

P & I Generators Limited

Corporate Travel Plan

January 2015

Site Overview

Business address – Plot X, Harts Farm Way, Havant, Hampshire, PO9 1JN

The business specialises in the servicing and supply of critical standby power systems (generators and UPS (Uninterruptible Power Supplies)).

Building Location – The building is located near Havant Retail Park in Havant, Hampshire and is located close to Bedhampton and Havant rail stations – both being within less than a one mile radius. The building is close to the A27 with good road and bus access.

Site access – There is good access for vehicles, cyclists and walkers along to the site, the local railway stations offer access to the site on foot or could be used for commuting.

There will be 35 parking spaces for cars (3 for visitors) including one space for disabled users to drive up to the door of the building, there will be provision for storing cycles at site in a secure area (up to 8 cycles).

Employees

- There are twenty-eight full-time employees at this site and two part-time employees, with over half of these working remotely (field based engineers) from home outside of the Hampshire area (12 in total).
- Employees are encouraged to car share at present, with four people currently car sharing with one of our Directors, one commuting by cycle and thirteen others commuting into the office via car at various times as shifts are split.
- Four of the senior team work remotely from home to minimise car usage and commute outside of peak times and have the flexibility to do this.
- Warehouse staff will be on-site often before peak commuting times due to the demands of the business.
- With regard to new employees obviously it would be more advantageous to recruit locally but in a business where highly skilled labour is required we cannot guarantee to employ as our areas of main operation are across the UK and our growth would warrant specialist employees who may not be local to our business.
- For our engineers P & I are rolling our regionalised 'stock/warehousing' hubs to lessen commuting miles to the office to collect parts for works and also lessen CO2 emissions.

Our Mission Statement

Benefits and Aims of Travel Planning

- Contribute to improved health
- Minimise environmental damage
- Reduce noise pollution
- Lower individual group travel costs

- Staff integration
- Lower business travel costs
- Support staff in healthier living and being more active in line with government incentives such as Change 4 Life

To help achieve these aims P & I Generators Limited plan to:

1. Distribute and display information detailing local footpaths and cycle routes to all staff and visitors.
2. Distribute and display information on local rail travel and car sharing scheme.
3. Promote cycling, walking and car sharing.
4. Liaise with the local council to ascertain benefits of promoting healthier lifestyles for employees and commuting options with any incentives.
5. Supply and install an area on site to ensure that cycles can be stored or provide a facility within the on-site warehouse.
6. Explore establishment of salary sacrifice cycle loan scheme for cycles and bus passes.

Current Usage:

We have undertaken a survey to ascertain the means used by staff to travel to work at the new premises, once operational. (This doesn't include the proposed staff increases):

Solo by car – 13 (4 of senior team encouraged and already work from home)
 Car share - 8
 Cycle - 2
 Walk - 1
 Public transport – bus or train - 6

It is expected that due to rising costs of car ownership, the rise in awareness of green issues and awareness of keeping healthier life styles, that employees should be converted to walk or cycle in due course - if they reside within a reasonable distance of the business premises, including advocating walking to work, or commuting by bus or rail.

P & I will look into supporting this.

Targets:

1. P & I will look into introducing a salary sacrifice scheme and support staff with being able to purchase annual bus passes for local transport providers through a salary sacrifice scheme or fund this in part (or wholly as a staff benefit) within the first 12 months of being at the new building.
2. A secure area to keep cycles on site will be provided to accommodate cyclists.
3. P & I will look into providing showers and lockers at site to accommodate cyclists to be able to attend to personal care once arriving at work, to make cycling more attractive to staff.
4. P & I will advocate home working as far as possible and practicable for the senior team of managers using technology and conference calling to reduce environmental impact and ease congestion at peak commuting times.
5. Staged office hours will be implemented to minimise congestion and car usage for existing staff in the warehouse and office (as far as is practicable).

6. Car sharing will be advocated by the Directors for all staff where staff are located within a reasonable distance and will also advocate employees to use national car sharing schemes as www.carpooling.co.uk

Monitoring

- We will continually encourage and inform employees of the benefits of sustainable travel to work.
- We will undertake a travel survey on an annual basis to monitor travel methods and use the results as an instrument to address areas which may need attention.
- The table below details our Travel Plan actions and indicates the person responsible for the monitoring and administering the travel plan.
- The Travel Plan will be constantly monitored and has Director support has been given to move the agenda forwards.
- Salary sacrifice schemes will be investigated for bus/rail passes and also cycle salary sacrifice schemes.

Action	Action Date	Person responsible
Information/publicity	On moving to the new premises.	Maggie Bentley
Travel survey	Within a month of moving to the new premises, and annually thereafter.	Maggie Bentley
Co-ordinator meetings	As and when organised	Maggie Bentley

Contact Details for Travel Plan Coordinator as follows:

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