

## Waverley Corporate Travel Action Plan

Actions	Commentary	Update	Timescale	Potential Cost	Responsible officer
1.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.	<b>COMPLETE – theme will be repeated</b>	19-23 May 2008		Fotini Kallipoliti/ Anne Sayer
2.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.	<b>COMPLETE</b>  <b>COMPLETE</b>	End of December 08	£0	Anne Sayer/ Fotini Kallipoliti
3. Pool Cars	Provision has been included in the draft 2009-10 capital programme 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.	Pool car will be purchased from funds identified in 09/10 approved capital programme. – <b>DUE IN 09/10</b>	Financial Year 2009/10	£10,000 in capital programme 2009/10	Fotini Kallipoliti/Roger Standing
4. 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 providers are being contacted to assess feasibility for Waverley.	Option investigated - Not feasible at present, as they don't operate in Waverley. <b>Agreed to start with pool car</b>	September 2008	Example cost: Hourly rates start from about £3.95, or £39.50 per 24 hours	Anne Sayer
5. Reserved	Guaranteed parking spaces for car sharers is a favourable option. It	Monitoring not yet in		£0	Roger

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parking spaces	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.	place - <b>COMPLETE</b>	Approximately two months if approved		Standing
6. 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	Waverley is the only Surrey Authority not to be part of Surrey car share. Therefore it was decided to sign up to an ongoing promotion of the service. <b>COMPLETE</b>	To be launched March 2009.	£1500 for initial registration & 2-year membership, which can be covered by an approved revenue budget.	FK/AS/Alex O/Julie J
7.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 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 Bury's.	AO has reported to CMT a number of options to be considered. Staffside will also consider these options  <b>IN PROGRESS</b>	March 09 - Ongoing	There might be some Initial cost associated with Citrix license  £0	RS/AO
8.Reduce emissions level of lease cars	a) A proposal was submitted to CMT for consideration to reduce the CO2 emissions limit for lease cars to 160g/km from 185g/km.  b) There was also a proposal to move away from benchmark cars to a series of cash-based contributions.	<b>COMPLETE</b>  <b>COMPLETE</b>	a) Agreed May 2008  b) Further consultations to be undertaken with staff	£0	AO

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9. 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>	On hold as its effectiveness is disputed – <b>ON HOLD</b>	side a) November 2008  b) Spring 2009	Cost neutral	AO/exchequers
10. Electric car charging points	Are being investigated for installation at the Burys. This will demonstrate that we are encouraging visitors and members of staff that choose to drive electric vehicles and making charging facilities available.	The idea has been abandoned due to the high cost of installations and limited flexibility of use of the vehicle. <b>NOT APPROVED</b>	Financial Year 2009-2010	Indicative cost £2,000 - £3,000 per unit grants may be available.	
11. 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> <p>c) Use every opportunity to remind staff to think of green travel options.</p> <p>d) Promotional events such as Green Travel Week to be repeated regularly.</p>	<p>a) <b>COMPLETE</b></p> <p>b), c) Use Backstage – <b>IN PROGRESS</b></p> <p>d) <b>DUE JUNE 09</b></p>	<p>a) May 2008</p> <p>b) Ongoing</p> <p>c) Ongoing</p> <p>d) Summer 2009 ongoing</p>	£0	Julie Jackson/Anne Sayer/Fotini Kallipoliti