

## **DRAFT TERMS OF REFERENCE**

### **Review Title: Employer Travel Plans**

### **A Review by the Planning, Transportation, Economy and Sustainability Panel**

#### **Background**

A travel plan is a general term for a package of measures tailored to the needs of individual sites and aimed at promoting greener, cleaner travel choices and reducing reliance on the car. It involves the development of a set of mechanisms, initiatives and targets that together can enable organisations to reduce the impact of travel and transport on the environment, whilst also bringing a number of other benefits to employers and staff.

A travel plan is a dynamic process designed to grow and develop with time and in accordance with the changing circumstances of an organisation and the environment in which it works. It is not a one-off event nor a document to be produced and put on a shelf. Development of a travel plan for an organisation is designed to encourage staff, and others visiting the organisation's site(s), to use more environmentally-friendly alternatives than driving alone, at least for some of their journeys. To be successful they should contain a mix of incentives and disincentives e.g. car-sharing, promoting more use of public transport, encouraging walking and cycling, restricting on-site car parking spaces and supporting alternative work practices which reduce the need to travel.

Currently Employer Travel Plans are not mandatory, however the Local Authority may require them to be produced as part of the process of a planning application. Some free advice is available from various organisations for employers who wish to prepare Employer Travel Plans and there is information on both the Council's CIS and on Government websites.

#### **Purpose**

This review will be undertaken by a Task and Finish group set up from within the membership and working under the auspices of the Planning, Transportation, Economy and Sustainability (PTES) Overview and Scrutiny Panel.

The purpose of this review is to explore current practice in Bath and North East Somerset on Employer Travel plans, including the Council's own policy as well as those of other employers in the area. The review will also explore issues of best practice, and how Employer Travel Plans can best be further promoted. The panel will take this opportunity to explore and present options for improvement on these issues.

The Panel's recommendations proposing changes to methods and processes for engaging with the public will be sent to the Executive Member for Transport and Highways.

## **Objectives**

It is anticipated that the review will recommend:

- Improvements to the way in which the Council currently produces its own Employer Travel Plan
- Future options for creating good practice guidelines for Employer Travel Plans in Bath and North East Somerset
- Options for further promoting Employer Travel Plans amongst employers in the Bath and North East Somerset area.

## **Scope**

The Panel will explore the following:

1. The way in which the Council currently produces its own Employer Travel plan
  - looking at current practice by Bath & North East Somerset
  - comparing and contrasting with good practice in other Authorities and employers
  - identifying options for improvement
2. Existing and potential future good practice and guidelines for the production of Employer Travel Plans
  - National guidance
  - Local areas of good practice
  - Good practice in other Authorities
3. The promotion of Employer Travel Plans
  - Existing practice in Bath and North East Somerset
  - Good practice in other Authorities
  - National guidance

This review will look at Employer travel plans only and will not consider other travel plans such as patient travel plans or schools travel plans, and will not look at broader issues of travel around the area. The review will not explore specific parking issues, other than from a strategic viewpoint.

## Approach

The Panel will undertake the following activities to gather information:

### 1. Research

- Exploration of current practice in developing the Authority's own Employer Travel plan(s)
- Gathering of any relevant national guidance and good practice guidelines.
- Investigation of other Authorities' approach to Employer Travel Plans including a review of best practice
- Exploration of existing Employer Travel Plans amongst employers in the local area.

### 2. Consultation

- Possible contributor session for task and finish group to hear from other Local Authorities, local employers, and other key stakeholders (including the Executive member and involved Council officers)
- Web page
- Press releases

## Outputs of this Review

- Notes and papers from public PTES O&S Panel meetings
- Any notes and papers from a contributor session
- Short summary report incorporating key findings, conclusions and recommendations for improvements to the production of Employer Travel Plans in Bath and North East Somerset
- Recommendations to be presented to the Executive Member for Transport and Highways

## Constraints

- The review must be managed within the budget and resources available to the Panel.

## Draft Outline Project Plan

<b><i>Date</i></b>	<b><i>Stage / Activity</i></b>	<b><i>Meeting Type</i></b>
25 <sup>th</sup> July 2005	PTES O&S Panel receive and discuss draft terms of reference, and set up Task and Finish Group for review	Public
Early August 2005	First meeting of Task and Finish Group – to confirm its Terms of Reference and initiate research activities	Private
Late August/Early September 2005	Possible further meeting of Task and Finish Group – to review evidence gathered and plan possible contributor session	Private

September 2005	Possible contributor session for Task and Finish group to hear from other Local Authorities, local businesses and/or key stakeholders including the Executive Member and involved Council officers.	Public
12 <sup>th</sup> September 2005	PTES O&S Panel receive update report from Task and Finish group	Public
Late September/ Early October 2005	Possible facilitated workshop for Task and Finish Group to formulate conclusions and recommendations	Private
7 <sup>th</sup> November 2005	PTES O&S Panel receive conclusions and draft recommendations from Task and Finish group	Public
Mid/Late November 2005	Final report agreed and referred to Executive Member	n/a Report published on Weekly List
Early 2006	Panel receive Executive response to Panel recommendations	Public

### Project Team

<b>PTES O&amp;S Panel</b>	Cllr David Dixon Cllr Ruth Griffiths Cllr Caroline Roberts Cllr David Hawkins Cllr Peter Edwards Cllr Steve Willcox Cllr Chris Cray
<b>Directors:</b>	Peter Rowntree, Operations Director
<b>Service Officers:</b>	Barbara Selby, Traffic and Transportation Manager Rab Smith, Transportation Planning Team Leader
<b>O&amp;S Project Officer:</b>	Alison Enever
<b>Panel Administrator, Democratic Services</b>	Lisa Walsh

### Review Task and Finish Group

*Members to be agreed by Panel.*