

## Funding Requests Grant

### Performance Report - Financial Year 2022–2023

A Local Authority shall complete one form per quarter for each scheme for which Sustrans Core Grant has been awarded in 2022-23



Llywodraeth Cymru  
Welsh Government

<b>Grantee</b>		Sustrans, Cymru
<b>Scheme Name</b>		Sustrans Cymru, Core Funding Grant, 2022-23
<b>Period Covered by Report</b> ( <i>quarter</i> )		01/01/2023-30/04/2023 (Q4)
<b>Project Manager Details</b>	<b>Name</b>	PERSONAL INFORMATION REDACTED
	<b>Tel</b>	
	<b>Email</b>	PERSONAL INFORMATION REDACTED

<b>FRG Allocation 2022-23</b>	£680,000
<b>Funding Committed 2022-23 to date</b> ( <i>e.g. purchase order placed, contract let</i> )	£729,691
<b>Estimated value* of works delivered on scheme in current FY:</b> <i>This should be value of works delivered in the current FY. Should include actual costs from months and assessed values in period</i>	£729,691
<b>Estimated value* delivered in period:</b> <i>This should be the assessed value delivered in the period of the report</i>	£386,082
* 'Value' is the extent/proportion of the works delivered. During the period this can be based on a professional assessment, e.g. project valued at £50,000 is assessed at 75% gives a Value of £37,500	

### **Progress in the period covered by the report including key stages/milestones achieved**

#### Strategic Advice and Support (£80k revenue)

We have continued to engage with key Welsh Government policy making. Our policy focus has included supporting the default 20mph roll out, the Roads Review, Just Transition to Net Zero Wales, and the Environment (Air Quality and Soundscapes) (Wales) Bill. We have supported through providing written and in-person evidence to consultations, attending stakeholder task groups, and communicating the policies and our responses on social media.

We have continued supporting Local Authorities with a number of scheme consultations, design reviews and WelTAG assessments, stakeholder workshops and roundtables, as well as responding to planning applications and statutory processes.

We have continued a wide range of social media posts around active travel and sustainable transport in general, to support ongoing policy work and responding to news articles. In particular, posting information on temporary closures and ongoing works affecting the NCN has been particularly important in Q4 as Local Authorities complete ATF schemes.

We have continued support for selected fora and statutory bodies, such as the National Access Forum (NRW), Transport Performance Board, Newport PSB Sustainable Transport Sub-Group, Healthy Air Cymru, Transform Cymru, 20mph Steering Group, Diolch am 20 campaign, and Wales Road Safety Strategy workshops. We have supported TfW through their Advisory Panel and Sustainable Development Group and continue our representation on several regional transport groups.

Active Travel Act support has included further work with the Senedd Cross-Party Group on active travel and follow up to the ATA review. We are also inputting to the review of the Active Travel Board and supporting any outcomes from this.

### Healthy Workplaces (£60k revenue)

#### Events

##### Workplace interventions

- Sustrans has directly supported 13 of the 16 signatory organisations in meeting their commitments to the Healthy Travel Charter (HTC). The commitments from the charter that Sustrans mostly supported organisations with are outlined below, with each individual organisation requiring different levels of support.

<b>Charter commitment</b>
Public transport
Offer discounts on public transport to staff in our organisations, including Cardiff Bus and Transport for Wales Rail Services, and explore discounts with other operators
Walking, cycling and public transport
Contribute to an interactive map showing all walking and cycling infrastructure and public transport links for our main sites in Cardiff
Cycling
Facilitate and promote free cycle training and maintenance sessions
Review together our travel expenses policies, to encourage uptake of cycling
Communications and leadership
Establish a network of sustainable travel champions across our organisations
Agree and use consistent communications messages with the public, visitors and staff on healthy travel
Promote and consider healthy travel options and benefits when advertising roles in our organisations

- The charter relies on signatories to the charter self-assessing their progress again against each commitment, with the scoring system as follows.  
0 = early days, 1 = getting going, 2 = fully in place and 3 – leading the way.
- Meetings have regularly taken place over the last 9 months between the Healthy Travel Officer and lead individuals of each organisation to ascertain how Sustrans can best support them both in the present and in the future. Outlined below are the ways that Sustrans has been able to support the signatory organisations to the charter.
- Multiple Isochrone maps (example below) were created for over 70% of the signatory organisations to highlight to employees which geographical areas were within either a 30-minute walking or cycling radius of individual workplace settings. The maps were used as supporting materials to promote more sustainable travel for both 'Try an e-bike' events as well as promotional stands in workplaces.

Promotional stands in the workplace have proved to be an extremely useful tool in raising employee awareness of the HTC as well as increasing engagement with the organisational workforce. The stands include information on sustainable travel as well as providing an excellent opportunity for both Sustrans and the individual HTC lead to engage with and recruit Travel Champions for the signatory organisation. E-bikes from the bike library are always on display next to the stands to also raise awareness of the bike loan scheme available to employees. The promotional stands were either run independently by Sustrans or collaboratively with the signatory organisations' cycle to

work provider, as both schemes complement each other by making employees aware that they are able to loan a bike/e-bike to try out before committing to buy through their cycle to work scheme.

- One of the challenges of engagement in the workplace has been the number of employees physically working from the office post-pandemic. Tuesday-Thursday have been the busiest days in terms of footfall; however many organisations are still considering their working practices in terms of hybrid working and employee working patterns and we expect that in 2023 there should be greater clarity with regards to the best days to run events to ensure maximum possible engagement.
- Online webinars have been successful in promoting sustainable travel to a wider and more diverse audience, as well as ensuring inclusivity for staff who are not working currently from an office. These webinars have been organised and promoted by organisations' individual communications teams in conjunction with promotional material provided by the Sustrans Healthy Travel Officer, focusing on topics agreed upon after consultation with employees and focus groups from individual organisations. To date, Sustrans has delivered online webinars to employees of both Natural Resources Wales and the Senedd. Both webinars offered a live demonstration of basic maintenance repair to a bicycle followed by an interactive discussion on equipment, barriers to winter cycling/cycling in general as well as a wider discussion around sustainable travel.
- To date, Sustrans has organised and run three 'Try an e-bike' events on behalf of the Senedd, Transport for Wales and Public Health Wales. There was also an event held in January 2023 for both teaching and non-teaching members of staff at Ysgol Y Deri, Vale of Glamorgan.
- These events provide a fantastic opportunity for Sustrans to engage with employees on the benefits of e-bikes as well as offering advice on the different types available on the market and what type of bicycle might best suit individuals' needs and budgets. However, above all else, the events provide employees with an opportunity to experience riding a range of e-bikes allowing them to experience the benefits e-bikes can bring in terms of overcoming barriers to cycling such as fitness, hilly rides and distance to travel.
- Over the last nine months Sustrans has been able to offer informal cycle training sessions to workplace employees. To further improve upon this offer, the Healthy Travel Officer has recently successfully completed Level 2 Bikeability Training and is now a fully qualified Bikeability Training instructor. Since becoming qualified, Level 2 Bikeability training has been delivered to an employee of the University Health Board with further training planned for individual and small groups in 2023.
- Part of the process of driving behaviour change from within has been to try and encourage the HTC leads to recruit sustainable travel champions from within to take an active lead in the promotion of sustainable travel within their workplace, with support from Sustrans. Recruitment was initially challenging as many of the organisations have existing networks/groups already set up that impact upon staff capacity to engage further, however more recently there has been an increase in the number of champions recruited and the Healthy Travel Officer has already held individual meetings with champions from signatory organisations. These have resulted in positive discussion as well as the creation of an interactive [Cycle Maintenance Map](#) by the Healthy Travel Officer that can be used and promoted by all comms teams on their workplace intranet pages. There is also a proposed cross-organisational champions meeting that will take place in the spring of 2023, to be chaired by Sustrans. This will be used as a forum for organisations to share best practice in their workplace and also to give organisations a chance to discuss how Sustrans might best be able to support them moving forward. Further meeting will then be scheduled at regular intervals throughout the year.
- The HTC bike loan scheme has been up and running since May 1<sup>st</sup> 2022, enabling any employee of a signatory organisation to the charter to loan a bike/e-bike for up to two weeks at a time. For many, the scheme allows them to experience the benefits of an e-bike for the first time and can help the overcome some of the barriers they have to cycling. Due to the large number of employees that qualify for the scheme, it was felt that two weeks was sufficient time for people to be able to test the bike as well as ensuring that the others didn't face too long a delay if the bike they wanted wasn't available. On the flip side, loans have been extended whenever possible if participants' circumstances have not allowed them to use the bike as much as they would like.

All cycles and scooters were procured between February and end of March with all equipment delivered by the end of April. Once operational the loan scheme was promoted to the signatory

organisations of the HTC that the Sustrans officer had started to support. The scheme relies on good internal communications from these signatory organisations as well as the promotion of the scheme to employees through 'Try an e-bike' events which are organised and delivered by the Sustrans officer with support from the host organisation.

The scheme itself forms a small part of the support offered to workplaces by Sustrans. The scheme has encouraged behaviour change amongst beneficiaries, with notable successes such as the First Minister purchasing an e-bike following the loan of an e-bike from Sustrans, the Deputy Minister for Climate Change Lee Waters purchasing the exact same e-bike he had tried at the Sustrans organised event at the Senedd and an employee from the BBC purchasing the same e-bike they had loaned from us through their cycle to work scheme.

For further information on the first minister' bike loan, please see the Sustrans blog published 11<sup>th</sup> January 2023 which has now been viewed an amazing 85,395 times!

<https://www.sustrans.org.uk/our-blog/news/2023/january/mark-drakeford-opts-to-swap-the-car-for-an-e-bike-with-help-from-sustrans/>

- To determine whether the bike loan scheme has been able to influence future travel habits of employees and to see whether it has had a positive impact on health and wellbeing, participants are asked to complete both a pre and post loan survey. The results have been detailed below along with supporting information on the scheme.

<b>'Try an e-bike' events</b>	
Total number of employees engaged with at events	59
Bike library loans as a direct result of the events	5 (2 future loans agreed)

- Over the last nine months Sustrans has been able to offer informal cycle training sessions to workplace employees. To further improve upon this offer, the Healthy Travel Officer has recently successfully completed Level 2 Bikeability Training and is now a fully qualified Bikeability Training instructor. Since becoming qualified, Level 2 Bikeability training has been delivered to an employee of the University Health Board with further training planned for individual and small groups in 2023.
- Part of the process of driving behaviour change from within has been to try and encourage the HTC leads to recruit sustainable travel champions from within to take an active lead in the promotion of sustainable travel within their workplace, with support from Sustrans. Recruitment was initially challenging as many of the organisations have existing networks/groups already set up that impact upon staff capacity to engage further, however more recently there has been an increase in the number of champions recruited and the Healthy Travel Officer has already held individual meetings with champions from signatory organisations. These have resulted in positive discussion as well as the creation of an interactive [Cycle Maintenance Map](#) by the Healthy Travel Officer that can be used and promoted by all comms teams on their workplace intranet pages. There is also a proposed cross-organisational champions meeting that will take place in the spring of 2023, to be chaired by Sustrans. This will be used as a forum for organisations to share best practice in their workplace and also to give organisations a chance to discuss how Sustrans might best be able to support them moving forward. Further meeting will then be scheduled at regular intervals throughout the year.

#### **Level 2 of the HTC**

- Level 1 of the HTC officially came to an end at the end of September 2022, with six organisations having successfully completed a level 2 or above for all the commitments. A further five organisations were given an extension with the aim of completing by the end of December 2022.
- The launch of Level 2 of the charter coincided with the end of Level 1, with two suggested options put forward by PERSONAL INFORMATION REDACTED as to how organisations could proceed as signatories to the charter. Option 1 was that organisations that had successfully completed an existing charter or could demonstrate they were meeting the commitments of the charter could sign up Level 2, which goes over and above the commitments of Level 1 with a set of 11/12 bespoke actions over a two-year period. Option 2 was that signatory organisations who had not yet achieved the requirements of Level 1 could commit to continue working towards this.
- To date, four organisations have now signed to Level 2 of the charter.

### **Gwent Healthy Travel Charter**

- 13/02/2023 PERSONAL INFORMATION REDACTED started as the dedicated HTO for Gwent tasked with supporting the organisations of the Gwent HTC to achieve level one of the Charter and to engage with signatories to work towards level 2.
- Cross organisational meetings arranged between all Gwent signatories to discuss how best to move the regions organisations forward with the development of the charter. Agreement for these meetings to become more frequent to enable planning of future events through a collaborative approach between all signatory organisations.
- Gwent HTO PERSONAL INFORMATION REDACTED operated a Sustrans stand in partnership with Aneurin Bevan Health boards facilities team to promote Sustainable travel and the Gwent bike library at the Health Care workers Wales conference in Newport. This resulted in 9 contacts from Aneurin Bevan health board staff who have showed an interest in taking bike loans with 4 respondents to follow up contact regarding trying an E-Bike from the Gwent bike library.
- HTO's PERSONAL INFORMATION REDACTED attended the opening of the Electric bike store event in Cardiff providing networking opportunities with local parties involved in active/sustainable travel, allowing for growth of Sustrans reach within the Cardiff and surrounding areas and gaining access to further events locally.
- Newport bike library became operational 17/03/2023.
- 1 bike loans agreed but cancelled on the day due to bad weather.
- Bike loan agreed with PERSONAL INFORMATION REDACTED bike to be collected from Newport bike library 09/05/2023.

### **Sustrans future support for the HTC**

- A dedicated Healthy Travel Officer for Gwent has now been appointed to support organisations that have signed up to Level 1 of the Gwent HTC. They will work closely with the Healthy Travel Officer for Cardiff and the Vale; there will be potential crossover of work as some of the larger organisations span both charters. The travel officer for the Cardiff and the Vale has also started supporting organisation in the Swansea Bay region to help them fulfil their commitments with the Level 1 charter.
- Sustrans' Research and Monitoring Unit has also recently been asked to undertake an in-depth whole staff survey across Wales on sustainable travel within the workplace on behalf of one of the signatories to the charter. Alongside this, the Healthy Travel Officer will design and carry out site audits for some of the buildings belonging to the organisation in question. The results of both will go on to inform a bespoke Travel Action Plan for the organisation.
- The Healthy Travel Charter has provided organisations with a structure and focus in their approach to encouraging the way their employees travel more sustainably. Whilst notable progress has been made, there is still a huge amount to be done to change the travel behaviours of many, and Sustrans looks forward to continuing their support to build progress that has already been made.

### Active Travel School Planning (190k revenue)

#### **Quarter 4: January – March 2023**

- Extensive search on similar programmes/schemes trialled in Wales, and internationally, seeking the effective and standardised implementation of active travel plans across schools and with a focus on the Built Environment as well as data production that can inform local authorities development plans.
- Resources development proposal based on search and existing ATSA criteria, currently used by Active Journeys Programme.
- Project communications – planning meeting with each school as introduction to programme - 18, in total, now-.

- Project communications – spring term resource delivery. The Big Walk and Wheel, emphasising Street Trumps to learn in the classroom about the Built Environment and sustainable urban design solutions.
- ATSP Workshop [Cardiff] - project planning & development with Project Officers.
- PO's completion of initial meetings and planning meetings with all ATSP schools
- Final list of participating schools confirmed – 9 in each region = total of 18 schools
- Completion of essential planning documents for schools & PO's including planner, termly planning resources and supporting assembly/launch presentation for schools
- Returns on HUS baseline surveys for all participating ATSP schools & input onto Bike It Database
- PO's training on ATSA and access to the web platform
- Update meeting with Welsh Government & Public Health Wales [January]
- ATSP Workshops in Cardiff – January and March
- ATSP Toolkit development and completion of bilingual draft version for sharing with schools & partners for feedback & ongoing development
- Development of bilingual Spring and Summer term materials for schools:
  - Spring Term: Street Trumps
  - Summer Term: Healthy Street Check
  - Summer Term: Safer Street Design
- Communications & delivery of Spring & Summer term materials to schools for test & trial with feedback collected for ongoing development.

#### Paths for Everyone. National Cycle Network (£300k capital)

##### NCN maintenance and improvement works

- Taff's Well NCN8: tree work near houses, pruning branches of trees that overhang residential properties on the slope adjacent to the Taff Trail
- Swiss Valley NCN47: Landslip remediation, installing a flexible vegetated wall to shore up subsidence adjacent to the path near Horeb
- Swiss Valley Ash Die Back (NCN47): Six pockets of ash die back near the Swiss Valley have been identified. These trees will be removed or pruned to reduce risk to path users.
- Blackmill Fence NCN4: Installation of new fence along 1.5km of path to meet our legal obligations, along with the installation of access points to facilitate safe inspection of culverts.
- Caldicot Greenway – Design and relevant permissions complete and in place.
- Treforest NCN 4: Fence repairs by portrait bench and picnic area after storm damage
- Brunel Trail NCN 4: Installation of accessible gates to allow wheelchair and mobility scooter access (installed by Pembrokeshire County Council)
- Brunel Trail NCN 4: Contribution to Pembrokeshire County Council improvement work on Sustrans owned sections of trail
- NCN 47 Hengoed. Tree root damage remediation on path to facilitate accessibility

##### Network Development (£50k revenue)

- Sign installation for Route 4 Tywi Valley completed
- Installed six further seating bench kits
- Ordered 10 Bike maintenance workstations on the network – installation ongoing
- Completed Stage 2 plots for all section of NCN through the Network development Plan
- Completed audits of Access barriers on all sections of the network in Wales.

#### **Activities planned for next quarter including key stages/milestones to be achieved**

N/A

**Risk Issues** (describe nature of risk, likelihood, severity, impact and mitigation measures)

<p><u>Strategic Advice and Support</u></p> <p>Turnover of staff resources may lead to a loss of technical skills to support WelTAG assessments and input to Planning and scheme consultations. New Policy and External Affairs resource should be in place for Q4.</p>	<p><b>Overall scheme Risk Status (R/A/G**):</b></p> <p><b>Green</b></p>
<p><u>Healthy Workplaces</u></p> <p>The main risk is that we currently only have one Healthy Travel Officer (HTO) covering this area of work. We are actively seeking to recruit a second HTO which will mitigate this risk.</p>	<p><b>Green</b></p>
<p><u>Active Travel School Planning (ATSP)</u></p> <p>Timescales for recruitment are a risk for the ATSP and workplaces elements, especially given late approval of grant.</p>	<p><b>Amber</b></p>
<p><u>Paths for Everyone, National Cycle Network</u></p> <p>Main risks for Network Development elements were loss of staff resources and turnover leading to loss of key skills and knowledge within the team. This risk needs to be considered against fact that the wider industry i.e. Local Authorities, Consultants in civil engineering, transport planning etc are facing shortages in recruiting staff with the appropriate technical skills, knowledge and experience.</p> <p>New Programme Manager is now in post and new Network Development Manager for South Wales commenced 24<sup>th</sup> April 2023.</p> <p>External dependencies for key permissions e.g. Network Rail, are a particular risk for delivery of our estate management elements.</p> <p>Despite above, full spend of capital grant has been achieved this year.</p>	<p><b>Amber</b></p>

**\*\* RAG (Red, Amber, Green) Status Key:**

<b>Green</b>	On track
<b>Amber</b>	Off track but progressing
<b>Red</b>	Serious problems to completion

To be completed by the Project Manager.

**Date:** 26<sup>th</sup> April 2023

**Completed By:** PERSONAL INFORMATION REDACTED

**Signature:** PERSONAL INFORMATION REDACTED