

Ref:	Short Term Actions	Section responsible for delivery	HoS	Timescale	Completed	Update for Scrutiny October 2015
2.6	Offer free cycle maintenance training for staff.	HR	Henry Lewis	S	Jun-14	The HR training officer has signed up with Tina Walker a local trainer and will be offering courses to staff. See <a href="http://www.cycleinstructor.co.uk">www.cycleinstructor.co.uk</a>
2.1	Adopt Government's "Cycle to Work" scheme to give staff tax incentives on new bicycles and equipment up to £1000.	Exchequer	Clare Fletcher	S	Jul-14	SBC is registered with CycleScheme and promotional event in reception on 16th September 2015. Posters have been placed around the offices. As at Oct 15, nine members of staff have made use of the scheme spending a total of £5837 (£648 per person) of bikes and equipment.
2.12	Provide staff with a copy of the Stevenage Cycle Map with their payslips	Exchequer	Clare Fletcher	S	Mar-15	Considered too bulky to distribute with pay-slips. Made available in leaflet racks
4.1	Include "green travel" & "journey planner" icons on desktops of all PCs linked to established 'INTALINK' systems (operated by HCC).	IT	Henry Lewis	S	Sep-14	Travel Planning pages have been uploaded to the Intranet. IT reluctant to provide fixed icons on desktops
2.4	Allow access into Daneshill House from door to courtyard to facilitate easier access from cycle parking.	Facilities	Keith Brown	S	Nov-13	Full access now available
9.2	Assess feasibility of increasing the use of electric and hybrid vehicles where majority of use is for short "stop-start" journeys	Fleet	Lee Myers	S		"Electric Blue" discussing feasibility of adopting latest electric vehicles with Fleet Manager
1.1	Investigate feasibility of introducing a "walking buddy" system perhaps using the intranet to enable people to find colleagues to walk with.	Engineers	Zayd Al-Jawad	S	n/a	Not considered likely to result in significant take-up
2.8	Investigate provision of free cycle equipment such as milometers, helmets, high-vis jackets and locks for staff using bicycles for travel on Council business.	Engineers	Zayd Al-Jawad	S		Considered to be too open to abuse so first year funds have been used to support pool bikes instead. Could be considered for future promotion.
2.9	Negotiate special discounts through local cycle shops for SBC staff.	Engineers	Zayd Al-Jawad	S	Jun-14	Discounts available through Cyclescheme from independent cycle shops. 10% discount for direct sales from Halfords.
4.2	Place Green Travel information on the Intranet and Council's website including direct links to passenger transport timetable websites	Engineers	Zayd Al-Jawad	S	Sep-14	Travel Planning pages have been uploaded to the Intranet - not considered necessary to publish on the website as staff focussed.
4.3	Negotiate with bus/rail operators the possibility of staff receiving discounted bus/train travel passes / season tickets.	Engineers	Zayd Al-Jawad	S	Sep-15	SBC has joined the Arriva Employer Travel Club giving 20% off bus season ticket prices. We also access 10% off Centrebus & Great Northern Railway season ticket prices through membership of SmartGoStevenage
6.1	Set up a dedicated user-group on Herts Liftshare enabling staff to register their interest in car sharing and make arrangements to share with other colleagues making similar journeys.	Engineers	Zayd Al-Jawad	S		Currently investigating alternative provider FAXI with a view to setting up a closed group for SBC. Likely to be a better product than Liftshare.
10.2	Support and participate in green travel national events and campaigns such as bike week; car free day; car share day etc.	Engineers	Zayd Al-Jawad	S		
1.2	Promote walking through "Message of the Day", Link magazine, displays in reception area and all available communication channels.	Comms	Richard Protheroe	S		Not permitted to use MOTD/Newsdesk, GTP article in Link magazine
2.11	Promote cycling through "Message of the Day", Link magazine, displays in reception area and all available communication channels.	Comms	Richard Protheroe	S		Not permitted to use MOTD/Newsdesk, CycleScheme promotion event 16/9/14 in reception. GTP article in Link magazine, Bike pool leaflet, Cyclescheme posters, Electric pool bike has been relocated to a prominent position in reception for maximum visibility.
2.2	Publicise existing (little used) cycling allowance	Comms	Richard Protheroe	S		To be promoted alongside CycleScheme promotion in Spring 2016
4.5	Promote public transport through "Message of the Day", Link magazine, displays in reception area and all available communication channels.	Comms	Richard Protheroe	S		Not permitted to use MOTD/Newsdesk, GTP article in Link magazine, Arriva ETC membership being promoted through Link magazine
4.6	Promote the take up of interest free loans for season tickets	Comms	Richard Protheroe	S		
6.2	Promote LiftShare using all available channels	Comms	Richard Protheroe	S		
					<b>Year 1 Total</b>	

Ref:	Medium Term Actions	Section responsible for delivery	HoS	Timescale	Completed	
8.1	Review mileage allowances to remove current incentive to use large capacity cars for business related travel.	HR	Henry Lewis	M	Jul-14	Reviewed to match HMRC rates under JE
7.1	Promote video conferencing to reduce travel to meetings.	IT	Henry Lewis	M		
5.1	Set aside more space in the town centre surface car parks for motorcycle parking as demand rises.	Estates	Keith Brown	M		Not required yet
2.3	Set aside more space in the courtyard at Daneshill House for cycle parking as demand rises.	Facilities	Keith Brown	M		Option for improved racks and shelter in courtyard has been presented to FM manager for consideration.
3.1	Set up and administer booking system for pool bicycles.	Engineers	Zayd Al-Jawad	M		Bike pool booking system finalised and introduced in Spring 2015
3.3	London Road Car Park – give priority to the most sustainable modes of transport such as fleet vehicles, car share or cycles.	Facilities	Keith Brown	M		
9.1	In order to reduce the environmental impact of the SBC Fleet, all new fleet vehicles purchased will be Euro 5 compliant and from September 2015 will be Euro 6 compliant provided such vehicles are available.	Fleet	Lee Myers	M		
2.5	Ensure regular updates of the Stevenage Cycling Map and offer downloads on Intranet and Website.	Engineers	Zayd Al-Jawad	M		Still good stock of Cycle Maps remaining - new outlets required
2.7	Provide additional covered cycle racks at or near Council offices and/or in the adjoining public car parks.	Engineers	Zayd Al-Jawad	M		Option for improved racks and shelter in courtyard has been presented to FM manager for consideration.
3.2	Purchase pool bicycles (push bike / electric bikes) for use at Daneshill House and roll out to Cavendish Road and other offices if successful.	Engineers	Zayd Al-Jawad	M		Two Peugeot electric bikes and four Raleigh push bikes purchased with panniers, tools, spare tyres, lights and odometers at total cost of £4177. Datatagged, GTP/SBC logos applied and made available for use at Daneshill House and Cavendish Road depot. 25 staff have signed up as members of the bike pool as at October 2015.
4.4	Support HCC in putting pressure on public transport providers to improve bus and train services locally.	Engineers	Zayd Al-Jawad	M		
3.2	Promote use of pool bikes through "Message of the Day", Link magazine, displays in reception area and all available communication channels.	Comms	Richard Protheroe	M		Leaflet with payslips - further leaflets planned now Scott has been photographed with bike! New position for bike should help scheme self promote.
					<b>Year 2-5 Total</b>	
					<b>Per annum</b>	

Ref:	Long Term Actions	Section responsible for delivery	HoS	Timescale	Completed	
2.1	Support HCC's Cycling Strategy objectives including the enhancement of the cycle network in Stevenage.	Engineers	Zayd Al-Jawad	L		Working with HCC to push for implementation of UTP scheme CM7 - Gresley Way
10.1	Update staff travel information by conducting further travel survey in 2017 and every 5 years thereafter to help measure & monitor progress.	Engineers	Zayd Al-Jawad	L	Oct-15	Staff travel survey conducted through SmartGoStevenage in Oct 2015

1	<b>Policy 1</b> - The Council will promote walking to staff and Members.
2	<b>Policy 2</b> - The Council will promote cycling to staff and Members.
3	<b>Policy 3</b> - The Council will wherever possible provide staff with sustainable transport options for their business related journeys.
4	<b>Policy 4</b> - The Council will promote public transport to staff and Members.
5	<b>Policy 5</b> - The Council will promote motorcycling to staff and Members.
6	<b>Policy 6</b> - The Council will promote car share to staff and Members.
7	<b>Policy 7</b> - The Council will strive to reduce the need to travel wherever possible.
8	<b>Policy 8</b> - The Council will work towards introducing mileage allowances which incentivise the most sustainable modes of transport.
9	<b>Policy 9</b> - The Council will seek to ensure that vehicle emissions from its fleet vehicles are minimised by using them in the most efficient manner and by procuring only the most environmentally friendly vehicles available.