

# Cherwell District Council

## Executive

1 December 2014

### Workplace Travel Plan 2015

## Report of Head of Strategic Planning and the Economy

This report is public

### Purpose of report

To update the Executive on progress in completing the joint Workplace Travel Plan 2015 and to approve and formally adopt the final draft Travel Plan

### 1.0 Recommendations

The meeting is recommended:

- 1.1 To support the work of officers in their ongoing efforts to introduce a new joint Workplace Travel Plan for South Northamptonshire Council and Cherwell District Council by January 2015.
- 1.2 To approve and adopt the final draft Travel Plan following a recommendation from Overview & Scrutiny Committee.

### 2.0 Introduction

- 2.1 The existing Workplace Travel Plans of the two authorities have reached the end of their intended plan period (published by SNC in 2010, CDC in 2011). The new Plan, prepared by the Lead Officer Transport Policy (SNC), will supersede and replace both documents.

### 3.0 Report Details

#### 3.1 What are the benefits of the Travel Plan?

**Corporate responsibility:** This Travel Plan aims to make significant changes to the way people travel to their place of work. This will result in a better local environment for pedestrians and cyclists and result in cleaner air and less congested local streets.

**Positive Publicity:** Implementing this Travel Plan in full will generate positive publicity and improve South Northamptonshire Council and Cherwell District Council's environmental image.

**Increased travel choice:** A wider range of travel options, savings and benefits may enhance the recruitment and retention of staff working for SNC and CDC. This Travel Plan will contribute to greater social inclusion by enabling those who do not have access to a car to travel to work or visit the site more easily.

**Health Benefits:** Many alternative forms of travel include an element of exercise that will lead to a healthier workforce, possibly leading to improved morale and a reduction in health-related absences.

**More accessible sites:** A decrease in the number of cars arriving at the four workplaces will contribute to reducing congestion at the sites and on the approach roads to the sites. The sites should become more accessible and safer for all staff and visitors. The sites should also become a more attractive place for staff to work and nearby residents to live.

**Financial Savings:** A Travel Plan can reduce corporate transport overheads by minimising business mileage and has the potential to reduce the number of parking spaces required at each site.

**Better Time Management:** The automatic use of the car for business travel is not always the most cost effective or efficient option. Alternatives can be cheaper, faster (particularly for long journeys) and provide additional time in which to prepare for meetings or carry out work that would not be possible when sat at the wheel of a car.

### 3.2 **The Scope of the Workplace Travel Plan**

This Travel Plan replaces the South Northamptonshire Travel Plan (2010) and the Cherwell District Council Travel Plan (2011). The plan covers the five principal sites operated by South Northamptonshire Council and Cherwell District Council, namely:

- The Forum (Towcester)
- Tove Depot (Towcester)
- Bodicote House (Banbury)
- Thorpe Lane Depot (Banbury)
- Highfield Depot (Bicester)

A small proportion of staff from partner organisations, including Oxfordshire County Council and Northamptonshire County Council are based at these sites (less than 10% in all cases). Staff based at each of the five sites was consulted during the preparation of this Travel Plan and will be expected to support the objectives and contribute to meeting the targets set.

### 3.3 **Staff Travel Survey summary**

A comprehensive survey of all staff and members in both local authorities was carried out in March 2014. In total 301 responses (38%) were received from across

the two organisations. Below are some headline figures from the initial analysis. Comparisons are from a survey of 124 SNC staff (46%) in 2008.

**Situation in 2014 (2008 in brackets):**

- Private car use for commuting purposes 82% (84%)
- Walking/Cycling for commuting purposes 9%
- Public transport for commuting purposes 6%
- Car sharing for commuting purposes 6%

**Future demand:**

- Support for Home Working 75%
- Support for condensed working hours (9-day fortnight) 64%
- Support for use of Teleconferencing 59% (11%)
- Support for Car Sharing 40% (32%)

It is clear that the results of the survey must feed into the 'Agile Working' programme and that the policies should align.

### 3.4 Objectives and Targets

The Plan links with the corporate Transformation Agenda and contains six specific objectives:

**Objective 1: To reduce unnecessary travel**

- To reduce the proportion of visitors driving to the site by offering alternative means of accessing and delivering services
- To reduce staff and member business mileage by actively promoting teleconferencing and car-sharing where appropriate and possible
- To encourage the use of more sustainable modes of transport for work related journeys
- To increase the level of Homeworking from 12% to 25% over 5 years

**Objective 2: To encourage the use of more sustainable modes of transport**

As part of the overall target, we are setting ourselves the following targets:

- To increase the proportion of employees travelling to work by public transport by 100% over 5 years (from 1.5% to 3.0%)
- To increase the number of car sharers by 50% over 5 years (from 6% to 9%)
- To increase the proportion of employees cycling/walking to work by 30% over 5 years (from 9% to 12%)
- To reduce annual business mileage claims by 7.5% over 5 years
- To reduce the level of solo car use for commuting by 10% over 5 years (from 82% to 73%)
- To reduce the average CO2 of our Grey Fleet by 15% over 5 years (from 166g/kg Co2 to 141g/kg CO2)

**Objective 3: To support the corporate priorities 'protecting our quality of life' (SNC) and 'to make Cherwell a cleaner and greener place' (CDC)**

- To report progress against targets as part of quarterly corporate performance monitoring

**Objective 4: To set out measures that will contribute to satisfying planning condition 16 prior to occupation of the Forum (SNC)**

- To ensure that this Travel Plan is complementary to others measures being prepared to satisfy planning condition 16
- To provide monitoring information as required by SNC Development Control
- To ensure that managers from SNC and NCC are fully committed to implementing this Travel Plan and achieving the targets set
- To ensure that staff based at our sites, but employed by partner organisations, embrace the objectives of the Travel Plan and contribute to meeting the targets

**Objective 5: To set out measures that will contribute to satisfying BREEAM requirements prior to occupation of the Forum (SNC)**

- BREEAM is the most widely used method for assessing, rating, and certifying the sustainability of buildings
- Appendix 2 details where this Travel Plan contributes to the specific requirements of this assessment

**Objective 6: To ensure all staff and members are aware of the Travel Plan**

All staff and members will be made aware of this plan in five different ways:

- An internal consultation exercise prior to the adoption of the Travel Plan (*this included those staff employed by NCC, OCC and partner organisations based at SNC and/or CDC offices*)
- Formal adoption of the Travel Plan by Cabinet at SNC and Executive at CDC
- Launch of the Travel Plan in January 2015
- Quarterly reporting to committee (Performance Plus data)
- Annual survey of staff

3.5 It is anticipated that the document will be valid for a period of five years from January 2015 to December 2019 inclusive. It will be reviewed annually and only superseded should there be a significant change in the working/travel patterns of either local authority prior to the drafting of the next Travel Plan in Spring 2019.

3.6 A monitoring strategy is being defined to assess our achievements. This travel plan covers staff and visitors travelling to the site for commuting journeys, business travel and deliveries. The travel plan will consider race, gender, religion, disability in its arrangements for people travelling to work.

3.7 The forward timetable is:

29 October 2014	SNC Planning Policy and Regeneration Strategy Committee
10 November 2014	SNC Cabinet
25 November 2014	CDC Overview & Scrutiny Committee

1 December 2014	CDC Executive
December 2014	Workplace Travel Plan submitted to planning (SNC only)
January 2015	Workplace Travel Plan active across SNC and CDC
April 2015	Monitoring and reporting on progress commences

## **4.0 Conclusion and Reasons for Recommendations**

4.1 The committee is asked to approve and formally adopt the Travel Plan.

## **5.0 Consultation**

5.1 The drafting of the Joint Workplace Travel Plan has been prepared by the Lead Officer Transport Policy (SNC) with input from environmental and human resource colleagues from across SNC, NCC and CDC.

5.2 The outcomes and targets were informed by extensive staff survey in March 2014 and staff consultation on the draft document in August 2014.

5.3 Refinements were made during September/October 2014 in response to comments made during consultation and those received from JMT and the Moat Lane Project Board.

5.4 In relation to planning condition 16, positive pre-app advice has been received from both SNC Development Management and NCC Travel Choices in response to the final version attached at Appendix 1.

## **6.0 Alternative Options and Reasons for Rejection**

6.1 The alternative to not preparing a new Workplace Travel Plan is to leave SNC and CDC without a current Travel Plan and risk the late delivery of the Moat Lane scheme as a Travel Plan is a requirement of Planning Condition 16 in relation to occupation of The Forum.

## **7.0 Implications**

### **Financial and Resource Implications**

7.1 The Workplace Travel Plan has been prepared using internal resource and there has been no financial outlay.

Meeting the objectives and targets will have environmental, health and financial benefits for both authorities.

Comments checked by:  
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### Legal Implications

7.2 There are no legal implications.

Comments checked by:  
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## 8.0 Decision Information

### Key Decision

**Financial Threshold Met: No**

**Community Impact Threshold Met: No**

### Wards Affected

None

### Links to Corporate Plan and Policy Framework

Cherwell: Safe, Green, Clean

### Lead Councillor

Cllr Michael Gibbard, Lead Member for Planning

### Document Information

Appendix No	Title
1	Draft 2015 Travel Plan
Background Papers	
None	
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