



Does the meeting need to take place face-to-face?

No

Book a Meeting Exchange conference – enabling audio and web meetings for internal and external groups of up to 80 people.

Yes

Is the meeting close enough to walk or cycle to?

Yes

If you're walking, try planning your journey on Walk It and if it's raining don't forget you can take a pool umbrella!
If you're cycling – use your own bike and claim 20p per mile, or book out a pool bike if your site has one.

No

Can you take public transport to the meeting?

Yes

Plan your door to door public transport journey using Transport Direct. Make the most of your journey time by catching up on paperwork as you travel.

No

Can you book a pool car to attend your meeting or can you car share to the meeting with colleagues or other delegates?

Yes

If you're based at Shire Hall, you can book a pool car through the business support helpdesk.
If you car share you can claim 5p per mile per passenger for each of your passengers.

No

Can you arrange other meetings to take place in the same area?

Yes

Organise your diary to make the most of your journeys, grouping meetings together in the same place on the same day.

Consider the venue location you choose when booking meetings too, does it make sense for those who are attending to travel to you or vice versa?

Visit the County Council's flexible working policies; can you consider working from home or touchdown centres more often to reduce your journeys?

Any more travel questions or queries? Contact the Travel Management Team

Do you have to travel to the meeting from your work base or can you travel directly there from home/touchdown centre?

Yes