

REPORT TO: POLICY & RESOURCES COMMITTEE - 8 SEPTEMBER 2008

REPORT ON: DUNDEE CITY COUNCIL STAFF TRAVEL PLAN

REPORT BY: DIRECTOR OF PLANNING & TRANSPORTATION

REPORT NO: 440-2008

1 PURPOSE OF REPORT

1.1 To seek approval of a Staff Travel Plan for the City Council.

2 RECOMMENDATION

2.1 It is recommended that the Committee;

- a Approves the Staff Travel Plan attached in Appendix 1; and
- b Remits the Director of Planning & Transportation to monitor the implementation of the Plan.

3 FINANCIAL IMPLICATIONS

3.1 There are no direct financial implications arising from this report.

4 BACKGROUND

4.1 The Planning & Transport Committee of 13 February 2006 remitted the Director of Planning & Transportation to progress with the preparation of a Staff Travel Plan for Dundee City Council.

4.2 A cross-departmental Travel Action Group was subsequently formed to assist in the preparation of the Travel Plan. Subsequently, financial support was received from the Energy Savings Trust to provide specialist consultancy assistance from VIPRE UK to fine-tune the final draft.

4.3 The Travel Plan establishes a Council policy to encourage staff to reduce the number of single occupancy car journeys made while on Council business and when commuting to work and to incentivise the use of public transport, walking, cycling and car sharing. Every small change that can be made in staff travel patterns can not only have cost savings for the individual and the employer, but it will also contribute towards reductions in pollution and traffic congestion throughout the city.

5 POLICY IMPLICATIONS

5.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

5.2 The measures contained within the proposed Staff Travel Plan will reduce the impact that the City Council has on the local and global environment and will, therefore, contribute to the Council's sustainability objectives.

6 CONSULTATIONS

- 6.1 The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance), Head of Finance and Assistant Chief Executive (Community Planning) have been consulted and are in agreement with the contents of this report.

7 BACKGROUND PAPERS

- 7.1 None

Mike Galloway
Director of Planning & Transportation

MPG/MS

28 August 2008

Dundee City Council
Tayside House
Dundee

Dundee City Council
Staff Travel Plan
"A Sustainable Future"

August 2008

Foreword

The City Council is one of the largest employers in Dundee and we are committed to a sustainable future for our city. Therefore, we wish to ensure that the way in which our staff travel to and from their workplaces and during their work is as environmentally sustainable as possible.

A green travel plan is a general term for a package of measures aimed at promoting cleaner, more sustainable travel choices and at reducing reliance on the car. This is a dynamic process that will grow and develop in time, it is not a one-off event to be undertaken and completed. This is the start of a new and better way of living and working in our city and it is a process of evolution, not revolution.

The City Council is determined to secure a sustainable Dundee and we are committed to implementing this plan. In doing so, however, we want to win the hearts and minds of our staff in order to help achieve these objectives. A small change to the way staff travel is undertaken can yield significant improvements across the city, therefore we would encourage all of our staff to try and make a small effort to travel more sustainably.

Chief Executive

Leader of the Administration

Executive Summary

Green Travel Plans enable organisations to promote more sustainable modes of travel both to commuters and business travellers. More sensible use of the car not only has cost savings for the individual and the employer, but will contribute towards reductions in pollution and traffic congestion.

The objectives of the City Council's green travel plan are to;

- Reduce the number of single occupancy car journeys made by staff
- Establish a business travel policy with incentives for car sharing, use of public transport, walking and cycling
- Improve facilities to encourage more sustainable modes both for business and commuter travel
- Reduce the need to travel by pursuing more flexible working practices
- Ultimately reduce the impact the City Council is having on the environment, both locally and globally

In order to commence with the green travel plan, a staff survey was conducted early in 2006. This was sent out by email as well as paper based copies to departments who had less access to computers. 27% of staff responded to this survey making an excellent sample for which to base travel habits.

The survey concluded that 48% of staff travel by single occupancy car journeys, with another 18% car sharing with others. 21% travel by bus and 8% walk to work. Business travel was of particular interest with 29% of staff travelling within Dundee on a daily basis. 62% of these journeys were made by private motor car thereby having considerable implications for environmental and financial sustainability.

Dundee City Council has been working in partnership with Ninewells Hospital and the University of Dundee, to create and implement Green Travel Plans. Since Dec 2003, these have proved beneficial to both the organisations and the city, with reductions in single occupancy car journeys and increases in car sharing, cycling and walking.

Based on the success of The University of Dundee's travel plan, it is feasible to aim for a 10% reduction in single occupancy car journeys by early 2010. Additionally, a 20% reduction in business travel by car is being targeted.

In order to meet these objectives, the City Council has developed a set of both hard and soft measures to promote more travel choice with business and commuter journeys. These include:

- Incentives and promotion of walking and cycling
- Promotion of public transport for personal and business journeys
- Promotion of car sharing and access to pool vehicles for business use
- Measures to reduce the need to travel for both commuter and business journeys

The City Council acknowledges that a green travel plan is a continual process which requires ongoing development, implementation and promotion. For this reason, ongoing monitoring will take place to assess targets. As such, a travel habits survey will be conducted every 3 years.

Dundee City Council Travel Plan

Introduction

Dundee City Council is a major employer in Dundee and generates a significant level of traffic to sites all over the city, in particular to the city centre. The City Council has committed to the implementation of a travel plan and this is included in Dundee's Community Plan objectives and is being monitored through the Sustainability Policy Implementation Group.

Dundee City Council's Travel Plan has the aim of reducing the impact on local traffic levels by introducing more travel choice for all staff commuting to their work and travelling during working hours.

The travel plan is about making small changes in the way we travel to, from and during work, and where appropriate, introducing attractive alternatives to the private car. This includes travel modes such as public transport, car sharing, walking and cycling. The plan is not anti-car – because for some the car is the only feasible option. However, those who can use alternatives should be encouraged to do so and provisions should be in place to make this as easy as possible for them.

Background

A travel plan is defined as “a package of measures aimed at promoting sustainable travel within an organisation, with an emphasis on reducing reliance on single occupancy car travel”.

According to the 2001 census information, 54% of people working in Dundee travel to work by car. This could be significantly improved, particularly when 41% of people in Dundee work less than 2km away from their home. Traffic levels are increasing, resulting in delays, congestion and a rise in pollution. By reducing car dependency for travel to work, both congestion and pollution levels can be improved.

Benefits of a Travel Plan

The introduction of the travel plan can bring a number of benefits to the individuals who work for and visit the City Council, to the organisation itself, the wider community and the surrounding environment.

To the individual:

- Time and monetary savings can be made by individuals as they benefit from a greater choice of travel options to the Council.
- Health benefits can be gained by people who choose to walk or cycle to work and during business travel
- Home and extended flexible working hours can provide lifestyle benefits and allow individuals a better work/life balance.

To the Organisation:

- Organisations developing travel plans can benefit from increased productivity generated by a more motivated and healthier workforce.

- As a result of the travel plan, the City Council can also benefit from managing the cost of business journeys, reduced congestion and traffic to sites as well as having a healthier, less stressed workforce.
- The City Council can proudly hold the title as being at the "forefront of travel planning" in the Tayside and Regional Transport Partnership (*tactran*) area.

To the Environment and the Community

- The general environment can benefit from improved air quality, less noise and pollutants and a reduction in traffic congestion.
- The local community can enjoy reduced congestion and journey times, making the City Council a "good neighbour" and an attractive place to work.

Travel Plan Process

The Planning & Transportation Committee of 13 February 2006 decided to establish a green travel plan for the City Council which aims pursue the following established travel planning process.



The travel plan process will therefore involve:

- Extensive consultations with staff regarding the progress of the plan.
- The development and implementation of a range of measures, incentives and regulations which work towards the City Council's travel plan targets.
- The formation of a definitive document encompassing all elements of the travel plan.
- Monitoring and review of the effectiveness of the plan and amend as necessary.

Travel Action Group (TAG)

The Council's Senior Management Team decided on 15 November 2006 to establish a Travel Action Group to assist in the Green Travel Planning process.

Role of the TAG:

- Provide the management support required to take ideas forward and make strategic decisions, (ie to propose revisions to Council policy).
- Steer the travel plan in the desired direction and address any issues that may arise.
- Set tasks, priorities and work programmes for the Council's Travel Plan Co-ordinator and provide assistance as necessary.
- Seek any necessary funding required to take the Travel Plan forward.
- Monitor and review progress and identify realistic targets for the Travel Plan.
- Ensure that the work of the travel plan is coordinated with other activities of the Council.
- Lead by example.

Who is on the TAG:

The travel action group includes the following members;:

- The Director of Planning & Transportation representing the Council's Senior Management Team and Chairing the Group.
- One member of management from each department.
- The Regional Transportation Partnership's (Tactrans) Travel Plan Officer.

Others such as public transport operators, trade union reps, bicycle user group reps can be invited to the meetings as and when necessary. Ad hoc sub meetings with others who may need to be involved can also be held.

How often should the TAG meet?

The group should meet when it suits the travel plan process; usually bi-monthly or every quarter. However, at the first stages of the travel plan development, the meetings should be quite frequent - monthly and reduce as is felt necessary.

Meetings should also be linked to certain stages of the travel plan, eg to discuss survey results, funding opportunities etc.

Consultation Groups

It is useful to have consultation groups to ensure employee involvement during the development and implementation stage of the travel plan. Given the staff size of Dundee City Council, it may be necessary to have these groups formed on a departmental basis, with the department's representative communicating this back to the TAG.

Site Locations

Although the benefits of an organisation travel plan will be made available to all staff, sites with large numbers of employees and congested areas will possibly experience most benefits.

Site surveys are vital in order to consider a number of factors such as car parking, facilities for cyclists and walkers, proximity of public transport stops and access to information. Dundee City Council will initially concentrate on city centre sites and sites with high numbers of staff in the outset and continue to phase the audits to all major sites throughout the development of the plan.

Current Travel Trends

As the first stage of Dundee City Council's Travel Planning process, a staff travel habits survey was emailed to all staff in January 2006. Over 7,000 email addresses received the survey. Staff in departments such as Communities and Waste Management were sent paper based surveys.

And encouraging 27% of staff responded to the survey, despite there being no incentive provided. Of these respondents, 64% were female, 36% male. This response provides a substantial sample for which to base travel habits.

1 Mode of Travel

33% of staff are between the ages of 45 to 54 with 36-44 being the second largest age bracket (30%). 84% of staff responding travel to work five days a week. 20% of staff live within a 2 mile distance from their place of work and 31% between 2 and 4 miles.

77% of staff arrive at work during peak commuter times, between 08:00 and 09:00. Additionally, 69% of staff leave their place of work between 16:30 and 17:30.

48% of staff travel on their own by car to work, with another 18% travelling by car with others. 21% travel by bus and 9% walk to work.

2 Business Travel

Within Dundee

29% of staff travel within Dundee for business purposes on a daily basis. 17% travel 2-3 times a week and a further 8% travel at least once a week.

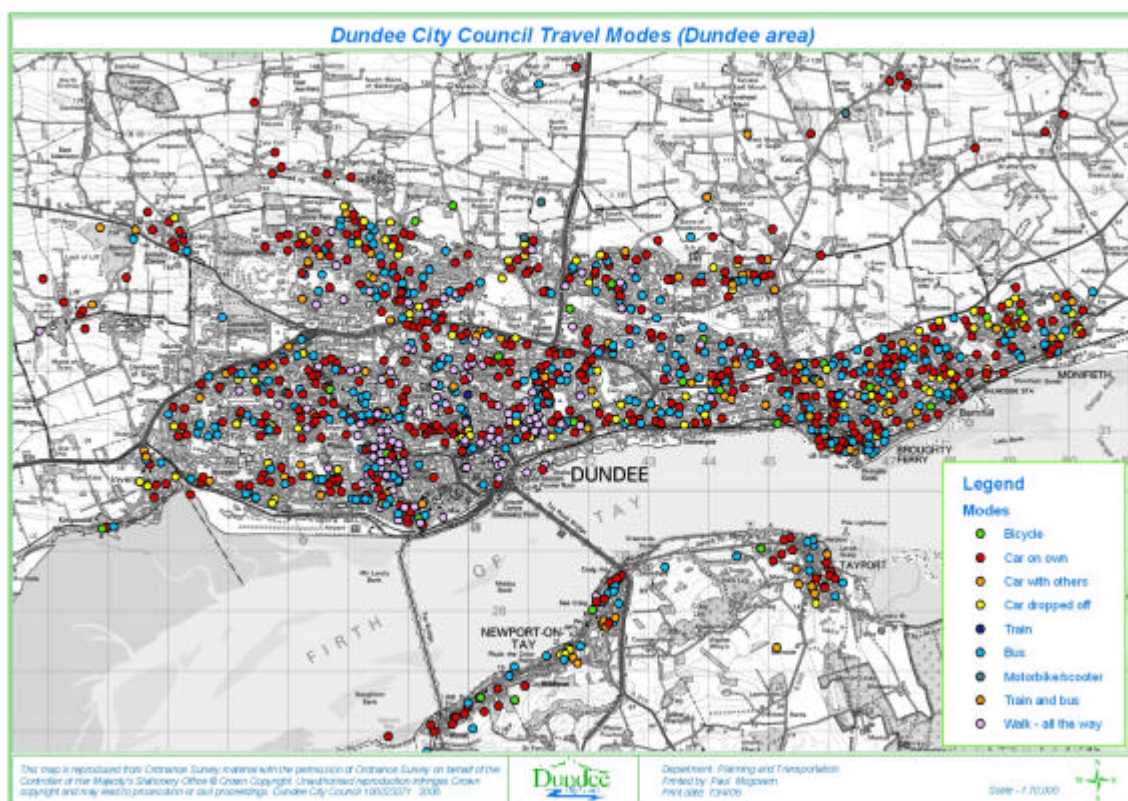
Of these journeys, 62% were by private motor car, 15% were on foot and 15% were by bus. 14% of these business journeys within Dundee were made by taxi.

Outwith Dundee

10% of staff travel outwith Dundee for business purposes once a month, and 3% travel weekly.

The train is the most used mode of transport for staff travelling outwith Dundee (49%), with the private motor car closely behind at 48%. This has significant implications for mileage claims made to payroll.

GIS Mapping of staff living within Dundee area



(map produced by corporate GIS manger)

3 Alternatives to the private motor car

The survey asked staff if they would ever be prepared to travel by other modes of transport. The results were as following:

- 21% would consider car sharing (10% already do on occasion)
- 25% would consider using public transport
- 16% would consider cycling to work
- 19% would consider walking to work
- 67% of staff would consider working from home

These statistics are based on improvements or incentives being made. Showering and locker facilities are important to both cyclists and walkers and access to information and improved services would encourage public transport use. Incentives for car sharers include priority parking and/or reduced parking charges.

Travel Plan Objectives and Targets

Objectives

The objectives of the City Council's green travel plan are to;

- Reduce the number of single occupancy car journeys made by staff
- Establish a business travel policy with incentives for car sharing, use of public transport, walking and cycling
- Improve facilities to encourage more sustainable modes both for business and commuter travel
- Reduce the need to travel by pursuing more flexible working practices
- Ultimately reduce the impact the City Council is having on the environment, both locally and globally

Targets

In order to determine the success of the City Council's travel plan, the following targets to be met by 2010 have been established:

Commuter Travel (by Council Staff)

- To cut single occupancy car journeys to work by 10%
- To increase cycling to work by 3%
- To increase walking to work by 6%
- To increase car sharing by 10%
- To increase bus use by 5%

Business Travel (by Council Staff)¹

- To reduce single occupancy car business journeys by 20%
- To increase business cycling by 2%
- To increase business walking by 10%
- To increase business car sharing (not currently surveyed)
- To increase business train use by 5%

1 Excluding certain categories of staff (eg trades people, etc) for whom a motor vehicle is essential.

Travel Plan Measures

The City Council will develop a series of measures in order to promote more sustainable travel and create greater travel choice. It is acknowledged that a mix of hard and soft measures will be required to meet the targets set. The following is a summary of proposed travel plan measures:

Walking

- Walking routes on www.dundeetravelinfo.com to be promoted to staff
- Establish a "buddy" system to match walking journeys among staff
- All business journeys under 1km should be made by foot unless there are clearly special circumstances.

Cycling

- Implement improved shower/storage and changing facilities
- Promote cycle routes on www.dundeetravelinfo.com to staff
- Investigate pool bikes system for business travel
- Investigate increased cycle allowance from (currently 14.9p per mile)
- Investigate Bike Purchase Scheme.

Public Transport

- Implement pool bus passes for business travel
- Investigate a staff salary sacrifice for purchasing annual public transport passes.
- Promote public transport information available on www.dundeetravelinfo.com

Taxis

- Use of taxis for business travel not permitted unless no other reasonable alternative is available.

Car Sharing

- Promote the availability of www.dundeeliftshare.com to staff
- Investigate increased car sharing allowance (currently 5p per mile) to staff who car share on business. Consider reduction in standard mileage rate for single occupancy trips.

Pool Vehicles

- Examine the use of pool vehicles and improved fleet management.

Reducing the need to travel

- Investigate extended flexible working arrangements for staff
- Encourage more working from home
- Implement and promote video conferencing facilities and telephone conference calls

Motorbikes

- Review motorbike/scooter mileage allowance (currently 24p per mile).

Car Parking

- Review the operational use of the underground Crichton Street car park.
- Review payment of monthly parking permits for staff with operational needs.

Implementation, Monitoring and Review

Once approved, the Council travel plan will be promoted extensively to staff through various methods. This includes newsletters through payslips, email and officially disseminated through Team Leaders and departmental Managers. A "green travel plan" website should be made available through the staff intranet so that all staff have access to the initiatives being implemented as well as access to travel information.

Additionally, a travel awareness day will be held in foyers of main sites to allow staff to ask questions and obtain information on travel choices available.

The positive aspects of the travel plan should be made aware to the public and will portray an image of "leading by example" as well as taking responsibility for the impact our travel has on the local environment.

Monitoring and Review

The City Council will conduct a staff "spot" travel survey within 18 months of launch of this plan. A full survey should be conducted every 3 years. The information gathered will be compared to the initial survey in order to provide a comparison.

Action Plan

Action	Lead	Timescale	Comments
Enhance Travel Information available on www.dundeetravelinfo.com <ul style="list-style-type: none"> • Walking Routes • Cycle Routes • Pubic Transport • Liftshare 	Planning & Transportation Department	April/May 2008	Completed
Promote availability of www.dundeeliftshare.com to staff and include 'buddy' system for walking journeys.	Planning & Transportation Department	April/May 2008	Completed
Review Travel Allowances for Business Journeys; <ul style="list-style-type: none"> • Under 1km • By cycle • By car sharing • By motorbike/scooter • By taxi 	Personnel Department	April 2009	
Implement improved cycle storage, shower and changing facilities	Property Unit	Ongoing	
Investigate pool bike system for Business Journeys	Planning & Transportation Department	April 2009	
Investigate pool bus passes for Business Journeys	Planning & Transportation Department	April 2009	
Investigate a staff salary sacrifice for purchasing annual public transport passes	Finance Department	September 2008	Under Construction
Investigate use of pool vehicles and improved fleet management	Planning & Transportation Department	April 2010	

Action	Lead	Timescale	Comments
Bike Purchase Scheme	Finance Department	April 2008	Two rounds already complete
Promote flexible working arrangements for staff including home working	Personnel Department	April 2010 for Dundee House. Ongoing elsewhere	Already established in certain Departments
Investigate video conferencing and greater use of telephone conference Calls	IT & Support Services	April 2009	
Review operational use of underground garage	Support Services	June 2008	Completed
Review payment of monthly parking tickets for staff	CMT	August 2008	New system agreed
Undertake further staff travel survey; <ul style="list-style-type: none"> • in 18 months • every 3 years 	Planning & Transportation Department	April 2010 September 2011	

APPENDIX 1

Staff Travel Survey Results

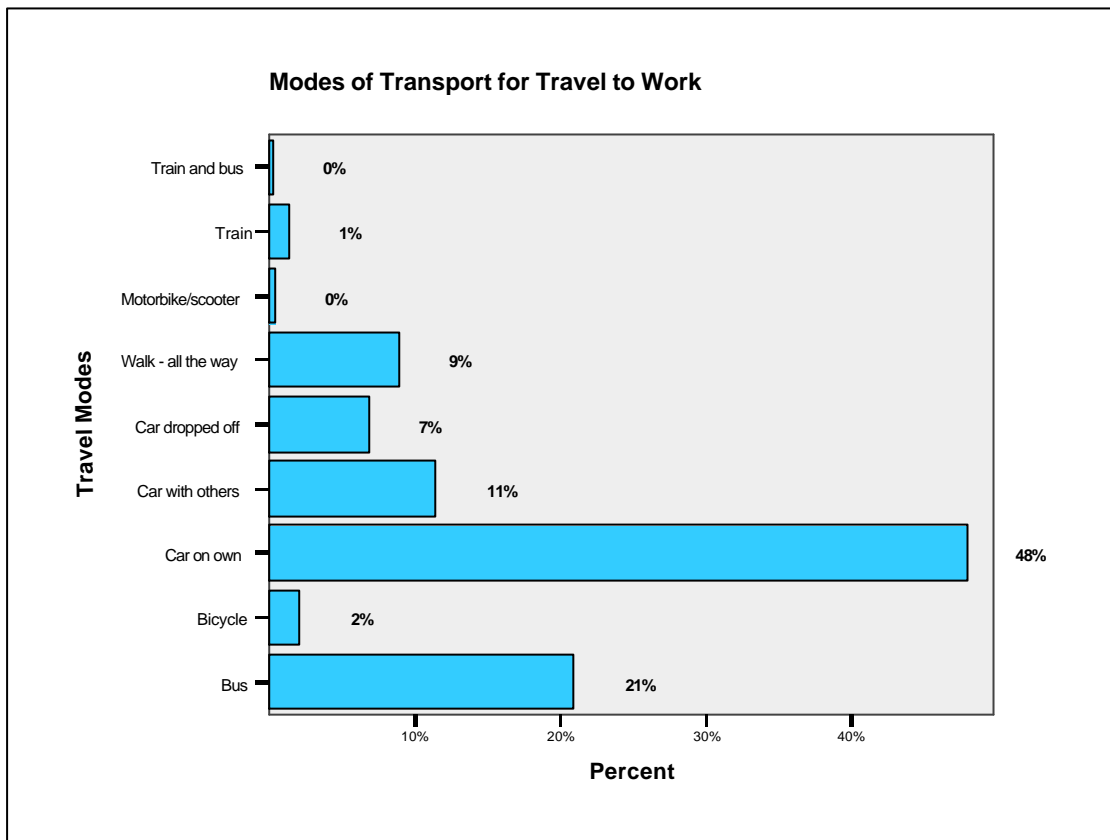
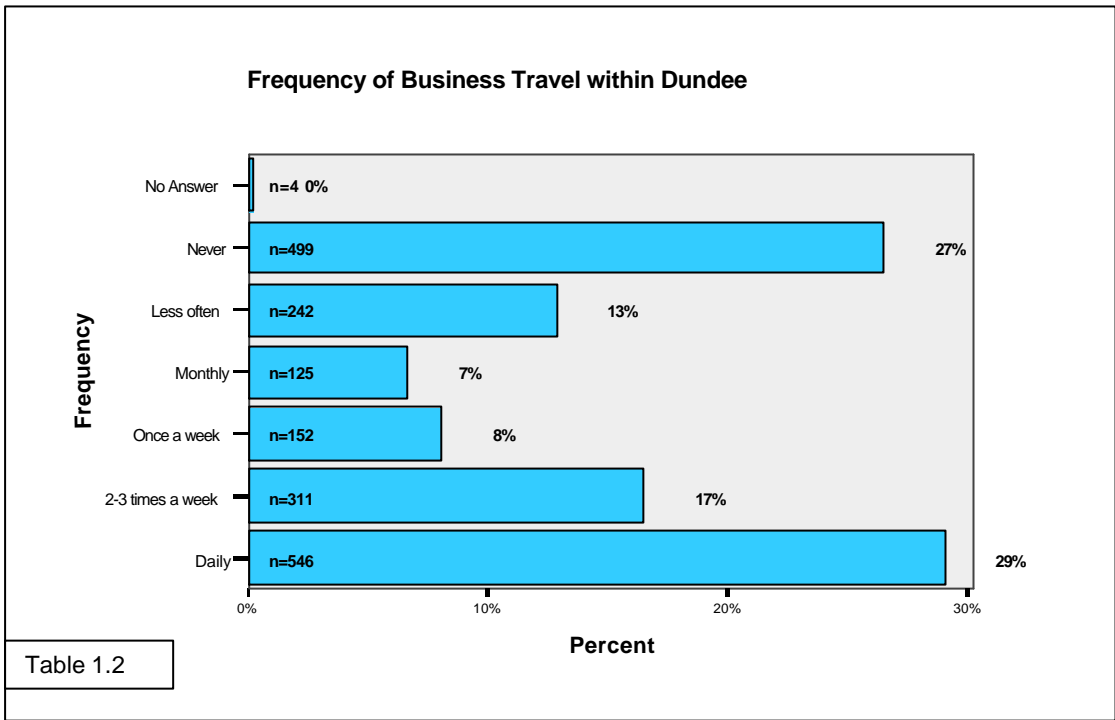
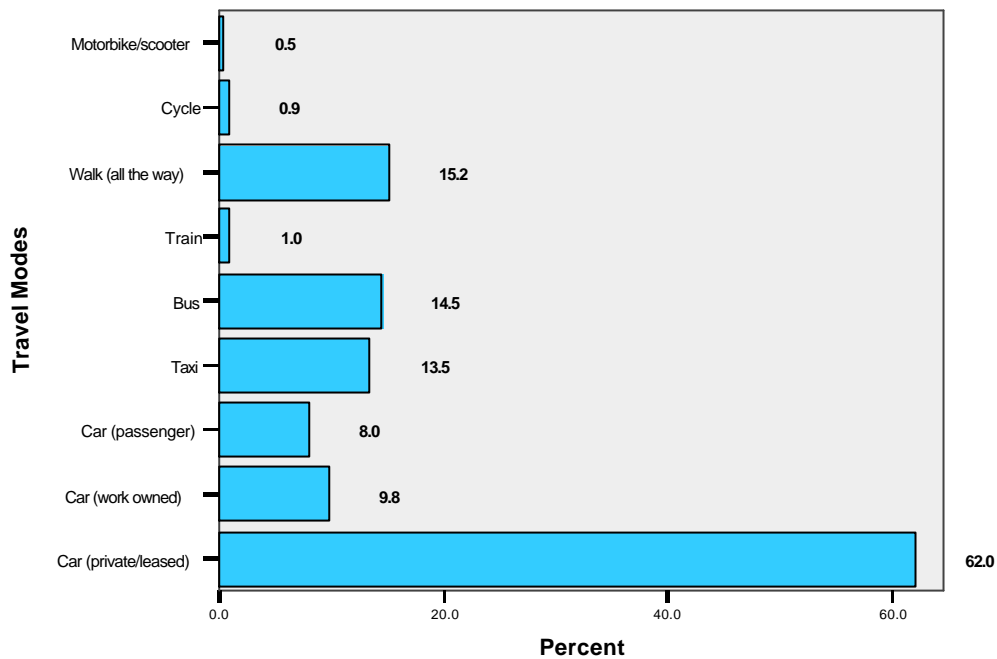


table 1.1



Business Travel Modes within Dundee



Note: Respondents could select more than one option, therefore %-values add up to more than 100%.

table 1.3

