



Gloucester City Council

Overview and Scrutiny Committee

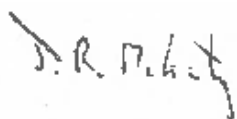
Meeting: Monday, 31st October 2022 at 6.30 pm in Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP

Membership:	Cllrs. Field (Chair), Pullen (Vice-Chair), Durdey (Spokesperson), Ackroyd, Castle, Dee, Evans, Gravells MBE, Hilton, Hudson, Kubaszczyk, O'Donnell, Sawyer, Wilson and Zaman
Contact:	Democratic and Electoral Services 01452 396126 democratic.services@gloucester.gov.uk

AGENDA

1.	APOLOGIES To receive any apologies for absence.
2.	DECLARATIONS OF INTEREST To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.
3.	DECLARATION OF PARTY WHIPPING To declare if any issues to be covered in the Agenda are under party whip.
4.	MINUTES (Pages 5 - 8) To approve as a correct record the minutes of the meeting held on 3 rd October 2022.
5.	PUBLIC QUESTION TIME (15 MINUTES) To receive any questions from members of the public provided that a question does not relate to: <ul style="list-style-type: none">• Matters which are the subject of current or pending legal proceedings or• Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers To ask a question at this meeting, please submit it to democratic.services@gloucester.gov.uk by 12 noon on Wednesday 26 th October or telephone (01452) 396203 for support.
6.	PETITIONS AND DEPUTATIONS (15 MINUTES) To receive any petitions or deputations provided that no such petition or deputation is in relation to:

	<ul style="list-style-type: none"> • Matters which are the subject of current or pending legal proceedings or • Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers. <p>To present a petition or deputation at this meeting, please submit it to democratic.services@gloucester.gov.uk by 12 noon on Wednesday 26th October or telephone (01452) 396203 for support.</p>
7.	<p>ACTION POINTS ARISING FROM PREVIOUS MEETINGS (Pages 9 - 12)</p> <p>To note the outcomes of action points arising from previous meetings.</p>
8.	<p>OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME AND COUNCIL FORWARD PLAN (Pages 13 - 36)</p> <p>To receive the latest version of the Committee's work programme and the Council's Forward Plan.</p>
9.	<p>2021-22 FINANCIAL OUTTURN REPORT</p> <p>To consider the report of the Cabinet Member for Performance and Resources updating Members on the Financial Outturn Report 2021-22 (report to follow).</p>
10.	<p>GREEN TRAVEL PLAN PROGRESS REPORT 2021-22 AND UPDATE (Pages 37 - 64)</p> <p>To consider the report of the Cabinet Member for Environment providing an annual update on initiatives in the Green Travel Plan.</p>
11.	<p>TASK AND FINISH GROUP REPORT - ENGAGEMENT WITH YOUNG PEOPLE (Pages 65 - 98)</p> <p>To consider the findings and recommendations of the Overview and Scrutiny Committee Task and Finish Group on Gloucester City Council's engagement with young people.</p>
12.	<p>DATE OF NEXT MEETING</p> <p>Monday 28th November 2022.</p>



Jon McGinty
Managing Director

Date of Publication: Friday, 21 October 2022

NOTES

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<u>Interest</u>	<u>Prescribed description</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the Council's area. For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) that body (to your knowledge) has a place of business or land in the Council's area and (b) either – i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner or person with

whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE: the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

Access to Information

Agendas and reports can be viewed on the Gloucester City Council website: www.gloucester.gov.uk and are available to view five working days prior to the meeting date.

For enquiries about Gloucester City Council's meetings please contact Democratic Services, 01452 396126, democratic.services@gloucester.gov.uk.

If you, or someone you know cannot understand English and need help with this information, or if you would like a large print, Braille, or audio version of this information please call 01452 396396.

Recording of meetings

Please be aware that meetings may be recorded. There is no requirement for those wishing to record proceedings to notify the Council in advance; however, as a courtesy, anyone wishing to do so is advised to make the Chair aware before the meeting starts.

Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the Public and Press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

FIRE / EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building; gather at the assembly point in the car park and await further instructions;
- Do not re-enter the building until told by a member of staff or the fire brigade that it is safe to do so.



OVERVIEW AND SCRUTINY COMMITTEE

MEETING : Monday, 3rd October 2022

PRESENT : Cllrs. Field (Chair), Pullen (Vice-Chair), Durdey (Spokesperson), Castle, Dee, Evans, Hilton, Hudson, Kubaszczyk, O'Donnell, Sawyer and Wilson

Others in Attendance

Councillor Cook, Leader of the Council and Cabinet Member for Environment
City Centre Manager
Democratic and Electoral Services Team Leader

APOLOGIES : Cllrs. Ackroyd and Gravells MBE

34. DECLARATIONS OF INTEREST

There were no declarations of interest.

35. DECLARATION OF PARTY WHIPPING

There were no declarations of party whipping.

36. MINUTES

RESOLVED that:- The minutes of the meeting held on 5 September 2022 be agreed and signed by the Chair as a correct record.

37. PUBLIC QUESTION TIME (15 MINUTES)

There were no public questions.

38. PETITIONS AND DEPUTATIONS (15 MINUTES)

There were no petitions nor deputations.

39. ACTION POINTS ARISING FROM PREVIOUS MEETINGS

39.1 In noting the action point, Councillor Wilson stated that he was pleased the motion on tree planting was being actioned and asked if a map was available

OVERVIEW AND SCRUTINY COMMITTEE

03.10.22

regarding where trees would be planted. Councillor Cook suggesting asking the Climate Change Manager what their ideas were for particular wards.

- 39.2 Referencing trees and saplings dying, Councillor Hilton asked what plans there were to re-establish having new plants grow. Councillor Cook advised that while some species had failed due to the extreme heat, others had been successful and that more caution would be exercised in terms of where new plants would be planted. In response to comments from the Chair regarding some residents offering to maintain plants, Councillor Cook stated he would certainly encourage such an approach.
- 39.3 Following a query from Councillor Dee regarding whether the planting season could be changed from spring to autumn, Councillor Cook advised that, following the appointment of an arborculturalist, this would certainly be examined.
- 39.4 Councillor Castle raised issues regarding the location of some trees and Councillor Cook advised that this would be work undertaken by the new arborculturalist.
- 39.5 Following discussions, it was noted that once the arborculturalist had been embedded and in the fullness of time, contact would be made with Members to investigate where might be the most appropriate sites for new tree planting. It would also be investigated as to whether ward councillors could be consulted prior to developers adopting land.
- 39.6 **RESOLVED that:-** The Overview and Scrutiny Committee **NOTE** the report.

40. OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME AND COUNCIL FORWARD PLAN

- 40.1 Group Leads updated the Committee regarding changes to the work programme which would be circulated. It was agreed that the Podsmead Land Transfer item would be considered in November.
- 40.2 **RESOLVED that:-** The Overview and Scrutiny Committee **NOTE** the updated work programme.

41. ENVIRONMENTAL CRIME ENFORCEMENT UPDATE

- 41.1 Councillor Cook outlined the report and the methods of investigated environmental crime. He informed Members that the Council was in the process of recruiting a new co-ordinator who would assist with enforcement activity. The Chair agreed that it was a good scheme as, previously such matters would be dealt with, but that investigation and enforcement may have been lacking.
- 41.2 The City Centre Manager stated that the purpose of enforcement was so that, in the future enforcement would not be necessary as it would act as a deterrent to committing future offences. He advised that such enforcement

OVERVIEW AND SCRUTINY COMMITTEE
03.10.22

was conducted on an ad hoc basis prior to the formation of the team and that there was now a significant level of enforcement.

- 41.3 The City Centre Manager, following a query from the Chair regarding whether the scheme was self-financing, confirmed that there was funding from the Council and one post was funded by the County Council.
- 41.4 Councillor Pullen asked how successful the contractor had been in educating and informing residents and business with regard to environmental crime. The City Centre Manager informed Members that the Council had managed to deploy 3GS to other parts and issue fines which had enabled Council officers to conduct outreach work in the community. He cited that, for example, in Barton and Tredworth, some issues had arisen as a result of business not having trade waste agreements in place. 3GS had been utilised to check this as a first point of contact and in some cases, fines had been issued subsequently.
- 41.5 Councillor Wilson asked whether 3GS would lose money as a result of being successful in its enforcement activity. Councillor Cook advised that the role of the Council was to keep the City's streets clean.
- 41.6 In response to queries from Councillor Pullen, the City Centre explained that the responsibility for fly-tipping on private land was that of the owner of the land and that, in some cases, owners had been advised that if they were to engage in secondary fly-tipping, they themselves would be open to prosecution.
- 41.7 The City Centre Manager confirmed that the Council had use of three CCTV cameras as well as the ability to use footage obtain by police cameras.
- 41.8 Councillor Dee queried whether the booking system at the Hempsted recycling centre could be linked to fly tipping. Councillor Cook shared that he did not believe this to be the case and that availability was very good.
- 41.9 Councillor Castle asked whether it would be possible to book attendance at the recycling centre in person. Councillor Cook advised that this was run by the County Council and that it was this body which should be approached with such a suggestion.
- 41.10 **RESOLVED that:-** The Overview and Scrutiny Committee **NOTE** the report.

42. DATE OF NEXT MEETING

Monday 31 October at 6.30pm in the Civic Suite, North Warehouse.

Time of commencement: 6.30 pm hours

Time of conclusion: 7.50 pm hours

Chair

This page is intentionally left blank



OVERVIEW AND SCRUTINY COMMITTEE

Monday 31st October 2022

ACTION POINTS ARISING FROM PREVIOUS OVERVIEW AND SCRUTINY COMMITTEE MEETINGS

1. **Meeting Date:** Monday 3rd October 2022

Agenda Item: 8. Overview and Scrutiny Committee Work Programme and Council Forward Plan

Request:

For the Overview and Scrutiny Committee to receive a written update on the City Council's Levelling Up Round 2 (LUF2) bid for the redevelopment of the area around Eastgate Shopping Centre.

Update:

A briefing note from the Head of Place is included in these agenda papers and a prospectus has been shared with Overview and Scrutiny Committee Members via email.

**BRIEFING FOR THE OVERVIEW AND SCRUTINY COMMITTEE OF GLOUCESTER CITY COUNCIL –
LEVELLING UP ROUND TWO BID**

1. Members will be aware that in August 2022 the Council submitted a Levelling Up Round 2 Bid (LUF2) for c.£12m of capital funding to commence redevelopment of the area around Eastgate Shopping Centre. The bid is referred to as ‘Greyfriars Quarter Redevelopment’ and follows the council’s successful Round 1 bid for £20m spread across the new University of Gloucestershire City Centre Campus, the Forge at the Forum, and the Fleece Hotel.
2. The ‘prospectus’ that supported the bid has been circulated to Overview and Scrutiny Committee Members via email. In short, the LUF2 bid seeks to reimagine the area to the rear of Eastgate Shopping Centre including the market hall, Greyfriars monument, bowling green and part of the shopping centre itself. The main components are as follows:
 - a. The relocation of the Eastgate Market operation from the market hall to within the Eastgate shopping centre, which would open up onto a new public square, focussed around the Greyfriars monument
 - b. The creation of a new entertainment/community space within the existing market hall
 - c. The repurposing of the Greyfriars building and scheduled monument to create a new café/restaurant
 - d. The opening up of the existing bowling green for broader public use
 - e. General enhancements to the streetscape in the immediate area
 - f. The creation of a cycle hub at Eastgate and a hub at Waterwells park and ride site, helping to facilitate cycling between the park and ride and the city centre
 - g. The addition of solar to the market hall and electronic vehicle (EV Charging) points at the Eastgate Shopping Centre carpark.
3. A real focus of the bid is low carbon development, seeking a ‘retrofit first’ approach to the site – i.e. reusing the existing buildings on site with amendments, rather than demolishing and rebuilding. This has the dual benefit of reducing carbon output and reducing potential costs. The bid, if successful, would also see the sympathetic reuse of the Greyfriars building and scheduled monument, providing active custodianship.
4. I expect to receive the outcome of our bid application by the end of this year (2022).

David Oakhill
Head of Place
Gloucester City Council

This page is intentionally left blank



Gloucester City Council

FORWARD PLAN FROM OCTOBER 2022 TO SEPTEMBER 2023

This Forward Plan contains details of all the matters which the Leader believes will be the subject of a Key Decision by the Cabinet or an individual Cabinet Member in the period covered by the Plan (the subsequent 12 months). A Key Decision is one that is:

- a decision in relation to a Cabinet function which results in the Local Authority incurring expenditure or making of a saving which is significant having regard to the budget for the service or function to which the decision relates; or
- a decision that is likely to have a significant impact on two or more wards within the Local Authority; or
- a decision in relation to expenditure in excess of £100,000 or significant savings; or
- a decision in relation to any contract valued in excess of £500,000

A decision maker may only make a key decision in accordance with the requirements of the Cabinet Procedure Rules set out in Part 4 of the Constitution.

Cabinet Members

Portfolio	Name	Email Address
Leader and Environment (LE)	Councillor Richard Cook	richard.cook@gloucester.gov.uk
Deputy Leader and Performance & Resources (P&R)	Councillor Hannah Norman	hannah.norman@gloucester.gov.uk
Planning & Housing Strategy (P&HS)	Councillor Stephanie Chambers	stephanie.chambers@gloucester.gov.uk
Culture & Leisure (C&L)	Councillor Andrew Lewis	andrew.lewis@gloucester.gov.uk
Communities & Neighbourhoods (C&N)	Councillor Raymond Padilla	raymond.padilla@gloucester.gov.uk

The Forward Plan also includes Budget and Policy Framework items; these proposals are subject to a period of consultation and the Overview and Scrutiny Committee has the opportunity to respond in relation to the consultation process.

A Budgetary and Policy Framework item is an item to be approved by the full City Council and, following consultation, will form the budgetary and policy framework within which the Cabinet will make decisions.

For each decision included on the Plan the following information is provided:

- (a) the matter in respect of which a decision is to be made;
- (b) where the decision maker is an individual, his/her name and title if any and, where the decision maker is a body, its name and details of membership;
- (c) the date on which, or the period within which, the decision is to be made;
- (d) if applicable, notice of any intention to make a decision in private and the reasons for doing so;
- (e) a list of the documents submitted to the decision maker for consideration in relation to the matter in respect of which the decision is to be made;
- (f) the procedure for requesting details of those documents (if any) as they become available.

(the documents referred to in (e) and (f) above and listed in the Forward Plan are available on request from Democratic Services democratic.services@gloucester.gov.uk, Tel 01452 396126, PO Box 3252, Gloucester GL1 9FW. Contact the relevant Lead Officer for more information).

The Forward Plan is updated and published on Council's website at least once a month.

Page 4	KEY	= Key Decision	CM KEY	= Individual Cabinet Member Key Decisions
	NON	= Non-Key Decision	CM NON	= Individual Cabinet Member Non-Key Decision
	BPF	= Budget and Policy Framework		

CONTACT:

For further detailed information regarding specific issues to be considered by the Cabinet/Individual Cabinet Member please contact the named contact officer for the item concerned. To make your views known on any of the items please also contact the Officer shown or the portfolio holder.

Copies of agendas and reports for meetings are available on the web site in advance of meetings.

For further details on the time of meetings and general information about the Plan please contact:

Democratic and Electoral Services on 01452 396126 or send an email to democratic.services@gloucester.gov.uk.

SUBJECT (and summary of decision to be taken)		PLANNED DATES	DECISION MAKER & PORTFOLIO	NOTICE OF PRIVATE BUSINESS (if applicable)	RELATED DOCUMENTS (available on request, subject to restrictions on disclosure)	LEAD OFFICER (to whom Representations should be made)
OCTOBER 2022						
NON	Environmental Crime Enforcement Update	3/10/22	Overview and Scrutiny Committee			Ismael Rhyman, City Centre Improvement Officer Tel: 01452 396784 ismael.rhyman@gloucester.gov.uk
	<u>Summary of decision:</u> To update Members on the activities of the Environmental Crime Team 2021-22. <i>Wards affected: All Wards</i>	12/10/22	Cabinet Cabinet Member for Environment			

NON	<p>Armed Forces Community Covenant Update</p> <p><u>Summary of decision:</u> To update Cabinet on the work done by Gloucester City Council to support current and ex-service personnel as part of the Gloucestershire Armed Forces Community Covenant.</p> <p><i>Wards affected: All Wards</i></p>	12/10/22	Cabinet Cabinet Member for Communities and Neighbourhoods			Ruth Saunders, Director of Communities Tel: 01452 396789 ruth.saunders@gloucester.gov.uk
<p>Page 10 NOVEMBER 2022</p>						
KEY	<p>Kings Quarter The Forum Plot 3c Residential New Build Update</p> <p><u>Summary of decision:</u> An update report for the viability of residential accommodation to be constructed on plot 3c Market Parade in Kings Quarter The Forum.</p> <p><i>Wards affected: Westgate</i></p>	9/11/22	Cabinet Leader of the Council			Philip Ardley, Regeneration Consultant Tel: 01452 396106 philip.ardley@gloucester.gov.uk

NON	<p>Statement of Community Involvement Consultation</p> <p><u>Summary of decision:</u> To approve a public consultation on an updated Statement of Community Involvement.</p> <p><i>Wards affected: All Wards</i></p>	9/11/22	Cabinet Cabinet Member for Planning and Housing Strategy			Claire Haslam, Principal Planning Officer Tel: 01452 396825 claire.haslam@gloucester.gov.uk
NON Page 17	<p>2021-22 Financial Outturn Report</p> <p><u>Summary of decision:</u> To update Cabinet on the Financial Outturn Report 2020-21.</p> <p><i>Wards affected: All Wards</i></p>	31/10/22 9/11/22	Overview and Scrutiny Committee Cabinet Cabinet Member for Performance and Resources			Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON	<p>Green Travel Plan Progress Report 2021-22 and Update</p> <p><u>Summary of decision:</u> Annual update on initiatives in the Green Travel Plan</p> <p><i>Wards affected: All Wards</i></p>	31/10/22 9/11/22	Overview and Scrutiny Committee Cabinet Cabinet Member for Environment			Jon Burke, Climate Change Manager Tel: 01452 396170 Jon.Burke@gloucester.gov.uk

NON	<p>Regulation of Investigatory Powers Act 2000 (RIPA) - Review of Procedural Guide</p> <p><u>Summary of decision:</u> Summary of decision: To request that Members review and update the Council's procedural guidance on RIPA.</p> <p><i>Wards affected: All Wards</i></p>	9/11/22	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
DECEMBER 2022						
Page 18 NON	<p>Tourism and Destination Marketing Report 2022</p> <p><u>Summary of decision:</u> To update Members on the progress that has been made in achieving the Growing Gloucester's Visitor Economy Action Plan during 2022.</p> <p><i>Wards affected: All Wards</i></p>	7/12/22	Cabinet Cabinet Member for Culture and Leisure			Philip Walker, Head of Culture Tel: 01452 396355 philip.walker@gloucester.gov.uk

NON	<p>Annual report on the Grant Funding provided to Voluntary and Community Sector</p> <p><u>Summary of decision:</u> To update Members on the impact of grant funding on the Voluntary and Community Sector (VCS) and value for money that has been achieved.</p> <p><i>Wards affected: All Wards</i></p>	7/12/22	Cabinet Cabinet Member for Communities and Neighbourhoods			Ruth Saunders, Director of Communities Tel: 01452 396789 ruth.saunders@gloucester.gov.uk
Page 19 KEY	<p>Podsmead Land Transfer</p> <p><u>Summary of decision:</u> To give authority to enter negotiations with Gloucester City Homes over the transfer of land in Podsmead to enable the regeneration of the estate.</p> <p><i>Wards affected: Podsmead</i></p>	28/11/22 7/12/22	Overview and Scrutiny Committee Cabinet Cabinet Member for Planning and Housing Strategy			David Evans, City Growth and Delivery Manager david.evans@gloucester.gov.uk

KEY	<p>Infrastructure Funding Statement (IFS) 2022</p> <p><u>Summary of decision:</u> To approve for publication the Community Infrastructure Levy and S106 reports for 2021/22 and the Infrastructure List.</p> <p><i>Wards affected: All Wards</i></p>	7/12/22	Cabinet Cabinet Member for Planning and Housing Strategy			Paul Hardiman, Joint Core Strategy CIL Manager paul.hardiman@gloucester.gov.uk
NON Page 20	<p>Statement of Community Involvement</p> <p><u>Summary of decision:</u> To consider an updated Statement of Community Involvement.</p> <p><i>Wards affected: All Wards</i></p>	7/12/22 26/01/23	Cabinet Council Cabinet Member for Planning and Housing Strategy			Claire Haslam, Principal Planning Officer Tel: 01452 396825 claire.haslam@gloucester.gov.uk
NON	<p>Draft Budget Proposals (including Money Plan and Capital Programme)</p> <p><u>Summary of decision:</u> To update Cabinet on the draft budget proposals.</p> <p><i>Wards affected: All Wards</i></p>	5/12/22 7/12/22	Overview and Scrutiny Committee Cabinet Cabinet Member for Performance and Resources			Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk

NON	<p>Treasury Management Six Monthly Update 2022/23</p> <p><u>Summary of decision:</u> To update Cabinet on treasury management activities.</p> <p><i>Wards affected: All Wards</i></p>	7/12/22	Cabinet Cabinet Member for Performance and Resources			Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON	<p>Financial Monitoring Quarters 1-2 Report</p> <p><u>Summary of decision:</u> To receive an update on financial monitoring information for the first and second quarters 2022/23.</p> <p><i>Wards affected: All Wards</i></p>	28/10/22 7/12/22	Overview and Scrutiny Committee Cabinet Cabinet Member for Performance and Resources			Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk
NON	<p>Performance Monitoring Quarter 2 Report</p> <p><u>Summary of decision:</u> To note the Council's performance in quarter 2 across a set of key performance indicators.</p> <p><i>Wards affected: All Wards</i></p>	28/11/22 7/12/22	Overview and Scrutiny Committee Cabinet Cabinet Member for Performance and Resources			Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk

BPF	<p>Local Council Tax Support Scheme</p> <p><u>Summary of decision:</u> To advise members of the requirement to review the Local Council Tax Support Scheme (LCTS).</p> <p><i>Wards affected: All Wards</i></p>	<p>7/12/22</p> <p>26/01/23</p>	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
JANUARY 2023						
<p>NON</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 22</p>	<p>Parking Review</p> <p><u>Summary of decision:</u> To consider a review of parking charges.</p> <p><i>Wards affected: All Wards</i></p>	<p>11/01/23</p> <p>26/01/23</p>	<p>Overview and Scrutiny Committee</p> <p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>

NON	<p>City Council Energy Costs and Reduction Projects Annual Report</p> <p><u>Summary of decision:</u> To update Cabinet on the City Council Energy Costs and Reduction Projects.</p> <p><i>Wards affected: All Wards</i></p>	<p>9/01/23</p> <p>11/01/23</p>	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Environment</p>			<p>Abi Marshall, Property Commissioning Manager Tel: 01452 396212 abi.marshall@gloucester.gov.uk</p>
NON	<p>Task and Finish Group Report - Engagement with Young People</p> <p><u>Summary of decision:</u> To consider the findings and recommendations of the Task and Finish Group as to how the Council engages with young people.</p> <p><i>Wards affected: All Wards</i></p>	<p>31/10/22</p> <p>11/01/23</p>	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Communities and Neighbourhoods</p>			<p>Lauren Richards, Democratic and Electoral Services Officer Tel: 01452 396735 lauren.richards@gloucester.gov.uk</p>

KEY	<p>Community Infrastructure Levy (CIL) Charging Schedule</p> <p><u>Summary of decision:</u> To approve a draft new CIL Charging Schedule for public consultation.</p> <p><i>Wards affected: All Wards</i></p>	11/01/23	Cabinet Cabinet Member for Planning and Housing Strategy			Paul Hardiman, Joint Core Strategy CIL Manager paul.hardiman@gloucester.gov.uk
BPF	<p>Gloucester City Plan</p> <p><u>Summary of decision:</u> To approve the Gloucester City Plan.</p> <p><i>Wards affected: All Wards</i></p>	11/01/23 26/01/23	Cabinet Council Cabinet Member for Planning and Housing Strategy			Adam Gooch, Planning Policy Team Leader Tel: 01452 396836 adam.gooch@gloucester.gov.uk
KEY	<p>Festivals and Events Programme</p> <p><u>Summary of decision:</u> To seek approval for the 2023-24 Festivals and Events Programme.</p> <p><i>Wards affected: All Wards</i></p>	11/01/23	Cabinet Cabinet Member for Culture and Leisure			Philip Walker, Head of Culture Tel: 01452 396355 philip.walker@gloucester.gov.uk

FEBRUARY 2023						
BPF	<p>Final Budget Proposals (including Money Plan and Capital Programme)</p> <p><u>Summary of decision:</u> To seek approval for the final Budget Proposals for 2023-4, including the Money Plan and Capital Programme.</p> <p><i>Wards affected: All Wards</i></p>	<p>8/02/23</p> <p>23/02/23</p>	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
MARCH 2023						
NON	<p>Pay Policy Statement 2023-24</p> <p><u>Summary of decision:</u> To seek approval for the annual Pay Policy Statement 2023-24 in accordance with Section 38 of the Localism Act 2011.</p> <p><i>Wards affected: All Wards</i></p>	<p>8/03/23</p> <p>23/03/23</p>	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>

NON	<p>Capital Strategy</p> <p><u>Summary of decision:</u> To approve the Capital Strategy 2023-24.</p> <p><i>Wards affected: All Wards</i></p>	<p>8/03/23</p> <p>23/03/23</p>	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
BPF	<p>Treasury Management Strategy</p> <p><u>Summary of decision:</u> To seek approval for the Treasury Management Strategy.</p> <p><i>Wards affected: All Wards</i></p>	<p>8/03/23</p> <p>23/03/23</p>	<p>Cabinet</p> <p>Council Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
Page 26	<p>Financial Monitoring Quarter 3 Report</p> <p><u>Summary of decision:</u> To receive an update on financial monitoring information for the third quarter 2022-23.</p> <p><i>Wards affected: All Wards</i></p>	<p>27/02/23</p> <p>8/03/23</p>	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>

NON	<p>Performance Monitoring Quarter 3 Report</p> <p><u>Summary of decision:</u> To note the Council’s performance in quarter 3 across a set of key performance indicators.</p> <p><i>Wards affected: All Wards</i></p>	27/02/23 8/03/23	Overview and Scrutiny Committee Cabinet Cabinet Member for Performance and Resources			Tanya Davies, Policy and Governance Manager Tel: 01452 396125 tanya.davies@gloucester.gov.uk
NON	<p>Cultural Strategy Update</p> <p><u>Summary of decision:</u> To provide Cabinet with an annual update in relation to the Cultural Strategy Action Plan.</p> <p><i>Wards affected: All Wards</i></p>	8/03/23	Cabinet Cabinet Member for Culture and Leisure			Philip Walker, Head of Culture Tel: 01452 396355 philip.walker@gloucester.gov.uk
APRIL 2023						
NON	<p>Equalities Action Plan Annual Report</p> <p><u>Summary of decision:</u> To receive an update on activities undertaken to support the Equalities Action Plan.</p> <p><i>Wards affected: All Wards</i></p>	5/04/23	Cabinet Cabinet Member for Communities and Neighbourhoods			Isobel Johnson, Community Wellbeing Officer Tel: 01452 396298 isobel.johnson@gloucester.gov.uk

MAY 2023						
JUNE 2023						
NON	<p>2022-23 Financial Outturn Report</p> <p><u>Summary of decision:</u> To update Cabinet on the Financial Outturn Report 2022-23.</p> <p><i>Wards affected: All Wards</i></p>	14/06/23	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
NON Page 28	<p>Treasury Management Year End Annual Report 2022/23</p> <p><u>Summary of decision:</u> To update Cabinet on treasury management activities.</p> <p><i>Wards affected: All Wards</i></p>	14/06/23	<p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>

NON	<p>2022-23 Year End Performance Report</p> <p><u>Summary of decision:</u> To consider the Council's performance in 2021-22 across a set of key performance indicators.</p> <p><i>Wards affected: All Wards</i></p>	14/06/23	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Tanya Davies, Policy and Governance Manager Tel: 01452 396125 tanya.davies@gloucester.gov.uk</p>
NON	<p>Green Travel Progress Report 2022-23</p> <p><u>Summary of decision:</u> Annual update on initiatives in the Green Travel Plan.</p> <p><i>Wards affected: All Wards</i></p>	14/06/23	<p>Cabinet Cabinet Member for Environment</p>			<p>Jon Burke, Climate Change Manager Tel: 01452 396170 Jon.Burke@gloucester.gov.uk</p>
JULY 2023						
NON	<p>Annual Risk Management Report</p> <p><u>Summary of decision:</u> To update Members on the Council's Strategic Risk Register.</p> <p><i>Wards affected: All Wards</i></p>	12/07/23	<p>Audit and Governance Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Paul Brown, Senior Risk Management Advisor Tel: 01452328884 paul.brown@gloucestershire.gov.uk</p>

AUGUST 2023 - No meetings

SEPTEMBER 2023

NON	<p>Financial Monitoring Quarter 1 Report</p> <p><u>Summary of decision:</u> To receive an update on financial monitoring information for the first quarter 2023/24.</p> <p><i>Wards affected: All Wards</i></p>	13/09/23	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Jon Topping, Director of Policy and Resources Tel: 01452 396242 jon.topping@gloucester.gov.uk</p>
NON Page 30	<p>Performance Monitoring Quarter 1 Report</p> <p><u>Summary of decision:</u> To note the Council's performance in quarter 1 across a set of key performance indicators.</p> <p><i>Wards affected: All Wards</i></p>	13/09/23	<p>Overview and Scrutiny Committee</p> <p>Cabinet Cabinet Member for Performance and Resources</p>			<p>Tanya Davies, Policy and Governance Manager Tel: 01452 396125 tanya.davies@gloucester.gov.uk</p>

ITEMS DEFERRED- Dates to be confirmed

	<p>Blackfriars Priory Renewal Business Case</p> <p><u>Summary of decision:</u> To approve the Blackfriars Priory Development Plan</p> <p><i>Wards affected: All Wards</i></p>		<p>Overview and Scrutiny Committee</p> <p>Cabinet</p>			<p>Philip Walker, Head of Culture Tel: 01452 396355 philip.walker@gloucester.gov. uk</p>
--	--	--	---	--	--	--

This page is intentionally left blank

**Gloucester City Council
Overview and Scrutiny Committee Work Programme
Updated 21st October 2022**

Item	Format	Lead Member (if applicable)/Lead Officer	Comments
31st October 2022			
2021-22 Financial Outturn Report	Cabinet Report	Cabinet Member for Performance and Resources	Part of Committee's Rolling Programme of Work
Green Travel Plan Progress Report 2021-22 and Update	Cabinet Report	Leader of the Council and Cabinet Member for Environment	Requested by Overview and Scrutiny Committee
Task and Finish Group Report – Engagement with Young People	Task and Finish Group Report		
28th November 2022			
Financial Monitoring Quarter 2 Report		Cabinet Member for Performance and Resources	Part of Committee's Rolling Programme of Work
Performance Monitoring Quarter 2 Report		Cabinet Member for Performance and Resources	Part of Committee's Rolling Programme of Work
Leisure and Cultural Services Options Appraisal Update		Cabinet Member for Culture and Leisure	Requested by Overview and Scrutiny Committee
Affordable Housing Update		Cabinet Member for Planning and Housing Strategy	Requested by Overview and Scrutiny Committee
Podsmead Land Transfer		Cabinet Member for Planning	Requested by Overview and Scrutiny

		and Housing Strategy	Committee
5th December 2022			
BUDGET MEETING – NO OTHER ITEMS		Cabinet	Part of Committee’s Rolling Programme of Work
9th January 2023			
Gloucestershire Airport Update	Presentation/ Briefing	Leader of the Council and Cabinet Member for Environment	Requested by Overview and Scrutiny Committee
Gloucester Commission to Review Race Relations - Calls to Action Update	Briefing/ Update	Leader of the Council and Cabinet Member for Environment	Requested by Overview and Scrutiny Committee
Covid-19 Memorial Update	Briefing/ Update	Leader of the Council and Cabinet Member for Environment	Requested by Overview and Scrutiny Committee
City Council Energy Costs and Reduction Projects Annual Report	Cabinet Report	Leader of the Council and Cabinet Member for Environment	Requested by Overview and Scrutiny Committee
Parking Review	Cabinet Report	Cabinet Member for Performance and Resources	Requested by Overview and Scrutiny Committee
30th January 2023			

Dates to be confirmed	Format	Lead Member (if applicable)/Lead Officer	Comments
Levelling Up Fund Update – Round Two	Briefing/ Presentation	Leader of the Council and Cabinet Member for Environment	Requested by Overview and Scrutiny Committee
Blackfriars Priory Renewal Business Case	Cabinet Report	Cabinet Member for Culture and Leisure	Requested by Overview and Scrutiny Committee
Future of Eastgate Indoor Market	Cabinet Report	Cabinet Member for Culture and Leisure	Requested by Overview and Scrutiny Committee
Integrated Care System Update – Gloucestershire County Council	Briefing		Requested by Overview and Scrutiny Committee
Climate Change Strategy	Cabinet Report	Leader of the Council and Cabinet Member for Environment	Requested by Overview and Scrutiny Committee
City Centre Commission Report		Leader of the Council and Cabinet Member for Environment	Requested by Overview and Scrutiny Committee

This page is intentionally left blank



Meeting:	Overview & Scrutiny Committee	Date:	31 October 2022
	Cabinet		9 November 2022
Subject:	Green Travel Plan		
Report Of:	Jon McGinty, Managing Director.		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Jon Burke – Climate Change and Decarbonisation Lead		
	Email:	jon.burke@gloucester.gov.uk	Tel: 396-170
Appendices:	1. Mobilityways Scoping Report		

1.0 Purpose of Report

- 1.1 The purpose of this report is to provide Cabinet with oversight of the Gloucester City Council Green Travel Plan.
- 1.2 Please note that the Green Travel Plan pertains to Gloucester City Council employees. Work on wider surface transport emissions, both corporate and private, will form part of the forthcoming Climate Change Strategy and Action Plan.

2.0 Recommendations

- 2.1 Overview and Scrutiny Committee is asked to consider the information in the report and make any recommendations to Cabinet.
- 2.2 Cabinet is asked to **RESOLVE** that the recommendations set out in paragraph 7 of this report be adopted.

3.0 Background

- 3.1 Gloucester City Council declared a climate emergency on 11 July 2019, committing to net zero emissions across its own operations by 2030, and carbon neutrality within the broader district by 2050. The latter of these

commitments was brought forward to 2045 with the approval of Gloucester City Full Council on 23 September 2021.

- 3.2 While assistance for the delivery of the Gloucester City Council Climate Change Strategy and Action is currently being prepared for tender, officers are nevertheless aware that this document should not act as a constraint on decarbonisation measures in the interim. To this end, the Managing Director of Gloucester City Council requested that the Climate Change and Decarbonisation Lead continue the work – delayed by the coronavirus pandemic – of their predecessor to deliver a Green Travel Plan for City Council Officers.
- 3.3 The key aim behind the Travel Survey was to obtain data on the commuting habits and preferences of Gloucester City Council employees, to ensure that the City Council is on-track to meet its net zero ambitions in this area. The key guide is compliance with the provisions of the 6th Carbon Budget, adjusted for 2030 net zero emissions, as per the City Council's corporate target, rather than the U.K Government's 2050 target. This means, as a minimum, achieving a 17% reduction in miles n by car commuting employees by 2030, and fully electrified/zero tailpipe emission motor vehicles operated by those who continue to need commute to motor vehicle by 2030.
- 3.3 In partnership with Active Businesses Gloucestershire and surface transport emissions analysts Mobilityways – a Gloucester City Council Travel Survey was prepared for officers with the aim of capturing rich data about their commuting patterns.
- 3.4 The Travel Survey was circulated to Gloucester City Council officers on 28 June and remained open until 31 August. Reminders were sent to staff via e-mail on 01.07.22, 08.07.22, and 29.07.22, and officers were also informed by the Managing Director and Climate Change and Decarbonisation Lead at several staff meetings.
- 3.5 Of 228 recipients, there was a response rate to the survey of 59% (135), which is regarded by Mobilityways as 'approaching best in class', with a margin of error of circa 7%. The survey was opened by 82% of recipients.
- 3.6 It should be noted that since the Green Travel Survey was conducted during the summer months, this may have impacted survey responses to some extent. Consideration should therefore be give to conducting future annual surveys (if adopted - see 7.8) on a rolling seasonal basis, to adjust for weather-related responses, in order to provide richer data.

4.0 Travel Survey Results

Overview

- 4.1 City Council employees have an average one-way commuter distance of 5.95 miles – the UK average of roughly 10 miles. The average travel to site days is 1.8 days –the UK average is 3.5 days.

- 4.2 62% of employees frequently work from home, 27% of whom work from home 5 days per week and 25% work from home 3 days per week. As there are cash costs associated with home working in terms of energy usage - though these are offset partially or wholly by savings from travel - increased domestic energy costs may alter these preferences, which the flexibility of the City Council's 'agile working' policy allows.
- 4.3 When not working from home, 67% of employees worked at Shire Hall (Westgate St). We can reasonably conclude that a similar number will have transferred to the new Eastgate office. A further 7% of employees work at City Museum (Brunswick St); 7% work at Guildhall (Eastgate St); and 13% travel to 'Other' locations, including: Eastern Avenue Depot, The Gateway, Robinswood Hill Country Park and Cathedral Quarter.
- 4.4 When not working from home, 50% of employees travel alone, in a fossil fuel motor vehicle, despite only 3% of City Council employees being registered Blue Badge-holders. An additional 14% of employees routinely walk/run to site; and 14% of employees use public transport to get to site (7% bus, 7% train).

Reasons for commuting choices

- 4.5 64% of Gloucester City Council employees choose their current mode of travel for convenience; 46% for time savings; 26% for cost reasons; 19% for the school run; 18% for environmental reasons; 11% for health reasons; 10% for business travel purposes; 10% choose their current mode of travel due to ease, cost and availability of car parking; and 21% choose their current mode of travel as they believe they have no other option.
- 4.6 Of the generalised reasons for commuting choices, focusing on convenience (64%), time (46%), and cost (26%) have the greatest potential for emissions reductions.

Lower emission alternatives of private motor vehicles

- 4.7 14% of employees are regularly walking/running to site; **11% of those who don't walk/run would consider walking/running as an alternative**. 17% of employees live within a 30-minute walking distance, making walking a viable alternative.
- 4.8 17% of employees could be encouraged to walk all/part of their journey by access to reliable public transport connections; 9% of employees could be encouraged by improved lighting/security; 7% of employees could be encouraged by flexible working hours; and 6% of employees could be encouraged by storage lockers and improved shower and changing facilities.
- 4.8 5% of employees are regularly cycling to site; **20% of those that don't cycle would consider cycling as an alternative**; 57% of employees live within a 30-minute cycle distance, making cycling a viable alternative.

- 4.9 20% of employees could be encouraged to cycle if secure and accessible bike parking was available; 20% of employees could be encouraged with shower & changing facilities on site; 19% of employees could be encouraged if safer routes and roads were available; 17% of employees could be encouraged with discounts/loans on cycle equipment; 12% of employees could be encouraged with access to bike/E-Bike hire; and 10% of employees could be encouraged with mileage rewards/expense claims for travelling by bike.
- 4.10 14% of employees currently take public transport to site (7% bus, 7% train). **23% of those who don't take the bus would consider taking the bus as an alternative**; 6% of those who don't take the train would consider taking the train; and 29% of employees could use the Park and Ride services.
- 4.11 56% of employees have viable Public Transport options available to them, within a x2 driving factor (that is, an alternative that takes twice as long as driving). 88% of employees have a Public Transport option available to them within a x4 driving factor. 30% of employees could be encouraged if more frequent & reliable services were accessible.

5.0 Decarbonisation effects of home working

- 5.1 4% of Gloucester City Council employees work from home permanently; 27% of employees regularly work from home 5 days a week; 25% of employees regularly work from home 3 days a week; 17% of employees regularly work from home 4 days a week; and 14% of employees do not work from home at any time.
- 5.2 26% of employees would like to be regularly working from home this time next year. 31% would consider doing so as an alternative to their current mode of travel.
- 5.3 73% of employees agree that there are no barriers to working from home as a Gloucester City Council employee. However, 24% of employees believe that there are barriers, including: 32% are unable to work from home, due to providing face-to-face or frontline services; 24% believe their equipment is unsatisfactory for home working; and 7% are concerned about the cost of working from home; and 5% responded with management or peer pressure as their main barrier. For some employees, the barrier was self-imposed: 10% prefer working from the office.

6.0 Conclusions

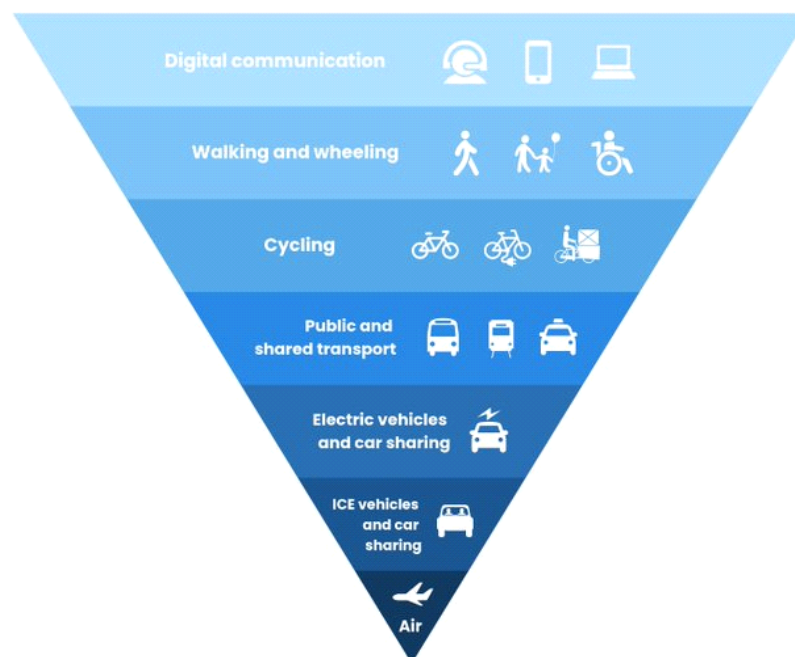
- 6.1 The home working culture precipitated by the coronavirus pandemic has led to significant reductions in the carbon intensity of the per capita commuting emissions of Gloucester City Council employees. The City Council's average annual employee commuting emissions currently stand at 185kg of CO2 equivalent, against a national Average Emissions Level Opportunity (ACELO) of 281kg.

- 6.2 The ACELO is a measurement of what per capita emissions from commuting could be achieved if all employees both travelled to the office five days per week and utilised the lowest carbon method of commuting available for their specific circumstances. Gloucester City Council's ACELO is 311kg per annum. Given the likelihood that at least half of employees would drive to the office in a fossil fuel motor vehicle if mandatory office working were implemented, the City Council could expect per capita emissions to be significantly higher than 311kg per annum if everybody were to return to the office five days per week, widening the gap even further from current emissions.
- 6.3 However, while working from home has led to a significant reduction in the carbon footprint of the City Council's employees, this should not be viewed as an opportunity to avoid policy measures that seek to achieve additional emissions reductions in this area. The further the Council reduces emissions across one of its functions, the more carbon 'headroom' there will be to allow higher than target emissions in other 'hard to abate' areas, if necessary.
- 6.4 When not working from home, 50% of employees travel alone, in a fossil fuel motor vehicle, despite only 3% of City Council employees being registered Blue Badge-holders. This indicates a high degree of discretionary driving. This conclusion is further supported by the fact that 64% of Gloucester City Council employees choose their mode of transport based on convenience, the most significant influencing factor by a margin of circa 50%.
- 6.5 Reducing motor vehicle use and eliminating internal combustion engine vehicles amongst those employees who continue to drive for non-discretionary reasons (isolated domestic location, Blue Badge-holder etc) should therefore be high priority.
- 6.6 While reducing motor vehicle tailpipe emission and miles driven (even from electric vehicles, which still produce emissions from tyre, road, and brake wear, as well as emissions from grid electricity) has proven particularly challenging at both the sectoral and national level (with surface transport being the single largest sectoral contributor to U.K terrestrial emissions, and the only major component of our emissions that have grown in recent decades), the data acquired by the Travel Survey indicates significant potential for reductions from Council employees.
- 6.7 Postcode data provided by the Council allowed Mobilityways to assess the potential for alternative means of commuting to the motor vehicle by City Council employees and found that 94% of employees have at least one sustainable travel alternative to the motor vehicle available to them. This extended to four sustainable travel alternatives for 65% of employees.
- 6.8 11% of those who don't walk/run would consider walking/running as an alternative; 20% of those that don't cycle would consider doing so; 23% of those who don't take the bus would consider taking the bus; 6% of those who don't take the train would consider taking the train; and 29% of employees could use the Park and Ride services. This indicates significant levels of willingness amongst staff to use lower carbon alternative transport modes.

- 6.9 However, it should be noted that there is limited evidence for ‘modal shift’ to lower carbon forms of transport in the absence of demand-side policy to actively discourage private motor vehicle journeys. This is reflected in the recent work of Kuss and Nicholas in *A Dozen Effective Interventions to Reduce Car Use in European Cities*, which concluded that the top three approaches, by a wide margin, were all ‘sticks’, rather than ‘carrots’: Congestion Charging, Parking and Traffic Control, and Limited Traffic Zones.
- 6.10 The following recommendations therefore reflect the need to utilise both supply-side and demand-side policies to achieve meaningful reductions in surface transport emissions.

7.0 Recommendations

- 7.1 Based on the Gloucester City Travel Survey results, and wider literature on reducing surface transport emissions, the following next steps are recommended:
- 7.2 Gloucester City Council should adopt and embed the Energy Saving Trust’s transport decarbonisation hierarchy in its approach to transport decarbonisation. The inverted pyramid shows, in descending order, what the Council’s preferences ought to be when developing policy:



- 7.3 Although this travel plan largely pertains to commuting, the Council should also adopt this hierarchy for the purposes of meetings, training, conferences etc. There should be an outright prohibition on aviation for domestic travel by City Council employees for work purposes.

- 7.4 The informal home working policy employed since the coronavirus pandemic has led to a substantial reduction in per capita emissions of Gloucester City Council's employees. The most conservative estimate, which assumes that pre-pandemic, every Council employee was taking the most carbon efficient mode of transport, is a 41% reduction in emissions in little over two years, while maintaining average weekly workplace attendance of almost two days per week.
- 7.5 To secure and extend these carbon savings, Gloucester City Council should maintain its successful 'agile working' policy, which has been instrumental in reducing surface transport emissions from commuting.
- 7.6 Since 24% of Gloucester City Council employees believe unsatisfactory equipment is a barrier to working from home, all service managers should ensure that their teams have appropriate I.T hardware/software and communications equipment to undertake their role remotely when necessary.
- 7.7 The City Council should emphasise the carbon savings achieved by its flexible approach to home working as part of its recruitment process.
- 7.8 The City Council should conduct an annual travel survey, to assess the impact of policy changes, monitor the changing travel preferences of staff, and measure per capita commuting emissions.
- 7.9 All existing and new employees should receive a travel plan, noting their various options for travel to and from Council sites. This is currently being offered pro-bono as part of the Mobilityways package funded by Active Businesses Gloucestershire.
- 7.10 To make low carbon transport alternatives to the motor vehicle relatively more attractive, and to ensure that the price of driving more accurately reflects its social and environmental costs, the parking permit scheme should be reviewed to ensure that the City Council's approach to staff parking incentivises reductions in staff driving in a fair and managed way.
- 7.11 Although the City Council has taken steps to eliminate the need for most staff to require a motor vehicle for work purposes through the provision of pool cars (full electrification of which is under consideration) and is considering the potential for electric assist bicycles to provide a similar function, the current transport fringe benefits offered to City Council employees are not well-advertised. Some fringe benefits also operate on an informal 'custom and practice' basis because of policies that were never formally adopted by officers. A full review of transport-related benefits should be undertaken to ascertain the financial and administrative scope for widening the existing offer. It is notable, for example, that for those employees living in distant, isolated areas that are poorly served by public transport, the City Council currently offers no salary sacrifice equivalent of the Bike2Work scheme for the purposes of expediting the shift to zero tailpipe emission vehicles, though such schemes exist.

- 7.12 To promote walking/running to those employees who expressed an interest in switching to this mode of transport, the City Council should explore with the Highways Authority (Gloucestershire County Council) the mapping of safe, low-pollution walking routes from each of the City's wards. The City Council should also promote, and/or improve shower/changing facilities and storage lockers at all main Council office sites.
- 7.13 To promote cycling to those employees who expressed an interest in switching to this mode of transport, the City Council should introduce/improve on-site facilities to encourage active travel (as per recommendation 7.7); promote seasonal active travel campaigns; and engage with local cycle equipment suppliers to gauge the potential for discounts for City Council employees. Over the longer term, and as part of the Council's wider decarbonisation work, provision of segregated cycling infrastructure within the City should be actively explored with the Highways Authority (Gloucestershire County Council), as such infrastructure is known to increase cycling engagement; particularly amongst novice and nervous cyclists.
- 7.14 To promote public transport to those employees who expressed an interest in switching to this mode of transport, the Council should use proposed individual travel plans to actively promote local public transport routes and ensure employees are made aware of the lowest cost ways of using public transport. In addition, the Head of Policy and Resources should explore the costs of formalising and extending the historic bus assistance scheme, which rebates 10% of the cost of public transport. This scheme, which has the potential to increase uptake of relatively low carbon public transport, has never been formally adopted but is currently utilised by two officers.
- 7.15 10% of Gloucester City Council employees would consider car sharing. If adopted widely, car sharing could reduce both cash costs of commuting and greenhouse gas emissions. Car-sharing via an established platform, such as Liftshare, should be actively promoted to City Council employees. Adoption could be incentivised by reducing the costs of parking for those travelling in groups.

8.0 Environmental Implications

- 8.1 The principal goal of the Green Travel Plan is to provide a route map for reducing commuting emissions in line with the commitments of the Gloucester City Council Climate Emergency Declaration. As such, it is anticipated that the recommendations arising from the Green Travel Plan will assist in reducing surface transport emissions and improved air quality.

9.0 Alternative Options Considered

- 9.1 Consideration was given to whether a staff travel survey conducted in early 2020 should be used as the basis of a draft Green Travel Plan.
- 9.2 While comprehensive, the earlier survey lacked key data such as the demographics and home postcodes of GCC officers, which constrained the

contribution it could make to the recommendations of a Green Travel Plan. Further, as the survey was conducted close to the commencement of the Coronavirus Pandemic in 2020, it was agreed that subsequent changes to GCC officers' commuting patterns would potentially produce radically different responses in 2022. Based on these considerations, it was concluded that a new survey was required.

10.0 Financial Implications

- 10.1 As the software – Mobilityways – used to distribute and analyse the survey data was provided free-of-charge via Active Businesses Gloucester, there were no financial implications to participation.

(Financial Services have been consulted in the preparation of this report).

11.0 Legal Implications

- 11.1 As the Travel Survey was being conducted with the support of an external third-party organisation (Mobilityways), a Data Protection Impact Assessment was undertaken to ensure GDPR compliance.

(One Legal has been consulted in the preparation of this report).

12.0 People Impact Assessment (PIA) and Safeguarding:

- 12.1 No PIA was required to conduct the Travel Survey, but it is anticipated that one would be undertaken in respect of the Green Travel Plan. To this end, a broad range of demographic questions were included in the Travel Survey to ensure that policy recommendations arising from the Green Travel Plan are consistent with the provisions of the Equality Act 2010.

13.0 Community Safety Implications

- 13.1 None anticipated.

14.0 Staffing & Trade Union Implications

- 14.1 None anticipated in respect of the Travel Survey, but in the event of policy recommendations aimed at reducing the Council's emission in-line with its decarbonisation commitment of Net Zero emissions by 2030 being adopted, there may be contractual and/or 'custom and practice' concerns by trade unions. Cabinet should therefore carefully consider what level of consultation it would like to see undertaken with trade unions ahead of the publication – internal or otherwise – of the Green Travel Plan.

This page is intentionally left blank

Scoping Smart Mobility



Report for

Gloucester City Council

September 2022

Postcodes analysed: 225

Set destination: 92 Westgate St, Gloucester GL1, UK

Arrival: Tuesday by 08:30

[view interactive map](#)

Scoping Smart Mobility Report

Contents

Scoping Smart Mobility Report.....	1
Introduction.....	3
Overview.....	4
Headline Statistics.....	4
Commuting distance (One way).....	4
How far your commuters travel and their emissions if they travel alone by car.....	4
Sustainable Travel Modes.....	5
Number of Sustainable Travel Modes Available.....	5
Employees' Sustainable Travel Modes.....	5
Modes of Sustainable Travel.....	6
Sustainable Travel Modes.....	6
ACELO: Average Commuter Emissions Level Opportunity.....	7
Active Travel Benefits.....	8
Average Calories Burned by Activity.....	8
Employees Fulfilling NHS Recommended Exercise Per Day.....	9
Active Travel Alternatives.....	10
Public Transport.....	11
Public Transport Journey Durations.....	11
Public Transport Modes.....	11
Travel durations of public transport options when compared with the driving duration.....	11
Public Transport Operators.....	12
Public Transport Operators.....	12
Public Transport Options by Operator.....	12
Liftshare.....	13
Liftshare Matches Available.....	13
Breakdown of multiple sharing options.....	13
Working From Home.....	14
Cost Savings.....	15
Potential Annual Car Parking Savings.....	15
Potential Employee Savings.....	15
Environmental Savings.....	16
CO ₂ e Savings.....	16
Average Annual Emissions Reduction.....	16
Supporting ISO 14001:2015 standard.....	16
Appendix.....	17
Definitions.....	17
Calculations/Assumptions.....	17
Appendix (continued).....	18

Introduction

This Scoping Smart Mobility Report presents the immediate potential of the various travel options your employees can use for their commute.

The aim of the report is to provide meaningful information to:

Support changes to your parking management strategy and **encourage more sustainable modes of travel**

Provide data-driven **evidence to share with local transport providers** and improve accessibility

Assist in the allocation of parking permits to **help prioritise the parking spaces you have available**

Help establish whether **incentivising particular modes of sustainable travel** may work to encourage employee uptake

Understand which **employees to target to try an alternative mode of travel**, depending on the most viable option for them.

Our experienced team will support you with follow up recommendations to help you achieve your business objectives around employee commuting.

We understand that your objectives are unique to you, but our success stories have included:

- Reducing the demand for parking
- Reducing congestion
- Improving health and wellbeing
- Financial cost savings
- Supporting sustainability
- Increased Recruitment
- Increased Employee Retention



Overview

Your average commuter lives 12 miles from work. If everyone drove alone to work* the total emissions would be 271 tonnes per year. 94% of your commuters have a viable sustainable travel option.

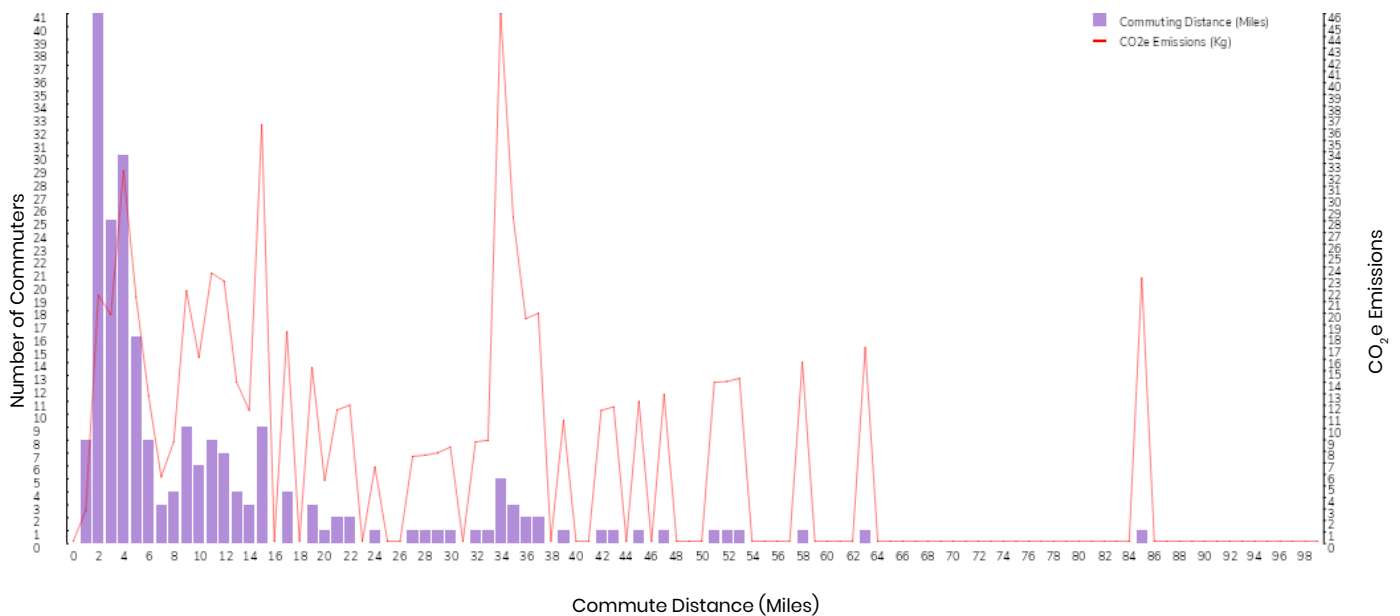
Headline Statistics

Viable option	Employees	Percentage	Max CO2e Savings (Tonnes/year)
Walking	39	17%	7
Cycling	129	57%	42
Bus	119	53%	35
Train	19	8%	52
Liftshare	164	73%	42
Park & Ride	66	29%	0

Commuting distance (One way)

Total	Average	Median (middle value)	Mode (most common)
2,701	12	5	2

How far your commuters travel and their emissions if they travel alone by car



NB 1 x 100mile car journey emits the same CO2e as 100 x 1 mile car journeys.

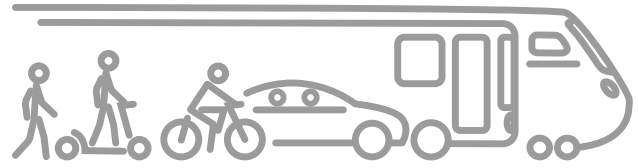
*Assuming they commute an average of 182x per year (3.5x per week)

Sustainable Travel Modes



94%

of employees have at least 1 sustainable travel mode available to them



65%

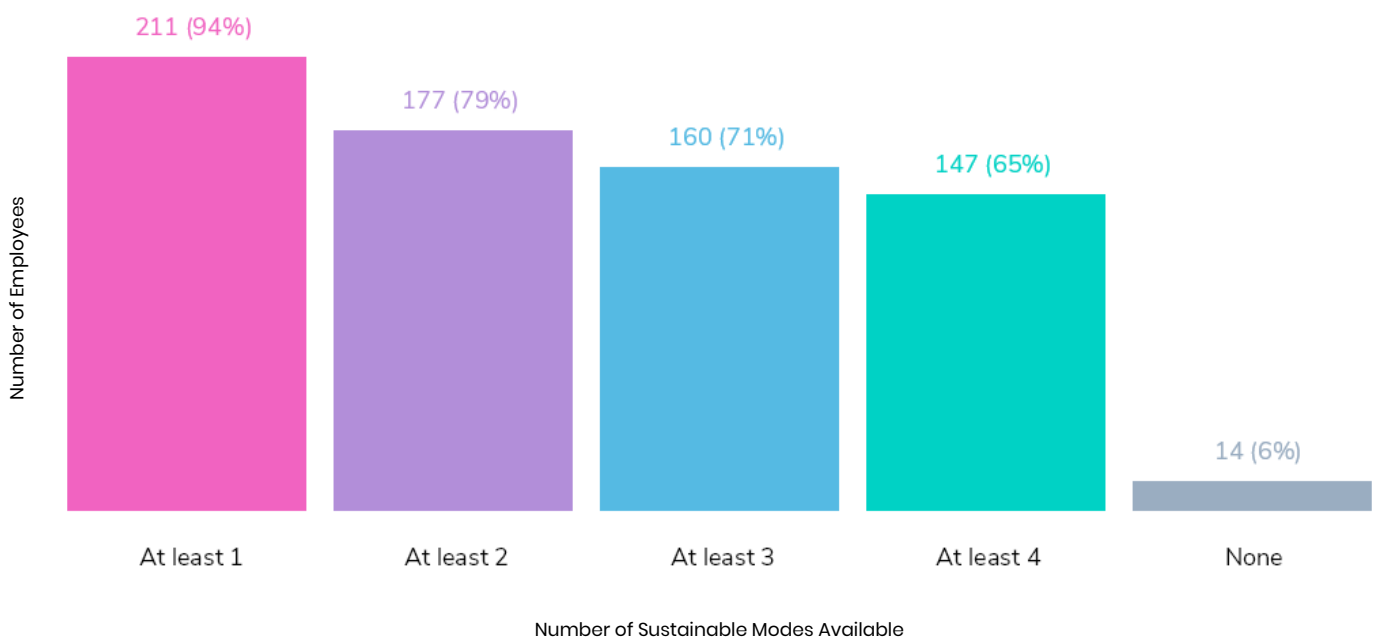
of employees have at least 4 sustainable travel modes available to them

Number of Sustainable Travel Modes Available

The more sustainable travel modes available to employees, the easier it is to encourage them to move away from driving alone.

This figure shows that 211 employees (94%) have at least one sustainable travel mode, with 14 (6%) having no sustainable alternative to driving. Sustainable travel modes include walking, cycling, lift sharing and all public transport.

Employees' Sustainable Travel Modes

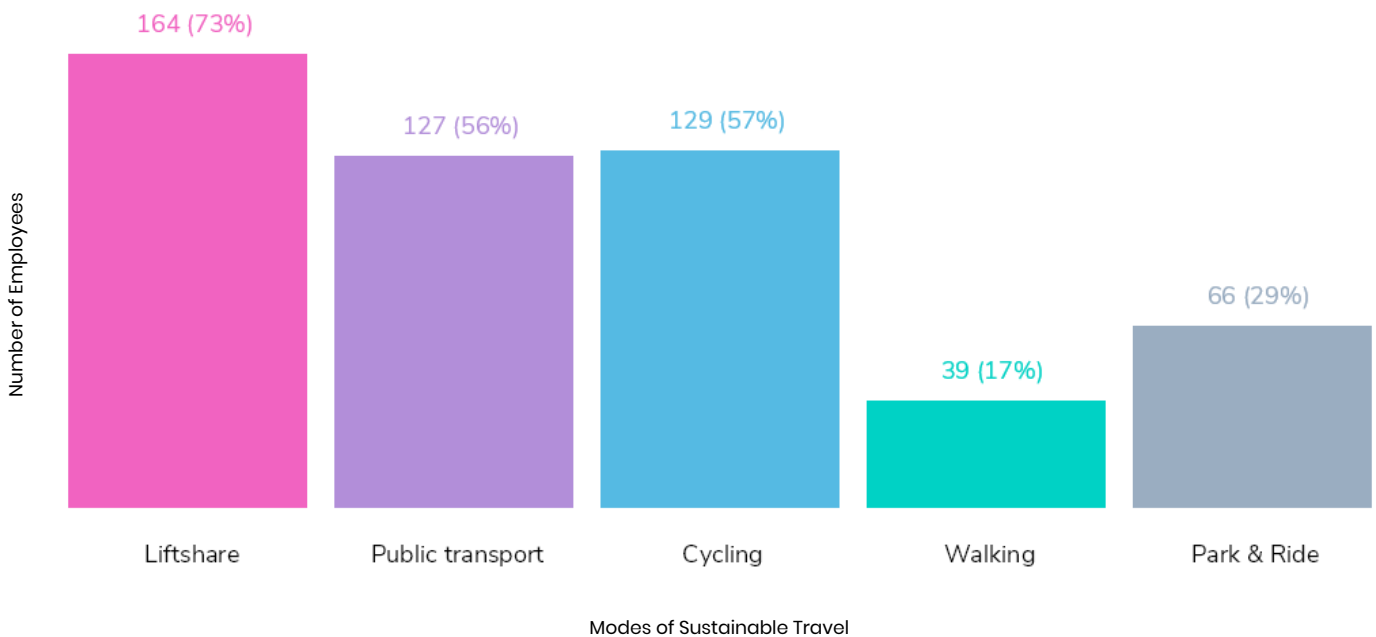


Modes of Sustainable Travel

This figure shows that 164 employees (73%) have at least one colleague living within walking distance of their home that they could share a lift to work with, while 129 (57%) have an active travel option and 127 (56%) have a viable mode of public transport available to them.



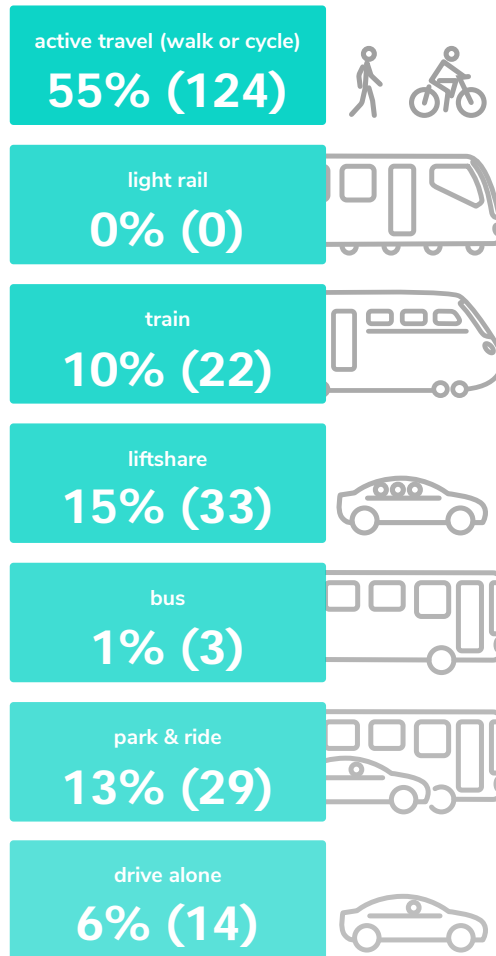
Sustainable Travel Modes



ACELO: Average Commuter Emissions Level Opportunity

Your ACELO is
311
kgCO₂e/employee

Your ACELO (Average Commuter Emissions Level Opportunity) assumes that all commuters travel to work using the lowest CO₂e option currently available to them.



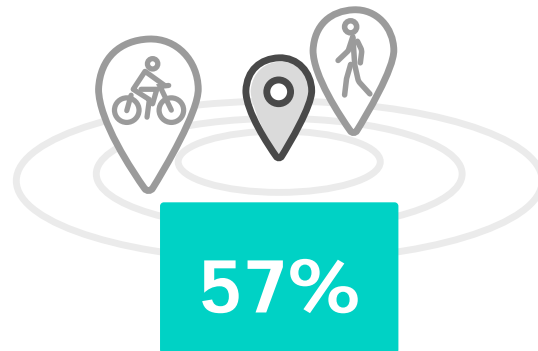
The ACELO does not include 'Working from home' as we do not have the data on how much might be possible.

The National Average ACELO is

281
kgCO₂e/employee

This is the metric used to determine the current level of opportunity for commuters to travel sustainably. The key assumption is that all commuters travel in the lowest CO₂e option available to them. To achieve this we use government data to decide the most feasible mode for each employee, before accumulating their individual emission level to calculate your ACELO score.

Active Travel Benefits

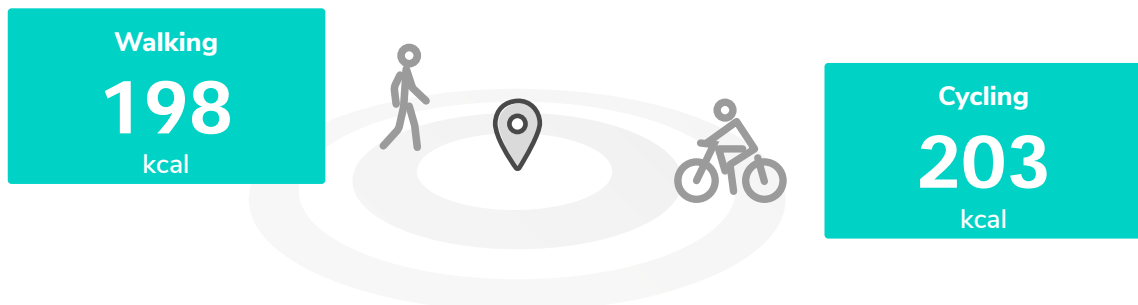


of employees could either walk or cycle to work

Those that are within cycling range could also consider an e-bike or e-scooter, instead of the pedal version. Whilst the individual CO₂e and calorie savings are likely to be lower, you may find a higher take up with this broader definition of cycling.

Average Calories Burned by Activity

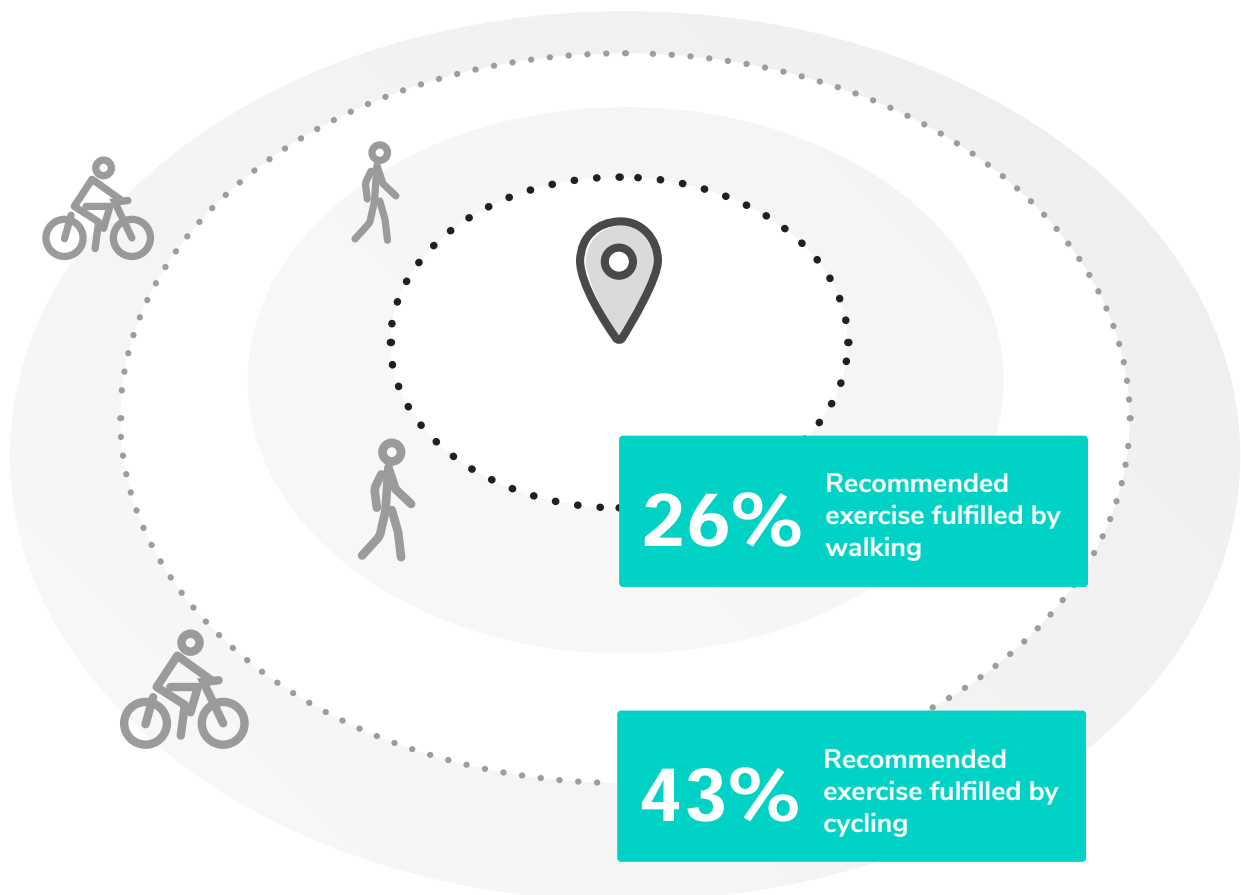
The below figure shows the average calories burned over the period of one day, by an employee who could walk or cycle their commute.



Employees Fulfilling NHS Recommended Exercise Per Day

This figure below shows the proportion of employees who could fulfil their recommended exercise through an active commute. The NHS guidelines advise exercising for at least 30 minutes a day.

Given this time threshold we find that 88 (68%) of those who could commute actively would achieve their recommended exercise, with 55 (43%) able to do it by cycling and 33 (26%) through walking.



Active Travel Alternatives

We understand that life can be unpredictable, especially the weather! So it is important that your active commuters have sustainable alternatives available to them, allowing them to continue with a sustainable commute year-round.

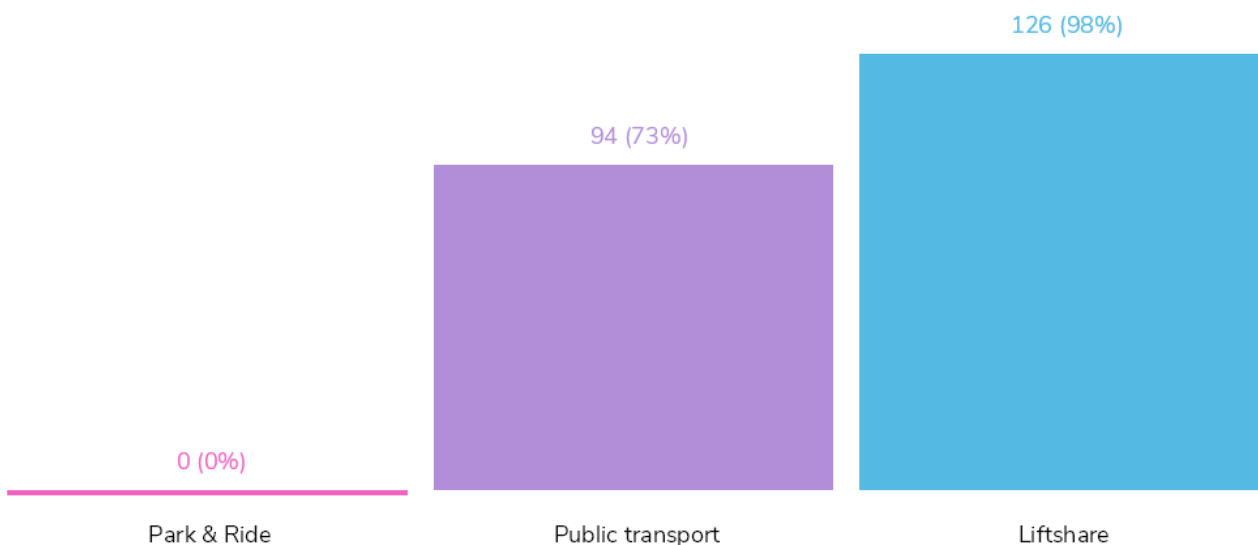


98%

of employees who have an active travel option also have a sustainable alternative available to them

This figure gives an indication of which alternative modes are available to your active commuters.

It shows that 126 employees (98%) who have an active travel option also have a Liftshare alternative available to them. Similarly 94 (73%) could take public transport instead, while 0 (0%) have a Park and Ride alternative.

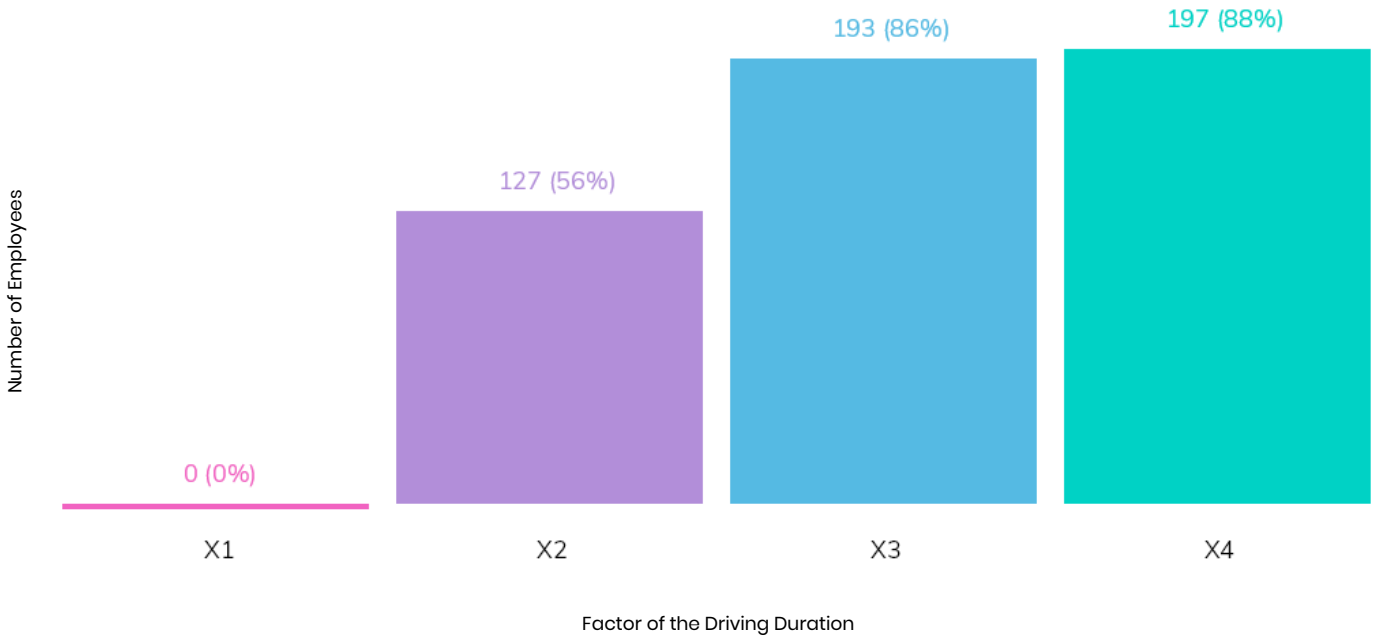


Public Transport

Travel durations of public transport options when compared with the driving duration

When trying to encourage people to use public transport it is important to consider how long their journey would take compared to driving. Our research shows that if a public transport journey takes more than double the driving duration then people are very unlikely to change behaviour. This figure shows that 127 employees (56%) have a public transport option that is less than twice their driving duration, while 0 (0%) have a public transport option that is quicker than driving that same journey.

Public Transport Journey Durations



Public Transport Modes

Mode	Number of Employees	Percentage of Employees
Bus	119	53%
Train	19	8%
Tram	0	0%
Underground	1	0%

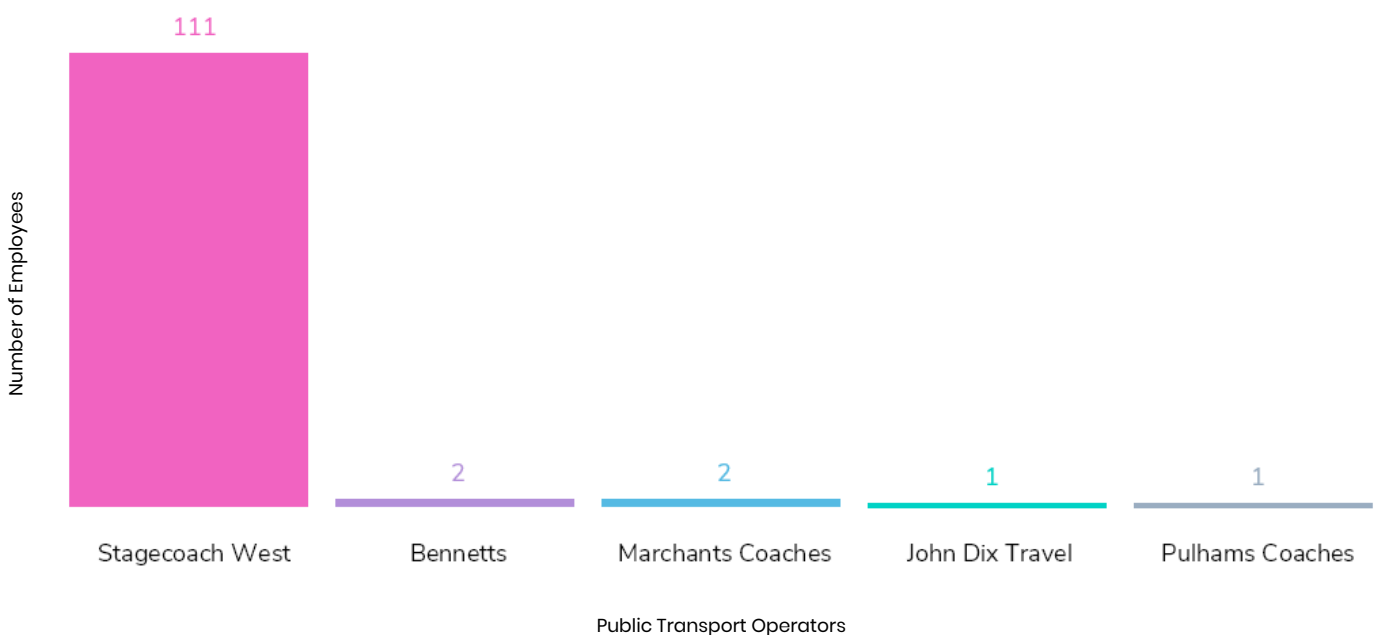
Public Transport Operators

Public Transport Operators

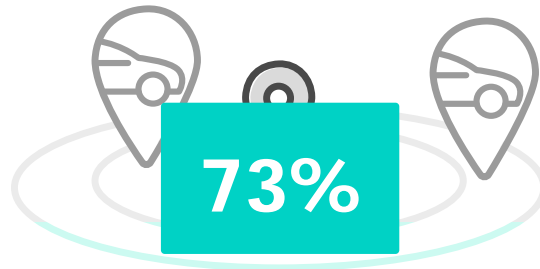
Of the 127 employees (56%) that have a viable public transport option available to them, this figure shows that Stagecoach West provides 111 employees (87%) a viable commuting option. Since this operator has the greatest reach among your employees it could be worth discussing travel incentives with them to encourage a modal shift toward public transport.



Public Transport Options by Operator



Liftshare for work



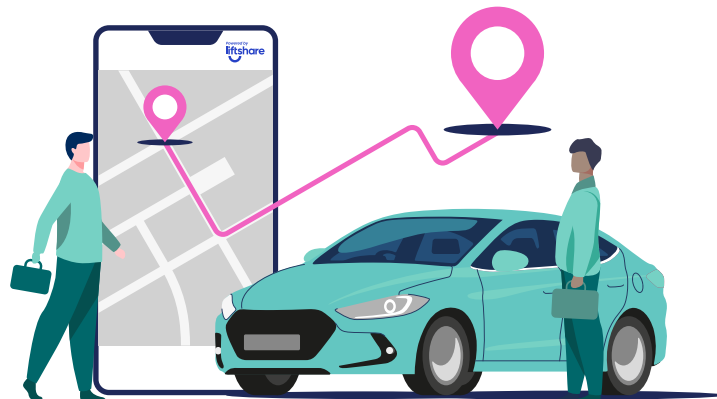
of employees have a Liftshare match within 1 mile of their home

Liftshare Matches Available

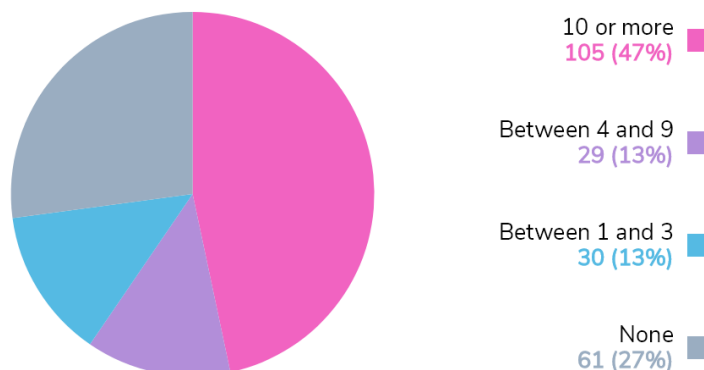
The figure shows that 105 employees (47%) have at least 10 lift sharing opportunities within 1 mile of their home.

29 employees (13%) have between 4 and 9 lift sharing opportunities.

30 (13%) have between 1 and 3, and 61 (27%) have no lift sharing opportunity within 1 mile of their home.



Breakdown of multiple sharing options



Working From Home

It may be beneficial to your business to encourage a proportion of your employees to work from home, where possible. Through this you could see CO₂e savings, financial savings, and improved employee wellbeing. If the farthest 20% of your workforce worked from home 2 days per week, then you could see the following annual savings:

88 tonnes
of CO₂e

and 87,159 kg CO₂, which would otherwise require one year and 3,486 trees to absorb.

45
parking spaces

which could relieve parking and congestion issues, and lead to a potential saving of £45,000 per year.

214
hours

on average for each of those 20% of employees, the equivalent to saving 28 working days through not commuting!

£2,615

on average in commuting costs, for each of those 20% working from home.



Cost Savings

Potential Annual Car Parking Savings

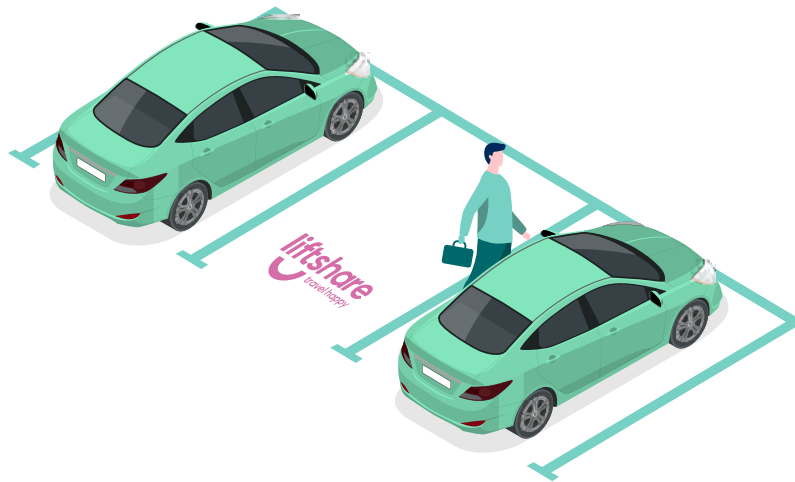
We know that car parks can cost you a lot of money! In our experience the annual cost of a parking bay ranges from £800 to £1,200, giving an estimated average of £1,000 per bay.

Through your lift sharing potential alone we estimate a reduction of

82 parking bays

Based on our experience this reduction could mean an annual saving of

£82,000



Potential Employee Savings

Given your lift sharing potential your employees could collectively save up to

£25,409

per year, just through sharing their commute and the cost of driving. This would result in an average saving of

£155

per employee, per year.

Environmental Savings

Supporting ISO 14001:2015 standard

“ISO 14001 is an internationally agreed standard that sets out the requirements for an environmental management system. It helps organisations improve their environmental performance through more efficient use of resources and reduction of waste, gaining a competitive advantage and the trust of stakeholders.” – Introduction to ISO 14001:2015



CO₂e Savings

This table conveys the environmental impact your organisation could have, through an annual reduction in CO₂e.

If 164 of your employees shared a lift to work they would save 96,613 miles, and 27 tonnes of CO₂e.

If each of your employees that live close enough to work to be able to walk, cycle or scooter did so rather than driving, they would collectively save 22 tonnes of CO₂e.

Average Annual Emissions Reduction

Mode	CO ₂ e (kg)	CO ₂ (kg)	CH ₄ (kg)	N ₂ O (kg)
Liftshare	26650	26455	25	169
Cycling/Scooter	22278	22115	21	142
Walking	2676	2656	2	17

Appendix

Definitions

Sustainable:

A journey that involves, at least in part, a mode of transport other than single occupancy vehicle.

Public Transport:

All modes of public transport, not including Park & Ride or multi-modal options.

Liftshare:

Potential lift sharing opportunities between colleagues.

Calculations/Assumptions

Percentages:

All percentages are approximate, since all have been rounded to nearest whole number.

ACELO:

The ACELO calculation takes into consideration the fact that 4% of the UKs workforce have reported musculoskeletal conditions, and so are ineligible for active travel.

Walking:

The walking options are capped at a journey distance of 1.5 miles. This is derived from a maximum journey duration of 30 minutes, at an average speed of 3mph.

Cycling/Scooter:

The cycling/scooter options are capped at a journey distance of 6 miles. This is derived from a maximum journey duration of 30 minutes, at an average speed of 12mph.

PLEASE NOTE: The laws, regulations and guidance relating to e-scooters is a developing area and is subject to change. Liftshare does not provide any legal advice and we therefore recommend that you ascertain the current legal position before using e-scooters on UK roads. Any use of e-scooters is at your sole risk and Liftshare will not be liable under any circumstances.

Public Transport:

Public transport journeys are capped at twice the driving time.

Parking/Walking time:

We have added 4 minutes to the driving duration to account for parking and walking to the destination, which affects the number of viable x2 public transport journeys.

Appendix (continued)

Calculations/Assumptions (continued)

Liftshare:

An employee is considered to have a lift sharing opportunity if they live within a one mile radius of, at least, one other colleague postcode.

CO2e Savings:

Calculated by the average emissions of 171.4 g/km, taken from UK Government GHG Conversion Factors for Company Reporting, 2020. This is made up of 170.15 g/km CO₂, 0.16 g/km CH₄ and 1.09 g/km N₂O.

Calories:

Calorie calculations are based on a person weighing 77.45kg (NHS Average weight of men and women in the UK), not accounting for gender/age/conditions and 90kg for cycling based on a calculation combining the rider's weight with a bicycle.

Liftshare Savings:

Assumes that 2 people lift share daily to work and that there are 232 working days per year, using the journey mileage and our suggested contribution.

Working Days:

The average typical working day is considered to be 7.5 hours.

Please Note:

The information contained within this Scoping Report is sourced from third party data providers and has not been verified by the Liftshare Group. Consequently, whilst we have used reasonable efforts to ensure that the information is processed correctly, we cannot guarantee that the information is accurate and complete.