

# Southampton City Council Workplace Travel Grant 2020-21

Round one

Introduction, guidance



Department  
for Transport

[myjourneysouthampton.com](https://myjourneysouthampton.com)

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## 1.Introduction

### Who are we?

**The Workplace Travel Plan (WTP) team** is part of 'My Journey Southampton', which is based within the 'Green City & Infrastructure' division of Southampton City Council (SCC).

**My Journey** – is a one stop destination for travel information and advice in the Hampshire area. Whether you're looking for information about local cycle routes to work, walking maps or links to public transport you can access it all via our website.

<https://myjourneysouthampton.com>

### What is the purpose of the grant?

SCC are committed to improving air quality, reducing congestion on our roads and empowering people to make informed travel choices, which can have a positive impact on their health and well-being.

We are offering businesses in Southampton, Eastleigh, Winchester and Portsmouth the opportunity to apply for funding to support sustainable travel measures in their organisation.

There are many benefits to promoting active and sustainable travel in the workplace, including:

- reduced travel costs
- a healthier, more productive workforce
- lower carbon emissions and local pollution
- less congestion and fewer car parking issues
- tackling car park capacity

Southampton workplaces are getting great results with their travel plans:

- 55% of people now travel to **The National Oceanography Centre (NOC)** by foot or bicycle!
- Since 2014, car sharing at **Old Mutual Wealth** (now named **Quilter**) has saved employees 171,097 miles, £22,146 worth of fuel and 33.62 tonnes of CO2!

[Watch this video](#) to hear from organisations in Southampton who have experienced the benefits of working with us.

Our Workplace Travel Planning Team support local businesses to produce a workplace strategy for managing the travel generated by your organisation, with the aim of reducing its environmental impact. Travel plans typically combine measures to support walking, cycling, public transport and car sharing. These are reinforced with promotion and incentives and by the management of workplace parking. Travel plans also include action to reduce the need to travel, such as flexible working, working from home, teleconferencing etc. They can focus on both commuter and business travel.

If you would like to meet with one of our team to discuss how we can support your workforce become more active in how they travel to work then please get in touch.

#### [What areas do we cover?](#)

The My Journey Workplace Travel Planning Team are engaging with businesses in the following areas:

Whiteley									
Totton	SO40								
Eastleigh	SO21	SO50							
Hedge End	SO30	SO31							
Chandler's Ford	SO51	SO52	SO53						
Fareham	PO14	PO15	PO16						
Winchester	SO21	SO22	SO23						
Southampton	SO14	SO15	SO16	SO17	SO18	SO19			
Portsmouth	PO1	PO2	PO3	PO4	PO5	PO6	PO9	PO16	PO17

#### [Where does the grant funding come from?](#)

My Journey brings together five sources of funding to encourage people to travel more sustainably and reduce the number of singular occupancy cars on the road. This grant is part of our commitment to support local businesses to help deliver those aims.

All funding programmes are linked in their overarching objectives, to:

- Reduce congestion
- Reduce Single Occupancy Vehicles on the road
- Improve air quality and reduce pollution
- Increase number of people travelling by sustainable modes of transport

#### [Transforming Cities Fund](#)

The Southampton city region has received £57m of funding from the Transforming Cities Fund (TCF) to deliver on an exciting and ambitious plan to transform transport connectivity. SCC's ambition is to transform people's journeys, lives and the places they live with better connections for walking, cycling and using public transport. The TCF Programme covers, Rapid Bus & ITS, Cycling, Active Travel Zones & Local Mobility, and Transport Transformation of Southampton City Centre.

#### [Access Fund extension](#)

Southampton City Council has secured £760,000 to fund an additional 12 months of walking and cycling projects as part of the award winning My Journey sustainable travel programme. This funding will enable the City Council and its project delivery partners to continue delivering activities and initiatives which increase levels of walking and cycling to replace shorter journeys made in and around the city by car.

The programme helps workplaces in the Southampton City Region change policies, upgrade facilities to make active travel the norm and inspire and support individuals to travel to work actively.

### Travel Demand Management

Highways England are upgrading the M27 between junction 4 (M3 interchange) and junction 11 (Fareham) by turning it into a permanent running lane making a dual four lane, smart motorway. The scheme commenced in the summer of 2018 and aims to:

- Reduce congestion and smooth the flow of traffic by turning the hard shoulder into a permanent running lane
- Improve journey time reliability on the strategic road network
- Support the economy and facilitate economic growth by providing increased capacity on the motorway
- Continue to deliver a high level of safety performance on the network using Smart Motorway techniques
- Minimise environmental impacts of the scheme and where possible allow for enhancements to be made to the environment

The Travel Demand Management Programme will focus on businesses where staff may be commuting along Junctions 4 – 11 on the M27 and Junctions 9-14 on the M3.

### Future Mobility Zone

Solent Transport won £28m from the Department for Transport (DfT) in March 2020 to implement innovative future transport solutions around personal mobility and freight movements, including a Drones project.

The four-year Solent Transport Zone programme proposes to address local challenges such as high levels of car usage and the environmental impacts of freight movement within Solent's urban areas. It will do this by delivering a series of complementary projects within two key themes: Personal Mobility and Sustainable Urban Logistics.

### E-Cargo Bike Fund

Southampton submitted a successful bid to the Energy Saving Trust for 10 Electric Cargo Bikes to the sum of £46k. The bid was named RIDES (Realising Innovative Deliveries in Eastleigh and Southampton). Eastleigh Borough Council, Zedify Southampton, The Hub Cycleworks, and Monty's Community Bike Hub all came on board as partners in the bid.

## 2. What kind of things can you apply for?

We know there is an increased interest in travelling actively following COVID-19 so we would encourage organisations to apply for funding to implement innovative solutions to help commuters continue this whilst maintaining social distancing.

Our funding providers are particularly supportive of practical solutions which would support more staff to travel actively/sustainably to work, such as:

- Facilities (parking, lockers, showers or changing area)
- Improved lighting for pedestrian routes to public transport
- Improved cycle/pedestrian routes / crossings
- Improved shower facilities or lockers
- Purchase/installation of on-site Electric Vehicle charging point(s)
- Cycle training, Led Rides, Bike Doctor, Bike Maintenance sessions for staff

These are suggested grant uses. However, if you feel that you wish to use the grant for alternatives means of increasing sustainable travel then please feel free to discuss your application with Workplace Travel Planning team.

### **Cycle facilities**

Employers could provide suitable changing and shower facilities, which would help increase the appeal for people to comfortably travel into work, particularly for those who travel long distances. A useful guidance document for employers from Transport for London: Workplace cycle parking guide [here](#).

### **Flexible working**

The COVID-19 Lockdown saw a major shift in the number of businesses that adapted and provided flexible working solutions to their staff in order to keep the company operating. The grant funders would like to encourage workplaces to consider applying for funding to help their staff continue this working practice as the COVID-19 Lockdown restrictions ease. A company may wish to apply for IT licences, online meeting training (Zoom, Skype, Hangouts, Teams etc.), software, DSE equipment for home use (e.g. Footstools, Visual Display Unit stands, laptop bags etc.).

### 3. What you cannot apply for

1. Any scheme which is considered to be in conflict with the aims of promoting improved sustainable transport access or equal opportunities
2. Any scheme which compromises other sustainable transport initiatives
3. Any scheme which would be required in any way to fulfil Equality Act 2010 requirements.
4. Any scheme which is specifically required to fulfil planning obligations
5. Any scheme which includes maintenance costs
6. Information provisions schemes, marketing campaigns.
7. Any scheme's employee salaries
8. Ongoing maintenance and running costs of pre-existing activities (e.g. rent, electric, gas & water)
9. Facilities for workplaces outside the listed funded areas
10. Office furniture or equipment (accept for DSE), including computers
11. Any revenue purchases

#### In addition:

1. To pay for trips, holidays and expeditions towards religious or political activities, e.g. activities where the key purpose is to promote a religious or political doctrine, mission or another form of proselytising.
2. For work or events that have already taken place or for equipment that has already been purchased or building works which have been completed.
3. For core funding from groups and organisations whose activities fall within the responsibility of another public body e.g. Health. However, contributions to jointly funded projects may be considered.
4. For core funding from groups and organisations whose activities fall within the responsibility of schools to fund. However, contributions to jointly funded projects may be considered.
5. From organisations with sufficient free reserves not held for a specific purpose to cover 12 months running costs. (Free reserves are funds controlled by the organisation and do not include restricted funds provided for a certain purpose).
6. To subsidise contracts (whether with the council or anyone else).
7. For large capital projects

## 4. Grant Criteria

To qualify for the 'Workplace Travel Grant' your company **MUST**:

1. have offices based in the following geographic areas:

Whiteley

Totton	SO40								
Eastleigh	SO21	SO50							
Hedge End	SO30	SO31							
Chandler's Ford	SO51	SO52	SO53						
Fareham	PO14	PO15	PO16						
Winchester	SO21	SO22	SO23						
Southampton	SO14	SO15	SO16	SO17	SO18	SO19			
Portsmouth	PO1	PO2	PO3	PO4	PO5	PO6	PO9	PO16	PO17

2. Be a member of and attend a minimum of **two** 'My Journey Travel Plan Network' meetings a year. Register [here](#) to receive invitations.
3. Conduct an annual staff travel survey and share the results with the My Journey Southampton Workplace Travel Planning Team
4. Be implementing a Workplace Travel Plan, which is approved by your Senior Management Team
5. Actively promote and participate in any My Journey Access Fund Team sustainable transport campaigns (e.g. Bosses on Bikes, Love to Ride, free adult cycle training, Cycle Savvy Pit Stop events etc.)
6. Be an employer who employs more than 10 members of full/part-time staff.
7. Be properly constituted and can demonstrate that their practices and structures are representative of all relevant interests and are clearly accountable to users, beneficiaries and members.
8. Demonstrate the proper conduct of their officers both general and financial and that they keep proper books of accounts together with full written records indicating how any grant monies are used.
9. Adhere to all equalities legislation and work in line with Southampton City Council's Equality Policy.
10. Demonstrate that the grant funded scheme/measure aims to improve access to the site by sustainable modes of transport and/or reduce Single Occupancy Vehicle use to the site
11. Evidence the availability of match funding from inside your organisation
12. Deliver the items funded by the grant by **Friday 26th March 2021**.
13. Monitor and review the success of the grant awarded scheme/initiative and the overall Travel Plan.
14. Provide evidence the application is supported by your Senior Management Team
15. Communicate effectively to other organisations (e.g. through Southampton Travel Plan Network, My Journey website case studies and SCC Clean Air Network etc. your grant success and how your workplace have benefited from the funding



## 5. How your application will be judged

1. Whether the applicant is located within the geographical areas specified on page 8 of this document.
2. Whether grant funding awarded would support an increase in active travel, a reduction in Single Occupancy Vehicles on our roads and an improvement in air quality
3. The applicant's **FULL** completion of the 'Workplace Travel Grant' application form. Leaving areas blank 'will' result in your application not progressing to the scoring stage.
4. Ability of scheme/measure to be achievable by 26th March 2021
5. Attendance at 'My Journey Travel Plan Network' meetings is essential for any grant applicant. **NOTE: If your company does not send a nominee to attend our online or in-person Travel Plan Networking events you will not qualify for the grant.**
6. Applicants will be expected to state clear SMART (Specific, Measurable, Achievable, Realistic and Timed) targets around increasing walking and cycling, reducing Single Occupancy Car use in the workplace. **NOTE: Applications will not progress without a clear deliverable action plan.**
7. Applicants will be expected to complete the 'Action Plan' within the grant application. **NOTE: Applications will not progress without a clear deliverable action plan.**
8. Applicants will be expected to conduct a staff travel survey, based on the survey in the guidance appendix. **NOTE: Applications will not progress without supplying staff travel survey data, which has been achieved in the last 6 months and represent a minimum 25% response rate of all staff.**
9. Capacity and commitment to monitor impact of the grant scheme/measure and the supporting Workplace Travel Plan.
10. The applicant MUST provide the SCC Workplace Place Team with updates on the grant spend and provide a case study when required.
11. Applications will be assessed against **ALL** criteria listed on pages 7-8 of this guidance document.
12. The applicant's willingness to host Bike Doctor and SCC Cycle Savvy Pit Stop events at their Hampshire sites.
13. The applicant's involvement in 'Love to Ride'. Does the company have a profile on the Love to Ride platform and do they have an engaged Love to Ride Champion?

## 6. Southampton City Council Workplace supporting measures

### What is Bike Doctor?

Our **Bike Doctor** service is a compact, practical and easy way to help keep people cycling. Our mechanics set up a fully mobile mini workshop at your venue and provide free safety checks and minor repairs, such as servicing brakes, gears and punctures, to your employees.

### What is Cycle Savvy Pit Stop?

To help your employees choose the right **bike**, ensure it is safe to ride, feel confident **cycling** on the road and discover new routes, we can bring the 'Get **Cycle Savvy Pit Stop**' to your workplace. The **Pit Stop** services include a '**Bike Doctor**' who will service bikes and fix any issues for free (ex. parts); a variety of bikes to test ride; cycle training; as well as optional extras including NHS Health Checks, led rides and bike maintenance workshops.

### What is Love to Ride

**Love to Ride** is the online platform that gets more people cycling. They run quarterly events to encourage, incentivise and reward **riding** and encouraging. They have engaged over 415,000 people and 25,000 workplaces worldwide, helping 73,000 people to get back on their bikes. To find out more please visit: [www.lovetoride.net](http://www.lovetoride.net)

### Travel Plan Network Meetings

The My Journey team helps to run the Travel Plan Network, with support from Hampshire Chambers of Commerce, local planning authorities and public transport operators. The network has been established to inform and assist those with travel planning responsibilities and provide a networking opportunity. We aim to help improve transport issues in the area, informing the development of new services and infrastructure. Members benefit from advice on how best to promote sustainable travel choices to staff and ease pressures associated with car travel.

If you want to receive invitations to future Travel Plan Network meetings register your interest here:

[Travel Plan Network Bulletin/Distribution List](#)

## 7. Workplace Travel Grant application form

\*Please complete the Workplace Travel Grant application form in [full](#).

Leaving any areas blank will result in your application being void for consideration.

The grant application includes a checklist on page 12. Please ensure you are able to tick all 10 requests before submitting your application.

Checklist before submitting application:

1.		Have you completed <b>all</b> sections of this grant application (A-R).
2.		If you have a home working/flexible working policy, please attach a copy.
3.		If you have a hot desk/open space policy, please attach a copy.
4.		If the company has a travel expense policy, please attach a copy.
5.		If your company has a Business Travel Policy, please attach a copy.
6.		Have you completed a staff travel survey in the last 6 months?
7.		Have you provided 3 individual quotes from suppliers?
8.		Have you stated how much grant funding you require from Southampton City Council?
9.		Have you stated how much funding your company will match fund?
10.		Have you signed the grant application form?

## 8. Closing date for grant applications is **Friday 11<sup>th</sup> September 2020.**

***Please scan and return your completed grant application form to:***

***Email: [leon.girling@southampton.gov.uk](mailto:leon.girling@southampton.gov.uk)***

NOTE: Grant applications will be reviewed more frequently this year. We will notify businesses of further funding rounds via the Workplace Distribution List, social media channels, the council's website and My Journey communications.