**City of Lincoln Council Employee Travel Plan – 2019-2025**

**Introduction**

**The Employee Travel Plan is designed to reduce car use and provide improved travel options to employees of the City of Lincoln Council.**

The council's commitment to sustainability and addressing climate change 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 Corporate Management Team.

**Scope**

The travel plan will apply to all employees of the council, employed undercity of Lincoln terms and conditions of service.

**Policy Framework**

This Travel Plan is designed to be consistent with other key council plans, including the Lincoln Transport Strategy, 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 considered 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 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 develop a staff travel site on the City People to encourage commitment to alternative travel methods.

**Overview of CoLC**

As of July 2023 the City of Lincoln Council had a total of 624 members of staff spread over a range of sites, including one in Sleaford. The number of staff working at each site can be broken down as follows:

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| --- | --- |
| Location  | No.  |
| City Hall  | 482 |
| Hamilton House  | 84 |
| Managed Workspace  | 3 |
| NKDC Offices, Sleaford  | 28 |
| Other\* | 27 |
| Total  | **624** |

Other staff are based in other sites, including supported housing, Hartsholme Country Park, the Crematorium, community centres and Sincil Community Hub.

**Overview of staff consultation**

A staff survey was undertaken in 2019, 2021 and 2023, the next survey is due to take place in Spring 2025. In June 2023 234 members of staff completed the survey, representing 38% of the overall staff across all CoLC sites.

**Key results from the 2023 survey:**

* 139 (59%) of respondents live within 5 miles of their place of work.
* 132 (56%) of respondents when traveling to a place of work, normally drive alone on their journey to work.
* In total 22% of staff expect that they will travel to work by means of walking, cycling, bus or train once all pandemic restrictions are lifted.
* 121 (52%) members of staff who travel to work by car use one of the City of Lincoln Council’s public car parks (this doesn’t include Hamilton House)
* Post Pandemic changes in organisational working practices has most influenced 109 (47%) respondents.
* 56 (24%) respondents claim to have experienced congestion on their way to work of which 34 have experienced extended journey times.
* 129 (55%) expect to be working from home between 1-3 days (50 (21%) 4-5 days) compared to 34 (15%) pre pandemic. (19 -193 days and 15 4-5 days)
* For those that need to use their car for work purposes (eg site visit or attending meetings) 120 (51% use a car alone) with 27% walking, cycling, car sharing, catching a bus or train)
* 34% would like the cycle to work scheme to be available more frequently or for a longer period.
* 37% interested in a salary sacrifice car lease scheme.

**Survey Conclusions and priority actions for 2024.**

* 26% of all comments received said that they would be encouraged to use more sustainable means of travel, should incentives and rewards be introduced. Such incentives could include:
1. Continuation of cycling incentives, including cycle to work scheme and a range of cycling initiatives, such as Dr Bike sessions.
2. bus incentives, including promotion of the Lincoln BIG bus pass scheme and/or set up a salary sacrifice bus pass scheme with Stagecoach.
* For those that need to use a car for work purposes or are not able to switch to a more sustainable mode of transport:
1. Promote the existing car sharing scheme amongst employees
2. Consider setting up a bespoke car sharing scheme using smart technology.
3. Continue the Tusker car leasing scheme providing an affordable option for staff who would like to upgrade their current vehicles to a new Ultra Low Emission Vehicle.

**Travel Plan Targets**

The targets outlined in this travel plan have been developed out of the results from the staff consultation and reflect the key aspirations as set out at the outset of the travel plan. The actions are anticipated to provide staff members with the opportunity to make healthier and more sustainable travel choices, leading to an improvement in overall air quality in the city and to reducing congestion on the road network. This feeds into the City Council’s wider aspirations to become carbon neutral by 2030.

Table of targets:

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| **Mode of Travel**  |  **2019** | **2021** | **2023** | **Target****2025**  | **Achievements to date** |
| Single Occupancy Car  | 53% 55% 52% | 48%  | 4% below target |
| Drive to work with other/s | 14% 10% 12% | 19%  | 7% below target |
| Cycling  | 7% 7% 9% | 11%  | 2% below target |
| Walking  | 14% 18% 18% | 17%  | 1% above target |
| Bus  | 8% 8% 7% | 12%  |  4% below target |
| Train  | 1% 3% 2% | 4%  | 2% below target |
| WFH (1-5 days) |  78% 72% |  | NA |

**Achievements against targets**

There has been a slight increase in the number of staff travelling to work five days a week by car alone, 55%, which is above the 50% target set. However in 2023 72% of staff are working from home between 1-5 days per week and expect to continue on a permanent basis, with 38% working from home 3 days per week. This is a significant change since the first survey in 2019 and has resulted in a significant reduction of vehicle journeys to and from work but also to long distance meetings which frequently take place on line. This transition in working patterns, combined with improvements to road infrastructure over recent years, is having a noticeable reduction on congestion and air quality levels in the city. For further details see Lincoln’s annual Air Quality Status Report[[1]](#footnote-1).

Therefore when taking into account the number of staff that now travel to work 5 days per week only 14% travel to work by car as a single occupant. As a result there has been a significant reduction in car use, which we expect to maintain throughout the timescale of this Travel Plan.

We have achieved the target set for the number of staff walking to work, however the number of staff traveling to work by train has reduced since 2021, largely due to train strikes and shortage of drivers resulting in a reduced service.

**Travel plan objectives:**

**Objective**: Reduce congestion and polluting emissions caused by vehicles travelling to various CoLC sites.

In order to support those people who are able to make a modal shift away from the car, the key modes that this travel plan shall focus on are:

* Car sharing
* Cycling
* Bus

For those not able to make a modal shift this travel plan shall focus on supporting staff to transition from petrol and diesel vehicles to ultra low emission vehicles.

**Target 1**: Reduce single occupancy car journeys by 5 % during the period April 2021 to 2025.

**Target 2**: To increase car sharing to 19% from the baseline of 14% by 2025.

**Target 3**: To increase bus use to 12% from the baseline of 8% by 2025.

**Target 4**: To increase cycling to 11% from the baseline of 7% by 2025.

**Target 5:** To increase walking to 17% from a baseline of 14% by 2025.

**Travel Plan Action Plan**

 Action Plan 1 (Short term – by March 2022)

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| **Actions** | **Progress** | **RAGB** |
| 1. Encourage Cycling
 | Introduce cycle to work scheme – summer 2019 Consider widening the time period people can access the cycling to work scheme | Cycle to work scheme was offered to staff in 2019, 2020 and 2021. Take up in 2022 was lower than previous years due to supply issues but the window for purchasing a bicycle was extended to all year round to make it easier for people to apply and rebranded as Tax Free Bike Scheme with a page promoting the scheme on sharepoint [Tax Free Bike Scheme (sharepoint.com)](https://lincolngovuk.sharepoint.com/sites/HumanResources/SitePages/Tax-Free.aspx)**Project Complete – business as usual**  | Blue |
|  | Arrange a programme of Dr Bike sessions and align with Access Lincoln’s event programme. Undertake communications on this highlighting the benefits of cycling.  | Dr Bike sessions has not been possible to arrange in 2020 or 2021. Dr Bike session for CoLC employees took place September 2022 at Orchard Street Car Park. This was a joint initiative with LCC. | Blue |
| 1. Bus Travel
 | Undertake communications regarding the Lincoln BIG bus pass scheme, highlighting to staff the opportunities and benefits of travelling by bus.  | Internal staff coms took place in Sept 2022. New page to promote the scheme [Lincoln BIG Bus/Car Share Deals (sharepoint.com)](https://lincolngovuk.sharepoint.com/sites/HumanResources/SitePages/Lincoln-BIG-Bus-Deal.aspx) | Blue |
| 1. Sustainable Travel
 | Work with Access Lincoln to undertake personal travel plans with staff members.  | Personal Travel Plans competed as part of the Access Lincoln scheme which ended in March 2021 and the website with PTPs closed in Summer 2022. | Blue |
|  | Promote the take up of a car sharing scheme amongst staff, and measure the need to offer reserved car sharing scheme spaces at City Hall.  | Promotion of the Lincoln Car Sharing Scheme, but reduced use of the scheme due to Covid restrictions in 2020/2021. CoLC are engaging with LCC, UoL, Lincoln BIG to set up a new bespoke Car Share scheme. | Green |
|  | Survey all service managers requesting information on how many members of their staff currently have free parking passes. | Complete | Blue |
|  | Undertake travel surveys every 2 years via the Stars, to provide bench marks and to enable measurement against targets. | 2019 complete2021 complete2023 complete2025 schedules for spring 2025 to inform the new Travel Plan 2025-2030. | Green |
|  | Review feasibility of low emission vehicle lease scheme. | A Green Car lease scheme for ColC employees to enable them to access an electric car was launched in October 2022.**Project Complete – business as usual** | Blue |

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| Action Plan 2 (Mid-term –2023 - 2025)

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| **Rebalance staff travel choices**  |
| 1. Undertake further survey
 | Emerging from the results from the service managers’ survey develop a more detailed picture of how many existing staff members need their cars to carry out their duties on a daily basis, and how many could feasibly use a pool car to carry these out. |
| 1. Policy Review
 | Following staff travel plan, review City of Lincoln Council staff parking policy. Currently have 243 (33 of which are provided to members) free staff parking permit passes.  |
| 1. Introduce car sharing incentives
 | Provision of 5 free car sharing spaces, provided in unison with a staff car sharing scheme. Monitor the uptake and review over time if this number could be increased due to demand. **ColC are working with LCC, UoL, Lincolnshire NHS and Lincoln BIG to review bespoke car share schemes.** |
| 1. Review pool car system
 | Review the demand for a pool car system, determine the capital cost to the authority of providing such a scheme and the ongoing maintenance costs.  |

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1. https://www.lincoln.gov.uk/environmental-issues/local-air-quality [↑](#footnote-ref-1)