

## 10. Action plan

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### Suggested time-scales for action:

Short = up to 6 months

Medium = 12-18 months

Long = Achievable by 200 - (5 years from now)

Area	Code	Action	Lead Dept	Timescale	Costs	Comments
<b>10.1 Reducing unnecessary travel</b>						
Flexitime	TP1	Introduce more flexible working hours where appropriate so that: <ul style="list-style-type: none"> <li>• Staff do not have to start and finish at set times (thus making it easier to travel by alternative modes).</li> <li>• Staff are encouraged to take full days rather than a half day off. (thus reducing the need to travel to the site)</li> </ul>		Long		
Remote Working	TP2	<ul style="list-style-type: none"> <li>• Develop terms and conditions for appropriate posts to formalise opportunities for remote-working</li> <li>• Inform staff of the remote-working opportunities to encourage staff to join the scheme (where appropriate)</li> </ul>		Med		Managers may need training to help assess productivity for staff working from home.
Video	TP3	Invest in video-conferencing facilities		Med		<ul style="list-style-type: none"> <li>• If video-conferencing suite is</li> </ul>

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Conferencing		to reduce the need for business travel: <ul style="list-style-type: none"> <li>• Provide a video-conferencing suite within the Site if appropriate</li> <li>• Set up training sessions for staff</li> <li>• Arrange publicity sessions and an instruction pamphlet</li> </ul>				costed too high - look into net-conferencing options with web-cams / telephone conferencing
<b>10.2 Terms &amp; conditions</b>						
Loans	TP4	<ul style="list-style-type: none"> <li>• Interest free loans for cycling equipment, public transport season tickets and conversion of car to clean fuel (LPG etc.)</li> </ul>		Long	Will depend on take-up	<ul style="list-style-type: none"> <li>• A survey of potential take-up should be carried out</li> </ul>
Mileage Allowance	TP6	Review mileage allowances. Remove any cc differential to give a flat rate This policy is inline with the inland revenue tax changes 6 <sup>th</sup> April 2002. See <i>Appendix VII</i> for the new statutory mileage rates		Short		<ul style="list-style-type: none"> <li>• Ensure that those who drive more energy efficient cars receive the same/ or better mileage rate than those with less efficient cars..</li> </ul>
<b>10.3 Cycling / walking</b>						
Cycling & walking facilities	TP11	<ul style="list-style-type: none"> <li>• Lockers</li> <li>• Somewhere to hang wet clothes to dry</li> </ul>		Med		<ul style="list-style-type: none"> <li>• Costings/feasibility study needed</li> </ul>

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Cycling & Walking promotion as part of healthy living	TP14	Ongoing promotion of cycling and walking. Promote cycling on special days e.g. bike2work day, TravelWise week, Car Free Day, In Town Without My Car Day		Ongoing		<ul style="list-style-type: none"> <li>Distribute "Travel to Work" leaflet to all staff</li> <li>Provide small rewards for staff who cycle (e.g. TravelWise pen/ chocolate bar, etc.)</li> <li>Regular posters on staff notice boards</li> </ul>
Site Cyclists Group	TP16	Allow the group to hold meetings during work hours (twice yearly)		Ongoing		Site Cyclists Group to: <ul style="list-style-type: none"> <li>help cyclists to devise a cycle route to work</li> <li>produce cycle articles and information for the Intranet Travel Board &amp; internal company magazine</li> </ul>
<b>10.4 Public Transport</b>						
Public Transport Publicity	TP18	Publicity of public transport routes, timetables, travel information lines for staff and visitors  Transport providers will visit office to provide guidance on personal travel requirements to and from work		Ongoing		<ul style="list-style-type: none"> <li>Add travel helplines to internal telephone directory</li> <li>Promote Traveline 0870 608 2 608 to help with personal travel requirements</li> <li>update bus timetables in main reception display</li> </ul>
Public Transport	TP21	Set up corporate account with train companies for ticket purchase		Short	Cost savings	Investigate corporate account services. Bulk purchase tickets/ season tickets can be bought for staff at a discount. The discount may dependent on number of tickets bought.

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<b>10.5 Awareness Raising</b>						
Informing new staff	TP22	Induction manual to include Travel Plan information		Med		<ul style="list-style-type: none"> <li>To contain details of public transport, timetables, cycle and walking links, how and where to buy tickets, free ticket as a trial.</li> <li>This could be linked to Investors in People</li> </ul>
Informing new staff	TP23	Travel to Work display at Induction training				Leaflets need to be regularly updated
Travel Awareness	TP24	Travel Awareness targeted all staff in building. Identify suitable communications media.		Ongoing		<ul style="list-style-type: none"> <li>Important to publicise success and keep staff &amp; informed</li> </ul>
Travel Information	TP26	<ul style="list-style-type: none"> <li>Information designed to give clear and concise information to visitors on travelling to the building on foot, by bicycle and on public transport will need to be developed</li> <li>Attend Forum to discuss operations including the TP</li> </ul>		Med		Information should be sent out with all invitations to events and meetings at the Site
Visitor Travel Awareness	TP27	<ul style="list-style-type: none"> <li>Alternative transport Information to be updated on website or paper copy to give to potential visitors</li> <li>Travel information to be available at reception</li> </ul>		Short		
<b>10.6 Car use</b>						

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Car Park Management	TP30	Review car park layout <ul style="list-style-type: none"> <li>consider an improved circulation design to make it easier for pedestrians and cyclists to navigate &amp; improve safety</li> </ul>		Med		<ul style="list-style-type: none"> <li><i>Note:</i> In most cases where parking charges are introduced, the money is ring fenced for improved security and other Travel Plan initiatives. Charging for car parking can also be equitable to those staff who don't drive to work.</li> </ul>
Pool Cars	TP32	<ul style="list-style-type: none"> <li>Pool cars – investigate the costs and possible savings through providing LPG or electric pool cars.</li> <li>Ensure that when new lease cars are purchased that these are either Electric, LPG or Dual Fuel Cars or cars with lower emissions.</li> </ul>		Long		
Business Car Use – Guidance for managers	TP33	Strongly encourage the use of public transport for business use (particularly meetings) <ul style="list-style-type: none"> <li>Time meetings to facilitate travelling by public transport , provide information to enable delegates to car share</li> </ul>		Short	Marginal – could be cheaper than paying out mileage.	<ul style="list-style-type: none"> <li>Managers trained to evaluate balance of public transport/car use.</li> </ul>
Business Car Use – Incentivising the use of Rail travel	TP34	<ul style="list-style-type: none"> <li>Promote the advance booking of cheaper tickets.</li> </ul>				
Business Car Use -	TP35	Promote the use of public transport for business use (particularly			Marginal – could be	

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Informing Staff		meetings) and make it easier for staff to use alternative modes <ul style="list-style-type: none"> <li>• Provide information on timetables, tickets, prices, routes of public transport services to common meeting destinations</li> <li>• Publish cost comparison table for staff to be included in the Induction handbook showing the cost by car and the cost by public transport to common destinations</li> </ul>			cheaper than paying out mileage.	
Business Car Use - Monitoring	TP36	Keep clearer records on Business Mileage to monitor change and meet Best Value requirements. <ul style="list-style-type: none"> <li>• Mileage to be broken down into car users for each department within the site</li> <li>• Which modes of transport were used (including bike, bus, train) for which journey</li> </ul>				This will identify where more efficient modes of transport could be used. And which departments need to take the sustainable agenda more seriously
Business Car Use - Car Sharing	TP37	<ul style="list-style-type: none"> <li>• Develop a system to encourage staff attending the same meeting to travel together.</li> <li>• Provide delegate lists for those attending meetings to facilitate car sharing</li> </ul>				e.g. only one car mileage claim allowed per meeting?
Car sharing promotion	TP39	<ul style="list-style-type: none"> <li>• Car Share promotional posters to be put up on all staff notice boards</li> <li>• Car sharing displays in main reception</li> <li>• Car Share promotion in</li> </ul>		Short		

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		TravelWise week Consider guaranteed ride home for car sharers who are unavoidably let down by their lift				