

University of Glasgow Strategic Transport and Travel Plan

Action Plan 2016 -2020

On behalf of **University of Glasgow**



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Contents

1	Introduction	1
1.1	Background	1
1.2	STTP Supporting Documents.....	1
1.3	This Action Plan.....	2
1.4	Travel Plan Targets	3
2	Theme 1: Information and Awareness Raising Measures	4
3	Theme 2: Public Realm, Accessibility and Mobility.....	6
4	Theme 3: Active Travel	8
5	Theme 4: Directional Signage Strategy	12
6	Theme 5: Public Transport.....	14
7	Theme 6: Fleet Vehicles	16
8	Theme 7: Inter-Campus Travel.....	18
9	Theme 8: Servicing and Deliveries.....	20
10	Theme 9: Business Travel.....	22
11	Theme 10: Car Parking	24
12	Theme 11: Smart Campus – Mobility as a Service	27
13	Finances	
13.1	Financial Planning	29

Appendices

Appendix A Supporting Cycling

1 Introduction

1.1 Background

- 1.1.1 In 2006, as part of its environmental commitment to reducing the impact of travel and transport associated with its operations, the University of Glasgow (UoG) published its first Travel Plan covering the period 2006 - 2008. The overall aim was to 'encourage staff, students and visitors to make travel choices other than single occupancy car for travelling to the University premises'.
- 1.1.2 This was updated with the publication of the University of Glasgow Strategic Travel Plan 2010–2015 in March 2010. It was set in the context of relevant University policies and best practice at the time and drew on the findings of a staff and student travel survey undertaken in May 2008.
- 1.1.3 The 2010-2015 Travel Plan identified aims, objectives and targets for travel behaviour change and defined a series of interventions which would assist in delivering these.
- 1.1.4 In the period since the 2010-2015 Travel Plan was developed, the needs of the University have changed significantly. The University's Strategic Plan 'Inspiring People, Changing the World – University Strategy 2015-2020' sets out the vision of the University to enhance its position in the global higher education and research sector. To support the Strategic Plan the University has agreed a new Estate Strategy which seeks to develop a campus that is "...fit for today and the future, is innovative and courageous in design, and is reflective of the University's history and of its ambition, inspiring current and future generations" (Campus Estate Strategy Vision, 2012).
- 1.1.5 Within the context of these strategic documents, the University has updated and developed the existing Travel Plan to include wider issues of campus transport management through publication of the Strategic Transport and Travel Plan (STTP) 2016-2025.
- 1.1.6 In developing the STTP, cognisance has been taken of the University's Development Frameworks, its Carbon Management Plan and the expanding and changing use of the Estate.
- 1.1.7 The STTP sets the context for considering transport matters across the University including providing overarching policy guidance for the development of specific campus masterplans and future building specific BREEAM compliant Travel Plans.
- 1.1.8 The STTP covers the full Estate with greatest consideration given to the University's three main campuses: Gilmorehill, Garscube and Dumfries.

1.2 STTP Supporting Documents

- 1.2.1 In preparing the STTP a wide range of transport issues has been considered. While the STTP covers each of these, the underlying detail is included in a set of supporting documents as follows:
- **Travel Survey Report** which provides an overview of staff and student travel patterns as at October / November 2015, awareness of University initiatives and the measures that would encourage more sustainable travel choices;
 - **Parking Baseline Report** which provides robust evidence on parking supply and demand across the University to inform the rationale for changing the strategy for car parking and the way it is managed and enforced;

- **Gilmorehill and Garscube Site Audit Reports** which consider the layout and infrastructure provided within these campuses and how they link to the wider network; and
- **Deliveries & Servicing Baseline Report** which provides the evidence that currently exists on the complex issue of deliveries and servicing across the University.

1.3 This Action Plan

1.3.1 The STTP includes a section on travel plan measures which provides a high level summary of the measures the University will take to achieve its travel targets defined across 11 different themes. This Action Plan sets out the detailed actions required to meet the objectives.

1.3.2 While the STTP covers the period 2016 to 2025, this Action Plan focuses on the shorter term to 2020 and includes timed actions for each theme, as follows:

- Theme 1: Information and Awareness Raising Measures
- Theme 2: Public Realm, Accessibility and Mobility
- Theme 3: Active Travel
- Theme 4: Directional Signage Strategy
- Theme 5: Public Transport
- Theme 6: Fleet Vehicles
- Theme 7: Inter-Campus Travel
- Theme 8: Servicing and Deliveries
- Theme 9: Business Travel
- Theme 10: Car Parking
- Theme 11: Smart Campus – Mobility as a Service

1.4 Travel Plan Targets

1.4.1 The STTP sets out ten targets for the travel plan.

1.4.2 In terms of the period covered by this Action Plan, these targets are as shown below.

Modal Shift Targets for Commuting		2015	2020
1	Reduce the proportion of staff travelling by car alone to the Gilmorehill Campus	26.7%	20%
2	Reduce the proportion of students travelling by car alone to University premises on all campuses	7.5%	5%
3	Increase the proportion of staff travelling to University by bike across the University	9.7%	12%
4	Increase the proportion of students travelling to University by bike across the University	6.2%	10%
Business Travel Targets		2015	2020
5	Increase the proportion of staff using video conferencing facilities as an alternative to travelling	34%	50%
6	Reduce the proportion of staff typically using taxis for travel between Gilmorehill and Garscube	31%	20%
7	A 10% reduction in business car miles (private cars) from the 2014/15 figure ¹ by 2020	360,547 miles	324,492 miles
8	A 10% reduction in domestic business air passenger km from the 2014/15 figure ² by 2020	1,843,449 passenger km	1,659,104 passenger km
9	Reduce CO2 emissions associated with fleet vehicles by 10% from the 2014/15 figure ³ by 2020	137,780 kg CO2 e	124,002 kg CO2 e
10	No increase in the carbon emissions from international business air travel per employee compared to the 2014/15 figure ⁴ by 2020	898 kg CO2 e	898 kg CO2 e or less

¹ Based on Agresso and HR systems expenses claims, 45 pence/mile for period 01/08/14 - 31/07/15

² Travel Agent data for period 01/08/14 - 31/07/15

³ Includes petrol and diesel fuel use for fleet vehicles for period 01/08/14 -31/07/15, excluding GUSA and SRC minibuses. Conversion factors from <http://www.ukconversionfactorscarbonsmart.co.uk>, 2015 dataset - 2.1944 kg CO2e per litre petrol (average biofuel blend), 2.5839 kg CO2e per litre diesel (average biofuel blend)

⁴ Based on Travel Agent data for air passenger km for period 01/08/14 - 31/07/15. Conversion factors from <http://www.ukconversionfactorscarbonsmart.co.uk>, 2015 dataset, for flight classes Economy, Premium Economy, Business and First applied. Staff headcount of 7,104 for July 2015 provided by HR System Support

2 Theme 1: Information and Awareness Raising Measures

Justification for Action: The University already has a wide number of measures in place to encourage sustainable travel, with details of most found on the Travel Planning section of the website: <http://www.gla.ac.uk/services/estates/sustainability/travel/>. The 2015 Travel Survey found that while staff and students are aware of some measures because they are clearly visible (such as cycle parking) others are less widely known about (for example only small numbers of students are aware of the existence of the STTP or journey share scheme). The University is therefore committed to raising the awareness of existing measures already in place and promoting new ways of raising the awareness of sustainable travel options.

Supporting Background Evidence: Travel Survey Report

Governance: Travel Planning Steering Group

Delivery: Delivery will be led by the University’s Travel and Transport Co-ordinator. The travel planning pages of the University website are a key delivery resource.

Monitoring: The impacts of the interventions can be measured bi-annually through the staff and student travel survey.

External Partner Involvement: Event and service providers, such as the Glasgow Bike Station, liftshare, Traveline Scotland, SPT, transport providers

Support within the University: Communications and Public Affairs Office, HR, Printing Unit, GUEST and Residential Services.

Actions:

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
1.1	Develop and implement an annual marketing plan in conjunction with the University’s Communications and Public Affairs Office to promote the STTP and its measures through regular newsletter articles, campaigns and events	1-10	Annual		Operational, Engagement

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
1.2	Prepare Travel Information Packs for freshers and new staff members including general sustainability information.	1,2,3,4,8	Annual, beginning 2016/17	£5k per annum	Operational, Engagement
1.3	Personalised Travel Planning service for new staff / all other staff on request	1,2,3,4	Ongoing	£1.2k per annum	Operational, Engagement
1.4	Extended use of social media (Facebook and Twitter) to promote sustainable travel events and information	1,2,3,4,5,8	Ongoing		Operational, Engagement
1.6	Continue to promote information via the Travel planning section of website including information on carbon emissions originating from the University transport carbon emissions	1-10	Ongoing		Operational, Engagement
1.7	Develop / update a series of print products, for example, walking leaflets from University residencies, Active Travel for Garscube, travel option leaflet for students who use the Teaching and Learning Centre at the QEUH.	1,2,3,4	Ongoing	£1k to £2k per annum	Operational, Engagement
1.8	Produce material to promote the alternatives to taxis for inter-campus travel, or taxi sharing (i.e. electronic leaflets). This could include highlighting how much the University spends on taxis.	8,9	Ongoing	£1k to £2k	Operational, Engagement
1.9	Review and enhance information on the University's 'Maps and Travel' webpage.	1 to 4	Ongoing		Operational, Engagement

3 Theme 2: Public Realm, Accessibility and Mobility

Justification for Action: A number of stakeholders raised concerns about the quality of public realm around University campuses when consulted on the content of the STTP. Poor public realm was considered to impact on accessibility and was a barrier for the mobility impaired. For example, Disability Services noted that the footways around the Gilmorehill Campus are in very poor condition. It was agreed that the STTP should address mobility and access for the mobility impaired, although improvements to the public realm will be considered in the context of providing benefit to all users. Theme 2 also supports the wider aspirations of the University and in particular the Gilmorehill Campus Masterplan.

Supporting Background Evidence: Gilmorehill and Garscube Site Audit Reports, Gilmorehill Campus Development Framework, Gilmorehill Masterplan

Governance: Travel Planning Steering Group

Delivery: Delivery will be led by Estates & Buildings with participation of Disability Services, Central Services, SEPS and Communications. Major public realm improvements realised through Campus Redevelopment

Monitoring: Estates Committee

External Partner Involvement: A number of the proposed changes will require the approval of Glasgow City Council.

Support within the University: Masterplan delivery teams, Central Services, Disability Services, Equality and Diversity Unit, Conference and Events, Students Representatives Council, Estates and Buildings

Actions:

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
2.1	Establish a Public Realm and Signage Working Group, including Disability Services		2015/16		Operational, Project

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
2.2	Prepare a Safety and Accessibility Strategy for Gilmorehill Campus in support of Themes 2, 4 and 8.	3,4 and Masterplan	2016/17	£15k to £25k	Operational, Project
2.3	Address the infrastructure improvements identified in the Site Audit Reports under consideration to the Masterplan	1,2,3,4 and Masterplan	Ongoing		Project, Strategic Aspiration
2.4	Identify other suitable improvements which can be realised in co-operation with local authorities and other organisations as appropriate	3,4	Ongoing		Project, Strategic Aspiration
2.5	Develop ideas to improve public realm where parking will be removed due to implementation of changes to the car parking scheme	3,4	Ongoing (depending on implemented measures)		Project, Strategic Aspiration
2.6	Seek to improve the safety for access through barrier controlled gates	3,4	Ongoing		Operational, Project

4 Theme 3: Active Travel

Justification for Action: Measures to encourage active travel are a key focus of the STTP given that walking is the main mode of travel for many staff and students (for example, at Gilmorehill for both staff and students and at Garscube for students) and cycling is also on the increase across the University. The 2015 Travel Survey found that a high proportion of staff and students are interested in cycling to the University and that there is clear demand for additional secure cycle parking facilities and associated facilities (such as showers and lockers). Measures to improve walking infrastructure are of benefit to all staff, students and visitors, as regardless of mode choice, all trips involve at least an element of walking (e.g. from the bus stop to the final destination).

Supporting Background Evidence: Travel Survey Report and Appendix A, Supporting Cycling.

Governance: Travel Planning Steering Group

Delivery: Delivery will be led the Active Travel Working Group under participation of the Travel and Transport Coordinator

Monitoring: The impacts of the interventions can be measured through the staff and student travel survey as well as participation in Cycling Scotland's 'Big Count'

External Partner Involvement: Glasgow City Council, the Glasgow Bike Station, SPT

Support within the University: Central Services, GUBUG, GUEST, SRC

Actions:

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
3.1	Establish an Active Travel Working Group. They should focus on improving safety and security, identifying appropriate facilities for Active Travel and ensuring that these are maintained and accessible within each campus	1 to 8	2016/17 then ongoing		Operational, Engagement

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
3.2	Undertake an exercise to determine the volume of additional cycle parking required at relevant University sites. This should take consideration of the cycling modal shift targets for staff and students and the guidance on cycle parking included in City Plan 2 (Glasgow site only), Cycling by Design and BREEAM and also compare with the details in the Masterplan.	1,2,3,4	2016/17	£500	Project
3.3	Provide additional new secure cycle parking of high quality and upgrade existing, particularly at the Gilmorehill campus	1,2,3,4	Ongoing	£10k to £20k per annum	Project
3.4	Comment and influence the design of Cycle Hubs; central areas where larger numbers of bicycles can be stored, where security is a key consideration and where other facilities are provided (lockers, cycle repair stations, changing areas etc.). This is likely to be part of the Gilmorehill Masterplan work.	1,2,3,4 and Masterplan	2016/17 to 2018/19		Project
3.5	Enhance promotion of the existing ethos that pedestrians have priority throughout the Gilmorehill campus (noting restrictions Historic Scotland places on signage).	1,2	2016/17	£1k	Operational, Engagement
3.6	Continue to provide showers, lockers, changing facilities and other cycle infrastructure wherever possible and promote the availability of these. We will also seek to include such facilities in all new, or refurbished, buildings.	1,2,3,4 and Masterplan	Ongoing	Included with building projects	Operational, Project, Engagement
3.7	Continue to maintain and further promote the umbrella pool and bicycle emergency repair kit. We will monitor their use to determine if	1,2,3,4	Ongoing	£200 per	Operational, Engagement

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
	there is demand for extending either.			annum	
3.8	Continue to promote and manage CyclePlus as a salary sacrifice scheme, as long as it is offered by HMRC, to support staff to obtain a bicycle and associated safety equipment	1,2,3,4	Ongoing		Operational, Engagement
3.9	Continue to work towards achieving Cycling Scotland's 'Cycle Friendly Employer Award' and 'Cycle Friendly Campus Award'	1,2,3,4	Ongoing	£2k per annum	Operational
3.10	Continue to offer Dr Bike services on campus, regular free cycling training for staff and bicycle maintenance workshops	1,2,3,4	Ongoing	£2k per annum	Operational, Engagement
3.11	Work with local authorities to improve Active Travel routes to and from each campus	1,2,3,4 and supports Masterplan	Ongoing		Operational, Engagement
3.12	Continue to make available a business cycle mileage rate and promote this option	1,2,3,4	Ongoing		Operational
3.13	Continue to promote events in relation to active travel, arrange events such as organised rides and walks, walk to work week, participation in cycle to work day	1,2,3,4	Ongoing	£500 per annum	Operational, Engagement
3.14	Continue to offer bicycle security marking	1,2,3,4	Ongoing	£800 per annum	Operational, Engagement

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
3.15	Continue to offer free membership to the Nextbike cycle hire scheme and encourage provider to add additional stations, suitable to support active travel at the University	1,2,3,4,6,7 8	Ongoing	£8k per annum	Operational, Engagement

5 Theme 4: Directional Signage Strategy

Justification for Action: The Gilmorehill and Garscube Site Audit Reports found that signage around the Gilmorehill and Garscube campuses is currently “piecemeal” with some inconsistencies in the way it is presented. Stakeholders felt that this could be an “easy win” area requiring relatively little resource. The focus should be on providing signage between campuses and transport hubs, which in most cases will require input from relevant local authorities. East Dunbartonshire Council has already demonstrated a strong interest in improving signage to and from the Garscube Campus.

Supporting Background Evidence: Gilmorehill and Garscube Site Audit Reports

Governance: Travel Planning Steering Group and the Masterplan Team

Delivery: Delivery will be led by Estates & Buildings with input from Communications, Disability Services, Central Services. Masterplan delivery will implement significant new signage strategy at Gilmorehill

Monitoring: Travel Plan Steering Group

External Partner Involvement: Glasgow City Council, East Dunbartonshire Council, Historic Environment Scotland, Masterplan Team and Design Teams, Contractors

Support within the University: Central Services, Estates and Buildings

Actions:

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
4.1	Establish a Public Realm and Signage Working Group (see action 2.1)	3,4	2015/16		Operational, Project
4.2	Develop a report which makes recommendations on locations and types of suitable signage taking into account the campus Masterplan	3,4	2016/17		Project, Strategic Aspiration

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
4.3	Work to introduce consistent directional signage within each campus with a view to more clearly showing routes to key destinations (subway stations, bus stops etc.)	1,2,3,4 and supports Masterplan	2016/17 to 2017/18	TBC	Project
4.4	Work with local authorities to identify where signage to campuses / University sites could be provided and encourage authorities to implement.	1,2,3,4 and supports Masterplan	Ongoing		Strategic Aspiration
4.5	Provide more information boards within campuses which include maps and locations of transport hubs. These could also include leaflets which can be taken away. Investigate whether SPT might provide some display screens / information at key locations within the University.	1,2,3,4 and supports Masterplan	2016/17 to 2017/18	£10k	Project

6 Theme 5: Public Transport

Justification for Action: With parking provision under review and likely to be reduced at the Gilmorehill Campus, public transport may be the only realistic option for many who travel to the University. The University therefore acknowledges that it is important that public transport services are made as attractive as possible. While these services are provided by external operators and out with the University's control, they are committed to working with them to identify improvements, publicise existing services, improve routes to transport hubs and provide help with affording fares.

Supporting Background Evidence: Travel Survey Report

Governance: Travel Plan Steering Group

Delivery: Delivery will be led by a Public Transport Working Group under participation of the University's Travel and Transport Co-ordinator and Town Planning Manager.

Monitoring: Travel Plan Steering Group. The impacts of the interventions can be measured through the staff and student travel survey and uptake of implemented measures.

External Partner Involvement: Strathclyde Partnership for Transport (SPT), public transport operators, Glasgow City Council, East Dunbartonshire Council

Support within the University: HR, Finance, Communications, Disability Services, SRC

Actions:

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
5.1	Establish a Public Transport Working Group	1,2,6,7,8	2015/16		Operational
5.2	Seek to make interest free loans for public transport season tickets available to staff.	1,2,6,7,8	2016/17		Strategic Aspiration

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
5.3	Ensure public transport information is available via the University website and that it is kept up to date	1,2,6,7,8	Ongoing		Operational, Engagement
5.4	Explore the potential to display real time information on display screens around the campuses and develop the case for investment	1,2,6,7,8	2016/17	£2k to £3k	Project, Strategic Aspiration
5.5	Encourage public transport providers, Regional Transport Partnerships and Local Authorities to ensure bus shelters around each campus are equipped with timetable, fare and route information.	1,2,7,8	Ongoing		Operational
5.6	Encourage public transport providers to improve services, relevant for staff and students, in regards to routes, frequency and reliability using the evidence developed in the Travel Survey Report	1,2,7,8	2016/17 & Ongoing	£5k to £8k in 16/17 with £1k per annum thereafter	Project, Strategic Aspiration
5.7	Investigate options for promoting park and ride at subway stations including provision of discounted pre-paid park and ride tickets	1,2	Ongoing	£2k	Operational, Engagement
5.8	Review existing options for concessionary students tickets and promote these via social media and the Travel Planning webpage	2	2016/17 and then ongoing		Operational

7 Theme 6: Fleet Vehicles

Justification for Action: The University has a significant number of fleet vehicles under its control and, in preparing the STTP, stakeholders identified that there is a need to better understand the way they are used on a day-to-day basis with a view to improving efficiency. This is complex because of the wide ranging nature of their use and by different users. It was also noted that the University currently has a lack of dedicated facilities for storing these vehicles when not in use and that their presence on campus can often cause conflict with other users.

Supporting Background Evidence: Deliveries & Servicing Baseline Report

Governance: Travel Planning Steering Group

Delivery: Delivery will be led by the University's Transport Services Manager supported by the University's Travel and Transport Co-ordinator.

Monitoring: Sustainability Committee

External Partner Involvement: Car Club. Providers such as liftshare

Support within the University: Transport Services, Central Services

Actions:

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
6.1	Where possible, and as the opportunity arises, the University will seek to replace the current fleet stock with electric vehicles or more fuel efficient vehicles	10	Ongoing	Transport Services Budget	Operational
6.2	Offer and promote fuel efficient driver training courses. Seek to make these courses mandatory.	10	Ongoing	£300 per annum	Operational

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
6.3	Continue to add vehicles to the Ctrack system to monitor how they are being used and look to improve overall fleet efficiency.	10	Ongoing	Transport Services budget	Operational
6.4	Explore whether journeys made by fleet vehicles could be combined, perhaps through the University's journey share website and booking system adapted accordingly.	10	2016/17	£2k	Operational, Project
6.5	Consider the locations where fleet vehicles are stored and seek to provide dedicated facilities appropriate for the volume and type of vehicle.	Supports Masterplan	2016/17		Operational, Project
6.6	Explore introduction of pool cars for inter-campus and business travel (Themes 7 and 9) (under consideration of the possibility of Car Club Cars being made available).	7,8	2018/19		Operational, Project

8 Theme 7: Inter-Campus Travel

Justification for Action: A large number of staff and students are required to travel between University campuses and the 2015 Travel Survey found that a significant number of staff use taxis to travel between Gilmorehill and Tay House or between the Gilmorehill and Garscube Campuses. The University will encourage staff to undertake these journeys using more sustainable and cheaper modes which, in some cases, are already available.

Supporting Background Evidence: Travel Survey Report

Governance: Travel Planning Steering Group

Delivery: Delivery will be led by the Inter-Campus and Business Travel Working Group.

Monitoring: The impacts of the interventions can be measured bi-annually through the staff and student travel survey. Monitoring by Travel Planning Steering Group

External Partner Involvement: None

Support within the University: Transport Services, Student Representative Service (SRC), HR, Finance, IT Services

Actions:

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
7.1	Establish a joint Inter-Campus and Business Travel Working Group	5,6,7,8,9,10	Ongoing		Operational, Engagement
7.2	Continue to promote the use of University video and telephone conferencing facilities to reduce the need to travel between campuses (also 9.3 in Business Travel)	5,6,7,8	Ongoing		Operational, Engagement

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
7.3	Produce a formal policy on Inter Campus Travel providing guidance on how staff and students should travel between campuses and how this can be controlled. This will form part of a proposed reviewed Business Travel Policy (see action 9.2)	5,6,7,8	2016/17		Operational, Engagement
7.4	Investigate providing pre-paid travel tickets to staff for business trips by different modes and identify central locations where these tickets could be held for pickup	1,2	2016/17	£5k for trial	Operational
7.5	Promote taxi sharing and investigate the development of a suitable booking system / template	6,7	Ongoing	£800	Operational
7.6	Investigate the option of having Car Club cars on campuses for business / inter campus travel (see action 9.4)	6,7,8	2016/17		Operational, Project

9 Theme 8: Servicing and Deliveries

Justification for Action: The University is accessed by a large number of servicing and delivery vehicles on a day-to-day basis. The exact volume and nature of the visits is difficult to quantify. Stakeholders noted that these vehicles contribute to congestion on campus and are often in conflict with other users, particularly pedestrians. There was a strong desire for the STTP to consider how the number of servicing and delivery vehicles could be reduced and / or better accommodated.

Supporting Background Evidence: Deliveries & Servicing Baseline Report

Governance: Travel Planning Steering Group

Delivery: Delivery will be led by a Deliveries & Servicing Working Group under the participation of the University's Town Planning Manager and the Travel and Transport Co-ordinator.

Monitoring: Travel Planning Steering Group

External Partner Involvement: Masterplan Team and Design Teams responsible for new servicing strategy for Gilmorehill

Support within the University: Procurement Services, Central Services, Estates and Buildings, SEPS, Communications

Actions:

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
8.1	Establish a Deliveries & Servicing Working Group	Supports Masterplan	2015/16		Operational
8.2	Prepare a Delivery and Servicing Plan (DSP) which will include a thorough understanding of the requirements and issues associated with deliveries and servicing (including information gathering on how	Supports Masterplan	2016/17	£10k to £20k (depending on extent of data)	Project

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
	specialist and confidential waste disposal is organised)			collection)	
8.3	Explore the opportunities to revise or consolidate delivery and servicing needs and how these are influenced through procurement practices as part of the plan above.	Supports Masterplan	2016/17		Project
8.4	Develop or enhance formal policy on on-line deliveries, the need for certain vehicles to have a banks person, discouraging vehicle idling and the speed and priority rules of the roads on campus	Supports Masterplan	2016/17	£2k	Operational, Engagement
8.5	Develop a ‘cooperation strategy’ for partners / 3rd party businesses on University Campuses and provide a framework for Construction Management Parking Plans which would be prepared for individual construction projects (covering reactive maintenance as well as large construction projects)	Supports Masterplan	2016/17	£3k	Operational, Project, Engagement

10 Theme 9: Business Travel

Justification for Action: The University already has a Travel Policy which outlines the guidance and policy for travelling on University business. Stakeholders identified that there may be scope to align it more closely with the Carbon Management Plan and improve the way business travel is monitored.

Supporting Background Evidence: Travel Survey Report

Governance: Travel Planning Working Group

Delivery: Delivery will be led by the Inter-Campus and Business Travel Working Group.

Monitoring: Travel Planning Steering Group. The impacts of the interventions can be measured through the staff and student travel survey.

External Partner Involvement: Travel Agent

Support within the University: Finance, HR, Communications

Actions:

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
9.1	Establish a joint Inter-Campus and Business Travel Working Group (see action 7.1)	5,6,7,8,9,10	2015/16		Operational
9.2	Update, review and promote the Business Travel Policy, this could cover: <ul style="list-style-type: none"> The mandatory use of the appointed University travel agent Means to decrease the use of air travel within the UK Discourage unnecessary use of private car and taxi use on University business Develop a business travel mode hierarchy and guidance 	1,3,5,6,7,8,9	2016/17		Operational

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
9.3	Continue to promote the use of University video and telephone conferencing facilities to reduce the need to travel between campuses (also 7.2)	5,6,7,8	Ongoing		Operational, Engagement
9.4	Investigate the option of having Car Club cars on campuses for business use (linked to 7.6).	6,7,8	2016/17		Operational, Project
9.5	Promote taxi sharing and investigate the development of a suitable booking system / template (linked to 1.8 and 7.5)	6,7	Ongoing	£800 per annum	Operational

11 Theme 10: Car Parking

Justification for Action: Car parking was one of the key considerations in preparing the STTP and was consistently identified as a contentious issue amongst stakeholders and in the 2015 Travel Survey, particularly at Gilmorehill. The Gilmorehill campus is space constrained with the scope to accommodate car parking limited and contrary to wider ambitions contained in the Approved Campus Development Framework to reduce the University’s carbon footprint and improve the public realm and pedestrian environment. There is continued pressure from changes out with the University control on the surrounding street network and current and future changes to residents parking schemes are likely to have further impact on availability of parking around Gilmorehill. The redevelopment of the Western Site and further incremental changes to the Gilmorehill campus offer an opportunity to change, make significant improvements to the public realm environment, movement and access. The University is therefore committed to reviewing the volume of parking spaces provided, how they are managed and how permits are allocated.

Supporting Background Evidence: Parking Baseline Report, Travel Survey Report

Governance: Senior Management Group and Estates Committee

Delivery: Delivery will be led by a Parking Working Group under the participation of the Central Services Manager, the University’s Town Planning Manager and the Travel and Transport Co-ordinator.

Monitoring: Travel Planning Steering Group

External Partner Involvement: Glasgow City Council, East Dunbartonshire Council, Scottish Enterprise (West of Scotland Science Park)

Support within the University: Central Services, Communications and Public Affairs Office, HR, Finance

Actions:

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
10.1	Establish a Parking Working Group	1,2	2015/16		Project

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
10.2	<p>Create an Engagement and Information Plan to keep staff and students up-to-date on any planned changes.</p> <p>Include a liaison plan with relevant parties (Glasgow City Council, East Dunbartonshire Council, Scottish Enterprise) on any changes to the way parking is provided or managed.</p>	1,2	Ongoing		Project, Engagement
10.3	Prepare a Business Case for Parking Management Changes	1,2	2016/17	£3.5k	Project
10.4	<p>Develop and implement, after approval, a new Parking Management Policy and Permit Allocation System:</p> <ul style="list-style-type: none"> • Review the process of allocating / application for University car parking permits • Identify areas of parking (create sections) • Identify areas where parking should be removed (under consideration of the Masterplan) • Investigate day permits and car sharing priority permits • Investigate provision of parking for staff who travel during the day, and Car Club cars. • Investigate permits for students in exceptional circumstances • Investigate software solutions to parking management 	1,2	2016/17	TBC	Project – this matter will be taken to SMG, Estates Committee and Court
10.5	<p>Develop and implement a new Car Park Enforcement Regime.</p> <p>Investigate physical measures (barriers, signage, markings, handheld devices etc.)</p>	1,2	2016/17 to 2017/18	TBC	Project - this matter will be taken to SMG, Estates Committee and Court

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
10.6	Prepare an Event Management Plan, or set of Plans	Supports Masterplan	2016/17	£10k	Project
10.7	Monitor the effect of changes to parking management arrangements by undertaking parking surveys three months after they are introduced and drawing comparisons with the last baseline surveys	1,2	2017/18	£3k to £5k	Project
10.8	Personalised Travel Planning for all current parking permit holders	1,2,3,4,8	2015/16 to 2016/17	£1k	Operational, Engagement

12 Theme 11: Smart Campus – Mobility as a Service

Justification for Action: The incorporation of the Western Infirmary site into the Gilmorehill campus has the potential, over the longer term, to be an ideal platform for developing Mobility as a Service (MaaS) applications to encourage more sustainable patterns of travel. The University is keen to embrace any emerging new technologies and acknowledges that there may be opportunities to take advantage of funding from external parties such as (Scottish Enterprise). Whilst this is a longer term ambition there is strong commercial interest in MaaS with large multinationals keen to invest their own money into strong projects and hence there is significant potential for the University to be a catalyst to demonstrate these mobility services benefiting the University from operational and research perspectives, and business. Hence there is a need to ensure that we are both aware of advancing technology and systems throughout the time of this Action Plan and that we do not miss the opportunity for inward investment. MaaS is a service which will deliver individually tailored mobility packages (much like a mobile phone package with monthly rental costs) which will combine car, bus, rail, cycle, taxi, car share, etc. services into a single package. Whilst this full package is aspirational, it is envisaged that key MaaS elements could be developed and taken forward in a more immediate timescale.

Supporting Background Evidence: Consultation

Governance: Travel Planning Steering Group

Delivery: Delivery will be led by the Masterplan and Campus Redevelopment

Monitoring: Travel Planning Steering Group

External Partner Involvement: Scottish Enterprise, Glasgow City Council

Support within the University: To be determined as part of the Action Plan

Actions:

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
11.1	Gauge interest in developing a 'MaaS' project in the University. In addition to the travel plan team, stakeholders would include: those involved in current mobility services and parking; representatives of	1,2,3,4,6,7	2015 / 2016	£4k	Engagement

No.	Action	Reference Target	Timeframe	Budget (£) Estimate	Action Type
	the smart campus team and in particular those working on the app; relevant research departments. A workshop would require good preparation to maximise its value and would start with an overview of MaaS and how it could relate to the campus. The outcome would be an outline 'project' and a plan for University stakeholder engagement going forward.				
11.2	MaaS Project report – Production of a concise report and presentation to be agreed as a basis for funding discussions. The report would include prioritisation of MaaS concepts for operational management and key areas of research interest for the University. This report and presentation would be the basis for securing funding.	1,2,3,4,6,7	2015 / 2016	£3k	Project
11.3	Funding the 'Project'. There are a number of funding sources which could come together to fund a MaaS implementation at the University and these would be explored through a series of meetings. Scottish Enterprise Seek and Solve initiative could be a key source, as could Scottish based business with interest in developing MaaS services and the indication is that there are a number of interested parties. In addition there may be existing research grants which could support the project and the University may wish to invest some of its money associated with the University redevelopment.	1,2,3,4,6,7	2016 / 2017	TBC	Engagement
11.4	MaaS recommendation report. Drawing together the 'Project' and funding input to recommend options for going forward to meet the University's needs.	TBC	2016 /2017	£3k	Project

13 Financial Planning

Financial Years	Actions	Budget (£) Estimate	Project Management and Facilitation (£) ⁴	Total Budget (£)
2015/16	1.1, 1.3-1.9, 2.1, 2.3-2.6, 3.3, 3.6-3.15, 4.1, 4.4, 5.1, 5.3, 5.5, 5.7, 6.1-6.3, 7.1, 7.2, 7.4, 7.5, 8.1, 9.1, 9.3, 9.5, 10.1, 10.2, 11.1, 11.2	£22,500	£2500	£25,000
2016/17	1.1-1.9, 2.2, 2.3-2.6, 3.1 – 3.15, 4.2-4.5, 5.2-5.8, 6.1-6.5, 7.1-7.6, 8.2-8.5, 9.2-9.5, 10.2-10.6, 10.7, 11.3-11.5	£148,800	£15,000	£163,800
2017/18	1.1-1.9, 2.3-2.6, 3.1, 3.3, 3.4, 3.6-3.15, 4.3-4.5, 5.3, 5.5, 5.7, 5.8, 6.1-6.3, 6.6, 7.1, 7.2, 7.4, 7.5, 9.3, 9.5, 10.2, 10.5, 10.7, 11.5	£45,000	£4500	£49,500
2018/19	1.1-1.9, 2.3-2.6, 3.1, 3.3, 3.4, 3.6-3.15, 4.4, 5.3, 5.5, 5.7, 5.8, 6.1-6.3, 7.1, 7.2, 7.4, 7.5, 9.3, 9.5, 10.2, 11.5	£45,000	£4500	£49,500
2019/20	1.1-1.9, 3.3-2.6, 3.1, 3.3, 3.6-3.15, 4.4, 5.3, 5.5, 5.7, 5.8, 6.1-6.3, 7.1, 7.2, 7.4, 7.5, 9.3, 9.5, 10.2, 11.5	£45,000	£4500	£49,500

⁴ By Peter Brett Associates under contract number PURCHQQ0103

Appendix A Supporting Cycling

Introduction

The 2015 Travel Survey identified that there was significant interest amongst staff and students in cycling to the University and they were asked what would encourage them to do so. At each of the three main University campus, Gilmorehill, Garscube and Crichton, the top measures identified included better / safer cycle routes and improved cycle parking on site.

Cycle Routes

The University is committed to working with relevant local authorities to improve the routes to and from their sites, but ultimately this aspect falls outwith their control.

Cycle Parking

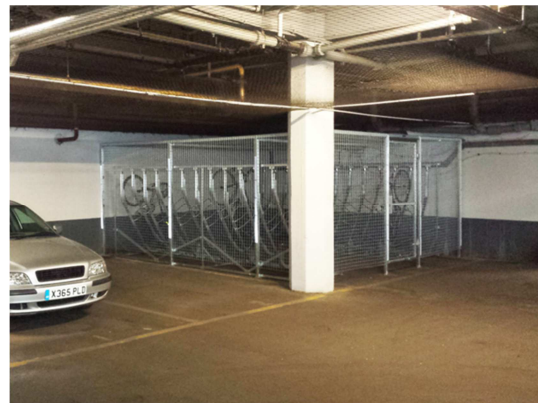
The University can control the volume of parking within their sites and one of the actions identified involves determining what volume of cycle parking is required in order to help meet the targets for cycling amongst staff and students. This would take account of the guidance included in City Plan 2 (Glasgow sites only), Cycling by Design, BREEAM and others where applicable.

It is likely that the University will require a significant increase in the volume of cycle parking provided at the Gilmorehill Campus; currently around 500 spaces. However, this is not uncommon for Universities; the University of Leeds has almost 2,200 cycle parking spaces and the University of Reading around 1,800 (both across campuses / locations).

The review of parking supply for cars, and likely reduction in spaces, as well as the masterplanning exercise for the Western Infirmary site present and ideal opportunity to devote space to cycle parking.

Indicatively, spaces can be provided as follows:

- Types such as the Sheffield stand offer around one space per 1.4 sq m, meaning that 1,000 spaces requires 1,400 sq m.
- High density facilities, such as the two-tier stand, offer around one space per 0.7 sq m, or 1,000 spaces in 700 sq m.
- On a smaller scale, two spaces for cars in a multi storey car park can be converted to accommodate 26 cycle parking spaces (see opposite).



Cycle Hubs

The University would like to, at least in part, provide spaces for bicycles as part of cycle hubs. These would provide, not only stands, but also a range of other related facilities such as lockers (at least helmet size) and access to tools, such as bike repair stations, as well as having showers nearby.

They offer the chance to concentrate cycle parking into specific areas where complementary facilities can be provided and security increased.

The example opposite is a cycle hub which accommodates in excess of 45 spaces including integral helmet lockers.



Other examples of cycle hubs are provided below.



Location of Cycle Parking

The 2015 Travel Survey Report also asked respondents the locations, at Gilmorehill and Garscube, where they would like to see additional cycle parking provided, either because there is currently none or too little provided. This should be used as a guide to locating new cycle parking.