UNIVERSITY OF
GLOUCESTERSHIRE

SUSTAINABLE TRAVEL PLAN

2017–2022

Version 2.0 June 2018

1. Introduction

This Sustainable Travel Plan (STP) reflects the issues, priorities and opportunities relating to sustainable travel faced by the University. The measures set out in this document build upon and refocus those reflected in the former Sustainable Travel Action Plan 2015–2018. A principal aim of the STP is to provide a policy framework, strategic objectives and proposed priorities that will maximise existing opportunities and facilitate shifts to more sustainable travel modes, in line with the University's Estates Strategy 2017-2022 and Sustainability Strategy 2017-2022.

Ensuring that staff and students are able to travel as sustainably as possible is important to the University and is a key priority of both the Estates Strategy and Sustainability Strategy. The ability to travel sustainably is important to ensure that carbon emissions from travel are reduced, that the University's activities do not contribute to increases in local traffic congestion or air quality problems, and that staff and student health and wellbeing benefits are realised.

The measures included in this STP take account of the institutional context, including campus expansions and space moves planned across the University's estate during the time frame of this STP and aligned with the University's wider ambitions as outlined in its Strategic Plan 2017-2022. It is a living document which is regularly updated and has been developed based on forecasts of student and staff numbers based at the University's main sites. The measures proposed reflect best practice across the Higher Education (HE) sector. This version of the STP includes an update of the actions within the action plan at appendix A, and the addition of new actions based on the findings of the October 2017 student and staff travel survey.

The main sections of this STP address key aspects of governance and performance, followed by an outline of issues against the key themes of the action plan appended to this document. The action plan identifies roles, responsibilities and timescales for implementation of the STP and will be reviewed in light of annual travel survey data to assist in ongoing planning and delivery.

Travel is a key impact area for sustainability as it is an activity affecting everyone associated with the University. It is an aspect of sustainability that everyone can influence through the decisions they make on how they travel to and from various places. The 2013 STP calculated that travel contributes over 40% of the University's total carbon emissions, demonstrating the wider effects travel has for sustainability. Travel, particularly the cost-effective availability of sustainable modes of transport, is a major contributing factor in varied areas of sustainability including: climate change, health, air quality, access to opportunities such as education, health and employment, and equality.

Travel is a particularly important factor for the University of Gloucestershire due to it being a multi-campus university. The multi-campus nature of the University means that inter-campus travel is an important factor to manage within the University's STP, as well as daily commuting travel patterns to and from the university.

The travel elements which form the scope of the updated STP include:

- Commuting journeys undertaken by staff and students to their main place of work or study;

- Intercampus travel undertaken by staff and students;

- Student travel to and from the University at the start and end of term;

- Visitor travel to the University;

- Travel undertaken for University business;

- Contributions of travel in relation to the University's overall carbon footprint.

The University of Gloucestershire is a multi-campus university located across Cheltenham and Gloucester which employs over 1,000 part time and full time staff. Table 1 shows the existing staff and existing and forecast student numbers associated with each major location.

Table 1: Staff and Student Headcount

	Staff 2016/17	Student 2017/18	Student 2018/19	Student 2019/20	Student 2020/21	Student 2021/22
Delta Place	115	-	-	-	-	-
Francis Close Hall	329	3612	3617	3786	3897	3953
Hardwick	31	388	411	434	468	475
Oxstalls	176	3076	3353	3584	3777	3872
Park	345	1925	2239	2490	2596	2635
TOTAL	996	9001	9620	10294	10738	10935

Source: UoG Estates Department and Human Resources Department, April 2017

Current student number forecasts suggest there will be an increase of nearly 2,000 students attending the university over the next five academic years. Approximately 9,000 students, split over four main campuses, are expected to attend the University in the 2017/2018 academic year. This forecast is set to increase to circa 11,000 students attending the University in the 2021/2022 academic year. The campus set to see the largest increase in student numbers is Oxstalls with a forecasted increase of nearly 800 students over the next five academic years due to the opening of the new Business School in the 2018/2019 academic year.

The University also operates multiple Halls of Residence sites across Gloucester and Cheltenham. In Cheltenham the largest student residential site is Pittville Student Village, accommodating 792 students from September 2017. Hardwick (123 rooms), Shaftesbury Hall (105 rooms), and Park Villas (183 rooms) all accommodate over 100 student rooms, with six further smaller sites with fewer than 100 rooms. In Gloucester, there are 175 rooms at Oxstalls, 132 at Upper Quay, and 85 rooms at Ermin Hall.

These staff and student numbers demonstrate that if a STP is implemented successfully leading to large proportions of staff and students opting to use more sustainable options, a significant positive impact on the sustainability of the university as a whole will result.

2. Governance and Management

The STP sets out principles and protocols to enable the University to enact a programme of strategic travel enhancements favourable to sustainability outcomes. It is vital that a system of governance and management is in place which both facilitates the delivery of the suite of measures within the STP, and provides it with sufficient weight to ensure that its aims and objectives are prioritised by decision makers.

The delivery and development of the STP is overseen by the Sustainability Committee (SC) and is supported through the Estates Strategy 2017 - 2022 and Sustainability Strategy 2017-2022. This governance and strategy framework recognises the important connections between travel and other operational priorities including carbon management, health and wellbeing, and efficient estates management. As an executive committee, SC is able to provide holistic oversight of these issues in relation to planning and decision-making, with appropriate powers to action key measures and advise senior management on resource and policy implications for delivery of the STP.

The day-to-day delivery of the STP is provided by the core functions of the Estates team with co-ordination and support from the Sustainability Operations Manager (SOM). Actions linked to the STP are informed by the Operations Working Group (OWG) of SC which consists of the SOM, senior members of the Estates team and representatives from other relevant teams such as LTI, and Finance and Planning. This group receives annual performance data as part of the ISO 14001 environmental management system and reviews this data in preparation of the University's Annual Sustainability Report, including data arising from annual travel surveys. The OWG alerts key personnel and SDC to any matters requiring senior management attention or policy review.

The SOM works with the Operations Working Group of SDC to:

- Co-ordinate actions to deliver the STP;

- Oversee the delivery and report key findings of annual travel surveys;

- Report on performance through the annual ISO 14001 management review and the Annual Sustainability Report

- Review the STP based on outcomes of the surveys and progress against targets;

- Report as required to SC and other relevant internal or external bodies such as the Local Highways and Planning Authorities, working in collaboration with the Head of Facilities;

- Work with the Estates department to ensure delivery is informed by best practice in sustainable travel as a whole, and specifically within the HE sector;

- Work with the Estates department to identify and apply for sources of funding or to develop collaborative initiatives that support delivery of the STP.

The STP is a named policy that contributes to the delivery of the University's environmental management system goals and maintenance of its ISO 14001 accreditation. It sets policies and procedures where appropriate to achieve its objectives. It identifies University-wide initiatives and optimises benefits that can be achieved through economies of scale. It also harnesses the combined

institutional weight of the University's negotiating and purchasing power where possible, such as through engagement with the Local Highways Authority and bus operators.

3. Performance and Targets

The University seeks to improve on its performance in meeting its travel objectives by setting targets and reviewing performance to support the delivery of this STP. Its previous travel planning priorities were informed by survey data obtained in 2013 but more accurate information is now required, given the changes to the University estate and the likely shifts in travel patterns across the student and staff community.

Annual travel surveys will take place for the period 2017-2022 to enable clearer identification of issues and to provide updated management information to guide target setting and review. The first survey took place in October 2017 and was widely promoted to the whole University staff and student body. This regular survey supports the University's fulfilment of planning obligations as part of the new Pittville Student Village in Cheltenham as well as the expansion of the Oxstalls campus in Gloucester. The survey ensures that the effectiveness of sustainable travel initiatives is properly evaluated and that sustainable travel advice accommodates future changes to Estates provision.

As part of its commitment to support sustainable travel requirements, the University is working towards the following targets which underpin the planning requirements set by Gloucestershire County Council for Pittville Student Village:

o   Increase the proportion of students travelling by bicycle by 5% each year from 2017/18 to 2022/23 against a 2017/18 baseline

o   Reduce the proportion of staff commuting using single occupancy vehicles by at least 6% from 2017/18 to 2022/23 against a 2017/18 baseline

The 2017 survey findings has enabled an initial evidence-based review of this STP to be carried out in order to assess and reprioritise its priorities and planned actions. This enabled implementation measures to be refined on the basis of up-to-date information to further enhance sustainable travel opportunities for staff and students. The survey also provides the opportunity to assess the above targets and establish whether more ambitious targets should be considered in the process of annual performance review, in order to deliver against the STP objectives.

The list of core strategic objectives underpinning this STP and the associated action plan are:

1.   To increase the proportion of trips made by sustainable travel modes (walking and cycling, public transport and car sharing).

2.   To reduce the absolute number of Single Occupancy Vehicle (SOV) trips undertaken by staff and students, and to reduce the proportion of total journeys undertaken by that mode.

3.   To improve the awareness of staff and students of the range of travel options available to them.

4.   To understand, manage and reduce the levels of SOV usage for business travel.

5. To manage the demand for parking at University campuses.

6. To reduce transport's contribution to the University's overall carbon emissions.

The measures outlined in the action plan are SMART: Specific, Measurable, Attainable, Relevant and Time-based. These can be 'outcome' or 'action' based, and the STP includes a selection of both suited to meet the objectives.

The proposed measures are consistent with those the University is working towards through planning obligations for the Pittville Student Village and proposed requirements for the Oxstalls campus development. In summary:

i. Undertake an annual travel survey for the duration of the STP for staff and students.

ii. Increase the proportion of students travelling by bicycle by 5% (compared to the results of the year 1 survey in October 2017) each year on a year-by-year basis until year 5.

iii. Reduce staff Single Occupancy Vehicle (SOV) travel mode share by 6% in year 5, with an interim target of 3% after two years (compared to the results of the year 1 survey in October 2017).

iv. Seek to discourage future growth in student SOV travel mode share.

v. Review and develop parking management policy by the end of academic year 2017/18.

vi. Report annually on travel contributions to the University's carbon footprint, and reduce carbon emissions by 2% annually for five years.

vii. Publish a sustainable travel engagement and communications plan by the start of academic year 2017/18.

viii. Review approaches to business travel by the end of academic year 2017/18, to support reductions in SOV usage and carbon intensity of travel, and identify suitable measures and policies to achieve these targets.

The actions proposed to achieve these targets are listed at appendix A.

4. Engagement and Communication

Engagement and communication around sustainable travel is critical to their effective uptake and to maximise return on investment. If staff and students are not aware of the opportunities available they are unlikely to benefit from them, therefore a key priority in the STP is to develop an effective and deliverable engagement and communications plan. This will involve promoting both existing sustainable travel schemes and new initiatives. In addition to "schemes" it will also focus on highlighting facilities, for example safe walking and cycling routes and bus services.

The plan involves collation and re-focusing of existing measures, supplemented with targeted additional measures, in order to deliver a strategic approach to promoting sustainable travel. The following principles are reflected in the plan:

- Promotion of a coherent sustainable travel brand
- Segmentation of staff and student audiences for targeted communications
- Ensuring the timing of specific sustainable travel actions is appropriate
- Maximise the use of social media and clubs/societies
- Explore the potential for sustainable travel champions (staff and students)
- Provision of sustainable travel information to new students and staff
- Collaboration with other sustainable travel providers and stakeholders
- Promotion of local and national travel events

Delivery of the plan is co-ordinated by the Sustainability Team but requires actions by teams across the University, including Communications, Marketing and Student Recruitment, Student Services and the Students' Union.

5. Reducing the need to travel

Reducing unnecessary travel is critical to the twin aims of limiting Single Occupancy Vehicle (SOV) travel, and reducing the University's carbon footprint. Even journeys by public transport consume energy and produce carbon emissions. Therefore, the most effective way to reduce carbon emissions is to remove the need for the journey, if practicable, through the use of information and communications technologies, as well as flexible working. Examples include using tele and video-conferencing technology, working from home or a work hub or office closer to home, or staggering working hours to avoid travelling during peak hours.

Reducing the need to travel between campuses can bring another benefit as some staff and students commute by car principally because they need to travel between campuses during the course of the day. A reduction in the need for inter-campus travel during the day can therefore provide the opportunity for staff and students to consider more sustainable travel modes for their commute.

Actions to reduce the need to travel must also be considered in the context of broader moves to encourage smarter working within workplaces. Government guidance on smart working (PAS 3000: 2015) envisages the modernisation of working practices while at the same time providing improved work environments and benefits for employees. This guidance advises that smart working techniques should be used to reduce work-related travel (both business travel and commuting travel), and the overall footprint of work by reducing resources consumed.

To help facilitate this, policies to reduce travel need to dovetail with the University's operational requirements and facilities, as well as the roles of individuals. Thus there is a significant level of overlap

between sustainability policies seeking to reduce the need to travel and human resources policies and requirements, which must be managed to ensure the benefits can be effectively realised and potential conflicts addressed.

The University is working to develop Smarter Working policies with investments in technology and IT systems – this is referenced in the ICT Strategy in which conferencing and online services are identified as contributing to reduction of national and inter-site travel and the reduction of carbon emissions. SDC plays an important role in identifying synergies and strategic interventions that promote sustainability benefits whilst recognising the cross-cutting nature of the associated benefits and costs, and the need to understand and proactively address any conflicting priorities.

The development of smarter working practices requires changes in culture over time as it represents more than merely doing the same things with new technologies in different spaces. It requires new approaches to management and teamwork, starting with awareness raising, provision of appropriate ICT equipment and support, agreement and embedding of new smart working approaches, and ensuring that all policies and strategies support the new arrangements coherently. Some teams take to smart working more easily than others and early adopters present an opportunity to showcase the benefits of approaches such as remote working, teleconferencing and virtual meetings, making an effective engagement and communication campaign vital to allow broader rollout of smart working.

6. Promoting Sustainable Travel Modes

The University undertakes a strategic programme of measures to promote the uptake of sustainable travel modes, many of which are mode-specific and deliverable at local site-specific scale. This programme is summarised within the STP action plan, and will be detailed within any site-specific travel plans developed as part of the wider estates development agenda and Estates Strategy. The accompanying action plan aims to maximise benefits by increasing awareness of the opportunities available to staff and students.

6.1 Walking and cycling

Walking and cycling are the two most sustainable modes of travel with the greatest benefits in terms of health and wellbeing. Both Cheltenham and Gloucester lend themselves to walking and cycling as they are compact areas with few hills and a good level of cycling infrastructure. The key measures designed to facilitate and promote walking and cycling will accord with the themes outlined below:

- Working with local stakeholders such as local authorities and cycling groups to promote walking and cycling through the delivery of infrastructure improvements such as routes, wayfinding and signage.

- Collaborative working with such stakeholders also allows joint bids for external funding to be compiled to access national or EU funding.

- Raising awareness and promoting local cycling and walking routes are vital activities to positively reinforce the message – in its simplest form this can be maps and guides but apps,

electronic maps and video clips of routes can help improve uptake as well as group taster activities.

- Supporting staff and students to become more proficient when cycling is an important way of promoting uptake – cycle training can help riders feel more confident on the road and gain vital roadcraft skills.

- Training in basic maintenance of their machines and how to fix common problems is also helpful to cyclists with limited previous knowledge. This training is commonly offered to students and staff during the academic year through local bike schemes such as Dr Bike.

- Making it easier for staff and students to use their bikes can be achieved by ensuring there are ample secure storage facilities in appropriate locations, places to dry wet clothes, lockers and shower facilities. These facilities are best identified at the design stage of new builds or refurbishments and form part of the assessment to BREEAM excellent standard which is a key commitment in the Estates Strategy 2017–2022.

- Working with local providers such as bike shops and police to provide discounted equipment like locks, lights, cycle security marking, is another way of supporting new and existing cyclists to stay safe and secure.

6.2 Public Transport

The University works closely with local public transport operators to proactively plan services which best meet the needs of staff and students within wider operational constraints. There are currently discounts available to staff and students for purchase of bus tickets and these are regularly reviewed to ensure that best value is being achieved and they are effectively promoted. The action plan and accompanying communications builds on current activity to promote the existing routes and timetables through for example, a dedicated app as well as the discounts available.

As part of ongoing work, the University will investigate further ways to make bus travel more attractive and cost effective. This will include exploring the feasibility of providing interest free loans to staff to purchase season tickets. Extensive engagement is ongoing with the bus operator designed to improve bus services and frequencies for key routes, particularly in line with future campus development proposals.

6.3 Car Sharing

Car sharing can be an effective means to reduce the proportion of Single Occupancy Vehicle (SOV) use where walking, cycling and public transport, are not viable travel options. The benefits of car sharing to users are clear, principally that car sharers can substantially reduce their costs of travel through sharing these costs. Health and wellbeing improvements are also reported, as less frequent driving will tend to reduce stress levels and the ability to interact with colleagues can also be beneficial. Common barriers to car sharing include difficulty finding an appropriate partner and concern around being stranded if the arrangement breaks down due to unforeseen circumstances.

The University will review available car share schemes in the light of the evidence from the annual travel survey in order to achieve the objectives of this STP around the reduction of SOV use. Key considerations are that established schemes must be robust, low cost, and easy to use to ensure optimal participation. The largest car share operator in the HE sector, Liftshare, advise that car share schemes tend to be better supported where potential car sharers are members of the same organisation and where the scheme is sufficiently flexible to allow matching both for regular trips as well as one off journeys. The options to mitigate concerns about getting home if a car share falls through will be investigated, including a possible emergency ride home scheme. In particular the use of apps and social media to both promote car sharing and to connect car sharers more effectively will be investigated to maximise added value.

The provision of incentives to encourage car sharing will be investigated to improve uptake, utilising data from the annual travel survey. Such measures could include priority car parking spaces for car sharers and an adjustment of parking permit costs. Any such scheme would be accompanied by appropriate measures to ensure the administration and restrictiveness of such a system is minimised, as excessive bureaucracy can discourage participation.

The inherent and additional benefits of car sharing will need to be promoted to enhance uptake, including addressing the perceived barriers to car use stated above.

7. Managing Car Usage

The STP seeks to deliver a balanced approach, encouraging the uptake of sustainable travel modes and recognising the importance of discouraging unnecessary car usage. A person's choice of mode of travel will often depend on the relative attractiveness of each option. It is therefore important to counter the convenience of car usage in comparison with alternative modes of travel that are more sustainable.

Much of the approach to managing car usage focuses on parking as a policy tool as a consequence of parking provision and demand being intrinsically linked. This is especially the case at sites with very limited parking such as Francis Close Hall and Delta Place. Effective management of parking resources and policies enables the University to have direct influence over how it is used and operates, affecting all drivers seeking to access the University estate.

The annual travel survey provides an insight into the patterns of car usage and the barriers to using more sustainable modes of travel – this evidence will inform the planned review of the University's parking policy. The evidence will also include postcode mapping and public transport availability data, to allow a better evaluation of any proposed measures and consideration of the impact of changes to the University estate.

Proposals for changes to parking arrangements will also be benchmarked against industry and existing best practice within the HE sector. Parking policy needs to incorporate appropriate actions to encourage car sharing and switching to more sustainable travel modes as well as, where necessary, appropriate enforcement options. The parking policy will aim to achieve a balance in facilitating travel for those who need to drive whilst making unnecessary car use unattractive. It will be subject to checks

and balances in the development and approvals process including consultation and equalities assessment.

7.1 Business Travel

Business travel accounts for a substantial proportion of the University's carbon footprint and represents an opportunity to introduce policies and measures to deliver change. The first step to improving sustainability in business travel is to establish mechanisms to understand the extent of current business and intercampus travel. The implementation of systems and processes to do this will require collaboration with a wide variety of internal stakeholders including Finance and Planning, Estates, Human Resources and LTI, as well as staff more broadly. Both the Finance Strategy and the Sustainable Procurement Guidance refer to sustainability and emphasise the need to obtain value for money through the elimination of inefficiencies, one element of which is the reduction in business travel where practicable. The University will investigate the potential to implement such systems, which could include an electronic expense claim system and/or a travel booking system. Questions in the annual travel survey have identified the level of intercampus travel, as well as the most frequent journeys and their mode share.

Once the data sources are established, a review of business travel policies and practices can be undertaken to identify gaps or risks with current systems and assess the direct and indirect cost of business travel where possible, as well as opportunities to reduce SOV usage for such trips.

Measures can then be developed which focus on reducing the need to travel or reducing SOV usage for the most common trips. These could include an enhanced pool bike scheme, a shared taxi booking system, information on public transport/walking and cycling routes and journey times and wayfinding.

7.2 Carbon reduction

There is significant overlap between carbon reduction and sustainable transport objectives and measures. The 2015-2018 STP estimated that travel contributes over 40% of the university's total carbon emissions. Carbon reporting and reduction is therefore included within the scope of this revised STP. The annual travel survey includes questions used to calculate scope 3 emissions - indirect emissions produced as a result of staff and student travel (as opposed to emissions arising from burning of fuel for heat on site or in the remote generation of electricity).

Further development of the STP will be undertaken with reference to specific carbon-related measures. It will include guidance for staff and students on the travel plan measures they can adopt to reduce the carbon intensity of journeys. Carbon reduction benefits will be incorporated into promotional material on mode choice to inform decision making.

Appendix A: Action Plan

The 2017 STP included an action plan to achieve the core strategic objectives:

1. To increase the proportion of trips made by sustainable travel modes (walking and cycling, public transport and car sharing).
2. To reduce the absolute number of Single Occupancy Vehicle (SOV) trips undertaken by staff and students, and to reduce the proportion of total journeys undertaken by that mode.
3. To improve the awareness of staff and students of the range of travel options available to them.
4. To understand, manage and reduce the levels of SOV usage for business travel.
5. To manage the demand for parking at University campuses.
6. To reduce transport's contribution to the University's overall carbon emissions.

The action plan below provides an update on actions carried out, includes three new actions based on the travel survey feedback, and sets revised timelines for remaining actions.

ACTION	OBJECT-IVES	RESPONSIBILITY	TIMESCALE	PROGRESS
GOVERNANCE				
1. Deliver annual travel survey for staff & students and analyse data. Use data to inform reports to local council stakeholders.	1	SOM (lead) F&P	30/10/17 and annual reporting to GCC	Baseline survey of all staff and students completed October 2017. Annual Monitoring Report sent to GCC November 2017. Headline analysis completed March 2018
2. Report on the carbon emissions arising from transport use by staff and students		SOM	30/10/17 and annually	Reported via Estates Management Record in February 2018
3. Review issues and assess need for site specific smart travel actions for each campus location		Head of Facilities Management	31/07/18 and ongoing	Estates team to advise.
4. Explore options for engagement activities with staff and students at each campus, identifying key stakeholders to support action.		SOM/SEM	31/03/18 and ongoing	Activities such as Go Green week, LiveSmart and ThinkTravel promoted in 2017/18 supported by social media.
4a Arrange Annual Progress Meeting with GCC and Pittville stakeholders to assess progress on travel plan objectives [NEW]		SOM	30/06/18 then ongoing commitment	First progress meeting arranged for 30 May 2018.
REDUCING THE NEED TO TRAVEL				
5. Develop proposals related to smart/flexible working to allow staff to work remotely when appropriate	2 and 4	SOM (lead) Directors of HR, Estates, LTI,	30/06/18	Ongoing development work – to be informed by year 2 survey analysis

	ACTION	OBJECT-IVES	RESPONSIBILITY	TIMESCALE	PROGRESS
6.	Develop IT systems to support smart/flexible working and tele/video conferencing		LTI team & Estates	TBC – depending on outcomes of action 5	Ongoing – to be informed by outcome of item 5
7.	Develop proposals to move organisational culture to support smart working practices		Space Manager & LTI team	TBC – depending on outcomes of action 5	Ongoing – to be informed by outcome of item 5
WALKING AND CYCLING					
8.	Promotion and communication of walking and cycling routes to staff and students	1	SEM/SOM Students' Union ULiving	25/09/17 and ongoing	Walking and cycling routes promoted via leaflets, starter packs, emails, social media and posters from term 1
9.	Promote local charitable cycle projects offering hire bikes and low cost bikes to students		SEM/SOM, Students Union & ULiving	25/09/17 and ongoing	Glos Bike Project promoted via leaflets, starter packs and emails from semester 1.
10.	Hold regular campus events such as cycle training and bike maintenance sessions for Pittville staff and students		SOM (lead) Estates team Students' Union	01/12/17- ongoing twice yearly sessions	Bike maintenance session delivered 9/11/17 and bike maintenance checks on 10 & 11/4/18 at Park and Pittville. Cycle training offered as an event by SU for students and staff to sign up to.
11.	Promote staff access to the Cycle 2 Work scheme to allow tax efficient purchase of bikes		HR team SEM	01/12/17 and ongoing	Promoted by HR via staff infonet pages
12.	Investigate working with local providers and Police to offer free or discounted products and services e.g. locks/lights and security marking		Head of Facilities	01/12/17 and ongoing	Bike marking and lock sale event organised in semester 1. Uni shop sells discounted locks all year round.
13.	Work with the Local Planning and Highways Authorities to promote the delivery of walking and cycling infrastructure and facilities		OWG	30/03/18 and ongoing	Dialogue established with Borough and County councils on cycle hire schemes and air quality.
13a	Investigate options for improving the provision of showering and changing facilities at campuses for walkers and cyclists [NEW]		Head of Facilities Management	30/03/19	[New action for 2018]
13b	Investigate the options for improving the provision of secure cycle parking at campuses [NEW]		Head of Facilities Management	30/03/19	[New action for 2018]
PUBLIC TRANSPORT					

	ACTION	OBJECT-IVES	RESPONSIBILITY	TIMESCALE	PROGRESS
14.	Promote current discounts, routes and timetables incl. Stagecoach app	1	SEM/SOM CMSR team Students' Union	25/09/17 and ongoing	Bus times, routes and discounts promoted via leaflets, starter packs, emails, social media and posters from term 1
15.	Promote dedicated night bus to Pittville students		SEM/SOM, CMSR team & Students Union	25/09/17 and ongoing	Pittville Night Bus promoted via leaflets, starter packs, emails, social media, business cards and posters from term 1
16.	Engage with local bus operators to improve services and frequency of current services as well as providing taster ticket or discounted ticket offers		Head of Facilities Management	02/10/17 and ongoing	Regular meetings held with Stagecoach to improve service provision, taster tickets offered for first three days of term
17.	Explore the feasibility of offering financial assistance such as zero interest loans to staff to purchase season tickets		OWG F&P, HR teams	30/03/18	Year two survey to confirm demand and barriers to public transport
CAR SHARING					
18.	Promote current and additional benefits of car sharing	2 and 4	OWG SEM/SOM	01/10/17 and ongoing	Car share forum link on staff infonet pages, year two survey to confirm demand
19.	Investigate the establishment of a car share scheme within the University using existing application		OWG	30/03/18	As 18 above
20.	Explore feasibility and costs of providing a free emergency ride home services if car share not available		OWG	30/03/18	As 18 above
21.	Investigate car sharing incentives e.g. priority car parking spaces or further reductions in car parking permit fees		OWG	30/03/18	As 18 above
MANAGING CAR USAGE					
22.	Review parking policy including criteria, charging and enforcement (benchmark against HE sector & current industry best practice)	5	Head of Facilities Management SOM/OWG	01/07/18	Annual review of Parking Policy to be carried out in Summer 2018 including review of car share options.
BUSINESS TRAVEL					

	ACTION	OBJECT-IVES	RESPONSIBILITY	TIMESCALE	PROGRESS
23.	Develop business travel hierarchy guide to assist decision making when planning business travel	4	SOM F&P team SPP team	30/03/18	To be developed by 01/12/18
24.	Review business travel policies to encourage reduction in the need to travel where possible		F&P team	30/03/18	Travel expenses policy reviewed in March 2018
25.	Identify measures for reducing SOV journeys if business travel is needed e.g. enhanced pool bike scheme, shared taxi booking system, public transport/walking/cycling routes and journey time information		OWG Estates team HR team	30/03/18	Measures to be identified after year 2 travel survey is completed.
ENGAGEMENT AND COMMUNICATION					
26.	Develop a common visual for all smart travel communication collateral		SOM	Completed	Completed, all travel comms materials to use Smart Travel logo
27.	Include sustainable travel information in welcome packs for all Pittville Freshers		SOM/SEM, CMSR team & Student Services	15/08/17 and annually	Completed in September 2017, to be revised in September 2018.
28.	Produce co-ordinated engagement and communications plan for smart travel linked to annual surveys		SOM	25/09/17 and annually	Communications plan produced for 2017 travel survey, to be refined for 2018 survey.
29.	Provide sustainable travel information on Sustainability & University social media channels		SEM &CMSR team	25/09/17 and ongoing	Social media channels and MyGlos used to promote travel information throughout year
30.	Promote Sustainable Travel Plan to all students and staff via survey, social media, Infonet and MyGlos		SOM/SEM, CMSR team & ULiving	02/10/17 and ongoing	STP promoted to all staff and students in October 2017 with ongoing communication during year
31.	Plan promotion and engagement for key times of year for sustainable transport and local and national events such as walk to work week		SEM/SOM Uliving	Ongoing	Sustainable transport events incorporated into social media year planner
32.	Collaborate with local sustainable travel providers such as Think Travel to promote opportunities and offers		OWG	30/03/18	ThinkTravel scheme joined in Sept 2017 and promoted via staff news in March 2018. Review demand in Sept 2018.

	ACTION	OBJECT-IVES	RESPONSIBILITY	TIMESCALE	PROGRESS
33.	Work in partnership with the key groups and teams to reach a wider audience among the student community to support smart travel		OWG, Students Union, ULiving & Student Services	Ongoing	Section 106 working group to meet regularly for next four years. University is part of Gloucestershire Moves project to improve physical activity levels across the county.
34.	Explore options for sustainable travel events/initiatives on campus		OWG & SEM	Ongoing	Free bike checks organised in March for students and staff. Engagement with Gloucestershire Moves project from June 2018.

Key:

SOM = Sustainability Operations Manager

SEM = Sustainability Engagement Manager

OWG = Operations Working Group of Sustainable Development Committee

CMSR = Communications, Marketing & Student Recruitment