

**TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP****23 JUNE 2009****TRAVEL PLAN STRATEGY AND ACTION PLAN : PROGRESS UPDATE****REPORT BY DIRECTOR**

This report updates the Partnership on progress in Travel Plan activity and seeks agreement to proposed Travel Plan expenditure in 2009/10 and amendments to the Sustainable Travel Grant Scheme.

**1 RECOMMENDATIONS**

That the Partnership:-

- (i) notes the progress achieved on Travel Plan activity to date, as outlined in the report and Appendix ;
- (ii) approves the proposed 2009/10 Travel Plan Budget; and
- (iii) approves the extension of eligibility for the Sustainable Travel Grant Scheme to include all public and not-for-profit organisations.

**2 BACKGROUND**

- 2.1 On 24 June 2008 the Partnership received a report confirming Scottish Government Travel Planning Grant allocations of £104,000 for 2008/09 and £35,000 for 2009/10 (Report RTP/08/14 refers). In addition to the Scottish Government Grant, the Partnership had previously agreed that a projected underspend of £35,000 in the 2007/08 Revenue Budget would be allocated to supporting Travel Plan activity in 2008/09, resulting in a Travel Plan budget of £139,000 in 2008/09 (Report RTP/08/04).
- 2.2 At its meeting on 9 December 2008 the Partnership approved proposals for Travel Plan grant expenditure for the remainder of 2008/09, to fulfil specific Travel Planning objectives set out by Scottish Government, and to develop longer term sustainable travel initiatives in line with Regional Transport Strategy objectives (Report RTP/06/28 refers). Details of 2008/09 activity and expenditure are detailed in the Appendix.
- 2.3 At its meeting on 10 March 2009 the Partnership agreed to initially allocate £40,000 from the anticipated 2009/10 Scottish Government Grant in Aid award towards supporting Travel Plan activity in the current year (Report RTP/09/15 Refers).
- 2.4 Scottish Government Travel Planning Grant conditions for financial years 2008/09 and 2009/10 specify a number of required outcomes. These include submitting two Travel Plan case studies for each local authority and Health Board area, and ensuring that local authority and Health Board Travel Plans cover at least 60% of staff by April 2009 and 80% of staff by 2010. Tactran, together with its partners, have achieved these deliverables through a number of initiatives including a Best Practice DVD and SMART measures targeting Council and Health Board staff.

### 3 DISCUSSION

#### 2008/09 Travel Plan Activity

- 3.1 An end of year report on progress on Travel Plan activity during 2008/09, as required to be submitted to Scottish Government, is detailed in Appendix A. Key aspects are the continuation of provision of guidance and support to partner Councils and two Health Boards. In addition, Travel Plan activity and guidance has extended to Central Police Force, WWF headquarters in Dunkeld, private sector organisations: Insight (Dundee), Bear and Scottish Hydro Electric (Perth) and Prudential in Stirling. Advice and support has also been given to the Comrie Development Trust who have secured Carbon Trust funding.
- 3.2 All 4 partner Councils have developed Travel Plans and have implemented positive Travel Plan measures. Angus Council, Dundee City Council and Stirling Council have had their Travel Plans approved by Council Committees or Management Board, while Perth and Kinross Council are aiming to have their Travel Plan formally adopted in 2009.
- 3.3 NHS Tayside has a formally adopted Travel Plan covering both Ninewells Hospital and Perth Royal Infirmary. With financial assistance from TACTRAN, they have continued to implement positive Travel Plan measures with the assistance of two dedicated members of staff.
- 3.4 NHS Forth Valley Health Board has approved a Travel Plan report covering the major relocation of acute hospital facilities to their new Larbert site and has continued to implement and promote measures in advance of this move. This Travel Plan is yet to be approved by Falkirk Council.
- 3.5 Travel Plan expenditure in 2008/09 is outlined below:

<b>Travel Planning/Travel Awareness – 2008/09</b>	<b>£</b>
Promotional and Media Campaigns	19,249
Sustainable Travel Grant Scheme	27,046
Smarter Measures	63,243
Salary	30,000
<b>Total</b>	<b>139,538</b>

- 3.6 The allocation for Promotional and Media Campaigns has been used principally for radio promotion of the TACTRAN Liftshare scheme across the region, through Tay FM and Central FM.
- 3.7 The Sustainable Travel Grant Scheme (STGS) has funded a range of measures to date, including:-
- Angus Council –Travel Plan promotional material and advertising for Angus liftshare
  - Dundee City Council – pool bikes for staff and upgrade of [www.dundeetravelinfo.com](http://www.dundeetravelinfo.com)
  - Perth & Kinross Council – Travel Plan notice board and posters
  - Stirling Council – Personalised Travel Plan pilot project with staff and additional bike locker facilities
  - University of Dundee - bike shelter compound and pool bikes for staff

3.8 The success of STGS has brought interest from other public sector and not-for-profit organisations including: Central Police, WWF and the Department for Work and Pensions. It is therefore recommended that the scope of STGS is extended for 2009/10 to accept applications from these bodies.

3.9 The Smarter Measures funding included:

- Upgrading of a shared use path for cyclists and pedestrians at Ninewells Hospital at a cost of £22,000
- Upgrading and Installation of a cycle compound and pool bikes for staff at Stirling Council's Viewforth offices at a cost of £8,558
- Installation of signage and marked bays for lift sharers and cycle lockers at Angus Council offices at a cost of £5,744
- Development of a Best Practice Travel Planning DVD in conjunction with partner organisations and Abertay University at a cost of £10,000. This was launched on National Liftshare Day on 9 June 2009 and will feature on the Scottish Government website: [www.chooseanotherway.com](http://www.chooseanotherway.com)

### **2009/10 Travel Plan Activity**

3.10 The proposed Travel Plan budget for 2009/10 is £88,000, comprising Scottish Government Travel Plan Grant of £35,000 plus a proposed allocation of £53,000 from the Partnership's Grant in Aid allocation for 2009/10. Of the Scottish Government Grant, £30,000 is allocated towards meeting staff costs, leaving £58,000 to support Travel Plan development and supporting measures.

3.11 It is proposed that this expenditure is allocated to supporting the STGS and ongoing promotional and targeted measures as outlined below:

<b>Initiative</b>	
Sustainable Travel Grant Scheme (STGS)	£35,000
Promotional and media campaigns/Targeted Measures	£23,000

3.12 In order to meet Scottish Government objectives emphasis is being given to developing media contacts to promote Liftshare and to producing guidance to assist employers in developing and implementing Salary Sacrifice schemes.

## **4 CONSULTATIONS**

4.1 The report has been prepared in consultation with the Chief Officers Liaison Group and Scottish Government Officials.

## **5 RESOURCE IMPLICATIONS**

5.1 The costs associated with continued development of the Partnership's Travel Plan Strategy and associated 2009/10 Action Plan will be met from Scottish Government Travel Plan Grant of £35,000 plus £53,000 from the Partnership's proposed Revenue Programme for 2009/10, which is addressed in a separate report.

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**NOTE**

No 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.



**Tayside and Central Scotland Transport Partnership**

**30<sup>th</sup> May 2009**

**Travel Plan and Scottish Government Grant Progress Report**

## **Background**

A permanent post of Travel Plan Officer, to fulfil specific Scottish Government travel planning objectives, was appointed in January 2007. The post largely fulfilled these objectives through Scottish Government Grant funding for financial years 06/07, 07/08 and 08/09 and is currently working towards the targets for 09/10.

Travel plan and sustainable travel related initiatives have been continued, in line with the National Transport Strategy and Regional Transport Strategy Objectives.

## **Travel Plan Activity Undertaken 2008/09**

Since May 2008 Tactran's Travel Plan Officer has undertaken key deliverables from the Scottish Government Grant guidance. Having continued working relationships with each Local Authority (Angus, Dundee City, Perth and Kinross and Stirling) as well as the two Health Boards (NHS Forth Valley and NHS Tayside) and two Universities (Dundee and Stirling) there has been good progress towards travel plan measure implementation and examples of case studies across the region.

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.

Tactran is represented on national groups, conferences and seminars including: The Scottish Sustainable Liaison Group, Travelwise/ACT meetings, Sustrans, NHS Facilities Scotland and Cycling Scotland. Tactran's Travel Plan Officer has recently been appointed the role of Chair for ACT/Travelwise Scotland.

## **Detailed Progress and Delivery to date**

The progress of the travel planning deliverables is detailed according to The Scottish Government Travel Plan Officer Guidance.

- Tactran has continued to monitor the progress of travel plans across the region, through regular Sustainable Travel Liaison Group reporting meetings. Tactran intends to encourage use of the Scottish Government's travel plan monitoring tool when available.
- Tactran's Travel Plan Officer has worked in conjunction with local authorities, health boards and universities to implement travel plan measures and develop best practice case studies in the form of a dvd and hard copies. These case studies provide a learning experience for other organisations and are linked to National indicators and targets where relevant. These have been signed and approved by senior managers within the said organisations.
- Working relationships with local authorities and neighbouring Transport Partnership Travel Plan Officers have been well established through working groups. Regular meetings have recommenced for ACT/Travelwise Scotland of which Tactran's Travel Plan Officer is Chair. Best practice and shared resources at these meetings are ensuring a seamless approach to travel planning in Scotland.
- Tactran's Travel Plan Liaison Group is compiled of local authority, health board and University representatives. In 09/10, Tactran intends to widen this

group to include Abertay University, Perth College and Angus College. This has ensured a seamless approach to travel planning in the region and has allowed for partnership working in the form of jointly funded initiatives.

- Tactran continued its Sustainable Travel Grant Scheme in 08/09 which allocated £40,000 of funding towards match funded and non-match funded initiatives for local authorities, health boards and universities. The grant was fully allocated with positive schemes implemented across the region.
- Tactran allocated additional “Smarter Choices” funding to local authorities in 08/09. The sum of £63,000 was used to implement both large and small scale travel planning projects across the region which will actively encourage more sustainable, active travel choices to employees and the general public.
- Tactranliftshare has continued to grow and currently has over 2,500 active users. Each local authority has taken steps to promote their own scheme; however Tactran paid for all local authority licenses and software maintenance in 2008.
- Travel Planning is a key element of Tactran’s Regional Transport Strategy, which relates to Delivering Environmental Sustainability, Health and Well-being. These include:
  - Working with local authorities and developers to ensure that development proposals include travel plans that maximise the potential for walking, cycling, public transport and other sustainable travel choices, including through continued use of planning agreements;
  - Taking a lead in the promotion and development of active travel plans at major centres of employment, hospitals and other main health establishments, in partnership with Councils, Health Boards and private sector;
  - Promoting a range of SMART measures, including travel plans, travel awareness campaigns, high quality travel information, region-wide car sharing schemes, cycling and walking infrastructure and initiatives, development of tele-working etc.
- Tactran is working in liaison with the Scottish Government and other sustainable travel organisations (including Travelwise/ACT, Sustrans and The Energy Savings Trust) to ensure best practice and share knowledge and policy development. Additionally, Tactran is continually looking towards working with public bodies to ensure best practice and a seamless approach towards sustainable travel initiatives. Tactran has contacted the EST and SCARF to ensure a seamless approach and joint working towards sustainable travel promotion in the region.

### **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 public and private sector employers in the Region.

Travel Planning activities to date include:

### **Public Sector Travel Plan Development**

Angus Council have a well established travel plan which commenced in 2005. Although there is no dedicated staff resource, assistance from Tactran has resulted in several travel planning measures being implemented. In 2008/09, these included: angusliftshare advertising and promotion; implementation of car share bays at three sites; purchase of umbrellas for staff and visitor use; enclosed cycle lockers and a travel plan guidance leaflet which was distributed to all staff.

Dundee City Council's travel plan was formally adopted in 2008 with travel planning measures continuing to be implemented. Relocation of departments has resulted in a site specific travel plan being required for Grove Academy. Tactran is supporting the development of this travel plan and will be providing guidance and access to the Sustainable Travel Grant Scheme should it be sought.

Tactran funding of £22,000 was allocated for a joint Council and Health Board cycle path which now links the city's Green Circular "Spokes" route past the city's three largest employers: Dundee City Council; Dundee University and Ninewells Hospital. This joint project was funded by Tactran, Dundee City Council and will be continued with funding from NHS Tayside in 2009/2010.

Tactran has also funded cycle parking for Dundee City Council staff visiting the Dundee Sun City House which is supported by the local authority. Additionally, Dundee City Council has been supported by Tactran for the marketing and promotion of their Smarter Choices project: Dundee Travel Active. This in-kind support will continue for the project's duration into 2011.

Perth and Kinross Council has established a travel plan for two sites: Friarton Depot and City Centre. The travel plans have been formally adopted by the Management Board. Following a cycle audit, Tactran funding of £12,000 was allocated towards cycle parking at three Perth and Kinross Council sites which will benefit both staff, the general public and school pupils. Tactran also supported PKC with their "In Town Without my Car Day" promotional activities in September 2009.

Stirling Council commenced their travel plan in 2006 had their travel plan adopted by management in March 2009. The Council has implemented several positive measures in 2008, including a personalised travel planning pilot project, secure cycle lock up compound, clothes lockers, and travel plan promotional activities including complimentary park and ride passes for staff. All of these initiatives were jointly funded by Tactran and the local authority.

### **NHS Tayside**

Ninewells Hospital has continued the success of their existing travel plan, which was developed in partnership with Dundee City Council in 2004. A recent staff travel survey highlighted positive and significant modal shift to sustainable modes. The plan is specific to the Ninewells site and has been featured as a best practice case study with the EST and appears on [chooseanotherway.com](http://chooseanotherway.com).

Following partnership funding between Tactran and Dundee City Council, a shared use path was established on the Ninewells site. This followed staff survey comments and provides a direct link to the Green Circular and other major employers. NHS Tayside have pledged funding in 2009/10 for other green travel initiatives.

The Health Board has invested in additional pool cars for staff use and removed mileage claim allowance for staff travelling between Ninewells and PRI. This move was supported by management following the implementation of a free, frequent shuttle bus between the two sites.

Ninewells hospital and Perth Royal Infirmary both have travel plans which have been adopted and fully supported by the NHS Board.

### **NHS Forth Valley**

Forth Valley Hospital's relocation to Larbert requires a Travel Plan to be submitted and approved by Falkirk Council. The Health Board are working closely with Falkirk and Stirling Council as well as Tactran and Sestran, in anticipation of this move.

A second staff travel survey for NHS Forth Valley will be rolled out in Summer 2009 in order to monitor any modal shift and implement targeted measures.

Meanwhile, the Stirling Royal & Falkirk and District Royal Infirmarys are supported by the Strategic Travel Planning Framework. Travel Plan measures implemented to prompt modal shift include a Dedicated Car Sharing website for all staff and Staff Travel Advice Roadshows. In addition NHS Forth Valley has worked closely with Stirling Council to link up the SRI to the New Park and Ride site at Castleview.

### **Universities and Other Major Employers**

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 travel action group continues to hold regular meetings with ongoing attendance and advice from Tactran. Staff and student surveys in 2008 illustrated a continued reduction in single occupancy car journeys to and from the site.

The University was successful in being awarded Tactran's Sustainable Travel Grant in 2008 and have purchased additional bike locker facilities and pool bikes for staff. Additionally, staff members attended Cycling Scotland's free cycle trainer training and are now fully qualified to instruct those interested in taking up cycling for personal or business travel.

### **The University of Stirling**

The University of Stirling have been working with Tactran and Stirling Council to establish an effective and active travel plan for their Bridge of Allan site. The plan has been formed in conjunction with the other employers on site including Scottish National Heritage and the Innovation Centre. This pool of resources has resulted in match funding opportunities and Tactran awarded funding for three bicycle lock-up facilities which were in high demand. The site has also implemented car parking rates based on car emissions, with the most sustainable cars and car sharers paying less to park.

### **Additional Major Employers**

Tactran has been approached by several public and private sector organisations and is providing travel plan guidance and support to the following: WWF; Central Police; Scottish and Southern; Comrie Development Trust; Insight (Dundee) and Bear.

The success of Tactran’s sustainable travel grant scheme has generated significant interest and is therefore being reviewed to include other public sector and charities in 2009/10.

Tactran is currently producing Salary Sacrifice guidance for employers who are interested in adopting the cycle purchase and annual public transport pass schemes. The guidance will provide information on HMRC requirements and FAQs regarding the implementation of these schemes which benefit both employers and staff with tax and national insurance incentives.

### **Resources and Financial Implications – Expenditure**

Grant assistance from the Scottish Government totals £139,000 which was made in instalments of £104,000 in financial years 2008/09 and £35,000 in 2009/10. An additional £38,200 of uncommitted grant from 07/08 was carried over to 08/09 by Tactran.

The budget for financial year 2008/09 has been spent as follows:

<b>Travel Planning/Travel Awareness – 2008/09</b>	<b>£</b>
Liftshare promotion	19,249
Sustainable Travel Grant Scheme	27,046
Smarter Measures	63,243
Salary	30,000
<b>Total</b>	<b>139,538</b>

More specifically, advertising and promotional costs for financial year 08/09 have been attributed to the following:

- Radio advertising and promotional material to promote Tactranliftshare.com
- Award of eight sustainable travel grants to local authorities, health boards and Universities
- Upgrading of changing rooms, bike lockers and cycle lock-up compound for Stirling Council
- Bike lockers and car share bay marking at Angus Council
- Ninewells Hospital shared use path upgrade, linking to Dundee’s Green Circular route.
- Cycle parking facilities at three Perth and Kinross Council sites.
- Advertising in Autotrader magazine and online to promote tactranliftshare.
- Additional promotional material to raise awareness of Tactran’s travel planning assistance.

### **Regional Travel Plan Case Studies and Monitoring**

Continued monitoring and establishment of best practice examples has been conducted through Tactran’s Sustainable Travel Liaison Group, which includes representation from Local Authorities, Health Boards and Universities.

In order to compile best practice case studies, members of the STLG took part in the “Tactran Travel Plan Best Practice” dvd which was launched in June 2009. The dvd provides examples of sustainable travel initiatives which have been implemented with assistance from Tactran. From June 2009, it will be hosted on the Scottish Government website: Choose Another Way.

National monitoring and sharing of best practice will continue to be conducted through close working relations with partner organisations and other Regional Transport Partnerships, Sustainable Transport Organisations and The Scottish Government. Additional key stakeholders will be consulted and engaged where appropriate in order to meet the travel planning objectives as outlined by the Scottish Government.

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 and best practice. This will require continued funding and other resource commitment from Councils, Health Boards and major employers.

Tactran is committed to the development of travel plans across the region and will continue to support partners and promote sustainable travel initiatives.