

# Huntingdonshire District Council

## TRAVEL PLAN





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**i Executive Policy Statement****Executive Policy Statement**

Travel is an inescapable necessity. Minimising the damaging impact of travel on our health and environment, however, is something that we can all work towards. How quickly, and the extent to which each of us can make the required changes, will depend on many things, not least where we live and work.

This Travel Plan will help us to consider the travel choices that are available to us. Most importantly it encourages us to think about reducing the number of journeys we make as the only person in the car.

Use of the car is often unavoidable in a rural area like Huntingdonshire. Where there is no convenient alternative the challenge is to increase the efficiency of the work-related journeys we make by car, for example by travelling less frequently or by car sharing. And the council must consider of the potential offered by advances in information technologies and telecommunications to significantly reduce the need for people to travel into the office every day.

The council believes that wherever possible its services should be delivered from locations that are easily accessible by walking, cycling and public transport for the majority of its customers and employees. Town centre locations are ideal in this regard and also have the benefit of being close to public car parks, essential if the car is the only available travel option.

Where on-site car parking is limited the council accepts that its use must be sensitively managed, balancing the competing needs of all people using the site. Car users unable to park on-site must have confidence that the pedestrian routes from public car parks are convenient and safe.

Our vision is one of reduced reliance on the private car, but one that recognises that this will take time. Our vision is one of increased cycling and walking delivering health benefits from less car-derived pollution and from more active lifestyles. Our vision is one where technology reduces the need for travel and contributes to an improved work-life balance.

We invite you to be a part of this vision.

Councillor Ian Bates  
Leader

David Monks  
Chief Executive



## 1. Vision and Objectives

### Vision

The vision of the Travel Plan is a reduced reliance on sole occupancy use of the car for journeys to and from work and for business journeys by both employees and Members.

### Objectives

The overarching objective is to achieve a significant modal shift of employees and Members out of sole occupancy use of the car into alternative modes of travel and alternatives to travel

Supporting objectives are:

- To promote a healthy workforce through encouraging walking and cycling
- To promote work-life balance through facilitating alternatives to travel and new ways of working
- To reduce the number of cars parking at the council HQ site by promoting alternatives to sole use of the car
- To contribute to a decrease in traffic congestion around the council HQ sites at peak hours
- To contribute to reducing carbon dioxide emissions and to improving air quality in Huntingdonshire
- To make more efficient use of car travel where this is unavoidable
- To lead by example in implementing a successful Travel Plan

## 2 Actions

### Actions required to implement the Travel Plan

There will be a detailed Action Plan for each of the council's sites. These will consider the following key actions.

#### Summary of the key actions

##### Walking and Cycling

- Promotion of walking to work through improving walking routes, promoting safer walking routes.
- Promotion of cycling to work through improving cycle routes, improving cycling facilities, promotional events, free bikes for employees.
- Promotion of cycling for business journeys through promotion of bicycle mileage and publicity events.

##### New ways of working

- Increasing the number of people regularly working a 9-day fortnight through a trial and promotion publicised through the staff intranet.
- Trialling and then promoting working from home including improving the facilities for doing so.
- Increasing wireless working through running a trial with revenues and benefits and then promoting to other relevant services.

##### Reducing the number of cars parking at Council premises

- Promoting the Cam Share database for car sharing
- Providing incentives for car sharing, including priority parking
- Establish a management regime for parking at Council premises
- Set up a pool car scheme for business journeys
- Review mileage allowances to reduce incentives for high mileages

##### Public Transport

- Establish interest free season ticket loans for buses and trains
- Improve public transport information available to staff
- Establish a staff mini bus using community transport buses
- Promote use of public transport for business journeys
- The prominent display and dissemination of up to date bus service information both on the intranet and also in communal areas.

### Production of Site Specific Travel Plans

Site specific Travel Plans will be produced to the timescale outlined below, a draft of the site specific plan for Pathfinder House/Castle Hill House/New Headquarters building is included as Annex A.

#### Programme for producing Site Specific Travel Plans

Pathfinder/Castle Hill House/New Headquarters building  
Operations Centre, Latham Road  
Leisure Centre sites and Speke House–

October 2006  
April 2007  
2007/08



### 3 Corporate Considerations

#### Background Information

##### **Policy Context:**

A travel plan is a package of measures and initiatives that aim to reduce the adverse impact of travel on the environment by providing people with greater choice. This is done through:

- Providing realistic alternatives to the car
- Making alternatives to driving alone more attractive
- Reducing the need to travel
- Managing car parking provision and allocation
- Providing incentives to use alternatives to sole use of a private car

Traffic congestion costs the UK economy between £15 and £20 billion annually. Road transport accounts for more than a fifth of UK emissions of carbon dioxide, the main gas causing climate change.

Many of the journeys which contribute to this congestion and carbon dioxide emissions are employees going to, from and for work and, in many instances, these journeys are short enough for the car to be replaced by alternative modes of transport, such as cycling or walking. Others may be suitable for public transport or car sharing.

Around 60% of men and 70% of women are not currently active enough to benefit their health. Walking and cycling offer the opportunity to build moderate, pleasant exercise into people's routines and can counteract problems of obesity, coronary heart disease, stroke, diabetes and cancer as well as improving mental well being.

Huntingdonshire District Council recognises that employers have a key role to play in reducing traffic congestion and improving air quality within the district, and promoting healthier lifestyles, and that it should serve as an exemplar of good practice to other employers. The council has developed this Travel Plan accordingly.

The overall aim of this Travel Plan is to achieve a significant level of modal shift – that is cutting the number of single occupancy car journeys to and for work from 61% to 50% by either changing the mode of travel or reducing the need to travel (percentages based on travel for work survey 2005)

##### **Organisation context:**

Huntingdonshire District Council is a large employer in the district with around 1,300 employees. Around 480 of these employees are based in main council office site in Huntingdon town centre. The remainder are based at outlying sites, such as the five leisure centres at St Ives (236), Huntingdon (127), St Neots (125), Ramsey (79) and Sawtry (71), the depot at Godmanchester (169) and smaller offices in Ramsey, Yaxley and the other market towns.

The most recent travel to work survey (2005) showed that 30% of HDC employees live within 2 miles of their office base and -

- Over 60% travel to work as a single occupant in a private car
- 15% car share to work
- 5% come by bus or train
- 12% cycle or walk

### **Reason for a Travel Plan at HDC**

National transportation policy seeks to improve travel choices and provide viable alternatives to the car where possible. The District Council as a planning authority has to require that all new developments incorporate a 'green' travel plan as part of their planning requirements. In turn the council has a responsibility to promote good practice and as a major employer it must lead by example by adopting a travel plan. Adopting a travel plan will also prepare the council for the move to its new accommodation starting in summer 2007 and ending in 2010. Key to this will be measures to reduce private car journeys by a single occupant.

A successful travel plan will help to:

- Reduce traffic congestion, particularly during the rush hour - The ring road in Huntingdon and the major routes on to it are almost at capacity during the morning peak. Some solutions are being developed through the market town transport strategy and reducing the number of HDC employees driving into work at peak times will help to reduce this congestion.
- Reduce pollution associated with cars - Air Quality Management Areas are to be declared on the ring road in Huntingdon and in St Neots. Reducing the traffic congestion will help to reduce the air pollution in these areas.
- Lower carbon emissions - Reducing the single occupancy use of the private car for work will reduce greenhouse gas emissions and assist in tackling climate change.
- Reduce the pressure on car parking at council sites – parking will be restricted at the new council headquarters site and so measures need to be introduced to reduce the requirement for parking. These measures need to be phased in before the move to the new building to prepare for the change.
- Save money by reducing business mileage – the cost of lease cars and reimbursement for business mileage costs the council around £490,000 a year. Reducing the need to travel will help to reduce this cost.
- Encourage employees and Members to lead healthier lifestyles through cycling and walking and encouraging them out of their car, where

appropriate - Increasing cycling and walking to work will improve the health of the staff and can help to reduce sick leave and improve morale.

- Improve the corporate image of the council as one that leads by example – If the council can successfully implement a travel plan it will serve as a good example to the other employers in the district. This is particularly important for the move to the new offices, as HDC can't be seen to have preferential treatment over other developers. Planning policy requires new developers to implement travel plans and HDC must, in turn, comply with this requirement.
- Deliver an annual reduction in carbon emissions as the plan targets are achieved.

### **1.3 Potential Benefits of a Travel Plan**

#### **For HDC**

- Improved employee health and fitness through cycling and walking
- Savings in business travel costs by reducing the need to travel and through making changes to lease car arrangements and mileage payments
- Income from parking charges for charging for staff parking which can be used to fund sustainable transport measures
- Savings in maintenance of staff car park parking by reducing the size of the car park at the new headquarters
- Positive image for the council with other employees, government and developers
- Compliance with planning policy for having a successful travel plan at the new headquarters

#### **For employees**

- Improved access and information about travel choices such as car sharing, community and public transport
- Improved facilities for cycling and walking
- Fairer system for parking allocation
- Improved health and fitness through cycling and walking. For example, cycling four miles a day halves the risk of coronary heart disease
- Incentives for using travel choices, such as payments for bicycle mileage, subsidised travel
- The chance to take part in promotional activities such as bike to work week, free travel pass promotions and step-o-meters giveaways.
- Cost savings through using alternatives to the car or through car sharing
- Subsidised travel choices paid for by revenue from staff car parking
- Priority free car parking for car sharers
- Access to the CamShare database to find car sharers through some of the major employers in the district

**For the environment and local community**

- Reduced traffic congestion around the ring road at peak periods into Huntingdon
- Fewer cars going to HDC offices will help to improve air quality and reduce carbon dioxide and greenhouse gas emissions

## 4 Roles & Responsibilities

### Travel Plan Co-ordination

Officers within Technical Services Division have prepared the plan and carried out or coordinated the preparatory work. The Director of Operational Services is the Champion of the Travel Plan on the Chief Officer Management Team.

### Travel Plan Working Group

A cross-departmental working group of officers for implementing the travel plan was established in 2004.

#### At June 2006 the membership was:

- Phil Duerden – Personnel / Central Services
- Stuart Bell - Transportation
- Sonia Hansen – Community Safety/Health
- Chris Jablonski - Environment
- Rob Purkiss - IMD
- Oliver Colbert - Finance
- Chris Davidson – ELAG / Leisure
- Laura Burnell – Commerce and Technology

The purpose of the Travel Plan Working Group is to have a group of officers from across the organisation to assist in developing and implementing the Travel Plan.

Members of the group will act as representatives and advisors from their part of the organisation. They will also be a point of contact on travel plan issues for their department and may be required to feedback information to staff and gather information and views from their work area.

Members of the group may be asked to be involved in evidence gathering and testing ideas and schemes relating to the travel plan.

It will be important for the group to maintain its involvement during the implementation of the plan and to ensure that there is sufficient senior officer representation.

### Member Involvement

The joint Executive Councillors for Planning and Environment and Transport – have been involved in the development of the Travel Plan.

The Overview and Scrutiny Panel (Planning and Finance), Employment Panel and Cabinet have been consulted on drafts of the plan.

**Employee Consultation**

Lunchtime travel plan consultation sessions were held in Spring 2005 at Pathfinder House, the depot and Huntingdon Leisure centre to present the main themes from the draft Travel Plan and get feedback from employees.

Employees were also given the opportunity to feedback ideas and comments by e mail or by filling in a simple paper questionnaire. The draft Travel Plan was posted on the intranet inviting comments. Further employee consultation will be undertaken during the implementation of the plan to maintain support for the plans objectives.

**Staff Side Involvement**

The Employment Liaison Advisory Group (ELAG) has a representative on the Travel Plan working group. The draft travel plan has been presented to meetings of ELAG and the group carried out a travel plan consultation which has informed the development of the travel plan. (see appendix for summary of findings of the consultation).

Of the issues raised by the questionnaire, employees identified a number of key concerns including;

- Ensuring the equitable allocation of parking at the new headquarters
- Improving lighting on walking routes from car parks to offices
- Subsidising public transport to make it more viable
- Upgrading cycling facilities at the new headquarters building and operations centre
- Increasing opportunities for home working
- Staff retention issues resulting from loss of parking

**Support from Partners**

Huntingdonshire District Council is a member of the Cambridgeshire wide Travel for Work (TfW) partnership and receives their support and advice. Links have been made with Cambridgeshire Constabulary Headquarters and Huntingdon Police Station, Luminus and Hinchingsbrooke Hospital who are also developing travel plans and have joined the CamShare car sharing database.

## 5 Current Travel Patterns

### 5.1 Site Assessment

A review of each HDC Site looking at all the travel related issues and facilities e.g. bus routes, cycle routes, car parking, has been carried out and will inform site specific travel plans as they are produced.

#### Review of current HR and other policies

- **Flexible working** – the HDC flexi time system allows employees to work very flexibly. This can assist with sustainable travel options such as car sharing, or using public transport to enable staff to leave work together to car share or leave early to get a bus, for example. However not all staff can work flexible hours due to the nature of their job or due to commitments outside work. The flexi time system does allow staff to work a 9-day fortnight by building up hours and then taking 2 days off in every 4-week period. This can significantly reduce travel to work and needs to be promoted more as a recent audit report showed there is little take up of this option on a regular basis.
- **Working from home** – where it is appropriate for the individual and the service working from home can deliver significant benefits, both in terms of reduced travel and improved work-life balance. A plan will be produced to provide the appropriate technology, both data and telephony, to support effective home working.
- **Travel pass loans** – there is currently no policy to allow for loans for the purchase of bus or rail season tickets and yet officers can easily access loans or leases for cars. Interest free season ticket loans are proposed in the action plan later in this document.
- **Cycle loans** – cycle loans were negotiated in 2003 on the same basis as the current car loans which is at a competitive rate of interest. To date there has been no take up of the cycle loans. Consideration will be given to implementing the Cycle to Work scheme introduced as part of the Government's Green Transport Plan in 1999. This scheme allows employees to lease cycles from their employers and a basic rate tax payer will save 40% off the cost of a bike. Typically a bicycle and associated equipment valued at £500 would cost the employee £300, payable over twelve months.
- **Car parking** – All council sites have some level of off-street parking provision. This is controlled on a site specific basis.
- **Business mileage rates** – Business mileage is paid on variable rates dependent on the job role. Employees are either classed as 'essential' or 'casual' users and those with a leased car are paid on a much lower rate. Members using their car for council business are paid on the same rate as casual users.

- **Contributory Car Leased Scheme**

The Contributory Car Leased scheme allows members of staff, who have a contract exceeding three years, to enter into an agreement with the Council to allow them to hire a new vehicle over a period of three or four years. During the leasing period the cost of major maintenance and servicing; road fund licence; comprehensive insurance cover; AA, or equivalent, membership and all administration costs will be included in the hire charge. The hire charge is based upon the number of business miles travelled each year. The higher the number of business miles travelled the lower the hire charge becomes. The hire charge is recoverable direct from the employee's salary. At the end of the lease the employee has the option to purchase the vehicle, take out a further application for a completely new vehicle, or simply withdraw from the scheme altogether.

- **Non-contributory company car scheme**

Chief Officers and Heads of Service are entitled to lease vehicles under the Non Contributory Scheme. From September 1999, the scheme has been amended to be more flexible and now allows Chief Officers and Heads of Service to elect for a Special Car Allowance in lieu of a vehicle. Furthermore, this Special Car Allowance can be modified to enable the Chief Officer or Head of Service to use this Allowance to wholly or partly fund a car obtained under the Contributory scheme.

## 5.2 Travel to Work Survey

### Method

The travel to work survey is carried out annually by the Travel for Work Partnership. HDC as a partner take part every year and the results are analysed with a break down for each organisation. The survey is a snap shot survey carried out annually one week in October and asks about travel to work during that week. The survey is given to staff and members and is completed electronically. The number of people completing a survey in 2005 was 89 and the. The 2006 survey will be carried out in October, led by the Travel For Work Partnership.

### Table showing Findings of Travel for Work Survey 2005

| Mode                  | HDC Modal share October 2005 survey results (%) | Average from other Travel for Work Employers (%) | HDC survey results % Oct 2003 | HDC survey results % (Oct 2004) |
|-----------------------|---|--|-------------------------------|---------------------------------|
| Car (single occupant) | 61.92   | 44.49  | 65.89                         | 71.43                           |
| Car Share             | 15.23   | 10.84  | 14.57                         | 8.02                            |
| Bus                   | 2.21  | 6.69   | 3.97                          | 3.26                            |
| Train                 | 2.21  | 3.42   | 4.97                          | 3.76                            |
| Motorbike             | 1.72  | 1.34   | 2.32                          | 1.50                            |
| Cycle                 | 2.70  | 22.25  | 4.64                          | 1.75                            |
| Walking               | 9.34  | 6.49   | 2.65                          | 7.02                            |
| Tele work             | 3.19  | 3.12   | 0.99                          | 2.25                            |

The comparison with other Travel For Work employers gives an idea of how HDC is doing. A large percentage of the other TFW employers are based in



Cambridge and so this should be borne in mind. However it does give some idea of what HDC could aspire towards.

Comparing the 2005 data with the data from October 2004 shows that car sharing has increased as has walking.

There is scope for increasing all the alternative modes, in particular gains could be made in cycling, car sharing, public transport and tele-working.

### **5.3 Business Travel**

There are 120 'essential users' in the organisation who receive a lump sum payment towards the cost of a car and claiming essential user mileage payments. There are around 230 employees claiming casual mileage rates for business travel.

The nature of the work of some divisions means that access to a car is an important part of the job, environmental health officers for example. The Council values this work and does not wish to make employees work more difficult by saying that they cannot use a car for work. However, some employees may be able to travel in to work by alternate means but then may require access to a car for a work related journey. At present there is no facility to enable staff to use a council vehicle for this purpose.

### **5.4 Analysis of survey**

#### **Travel to work**

The travel to work survey of HDC employees, when compared to other TFW employees, shows that there is some potential for shifting the mode of travel through the implementation of the travel plan. The travel to work modes that should be promoted through the travel plan are:

- Car Sharing
- Cycling
- Walking
- Public transport

For business journeys there is also potential for modal shift for travel for work by promoting the use of pool cars.

#### ***Pool Cars***

A small fleet of pool cars 4 – 6 would enable staff to use a council vehicle for business journeys and free them up to come into work without their car.

Such a fleet would have the dual benefit of providing transport for staff that have left their car at home and would minimise disruption for those who have parked off site but need to attend site visits during the course of the working day.

## 6 Corporate Travel Plan Targets

The table below shows the corporate travel plan targets and timescales, relating directly to the corporate travel plan objectives.

| Objective   | Targets   | Timescales    |       |       |       |       |
|---|---|---------------|-------|-------|-------|-------|
|   |   | Baseline 2005 | 06/07 | 07/08 | 08/09 | 09/10 |
| <b>To promote a healthy workforce</b>   | To increase the % of employees and members who routinely walk as part of their journey to work              | 9%            | 9.5%  | 10%   | 10.5% | 11%   |
|   | To increase the percentage of employees and members who routinely cycle to work (2% year on year increase)  | 2.7%          | 4.7%  | 6.7%  | 7.7%  | 9.7%  |
|   | To increase the percentage of business journeys carried out by bicycle                                      | 0.1%          | 0.25  | 0.5   | 0.75  | 1%    |
| <b>To promote work-life balance, new ways of working and alternatives to travel</b>             | To increase the number of employees routinely working a 9-day fortnight (2% year on year increase)          | 0%            | 2%    | 4%    | 6%    | 8%    |
|   | To increase the number of employees regularly working from home or tele working                             | 3.2%          | 3.5%  | 4%    | 4.5%  | 5%    |
|   | To reduce business mileage (Two percent year on year reduction)   | 0%            | 2%    | 4%    | 6%    | 8%    |
| <b>To reduce number of private cars journey's to Pathfinder House by promoting alternatives</b> | To increase the percentage of employees and members regularly car sharing to get to work                    | 15%           | 16%   | 17%   | 18%   | 19%   |
|   | To reduce the percentage of employees who drive to work by sole use of own car                              | 71%           | 68%   | 65%   | 60%   | 50%   |
|   | To increase the percentage of business journeys made using a pool car                                       | 0%            | 0%    | 3%    | 5%    | 10%   |
|   | To increase the percentage of employees routinely using public transport to get to work                     | 9.34%         | 9.5%  | 10%   | 11%   | 11.5% |
| <b>Decreased traffic congestion/emissions</b>   | Reduce the tonnage of Carbon Dioxide emissions from motor vehicles used on Council Business by 3% per annum | 0%            | 3%    | 6%    | 9%    | 12%   |
| <b>To lead by example</b>   | To increase positive press coverage of the HDC Travel Plan<br>Number of media stories                       | 1             | 2     | 3     | 4     | 4     |

## Targets by Modal Share

| <b>MODE</b>                  | <b>Baseline 2004 modal share percentage from TFW survey</b> | <b>No. of employees all sites 2004 (projection from survey)</b> | <b>No. of employees HQ 2004 (projection from survey)</b> | <b>Target for 2008 % modal share by employees</b> | <b>Target No. of employees 2008 All sites</b> | <b>Target no. of employees HQ site 2008</b> |
|------------------------------|---|---|--|---|---|---|
| <b>Car (single occupant)</b> | 71.43%  | 929   | 349  | 50%   | 650   | 244   |
| <b>Car Share</b>             | 8.02%   | 104   | 39   | 18%   | 234   | 88  |
| <b>Bus</b>                   | 3.26%   | 42  | 16   | 5%  | 65  | 24  |
| <b>Train</b>                 | 3.76%   | 49  | 18   | 5%  | 65  | 24  |
| <b>Motorbike</b>             | 1.5%  | 20  | 7  | 1.5%  | 20  | 7   |
| <b>Cycle</b>                 | 1.75%   | 23  | 9  | 6.5%  | 85  | 32  |
| <b>Walking</b>               | 7.02%   | 91  | 34   | 9%  | 117   | 44  |
| <b>Tele work</b>             | 2.25%   | 29  | 11   | 4%  | 52  | 20  |
| <b>Other</b>                 | 1.01%   | 13  | 5  | 1%  | 13  | 5   |

## 7 Monitoring & Evaluation

- The Travel Plan will be monitored by the Travel Plan working group who will keep a regular check on progress against targets and actions plans.
- The Travel Plan will be reviewed annually and targets will be updated as appropriate. The annual Travel for Work survey will provide data to monitor progress of modal split. An annual progress report will be produced.
- Progress on the Travel Plan will be reported to Cabinet, as requested.
- Quarterly monitoring of the take-up of the staff car sharing scheme.

## 8 Financial Issues

There are a number of possible financial implications of the travel plan, these fall within the following categories:

- **Promoting Cycling and Walking** – There will need to be a small promotional budget associated with running regular staff events such as Bike Week and Clever Commuting Week. This would amount to £3,000 per annum.
- **Leased Bikes** – The ‘Cycle to Work’ scheme provides opportunities for employees to lease bicycles from the council saving 40% of the cost making payments over 12 – 36 months. The employee selects the bike and accessories they want; the council buys it and leases it back. Provided the employee uses it to commute from time to time repayments can be taken before tax is paid. Allow £7,500 net annually.
- **Working from Home** – Many employees already work at home on an ad hoc basis.

More structured home working, whereby employees work from home regularly e.g. for three days a week, every week, and have the capacity to access the council’s key business systems is likely in the short/medium term. Whilst this will deliver a reduction in travel its delivery will depend on other corporate decisions with regard to the technologies implemented.

- **Management of Parking at HQ** – With the limited spaces available at the new Headquarters building there will be a management cost associated with ensuring that parking spaces are used in accordance with the adopted management policy. Allow £750 per annum.
- **Provision of Pool Cars** – It will be possible for the council to hire fuel efficient pool cars at a cost of £3,100 per car per annum. Based on hiring Ford Fiesta 1.4 diesel cars the carbon dioxide emissions will be 119g/km and the fuel cost for each vehicle will be £1,200 per annum.

The total cost to the council to run a fleet of 4 pool cars would be £17,200 per annum

- **Mileage Allowance payments** – In 2005/06 there were 231 employees claiming casual car user allowance and 106 claiming essential user allowance. The respective average mileage rates per mile were 52p and 40p per mile. In addition to mileage allowance essential users are paid an average monthly allowance of £82.50. The total cost to the council in 2005/06 based on the above is as follows:

|                 |  |                  |
|-----------------|--|------------------|
| Casual users    | (120,469 miles)                          | £ 62,644         |
| Essential users |  | £ 227,524        |
|                 | (306,460 miles + allowances of £104,940) |                  |
|                 | <b>Total</b>                             | <b>£ 290,168</b> |

If essential user status were abolished and all mileage was paid at casual user rates the cost to the council in mileage related payments would have been £222,003.

- **Season Ticket Loans** - The establishment of interest free season ticket loans for train and bus passes would cost the Council £150 per year per employee and can be undertaken without tax implications for the employee.

Uptake would determine whether this proved to be a significant incentive for people to use alternatives to the car.

- **Staff mini bus** – The viability of a mini bus service cannot be determined without further to identify potential take up.

**Appendix A: 2006/07 mileage rates for essential users including the lump sum allowance which is paid monthly into the salary**

| Mileage Bands     | Vehicle Engine Size |                |                  |
|-------------------|---------------------|----------------|------------------|
|                   | 451 to 999 cc       | 1000 to 1199cc | 1200cc to 1450cc |
| Annual Lump sum   | £ 702               | £ 792          | £ 1,023          |
| Up to 8,500 miles | 31.4p               | 33.8p          | 42.4p            |
| Over 8,500miles   | 12.1p               | 12.0p          | 14.3p            |

**2006/07 mileage rates for casual users and elected members**

| Mileage Bands     | Vehicle Engine Size |                |                  |
|-------------------|---------------------|----------------|------------------|
|                   | 451 to 999 cc       | 1000 to 1199cc | 1200cc to 1450cc |
| Up to 8,500 miles | 39.7p               | 43.1p          | 54.4p            |
| Over 8,500 miles  | 12.1p               | 12.0p          | 14.3             |

**2005/06 mileage rate for leased cars**

| Mileage Bands     | All Mileage |
|-------------------|-------------|
| 1st February 2005 | 14.0p       |

The current scheme pays a higher mileage rate for a larger engine size which is a perverse incentive to drive potentially higher emission vehicles. Essential users are required to drive at least 1,500 miles otherwise the lump sum can be taken away from them. Therefore there is an incentive to ensure that this level of mileage is achieved during the year. There is no extra payment given for car sharing for business journeys and so no incentive to do this. Some councils pay an extra amount for car sharing.

**Number of staff submitting travel claims in 2005/06 by user type**

|           |     |
|-----------|-----|
| Casual    | 231 |
| Essential | 108 |
| Leased    | 28  |





## Huntingdonshire District Council

# PATHFINDER/CASTLE HILL HOUSE/ NEW HEADQUARTERS BUILDING SITE SPECIFIC TRAVEL PLAN





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## 1 Background

Huntingdonshire District Council is a large employer in the district with around 1,300 employees. Around 490 of these are based in main council office site in Huntingdon town centre (Pathfinder House & Castle Hill House).

The issues facing Huntingdonshire District Council at the Pathfinder/Castle Hill House site are similar to those faced by most town centre based employers:

- Traffic congestion, particularly during the rush hour is a problem, the ring road in Huntingdon and the major routes on to it are almost at capacity during the morning peak
- On-site car Parking is limited and there is pressure on town centre car parks
- Work is due to commence shortly on the redevelopment of the site, will substantially reduce parking on site
- Public transport is perceived by many as being poor and expensive and this encourages employees to travel to work by car, which exacerbates congestion on the roads and parking problems in and around the town centre.

For individual employees the main work related travel issues at the Pathfinder/Castle Hill House site include a perceived lack of travel choices available to them, traffic congestion, parking issues on the site, pressure on town centre car parks and the need for a private car for use during the working day.

As the Pathfinder House Site is redeveloped for new office accommodation for the Council, Castle Hill House will be sold as part of the process and may eventually be converted for residential use. Work is due to commence on site in early 2007 and it is anticipated that the redevelopment will be complete by 2010.

The purpose of this site specific Travel Plan is to inform and influence travel choices in the three year period during the course of the redevelopment and after completion of the new headquarters.

On-site car parking will be significantly reduced during redevelopment and after completion of the new headquarters. It is necessary therefore that work is undertaken to implement the travel plan from winter 2006/07, to address travel issues associated with the existing site and to influence travel behaviour in preparation for occupation of the new headquarters building.

## 2 Site Specific Objectives & Targets

To achieve the objectives of the Council's overarching travel plan it will be necessary to achieve a significant modal shift away from the car into alternative modes of travel at the Headquarters site.

Specific targets have been set for increasing alternative modes of travel which are shown in the table below. Actions to achieve these targets are outlined in the site specific action plan (section 5) and the main focus for reducing the number of single occupant private car journeys at the Pathfinder/Castle Hill House Site will include:

- Promoting car sharing for both commuter and business trips
- The purchase of a fleet of pool cars for work related journeys
- Promoting walking and cycling
- Increased promotion of public transport
- Promoting and encouraging flexible working and working from home

| MODE                  | Baseline 2005 modal share percentage from TFW survey | HQ employees 2005 (projection from survey) | Target for 2008 % modal share by employees | Target no. of employees HQ site 2008 |
|-----------------------|--|--|--|--------------------------------------|
| Car (single occupant) | 61.92%   | 349  | 50%  | 245                                  |
| Car Share             | 15.23%   | 39   | 16.5%                                      | 81                                   |
| Bus                   | 2.21%  | 16   | 5%   | 24                                   |
| Train                 | 2.21%  | 18   | 5%   | 24                                   |
| Motorbike             | 1.72%  | 7  | 2%   | 10                                   |
| Bicycle               | 2.7%   | 9  | 6.5%                                       | 32                                   |
| Walking               | 9.34%  | 34   | 10%  | 49                                   |
| Tele work             | 3.19%  | 11   | 4%   | 20                                   |
| Other                 | 1.47%  | 5  | 1%   | 5                                    |

### 3 Current Travel Patterns

#### Home location of staff

Data from personnel records have been collated to analyse distance travelled to work by employees. This was done in 2004/05 prior to the implementation of the Call Centre at Speke House.

#### Distance travelled to work by employees at Pathfinder/Castle Hill House

| Home to Work Mileage   | 0-1        | 1-2         | 2-3        | 3-4        | 4-5        | 5+          | Total      |
|------------------------|------------|-------------|------------|------------|------------|-------------|------------|
| Pathfinder House       | 40         | 56          | 21         | 17         | 38         | 232         | 404        |
| Castle Hill House      | 7          | 9           | 6          | 2          | 6          | 52          | 82         |
| Huntingdon Cash Office | 0          | 1           | 0          | 1          | 1          | 1           | 4          |
| <b>Totals</b>          | <b>47</b>  | <b>66</b>   | <b>27</b>  | <b>20</b>  | <b>45</b>  | <b>285</b>  | <b>490</b> |
| <b>Percentage</b>      | <b>9.6</b> | <b>13.4</b> | <b>5.5</b> | <b>4.0</b> | <b>9.2</b> | <b>58.1</b> |            |

This shows that 23% of employees live within 2 miles of the site – a distance which is particularly suitable for modal shift to cycling, walking or public transport.

Large clusters of employees working at the Huntingdon site live in Huntingdon, St Neots, St Ives and Ramsey. This may provide an opportunity to promote initiatives that benefit these groups e.g. an employee mini-bus.

#### Mode of Travel

The most recent travel to work survey (2005) showed that although 23% of HDC employees working at Pathfinder/Castle Hill House, live within 2 miles of the office, the proportion of employees travelling to work as a single occupant in a private car is high in comparison to other participants in the survey. This suggests that there is potential for shifting the mode of travel through the implementation of the travel plan, the full breakdown of modes of travel from the survey is:

- 62% travel to work as a single occupant in a private car
- 15% car share to work
- 12% cycle or walk
- 5% come by bus or train
- 3% tele-work
- 2% motorbike

Before considering the travel modes that should be promoted through the travel plan, it is useful to consider current travel patterns in more detail, broken down by individual mode of transport.

#### Travel by Car/Parking

The Pathfinder/ Castle Hill House site currently has 200 spaces for around 490 staff. With the exception of parking to the front of Castle Hill House, car parking is restricted at the Pathfinder House site by barrier and swipe card. Entry to the car parks is currently allocated to grade 7 employees

and above, essential users and to other staff on a waiting list basis. The current waiting list is about 4 years. There are also 10 free passes for the Princess Street car park issued to a small number of staff at the discretion of each directorate.

The back car park (46 spaces) is used by some grade 7 employees and by all those graded 6 and above. The front car park (139 spaces) is allocated to essential users and staff who have gained access for historical reasons or for length of service. The car park at the front of Castle Hill House (15 spaces) is for employees that work in that building and spaces are allocated according to need and hierarchy in the organisation.

Parking for staff on the Pathfinder House site is not currently charged. Staff without access to the car parks who drive in can park at long stay car parks free or pay to park closer in short stay or edge of centre car parks (currently £1.50 a day or £xxx for a five day annual season ticket).

### Bus and Rail

The Pathfinder House site is within easy walking distance of Huntingdon bus and railway stations. There are frequent bus services to the local market towns and some intervening larger villages. Some of the bus services to smaller outlying areas are poor and may be unsuitable for regular commuting due to the frequency and timetabling of the services.

To encourage the more widespread use of public transport by employees, it will be important for relevant (see table below) bus and rail timetables to be made available on the intranet and for this information to be promoted and updated regularly.

| Bus Services  |                      |   |
|---|----------------------|---|
| Main Services to Huntingdon<br><i>(Note: Services operating only on Sundays not listed). Correct at the time of writing</i> | 1A                   | Huntingdon - St Ives - Cambridge  |
|   | X14                  | Huntingdon - St Ives - Cambridge  |
|   | 3                    | Papworth - Graveley - Godmanchester - Huntingdon  |
|   | 5                    | Cambridge - St Ives - Huntingdon  |
|   | 7                    | Huntingdon - Godmanchester  |
|   | 16                   | Huntingdon - Oxmoor Circular  |
|   | 16                   | Peterborough - Sawtry - Huntingdon  |
|   | 151                  | St Ives - Hemingfords - Godmanchester - Huntingdon  |
|   | 330                  | Ramsey - Bury - Huntingdon - Hinchingsbrooke  |
|   | 332                  | March - Chatteris - Warboys - Huntingdon  |
|   | 436                  | Somersham - Earith - St Ives - Hemingfords - Godmanchester - Huntingdon - Hinchingsbrooke |
|   | 446/565              | St Neots - L. Paxton - Brampton - Huntingdon  |
|   | 476                  | Godmanchester - Huntingdon  |
|   | 553/4/5              | Cambridge - Fenstanton - St Ives - Huntingdon   |
|   | 570                  | Huntingdon - Oxmoor Circular  |
|   | 571                  | Hartford - Huntingdon - Brampton  |
|   | 572                  | Huntingdon - Oxmoor - Tesco's   |
| Villager  | Huntingdon - St Ives |   |

|  |   |
|--|---|
| Timetable enquiries                                  | <b>Traveline:</b> 0870 608 2 608 of <a href="http://www.traveline.org.uk">www.traveline.org.uk</a><br><b>County Council Bus information line:</b> 01223 717740<br><b>On-line bus timetables:</b><br><a href="http://www.cambridgeshire.gov.uk/sub/eandt/highways/bustimes/">http://www.cambridgeshire.gov.uk/sub/eandt/highways/bustimes/</a><br><b>Bus Operators:</b><br>Go Whippet – 01480 463159 <a href="http://www.gowhippet.co.uk">www.gowhippet.co.uk</a><br>Huntingdon & District – 01480 453159 <a href="http://www.huntsbus.co.uk">www.huntsbus.co.uk</a> |
| <b>Rail Services</b>                                 |   |
| Distance from Huntingdon Station                     | ¾ mile (approximately 10 minutes walk)  |
| Services to Huntingdon Station                       | To/from London Kings Cross - Direct<br>To/from Peterborough – Direct  |
| Fare and timetable enquiries                         | <b>National Rail Enquiries:</b> 08457 48 49 50 or <a href="http://nationalrail.co.uk">nationalrail.co.uk</a>  |
| Train operating Companies serving Huntingdon Station | First Capital Connect – <a href="http://www.firstcapitalconnect.co.uk">www.firstcapitalconnect.co.uk</a>  |

### Car Sharing

Car sharing is already quite popular (15% in 2005 TFW survey) with a number of staff who have informal car sharing arrangements.

In January 2006 HDC launched its membership of the countywide Car Sharing database CamShare. A new Huntingdon ‘hub’ has been established with Luminus and the Police launching at the same time. Car sharing will be actively promoted to increase the pool of car sharers.

Initially there will be no priority parking for car sharers, but a guaranteed ride home has been established to give peace of mind for those who car share that they could get home in a taxi in the event of an emergency. Arrangements for car sharers to access town centre parking will be kept under review.

### Cycling

There are 3 pool bikes available for use for business journeys, which can be booked using Outlook diaries in the public folder and selecting Bertie, Betty and Freddie the folding bike. There are 3 showers at Pathfinder House, but no drying or changing rooms and very few lockers.

There is a bicycle mileage allowance (currently 20p a mile) for cycling for business journeys and bicycle loans are available on the same basis as staff car loans at a set interest rate. The potential of providing bicycles to staff without charge will be explored.

### Walking

Around 9% of staff currently walk to work. It is a simple and healthy mode of travel for those living close by. A considerable number of employees already make the journey from outlying car parks to Pathfinder House and other HDC sites.

The improvement of walking routes to the Pathfinder house site is being considered, linked to the Market Town Transport Strategy. An example of a



planned improvement is the construction of a pedestrian crossing between the Bridge Place, Godmanchester car park and the Town Bridge.

Crime figures show that there is minimal risk using walking routes from car parks to the town centre in Huntingdon. However, the perception that they may be unsafe needs to be addressed. If lighting improvements are needed, these can be investigated on recommended walking routes and these routes can be publicised through the Travel for Work section of the intranet.

## 6 Travel Issues

### Redevelopment of the Site

As the redevelopment of Pathfinder House takes place, parking on site will initially reduce with the loss of the rear car park and as redevelopment progresses the front car park will also be vacated. During redevelopment pedestrian access will change considerably with the construction of a new temporary Customer Service Centre.

Some of the key stages in the redevelopment process are outlined below:

#### April 2007

Construction of a temporary Customer Service Centre will commence. It will be located in the rear car park and will be accessed by pedestrians from St Mary's Street.

The rear car park at Pathfinder House will therefore be unavailable for car parking and residual spaces will be reserved for disabled parking and deliveries. Cycle Parking and motorbike parking will be unaffected at this stage of the redevelopment as will parking at the front of Castle Hill House.

#### June 2007

Redevelopment of Pathfinder House will commence with the demolition of the first wing of the old building. The front car park will be vacated and 100 additional off-site car parking spaces will be made available for employees at the current site of the Godmanchester Depot (which will by this date have moved to a new Operations Centre at Lathham Road, Huntingdon).

The current main reception will close and pedestrian access via this entrance will cease. Visitors will gain access to Pathfinder House via the temporary Customer Service Centre. Employees will be able to use this entrance and the rear entrance, which will be retained during redevelopment.

Huntingdon Cash Office will remain in its current location, with access through the new temporary Customer Service Centre.

#### September 2008

Occupation of the first of the new Headquarters buildings will take place. This building will incorporate improved facilities for cyclists and new shower facilities. There will be no reduction in shower facilities during the course of the redevelopment process.

### Summary of On-Site Facilities - Now and During Redevelopment

The table below summarises on site-facilities and services affecting current travel choices at Pathfinder House/Castle Hill House and details on-site parking constraints during redevelopment.

| <b>Provision for vehicles</b>                                     | <b>Current Provision</b>  | <b>During Redevelopment</b>  |
|---|---|--|
| Number of car parking spaces (Front Car Park)                     | 139 (including 2 disabled parking spaces)   | May 2007 - front car park vacated, 100 extra staff spaces at Godmanchester Depot site.   |
| Number of car parking spaces (Rear Car Park)                      | 46 spaces   | March 2007 – Rear car park unavailable. No additional provision before May 2007  |
| Number of dedicated motorcycle spaces                             | 0 – but space in rear car park for 4 motorbikes to park undercover.   | Motorcycle parking retained during redevelopment   |
| <b>Provision for cyclists</b>                                     |   |  |
| Number of cycle parking spaces on-site                            | 36 spaces in a covered and secure cycle storage compound.   | Cycle Parking retained during redevelopment  |
| Showers and changing facilities on-site                           | 3 showers (including 1 unisex shower), 4 large lockers (2 in both men and women's 4 <sup>th</sup> floor toilets) 16 smaller lockers (8 in both men and women's 1 <sup>st</sup> floor toilets)   | Current shower provision retained through redevelopment process.   |
| <b>Provision for walkers</b>                                      |   |  |
| Number of entrances to Pathfinder House/Castle Hill House on foot | <p>Pathfinder House (2) – Main pedestrian access for visitors off St Mary's Street. Controlled access, employees only at rear of building.</p> <p>Castle Hill House (3) – Public access to Huntingdon Cash Office from St Mary's Street, controlled access for employees from St Mary's Street. Controlled access for employees from High Street.</p> | <p>Pathfinder House (2) - From May 2007 current main reception will close and pedestrian access will cease. Visitors and employees will gain access to the building from the temporary customer service centre, controlled access for employees in rear car park also will be retained.</p> <p>Castle Hill House (3) – Entrances unchanged, but Huntingdon Cash Office to be accessed through the temporary Customer Service Centre.</p> |
| Percentage of site that is lit                                    | 100% - all main pedestrian walkways/entrances fully lit   | All pedestrian walkways on site to remain fully lit during the redevelopment process   |

## **On-Site Facilities at New Headquarters**

### **Travel by Car/Car Parking**

Permanent car parking provision at the new Headquarters will be reduced to 33 spaces, so the scope for Members and officers to park on site will be restricted. It is likely that the majority of spaces will be allocated for short stays of no more than half an hour, with the remainder allocated for disabled users, designated lead Members and senior officers.

The suggested allocation of spaces at the new Headquarters is;

|   |    |
|---|----|
| Short Stay visitor/employee parking (half hour) | 17 |
| Disabled Badge holders                          | 6  |
| Pool Cars                                       | 4  |
| Leader/Chairman of the Council/Cabinet Members  | 4  |
| Chief Executive/Directors                       | 2  |

Short stay restrictions at the new Headquarters Car Park will be relaxed after 4pm, this will allow staff who know they need to work late or attend an evening meeting, to retrieve their car from off site in the hours of daylight. There will also be (potentially 12 spaces) occasional parking associated with the new Civic building when it is in use.

**Bus and Rail** – A new bus interchange is already planned for Huntingdon railway station and together with the contraflow bus lane linking George Street with the bus station access from the town centre to the railway station will be greatly enhanced. The introduction of real time bus service information at the bus station and at other key locations on the network will make wider bus travel easier. The council's Medium Term Plan includes funding for the refurbishment of Huntingdon bus station to create a high quality facility for bus users.

### Cycling

The 2005 Travel for Work survey found that 2.7% of Council employees cycle to work regularly. For Pathfinder/Castle Hill House this equates to 13 employees.

The Corporate Travel Plan (section 5) sets a target of increasing the percentage of employees travelling to work by bicycle to 9.7% by 2010. If this target is achieved, 48 Employees will be cycling to work regularly and the minimum requirement for on site cycle parking at the new Headquarters will be for 50 cycles.

|   |  |
|---|--|
| <b>Provision for vehicles</b>                 |  |
| Number of car parking spaces (Front Car Park) | 33 permanent spaces and another 12 occasional  |
| Number of dedicated motorcycle spaces         | Subject to detailed design   |
| <b>Provision for cyclists</b>                 |  |
| Number of cycle parking spaces on-site        | 50 spaces in a covered, secure cycle storage compound.   |
| Showers and changing facilities on-site       | 2 Showers, 20 lockers, Drying room (enhancement of shower provision to be considered in detailed design) |
| Access to site for Cyclists                   | Access from St Mary's Street   |
| <b>Provision for walkers</b>                  |  |
| Number of entrances to New Headquarters Site  | 4 pedestrian entrances (excluding fire exits)  |
| Percentage of site that is lit                | 100% - all main pedestrian walkways/entrances fully lit  |

### **Travel plan links with the Huntingdon and Godmanchester Transport Strategy**

The Huntingdon and Godmanchester Transport Strategy, which was adopted in 2003, includes a number of measures designed to encourage alternative modes of transport, many of which will be of direct benefit to employees of the District Council working at Pathfinder/Castle Hill House.

Some of the most current improvements are listed below and more detailed information about each will be made available on the Travel for Work Section of the Intranet.

### **Bus Priority Measures**

The Transport Strategy includes a package of bus priority measures between Hinchingsbrooke and Huntingdon Bus Station, and an improved interchange at Huntingdon Railway Station. A further package of bus priority measures between Huntingdon and St Ives have been developed to extend the benefits of the Cambridgeshire Guided Bus way.

The main feature of the initial package which is due to be completed by March 2007 will be a contra-flow bus lane on the Huntingdon ring road from George Street to Prince's Street (bus station). This will allow buses to turn right from George Street and should significantly reduce journey times for bus commuters from Hinchingsbrooke, Brampton and villages to the west and south of Huntingdon.

### **Expansion of the Walking and Cycling Network**

There is often perception that cycling and walking is too dangerous, however, over the past 3 – 4 years the walking and cycling network in and around Huntingdon and Godmanchester has been upgraded significantly and this has greatly improved the ease and safety with which cyclists can journey in and around Huntingdon and the surrounding villages.

The map provided shows current walking and cycling routes and those proposed for construction as part of the transport strategy. As new walking and cycle routes are established, it will become easier still for people to journey in and around Huntingdon, using designated routes.

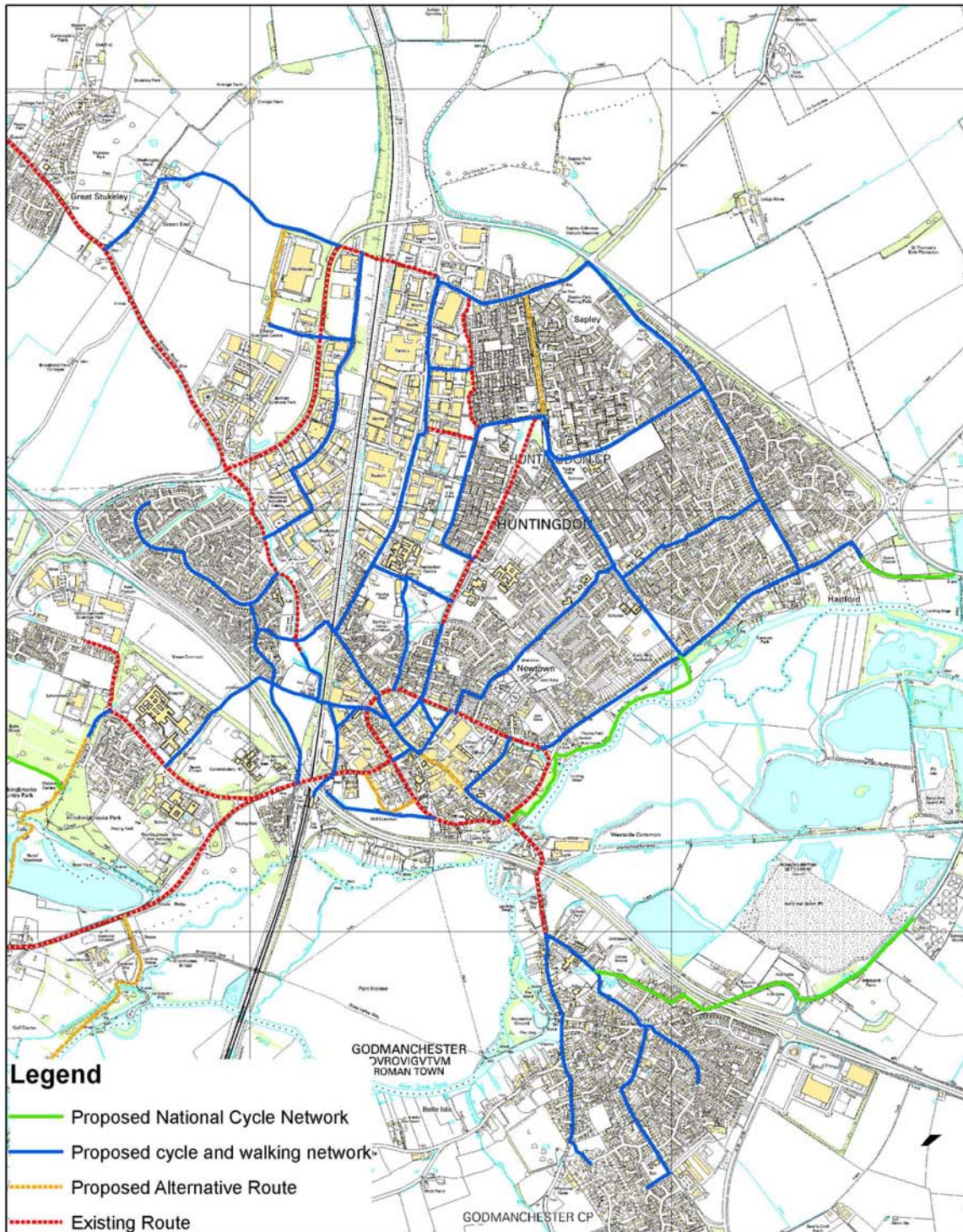
Promoting new walking and cycling routes will be an important part of the travel plan

### **Extension to Public Car Parks in Huntingdon**

Demand for parking in Huntingdon is high. It is hoped that the travel plan in providing viable alternatives to the use of the private car will go some way towards managing the demand for car parking spaces in the town centre.

Further improvement in parking provision is already included in the approved Car Parking Strategy 2005 -2016. This document currently is being reviewed and will take account of the latest developments planned for Huntingdon Town Centre.

**TRAVEL PLAN SITE ASSESSMENT**  
**Walking & Cycling Network**



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## 5 Action Plan

The following action plan provides an illustration of the schemes and initiatives to be developed and implemented to achieve the travel plans objectives in relation to Pathfinder/Castle Hill House and the New Headquarters.

### Travel Plan Action Plan

| Objective: To promote a healthy workforce through encouraging walking and cycling to work   |             |                     |   |   |
|---|-------------|---------------------|---|---|
| Target: Increase walking levels   |             |                     |   |   |
| Action  | Timescale   | Lead                | Measurement                             | Resources                                     |
| Improve walking routes to council sites as part of market town transport strategies         | Ongoing     | Transportation Team | Through MTTs monitoring                 | HDC Funding contribution to MTTs              |
| Promotion and awareness raising of 'safer' walking routes from council offices to car parks | 2006 & 2007 | Environment Team    | Staff survey                            | Staff time<br>Small budget for promotion £250 |
| Promote low cost employee loan to enable purchase of bikes and cycling equipment            | 2007        | Environment Tea     | Staff survey – follow up to ELAG survey | Staff time                                    |

| Objective: To promote a healthy workforce through encouraging walking and cycling to work |                       |                     |                             |   |
|---|-----------------------|---------------------|-----------------------------|---|
| Target: Increase cycling levels   |                       |                     |                             |   |
| Action  | Timescale             | Lead                | Measurement                 | Resources   |
| Improve cycle routes to council sites as part of market town transport strategies         | 2006/07               | Transportation Team | Through MTTs monitoring     | HDC funding contribution to MTTs                                    |
| Promote use of pool bikes and payment of bike mileage                                     | Year on year increase | Environment Team    | Through mileage claims data | Staff time<br>10 hours  |
| Promote cycling through events and publicity – Bike to work week                          | Annual                | Environment Team    | Survey of participants      | Small budget to pay for events £250 annually<br>Staff time 10 hours |
| Promote low cost employee loan to enable purchase of bikes and cycling equipment          | Ongoing               | Environment Team    | Number of loans arranged    | Loss of interest<br>Estimate £150                                   |

| Objective: To promote work-life balance, new ways of working and alternatives to travel |           |                  |                  |            |
|---|-----------|------------------|------------------|------------|
| Target: increase the number of employees routinely working a nine day fortnight         |           |                  |                  |            |
| Action  | Timescale | Lead             | Measurement      | Resources  |
| Run a trial with a particular work area and publicise results in team talk              | 2007/08   | Environment Team | Results of trial | Staff time |
| Promote use of 9-day fortnight to managers and staff                                    | 2006/07   | Environment Team | Staff survey     | Staff time |

Objective: To promote work-life balance, new ways of working and alternatives to travel

**Target: To increase the number of employees regularly working from home**

| Action  | Timescale | Lead             | Measurement                        | Resources                                      |
|---|-----------|------------------|------------------------------------|--|
| Run a trial across the organisation and publicise results     | 2007      | Environment Team | Run trial monitor results of trial | Staff time                                     |
| Promote working at home to managers and staff                 | 2007/08   | Environment Team | Staff survey                       | Staff time                                     |
| Improve access to files and e-mails for staff working at home | 2007/08   | Environment Team | Staff survey                       | Staff time<br>Funding for improving technology |

Objective: To promote work-life balance, new ways of working and alternatives to travel

**Target: To increase the number of staff working remotely through wireless working**

| Action   | Timescale   | Lead             | Measurement                              | Resources  |
|--|-------------|------------------|--|--|
| Run a trial in Revenues and Benefits of wireless working       | 2007/08     | Environment Team | Run Trial - Evaluate results             | Staff time<br>Funding for technology<br>Budget already established |
| Promote wireless working to other services if trial successful | 2008 onward | Environment Team | Other services using wireless technology | Staff time<br>Funding for technology                               |

Objective: To reduce the number of private cars parking at council HQ by promoting alternatives

**Target: To increase percentage of employees and members regularly car sharing to get to work**

| Action  | Timescale | Lead             | Measurement                     | Resources  |
|---|-----------|------------------|---------------------------------|--|
| Promote Cam Share car sharing data base to employees        | Ongoing   | Environment Team | Number of employees on database | Joining fee – from existing budget<br>Staff time |
| Promote guaranteed ride home in emergencies for car sharers | Ongoing   | Environment Team | Evidence of scheme              | Estimate budget required £500                    |

Objective: To reduce the number of private cars parking at council HQ by promoting alternatives

**Target: To reduce the percentage of employees and members who drive to work by sole use of own car**

| Action  | Timescale | Lead             | Measurement   | Resources  |
|---|-----------|------------------|---------------|------------|
| Promote alternative to the car and car sharing through events and publicity | Ongoing   | Environment Team | Travel survey | Staff time |

Objective: To reduce the number of private cars parking at council HQ by promoting alternatives

**Target: increase share of car sharing**

| Action   | Timescale | Lead             | Measurement                         | Resources                                   |
|--|-----------|------------------|-------------------------------------|---|
| Establish a small fleet of pool cars (Four in total) | 2009/10   | Environment Team | Pool Cars Available on moving in to | Approx £4,300<br>Per car per annum, £17,200 |



| <b>Objective:</b> To reduce the number of private cars parking at council HQ by promoting alternatives  |           |                   |   |            |
|---|-----------|-------------------|---|------------|
| <b>Target:</b> increase share of car sharing  |           |                   |   |            |
| Action  | Timescale | Lead              | Measurement                               | Resources  |
|   |           |                   | New Headquarters                          | in total   |
| Promote use of pool cars  | 2007/08   | Environment Team  | Evidence of mileage and costs             | Staff time |
| Review mileage payments and essential user allowance with aim of proposing a fair system which does not have perverse incentives for doing high mileage | 2007/08   | Head of Personnel | Review complete and proposals implemented | Staff time |

| <b>Objective:</b> To reduce the number of private cars parking at council HQ by promoting alternatives |                   |   |   |   |
|--|-------------------|---|---|---|
| <b>Target:</b> Increase percentage of employees routinely using public transport to get to work        |                   |   |   |   |
| Action   | Timescale         | Lead  | Measurement                             | Resources                                       |
| Establish interest-free season ticket loans for train and bus passes                                   | 2007/08           | Head of Personnel   | Policy in place, scheme established     | Estimate £150 cost of lost interest             |
| Improve information on buses and trains for staff in the intranet                                      | 2006 then ongoing | Environment Team  | Number of hits                          | Staff time                                      |
| Run a personalised travel planning promotion and clever commuting challenge                            | Annual            | Number of people trying out public transport during promotion | Survey of participants                  | Staff time                                      |
| Consider establishment of staff minibus service using community transport buses                        | 2007              | Scheme established and used by staff                          | Number of staff using service regularly | Revenue funding from charging for staff parking |

| <b>Objective:</b> To reduce the number of private cars parking at council HQ by promoting alternatives  |           |                  |  |   |
|---|-----------|------------------|--|---|
| <b>Target:</b> Increase percentage of business journeys carried out by public transport   |           |                  |  |   |
| Action  | Timescale | Lead             | Measurement  | Resources   |
| Promote use of public transport for business journeys with staff, managers and members through raising awareness of services and running promotional events | Annual    | Environment Team | Increase in staff using public transport - Travel claims | Staff time and money for promotions (existing budget) |

**Objective: To lead by example by implementing a successful Travel Plan**

**Target: To increase positive press coverage of HDC Travel Plan and associated events**

| <b>Action</b>   | <b>Timescale</b> | <b>Lead</b>             | <b>Measurement</b>        | <b>Resources</b> |
|---|------------------|-------------------------|---------------------------|------------------|
| To put out regular press release and articles in District Wide on HDC Travel Plan | ongoing          | Positive press coverage | Number of stories printed | Staff Time       |