



BIRMINGHAM CITY
University

Birmingham City University:

Interim Travel Plan

2021/22-2022/23

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Introduction

Birmingham City University's (BCU) previous Travel Plan covered 2018 - 2020. A staff and student travel survey was planned for March 2020 to input into a Travel Plan for 2020 - 2022, however this was delayed due to Covid-19. As there is still a lot of uncertainty, we have decided to delay the next full travel survey until 2022/23 to inform a Travel Plan for 2023-2025.

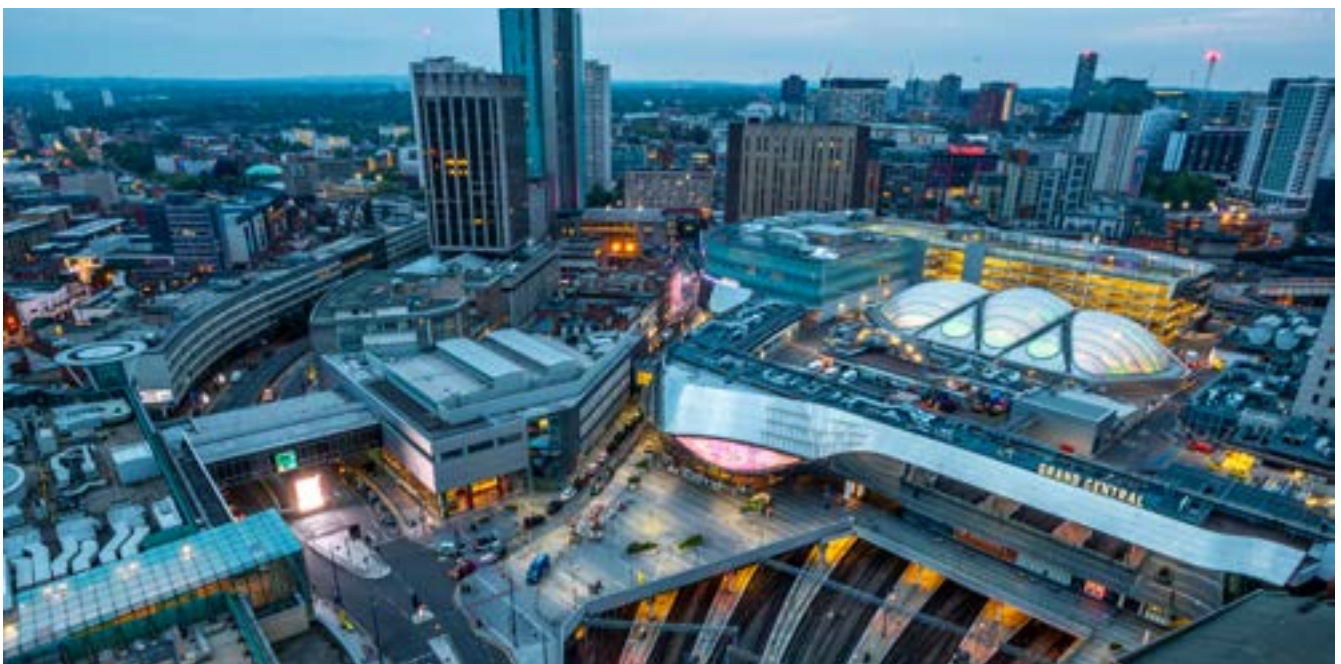
In the meantime, we have developed an Interim Travel Plan (ITP) to ensure that we are still taking opportunities to encourage the use of sustainable transport and build on the impacts that Covid-19 has had on travel, ways of working and studying.

Previous BCU Travel Plans have focused on commuting, but we want to expand our Travel Plans to also incorporate wider travel associated with the University such as business travel, international student travel and the University fleet.

TPS Transport Consultants carried out work in preparation for the 2020 - 2022 Travel Plan, including a review of relevant transport policies, an audit of existing travel provision at some of our sites and a postcode analysis. We have used this information to develop this ITP, as well as internal work including a brief Covid-19 related travel survey that was conducted in August 2020.

This ITP covers the following BCU sites:

- City Centre Campus
 - Joseph Priestly building
 - Curzon Building
 - Parkside Building
 - Millennium Point
 - Royal Birmingham Conservatoire
 - University House
 - University Locks
 - STEAMhouse
- School of Art
- School of Jewellery
- St Paul's Square
- The Pavilion
- Doug Ellis Sports Centre
- City South Campus
 - Seacole building
 - Bevan House
 - Ravensbury
 - 12 Harborne Road



Planning context

TPS Transport Consultants reviewed the following documents as part of the transport policy review BCU commissioned:

- Adopted Birmingham Development Plan 2031
- January 2020 Birmingham Transport Plan (Draft)
- Birmingham's Green Commission – Carbon Roadmap
- Movement for Growth: The West Midlands Strategic Transport Plan
- Birmingham Mobility Action Plan (Bmap) – November 2013
- May 2020 Emergency Birmingham Transport Plan: A Low Carbon, Clean Air Recovery after Covid-19

The ITP and future travel plans will take into consideration these policies, plans and associated guidance, particularly the following key themes that have been identified from them:

- How increased uptake in travel by sustainable modes of travel can improve:
 - A reduction in carbon emissions
 - The health of Birmingham residents
 - Air quality
 - Road safety (due to lack of vehicles).
- Infrastructure improvements proposed across Birmingham and the West Midlands region, such as the HS2 development.
- How the Covid-19 pandemic will impact upon travel and how this response can prioritise a low carbon future which has a reduction in the dependency of the car.
- Prioritising active travel modes and incorporating measures to reduce the dominance of the car.
- Use of low emission vehicles and associated promotion and initiatives, such as the Clean Air Zone.
- Liftshare schemes and car clubs.



Existing travel provision

The following information summarises the existing travel provision for active travel (cycling and walking), the proximity and availability of public transport and car parking facilities.



Table 1 - Active Travel

Location	Cycle Parking Spaces	Showers	Changing rooms	Locker areas	Comments
Joseph Priestly Building	26 spaces provided.	5	2	2	Cycle parking, showers, changing rooms and lockers are located in the basement for staff to use.
Curzon Building	66 covered spaces at back of building with CCTV - access with student/staff pass required. 20 covered spaces with CCTV at front. 6 council managed spaces on Cardigan Street and additional spaces on Curzon Street.	8	6	1	Showers and changing rooms are located on the ground, first and fourth floor. Student lockers on the ground floor.
Parkside Building	62 covered spaces available with CCTV under the link bridge. 10 Brompton bike lockers available. 8 Council managed spaces on Cardigan Street.	2	2	0	Showers are located on the first floor and changing rooms on the ground floor.
Millennium Point	20 covered spaces with CCTV by park and 10 at car park.	11	0	3	Most showers are located on the ground floor and one on the fourth floor. Some are only accessible to certain courses. Lockers on the ground and third floor.
Royal Birmingham Conservatoire	36 spaces covered by a green roof and with CCTV coverage.	5	5	2	Showers are located on the second and fifth floor. Changing rooms are located on the ground, first and second floor. Lockers are on the fifth floor.

Location	Cycle Parking Spaces	Showers	Changing rooms	Locker areas	Comments
University House	16 covered and 16 uncovered spaces with CCTV – access given by Security. 34 Council managed spaces on Bartholomew Row.	2	0	0	Showers located on the ground floor.
University Locks	88 secure spaces for staff and 78 for halls residents.	-	-	-	Shower and changing facilities are just available to residents.
STEAMhouse 2	40 secure covered spaces with CCTV. 8 spaces for folding bikes.	9	4	4	Under construction. Accessible shower on ground floor, showers, changing rooms and lockers on floors 1-4.
School of Art	20 spaces in the courtyard.	1	0	0	
School of Jewellery	8 covered spaces - access from Frederick Street.	2	2	1	Showers and locker area located in the basement.
St Paul's Square	0	0	0	0	
The Pavilion	9 spaces provided.	143	18	0	Showers and changing rooms are located on the ground floor.
Doug Ellis Sports centre	12 spaces provided.	26	4	4	Showers, changing rooms and lockers are located on the ground and first floor.
Seacole building	60 covered spaces with CCTV. 20 spaces outside Seacole building. 38 spaces to the front of old Seacole Building. 8 Brompton bike lockers.	16	5	Many located around the building	Showers are located on the ground, first, second and third floor.
Bevan House	4 spaces provided.	0	0	0	
Ravensbury	0	0	0	0	
12 Harborne Rd	24 spaces provided.	0	0	0	



Table 2 – Bus, Train/Light rail, Car

Location	Bus	Train/Light Rail	Car
City Centre Campus	15 bus stops within a 500 metre walking distance, additional 45 within 1km. Services include 14, 849, 53, 55, 94 and 66.	<ul style="list-style-type: none"> • 10-15 minute walk to Moor Street station. • 15-17 minute walk to New Street station. • 15-20 minute walk to Snow Hill station. • 13-15 minute walk to Bull Street tram stop. 	Permit holders can use the Plot A temporary car park, which includes 120 spaces. We did have spaces for BCU staff at the Millennium Point car park, but have not continued with this contract due to a reduction in staff numbers on site. Staff can continue to use this car park but normal rates will apply. There is an electric vehicle charge point near Conservatoire/ Millennium Point and two BCC owned charging points at MP Car Park.
School of Art	The closest bus stop is located approximately 30 metres from the building. Services include 9, 10, 12, 13, 23, 24, 25, 82, 87 and 126.	<ul style="list-style-type: none"> • 7 minute walk to New Street and Snow Hill station. • 14 minute walk to Moor Street station. • 6 minute walk to Grand Central tram stop. 	No BCU parking. On-street pay and display parking but a lot is limited to 2 hours stay. On Margaret Street there are 2 electric vehicle charging bays, disabled bays, motorcycle parking and 2 Enterprise Car Club spaces.
School of Jewellery	Bus stops are situated within 250 metres of the building entrance. Services include 8A, 8C, 101 and 89.	<ul style="list-style-type: none"> • 5 minute walk to Jewellery Quarter station and tram stop. • 18 minute walk to New Street station. 	There is a staff only car park at the rear, off Frederick Street (16 spaces). Car parks are located in the vicinity of the site and some on-street parking is permitted.
St Paul's Square	20 bus stops within 500 metre walking distance, additional 44 within 1km. Services include 101, 9, 10, 12, 13, 89, 126, 7, 53, 74 and 424.	<ul style="list-style-type: none"> • 9 minute walk to Snow Hill station • 12 minute walk to Jewellery Quarter station and tram stop. • 14 minute walk to New Street station. • 6 minute walk to St Paul's tram stop. 	Staff car park at rear (23 spaces). The nearest publicly accessible car park is located approximately 280m to the southwest. The NCP multi-story car park on Newhall Street provides 500 spaces and is open 24/7. 82 on-street car parking spaces are available on St Paul's Square which are subject to a maximum stay of 4 hours.

Location	Bus	Train/Light Rail	Car
The Pavilion	Four bus stops within 500 metre walking distance, additional 13 within 1km. Services include 907, 907A, 934, 935, 936, 937, 33 and 7.	<ul style="list-style-type: none"> 30 minute walk to Perry Barr station, however the station is closed for 12 Months from 10 May for refurbishment. 	50 car parking spaces are provided on-site, including 8 of which are accessible spaces. Additional overflow spaces are provided to the northwest of the Pavilion, allowing for approximately 250 additional cars.
Doug Ellis Sports Centre	Seven bus stops within 500 metre walking distance, additional 16 within 1km. Services include 33, 907, 934, 937, 51, 52, 54, 61 and 11C.	<ul style="list-style-type: none"> 11 minute walk to Perry Barr station, however the station is closed for 12 months from 10 May for refurbishment. 	49 car parking spaces are provided on-site, including 4 of which are accessible spaces. There are also two spaces for coaches immediately in front of the main building access. Car parking up to 3 hours is free of charge for all customers of the centre and there is a PAYG system.
City South Campus	Eight bus stops within 500 metre walking distance, additional 21 within 1km. Services include 10, 23, 24, 25, 823 and 1.	<ul style="list-style-type: none"> 15 minute walk to Five Ways station. 	There is currently a total of 339 car parking provided on-site, including 33 spaces for contractor parking and 32 for visitors. Parking for staff is provided in a multi-storey car park at the rear of Seacole building, as well as Westmount or Vicarage car parks. There is no student parking on campus - students use the Broadway Plaza multi-storey or on-street parking surrounding the campus.
12 Harborne Road	Nearby bus stops include services 1, 10, 23, 24, 823.	<ul style="list-style-type: none"> 12 minute walk to Five Ways station. 	32 staff car parking spaces available.

Car parking arrangements

During Covid-19, charging for car parks was suspended. Usually, there is a cost to use car parks but the rates vary across sites.

Staff can purchase permits, some of which apply to specific car parks, whilst others can be used at various car parks. A review of car parking management at BCU is underway and has included not renewing the contract with Millennium Point Car Park from 1 August 2021.

No student spaces are made available at BCU car parks, however the University has negotiated special rates for students at various NCP car parks in the City Centre and at Broadway Plaza car park for City South Campus students.

Business travel arrangements

Air and rail travel as well as hotels are booked via the travel management company Key Travel on their online system. They provide data on CO2e emissions.

Other business travel, for example taxis and coaches, are booked separately so we currently do not have carbon emissions data for these journeys.

University fleet

BCU have an internal fleet of eight vehicles for Estates and Facilities, the majority of which are currently hired:

- Electric vehicle (Nissan leaf) used by Quality Control Officer and others within E&F. Compliant to Clean Air Zone (CAZ)
- Two Ford LCV Transit vans for the Gardening Team. Both compliant to CAZ.
- Renault traffic medium van for Postal Team. Compliant to CAZ.
- Two vehicles for Building Maintenance Team. Renault medium van that is compliant to CAZ and a Peugeot small van that we have a 12 month CAZ exemption for.
- Toyota estate car for Security Team. We have a 12 month CAZ exemption.
- Vauxhall small van for Facilities and Post Team. Compliant to CAZ.

A fleet review is planned.

The Faculty of Health, Education and Life Sciences also have two vehicles:

- Ford transit medium van
- LDV Ambulance used for student learning

Agile working

Agile working allows employees to work in flexible ways to enable them to do their jobs more effectively through collaboration and efficient working practices. Agile practices can also support employee well-being and an improved work life balance. Agile working usually involves a flexible office space with multiple areas for collaborative working. It can also include flexibility through a variety of start and finish times, variable days of working and working from different locations, including at home.

Since the Covid-19 pandemic started, staff have experienced different ways of working and we want to capture the good practice to support the above benefits as well as reductions in transport emissions.

As the University explores how working practices for staff will develop in response to the Covid-19 pandemic, five core principles have been agreed to help guide the University's approach:

- We will always prioritise the best way of supporting our students
- We will also prioritise ensuring that we can work effectively as a connected university community
- We need to learn from the pandemic about what worked well for individuals and teams
- We need to recognise that investment of time and resource from us all will be needed to make agile working effective
- We need to recognise that being the University for Birmingham means knowing and relating to the city around us.



Following our Agile Working Pilot, Joseph Priestley Building will be re-fit to become a Professional Services Hub in 2023, allowing staff to work more flexibly. Building usage is based on assumptions that staff will continue to work both on and off campus. The building will include:

- Different work areas – desks/collaborative space/drop in spaces etc.
- Different meeting spaces – meeting rooms/collaborative spaces/pods etc.
- Confidential spaces
- Co-locations of different teams
- Storage solutions for personal belongings

Appropriate AV equipment will be brought into meeting spaces to optimise hybrid meetings, allowing staff to collaborate whether they are on or off campus.

Current BCU initiatives to encourage sustainable travel

BCU provides the following initiatives and information to students and staff to encourage sustainable travel:

- Providing cycle parking, showers, lockers
- Staff Cycle to Work Scheme
- Brompton pool bike scheme for staff and students
- Discounted Travel Card Scheme for Bus, Rail and Metro for staff
- Public transport and active travel related events e.g. Dr Bike sessions, travel provider stands
- Information on website and iCity about sustainable travel options
- Travel related articles on iCity/Tiger Today/student newsletters
- Promote £1 hop bus service for inter-campus travel
- Work with BCC, TfWM and travel providers to keep up-to-date on initiatives
- Cable lock amnesty events and events selling discounted D-locks
- National Express student bus portal

Travel survey

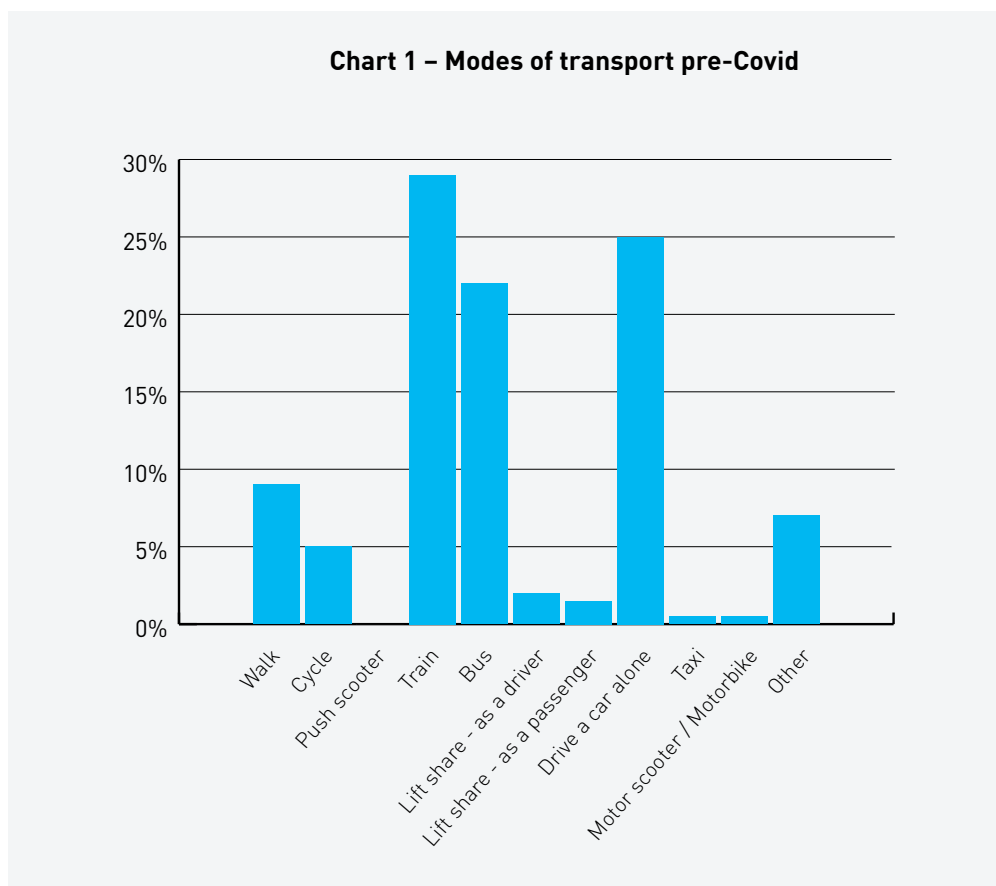
The main difference between this ITP and the full Travel Plans is that we have not conducted an in-depth staff and student travel survey. This means we do not have detailed data on the current travel behaviour, but it is worth waiting to do the next full survey in 2022/23 when there will be more certainty about how people will work and study. However, we did undertake a short travel survey in August 2020 for students and staff to gain an understanding of how travel behaviours may be affected under Covid-19 and gain insight into their views and thoughts, the results of which will influence this ITP and the actions we will take.

BCU Covid-19 Travel Survey August 2020

The survey achieved 1,055 responses; 697 staff and 358 students. As of October 2020 there are approximately 3,600 staff members and 26,800 students at BCU, so the results are not statistically valid but still give useful insight for the ITP actions. The key findings are shown below.

The majority of respondents (44%) would be travelling to the Curzon Building.

Chart 1 shows the modes of transport used by staff and students before Covid-19. Pre-Covid, the majority of respondents travelled by train (29%), drove a car alone (25%) or travelled by bus (21%).

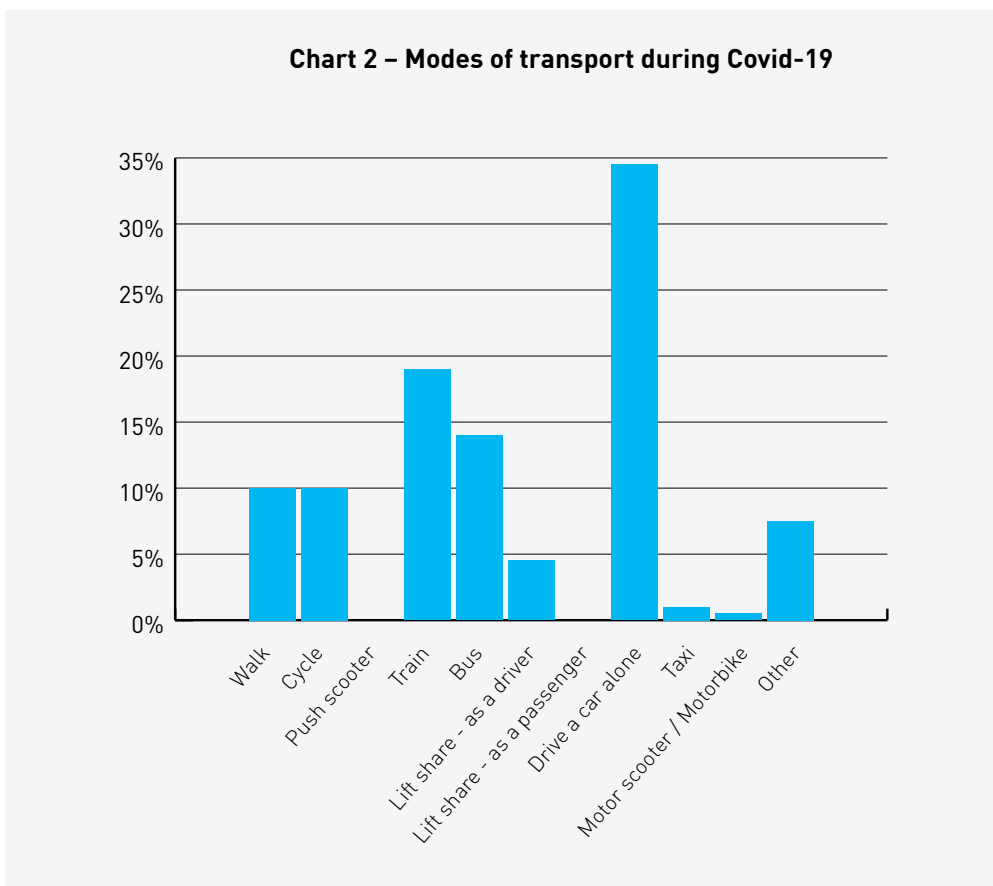


The most popular modes of travel pre-Covid broken down by students and staff are:

Students		Staff	
Bus	33%	Train	32%
Train	29%	Drive alone	31%
Walk	19%	Bus	16%

Compared to the results of the full travel survey conducted in 2018, the top three most popular modes are the same for staff, though the percentages differ. They are the same for students at City Centre Campus (with differing percentages), but in 2018 31% of students at City South Campus drove alone.

Chart 2 shows how respondents would/do travel to University under current Covid-19 conditions (in August 2020). As can be seen, there is a shift of travel mode to driving a car alone.



The most popular modes of travel broken down by students and staff during Covid are:

Students		Staff	
Bus	27%	Drive alone	42%
Train	22%	Train	17%
Walk	19%	Cycle	13%

The three top modes of travel remained the same for students, however there was a significant change in the responses from staff.

Staff saw an increase in those who would drive alone, from 218 respondents to 287, an increase of 69. Those selecting cycling as an option increased from 45 members of staff to 91, an increase of 46. The majority of respondents saying they would change to driving alone or cycling are based at the City Centre Campus.

This would indicate that car parking could be an issue and there is a need to advertise current cycle parking that is underutilised and installation of further cycle parking.

The most selected reasons for choosing the mode of travel during Covid-19 was it is the most convenient mode and felt the safest way to travel.

Active travel questions

We asked respondents if they would consider cycling to the University if there was an increase in cycle parking facilities. 973 out of the 1,055 respondents answered this question, with 32% stating yes and 68% stating no. Respondents were also asked to comment on their answer, with the main reasons for not cycling being distance and not feeling safe or having a safe cycle route to get to BCU.

The responses identified the following actions that we will input into the ITP:

- Further lobbying for safe routes with the Council
- Continue to offer and promote cycle training
- Review offers available for staff and students to buy an affordable bike

We also asked respondents if they would normally use the shower facilities on site if they cycle, walk or run to University. Of those who responded that do cycle, walk or run, 36% of them use the shower facilities. The feedback in response to this question identified the following actions:

- Review signage for showers and improve where feasible
- Review space available for clothes drying
- Review potential to install hair dryers in changing areas

Further comments

Respondents were asked for further thoughts, comments and ideas. The main themes from the free text comments were:

- Concerns about health and safety using public transport
- Exclusive bike lanes needed as it is dangerous to cycle
- Would like agile working/working from home going forward
- Security of cycle parking areas
- More showers are needed
- More car parking is needed
- Increase in cycle parking
- Free car parking/discounted due to Covid
- Student car parking facilities

A series of actions are recommended as a result of the responses, which will input into the ITP and future travel plan actions plans.

Postcode analysis

TPS Transport Consultants were commissioned to undertake a distance-based analysis of all staff and student postcode locations, looking at the distance and time for each mode of transport to the City Centre Campus. The key findings are summarised below.

Staff

- Out of 2707 members of staff, 22 live within easy walking distance of their place of work (2km) and 242 are within a short cycling distance (5km).
- 1092 staff members live 20km or more away.
- A large proportion of staff are able to commute by active modes of travel or public transport within 30 minutes (41% of staff are within 45 minutes by public transport and 51.2% of staff are within 45 minutes by cycle).
- However, looking at the permanent/family home postcodes, a significant proportion of students live within active travel distance and it is assumed that their term time address and permanent address are the same.
- Out of 24,699 students, 1,333 live within easy walking distance of the University (2km) and 4,225 are within a short cycling distance (5km).

Students

- The student postcode data is less reliable, as the term time postcodes used were collected at enrolment and a large proportion (30.1%) of them are over 15km from BCU. It is anticipated that a significant proportion of the responses actually relate to home addresses, no doubt a reflection of the fact that many students would not know their term time postcode at the point of enrolment.

International students

- Data used to analyse international student travel is based on the country of residence of students in the academic year 2019/20 and assumes that students commute by plane from the capital city of their home country.
- Based on the assumption that each student undertakes one round trip between their country of residence and Birmingham, the total distance travelled by international students would be 46,683,352km. This equates to 6993.2 tonnes CO₂e.

Objectives

As we have not undertaken a full travel survey, we do not have data on the modal changes and so cannot set specific targets for future modal change. However, we have some key objectives for the ITP.

- Capture the lessons learnt and good practice from Covid-19 regarding ways of working and travel, to support future reductions in transport emissions.
- Support the BCU community to use active travel and public transport options where feasible.

Action plan

Some of the actions may have timescales longer than the period the ITP will cover, and will be carried over into the next full two year Travel Plan for 2023 - 2025.

Reducing need to travel

Measure	Monitoring	Responsibility	Timescale
Review and develop the approach to agile working post Covid-19, including opportunities to facilitate collaboration between staff and stakeholders on and off campus.	Agile Forums held; Agile pilots conducted; Strategy agreed.	<ul style="list-style-type: none"> • Head of Operations. • HR Department. • IT Department. 	Orientation days: May/June 2021 Agile pilots: Oct- Dec 2021 Strategy agreed by July 2023.
Development of IT solutions that allow remote working and encourage a reduction in both commuting and business travel emissions, in addition to Microsoft Teams and Virtual Learning Environment roll out.	BMS moved to virtual servers; Network Refresh Programme completed; AV equipment remote monitoring tool rolled out; Security Integration System updated.	<ul style="list-style-type: none"> • Director of IT and Digital • IT Senior Project Manager • Engineering Team 	BMS on virtual servers: end 2022. Network Refresh Programme: end 2023. AV equipment remote monitoring: end 2021. Security Integration System updated: July 2023.
Create a Professional Services Hub in Joseph Priestley aligned with industry best practice in workplace design, building on lessons learned from the pilot; Optimise existing working space, contributing to the Estates Masterplan to drive efficiencies across the estate; Support hybrid and flexible approaches to working, optimising staff working experience.	Building re-fit completed; new working practices agreed.	<ul style="list-style-type: none"> • Agile Project Board 	Sign off building plans: December 2022 Building re-fit: mid 2023

Active travel

Measure	Monitoring	Responsibility	Timescale
Increase secure cycle parking available for staff to use by opening access to University Locks cycle parking	Number of secure cycle spaces available for staff	<ul style="list-style-type: none"> Environmental Manager 	Completed January 2021
Investigate further opportunities to increase availability of secure cycle parking, including at St Paul's and City Centre Campus	Number of secure cycle spaces available for staff and students	<ul style="list-style-type: none"> Environmental Manager Environmental Officer 	Ongoing
Review Brompton bike hire scheme	Review completed	<ul style="list-style-type: none"> Environmental Manager Environmental Officer 	February 2023
Improve signage to cycle parking facilities	Amount of signage	<ul style="list-style-type: none"> Environmental Manager Assistant FM Manager 	Completed January 2021
Review signage for showers and improve where feasible	Amount of signage	<ul style="list-style-type: none"> Environmental Officer FM Manager 	July 2023
Review space available for clothes drying	Space available	<ul style="list-style-type: none"> Environmental Officer FM Manager 	July 2023
Review potential to install hair dryers in changing areas	Number of hair dryers	<ul style="list-style-type: none"> Environmental Officer FM Manager 	July 2023
Review the management of lockers and where more could be installed	Review completed	<ul style="list-style-type: none"> Security Assistant FM Manager Environmental Officer 	July 2023
Advertise second hand bike sales	Communications	<ul style="list-style-type: none"> Environmental Officer 	Ad-hoc
Continue to promote cycle training and Dr Bike sessions when available	Communications	<ul style="list-style-type: none"> Environmental Officer 	Dr Bike sessions run in April/ May 2021 Ongoing
Continue to promote and review offers available for staff and students to buy an affordable bike	Communications	<ul style="list-style-type: none"> Environmental Officer 	Ongoing
Promote Cocycle and their buddy scheme and collaborate on events when possible	Communications	<ul style="list-style-type: none"> Environmental Officer 	Ad-hoc
Review increasing the Cycle to Work scheme value and improving the instructions and communication of the scheme to staff	Number of people taking part in scheme	<ul style="list-style-type: none"> HR Environmental Officer 	July 2023
Set up, coordinate and promote a Bicycle User Group MS Teams group (BCUBUG)	Number of BCUBUG members	<ul style="list-style-type: none"> Environmental Officer 	Teams group set up March 2021 Ongoing

Measure	Monitoring	Responsibility	Timescale
Promote opportunity to comment on BCC cycling and walking infrastructure plan and make suggestions	Communications	<ul style="list-style-type: none"> Environmental Officer 	Promotion done April/May 2021 Ongoing
Promote and complete relevant travel and transport consultations and include comments lobbying for further safe cycling routes	Communications consultations completed	<ul style="list-style-type: none"> Environmental Officer 	Ad-hoc
Work with BCC/TfWM to ensure WM Cycle Hire scheme includes docking stations close to campuses	Number of docking stations	<ul style="list-style-type: none"> Environmental Officer 	Docking stations installed May 2021
Promote WM Cycle Hire scheme when it launches	Communications	<ul style="list-style-type: none"> Environmental Officer 	Promotion done May 2021 Ongoing
Promote walking, running and cycling routes and activities	Communications	<ul style="list-style-type: none"> Environmental Officer 	Ongoing
Investigate possibility of pedestrian prioritisation of Cardigan street	Surveys and liaison between BCC undertaken. Options for pedestrian prioritisation presented and decision made.	<ul style="list-style-type: none"> Director of Estates and Facilities 	Surveys and liaison between BCC have been undertaken by BW. Options to be presented and decision made by December 2022.

E-Scooters

Measure	Monitoring	Responsibility	Timescale
Work with Voi to run events to promote the e-scooters and safe use if possible	Number of events	<ul style="list-style-type: none"> Environmental Officer Voi 	Ongoing up to end of trial
Liaise with Voi/BCC/TfWM to keep up-to-date on the scheme	Meetings attended	<ul style="list-style-type: none"> Environmental Manager Environmental Officer 	Monthly stakeholder meetings
Finalise license agreement for designated e-scooter parking on corner of Cardigan Street/ Curzon Street	Parking installed	<ul style="list-style-type: none"> Environmental Manager Senior Legal Officer/ Solicitor Voi 	October 2021 - agreement finalised but awaiting Voi to install

Public transport

Measure	Monitoring	Responsibility	Timescale
Liaise with transport providers to keep up-to-date on changes to their services and fares and how they are keeping services safe during Covid-19 and communicate to staff and students	Communications	<ul style="list-style-type: none"> Environmental Officer 	Ongoing
Work with National Express on student ticket portal and promote this when complete	Number of students using portal	<ul style="list-style-type: none"> Environmental Manager Environmental Officer 	Promote in September 2021 Ongoing
Continue HS2/BCU stakeholder meetings and communicate relevant information to staff and students	Meetings held	<ul style="list-style-type: none"> Director of Estates and Facilities 	Ongoing

Private vehicles

Measure	Monitoring	Responsibility	Timescale
Create a webpage for the Clean Air Zone	Webpage created	<ul style="list-style-type: none"> Environmental Officer 	Webpage created April 2021 Ongoing updates
Communicate information about the CAZ to staff, students, future students and visitors	Communications	<ul style="list-style-type: none"> Student and Staff Communications Officer Environmental Officer 	Key communications delivered up to June 2021 Ongoing
Develop approach and strategy for BCU Electric Vehicle Charge Points (EVCPs)	Approach agreed Number of EVCPs installed	<ul style="list-style-type: none"> Environmental Team 	Ongoing
Review car parking approach and implement a new charging policy	Review completed Policy created	<ul style="list-style-type: none"> Security Deputy Director of Estates and Facilities 	ANPR model being investigated during 2022/23

Business travel

Measure	Monitoring	Responsibility	Timescale
Establish Travel Policy Working Group	Working Group created	<ul style="list-style-type: none"> Head of Business Continuity and Risk 	Completed October 2021 Meetings ongoing

Measure	Monitoring	Responsibility	Timescale
Review current business travel arrangements and opportunities to encourage less flying, including development of a business travel policy	Travel Management Company procurement completed Review completed Policy created	<ul style="list-style-type: none"> Procurement Team Head of Business Continuity and Risk Head of Operations Environmental Officer 	Draft policy created May 2022 Ongoing
Appoint consultant to conduct a gap analysis of current Scope 3 carbon emissions data, including business travel and review opportunities to improve data capture and establish a baseline	Scope 3 gap analysis report	<ul style="list-style-type: none"> Environmental Team 	Completed September 2021
Use information from EAUC Travel Better Package and their air travel justification tool to develop draft flow chart decision tree for business travel	Draft flow chart developed	<ul style="list-style-type: none"> Environmental Officer 	Draft decision tree produced May 2022
Review Key Travel sustainability options	Review completed	<ul style="list-style-type: none"> Environmental Officer Key Travel Procurement 	Meeting held February 2021 Ongoing

Marketing and promotion

Measure	Monitoring	Responsibility	Timescale
Review and update travel related information on the environmental webpages (including interactive map) and iCity	Webpage and iCity up-to-date	<ul style="list-style-type: none"> Environmental Officer 	Full review and update completed May 2021 Ongoing
Promote sustainable travel options to visitors	Communications	<ul style="list-style-type: none"> Environmental Officer 	Ongoing

Other

Measure	Monitoring	Responsibility	Timescale
Capture best practice examples and case studies of positive changes that have been implemented post Covid-19, including International Office achievements	Case study developed	<ul style="list-style-type: none"> Environmental Team 	October 2021 Ongoing
Review potential to electrify fleet in line with the BCU EVCP programme	Review completed	<ul style="list-style-type: none"> Assistant Director of Estates and Facilities (Facilities Management) Post and Transport Supervisor Environmental Team 	Ongoing

Monitoring, reporting and governance

The Environmental Officer will have oversight of ongoing monitoring and management of the ITP. Progress against the ITP will be included in the annual Environmental Report and progress on key areas will be reported at the Environmental Committee meetings.

