Midlothian Council
Travel Plan
2017-2021

Midlothian

Midlothian Council Travel Plan 2017-2021

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1 • Introduction: Purpose of the Travel Plan

1.1 A Travel Plan is a package of measures aimed at promoting sustainable travel within an organisation, a necessary component of which is a reduction in single occupant car trips (principally those that are part of the daily commute) as well as addressing car parking and car use in general. It also aims to make necessary car travel more sustainable. A travel plan is tailored to the specific circumstances of an organisation and the sites where it is based, taking into account factors such as current modal split, size and location of the organisation or buildings, number of staff employed, the number of visitors and the number of deliveries or contractors servicing buildings. Travel planning is not a one-off document; it is an ongoing process of organisational change, a dynamic process that grows and develops with time to reflect changes in staff and visitor characteristics and the requirements of the organisation implementing the plan.

1.2 This Travel Plan demonstrates how Midlothian Council has applied national, regional and local policy to its own operation, in support of transport policy across Scotland. In particular it sets out how the Council will direct future effort and resources to improve access for staff and visitors in a more sustainable manner.

1.3 Occupying a key location in Scotland's Central belt, and as a result of its location next to Edinburgh, Midlothian is subject to substantial growth pressures. One of the key issues that emerged at the consultation stage for the Council's Local Transport Strategy (LTS) is the potential for this to ultimately damage the local economy and environment. As the largest employer in Midlothian, travel connected with the Council's operation has the potential to exacerbate or ameliorate this situation.

1.4 To ensure that the preparation of this Travel Plan has been an inclusive process, a travel survey questionnaire was distributed to all Midlothian Council staff and elected members in January 2017, the results of which have contributed directly to the preparation of the Travel Plan.

2 • National, Regional and Local Context

2.1 This Travel Plan is an important delivery mechanism for many of the aims and objectives of national, regional and local policy. It is important that the Travel Plan acknowledges the aims and objectives of these policies with a view to converting their aspirations into practical measures.

2.2 At national level 'Scotland's National Transport Strategy' published by the Scottish Executive in December 2006 and refreshed by Transport Scotland in 2016, sets the national context and direction of national transport policy. As part of its commitment to sustainability it states that the public sector is to demonstrate leadership in the preparation of sustainable travel plans, with all local authorities having operational travel plans in place by April 2008. In promoting a healthy Scotland, the Scottish Executive published "Let's Make Scotland More Active: A Strategy for Physical Activity" in 2003, reviewed in 2008, and which highlights the need to increase active travel modes including walking and cycling.

2.3 At regional level Midlothian Council is a member of SEStran, one of 7 regional transport partnerships in Scotland 2008-2023. In 2008 the Regional Transport Strategy (RTS) was submitted to Scottish Ministers for approval. It forms a blueprint for transport development in South East Scotland for the 21st century and sets out core work for the next 15 years. The RTS outlines a commitment to the development of travel plans by its local authority members and others. To support the RTS in the delivery of travel plans, SEStran has produced a travel plan strategy with the following aims.

- To increase use and awareness of travel plans in the SEStran region.
- To increase the use of TripshareSestran, a web-based system encouraging car sharing.
- To promote sustainable transport more generally (especially where of relevance to travel plans).

2.4 At local level the Travel Plan supports the following strategic actions and obligations on the council:

- Outcomes and priorities for the Council and its partners in the Single Midlothian Plan 2016-17 include environmental limits are better respected in relation to waste, transport, climate change and biodiversity. People are able to look after and improve their own health and wellbeing and live in good health for longer. Investing in our people and our infrastructure in a sustainable way.

- Climate Change (Scotland) Act 2009 – The Scottish Government has set an overall target of at least an 80% reduction in Scotland's carbon emissions by 2050, with an interim target of at least 42% reduction by 2020.

- The Council is a signatory to Scotland's Climate Change Declaration, which commits to achieving a significant reduction in greenhouse gas emissions from its own operations, including travel and transportation.

- Midlothian Council has also been working to promote the health of employees in a variety of ways through the Healthy Working Lives Scheme. Travel and transportation are a priority in the Council's Healthy Working Lives Statement of Intent in relation to the environment. In 2013, the Council achieved its first Gold award which has been renewed in 2016. This Travel Plan contributed to achieving that award.

- The Lothian Joint Physical and Complex Disability Strategy recognises that disabled people require an accessible environment. This Travel Plan contributes to maintaining and improving accessibility for disabled people and the wider community in terms of our own operation, whilst reducing environmental impacts.

3 • Aims, Objectives and Targets

3.1 The aim of this Travel Plan is:

To reduce the adverse impacts of travel, most particularly car travel, associated with the activities undertaken by Midlothian Council in the provision of its services whilst improving the ease with which the Council can be accessed.

3.2 To be successful, pursuit of this aim needs to deliver the following tangible benefits:-

- increased access to Council services and facilities for all;
- reduced transport-based pollutants and greenhouse gases entering the environment;
- reduced traffic congestion;
- reduced road traffic accidents;
- improved health of its people by encouraging less stressful, more active travel;
- improved Council profile; and
- improved understanding of the impacts of travel.

3.3 Accordingly, in support of the aim, specific action provisions of this Travel Plan will need to focus on achievement of the following objectives:

- promote and improve access and facilities which support and encourage those accessing Midlothian Council services to do so by remote means, on foot, by bicycle and by public transport;
- reduce the impact of our operational travel requirements;
- make the management of our workplace car parking effective, efficient and equitable; and
- promote this Travel Plan and travel planning to our people and visitors.

3.4 For each of these objectives a number of specific targets have been identified, the details of which are set out in Annex A on page 11.

4 • Information Gathering

4.1 In addition to drawing upon information which provides the national, regional and local context for transport planning and travel plans, specific information gathering work took place in the preparation of this Travel Plan, this being:

- general site/information assessment – to provide an insight into the facilities available to transport users on site as well as access to facilities within the local area;
- walking and cycling facility assessment – to provide a better understanding of the needs of, and facilities for, pedestrians and cyclists;
- public transport facilities assessment – to provide a better understanding of the needs and facilities for public transport users; and
- travel questionnaire survey – to better understand travel patterns, attitudes and behaviour.

4.2 A further major element of survey work sought information from all staff and members of Midlothian Council, specifically to measure patterns of daily commuting and business travel. A travel questionnaire was distributed to all staff. The results, included in the Appendix, provide essential information on issues such as commuting to work, measures considered to make that commute easier or more pleasant, and aspects of business travel.

5 • Programme of Action

5.1 Having established the aim and objectives, and drawing on the results of the information gathering work, this section of the Travel Plan provides the programme of actions that are expected to be effective in assisting the Council to meet them. The degree to which such actions are effective will be monitored through assessment of performance against the targets set out in Annex A on page 11.

5.2 Management and co-ordination:
The development and implementation of the Travel Plan requires management support and resources if it is to be successful in achieving its aspirations and targets. A single member of staff has been nominated as leading and co-ordinating the Travel Plan throughout its life. To assist this member of staff in co-ordinating the Travel Plan, a working group will be established including representation, as required, from HR, Finance, Facilities, Estates, Communications, Fleet Services, the Planning Unit and the Travel Team. In addition, staff representation for the various modes of travel will be encouraged to join the group. The role of the group will be to support the co-ordinator of the Travel Plan in developing and supporting the implementation and management measures introduced as well as developing new measures. Where measures which may impact on staff directly are being considered the views of trades unions will be sought.

Sharing best practice and developing ideas in partnership with other organisations will form an important part of the Travel Plan as it develops and matures

● Work with SEStran and its partners to raise awareness within the Council of travel planning, highlighting the role of individuals and society as a whole in reducing the adverse environmental, social and economic impacts of travel habits;

● where possible develop Travel Plan measures which benefit from joint working;

● Work in partnership with public transport operators to improve and enhance public transport services, facilities and information within the area; and

● In partnership with our partners, and others, support staff in active travel.

5.3 Resources to deliver the Travel Plan:
Funding sources for specific measures have not yet been established and, where possible, funding will be made available from existing budgets as appropriate. In addition and concurrently, external funding sources will be investigated. Many of the measures identified will not require capital or revenue investment but will require staff resources for implementation. It is expected that the Travel Plan working group will be able to assist in identifying appropriate staff support. Some of the measures may in the longer term result in cost savings.

5.4 Information, awareness and promotion:
Providing information, raising awareness and promotion of the Travel Plan and its measures is imperative to its success. The Council will promote the benefits of more sustainable and active travel, and increase awareness of the impact of travel and transport on the environment, health and communities – locally and globally; and will do so by identifying ways in which individuals can 'make a difference'.

5.5 Reducing the need to travel:
Development of information technology has led to radical changes in working practices, which in turn can significantly reduce the number of journeys to and from work as well as those made whilst travelling for business. We will promote such work practices with this aim.

5.6 Specific modes of transport:
Walking and cycling, also known as 'active travel' modes, are low cost, environmentally friendly and healthy forms of transport which can offer a cheaper alternative to travel by car or public transport, particularly for shorter journeys. Most people are pedestrians at some point every day, even if just walking from the car park to one's workplace. For many short journeys it is a quick and simple way of getting around. Cycling, like walking, is a sustainable alternative to the car. By walking or cycling for short journeys or combining a short walk or cycle with public transport, one can contribute to improving personal health, reducing congestion, improving air quality and enjoying other benefits.

Public transport is ideal for journeys when walking and cycling are not viable options. If everyone used public transport for even just one day a week in preference to the private car a huge change in the levels of traffic and congestion would result; roughly equivalent to the reduction in traffic during the school holidays. Using public transport can contribute to improving one's health, reducing congestion, improving air quality and other benefits. For many people, cars are an essential part of life. They help us to get to where we want to go, when we want to go there. For some of us they are the only option – even if you don't necessarily want to travel by car, you might have to. If you are reliant on your car then there are a number of things that can be done to reduce its impact – on health, financially and on the environment.

5.7 The following list identifies a programme of individual actions, including those successfully achieved. The number of these actions is restricted to those which can reasonably be expected to be achieved having regard to the likely availability of resources during the programme period.

Achieved since last Council Travel Plan:

- A member of staff has been designated as Travel Plan Co-ordinator. To establish last travel plan, a temporary role was created. We now have an existing member of permanent staff who has this included in their remit; this was established in June 2013.

- Bike to Work Days have been established. These are timetabled for twice annually and have been very successful to date. These included a bike breakfast event and free bike check sessions to incentivise participation.

- Monthly lunchtime staff cycles have also been established with good participation rates.

- Regular monthly staff walks take place and are highly successful.

- All new council buildings, including schools and leisure centres have cycle storage and shower facilities to encourage cycling.

- Staff now have intranet access to public transport websites to encourage sustainable business travel.

- A tax free staff 'Bike Purchase Scheme' has been introduced and is offered to staff at specific times throughout the year.

- Staff are entitled to class bike mileage for business trips made by bike.

- The Council have obtained Cycling Scotland's 'Cycle Friendly Employer' Award.

- The Travel Plan Co-ordinator has joined the Midlothian Healthy Working Lives Group and contributed to the recent Gold Award. Membership of this group ensures active travel is included in the Council's health promotion materials and offers support for active travel initiatives.

- The 'Trip Share' car-sharing scheme has been promoted to staff, both via the intranet and on notice-boards.

- Pool bikes bought and scheme established, including one electric cargo bike.

- Grey Fleet Review prepared by the Energy Savings Trust.

- The new Borders Railway linking Edinburgh, Midlothian and the Scottish Borders opened in September 2015, providing additional travel opportunities for council staff. Four new stations opened in Midlothian at Shawfair, Gorebridge, Newtongrange and Eskbank, the latter serving Dalkeith with walking, cycling and public transport connections to council offices.

BordersRailway
Edinburgh • Midlothian • Scottish Borders

- Staff now have access to electric cars to use on local business trips. These new vehicles join the council's existing fleet and provide an eco-friendly way of travelling.

Programme of Action 2017 – 2021:

- Continue current member of staff in Travel Plan Co-ordinator role.

- Support staff in active travel; actively promoting activities for Bike Week and Walk to Work Week events and the on-going active travel monthly activities.

- Continue provision of secure cycle storage and facilities at Council buildings.

- Maintain the Cycling Scotland 'Cycle Friendly Employer' Award.

- Ensure public transport timetables and information available at each council building and through intranet and internet.

- Provide travel information for visitors to council buildings to encourage travel by sustainable modes; this should be available in electronic and paper form. Enhance direction signage, particularly for visitors by public transport, cycling and on foot.

- On-going promotion of the regular offer of the tax-free Government 'Bike Purchase Scheme'; interest-free loans to assist in the purchase of bikes and associated safety equipment.

- Investigate with a view to establishing a tax-free interest-free loan scheme to assist staff in the purchase of public transport season tickets, liaising with providers to secure discount on the purchase price.

- Continue to promote pool bike scheme to staff

- Promotion of staff bike mileage to encourage business trips by bike and reduce business travel costs.

- Review meetings with Travel Plan Working Group of relevant staff to ensure programme of action being addressed and all areas covered.

- Continue to identify internal and external funding sources to assist in purchase of equipment, promotional activities, etc.

- Promotion of available location maps of each of the main sites to show local walking and cycling routes and public transport services within the area. Maps include location of cycle parking and changing facilities.

- Promote the Council's Travel Plan, objectives and promotions, through the staff magazine, email updates and website.

- Continue to promote Trip Share and the benefits of car-sharing.
- Identify site specific issues/action at individual council sites.
- Increase staff awareness of video conferencing facilities to reduce business travel needs.
- Revisit Council workplace car parking policy which contributes to the targets of the Travel Plan and Council's carbon management commitments.
- Continue working with public transport operators to improve and enhance public transport services, facilities and information within Midlothian. This includes the promotion of real-time public transport information.
- Continue working with SEStrans, Cycling Scotland and other partners to ensure Midlothian benefit fully from any promotions, funding etc. that may be on offer to help increase the regional/national sustainable travel figures.
- Offering eco-driver training to staff required to travel for business. This can be done in priority order.

- Continued promotion of usage, training staff as applicable on use of pool electric vehicles. Look at expansion of pool vehicles if opportunities identified through a business travel audit.
- Review the Council's current lease and car users' scheme and other HR policies relating to business travel; some measures already being undertaken.
- Establish a mechanism for collecting CO2 emissions data for business trips through claims for mileage allowance.
- Ensure all Council buildings have disabled bays, correctly signed and marked.
- Establish links between the Travel Plan Working Group and the Council's Climate Change & Sustainability Development Group.

It is also noted that, during the lifespan of this Travel Plan, decriminalised parking will come into place and this may affect on where staff can park when arriving at work, possibly encouraging some to look at other modes than the private car. Additionally, office moves are also planned which have the potential to significantly alter travel patterns within this period.

6 • Monitoring and Review

6.1 The Council recognises that the Travel Plan needs to be monitored on a regular basis, for the following reasons.

- to ensure actions on track
- to assess performance against defined targets page 11.
- to ensure that the Travel Plan continues to receive the support of all internal (Council) and external stakeholders; and
- to demonstrate that any financial input is being used to good effect.

6.2 The targets set out in Annex A have been identified to monitor on a regular basis the performance and progress of this Travel Plan. A full review of the travel plan will be undertaken every three years. This will outline the work undertaken in delivering this Travel Plan and outline progress towards delivering the objectives and targets set by it. Additionally, the Programme of Action will be the subject of interim annual review.

6.3 The Travel Plan monitoring report will be reported to Corporate Management Team and presented to staff as part of increasing staff awareness of the Travel Plan.

Annex A – Targets for Travel Plan Objectives

OBJECTIVE	PERFORMANCE INDICATOR	TRAVEL PLAN TARGET	BASELINE	SOURCE OF DATA/METHOD OF MONITORING
To promote and improve access and facilities which support and encourage those accessing Midlothian Council services to do so by remote means, on foot, by bicycle and by public transport.	Mode of travel for the journey to work reported by staff.	Walk 10% Cycle 4% Public transport 12% Car passenger 10% Car driver 65%	Walk 6% Cycle 3% Public transport 10% Car passenger 8% (as or with) Car driver 69%	Travel Survey
To reduce the impact of operational travel requirements.	% of staff travelling for business more than once a week	60%	60%	Travel Survey
	% of staff using video conferencing and telephone conferencing facilities	Target to be set once baseline established		Commercial Services

*Targets for this objective have been developed taking account of the results of the travel plan questionnaire survey and the modal share targets identified within the Council's Local Transport Strategy

Annex A – Targets for Travel Plan Objectives (continued)

| OBJECTIVE	PERFORMANCE INDICATOR	TRAVEL PLAN TARGET	BASELINE	SOURCE OF DATA/METHOD OF MONITORING
	Mileage claimed from grey fleet claims.	To see a decrease in next Travel Plan through raising awareness.	Business miles claimed 2015/16 totalled 1,418,997	Carbon Management Plan
To make the management of our workplace car parking effective, efficient and equitable.	Mode share of staff normally travelling by car alone.	65%	68.7%	Staff travel survey
	Car parking location of staff	Target to be set once further investigation into car parking has been undertaken.	Reserved/allocated parking – 15% Other work parking – 32% Public car park – 30% On street – 23% Other	Travel survey
	Number of car sharing spaces available within the Council's office car parks.	Target to be set once further investigation into car parking has been undertaken.	0	Site audit
To promote this travel plan and travel planning to our people and visitors.	Mode of travel for all journeys reported by staff.	Walk 10% Cycle 5% Public transport 12% Car passenger 10% Car driver (alone) 67%	Walk 6% Cycle 3% Public transport 10.5% Car passenger or with passenger 8% Car driver (alone) 69%	Midlothian Council Travel Survey & Scottish

Appendix:
Analysis of responses to the Travel Questionnaire

The questionnaire asked recipients to identify their home postcode location. A large proportion of respondents identified that they lived within the Midlothian area. Details of the main postcode areas identified by respondents are shown in figure 3.1
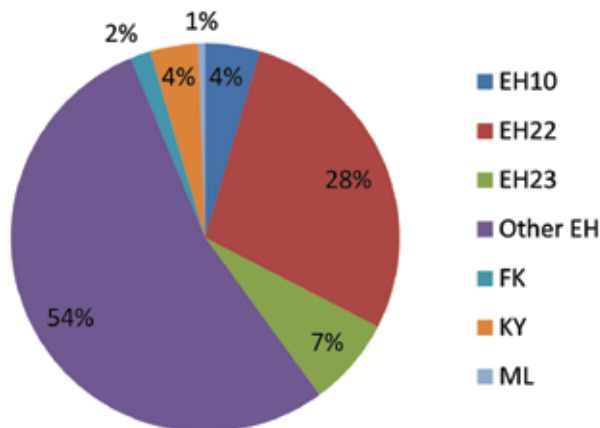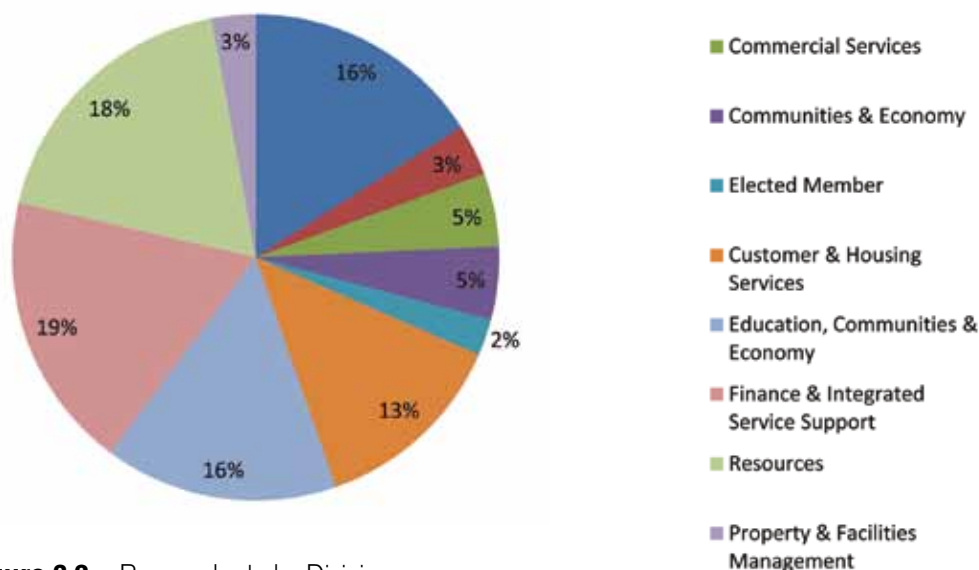

EH 10 – Straiton/Morningside area

EH 22 -Dalkeith/Danderhall and environs

EH 23 -Gorebridge and south Midlothian

Other EH -Other Edinburgh and Lothians

FK – Stirlingshire/Clackmannanshire

KY - Fife

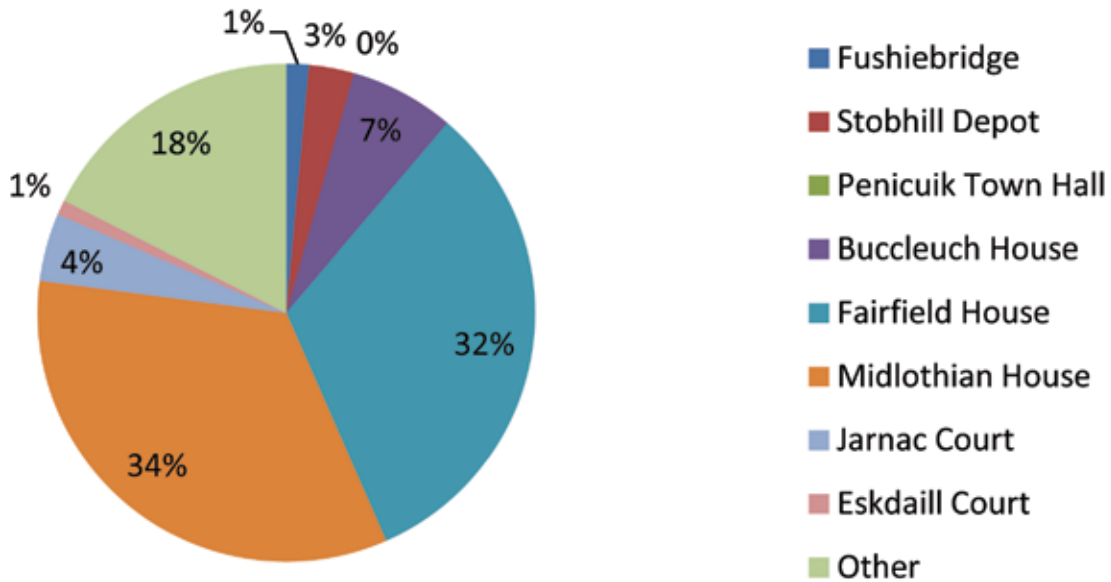ML - Lanarkshire

Figure 3.1 – Home postcode of respondents.

Of those surveyed the results indicate that the largest percentage of staff work within education, then commercial operations followed by adult and community care. Full details shown in fig. 3.2

Figure 3.2 – Respondents by Division

Where is Main Work Location

- Fushiebridge
- Stobhill Depot
- Penicuik Town Hall
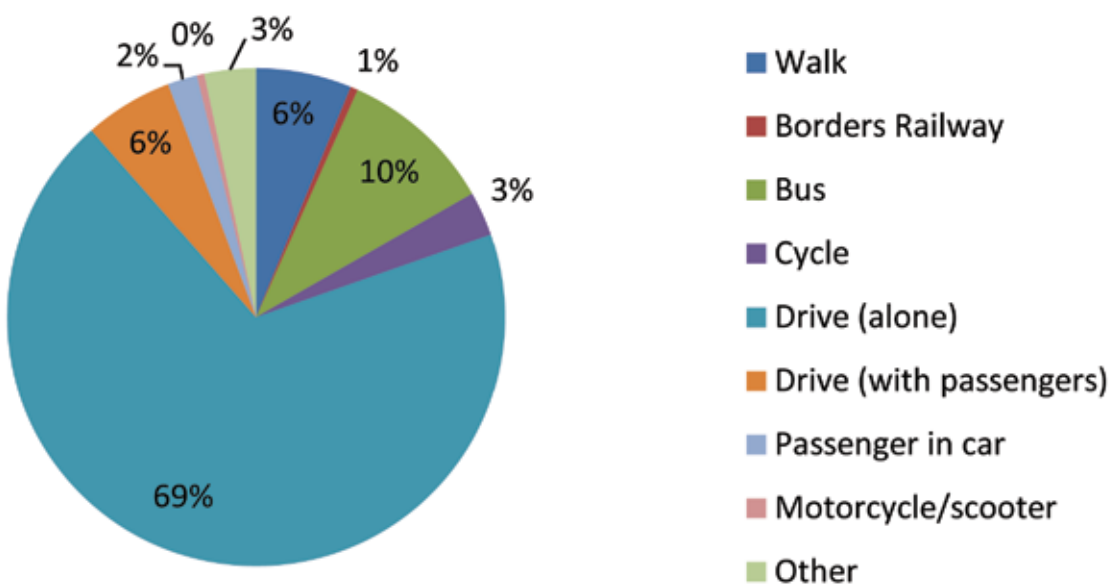- Buccleuch House
- Fairfield House
- Midlothian House
- Jarnac Court
- Eskdaill Court
- Other

Figure 3.3 – Work Locations

The vast majority of respondents either worked (66%) within the main Dalkeith offices, Midlothian House and Fairfield House. This can be seen more clearly in figure 3. 3

How Staff Travel to Work

- Walk
- Borders Railway
- Bus
- Cycle
- Drive (alone)
- Drive (with passengers)
- Passenger in car
- Motorcycle/scooter
- Other

Fig. 3.4 – *How our people travel to and from work* – Travel to work by car is the most common mode of travel, accounting for 75% of journeys (driver & passengers). 6% indicated that they walked to work, 3% cycled and a further 11% travelled by public transport.

Table 3.5 – below provides details of modes of travel by respondents and, for comparison, Midlothian working population and Scottish residents.

	Scotland *	Midlothian (working daytime population) ❖	Midlothian Council
Walk	9.9%	6.4%	6%
Cycle	3.1%	2.2%	3%
Public Transport	13.7%	18.6%	11%
Car (drivers & passengers)	62.4%	63.9%	68%
Other	8%	9%	9%

* Scottish Census data 2011 – still current
❖ The "working daytime population" in Midlothian amounts to some 25,000 people.

Table 3.5 – Mode of travel to work by respondent – comparative data.

The results suggest that the percentage of respondents who drive to work at Midlothian Council is 13% higher than for Scottish workers and 10% higher than that for the Midlothian working daytime population. The number of respondents walking to work (6%) is lower than for Scottish workers and for the Midlothian working daytime population, whilst respondents who travel to work by public transport is also less than that of Scottish workers and significantly less than the Midlothian working daytime population.

The survey asked recipients to indicate how far they travelled to work. Overall the results indicated that of those who responded, 3% travelled less than 1 mile, with a further 17% travelling between 1 & 2 miles to work, distances that can easily be walked. 52% of respondents indicated that they travelled between 3 – 10 miles to work, distances which are ideal for cycling or public transport.
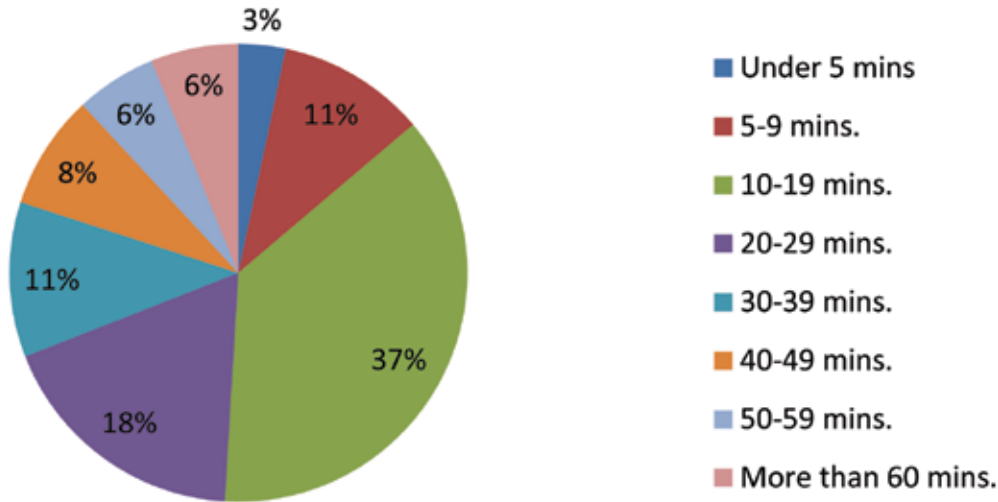
How Far Staff Travel to Work
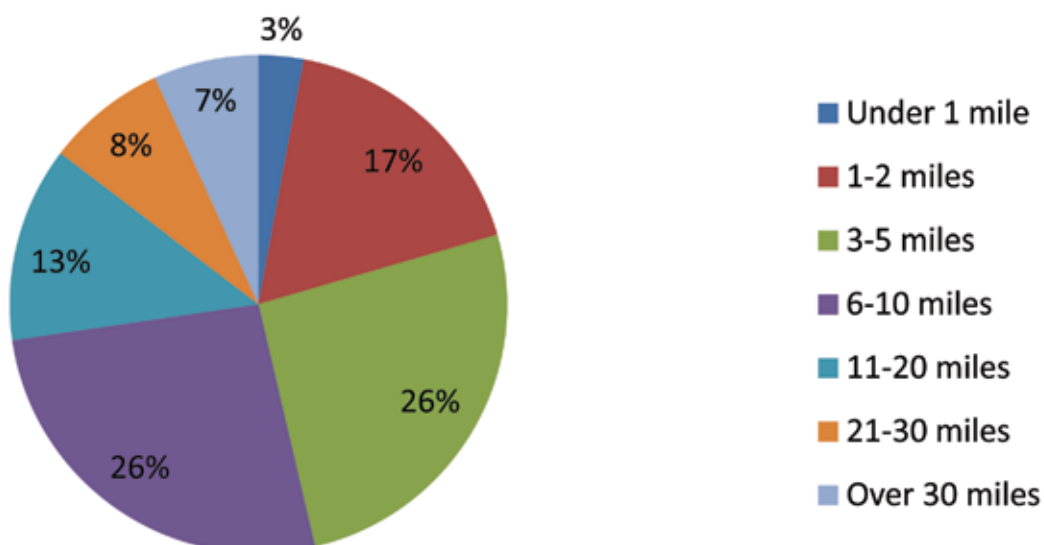
Figure 3.6 – Distance travelled to work by respondents

Recipients were asked to indicate how long their journey to work took them. Overall the results indicated that 3% took less than 5 minutes to travel to work, 51% travelled for less that 20 minutes and 69% travelled for less than 30 minutes.

How Long Does Journey to Work Take?

**Figure 3.7** – Time taken to travel to work by respondents

The vast majority (94%) of respondents who travel by car to work, travel alone. 4% indicated that they drove with passengers whilst only 3% travel as a passenger. The main reasons identified by respondents as to why they travelled to work by car were; 'Convenience/Flexibility' (60%), 'Time Savings' (55%) and 'Lack of suitable alternatives' (46%).

Reasons for Travelling to Work by Car
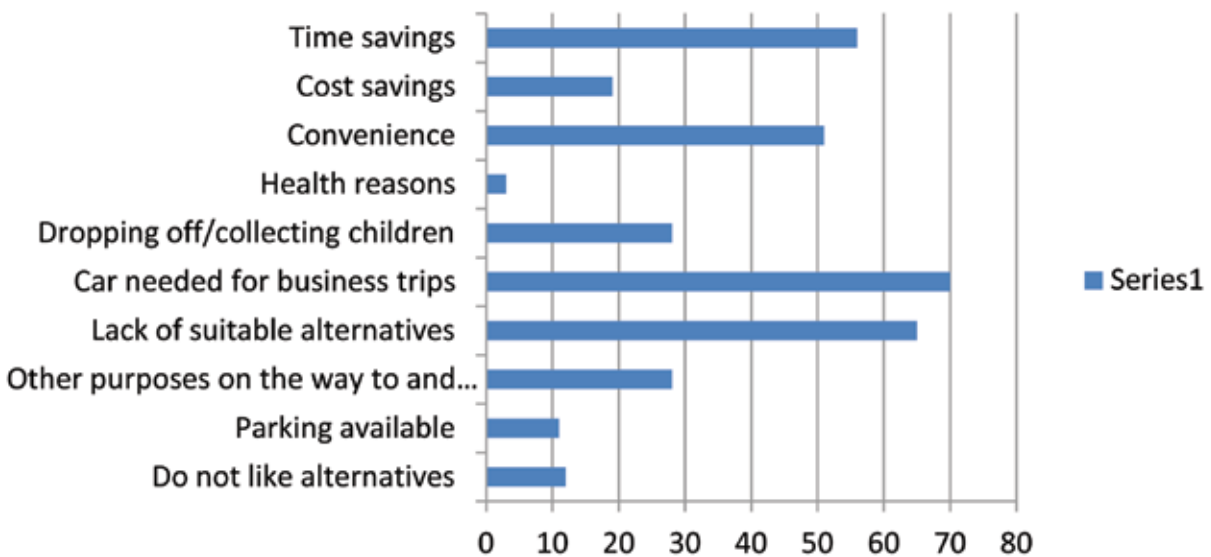
**Figure 3.8** – Reasons why respondents travel by car to work

Respondents who currently travel to work by car were asked what measures would encourage them to walk, cycle or travel by motorcycle/scooter. The most popular measures identified were: 'Improved shower/changing facilities' (56%) 'Safer routes to work' (34%), and 'Access to a pool car or bike for local business trips' (35%). The results are shown in figure 3.9
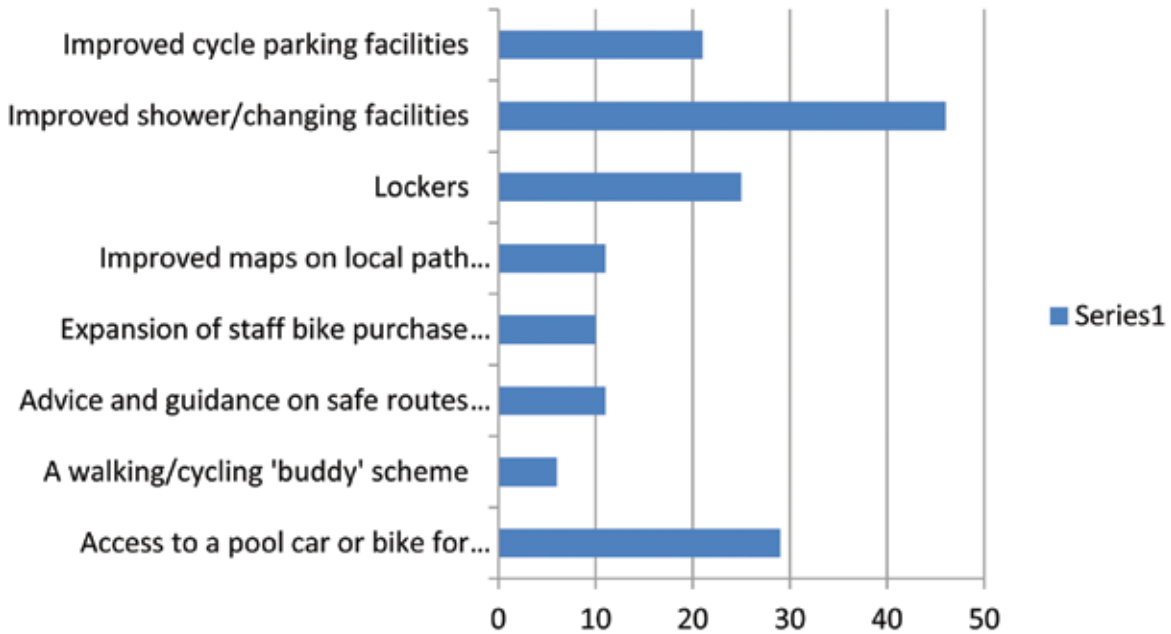
Figure 3.9 – Measures identified by respondents that would make their journey
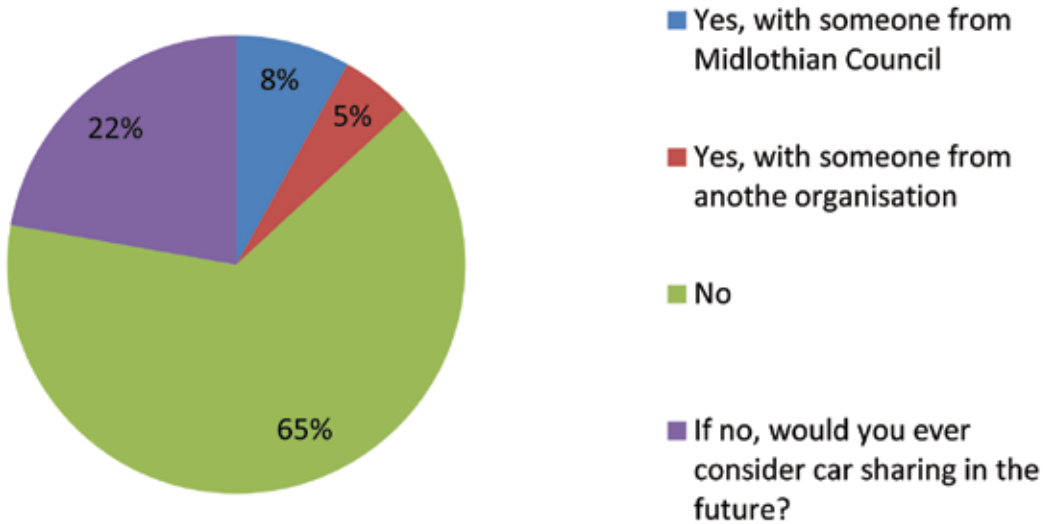
The most popular measures identified by respondents in making their journey to work easier or more pleasant by public transport were: 'More direct services' (64%), 'Quicker routes' (40%) 'Subsidised bus fare/tickets' (39%). The results are shown in figure 3.10

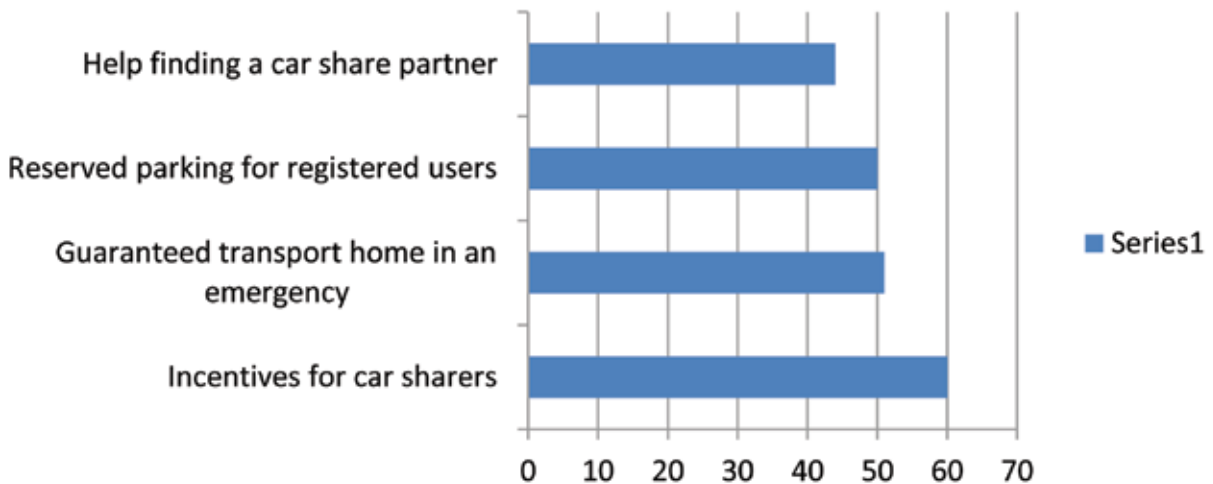## What would encourage Drivers to use Public Transport
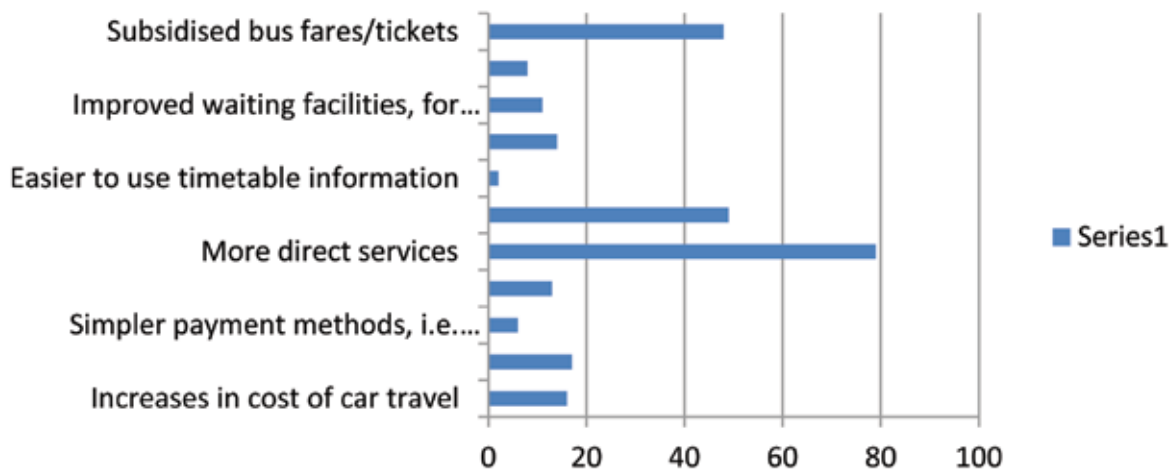
Figure 3.10 – Measures identified by respondents that would make their journey to work easier or more pleasant by public transport

Do Staff Currently Car Share?

- ■ Yes, with someone from Midlothian Council
- ■ Yes, with someone from anothe organisation
- ■ No
- ■ If no, would you ever consider car sharing in the future?

8%
5%
22%
65%

Fig. 3.11 – Respondents who normally travelled to work by car were asked if they currently car share on their journey to work. 13% indicated that they did, 8% with someone from Midlothian Council and 5% with someone from another organisation. 64% of respondents indicated that they did not currently car share. Of this 64%, 22% said they would consider car sharing in the future if feasible.

What Measures would encourage Staff to Car Share

- Help finding a car share partner
- Reserved parking for registered users
- Guaranteed transport home in an emergency
- Incentives for car sharers

■ Series1

0 10 20 30 40 50 60 70

Fig. 3.12 – Respondents who indicated that they travelled to work by car and stated that they would consider car sharing were asked what measures would encourage them to do so in the future. The main measures identified were, incentives for car sharers and guaranteed transport home in an emergency.

Some of the reasons given by respondents for not wishing to car share included:

- Like the flexibility of travelling alone,
- No other member of staff makes the same journey;
- Need a car for business; and
- Drop off/collect children

Recipients were asked if they left work during the day for reasons other than business. In total, 65.6% of staff said they did so with 35% of this saying total saying on average they left in their car for reasons other than business on average once per month. 10% of staff reported doing this frequently, at least three times per week.

Respondents were asked to indicate what type of car users they were. 48% of respondents indicated that they were a 'Casual car user', 44% indicated that they were an 'Essential car user' and 4% indicated that they were a 'Status car user'. 4% were unsure.

Recipients were also asked to indicate where they usually park their vehicle when at work. Of those that responded, 15% indicated that they park in allocated or reserved parking areas, 32% indicated that they parked in 'Other work parking' areas and 53% indicated that they park in either 'Public car parks or 'On street parking' areas.

How Often do Staff Use their Car for Business
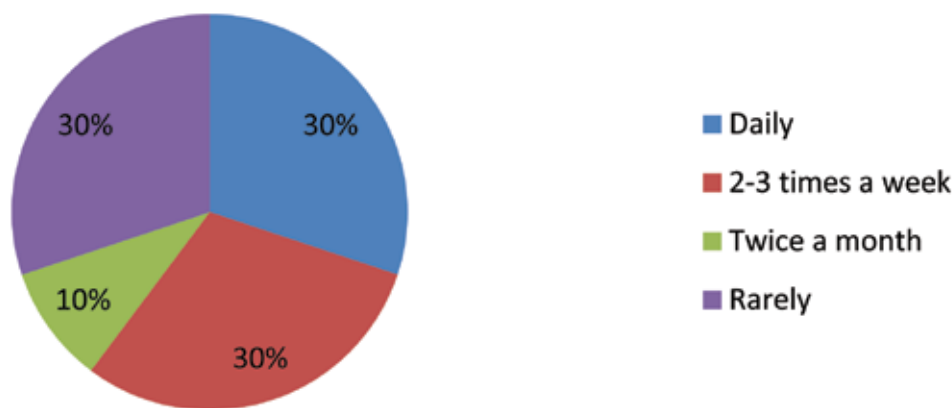
Fig. 3.13 – Business Travel and Trip Substitution – The above results provide an insight into business travel habits. 70% of respondents indicated that they need to travel for business purposes of which 69% indicated that they need to travel at least once a week, with 27% indicating that they rarely travelled whilst on business. The main mode of travel by respondents whilst travelling for business is the private car.

Midlothian

SEStran
South East of Scotland
Transport Partnership