

REPORT TO: PLANNING AND TRANSPORTATION COMMITTEE - 22 MAY 2000

REPORT ON: THE FORMATION OF A TRAVEL PLAN FOR THE CITY COUNCIL

REPORT BY: DIRECTOR OF PLANNING AND TRANSPORTATION

REPORT NO: 299-2000

1 PURPOSE OF REPORT

- 1.1 To advise Committee on the background to, the need for, and the method of developing a Travel Plan for initially the Council and as a platform for other major employers and traffic generators in the City.

2 RECOMMENDATIONS

- 2.1 That the City Council prepare a Travel Plan for all of its operations in order to secure a more sustainable and environmentally friendly use of transportation resources.
- 2.2 To approve the appointment of a recognised expert consultant in this field to assist the Council in preparing the Plan.

3 FINANCIAL IMPLICATIONS

- 3.1 The total cost of the study will be in the region of £5,000 of which Scottish Enterprise Tayside will contribute £2,500. The City Council's contribution of £2,500 will require to be contained within the Planning & Transportation Department's Revenue Budget for 2000/2001.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 Travel Plans are designed to reduce the adverse environmental impacts of transport to/from a specific site or building (ie large employer, retail centre, hospital) or to/from within a geographical area. Travel Plans seek to reduce over dependence on cars, through encouraging changes to travel behaviour in favour of more environmentally benign modes, such as public transport, walking and cycling. Travel Plans also seek to reduce the need to travel in the first place and therefore seek to reduce business travel. They can also encompass environment-friendly vehicle fleet management.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 Travel Plans will take into account the needs of those people who are or feel vulnerable in relation to their travel needs

6 BACKGROUND

- 6.1 A separate background paper is available in the members lounge detailing the full context of a Travel Plan and the proposed methodology of its formation, however, in summary the reason behind such a Plan are as follows.

6.2 Why have a Travel Plan?

- 6.2.1 We can all see the effects of the way we travel on our environment, our health and our quality of life. Increases in road traffic are producing unsustainable levels of congestion and pollution. The effects can be felt at a local level through poor air quality, noise, low road safety and at a global level through climate change. Journeys by road are becoming slower and more unreliable causing problems in business and stress to drivers.

6.2.2 This is why we need to look again at the way we travel and look at ways of reducing the impact of our travel. This means reducing car-use and seeking more sustainable alternatives such as walking, cycling, rail or bus. We need to look at when we use our cars, and in particular look at how we travel to work. There has been a significant increase in the proportion of individuals travelling to work by car from 57% in 1985/86 to 70% in 1995/97. Even a small shift in commuting journeys away from the car would have considerable impact on congestion at peak times.

6.3 What is a Travel Plan?

6.3.1 The Government wants to encourage employers to develop travel plans, aimed particularly at reducing car use for travel to work and where appropriate for travel on business. A travel plan is typically a package of practical measures to encourage staff to choose alternatives to single-occupancy car-use, to reduce the environmental impact of travel and to reduce the need to travel at all for their work. A travel plan should include a range of measures which will make a positive impact, eg setting up a car sharing scheme; providing cycle facilities; negotiating improved bus services; offering attractive flexible working practices; or offering part subsidies, restricting and/or charging for car parking. The idea is to make the alternative methods of transport more feasible and more attractive to employees.

6.3.2 The success of a travel plan is often based on successful partnerships. In bringing together key parts of the organisation internally, much more can be achieved within a plan. Also, working with other major employers and local transport operators is important if effective changes are to be made. Finally, teaming up with neighbouring authorities can give added value to any of the measures introduced in a plan.

6.3.3 A plan will do more than simply help the Government meet its green aims! - it will have real benefits to the organisation, employees and local community. It can help to relieve an on-site car parking or congestion problem, or it can help to improve public transport services where there was previously a deficiency. In turn it may relieve stress on employees through reduced travel delays, through healthier forms of travel such as walking or cycling, or through the opportunity to reduce their amount of travel.

6.4 Travel Plans in Dundee

To date, no major Dundee employer has adopted a commuter travel plan or travel plan. Yet this is likely to become an important component of the Local Transport Strategy, currently being prepared by the Council. In order to avoid accusations of "do as we say, not as we do", it is envisaged that the Council would want to adopt some kind of 'travel plan' which aims to reduce over-reliance on the car by its staff, both for travel to work purposes and whilst travelling on Council business during work hours. The Council would then be able to demonstrate the advantages of travel plans to other employers in the City and would consequently be more likely to persuade them to participate in such a scheme.

6.4.1 The plan could also encompass other measures, such as reductions in business travel on Council business (both by car, and overall) and environment friendly fleet management, such as;

- * Cleaner fuelled vehicles
- * Energy savings measures through 'green driver training'
- * Absolute reductions in fleet mileage.

6.4.2 Members may care to note that the private sector is beginning to take a lead. The Environmental Impact Statement, jointly prepared by Land Securities plc and Tesco Stores Ltd for their redevelopment proposals at Kingsway West Retail Park, indicates that the companies intend to prepare and implement, in consultation with the Council, a Green Transport Plan. In

addition, they propose the appointment of a Transport Co-ordinator who will be responsible for setting up, implementing and monitoring the plan over a 5 year programme.

6.5 Understanding Local Travel Plan Requirements

6.5.1 For the Council to be in a position to prepare and adopt its travel plan, knowledge of the core issues needs to be enhanced in two key areas;

- * the Council needs to gain a comprehensive understanding of the travel habits of its staff
- * the travel planning options which could be contained in its travel plan need to be explored and documented.

6.5.2 The Council will also need the ability to implement its travel plan. In particular, it will need a member of staff who can carry the plan forward, co-ordinate its implementation and 'champion' its implementation.

6.6 Objectives of the Consultancy

6.6.1 Therefore, it is proposed that a Consultancy should be appointed to;

- * Provide technical assistance with the recruitment, induction and training of the Council's Travel Co-ordinator.
- * Provide technical assistance with the Council's staff travel habits survey.
- * Work with the client on the preparation of a Draft Travel Plan, which would then be the subject of extensive consultation.
- * Work with the client on the details and implementation of the Travel Plan itself.

Each of these areas of work is explored in more detail in the next Section.

6.7 Benefits and Proposed Methodology

6.7.1 The approach outlined in this proposal is intended to meet the following objectives:

- * It will allow the Council to get started on its own travel plan quickly and smoothly.
- * It will ensure that the necessary knowledge and skills required to implement the Council's travel plan are speedily built up in house.
- * It will save the Council money, compared with the costs of employing external consultants to do all of the work.
- * It will leave the Council fully equipped to assist other major employers within the city with the introduction of their own travel plans.
- * It will contribute to the process of wide consultation on the Local Transport Strategy and to the achievement of the Local Transport Strategy objectives.

7 SELECTION OF APPROPRIATE CONSULTANT

7.1 The selection of the most appropriate consultancy input is crucial to the success of a Travel Plan for the City Council. In this regard, officers have had extensive discussions with Mr Richard Armitage who is a widely recognised expert in this field and as a result Mr

Armitage has developed an understanding of the Council's particular needs and circumstances.

7.2 With a view to making early progress on the preparation of a Travel Plan, subject to Council approval, a provisional fee of £5,000 has been negotiated with Mr Armitage and when compared with similar consultancy exercises by other authorities, this is considered to represent excellent value for money.

7.3 It is therefore proposed that, in this instance, Mr Armitage is appointed as consultant to the Council on the basis of a negotiated fee of £5,000.

8 CONSULTATIONS

8.1 The Chief Executive, Director of Finance, Director of Support Services, Director of Corporate Planning, Director of Personnel and Management Services, Director of Public Relations and the Chief Constable have been consulted and are in agreement with the contents of this report.

9 BACKGROUND PAPERS

9.1 None.

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IFS/EN

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