

Charter commitment	Self-rated progress	Could you evidence this rating?	Score	Any comments
Communications and leadership				
Establish a network of sustainable travel champions, including senior staff and managers and, where relevant, students and elected members, who routinely promote and model active and sustainable travel behaviour, in line with the sustainable travel hierarchy	1 - Getting going	Yes	1	Charter has senior management buy-in with a sustainable travel hierarchy integrated within travel policies across the Authority.
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	1 - Getting going	Yes	1	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.
Agree and use consistent communications messages with the public, visitors and staff on healthy travel and reducing unnecessary travel	1 - Getting going	Yes	1	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.
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	2 - Fully in place	Yes	2	Fully hybrid organisation, embedded within our policy and vacancy strategies.
Review our travel expenses policies, to encourage uptake of sustainable travel	1 - Getting going	Yes	1	A review is currently being undertaken to encompass all Active Travel modes.
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	1 - Getting going	Yes	1	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 Campys this year.
Public transport				
Explore discounts for staff on Transport for Wales rail services and with local transport providers	0 - Early days	Yes	0	Feasibility study with Swansea Bay Travel Charter organisations to explore discount on a wider basis.
Walking, cycling and public transport				
Contribute to an interactive map showing, where relevant, all walking and cycling infrastructure and public transport links within our main sites in Swansea Bay	3 - Leading the way	Yes	3	As a promoter and developer of Active Travel within Neath Port Talbot, we publish and create new routes every year.
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	3 - Leading the way	Yes	3	We've lockers, changing facilities and showers in place in main civic buildings and a number of outlying buildings.
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	3 - Leading the way	Yes	3	This has been in place since the COVID pandemic, 23 March 2020. Each Civic building has changing facilities and showers.
Offer the cycle to work scheme to all staff (including e-bikes)	3 - Leading the way	Yes	3	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.
Improve access to bicycles at work where appropriate, e.g. pool bikes and public hire bikes	0 - Early days	Yes	0	We used to have pool bikes, but they were never replaced once they became unusable.
Explore and promote opportunities for offering cycle training and maintenance sessions	2 - Fully in place	Yes	2	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.
Agile working				
Provide flexible working options wherever possible, including home and/or local hub working, and develop a culture of agile working	3 - Leading the way	Yes	3	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.
Explore opportunities to enable staff to hot-desk between partner organisations and facilities across Swansea Bay, where appropriate	2 - Fully in place	Yes	2	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.
Ultra low emission vehicles				
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	2 - Fully in place	Yes	2	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.
Review our fleet and procurement arrangements (where applicable) for introduction of ultra low emission vehicles, including e-bikes and e-cargo bikes, where relevant	2 - Fully in place	Yes	2	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.