

ANGUS COUNCIL

STRATEGIC POLICY - 3 DECEMBER 2013

ANGUS COUNCIL TRAVEL PLAN 2014-2019

REPORT BY STRATEGIC DIRECTOR - COMMUNITIES

ABSTRACT

This report brings forward a new Travel Plan for Angus Council aimed at reducing the impact of commuter and business journeys undertaken by staff and visitors to the Council.

1. RECOMMENDATION

It is recommended that the Committee:

- (i) agree the Travel Plan as set out in **Appendix I**.

2. BACKGROUND

2.1 The first Travel Plan was approved by the Strategic Policy Committee on 18 March 2008 (Report No. 335/08 refers). The main aim of the Travel Plan was to reduce the impact of car dependency for Angus Council staff and visitors to council offices. To support this aim the following objectives were set:

- to reduce the number of single occupancy car journeys to work,
- to increase the use of more sustainable forms of travel by staff and visitors to the council offices and facilities, and
- to reduce the impact of our business and operation travel requirements.

2.2 The implementation of the Travel Plan was co-ordinated and led through the establishment of a corporate working group. The role of the group was to implement and manage the measures introduced as well as developing new measures. No funding sources for specific measures were identified and where funding was not available from internal sources, external funding sources were investigated and a number of actions taken forward due to successful applications for funding from the Tayside and Central Transport Partnership (Tactran).

2.3 The monitoring and review arrangements within the Travel Plan state that a staff travel survey will be undertaken every five years and a full review of the travel plan will be undertaken at the same time which is due in 2013. **Appendix I** outlines the new Travel Plan which has been developed as a result of a review of the previous plan and on the results of the staff travel survey.

3. CURRENT POSITION

3.1 An online staff travel survey was carried out in March 2012. Funding was received from Tactran to employ a consultant to design the questionnaire and analyse the results. There were 1085 responses from staff (roughly 20% return rate). The results of the survey were drawn up in graph format and posted on the council's intranet so that staff could view the results: <http://intranet/CouncilInfo/Sustainability/StaffTravelSurvey2012Results.pdf>

3.2 Some interesting results from the staff travel survey show:

- The average journey to work for Angus Council staff is 10.6 miles (one way).
- The average lone car driver travels 11.6 miles to work (one way).
- For most people, the journey to work takes between 20 and 30 minutes.
- 50% of car drivers/users would like to car share some or all of the time.
- 78% of respondents need to travel for business reason two/three times a week.
- Almost three-quarters of those responding to the survey were women.

3.3 Further results, achievements against targets and a comparison with the previous staff travel survey can be seen in the new Travel Plan in **Appendix I**.

4. PROPOSALS

Adopt and implement the actions in the new Travel Plan (2014-2019).

5. RISKS

This report does not require any specific risk issues to be addressed.

6. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

7. HUMAN RIGHTS IMPLICATIONS

There are no human rights implications arising from this report.

8. EQUALITIES IMPLICATIONS

The issues contained in the report fall within an approved category that has been confirmed as exempt from an equalities perspective.

9. ANGUS COMMUNITY PLAN AND SINGLE OUTCOME AGREEMENT

This report contributes to the following local outcome contained within the Angus Community Plan and Single Outcome Agreement 2013-2016:

- Our carbon footprint is reduced

10. STRATEGIC ENVIRONMENTAL ASSESSMENT

As with the first travel plan, a pre screening assessment of the travel plan has been undertaken and concluded that no significant environmental effects will accrue from the travel plan and it should therefore be deemed exempt from the Environmental Assessment (Scotland) Act 2005. Notification to this effect has been submitted to the SEA gateway.

11. CONSULTATION

The Chief Executive, Strategic Director – Resources, Strategic Director – People, Head of Corporate Improvement & Finance and Head of Legal & Democratic Services have been consulted in the preparation of this report.

12. CONCLUSION

The Travel Plan (as set out in **Appendix I**) has been developed to assist the council in reducing its greenhouse gas emissions and will contribute towards the council meeting its obligations under the Climate Change (Scotland) Act 2009.

ALAN MCKEOWN
STRATEGIC DIRECTOR - COMMUNITIES

NOTE: No background papers, as detailed by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to a material extent in preparing the above report.

P&P/IM/RManson
30 October 2013

APPENDIX 1: ANGUS COUNCIL TRAVEL PLAN 2014-2019



DRAFT
Angus Council
TRAVEL PLAN
(2014-2019)

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1 Introduction

1.1 Introduction

The first Travel Plan for Angus Council was approved by Strategic Policy Committee on 18 March 2008. The Travel Plan demonstrated how Angus Council will support transport policy across Scotland through the delivery of measures to support more active modes of travel such as walking, cycling and public transport. Where the use of vehicles is required, measures were identified to reduce their impact through innovation and awareness.

We can all see the effects of the way we travel on our environment, our health and our quality of life. Increases in road traffic have produced unsustainable levels of congestion and pollution. The effects can be felt at a local level through poor air quality, noise, and busier roads and at a global level through climate change. Journeys by road are becoming slower and more unreliable causing problems for business and stress to drivers. It is important that we all take responsibility for the way we travel and look for ways of reducing the impact of our journeys.

The overall aim of the Travel Plan was to reduce the impact of car dependency for Angus Council staff and visitors to Council offices and this aim remains valid for the new Travel Plan. By achieving this aim it is hoped to bring about the following benefits:

Benefits to the organisation, the individual and the environment:-

- Improved health;
- Realise cost savings;
- Reduced demand for parking;
- Greater efficiency and effectiveness in operational practises
- Increased access to employment and education
- Increased access to services and facilities;
- Reduced pollutants entering our local environment
- Reduced contribution to global warming
- Reduced traffic congestion and road traffic accidents;

1.2 What is a Travel Plan?

A Travel Plan is a general term for a package of measures tailored to the needs of an individual organisation and aimed at promoting more sustainable travel within an organisation, with an emphasis on reducing reliance on single car occupancy car travel, car parking and car use in general. It involves the development of a set of mechanisms and targets that together, can enable an organisation to reduce the impact of travel and transport on the environment.

Travel Planning is not a one-off document; it is an ongoing process of organisational change, a dynamic process that grows and develops with time to reflect changes in staff and visitor characteristics and the requirements of the organisation implementing the plan.

1.3 Successful Travel Planning

In order to ensure that the overall aims of the travel plan and modal shift targets are achieved and sustained, it is important to ensure that the travel plan is a combination of 'carrots and sticks' and incorporates all modes. This will enable and assist in achieving long term changes in travel behaviour, not just for the journey to and from the site but for all journeys undertaken for business and pleasure.

The travel plan is about changing lifestyles and must be implemented over a long period of time. However it is critical that staff and visitors are able to see some immediate effects as a result of the travel plan being adopted. This will not only contribute to the level of confidence in the plan, making it potentially easier to implement in the long term but will also prove that there is a commitment from senior management to improve current travel arrangements for all staff and visitors.

A travel plan should be implemented over the short, medium and long term. As a guideline, clear objectives should be set for year one, year five and year ten with delivery facilitated by a clear action plan for each of these periods. It is important to note that once the travel plan document has been produced, it should not be set in stone but one which can be adjusted and free to evolve with the development of the organisation and the changes in staff and visitor needs and desires.

2 Policy Context

2.1 Introduction

More and more organisations integrate concerns about the social and environmental impacts of their operations into their day-to-day decisions and Angus Council is no different, recognising that sustainability makes economic sense; a degrading environment affects health and causes costly remedial action.

This mirrors the UK Government's definition of sustainable development. Sustainable development is meeting the following four objectives at the same time, in the UK and the world as a whole:-

- social progress which recognises the needs of everyone;
- effective protection of the environment;
- prudent use of natural resources;
- maintenance of high and stable levels of economic growth.

2.2 Policy Context

In December 2006 the Scottish Government published Scotland's National Transport Strategy (NTS). The NTS states that "it is for the public sector to demonstrate leadership in sustainable travel plans" and that "Through.... investment and support package, we want all local authorities to have

operational travel plans by April 2008. We expect these travel plans to develop over time with increasingly successful results”.

In November 2007 national and local government signed a concordat, which committed both to moving towards Single Outcome Agreements (SOAs) for all 32 of Scotland's councils and extending these to Community Planning Partnerships (CPPs).

These are agreements between the Scottish Government and CPPs which set out how each will work towards improving outcomes for the local people in a way that reflects local circumstances and priorities, within the context of the Scottish Government's [Strategic Objectives](#) and [National Outcomes](#).

The Scottish Government and COSLA agreed that, as an output of the Review of Community Planning held in early 2012, new Single Outcome Agreements between the Scottish Government and CPPs would be established. The National Community Planning Group has agreed an approach to the shape of these new SOAs, based on the [Statement of Ambition](#). The Scottish Government and COSLA have issued joint guidance for CPPs in preparation of their new SOAs based on that approach.

Specifically, each local authority in Scotland has developed a Single Outcome Agreement and Community Plan which addresses the Scottish Government's National Outcomes. Supporting travel planning initiatives and implementing sustainable transport measures will assist with Angus Council meeting the following outcome:

- **Supporting Sustainable Development and Communities:** tackling climate change and promoting more sustainable travel behaviour.

In March 2007 Tayside and Central Scotland Transport Partnership (TACTRAN) in partnership with its four constituent Councils (Angus, Perth, Stirling and Dundee) prepared a Regional Transport Strategy (RTS), setting out a vision and programme for improving the Region's transport infrastructure, services and other facilities. The strategy which runs from 2008–2023 was approved by Scottish Ministers in June 2008.

The RTS was produced in line with Scottish Government Guidance and aims to deliver TACTRAN's Vision of:-

“a transport system, shaped by engagement with its citizens, which helps deliver prosperity and connects communities across the region and beyond, which is socially inclusive and environmentally sustainable and which promotes the health and well-being of all.”

The Strategy seeks to fulfil this Vision through a balanced and integrated package of interventions which support our key themes of:-

- delivering economic prosperity;
- connecting communities and being socially inclusive; and

- delivering environmental sustainability, health and well-being.

At a local level Angus Council has committed to the development of a travel plan through having signed up to the Climate Change Declaration. On signing the Declaration, the Council gave a commitment to developing a Climate Change Action Plan to reduce greenhouse gas emissions across all our operations. This includes our roles as 'Estate Manager', 'Service Provider' and 'Community Leader', which all contribute to our 'carbon footprint'. The Travel Plan will also help the council meet its obligations under the Climate Change (Scotland) Act 2009 and the actions outlined in the Climate Change Strategy which was approved by the Strategic Policy Committee in December 2011 (report 823/11 refers).

3 Angus Council Profile

3.1 Introduction

Angus Council is a large and diverse organisation employing over 5480 members of staff within three main departments. Angus Council workforce is dispersed throughout the county in a number of different offices, schools and other council buildings.

In 2007 a large number of staff moved to a new, purpose built office (Angus House) in the Orchardbank Business Park on the edge of Forfar. The other main council offices are County Buildings, Ravenswood and the Cross in Forfar and, Bruce House and Dewar House in Arbroath and Invertay House in Monifieth.

Recently, the council has undergone a major restructuring of its management processes and has reduced the number of departments down to three strategic departments plus the Chief Executive's department. This process is ongoing and in these times of austerity the council is looking at its accommodation needs along with the opportunities arising from new technologies which may aid more flexible working systems.

3.2 Existing Travel Patterns, Attitudes and Facilities

In October 2007 a staff travel survey was carried out as a starting point for developing the first Travel Plan. A second staff travel survey was carried out online in March 2012.

Funding was received from Tactran to employ a consultant to design the questionnaire and analyse the results. There were 1085 responses from staff (roughly 20% return rate). The results of the survey were drawn up in graph format and posted on the council's intranet so that staff could view the results:

<http://intranet/CouncilInfo/Sustainability/StaffTravelSurvey2012Results.pdf>

A comparison of both surveys is shown below:

STAFF TRAVEL SURVEY COMPARISON 2012/2007 RESULTS

Question	2012 Survey	2007 Survey
Commuting to Work		
How do you normally travel to work?	87% of respondents travel to work by car – 73% alone	84% of respondents travel to work by car – 77% alone
	8% of respondents walk to work	11% of respondents walk to work
	3% of respondents travel to work by bus.	3% of respondents travel to work by bus.
	<ul style="list-style-type: none"> • Average member of staff travels 10.6 miles to work (one way) • Average car driver alone travels 11.6 miles to work (one way) • Average car driver with passengers travels 12.3 miles to work (one way) • Average car passenger travels 9.9 miles to work (one way) • Average train passenger travels 48.3 miles to work (one way) • Average bus passenger travels 8.6 miles to work (one way) • Average motorcyclist travels 16 miles to work (one way) • Average cyclist travels 1.9 miles to work (one way) • Average walker travels 1.3 miles to work (one way) 	29% of respondents live within 2 miles of their work.
How long does your journey to work normally take?	24% of respondents' journey time is less than 20 minutes. A third of respondents (33.3%) journey time is 20-30 minutes.	About 50% of respondents' journey time is less than 20 minutes.
Select three things that would encourage you to car share?	<ul style="list-style-type: none"> • Guaranteed lift home in an emergency • help finding a lift share partner • pool cars 	<ul style="list-style-type: none"> • Guaranteed lift home in an emergency • help finding a lift share partner • reserved parking for car sharers
If those measure listed above were in place would you car share for your journey to and from work?	50% of car drivers/users would like to car share at least some or all of the time.	More than 35% of car drivers/users would like to car-share.
Patterns of Work		
Is your work full time, part time, temporary, contract or permanent?	80% of respondents work full time	58% of all staff who responded work full time.
Are you required to travel for business reasons during the day?	78% of respondents need to travel for business reasons 2/3 times a week.	73% of respondents need to travel for business reasons however about 45% of these respondents travel only once a week or less for business.
Encouraging car users to change to more sustainable travel modes		
Select three things that would encourage you to walk/cycle to work (all or part of the way)?	18.5% of car users responded that access to pool cars would encourage them to walk or cycle to work.	21% of car users responded that access to pool cars would encourage them to walk or cycle to work.
	16% of car users responded that improved shower and changing facilities would encourage them to walk or cycle to work.	15% of car users responded that improved shower and changing facilities would encourage them to walk or cycle to work.

Question	2012 Survey	2007 Survey
Select three things that would encourage you to use public transport to work?	More direct and frequent bus routes were cited by nearly 40% of respondents (cheaper public transport tickets not given as an option in this survey).	32% of car users responded that cheaper public transport tickets would encourage them to travel by public transport.
Do you ever use telephone, video or web conferencing facilities?	About 9% already use telephone conferencing facilities and 10% use video/web conferencing facilities.	About 11% of respondents said that they would like to use telephone and video conferencing facilities.

3.3 Achievements to date

A review of the first Travel Plan showed that most of the actions and initiatives within the plan have been fully implemented and completed. Some actions remain “ongoing” such as promoting sustainable transport through national campaigns such as Bike Week which the council has supported for a number of years. These ongoing actions will be included in the new action plan.

Some examples of completed projects within the Travel Plan include:

- Bike to Work Scheme – a cycle loan as part of a salary sacrifice scheme helping staff to hire a bike and equipment. This scheme has been popular with more than 200 members of staff taking up the offer since 2010.
- Secure cycle parking provided at main offices.
- Clothes lockers provided at main council offices.
- A pool of bicycles for business and leisure use provided at main council offices.
- Commuter cycle training sessions provided to staff regularly since 2009.
- Cycle mileage allowance on staff travel claim forms.
- Traveline Scotland - weblink providing personal travel planning information on the council’s website.
- Car share parking bays provided at main council offices.
- AngusLiftshare.com – online database to help people find other people to share their journeys to work.
- Car share mileage allowance of 5p per mile for staff who car share business journeys.

In 2003 a School Travel Plan co-ordinator was employed to encourage and support sustainable travel to schools. The majority of schools now have a travel plan and as such have been developing a number of initiatives such as; “Walk a Day a Week” and Walking Buses, both aimed at encouraging pupils and parents to walk to school thus reducing the amount of congestion at the school gate.

4 Aims, Objectives and Targets

4.1 Aims and Objectives

In order for any travel plan to succeed it is important to be clear about what the travel plan is trying to achieve by setting clear aims and objectives. The first Travel Plan set the following aims and objectives and these are still considered valid and are therefore carried forward to the new Travel Plan:

Main Aim:

- to reduce the impact of car dependency for Angus Council staff and visitors to Council offices.

To support this aim the following objectives have been set:-

- to reduce the number of single occupancy car journeys to work.
- to increase the use of more sustainable forms of travel by staff and visitors to Council offices and facilities,
- to reduce the impact of our business and operational travel requirements;

4.2 Targets

The first Travel Plan set a series of targets to be achieved and progress against targets based on the two staff travel surveys is shown in the table below:

Achievement against Targets in the Travel Plan

Mode of Travel	2007 Mode Share	2012 Mode Share	2013 Target	2019 Target
Walk	11.4%	7.8% (-)	13.4%	15.5%
Cycle	1.69%	-1% (-)	2%	2.5%
Bus/minibus/coach	3.03%	2.6% (-)	4%	5%
Passenger in a car	3.38%	7%	6%	8%
Train*	0	0.3%	-	-
Car Driver with passenger	3.83%	6.9%	7%	9%
Car Driver alone	76.22%	73% (-)	67.1%	59.5%
Other**	0.45%	1.3%	0.50%	0.50%

*No respondents travelled by train in 2007 survey so no target set.

(-) Below target

** Other includes motor cycle/scooter/taxi

5 Implementation Plan

5.1 Introduction

This section of the Travel Plan sets out 'action-type' targets (measures and actions) that will be implemented to influence the travel behaviour of staff and visitors. The choice of measure has been informed by the results of the consultation and engagement process and the existing Council policies.

The implementation plan is organised as a series of sub-strategies covering the different modes of travel and some issues relevant to all modes.

5.2 Implementation

5.2.1 Management and Co-ordination

The development and implementation of the Travel Plan in the short, medium and long term requires management support and resource if it is to be successful in achieving its long term aspirations and targets.

The monitoring of progress and delivery of the Travel Plan will be undertaken by staff within the Communities Directorate.

5.2.2 Funding and Support

Funding sources for specific measures have not yet been established and where possible funding will be made available from existing budgets as appropriate. Where funding is not available from internal sources, external funding sources will be investigated. Many of the measures identified will not require capital or revenue investment but will require staff resources to implement, and it is hoped that the development of the Travel Plan working group will be able to assist in identifying appropriate staff support. Some of the measures may in the longer term result in cost savings.

5.2.3 Partnership Working

The Council's travel habits impact on the whole community and by reducing this impact, by sharing best practice, and developing ideas in partnership with other organisations, will form an important part of the travel plan as it develops and matures.

5.2.4 Information, Awareness and Promotion

Providing information, raising awareness and promotion of the Travel Plan and its measures is imperative to its success. Promotion of the benefits of more sustainable and active travel, increase awareness of the impact of travel and transport on the environment, health and communities, locally and globally by identifying ways in which individuals can 'make a difference' will be an important element of this travel plan.

5.3 Actions

The following table provide details of the actions identified in the old Travel Plan. These actions have been updated to show their progress and state whether they should be continued/ongoing or have been completed and are not to be continued. Actions new to this plan have also been indicated.

The choice of actions has been informed by:

- the results of the staff survey;
- availability of alternative modes of travel;
- the existing policy context; and
- operational needs of Angus Council.

An indication of budget requirements has been given using the following symbols, where the input is only staff resources this has been indicated.

£ = Under £500

££ = Between £500 & £1000

£££ =Between £1000 & £5000

££££ = Over £5000

STO – Staff Time Only

PFS – Potential Financial Saving

Angus Council Travel Plan 2014-2019

Action	Resource Implications		Timescale	Status
	Financial	Staff	Short/Med/ Long Term	
Management Support and Co-ordination				
Gain committee approval for this travel plan.		STO	S	Completed - The original Travel Plan was approved in March 2008.
Identify a member of staff to act as Travel Plan Co-ordinator and investigate joint opportunities with other agencies.		STO	S	Completed - This was done but the staff member has since retired from the council.
Establish a Travel Plan Working Group to support the identified travel plan co-ordinator.		STO	S	Completed - Was done but haven't met since July 2010.
Active Travel (Walking and Cycling)				
Introduce a cycle loan as part of a salary sacrifice scheme to support staff in the purchase of a bike and associated equipment for their journey to work.	PFS SS	No additional staff time	M	Completed/Ongoing 112 people joined the scheme in April 2010. 44 joined in April/May 2011. 41 joined in April/May 2012.
Introduce a discount scheme with local cycle shops for staff, possibly through the Taycard corporate discount scheme.		STO	S	Completed - The Taycard included one shop in Dundee in 2011.
Review shower and changing facilities at each of the main council buildings.		STO	S	Completed. Tactran funded 28 inside lockers for Angus House, St Mgt's House & Bruce House. 2 clothes lockers at CB. No plans to increase these.
Provide secure parking facilities suitable for commuter cyclists and visitors at each of the main council buildings.	£££		M	Completed. Tactran funded 5 outside Bikeaway lockers at AH & CWSS funded another so 2 installed at St. Mgt's House. Property funded 10 lockers at Bruce House. No other offices identified as requiring lockers. No plans to increase these.
Produce improved information on walking and cycling routes in and around Angus towns.	£ PFS		S	Completed. Leaflets on easier/safer cycling routes to main Council offices were produced in 2010. Various leaflets on core paths etc available.

Action	Resource Implications		Timescale	Status
	Financial	Staff	Short/Med/Long Term	
Offer staff cycle training sessions, out of working hours, for advice on safe cycling and basic maintenance.	£		S	Completed. A number of training course have been run over the years – possibly run another course in future.
Public Transport				
Investigate discounted public transport season tickets to staff through the introduction of a salary sacrifice scheme.		Min STO	S	Discontinued due to loss of tax benefit.
Ensure that public transport information is available at the reception of the main council buildings.		STO	S	Ongoing.
Ensure that all bus stops in close proximity to council premises continue to have up to date bus timetables, fare and route information.		STO	S	Ongoing.
Provide a web link for staff to Traveline Scotland's personal journey planning facility via the "landing wizard".		STO	S	Completed.
Make available to staff public transport information on public transport routes to and from their place of work.	£££		M	Ongoing.
Investigate the provision of a staff works bus for commuters on heavily used routes or the tie up with other Council provided services e.g. school mini buses.		STO	M	Discontinued - was investigated but considered non viable.
Investigate the potential to roll out the Plusbus ticket scheme to railway stations in Angus to enable travellers to purchase their rail and bus tickets in one transaction.		STO	S	Ongoing - Scheme is available but take up is very low.
Car Travel and Parking				
Introduce car share parking bays for staff at the council main office buildings (to include Orchardbank, County Buildings, Bruce House, Dewar House and Invertay House).	££		M	Completed.
Produce a leaflet for staff on the benefits of car sharing, including information about the Council's Liftshare scheme.	£		M	Completed.
Investigate the feasibility of a guaranteed 'Ride Home' service, in emergency situations, for staff who are registered car sharers.	£		M	Completed – investigated but not implemented.

Action	Resource Implications		Timescale	Status
	Financial	Staff	Short/Med/ Long Term	
Business and Operational Travel				
Undertake a 'Green Fleet Review' to identify opportunities to improve efficiency, reduce costs and lower emissions.	PFS	STO	S	Completed - Was carried out and report prepared but not taken forward due to awaiting work of other groups, e.g. Best Value Reviews. Outcomes from groups unknown. However, a number of no/low emission vehicles have been purchased over the years.
Offer driver training to those members of staff who are required to travel frequently for their job.	£ PFS		M	Ongoing. Fleet drivers had this training in 2012. FuelGood Driver training undertaken by 16 members of staff in September 2013 funded by Tactran.
Implement environmental procurement objectives for the purchase of Council vehicles which are aligned to government objectives on reducing pollutants and increasing pedestrian safety.		STO	M	Ongoing.
Ensure that Council business travel policy supports the use of more sustainable modes of travel over single occupancy car travel wherever possible.		STO	S	Ongoing.
Introduce a cycle mileage allowance in line with Inland Revenue Rates for staff using their own bike for council business travel, subject to agreeing appropriate criteria.	PFS SS	No additional staff time	S	Completed.
Introduce a car share mileage allowance in line with Inland Revenue Rates for staff who car sharing whilst travelling for business.	PFS SS	No additional staff time	S	Completed.
Review/investigate the use of pool cars for staff required to travel for business purposes. (Consider lease arrangement).	PFS	STO	M	Ongoing.
Align business user mileage rates to the HMRC recommended rates.	PFS SS	No additional staff time	S	Completed.

Action	Resource Implications		Timescale	Status
	Financial	Staff	Short/Med/Long Term	
Ensure that disabled parking bays are available at all sites, clearly laid out and signed in accordance with the Council's current parking standards.	From existing budgets		L	Ongoing.
Reducing the need to Travel				
Investigate the opportunities for more flexible working arrangements.		STO	M	Ongoing - Agile Working will be progressed as part of the developing Transforming Angus change programme. Agile working is a workstream of the programme.
Investigate the provision of facilities for video and telephone conferencing in the main council buildings.	PFS	STO	S	Ongoing - Will be progressed as part of the Angus Digital workstream of the developing Transforming Angus change programme.
Offer staff training in the use of video and telephone conferencing facilities.	PFS	STO	M	Ongoing - Will be undertaken as part of the above.
Promotion and Awareness				
Within staff induction packs include information on getting to work by more sustainable modes of travel.	££		S	Completed – no longer applicable as induction done on-line now.
Take part in at least one travel awareness campaign a year such as Bike Week.	££		S	Ongoing - Staff cycle runs organised every year but last two had to be cancelled due to lack of interest/bad weather.
Enhance the information available on the Council website to include: <ul style="list-style-type: none"> • 'How to get to' guide of the main council premises; • Information on using public transport; • Information on Traveline Scotland and Transport direct with hyperlinks to the websites; • More information on tickets and fares from public transport operators; • Information on access by train and bus routes providing links from these services; 		STO	S	Mostly completed - A link to the Traveline journey planner is now on each of the 'Council Office' web pages with the office location set as the origin or destination; Links are present to Traveline Scotland, Scotrail and Scottish Citylink Coaches websites; Ticket and fare information can be obtained from major operator websites; Information continues to be developed on using public transport in and around Angus.

Action	Resource Implications		Timescale	
	Financial	Staff	Short/Med/Long Term	Status
Develop a calendar of awareness raising and promotions to staff: <ul style="list-style-type: none"> • Emails • Posters • Information stands • Links on intranet and internet 		STO	S	Ongoing

6 Monitoring and Review

6.1 Monitoring

It is essential that the Travel Plan is monitored on a regular basis for the following reasons:-

- To show that the modal share targets are being met (or not met, at which point the measures being used should be reviewed):-
- To ensure that the Travel Plan continues to receive the support of senior management, staff and its partners; and
- To demonstrate that any financial input is being used to good effect.

The following indicators have been identified to show the performance and progress of this Travel Plan:-

- % mode of travel for the journey to work reported by staff.
- % of car sharing spaces used within the Council's office car parks.
- Occupancy levels of car parking spaces within Council car parks
- % of staff using video conferencing and telephone conferencing facilities.
- number of business miles travelled and associated CO2 emissions
- % mode share of staff whilst travelling for business
- % mode of travel for all journeys reported by staff and visitors.

The indicators identified will be monitored on a regular basis. A staff travel survey will be undertaken every five years and a full review of the travel plan will be undertaken at the same time. The full review will outline the work undertaken in delivering this travel plan strategy and outline progress towards delivering the objectives and targets set within it.