

Meeting of:	Cabinet
Date of Meeting:	Thursday, 01 December 2022
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	Vale of Glamorgan Public Services Board Healthy Travel Charter Level 2
Purpose of Report:	To provide an update for Cabinet on the Vale of Glamorgan Public Services Board's Healthy Travel Charter and seek approval for the Council to sign the level two Charter
Report Owner:	Executive Leader and Cabinet Member Performance and Resources
Responsible Officer:	Tom Bowring, Director of Corporate Resources
Elected Member and Officer Consultation:	Due to the corporate nature of this report, no ward Member consultation has been undertaken.
Policy Framework:	This is a matter for Executive decision by Cabinet.
<p>Executive Summary:</p> <ul style="list-style-type: none"> • The Vale of Glamorgan Public Services Board (PSB) developed the initial Staff Healthy Travel Charter in partnership with the Cardiff and Vale Public Health Team. • The Council signed-up to the Level 1 Healthy Travel Charter in 2019, the Level 1 Charter included 14 commitments for 2019-22 around public transport, walking and cycling, communications and leadership, agile-working and ultra-low emission vehicles. • Good progress has been made against these 14 commitments with all being met by the end of October 2022 deadline. • Approval is now sought to sign-up to the new 'Level 2' Healthy Travel Charter, which sets-out more stretching requirements to be implemented over a two-year period. 	

Recommendation

1. That Cabinet considers and agrees that the Council should commit to the Level 2 Healthy Travel Charter and work with PSB partners to promote healthier and sustainable travel options.

Reason for Recommendation

1. To enable the Vale of Glamorgan Council to participate in the work of the PSB, facilitating and encouraging healthy and sustainable travel options.

1. Background

- 1.1 The Vale of Glamorgan Public Services Board (PSB) developed its Staff Healthy Travel Charter in partnership with the Cardiff and Vale Public Health Team. The Council, alongside PSB partners and Cardiff Airport became signatories of the Healthy Travel Charter in October 2019. The Level 1 of the Charter committed organisations to 14 commitments to support staff and visitors to walk, cycle, take public transport, and switch to low carbon vehicles, over a three-year timeframe. The aims of the Charter are to improve staff and visitors' physical and mental health and wellbeing; improve air quality; reduce inequalities and reduce carbon emissions.
- 1.2 The Charter has implemented a partnership approach to improve opportunities for PSB staff to engage in healthy and sustainable travel behaviours across the Vale of Glamorgan. This approach was embedded in the Vale PSB's first Well-being Plan 2018-23, which set out steps to 'Promote walking and cycling for staff, residents and visitors through shared messages and by providing facilities that enable active travel choices. Through the Charter PSB partners have advanced a number of workstreams that have supported staff to engage in healthy and sustainable travel practices.
- 1.3 Good progress has been made by the Council in delivering the Charter's 14 commitments. This has included: the provision of staff discounts on public transport, the creation of an [interactive map](#) for staff showing walking and cycling infrastructure in the Vale, the offer of a cycle work to scheme to all staff, increasing the availability of tele-video conferencing and the introduction of ultra-low emission vehicles. To communicate the successes of the Charter, the Council has engaged in Healthy Travel Wales Day through which progress against the Charter has been shared with both staff and the public. The latest Healthy Travel Wales Day was celebrated on 29th September, 2022.
- 1.4 Following the progress made by partners towards the completion of the Level 1 Charter, a Level 2 Healthy Travel Charter has been developed. The Level 2 Charter reflects the continued need for co-ordinated action to support healthy and sustainable travel and contains more stretching commitments to be delivered over a two-year period.

- 1.5** The Vale PSB published its second Well-being Assessment in April 2022, the Assessment has been used to inform the development of the PSB's second Well-being Plan which will be published in May 2023. The Well-being Plan sets out the focus for the PSB for the next five years. The draft Well-being Plan is currently subject to public consultation and will be brought to Cabinet and Council in due course. The draft plan sets three Well-being Objectives and three priority workstreams for the PSB, all of which underpin and link to the commitments outlined in the Level 2 Healthy Travel Charter. Committing to the charter will aid partners in the delivery of the Well-being Plan. Similarly, the Level 2 Charter will help the Council to progress the actions set-out in the Project Zero Challenge Plan, namely: the use of technology to support agile-working, reducing car journeys and increasing the number of ultra-low emission vehicles, encouraging sustainable forms of transport and managing and using our land, buildings and assets to tackle climate change.

2. Key Issues for Consideration

- 2.1** The Level 2 Healthy Travel Charter is attached as Appendix A. The Charter sets-out ten 'Universal commitments' which all signatory organisations are expected to commit to. These commitments are set-out against four themes which include: Senior Leadership and Accountability, Culture Change, Support Home and Agile Working and Organisational Policies and Travel Planning. A further four commitments are included in the Level 2 Charter as 'Tailored commitments' and these provide signatories with an option to select two commitments which are set out against three themes including: Incentivise Walking and Cycling, Incentivise Public Transport Use and Disincentivise Private Car Use.
- 2.2** It is recommended that the Council continue as Healthy Travel Charter signatories and commit to this Level 2 Charter. The Charter is in-line with the Council's priorities to address the Climate and Nature Emergencies and to improve community and staff well-being which are set-out in the Council's Corporate Plan, the Project Zero Challenge Plan and the Vale PSB draft Well-being Plan 2023-2028. Progress against the Level 2 Charter will continue to be monitored through the Vale Healthy Travel Group which includes Charter leads from each of the signatory organisations. Work is currently underway to develop a set of qualitative and quantitative evaluation measures to assess the continued impact of the Charter and its commitments. These measures will help to understand which elements of the approach have worked well, and those which have not. However, due to the significant impact of the Covid-19 pandemic on travel patterns over the past two years it may not be possible to distinguish between the impact of the Charter itself and wider societal changes due to the pandemic.
- 2.3** Should Cabinet agree that the Council should continue as Healthy Travel Charter signatories and commit to the Level 2 Charter a celebration event will be held in November 2022 for Charter signatories to reflect on progress made through the Level 1 Charter and launch the Level 2 Healthy Travel Charter.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** PSB partners are working together to contribute to the national well-being goals, adopt the five ways of working and improve social, economic, cultural and environmental well-being.
- 3.2** Activities progressed through the Level 2 Charter will specifically contribute to a More Resilient Wales and a Healthier Wales as well as a Globally Responsible Wales.
- 3.3** The Level 2 Charter has been developed with the involvement of a range of partners and enables public sector organisations to work collaboratively to take preventative action and also to look to the long term in terms of the impact of how we work.
- 3.4** The Level 2 Healthy Travel Charter is consistent with the Council's current well-being objectives, is consistent with the priorities set out in the Council's Project Zero Challenge Plan and the draft Well-being Objectives and Priority Workstreams set out in the Vale PSB draft Well-being Plan 2023-2028.

4. Climate Change and Nature Implications

- 4.1** The Level 2 Charter is in-line with the Council's priorities to address the Climate and Nature Emergencies. The commitments set out in the Charter are aligned to and will aid the delivery of a number of the actions included in the Project Zero Challenge Plan as described in the body of this report.

5. Resources and Legal Considerations

Financial

- 5.1** The Level 2 Charter includes a commitment to agree a dedicated recurrent corporate budget to support healthy and sustainable travel. Through alignment of Charter commitments with work to deliver the Council's Corporate Plan, Project Zero Delivery Plan and partnership commitments set out in the Vale PSB's draft Well-being Plan, existing resource will support the delivery of a significant number of the Charter's commitments. Taking forward and delivering other elements of the Charter, however, will require consideration of how to prioritise resources from existing departmental budgets to meet this specific commitment of creating a dedicated budget.

Employment

- 5.2 The Charter will encourage and support staff to consider different options for travelling to and from work and to consider healthy and sustainable travel options when travelling for work.

Legal (Including Equalities)

- 5.3 There are no direct legal implications arising from this report.

6. Background Papers

October 2019, Vale Public Services Board Staff Healthy Travel Charter, [Vale PSB Staff Healthy Travel Charter \(valeofglamorgan.gov.uk\)](https://www.valeofglamorgan.gov.uk/Document/Our%20Council/Achieving%20Our%20Vision/Consultation/Project-Zero-Challenge-Plan.pdf)

Project Zero Challenge Plan 2021 – 2030,
<https://www.valeofglamorgan.gov.uk/Document/Our%20Council/Achieving%20Our%20Vision/Consultation/Project-Zero-Challenge-Plan.pdf>

Vale of Glamorgan Public Services Board Well-being Assessment 2022,
<https://www.valepsb.wales/en/Our-Evidence/Well-being-Assessment-2022.aspx>



Siarter Teithio Llesol Lefel 2



Cymerwch gamau cyflym i leihau allyriadau carbon, gwella ansawdd yr aer a chefnogi iechyd a llesiant staff



Bodlonwch ymrwymiadau yn llawn o fewn dwy flynedd, a pharhewch i gynnal statws Lefel 2 yn rheolaidd wedi hyn

Ymrwymiadau cyffredinol *Yr holl sefydliadau i ymrwymo i'r rhain...*

Uwch arweinyddiaeth ac atebolrwydd
Nodi uwch arweinydd penodol Nodi arweinydd Gweithredol/Y Bwrdd penodol ar gyfer teithio iach a chynaliadwy, sy'n adrodd ar gynydd yn rheolaidd ar weithredu'r mesurau yn y Siarter hon, ac unrhyw fentrau perthnasol eraill, i'r uwch dîm rheoli (neu gyfatebol)
Cytuno ar gyllideb gorfforaethol Cytuno ar gyllideb gorfforaethol reolaidd benodol i gefnogi teithio iach a chynaliadwy, gan gynnwys seilwaith a chyfleusterau ar eich safle(oedd) yn ôl y gofyn, a mentrau hyrwyddo a newid ymddygiad
Newid diwylliannol
Gweithredu rhaglen newid diwylliant Gweithredu rhaglen newid diwylliannol gorfforaethol i hyrwyddo buddion teithio iach a chynaliadwy yn eang, a hynny gydag ymgysylltiad parhaus â staff. Dylid cynnal cyfarfodydd wyneb yn wyneb, gan gynnwys digwyddiadau a chynadleddau, ar safle sy'n hawdd ei gyrraedd drwy gerdded, seiclo neu drafnidiaeth gyhoeddus, neu dylid darparu opsiwn ar-lein. Dylech hefyd ystyried cyflwyno gwobrwyon neu fentrau eraill ar gyfer staff sy'n teithio'n gynaliadwy
Gwrando ac ymateb i farn staff Ymgysylltu â staff o leiaf bob blwyddyn i ddarganfod eu barn ar ba mor dda mae'r sefydliad yn eu cefnogi i deithio'n gynaliadwy, nodi unrhyw broblemau neu rwystrau cyffredin a godir, a gweithredu i fynd i'r afael â'r rhain lle bynnag y bo hynny'n bosibl ac yn briodol
Cymryd ymagwedd gynhwysol, gan gefnogi cydraddoldeb ac amrywiaeth Cefnogi'r holl staff ac ymwelwyr i ddefnyddio opsiynau teithio cynaliadwy, ni waeth beth fo'u rhywedd, eu hoedran, eu hanabledd a'u hethnigrwydd. Dylai cyfleusterau a ddarperir ar gyfer cerdded a beicio gefnogi staff yn debyg. Er enghraifft, darparu digon o le ar gyfer beiciau wedi'u haddasu
Cefnogi gweithio gartref a gweithio ystwyth
Cynnig gweithio ystwyth i staff, fel y bo'n briodol i'r rôl Cynnig a hyrwyddo'r gallu i weithio gartref neu o safle gwahanol i'r holl staff, ar gyfer cyfnod sy'n cyfateb i dda neu ragor o ddiwrnodau yr wythnos ar gyfer gweithiwr llawn-amser, oni bai bod rheswm busnes neu llesiant penodol ar gyfer rôl neu unigolyn penodol sy'n atal hyn rhag digwydd
Polisiau sefydliadol a chynllunio teithio
Gweithredu cynlluniau teithio cynaliadwy Datblygu, cynnal a gweithredu cynllun teithio cynaliadwy ar gyfer pob safle yn eich sefydliad, gan gynnwys safleoedd sydd heb staff neu sydd ag ychydig o staff yn bresennol fel arfer. Dylech fesur y rhaniad moddol teithio ar gyfer cymudo staff (lle bo hynny'n berthnasol) a theithio busnes o leiaf bob blwyddyn, er mwyn asesu cynnydd
Gwneud teithio cynaliadwy yn ddull diofyn ar gyfer teithio busnes Ei gwneud yn ofynnol i deithio busnes fod yr opsiwn mwyaf cynaliadwy posibl, yn unol â'r hierarchaeth trafnidiaeth gyhoeddus gynaliadwy. Dylid ad-dalu treuliau ar gyfer tacsis neu geir preifat dim ond os gellir dangos nad yw opsiynau mwy cynaliadwy (cerdded, beicio neu drafnidiaeth gyhoeddus) yn bosibl neu os nad ydynt yn briodol. Dylai siart lif safonol i weithiwr ei dilyn wrth ystyried teithio busnes gefnogi'r broses gwneud penderfyniadau hon, a dylech hyrwyddo argaeledd costau teithio ar gyfer teithio cynaliadwy. Gallech hefyd ystyried dichonoldeb lleihau'r lwfans ar gyfer defnydd car preifat. Dylai staff gael digon o amser yn eu diwrnod i deithio i gyfarfodydd wyneb yn wyneb drwy gerdded, beicio neu drafnidiaeth gyhoeddus, lle bynnag y bo'r opsiynau hyn ar gael.

Ymrwymiadau cyffredinol (parhad)

Polisiau sefydliadol a chynlluniau teithio (parhad)
Darparu cynlluniau teithio wedi'u personoli i staff Cynnwys cynlluniau teithio wedi'u personoli yn rhan reolaidd o'r rhaglen ymsefydlu ar gyfer gweithwyr newydd, a chynnig pellach yn rheolaidd wedi hynny i'r holl staff presennol, gan gefnogi ac annog staff i deithio drwy gerdded, beicio neu drafnidiaeth gyhoeddus fel y dull diofyn
Gosod targedau newid moddol uchelgeisio Gosod targedau mewnol uchelgeisio i leihau cyfran y staff sy'n cymudo i'r gwaith mewn car preifat bob dydd. Ar gyfer sefydliadau mawr (dros 1,000 o staff), neu sefydliadau llai lle bo hynny'n briodol, dylid cytuno ar dargedau ar wahân ar gyfer adrannau neu isadrannau mawr. Lle mae dros 50% o staff yn cymudo mewn car preifat ar hyn o bryd, dylid gosod isafswm gostyngiad o 10% o'r gyfradd gyfredol y flwyddyn (e.e. os yw 60% o staff yn teithio i'r gwaith mewn car preifat ar hyn o bryd, dylai'r targed fod yn isafswm gostyngiad o 6% bob blwyddyn). Gall osgoi cymudo drwy weithio gartref gyfrannu at gyflawni'r targed

Ymrwymiadau wedi'u teilwra *Os oes gan eich sefydliad o leiaf un gweithle parhaol, dewiswch ddau ymrwymiad isod, neu fel arall dewiswch un. Os byddwch yn darparu cerbydau neu barcio ar gyfer staff, rhaid i chi ddewis o leiaf un ymhlith y categorïau terfynol*

Cymell cerdded a beicio
Cyflawni achrediad Cyflogwr Cyfeillgar i Feiciau Cyflawni achrediad Cyflogwr Cyfeillgar i Feiciau ar lefel Efydd, neu ar lefel sydd un yn uwch na'ch lefel gyfredol os oes gennych wobwr Efydd neu Arian eisoes
Cymell defnyddio trafnidiaeth gyhoeddus
Trefnu a hyrwyddo gostyngiadau staff ar gyfer holl ddarparwyr trafnidiaeth gyhoeddus Darparu gostyngiadau staff ar deithio gyda holl ddarparwyr trafnidiaeth gyhoeddus, gan gynnwys unrhyw gynlluniau rhannu beiciau, sy'n gwasanaethu eich gweithleoedd. Gallai fod cynlluniau ar gael eisoes ar gyfer rhai o'r rhain, ac efallai y bydd angen negodi lleol gyda darparwr y drafnidiaeth. Dylid hyrwyddo gostyngiadau yn eang i staff.
Datgymell defnyddio ceir preifat
Cyfyngu neu leihau meysydd parcio i staff (i) Dylid cyfyngu meysydd parcio i staff i uchafswm o 3 diwrnod yr wythnos ar gyfer pob gweithiwr sydd â'r opsiwn i weithio gartref neu ar safle arall (gydag eithriadau y cytunwyd arnynt lle bo hynny'n briodol, e.e. anabledd, sifftiau nos, iechyd a llesiant); neu (ii) Dylech leihau'r nifer gyfredol o fannau parcio i staff a ddarperir o leiaf 30% (yn gymesur â nifer y gweithwyr); neu (iii) Dylech gadw o leiaf 30% o fannau i'w defnyddio gan geir cronfa neu geir allyriadau isel iawn yn unig, a dylech orfodi hyn. Dylai gostyngiadau mewn mannau parcio fod yn deg ar draws gweithwyr yr effeithir arnynt. Efallai y byddwch hefyd yn ystyried cyflwyno neu gynyddu tâl ar gyfer parcio, yn ogystal ag unrhyw rai o'r mesurau hyn.
Lleihau allyriadau 'fflydoedd llwyd' Lle nad oes modd osgoi defnyddio ceir preifat ar gyfer teithio busnes yn ystod y diwrnod gwaith, dylech ei gwneud yn ofynnol i staff ddefnyddio cerbydau cronfa allyriadau isel iawn (a ddarperir gan y sefydliad), neu gerbydau clwb ceir allyriadau isel, yn hytrach na cherbydau personol





Healthy Travel Charter

Level 2



1

Take rapid steps to reduce carbon emissions, improve air quality and support staff health and well-being



2

Meet commitments fully within two years, and continue routinely after this to maintain Level 2 status

Universal commitments *All organisations commit to these...*

Senior leadership and accountability

Identify a named senior lead

Identify a named Executive/Board lead for healthy and sustainable travel, who regularly reports progress on implementing the measures in this Charter, and any other relevant initiatives, to the senior management team (or equivalent)

Agree a corporate budget

Agree a dedicated recurrent corporate budget to support healthy and sustainable travel, including infrastructure and facilities on your site(s) as required, and promotional and behaviour change initiatives

Culture change

Implement a culture change programme

Implement a corporate cultural change programme to widely promote the benefits of healthy and sustainable travel, with ongoing staff engagement. Face-to-face meetings, including events and conferences, should be held at a site easily accessible by walking, cycling or public transport, or an online option provided. You may also consider introducing prize draws or other incentives for staff travelling sustainably

Listen and respond to staff views

Engage with staff at least annually to find out their views on how well the organisation is supporting them to travel sustainably, identify any common issues or barriers raised, and take action to address these wherever feasible and appropriate

Take an inclusive approach, supporting equality and diversity

Support all staff and visitors to use sustainable travel options, regardless of gender, age, disability and ethnicity. Facilities provided for walking and cycling should support staff similarly, for example providing sufficient space for adapted cycles

Support home and agile working

Offer agile working to staff, as appropriate to role

Offer and promote to all staff the ability to work from home or an alternate base for the equivalent of two or more days per week for a full-time employee, unless there is a specific business or welfare reason for a particular role or individual which prevents this

Organisational policies and travel planning

Implement sustainable travel plans

Develop, maintain and implement a sustainable travel plan for each site of your organisation, including sites with no or few staff routinely present. You should measure the travel modal split for staff commutes (where relevant) and business travel at least annually, to assess progress

Make sustainable travel the default for business travel

Require business travel to be made by the most sustainable option possible, in line with the sustainable transport hierarchy. Expenses for taxi or private car should be reimbursed only if it can be demonstrated that more sustainable options (walking, cycling or public transport) are not possible or are inappropriate. A standard flowchart for employees to follow when considering business travel should support this decision-making process, and you should promote the availability of travel expenses for sustainable travel. You may also consider the feasibility of reducing the allowance for private car use. Staff should have sufficient time in their day to travel to face-to-face meetings by walking, cycling, or public transport, whenever these options are available.

Universal commitments (cont.)

Organisational policies and travel planning (cont.)

Provide personalised travel planning to staff

Include personalised travel planning as a routine part of the induction programme for new employees, with a further offer at regular intervals thereafter to all existing staff, supporting and encouraging staff to travel by walking, cycling or public transport as the default

Set ambitious modal shift targets

Set ambitious internal targets to reduce the proportion of staff commuting to work by private car each day. For large organisations (over 1,000 staff), or smaller organisations where appropriate, separate targets should be agreed for major departments or divisions. Where over 50% of staff currently commute by private car, a reduction by a minimum of 10% of the current rate per year should be set (e.g. if 60% of staff currently travel to work by private car, the target should be a reduction of at least 6% per year). Avoiding a commute by working from home can contribute to achieving the target

Tailored commitments *If your organisation has at least one permanent workplace, choose two commitments below, otherwise choose one. If you provide vehicles or parking for staff you must choose at least one from the final category*

Incentivise walking and cycling

Achieve Cycle Friendly Employer accreditation

Achieve Cycle Friendly Employer accreditation at Bronze level, or a level one higher than your existing level if you already have a Bronze or Silver award

Incentivise public transport use

Arrange and promote staff discounts for all public transport providers

Provide staff discounts on travel with all major providers of public transport, including any cycle share scheme, serving your workplaces. There may already be schemes available for some of these, while some may require local negotiation with the transport provider. Discounts should be widely promoted to staff.

Disincentivise private car use

Restrict or reduce staff car parking

(i) Restrict staff car parking to a maximum 3 days per week for every employee who has the option to work from home or an alternative base (with agreed exemptions where appropriate, e.g. disability, night shifts, health and well-being); **or** (ii) Reduce the existing number of staff car parking spaces provided by at least 30% (in proportion to employee headcount); **or** (iii) Reserve at least 30% of spaces for use by ultra-low emission or pool cars only, and enforce this. Reductions in car parking spaces should be equitable across affected employees. You may also consider introducing or increasing charging for car parking in addition to any of these measures.

Reduce 'grey fleet' emissions

Where private car use is unavoidable for business travel during the working day, require staff to use ultra low emission pool vehicles (provided by the organisation), or low emission car club vehicles, rather than personal vehicles



More info and support: healthytravel.wales/level2