



# **SOUTH YORKSHIRE PASSENGER TRANSPORT EXECUTIVE**

## **STAFF TRAVEL PLAN**

**2006 - 2011**

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### **What is a Travel Plan?**

A travel plan is a package of measures produced by employers to encourage their staff to use alternatives to single occupancy car use, whilst also promoting sustainable travel within an organisation. Travel plans can, amongst other things, help raise awareness of travel choice, reduce the pressure on staff car parking, improve the well-being of staff and reduce the impact on the immediate environment through reduced need for vehicle movements.

### **Why do we need a Travel Plan?**

As the major partner in the delivery of public transport in South Yorkshire, the Management Board agreed that as an organisation, the Executive should have a travel plan in place that is:

- far-reaching, progressive
- an example to other organisations
- a plan that could evolve over time
- a plan that staff could have ownership over and play a key part in developing and delivering.

In some situations it is appreciated that using alternatives to the car are not practical, however there are a number of areas where staff and departments could reasonably utilise other, more sustainable travel alternatives.

The Executives travel plan has the full backing and support of the Management Board.

## **Aims & Objectives of the Executive's Travel Plan**

The main aim of the plan is that, following agreement by the Board, the Executive should be a "Centre of Excellence" for travel plans, accepting that while some changes were inevitable, and car use at times is unavoidable, they would strive to provide more sustainable options.

The key areas for focus within the Executive's travel plan have been identified as:

- Car parking
- Business travel
- Car sharing
- Reduction of need to travel

Further to these points, there are more specific objectives within the plan:

- To reduce non-essential car usage
- To modify and improve staff parking arrangements at all sites
- To make better use of current benefits
- To explore other methods of travel
- To promote best practice amongst other organisations in the region

## **Responsibilities for implementing the Plan**

It is important to note that the Travel plan has been developed through consultation with members of staff together with support from Management and UNISON.

Fundamentally, the plan needs to be owned by the Executives staff as they will play the key role in its formulation, development and ultimate delivery. In order to ensure effective staff involvement and communication it is proposed that there be a Travel plan Delivery Group who will meet regularly to drive progress. This group will be made up of Travel plan 'ambassadors' appointed from all sections and led by a board level sponsor. The ambassadors will be the first point of contact for staff who have queries relating to the plan, or who have further ideas to propose and will act as the means of communication between staff and the Delivery Group.

Several of the recommendations have impact upon Human Resources and Information Technology departments work plans both in delivering the recommendations and ongoing. It is therefore recommended that the delivery group includes senior level representation from these departments.

## **Opportunities for implementing the Plan**

The forthcoming relocation of the Exchange Street Head Office staff provides a unique opportunity to review many of the points contained within this travel plan including:

- Home Working
- Hot desking
- Support for staff using alternative methods of travel
- Car parking
- Video conferencing

Therefore it is strongly recommended that these projects are linked and delivered by closely co-ordinated teams.

## Travel plan Background

### Staff Profile

Location	Number of staff
Exchange Street	213
Sheffield Centre (inc TICs)	93
Watson Chambers, Sheffield	6
Rotherham	29
Doncaster	20
Barnsley	11
Meadowhall	9
<b>Totals</b>	<b>381</b>

Date	% Staff receiving Essential Car user Allowance
June 01	4.5
June 02	3.8
June 04	4.6
June 06	5.2

### Results of Staff Survey

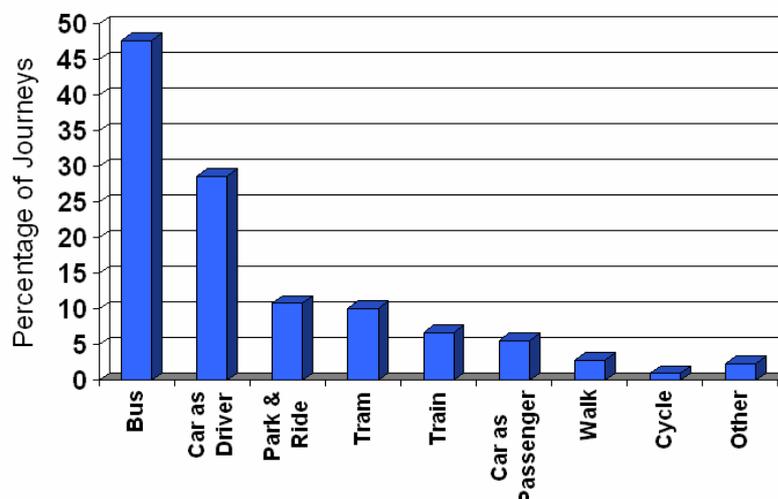
#### Context

In order that the current travel habits of staff could be assessed and to involve staff members in the consultation process for the preparation of the travel plan, an all staff survey was conducted in October 2004. This provided the context from which recommendations and improvements to current travel behaviour could be made. The survey in particular looked at travel patterns to and from work, and between different work sites.

#### Detail

The survey was sent out to 600 employees, of which almost 400 were employed by the Executive and over 200 were contracted staff. In total, 290 surveys were returned, representing 48.3% of the total workforce. Just under two thirds of the respondents were based at Exchange Street.

# Travel to Work Modes



The survey highlighted that, of those who responded, 65% were already travelling to and from work by bus, train and/or tram and 10% use Park & Ride facilities. It also showed that almost 30% were travelling to and from work by car as a driver and 6% by car as a passenger. The figures of staff currently using the public transport system are far higher than other organisations and this can be attributed to the provision of the staff Travelmaster giving free travel on public transport. 50% of staff used their Travelmaster five or more times a week, however 15% did not use it at all.

The fact that 30% of respondents were still driving to and from work could possibly be explained by the availability of free on-site parking or having parking paid for by the Executive. Only 10.3% of car drivers were paying for their own parking.

In terms of business travel, the survey showed that just under half of respondents had either casual or essential car user's allowance. 31% of those deemed to be essential car users were using their car five or more days a week for business purposes, compared to just 2% of casual car users. Over 50% of staff did not use their Travelmaster for business purposes at all.

When those surveyed were asked if they were willing to consider a formal car sharing scheme, a fifth said they would definitely be interested, whilst another fifth would not consider it at all. However 43% said they would need more information before considering further, suggesting that people are open to the idea of participating in such a scheme.

On the basis of this survey, three key areas were identified for further study. These were:

- Travel to work
- Business travel
- Alternative travel modes

These areas were the focus of the next stage of consultation and research through workshops.

## **The Workshops**

As part of the staff consultation process, a series of workshops were held in February 2006 to examine staff arrangements and feelings regarding their travel to work, business travel and alternative forms of travel and also to try and build up a list of possible recommendations. In total, three workshops were held which were attended by over 30 staff members representing a range of staff by both grade and location.

### **Travel to Work - Travel Planning Workshop**

The group considered the positive and negative aspects of each of the main forms of travel to work i.e. public transport, car, park & ride and alternative methods. Public transport was perceived to be cheap, and convenient if living on a route with regular services, however the travelling environment and lack of convenience for those with children were cited as negative aspects. Likewise the convenience of driving was a positive aspect, whilst traffic congestion and environmental impacts were seen as the negative impacts of car usage. The option of park and ride was seen as flexible and convenient and also reliable, however the locations were not always seen as ideal. Parking arrangements at sites were considered to be inequitable. Alternative travel methods were seen as the cheapest and healthiest options, although pollution effects, safety, lack of shower and changing facilities and practicality were also highlighted.

The recommendations from the Workshop were:

- Review the car parking arrangements at all sites to reduce any incentive to sole occupant car only usage
- Provision of priority parking only for those travelling long distances and for those who car-share.
- More support for environmentally friendly practices
- Increase the use of public transport for business mileage
- Proactively promote to staff alternative travel methods

### **Business Travel - Travel Planning Workshop**

The main areas of discussion covered parking issues, essential and casual car user allowances and improved working between sites to reduce the need for face-to-face meetings.

It was felt that a "top down" approach should be taken by management with regard to both car parking and essential and casual car usage. Staff participating in the workshop saw inconsistencies in the provision of car parking between sites, and the perceived 'double benefit' of being provided with a free county-wide travel pass together with the perception of being

rewarded for car usage. The group also raised the point that the provision of essential and casual car usage should be more keenly scrutinised and that entitlement is perceived to be of a high level. The group also noted that public transport, using the staff Travelmaster, should be increasingly used for meetings within the county.

Organisation of meetings, particularly internal meetings, were cited as an area where improvements could be made. It was felt there could be better use of telephone conferencing as well as looking at the possibility of video-conferencing as well. The issue was also raised of over representation at meetings, with staff from several sections all attending the same meeting.

The need to attend a place of work at all was considered and the option of home working on a greater scale was discussed and identified as an area of considerable potential in many areas of the Executive's activity. The need to return to Exchange Street following meetings was also discussed and the potential for sites to have an area set aside for "hot desk" activity seen as an area for potential growth

The recommendations from the Workshop were:

- Better organisation of internal meetings to reduce travelling
- Examine the need for, and use made of, essential and casual car mileage
- Encourage the use of public transport for meetings within the county
- Development of new technology to reduce travel need
- Proactively further develop and promote increased home working
- Develop the potential for "hot desks" availability at all sites

### **Alternative Travel - Travel Planning Workshop**

This group focussed on the impact of the Executive providing facilities to effectively encourage and sustain alternative transport modes. The positive implications identified were the generally recognised health benefits from walking, cycling and jogging as well as the benefits towards the environment. It was stated however, that the costs involved in providing incentives and facilities may not be warranted by the effective take-up of such schemes, although this could be offset by the wider influence of such a positive gesture.

The sole recommendation from the Workshop was:

- Examine the cost/benefits of providing facilities for cycling and walking

## **Current Position**

The Executive already employs a number of measures that go some way to meeting the needs of a travel plan. The most obvious measure offered is the staff Travelmaster, which provides unlimited travel on all public transport throughout South Yorkshire. The Executive also provides:

- Personal Journey Plans for all new starters, detailing their journey from home to work and the associated service timetables. This helps to remove barriers where staff may be unsure of the services they need to catch. This is updated according to 4XY changes for one year.
- An inter-site guide is maintained on the staff intranet providing travel details between all of the PTE's sites.
- The city/town centre guides also act as a quick reference for members of staff to look at the services operating to particular areas in the sub-county and beyond.
- Showers and changing facilities at Exchange Street and Doncaster are available for staff.

There is also a degree of homeworking currently operating, with one member of staff regularly working from home. Information provided by IT shows there are also 25-30 people who have the ability (through their computers) to work from home, and do so from time to time.

## Travel plan Objectives & Measures

### Outline of Objectives

The overriding objective of this travel plan is that the Executive, as a public transport organisation, should lead by example in the utilisation of travel options; whether that is as individuals in how we get to and from work, or as an organisation in how we conduct our business. The Executive is in a unique position where information about public transport is readily available and the cost barriers of public transport inhibiting other organisations and businesses have been removed by the provision of Travelmasters. As an organisation the travel to work usage – 65% travelling by public transport – is already exemplary when considered against other organisations. The average usage of public transport to travel to work one or more times a week in the regions is 20%. Including London, this rises to 30%.

Whilst it is unrealistic to expect that all staff members should use public transport on every occasion, priority parking and essential business use allowances should continue to be controlled and reviewed regularly and further show willingness to car share. The current situation is perceived by many that some people find themselves benefiting not only from free county-wide travel with their Travelmaster, but also from free on-site parking, essential or casual car usage allowance and/or off-site parking paid for as well. Many of these benefits are historical, with staff finding themselves with the use of a free parking place because of the availability at individual sites. The recommendations in the plan are aimed at improving how we work, and to allow us to lead by example as a public transport body. The timescales given for delivery of the measures are:

- Short – within 18months
- Medium – 18 months to 3 years
- Ongoing – a process of change lasting 3+ years

The key principle of all these measures is, however, that the most sustainable journey is one that is not made at all.

### Car Parking

It was identified through the survey that there was considered to be scope to reduce the number of people driving to work, particularly as over half of the car drivers considered the bus to be an alternative mode, and a further third mentioned the train. However the convenience of driving to work and having a free parking space is a clear incentive to continued car use. Best practice shows that one of the most effective ways of achieving modal shift away from the car is the introduction of stricter car park management. Car park management can take a number of forms:

- Reducing the number of parking spaces
- Reallocation of parking spaces
- Introduction of parking charges
- Introduction of eligibility criteria
- Financial incentives for those choosing not to park

Case studies exist to provide examples of best practice in this area. The University of Bristol scheme examines the needs of different users and prioritises parking spaces, and parking permits, on the basis of business need producing savings in the number of spaces required of 50%. However in introducing these measures it will be important to consider the advice of the Transport Energy Best Practice Guide:

*“Car park management can be one of the most effective tools in a travel plan. It can also be one of the most controversial. You will therefore need to keep staff involved and supportive of your travel plan, and make sure that you have the “carrots” in place before you introduce car parking disincentives”*

### **Alternative transport**

In addition to reviewing car parking, examination should be given to other measures to encourage the use of alternative modes. Cycling and walking, as well as helping reduce car use can have positive health benefits. For example, half an hour a day walking or cycling can halve the risk of heart disease in some people.

### **Home working**

ADAS Consulting introduced home working for some of their staff resulting in a car use reduction of 2,000 miles per year for each staff member and reduced the number of their office sites from 90 to 25, leading to large savings.

The Executive, West Yorkshire PTE, Wakefield MBC and Kirklees MC were partners in the TARGET (Travel Awareness Regional Groups for Environmental Transport) project whose aims were;

*“To reduce the need for commuter travel through the adoption of new working practices”*

Reasons identified to support the introduction of home working included

- Reduction of accommodation costs
- Reduction of travel costs
- Reduction of travel need
- Operational efficiency
- Flexibility of service delivery

- Responsiveness of service delivery
- Social inclusion
- Work/life balance
- Diversity gains
- Staff motivation and feeling of value

On the negative side capital costs of implementation and changes in management arrangements and methodologies also need to be introduced however the benefits can be considerable.

## Travel plan Workshop Recommendations

On the basis of the survey, workshop results and best practice, the following measures are recommended:

### Travel to Work Travel Planning Workshop

TRAVEL PLAN MEASURE	TIMESCALE	DELIVERY PARTNERS
Withdrawal of automatic free staff parking, except for specified business purposes. The rules for this will be explicitly defined and transparent. Existing free parking at sites such as Rotherham and Sheffield Interchanges will be set aside for car sharers.	Medium	Human Resources UNISON
Provision of guaranteed spaces for staff at park and ride sites (where customer impact is not negatively)	Short	Operational Services
On-site parking at Exchange Street will be limited to where vehicles are required to be loaded and need overnight parking, with existing non-essential parking space users relocated to either paid for off-site parking, or park & ride sites.	Medium	Human Resources
More proactive marketing to staff (particularly new starters) of the abilities to self journey plan and lead by example.	Short	Human Resources Marketing

## **Business Travel - Travel Planning Workshop**

Business travel accounts for a significant percentage of all journeys undertaken according to the workshops participants. In the Executive the majority of business trips are made to attend meetings (many of which are internal) or for inter-site travel. For essential car users only 4% of mileage is outside the county, 23% for casual users. 17% of essential car users and 37% of casual users replied that they do not use their vehicles for business purposes.

There is a perceived need to review the provision of both essential and casual car user allowances and business travel as a whole. The criteria that is currently applied as well as the costs/benefits also need to be reassessed and shared in a more transparent way without compromising personal information.

What drives the current need to travel requires consideration. The way we hold meetings, the reasons for meetings and the location of meetings leads to a need to investigate alternatives such as the use of video and telephone conferencing. In addition the need to travel at all requires investigation and home working actively promoted as an option.

Case studies show that measures to reduce travel can have a significant impact, without harming business activities. For example;

- the Thames Region of the Environment Agency achieved a 6% reduction in mileage - equivalent to 350,000 miles - even with growing business activity
- Oxford City Council saved £100,000 per annum by restricting its car mileage allowances.
- Using video-conferencing, Royal Bank of Scotland saved more than £70,000 a month on the cost of corporate travel
- H H Pegg, which holds video-conferencing meetings between four and five times a week saves around £5,000 per annum but is more concerned with the huge savings in staff time.
- National Express now operate with 50% of staff as home workers for at least part of the week and expect accommodation savings and staff turnover savings of almost £150,000 per year plus

On the basis of the survey, workshop results and best practice, the following measures are recommended for the Executive to improve day to day working and reduce unnecessary vehicle movements.

<b>TRAVEL PLAN MEASURE</b>	<b>TIMESCALE</b>	<b>DELIVERY PARTNERS</b>
Critical review of mileage payments for attendance at internal meetings	Medium	Human Resources UNISON
A 'no car' day to be introduced each week for business travel	Medium	Human Resources
Allowances made for additional journey times when using public transport.	Short	Human Resources IT
Opportunities to be examined to develop portable e-mail to allow working while travelling	Short	Human Resources IT
Promotion of telephone conferencing, with associated training where required	Short	Human Resources IT
Development of video-conferencing	Medium	IT
Development of "hot desk" facilities at all sites	Medium	IT
Setting up of a meetings database so that staff can either car share or travel together to attend meetings. This can also help prevent overlap between several sections attending the same meetings	Short	Human Resources IT
Proactive investigation of home working opportunities for Exchange Street based staff and Customer Contact Centre	Medium	Human Resources IT Operational Services
Change mileage allowances to reward less polluting vehicles	Medium	Human Resources UNISON

## Alternative Travel - Travel Planning Workshop

### Car Sharing & Pooling

Car sharing can be a very effective way to reduce vehicle use. However it needs to be accompanied by incentives in order to be successful. For example Asda Head Office in Leeds gives car sharers priority access to reserved car parking spaces and Boots offer a gift voucher to sharers and a guaranteed ride home if the lift falls through.

Whilst only a few people in the Executive claimed they would definitely join a car share scheme, the fact a further 61 said they would be interested to find out more, suggests that developing a formal scheme is worth doing.

Liftshare.com offers an online database that can be either specific to an organisation or to a particular site, or both. The Executive can utilise this scheme for individual sites, so that staff can see who is willing to car share at their site and therefore, in a lot of cases, take advantage of the parking spaces reserved for car sharers.

In addition, Sheffield City Council are setting up a car club which allows the use of pool cars for fixed time period for a set price. It is intended that this scheme will be rolled out across the county. The Executive should investigate the potential of this scheme.

Finally the Executive has a pool of vehicles that could be alternatively utilised. Investigations into making better use of these vehicles by combining and reducing delivery activity and use for providing lifts needs active examination.

On the basis of the survey and workshop results and best practice, the following measures are recommended for the Executive to improve vehicle use.

TRAVEL PLAN MEASURE	TIMESCALE	DELIVERY PARTNERS
Investigate the use of the Liftshare car share scheme and if appropriate implement it	Short	Human Resources Business Development IT
Investigate the use of the Car Club scheme and if appropriate implement	Short/Medium	Human Resources Business Development IT
Investigate the better use of existing pool cars and develop and investigate potential use for car sharing lifts.	Short	Human Resources Administration
Investigate the reduction of the internal delivery service and merchandising services to reduce mileage	Short	Administration Service Delivery - Information

<p>Examination of the costs, benefits and demands for the provision of suitable facilities to encourage wider use of alternative travel methods such as cycling, walking and jogging. These facilities will include (where possible) showers and changing areas, storage facilities and safe bike storage areas.</p>	<p>Short/Ongoing</p>	<p>Human Resources Administration</p>
<p>Provision of discount vouchers to cycle/sports shops to those taking up the alternative travel schemes and provision of loans for those wishing to purchase cycles</p>	<p>Short</p>	<p>Human Resources Finance District Cycling Officer</p>
<p>Reasonable time allowances given to staff who either need to change once they arrive at work, and also to staff who need to drop children off at school before work and need to get from park &amp; ride sites.</p>	<p>Medium</p>	<p>Human Resources UNISON</p>

## Travel plan Targets

### Timescales, Targets & Responsibilities

The targets for delivery of the measures are shown in the tables above. However the plan is necessarily a working document, and therefore if it becomes apparent that targets are unrealistic or not achievable or there are better ways of achieving our objectives, then they will need to be reassessed and modified.

This plan follows the overall timescale of the South Yorkshire Local Transport Plan 2 (LTP2), which covers the period 2006 – 2011 and sets targets derived from the recommendations in that plan. The LTP2 aim is to increase bus patronage across South Yorkshire by 3.2% by 2010/11 and for tram patronage to continue to increase by 4.6% a year (as over the last 6 years).

As an organisation with access to free public transport travel, information products and knowledge, it would seem sensible to set our own targets slightly higher to a 6% increase in public transport use amongst staff by 2010/2011. The removal of standard free parking for staff on an ad-hoc basis, together with the implementation of reserved staff parking at park and ride sites should be gradually phased in, with a view to completion in 18 months time. Further to this, an organisation and/or site based car club database will be set up through Liftshare.com, within 18 months.

In terms of business travel, individuals need to be reassessed at all levels to look at reducing the costs of giving mileage allowances and essential and casual user payments, to those that really need it. Therefore, the aim is to reduce these payments by 25% by 2010/2011. To help with this target, mileage allowances for internal meetings will be removed within 2-3 years, and a "no car day" is to be introduced each week for business usage only. This can also be facilitated by the greater use of telephone conferencing where appropriate, particularly for internal meetings, and will also be helped by the introduction of a "meetings database" to reduce over-representation.

It is difficult to set targets for each of the other various modes (car sharing, homeworking, working, cycling etc.) because we do not at present have data on which members of staff might find these modes appropriate. However targets can be set for this by the Delivery Group once baseline data has been gathered.

The timescales for promotion of the Plan require the setting up of the Delivery Group, including representatives of the various delivery partners, to be the prime objective to move things forward. The group should be in place before the end of 2006. A Travel plan newsletter and intranet site should be in place within 12 months (see below), with a view to having a quarterly newsletter

either via the intranet or distributed through the reduced internal postal rounds.

Changes in allowances and terms and conditions of employment are likely to be contractual in nature and therefore Human Resources will need to consider the timescales and resource implications of delivery. Similarly there are likely to be resource and support implications for the IT Department which need detailed consideration.

The overall responsibility for implementing the measures, monitoring the effect and impact of the travel plan, and assessing whether targets are being met, will be with the Delivery Group. In terms of achieving specific percentage targets it is likely that there will be regular staff surveys, either via the intranet site or the quarterly newsletter. By doing this it will be possible to monitor the effectiveness of the actions put in place and also to modify targets accordingly.

Summary:

<b>TARGET</b>	<b>% CHANGE BY 2010/11</b>
Increase in the use of public transport to travel to work	+6%
Reduction in use of the car for business travel (measured by business mileage payments)	-25%
Increase in the number of video conferences held	To be established
Increase in number of employees equipped and actively involved in home working	To be established

## Travel plan Promotion

Experience in other organisations and national best practice, has shown that the immediate reaction from staff to a travel plan can be dismissive or hostile. It is imperative to sell the benefits, staff respond well to initiatives that they feel involved in and that result in personal benefits.

As the Executive is committed to being a “Centre of Excellence” in the area of an organisation based travel plan, it is imperative that this aspiration is clearly communicated to all staff. This travel plan should be owned by staff members and they should be able to play a direct role in influencing its continual development and implementation. To this end, a number of measures must be put in place so that staff are continually informed of developments and have effective channels of communication to put forward their ideas for the travel plan.

- A travel plan delivery group will be set up to carry forward the measures detailed in the plan, as well as to develop new ideas as they emerge. The group will consist of appointed section/departmental ambassadors from the various delivery partners and others and a Board level sponsor.
- A regular Travel plan Newsletter will be produced by the Steering Group to promote incentives, inform on progress and give examples of leadership and good practice.
- Each section or department should have an appointed Travel plan Ambassador. Their role will be to communicate information from the Steering Group and to pass back staff suggestions and reactions.
- A Travel plan intranet site should be developed by the Steering Group to support other promotional activities and provide information on progress
- Opportunities should be sought for external promotion so that the Executive can be used as a good example for other organisations in the region.

## December 2007 Progress Report

The plan itself is a working document and so constantly in a state of potential change as opportunities to deliver improvements are identified. In December 2006 the following items were identified as action points:

### **TRAVEL TO WORK** - Recommendations are summarised as:

- reviewing arrangement for free on site parking
- provision of designated staff parking areas at Park & Ride sites
- review of Exchange Street parking arrangements
- proactive marketing of travel planning to staff

### **BUSINESS TRAVEL** – Recommendations are summarised as:

- Review of mileage payment for internal meeting attendance
- Introduction of “no car” day
- Inclusion of travel time in attendance times at meetings
- Investigate opportunities for email whilst travelling
- Investigate opportunities afforded by telephone conferencing
- Investigate opportunities afforded by video conferencing
- Investigate opportunities afforded by on site hot desk facilities
- Development of meetings database to make attendance and travel arrangements more efficient
- Active promotion of home working
- Adjust mileage allowances to encourage less polluting vehicles

### **ALTERNATIVE TRAVEL** - Recommendations are summarised as

- Investigate viability of ‘Liftshare’ type scheme
- Investigate viability of ‘Car Club’ type scheme
- Investigate viability of reviewing range of use of pool vehicles
- Investigate viability of reviewing deliver vehicle arrangements
- Investigate viability of providing support arrangements to encourage use of alternative forms of transport
- Active promotion of alternative forms of transport

## TARGETS

STRATEGIC TARGET	% CHANGE BY 2010/11
Increase in the use of public transport to travel to work	+6%
Reduction in use of the car for business travel (measured by business mileage payments)	-25%

DIAGNOSTIC TARGET	% CHANGE BY 2010/11
% Reduction of supported parking	Remove
% Increase of staff using Park & Ride	+10%
% Uptake of travel planning packs	100% of new starters
% Increase in number of employees equipped and actively involved in using mobile email technology	To be established
% increase in number of employees equipped and actively involved in home working	To be established
% Reduction in number of business mileage payments to vehicles over band D	Reduce to 0%
Number of journeys made by Liftshare	To be established
Number of staff using alternative forms of transport	To be established
Number of journeys made using Car Club type service	To be established

The following is a record of the progress made since December 2006 by the Executive toward delivering the recommendations listed

Recommendation	Progress
<b>Travel to work</b>	
Review arrangement for free on site parking	<p>The amount of on site parking is now considerably reduced and not included in new site design.</p> <ul style="list-style-type: none"> <li>• Sheffield Interchange has removed staff parking as a result of the sale of the areas now occupied as the Digital Campus and is now restricted to those with operational need.</li> <li>• Meadowhall Interchange staff parking is limited due to locations of speed control deterrents.</li> <li>• Rotherham Interchange continues to allow staff parking free of charge utilising spare capacity</li> <li>• Doncaster Interchange has staff parking limited to Monitoring Department staff</li> <li>• Barnsley Interchange has limited staff parking used for those with operational need</li> </ul>
Provision of designated staff parking areas at Park & Ride sites	Staff will continue to be encouraged to take up spare capacity at Park & Ride sites however specific areas are not to be provided as this will detract from the customer offer.

<b>Recommendation</b>	<b>Progress</b>
Review of Exchange Street parking arrangements	Notice has been issued to all staff who receive paid-for on-site parking that this will be removed from end of December 2008. This will be reviewed in August 2008 to assess business impact.
Proactive marketing of travel planning to staff	Free personalised Journey Planners are now provided to all new staff and now being extended to all staff who either change home address or change work location. Reminders of the option to register for service changes will be included in Executive Exchange
<b>BUSINESS TRAVEL</b>	
Review of mileage payment for internal meeting attendance	The Vehicle User Procedure has recently been updated to re-emphasis that public transport should be the primary choice for all business related travel including inter-site travel. The revised procedure will be implemented during February 2008 alongside other enhancements to vehicle provision.
Introduction of "no car" day	This has been superseded by the Executives support of European Mobility promotional events now delivered as the "Carbon Quids" Campaign
Inclusion of travel time in attendance times at meetings	Management issue
Investigate opportunities for email whilst travelling	Board members have now been issued with PDAs to access e mails whilst travelling. This service will be reviewed to develop a business case benefit review to consider prior to wider roll out
Investigate opportunities afforded by telephone conferencing	The number of meeting rooms in the new building will make telephone conferences easier. Where people need to know who to use the phone facilities training will be provided.
Investigate opportunities afforded by video conferencing	The business case for video conferencing is not as well developed as few external organisations have the facility for user to user contact. It may be possible to use site to site service but demand is likely to be low and deliver similar benefits as tele-conferencing but at a higher capital and revenue cost. PTA meetings are now web cast and this service may demonstrate future business benefits yet to be established

<b>Recommendation</b>	<b>Progress</b>
Investigate opportunities afforded by on site hot desk facilities	The relocation to The Square allows for Hot Desks to be included in 5 <sup>th</sup> floor of the new site. Informal hot desks at Interchanges are available (subject to operational need) and it is planned to further market this availability to lessen the need to travel into Sheffield. This has to be agreed formally and hot desks need to be 'bookable' with guaranteed availability if this is to work effectively.
Development of meetings database to make attendance and travel arrangements more efficient	Upon relocation a central booking facility for all meeting rooms at all sites will be established to improve ease and efficiency of bookings process.
Active promotion of home working	A home working policy is in place and authorisation can be granted by application to the Human Resources & Standards Committee process. Whilst the IT equipment to support is available the business case needs be established to establish the benefits that can be gained from larger scale homeworking
Adjust mileage allowances to encourage less polluting vehicles	This is subject to negotiation with UNISON and is a longer term aspiration to follow current allowance negotiations
<b>ALTERNATIVE TRAVEL</b>	
Investigate viability of 'Lift Share' type scheme	From March 2008 the Lift Share service will be introduced. This service is accessed through the intranet and contains details of the Executive and all four District Authorities within South Yorkshire who are members of the scheme. A Lift Share mileage rate has also been introduced to further encourage lift sharing.
Investigate viability of 'Car Club' type scheme	Membership of the WhizzGo scheme has been arranged within Sheffield City Centre. A number of passes will be available through The Square reception service
Investigate viability of reviewing range of use of pool vehicles	Two additional pool vehicles will be provided and based at Sheffield Interchange for use by employees on official business. An on line booking service will also be available for all of the Executive pool vehicle fleet.
Investigate viability of reviewing delivery vehicle arrangements	The current arrangement of two large vehicles will be reduced to one vehicle which will also be available for delivery of marketing and publicity equipment.

Recommendation	Progress
Investigate viability of providing support arrangements to encourage use of alternative forms of transport	The Executive is shortly to have in place a salary sacrifice scheme to support purchase of cycles and associated equipment in a tax efficient manner. A mileage allowance is also in place to support cycle business mileage.
Active promotion of alternative forms of transport	As part of the South Yorkshire Sustainable Travel Group the viability of using the Travel South Yorkshire web site as the focus point for all sustainable travel options information is under active consideration

### Future actions for 2008

**Creation of a Travel Plan Steering Group** – this group will meet quarterly with the aims of:

- Delivering the aims of the Travel Plan
- Seeking innovation to further develop the plan maximising its impact and retaining its relevance.

It is recommended that the membership of this group be cross functional and inclusive with members responsible for leading by example its delivery and communication

Alan Nicholson - (responsible to ensure Board member inclusion)

Debbie Owen – Travel Manager

Stephen Hipwell – HR Manager

Tim Rivett – Head of IT

To be nominated - Customer Service Department representative

Michael Nuttall - Transport Integration representative

David Allatt - Strategic Planning representative

Jacqueline Elliot – Legal representative

**Follow up Travel Survey** – the last Travel Plan survey was in October 2004 and it is therefore recommended that an all staff survey be instigated as soon as possible after relocation to The Square. This will provide for progress to date to be established and also provide for a baseline to be established for The Square