University of the Arts London
Workplace Travel Plan

Date: May 2022
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Owner: Ian Lane
Approver: Steve Howe, Director of Estate
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1. Introduction

What is a Workplace Travel Plan?

A Workplace Travel Plan is a long-term site management strategy which is designed to promote access to/from a workplace using sustainable modes of transport, such as walking, cycling, public transport, and car sharing. A robust Workplace Travel Plan will improve people’s awareness of the travel options available to them and encourage use of sustainable modes of transport.

Workplace Travel Plans are unique to each location. This Workplace Travel Plan will identify appropriate measures that can be applied at your workplace to ensure it is accessible by sustainable modes of travel and that your employees and visitors are aware of their sustainable travel options.

Due to the long-term nature of a Workplace Travel Plan, it should be regarded as a document that can be updated and changed as required in order to support the ongoing needs of the site. Therefore this plan will be reviewed annually in February of each year.

Why develop a Workplace Travel Plan?

Most Local Authorities require businesses and large organisations such universities located in new developments, such as that at King’s Cross, to create and monitor Workplace Travel Plans. This is to ensure employees and visitors of local businesses are aware of sustainable travel options available to them and that travel to local businesses does not negatively impact on the environment and surrounding communities. A Workplace Travel Plan also helps to support transport and sustainability policies that are in place in London and nationwide. Key policies relating to sustainable transport are listed in Appendix 1.

The benefits of a well-designed Workplace Travel Plan can also extend beyond site users and contribute to improvements to local air quality, noise and vibration reduction, congestion and journey times. A reduction in car usage - especially single occupancy vehicles - has a role in the wider health agenda to reduce public obesity levels and associated illnesses caused by sedentary lifestyles.

The Workplace Travel Plan can also provide numerous benefits to UAL:

- **Cost savings**
  Effectively managing your organisation’s travel will reduce business trips and costs associated with this (staff expenses and fleet management costs), saving your organisation money and time.

- **A more attractive employer**
  Improving and increasing travel options will help you improve staff retention and recruitment by making it easier for staff to get to work. By positively supporting your employees’ needs, they will be more satisfied and more productive.

- **Enhanced environmental reputation**
  Demonstrating your commitment to corporate social responsibility, you’ll build a better environmental reputation with staff, key stakeholders and across your local community.

- **A healthier, more productive workforce**
  Promoting active travel such as walking and cycling will improve the motivation, health and fitness of your employees; this in turn can improve productivity and reduce sickness absence.
✓ Increased site access
By promoting greater travel choices, you’ll increase your site access for staff, visitors and suppliers. This can lead to increased footfall/customer visits and decreased parking pressure.

✓ Carbon reduction and accreditation
A Workplace Travel Plan can help your organisation meet targets for carbon reduction and make a positive contribution to Environmental Management Systems or other environmental accreditation schemes.

How much will creating a Workplace Travel Plan cost UAL?
This Workplace Travel Plan has been drafted with support from Camden Council and King’s Cross Central Limited Partnership, who offer a number of sustainable travel initiatives free of charge. In order to implement additional initiatives, it is up to UAL to source funding. A list of measures offered by Camden Council and King’s Cross Central Limited Partnership is provided in Section 6.

What resources are available to help us develop the Workplace Travel Plan?

Camden Council
Camden Council’s Sustainability team (020 7974 4444) or James Hammond at Camden Council (0207 974 2947 / james.hammond@camden.gov.uk) can provide information about sustainable travel measures offered by the council and support for undertaking travel surveys.

Greater London Authority
UAL has already benefited from financial support from the Mayor of London’s Cycle Superhighway Initiative. New cycle storage has been installed at Camberwell College of Art and the London College of Communications (worth over £20,000).

Steering Group (Central Saint Martin’s College only)
The Steering Group, which comprises representatives from each business at the site, manages travel-related initiatives for the site as a whole, including the site-wide Area Workplace Travel Plan. The Steering Group will have a good understanding of travel at the site and can provide advice for drafting your Workplace Travel Plan. They will also be able to advise on implementing sustainable travel measures available within King’s Cross.
2. Structure of the UAL Workplace Travel Plan

**Workplace background information (Section 4)**
- Assessing UAL’s travel facilities and initiatives
- Surveying employees to understand travel habits

**Staff travel habits (Section 5)**
- Learning how to collect baseline survey data
- Understanding how and when to undertake a travel survey

**Aim, objectives, and targets (Section 6)**
- Setting an aim and objectives to give our Workplace Travel Plan focus
- Choosing targets for each transport mode to UAL

**Workplace Travel Plan measures (Section 7)**
- Defining initiatives that will be introduced in order to achieve the objectives and targets

**Action Plan (Section 8)**
- Determining timescales and responsibility for implementation of measures
- Considering promotion of the Workplace Travel Plan measures

**Monitoring Strategy (Section 9)**
- Setting dates for review of the Workplace Travel Plan
- Assessing the progress of the Workplace Travel Plan
3. Organising and delivering the Workplace Travel Plan

Assigning a Workplace Travel Plan Co-ordinator (TPC)

Ian Lane (Associate Director for Sustainable Operations) will be responsible for developing, implementing and monitoring the Workplace Travel Plan at UAL.

What does the Workplace Travel Plan Co-ordinator role involve?

The main tasks associated with this role include:

• Acting as the key contact point for staff and the UAL Sustainability & Environment Project Board
• Developing and managing the Workplace Travel Plan
• Providing travel information to staff and promoting Workplace Travel Plan measures
• Conducting annual Workplace Travel Plan surveying, monitoring, and reviewing
• Maintaining commitment to the Workplace Travel Plan

Please insert the name and contact details of your Workplace Travel Plan Co-ordinator below:

Ian Lane  
Associate Director for Sustainable Operations  
Estates Department  

University of the Arts London  
Central Saint Martins College  
1 Granary Square  
King’s Cross  
London N1C 4AA  

i.lane@arts.ac.uk
4. Workplace background information

This section provides a summary of important information pertaining to the UAL workplace, including the number of people at the site each day, current sustainable travel initiatives offered, and travel-related facilities such as parking spaces and bicycle storage.

**Staff and visitor numbers**

The number of people on site(s) on an average work day:

<table>
<thead>
<tr>
<th>Person</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time staff</td>
<td>2,300</td>
</tr>
<tr>
<td>Contractors</td>
<td>circa 250</td>
</tr>
<tr>
<td>Students</td>
<td>circa 18,000</td>
</tr>
</tbody>
</table>

**Current organisation initiatives**

UAL currently provides the following initiatives and details of these can be found below.

**UAL’s current travel initiatives:**

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary sacrifice/loan scheme for public transport season tickets</td>
<td>Available from UAL Human Resources Department</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Salary sacrifice/loan scheme for bicycles</td>
<td>Available staff benefit</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Salary sacrifice/loan scheme for cycling equipment</td>
<td>Not currently available</td>
</tr>
<tr>
<td>Salary sacrifice/loan scheme for walking equipment</td>
<td>Not currently available</td>
</tr>
<tr>
<td>Pool bicycles</td>
<td>UAL promotes the GLA ‘Santander Bike’</td>
</tr>
<tr>
<td>Pool car</td>
<td>UAL does not own any vehicles</td>
</tr>
<tr>
<td>Car share scheme</td>
<td>There is limited car parking at UAL sites. What is available is reserved for contractors and disabled users</td>
</tr>
<tr>
<td>Flexible working hours/compressed work week</td>
<td>Available from UAL Human Resources Department</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Work from home provision</td>
<td>Available from UAL Human Resources Department</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Teleconferencing/videoconferencing facilities</td>
<td>All telephones have ‘voice-over IP’ capability which supports video calling, conferencing calling and is accessible from any location. Microsoft Teams and Skype for Business are available to all staff and students.</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Travel information provided in staff induction</td>
<td>Included as part of the formal welcome events</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Participate in national events, e.g. Bike Week, Green Week, Walk to Work Week</td>
<td>Details are promoted via the UAL Sustainability Blog</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
</tr>
</tbody>
</table>
Sustainable travel uptake among staff and visitors is influenced not only by proximity to major road networks, public transport, cycle routes, and quality walkways but is also affected by the transport related facilities we provide for people once they have arrived. This section considers facilities available at UAL such as car and cycle parking and staff storage areas.

### UAL’s workplace’s facilities:

| Car park | Central Saint Martins - 0  
|          | London College of Communications - 5  
|          | Camberwell College - 0  
|          | Wimbledon - 5  
|          | Millbank - 5  
|          | LCF - 10  
|          | Central Saint Martins - 0  
|          | London College of Communications - 5  
|          | Camberwell College - 0  
|          | Wimbledon - 5  
|          | Millbank - 5  
|          | LCF - 10  
|          | Central Saint Martins - 2  
|          | London College of Communications - 2  
|          | Camberwell College - 0  
|          | Wimbledon - 2  
|          | Millbank - 2  
|          | LCF - 2  
|          | Central Saint Martins - 0  
|          | London College of Communications - 0  
|          | Camberwell College - 0  
|          | Wimbledon - 0  
|          | Millbank - 0  
|          | LCF - 0 |
| Number of electric car charge points | Central Saint Martins - 0  
London College of Communications - 0  
Camberwell College - 1  
Wimbledon - 0  
Millbank - 0  
LCF – 0 |

| Cycle storage | |
| Number of cycle parking stands for staff | |
| Is the staff cycle parking secure/monitored? | Central Saint Martins - YES  
London College of Communications - YES  
Camberwell College - YES  
Wimbledon - NO  
Millbank - YES  
LCF - NO  
University owned Halls of Residence - YES |
| Is the staff cycle parking covered? | Central Saint Martins - YES  
London College of Communications - YES  
Camberwell College - YES  
Wimbledon - NO  
Millbank - NO  
LCF - NO  
University owned Halls of Residence - YES |
| Number of cycle parking stands for visitors | Central Saint Martins - 100  
London College of Communications - 125  
Camberwell College - 125  
Wimbledon - 20  
Millbank - 50  
LCF - 5  
University owned Halls of Residence - 125 |
| Is the visitor cycle parking secure/monitored? | Central Saint Martins - YES  
London College of Communications - YES  
Camberwell College - YES  
Wimbledon - NO  
Millbank - NO  
LCF - NO  
University owned Halls of Residence - YES |
| **Is the visitor cycle parking covered?** | Central Saint Martins - YES  
London College of Communications - YES  
Camberwell College - YES  
Wimbledon - NO  
Millbank - NO  
LCF - NO  
University owned Halls of Residence - YES |
| **Lockers and drying** | |
| **Number of staff storage lockers** | Central Saint Martins - 200  
London College of Communications - NO  
Camberwell College - NO  
Wimbledon - NO  
Millbank - NO  
LCF - NO |
| **Is there an area for staff to dry clothes?** | Central Saint Martins - NO  
London College of Communications - NO  
Camberwell College - NO  
Wimbledon - NO  
Millbank - NO  
LCF - NO |
| **Shower facilities** | |
| **Is there a male shower facility?** | Central Saint Martins - YES  
London College of Communications - NO  
Camberwell College - NO  
Wimbledon - NO  
Millbank - YES  
LCF – YES (Golden Lane site only) |
| **Is there a female shower facility?** | Central Saint Martins - YES  
London College of Communications - NO  
Camberwell College - NO  
Wimbledon - NO  
Millbank - YES  
LCF – YES (Golden Lane site only) |
5. Travel to your workplace

A key part of a Workplace Travel Plan is understanding staff travel habits. In order to learn how our students, staff and visitors are travelling or will travel to our sites and to monitor changes in travel behaviour, it is necessary to collect baseline travel data. UAL carries out assessments of travel habits which we return to the Higher Education Funding Council. Scope 3 carbon emissions are a key part of our carbon reduction targets. By July 2020, the University aims to have reduced carbon emissions by 43%. In 2018/19, student and staff commute emitted 1,187 tonnes of carbon. The graph below shows the spread of Scope 3 emissions.

When will future surveys be carried out?

It is our preference that surveys are carried out in ‘neutral’ months: March, April, May, June, September, or October. Repeat surveys, will be undertaken as part of the Workplace Travel Plan monitoring process (refer to Section 8 for more information), should occur in the same month in following years to ensure consistency of results. Future surveys will be carried out every 2 years. Unfortunately the 2022 travel survey was delayed due to the Covid-19 pandemic so the next survey will take place in 2023.

How many people should be surveyed?

UAL will aim for a minimum staff and student response rate of 40% in order to ensure the data is robust and representative of site users. Offering an incentive for completing the survey, such as a prize draw, can help us achieve this figure.

Travel survey 2020

A travel survey was conducted throughout February 2020. Each site was surveyed twice in the month for four hours each time. During these four hours there were three people conducting the survey to maximise the amount of people who responded. For both students and staff 5% of the total student and staff population were surveyed. The survey was a Microsoft Forms survey, assessed by a QR code or link allowing the survey to be taken online and responses recorded on a spreadsheet. The raw data can be found in the Estates filing system and the results are analyses in the EMR return.
## Results of our staff travel survey:

<table>
<thead>
<tr>
<th>Mode</th>
<th>Baseline (2013/14)</th>
<th>Carbon emissions from baseline / year</th>
<th>Feb 2020 Results</th>
<th>Carbon emissions from 2020 / year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walk</td>
<td>13%</td>
<td>0</td>
<td>5.7%</td>
<td>0</td>
</tr>
<tr>
<td>Cycle</td>
<td>15%</td>
<td>0</td>
<td>12.1%</td>
<td>0</td>
</tr>
<tr>
<td>Underground/Overground</td>
<td>36%</td>
<td>262</td>
<td>31.4%</td>
<td>90</td>
</tr>
<tr>
<td>Train</td>
<td>24%</td>
<td>140</td>
<td>35.1%</td>
<td>197</td>
</tr>
<tr>
<td>Bus</td>
<td>10%</td>
<td>103</td>
<td>10.7%</td>
<td>50</td>
</tr>
<tr>
<td>Tram</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Riverboat</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drive a car alone</td>
<td>1%</td>
<td>24</td>
<td>2.9%</td>
<td>66</td>
</tr>
<tr>
<td>Car share</td>
<td></td>
<td></td>
<td>0.7%</td>
<td>10</td>
</tr>
<tr>
<td>Taxi</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motorcycle/scooter</td>
<td>1%</td>
<td>16</td>
<td>1.4%</td>
<td>23</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>100%</td>
<td>545</td>
<td>100%</td>
<td>436</td>
</tr>
</tbody>
</table>

## Results of our student travel survey (if applicable):

<table>
<thead>
<tr>
<th>Mode</th>
<th>Baseline (2013/14)</th>
<th>Carbon emissions from baseline / year</th>
<th>Feb 2020 Results</th>
<th>Carbon emissions from 2020 / year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walk</td>
<td>13%</td>
<td>0</td>
<td>16.7%</td>
<td>0</td>
</tr>
<tr>
<td>Cycle</td>
<td>15%</td>
<td>0</td>
<td>3.4%</td>
<td>0</td>
</tr>
<tr>
<td>Underground/Overground</td>
<td>36%</td>
<td>1,779</td>
<td>44%</td>
<td>299</td>
</tr>
<tr>
<td>Train</td>
<td>24%</td>
<td>950</td>
<td>13%</td>
<td>190</td>
</tr>
<tr>
<td>Bus</td>
<td>10%</td>
<td>695</td>
<td>22%</td>
<td>228</td>
</tr>
<tr>
<td>Tram</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Riverboat</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drive a car alone</td>
<td>1%</td>
<td>164</td>
<td>0.6%</td>
<td>31</td>
</tr>
<tr>
<td>Car share</td>
<td></td>
<td></td>
<td>0.1%</td>
<td>1</td>
</tr>
<tr>
<td>Taxi</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motorcycle/scooter</td>
<td>1%</td>
<td>213</td>
<td>0.2%</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>100%</td>
<td>3,801</td>
<td>100%</td>
<td>751</td>
</tr>
</tbody>
</table>
It is important to note when looking at the survey results that the carbon emission calculations also consider the distance people travel on each mode of transport, not just the number of people using that mode of transport.

**Deliveries**

TfL is keen for Workplace Travel Plans at workplaces throughout London to also give consideration to delivery trips to workplaces. Effectively managing deliveries can help reduce peak-time congestion both on site and on surrounding roads in addition to contributing to a safer, more pleasant environment for those living and working in the area.

A feasibility study for consolidated deliveries took place in 2021. Analysis of the delivery data indicates that UAL receive, on average, 84.95 deliveries per day. The number of deliveries differs at each site from 1.01 per day at the Archway Annex to 21.15 deliveries per day at Elephant and Castle.
6. Aim, objectives, and targets

Aim

Our aims are:

- To reduce the amount of carbon emissions associated with student and staff commute by 54% by July 2040 from the baseline year of 2013/14.

- For the staff commute this equates to reducing carbon emissions by 294 tCO2e by 2040. In order to meet this, no reduction is required between 2021/22 and July 2040 because emissions are already below that level. However, this is artificially low due to the Covid-19 pandemic causing building closure.

- For the student commute this equates to reducing carbon emissions by 2,053 tCO2e by July 2040. In order to meet this, no reduction is required between 2021/22 and July 2040 because emissions are already below that level. However, this is artificially low due to the Covid-19 pandemic causing building closure.

- To conduct a travel survey every 2 years and to ring-fence a budget of approximately £4,000 to complete the survey. Unfortunately the 2022 travel survey was delayed due to the Covid-19 pandemic so the next survey will take place in 2023.

- To recognise and support the essential travel needs of all site users. In addition to accommodating the existing needs of site users, the Workplace Travel Plan aims to promote a greater option of modes, specifically walking, cycling and public transport.

- To provide information and increase awareness of the options for travel available to staff and visitors, to ensure that appropriate and high quality infrastructure is provided for all relevant modes, and to secure and promote incentives that encourage people to choose sustainable travel, wherever practical.

- To ensure that car trips to the site are mitigated as much as possible through promoting a range of alternative travel choices and thus reduce reliance on the private car.

- That staff and students feel safe when commuting between Halls of Residence and their assigned College

Objectives

Objectives support the aim of the Workplace Travel Plan and help to give it direction and focus—they detail how the aim of the Workplace Travel Plan will be achieved.

- To raise awareness of sustainable modes of travel available to site users

- To ensure accessibility to the site for staff and visitors by all modes of travel

- To encourage active modes of travel and to emphasise the health and financial benefits of these modes

- To improve productivity by contributing to a healthier workforce through the promotion of active travel to work and on business

- To reduce the carbon footprint of our estate to help achieve our carbon reduction target and enhance our green credentials

- To comply with/support our organisation’s environmental policies
• To reduce the need for business travel
• To ensure that congestion on local roads is not adversely affected by users of the sites

**Targets**

Targets are measurable goals by which the progress of the Workplace Travel Plan will be assessed. Targets are essential for monitoring progress and the success of the Workplace Travel Plan. Targets are ‘SMART’: specific, measurable, achievable, realistic and time-bound and link to the objectives of the Workplace Travel Plan. Our targets are set over a minimum five-year timeframe with interim targets at year three of implementation.

UAL will also work with Camden Council to explore the appropriateness of a consolidation service to reduce business travel and packaging for products the university purchases. It aims to appoint a consolidated logistics provider to reduce the volumes and number of products associated with university activities.

**Targets for specific initiatives (owned by the UAL Sustainable Team, funded from the sustainability revenue budget)**

<table>
<thead>
<tr>
<th>Targets</th>
<th>Baseline /current position</th>
<th>Interim target position (Year 1)</th>
<th>Interim target position (Year 3)</th>
<th>July 2020 Target position (Year 7)</th>
<th>July 2040 Target position (Year 27)</th>
<th>Current performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Reduce carbon emissions from student and staff commute by 54%</td>
<td>4,346</td>
<td>3,737</td>
<td>3,214</td>
<td>2,477</td>
<td>1,999</td>
<td>603</td>
</tr>
<tr>
<td>2. Reduce number of deliveries</td>
<td>16 per week</td>
<td>12 per week</td>
<td>10 per week</td>
<td>8 per week</td>
<td>255 a week</td>
<td>510 a week</td>
</tr>
<tr>
<td>3. Increase staff/student using season ticket loan scheme</td>
<td>20%</td>
<td>22%</td>
<td>24%</td>
<td>26%</td>
<td>46%</td>
<td>26%</td>
</tr>
<tr>
<td>4. Increase staff/student awareness of Workplace Travel Plan</td>
<td>60%</td>
<td>60%</td>
<td>70%</td>
<td>80%</td>
<td>80%</td>
<td>66% (as confirmed by student survey in 2020)</td>
</tr>
</tbody>
</table>

**7. Action plan**

The Action Plan allows UAL to organise our objectives and measures. It summarises the actions we are going to take across our estate in order to implement the defined measures and achieve the objectives.
✓ **What is going to be done**
For each measure selected in the previous section, we will determine the action/task that will be taken in order to ensure the measure is implemented. Each action will be clearly linked back to at least one of the objectives defined previously.

✓ **Who is responsible**
A named individual, group, is provided. Where an action has been identified for an external person, a lead person from UAL must be identified to take responsibility for contacting external partners and requesting assistance.

✓ **When it needs to be done by**
UAL will clearly state the month and year that the action will be completed or undertaken.

✓ **How we will promote the measures to staff and students**
In order for our selected measures to have the most impact, staff and students must be aware of the initiatives and understand how they can benefit them personally. We commit to ensuring that staff and visitors are made aware of the sustainable travel initiatives available to them and how you will encourage uptake of these.
## Action Plan

<table>
<thead>
<tr>
<th>Action</th>
<th>Targets this action will achieve</th>
<th>Date of completion</th>
<th>Responsible Person</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communications</strong></td>
<td></td>
<td></td>
<td></td>
<td>Funding from sustainable revenue budget</td>
</tr>
<tr>
<td>• Travel information in interview letters &amp; employee inductions</td>
<td>Target 1</td>
<td>Each year</td>
<td>Sustainability Team</td>
<td></td>
</tr>
<tr>
<td>• Travel information on the UAL intranet for staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Travel information on company website for visitors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Salary sacrifice/loan scheme for season tickets / bikes</strong></td>
<td>Target 1, 3</td>
<td>Each year</td>
<td>Sustainability Team</td>
<td>Funding from sustainable revenue budget</td>
</tr>
<tr>
<td><strong>Introduce consolidated deliveries</strong></td>
<td>Target 2</td>
<td>July 2025</td>
<td>Sustainability Team</td>
<td>Funding from Estates budget</td>
</tr>
<tr>
<td>• A feasibility study has been carried and needs to secure funding to be implemented</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Increase number of student and staff walking and cycling</strong></td>
<td>Target 1, 4</td>
<td>Each year / for each project</td>
<td>Sustainability Team</td>
<td>Funding from sustainable revenue budget</td>
</tr>
<tr>
<td>• Promote three Dr Bike workshops each year</td>
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<tr>
<td>• Promote cycle to work week each year</td>
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<tr>
<td>• Celebrate Earth Day each year to raise awareness of sustainable modes of transport</td>
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<tr>
<td>• On-site showers to be provided in all new-build and refurbishment projects carried out by the Estates Project Team, to support cyclists. This includes residential accommodation.</td>
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<tr>
<td>• All new-build schemes are required to meet BREEAM ‘outstanding’. All refurbishment projects are expected to meet SKA ‘gold’. Both</td>
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</tbody>
</table>
objectives are in-line with the UAL Design Brief for Sustainability

<table>
<thead>
<tr>
<th>Business Travel</th>
<th>Target 1</th>
<th>Each year</th>
<th>Sustainability Team</th>
<th>Funding from sustainable revenue budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>The new university Travel &amp; Accommodation Strategy states that for air travel, &quot;business class for longer flights is subject to budget holder approval and only agrees in limited circumstances&quot;, and highlights travel options.</td>
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8. Monitoring strategy

This section sets out UAL’s monitoring schedule. Having a good monitoring strategy in place is important for assessing how effective the Workplace Travel Plan has been in achieving its objectives. It can help identify measures that are not working and allocate resources towards measures that are working.

There are two aspects to successfully monitoring our Workplace Travel Plan: ongoing monitoring throughout the year through the ISO 14001 process and detailed monitoring through a travel survey every 2 years. Unfortunately the 2022 travel survey was delayed due to the Covid-19 pandemic so the next survey will take place in 2023.

Measured outlined in the action plan which are marked as ‘Sustainability Team’ are monitored through the ISO 14001 process and are reported to the Director of Estates through Management Reviews. These take place quarterly. This is an opportunity to check that the actions identified in our Action Plan are being implemented on schedule and assessing the findings and outcomes of ongoing monitoring.

**Reviewing our Workplace Travel Plan’s progress using the survey results**

After undertaking our travel surveys we will need to compare the new data to the baseline data and targets shown in Section 5 in order to review how well the Workplace Travel Plan has been progressing. If any of the targets are not being met, the Associate Director for Sustainable Operations should investigate why and consider implementing additional measures to address this. The ongoing monitoring we will have undertaken throughout the year will also feed into the Workplace Travel Plan progress review.

Once we have reviewed the progress of our Workplace Travel Plan, the results will be delivered to the Director of Estates as the results of UAL’s progress review will feed into the annual Green League return, EMR reports and the Carbon Management Plan.

Each year carbon emissions produced from staff and student commutes are calculated from the travel survey. This information is reviewed and submitted as part of the annual EMR return.

In 2020/21, 603 tonnes of carbon emissions were emitted due from commuting. This is split by 183 tonnes and 420 tonnes for staff and students, respectively. However, this is artificially low due to the Covid-19 pandemic causing building closure and students and staff having to work from home. Compared to 2018/19 (the last year of data unaffected by the pandemic) this is a decrease of 584 tonnes, with the split as a decrease of 252 tonnes by staff and a decrease of 332 tonnes by students.
Appendix 1: Policies

National Policy

Current Policy

Current key national policies concerning sustainable transport include:

- Department for Transport’s ‘Decarbonising transport: a better, greener Britain’

Decarbonising transport: a better, greener Britain

In July 2021 the Government published its report “Decarbonising transport: a better, greener Britain”

This plan sets out the government’s commitments and the actions needed to decarbonise the entire transport system in the UK.

It includes:

- our pathway to net zero transport in the UK
- the wider benefits net zero transport can deliver
- the principles that underpin our approach to delivering net zero transport

The document outlines the Government’s plan to:

- Increase cycling and walking
- Deliver zero emission buses and coaches
- Decarbonise our railways
- Deliver a zero emission fleet of cars, vans, motorcycles, and scooters
- Accelerate maritime decarbonisation
- Accelerate aviation decarbonisation

Government’s National Planning Policy Framework (NPPF) (2021)

The National Planning Policy Framework was revised on 20 July 2021 and sets out the government’s planning policies for England and how these are expected to be applied. It is meant as high level guidance for local councils to use when defining their own local and neighbourhood plans. This approach allows the planning system to be tailored to reflect the needs and priorities of individual communities.

Achieving sustainable development means that the planning system has three overarching objectives, which are interdependent and need to be pursued in mutually supportive ways (so that opportunities can be taken to secure net gains across each of the different objectives):

- An economic objective
• A social objective
• An environmental objective

At the heart of the NPPF is a presumption in favour of sustainable development.

For plan-making this means that:

a) all plans should promote a sustainable pattern of development that seeks to: meet the development needs of their area; align growth and infrastructure; improve the environment; mitigate climate change (including by making effective use of land in urban areas) and adapt to its effects;

b) strategic policies should, as a minimum, provide for objectively assessed needs for housing and other uses, as well as any needs that cannot be met within neighbouring areas

For decision-taking this means:

c) approving development proposals that accord with an up-to-date development plan without delay

d) where there are no relevant development plan policies, or the policies which are most important for deter

Workplace Travel Plans can support the NPPF by providing employees and potential employees with a wide range of sustainable transport options and facilities and ensuring that the workplace is fully accessible to people travelling by sustainable modes.

Regional Policy

Key regional (i.e. London-wide) policies concerning sustainable transport include:

• The London Plan, 2021
• The Mayor of London’s Transport Strategy, 2018
• Workplace Travel Planning for New Developments in London, 2011

The London Plan, 2021

The London Plan 2021 is the Spatial Development Strategy for Greater London. It sets out a framework for how London will develop over the next 20-25 years and the Mayor’s vision for Good Growth. It sets out an integrated economic, environmental, transport and social framework for the development of London. The London Plan is legally part of each of London’s Local Planning Authorities’ Development Plan and must be taken into account when planning decisions are taken in any part of Greater London.

Policy GG states that To create successful sustainable mixed-use places that make the best use of land, those involved in planning and development must:

- plan for good local walking, cycling and public transport connections to support a strategic target of 80 per cent of all journeys using sustainable travel, enabling car-free lifestyles that allow an efficient use of land, as well as using new and enhanced public transport links to unlock growth.
The Mayor of London’s Transport Strategy, 2018
The strategy states that “London must become a city where walking, cycling and green public transport become the most appealing and practical choices for many more journeys. These active, efficient and sustainable transport choices not only support the health and wellbeing of Londoners, but also the city as a whole by reducing congestion and enabling the most efficient use of valuable street space.”

This strategy document details how the aim to change the transport mix across London, providing viable and attractive alternatives that will allow Londoners to reduce their dependence on cars. At its heart is a bold aim for 80 per cent of all trips in London to be made on foot, by cycle or using public transport by 2041.

Workplace Travel Planning for New Development in London (2011) is a document offering a ‘holistic approach’ to Workplace Travel Planning that effectively manages the sustainable travel of people and goods (deliveries and servicing) (para. 1.2).
A Workplace Travel Plan is described as:

‘[A] long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through positive action, and is articulated in a document that is regularly reviewed. It involves the development of agreed and explicit outcomes, linked to an appropriate package of measures, aimed at encouraging more sustainable travel for both people and goods.’

The guidance outlines in Para 3.1.1 that for mixed-use and multi-occupant developments, ‘...Workplace Travel Plans [...] should be prepared in line with the framework Workplace Travel Plan and agreed with the borough.’
The beneficiaries of a well-managed, effective Workplace Travel Plan are not only limited to site occupiers, but also extend to developers, delivery companies, visitors, local residents and the local authority.
A Workplace Travel Plan created using the guidance and template in this document will feed into the ‘Framework’ Workplace Travel Plan that has been drafted for the King’s Cross site as a whole. Your Workplace Travel Plan will therefore be in line with TfL’s guidance.

Local Policy

Healthy Streets, Healthy Travel, Healthy Lives: Camden Transport Strategy 2019-2041
The Transport Strategy (CTS) aims to transform transport and mobility in Camden, enabling and encouraging people to travel, and goods to be transported, healthily and sustainably. The CTS sets the objectives, policies and measures for achieving this goal.
The priorities include:

• increasing walking and cycling
• improving public transport in the borough
• reducing car ownership and use
• improving the quality of our air
• making our streets and transport networks safe, accessible and inclusive for all

The delivery plan is laid in Chapter 4 of the strategy. It sets out the Delivery Plan for achieving the Vision and objectives of the CTS. It includes:

• The links between schemes within the Delivery Plan and CTS objectives/MTS priorities
A list of potential funding sources for the period 2019/20 to 2021/22

Long-term interventions

Three year indicative Programme of Investment for the period 2019/20 to 2021/22

A detailed programme for 2019/2021


The Local Development Framework (LDF) is a collection of planning documents that set out the strategy for managing growth and development in the borough, including where new homes, jobs and infrastructure will be located. The vision of the LDF is that 'Camden will be a borough of opportunity'.

Objective 1 of the LDF is as follows:

‘To support the successful development of the growth areas of King’s Cross, Euston, Tottenham Court Road, Holborn and West Hampstead, and ensure that development, both there and elsewhere, is supported by necessary infrastructure and maximises the opportunities and benefits for the local community and the borough as a whole.’

Further, Objective 3 states the need to:

‘To reduce congestion and pollution in the borough by encouraging more walking and cycling and less motor traffic, and to support and promote new and improved transport links at Kings Cross, St Pancras, Euston and elsewhere.’

Policy CS11 ‘Promoting Sustainable and Efficient Travel’ outlines that:

- ‘The Council will promote the delivery of transport infrastructure and the availability of sustainable transport choices in order to support Camden’s growth, reduce the environmental impact of travel, and relieve pressure on the borough’s transport network.
- The Council will protect existing and proposed transport infrastructure (including routes for walking, cycling and public transport, interchange points, depots and storage facilities) against removal or severance.
- The Council will improve public spaces and pedestrian links across the borough, including by focusing public realm investment and extending the Legible London scheme.
- The Council will seek to reduce freight movement by road; encourage the movement of goods by canal, rail and bicycle; and minimise the impact of freight movement on local amenity, traffic and the environment.’

A Workplace Travel Plan will generally contain measures to promote sustainable transport choices, promote use of existing transport infrastructure and pedestrian links (thereby highlighting the importance of these facilities for travellers and encouraging more investment from the government), and reduce the impact of freight/deliveries to the workplace. The Workplace Travel Plan can therefore support the intentions of the LDF.
Appendix 2: 2020 Survey questions

Information shared with HESA is statistical information only, no personal information is shared.

You can choose to enter your email address if you would like a chance to win a £50 canteen voucher and your email address will only be used to contact you if you win.

1. Are you a student or member of staff?
   - Student
   - Staff

2. Which site do you spend most of your time at?
   - CSM - Kings Cross
   - CSM - Archway
   - LCC
   - Chelsea
   - Wimbledon
   - Camberwell - Peckham Road
   - Camberwell - Wilson Road
   - High Holborn
   - LCF - JPS
   - LCF - Mare Street
   - LCF - Curtain Road
   - LCF - Golden Lane
   - LCF - Lime Grove
Approximately, how far do you travel to get there?

- 0 - 1 mile
- 1 - 2 miles
- 2 - 5 miles
- 5 - 10 miles
- 10 + miles

What mode of transport do you use to travel the longest distance during your journey?

- Tube
- Train
- Cycle
- Bus
- Walk
- Car (alone)
- Car (pool)
- Motorbike
- Other
Which of the following measures would encourage you to travel to university more by walking? (Tick up to three boxes).

- I already walk
- Improved footpaths on the journey to university
- Better street lighting
- Showers, lockers and changing facilities
- Clothes drying area
- Help planning my route
- None of the above

Which of the following measures would encourage you to travel to university by cycling? (Tick up to three boxes).

- I already cycle
- Safer cycle routes near university
- Secure cycle parking at university
- Cycle hire docking station near university
- Salary sacrifice/tax free offer from employer to buy bike/bike accessories
- Being able to take your bike on the train
- Cycle training/cycle confidence course
- Cycle maintenance course
- Help planning my route to university
- Showers, lockers and changing facilities at university
- Clothes drying area at university
- Better information on cycling
- Bike User Group to support cyclists at university
- None of the above
Which of the following measures would encourage you to travel more by public transport? (Tick up to three boxes).

- I already travel by public transport
- Direct bus route
- More frequent bus services
- Improved bus stop facilities near university (e.g. seating, shelter)
- Better bus/cycling/walking connections to rail stations
- More frequent rail services
- Improve rail station facilities
- Secure cycle parking at rail stations
- Being able to take your bike on the train
- Safer public transport
- Better public transport information
- Tax free loan from employer for season ticket
- None of the above

Are there any other improvements that could make travelling by cycling, walking or public transport easier for you?

Enter your answer