

# OSCR Travel Plan 2016-20



## **Introduction**

Travel is an essential part of our business, but also a significant part of our carbon footprint. Our method of travel should be chosen on the basis of cost effectiveness and environmental impact.

## **Background**

We have actively been working to reduce our carbon emissions since 2009.

In our most recent Carbon Management Plan (CMP) 2014-17, we set ourselves a challenging target of reducing our CO2 emissions by 25%, against our 2008-09 baseline.

We have achieved significant reductions in our overall emissions by implementing a number of operational and environmental changes within the organisation and the building within which we operate. However, the focus of our current CMP is to concentrate our efforts on reducing our carbon emissions primarily from travel and transport. We aim to achieve this reduction through this Travel Plan.

## **Our current transport usage**

Our most commonly used modes of transport are:

- rail: 525 journeys at a cost of £14,402;
- bus: 47 journeys at £71 (although many staff may not look to claim money back for this mode of travel);
- air: 42 flights at £5,654.

We must bear in mind that air travel produces the greatest carbon emissions out of all the transport methods that we use (trains emit around a quarter of the carbon of equivalent plane journeys). And there are often additional costs and carbon emissions associated with flights such as onward travel and overnight accommodation.

## **Travel strategy: aims**

We aim to:

- Reduce the need for our staff to travel.
- Promote and encouraging the use of more active or sustainable modes of transportation.
- Actively work to reduce our carbon emissions in terms of air travel.
- Increase awareness of the impact of travel choices and raising general environmental awareness (not just in terms of OSCR's work).

## Actions

### 1. *Reducing the need to travel*

Staff will be reminded that physically travelling to a meeting isn't always necessary; there are other methods by which they can attend meetings virtually:

Video conferencing

Skyping

Teleconferencing

WebEx (research required)

CSL (for learning purposes)

We will actively promote (internal comms) these methods and how to use them and we will highlight the advantages (personal & business) of choosing to connect to meetings remotely.

### 2. *Promoting and encouraging the use of more active or sustainable modes of transportation*

Where it has been deemed that attendance is necessary, we will look to encourage staff to:

- walk to local meetings; or
- use public transport wherever possible

We will also:

- continue to enforce the use of band A & B hire cars only. We should consider introducing team leader sign-off for staff requesting a car outside of the recognised bands
- actively look into our hire car contract to identify if we have the option of using hybrid and /or electric cars
- continue to travel together wherever possible (something which works very well in OSCR)
- actively work at reducing our air travel. As mentioned earlier, air travel produces the greatest carbon emissions out of all of the transport modes that we use. And the majority of our trips are to domestic destinations (usually to London).

We will reduce air travel by:

- encouraging staff to plan ahead and to consider all travel/other options available to them, not just flying.
- getting Chief Executive approval for all flights before any booking is undertaken
- introducing two no fly months – a common occurrence in a number of organisations across the UK & the world. We have identified **January & March** as our two no fly months.

### 3. *Increasing awareness of the impact of travel choices*

We will not only look to increase staff's understanding of our public body and reporting duties but also to raise general environmental awareness. This will likely take the form of updates on Yammer & by emails to all staff.

An eLearning course aimed at all public body staff aimed at raising environmental awareness is being developed by Keep Scotland Beautiful. All of our staff will be asked to undertake this as mandatory training once it becomes available.

### 4. *Setting achievable targets*

Based on SG's travel targets, we will:

- Reduce the number of business flights by 20% by Mar 2017
- Increase the use of our video conferencing facilities etc by 20% by Mar 2017
- Increase the use of hybrid/electric cars (if allowable within our contract) by 10% by Mar 2017.

We will revisit these targets on a yearly basis from 2017 onwards.

## **Considerations**

Although as a public body we have a duty to reduce our carbon emissions, as an employer we also have a duty of care towards our staff. The final decision on appropriate transportation modes will be influenced by the safety and wellbeing of our staff.