**4. Cabinet Report Template**

# While the format of a business case will vary between organisations, all have the purpose of eliciting a decision on the recommendations.

# Below is a template of a Council committee decision report, which had the purpose of updating decision makers on the organisation’s Sustainable Travel Plan (item 8) and its achievements to date.

All figures have been removed, but the template provides a structure that can be adapted for your organisation. It includes short sections on:

* What the organisation is doing about grey fleet i.e. pool cars
* Why change is important and the benefits that the organisation expects to achieve (cost and mileage reduction, duty of care, CSR, etc)
* Overview of the changes are to be initiated, established, monitored and managed (see Travel Plan for details)
* Resources required.

The toolkit includes a template Sustainable Travel Plan, see item 8.

In general, any similar report should include:

* Purpose of the project and report
* Summary
* Recommendations
* Budget and resource requirements
* Name of those consulted and their agreement
* Links to supporting information
* Contact details.

# Cabinet Report Template

OPen

|  |  |
| --- | --- |
| **File Name:** | Sustainable Travel Plan |
| **Sender:** | Sender's name |
| **Committee/Cabinet:** | Committee Name |
| **Meeting Date:** | 00th Month 2018 |
| **Author:** | Author’s name |
| **Report Date:** | 00nd Month 2018 |
| **Report Time** | 00:00 |
| **Appendices** | Yes/No |
| **How many?** | Number |
| **If confidential paragraph number** | N/A |
| **If confidential has the Public Interest Test been applied?** | Yes |
| **If the test has been applied reasons for maintaining the exemption?** | N/A |
| **Have any Health & Safety or Environmental Protection Act issues or Sustainability Implications been addressed** | Yes |
| **Is a risk assessment appropriate?** | No |
| **If Yes, has this been carried out?** | N/A |
| **Is an equalities and cohesion impact assessment appropriate?** | No |
| **If Yes, has this been carried out?** | N/A |
| **Cabinet member consulted** | Cllr Name |
| **Officers consulted** | CEO/MD, FD, HR Director, Comms Director. |
| **Officers agreed report** | Yes |

# SUSTAINABLE TRAVEL PLAN CEO/MD

# Purpose

## To update decision makers on the production of the organisation’s Sustainable Travel Plan.

# Recommendations

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| --- |
| That decision makers note the production of the updated Sustainable Travel Plan, agree to the recommendations therein, and consent to its endorsement and publication on the organisation’s website. |

# Executive summary

## This report is to update the Board on the organisation’s Sustainable Travel Plan which covers the period 20[XX] to 20[YY].

## The Sustainable Travel Plan is formed of two parts: a Travel Plan [See toolkit item 8] and an Action Plan [See toolkit item 6]. The Travel Plan sets out activities, measures and targets whilst the Action Plan sets out means and methods by which to achieve these aims and targets.

## Both are two-year duration documents and set the scene until 20[ZZ].

## The documents discuss changes to the way that the organisation travels about its business, use of rail and bus services, cycle and walking trends and use of highly efficient, low emission car pool and daily hire cars.

## The publication of a Travel Plan sets the scene for the way in which the organisation demonstrates its environmental leadership. How the organisation travels affects its emissions, fuel costs and savings.

## The organisation’s changes to its fleet have resulted in a [XX]% ([£XXX,000] annual) cost reduction. This had been recognised through awards and by national press (add link e.g. to a Travel Plan Appendix). The local population benefits from reduced emissions, less congestion, the availability of electric charging infrastructure and it also encourages local business to follow suit.

# Supporting Information

## The Sustainable Travel Plan sets out the successes achieved since the last iteration. Primary among these are the adaption, roll out and retender of the organisation’s [Pool car scheme with X lease partner].

## This scheme has achieved its target of £[XX],000 in savings by delivering over £[XXX],000 over its [first X] months. It has reduced emissions by more than [X], reduced trips made, cars on the road, congestion and emissions.

## The scheme has also been widely applauded by both private and public-sector industry and gained the [X] award in the prestigious [XXX] Awards 20[XX]. It was also highlighted by [XXX] as a [X] best practice case study by [X] in [Month] 20[XX] and has been widely publicised in national and local press [links as appropriate].

## The organisation has also been accepted as a [Go Ultra Low Company] which required it to pledge to achieve 5% Electric Vehicles on its fleet by 2020. [The organisation met this target in 20XX and exceeded in 20XX].

## Indeed, the organisation’s fleet successes have also played a role in exceeding the organisation’s [Carbon Reduction Target/ISO14001/ISO50001 targets etc] of [XX]% by 20[XX] (in line with the central government/organisationally agreed target).

## On the back of the scheme, the organisation has had some success in marketing and selling expertise to other bodies including [W], [X], [Y] as well as delivering paid for presentations at the [X] and [Y].

## As an adjunct to the car scheme, the Council’s [Name] Bus Subsidy launched as a pilot in 20[X] has been relaunched to all [number] local bus companies. This allows members and staff a [XX]% discount on all bus journeys that start or end in [County] on production of their Council ID and [travel] card.

## The Council now has [X] designated car share bays at its offices, alongside [X] motorcycle bays, [X] covered bicycle sheds, along with [X] showers and [X] EV parking bays served by [X] slow (3.3kW), [X] fast (7kW) and [X] rapid (43kW) chargers.

## Recent research demonstrates that urban nitrogen dioxide (NO2) emission levels have been exceeding legal limits since 2010, leading to significant numbers of excess deaths. Aware of this, the [relevant team] have been looking at additional EV charging infrastructure both on street, in certain car parks and at centralised charging stations. This is being considered alongside the car park strategy currently under way.

## The council continues to support [countywide car share] and Liftshare to assist staff with their commute to and from work.

## A summary the recent staff survey can be found in the Travel Plan, Appendix 5 [see Item 8].

## Targets for the travel plan have been updated to allow the organisation to drive forward its work. This includes targets to reduce single occupancy car journeys, increase car sharing, cycling and walking, reducing business travel and increasing the EV fleet and reducing emissions.

# Reasons for Recommendation

## This report serves as an update to members on the Sustainable Travel Plan report published in 20[XX]. It asks members to note the position and request that the officers be asked to continue to work towards addressing solutions to improve the Organisation’s mitigation to climate change through transport and travel related measures within existing budgets.

# Resource implications

## No direct additional resource implications are related to this report, other than those already funded.

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| --- | --- |
| Contact Officer | Author’s name, telephone number or extension |
| Background Documents | Travel Plan 20[XX] |