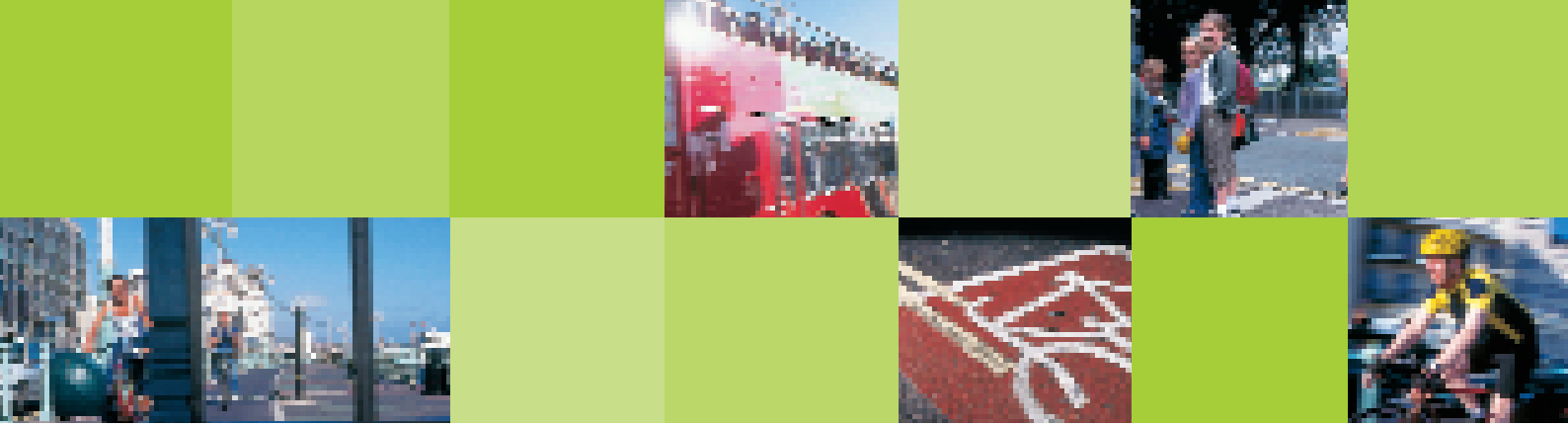




Brighton & Hove City Council  
**Staff Travel Plan**



## Introduction

**The Staff Travel Plan** is designed to reduce car use and provide improved travel options to employees of Brighton & Hove City Council.



The council's commitment to sustainability is underpinned by the principles in this plan. It is recognised that some alternatives may not be practical in all circumstances but in choosing alternatives to a car, individuals will be able to contribute to the targets for reducing pollution and congestion as well as supporting climate change actions.

The types of travel covered in this plan are:-

- Staff journeys to and from work
- Travel within the working day

The plan and its aims and objectives have the full backing and commitment of the council's Management Team.

## Scope

The travel plan has been agreed following consultation with the recognised Trade Unions, Unison and GMB. It will apply to all employees of the council, employed under Brighton & Hove terms and conditions of service, other than schools, who have their own travel plans.

## Policy Framework

This policy is designed to be consistent with other key council plans, including the Local Transport Plan, the Air Quality Management Plan, and the emerging Climate Change Action Plan, all of which aim to reduce traffic in the city.

## Principal Aims

- To develop reasonable alternatives for any employee wishing to use their private vehicle for work.
- To reduce unnecessary car usage by employees.
- To encourage development and use of alternative methods of travel.
- To encourage those who have to travel to do so in a way that minimises the environmental impact.
- To adopt the principle that car usage should not attract financial gain.
- To reduce the negative environmental effects of car usage.
- To allow equality of access to work places and work facilities for those who do not have access to a private car.
- To ensure health and safety considerations are fully taken into account when assessing staff travel options.



## Objectives

- To raise staff awareness of travel issues and stimulate change in behaviour towards more sustainable and healthy travel options.
- To encourage cycling, walking and the use of public transport.
- To establish clear baseline targets following the collection of staff travel data.
- To commit to establishing, by autumn 2005, a series of short, medium and long term targets that will be regularly monitored and reported upon.
- Through the setting of clear targets linked to data analysis:
  - to reduce the number of single occupancy commuter trips
  - to provide pool cars to minimise use of private vehicles and increase usage
  - to reduce the amount of privately claimed business mileage
- To aim to eliminate essential car user allowances.
- To develop a staff travel site on the Wave to encourage commitment to alternative travel methods.

## Responsibilities

### Managers

- The Management Team within the council has given its full support to this Staff Travel Plan, which has at its heart, an objective to reduce car travel into and around the city.
- To underpin the policy it will be a requirement that team plans include alternative travel objectives e.g. reviewing the need to travel and where travel is required promoting use of public transport and pool cars.
- Individual management objectives will include reviewing sustainable transport options for teams and a reduction in travel.
- Ensure risk assessments on staff travel arrangements are undertaken and complied with.
- A bi-annual travel survey will be commissioned to identify trends and barriers.
- Every division will review its mileage on a half yearly basis.
- Ensure only venues that may be easily accessed by public transport are used when organising events and meetings.
- Any review of accommodation will include identification of suitable facilities to support alternative methods of travel.
- Managers will, wherever practicable and without decreasing service efficiency, encourage flexible working for staff.
- Removal from all job descriptions of the need to be a car owner to qualify for the position.



### Employees

- All staff should consider whether they need to travel into their work location by car and seek suitable alternatives.
- Staff travelling within work should explore public transport options/pool car options before using their private car.
- Staff members attending an event where public transport is not viable, should seek to lift share where possible.
- Staff should make optimum use of diary planning to minimise the number of journeys eg making visits at the start or end of their working day.
- All staff should comply with the requirements of the Staff Travel Plan.

### Human Resources

- Information about the Staff Travel Plan will be included in all recruitment material.
- Staff Travel Plan information will be included in the induction process.

## Travel to Work

### Bus Travel

People who do not regularly travel to work by public transport are often unaware of the services available, so it is important to provide easily accessible information to the workplace. The Wave site in conjunction with a staff travel leaflet will improve staff awareness of the benefits and ease of bus travel.

Bus travel both within Brighton & Hove and into the City has been improved to create a real alternative for staff travelling to work.

#### Benefits of bus travel

No need to park

Traffic free or reduced traffic routes where there are bus lanes or traffic restrictions

Better access

Ability to relax during your journey

#### Barriers often raised

Lack of/ infrequent services

High fares

Lack of connecting routes

#### Staff Travel Plan benefits for staff

- For staff who use the bus to travel to work the council provides discounted tickets to cover weekly or monthly travel for Brighton & Hove buses. These passes are available from the cashiers office in either Hove Town Hall or Priory House.



- Brighton & Hove City Council encourages the use of public transport and therefore offers staff loans to purchase interest free season tickets for bus transport. All staff are eligible for loans and there is no cap on the amount of the loan as long as it is used solely for public transport and to enable them to travel to and from work. Loan applications are available to download off the Wave or may be obtained from the Human Resources team at Kings House or the Income/Payments Team at Hove Town Hall.
- A bus service runs between Hove Town Hall and Brighton Town Hall each week day and is free for council staff. The bus enables staff to plan journeys and offers an alternative to the normal bus service. All staff, having shown an approved ID card are able to use the bus throughout the week ie Monday - Friday, between 8am - 6pm.
- The public transport team, based at Hove Town Hall, offers useful advice on bus options to suit individual staff. They can be contacted on (01273) 29-2480/2481.

## Train Travel

Brighton & Hove is well serviced by mainline rail services meaning that commuters have a choice on how they enter and undertake some travel routes within the city. The Wave travel site has more information on services and fares.

### Benefits of train travel

No need to park

Traffic free routes into the City

Ability to relax on the journey to work and the opportunity to read

### Barriers often raised

High fares

Lack of connecting services at the start or end of the journey

Delays to services

### Staff Travel Plan benefits for staff

- The council runs a season ticket loan facility to support staff to buy an annual season ticket and repay the cost of the loan through their salary on a monthly basis. Application forms can be downloaded from the Wave or from the Loans Officer in the Income and Payments team at Hove Town Hall.



## Cycling

The city of Brighton & Hove is becoming more cycle friendly with improved cycle safe bike lanes. Cycling offers many health benefits ie reducing heart disease and increasing overall fitness. Cycling is also efficient as cyclists are not delayed by traffic and so journey times are predictable. The council has issued a cycle route map for Brighton & Hove.

### Benefits of cycling

Speed, convenience and reliability

Fitness and enjoyment

Saving money

### Barriers often raised

Not owning a bicycle or lack confidence

Lack of awareness of safe cycle routes

Lack of facilities at work

### Staff Travel Plan benefits for staff

- The council operates an interest free loan scheme for the purchase of bicycles. Including the purchase of appropriate clothing as well as protective/safety equipment. Application forms are available to download from the Wave or from the Human Resources team at Kings House.

- The council provides secure cycle racks at its main administrative centres ie Kings House, Brighton Town Hall/Bartholomew Square and Hove Town Hall. As need increases by the adoption of cycle friendly approaches, the council will ensure there are sufficient facilities available for staff to use across the council's buildings.
- The council already provides showering and changing facilities at its main administrative bases ie Kings House, Brighton Town Hall/Bartholomew Square and at Hove Town Hall. The council is committed to increasing facilities, where there is a proven need.
- To underline its commitment to encouraging cycling as a real alternative the council will:-
  - investigate the potential for a selection of "pool" bikes, with protective clothing
  - develop a series of staff seminars on cycling safety and repair and maintenance
  - provide one to one tuition from a cycling proficiency officer who will set out the safest and most effective journey from an employee's home to work
- The council will support the existing bicycle users group by hosting four meetings a year at which relevant representatives from the council will meet to discuss issues facing cyclists within the city.
- As part of its staff benefits scheme the council has arranged a Cycle2Work through which individual staff members can benefit from tax and national insurance savings, when leasing/purchasing a bicycle.



## Car Sharing

The council wants to improve car sharing schemes to make them more appealing to staff. Car sharing is beneficial to the city by reducing the numbers of cars entering and travelling within the city. Car sharing has been found to work most effectively where the sharers live in the same area and work consistent hours.

### Benefits of car sharing

Reduction in travel costs

Reduction in vehicle wear and tear

Shared driving and reduced stress

### Barriers often raised

Fear of not being able to get home

Reduced flexibility to meet job requirements

Less freedom to combine trip to and from work with other journeys

Difficulties in keeping to agreed schedules

Lack of flexibility for people with child care/caring responsibilities

### Staff Travel Plan benefits for staff

- The council is committed to improving the opportunities for car sharing. There will be a section on the Wave dedicated to car sharing where staff may register for a car share partner. This will be overseen by the Staff Travel Co-ordinator.
- A car share user group will be established in the same way as the bicycle users group with 4 meetings a year to discuss the issues for car sharers.
- Guaranteed Ride Home - once the scheme is in operation, the council will guarantee nominated car sharers a ride home in the event of an unforeseen problem ie illness. This will be either through a lift with another car sharer, use of a pool car or by taxi as appropriate to the circumstances.





## Walking

A number of staff already walk to their place of work and would agree that this is a good way to get about the city which helps them to maintain a healthy lifestyle. Staff who walk to work do not have the hassle of being stuck in traffic and also reduce stress through the exercise itself.

### Benefits of walking

Brighton & Hove city centre is compact and so it is easy to navigate, making so walking is a genuine alternative

Save money - on car/public transport costs as walking is free

### Barriers often raised

Poor signage and unlit pathways  
Changeable weather conditions

### Staff Travel Plan benefits for staff

- The council already ensures that main walkways are properly lit and are actively improving signage to assist pedestrians.



## Car Parking

The management of car parks is probably the most critical factor in the effectiveness of a staff travel plan. There are 436 spaces currently available for staff parking at the main council administrative offices defined below:

Kings House	136 spaces
Lanes	100 spaces
Norton Road	100 spaces
London Road	100 spaces

Other local arrangements exist at other offices and these will be kept under review.

Parking will continue to be restricted due to accommodation pressures and as a way to encourage staff to use other transport options. When linked to the aim to reduce the use of private vehicles for council business the number of spaces that need to be supplied for a genuine business requirement diminishes.



The council recognises that car parking facilities need to be provided where it has been agreed that a private vehicle is an appropriate form of transport and/or a pool car is not available.

It is expected however, that car usage should be minimised by the exploration of other forms of transport and applying the principle of staff not being required to use their personal car for work. On this basis all personal car parking permits have been withdrawn and replaced by a specified number of Group Passes by directorate. Passes should be allocated locally based on assessed need and may be allocated on a daily or weekly basis. Staff not allocated a permit will be expected to pay for their parking.

### **Allocation of Passes**

Directorate Group Passes will be allocated on an annual basis by the Staff Travel Co-ordinator, reviewable each year in line with the aims of the travel plan. No new passes beyond the annual allocation will be issued and directorates will be expected to manage local allocation. Allocation of passes will be based upon the following set criteria:

- disability
- nature of role - extent to which the work requires journeys at least 4 times a week (over 3+ separate days) that cannot be undertaken by public transport\*
- urgency/nature of work - extent to which an unplanned or unscheduled visit is required and cannot be undertaken by public transport\* (including taxis)

\* trips that cannot be undertaken by public transport are those that are deemed too time intensive, where a risk assessment identifies a potential risk to employees and those that require the transportation of bulky or hazardous equipment.

In addition to Group Passes there will be reserved spaces for car sharers and pool car spaces, also allocated on an annual basis. Spaces will also be allocated for bicycle cages and motorcycle parking (where this is not available already).

### **Local Criteria for Allocation**

Local allocation of assigned Group Passes will be managed by each directorate. A system for requesting spaces in advance should be established for allocation on a daily/weekly basis as required. This should be determined by the same criteria as group allocation.

In the event that a space cannot be found for someone with an operational need and the staff member cannot travel by alternative means, the staff member concerned will be able to claim for their parking charges for the day. The cost of this will be charged to the relevant team's staffing budget.

### **Visitor Spaces**

Visitor spaces will continue to be booked through facilities management. Staff are advised however, when arranging for visitors to attend a site to ensure details of alternative travel options are sent e.g. public transport routes.



## Travel within Work

Travel in the course of work affects travel to and from work. Commuters often drive because they plan to use their cars in the course of the day. However, many business journeys made by car could equally well be made by other means or not at all.

The principle applied to business journeys is that public transport options or alternative travel options e.g. cycle/walking/pool car must be explored before a private vehicle may be used.

Managers will be required to review the travel arrangements for their team each year, based upon an expenditure breakdown of travel costs and to consider the service benefits of funding alternatives.

### Pool Cars

The council has already invested in pool cars. At a Corporate level there are 8 bookable pool cars. These are situated at Kings House and the Lanes for Brighton Town Hall. The council is committed to exploring the maximisation of low/no emission cars and to increasing the number of pool cars.

Pool cars provide an alternative for undertaking business journeys both within and outside of Brighton & Hove when public transport is not readily available.

Staff who do not satisfy the criteria for a parking pass are expected to check for the availability of a pool car before making a journey by private vehicle.

Availability may be checked by calling (01273) 291053 for the Kings House pool cars and (01273) 291052 for Brighton Town Hall pool cars. Once availability is confirmed a pool car application form must be completed and given to the pool car booking officer on the day of travel. Further details and guidance may be found on the staff travel Wave pages.

The pool car fleet will be expanded as funding is identified and new initiatives will be piloted to maximise the use of the fleet. The potential for the development of a car club from the pool car fleet will also be explored.

### Pool Bikes

In exploring alternative ways to travel, managers will be encouraged to consider the benefits of providing a pool bike for their team. Coupled with a cycle allowance for individuals with their own cycles, this will encourage cycle use for short journeys. The council will purchase bicycles to be used as pool bikes for employees use. These bikes will be reserved through a booking system, which will be fully communicated, once in operation.



## Taxis

There may be occasions where a taxi is the appropriate form of transport to use, for example when travelling to an area not easily accessible by public transport or where there is a health and safety consideration.

## Public Transport

Staff should be requested wherever possible to make use of alternative transport options, rather than use a car.

Where it is recognised that regular travel is a key feature of a role, managers should decide whether the purchase of a bus pass is the most cost effective and sustainable option for that member of staff.

We have agreed with Brighton & Hove buses to pilot a scheme to buy an agreed number of one-day tickets for use throughout the year. This will allow staff to use a bus for a journey they would otherwise make by car and not to have to reclaim any expenses.

The council further supports the Staff Travel Plan by ensuring all out of city journeys are made by train wherever practicable in preference to using a pool car or private car.

The council already uses a system of rail warrants to ensure staff who use the train to travel on business do not have to pay for tickets from their own pocket. We shall be looking to increase the flexibility of these so that local managers may quickly and easily provide staff with warrants.

If a staff member who has been assessed as being able to undertake their visits by public transport chooses not to, they will not be eligible to claim any mileage unless by agreement with their line manager.

## Out of City Journeys

When staff are required to make journeys outside of the city, the same principles will be applied as to intra city journeys. All journeys that can be most efficiently made on public transport should be. In the event that a number of individuals are travelling to the same venue or public transport is restricted, staff will be expected to book a pool car.

Only where it is determined that neither of the options above is viable would private car usage be agreed. Mileage rates in these cases would be at Public Transport Mileage rate only.

## Business Travel Reimbursement

### Reviewing Reimbursement

A key to changing the culture of how business journeys are undertaken is to appropriately structure charges in line with the principle that no one should personally profit from such journeys. Until any changes are formally implemented current allowances will continue:



### Casual Car User Mileage Allowance

Staff who are designated as Approved Car Users will be able to claim Casual Car Allowance up to the Band 2 NJC rates. This will be agreed where this is the most efficient and effective way to deliver a service and where the individual staff member is willing to use their vehicle (rates as at April 2005).

#### Car Allowances for Approved Users

Engine capacity	451-999cc (band 1)	1000-1199cc (band 2)
0 - 8500 miles	38.7 p	42.0 p
8500 - miles	11.7 p	11.8 p

#### Motorcycle Mileage Allowance for Approved Users

Engine Capacity	-150cc (band 1)	151-500cc (band 2)	501 cc and above
All miles	7.7 p	12.3	16.5

#### Cycle allowance

The mileage rate for cycle claims is 20 pence per mile (as at 2004), reviewable each year.

#### Car Loans

Car loans will continue to be available to staff who are approved vehicle users but will only be granted for cars under 1400cc, for petrol and 1600cc for diesel as they are less harmful to the environment.

### Motorcycle/Scooter Loans

Motorcycle/scooter loans will continue to be available to staff who are authorised users but will be restricted to motorcycles/scooters up to 1000cc.

#### The following two items are proposals and have not been implemented:-

##### Essential Car User Mileage Allowance

The council is seeking the removal of the requirement for staff to use their private vehicles in the course of their work. Increases in alternative options for travel eg pool cars/pool cycles, buses and, in some circumstances, taxis mean there is no need to continue the payment of essential car user allowance. This will be a matter for consultation and will be progressed through the council's formal consultation mechanisms. Until any changes are agreed Essential User Allowance will not be affected.

##### Non-Approved Vehicle Use

Where it has been agreed that whilst a staff member is not an approved vehicle user but in a circumstance where it is assessed not to be practical to use public transport, the council is seeking to introduce a "Public Transport Mileage rate" (PTM). This will be designed to reimburse only the cost of the petrol used in the journey. The rate for PTM will be agreed via formal consultation mechanisms. Until any changes are agreed Occasional Casual Car User arrangements will continue.



## Flexible Working/ Office Attendance

The council's Flexible Working Policy outlines options for different forms of working that may be assessed locally in relation to service delivery. Changing how and when staff attend the workplace is one available measure to reduce the amount of travel both to and from and within work and managers are expected to actively promote this. The council's ICT strategy is being aligned to support flexible working opportunities.

More information on the options available can be found in the policy document on the Wave.

The council notes the specific needs of working parents and carers and has introduced flexible working arrangements to assist some individuals with their personal commitments. It is also acknowledged however, that some individuals may have to travel to work by car as there are no suitable alternatives at present.

## Information/ Communication

The key to a successful Staff Travel Plan is the extent to which the benefits and options are known. Beyond an initial launch the council will take the following steps to ensure staff travel remains a live issue.

### **Recruitment documentation**

This will contain information about staff travel both in hard copy and contained on the jobs web page.

### **Induction**

This will outline the options and benefits for staff.

### **Contracts**

Information on staff travel will be contained within a staff handbook.

### **Events**

The council will regularly promote events within the city to raise the awareness of alternative methods of travel such as "In Town Without my Car Day" and the National Cycle day.

### **The Wave**

Articles will also be posted on the Wave to highlight teams and individuals who have embraced alternative travel or flexible working.

Creation of a staff travel section on the Wave.



## Future Plans

The council is committed to continuous development of this Staff Travel Plan so that it is an example to other organisations of how opportunities to improve the environment are maximised. A review group has been established, using expertise within the council and working with our trade unions to monitor the plans in place and to highlight and co-ordinate planned improvements. This will ensure our approach to staff travel within the city is sensitive to the environment and to the needs of the council and its staff. It is also consistent with the sustainability and environmental agenda for the city. Some of the improvements being worked on are:

- investigating the benefits of joining/running a car share club
- appointing the Staff Travel Co-ordinator
- highlighting staff travel within the Staff Survey and using data to inform other developments
- linking School Travel Plans with options for working parents

## Monitoring

Information on travel claims will be made available to each Directorate Management Team on a quarterly basis to assist them to assess the impact of alternative travel options and to consider further developments within the team planning process.

The council will undertake a staff travel survey every two years to define how staff travel has altered and identify any barriers to success.

As part of annual performance planning, there will be a review of the initiatives in place within each team and across the council, to inform changes or developments to the Staff Travel Plan.

