

	Who	When	How	Notes	Score
<b>Communications and leadership</b>					
Establish a network of sustainable travel champions, including senior staff and managers and, where relevant, Staff and elected members, who routinely promote and model active and sustainable travel behaviour, in line with the sustainable travel hierarchy	Learner Travel Officer and Road Safety Manager	We will establish a network of sustainable travel champions by September 2023	Liaise with Directorate DMT's to establish appropriate officer contact to take the project forward.	Charter has senior management buy-in with a sustainable travel hierarchy integrated within travel policies across the Authority.	1 - Getting going
Regularly involve staff in discussing what measures would help them shift to sustainable modes of travel, through travel surveys (at least an initial baseline and annual survey) and other initiatives, e.g. staff competitions and awards to encourage healthy travel	Learner Travel Officer and Road Safety Manager in conjunction with the internal communications team.	A travel survey to set initial baseline figure for improvement to be carried out by June 2023.	Initial promotion of the Charter's aims and objectives to be promoted via internal communication channels with a travel survey to set initial baseline figure for improvement to be carried out by June 2023.	Agile working already in place. Cycle to work scheme used to promote sustainable journeys. Surveys have been undertaken with staff on pool car usage. Further programme to be embedded within the current accommodation strategy. Creation of staff intranet page to promote and garner views on sustainable across the Borough.	1 - Getting going
Agree and use consistent communications messages with the public, visitors and staff on healthy travel and reducing unnecessary travel	Learner Travel Officer and Road Safety Manager in conjunction with the internal communications team.	A raft of comms messaging to be agreed and in place by June 2023	Set up a task and finish group to agree parameters and messaging outlets by June 2023.	All external visitors are provided with sustainable travel information prior to travelling to all Authority buildings. Staff travel arrangements are already embedded within our driving at work policies and subsequent travel and subsistence policy guidance.	1 - Getting going
Promote and consider healthy travel options and benefits across wider functions, such as: procurement, conferences, planning of workplace and office accommodation, and when advertising roles in our organisations	Learner Travel Officer and Road Safety Manager	Implemented	This will be included in the remit of the Task and Finish group to ensure ongoing compliance.	Fully hybrid organisation, embedded within our policy and vacancy strategies.	2 - Fully in place
Review our travel expenses policies, to encourage uptake of sustainable travel	The Road Safety Manager is part of the task and finish group undertaking this work.			A review is currently being undertaken to encompass all Active Travel modes.	1 - Getting going
Collaborate with partners and provide strategic leadership and planning on healthy and sustainable travel, for example scoping the feasibility of partnership Park and Ride services	Learner Travel Officer and Road Safety Manager in collaboration with the Passenger Transport Manager	Scoping exercise to be carried out by March 2024	Working with current partners, we will seek to align the charter objectives with those of our external partners, ensuring economies of scale.	Working alongside South Wales Police, Mid and West Wales Fire Service, we already have collaborative practices in place. With an established community training room in place with MWWFARS. Currently looking to establish planned activities with Swansea University Bay Campus this year.	1 - Getting going
<b>Public transport</b>					
Explore discounts for staff on Transport for Wales rail services and with local transport providers	Learner Travel Officer and Road Safety Manager in collaboration with the Passenger Transport Manager	Awaiting outcome of current Welsh Government discussions	TBC	Feasibility study with Swansea Bay Travel Charter organisations to explore discount on a wider basis.	0 - Early days
<b>Walking, cycling and public transport</b>					
Contribute to an interactive map showing, where relevant, all walking and cycling infrastructure and public transport links within our main sites in Swansea Bay	Active Travel Team	Implemented		As a promoter and developer of Active Travel within Neath Port Talbot, we publish and create new routes every year.	3 - Leading the way
Assess and provide, as appropriate, secure cycle storage, lockers, showers and clothes drying areas at all main sites. Make accessories available to staff and/or visitors to encourage walking and cycling. Examples include umbrellas, local walking/cycling maps, locks, puncture repair kits and maintenance tools	Facilities Management Team	Implemented		We've lockers, changing facilities and showers in place in main civic buildings and a number of outlying buildings.	3 - Leading the way
Promote an 'active wear for active travel' approach to work clothing and footwear, for example, allowing staff to wear trainers if their commute involves walking or cycling	Accommodation Strategy Team	Implemented		This has been in place since the COVID pandemic, 23 March 2020. Each Civic building has changing facilities and showers.	3 - Leading the way
Offer the cycle to work scheme to all staff (including e-bikes)	Road Safety and Finance	Implemented		This has been in place for many years. We extended the payback to 2 years to allow for more staff on lower grades to afford ebikes. Recently increased limit increased from £1,000 to £5,000 on an affordability scale.	3 - Leading the way
Improve access to bicycles at work where appropriate, e.g. pool bikes and public hire bikes	Learner Travel Officer and Road Safety Manager	March 2024	Interrogate staff survey outcomes to establish viability	We used to have pool bikes, but they were never replaced once they became unusable.	0 - Early days
Explore and promote opportunities for offering cycle training and maintenance sessions	Road Safety Team	Implemented		Full cycle training provision in place, covering National Standards levels 1-3 for all staff, members of the community, etc... Currently looking to provide maintenance workshops post April 2023.	2 - Fully in place
<b>Agile working</b>					
Provide flexible working options wherever possible, including home and/or local hub working, and develop a culture of agile working	Corporate Initiative	Implemented		This has been in place since the COVID pandemic, 23 March 2020. Recently the Council has been consulting with staff on further development of our Agile working policies.	3 - Leading the way
Explore opportunities to enable staff to hot-desk between partner organisations and facilities across Swansea Bay, where appropriate	Corporate Initiative	Implemented		We have already opened up our networks to partners from Swansea Council and the local health board, these were put into place to allow for joint working arrangements to deliver services across NPT, Swansea and Bridgend.	2 - Fully in place
<b>Ultra low emission vehicles</b>					
Review the current and future need for electric vehicle (EV) charging infrastructure on our sites, and explore the potential for making charging infrastructure available to other partners in the area	Environment Directorate	Ongoing		Plans and funding are in place for charging infrastructure in The Quays to accommodate around 14 fleet vehicles and also 12 staff places. This work will be complete by May 2023. Refuse and recycling vehicles are having charging facilities at the recycling plant with electricity generated from the burning of waste.	2 - Fully in place
Review our fleet and procurement arrangements (where applicable) for introduction of ultra low emission vehicles, including e-bikes and e-cargo bikes, where relevant	Environment Directorate	Ongoing		Plans are well underway to move our fleet to EV, however, the lack of charging facilities has slowed the adoption. We are currently looking at the feasibility of procuring ebikes for staff use.	2 - Fully in place