

# Report

Report to:	<b>Corporate Resources Committee</b>
Date of Meeting:	<b>1 October 2008</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>Employee Travel Plan</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide the Committee with a summary of the development and implementation of the Employee Travel Plan

## 2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the results of the Employee Travel Survey be noted; and
- (2) that the Employee Travel Plan incorporating the revisions to the existing schemes and the new schemes be approved.

## 3. Background

3.1. Sustainable development is a Council priority value and the Council is committed to developing sustainable travel in all aspects of its business to enhance the Council's environmental performance, and improve the quality of life for employees and the wider community.

3.2. The Employee Travel Plan has been designed to provide employees with a one stop shop of sustainable travel choices when travelling to, from and during work. This includes policies, schemes and information which employees can use to make sustainable changes to their travel habits which will:-

- ◆ save them time and money
- ◆ contribute to health improvement, and
- ◆ reduce our CO<sup>2</sup> emissions

## 4. The Employee Travel Survey

4.1. The Plan has been informed by the outcome of the Employee Travel Survey, to which over 3,500 employees responded. This represents the best response rate to any Council survey undertaken to date. A summary of the individual Resource responses is attached as Appendix A and an overall summary of the survey results is included within the Employee Travel Plan attached as Appendix B.

4.2. The survey has provided comprehensive information about the travel habits of over 20% of employees. This information has informed the review of current policies and

the development of new sustainable policies and schemes. Some key results from the survey are highlighted below. Of all respondents:-

- ◆ 43% travel 5 miles or less to work
- ◆ 22% travel 3 miles or less to work
- ◆ 66% travel as a lone driver
- ◆ 50% work in the Hamilton area
- ◆ 54% would car share or would be interested in finding out more about it

4.3. In addition, it was indicated that although there is a general awareness of some of the existing policies relating to travel, employees seemed less aware of the details of these or how they could be accessed.

4.4. It is positive to note from the survey that 10% of respondents already travel by public transport, and 8% currently walk to work.

## **5. Proposals - Employee Travel Plan**

5.1. The aim of the Employee Travel Plan is to build on the information collated from the employee travel survey by providing our employees with sustainable travel options which are easy to access and practical to achieve. The main sections of the plan are outlined below:-

### ◆ Understanding Your Journey

This section is designed to make employees consider the journey they are undertaking and if it is the quickest most effective route. It also includes tips on travelling more sustainably on the occasions they do have to travel by car.

### ◆ Travel Options

A number of Council Schemes relating to travel did previously exist, however, these were dated and fragmented. Bringing these revised travel options together with new ones under the banner of the Employee Travel Plan, enables employees to view all their options together and easily access the one in which they are interested. It includes:-

- ◆ Car Sharing Scheme
- ◆ Liftshare
- ◆ Employee Connect Bus
- ◆ Bus 2 Work Scheme
- ◆ Travel Buddy Scheme
- ◆ Cycle 2 Work Scheme
- ◆ Cycle Allowance Scheme

### ◆ To Travel or not to Travel

This section encourages employees to consider whether a journey is necessary and ways in which journeys can be reduced and varied. This could include considering a change of work location or reducing the number of journeys/changing the times journeys are undertaken by considering the following options:-

- ◆ Workplace Transfer Scheme
- ◆ Flexible Working Scheme
- ◆ Homeworking Scheme

- 5.2. Many of the Schemes which have been revised, such as the Car Sharing Scheme, will be co-ordinated centrally by Corporate Personnel Services, and take up of these will be reported back to Committee at a later date.
- 5.3. Some of the new Schemes build on current revised Schemes, for example, Liftshare, which enables employees with a restricted pool of potential car sharers to extend their search for a car sharer outwith the Council.

Others provide employees with new travel options such as the introduction of the Council bus service initially between Council HQ and Atholl House, with the potential to expand this to other significant routes.

- 5.4. It is intended that the Plan will be a living document and will continue to be added to and updated as new policies are introduced and existing ones extended or changed.

## **6. Communication**

- 6.1. The initial launch of the Employee Travel Plan will take place in September 2008. Subsequently, a communication strategy, attached as Appendix C, will be put in place to ensure employees are both aware of, and encouraged to access, the options available to them.

## **7. Employee Implications**

- 7.1. Employee implications are outlined in section 5 of this report.

## **8. Financial Implications**

- 8.1. Any financial implications will be met from existing budgets.

## **9. Equality Impact Assessment and Consultation Arrangements**

- 9.1. An equality impact assessment has been carried out on the recommendations contained in this report and, where issues were identified, remedial action has been taken. The assessment is that the proposals do not have any adverse impact on any part of the community covered by equalities legislation, or on community relations, and the results of the assessment will be published on the Council's website.
- 9.2. Appropriate consultation has take place with the Trade Unions.

**Robert McIlwain**  
**Executive Director (Corporate Resources)**

8 August 2008

## **Link(s) to Council Objectives**

- ◆ Sustainable Development
- ◆ Excellent Employer

**Previous References**

None

**List of Background Papers**

None

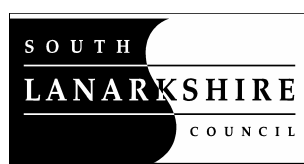
**Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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E-mail: [vicki.aitken@southlanarkshire.gov.uk](mailto:vicki.aitken@southlanarkshire.gov.uk)



### Employee Travel Survey Resource Responses

Resource	No of Responses	% of Total Response
Community	475	14
Corporate	177	5
Education	869	25
Enterprise	345	10
Finance and IT	224	6
Housing and Technical	917	26
Social Work	384	11
South Lanarkshire Leisure	82	2
Lanarkshire Valuation Joint Board	26	1
Total	3499	100



## Employee Travel Plan Employee Travel Plan Survey Summary of Results

3510 respondents

# Employee Travel Plan

This questionnaire has been produced to help the Council identify how employees travel to their place of work. The results will be used to inform a Travel Plan which will include a number of measures to assist employees and visitors travel to South Lanarkshire Council premises by walking, cycling and public transport. The completion of the survey offers you the opportunity to contribute to the development of this plan. Survey data will be used in strict confidence, with the results being used solely for the purpose of developing the Council's Travel Plan.

A prize draw is being held as a thank you for undertaking this survey. The prize of a Carrera Subway 1, 22" Town and Trail Bike, which has been kindly donated by Halfords, will be wheeling its way at random to a lucky winner.

### About you

#### Are you?

36% Male  
64% Female

#### What age group are you in?

8% 16 - 24 years  
29% 25 - 39 years  
49% 40 - 54 years  
14% 55 or over

#### What is your home postcode?

100%

#### Which Resource or Service do you work for?

14% Community  
5% Corporate  
25% Education  
10% Enterprise  
6% Finance & IT  
26% Housing & Technical  
11% Social Work  
2% South Lanarkshire Leisure  
1% LVJB

**What Council building do you normally work in?**

17% Council HQ  
6% Montrose House  
6% Brandongate  
2% Forrest Street  
3% John Street, Blantyre  
10% Hamilton - other  
2% Royal Burgh House, Rutherglen  
3% Rutherglen - other  
5% Atholl House  
4% Civic Centre, East Kilbride  
8% East Kilbride - other  
4% South Vennel, Lanark  
3% Lanark - other  
4% Larkhall - other  
1% Cambuslang Gate  
22% Other (please specify)

**Other work location**

-

**Do you have a disability which affects your travel arrangements?**

1% Yes  
99% No

**Do you work:**

83% Full time  
12% Part time  
5% Term time  
1% Shift working

**Travel to and from work**

**Q9 On average, what distance do you travel to work from home? (one-way)**

7%	Less than 1 mile	8%	16 - 20 miles
15%	1 - 2 miles	4%	21 - 30 miles
21%	3 - 5 miles	1%	31 - 40 miles
29%	6 - 10 miles	1%	over 40 miles
14%	11 - 15 miles		

**Q10 How long does it normally take you to get to work?**

4%	less than 5 minutes	13%	26 - 30 minutes
12%	5 - 10 minutes	15%	31 - 45 minutes
16%	11 - 15 minutes	6%	46 - 60 minutes
18%	16 - 20 minutes	2%	Over 60 minutes
14%	21 - 25 minutes		

**Please indicate what you consider to be your main mode of transport to work**

8%	Walk
1%	Bicycle
8%	Bus
2%	Train
0%	Motorbike/moped
1%	Taxi
10%	Car, as a driver with passenger(s)
5%	Car, as a passenger
66%	Car, as a lone driver
Other, please give details	100%

**What is your main reason for choosing this mode of transport?**

26%	Quicker
2%	Environmentally friendly
18%	Lack of alternative
3%	Less stressful
3%	Habit
2%	Cheaper
1%	Personal safety
7%	Commitment (including school run)
6%	Reliable
24%	Need car for business use
8%	Other
Other, please give details	100%

**You have indicated you travel to work by car. What type and engine size is the car?**

21%	Diesel up to 2L
4%	Diesel over 2L
39%	Petrol up to 1.4L
33%	Petrol 1.5 - 2L
2%	Petrol over 2L
Other i.e. Liquid Petrol Gas	

**You have indicated you travel to work by motorbike/moped. What engine size is your machine?**



**You have indicated you travel to work by car. Where do you normally park?**

- 83% Parking space at workplace
- 5% Public car park at cost to yourself
- 7% On street parking
- 0% Park and ride
- 5% Other
- Park and ride - location
- Other, please give details

**What would make public transport more attractive to you? (please select one option only)**

- 28% More direct routes
- 18% More frequent/reliable bus service
- 1% Public transport information
- 3% More convenient bus stops
- 7% Discounted tickets/passes
- 3% More frequent/reliable train service
- 4% Personal travel plan created for my specific journey
- 21% I would not consider using public transport under any circumstances
- 14% Other
- Other, please give details

**Why do you walk or cycle as part of your journey to work? (please select one option only)**

- 9% To enjoy the outdoors/get some fresh air
- 4% To be environmentally friendly
- 15% To be healthy
- 26% For exercise
- 10% No other alternative
- 35% It is the quickest/most convenient option

**Is walking included in your journey to work?**

- 24% Yes
- 76% No

**How long in minutes do you walk?**

47%	Up to 5 minutes	8%	Up to 20 minutes	1%	Up to 35 minutes	0%	Up to 50 minutes	0%	Over 60 minutes
27%	Up to 10 minutes	2%	Up to 25 minutes	1%	Up to 40 minutes	0%	Up to 55 minutes		
11%	Up to 15 minutes	2%	Up to 30 minutes	1%	Up to 45 minutes	0%	Up to 60 minutes		

### Is cycling included in your journey to work?

2% Yes  
98% No

### Approximately, how long in minutes do you cycle?

11%	Up to 5 minutes	21%	Up to 20 minutes	2%	Up to 35 minutes	3%	Up to 50 minutes	5%	Over 60 minutes
16%	Up to 10 minutes	5%	Up to 25 minutes	8%	Up to 40 minutes	0%	Up to 55 minutes		
13%	Up to 15 minutes	3%	Up to 30 minutes	8%	Up to 45 minutes	5%	Up to 60 minutes		

### What stops you from walking for more of your journey to work? (select 1 reason only)

9% I already walk  
1% Can't be bothered  
15% Lack of time  
2% Personal security  
2% Health reasons  
50% Distance involved  
0% Physical effort involved  
1% Poor condition of route  
4% Weather  
16% Other  
Other, please give details 100%

### What stops you from cycling for more of your journey to work? (select 1 reason only).

1% I already cycle  
4% Lack of facilities  
3% Health reasons  
12% Traffic  
3% Personal security  
4% Weather  
4% Poor condition of route  
4% Lack of skills/proficiency  
2% Physical effort involved  
7% Lack of time  
36% Distance involved  
21% Other  
Other, please give details 100%

### Would you consider walking or cycling for more of your journey if there were the following available? (please select one option only)

11% Showers and changing areas  
2% Lockers  
3% Secure covered storage facilities  
3% More information about paths/routes

1% Better route signage  
 10% Suitable infrastructure  
 2% Cycle training  
 52% I would not consider walking or cycling under any circumstances  
 17% Other  
 Other, please  
 give details

**Would you be interested in participating in a car sharing scheme for getting to and from work?**

14% Yes, sharing the journeys as a driver  
 6% Yes, as a passenger contributing to the cost  
 34% Not sure - would need more information  
 46% Not interested

**Can you please say why car sharing does not appeal to you?**

**Travel during working hours (travel between meetings/clients)**

**Do you travel on South Lanarkshire Council business during the course of your work (eg travel to/from meetings or clients)**

58% Yes  
 42% No

**Can you indicate your method and frequency of travel when travelling on business during the course of your work:**

	Daily	Weekly	Occasionally	Never
Walk	16%	13%	52%	19%
Bicycle	1%	1%	4%	95%
Bus	4%	4%	27%	64%
Train	1%	3%	48%	48%
Motorbike/moped	1%	0%	2%	97%
Pool car/van	15%	3%	15%	67%
Taxi	1%	2%	13%	85%
Car, as a driver with passenger(s)	9%	14%	63%	14%
Car, as a passenger	5%	14%	69%	12%
Car, as a lone driver	42%	22%	31%	5%
Other	15%	3%	8%	74%
Other, please give details	100%			

**In relation to business travel, which routes do you frequently use (in either direction)?**

	Daily	2 - 3 days week	3 - 5 a days a week	Once a week	Fortnigh tly	Once a month	Not applicab le
Hamilton - East Kilbride	10%	11%	3%	12%	8%	26%	31%
Hamilton - Rutherglen	5%	6%	1%	9%	7%	24%	47%
Hamilton - Cambuslang	5%	6%	1%	9%	7%	19%	53%
Hamilton - Lanark	6%	3%	1%	7%	8%	28%	47%
East Kilbride - Rutherglen	8%	4%	2%	4%	5%	13%	64%
East Kilbride - Cambuslang	6%	4%	1%	4%	4%	10%	70%
East Kilbride - Lanark	4%	3%	1%	4%	5%	15%	69%
Rutherglen - Lanark	2%	1%	1%	3%	2%	7%	85%

**What are your main reasons for travelling on business by car?**

44%	Essential car user
12%	Occasional car user
29%	More than one meeting/client to attend/visit in different locations
25%	Attend meetings/visit clients in areas not well served by public transport
3%	Lack of awareness of transport services available
37%	It is more convenient for me to use my private car
20%	Carry equipment and materials
7%	Other
Other, please give details	100%

**Council Personnel policies support the employee travel agenda. Can you indicate which of the policies below you are either aware of, benefit from, or would like more information on.**

	Aware of	Benefit from	Like more information
Workplace transfer scheme	70%	2%	29%
Cycle to work	89%	2%	10%
Cycle allowance	79%	2%	20%
Homeworking scheme - long term	69%	3%	31%
Homeworking scheme - occasional/ad hoc	60%	7%	38%
Car sharing to meetings (passenger rates)	80%	10%	14%
Car sharing scheme	74%	4%	25%
Term time working	84%	5%	14%
Compressed working week	65%	6%	34%
Priority management/schedule meetings	73%	5%	24%
Travel and subsistence	80%	16%	10%
Other	69%	4%	29%
Other, please give details	100%		

**You have indicated you would like more information on the Council's Personnel policies. Can you give your contact details so that we can provide this to you.**

**What type of initiatives would you like to see developed within the Council to support employee travel and the reduction of carbon emissions.**

33% Car pools for business travel only  
6% Cycle pools for business travel only  
43% Frequent bus links between Council complexes  
22% Car share parking spaces  
25% Increased shower, locker and cycle storage facilities  
10% Personalised travel plans  
17% Video-conferencing facilities in Council complexes  
28% Public transport loans/subsidies  
16% Car pooling intranet scheme  
7% Other  
Other, please give details 100%

**If you would like to be entered into the prize draw, please provide your name and extension number/work location in the box below.**

**Thank you for taking time to complete this survey.  
Please click on the 'submit' button below to send your completed questionnaire in confidence.**



### **Employee Travel Plan Communication Strategy**

<b>Date</b>	<b>Action</b>
September 2008	<ul style="list-style-type: none"> <li>• Joint Consultative Forum</li> <li>• Works magazine introduction article-Employee Travel Survey Winner of Employee travel survey bicycle announced</li> </ul>
October 2008	<ul style="list-style-type: none"> <li>• Management Bulletin/Personnel Circular - Introduction of Employee Travel Plan plus Employee Connect Bus/Car Share /Liftshare</li> <li>• Works magazine article Car Share/Liftshare</li> <li>• Core Brief</li> </ul>
November 2008	<ul style="list-style-type: none"> <li>• Management Bulletin/Personnel Circular Cycle to Work Scheme</li> <li>• Works magazine article - Employee Connect Bus</li> </ul>
December 2008	<ul style="list-style-type: none"> <li>• Workplace Transfer Scheme article in Works magazine</li> </ul>
January 2009	<ul style="list-style-type: none"> <li>• Travel Buddy article in Works magazine</li> </ul>
February 2009	<ul style="list-style-type: none"> <li>• Report on uptake to Corporate Management Team</li> <li>• Cycle Allowance Scheme article in Works magazine</li> </ul>
March 2009	<ul style="list-style-type: none"> <li>• Report on uptake to Corporate Resources Committee and Joint Consultative Forum</li> </ul>