

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Travel Plan Working Group
Appointing Panel	Overview and Scrutiny (Service Support) Panel
Members Assigned (including date Working Group appointed)	Councillors M G Baker, J A Gray and R J West Appointed by Panel on 13 th March 2007.
Possible Co-Options to the Group	N/A
Interests Declared	None received.
Rapporteur	Councillor J A Gray
Officer Support	Mr Roy Reeves – Head of Administration, HDC Mrs K Pauley – Support Services Assistant, HDC Miss N Giles – Trainee Democratic Services
Purpose of Study / Objective (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.
Rationale (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.
Terms of Reference	National Joint Council (NJC) Neighbouring Authorities in Cambridgeshire
Links to Council Policies/Strategies	Yes ~ to achieve the Community Aim identified on the Corporate Plan as “a clean ‘green’ and attractive place to live”.

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

Reference Sites	<p>HDC's Website www.huntsdc.gov.uk</p> <p>RAC Website www.rac.co.uk</p> <p>www.vcacarfueldata.org.uk</p> <p>Local Government Association Website www.lga.gov.uk</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>
Investigations	Research into the above websites.
Witnesses	N/A
Site Visits (if necessary) (where and when)	N/A
Meetings of the Working Group	First meeting held ~ 17 th July 2007 Second meeting held ~ 20 th December 2007
Costs (resource requirements, additional expenditure, time)	Officer time ~ both to provide support and to conduct research. No other external costs identified to date.
Possible Barriers to the Study (potential weaknesses)	None identified.
Projected Timescale (Start and end times)	Start ~ 13 th March 2007 Final report expected at the February 2008 meeting.