

## Travel Plan 2024-2030

### Purpose and Context

This document serves as a proposal to the University Council to consider the latest version of the university's Travel Plan for formal adoption and implementation by the university.

Relationship to university strategy map

Inspiring – The policy can inspire the university to aim for the best standards of sustainable travel and transport.

Innovative – The policy can enable the university explore novel ways of reducing Scope 3 emissions impacts related to travel and transportation.

International – The university's implementation of the policy can provide a case study that can be adopted by organisations outside the United Kingdom (UK) which are also desiring to lower their Scope 3 travel impacts.

Growth and Efficiency – The university's wider corporate and strategic aims were taken into consideration when selecting this policy.

Financial sustainability – The implementation of the policy will be pursued in a pragmatic rather than simply an idealistic) manner to ensure that it fits within normal operating budgets.

People first – The focus on active travel (e.g., walking and cycling) will provide significant health and wellbeing benefits for the university's staff and students.

### Scope

This policy applies to all staff and students at the University.

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## 1.0 Introduction

The university was one of the first large organisations in Huddersfield to adopt a Travel Plan in 2007. Since its introduction, there has been a positive change in the way our staff and students travel to campus, with a tendency for lesser usage of vehicles and greater participation in active travel (such as walking and cycling).

This third revision of the Travel Plan aims to continue delivering established benefits, as well as to develop and implement further evidence-based initiatives. The core aims of the plan are:

- Reduction of air pollution and traffic congestion around the campus and beyond.
- Reduction of travel-related greenhouse gas emissions.
- Encouragement of staff and students to consider alternative methods of transportation to single occupancy car journeys.
- Encouragement of staff and students to consider healthier and more environmentally friendly means of getting to and from the University.
- Improvement of access to the local transportation network
- Maintenance of a sustainable level of vehicle parking spaces on campus, ensuring that these are used to their full capacity.

The Travel Plan will be delivered in a manner that fully supports the university's Strategy Map. It will help to deliver the university's Environmental Policy and its commitments to environmental protection and sustainable development. It will ensure that travel infrastructure and facilities are developed on campus in accordance with the Estates Capital Plan 2015-29.

It is intended that the university's Travel Plan will be supportive of the regional and local agenda for sustainable transport, and dovetail with the travel policies of the Local Authority and other major employers and educational institutions within Huddersfield.

The university has to meet the following key travel objectives in order to achieve the previously identified Travel Plan aims:

- Reduce the number of sole occupancy car journeys to and from the university and increase the number of car sharers.
- Increase the number of staff and students walking to the university and elevate the importance of the pedestrian on campus.
- Increase the number of staff and students cycling to the university.
- Increase the number of staff and students travelling to the university by bus and train.
- Improve the environmental performance of vehicles operated by the university.

## **2.0 Background and Context**

The University of Huddersfield is currently based on an academic campus within the town centre of Huddersfield. The University currently has over 14,000 students enrolled, most of whom attend the campus regularly. It has approximately 1,800 permanent and fixed-term staff. The University does not own or operate any student residential accommodation, but there are over 10,000 bed spaces in the Huddersfield area.

Private providers supply 2,379 hall beds and 135 studios on and around Firth Street, with a further 750 studios within close proximity of the university. Huddersfield also has around 7,000 rooms in private buildings situated around the local area. From 2024/25, the university will be operating on two sites (Queensgate and Southgate campuses) within Huddersfield.



The University of Huddersfield's Environmental and Sustainability Policy is a key driver for the Travel Plan. It commits the University to taking responsibility for its travel-related environmental impacts and recognises its role in maintaining, and wherever possible improving, environmental quality. The Travel Plan aligns with the following policy goals:

- Continue to develop and implement the Travel Plan with the aim of helping to reduce pollution, climate change emissions and traffic congestion around the university's estate and beyond.
- Engage with students, staff and visitors to raise awareness of their environmental impacts and encourage them to consider active and sustainable methods of travel.
- Promote good practice at all levels.
- Build partnerships with local and national organisations to enhance sustainable development.

The Travel Plan supports the delivery of the following aims of the University of Huddersfield Strategy Map:

*Inspiring:* Create an inclusive, globally aware community providing a world-leading and inspiring student experience.

*Growth and Efficiency:* An estate with sector-leading condition and functionality.



## 2.1 Progress in sustainable travel

Key achievements of the last two versions of the Travel Plan (2009-17 and 2017-23):

- A 7% reduction (from 2008 figures) in the rate of staff single occupancy car travel to campus by 2021. The reduction was even higher in 2017 (20%).
- A 30% increase in the rate of walking and cycling to work among staff members in that same period.
- The university has increased its provision of secure short-stay cycle parking, resulting in over 100 extra spaces since 2009.
- A sustained reduction in the number of car parking spaces available, from 730 in 2009 to 690 by 2018.
- Successful introduction of a staff car parking permit and charging system. The scheme was developed in consultation with staff to ensure parking provision remained cost-neutral to the university and has brought parking charges in line with



public transport costs, discouraging personal vehicle use. As at 2024, the university has issued 398 car and 9 motorcycle parking permits.

- Richard Steinitz, 3M Buckley Innovation Centre, Charles Sikes and Student Central buildings have shower facilities available to cyclists.
- Introduction and development of a range of discounted travel schemes for staff and students. Around 200 staff, or about 11% of the workforce, are enrolled in travel schemes including Metrocard, Northern Rail, First Bus, Cyclescheme, and travel season ticket loans.
- In 2011-2016 the university partnered with Sustrans, Kirklees Council and Kirklees College on the Huddersfield Active Travel project on campus. This involved engagement with staff and students to encourage and enable them to undertake active travel to and from the campus.
- Introduction of two electric vehicle charging points, and ownership of two fully electric Polaris EV Ranger models which are used by the Campus Support Team for grounds maintenance work

## 2.2 Current trends in travel

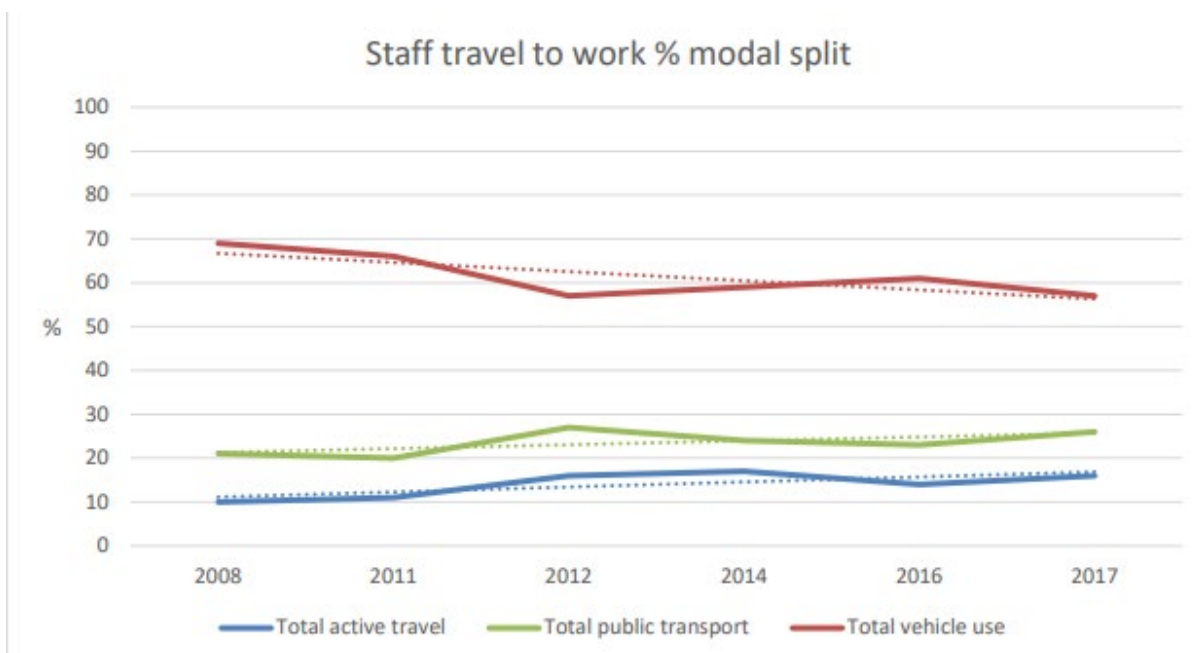
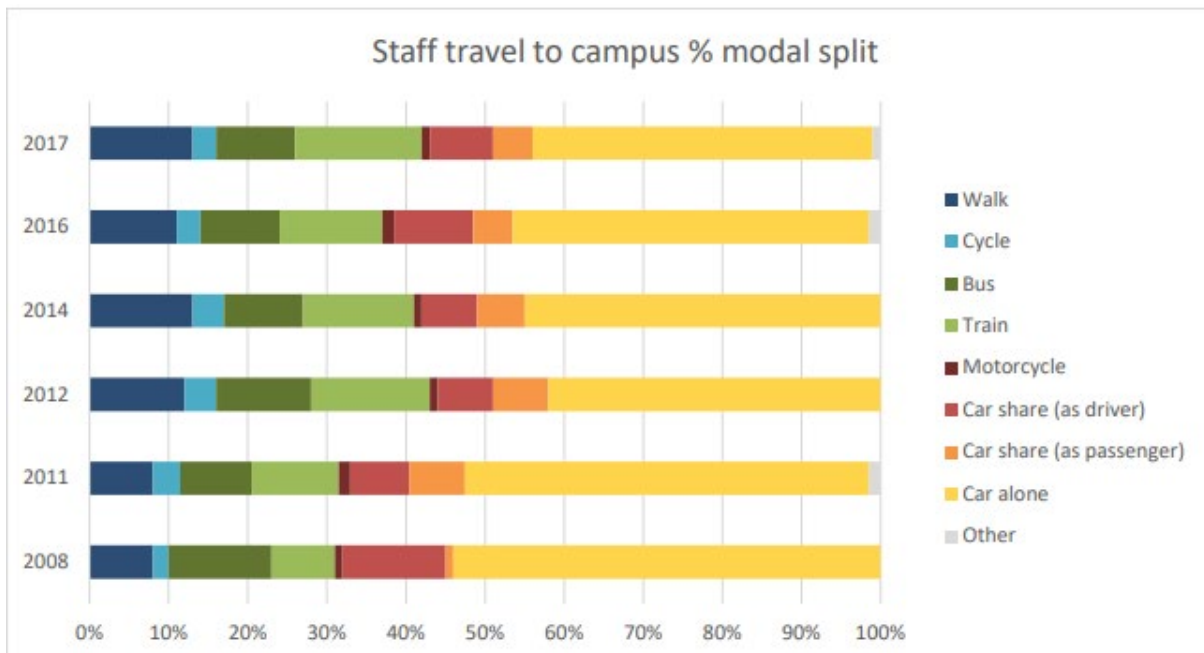
### Staff Commuting

A travel survey was conducted in 2021 to collect pre-pandemic data on travel patterns. Based on the responses of over 400 staff to the survey, almost half of staff do not travel alone by car. About 13% of staff walk or travel, while nearly a quarter commute by public transport. The table below provides a breakdown of this part of the survey.

Means of transport	Average weekly number of users	Proportion of total respondents (%)
Bike	12	2.96
Bus	32	7.88
Car share	27	6.65
E-bike	3	0.74
Walking/running	42	10.34
Single occupancy car	204	50.24
Taxi/lift	9	2.22
Train	65	16.01
Homeworking	12	2.96
<i>Total</i>	<i>406</i>	<i>100</i>

The proportion of single-occupancy car users (50.24%) has increased since 2017, when it was 43%. However, the 2021 figure still represents a drop in the 2008 figure (54%). A similar situation exists for active travel: 13.3% of staff were pedestrians or cyclists in 2021, which is an improvement on the 2008 figure (10%) but a drop from 2017 (16%). The

situation further applies to the use of public transport: 23.9% of staff in 2021 which is an improvement on 2008 (21%) but a fall in 2017 numbers (26%). The diagrams below illustrate staff travel trends between 2008 and 2017.



## 2.3 Student commuting

A survey was conducted in 2023 to find out how students travelled to and from campus. Approximately 1,610 responses were received.

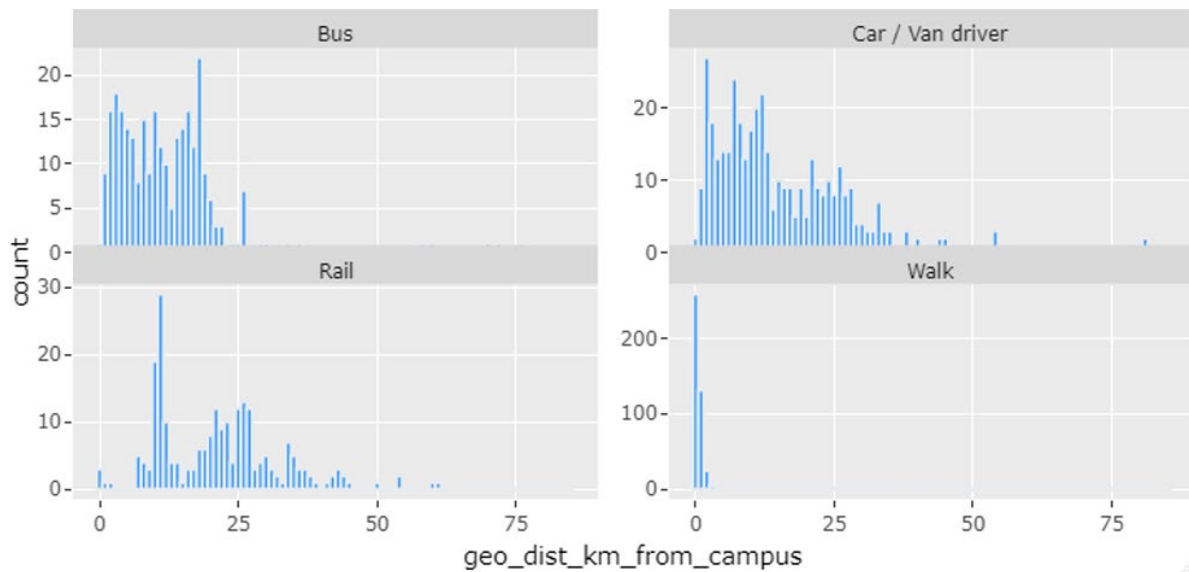
Mode	Count	%	Average straight line distance from campus (km)	Median Journey Time (mins)	HSS Timetable efficient agree	HSS overall satisfaction agree
Walk	453	28.6%	2.9	9.3	70.4%	75.0%
Bus	433	27.3%	9.6	32.7	55.5%	70.9%
Car / Van driver	410	25.9%	16.2	28.0	50.5%	66.1%
Rail	236	14.9%	21.3	81.6	48.9%	66.1%
Taxi / Uber	24	1.5%	8.7	14.6	62.5%	75.0%
Other private transport	17	1.1%	11.6	17.5	58.8%	64.7%
Other public transport	7	0.4%	16.2	62.7	42.9%	42.9%
Bicycle	3	0.2%	10.1	27.5	33.3%	66.7%
Motorcycle	2	0.1%	4.9	15.7	50.0%	50.0%
<b>Grand Total</b>	<b>1,585</b>	<b>100.0%</b>	<b>11.2</b>	<b>28.1</b>	<b>57.5%</b>	<b>69.9%</b>

Public transport (bus, rail, and other) accounted for a combined total of 42.6% of the responses combined, representing the most common form of travel. It should be noted that students that were residing in Storthes Hall (which is now closing) skew the bus category somewhat, with 155 respondents in Storthes Hall taking the bus. Removing these results gives the following figures:

Mode	Count	%	Average straight line distance from campus (km)	Median Journey Time (mins)	HSS Timetable efficient agree	HSS overall satisfaction agree
Walk	452	31.8%	2.9	9.3	70.3%	74.9%
Car / Van driver	408	28.7%	16.2	28.0	50.2%	66.2%
Bus	278	19.6%	12.3	59.0	52.2%	70.5%
Rail	235	16.5%	21.4	81.9	48.7%	66.4%
Taxi / Uber	24	1.7%	8.7	14.6	62.5%	75.0%
Other private transport	16	1.1%	12.0	18.3	56.3%	62.5%
Other public transport	6	0.4%	18.1	84.5	33.3%	50.0%
Bicycle	2	0.1%	12.7	56.8	50.0%	50.0%
<b>Grand Total</b>	<b>1421</b>	<b>100.0%</b>	<b>11.9</b>	<b>29.0</b>	<b>57.0%</b>	<b>69.9%</b>

Even without the Storthes Hall respondents, public transport remained the most common form of travel at 36.5%. Active travel (walking and cycling) is the second most common at 31.9%. Single/low occupancy vehicle travel is around the 30% mark.

The survey also highlighted the correlation between straight-line travel distance and preferred modes of travel to an extent. Excluding the Storthes Hall responses once again, the charts below show a straightforward drop-off in walking as the distance increases, but indicate a less linear pattern in the other 3 main forms of transport. The highest spike in bus travel (at 18km from campus) is linked to Bradford, while the spike in rail travel (at 11km) is related to Dewsbury postcodes.



## 2.4 Business travel

Information about staff business travel, where collected, is available through the staff expenses system and designated travel agencies. However, since there is no requirement for central booking of business travel, the data available is widely fragmented. The university should undertake an institution-wide mapping exercise to make the location of relevant business travel data less dispersed. This will better facilitate the monitoring of trends and provision of support regarding business travel.

## 2.5 Visitor travel

There is very little information currently held on visitor, delivery and contractor travel to the University. Previous delivery records for the main depot show an estimated 4,000 deliveries made by parcel couriers to the university yearly, which is a significant number. The university should implement an increase in the measurement and monitoring of this area.



### 3.0 Comparison of 2017-23 Targets with Outcomes

Progress in achieving sustainable transportation targets set within the Travel Plan 2017-23 has been monitored on a regular basis. A comparison of staff travel survey results against targets is shown below.

<i>Transport option</i>	<i>2008 (initial)</i>	<i>2017 (baseline)</i>	<i>2023 actual</i>		<i>2017-23 variance</i>	<i>2023 target</i>	<i>Comments</i>
				%			
Active travel (walking + cycling)	10	16	13		-3	20	Targets not met
Public transport (bus and train)	21	26	24		-2	30	
Car share	14	13	7		-6	15	
Single occupancy car	54	43	50		+7	35	

While sustainable travel in 2023 is ahead of where it was in 2008 (with rates of active travel and public transportation higher while single occupancy car use is lower), it is behind where it was at the launch of the 2017-2023 version of the Travel Plan. In addition, none of the targets set within that plan were met. The immediate priority of this new version of the Travel Plan is to steer progress back towards, and beyond, the heights that were achieved in 2017.

#### 3.1 Staff travel targets

The unmet targets set within the previous version of the Travel Plan will be retained for the latest version. From 2024 to 2030, the university will aim to:

- Increase staff active travel (walking and cycling) journeys to and from the university to 20% of all campus-related staff travel.
- Increase staff public transport journeys to and from the university to 30% of all campus-related staff travel.
- Increase staff car share journeys to and from the university to 15% of all campus-related staff travel.
- Reduce single-occupancy staff vehicle journeys to and from the university to 35% of all campus-related staff travel.

#### 3.2 Student travel targets

Student targets will build upon the high rates of active travel and public transport usage (about 70% combined) recorded in the recent student travel survey, while seeking to reduce the rate of single/low occupancy vehicle usage. From 2024 to 2030, the university will aim to:

- Increase student active travel (walking and cycling) journeys to and from the university to 35% of all campus-related student travel (up from 32%).
- Increase student public transport journeys to and from the university to 45% of all campus-related student travel (up from 37%).
- Reduce single-occupancy student vehicle journeys to and from the university to 20% of all campus-related student travel (down from 30%).

### 3.3 Other travel-related targets

Over the period of the plan the University will also aim to:

- Increase membership of relevant staff travel schemes provided through the Employee Benefits System to 15% of the staff population.
- Offer travel information to new staff through the staff induction process, and to existing staff at environmental events.

## 4.0 Travel Plan Actions

This section outlines how the university intends to deliver the Travel Plan 2024-30. We will continue with successful measures and initiatives from the last Travel Plan, whilst introducing a range of new initiatives to ensure we meet the new objectives and targets, and the transport needs of students, staff and visitors travelling to and from the University.

### 4.1 Pedestrian strategy

The university will increase the number of staff and students walking to campus and elevate the importance of the pedestrian. This will be achieved by:

- Working with the local authority and relevant organisations to make walking to campus safer and more accessible.
- Allocating a greater proportion of resources towards support and facilities for staff and students walking to campus.

Ongoing/previous actions:

- Walking route maps produced in collaboration with Sustrans and the local authority.
- Mapping and improved access to existing shower and changing facilities on campus.
- Supported/facilitated a number of university walking and running clubs (including Huddersfield Active Travel project, Sports Services, and society groups).
- Walking promoted through participation in campaigns such as Walk to Work week and through the engagement programme delivered on campus by the Huddersfield Active Travel project in 2012-16.

Future actions:

- Further develop the walking route maps, including distance and time indicators.
- Review/improve wayfinding and signage throughout campus.
- Continue to support university walking, hiking and running clubs, establishing greater links with the Health, Wellbeing and Sports departments where relevant.

#### 4.2 Cycling strategy

The university will increase the number of staff and students cycling to campus. This will be achieved by:

- Ensuring that the provision of cycle facilities, incentives, information and training for cyclists remains appropriate.
- Working with the local authority to develop accessible cycle routes through the town to the university.

Ongoing/previous actions:

- A salary sacrifice cycle purchase scheme has been implemented for staff.
- Installed several new cycle parking areas, including secure and covered parking, which has increased cycle parking spaces from 45 to 154. Most of these are covered and conveniently located adjacent to academic buildings.
- Shower and locker facilities are available at various points on campus and at the sports centre.
- Surveyed/mapped and improved access to existing shower and changing facilities on campus.
- A campus map for cyclists has been produced as part of the Huddersfield Active Travel Project.
- Completion of the Huddersfield Active Travel project on campus, which involved working with project partners to promote active travel to/from campus from 2012 to 2016.

Future actions:

- Further develop cycle route maps, including distance and time indicators.
- Continue the salary sacrifice cycle purchase scheme for staff.
- Re-establish/maintain a cyclist focus group and consult group about relevant issues.
- Ensure facilities to support cycling are integral to planning decisions about new buildings and construction projects across campus.
- Development of cycle routes across campus.

- Explore the cycle support available from local partners, e.g., in the form of maintenance sessions and led rides, in order to maintain the engagement levels achieved by the Huddersfield Active Travel project.

#### 4.3 Public transport strategy (bus, train, taxi)

The university will increase the number of staff and students travelling to the university by public transport. This will be achieved by:

- Providing a range of options for reduced-price public transportation for staff and students.
- Working with relevant organisations to further develop routes, services and public transport links to campus.

Ongoing/previous actions:

- Ongoing participation in travel schemes - Metrocard, First Bus, Northern Rail, and travel season ticket loans.
- The Metrocard scheme has been enhanced with the introduction of an online application system and collection of feedback from Metrocard holders.
- Link to real-time bus and train timetables and route planners provided on staff and student portals.
- Visitors to the university are provided details of public transport serving the campus.
- Participated in public transportation campaigns offering free trials of public transport (e.g., the Metro campaigns Leave the Cars Behind and Don't Drive December)

Future actions:

- Continued provision of discounted public transport tickets (including Metrocard scheme).
- Follow up public transportation issues identified from Metrocard user satisfaction surveys and other relevant feedback.
- Investigate further public transport discount schemes that can meet wider staff and student needs (e.g., cross-regional, part-time, flexible and student discount options).
- Continue to work with regional authorities to develop and promote rail links, bus services and bus stop locations adjacent to the University campus.
- Offer free public transport taster tickets where possible e.g., for new employees who have relocated to the area.

#### 4.4 Car sharing strategy

The university will encourage car sharing for both commuting and business travel. This will be achieved by:

- Provide a suitable car-share scheme for local, regional and national travel.

- Encouraging greater use of shared transport to reduce lone journeys by car.

Ongoing/previous actions

- The online Liftshare scheme for staff was previously introduced.

Future actions:

- Reintroduce the staff Liftshare or other relevant scheme and ensure that it is promoted as part of the Employee Benefits package.
- Review options for a similar scheme for students.

#### 4.5 Vehicle use and parking strategy

The university will encourage alternatives to vehicle use and will provide a sustainable level of vehicle parking on or adjacent to campus. This will be achieved by:

- Regulating the availability of car and motorcycle parking spaces
- Regularly reviewing the criteria for allocating parking spaces

Ongoing/previous actions:

- Implementation of a new car parking strategy following staff consultation.
- Implementation of a revised management procedure for booking visitor car parking spaces.

Future actions:

- Develop electric vehicle charging provision facilities on campus.
- Raise awareness of 'greener' vehicles and share relevant driving advice.
- Expand the public realm on campus.

#### 4.6 Travel reduction strategy

The university will support alternative methods of working and studying to reduce the need for travel. This will be achieved by:

- Engaging, where practicable, staff on flexible working hours.
- Offering flexible modes of academic delivery.
- Facilitating travel reduction through improved information and communication technologies.

Ongoing/previous actions:

- The majority of university staff continue to have access to flexible working patterns.
- A range of technology is now available, including video conferencing facilities for staff and students.
- Lecture capture implemented across campus.



#### Future actions:

- Continue to enhance virtual collaboration solutions for staff and students.
- Improve training, guidance and promotion related to virtual collaboration technologies (e.g., by providing online help guides).
- Continued availability of IT Support helpline (24 hours a day) for remote IT users.
- Periodic review of flexible working/work from home policy.

#### 4.7 Business travel strategy

The university will encourage the use of alternatives to air and car transport for business travel whenever feasible. This will be achieved by:

- Ensuring that any increases in mileage rates paid to car users remain below the rate of inflation and the HMRC standard rate.
- Promoting and prioritising the use of public and shared transport where feasible.
- Enabling the use of low-emission hire vehicles as much as possible.

#### Ongoing/previous actions

- The university's financial rules encourage staff to use designated hire cars or public transport for business travel. The university's mileage rate paid to car users has remained below that of the HMRC and is not expected to be raised.
- The university promotes the use of public transport through 'green days' and other sustainability-based events.
- The Corporate MCard scheme has been trialled in individual departments.

#### Future actions

- Develop information and advice to support business travel decisions, including a business travel hierarchy of emission reduction measures.
- Research and make recommendations for a university Business Travel policy.
- Ensure sustainability criteria are incorporated into tenders for travel agencies.

#### 4.8 Vehicle fleet strategy

The university will reduce the environmental impact of its fleet vehicles. This will be achieved by:

- Fleet management - greater understanding of university requirements and provision of suitable vehicles.
- Provision of driver training and guidance.

#### Ongoing/previous actions

- Driver/journey log sheets, which provide relevant fuel and mileage information, are mandatory.

- As of June 2024, there are 12 university-owned/leased fleet vehicles, including two fully electric vehicles (Polaris Rangers) for grounds maintenance work, and a hybrid car.
- *Future Actions*
- Undertake a review of fleet vehicles, reduce where possible, and recommend more eco-friendly options.

## 5.0 Information, Promotion and Engagement

Providing information on the Travel Plan and its measures is imperative for its success. Promotion of the benefits of more sustainable and active travel will be an important element of the Travel Plan. Increased awareness of the local and global impacts of transportation on the environment, health and communities will similarly be a key element.

The university will communicate the Travel Plan and engage students and staff with its aims and objectives using all suitable means. These will include:

- Staff and student inductions
- Environmental days
- Estates and Facilities events
- Travel Awareness days

### Ongoing/previous actions

- Travel plan communicated via intranet, newsletters, notice boards, and leaflets.
- Promotion of all travel schemes via the Employee Benefits webpage.
- Metrocards promoted three times annually via intranet, news bulletin, email reminders, and direct mail for staff without computers.
- Participated in campaigns such as the Metro 'Leave the Cards Behind' promotion, as well as 'Don't Drive December'.
- Sustainable travel has been promoted at various green travel stands and exhibitions.

### Future actions

- Improve information available to help staff and students make travel decisions and direct them towards relevant discount schemes.
- Update travel webpages.
- Marketing campaign to communicate the new travel plan will be inclusive of staff who do not use computers.
- Ensure travel information is included in all induction packs for new employees.
- Monitor impact of marketing activity.

## 5.1 Partnership working

The university's travel patterns impact on the whole community. Partnership with other organisations to reduce this impact, share best practice and develop ideas will form an important part of the Travel Plan.

The university has previously established partnerships with Kirklees Council, the West Yorkshire Combined Authority, and the West Yorkshire Travel Plan Network.

### Ongoing/previous actions

- Previously partnered with Sustrans in 2012-16 to deliver the Local Sustainable Transport Fund (LSTF) Access to Education project, 'Huddersfield Active Travel', on campus, promoting cycling and walking and providing relevant guidance and events.
- Participated in the HEFCE Scope 3 Consultation concerning the development of measurement tools for travel-related carbon emissions.

### Future actions

- Increased working with the Travel Plan Network to seek advice, network, and share best practice.
- Greater involvement in regional travel consultations.
- Continued engagement with partners gained during the Huddersfield Active Travel project.

## 5.2 Management of the Travel Plan

The development and implementation of the Travel Plan requires management support and assigned resources if it is to be successful in achieving its long term aims, objectives and targets.

The university has placed responsibility for the development and implementation of its Travel Plan with the Estates Leadership Team. As part of its annual planning process, the Estates management team will set SMART targets associated with the Travel Plan. It will also set an annual budget to support the implementation of the Travel Plan.

The Sustainability Team will be responsible for coordinating activity, achieving delivery of actions and monitoring performance throughout the life of the plan. The implementation of the Travel Plan may require that responsibilities for specific measures are placed within different departments. Relevant members of the university community or external partners may also be asked to take part in working groups to address specific actions. Where approval is required, project proposals will be approved by the Estates management team.

The overall action plan and its management is summarised in the table below.

Category	Main/ready objectives	Timescale/frequency		Key stakeholders	Action owner
		From	To		
Pedestrian	Keep the university campuses pedestrian-friendly	Indefinite		Facilities Services.	Heather Kerrick (Assistant Director, Estates and Facilities)
	Continue to support university walking, hiking and running clubs	Indefinite		Student Union. Health and Wellbeing Team.	James Bartholomew (Sports Development Coordinator)
Cycling	Continue the salary sacrifice cycle purchase scheme and other cycling incentives for staff	Indefinite		Human Resources Group. Ribble Cycles. Westbrook Cycles.	Stuart Preston (Head of Payroll and Pensions)
	Maintain and further develop cycle infrastructure on campus	Indefinite		Facilities Services.	Heather Kerrick
	Explore cycle support available from local partners in the form of funding and equipment	August 2024	April 2025	Sustainability Team. Colne Valley Cycle Therapy. Experience Community.	Ben Onyido (Sustainability Manager)

				Streetbikes.	
Public transport	Continue to provide discounted public transport tickets (e.g., via the MetroCard scheme).	July 2024	June 2025 (to be renewed annually)	West Yorkshire Travel Plan Network. Human Resources Group.	Siobhan Moss (Director of Human Resources)
	Continue to work with regional authorities to develop and promote rail links, bus services and bus stop locations adjacent to the University campus.	Indefinite		Kirklees Council. Sustainability Team.	Ben Onyido
Car sharing	Research relevant schemes (such as Liftshare) for promotion to staff and students	February 2025	July 2025	Sustainability team.	Ben Onyido
Vehicle parking and usage	Introduce a new car parking permit and charging scheme, including paid parking for visitors	September 2024	Indefinite	Facilities Services.	Heather Kerrick



	Raise awareness of 'greener' vehicles	February 2025	Indefinite	Sustainability Team.	Ben Onyido
Travel reduction	Continue to enhance virtual collaboration solutions	Indefinite		Computing Services	Krish Pilicudale (Director, Digital Information)
	Periodic review of flexible working/work from home policies	April 2024	October 2027	Human Resources Group.	Siobhan Moss
Business travel	Develop guidance to support business travel decisions	March 2025	July 2025	Sustainability Team.	Ben Onyido
	Periodic review of business travel policy	June 2025	May 2027	Procurement Services. Vice-chancellor's Office	Joe Byrne (Head of Procurement)
Vehicle fleet	Undertake a review of fleet vehicles.	March 2025	July 2025	Campus Support. Sustainability Team.	Ben Onyido

### 5.3 Travel Plan progress monitoring

The university will continue its periodic collection of travel data. We will continue to put significant effort into ensuring good participation in our travel surveys to ensure good understanding of student and staff travel needs and to maintain a robust data set. The university will also develop existing monitoring surveys and establish new mechanisms where required.

<b>POLICY SIGN-OFF AND OWNERSHIP DETAILS</b>	
<b>Document name:</b>	Travel Plan
<b>Version Number:</b>	2.0
<b>Equality Impact Assessment:</b>	Equality considerations have been previously undertaken at last redraft.
<b>Privacy Impact Assessment:</b>	N/A
<b>Approved by</b>	Senior Leadership Team
<b>Date Approved:</b>	December 2024
<b>Date for Review:</b>	December 2030
<b>Consulted with (Departments / Area of Service / Job Title):</b>	Facilities Services
<b>Author:</b>	Sustainability Manager
<b>Owner (if different from above):</b>	Sustainability Manager
<b>Document Location:</b>	<a href="https://www.hud.ac.uk/media/policydocuments/Travel-Plan.pdf">https://www.hud.ac.uk/media/policydocuments/Travel-Plan.pdf</a>
<b>Compliance Measures:</b>	Policy owner to ensure compliance checks identified at the outset are still fit for purpose.
<b>Related Policies/Procedures:</b>	[List any applicable University regulations/policies/procedures that may impact upon the procedure]

<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
V2.0	December 2024	Revised staff and student numbers Removal of references to Digs accommodation Mention of the new Southgate Campus Updated strategy map and inclusion of achievements. Updated travel data and targets Proposal to re-introduce staff carsharing scheme Addition of a table with travel plans, actions, timescales and responsible owners.	Sustainability Manager
V1.1	May2008	First major redraft under the new policy framework	Environmental Coordinator
V1.0	2009	First draft of new policy	