



Report To: Corporate and Customer Services
Portfolio Holder
Lead Officer: Executive Director (Corporate Services)

4 September 2015

Adoption of a Travel for Work Plan for South Cambridgeshire Hall (SCH) for 2015-2020

Purpose

1. To present a revised travel plan for South Cambridgeshire Hall.

Recommendation

2. That the travel plan, **attached** at Appendix A, be adopted as Council policy. This is not a key decision.

Reason for Recommendation

3. Our Corporate Plan commits us maintaining South Cambridgeshire's status as an outstanding place in which to live and work. Our predominantly rural district and proximity to world-leading centres of employment, study and research makes the district extremely desirable; however, for this to continue, we need to keep the district moving; this plan captures a wide range of current and planned initiatives that will help us to achieve this..

Background

4. The Council's previous Travel for Work plan expired in 2011; it was a comprehensive and ambitious document which delivered positive outcomes in terms of encouraging a range of options such as car-share and cycling, but which lacked the sustained ownership and resourcing to have delivered the major changes to travel patterns, and accompanying changes to working practices and organisational culture, sought.
5. There are a number of important contextual factors requiring SCDC to proceed to adopt a refreshed travel plan at this stage, principally:
 - Increasing pressure on current facilities arising from current and planned Initiatives to make more efficient use of office space, particularly opportunities to generate income and reduce costs from the rental of office space to partners.
 - Increasing pressure on transport infrastructure arising from the continued success of the local economy.
 - Major developments such as Cambourne West likely, subject to ongoing negotiations with the developer and Outline Planning Permission, to have major implications for local travel patterns.
 - As the Local Planning Authority requiring major developments to be accompanied by travel plans, it is beneficial for the Council to be seen to be demonstrating leadership in this field.

Considerations

6. The new plan, **attached** at Appendix A, seeks to manage existing facilities to cope with current and anticipated staff and visitor demand, as articulated within the Vision for the plan, set out in section 2.1:

‘South Cambridgeshire District Council provides and promotes a wide range of sustainable travel choices for existing and future employees, councillors and visitors to South Cambridgeshire Hall, all of whom benefit from accessible and well-managed facilities. In meeting travel needs, we help to reduce congestion and our environmental impact from travel, and are able to continue to deliver excellent services to our customers and provide leadership to our local communities.’
7. The Plan will be delivered through a realistic and achievable set of actions to promote existing, and identify new, alternatives to lone driver access. The plan also seeks to raise the profile of travel for work options amongst staff and teams. A key early priority will be to develop and implement a fair and sustainable plan for managing the car park at South Cambridgeshire Hall.
8. The draft plan was subject to internal and external consultation between March – April 2015, including partner organisations renting space at South Cambridgeshire Hall. A number of useful suggestions were received from a staff focus group held to explore current user experience and identify improvements, many of which can be explored as part of plan delivery.
9. During the consultation period, we have also produced a postcode map showing the home locations of SCDC staff. The data shows high concentrations of staff living in Cambourne and in nearby centres of population: north Cambridge, St Neots, St Ives and Huntingdon. This suggests there is potential to encourage staff living in these locations to consider increasing the number of occasions when they walk, cycle or car-share to the offices; we will encourage informal car-sharing such as ‘postcode coffee mornings’ as part of the delivery of the plan.
10. The draft plan has also been subject to detailed comment by the Travel for Cambridgeshire team at the County Council. Having taken into account these and other representations, the principal material changes to the plan since the consultation draft are as follows:
 - Increased targets for the proportion of staff undertaking home or remote working, anticipated as the Remote Working Policy becomes embedded and the ‘Working Smarter’ programmes delivers the capacity to offer enhanced flexible working options
 - Removal from the action plan of other corporate objectives and initiatives indirectly linked to travel for work e.g. shared services, City Deal – these are better reflected within the contextual sections of the plan.
 - Reference to the links between transport and public health as set out in the Joint Strategic Needs Assessment recently adopted by the Health and Well-being Board.
 - A proposal to form an informal Steering and Co-ordination Group of staff with the commitment and skills to help deliver the plan. This would include, but would not be confined to, the Policy and Performance Manager, Travel for Work Co-Ordinator and Facilities Manager. The group’s workload would be restricted to focussed bi-monthly meetings; it can provide additional capacity

to support the Travel for Co-Ordinator, reflecting that this is an informal role which is not part of a substantive post.

Options

11. The Portfolio Holder may agree the attached draft as recommended, request amendments or reject the plan altogether. For the reasons identified in paragraph (3) above, this is not recommended.

Implications

12. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

Financial

13. The Plan can be implemented from within existing resources, and contains commitments to achieve efficiencies through reductions in business mileage and income generation from the increased rental of office.

Staffing

14. The Travel for Work Co-ordinator role is currently carried out by an officer in Planning and New Communities; however, it is not a formal element of the job description, has no separate funding, and is not part of the staffing establishment.

Equality and Diversity

15. The plan has undergone an initial screen for its equality implications; in seeking an inclusive approach to travel for work for all, the majority of impacts identified are positive or neutral.

Climate Change

16. The plan sets out targets to limit single car usage and review business travel which, if successfully implemented, will reduce carbon emissions, reducing pollution and helping to address climate change.

Consultation responses

17. In addition to the representations summarised in paragraphs 8-10 above, discussions have taken place with the Cambourne Business Park (CBP), with whom we already work closely to deliver promotions such as health walks and bike breakfasts. CBP is also seeking to refresh its travel plan this year, and it is the intention to develop the plans together to ensure that they are complementary.

Background Papers: Travel for Work Plan 2008-2011
Equality Impact Assessment (Initial Screen)
Travel for Work Survey results (2014)
Transport and Health Joint Strategic Needs Assessment (2015)

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