

## **JOURNEYScope – DERBY CITY COUNCIL TRAVEL PLAN**

Report of the Director of Development and Cultural Services

### **SUMMARY OF REPORT**

- 1.1. This report is to update on the current position with Journeyscope, the City Council's Travel Plan.
- 1.2. Our consultants, EcoLogica, have now completed their final report on the Derby City Council Travel Plan. The report is entitled 'Derby City Council Travel Plan: Consultants Report'. The full report is available on Derbynet <http://172.16.1.41/locdem/meetings/meetingadmin/Mdisplay.asp?refnum=369>

### **RECOMMENDATIONS**

- 2.1 To approve and adopt the Consultants' final report 'Derby City Council Travel Plan: Consultants Report'.
- 2.2 To recommend that an action plan for development and implementation of the Councils Travel Plan 'Journeyscope' be progressed by the Travel Plan Cross Service Working Group and brought back to Cabinet for approval.

### **REASONS FOR RECOMMENDATIONS**

- 3.1 Approval was previously given at Cabinet to develop and adopt a corporate Travel Plan. Members and Chief Officers have been consulted throughout all stages in the development of the Travel Plan.
- 3.2 This report advises Members of the finalised content of the Consultants report prior to commencement of implementation.
- 3.3 To help in taking a lead in travel planning it is crucial that the Council establishes itself as a best-practice example of travel planning to enable it to effectively promote these ideas across the city in businesses, schools and other organisations.

## **MATTER FOR CONSIDERATION**

### **4.1 The Council's Travel Plan aims to:**

- promote equal access for all
- develop a package of measures aimed at minimising travel impacts on the environment, principally by encouraging adoption of alternatives to single occupancy private car use
- focus on commuter journeys, business, visitor, contractor and supplier travel.

### **4.2 In January 2002 consultants were commissioned to undertake data collection through surveys, questionnaires and focus groups and conduct analysis work. The current work phase focuses on the city council offices within the city centre – the Council House, Roman/Celtic/Saxon House, St Mary's/Middleton House and Central Museum and library sites. It is important that eventually the travel plan will cover all employees of Derby City Council, in the interests of equitability, although the nature of proposed measures will vary considerably from site to site according to size, context, and the nature of working practices.**

## **Consultation**

### **4.3 Consultation was carried out in January and February 2003 via presentations and feedback forms. This set out the draft Consultant's report for comment. The consultation process was carried out with Members, Unions (at both Conditions of Service Working Party and Corporate Joint Consultative meetings), Environment Co-ordination Group, User Groups, the Cross Service Working Group and through staff Open Meetings. The full report was made available via the Intranet and in hard copy in Reception areas. Responses to consultation forms have now been analysed and comment incorporated.**

### **4.4 Consultation comment has been largely supportive of both the main tenets of the Travel Plan and of the specific initiatives, outlined in Table 1. Sixty-four feedback forms were returned, all ten Consultation meetings were notated and this was incorporated into the feedback. Emails were also sent directly to the Travel Plan Co-ordinator.**

#### **4.4.1 Key issues that have arisen from the consultation process include:**

- Importance of establishing outline timescales for roll-out of travel plan to other Council sites, including London Road and Stores Road depots
- Reiteration of the importance of consultation with Unions on all issues that relate to Conditions of Service

- Consideration of priority for staff that travel frequently for work purposes and that carry heavy loads
- High levels of support for measures to support cycling, car sharing, public transport use and homeworking/ 9-day fortnights
- Concern that revenues from travel plan measures, such as car park charges be set aside for travel plan benefits.

## **Report**

4.5 The consultants work has resulted in the completion of a report entitled 'Derby City Council Travel Plan: Consultants Report'. The report includes the analysis of the travel survey, an action plan and monitoring strategy to take forward the implementation of the travel plan. The key strands within the Action Plan are:

- measures to increase the attractiveness of using alternative transport modes, in particular bus use, cycling, and car sharing
- promotion and marketing
- management of travel in the course of work
- management of car parking
- review of car user allowances
- home working and flexible day-working systems.

These areas are explained in slightly more detail in Table 1, with full details included in the Consultants Action Plan Report.

4.6 The Consultants draft report also contains recommendations in the following areas:

- Travel Plan targets
- Action Plan programme
- Financial analysis
- Monitoring.

## **Delivery**

4.7 Delivery of the action plan is a complex matter. Full corporate support is essential and the responsibility for the success of the plan must be shared across all Departments. Full ownership of the Travel Plan is crucial to enable it to succeed. This development strategy has been designed to engender this philosophy and approach.

- 4.8 Following Members consideration of this report it is proposed that the Travel Plan Cross Service Working Group be tasked to ensure that a delivery and implementation programme be developed and progressed, based on the Action Plan attached to the Consultants Report. It is envisaged that this Action Delivery Plan be brought to Cabinet for approval later in 2003.

## **FINANCIAL IMPLICATIONS**

- 5.1 On 4 March 2003, Cabinet approved the Local Transport Plan capital preparation pool for 2003/4. As part of this programme, £50000 is allocated for spending to assist Business Travel Plan development, including measures associated with Journeyscope.
- 5.2 Cost implications will need to be dealt with as part of ongoing Budget Reviews as part of the Business Planning process.
- 5.3 Consideration needs to be given to how the objectives and targets of the Travel Plan Action Plan should be incorporated into Business Plans as a strategic priority, subject to regular and ongoing performance monitoring in all Departments.
- 5.4 Detailed financial implications will be evaluated with the proposed Action Plan. The Council's consultants have made forecast estimates of the potential range of costs and revenues based on their experience of previous Travel Plan development with other employers and their knowledge of Derby. These have not been endorsed at this stage by the Director of Finance but are as follows:
- Revenue costs range between £40-70 per employee, estimated with a central forecast at £71,500 per year.
  - Additionally, capital and other setting-up costs are suggested at £50,000 per year, initially for the first three years.
  - Revenues from parking charges, released parking in public car parks and reductions in business mileage are estimated in the range of £69,000 - £243,000 per year.
  - In the longer term there is a reasonable confidence that the travel plan will cover it's revenue costs.

## **LEGAL IMPLICATIONS**

6. None.

## **PERSONNEL IMPLICATIONS**

- 7.1 Travel Plan initiatives may impact on Terms and Conditions. Corporate Personnel and Union representatives are members of the Travel Plan Cross Service Working Group. Full consultation will be undertaken with staff and unions through the appropriate forums.
- 7.2 Sub-groups of the Cross Service Working Group will be required to progress various aspects of the action plan. Time and resources allocation into the work programmes of key members of staff across the authority is likely to be necessary. The Travel Plan Co-ordinator should not be regarded as the sole solution to the challenge of implementation. Staff resources will be monitored as the travel plan develops.

## **ENVIRONMENTAL IMPLICATIONS**

- 8.1 Modal shift away from single occupancy car use aims to reduce the Council's impact on the environment through congestion and pollution. Travel Plans are noted as a strategy within the draft 'Air Quality Action Plan'.
- 8.2 Consideration will be given to extending green fleet operations, utilising alternative fuels.
- 8.3 It is crucial that the Council establish itself as a best-practice example of travel planning to enable it to effectively promote these ideas across the city in businesses, schools and other organisations.

## **EQUALITIES IMPLICATIONS**

- 9. A key tenet of the Travel Plan is to promote equal access for all. Enabling travel by means other than the private car increases opportunities for individuals to access employment, leisure and Council services, both for visitors and employees.

# DRAFT

## Summary of Travel Plan Proposals in the 'Derby City Council Travel Plan: Draft Consultants Report'

<b>Measures to increase the attractiveness of using alternative transport modes</b>	<ul style="list-style-type: none"> <li>• Recommendations focus on bus use, cycling and car sharing.</li> <li>• The package of measures includes provision of cycle parking, lockers, and changing facilities.</li> <li>• Negotiation with public transport operators may include enhanced information services and discounted or joint-operator ticketing for Council employees.</li> <li>• A car-share database and matching service, postcode coffee clubs, 'guaranteed ride home' agreements for sharers and allocated parking spaces are all recommended.</li> </ul>
<b>Promotion and Marketing</b>	<ul style="list-style-type: none"> <li>• Promoting travel blending through the concept of a 'One-In-Five Club' emerged during initial consultations. This is the promotion of a change in travel mode one day a week. This idea is considered achievable by many staff, and accounts for a substantial 20% modal shift in individuals' work-related travel habits.</li> <li>• Membership benefits (the 'carrots') of 'belonging' to the travel plan are essential. This should be carried out alongside the promotion of physical improvements and changes to practices.</li> <li>• A travel plan is founded on cultural shift and changed perceptions, which rely on a strong identity and consistent message, for example through information boards, leaflets, posters and branding on pool vehicles.</li> </ul>
<b>Management of travel in the course of work</b>	<ul style="list-style-type: none"> <li>• Proposals include investigation of the use of pool vehicles, including cars and bicycles, alongside provision of allocated parking spaces. This will need to be linked to the review of user allowances, as some current essential users may be able to take advantage of the use of pool cars. This may mean that their personal essential car user status would be changed.</li> <li>• Reviews are recommended to consider which journeys should qualify for mileage payments (for example to exclude short journeys between offices unless employees are eligible for prescribed exceptions), car user allowance allocations and mileage rates to favour more sustainable travel modes, such as cycling.</li> </ul>

# DRAFT

	<ul style="list-style-type: none"> <li>• Service effectiveness will not be compromised by Travel Plan proposals. However, awareness of both Departmental and individual choices relating to travel will be brought up the agenda by the Travel Plan.</li> </ul>
<b>Management of Car parking</b>	<ul style="list-style-type: none"> <li>• Latest Government research on travel plans shows that most effective plans have an element of parking restraint. The 'carrot and stick' concept is an essential part of a holistic travel plan.</li> <li>• Parking spaces are provided to staff at a cost to the Council, either directly ( for example through maintenance costs) or on some occasions in the form of lost parking revenues.</li> <li>• A parking management strategy is proposed that includes a minimal charge for parking permits and daily parking charges. Daily charges can encourage 'travel blending', this is the use of different and varied modes of transport according to which is most appropriate in each circumstance.</li> <li>• Priority parking spaces are recommended for certain groups, for example car sharers and disabled motorists.</li> <li>• It is important that a significant proportion of revenues gained through parking charges are allocated to the travel plan to fund benefits for all users, including motorists.</li> </ul>
<b>Review of Car user allowances</b>	<ul style="list-style-type: none"> <li>• Systems of user allowances are often perceived to be unfair due to historical anomalies and privileges. Dealing with equity in transport provision is at the heart of a travel plan.</li> <li>• Suggested work in this area includes a review of the user allowance system and the allocation of essential, casual and other travel status relating to roles and necessity of travel.</li> <li>• It is recognised that detailed negotiation will be required as this area relates directly to employee Conditions of Service.</li> </ul>
<b>Home working and flexible day-working systems</b>	<ul style="list-style-type: none"> <li>• Recommendations include '9-day fortnight' working schemes, teleconferencing and the development of Council-wide home working policies. Many of these issues are already being taken forward in the Council's 'Work-life balance' pilots.</li> </ul>