

TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**SPECIAL BOARD MEETING****17 AUGUST 2006****APPOINTMENT OF TRAVEL PLAN OFFICER****Report by Director**

This report seeks the Board's approval to advertise for appointment to a previously approved post of Travel Plan Officer on a permanent basis.

1 RECOMMENDATION

The Board is asked to :-

- (i) approve the appointment of a Travel Plan Officer on a permanent basis; and
- (ii) authorise the Director to arrange for early advertisement and filling of this vacancy.

2 BACKGROUND

- 2.1 At its meeting on 27 June 2006 the Board agreed to receive a report on proposals for a core TACTRAN staffing establishment to its next meeting on 26 September 2006, the proposals to be developed in consultation with constituent Councils. In agreeing to receive a detailed report on core staffing to its September meeting the Board noted that early action would be taken on progressing the appointment of a PA/Secretary to the Director and a Travel Plan Officer.
- 2.2 At an earlier meeting on 8 February 2006 the Board's Appointments Committee considered a report (Report RTP/06/11) advising that the Scottish Executive had announced funding of £1 million to Regional Transport Partnerships in financial years 2006/07 and 2007/08, to enable appointment of Travel Plan Officers and to support related activity. In welcoming the proposed award of two-year Grant funding for this purpose, the Appointments Committee agreed to the establishment of a post of Travel Plan Officer. It was also noted that an audit of existing Travel Plan expertise and resources within the constituent Councils would be undertaken to ensure that the TACTRAN appointment complements these.

3 DISCUSSION

- 3.1 On 29 June 2006 the Scottish Executive confirmed the award of Revenue Grant of up to £65,000/annum to TACTRAN in financial years 2006/07 and 2007/08. The Director and Partnership Treasurer have confirmed acceptance of the Grant by 27 July, as required by the Conditions of Grant offer.
- 3.2 The Grant Letter indicates that £30,000 in each financial year is to be used to appoint and fund a dedicated Travel Plan Officer (the salary element), with the remaining £35,000 to be used to support Travel Plan activity (the work

element). The key deliverable by the end of the two-year funding period is to ensure that effective Travel Plans have been completed for all local authorities, main hospitals and health centres in the whole TACTRAN region. The Grant Offer also requires that a financial profile for the “work element” of the Grant is submitted by 30 September and that a strategy for delivering Travel Plans across the TACTRAN region is submitted by 31 December 2006. The development of this strategy will be a key early task for the new Travel Plan Officer. Guidance on the ways of working, issued by the Executive alongside the Grant Offer, is included in the Appendix.

- 3.3 A dedicated Travel Plan officer exists within Dundee City Council. This is a temporary post, jointly funded by the Council, in partnership NHS Tayside and Scottish Enterprise Tayside for the period up to 31 December 2008. The work required to be carried out by this post in Dundee will continue. The work of the TACTRAN Travel Plan Officer will be in addition to and will complement that which will continue within Dundee City. In the other Councils there is no dedicated Travel Plan resource, with activity being undertaken as part of broader officer remits.
- 3.4 In approving the establishment of a Travel Plan Officer post on 8 February the Appointments Committee took no view on the length of contract, but did note that the Executive’s Grant funding expires on 31 March 2008. In responding to the recent National Transport Strategy consultation, TACTRAN has called on the Executive to demonstrate a long-term funding commitment to Travel Plans and behavioural change by extending current Grants to RTP’s and Councils for Travel Plan and School Travel Plan activity beyond 31 March 2008.
- 3.5 Whilst the TACTRAN post could be advertised on a temporary basis until 31 March 2008, there is concern that this may not attract candidates with suitable expertise and experience. Given the specific deliverables associated with the Executive’s Grant Offer, it is recommended that, in the interests of attracting the best possible response, the post should be advertised on a permanent basis.

4 CONSULTATION

- 4.1 The report has been prepared in consultation with Council Lead Officers and Personnel advisers.

5 RESOURCE IMPLICATIONS

- 5.1 A detailed Job Description is being prepared based on the Guidance issued by the Executive. Subject to job sizing, it is anticipated that the salary will be around £25,000/annum, which will be met from the “salary element” of the Scottish Executive Grant in financial years 2006/07 and 2007/08. It is hoped that the Executive will maintain funding for Travel Plan activity beyond 1 April 2008 in the next Spending Review. In the event that further grant funding is not forthcoming, the costs of ongoing appointment beyond 1 April 2008 would have to be met from the Partnership’s core Revenue budget, which is currently funded 50% by requisition from the 4 constituent Councils and 50% by the Scottish Executive.

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Director

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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)

None

Travel Plan Officer Guidance on ways of working

This section is not specific deliverables, but desired ways of working as a means of assisting the Travel plan officer in their task.

Travel plan officers will wish to consider:

- marketing and advocating the concept of travel plans to local authorities, health boards, HE and FE institutions, and other large public and private employers within the region. This may include for example dissemination of information on the progress of travel plan activities, publicising successful travel plans, producing case studies, running special events and seminars (either individually or in partnership with other organisations), localised campaigns and branding on literature, or by other means considered appropriate and effective by the travel plan officer;
- working in close liaison with School Travel Plan Coordinators to ensure seamless approaches are taken to school travel and to raise awareness of transport issues amongst young people. This might be achieved for example through establishing a Steering/Liaison group with a regular meetings;
- working in close liaison with Local Authorities within the region and other existing travel plan coordinators across Scotland, and within the region, to ensure the dissemination of best practice for travel plans and sustainable travel, and best use of resources, is achieved;
- ensuring that travel plans, and sustainable transport generally, mainstreamed in the regional transport strategies as they are developed;
- promoting sustainable travel and encourage actions and initiatives aimed at changing travel behaviour and reducing discretionary and single occupancy vehicle use;
- working in liaison with the Scottish Executive and other relevant sustainable travel organisations (for example TravelWise, the UK association of sustainable travel officers, and The Energy Savings Trust (EST)) as appropriate to ensure best practice and the sharing of knowledge and policy development;
- building a travel plan and sustainable travel knowledge base within the RTP that can be further built upon in future years, to be used as a resource for the RTP and the region.