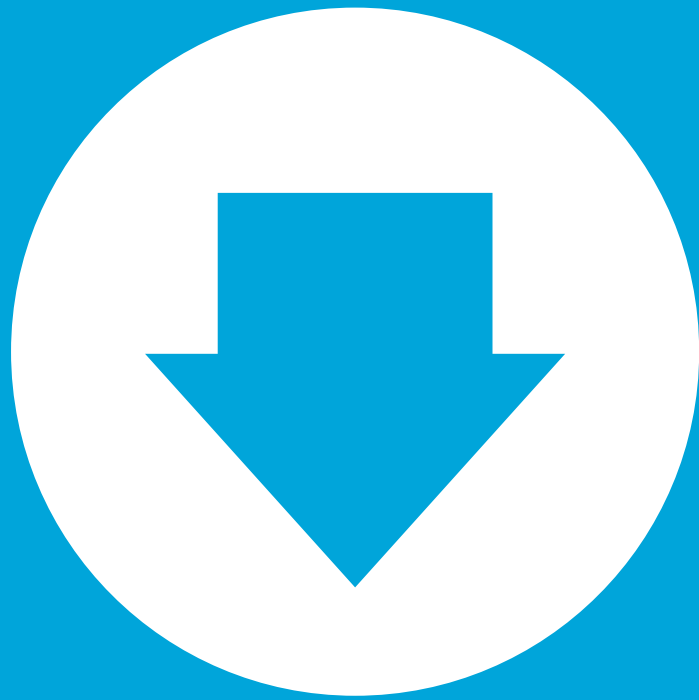


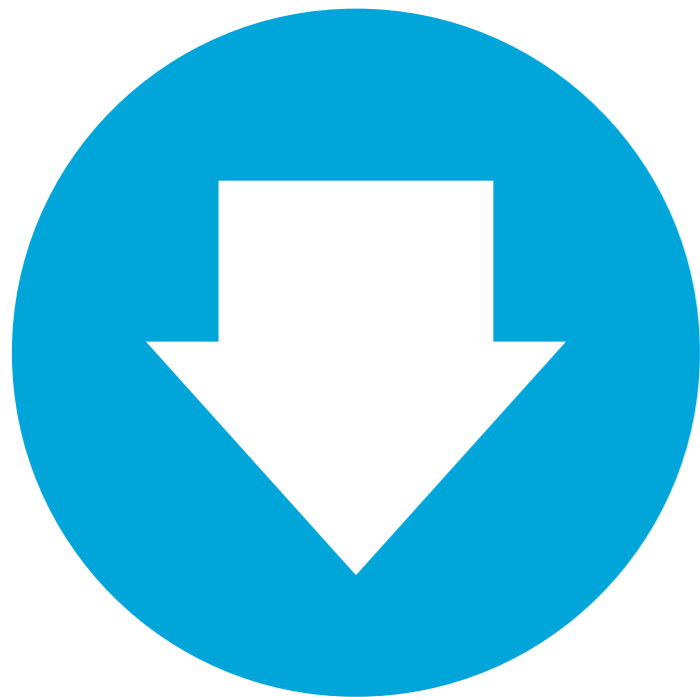
Reducing the need to travel



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**Reduce
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Reducing the need for business and commuting journeys takes Travel Planning one step further. It is a great way to reduce travel costs and time, and mitigate the environmental impacts. Therefore, encouraging your employees, visitors and customers to travel by sustainable modes is a really important action.

Reducing the Need to Travel

Business travel can be reduced through using virtual alternatives to face-to-face meetings and technological advancements have made new “smarter” working practices such as home working possible. This sheet explains how you can reduce travel through better forward planning, use Information, Communications and Technology (ICT) to substitute for travel, and employ smarter working practices, such as home working and compressed working weeks, to reduce staff commuting.

How can forward planning help to reduce business travel?

In many circumstances face-to-face contact is necessary, particularly for first meetings or building relationships with clients. Where face-to-face meetings are needed, better scheduling can help reduce employee travel.

Staff can be encouraged to:

- Organise meetings in the same area on the same day.
- Select meeting venues based on the origin of the attendees and accessibility by public transport.
- Time meetings outside of peak hours which can reduce journey times and cost.
- Plan the route to be taken using route planning software or use in-car Satellite Navigation Systems.

Smarter working practices

With improvements in ICT, you may wish to consider introducing ‘teleworking’, where your employees work away from the workplace, either at home or at a satellite office. Smarter working practices can be promoted as part of your staff health and wellbeing strategy as they can often support staff in managing their work and lifestyle balances.

Initiatives to reduce the need to travel could include:

Homeworking

Home working, either permanently or on selected days, has been enabled through developments in ICT. It can offer the following benefits:

- Increased staff productivity
- Valuable desk space can be released, reducing your organisation’s overheads.
- A better work-life balance for staff.
- Providing laptop PCs for staff working from home is not a taxable benefit.

Satellite office / remote working

For staff living a long way from their normal work site, but whose home environment is not a suitable workplace, a better option may be to use an office closer to their home. If your organisation does not have your own alternative office premises, you could consider renting desks in a serviced office / business centre.

Flexible Working

You could consider introducing a system of flexible working, where staff are able to structure their work time within an agreed framework. This can include:

- Flexi-time – where staff can choose how weekly or annual hours are worked
- Flexi-hours – where staff are allowed to come in and leave earlier or later
- Flexi-working – where staff can work overtime and take that time off in lieu

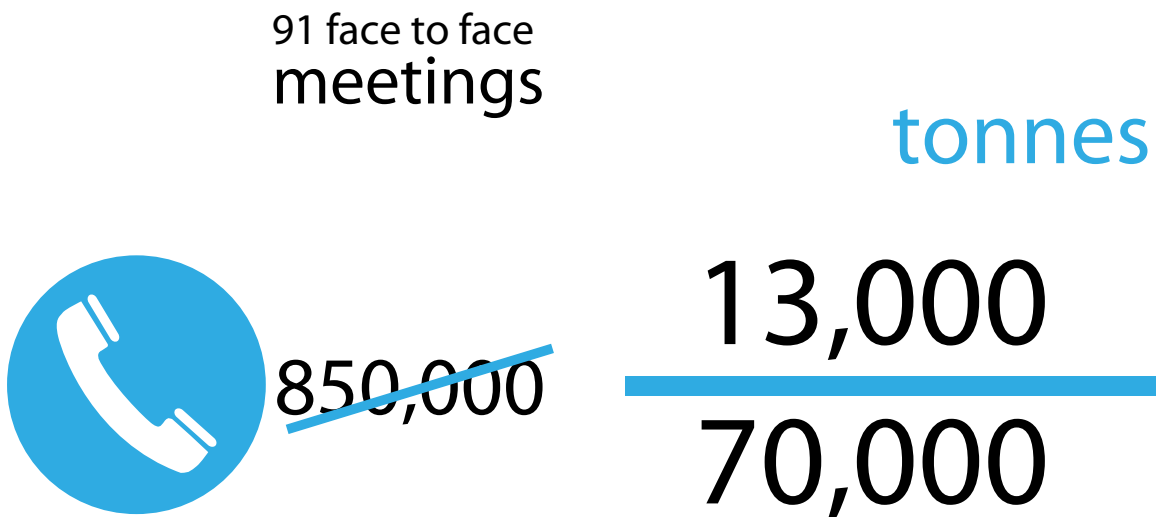
What are the benefits of flexible working?

- Enables your staff to arrange their working hours around public transport timetables.
- Avoids the need for all your staff to travel during the peak hours, thereby helping to alleviate congestion onsite, on the local road network and in your car park.
- Allows staff to adjust their working hours to cater for out-of-work commitments, such as childcare.

Compressed working week

A compressed working week is a form of flexible working which allows staff to take one day per fortnight or one day per week off if they work the required hours in advance. An extended working day also means that your staff will be available to your organisation's customers for longer.

Did you know?



- On average, employees attend 91 face-to-face meetings a year
- Over their working lives typical British workers will create 42 tonnes of carbon dioxide from business travel
- BT estimates that teleconferencing eliminates 850,000 face to face meetings a year across the BT organisation.
- 13,000 of BT's 70,000 staff regularly work from home.