

Revised Corporate Transport Plan

“Waverley will encourage and support green travel options”

Objectives

- ❑ To protect the environment.
- ❑ To avoid unnecessary expenditure.
- ❑ To set the example to our community on greener travel.
- ❑ To reduce the use of fossil fuels.

Purposes of a Corporate Transport Plan

The purposes of a Corporate Transport Plan are to reduce the impact of travel carried out by staff to and from work and also as part of their daily work patterns. A revised Corporate Transport Plan will be beneficial to Waverley in a number of ways.

Financial: any reduction in mileage associated with work travel will reduce expenditure for Waverley.

Environmental: help Waverley reduce CO2 emissions, which is one of the major green house gases.

Local Air Quality: three Air Quality Management Areas have been declared in the Borough because of traffic emissions. These emissions can have a harmful effect to health as they relate to NOx and PM10. The majority of staff driving to the council offices in Godalming will drive through at least one AQMA.

Parking Issues: Will help deal with the parking shortfall at Waverley Borough, particularly in light of the Godalming key site development.

Council Image: lead by example to show that the Council is doing its bit to reduce the impacts of private and business travel on the environment.

A Transport Plan will help Waverley deliver:

- ❑ Corporate Plan – Waverley has committed to contribute to tackling climate change while delivering value for money.

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- ❑ Air Quality Action Plan – Although it is likely to have a minor impact on meeting air quality objectives it will demonstrate Waverley's commitment to reducing the impact of its own travel on local air quality.
- ❑ National Indicator NI185 and NI194 - Reduction on CO₂, NO_x and PM₁₀ from local authority operations and estate.

Baseline

There are currently 187 essential car users, 127 casual car users and 46 lease car users. Waverley has spent £150,069.80 during 2007/08 for business mileage from essential and casual users alone.

Action Plan

The action plan below outlines a number of possible actions; some have been completed while others are currently being investigated for feasibility and applicability to Waverley. When the proposed actions are complete they will be part of Waverley's Revised Corporate Transport Plan.

Promotion and Communication

Raising the profile of issues such as green travel is significant in order to increase awareness. Green Travel Week in May 2008 was aiming to do that and making people think of alternative ways of commuting as well as travelling for work related purposes. Green travel information is now available on the intranet. Communication should be frequent and every opportunity should be taken to promote and encourage car sharing or the use of more environmentally friendly modes of transport.

Monitoring and Reviewing

This plan will be reviewed annually to assess progress and report completion of existing actions. New actions will be set as part of the reviewing process. More baseline information on mileage and vehicle information will need to be collected, as part of this plan, in a useable format for the purposes of monitoring and target setting.

Reporting on Action Progress

Progress update will be reported to Corporate Management Team and the Executive upon completion of annual review.

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Waverley Corporate Travel Action Plan

Actions	Commentary	Potential Cost	Timescale	Benefits				
				CO2 Emissions	Air Quality	Car Parking	Financial	Council Image
Green Travel Week	Took place in May 2008 and the purpose was to raise awareness and raise the profile of green travel. This was planned to be the beginning of a long journey to make Waverley a green travel workplace. The internal car-sharing database was re launched and travel information was made available for all staff. Reserved car sharing parking spaces were trailed during the week.		19-23 May 2008	✓	✓	✓		✓
Information Gathering & Analysis	Following Green Travel Week information is being analysed about the number of people taken part and the number of miles saved. In addition, a staff survey is being undertaken in order to get feedback on what are the barriers of green travel and also what would motivate people to make greener travel choices. The results will be looked into further and consideration will be given to any ideas suggested.	£0	June 2008					
Pool Cars	Provision has been included in the draft 2009-10 capital program for £25,000 for the purchase of pool cars. The type of suitable vehicles will be investigated and a more detailed report will be produced next year. It is essential to understand who will benefit from the use of pool cars and also to have a detailed policy on their use. Input from the Energy Saving Trust's fleet advice has been sought and further help can be provided if needed.	£25,000 in draft capital programme 2009/10	Financial Year 2009/10	✓		✓	✓	✓
Car club	They offer the convenience of operating a fleet of cars, but without the fixed costs. The vehicles are parked in dedicated spaces and can be booked for as little as 30 minutes or as long as 6 months. It is considered to be a more economical option than paying car mileage. Also, it discourages people from doing unnecessary miles. The possibility of making use of a car club is being investigated. This option could prove to be beneficial for casual car users. Car club	Example cost: Hourly rates start from about £3.95, or	September 2008	✓	✓	✓	✓	✓

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				CO2 Emissions	Air Quality	Car Parking	Financial	Council Image
	providers are being contacted to assess feasibility for Waverley.	£39.50 per 24 hours						
Reserved parking spaces	Guaranteed parking spaces for car sharers is a favourable option. It was trialed during Green Travel Week and was taken up by a small number of Waverley employees. This option will encourage people to car share if they want to have a guaranteed parking space, taking a number of cars off the road and out of the car park.	£0	Approximately two months if approved	✓	✓	✓		✓
Car sharing database	Waverley's internal car sharing database was re launched during Green Travel Week and a number of people are making use of it. Monitoring internal database use will be carried out. Surrey carshare is a Surrey wide database that we can sign up to as an organisation or staff can sign up as individuals. Reassessment of the benefits of joining Surrey carshare will be done when use monitoring is complete	£1500 for initial registration & 2 year membership, which can be covered by an approved revenue budget.	To be completed March 2009.	✓	✓	✓		✓
Home/distant and flexible working	A number of Waverley Staff are currently able to work from home but efforts are being made to technically enable even more officers to distant/home work, if the nature of their job enables them to. Locality offices have the capacity to accommodate officers that live locally and would like to work from there on a regular basis. More enhanced flexible working arrangements could also be an	There might be some Initial cost associated with Citrix license	Ongoing	✓	✓	✓		

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	option to consider. Nine-day fortnight could be looked at to enable officers to take two days flexi leave per period. This option will reduce the amount of vehicles on the road and in need of a parking space at the Burys.	£0						
Reduce emissions level of lease cars	A proposal was submitted to CMT for consideration to reduce the CO2 emissions limit for lease cars to 160g/km from 185g/km.	£0	Agreed May 2008	✓			✓	✓
Tax free travel through salary sacrifice scheme	<p>a) Employees who take the bus to work could save tax and NI on the cost of their fare through a salary sacrifice scheme. This option has not yet been investigated in detail but it is being looked at for feasibility at Waverley. This option will give members of staff an incentive to use the bus.</p> <p>b) Similar incentive opportunities are given for bike purchases when used to commute or use during work time. This option will be investigated as well.</p>	Cost neutral	<p>a) November 2008</p> <p>b) Spring 2009</p>	✓	✓	✓		
Electric car charging points	Are being investigated for installation at the Burys and possibly in public car parks. This will demonstrate that we are encouraging visitors and members of staff that choose to drive electric vehicles and making charging facilities available.	Indicative cost £2,000 - £3,000 per unit grants may be available.	Financial Year 2009-2010	✓	✓			✓
Promotion & Communication	<p>a) Travel information is now available to staff on the intranet. Information pages are directly linked to external websites for accuracy of information.</p> <p>b) Provide regular information on ways to use cars more efficiently.</p>	£0	<p>a) May 2008</p> <p>b) Ongoing</p>	✓	✓	✓		✓

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	c) Use every opportunity to remind staff to think of green travel options. d) Promotional events such as Green Travel Week to be repeated regularly.		c) Ongoing d) Spring 2009 ongoing					

Comms/exec/2008-09/048