



The Cambridgeshire & Peterborough Travel Plan Awards Steps 2012

Rewarding Travel Plan Excellence in Cambridgeshire and Peterborough

The Cambridgeshire Travel for Work Partnership (TfW) and Peterborough City Council's Travelchoice Team have, for the seventh year running, joined forces to reward employers in Cambridgeshire and Peterborough who are developing workplace travel plans.

The 2012 Awards ceremony will be held in Cambridge at Marshalls Conference Rooms Wednesday 25th January 2.30 – 6.00pm.

Once you have expressed your interest in taking part by informing Travel for Work on 01223 715550 or e-mail info@tfw.org.uk we will send out an application form and details of how to submit a full application.

The deadline for the full application is Monday **5 December 2011**.

Awards Steps and Criteria

To receive an award candidates simply need to demonstrate that they have completed **some or all** of the following criteria to receive one of six awards (NB. **compulsory** elements are in bold). Extra points are available at every step for innovative ideas and forward thinking.

Step 1: Certificate of Commitment:

Recognises employers that have committed to develop a travel plan and that they have:

- Met with a Travel for Work adviser and agreed to develop a travel plan
- **Demonstrated clear senior management support for developing a travel plan**
- **Allocated staff time to develop the travel plan Identified funding as necessary**
- **Agreed the scope of the travel plan**

Step 2: Certificate of Development:

Recognises employers that have developed a travel plan document and that they have:

- **Staff awareness of travel plan development**
- Set up a steering group to help advise on the development of travel plan
- **Consulted staff**
- **Undertaken staff travel survey**
- **Undertaken a site and facilities survey**
- Produced a map of employee postcodes
- Published survey results
- **Set targets and objectives**
- **Identified actions and funding availability**
- **Car Park management reviewed**
- **Written travel plan document**

Step 3: Certificate of Implementation:

Recognises the implementation and launch of the travel plan and that they have:

- Regular Steering Group meetings
- **Implemented travel plan initiatives linked to launch**
- **Launched Travel Plan**

Step 4: Cambridgeshire & Peterborough Travel Plan Award: Recognises employer success with their travel plan through continued implementation over time and regular monitoring of the travel plan and that they have:

- Implemented actions set out in Travel Plan document
- **Carried out annual Travel Survey(s)**
- Looked into success/failure of actions undertaken
- **Annual review of travel plan progress (written and submitted to TfW)**
- Promoted and encouraged staff to participate in a travel event, maybe a national event such as Bike Week or Liftshare week.

Step 5: Cambridgeshire & Peterborough Travel Plan Excellence Award:

Recognises employers who have managed to integrate their travel plan into the culture of their organisation.

- **All initial targets met or revised (if monitoring requires this)**
- **Ongoing monitoring of travel to/from the site conducted**
- **Demonstrated that the development of new measures and review of existing measures is continual**
- **Show that the plan is a current and “active” document benefiting the business/employees/wider community/environment**
- **A high level of staff awareness has been demonstrated**

Step 6: Travel Plan Excellence Certificate

Recognises those employers who have been awarded Step 5, and are maintaining their travel plan and continue to integrate it into the culture of their organisation. Step 6 will be awarded a maximum of 3 times before rewriting the travel plan is required.

Step 7: Travel Plan Distinguished Achiever Certificate

Recognises those employers who are so far along the travel planning route that their plans are firmly embedded into the way they conduct their business. The main aim of TfW is to get organizations to this position. Organisations only need to apply every two years for the award in order to maintain their status as Distinguished Achiever.



TfW Awardees at Cambridgeshire & Peterborough Travel Plan Awards held at Peterborough's Town Hall on 25 January 2011