

**BROMSGROVE DISTRICT COUNCIL**

**CABINET**

**1 JULY 2009**

**BROMSGROVE DISTRICT COUNCIL TRAVEL PLAN**

Responsible Portfolio Holder	Councillor Peter Whittaker
Responsible Head of Service	Phil Street
Non Key Decision	

**1. SUMMARY**

- 1.1 This report contains the key findings of the survey conducted by Bromsgrove District Council of its elected members and employees travel habits in connection with their Council activities.

**2. RECOMMENDATION**

- 2.1 That Cabinet note the key findings detailed throughout the report;
- 2.2 That the Cabinet note the targets for travel habits for elected members and employees in connection with their Council activities;
- 2.3 That performance and implementation against the agreed targets be reported to and monitored by the Council's Climate Change Group and that an interim progress report be submitted to Cabinet in six months time with a full report on progress in twelve months.

**3. BACKGROUND**

- 3.1 The Council carried out a survey of travel habits of elected members and employees in connection with their Council activities.
- 3.2 The purposes of collecting data and information on travel habits undertaken by Bromsgrove District Council elected members and employees was to:
- establish information on the means used to travel to and from work and to carry out Council business;
  - ascertain attitudes to current travel habits and identify opportunities to change habits;
  - provide details that allow for assessing the feasibility of promoting travel habits that reduce carbon emissions.

- 3.3 Amongst the Council's national indicators is NI 185 which requires the Council to reduce its carbon emissions. The travel plan survey will contribute to performance through promoting travel habits designed to reduce the Council's carbon emissions.
- 3.4 Additionally the travel plan can contribute to people reducing their travel costs by promoting car sharing, cycling and walking. It will also aim to promote healthier lifestyles by encouraging healthier means of travel.
- 3.5 The travel plan survey was completed by 157 respondents.
- 3.6 A map is attached that details anonymously where the respondents live to assist in determining the feasibility of car sharing.
- 3.7 Most of the respondents (67%) worked at or from the Council Office. 57% of the respondents usually start work between 8 a.m. and 9 a.m. and 23% before 8 a.m.
- 3.8 49% of respondents leave work between 4.30 p.m. and 5.30 p.m. and 20% leave between 4 p.m. and 4.30 p.m.
- 3.9 Most of the respondents worked five days per week (76%) and over 70% of all respondents travel to work by car.
- 3.10 Of all respondents 25% live 2 miles or less from work and 32% live less than 5 miles from their place of work. Just over 70% of respondents take 30 minutes or less to travel to work with 37% taking less than 15 minutes.
- 3.11 Respondents were asked why they used their car to travel to work and reasons included needing car for work business and dropping family members at school or work.
- 3.12 Only the introduction of a home working policy or car sharing information would persuade people not to use their car although 39% of respondents said nothing would stop them using their car for work.
- 3.13 When asked further about car sharing 42% said they would consider car sharing and 8% said they already did car share.
- 3.14 The full survey results are contained in appendix one.
- 3.15 The information obtained from the survey provides indications of where the Council can set targets and plan actions to reduce its carbon emissions. It provides a guide to where habits could be amended or revised to reduce impact on the environment.
- 3.16 An important consideration for the Council will be to balance brought about by changes in travel habits with the impact on cost and outputs. For example, the inference from the survey is that pool cars would not have a significant impact on travel habits and there is evidence from elsewhere that authority's with pool cars are phasing them out. The cost of purchasing pool cars is also prohibitive. Similarly, few employees cycle to work

and it would appear personal safety has an influence on cycle usage. Therefore, without substantial investment in cycle lanes and showers and changing facilities at work, it is unlikely the number of people cycling to work will increase. The costs associated with these investments are not commensurate with the likely return. However, improving the location and provision of cycle sheds might have a marginal affect on cycling as might access to the county cycle purchasing and maintenance scheme.

- 3.17 The district is not well served by public transport and until there is a significant improvement in bus services and a better rail station the option of using public transport is limited.
- 3.18 Targets drawn from the travel survey results are as follows:
- Car sharing, particularly on an occasional basis, is viewed positively by over 40% of respondents. It is suggested that a target of 20 people car share at least once a month by March 2010. It is suggested that the County Car Sharing scheme is actively promoted and that three car parking bays at the Council Offices are dedicated to staff car sharing with another employee of the Council.
  - The idea of working from home is also viewed positively by nearly 67% of respondents. Currently some 22% of respondents work from home on an occasional basis. It is suggested that a target of 33% of staff work from home at least one day a month by March 2010. The idea of a nine day working fortnight is being investigated with extended hours during the nine days.
  - The number of people walking to work is relatively low with an average of 5% of respondents walking to work. This amounts to about 7 people. A target of increasing that figure to 14 people walking to work at least twice a week by March 2010 is proposed. However, it is suggested that discussions take place with staff about any changes necessary to promote walking.
  - Although cycling is the least popular mode of travelling to work 18% of the respondents indicated they would be interested in cycling to work either if they had some one to cycle with and / or had access to discounted bicycles or maintenance. A target of 5 people cycling at least twice a week to work is set for March 2010 and that discussions take place with staff about issues that would encourage them to cycle.
- 3.19 The issue of recording these targets is proposed. It is suggested that all staff have access to a travel to work sheet and those that car sharing, working from home, walking to work and cycling is recorded monthly. The forms will record the mileage saved, their car engine size and there will be a simple means to calculate the amount of carbon they have saved. This information will be collated and used towards measuring performance against NI 185.

3.20 An incentive to complete the forms will be devised. This may include a quarterly prize draw.

#### **4. FINANCIAL IMPLICATIONS**

4.1 The costs for pursuing the targets in the travel plan are small. The possibility of building a cycle shed may be considered, but the remaining recommendations can be met from within existing budgets.

#### **5. LEGAL IMPLICATIONS**

5.1 There are no direct legal implications.

#### **6. COUNCIL OBJECTIVES**

6.1 Clean streets and climate change is one of the Council's objectives and the travel plan is a part of tackling climate change. By revising travel habits a contribution can be made to reducing carbon emissions.

#### **7. RISK MANAGEMENT**

7.1 The central risk is that people will not change their travel habits. Car travel is convenient and generally reliable. It is easy to organise and is probably regarded as the simplest means of travel. Furthermore some employees travel significant distances to work and the option of public transport may not exist.

The means for mitigating these risks is to promote the car sharing scheme; the cycle discount purchase scheme; the option of home working and the financial and health benefits of using alternative means of travel.

#### **8. CUSTOMER IMPLICATIONS**

8.1 There are no direct customer implications.

#### **9. EQUALITIES AND DIVERSITY IMPLICATIONS**

9.1 There are no direct implications.

#### **10. VALUE FOR MONEY IMPLICATIONS**

10.1 There may be some marginal gains by encouraging people to walk to places to carry out Council business as opposed to travelling by car.

#### **11. OTHER IMPLICATIONS**

Procurement Issues – None
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Personnel Implications – There are significant implications if working from home is a requirement or is seen as essential to the pursuit of the post. However, the option of occasional home working has few personnel issues.
Governance/Performance Management – None
Community Safety including Section 17 of Crime and Disorder Act 1998 - None
Policy - This supports the policy of tackling climate change
Environmental – In attempting to change travel habits there could be a significant impact on environmental issues.

## 12. **OTHERS CONSULTED ON THE REPORT**

Portfolio Holder	Yes
Chief Executive	Yes
Executive Director - Partnerships and Projects	Yes
Executive Director - Services	Yes
Assistant Chief Executive	Yes
Head of Service	Yes
Head of Financial Services	Yes
Head of Legal, Equalities & Democratic Services	Yes
Head of Organisational Development & HR	Yes
Corporate Procurement Team	Yes

## 13. **WARDS AFFECTED**

All Wards

## 14. **APPENDICES**

Appendix 1 - Travel Plan Survey Results

**15. BACKGROUND PAPERS**

Not applicable

**CONTACT OFFICER**

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**Appendix 1**

# **Bromsgrove Travel Survey 2008**

## **Analysis of Results**

**January 2009**

**For more information contact:**

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## Q2: What is your usual place of work?

**Table 1**

Location	Number of Responses	% of Total Responses
Council Office	104	66.2
Central Depot	32	20.4
CSC/Dolphin Centre	15	9.6
Other	6	3.6

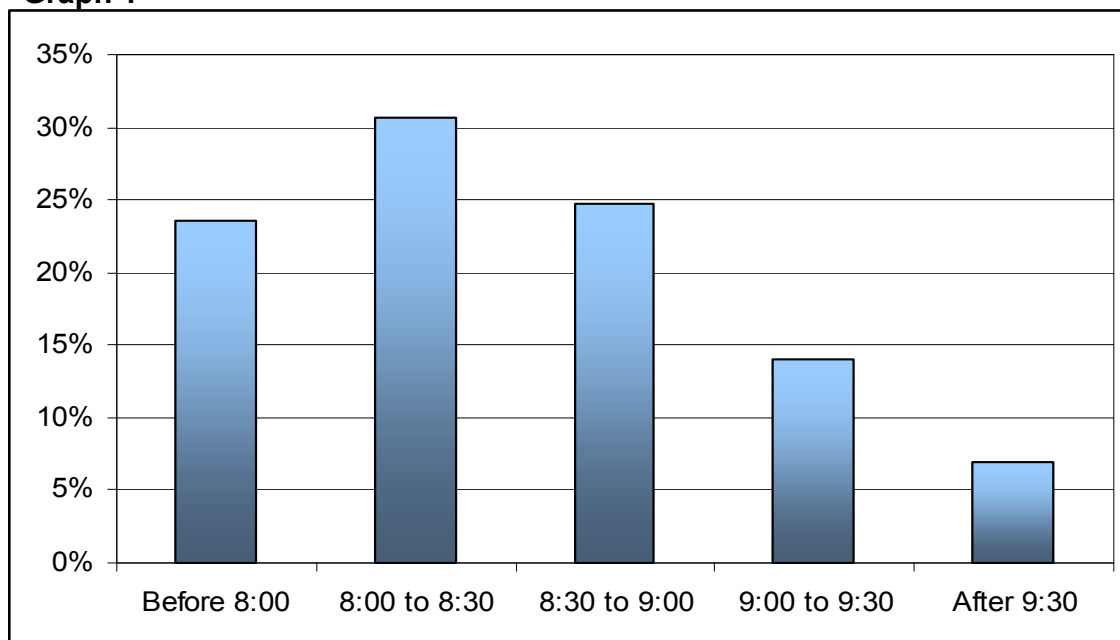
Two thirds of respondents work at the main Council Office and 20.4% are located at the Central Depot.

## Q3: Do you have a disability which affects your travel arrangements?

98.7% of respondents stated they do not have a disability, which affects their travel arrangements.

## Q4: What time do you usually start work?

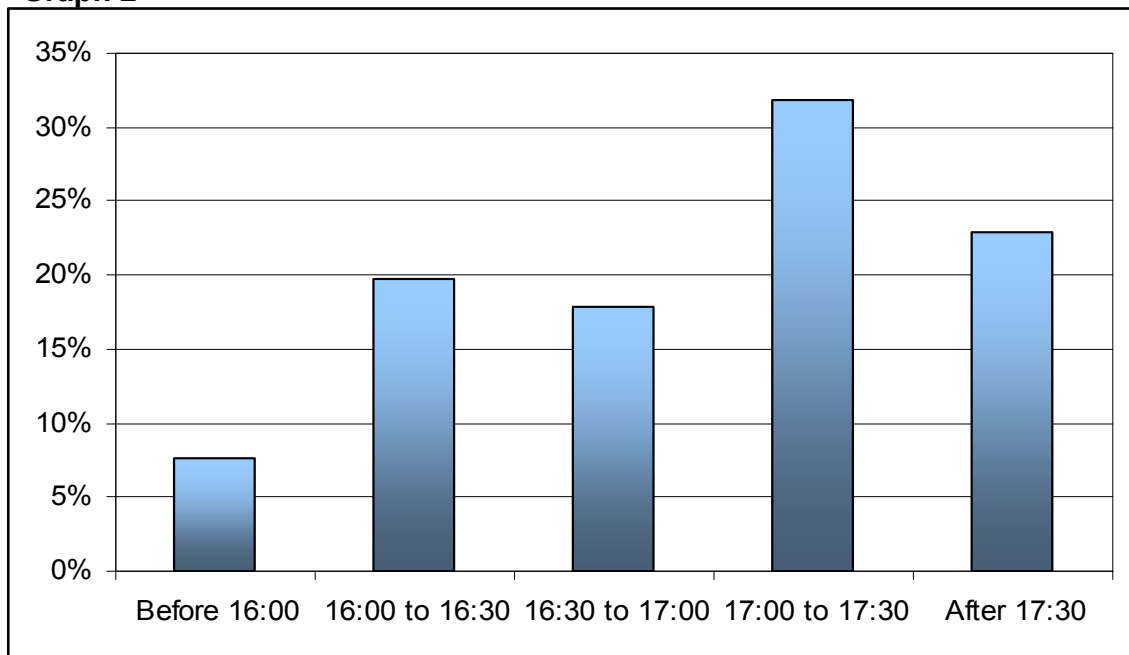
**Graph 1**



Most staff start work between 8.00am and 8.30am (30.6%), with the proportion decreasing as the morning progresses.

**Q5: What time do you normally leave work?**

**Graph 2**



The profile of times staff normally leave work is very much different to starting times. Nearly a third of staff (31.8%) normally leave work between 17.00 and 17.30.

**Q6: How many days per week do you work?**

**Table 2**

Days	Number of Responses	% of Total Responses
1	1	0.6
2	0	0.0
3	19	12.1
4	12	7.6
5	120	76.4
6	4	2.5
7	1	0.6

The majority of staff work a full week of 5 days (76.4%) followed by 12.1% who work 3 days per week or part-time.

**Q7: How do you usually travel to work on each day of the week?**

**Table 3**

Day	Car on own	Car with colleagues	Car with others	Motorcycle	Walk	Cycle	Bus	Train	N/A
Monday	73.8	9.7	5.5	2.1	4.8	0.7	2.1	0.0	1.4
Tuesday	73.8	9.4	4.7	2.0	4.7	0.7	2.0	0.0	2.7
Wednesday	70.9	9.3	6.6	2.0	6.6	1.3	2.0	0.0	1.3
Thursday	73.5	9.5	4.1	2.0	6.1	1.4	2.0	0.0	1.4
Friday	72.2	9.0	4.9	2.1	6.9	1.4	2.1	0.0	1.4
Saturday	Completed incorrectly								
Sunday	Completed incorrectly								

Almost three quarters of respondents usually travel to work in a car on their own each day of the week. Just under 10% of respondents usually car share with colleagues and 5% car share with others.

A small proportion of respondents use a motorcycle (2%), walk (5-6%), cycle (1%) or catch a bus (2%).

**Q8: Does how you travel to work differ in winter or bad weather?**

16.0% of respondents stated their travel does differ in the winter or bad weather.

**Q9: If you use your car for work, please state the fuel type?**

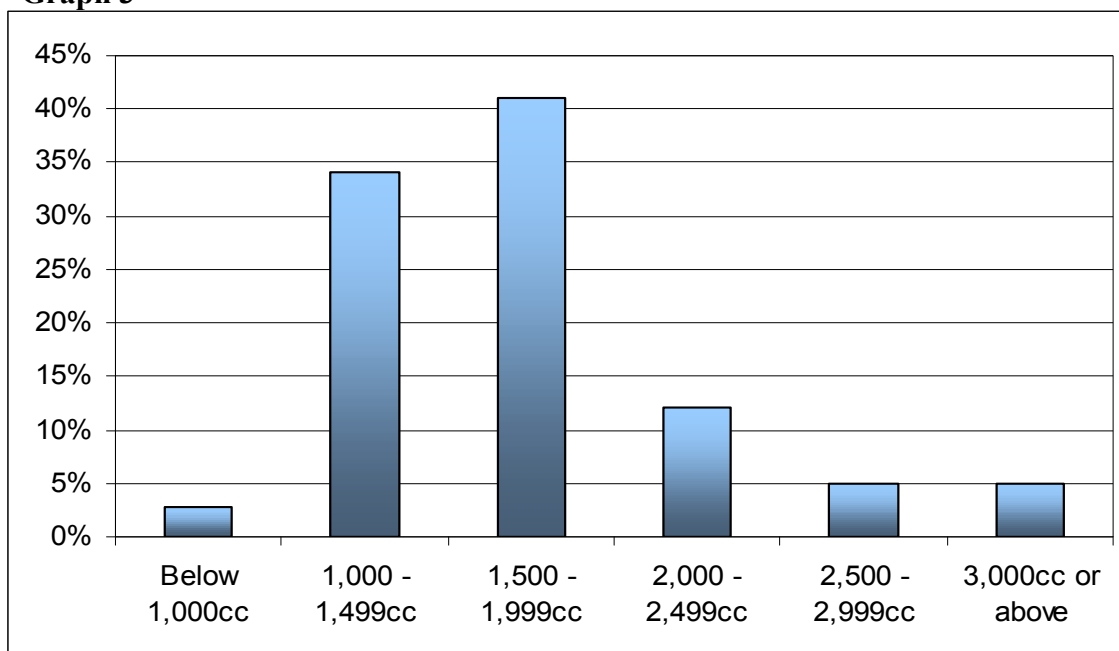
**Table 4**

Fuel Type	Number of Responses	% of Total Responses
Petrol	99	70.2
Diesel	40	28.4
LPG	2	1.4
Petrol Hybrid	0	0.0
Other	0	0.0

Nearly all staff drive either a petrol (70.2%) or diesel (28.4%) powered car.

**Q10: What is the engine size of your car?**

**Graph 3**



41.1% drive a car with an engine size between 1,500cc and 1,999cc, followed by 34.0% who stated 1,000cc – 1,499cc. 22.1% of respondents commented they drive a car with an engine size of 2,000cc or greater. Finally just 2.8% have an engine size below 1,000cc.

**Q11: What would be your preferred method of travel if different from your usual?**

**Table 5**

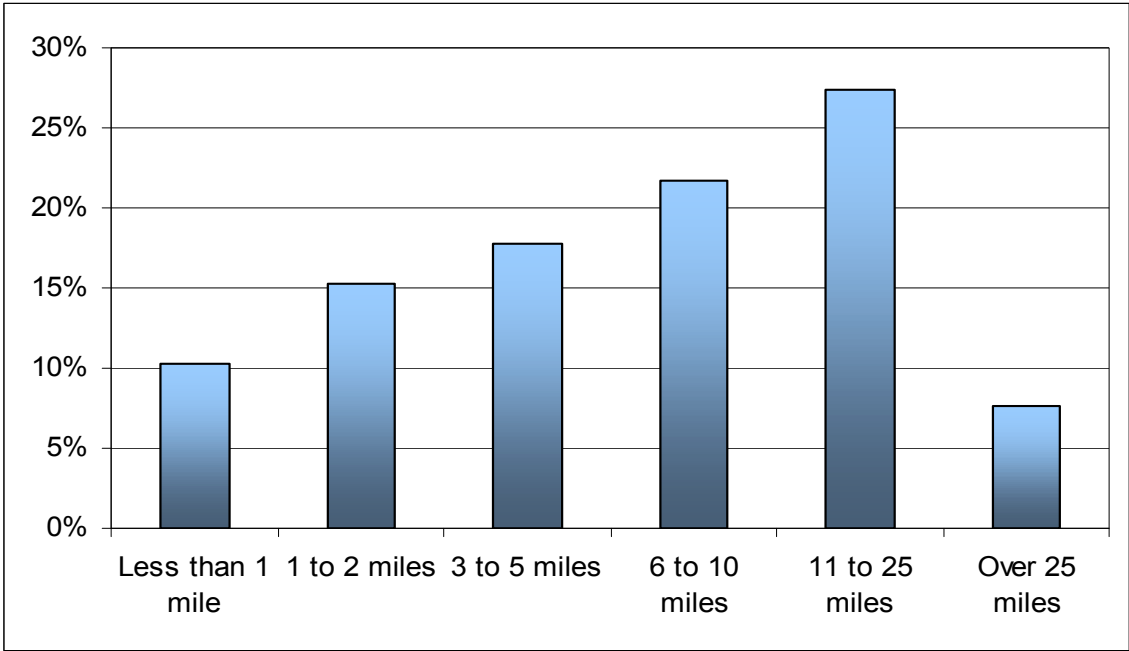
Preferred Method	Number of Responses	% of Total Responses
Car on own	27	19.4
Car with colleagues	40	28.8
Car with others	12	8.6
Motorbike	5	3.6
Walk	25	18.0
Cycle	10	7.2
Bus	8	5.8

Train	12	8.6
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Most respondents said their preferred method of alternative travel would be car sharing with colleagues, 28.8%, followed by 19.4% and 18.0% who stated they would use a car on their own or could walk to work, respectively.

**Q12: Approximately how many miles do you travel from your home to your place of work? (one way in miles)**

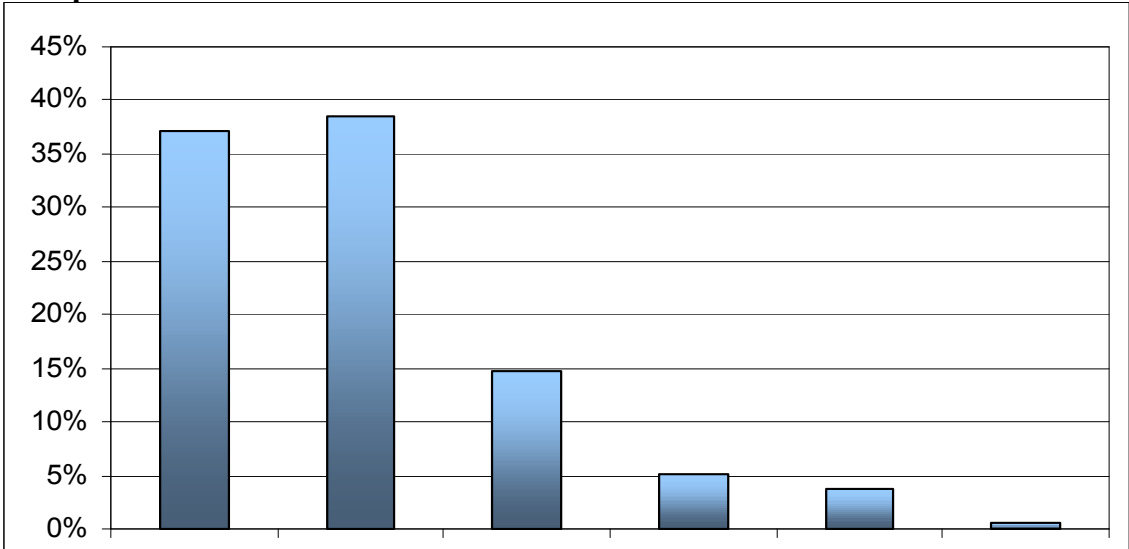
**Graph 4**



Just over a quarter (27.4%) of staff travel between 11 and 25 miles from home to work, decreasing linearly down to 10.2% who travel less than a mile. 7.6% of respondents have a daily one-way commute of over 25 miles.

**Q13: Approximately how long does it currently take you to get to work?**

**Graph 5**



Most respondents take 0-15 minutes or 15-30 minutes to get to work, 37.2% and 38.5% respectively.

4.4% of respondents stated it takes them over an hour to commute to work.

**Q14: What are your main reasons for driving into work?**

**Table 6**

	<b>Number of Responses</b>	<b>% of Total Responses</b>
Need the car for work during the day	53	37.6
Dropping family member off	30	21.3
Distance from home too great to walk/cycle	65	46.1
I can arrive and leave work when I want	59	41.8
No one to car share with	17	12.1
No public transport or it takes too long	51	36.2
Personal safety	4	2.8
Car needed because of ill health	1	0.7
Cheaper than public transport	14	9.9
More reliable than public transport	36	25.5
Other	17	12.1

The most common reasons given for driving into work are distance from home too great to walk/cycle (46.1%), convenience of arriving and leaving when staff wish (41.8%) and need car for work during the day (37.6%).

**Q15: What would encourage you NOT to use your car?**

**Table 7**

	<b>Number of Responses</b>	<b>% of Total Responses</b>
Information on car sharing	20	15.0
Information on bus/train times and routes	0	0.0
Car parking charges	4	3.0
Shuttle service to and from rail/shuttle	4	3.0
Taxi home in an emergency	4	3.0
Home working policy	49	36.8

Nothing	52	39.1
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The majority of staff (39.1%) stated nothing would encourage them not to use their car, followed closely by 36.8% who stated a home working policy.

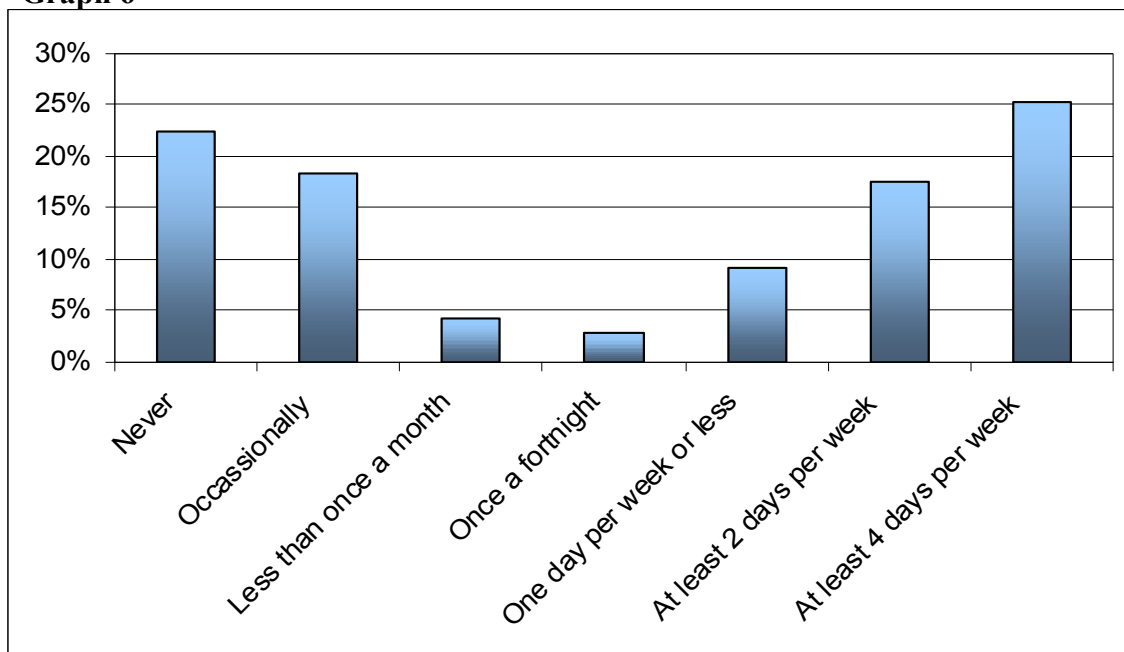
**Q16: Do you ever work from home?**

Just under a quarter of respondents (21.7%) said they have worked from home.

Of those respondents who have worked from home, the number of days per month ranges from 1 to 25, with an average of 3.2 days.

**Q17: On average how often do you use your car alone for work journeys?**

**Graph 6**



A quarter of staff use their car alone at least 4 days per week for work journeys, but conversely 22.5% stated they never use their car alone.

**Q18: How many miles per month (on average) do you travel whilst on 'work business'?**

The number of miles travelled whilst on 'work business' ranges from 0 to 900. The average mileage per month for all respondents that replied is 87.

**Q19: Would you be prepared to car share?**

42.4% of employees commented they would be prepared to car share, with around half (49.7%) stating they wouldn't. 7.9% of respondents already car share.

**Q20: Which TWO of the following would most encourage you to car share or make your car sharing easier?**

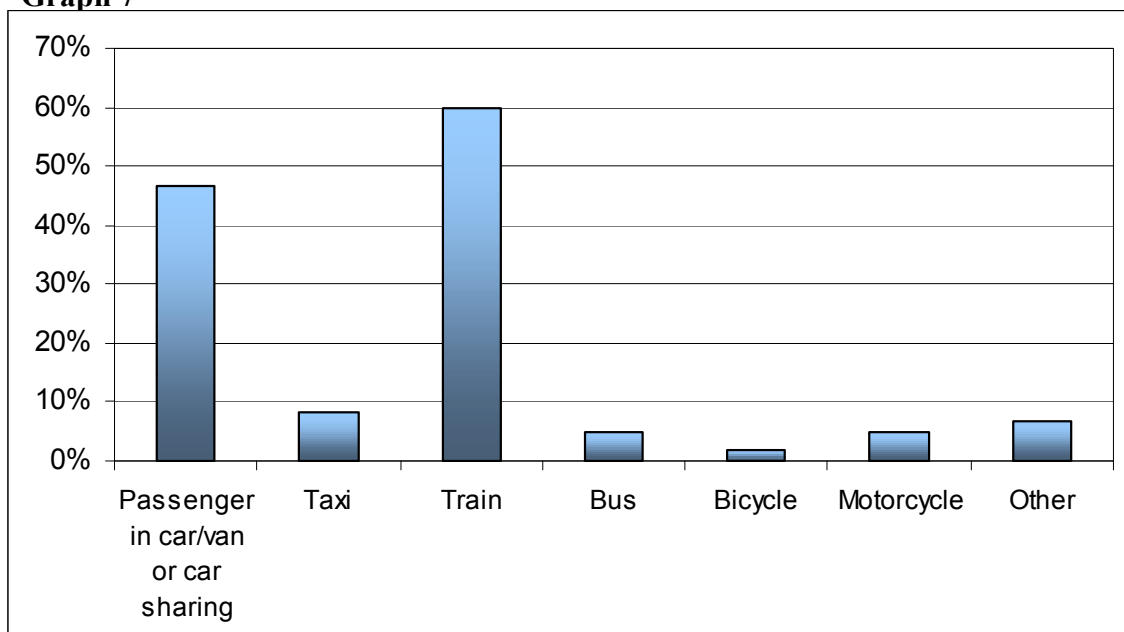
**Table 8**

	<b>Number of Responses</b>	<b>% of Total Responses</b>
Taxi home in emergency	38	26.8
Reserved parking for car sharers	13	9.2
Pool car provided for business trips during the day	37	26.1
Help in finding car sharers similar working patterns	58	40.8
Other	6	4.2
None of the above	51	35.9

The two most popular options that would encourage people to car share or make car sharing easier are help in finding car sharers with similar working patterns (40.8%) and nothing would encourage respondents (35.9%).

**Q21: Do you use any other transport for business related travel?**

**Graph 7**





60.0% of respondents have used the train at some point for business related travel, followed by 46.7% who have been a passenger in a car/van or car shared. A small proportion of respondents stated they had used a taxi, bus, bicycle or motorcycle.

6.7% have used an 'Other' mode of transport and the comments made were walk, pick-up truck and business class flights.

**Q22: Which of the following would encourage you to cycle to work?**

**Table 9**

	<b>Number of Responses</b>	<b>% of Total Responses</b>
Cycle purchase scheme	23	14.9
Improved showers/changing facilities	28	18.2
Lockers	21	13.6
Covered cycle stands	22	14.3
Cycle and pedestrian paths	32	20.8
None of the above	100	64.9

Almost two thirds of staff wouldn't be encouraged by any incentives to cycle to work. However, between 13% and 21% of respondents who be encouraged to cycle due to the options listed.

**Q23: Below is a list of other possible ideas that could be introduced at your work place to reduce the number of journeys made commuting to and from work and for work related journeys.**

**Table 10**

	<b>Number of Responses</b>	<b>% of Total Responses</b>
Condensed working hours (such as a 9 day fortnight)	62	47.0
Working from home	88	66.7
Someone to walk/cycle/ catch bus with	7	5.3
Cheaper bicycles (Council discount)	17	12.9
Use of taxi to train station for business trips	5	3.8
Lease or loan to convert car to alternative	6	4.5
Car parking charges	1	0.8
Council pool cars	27	20.5
Discounted bus travel	21	15.9

Other incentives	7	5.3
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Working from home is the most common response, with two thirds of respondents stating this option as an idea to reduce number of journeys made commuting to and from work. Condensed working hours (47.0%), council pool cars (20.5%) and discounted bus travel (15.9%) where the next most popular ideas.

