

Doing their Duty?

Is the Scottish public sector helping
deliver sustainable transport?

*Transform Scotland's second annual
sustainable transport report*



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About the author

The report was written by Aoife Parker-Hedderman, with edits and contributions from Jetta Doran and Colin Howden.

About this report

This report forms the second in a series of annual sustainable transport reports analysing the performance of different aspects of Scottish society on delivering sustainable transport. The first report in the series, 'Warning Signs' (September 2012) presented a set of national sustainable transport indicators and evaluated progress against these.

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Executive summary

- 1 This report aims to present a comprehensive position of the extent to which Scotland's Public Bodies are "doing their duty" in reducing climate emissions by taking action to deliver sustainable transport.
- 2 **Scotland's Public Bodies have a responsibility to reduce climate emissions under the Public Bodies Climate Change Duties.** As transport is the second-largest source of emissions, significant progress is unlikely to be made in reducing emissions from the Scottish public sector unless there is evidence that Public Bodies are reducing their transport emissions.
- 3 The report investigated the actions of the 'Major Player' Public Bodies, presenting a summary of their performance on three key areas of sustainable transport policy:
 - **Travel planning:** Whether they have plans in place to reduce their transport impacts.
 - **Low Emission Vehicles:** Whether they are making their vehicle fleet less polluting.
 - **Travel to London:** Whether they are using rail rather than air for travel from Scotland to London.
- 4 The key findings of this study are as follows:
 - **At least 60% of Scottish Public Bodies have no plans for reducing their travel** by means of implementing a Travel Plan. This is deeply disappointing given that they have been advised to do so, and offered practical support to do so, for well over a decade.
 - Of those who do have a current Travel Plan in place, only a fifth of these were found to be exhibiting 'good practice' in its implementation. It was further found the evidential base used by Public Bodies in preparing their travel planning was often out of date.
 - There is **some evidence that Public Bodies' vehicle fleets are moving towards the acquisition of Lower Emission Vehicles.** It is unclear, however, whether this is due to the impact of the Public Bodies Duty (or whether this is due to the general trend towards lower emission vehicles as a result of European legislation).
 - Public Bodies are **overwhelmingly choosing air travel (74% of journeys) over rail travel (26%) for long-distance travel** between Edinburgh/Glasgow and London, despite the former being substantially more polluting.
- 5 While there remains strong policy commitment to sustainable transport and emissions reduction at local, regional and national levels of government, **our report finds little evidence that concerted action is being taken to turn sustainable transport policies into practice.** It is particularly dismal that after a decade or more of free travel planning advice being offered to the public sector that the majority have no Travel Plans in place nor appear to be interested in developing them.
- 6 The findings in this report indicate that current incentives and disincentives are not strong enough to ensure Scotland's Public Bodies adopt and sustain sustainable transport strategies. As such, **we present a series of recommendations which we consider would put impetus into public sector efforts to deliver on sustainable transport and meet the legal requirements of Public Bodies under the Scottish climate change act.**



Introduction

Introduction

1 Introduction

- 1.1 This report investigates whether Scotland's Public Bodies are "doing their duty" in reducing emissions by taking action to deliver sustainable transport.
- 1.2 Scotland's Public Bodies have a responsibility to reduce climate emissions under the *Climate Change (Scotland) Act 2009* which places climate change duties on all Scottish Public Bodies.¹ As transport is the second-largest source of emissions, significant progress is unlikely to be made in reducing emissions from the Scottish public sector unless there is evidence that Public Bodies are reducing their transport emissions.
- 1.3 As there appears to be no ongoing, systematic monitoring as to whether the Public Bodies are taking action to move to sustainable transport, this report therefore attempts to fill that gap, presenting a summary of their performance on three key areas of sustainable transport policy:
 - **Travel planning:** Whether they have plans in place to reduce their transport impacts.
 - **Low Emission Vehicles:** Whether they are making their vehicle fleet less polluting.
 - **Travel to London:** Whether they are using rail rather than air for travel from Scotland to London.
- 1.4 Out of an estimated 7,000 Public Bodies in Scotland, a total of 151 were surveyed as this is the number of Public Bodies regarded by the Government as 'Major Players' — those considered by the Scottish Ministers to have a larger influence or impact on climate change than others.
- 1.5 The data was gathered by means of request for information under the *Freedom of Information (Scotland) Act 2002* (FOISA), regarding Public Bodies' current sustainable transport strategies and performance, sent to the 'Major Player' Public Bodies on 21 June 2013.^{2,3} From this figure a total of 104 Public Bodies responded within FOISAs '20 working days', a response rate of 69%.
- 1.6 Further responses were received beyond the '20 working days' but these are not included in the analysis in this report. While we are satisfied that the high response rate helps provide an accurate picture of Public Bodies' performance on sustainable transport, we imagine a 100% sample would provide a worse position in so far as we expect those responding late, or not at all, to be likely to be generally worse performers in this area.
- 1.7 The results communicated in the report are based upon a thorough analysis of these 104 responses in conjunction with in-depth reviews of published documents, surveys, scientific papers, journal articles and reports considered as part of a Masters dissertation submitted by the author to The University of Edinburgh.
- 1.8 By means of this analysis, examples of good and bad practice are identified and overall recommendations made as to how sustainable transport might be better delivered and supported by the Public Bodies, taking into account their varying sizes, locations, public transport provisions and competing transport priorities.

2 Background

2.1 Climate change and the transport sector

- 2.2 Emissions reduction is paramount if we are to transition to a low carbon economy, requiring assertive action across all sectors and forming a part of the larger challenge of sustainable development (IEA 2012). This report specifically focuses on Scotland's transport sector emissions, and the public sector's role in addressing and mitigating such emissions.

- 2.3 Since 1990, the growth rate of GHG emissions from the transport sector has exceeded that of any other sector (J. Racero et al. 2012). The current situation raises significant concern over transport's environmental sustainability and the adverse effects on people's livelihoods (J. Racero et al. 2012). However, of even more concern is that unsustainable transport patterns are anticipated to worsen (Åkerman & Höjer 2006).
- 2.4 The need for action to address such issues and tackle emissions is the driving force behind the introduction of climate related legislation (IEA 2012). In Scotland, such legislation came in the form of the world-leading *Climate Change (Scotland) Act 2009*, committing to reduce GHG emissions by 42% by 2020, relative to 1990 baseline levels. What is troubling about this ambitious target is that four years after the introduction of this legislation, Scottish transport emissions are still higher today than the 1990 baseline levels (Committee on Climate Change 2013b). This highlights an urgent need for a shift in the current transport paradigm (Golinska & Hajdul 2012).

2.5 The role of the Scottish public sector in reducing emissions from transport

- 2.6 Almost one quarter of Scotland's population works in the public sector (23.5% or 580,400 people) (Scottish Government 2013a). The influence that this sector can have on these employees, students and local communities by engaging with them on climate change issues such as, promoting sustainable travel options, is certainly notable (Jackson & Lynch 2011).
- 2.7 In recognition of this, Part 4 (section 44) of the *Climate Change (Scotland) Act 2009*, which came into force on 1st January 2011, places climate change duties on all Scottish public bodies, defined in section 3(1)(a) of the FOISA, 2002 (as amended).

The duties legally oblige public bodies, in exercising their functions, to act:

- in the way best calculated to contribute to delivery of the Act's emissions reduction targets;
- in the way best calculated to deliver any statutory adaptation programme; and
- in a way that it considers most sustainable.

- 2.8 Given that Scotland's Public Bodies can play an influential role in engaging with various individuals on climate change issues it is crucial that they adopt a position of leadership in the delivery of Scotland's climate change ambitions in terms of emissions reductions, adaptation and acting sustainably (W. Jamieson 2013).
- 2.9 Of course, it should be noted that while action on sustainable travel would have wider benefits than emission reduction alone, important though this is. Cutting travel would also help to reduce local air pollution, noise, congestion, and accidents, amongst other things. As community leaders, Public Bodies should be expected to lead by example in minimising their impacts on all these things — and taking action on sustainable transport can help with this.
- 2.10 Meanwhile, many of the measures that we outline in the report would also help in cutting costs — an important message in times of austerity.



Travel Planning

Travel planning

3 Introduction

3.1 Research carried out for the Scottish Government by Atkins and The University of Aberdeen in 2009 found that “Widespread implementation of travel plans” would provide the single largest contribution in the transport sector to emissions reduction, and that it would come at the second-lowest cost of all of the measures that the study analysed.⁴ It was very clear from this study — still the most comprehensive of its type carried out in Scotland — that a focus on travel planning would provide large emissions reduction at low cost. Given the scale of the Scottish public sector, it is imperative that the Public Bodies take a leading role in implementing travel plans.

3.2 Travel Plans

3.3 A ‘Travel Plan’ seeks to reduce the need to travel and to combat over-dependence on cars by promoting all the possible alternatives to single occupancy vehicle use (Booty 2009). It is a package of measures designed and aimed at encouraging, enabling and supporting sustainable travel (Cairns et al. 2010; National Transport Authority 2012); advocating for actions underpinning walking, cycling, public transport, car-sharing, the use of technology instead of travel, and flexible working practices (National Transport Authority 2012). A travel plan may also encompass measures to reduce the impact of vehicles (e.g. through greener fleet management), as in some instances, it can be more difficult to provide alternatives to the car (Booty 2009). Travel plan measures can be described as ‘hard’ or ‘soft’ depending on whether they focus on site design and facilities (‘hard’), or promotion of awareness raising (‘soft’). The way in which such measures interact is critical to the success of a travel plan and each plan should be tailored (Dickinson et al. 2003), so as to alter “the balance of attractiveness between car use and other options” (S Cairns et al. 2010).

3.4 Travel plans are implemented either through a legally binding planning agreement or voluntarily. Despite government encouragement, voluntary participation among organisations will remain low unless driven by some high priority motivation the organisation has, such as parking constraints or local congestion (Enoch & Zhang 2008). Public Bodies have a “strong moral obligation” to ‘lead by example’ (Rye 2002); this can be a prime motivating factor for them to develop Travel Plans (Scottish Government 2006b).

3.5 Overall findings regarding adoption of Travel Plans

3.6 We asked the Public Bodies whether they had a Travel Plan currently in place, and if not whether they were planning to implement one. For those that had an extant Travel Plan, we also asked regarding their procedures for monitoring, reviewing and auditing their Plans. Out of 104 Public Bodies’ responses analysed. We found that:

- 39% of Public Bodies (41) sent what they regarded as their current Travel Plan.
- **Therefore, we estimate that at least 60% of Public Bodies do not have a current Travel Plan — despite this being the most effective way to cut emissions from the transport sector.**
- 7% (7) indicated that they plan to develop a Travel Plan or are in the process of developing one.
- 20% (21) sent what was essentially an expense or subsistence policy.
- 33% (34) did not send anything or what was sent could not be regarded as a travel plan /policy / report.

3.7 The full results are tabulated below.

Category	Number of responses	Travel Plan	Travel Policy	Travel Report	No Travel Plan/ Policy/Report	Plan to develop a WTP / in process
Scottish Administration	10	3	2	1	4	1
National Devolved PBs	15	1	8	0	6	1
Further Education Institutions	26	9	3	1	13	3
Higher Education Institutions	15	7	3	3	2	0
Police	1	0	0	0	1	0
Health Boards & Special Boards	12	7	2	1	2	1
Regional Transport Partnerships	5	5	0	0	0	0
Local Authorities	20	9	3	2	6	1
All Public Bodies (Major Players)	104	41	21	8	34	7

3.8 Overall the figures are disappointing for Travel Plan adoption. There exists excellent evidence that small sums of investment in travel plans can deliver positive results relatively quickly (Scottish Government & CoSLA 2013); however, such incentives appear not to be strong enough to initiate Travel Plan adoption (Enoch & Zhang 2008).

3.9 Appendix C provides a commentary on the *quality* of the adopted Travel Plans. This analysis finds that of those who do have a current Travel Plan in place, only a fifth (22%) of these were found to be exhibiting 'good practice' in their implementation. It was further found the evidential base used by Public Bodies in preparing their Travel Plans was often out of date.



Low Emission Vehicles

Low Emission Vehicles

4 Fleet Vehicles

4.1 While travel planning is mainly focused on reducing the need to travel and offering public transport and active travel alternatives where travel is still necessary, many journeys will still require the use of cars and other vehicles. So it is important that the vehicle fleets used by Public Bodies are as low emission as possible.

4.2 In order to reduce greenhouse gas emissions from transport, the UK Government has an incentive scheme in place with price signals that reward 'low carbon' and penalise 'high carbon' vehicles (Brand et al. 2013). This is known formally as Vehicle Excise Duty (VED) or Graduated VED, where the amount of car tax paid depends on the car's engine size or official CO₂ emissions and the date of first registration.

VED Bands

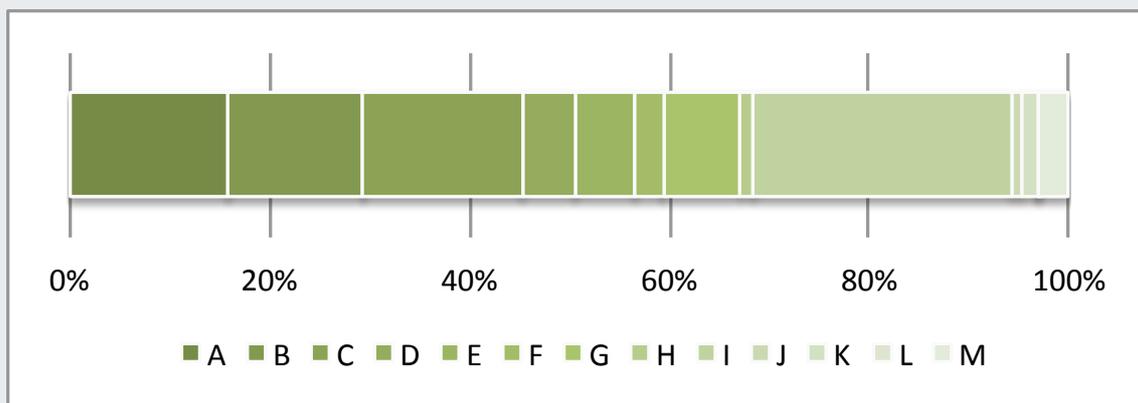
For those vehicles that emit the lowest emissions less than 100 g/km, they are charged nothing to license a vehicle in the UK and fall under 'Band A'. At the opposite end of the scale is 'Band M', which is for those vehicles that emit 225 g/km or more. See figure opposite.

Bands	CO ₂ emission figure (g/km)
Band A	Up to 100
Band B	101 to 110
Band C	111 to 120
Band D	121 to 130
Band E	131 to 140
Band F	141 to 150
Band G	151 to 165
Band H	166 to 175
Band I	176 to 185
Band J	186 to 200
Band K	201 to 225
Band L	226 to 255
Band M	Over 255

4.3 Overall findings regarding adoption of Low Emission Vehicles

4.4 We asked the Public Bodies how many vehicles they owned or leased in each of the VED bands. We also asked them about the vehicles that they had purchased from January 2011 to date.

4.5 From the 104 Public Bodies under analysis a total of 70 answered the questions in such a way that the results could be properly analysed and communicated. The figure below broadly illustrates the balance of Public Bodies' fleet vehicles VED. It can be seen that VED 'I' achieves the highest % and VED 'L' the lowest %.

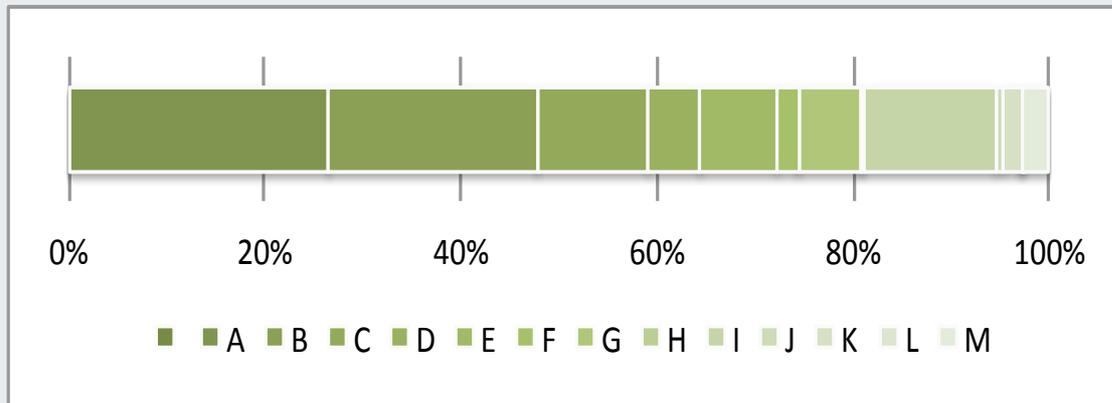


4.6 The table below shows that 'Local Authorities' significantly contribute to these results with 1017 vehicles falling into VED 'I'. 'Health Boards & Special Boards' have a considerable number of their fleet vehicles in the lower emission categories.

Numbers analysed	Category	A	B	C	D	E	F	G	H	I	J	K	L	M	Total number of vehicles
8	Scottish Administration	17	1	20	7	14	1	17	3	0	1	1	0	0	83
10	National Devolved PBs	21	7	14	0	5	1	9	3	3	3	13	0	2	81
13	Further Education Institutions	2	25	6	15	1	2	3	2	3	0	5	2	0	66
11	Higher Education Institutions	42	6	4	1	14	18	47	6	65	7	6	0	2	218
0	Police	-	-	-	-	-	-	-	-	-	-	-	-	-	0
6	Health Boards & Special Boards	285	259	417	101	154	45	49	10	12	1	0	0	0	1333
4	Regional Transport Partnerships	0	0	0	0	0	0	0	0	0	0	0	0	118	118
18	Local Authorities	309	276	212	102	65	50	208	26	1017	27	43	2	9	2346
70	All Public Bodies (Major Players)	676	574	673	226	253	117	333	50	1100	39	69	4	131	4245

4.7 Performance since Public Bodies Duties have come into effect

4.8 The chart below shows Public Bodies' fleet vehicles acquired since 1 January 2011 (the date that the Public Bodies Duties came into effect). Unlike the overall picture seen in the chart above, where 'Band I' was the most common vehicle type, it can be seen that 'Band A' (lowest emission) achieves the highest percentage, followed by 'Band B' (second lowest emission).



4.9 We would expect a trend towards lower-emission vehicles across the whole vehicle fleet, mainly as a result of EU emissions standards legislation. Hence a greater percentage of lower-emission vehicles in the newest additions to the fleet is not overly surprising. However, almost half of the new vehicles (48%) fell into the two lowest emissions Bands, rather than 29% for the whole vehicle fleet, suggesting a significant change in purchase decisions towards lower emission vehicles. It remains, however, unclear to what extent the Public Bodies Duties may have been responsible for influencing this change.

Numbers analysed	Category	A	B	C	D	E	F	G	H	I	J	K	L	M	Total number of vehicles
8	Scottish Administration	17	1	2	1	4	0	0	0	0	1	1	0	0	26
10	National Devolved PBs	19	6	1	0	4	1	2	1	0	1	7	0	0	42
13	Further Education Institutions	1	9	4	0	1	0	0	0	0	0	2	1	0	18
11	Higher Education Institutions	8	4	4	0	10	6	13	0	7	4	1	0	0	57
0	Police	-	-	-	-	-	-	-	-	-	-	-	-	-	0
6	Health Boards & Special Boards	172	222	154	74	107	29	24	3	4	0	0	0	0	789
4	Regional Transport Partnerships	0	0	0	0	0	0	0	0	0	0	0	0	49	49
18	Local Authorities	276	155	45	24	20	5	78	2	241	8	24	1	3	882
70	All Public Bodies (Major Players)	493	397	210	99	146	41	117	6	252	13	35	2	52	1863

A stylized graphic of a train. The train is light blue with dark purple outlines. It has three windows. The middle window shows two light blue silhouettes of people sitting. Below the train is a red and white torn paper effect. The text 'Travel to London' is written on the white part of the torn paper.

Travel to London

5 Rail vs. Air for travel from Scotland to London

5.1 Transform Scotland's 2012 report *On Track for Business: why Scottish businesses should try the train* found many notable existing benefits of rail travel over air travel for journeys between Glasgow/Edinburgh and London:

- Higher punctuality and reliability with an on-time arrival rate averaging 84% or better, more than 20% better than air services.
- The opportunity for increased productivity when compared with air travel due to a richer working environment on the train and — due to the fragmented city-centre to city-centre pattern of the air journey — a minimum of 60 minutes lost working time compared with the equivalent rail journey.
- A comfortable and low-stress travel experience without the need to queue – contrasting to air travel's cramped conditions, high levels of stress, and frequent queuing.
- Quality catering in a pleasant environment.

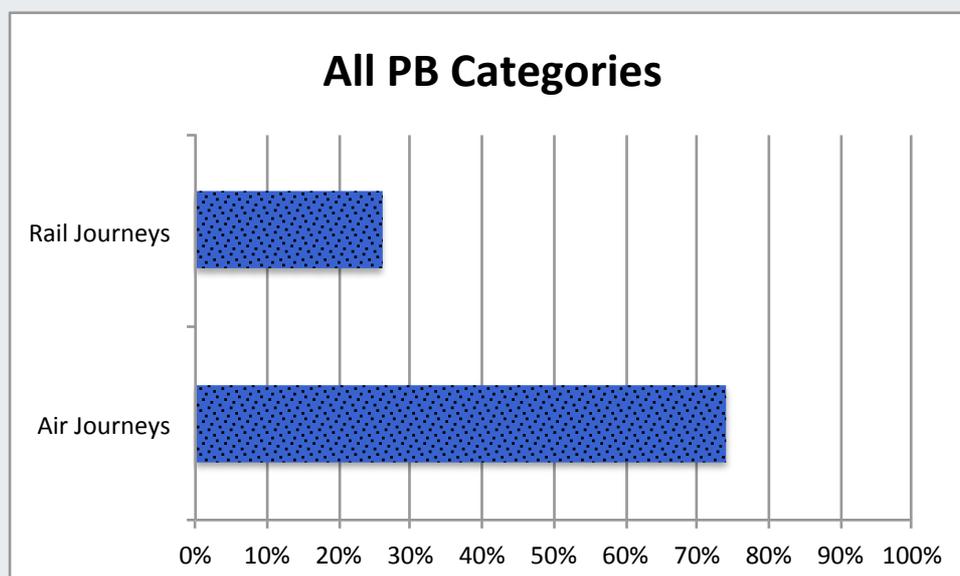
5.2 Rail travel has also been long and widely understood to result in significantly lower negative environmental impacts than air travel.

5.3 Overall findings regarding use of rail and air for travel to London

5.4 We asked the Public Bodies to provide information on the number of flights that their staff had taken from Edinburgh and Glasgow Airports to the London Airports for business purposes, and the corresponding number of rail journeys that they had taken.

5.5 A total of 78 Public Bodies out of the 104 answered this question, the remainder largely referred to Section 17 (Information not held) or Section 12 (excessive cost of compliance) of the Freedom of Information (Scotland) Act.

5.6 The chart below shows the overall percentage of flights and rail journeys taken from Edinburgh and Glasgow to destinations within South-East England. Clearly, Public Bodies are still favouring aviation over the more sustainable alternative provided by rail.

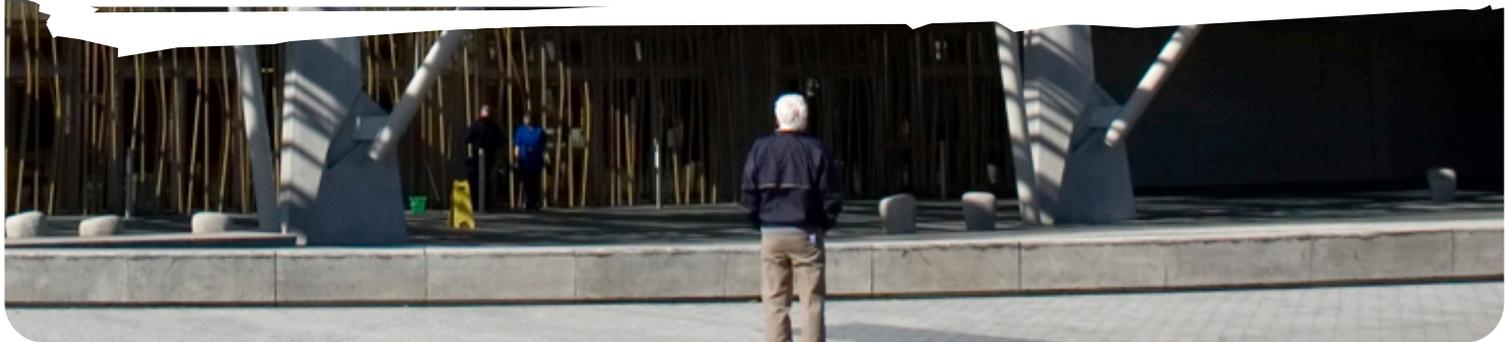


5.7 The table below gives a fuller insight to the figures for the various Public Body categories. Overall 14/78 Public Bodies travelled by rail more frequently than by air (18%). No Public Body category used rail more than air, although 'Regional Transport Partnerships' and 'Scottish Administration' came closest to doing so.

Numbers analysed	Category	Refers to some form of travel plan or policy	Air Journeys	Rail Journeys
10	Scottish Administration	80%	382	235
12	National Devolved PBs	83%	1211	627
21	Further Education Institutions	43%	127	25
8	Higher Education Institutions	75%	3909	1672
1	Police	0%	1732	111
8	Health Boards & Special Boards	75%	683	137
5	Regional Transport Partnerships	60%	23	16
13	Local Authorities	38%	293	181
78	Totals	60%	8360	3004



Conclusions & Recommendations



Conclusions

6 Conclusions

- 6.1 The overall aim of this study was to present a comprehensive picture of the extent to which Scotland's Public Bodies have been proactive in effectively adopting and implementing sustainable transport measures that can assist in meeting their duties under the Public Bodies Climate Change Duties.
- 6.2 The key findings of this study are as follows:
- **At least 60% of Scottish Public Bodies have no plans for reducing their travel** by means of implementing a Travel Plan. This is deeply disappointing given that they have been advised to do so, and offered practical support to do so, for well over a decade.
 - Of those who do have a current Travel Plan in place, only a fifth (22%) of these were found to be exhibiting 'good practice' in its implementation. It was further found the evidential base used by Public Bodies in preparing their Travel Plans was often out of date.
 - There is **some evidence that Public Bodies' vehicle fleets are moving towards the acquisition of Lower Emission Vehicles**. It is unclear, however, whether this is due to the impact of the Public Bodies Duties (or whether this is due to the general trend towards lower emission vehicles as a result of European legislation).
 - Public Bodies are **overwhelming choosing air travel (74% of journeys) over rail travel (26%) for long-distance travel** between Edinburgh/Glasgow and London, despite the former being substantially more polluting.
- 6.3 **While there remains strong policy commitment to sustainable transport and emissions reduction at local, regional and national levels of government, our report finds little evidence that concerted action is being taken to turn these words into practice.** It is particularly dismal that after a decade or more of free travel planning advice being offered to the public sector, the majority have no Travel Plans in place nor appear to be interested in developing them.
- 6.4 The findings in this report indicate that current incentives and disincentives are not strong enough to ensure Scotland's Public Bodies adopt sustainable transport strategies. As such, **we present overleaf a series of recommendations** which we consider would put impetus into public sector efforts to deliver on sustainable transport and meet the legal requirements of Public Bodies under the Scottish climate change act.

Recommendations

Travel Plans — adoption:

- 1 Those ‘Major Player’ Public Bodies who have **not yet implemented a Travel Plan should do so by January 2015**. Given the importance of the transport sector to meeting Scottish climate change targets, the scale of the Scottish public sector in the overall Scottish economy, the presence of the climate change Public Bodies Duties, and the low-cost, high emissions-saving offered by travel planning, there is an overwhelming case for the remaining Public Bodies to catch up with the better performing parts of the Scottish public sector.
- 2 **The Scottish Government should instruct Public Bodies who fail to take action to report on their compliance**. The Scottish Ministers should use their powers under the *Climate Change (Scotland) Act 2009* to call for all ‘Major Player’ Public Bodies who, by January 2015, have failed to implement a satisfactory Travel Plan to report on their compliance with the Public Bodies Duties contained in the Act.
- 3 Each ‘Major Player’ Public Body should **give responsibility to a named, senior member of staff** with specific responsibility for leading the organisation’s efforts on implementing its Travel Plan.

Travel Plans — monitoring:

- 4 Public Bodies’ **Travel Plans should measure and monitor emissions from work-related travel**. In order to comply with the Public Bodies Duties, Public Bodies should as part of their Travel Plans quantify business travel emissions and should estimate emissions generated by commuter travel. Travel Plans should also strive to report cost savings brought about as a result of the implementation of Travel Plans.
- 5 The Scottish Government should **develop and publish a standard methodology for measuring emissions** from commuter and business travel, in line with the DEFRA company reporting guidelines on greenhouse gas emissions.

- 6 The Scottish Government should **set up and publish an annual, cross-government league table for emissions reductions** from work-related travel (to help to highlight success stories and promote competition between agencies). *Transform Scotland would of course be very happy to carry out this work for the Government!*

Low emission vehicles:

- 7 Public Bodies should **continue progress in moving vehicle fleets to lower-emission vehicles** (including, but not limited to, electric vehicles) through both procurement of lower-emission vehicles and better maintenance of existing fleet vehicles in order to maximise their fuel efficiency.
- 8 Public Bodies should **consider car sharing as an alternative to the procurement of fleet vehicles**. Car club vehicles tend to be lower emission, while car clubs typically reduce overall mileage and car ownership amongst their users.

Travel to London:

- 9 Public Bodies should **put in place robust travel policies that rule out air travel, except in exceptional circumstances, for travel between the Scottish Central Belt and London**. For these trips, rail emits around a quarter of the emissions from equivalent journeys by air; it also offers significant productivity benefits as it offers a high-quality environment for working while on the move.
- 10 Public Bodies should **take up the loyalty schemes and bespoke business products offered by the long-distance rail operators** for travel between Edinburgh/Glasgow and London. East Coast and Virgin Trains provide day-time rail services from Edinburgh/Glasgow to London, while ScotRail provides Caledonian Sleeper services (which can also provide an attractive alternative to flying for trips from the North of Scotland to London).

Good practice examples

While we weren't able to identify any one organisation which was doing exceptionally well on *all* of the measures, a number of the Public Bodies are certainly worth highlighting for their efforts, at least for certain measures.

Travel planning

National Library of Scotland has a Business Travel and Expenses Policy and a Carbon Management Plan. The decision to undertake a journey must be justified by a business need and agreed in advance by the member of staff's line manager; for Trustees, the decision must be approved by the Chairman of the Board. They also performed well on 'Travel to London', with 115 rail journeys against only 55 flights.



The University of Edinburgh has a Travel Plan which addresses the vital 'steps' required of a high-quality Plan. The University has a Transport and Travel Planning Policy which supports and encourages the use of public transport. An objective included within the policy is to reduce the need to travel or, where unavoidable, to support the use of lower carbon modes.

City of Glasgow College has a Travel Plan which also addresses the main required steps. Their Plan encourages the use of public transport, and has a green travel steering group that holds regular meetings. It was evident from their response and attached documents (a total of 17) that their Travel Plan is being treated as an ongoing and evolutionary process and is being adapted to meet changing circumstances over time.

Low emission vehicles

West Lothian Council's vehicle fleet is almost entirely made up of Low Emission Vehicles, with 142 in VED class A and 50 in VED class B.



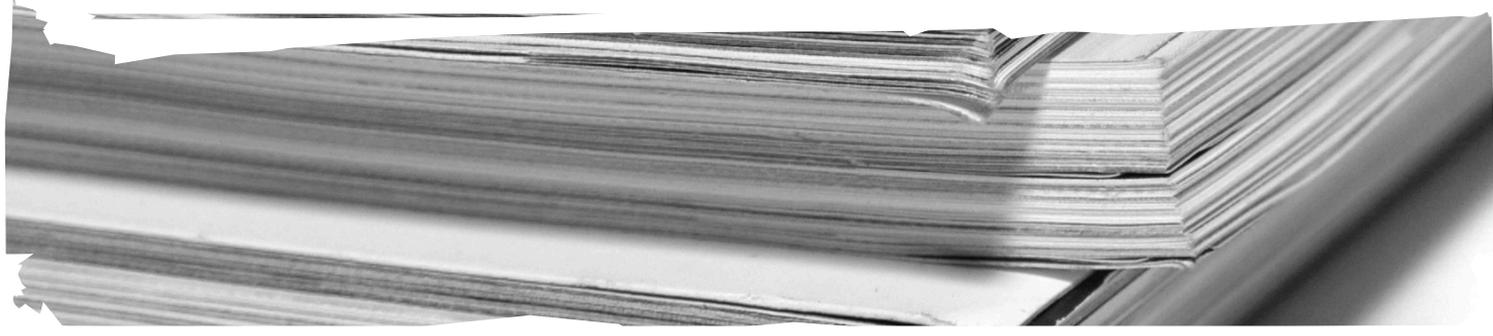
Travel to London

SEPA took 153 rail journeys against only 7 flights. From 2007 to 2011, they participated in WWF's 'One in Five Challenge', during which they reduced their UK mainland flights by 96%, from 1461 UK mainland flights in 2006-2007 to 62 flights in 2010-2011.





Appendices



Appendix A: Bibliography

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Appendix B: Endnotes

1 Scottish Government (2011): 'Public Bodies Climate Change Duties: Putting Them Into Practice - Guidance Required by Part 4 of the Climate Change (Scotland) Act 2009'. Available at <<http://www.scotland.gov.uk/Publications/2011/02/04093254/0>>.

2 Under FOISA, an individual has the right to request any recorded information held by a public authority. Once the Public Body receives the request for information they must issue a response within 20 working days, although, in some circumstances this could be prolonged further. The Public Bodies targeted were those considered by the Scottish Ministers to be Public Body 'Major Players', having a larger influence or impact on climate change than others; as this is directly linked to the

underlying topic of this study. This resulted in issuing 151 FOISA requests of which, 104 (69%) responded within the FOISA '20 working days'. The analysis carried out for this report is based on these 104 Public Bodies.)

3 Ideally, this study would have analysed the results for all 12 of the questions put to the PBs in the survey. However, late responses, unclear answers, and cases of exemption under FOISA have meant that only 8 of the questions are considered in any detail.

4 Scottish Government (2009): Mitigating Transport's Climate Change Impact in Scotland: Assessment of Policy Options. Available at <<http://www.scotland.gov.uk/Publications/2009/08/26141950/0>>.

Appendix C: Travel Plan quality

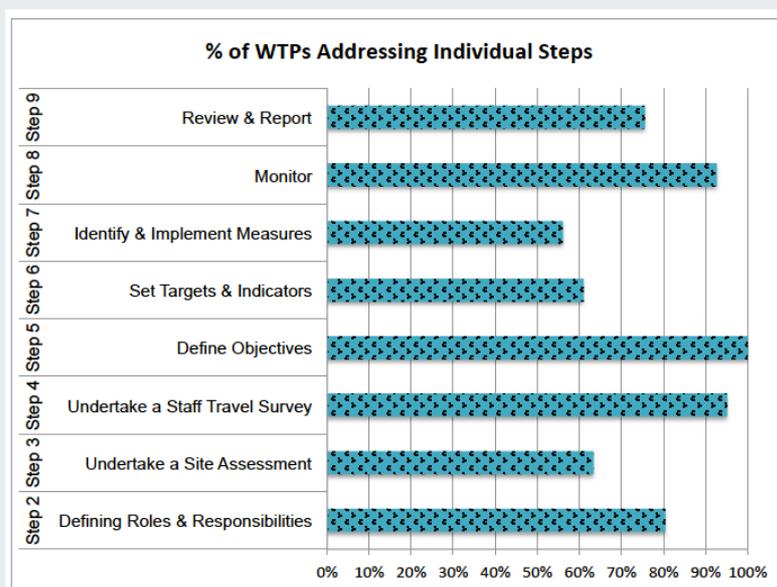
1 Findings regarding the quality of adopted Travel Plans

- 2 Each Travel Plan must be tailored to suit the organisation in question; however, there are numerous components that are considered vital to address, and these are the 'steps' which lend themselves to the production of a 'good' quality Travel Plan (Scottish Executive 1997; Enoch & Zhang 2008). Thus, the approach taken was to examine and evaluate the overall quality of the individual Travel Plan documents, assessing whether they contain the components of a 'good' quality Travel Plan, based on the main steps identified in the DfT's 'Travel Plan Resources Pack for Employers' (2004) and as identified in the Scottish Government's 'Your practical guide to creating a Travel Plan for your organisation' (2008). See below for a diagram from the Scottish Government's guidance.



- 3 In order to take forward any Plan, clear targets must be set with an accompanying action plan to guide the implementation of measures. Without such elements addressed there is essentially no Plan. Scottish guidance states that targets should be SMART: Specific, Measurable, Achievable, Realistic and Time-bound (Scottish Government 2008).

- 4 From the total of 41 Travel Plans received, only 22% addressed all of the 'steps' in the chart below. All 'Define Objectives', and most have 'Undertaken a Staff Travel Survey' and indicate that 'Monitoring' is in place/will be. However, 44% do not 'Identify and Implement Measures', and 39% do not 'Set Targets and Indicators'.



- 4.1 Surveying the current situation is key to determining progress against the baseline and targets, and must be carried out regularly, essentially every two years (Booty 2009). Therefore, a further examination was done into the dates of surveys referred to in the Travel Plans that have 'Undertaken a Staff Travel Survey'. It was found that out of the total 90% of Travel Plans (39 Public Bodies) that undertook a survey, 19 were carried out within the last 3 years and 16 were conducted more than 3 years ago. See table below.

Date of most recent survey	Qty. of WTPs respective to timeframes
2010-2013 (past 3 years)	19
2008-2010 (3 - 5 years ago)	9
2007 and earlier (5 or more years ago)	7
Plan to survey in the near future*	4
* regards new or recently developed WTPs	

- 4.2 The effectiveness of individual Travel Plans is highly dependent on the measures addressed within and how widely they are applied and adopted (Enoch & Zhang 2008). Regardless of the specific and varying focuses, travel planning requires a comprehensive and strategic approach, incorporating well thought out measures which match with the needs of the Public Bodies' organisation and staff /students (S. Cairns et al. 2010).

About Transform Scotland

Transform Scotland is the national sustainable transport alliance. We campaign for a society where everyone can have their travel needs met within the limits of a transport system that is environmentally sustainable, socially inclusive and economically responsible.

We are the only organisation in Scotland making the case for sustainable transport across all modes. We have a membership of over 60 organisations across Scotland, including public transport operators, local authorities and sustainable transport voluntary organisations. Transform Scotland is a registered charity, politically independent, science-based and strictly not-for-profit.

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