

Appendix 1: Action Plan 2006-08

Action No. ¹	Status ²	Action (old) ³	Action	Responsible department	Progress ⁴	Start date	Target finish date
1. Information and awareness							
1.1.	Ongoing	1.2	Maintain and update green travel section on the council's Intranet (Izzi)	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> Green travel staff benefits information is available on Izzi (in 'Green Travel' section under 'My Free Time' from the Izzi homepage) 	Ongoing	Ongoing
1.2.	Ongoing	1.3	Maintain and update green travel section on the council's website	<ul style="list-style-type: none"> Environment and Regeneration Customer Focus 	<ul style="list-style-type: none"> Green travel section established: www.islington.gov.uk/greentravel The section is also available from the council homepage under 'Transport and Streets' or via the 'Getting Greener' portal The green travel section provides information about green travel planning (including a pdf of the Green Travel Plan), greener driving, travel awareness (events) and other green travel initiatives More information about cycling and public transport available under 'Transport and Streets' 	Ongoing	Ongoing
1.3.	Ongoing	1.6a	Organise annual pedometer walking competition to promote physical activity	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> Successful project undertaken in February 2005 This action was added to the 2003/05 Green Travel Plan during the first year progress report and is therefore not published in the 2003/05 Green Travel Plan 	April 2007	Bi-annual

¹ New action number for 2006/08 Green Travel Plan Action Plan

² Four categories: Completed, deleted, ongoing and new

³ Action number from the 2003/05 Green Travel Plan Action Plan (for reference)

⁴ Progress that has been made on the action in the period of the 2003/05 Green Travel Plan

Action No. ¹	Status ²	Action (old) ³	Action	Responsible department	Progress ⁴	Start date	Target finish date
1.4.	Ongoing	1.9 and 1.10	Continue to promote Green Travel Plan initiatives internally and externally	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> Media: ICNews/Councilwide, Open Space, Streetwatch Update, Members Bulletin, Intranet/Izzi Themes: Bicycle pool, car clubs, cycle training, bicycle purchase discount, pedometer competition Green travel displays and workshops at a number of public events Five Good Going newsletters sent out so far 	Ongoing	Ongoing
1.5.	Ongoing	1.6	Display Green Travel Maps and other green travel Information in reception areas of all sites, and update and reprint Green Travel Maps when required	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> First Green Travel Map printed in June 2005 Reception areas display Green Travel Map and other green travel information Opportunities will be sought to combine with other council maps 	Ongoing	Ongoing
1.6.	Ongoing	1.4	Continue to include green travel information in induction packs for all new staff	<ul style="list-style-type: none"> Environment and Regeneration Corporate Resources 	<ul style="list-style-type: none"> Green travel information (e.g. Islington Green Travel Map, bus maps, bicycle maps, car club information, etc) included in corporate induction packs since Sept 2004 Islington Green Travel Map also sent out to all staff (June 2005) 	Ongoing	Ongoing
1.7.	New	N/A	Mention green travel in application packs, including site-specific access guides if available for that site	<ul style="list-style-type: none"> Environment and Regeneration Corporate Resources 	<ul style="list-style-type: none"> Maps following corporate style guidelines available for ten sites Green travel mentioned in application packs 	May 2006	Ongoing
	Completed	1.5	Organise staff Green Travel Fair to promote green travel and GTP		<ul style="list-style-type: none"> Fair was held in September 2003, including launch Green Travel Plan 		

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	Deleted	1.7	Offer personal travel planning advice to staff		<ul style="list-style-type: none"> • No resources available • On Internet and Izzi there are links to the TfL Journey Planner and other public transport services • Izzi provides travel news with real time information about London Underground 		
	Deleted	1.8	Enhance entries in Islington A-Z and other similar Council documents (including access info for each site, environment section on transport, etc)		<ul style="list-style-type: none"> • The council doesn't produce the A-Z guide anymore 		
2. Facilities/Parking Management							
2.1.	Ongoing	2.1	Review and improve end-of-trip facilities at all council sites to ensure that all sites meet the green travel facilities guidelines	<ul style="list-style-type: none"> • Environment and Regeneration • Housing, Performance and Property 	<ul style="list-style-type: none"> • All existing showers are usable and clean, and are regularly maintained 	June 2006	Dec 2008
2.2.	Ongoing	2.7	Carry out objective assessment of operational requirements for on-site car parking and re-allocate based on car parking criteria for council sites	<ul style="list-style-type: none"> • Housing, Performance and Property 	<ul style="list-style-type: none"> • Car parking criteria for council sites have been proposed as part of this green travel plan. See policy 2. • Barnsbury Complex and Laycock Street have been reviewed • Town Hall: Status quo applies. The council is reviewing use of the space in front of the Town Hall as part of the A1 Borough Strategy • Review of Municipal Offices will be carried out in 2006. Electric cars and electric scooters are being trialed. • Highbury House is no longer managed by the council (now Homes for Islington). 		

Action No. ¹	Status ²	Action (old) ³	Action	Responsible department	Progress ⁴	Start date	Target finish date
2.3.	Ongoing	2.6	Continue to implement DDA compliance work to improve disabled access to all council sites, including from nearest public transport stop/station	<ul style="list-style-type: none"> Environment and Regeneration Housing, Performance and Property 	<ul style="list-style-type: none"> The council is midway through a programme of works to improve access to council services by making building adaptations. As part of this work, assessments are made of the need for designated parking spaces for disabled people, and these have been provided on a number of sites. 	Ongoing	Ongoing
2.4.	New	N/A	Assess the security of cycle parking at council sites and invest in improvements including marketing, leafleting, tagging or CCTV	<ul style="list-style-type: none"> Environment and Regeneration 		April 2006	Annual
	Completed	2.2	Organise focus groups to identify specific locations for showers, change rooms, lockers or laundry facilities		<ul style="list-style-type: none"> Focus groups were held at five major sites in 2003 with their feedback contributing towards the 2003-05 Green Travel Plan 		
	Completed	2.3	Commission feasibility study for installation of showers and related facilities at major sites and secure funding to implement detailed program of improvements		<ul style="list-style-type: none"> Funding secured (2004/05) Feasibility study undertaken (June 2004) New or improved cycle facilities have been built at: Laycock Street, Barnsbury Centre, 292 Essex Road, Town Hall and the Ecology Centre 		

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	Completed	2.4	Establish accommodation guidelines requiring all new council buildings to be well served by public transport, with adequate showers/change rooms, lockers, laundry facilities and indoor and outdoor cycle parking		<ul style="list-style-type: none"> New green travel facilities guidelines have been proposed as part of this green travel plan. See policy 1. 		
	Completed	2.5	Explore feasibility of a new shower/ changing/locker/ laundry facility to be built within or behind Municipal Offices and to serve other nearby sites		<ul style="list-style-type: none"> Feasibility study undertaken (June 2004) Cost of project around £20,000 Works will be undertaken once it is seen as a high priority and funding is allocated 		
	Completed	2.8	Review on-street parking policies for staff and contractors carrying out tasks where a car is essential		<ul style="list-style-type: none"> This review was carried out as part of the council's Parking and Enforcement Plan. The plan is of the council's Sustainable Transport Strategy. 		

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3. Promoting Cycling							
3.1.	Ongoing	3.1	Co-ordinate the pool bike scheme and continue to promote and roll-out to interested sites and departments	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> Council sites with bicycle pool: Town Hall, Municipal offices, 159 Upper Street, 36 North Road, Household Reuse and Recycling Centre, Ecology Centre, Seven Sisters depot, 23-26 St Alban's Place, 60 Highbury New Park, 393 Highbury Quadrant Folding bikes available at Hamlyn House A trailer has been purchased to promote green travel Bicycles and equipment were offered for free as an incentive to set up a bicycle pool at new sites Poster campaign and promotion on Izzi was undertaken in May 2005 	Ongoing	Ongoing
3.2.	Ongoing	3.2	Continue to provide free cycle training for staff during the summer months, including accreditation for use of pool bicycles	<ul style="list-style-type: none"> Environment and Regeneration 	Road Safety Team provided: <ul style="list-style-type: none"> Free cycle training for staff (summer 2004 and 2005) Training for pool bike assessors (2004 & 2005) 	Ongoing	Annual
3.3.	Ongoing	3.5	"Golden Wheel" awards for cycle-commuter achievement as part of Green awards	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> Award given in September 2003 Extended to all interested Islington businesses (February 2005) 	Sept 2006	Bi-annual
3.4.	Ongoing	3.9	Negotiate discount for council staff at one or more local cycle shops	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> 10% discount negotiated at three of the five cycle shops in Islington Promoted on Izzi as part of HR benefits and on green travel pages 	Ongoing	Ongoing

Action No. ¹	Status ²	Action (old) ³	Action	Responsible department	Progress ⁴	Start date	Target finish date
3.5.	Ongoing	3.11	Maintain and promote a network of voluntary 'Bike Buddies' to assist new cyclists	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> List is growing steadily Will be further promoted in internal media 	Ongoing	Ongoing
3.6.	New	N/A	Cycle fit awareness campaign to promote cycling and its health benefits	<ul style="list-style-type: none"> Environment and Regeneration 		May 2006	Annual
3.7.	New	N/A	Establish tax-free bicycle purchase scheme for staff	<ul style="list-style-type: none"> Corporate Resources Environment and Regeneration 		Aug 2006	Dec 2006
	Completed	3.3	Review the existing cycling allowance scheme to consider extending to all staff		<ul style="list-style-type: none"> Cycling allowance is currently only payable to those employees required to travel as part of their regular duties and who are designated as essential users It is not possible to pay an allowance to employees to travel between home and work Extending of the cycling allowance to all staff has been proposed as part of this green travel plan. See policy 5 		
	Completed	3.4	Review the existing loan arrangements for bicycle purchase to consider extending to all staff		<ul style="list-style-type: none"> There is no specific loan arrangement for bicycle purchase Staff can use the 'Staff loan scheme' to get a loan up to £500 A bicycle loan scheme has been proposed as part of this green travel plan. See policy 6 		

Action No. ¹	Status ²	Action (old) ³	Action	Responsible department	Progress ⁴	Start date	Target finish date
	Completed	3.6	Ensure that all sites offer conveniently accessible public cycle racks and that all major sites offer covered (or indoor), lockable cycle parking for staff		<ul style="list-style-type: none"> Many sites provide good public and covered cycle parking New or improved cycle facilities have been built at: Laycock Street, Barnsbury Centre, 292 Essex Road, Town Hall and the Ecology Centre Green travel facilities guidelines specify that all sites should offer secure indoor cycle parking for staff and outdoor racks for the public. See policy 1. 		
	Completed	3.7	Audit cycle parking security at all sites and improve where necessary		<ul style="list-style-type: none"> Cycle parking security audited at various sites as part of feasibility study for investments (June 2004) Improvements are needed at the Municipal Offices, Central Library and other sites. 		
	Completed	3.8	Investigate insurance coverage for all bicycles parked at council sites or in use on council business for up to £1,000 against theft or damage		<ul style="list-style-type: none"> Council insurance only covers possessions of the council Alternatives promoted on Izzi in the travel benefits for staff section: 1) discount on theft insurance through LCC membership and 2) discounted home insurance (5-10%) as part of HR staff benefits which can cover bicycles 		
	Deleted	3.10	Establish a Bicycle User Group (BUG) and email discussion group with at least one rep from each major site		<ul style="list-style-type: none"> BUG has been established within the public folders of Outlook Usage is limited Staff are advised to go to Areas Online discussion forum 		

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4. Promoting Walking

4.1.	Ongoing	4.1.	"Golden Boot" awards for achievement in pedestrian commuting as part of Green awards	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> Award given in September 2003 Extended to all interested Islington businesses (February 2005) 	Sept 2006	Bi-annual
4.2.	Ongoing	4.3	Maintain and promote a network of voluntary "Boot Buddies" to assist staff wishing to walk to work	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> List is growing steadily An introductory lunchtime walk was organised in June 2005 for all boot buddies To be further promoted in internal media 	Ongoing	Ongoing
	Deleted	4.2	Establish a Pedestrian Commuters Group (PCG) and email discussion group with at least one rep from each major site		<ul style="list-style-type: none"> PCG has been established within the public folders of Outlook Usage is limited Staff are advised to go to Areas Online discussion forum 		

5. Promoting Public Transport

5.1.	Ongoing	5.1.	Offer interest-free annual Travelcard loan	<ul style="list-style-type: none"> Corporate Resources 	<ul style="list-style-type: none"> Currently offered to all staff 	Ongoing	Ongoing
5.2.	Ongoing	5.2	Offer free Travelcard as a bonus for staff in hard-to-recruit posts	<ul style="list-style-type: none"> Corporate Resources 	<ul style="list-style-type: none"> Currently offered to staff in posts designated as hard-to-recruit A revised arrangement for the free Travelcard has been proposed as part of this green travel plan. See policy 8 	Ongoing	Ongoing

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6. Reducing Car Use							
6.1.	Ongoing	6.1	Promote a range of alternative benefits to the car user allowance scheme	<ul style="list-style-type: none"> Corporate Resources Environment and Regeneration 	<ul style="list-style-type: none"> Alternative arrangements to the car-user allowance scheme have been proposed as part of this green travel plan. See policy 4. 	Ongoing	Ongoing
6.2.	Ongoing	6.2	Negotiate discounts for council staff for car club membership	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> Currently staff receive a 20% discount on London City Car Club membership 	Ongoing	Ongoing
6.3.	Ongoing	6.3	Promote staff membership in and use of the council's car-sharing network	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> Islington has joined the national Liftshare.com network Car-share registration event held (Sept 2004) Promoted on Izzi under travel benefits and as part as part of travel awareness activities 	Ongoing	Ongoing
6.4.	Ongoing	6.4	Promote use of tele-conferencing to replace some work trips	<ul style="list-style-type: none"> Environment and Regeneration Customer Focus 	<ul style="list-style-type: none"> The council has the capability of running both voice and video conference meetings over the existing network New Intranet page to be established To be published on the Intranet/ Izzi To be promoted on an ongoing basis 	Ongoing	Ongoing
	Completed	6.5	Investigate policy options to encourage use of powered two-wheelers (e.g. quieter and cleaner models of motorcycles and scooters), including provision of parking at council sites		<ul style="list-style-type: none"> 15 electric scooters have been purchased and are being used by the Parking Service, Parking Projects, Waste Management, Greenspace, Social Services and TSG The council's Sustainable Transport Strategy (STS) contains a policy statement and action plan on powered two-wheeled vehicles (PTWs). Based on the STS, the council will not actively promote use of PTWs other than electric scooters. (<i>Continued overleaf</i>) 		

Action No. ¹	Status ²	Action (old) ³	Action	Responsible department	Progress ⁴	Start date	Target finish date
	Completed	6.5	Investigate policy options to encourage use of powered two-wheelers (e.g. quieter and cleaner models of motorcycles and scooters), including provision of parking at council sites		<ul style="list-style-type: none"> • Car-parking criteria have been proposed as part of this Green Travel Plan. See policy 2. This policy states that PTW parking will not be prioritised at council sites other than for electric scooters. • Council-wide guidelines for business travel have been proposed as part of this green travel plan. See policy 3. • Parking and charging facility available at the MO 		
7. Greening Work Trips and the Vehicle Fleet							
7.1.	Ongoing	7.3	Implement cleaner-fuel vehicle replacement programme	<ul style="list-style-type: none"> • Environment and Regeneration 	<ul style="list-style-type: none"> • Greening the fleet review undertaken by consultant (Oct 2004) • Green replacement programme introduced (Jan 2005): a spreadsheet is being used to determine when a replacement vehicle is due, what fuel variant would be most suitable in terms of cost, environmental impact and effect on service (in no particular order). If there is no detriment to service then a green alternative (LPG, electric, particulate trap, adestra systems, etc) will always be considered and generally approved. This should cover all vehicles used in congestion charge areas and ultimately cover the entire fleet where applicable. • Trial of electric Citroen Berlingo (2003) unsuccessful due to lack of reliability and infrastructure from Citroen's part • One-year trial of two small electric G-wiz vehicles (June 2005) • One-week trial with Honda Civic IMA hybrid-electric vehicle (June 2005) 	Ongoing	Ongoing

Action No. ¹	Status ²	Action (old) ³	Action	Responsible department	Progress ⁴	Start date	Target finish date
7.1.	Ongoing	7.3	Implement cleaner-fuel vehicle replacement programme	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> 20 dual-fuel vehicles in the fleet (2005) See targets in the main report (section 5) and in the appendix (appendix 9) 	Ongoing	Ongoing
7.2.	Ongoing	7.5	Continue to seek external grants and internal funds for clean-fuel vehicle purchases	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> ICSL applied for and received PowerShift grants for LPG-vehicles ICSL will apply for grants for all cleaner fuelled vehicles where possible. However the availability of grant funding continues to cause disruption. It has been accepted that this will not be allowed to delay the process. Capital funding greening-the-fleet 2004/05: £40,000 Greening the fleet will be incorporated in the ICSL contract negotiations. The council's ambition to greening-the-fleet has been positively received. A bid has been submitted to Transport for London as part of the Borough Spending Plan (bid document for transport investments) to support the greening of the council's fleet. 	Ongoing	Ongoing
7.3.	Ongoing	7.8	Ensure all new vehicles over 7.5 tonnes come fitted with particulate traps	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> When each existing vehicle is due for replacement, the replacement vehicle will be fitted with a Euro 4 engine and a particulate trap. 	Ongoing	Ongoing
7.4.	Ongoing	7.9	Continue to monitor fleet vehicle emissions as part of MOT tests, and pursue funding to begin carrying out in-house emission assessments using diagnostic equipment	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> Emissions are monitored as part of MOT tests Emissions are also monitored in the workshop In-house assessment can be done with diagnostic equipment, but additional funding is needed. An internal bid has been submitted. 	Ongoing	Ongoing

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7.5.	Ongoing	7.2	Promote use of pre-paid Oystercards and tear-off Bus Saver Tickets by staff for work trips	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> Administrative procedures have been established to make it easier for staff to take up these options. See policy 7. 	Ongoing	Ongoing
7.6.	New	N/A	Continue to rationalise the fleet and vehicle types for each sort of use	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> The partnership with ICSL allows for a combined focus to achieve the council's green agenda. Of note is the current BVR - Transportation of vulnerable people, scheduled to be completed by early 2006. An advisor has been appointed to review the operation encompassing Social Services and CEA to measure efficiencies that could be achieved from combining the fleet 	April 2006	Ongoing
7.7.	New	N/A	Consider the use of new fuels such as biofuel, biogas, CNG and fuel cells for council fleet vehicles and investigate the possibility of providing a fuelling facility at the Reuse and Recycle Centre	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> A bid for a pilot of alternative fuels has been submitted to Transport for London as part of the Borough Spending Plan (bid document for transport investments) 	April 2006	Dec 2006
7.8.	New	N/A	Continue to trial new technologies, such as electric and hybrid-electric vehicles and investigate the possibility of trialling a hydrogen fuel cell vehicle	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> two electric cars and 15 electric scooters are purchased hybrid vehicles will be trialled and if suitable included in the fleet 	April 2006	Ongoing

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7.9.	New	N/A	Raise fuel awareness (LPG, electric and other technologies) through compliance audits and via fleet managers and set targets for usage of clean fuels	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> The introduction of fuel efficiency measures and diagnostic testing are subject to funding 	April 2006	Ongoing
7.10.	New	N/A	Promote electric scooters as green alternative for cars	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> The council has a fleet of 15 electric scooters 	April 2006	Ongoing
7.11.	New	N/A	Sign up Islington Council as a corporate member of a car club as a pilot project	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> Street Management has signed up as a corporate member of the London City Car Club at the Municipal Offices with five members of staff in June 2005 	April 2006	Dec 2006
7.12.	New	N/A	Investigate the possibility of including green vehicles in the waste fleet	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> Joint visit (June 2005) with ICSL to evaluate the vehicles used in the waste sector, including an evaluation of the greenest options available and the feasibility of including them in the fleet replacement programme 	April 2006	May 2006
7.13.	New	N/A	Ensure that tender for new council-wide taxi services contract considers vehicle and fuel types used	<ul style="list-style-type: none"> Housing, Performance and Property 	<ul style="list-style-type: none"> Part of Best Value Review of Transport for Vulnerable People 	April 2006	Dec 2007
	Completed	7.1	Develop council-wide guidelines for business travel		<ul style="list-style-type: none"> Council-wide guidelines for business travel have been proposed as part of this green travel plan. See policy 3 		

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	Completed	7.4	Ensure all new vehicles purchased are dual-fuel vehicles or cleaner, if suitable and that purchase decisions take into account fuel and congestion charge costs, emissions and noise		<ul style="list-style-type: none"> Greening the fleet review undertaken by consultant (Oct 2004) Green replacement programme introduced (Jan 2005): See also action 7.1 A Greening the fleet policy has been proposed as part of this green travel plan. See policy 9 See targets in the main report (section 5) and in the appendix (appendix 9) 		
	Completed	7.6	Consider use of ultra-low sulphur diesel and/or water-diesel emulsion fuel instead of conventional diesel for all existing diesel vehicles		<ul style="list-style-type: none"> The council uses exclusively ultra-low sulphur diesel Water-diesel emulsion is not a more environmentally friendly option as the environmental benefits are off-set by decreased fuel efficiency 		
	Completed	7.7	Investigate the feasibility of installing LPG, ultra-low sulphur diesel and water-diesel emulsion fuelling facilities at new Hornsey Street depot (=Reuse and Recycle Centre)		<ul style="list-style-type: none"> Reuse and Recycle Centre provides LPG fuelling facility Ultra-low sulphur diesel available at normal petrol stations, including at the Reuse and Recycle Centre Water-diesel emulsion is not considered more environmentally friendly 		
	Completed	7.10	Take advantage of free one-month trial of EVT electric motorbike to assess feasibility of use by Greenspace and Parking services		<ul style="list-style-type: none"> Electric motorbike has been on trial at Greenspace and Parking Services Test riding on other types of electric scooters took place (Aug 2004) Electric scooters (15) have been purchased and are being used by the Parking Service, Parking Projects, Waste Management, Greenspace, Social Services and TSG. 		

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	Completed	7.11	Incorporate fuel-efficient driving skills into staff assessment for operation of council vehicles and raise awareness among existing vehicle operators		<ul style="list-style-type: none"> • A fleet users driver's pack has been introduced to provide up to date resources on fuel efficient, safe driving • Transport managers are monitoring fuels 		
8. Greening Visitors' Travel							
8.1.	Ongoing	8.1	Carry out regular surveys of visitor travel to key council sites	<ul style="list-style-type: none"> • Environment and Regeneration 	<ul style="list-style-type: none"> • Undertaken in May 2005. See appendix 3 • Next survey to be undertaken in May 2008 	May 2007	Bi-annual
8.2.	Ongoing	8.2 and 1.1	Design site-specific 'Travel green' guides for major council sites and print them on the reverse sides of all business cards	<ul style="list-style-type: none"> • Environment and Regeneration • Customer Focus 	<ul style="list-style-type: none"> • Guides have been designed for the eight largest council sites and are available on the Internet (via 'Contact Us' from the council homepage) • The guides are consistent with the council's corporate identity guidelines (including information about accessibility for people with a disability) • All Street Management staff include a link in their email signature to the site-specific access guide of their building • Corporate Communications to revise corporate design guidelines to require Travel Green guides for all council business cards and as an internet link in all email signatures (for sites where a guide has been designed) • Guides to be designed for: Household Reuse and Recycling Centre, Ecology Centre, 36 North Road, 4-10 North Road, Parking Service (Old Street) 	Ongoing	Ongoing

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8.3.	Ongoing	8.3 and 8.4	Continue implementing 'e-government' improvements to increase customer use of remote and electronic services	<ul style="list-style-type: none"> Customer Focus 	<ul style="list-style-type: none"> Contact Islington Centre established and operational 24x7 Redesign of www.islington.gov.uk to a website where customers get answers and things done 24x7 Establishment of WebLab: innovation forum with residents input- implementation of Interactive Islington, a property based information system offering web access to 200 types of council information in map form implementation of online direct debit for council tax Prototype of 'My Islington' secure account service for Islington residents and businesses produced Continued progress on e-enablement (including many transactions, Interactive Islington, introduction of e-form production line, improvement of e-payments, e-bookings, e-collaborations and e-benefits). Currently, 84% of transactions are delivered - on track for completion by then end of 2005 Progress on an e-enabled workforce (such as updating contact details for staff directories, managing performance, learning and new joiner processes and on-line appraisals) 	Ongoing	Ongoing
8.4.	New	N/A	Review and where needed improve cycle parking facilities for visitors at council sites	<ul style="list-style-type: none"> Environment and Regeneration 		April 2006	Dec 2007

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9. Administrative Mechanisms							
9.1.	Ongoing	9.1	Employ a full-time Green Travel Officer to lead implementation and monitoring of the Green Travel Plan	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> Temporary Green Travel Officer appointed to develop 2003-05 Green Travel Plan Permanent post since December 2004 	Ongoing	Ongoing
9.2.	Ongoing	9.3	Sustainability Board to monitor/advise on future development of the plan	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> First half-year update in March 2004 First year progress report distributed to board for comments in September 2004 Second year progress report presented along with draft 2006/08 Green Travel Plan (Sept 2005) Annual progress reports to be presented to Sustainability Board 	Feb 2007	Annual
9.3.	Ongoing	9.4	Help all Islington Council schools, nurseries and early years centres to develop Green Travel Plans	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> Council's Sustainable Transport Strategy commits the council to helping all 62 primary and secondary schools develop and adopt School Travel Plans by the end of 2007-08 A two year part-time fixed-term School Travel Plan Co-ordinator is funded by DfES, started second half 2004 Senior School Travel Plan Adviser appointed (2005), funded jointly by TfL and DfES for 12 months fixed term contract School Travel Plan Adviser appointed funded by NRF fixed term for twelve months <i>(Continued overleaf)</i> 	Ongoing	2008

Action No. ¹	Status ²	Action (old) ³	Action	Responsible department	Progress ⁴	Start date	Target finish date
9.3.	Ongoing	9.4	Help all Islington Council schools, nurseries and early years centres to develop Green Travel Plans	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> Travel plan toolkit for primary (2004) and secondary (2005) schools developed, with pilot at two primary schools (Oct 2004) and roll-out to other schools Two travel plans submitted to TfL for approval in 2004/05 Nurseries and early years centres will follow under 2009-11 Green Travel Plan 	Ongoing	2008
9.4.	Ongoing	9.6	Carry out regular surveys of staff travel habits	<ul style="list-style-type: none"> Environment and Regeneration 	<ul style="list-style-type: none"> Staff travel survey undertaken in May 2005 New staff travel survey to be undertaken in May 2008 Short electronic surveys may be undertaken to monitor performance against targets 	May 2008	Bi-annual
9.5.	Ongoing	9.10	Work with Green Liaison Officers in each council service to help them promote green travel initiatives	<ul style="list-style-type: none"> All departments 	<ul style="list-style-type: none"> CMB have approved a proposal to establish Green Liaison Officers (2005) Directors will take responsibility for ensuring Green Liaison Officers are appointed 	May 2006	Ongoing
9.6.	Ongoing	9.11	Develop a policy on flexible working (e.g. homeworking) as part of the council's SMART working strategy	<ul style="list-style-type: none"> Customer Focus 	<ul style="list-style-type: none"> There is currently no corporate policy on home working and flexible work arrangements The council's SMART working strategy is aimed providing staff with the option to work remotely. Around 1,000 staff can access the council network remotely using Citrix. Approximately 700 of these are staff that have the capability of working remotely from home Over 70 staff are provided with mobile working capability 	Ongoing	Ongoing
9.7.	New	N/A	Develop a third edition of the Green Travel Plan to be implemented between 2009 and 2011	<ul style="list-style-type: none"> Environment and Regeneration 		June 2008	Oct 2008

Action No. ¹	Status ²	Action (old) ³	Action	Responsible department	Progress ⁴	Start date	Target finish date
	Completed	9.2	Submit annual Progress Report to Executive on Green Travel Plan implementation, including proposed new actions		<ul style="list-style-type: none"> • First annual report to Executive in October 2004 • In future the annual progress report will be send to Sustainability Board instead. See action 9.1 		
	Completed	9.2a	Develop a second edition of the Green Travel Plan to be implemented between 2005 and 2007	<ul style="list-style-type: none"> • Environment and Regeneration 	<ul style="list-style-type: none"> • Second edition Green Travel Plan, covering 2006 to 2008, adopted in October 2005 • This action has been added to the 2003/05 Green Travel Plan during the first year progress report and is therefore not published in the 2003/05 Green Travel Plan 	Mar 2005	Sept 2005
	Completed	9.5	Carry out baseline staff travel survey to identify travel habits and areas for improvement		<ul style="list-style-type: none"> • Baseline survey carried out in May 2003 • Short version of survey repeated in May 2004 		
	Completed	9.8	Ensure Corporate Procurement Code considers transport impacts in purchase decisions		<ul style="list-style-type: none"> • Annex 1 of Procurement Code: Green Procurement code. 5 Green procurement rules (b): • <i>"It must be clear at the specification stage that we will prefer options that reduce the need for products to be transported."</i> 		
	Completed	9.9	Continue to ensure that all traffic and parking fines are transparently reported		<ul style="list-style-type: none"> • Managers should charge parking and traffic fines to specific nominal budget codes 		
	Deleted	9.7	Investigate the feasibility of assessing or approximating council's total emissions (including fleet vehicles and staff commuting)		<ul style="list-style-type: none"> • Estimates for the fleet are difficult due to inaccuracy of figures from manufacturers • There are not enough resources and budget for individual monitoring of each vehicle • With regards to the fleet it's better to look at the age of the fleet 		