

BUDGET AND PERFORMANCE PANEL

Sustainable Staff Travel Plan Update 30th November 2010

Report of Head of Environmental Services

PURPOSE OF REPORT

As requested by the panel, the report sets out the resources required to deliver a workplace travel plan using the specifications contained in BSI PAS500:2008 and the definition of the Department of Transport, and the budgetary implications of undertaking this work.

This report is public

RECOMMENDATIONS

- 1) **That Budget and Performance Panel note the level of resources and budget required to deliver a workplace travel plan, as requested at a previous meeting.**

1.0 Introduction

- 1.1 On 13th July 2010, Budget and Performance Panel discussed the potential for a Sustainable Staff Travel Plan (minute 13 refers).
- 1.2 They resolved that Cabinet be requested to consider a workplace travel plan using the specifications contained in BSI PAS500:2008 and the definition of the Department of Transport, including identification of the budgetary implications of undertaking this work.
- 1.3 This report presents an update to this request.

2.0 Details

- 2.1 The British Standard Workplace Travel Plan (BSI PAS500:2008) has been examined.
- 2.2 Council officers have met with Lancaster University's Environment & Travel Coordinator to discuss Lancaster University's Travel Plan and in addition, the Travel Plan from the University of Cumbria has been researched. These two documents are examples of local best practice in travel planning.
- 2.3 A review of the above documents are attached at Appendix A and outline the work required to develop a Workplace Travel Plan.
- 2.4 The Council's Corporate Plan makes no provision for the delivery of a workplace travel plan. Consequently the action is not provided for in any service business

plans. Recently Cabinet (Nov 9) set out its provisional priorities that it is considering recommending to full Council and agreed to amend the current priorities in the Corporate Plan. Relevant for this report is-

- Prioritising reducing the council's energy costs and increasing income in terms of Climate Change.

2.5 However, to develop a Workplace Travel Plan the budgetary implications are as follows:

A full time, fixed term post at Grade 4 for 11 months – listed as Travel Plan Coordinator or similar.

2.6 The range of activities required to produce the plan include:

- Research the development of the Travel Plan, including exploring examples of best practice such as the British Standard;
- Develop and deliver staff surveys and site assessments;
- Summarise the data collected;
- Research relevant case studies;
- Determine objectives and targets;
- Identify actions;
- Set up monitoring and review arrangements; and
- Report the above information in a cohesive Travel Plan, which can be delivered within current resources

2.7 It should be noted that whilst delivering a Workplace Travel Plan is not currently included as a key action or key target within the Corporate Plan 2010-13. Delivering the Energy Saving Trust Green Fleet Review is included and is being actively progressed.

2.8 To effectively deliver the Workplace Travel Plan, it is necessary to first progress further with the actions outlined in the Green Fleet Review.

3.0 Conclusion

3.1 The report provides the information requested by Budget and Performance Panel.

CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

As stated in the report the Council's Corporate Plan makes no provision for the delivery of a workforce travel plan.

This report impacts sustainability as, if successful, a Workplace Travel Plan will reduce the environmental impact of staff travel and commuting at the Council.

LEGAL IMPLICATIONS

None known.

FINANCIAL IMPLICATIONS

The salary cost of employing a person on a full-time, fixed term contract for 11 months at the bottom of Grade 4 (SCP25) is £25,300 including on-costs. In addition, a budget of approximately £5,000 would be required to assist delivery of the project.

There is currently no budgetary provision for these costs and should Members wish to proceed, the proposal would need to be considered further as part of the 2011-12 budget process.

OTHER RESOURCE IMPLICATIONS**Human Resources:**

At the moment all posts (permanent or temporary) are only authorised by Management Team to be filled for a maximum of 12 months. After 12 months a member of staff is entitled to redeployment. Therefore, this post has been suggested to last 11 months.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer's general advice to Members when considering any potential growth is that they should be considered in context of the Council's priorities (or draft proposals) and the Council's financial prospects.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments

BACKGROUND PAPERS

Sustainable Staff Travel Plan Update –
Appendix A

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