

10. Action plan

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 |
|---|------|--|-----------|-----------|-------|---|
| 10.1 Reducing unnecessary travel | | | | | | |
| Flexitime | TP1 | Introduce more flexible working hours where appropriate so that: <ul style="list-style-type: none"> • Staff do not have to start and finish at set times (thus making it easier to travel by alternative modes). • Staff are encouraged to take full days rather than a half day off. (thus reducing the need to travel to the site) | | Long | | |
| Remote Working | TP2 | <ul style="list-style-type: none"> • Develop terms and conditions for appropriate posts to formalise opportunities for remote-working • Inform staff of the remote-working opportunities to encourage staff to join the scheme (where appropriate) | | 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"> • If video-conferencing suite is |

| Area | Code | Action | Lead Dept | Timescale | Costs | Comments |
|------------------------------------|------|---|-----------|-----------|------------------------|---|
| Conferencing | | to reduce the need for business travel: <ul style="list-style-type: none"> • Provide a video-conferencing suite within the Site if appropriate • Set up training sessions for staff • Arrange publicity sessions and an instruction pamphlet | | | | costed too high - look into net-conferencing options with web-cams / telephone conferencing |
| 10.2 Terms & conditions | | | | | | |
| Loans | TP4 | <ul style="list-style-type: none"> • Interest free loans for cycling equipment, public transport season tickets and conversion of car to clean fuel (LPG etc.) | | Long | Will depend on take-up | <ul style="list-style-type: none"> • A survey of potential take-up should be carried out |
| | | | | | | |
| 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 th April 2002. See <i>Appendix VII</i> for the new statutory mileage rates | | Short | | <ul style="list-style-type: none"> • Ensure that those who drive more energy efficient cars receive the same/ or better mileage rate than those with less efficient cars.. |
| 10.3 Cycling / walking | | | | | | |
| | | | | | | |
| Cycling & walking facilities | TP11 | <ul style="list-style-type: none"> • Lockers • Somewhere to hang wet clothes to dry | | Med | | <ul style="list-style-type: none"> • Costings/feasibility study needed |

| Area | Code | Action | Lead Dept | Timescale | Costs | Comments |
|---|------|---|-----------|-----------|--------------|---|
| 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"> Distribute "Travel to Work" leaflet to all staff Provide small rewards for staff who cycle (e.g. TravelWise pen/ chocolate bar, etc.) Regular posters on staff notice boards |
| 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"> help cyclists to devise a cycle route to work produce cycle articles and information for the Intranet Travel Board & internal company magazine |
| 10.4 Public Transport | | | | | | |
| Public Transport Publicity | TP18 | Publicity of public transport routes, timetables, travel information lines for staff and visitors Nexus will visit office to provide guidance on personal travel requirements to and from work | | Ongoing | | <ul style="list-style-type: none"> Add travel helplines to internal telephone directory Promote Traveline 0870 608 2 608 to help with personal travel requirements update bus timetables in main reception display |
| 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. |

| Area | Code | Action | Lead Dept | Timescale | Costs | Comments |
|-------------------------------|------|---|-----------|-----------|-------|---|
| 10.5 Awareness Raising | | | | | | |
| Informing new staff | TP22 | Induction manual to include Travel Plan information | | Med | | <ul style="list-style-type: none"> To contain details of public transport, timetables, cycle and walking links, how and where to buy tickets, free ticket as a trial. This could be linked to Investors in People |
| 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"> Important to publicise success and keep staff & informed |
| Travel Information | TP26 | <ul style="list-style-type: none"> 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 Attend Forum to discuss operations including the TP | | 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"> Alternative transport Information to be updated on website or paper copy to give to potential visitors Travel information to be available at reception | | Short | | |
| 10.6 Car use | | | | | | |

| Area | Code | Action | Lead Dept | Timescale | Costs | Comments |
|---|------|--|-----------|-----------|--|---|
| Car Park Management | TP30 | Review car park layout <ul style="list-style-type: none"> consider an improved circulation design to make it easier for pedestrians and cyclists to navigate & improve safety | | Med | | <ul style="list-style-type: none"> <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. |
| Pool Cars | TP32 | <ul style="list-style-type: none"> Pool cars – investigate the costs and possible savings through providing LPG or electric pool cars. Ensure that when new lease cars are purchased that these are either Electric, LPG or Dual Fuel Cars or cars with lower emissions. | | 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"> Time meetings to facilitate travelling by public transport , provide information to enable delegates to car share | | Short | Marginal – could be cheaper than paying out mileage. | <ul style="list-style-type: none"> Managers trained to evaluate balance of public transport/car use. |
| Business Car Use – Incentivising the use of Rail travel | TP34 | <ul style="list-style-type: none"> Promote the advance booking of cheaper tickets. | | | | |
| Business Car Use - | TP35 | Promote the use of public transport for business use (particularly | | | Marginal – could be | |

| Area | Code | Action | Lead Dept | Timescale | Costs | Comments |
|--------------------------------|------|--|-----------|-----------|----------------------------------|--|
| Informing Staff | | meetings) and make it easier for staff to use alternative modes <ul style="list-style-type: none"> • Provide information on timetables, tickets, prices, routes of public transport services to common meeting destinations • 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 | | | 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"> • Mileage to be broken down into car users for each department within the site • Which modes of transport were used (including bike, bus, train) for which journey | | | | 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"> • Develop a system to encourage staff attending the same meeting to travel together. • Provide delegate lists for those attending meetings to facilitate car sharing | | | | e.g. only one car mileage claim allowed per meeting? |
| Car sharing promotion | TP39 | <ul style="list-style-type: none"> • Car Share promotional posters to be put up on all staff notice boards • Car sharing displays in main reception • Car Share promotion in | | Short | | |

| Area | Code | Action | Lead Dept | Timescale | Costs | Comments |
|------|------|---|-----------|-----------|-------|----------|
| | | TravelWise week Consider guaranteed ride home for car sharers who are unavoidably let down by their lift | | | | |