

**Date:** Thursday 2<sup>nd</sup> December 2021  
**Time:** 14:00-15:30  
**Venue:** Online via Zoom  
**Resources:** [Available here](#)

## **MINUTES:**

### **EAUC-S Travel and Transport TSN:**

### **Reducing travel emissions in a post-Covid world**

|          | <b>TIME</b> | <b>SUMMARY OF DISCUSSIONS</b>  | <b>ACTIONS</b> |
|----------|-------------|--|----------------|
| <b>1</b> | 0.00        | <p><b>Welcome and Introductions</b><br/> <i>Trudy Cunningham, University of Dundee and Travel and Transport TSN Convenor</i></p> <p>Everyone was welcomed to the meeting and invited to introduce themselves and share what they were particularly interested in discussing today or were focusing on at work.</p> <p>Neil McBeth (NM) – University of Strathclyde – travel policy, parking policy and policy on EVs</p> <p>Steven Giannandrea (SG) – City of Glasgow College – salary sacrifice scheme for EVs</p> <p>Martin Webb (MW) – Edinburgh College – trying to get travel back on the agenda, interested in public sector guidance around sustainable travel and using that to re-engage</p> <p>Christopher Clay (CC) – Scottish Association for Marine Science UHI – don't need to report scope 3 emissions but want to and doing work on that now</p> <p>Viola Retzlaff (VR) – University of Glasgow – need to think wider than just carbon when addressing travel</p> <p>Amy Grove-Kaney (AG-K) – University of Stirling – new in post and sustainable transport is a large part of remit so keen to learn</p> <p>Alex Luetchford – University of Edinburgh – trying to get usual services back up and running for a normal semester</p> <p>Scott Thomson (ST) – Cycling Scotland – interested in active travel</p> <p>Ross Forbes (RF) – Edinburgh Napier University – Campus Cycling Officer, here to learn from the discussion</p> <p>Bonnie Zhu (BZ) – Highland and Islands Students Association – Campus Cycling Officer, interested in active travel and rural areas</p> <p>Kirk Burton (KB) – Robert Gordon University – interested in everything</p> |                |

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|   |      | <p>Joseph North (JN) – University of St Andrews – Works in Global Office and interested in the international travel chat</p> <p>Johannes Schamp (JS) – Stirling Students Union</p> <p>Adam Kesby (AK) – Sustrans Scotland – keen to know what hybrid working will look like, and our take on new reporting guidance</p> <p>Tom Collins (TCO) – University of Stirling</p> <p>Leah Gallacher (LG) – Scottish Government – Sustainable Travel and Communications Officer</p>   |  |
| 2 | 0.11 | <p><b>Parking Charges and Hybrid Working</b><br/> <i>Trudy Cunningham, University of Dundee and Travel and Transport TSN Convenor</i></p> <p>Fleet charging and parking at University of Dundee</p> <ul style="list-style-type: none"> <li>• Lots of complaints that there aren't enough chargers, despite there being a lot (??)</li> <li>• University of Dundee have a number of charges that are 'hidden' from the network map so members of the public can't find them</li> <li>• Exemption for staff who shouldn't be pay for charging</li> <li>• ChargePlace Scotland took over the charger map and admin of the scheme and there have been a lot of issues with it since. Contact <a href="mailto:Bob.Murphy@swarco.com">Bob.Murphy@swarco.com</a>, the CPS Network Manager for general issues, and the generic Admin email for getting charger meta-data updated if you have the corrected info is <a href="mailto:admin-cps@swarco.com">admin-cps@swarco.com</a></li> <li>• Have both pool vans and cars – a number of these are out every day</li> <li>• Added bookable vans so people can book a van rather than a man and a van for short and small jobs</li> <li>• Previously were members of City Car Club but there was more paper work involved, now run it in house</li> <li>• A range of different chargers with different max stay ranges on campus</li> <li>• New charges which were funded so are on free vend to the public until next summer. Some new EV bays have disabled access space.</li> <li>• Worked to reduce the bay blocking issue – users can park in EV bays for free but have to pay to park elsewhere so they need to find a space after that and were reluctant too. Now there is a maximum time or people are fined. People without permits used to struggle to find parking after charging, but they now need to have a permit to park in the car park with the chargers so that is less of an issue</li> <li>• People aren't always parking within the bays, so have had to clamp down on this</li> <li>• Big increase in the number of EVs on campus so will need to consider pricing going forward when energy prices go up</li> </ul> <p>Covid related challenges</p> |  |

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|  | <ul style="list-style-type: none"> <li>• Challenges of vaccination and testing centres in car parks taking up lots of spaces</li> <li>• During Covid parking was free to everyone, then once it was no longer free there were lots of complaints</li> <li>• Liftshare numbers are really down, which makes sense due to covid but many of them are also colleagues so may be in a social bubble anyway</li> </ul> <p>Hybrid working model</p> <ul style="list-style-type: none"> <li>• Staff can apply for a certain number of days hybrid. Most people seem to be doing 2 days a week on campus, so around only 1/3 of staff on campus</li> <li>• There are lots of spaces, but people still complain they can't get parked – but that's just in the car park nearest their building</li> <li>• Have also removed named disabled bays as they were often empty and there was a GDPR concern</li> <li>• Ringo is really helpful for park and pay as an alternative to the annual permit, which also caters to visitors to the campus and public out of hours. Having charges out of hours is helping crack down on poor parking and parking from local businesses. TC can log into the system to see how many people have been using it.</li> <li>• Car parking charges list <a href="#">here</a></li> </ul> <p>Other changes</p> <ul style="list-style-type: none"> <li>• A lot more interest in buying bikes through salary sacrifice scheme</li> </ul> <p><b>Questions</b></p> <p>How is Ringo managed?</p> <ul style="list-style-type: none"> <li>- CCTV and a parking attendant travelling on an electric bike. Can put others in touch with the Procurement Officer who helped procure it for advice if helpful</li> </ul> <p>What is the fine for staying beyond the charging time?</p> <ul style="list-style-type: none"> <li>- Around £45, very clear on ChargePlace Scotland, made it high to be enough of a disincentive</li> </ul> <p>How are pool cars booked?</p> <ul style="list-style-type: none"> <li>- Can book online <a href="#">here</a>. Fill a driver's declaration form through finance to get it signed off then you can book. Estates receptionist books it. TC has access to the calendar to review it. Some vans also not on system</li> </ul> <p>Do pool car users have to record distances travelled?</p> <ul style="list-style-type: none"> <li>- Supposed to fill in start and end after each journey. Admin staff member meant to check this but they've been furloughed for a while. TC checking from time to time for this and if there is any damage which hasn't been reported. Damage isn't charged to the user unless there has been a serious accident.</li> </ul> <p>Do you record the purposes for travel?</p> |  |
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|   |                   | <ul style="list-style-type: none"> <li>- They are supposed to give that information. Usually it is for a meeting at another university or college or to take something somewhere (including to the dump!).</li> </ul> <p>Who gets an E-bike?</p> <ul style="list-style-type: none"> <li>- Departments have to make a case (e.g. IT for cycling from campus to Ninewells and around different IT support desks). To get one they have to do a full risk assessment, utilise a spreadsheet for record keeping, and set up a calendar booking system. There are secure bike lockers and shelters. Data requested by Trudy from time to time. Question around who should pay for repairs – currently paid by Estates but perhaps it should be others.</li> <li>- Folding Whisper bikes are also really great.</li> </ul> <p>Discussion point: should we be charging people for charging?<br/>Probably yes as we don't pay for their petrol! Also don't want to make it too good to camp on campus rather than elsewhere. EST no longer make it a condition of funding that it would be free.</p> <ul style="list-style-type: none"> <li>- Dundee residents can also charge for free in some of the Council car parks</li> <li>- Don't want it to be free or cheaper than local council charging or inundated</li> </ul> <p>Any infrastructure for electric bike charging for staff and students on campus?</p> <ul style="list-style-type: none"> <li>- Not yet but have been trying. You can take the batteries out and charge it at your desk or anywhere using a three pin plug. Also an issue that there are so many different types of chargers, so you either need to offer a range of charger types or decide just to offer a standard plug and get them to use that with their own charger.</li> <li>- University of Edinburgh have put in standard plugs for people to use as the bike stores are already wired for lighting.</li> <li>- Dundee city have an electric bike hire scheme which staff and students can access for cheaper. Good for short journeys but there are cheaper ways to get it for a full day.</li> </ul> <p>Theft risk for electric bikes</p> <ul style="list-style-type: none"> <li>- Offer secure storage</li> <li>- Once the computer element is taken off or battery out then it doesn't work anyway so not ideal for opportunistic thieves</li> <li>- A lot of thefts going on at the moment – a lot of poverty and less people around. Also ebikes and cycle component prices have gone up a lot over the last 2 years.</li> <li>- Have gained a couple of bikes by catching thieves due to really good CCTV who run away and leave their bikes!</li> </ul> |  |
| 3 | 1.06<br>&<br>1.10 | <p><b>Public Transport Discussion</b><br/><i>Rebecca Petford, EAUC-Scotland</i></p> <p>Cycling</p>  |  |

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|   |             | <ul style="list-style-type: none"> <li>• ENU hoping to encourage more people to cycle by showing them how to do it safely</li> <li>• A lot of infrastructure and spaces for people removed in Edinburgh as meant to be temporary but hoping it might return on a more permanent basis.</li> </ul> <p>Car travel</p> <ul style="list-style-type: none"> <li>• There has been a bounce back of car travel and parking challenges, it will be interesting to see how much of the change we can sustain</li> </ul> <p>Public transport</p> <ul style="list-style-type: none"> <li>• Free bus travel for under 22s could cause a shift, need to hear more and make plans to promote it.</li> <li>• It would be really good to have run-out of something similar to the COP26 delegate tickets which enabled free multi-modal journeys across all networks in Scotland, even on a zoned basis</li> </ul> <p>Plenary Comments:</p> <ul style="list-style-type: none"> <li>- TC is trialing a mass transport card for multi-modal transport in Scotland through Urban Foresight, which will be given out free to students in January. More details to come next week.</li> </ul>   |  |
| 4 | 1.07 & 1.12 | <p><b>International Travel Discussion</b><br/> <i>Trudy Cunningham, University of Dundee and Travel and Transport TSN Convenor</i></p> <p>Some think air miles will keep going up, some don't! Senior academics like to fly, but we will likely see less travel to local events and meetings.</p> <p>Unless we decrease our international students we won't be able to fully decrease our international travel as a lot of travel is for promotions.</p> <p>Interesting examples:</p> <ul style="list-style-type: none"> <li>- Recent guidance published by Universities Scotland VP Internationals group to highlight the challenge of air travel.</li> <li>- University of Glasgow's <a href="#">Guidance</a> is interesting as it talks about deciding what travel to prioritise, including focusing on early rather than later-career lecturers.</li> <li>- Lots of work going on at University of Strathclyde, where international travel is over ¼ of carbon excluding procurement. We just accept that academics do it but it can't continue. As a sector we should be working together to come up with the same set of firm policies. NM has been working on their travel policy. Had internal audit department do travel audits. There are three strands to consider: financial, carbon and health and safety. Very difficult to get information if travel is logged just through expenses, so there is a H&amp;S issue. Staff can also get stranded if buying from a budget firm in case of covid / volcanos / other disruptions, whereas the university would repatriate those on bookings through their travel agent. Some institutions don't allow</li> </ul> |  |

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|   | <p>reimbursement for travel. Want to co-design policy with academics and would be interested in talking about this further at a future meeting.</p> <ul style="list-style-type: none"> <li>- In the context of the pandemic, St Andrews created an international travel portal where all staff and students have to <a href="#">record their travel</a> and complete a travel risk assessment checklist (also were doing this for UK when travel was restricted around UK). They now have a person to manage it as it's a complex area. Hopefully eventually the recorded information including why they're there will be available in real time which will be able to be used for sustainability purposes</li> <li>- VR has noted that if there are no controls on who books travel where then individuals could be collecting personal air miles, and the university therefore supporting leisure travel.</li> </ul> <p>There is a desire to have a session just on international travel, considering offsetting, the Travel Better Package, and hearing more from some of the examples like those above.</p> |  |
| 5 | <p><b>Thanks and Close</b><br/> <i>Trudy Cunningham, University of Dundee and Travel and Transport TSN Convenor</i></p> <p>Hard to forecast future for parking and travel with covid, as it's not over yet! Have to remember many staff can't work from home, but it is too early to identify definite trends.</p> <p>There is a desire to have a session just on international travel, considering offsetting, the Travel Better Package, and hearing more from some of the examples like those above, so we will plan this for the next session.</p>  | <p>TC &amp; RP to plan next session focusing on international travel</p> |

Minutes prepared by Rebecca Petford, EAUC-Scotland Programme Manager