

<b>AREA OF REVIEW</b>	<b>DETAILS/COMMENTS</b>
<b>Title of Study</b> (name of Working Group)	Travel Plan Working Group
<b>Appointing Panel</b>	Overview and Scrutiny (Service Support) Panel
<b>Members Assigned</b> (including date Working Group appointed)	Councillors M G Baker, J A Gray and R J West Appointed by Panel on 13 <sup>th</sup> March 2007.
<b>Possible Co-Options to the Group</b>	N/A
<b>Interests Declared</b>	None received.
<b>Rapporteur</b>	Councillor J A Gray
<b>Officer Support</b>	Mr Roy Reeves – Head of Administration, HDC Mrs K Pauley – Support Services Assistant, HDC Miss N Giles – Trainee Democratic Services
<b>Purpose of Study / Objective</b> (specify exactly what the study should achieve)	To establish and investigate the question of travel allowances and incentives/disincentives for Members and Officers to use more environmentally sensitive means of transport.
<b>Rationale</b> (key issues and/or reason for conducting a study)	Topical issue ~ with the emerging Environment Strategy and the recent signing of the Nottingham Declaration. Aiming to reduce individual carbon footprints and to encourage and support the move towards a green travel plan.
<b>Terms of Reference</b>	National Joint Council (NJC) Neighbouring Authorities in Cambridgeshire
<b>Links to Council Policies/Strategies</b>	Yes ~ to achieve the Community Aim identified on the Corporate Plan as “a clean ‘green’ and attractive place to live”.

<b>ACTION BY WORKING GROUP</b>	
<b>Methodology / Approach</b> (what types of enquiries will be used to gather evidence)	<ul style="list-style-type: none"> <li>• Research of Members’ Allowances schemes operated by a variety district, borough and city councils</li> <li>• Research of Green Travel Plans initiated and operated by a variety of district, borough and city councils</li> </ul>
<b>External/Specialist Support</b>	N/A
<b>Existing Documentation</b>	<ul style="list-style-type: none"> <li>• LGA Members’ Allowances Scheme (April 2003)</li> <li>• NJC Officer Mileage Rates</li> <li>• HDC’s Travel Plan (October 2006)</li> <li>• RAC Report on Motoring 2006 : Chapter 4 – Greener Motoring</li> </ul>
<b>Evidence to be Obtained</b> (e.g. witnesses, documents, site visits, consultation, research, etc)	<ul style="list-style-type: none"> <li>• Officer and Member mileage rates operated by other authorities</li> <li>• Research into incentives offered to Members by other authorities</li> <li>• Research into Green Travel Plans initiated and operated by other local authorities</li> <li>• Research into HDC pool car usage</li> <li>• Copies of greener emissions bands for cars from 2005/06 onwards</li> </ul>

<b>Reference Sites</b>	<p>HDC's Website  <a href="http://www.huntsdc.gov.uk">www.huntsdc.gov.uk</a></p> <p>RAC Website  <a href="http://www.rac.co.uk">www.rac.co.uk</a></p> <p><a href="http://www.vcacarfueldata.org.uk">www.vcacarfueldata.org.uk</a></p> <p>Local Government Association Website  <a href="http://www.lga.gov.uk">www.lga.gov.uk</a></p> <p>Websites for the following Councils:  Birmingham City, Bristol City, South Beds District,  Cambridgeshire County, London Boroughs of Bromley,  Camden, Havering and Islington, Manchester City,  Newcastle Upon Tyne City, West Oxfordshire District,  Sheffield City, Southampton City and Warwickshire County.</p>
<b>Investigations</b>	Research into the above websites.
<b>Witnesses</b>	N/A
<b>Site Visits (if necessary)</b> (where and when)	N/A
<b>Meetings of the Working Group</b>	First meeting held ~ 17 <sup>th</sup> July 2007 Second meeting held ~ 20 <sup>th</sup> December 2007
<b>Costs</b> (resource requirements, additional expenditure, time)	Officer time ~ both to provide support and to conduct research.  No other external costs identified to date.
<b>Possible Barriers to the Study</b> (potential weaknesses)	None identified.
<b>Projected Timescale</b> (Start and end times)	Start ~ 13 <sup>th</sup> March 2007  Completion of Study expected March/April 2008.