	Officer time	P&P
<b>Increase the use of alternative modes of transport to, from and at work</b>	By 2013, increase the use of sustainable modes of transport for journeys	Raise awareness of the existing provision of facilities at key Council buildings and cycle related opportunities	S	Officer time	Facilities Manager & P&P
		Introduce a 'cycle to work /bikes for work' salary sacrifice scheme and promote to all employees at zero cost to the Council	S/O	Officer time	Principal Policy Officer & Pay Roll Manager

	b. At work by 5%  (cycle, pedestrian, public transport etc.)	Raise awareness of existing HMRC cycle mileage allowance for work related journey's	S/M	Officer time	Principal Policy Officer, Payroll Manager
		Raise awareness of existing maps of local cycle routes on Council's Intranet & cycle related information sites	M	Officer time	LCC & Project & Performance Improvement Officer
		Undertake walking and/or travel times audit between key Council building/offices & communicate	S	Officer time	Project & Performance Improvement Officer
		Promote (at no cost) activities encouraging walking as a green travel choice at work	O	Officer time	P&P & GTP Working Group
		Work with Rossendale Bus to investigate the introduction of discounted/free bus journey's for RBC staff during working hours for business travel on 464 main route and Market service buses on Market days	S	Officer time	Finance & P&P
		Increase awareness of existing public travel/transport information to all staff via intranet and office notice boards	S	Officer time	Project & Performance Improvement Officer
<b>Provide opportunities for reducing the need to travel for all purposes &amp; encourage active travel</b>	Reduced Mileage Claims & a reported increase in active/alternative travel	Consider how we can better use existing technology to reduce the need to travel & make more people aware of it/encourage use.	M/L	Officer time	GTP Working Group and ICT

	modes utilised in the Staff Survey	Encourage walking, cycling or public transport for journeys to work and for business travel when appropriate, such as: <ul style="list-style-type: none"> <li>- The 'Once a Week' campaign - change your travel choice once a week</li> <li>- Promotion of National Bike Week</li> <li>- Initiatives such as 'No Travel Day'</li> </ul>	O	Officer time	GTP Working Group & P&P
		Encourage employees to organise work patterns to minimise travel, travel more efficiently when they do travel & the consider the scheduling and location of meetings to reduce the need to travel	M/L	Officer time	MT/All Line Managers
		Encourage team/individual green travel pledges	S/M	Officer Time	All, overseen by P&P
<b>Ensure awareness of the green travel options &amp; choices and the benefits of green travel</b>	Ensure all staff have access to travel / transport information by March 2011	Provide access to travel information via existing intranet pages 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
<b>Reduce the environmental impact of our travel and transport</b>	By 2013, reduce CO2 emissions (kg) produced by business travel - <i>target to be confirmed</i>	Working with Rossendale Bus, investigate greater free or discounted use of Buses locally for business travel purposes by RBC employees	M/L	Officer time and possible financial	P&P & Finance
		Investigate any further opportunities for efficiencies and to 'green' the local authority vehicle fleet, including use of courier car and to reducing co2 emissions	L	Officer time & possible financial investment to gain	Operations & Facilities



		Continue to promote and enhance opportunities for flexible working where there is a business case and within the context of service needs	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 principles to all new employees as part of the induction pack	S/O	Officer time	Principal Policy Officer & Human Resources Manager
		Ensure the GTP and Policy Statement principals are utilised to influence and inform future changes and decisions.	O	Officer time	GTP Working Group & P&P
<b>Reduce business travel mileage and associated mileage costs</b>	Reduce overall business travel mileage levels by 10% and mileage costs by 2013	Review of the current Travel & Subsistence Guidance and develop a fit for purpose Travel at Work Policy aligned to 'green travel' principles including the review of mileage rates.	M	Officer time	P&P & GTP Working Group
		Continue to monitor & review travel claims for business travel	S/M	Officer time	P&P
		Review Car User designation arrangements and allowances	M	Officer time	P&P & JCC
		Monitor the potential for electric /hybrid vehicle use for business travel/fleet use	M/L	Officer time	Facilities, P&P & Finance

## **Priorities for delivery in GTP Year One**

Focus will be on promoting awareness and information. Delivery of/putting in place short term actions as identified in the Plan, including:

### Promotional (non-cost incurring)

- Launch of GTP
- Travel Information circulated and Intranet page established
- Promote Shared Wheels data base
- Awareness raising

### Administrative (non-cost incurring)

- Setting up of Bikes for Work Scheme
- Monitoring of travel behaviour and travel claims.
- Cycle Allowance implemented
- Develop a Travel at Work Policy

### Partnership working (non-cost incurring)

Explore promotion of green travel opportunities with Rossendale Bus.

## **Communications & Promotions Strategy**

This will be developed by the Green Travel Plan Working Group on an ongoing basis.

## **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.

## APPENDIX 1 CHALLENGES & CONSTRAINTS

### Geography & Public Transport Connectivity Within and to the Borough

It is recognised that there are challenges and constraints around green travel in the valley and understand that some people live in parts of the Borough which make it difficult to travel by public transport or by more environmentally friendly and healthier methods such as cycling or walking.

Some members of staff may not be able to change their current mode of travel to greener options as there aren't any alternatives available on their current route to work.

The rural nature of the Borough and relatively poor levels of public transport provision compared with more urban authorities will require a certain continued dependence on the use of vehicles for some service delivery and business activity. However, there are opportunities for many of us to change the way we travel, even if it's once a week or month, if and when you are able to.

**FACT: 81% of staff usually travel to work as the driver of a car**

**FACT: 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**

### Infrastructure Improvements

The Borough is not directly responsible for infrastructure improvements, and therefore can only influence through partnership and lobbying rather than direct intervention.

### Backing and Support

The success of the Green Travel Plan along with the initiatives in the plan will depend on a number of factors such as support from Management Team and staff. The future of the Green Travel Plan will also depend on the Council's Corporate Priorities and any changes that may they bring.

**FACT: 60% of staff regularly or occasionally travel between council buildings for business**

**FACT: 27% of staff travel between 2-5 miles to work**

### GTP Status & Resources

The Green Travel Plan needs to be largely self funding. Limited options for raising substantial levels of income will restrict the delivery of initiatives and staff suggestions. Green Travel Plan best practice suggests that a dedicated role be established to implement, deliver and monitor the Green Travel Plan but insufficient funds means that this role is achieved through the responsibilities of all Council staff and in particular the Green Travel Plan Working Group.

Changes in travel choices by employees and members should produce some cost savings in the long term. A proportion of this could be utilised to support green initiatives and improvements.

**FACT: 56% would be willing to consider more environmentally friendly options**

**FACT: 33% of staff said that there aren't any particular barriers that make it difficult for them to use more environmentally friendly travel options**

## APPENDIX 2 - FREQUENTLY ASKED QUESTIONS

### What is a Green Travel Plan?

A Green Travel Plan promotes and identifies opportunities for encouraging alternative, sustainable transport methods to reduce over dependence in car use and in particular single occupancy car use. Alternative options include walking, cycling, using public transport or car-sharing.

### What are the benefits of a Green Travel Plan?

The benefits of a Green Travel Plan include reducing the Council's Carbon footprint – less car travel reduces our CO2 emissions, and by reducing congestion and pollution on the roads of Rossendale and help improve the local air quality increasing the health & wellbeing of staff and the wider community.

### What is a Carbon Footprint?

A carbon footprint is the measure of impact which human activities have on the environment in terms of the amount of green house gases produced, measured in units of carbon dioxide. In the context of car use, this is often referred to as CO2 emissions.

(Source: [www.carbonfootprint.com](http://www.carbonfootprint.com))

### Why has Rossendale Borough Council produced a Green Travel Plan?

The Council has a responsibility to provide community leadership by promoting and influencing sustainable travel whenever and wherever possible. The first step is within the organisation, amongst its employees and elected members.

Having a Green Travel Plan enables an organisation to:-

- reduce emissions of harmful greenhouse gases which contribute to climate change;
- save money on the cost of running a fleet of vehicles, on mileage claims and other staff travel costs;
- improve employee health and well-being by encouraging modes of travel that promote fitness and relieve stress, leading to better morale and productivity levels;
- combat local pollution from traffic fumes, creating a better environment for people working and living in the area.

### Where does the Green Travel Plan fit into the Council's Priorities?

The Council Priorities 2009-12 linked to the Green Travel Plan are:-

- *Keeping our Borough clean, green and safe*
- *Encouraging healthy and respectful communities*
- 

The Sustainable Community Strategy 2008-2018 Outcomes linked to the Green Travel Plan are:-

- *Outcome 7: By 2018 Rossendale will have one of the most physically active communities in the UK*
- *Outcome 14: Rossendale will have substantially reduced its average carbon footprint with people taking responsibility for their impact on our world.*

***I like driving and don't want to change?***

Not everyone will be able to make changes to their commuting habits but the Council encourages everyone who is able to make any changes possible towards greener alternatives. This could be something as little as catching the bus once a month or car sharing one day a week, any small contributions will collectively make a big difference to reducing the Council's carbon footprint. The Green Travel Plan has been developed with the results of the Staff Survey in mind and in particular the result that 56% of staff would be willing to consider more environmentally friendly options.

***What is car sharing?***

Car Sharing is when two or more people share a car and travel together in order to reduce travel costs and the impact on the environment.

***Will I have to commit to it everyday?***

No, even if you car share once a month that will reduce your car travel to/from work by 5%.

***How can I find someone to car share with?***

The car sharing site that individuals can sign is:-  
[www.sharedwheels.co.uk](http://www.sharedwheels.co.uk)

Alternatively ask a colleague who undertakes a similar journey to yourself and see if they may be interested in car sharing on their journey to/from work.

***The measures in the GTP don't go far enough!***

The Green Travel Plan has been developed in consultation with officers and all the measures included in the document have been developed to make them as challenging as possible. The measures have been developed so that they are not only stretching for the Council but also achievable. Once the Green Travel Plan has been launched across the Council and the measures and targets have been monitored they will be refreshed to drive the initiative further forward.

## APPENDIX 3 - REFERENCES AND FURTHER INFORMATION

**Cycling in Lancashire** – Cycling Information including routes and events in Lancashire.  
<http://www3.lancashire.gov.uk/corporate/web/index.asp?siteid=3732&pageid=12416>

**Walking in Lancashire** – Walking Information including routes and walks in Lancashire.  
<http://www.lancashire.gov.uk/environment/countryside/walking/>

**Rossendale Bus service** – Timetable information about buses in Rossendale.  
<http://www.rossendalebus.co.uk/services.html>

**Shared wheels** – Lancashire wide car sharing database scheme – you can sign up as a public user with your travel pattern and it will let you know if someone else has a similar journey to you for you to explore the option of car sharing.  
[www.sharedwheels.co.uk](http://www.sharedwheels.co.uk)

**Traveline** – Use to plan your public transport journey.  
<http://www.traveline.org.uk/locally.htm>

**Transport Direct** - Use to plan a door-to-door journey via a variety of transport methods. This also provides information about co2 emissions.  
<http://www.transportdirect.info/Web2/Home.aspx?repeatingloop=Y>

**National Rail** – National site for rail travel also provides advanced discounts, live departure information and details of car parking locations and costs at stations.  
[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

**The Trainline**  
<http://www.thetrainline.com>

**Google Maps** – Plan the most efficient route to your destination with street map information, useful for car and walking journeys.  
<http://maps.google.co.uk/>

**RAC Route Planner** – Plan the most efficient route to your destination.  
<http://www.rac.co.uk/route-planner/>

**Travel Plans**  
[www.travelplans.org.uk](http://www.travelplans.org.uk)

**Department for Transport**  
[www.dft.org.uk](http://www.dft.org.uk)

**Energy Saving Trust**  
[www.est.org.uk](http://www.est.org.uk)

**Department of Health Active Travel Strategy**  
[http://www.dh.gov.uk/prod\\_consum\\_dh/groups/dh\\_digitalassets/documents/digitalasset/dh\\_113104.pdf](http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/documents/digitalasset/dh_113104.pdf)

## **APPENDIX 4 - GREEN TRAVEL PLAN WORKING GROUP TERMS OF REFERENCE**

### **Aim of the Group**

To actively develop, implement, monitor and review the Green Travel Plan and Policy Statement for Rossendale Borough Council.

The Green Travel Working Group will:

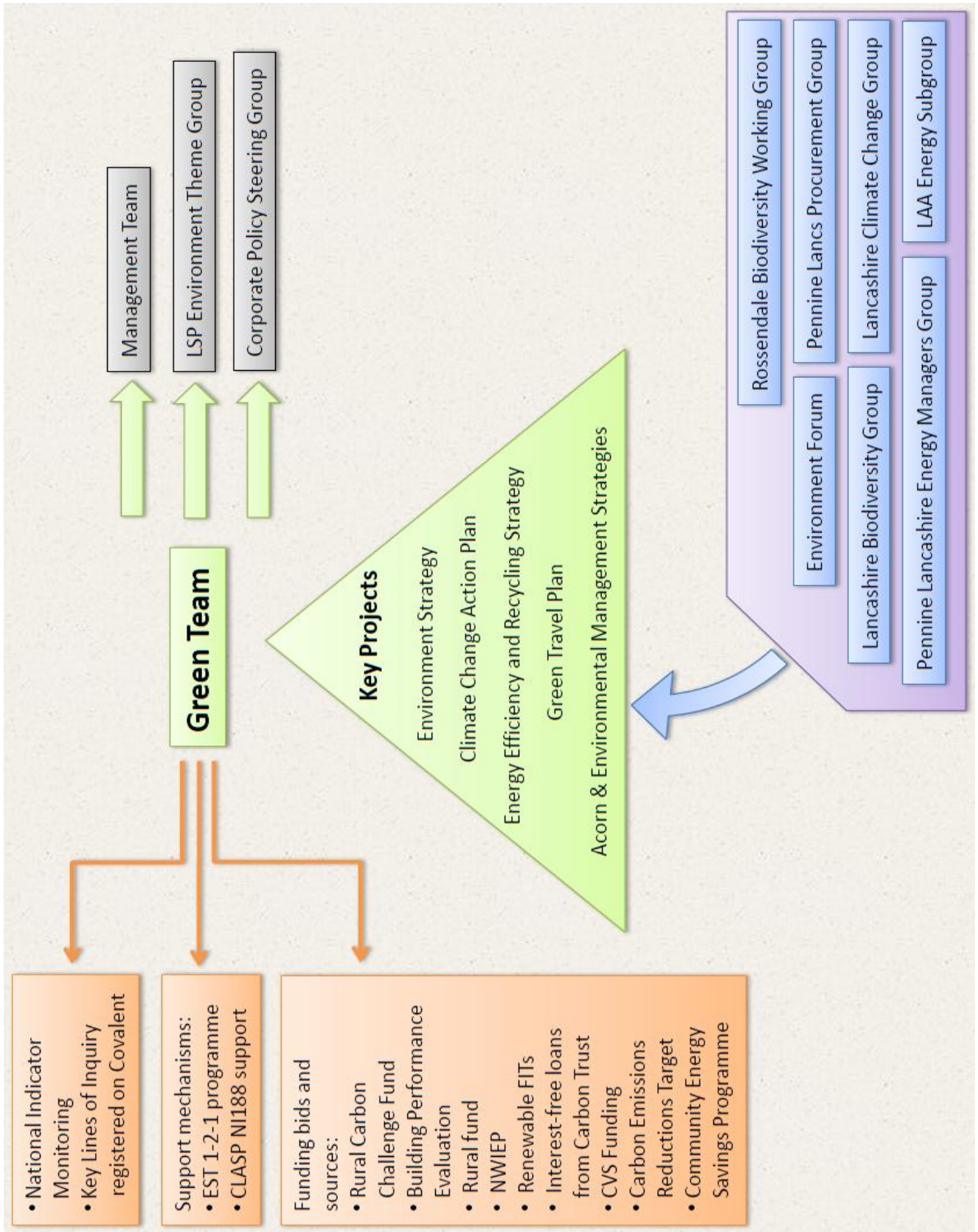
- Be a development and consultative group for the development of a green travel plan and policy statement for RBC.
- Support the Council in its sustainable travel commitments and objectives to: - reduce carbon emissions - ensure and enable more sustainable travel choices and behavior - encourage a healthy, more active workforce - reduce our reliance on car use - reduce single occupancy vehicles - reduce unnecessary business travel and associated costs.
- Contribute to, and provide support for the development and implementation of RBC's Green Travel Plan & Policy Statement.
- Set objectives and priorities for the development of the Green Travel Plan.
- Propose SMART targets and develop an effect action plan to meet the Plan's objectives.
- Develop and implement a communications strategy and promotional campaigns for the Green Travel Plan.
- Seek to support, encourage & promote change positively aligned with the principles of sustainable travel and ensure efforts are coordinated across service areas.
- Maintain open communications with all levels of staff and be a point of contact across the Council for green travel issues.
- Develop best practice and initiatives and to disseminate and encourage those practices both internally and externally.
- Monitor outcomes from the action plan and update staff and targets as required and report regularly to the Green Team, Corporate Policy Steering Group and Management Team.
- Champion the Green Travel Plan and its principles throughout the organisation.
- Review or act as a consultation group for subsequent revisions of the GTP.

### **Meeting Frequency**

As required during the development of the GTP, thereafter at least biannually and as and when required.



# APPENDIX 5 - GREEN TEAM GOVERNANCE STRUCTURE





## Community Impact Assessment Checklist & Signature Sheet

This should be commenced at the start of the Community Impact Assessment (CIA) process.

<b>Name of Strategy/Policy/Service or Function:</b>	Green Travel Plan (Draft)
---	---------------------------

Initial CIA

Full CIA

Please check the following steps have been completed before signing below:

- Sections 1 to 4 completed
- Action Plan completed (where appropriated)
- Notified all relevant Officers/Service Areas/Partners

Signed: E Hussain.....

Job Title: Principal Policy Officer                      Department: People & Policy  
Date commenced Assessment: 15.06.10      Date completed: 02/07/10

Received by and date received in the People & Policy Team: 02/07/10

**Please sign the CIA as indicated above, retain a copy and send a copy of the CIA to:**

**Liz Murphy**  
**Head of People and Policy**  
**Rossendale Borough Council**  
**Stubbylee Hall**  
**Stubbylee, Bacup**  
**Rossendale**  
**OL13 0DE**  
[lizmurphy@rossendalebc.gov.uk](mailto:lizmurphy@rossendalebc.gov.uk)

**MANAGEMENT ACTION REQUIRED (to be completed by the Head of P&P)**

- Referred back to Assessor for amendment :N/A (date)
- Refer to Committee: Policy O&S date 27.07.10 (specify committee & date)
- Considered by Community Impact Assessment & Scrutiny Group:08.07.10 (date)
- Published/made publicly available on: (date)

Signed:..... (Head of P&P) Date:  
Date of Review<sup>1</sup>: 2011

<sup>1</sup> This date will be set on an annual basis as default for review unless otherwise specified by you.

<b>Responsible Section/Team</b>	People & Policy	<b>Version</b>	1.2
<b>Responsible Author</b>	Principal Policy Officer	<b>Due for review</b>	2011
<b>Date last amended</b>	02/07/10	<b>Page 1 of 4</b>	

## COMMUNITY IMPACT ASSESSMENT INITIAL SCREENING FORM

<b>Name of Community Impact Assessment (the policy, decision, strategy, programme, procedure, action plan, function or service etc.):</b>	Green Travel Plan (Draft)	
<b>Officer Name(s):</b>	Emma Hussain	
<b>Job Title &amp; Location:</b>	Principal Policy Officer	
<b>Service Area/ Team:</b>	People & Policy	
<b>Telephone &amp; Email Contact:</b>	01706 252451 <a href="mailto:emmahussain@rossendalebc.gov.uk">emmahussain@rossendalebc.gov.uk</a>	
<b>Date Assessment:</b>	<b>Commenced:</b> 15.06.10	<b>Completed:</b> 02/07/10

**Is the policy<sup>2</sup> or decision under review (please tick)**

New/Proposed

Modified/adapted

Existing

### 1. Scope of the Community Impact Assessment

The scope of this Community Impact Assessment covers the impact of the introduction of the proposed corporate Green Travel Plan.

Specific actions/initiatives within the Plan, as explored, may require impact assessments to be considered against them.

### 2. Aims & Objectives – summaries the main aims/objectives of the policy, decision, strategy, action plan, project or procedure (please refer to CIA Guidance for details)

The Green Travel Plan (GTP) sets out the general principles and commitment of the Council and is a package of specific measures aimed at promoting sustainable travel within Rossendale Borough Council. There is also a strong link to health and wellbeing for our employees and our commitment to promoting healthy lifestyles and choices. This Travel Plan takes account of the Council's internal and external facing roles but is primarily an internal policy.

The Government has set clear aims for the development of more sustainable transport. Green Travel Plans can play a part in achieving this by encouraging and promoting more sustainable ways of travelling to, from and at work. Locally, there is commitment through the Council's Corporate Plan, the Sustainable

<sup>2</sup> Policy can be defined as a policy document, decision, strategy, function, service, action plan, programme, procedure, initiative or process.

<b>Responsible Section/Team</b>	People & Policy	<b>Version</b>	1.2
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Community Strategy and the Borough's Environmental Strategy.

When implementing actions and initiatives of the GTP, those that are able, we be asked to try to participate in making green changes to their travel, while acknowledging that some people may not be able to do some because of their circumstances. This is in line with our Equality Duties and commitments.

The aim of the GTP is to develop a coherent, consistent, environmentally sustainable approach to travel within Rossendale Borough Council.

Key objectives:

**Intention to reduce the overall amount of car travel, particularly single occupancy vehicle journeys, with a focus on business journeys.**

**Increase the use of alternative modes of transport to, from and at work (pedestrian/cycle/public transport).**

**Ensure awareness of the green travel options & choices, and the benefits of green travel** - revise internal business travel arrangements and introduce initiatives to encourage staff to adopt environmentally friendly methods of working and travelling.

**Provide opportunities for reducing the need to travel for all purposes & encourage active travel** - ensure all staff have access to travel / transport information.

**Reduce the environmental impact of our travel and transport** - reduce CO2 emissions (kg) produced by business and fleet travel.

**Reduce the level of business travel mileage and associated costs**

<b>Responsible Section/Team</b>	People & Policy	<b>Version</b>	1.2
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Date Issued: June 2009

Issued by: Head of People & Policy

<b>3. Impact – Could a particular group of people be affected differently in either a negative or positive way?</b>				
	<b>Positive Impact – it could benefit</b>	<b>Negative Impact – it could disadvantage/ affect differently</b>	<b>Neutral Impact (Neither)</b>	<b>Please indicate whether this is high (H), medium (M) or low (L). If a negative impact is identified please complete a Full CIA<sup>3</sup></b>
<b>Women</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Men</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Race (Ethnicity or Nationality) – BME or Majority Population - please state which group(s):</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>People with a disability (physical, learning/ mental health)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Lesbians, gay men and bisexual people</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Transgendered people</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Older people (60+)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Younger people (17-25), and children</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Religious / Faith groups<sup>4</sup></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Other excluded groups (e.g. careers, rurally isolated, gypsies &amp; roma travelers, people on low incomes etc.). Please state which group(s):</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Is a Full Community Impact Assessment required? Yes:  No:

Head of P&P signature:

Lead Officer signature: E Hussain

Date: 02/07/10

<sup>3</sup> If you have identified any negative impact you *will* need to complete a Full Community Impact Assessment. If there are no negative impacts identified you do not need to complete a Full Community Impact Assessment.

<sup>4</sup> Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs, and Hindus. Consider faith categories individually and collectively when considering positive and negative impacts.

<b>Responsible Section/Team</b>	People & Policy	<b>Version</b>	1.2
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<b>Date last amended</b>	02/07/10	<b>Page 4 of 4</b>	