

## TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

21 AUGUST 2007

## TRAVEL PLAN STRATEGY: PROGRESS UPDATE

## REPORT BY DIRECTOR

This report updates the Partnership on progress with implementation of the TACTRAN Travel Plan Strategy, and seeks approval of a Sustainable Travel Grant Scheme, and also the submission of funding bids to the Sustrans/Scottish Executive National Cycling Network and Associated Projects Programme.

**1 RECOMMENDATIONS**

That the Partnership Board:-

- (i) notes progress on Travel Plan activity to date, as outlined in the report and Appendix A;
- (ii) approves introduction of a Sustainable Travel Grant scheme, as set out in the report and Appendix B; and
- (iii) approves submission of two bids to the Sustrans/Scottish Executive National Cycling Network and Associated Projects Programme, as outlined in the report.

**2 BACKGROUND**

- 2.1 The Scottish Executive awarded TACTRAN £65,000/annum in financial years 2006/07 and 2007/08, to support the development of Travel Planning. At its meeting on 20 February 2007 (Report RTP/07/08 refers) the Partnership approved the TACTRAN Travel Plan Strategy and Action Plan, which sets out a programme for developing effective Active Travel Plans, and wider travel plan activity, within constituent Councils and Health Boards, as required by Scottish Executive grant funding conditions.
- 2.2 The approved Travel Plan Strategy and Action Plan includes a commitment to introduce a Sustainable Travel Grant Scheme during 2007/08, with a budget of £20,000 available to match fund relevant initiatives promoted by constituent Councils, Health Boards and Further Education establishments in the Region.
- 2.3 On 5 July 2007, Sustrans invited all Local Authorities and Regional Transport Partnerships to submit bids for an anticipated Scottish Executive allocation of funding to support development of National Cycle Network and other sustainable travel projects during financial years 2008/09 and 2009/10. Bids now require to be submitted by 30 August 2007.

### **3 DISCUSSION**

#### Travel Plan Strategy and Action Plan

- 3.1 In accordance with the Scottish Executive's conditions of grant funding, the Travel Plan Strategy and Action Plan, as approved by the Partnership on 20 February, was submitted for approval by Scottish Executive officials. This approval was confirmed in February. It is also a condition of grant that regular progress reports towards achieving the objectives set out in the agreed strategy are submitted to the Executive.
- 3.2 A summary of progress to the end of June 2007, as reported to the Executive, is included at Appendix A, which the Partnership is asked to note. Further progress will be the subject of update reports to future meetings.

#### Sustainable Travel Grant Scheme

- 3.3 A draft pilot Sustainable Travel Grant Scheme, which is designed to encourage major employers to adopt and develop travel planning by offering grant assistance to develop Travel Plans and associated measures/facilities, is set out in Appendix B. In keeping with the main objectives of the Scottish Executive's grant funding, it is proposed that this scheme is, initially, aimed at encouraging partner Councils, Health Boards and Higher Education establishments in the TACTRAN region, to develop and submit proposals.
- 3.4 Grant would be match funded up to a maximum of £5,000, based on a presumed maximum grant of 50% of total project costs. It is proposed that consideration would be given to projects seeking higher levels and proportions of funding, judged on the merits of individual proposals and ability to contain within the approved £20,000 budget limit. The Travel Plan Officer will work with potential bidders to provide support in generating and developing appropriate proposals.
- 3.5 Grant would normally be paid upon confirmation of expenditure having been incurred, but advance payments would also be considered, where this is felt to be justified or necessary in order to secure successful implementation, subject to conditions enabling recovery of grant in the event of this not being used for the purpose intended.
- 3.6 It is proposed that bids received would be assessed and approved by an awarding panel consisting of TACTRAN officers, with additional officer input from Councils. The membership of the awarding panel will be agreed in consultation with the Chief Officers Liaison Group. Review of the operation of the pilot scheme will be the subject of a report to a future meeting.

#### Sustrans Scottish Executive/National Cycling Network and Associated Projects Programme

- 3.7 A copy of a letter dated 5 July inviting RTP's and Councils to bid for funding to the above programme forms Appendix C. Consultation has taken place with constituent Councils on potential bids to the above funding programme for 2008/09 – 2009/10. Councils have indicated that a number of individual bids are under development by them for submission by the revised deadline of 30 August.

- 3.8 Following discussion with Councils, it is proposed that TACTRAN submits two linked bids for enhancement to existing pedestrian/cycle routes. One bid would be for up to £120,000, to upgrade surfacing and signage on the eastern section of the Dundee Green Circular/Seven Arches route entering Angus, with a second bid seeking up to £90,000 towards a similar upgrading of a shared use path on the western section of Dundee's Green Circular route into Angus.
- 3.9 At the time of writing work is ongoing on compiling the detailed bids for submission by the 30 August deadline.

#### **4 CONSULTATIONS**

- 4.1 The report has been prepared in consultation with the Chief Officers Liaison Group. Walking and Cycling officers in partner Councils have also been consulted on the development of bids to the Sustrans/Scottish Executive National Cycling Network and Associated Projects programme.

#### **5 RESOURCE IMPLICATIONS**

- 5.1 The costs of developing the Travel Plan Strategy and Action Plan during 2007/08, including a £30,000 contribution towards the Travel Plan Officer's salary costs and budget allocation of £20,000 for the pilot Sustainable Travel Grant scheme, are being met from Scottish Executive grant of £65,000 allocated for this purpose.
- 5.2 The projects which form TACTRAN's proposed bids to the Sustrans/Scottish Executive National Cycling Network and Associated Projects Programme would be met in full by award of grant, if successful.

**Eric Guthrie**  
**Director**

**Report prepared by Merry Scott, Travel Plan Officer**

For further information email [merryscott@tactran.gov.uk](mailto:merryscott@tactran.gov.uk) or tel: 01738 475772

#### **NOTE**

The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing the above Report; (list papers concerned)

Report to Partnership on 20 February 2007 - Travel Plan Strategy and Action Plan

**APPENDIX A**



**Tayside and Central Scotland Transport Partnership**

**July 2007**

**Travel Plan Progress Report**

## **Background**

A permanent post of Travel Plan Officer, to fulfil specific Scottish Executive travel planning objectives, was appointed in January 2007. The post will fulfil these objectives through Scottish Executive Grant funding for financial years 06/07 and 07/08. Travel plan and sustainable travel related initiatives will be continued past April 2008, in line with the National Transport Strategy and Regional Transport Strategy Objectives.

## **Travel Plan Activity Undertaken 2006/07**

Since January 07, Tactran's Travel Plan Officer has undertaken key deliverables from the Scottish Executive Grant guidance. Having formed relationships with each Local Authority (Angus, Dundee City, Perth and Kinross and Stirling) as well as the two Health Boards (Forth Valley and NHS Tayside) progress towards establishing active and effective travel plans is underway.

Additionally, grant funding has been allocated and spent to help meet specific objectives, including promoting sustainable travel and encouraging actions and initiatives aimed at changing travel behaviour. Approval to carry forward £4,000 from financial years 06/07 to 07/08 was given by the Scottish Executive on 17<sup>th</sup> May 2007.

Tactran is represented on national groups, conferences and seminars including: The Scottish Sustainable Travel Group, Travelwise/ACT meetings, NHS Facilities Scotland and Cycling Scotland.

## Detailed Progress and Delivery to date

- The Tactran Travel Plan Strategy and Action Plan was submitted to Scottish Executive officials on 1<sup>st</sup> February 2007 and approved by the Scottish Executive at the end of February 2007.
- A report detailing the Travel Plan Strategy and Action plan was approved by the Tactran Board on 20<sup>th</sup> February 2007.
- Working relationships with local authorities and neighbouring Transport Partnership Travel Plan Officers have been well established through working groups. Best practice and shared resources are ensuring a seamless approach to travel planning in Scotland.

- Travel Planning is a key element of Tactran's Regional Transport Strategy, which includes specific interventions: IV\_A2; IV\_C1 and IV\_C2:
  - Travel Planning
  - Travel Awareness Campaigns
  - Regional Car Share Scheme
- Tactran is working in liaison with the Scottish Executive and other sustainable travel organisations (including Travelwise, ACT and The Energy Savings Trust) to ensure best practice and share knowledge and policy development.
- A travel plan and sustainable knowledge base is being established in the form of guidance which can be further built upon in future years.

### Travel Plans in Tayside and Central Scotland Partnership

Tactran has marketed and advocated the travel planning concept to the Partnership's local authorities, Health Boards, Higher Education Institutions and other large employers in the Region.

Travel Planning activities to date include:

#### Angus Council

Angus Council voluntarily commenced their staff travel plan in 2005, with suggested measures identified. Following advice from Tactran, this is now being revisited with the added benefit of The Energy Savings Trust free consultancy service.

#### Dundee City Council

Dundee City Council's travel plan commenced in 2006 and has established a dedicated travel action group (TAG). Suggested improvements with regards to cycling, more flexible working and public transport initiatives are included in the document. The travel plan is proposed to be submitted to Committee in Autumn 2007. Implementation and promotion will be conducted in conjunction with The Energy Savings Trust and travel planning advice from Tactran.

#### Perth and Kinross

Perth and Kinross are re-visiting the travel plan process after a staff survey was conducted several years ago. With the assistance from the Energy Savings Trust and travel planning advice from Tactran the travel plan process, which will incorporate three main sites in the city, is being developed. A Staff

Travel Habits Survey is currently under discussion with the Travel Action Group.

#### Stirling Council

Stirling Council commenced their travel plan in 2006 and has conducted travel habits research for which to base a travel plan document. Free consultancy advice is being provided from the Energy Savings Trust. The travel plan is being currently being prepared for Committee.

#### NHS Tayside

Ninewells Hospital is continuing their existing travel plan, which was developed in partnership with Dundee City Council. The plan is specific to the Ninewells site and as such, Perth Royal Infirmary are in the process of pursuing their own travel plan.

#### NHS Forth Valley

Forth Valley Hospital's relocation to Larbert is posing travel issues for both staff, patients and visitors. The move also establishes a cross boundary situation with Sustran and the site therefore benefits from travel planning advice from both Regional Transport Partnerships and their Travel Plan Officers. Discussions among Forth Valley's newly recruited Travel Manager and Tactran's and Sustran's Travel Plan Officers are underway and will ensure linkages with the Scottish Executive's guidelines and the Regional Transport Strategies.

#### The University of Dundee

The University of Dundee's travel plan established in 2003 is an active and effective plan incorporating both city centre and out of town sites. The TAG continues to hold regular meetings and is currently updating their travel plan measures and targets in line with communication and advice from Tactran.

#### Additional Major Employers

Meetings have been held and are anticipated with other major employers who face transport issues and contribute to congestion on and surrounding their site. These include Norwich Union, NCR, Scottish Enterprise and the World Wildlife Fund. As the targets for travel plans outlined by the Scottish Executive are met, more employers in the region will be approached with the intention of marketing and advocating the travel plan agenda

## Resources and Financial Implications - Expenditure

Grant assistance from the Scottish Executive totals £130,000 to be made in two instalments of £65,000 in financial years 2006/07 and 2007/08. Approval to carry forward £4,000 from financial years 06/07 to 07/08 was given by the Scottish Executive on 17<sup>th</sup> May 2007. An additional £3,446 of uncommitted grant from 06/07 will be carried over to 07/08 by Tactran.

The budget for financial year 2006/07 has been spent as follows:

<b>Travel Planning/Travel Awareness – 2006/07</b>	
Upgrading of Dundee liftshare to Regional tactran liftshare scheme	35,580
Advertising and Promotional Material	7,755
Staffing Costs	14,219
	<b>57,554</b>

N.B Staffing costs for 06/07 have been calculated from Jan 07.

More specifically, advertising and promotional costs for financial year 06/07 have been attributed to the following:

- A travel plan toolkit which forms as a guide to adopting and implementing travel plans (copy enclosed).
- The development and promotion of tactran liftshare, incorporating regional lift share sites.
- Promotional material developed for tactran liftshare
- Promotional material developed to raise the profile of Travel Planning to major employers.

In line with the approved Travel Plan Strategy and Action Plan, the budget for financial year 2007/08 will be spent as follows:

<b>Travel Planning/Travel Awareness – 2007/08</b>	
Match funding grant scheme for travel plans in TACTRAN	20,000
Advertising and Promotional campaigns across TACTRAN	22,446
Staffing Costs	30,000
	<b>72,446</b>

The role of Travel Plan Officer will encourage local authorities and health boards to commit financially to their own travel plans and sustainable travel campaigns.

## Risks to delivery Identified

Risks to Delivery	Probability	Impact
Lack of resource within Local Authorities and Health Boards.	High	Constrain and delay the development of active and effective travel plans
Lack of commitment to the travel planning agenda from employers, employees and the public and private sector in general.	Medium	Travel plans will be initiated and written; however not remain active
Match funded grant scheme proposals from Local Authorities and Health Boards not forthcoming or successfully applied for.	Medium	Potential under spend of £20,000 budget in financial year 07/08 requiring identification of alternative areas of spend
Timescales in which to meet the Scottish Executive's guidelines.	High	Effective travel plans will not be measurable by April 2008

## Regional Travel Plan Report/Monitoring

The Travel Plan Strategy and Action Plan submitted on 1<sup>st</sup> February 2007 will form as a guide for promoting and implementing effective Travel Plans across the region. Additionally, it will provide guidance for advertising and promotional campaigns for promoting sustainable travel across TACTRAN.

This will be conducted through close working relations with other Transport Partnerships, local authorities, Sustainable Transport Organisations and The Scottish Executive. Additional key stakeholders will be consulted and engaged where appropriate in order to meet the travel planning objectives as outlined by the Scottish Executive.

Long term commitment from both the public and private sectors is essential in order to deliver successful outcomes and ensure sustainable and effective active travel plans across the region, the success of which can be monitored and demonstrated through time. This will require funding and other resource commitment from Councils, Health Boards and employers. Ongoing funding from The Scottish Executive, beyond the current two-year commitment, will also be essential to establishing successful and effective active travel plans.

## APPENDIX B



### SUSTAINABLE TRAVEL GRANT SCHEME : GUIDANCE FOR APPLICANTS

Tayside and Central Scotland Transport Partnership (Tactran) runs a Sustainable Travel Grant Scheme (STGS) to support and encourage Travel Planning and travel awareness throughout Tayside and Central Scotland by providing financial assistance to organisations investing in measures aimed at encouraging sustainable travel.

STGS can be used to support physical measures implemented as part of a Travel Plan and/or provide support for organisations actively developing a Travel Plan. Schemes funded by the STGS could include:

- ❖ Secure cycle parking and shower/changing facilities;
- ❖ Improving pedestrian access to a place of work;
- ❖ A travel to work survey to develop a Travel Plan;
- ❖ Promotional material encouraging sustainable travel;
- ❖ Employee training in travel planning, or;
- ❖ Any other scheme which encourages sustainable travel

Applications may be made on behalf of:

- ❖ Any local authority;
- ❖ Health Board or Hospital site; or
- ❖ University or College

based in or operating in the Tayside and Central Scotland Partnership area.

A single organisation must be nominated as the Applicant; however, several projects can be applied for within an organisation.

Grants will normally be awarded up to a maximum of £5,000 for any one project and will normally be up to a maximum of 50% of the total cost of implementing any proposal. Applications for higher amounts or proportions of grant funding may be considered, subject to budget availability.

The applicant will be responsible for securing the remaining 50% matching funding, which should include a contribution directly from the applicant and may not come wholly from another grant scheme.

STGS applications will be considered in the order they are received, on their own merits and on the extent to which they meet the objectives of the STGS and their contribution to the Tactran Travel Plan Strategy and Regional Transport Strategy

aims and objectives. The key factors influencing a decision are the extent to which applications demonstrate;

- ❖ An effective Travel Plan has been completed and is in operation, or;
- ❖ An effective Travel Plan is actively being developed;
- ❖ A detailed travel survey has been carried out;
- ❖ Complementary control measures are planned or in place,;
- ❖ Innovation, environmental benefit and/or value for money are demonstrated by the organisation's policies towards travel.
- ❖ Clear and achievable targets for achieving sustainable travel usage.

Other factors taken into consideration include:

- ❖ If there are any existing planning requirements related to travel plans, or;
- ❖ The application supports other Tactran targets;
- ❖ Availability of other grants/assistance;
- ❖ Number of potential beneficiaries, and;
- ❖ The availability of STGS budget.

Tactran aims to offer STGS awards to successful applicants within one month of receiving a completed application form, following a decision by the TACTRAN Assessment Panel .

Awards are made on the understanding that each application is an accurate and honest reflection of circumstances. STGS awards will be offered subject to certain conditions, such as commitments to monitor use for a set period and guarantee that awarded grants are used solely for the purposes identified in successful proposals.

Award of a grant does not preclude further applications in the same or future years by the successful applicant, for example for a different proposal or for a proposal by a different section of the organisation. However in the event of competition for the scheme's resources, previous awards will be taken into account in determining priorities through the assessment process.

Tactran reserves the right to use a successful applicant's scheme to promote the STGS and wider Tactran objectives. Successful applicants will acknowledge the STGS in all promotional and other material relating to the funded project, clearly identifying the TACTRAN STGS and the Scottish Executive as funding bodies.

#### **Conditions of Grant :**

- a. *Any of the above listed organisations (or individual sections or departments) may apply, but **grants are not available to enable organisations to comply with conditions of planning permission or legal agreements which require them to implement such measures.***
- b. *The grant may be used to pay for the costs of the materials, implementation of schemes, consultation, research and surveys, technical advice or training or any other initiative which demonstrates potential benefits to the Tactran area by achieving the objectives of the scheme.*

- c. *Applications are particularly welcome from groups working together, but a nominated person must sign the application form on behalf of a lead organisation accepting the conditions of the Grant.*
- d. *The application must supply adequate information to justify the scheme. This should include the potential benefits of the scheme and how the actual benefits will be measured.*
- e. *Grants will be considered monthly by the Awarding Panel, with awards made to the most effective proposals received. Applications will be dealt with on a "first come first served" basis, therefore the earlier applications are received, the greater the likelihood of a successful bid.*
- f. *Grants will normally be paid in arrears on the basis of confirmation of expenditure incurred. Requests for advance payments will be considered where this is considered justified or necessary by the Awarding Panel in order to enable project implementation to proceed.*
- g. *TACTRAN reserves the right to recover any grant funding which is not used for the purpose for which it is intended, as set out in the application and approved by the Awarding Panel. .*
- h. *Evidence required for audit purposes includes 3 quotes for supplies or works(where appropriate), copy invoices and orders and a brief report of the scheme after it is implemented.*
- i. *The applicant must demonstrate funding commitment from other sources within their own organisation.*
- j. *Grant will normally be up to a maximum of 50% of the total cost of scheme implementation but bids seeking higher proportions may be considered on their individual merits.*
- k. *The maximum grant available for any individual application will normally be £5,000, but bids in excess of this amount will be considered where budget limits permit.*
- l. *Grants will be offered at the sole discretion of the Tactran Awarding Panel.*
- m. *A response will normally be given to each application within one month. Applicants should not make financial commitments until they have received a written offer of grant.*
- n. *The applicant will be solely responsible for payment to contractors and any overrun of costs – Tactran and its constituent bodies cannot be held responsible for such eventualities.*
- o. *Tactran retains the right to carry out a post-implementation review of the effectiveness of any scheme carried out with grant support. Schemes which demonstrate a positive impact and provide evidence of best practice will be considered for future funding streams.*