

Scottish Government

Travel Plan



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Scottish Government
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Foreword

The Scottish Government Travel Plan is a package of measures aimed at encouraging more sustainable travel practices. It sets out to do four things:

- to deliver environmental improvements by reducing greenhouse gas emissions, and improving local air quality;
- to reduce the impact on our neighbours by reducing local congestion and parking;
- to encourage more efficient time management and reduced costs; and
- to lead to a healthier and more productive workforce.

The SG Travel Plan adopts a two-level approach. It looks at the Scottish Government as an organisation - how we travel to work; how we travel in going about our business; and if travel is necessary. It also looks at the main buildings we occupy - the infrastructure; facilities; and mode of travel to those sites. It sets out a series of actions which will be implemented to achieve its high-level targets and objectives, central to which is sustainable development.

We need to embed and mainstream more sustainable travel practices at all levels of the organisation and in all relevant aspects of our operations if we are to meet those targets and objectives. We need to take responsibility as an organisation, therefore, to ensure that our business-related travel is undertaken with careful consideration of the choices available. We also need to take responsibility as individuals to make choices which are most appropriate for particular circumstances.

Sir John Elvidge
Permanent Secretary

1. Introduction

1.1 Definition of a Travel Plan

1.1.1 Travel Plan is a general term for a package of measures tailored to the needs of individual sites and aimed at promoting more sustainable travel choices and reducing reliance on the car. Travel Plans help reduce the impact of travel on the environment; they can encourage greater levels of physical activity; and they also make good business sense. They can cut congestion around a location, improve neighbourhood relations and save money on business travel. A Travel Plan can also help attract staff to sites which would otherwise be difficult to access.

1.1.2 Introducing a Travel Plan involves the development of a set of mechanisms, initiatives and targets which will bring a number of benefits to our staff. It is a dynamic process that will grow and develop with time and in accordance with our changing circumstances and the environment in which we work. It is not a one-off event to be undertaken and completed, nor is it a document to be produced and put on a shelf. The Travel Plan is a **working document** which outlines our proposed direction. The specific actions and measures will be developed and consulted upon as and when required.

1.1.3 The travel hierarchy upon which this Travel Plan is based is provided below:

1. **need for travel** – can a telephone call, video conference or e-mail deliver the same outcome;
2. **walking** – the healthiest and cheapest form of transport, negligible carbon emissions and flexibility, viable for journeys up to 2 km;
3. **cycling** – a healthy and cheap form of transport, negligible carbon emissions, reliable and flexible for journeys up of 5 km;
4. **bus / rail** – improved productivity of workforce on medium to long distance essential trips;
5. **taxi** - necessary for some trips, but shared trips should be offered where possible;
6. **private car** – better with more than one occupant, but sometimes the only option but should consider using pool, lease or a hire car suitable for your specific journey. Issues with congestion, parking space, high carbon emissions per head; and
7. **air travel** – sometimes the only option - high carbon emissions, high in cost, but may sometimes be cheaper in monetary terms than rail and use of time.

1.1.4 Meeting stakeholders, partners and colleagues is a vital part of how the Government carries out its duties and travel still remains necessary in support of this. It still remains important that travel is planned in the main to maximise your time and those you are proposing to meet. If arranging meetings you should also consider the value each person will be adding, it may be possible for others to represent your views and provide you with feedback.

1.1.5 Carbon offsetting is a complex controversial mechanism used to ‘offset’ the carbon emissions from a product or service by purchasing a carbon reduction through carbon sequestration or improving efficiency and the use of renewable sources. This Travel Plan places carbon reduction as its first objective, with carbon offsetting used where the emissions can not be avoided. In practice this means that we will offset emissions from air travel, but discourage air travel itself, if there is a reasonable alternative. This concept is similar to the “reduce, re-use and recycle” concept associated to managing waste.

1.1.6 An integral part of the Travel Plan is the appointment of a Travel Plan Co-ordinator, who is critical to its delivery, development and promotion. Such an appointment has now been made. Experience has also shown that senior management responsibility for implementing the Travel Plan also has a significant impact on the behaviour of the organisation. The People and Innovation Group have approved this plan and will receive regular reports about its implementation.

1.2 The benefits of a Travel Plan

1.2.1 Travel Plans provide a number of benefits, not only to the individual but to the workforce and the wider community. It can:

1. **Provide financial savings** especially by eliminating some meetings, replacing them with video conferencing but also by reducing costs of maintaining and providing secure car parking spaces;
2. **Achieve carbon reduction** and other environmental gains by promoting and catering for more sustainable modes of travel;
3. **Produce a healthier workforce** by promoting active travel or through staff using less stressful modes of travel;
4. **Achieve a more productive workforce** by reducing the need to travel and providing the opportunity to work whilst on route to meetings;
5. **Provide a wide range of travel opportunities.**

2. Objectives and Aspirations of the Travel Plan

2.1 Key Objectives

2.1.1 We are committed to providing deliverable short, medium and long term initiatives as part of the Scottish Government Travel Plan.

2.1.2 The Travel Plan takes account of the needs of staff and visitors as well as the corporate values of the Scottish Government. It also contains a number of longer term aspirational goals of national and local environmental, planning and transport policies.

2.1.3 The key objectives of the Travel Plan are:

- To reduce the need to travel;
- To increase awareness among staff of travel choices and their implications;
- To ensure that staff and visitors with mobility problems have their needs fully taken into account in travel policy and decision making;
- To ensure that safety and security issues are taken into account;
- To facilitate and promote more active modes of travel;
- To increase the percentage share of staff commuting to work by walking, cycling and using public transport;
- To reduce car use, in particular single occupancy car journeys by commuting staff;
- To introduce a parking system which supports the delivery of the other travel objectives;
- To maximise the efficiency of our fleet;
- To increase the percentage share of sustainable forms of transport on official business;
- To ensure the Travel Plan is embedded into existing corporate and departmental processes, costed and reviewed on a regular basis.

2.2 Aspirations of the Travel Plan

- . In addition to these measures, there are a number of other actions which are likely to achieve a real change in people's attitudes and travel behaviour and which we will consider at future reviews of the travel policy. The next review is likely to be in 2010. These include giving consideration to a review of the **motor mileage rate** which takes into account green house gas emissions and air quality pollutants. It is important that staff replacing their cars be aware of this option well in advance of any possible implementation and this should give them another reason to consider more environmentally friendly options. We will also further review the position concerning the extent of parking at our buildings and

how it is allocated. The provision of free parking is an incentive to use the car and a subsidy to drivers which non car users do not receive.

- Consideration will be given to the introduction of a '**green space**' policy at our buildings. This policy would in practice give priority to pedestrians and cyclists over car users and may reduce the availability of parking spaces at some sites. Such changes would be aimed to improve the quality of our surroundings, assist with maximising the productivity of the workforce, encourage healthy work practices and increase social inclusion of staff.

3. Key Targets

The following key targets are borne out of the key findings of the 2006 Travel Survey and overarching objectives of the Travel Plan. The targets take account of internal and external pressures and influences at a national and local level.

Business

1. to reduce business travel related emissions by 20% (17.5%) between 2005/06 and 2010/11;
2. to reduce business travel related emissions by 40% by 2019/20 against 2005/06 levels;
3. to increase the share of more sustainable travel practices by 10% among staff travelling on business by the 2009 survey.

Staff

4. to reduce single occupancy car levels by commuting staff by 5% by the 2009 survey;
5. to set aside a minimum of 10% of car park spaces for more sustainable forms of transport including car-sharing and low emission vehicles by 2009;
6. to increase the share of more sustainable travel practices by 10% for the commute to work by the 2009 survey.

4. Corporate Action Plan

4.1 Introduction

4.1.1 Set out below are the critical actions of the Travel Plan in working towards achieving the key targets and objectives. Actions specific to each location are set out in Annexes A to E and should be read in conjunction with the main actions set out below.

4.1.2 The actions below will be addressed and implemented by 31st March 2010. They will be costed and **prioritised** by the Travel Plan Coordinator. The prioritisation of measures and actions should take into account the purpose of the trip i.e. business or commuting as well as effectiveness of delivering change and complexity of its implementation.

Objective 1: “to reduce the need to travel”

Actions

4.1.3 We will encourage staff to think about **alternative working practices**, such as home-working, hot-desking or compressed hours, where it is appropriate.

4.1.4 We will encourage staff to use **video conferencing** and **tele-conferencing** where practicable. We will provide training and demonstration days for these facilities. We have a number of locations throughout Scottish Government buildings where video conferencing is available and we will continue to ensure that the booking procedures are simple and easily accessible to staff.

4.1.5 We will review the current provision of video-conferencing facilities within the Government to ensure that it meets demand.

4.1.6 We will encourage staff to consider the travel implications of attending meetings, role of substitutes and consider the travel implications for all those attending when organising a meeting.

Objective 2 & 3: “to increase awareness among staff of travel choice and their implications” & “to facilitate and promote more active modes of travel”

Actions

4.1.7 We will **promote the range of benefits** of sustainable travel options.

4.1.8 We will promote the Ministerial commitment to use **Green Tourism Business Scheme** accredited properties whenever possible on official business.

4.1.9 The **communication strategy**, set out in section 5, provides the main vehicle for raising awareness of the Travel Plan.

4.1.10 To assess the potential take up of road cycle training for staff.

4.1.11 Annexes A to F contain specific actions to improve facilities at each site for walking, cycling and travelling by public transport.

Objective 4: “to increase the share of staff commuting to work by public transport, cycling and walking”

Actions

- 4.1.12 With walking taking the highest priority in the travel hierarchy we will ensure that **internal pedestrian facilities are improved** where required at an early stage in the development of the Travel Plan.
- 4.1.13 We will achieve Cycle Friendly Employer status for each of the main buildings. This award recognises the employers’ work involved in facilitating and encouraging staff to commute by bike.
- 4.1.14 **We will market existing pedestrian and cyclist provision and undertake improvements** from the outset of the Travel Plan.
- 4.1.15 We will seek to introduce a **salary sacrifice scheme for purchase of bicycles** for staff. The scheme will enable eligible employees with up to 40% of a bike and safety equipment by paying for the bike from gross salary.
- 4.1.16 We will consider the introduction of a **bike scheme** to enable commuters to test cycling to work.
- 4.1.17 We will review the provision of **sheltered secure cycle parking** to ensure that all demand is accommodated in an adequate manner.
- 4.1.18 **We will improve showering and locker facilities with hanging space** at some Scottish Government locations as set out within Annexes A to E.
- 4.1.19 We will **promote cycle routes and cycle access** to Scottish Government buildings, both for staff and for visitors.
- 4.1.20 We will encourage staff to consider **cycling over short to medium distances**. As the provision of dedicated on road and off road cycle routes improves, better links are available between strategic / local transport hubs and main business areas.
- 4.1.21 We will promote bus routes and bus access to Scottish Government buildings, both for staff and for visitors, and market **up to date public transport route and fare information**.
- 4.1.22 **Interest free salary advance on annual season tickets** is currently available and the scheme will continue. We will investigate the possibility of using a **salary sacrifice approach which would offer tax savings for the purchase of these tickets**.
- 4.1.23 We will review whether **real time information** displays can be installed within main reception areas and accessed at other points.
- 4.1.24 **We will undertake periodic travel to work promotions**.
- 4.1.25 We will encourage the use of **Park & Ride** and **Park & Choose** (e.g. Park & Cycle, Park & Train) sites for those who currently drive alone to work and as potential pick up points for car sharers.

Objective 5: “to reduce car use, in particular single occupancy car journeys by commuting staff”**Actions**

- 4.1.26 We are committed to the implementation of a **car sharing scheme**. This may incorporate a guaranteed parking space as well as a guaranteed ride home in case of unforeseen circumstances.
- 4.1.27 We will participate in the **European ‘in town without my car day’** and expect a high reduction in car trips on this day. An incentive will be provided to the staff that participate.
- 4.1.28 We will ensure that staff and visitors have access to a wide range of information relating to public transport and will continue to **consult with bus operators** to ensure the most appropriate financial options are available.

Objective: 6 “to introduce a parking system which supports the delivery of the other travel objectives”**Actions**

- 4.1.29 We will undertake a full assessment of the current parking management system with the aim of implementing a **more needs based parking scheme**, which takes into account overspill parking in neighbouring residential areas. The criteria for this scheme are likely to include accessibility by public transport, work requirements, personal circumstances and vehicle efficiency. We will also review the ‘travelling officer’ protocols to ensure the system is operating fairly.
- 4.1.30 As part of implementing a car-sharing scheme, we will provide specific areas within our car parks for employees who car-share.

Objective 7: “to maximise the efficiency of our fleet”**Actions**

- 4.1.31 We will undertake a fleet review to determine whether it is being used efficiently, including a Green Fleet Review.
- 4.1.32 We will provide advice to staff on low emission vehicles, so that they can consider emissions when hiring cars as well as when they are considering purchasing a car
- 4.1.33 We will market the **Edinburgh City Car Club** to Edinburgh staff. City Car Clubs can help combat non essential private car use, reduce costs to users and reduce the overall number of cars on the road.
- 4.1.34 We will undertake an appraisal of Car Clubs in Edinburgh and Glasgow as a potential part of the Government’s fleet.
- 4.1.35 We will encourage all staff to consider the way in which they drive to work/ for work purposes. Advice on **good practice** (the ‘top ten tips of eco-driving’) will be available electronically and on credit size cards. **Small changes to driver habits can result in significant financial and environmental benefits.**
- 4.1.36 We will promote government information and websites on vehicle efficiencies and emissions to assist people who are purchasing vehicles for themselves.

We will also consider in the longer term whether we can use policies like mileage rates to reward staff who have made lower emission choices.

Objective 8: “to increase the share of more sustainable forms of transport on official business”

Actions

- 4.1.37 We will publish guidance advising on most appropriate mode of transport to use for business trips. Directorates may wish to personalise this for their particular needs.
- 4.1.38 We will:
- Promote travel by rail and bus on longer distance journeys or video and tele-conferencing where appropriate. This can often improve productivity where travel time can be used as work time;
 - Encourage walking, taxi sharing, cycling and bus travel over short to medium distance journeys;
 - Encourage the use of the low emission pool cars for medium distance trips, and car sharing (the lowest emitting vehicle suitable for that journey) where there is no practical public transport alternative or cycling is not an option.
- 4.1.39 We will **review travel and subsistence policies** to encourage staff to use more sustainable travel when travelling on business.
- 4.1.40 We will develop a system **to review travelling officer** status on a regular basis.
- 4.1.41 There has been success with the uptake of **Lothian Bus City Singles** and we will continue to provide this service to staff. We will explore opportunities for staff in Glasgow re bus travel.

4.2 Mainstreaming and Monitoring of Travel Plan

Objective 9: “To ensure the Travel Plan is embedded into existing processes, costed and reviewed on a regular basis”

Actions

- 4.2.2 We have appointed a full time Travel Plan Co-ordinator to cost, facilitate, promote, deliver, monitor and review the Travel Plan.
- 4.2.3 Each Directorate and Client Committee will assume over-all responsibility for the Travel Plan.
- 4.2.4 Progress on implementing the Travel Plan will be reported to People, Business and Innovations Group (PBIG) on a quarterly basis.
- 4.2.5 The Travel Plan Co-ordinator will consult with relevant groups, including the HR Diversity Team, on all reviews and developments in this Travel Plan.
- 4.2.6 **Travel surveys** will be undertaken on a biennial basis, and include a benchmarking exercise with other organisation in both the public and private sector. The surveys will serve two purposes; a consultation tool to staff and a mechanism to monitor the development of the Travel Plan.

- 4.2.7 The Travel Plan will be **revised** at least every three years, with the next review to be completed by 2010. This will include a review of the targets and objectives, as well as the success or otherwise of the actions.
- 4.2.8 The Travel Plan will be flexible to current and future needs, and will be regularly monitored and developed by the Travel Plan Co-ordinator. The Travel Plan Coordinator will develop a detailed monitoring programme for the Travel Plan with the help of Analytical Services in the first year of its implementation.
- 4.2.9 The Travel Plan Coordinator will provide an annual report against actions in the Travel Plan to the Climate Change Delivery Group and the People and Business Innovation Group, as well as the Director of Change and Corporate Services, with extra reporting if requested.
- 4.2.10 The Travel Plan Co-ordinator will undertake regular onsite reviews of the uptake of measures such as cycle parking and the car sharing scheme. They will also carry out frequent staff “snapshot” mode share surveys. The information collated from these reviews will be incorporated within the management reports.

5. Communication Strategy

5.1 Introduction

5.1.1 This communication strategy will address one of the main objectives of the Travel Plan;

“to increase awareness among staff of travel choices and their implications”

5.1.2 Two key parameters are addressed within the strategy:

- The information supplied to allow staff and visitors to make fully informed travel choices; and
- The interface used to deliver the Travel Plan to staff and visitors.

5.2 Travel Information

5.2.1 Central to the delivery of the Travel Plan will be raising awareness of the recommended travel hierarchy given at the beginning of the document (if the journey is indeed essential):

1. Walking
2. Cycling
3. Bus / Rail
4. Taxi
5. Car
6. Air Travel
7. Carbon off setting

5.2.2 To enable staff and visitors to make an informed travel choice, the information provided will follow the theme of the above travel hierarchy and will ensure that all measures are marketed in full.

5.2.3 The Travel Plan Co-ordinator will be responsible for distributing all information in a clear and succinct manner that is appropriate for the various audiences.

5.2.4 In addition to ongoing marketing of the Travel Plan, the Travel Plan Co-ordinator will highlight periodic promotional travel events and dates when measures become operational and targets are met.

5.3 Information Interfaces

5.3.1 The Travel Plan and its initiatives will be delivered to staff and visitors via a number of interfaces:

- A portal on the Scottish Government intranet;
- The Scottish Government Internet site accessible to visitors as well as staff;
- Periodic emails from the Travel Plan Co-ordinator;
- Posters and leaflets at main reception areas;
- Induction travel packs for new and temporary staff;
- Provision of electronic information boards such as real time information currently provided at Victoria Quay; and
- Workshops and focus groups.

5.3.2 In marketing the Travel Plan via varied media we are ensuring that it is **accessible to all**. This allows the Travel Plan to be moulded to meet sustainable travel requirements of the current and future climate.

Annex A

St Andrew's House, Edinburgh

St Andrew's House is located to the east of Princes Street on Regent Road. Main pedestrian and vehicle access is via Regent Road.

The 2006 travel survey indicates that 40% of St Andrew's House employees commute by bus, 18% by car (including passengers), 17% walk, 21% take the train, 2% cycle, 1% ride a motorcycle and 2% commute by other means.

Pedestrians

Direct pedestrian routes are available to nearby bus stops, the Waverley rail station and local facilities. These routes are well lit maintained and formal pedestrian crossings are provided at junctions.

The main pedestrian entrances are located at the front of the building and are segregated from the car park.

PEDESTRIAN RECOMMENDATIONS:

- 1. Market to employees and visitors the location of pedestrian links available giving access to public transport and local facilities.**

Cyclists

Cycle parking is provided within the west car park and the courtyard. Access to the parking is via the car parks entrances.

The west car park provides uncovered Sheffield Racks which require improvement.

Sheltered cycle parking is available within the courtyard in close proximity to the rear entrance.

Locker facilities with hanging space are available at the rear of the building in association with one electric shower. Further locker, showering and changing facilities are available in association with the gym facilities in the building. These showers are not electric and hot water is not available at the weekends.

The national cycle network is within 1km of St Andrew's House. This can be reached via greenways running along Princes Street. Local facilities can also be easily reached.

CYCLE RECOMMENDATIONS:

- 1. Designate an area for sheltered cycle parking within the west car park in close proximity to the main pedestrian entrances. Market this parking to visitors as well as employees.**
- 2. Increase the number of lockers with hanging space.**
- 3. Ensure that all employees are aware of the salary advance to purchase a bicycle.**
- 4. Market National Cycle Network (NCN) routes to employees.**
- 5. Provide employees with information on viable cycle routes between St Andrew's House and other Scottish Government offices in Edinburgh and the Scottish Parliament.**
- 6. Consider the introduction of a "pool bike" system.**

Bus Infrastructure

The nearest bus stops are located on Waterloo Place within a 2 minute walk of St Andrew's House. Further bus stops are located on Leith Street, Princes Street and North Bridge. These bus stops are within a 5 minute walk of St Andrew's House.

All bus stops are supplied with bus stop flags, shelters with seating. Timetable information, route and fare information are also on display.

A number of the bus stops located on Princes Street and Leith Street have the advantage of real time information.

Bus Service Provision

Bus services stopping in the immediate vicinity of St Andrew's House provide access to a number of the main residential areas within Edinburgh and also to towns and villages in the Lothian area. As well as residential areas, there is direct public transport available from the main Edinburgh Park & Rides; Ingliston, Hermiston and Newcraighall.

Frequent public bus services provide a direct public transport link between St Andrew's House and other main Scottish Government offices in the Edinburgh area.

BUS RECOMMENDATIONS

1. **7% of all respondents are unaware of the interest free salary advance for annual season tickets. More publicity of this scheme could encourage a higher take up.**
2. **Continue to utilise the City singles.**
3. **Market available bus services via paper based media at the main reception and over the intranet. Ensure employees are aware of the bus services which provide public transport access to the other Scottish Government offices in Edinburgh and the Scottish Parliament from St Andrew's House.**
4. **Consider real time information displays at the main reception.**

Rail Infrastructure and Provision

The nearest rail station to St Andrew's House is Edinburgh Waverley. It is within a 5 minute walk (400metres) of St Andrew's House.

As one of the main rail stations in the UK, it has excellent facilities for travellers. This includes large real time information displays, cycle storage, lockers and large, comfortable waiting areas. The station is staffed 24 hours and provides access to the main cities throughout the UK.

RAIL RECOMMENDATIONS:

1. **Provide employees with access to rail information e.g. www.firstscotrail.com, www.nationalrailenquiries.co.uk, www.transportdirect.co.uk, www.traveline.org.uk**
2. **Provide information to visitors on longer distance trips to consider accessing St Andrew's House by rail.**
3. **Encourage employees on longer distance trips to consider travel by rail as a good alternative to the private car.**

Motorcycles

Motorcycle spaces are located within the courtyard area. This is the ideal location for ensuring that these are kept secure. There has been no capacity problems reported.

Private Car

There are two main car parks available on the east and west side of the building. A further car park is available within the courtyard area, this is accessed via the east car park. There are a total of 150 car parking spaces available to 350 permit holders. The car park surface is maintained, lit and monitored by CCTV.

The car park caters for senior officers, travelling officers and ministers. There are no spaces allocated for visitors.

Free parking is located an approximate 20 minute walk from St Andrew's House. By the end of 2007 the city controlled parking zone will have extended and free parking will be an approximate 50 minute walk from St Andrew's House.

CAR TRAVEL RECOMMENDATIONS:

1. Rationalise the parking system:
 - a. Consider denoting the west car park as the “sustainable travel” car park;
 - b. Designate a car sharing area within the west car park;
 - c. Designate a small number of spaces in the west car park for employees who require to bring their car at short notice;
 - d. Designate an area for pool cars in the west car park;
 - e. Designate spaces for low-emission cars in the west car park;
 - f. Ensure disabled parking is close to the main pedestrian entrances;
 - g. Designate the east car park for use by travelling officers only;
 - h. Continue to operate the Courtyard parking in the same manner.
2. Implement a system to ensure there is no misuse of the car sharing scheme.
3. Re-evaluate the overall parking permit system reducing the number distributed based upon a needs based assessment.

Annex B

Pentland House, Edinburgh

Pentland House is located in the west of Edinburgh approximately 3.5km from the City Centre. Pedestrian and vehicle access is via Chesser Crescent.

The 2006 travel survey indicates that 60% of respondents drive to work, 18% come by bus, 6% on foot, 4% by rail, 2% cycle, 1% commute by motorcycle and 1% travel by other means.

Pedestrians

Internal pedestrian access from Chesser Crescent to the main entrance of the building is via a parking area / delivery access at the front of Pentland House. The number of vehicles within this area is minimal and speeds are limited. There have been no issues with pedestrian road safety in this area.

There are excellent pedestrian routes available to bus stops, Slateford Rail Station and local facilities such as ASDA Chesser.

The pedestrian network is well lit and maintained and formal crossing points are available at the surrounding signalised junctions.

PEDESTRIAN RECOMMENDATIONS:

- 1. Market to employees and visitors the location of pedestrian links available giving access to public transport and local facilities.**

Cyclists

Cycle parking is available to front and rear of the building.

To the front, small racks and uncovered racks are provided. To the rear of the building covered Sheffield racks are available. The covered racks are located in close proximity to the rear entrance of the building.

The cycle racks are monitored by CCTV and the area is lit.

There are showers available but no lockers.

The National Cycle Network (NCN) is approximately 800m to 1km to the south of Pentland House. Access to this route can be gained via Chesser Avenue and Slateford Road.

CYCLE RECOMMENDATIONS

- 1. Introduce lockers with hanging space.**
- 2. Ensure that all employees are aware of the salary advance to purchase a bicycle.**
- 3. Market the nearby National Cycle Network (NCN) to employees.**
- 4. Provide employees with information on viable cycle routes between Pentland House and other Scottish Government offices in Edinburgh and the Scottish Parliament.**
- 5. Consider covered cycle parking at the front of the building.**
- 6. Determine if demand exists for "pool bike" scheme.**

Bus Infrastructure

The nearest bus stops are located on Chesser Avenue within a 2 minute walk of Pentland House. Further bus stops are located within a 5 to 10 minute walk on Gorgie Road and Slateford Road.

Bus stops are supplied with bus stop flags, shelters and seating. Timetable information, route and fare information are also on display.

Bus Service Provision

Bus services stopping in the immediate vicinity of Pentland House provide access to the City Centre, a number of residential areas in Edinburgh and some towns and villages in the West Lothian area. These services also provide access to a number of Park & Rides located around the periphery of Edinburgh.

Lothian Bus service 35 which runs along Chesser Avenue provides direct access to Ingliston Park & Ride and Edinburgh Airport.

Lothian Bus service 24, which runs along Slateford Road, provides a direct link to Hermiston Park & Ride.

Lothian Bus service 25, which runs along Gorgie Road, provides a direct public transport link to Hermiston Park & Ride.

Within a 5 to 10 minute walk of Pentland bus services running at a frequency of at least every 10 minutes can be accessed.

BUS RECOMMENDATIONS

- 1. 7% of all respondents are unaware of the interest free salary advance for annual season tickets. More publicity of this scheme may encourage a higher take up.**
- 2. Continue to utilise the City singles.**
- 3. Market available bus services via paper based media at the main reception and over the intranet. Ensure employees are aware of the bus services which provide public transport access to the other Scottish Government offices in Edinburgh and the Scottish Parliament from Pentland House.**
- 4. Market the frequent bus services running from the Park & Rides located on the periphery of Edinburgh.**
- 5. Consider a public transport information display at the main reception, this can either take the form of a paper based display or, if feasible, real time information display.**

Rail Infrastructure

The nearest railway station to Pentland House is Slateford Station. Trains running to Glasgow Central from Waverley via Kingsknowe, Wester Hailes, Curriehill, West Lothian and Motherwell stop here. Trains stopping at Slateford Road run to an hourly frequency.

The nearest major rail station is Haymarket, this is approximately 3km from Pentland House and can be accessed via frequent bus services running along Gorgie Road.

Haymarket provides facilities for short and long distance travellers. The majority of trains destined for Waverley also call at Haymarket. This includes services coming from Glasgow, those serving the Bathgate Line and the Fife Circle, and the longer distance routes from England, Wales and the north of Scotland.

RAIL RECOMMENDATIONS

1. Provide employees with access to rail information e.g. www.firstscotrail.com, www.nationalrailenquiries.co.uk, www.transportdirect.co.uk, www.traveline.org.uk
2. Provide information to visitors on longer distance trips to consider accessing Pentland House by rail.
3. Encourage employees on longer distance trips to consider travel by rail as a good alternative to the private car.

Motorcyclists

A motorcycle parking area is provided within the covered car park to the east of the building. This area is lit and monitored by CCTV.

MOTORCYCLE RECOMMENDATIONS

1. Consider relining of surfacing and signing to highlight motorcycle parking.

Private Car

The majority of parking is located away from the main pedestrian entrance to the sides and rear of the building. Car parking is provided for senior management, pool cars (including a low-emission car) and travelling officers. Remaining car parking is distributed on a first come, first serve basis.

There is unrestricted parking on the surrounding streets.

CAR TRAVEL RECOMMENDATIONS

1. Rationalise the parking system
 - a. Designate parking in the area to the rear of the building for the following categories:
 - i. Disabled
 - ii. Pool Cars
 - iii. Travelling officers
 - iv. Low-emission Cars
 - v. Car sharers
2. Consider the implementation of a barrier system for entry / exit to the car park.
3. Continue to monitor the car park and implement an effective scheme to ensure that misuse of the car park management system does not occur.
4. Consider the allocation of remaining spaces to employees using a needs-based assessment utilising a permit based system.

Annex C

Saughton House, Edinburgh

Saughton House is located in the West of Edinburgh. Main pedestrian access is via Broomhouse Drive. Vehicle access is via Broomhouse Drive and Broomhouse Terrace.

The 2006 travel survey indicates that 67% of respondents drive to Saughton House, 18% take the bus, 6% walk, 4% take the train, 2% cycle, 1% ride a motorcycle and 2% come by other means.

Pedestrians

Direct pedestrian routes are available to the nearby bus stops. These routes are well lit and maintained. Pedestrian access across Broomhouse Drive is available via formal pedestrian crossing points, highlighted by pedestrian refuge islands.

PEDESTRIAN RECOMMENDATIONS:

- 1. Market to employees and visitors the location of pedestrian links available giving access to public transport and local facilities.**

Cyclists

Uncovered visitor cycle parking is located next to the front entrance of the building. Covered employee cycle parking is located in close proximity to the rear entrance to the building.

Four showers are available within Saughton House, however there are no lockers.

A traffic free cycle route is available from Saughton House to Edinburgh Park Station. This route also extends to the east to link into other traffic free routes and the National Cycle Network (NCN). This network of cycle paths provides good opportunities for employees to cycle to Saughton House from areas throughout Edinburgh.

CYCLE RECOMMENDATIONS

- 1. Introduce lockers with hanging space.**
- 2. Ensure that all employees are aware of the salary advance to purchase a bicycle.**
- 3. Consider the introduction of a “pool bike” scheme.**
- 4. Provide employees with information on viable cycle routes between Saughton House and other Scottish Government offices in Edinburgh and the Scottish Parliament.**
- 5. Market nearby cycle routes to employees, this includes the traffic free route which runs parallel to the Fastlink guided busway.**
- 6. Consider covering cycle racks at the front of building.**

Bus Infrastructure

The nearest bus stops are located within a 5 minute walk of Saughton House on Broomhouse Drive, Broomhouse Road and the “Fastlink”. This guided bus way runs parallel to Broomhouse Drive, offering a traffic free service. The Fastlink extends for one mile and connects to on-street bus priority measures.

All bus stops are covered, have seating and display timetable and route information. Bus stops on the Fastlink also benefit from real time information.

Bus Service Provision

Bus routes serving the immediate vicinity of Saughton House have a combined frequency of at least one bus every 4 minutes.

These routes provide direct public transport access to the City Centre and also a number of residential areas throughout the city.

Saughton House is advantageously located in relation to the Lothian Bus 22 service (runs along the Fastlink) which provides a direct and extremely frequent public transport link to Victoria Quay, St Andrews House and to the Waverley Rail Station.

BUS RECOMMENDATIONS

- 1. 7% of all respondents are unaware of the interest free salary advance for annual season tickets. More publicity of this scheme may encourage a higher take up.**
- 2. Continue to utilise and market the City singles.**
- 3. Market available bus services via paper based media at the main reception and over the intranet. Ensure employees are aware of the bus services which provide public transport access to the other Scottish Government offices in Edinburgh and the Scottish Parliament.**
- 4. Consider real time information displays at the main reception.**

Rail Infrastructure and Provision

The nearest railway stations to Saughton House are South Gyle and Edinburgh Park. They are both located an approximate 2km from Saughton House. The stations can be accessed either on foot, by bicycle or public transport (with a short walk). An off-road shared pedestrian/cycle route is available from Saughton House to Edinburgh Park Station. This route runs parallel to the Fastlink.

Trains stopping at South Gyle serve the Fife circle via Queensferry. Trains stopping at Edinburgh Park serve towns and villages such as Livingston, Bathgate, Stirling and Dunblane. Services stopping here also run to Newcraighall Park & Ride.

Edinburgh Park and South Gyle stations are un-staffed but monitored by CCTV. There are sheltered waiting areas available at both stations.

Edinburgh Waverley is located approximately 9km from Saughton House. It can be accessed via direct public transport. As one of the main rail stations in the UK, it has excellent facilities for travellers. This includes real time information displays, cycle storage, lockers and large, comfortable waiting areas. The station is staffed 24hours a day and provides access to the main cities throughout the UK.

RAIL RECOMMENDATIONS:

- 1. Provide employees with access to rail information e.g. www.firstscotrail.com, www.nationalrailenquiries.co.uk, www.transportdirect.co.uk, www.traveline.org.uk**
- 2. Provide information to visitors on longer distance trips to consider accessing Saughton House by rail.**
- 3. Encourage employees on longer distance trips to consider travel by rail as a good alternative to the private car.**

Motorcycles

Motorcycle parking spaces are located to the rear of the building in close proximity to the entrance. As part of the conversion of the rear entrance to meet with disability standards, motorcycle parking will be relocated but will remain in a safe and secure location. There has been no capacity problems reported.

Private Car

Priority parking is available to senior management, pool cars, security staff, visitors and disabled drivers. Further spaces are available to employees. Car parking is allocated on a first come – first served basis.

Free on-street parking is available on the surrounding streets.

CAR TRAVEL RECOMMENDATIONS

- 1. Implement a car sharing scheme and designate a car sharing area within the southern car park.**
- 2. Ensure disabled parking is close to the main pedestrian entrances.**
- 3. Implement a system to ensure there is no misuse of the car sharing scheme.**
- 4. Re-evaluate the overall parking permit system.**

Annex D

Victoria Quay, Edinburgh

Victoria Quay is located to the east of Edinburgh City Centre. Pedestrian access is via Commercial Street, Ocean Drive and Dock Place. Vehicular access is via Ocean Drive.

The 2006 travel survey indicates that 21% of respondents that are based at Victoria Quay travel to work by bus, 49% by car (including passengers), 18% walk, 5% commute by rail, 6% cycle and 1% travel by other means.

Pedestrians

There is some conflict between pedestrians coming from Commercial Street and vehicles at the vehicle drop off area. This area is located adjacent to the main entrance to the building.

Pedestrian crossings are provided on the internal road to the east and west of the main entrance, these however are not easily accessible for pedestrians coming from Commercial Street and are mainly for patrons of the car park.

PEDESTRIAN RECOMMENDATIONS

- 1. Investigate the possibility of more signage on internal road i.e. additional signs alerting drivers to pedestrians.**
- 2. Make the designated crossing points more accessible to those walking into the building.**
- 3. Consider the feasibility of installing speed tables at either side of the drop off area. This will improve driver awareness of pedestrians crossing.**
- 4. Investigate the option of either segregating pedestrians or re-colouring the surface in the drop off area to increase awareness for all users.**
- 5. Market to employees and visitors the location of pedestrian links available giving access to public transport and local facilities.**

Cyclists

Cycle parking is provided. There are 150 cycle spaces that are sheltered and monitored by CCTV. Shower and locker facilities are also provided.

The National Cycle Network (NCN) is immediately adjacent to Victoria Quay, this provides a direct link (on and off road) with the city centre and the main rail and bus stations.

The results of the 2006 travel survey indicate that 5% of all respondents have taken an advance to purchase a bicycle, however 8% of all respondents were unaware of the scheme.

Due to on-road parking to the immediate west of the Victoria Quay car park barriers, there are some issues with cyclists accessing the internal off-road cycle path from the west.

CYCLE RECOMMENDATIONS

- 1. Consider measures to ensure access to the cycle path entrance is free from obstruction such as the provision of a TRO (traffic regulation order).**
- 2. Ensure that all employees are aware of the salary advance to purchase a bicycle.**
- 3. Consider the introduction of a “pool bike” scheme.**
- 4. Provide employees with information on viable cycle routes between Victoria Quay and other Scottish Government offices in Edinburgh and the Scottish Parliament.**

5. Market the advantages of the nearby National Cycle Network (NCN).

Bus Infrastructure

The nearest bus stops to Victoria Quay are located within a 2 minute walk on Commercial Street. Further bus stops are located at Ocean Terminal, which is within a 5 minute walk of Victoria Quay.

All bus stops are covered, have seating and display timetable and route information. The bus stops also benefit from real time information. This is also provided on electronic displays within the main reception area of the building.

Bus Service Provision

There are several bus routes serving the immediate vicinity of Victoria Quay. The majority of buses are scheduled to arrive every 10 to 15 minutes.

Service 22 runs from Ocean Terminal to the Gyle Shopping Centre at a frequency of at least every 10 minutes. This service provides direct access from Victoria Quay to St Andrews House and Saughton House.

Service 35 runs to a 15 minute frequency and provides direct access from Victoria Quay to the Scottish Parliament, Pentland House and Edinburgh Airport.

Service 36 runs to a 30 minute frequency and provides direct access from Victoria Quay to the Airport and City Centre.

BUS RECOMMENDATIONS

1. **7% of all respondents are unaware of the interest free salary advance for annual season tickets. More publicity of this scheme may encourage a higher take up.**
2. **Continue to utilise and market the City singles.**
3. **Ensure bus information is available over the intranet.**
4. **Provide bus users with information on the most appropriate bus stop to use on Commercial Street when travelling from the city. This should coincide with the location of the nearest available pedestrian crossing.**
5. **Ensure employees are aware of the bus services which provide public transport access to the other Scottish Government offices in Edinburgh and the Scottish Parliament from Victoria Quay.**

Rail Infrastructure

The nearest rail station to Victoria Quay is Edinburgh Waverley. The station can be accessed by direct public bus services and is approximately 3.4 km from Victoria Quay.

As one of the main rail stations in the UK, it has excellent facilities for travellers. This includes large real time information displays, cycle storage, lockers and large, comfortable waiting areas. The station is staffed 24 hours and provides access to the main cities throughout the UK.

RAIL RECOMMENDATIONS

1. **Encourage employees to access www.firstgroup.com, www.transportdirect.co.uk and www.traveline.org.uk**
2. **Provide information to visitors on longer distance trips to consider accessing Pentland House by rail.**
3. **Encourage employees on longer distance trips to consider travel by rail as a good alternative to the private car.**

Motorcyclists

Motorcycle parking is available that is covered, lit and monitored by CCTV.

Motorcycle spaces are located close to the building entrance and motorcyclists have access to lockers, showers and a laundry room.

Private Car

There are 670 car parking spaces available on site. 522 are designated for staff, 79 for visitors and 69 are reserved. At the time of the audit the car park was nearly full.

The car park surface is well maintained and the car park is lit, signposted and monitored by CCTV. There is adequate pedestrian access to the building from the car park.

CAR TRAVEL RECOMMENDATIONS:

- 1. Designate a car sharing area in close proximity to the building entrance, approximately 10 spaces initially.**
- 2. Implement a system to ensure there is no misuse of the car sharing scheme.**
- 3. Consider the re-evaluation of the parking permit system using a needs based assessment.**

Annex E

Meridian Court, Glasgow

Meridian Court is located on Cadogan Street on the edge of Glasgow City Centre. Pedestrian access is via Cadogan Street.

The 2006 travel survey indicates that 41% of Meridian Court employees commute by rail, 28% by bus, 19% by car (includes passengers), 8% on foot and 2% of employees commute by bicycle. A further 2% stated that they commuted to work by 'other' means of transport.

Also indicated within the survey is that a high proportion of respondents at the Europa building stated that they commuted to and from work by rail.

Pedestrians

There are excellent pedestrian routes to the nearest bus stops, Glasgow Central and Queens Street Rail Stations and local facilities. These routes are well lit, maintained and formal pedestrian crossings are provided at a high number of junctions.

The main pedestrian entrance is segregated from the vehicle entrance and Meridian Court is well appointed for pedestrian movement in and around the building.

PEDESTRIAN RECOMMENDATIONS:

- 1. Market to employees and visitors the location of pedestrian links available giving access to public transport and local facilities.**

Cyclists

There are a limited number of spaces available to cyclists in the underground parking area. This area is controlled by a barrier system and is secure. Locker facilities are provided immediately above the cycle parking. There is no hanging space within the lockers.

The National Cycle Network (NCN) is located less than 400m to the south of Meridian Court. It can be reached via the local road network.

CYCLE RECOMMENDATIONS

- 1. Rationalise the underground parking area to provide further cycle parking spaces.**
- 2. Investigate the feasibility of providing Sheffield racks in place of the existing racks.**
- 3. Investigate the possibility of improving the current locker facilities.**
- 4. Ensure that all employees are aware of the salary advance to purchase a bicycle.**
- 5. Market the nearby NCN route to employees.**
- 6. Consider the introduction of a "pool bike" system.**

Bus Infrastructure

The nearest bus stops are located an approximate 5 minute walk from Meridian Court on Argyle Street, which is a main bus corridor.

All bus stops in the immediate vicinity of Meridian Court are well lit and supplied with bus stop flags, shelters and seating. Timetable information, route and fare information are also on display.

Bus Service Provision

Due to its close proximity to the city centre, Meridian Court is well served by buses running throughout the city to main trip attractions and residential areas. Buses running along Argyle Street have an overall frequency of at least 1 bus every 5 minutes.

BUS RECOMMENDATIONS

1. **7% of all respondents are unaware of the interest free salary advance for annual season tickets. More publicity of this scheme could encourage a higher take up.**
2. **Provide staff with a First bus Map Mate.**
3. **Ensure bus services are marketed via electronic means as well as paper based marketing.**
4. **Consider real time information display(s) at the main reception.**

Rail Infrastructure and Provision

The results of the 2006 Travel Survey highlight a high proportion of employees commute to and from Meridian Court (41%) by rail.

The nearest rail station to Meridian Court is Glasgow Central. The station is within a five minute walk of the building. Glasgow Central is staffed 24 hours.

Glasgow Queen Street is an approximate 10 minute walk to the north of Meridian Court. The station is staffed from 05:00 – 23:59.

Both are main rail stations and provide access to not only the surrounding towns but also to the main cities throughout the UK. Excellent facilities are provided for travellers. This includes large real time information displays, cycle storage, lockers and large, comfortable waiting areas.

RAIL RECOMMENDATIONS

1. **Provide employees with access to rail information e.g. www.firstscotrail.com, www.nationalrailenquiries.co.uk, www.transportdirect.co.uk, www.traveline.org.uk**
2. **Provide information to visitors on longer distance trips to consider accessing Pentland House by rail.**
3. **Encourage employees on longer distance trips to consider travel by rail as a good alternative to the private car.**

Motorcyclists

There is no official motorcycle parking available.

MOTORCYCLE RECOMMENDATIONS

1. **Investigate the possibility of introducing motorcycle parking if there is a demand for it.**

Private Car

Car parking is limited and is located within the basement of the building. Disabled spaces are available. Spaces are mainly allocated according to grade with some set out for pool cars. The entrance to the car park is via a ramp which is monitored by CCTV.

CAR TRAVEL RECOMMENDATIONS

1. **Rationalise the underground car park.**
 - a. **Ensure provision of disabled bays close to the pedestrian entrance**
 - b. **Consider the feasibility of a car sharing scheme**

Annex F

Travel Data

Travel data has been collected by a Travel Survey – to identify travel behaviour, perceptions and ability / desire to change. Travel costs have been sourced from SEAS, the Scottish Government's accounting system.

The Scottish Executive Travel Survey 2006

The Travel Survey 2006 and follow up discussion groups were conducted by the Office of Chief Researcher on behalf of the then Scottish Executive's Travel Plan Working Group. The aim of the research was to inform the new revision of the Travel Plan.

The survey contained many of the same questions as previous Travel to Work Surveys (2001, 2002 & 2003) but included new questions on business travel and awareness/uptake of travel initiatives/facilities. The main findings are summarised below.

Travel to Work

- Car is the most common mode of transport to work, with 43% travelling mainly or solely by car.
- Car use is highest at Saughton House (75%) and Pentland House (64%), and lowest at St Andrew's House (34%).
- Train use is the main mode of transport for around half of Glasgow respondents.
- Work location strongly influences transport choice, mainly due to public transport accessibility and car parking availability.
- Overall, commuting patterns are similar in both 2003 and 2006, although car use has risen slightly for Saughton House (8%) and St Andrew's House (7%).
- Nearly three quarters (74%) of those who travel to work mainly by car, travel alone and the majority feel that car sharing is not really compatible with their flexible working pattern.
- Offering an incentive (i.e. guaranteed parking space) would be an important part of any car sharing scheme.
- Although many respondents are 'environmentally active' in their personal lives, travel to work choices are mainly motivated by time, convenience and flexibility. This applies to respondents travelling by car, public transport and bicycle.

Business Travel

- Half of respondents (48%) travelled by bus for their last business trip to another Executive building, while one in five travelled part or all of their journey by taxi (22%), private car (19%) or train (19%).
- Victoria Quay is the most common destination for travel between the six main Executive buildings (including travel from Glasgow) and is most commonly reached by public transport.
- One in five (21%) travelled by taxi for their last business trip to another Executive building, and their reasons were that 'public transport takes too long' (53%) or that they were 'taxi sharing' (51%).

- Although only 7% of respondents state they 'always use a taxi', findings suggest that some perceive taxi use as a normal and acceptable practice.
- The majority of respondents (77%) who have travelled to London on business in the last 12 months, travelled by air for their last trip.
- Although respondents' reasons for choosing air or rail are wide ranging, time and 'value for money' are main concerns, with environmental impact being a consideration for a minority.

Booking Tickets

- Ordering tickets through administrative support is the most common method of booking tickets of all types.
- There are concerns that a 'premium' price was applied for 'Flexi tickets' and travel booked through Carlson Wagonlit.

Travel Initiatives and Facilities

- Less than one third of respondents (29%) are aware of the Travel Plan.
- Discussion group respondents feel the Travel Plan should focus on business travel and reducing costs and they emphasise the need for better communication and promotion of the plan.
- The majority are aware of travel initiatives/facilities available, but uptake varies considerably. The Edinburgh 'City Singles' are the most used initiative (57%), while the salary advance for bicycles/equipment is least used (5%).
- Suggested improvements to current initiatives included upgrading and extending the video/telephone conferencing facilities, providing a season ticket scheme for public transport which is cheaper than direct debit and greater incentives to cycle.

Travel Plan Opportunities

- There is a clear need to clarify and communicate Executive policy on taxi use, air/rail travel, ticket types and costs for London trips.
- Provision of travel route information would increase awareness of travel choices and could encourage greater use of public transport between Executive buildings.
- Discussion group respondents are generally in favour of home/remote working and are willing to use video/telephone conferencing facilities.
- Cyclists suggest improving cycle rack provision, building access and signage, and publicising off-road cycle routes in order to encourage cycling to work.