

Ref:	Short Term Actions	Section responsible for delivery	Timescale	Completed	Update for Scrutiny October 2016
1.1	Investigate feasibility of introducing a “walking buddy” system perhaps using the intranet to enable people to find colleagues to walk with.	Engineers	S		Not considered likely to result in significant take-up but being considered in line with FAXi offering.
1.2	Promote walking through “Message of the Day”, Link magazine, displays in reception area and all available communication channels.	Comms	S	Ongoing	Ongoing and for discussion with new Senior Communications Officer
2.1	Adopt Government’s “Cycle to Work” scheme to give staff tax incentives on new bicycles and equipment up to £1000.	Exchequer	S	Jul-14	Cyclescheme has been one of the more successful elements of the Green Travel Plan with 20 members of staff having acquired bikes worth a total of £11,725 through from the scheme. As well as the environmental and staff satisfaction benefits the scheme will have saved SBC £1618 in employers National Insurance Contributions to date.
2.11	Promote cycling through “Message of the Day”, Link magazine, displays in reception area and all available communication channels.	Comms	S	Ongoing	Ongoing and for discussion with new Senior Communications Officer
2.12	Provide staff with a copy of the Stevenage Cycle Map with their payslips	Exchequer	S	Mar-15	Considered too bulky to distribute with pay-slips. Made available widely in leaflet racks.
2.2	Publicise existing (little used) cycling allowance	Comms	S	Ongoing	Ongoing and for discussion with new Senior Communications Officer
2.4	Allow access into Daneshill House from door to courtyard to facilitate easier access from cycle parking.	Facilities	S	Nov-13	Full access now available
2.6	Offer free cycle maintenance training for staff.	HR	S	Jun-14	The HR training officer has signed up with Tina Walker (www.cycleinstructor.co.uk) a local trainer and will be offering courses to staff linked with the Employee Health and Wellbeing Strategy. This does not appear to have been used but discussions are underway with new Learning and Development Officer.
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	S	n/a	Considered to be too expensive and open to abuse and likely to be taxed as a benefit in kind and not therefore being progressed at this time.
2.9	Negotiate special discounts through local cycle shops for SBC staff.	Engineers	S	Jun-14	Local cycle shops are often prepared to offer discounts of up to 10% but not in addition to discounts available through Cyclescheme. The cyclescheme discount is more generous so it makes sense to focus on this offer.
4.1	Include “green travel” & “journey planner” icons on desktops of all PCs linked to established ‘INTALINK’ systems (operated by HCC).	IT	S	Sep-14	Travel Planning pages have been uploaded to the Intranet. Desk Icons not favoured by IT @ 2014. New service request has been logged with IT for desk icons @ 2016.
4.2	Place Green Travel information on the Intranet and Council’s website including direct links to passenger transport timetable websites	Engineers	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	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
4.5	Promote public transport through “Message of the Day”, Link magazine, displays in reception area and all available communication channels.	Comms	S	Ongoing	Ongoing and for discussion with new Senior Communications Officer
4.6	Promote the take up of interest free loans for season tickets	Comms	S	Ongoing	Ongoing and for discussion with new Senior Communications Officer
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	S	Apr-16	We have now signed up with FAXi for a closed corporate group for SBC.
6.2	Promote LiftShare using all available channels	Comms	S		FAXi are awaiting data from HR in order to pre-register staff to the scheme and communicate directly the benefits of sharing journeys with colleagues.
9.2	Assess feasibility of increasing the use of electric and hybrid vehicles where majority of use is for short “stop-start” journeys	Fleet	S	Oct-16	Fleet Manager’s comment: “I watch with anticipation the opportunity to identify hybrid or full electric vehicles but have not seen anything that would fit with the fleet profile, we did trial several utility vehicles earlier in the year but they were cost prohibitive”
10.2	Support and participate in green travel national events and campaigns such as bike week; car free day; car share day etc.	Engineers	S	Jun-16	Have not had resources at officer level to date but Members have had significant involvement in Bike Week events

Ref:	Medium Term Actions	Section responsible for delivery	Timescale	Completed	
2.3	Set aside more space in the courtyard at Daneshill House for cycle parking as demand rises.	Facilities	M	Ongoing	See 2.7 below
2.5	Ensure regular updates of the Stevenage Cycling Map and offer downloads on Intranet and Website.	Engineers	M	Ongoing	Still good stock of Cycle Maps remaining - new outlets required. Map now uploaded to intranet.
2.7	Provide additional covered cycle racks at or near Council offices and/or in the adjoining public car parks.	Engineers	M		Improved racks and shelter in courtyard have been approved in principle by Corporate Facilities and Compliance Manager and Engineers will arrange installation towards year end if funds permit.
3.1	Set up and administer booking system for pool bicycles.	Engineers	M	Apr-15	Bike pool booking system finalised and introduced in Spring 2015. However changes to the reception area now threaten this. The Corporate Facilities & Compliance Manager’s comment: “At a meeting earlier this week, in relation to the Reception room refurbishment, it was decided that neither the CSC Triage staff nor the Facilities staff would administer the booking of the pool bike – post refurbishment. Therefore, it was suggested that the best course of action would be for you to delegate a team member of yours to administer this as you see fit.”. However, it does not seem practicable to expect everyone to sign out keys from the 2nd floor new block.
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	M	Apr-15	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. This membership has grown to 38 members @ Nov 2016. The E-Bike has been used on 54 occasions whilst the pushbikes have been used on just 15 and 7 occasions. Usage of the bikes at Cavendish Road has been negligible. Whilst usage of the scheme over all is undeniably disappointing, it is clear that the E-Bike in particular serves a useful function but loss of a booking system at Reception threatens to viability of this going forward.
3.2	Promote use of pool bikes through “Message of the Day”, Link magazine, displays in reception area and all available communication channels.	Comms	M	Aug-15	Leaflet with payslips - Poster and sign-up sheets have been placed in Reception with the E-Bike to maximise visibility and convenience of the scheme.
3.3	London Road Car Park – give priority to the most sustainable modes of transport such as fleet vehicles, car share or cycles.	Facilities	M		Corporate Facilities & Compliance Manager’s comment: “The primary rationale for usage of the London road Car Park is for users who regularly come in and out of Daneshill, e.g. Surveyors, Outreach workers etc. to use this facility as its nearer than the public car parks, thus less work time wasted and more convenient for these employees when carrying goods / ladders / bulky paperwork and laptops to site etc. There are approximately 12 spaces in the London Road Car Park, (and its already well oversubscribed). Whilst FAXi Car Share is a worthwhile corporate initiative, I think releasing a few of these valuable spaces for FAXi users is somewhat illogical for the purpose of incentivising staff to join the scheme.”
4.4	Support HCC in putting pressure on public transport providers to improve bus and train services locally.	Engineers	M	Ongoing	The Planning Policy team have been working with local Train Operating Companies to retain and extend train services during and beyond the provision of the 5th platform at the station.
5.1	Set aside more space in the town centre surface car parks for motorcycle parking as demand rises.	Estates	M		Not required yet
7.1	Promote video conferencing to reduce travel to meetings.	IT	M	Sep-16	Video conferencing is now available in the Simkent Room and in meeting room 304 although the facility has not been promoted. Telephone conferencing is now available to staff at their desks through the IP phones
8.1	Review mileage allowances to remove current incentive to use large capacity cars for business related travel.	HR	M	Jul-14	Reviewed to match HMRC rates under JE
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	M		Fleet Manager’s comment: “Currently we have many vehicles that are euro 4 such as transit vans and small vehicles, the majority of the larger HGV’s are euro 4 or “EEV” derivatives which is an in between euro 4 and 5. We are expecting a delivery of one recycling collection vehicle at the end of the month and two in December which all will be euro 6 compliant”

Ref:	Long Term Actions	Section responsible for delivery	Timescale	Completed	
2.1	Support HCC’s Cycling Strategy objectives including the enhancement of the cycle network in Stevenage.	Engineers	L		Working with HCC to deliver small scale cycleway improvements identified in AECOM report
10.1	Update staff travel information by conducting further travel survey in 2017 and every 5 years thereafter to help measure & monitor progress.	Engineers	L	Oct-15	A staff travel survey will be conducted through SmartGoStevenage starting 8/11/16 and running for three weeks.

1	Policy 1 - The Council will promote walking to staff and Members.
2	Policy 2 - The Council will promote cycling to staff and Members.
3	Policy 3 - The Council will wherever possible provide staff with sustainable transport options for their business related journeys.
4	Policy 4 - The Council will promote public transport to staff and Members.
5	Policy 5 - The Council will promote motorcycling to staff and Members.
6	Policy 6 - The Council will promote car share to staff and Members.
7	Policy 7 - The Council will strive to reduce the need to travel wherever possible.
8	Policy 8 - The Council will work towards introducing mileage allowances which incentivise the most sustainable modes of transport.
9	Policy 9 - 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.