

Item:
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Report to Partnership Meeting 25 Nov 2016

RESEARCH AND STRATEGY DELIVERY

Active Travel Update / Cycling Scotland Officer Proposal

Purpose of Report

To provide Members with an update on Active Travel projects and a proposed partnership between HITRANS, three of its constituent Local Authorities and Cycling Scotland for an embedded officer based in the HITRANS region to promote and help deliver cycling training in support of achieving CAPS 2020 targets.

Regional Active Travel Strategy

HITRANS officers are finalising the edited version of the Regional Active Travel Strategy with the consultants AECOM. The final elements include ensuring that key strategic and aspirational routes are incorporated, and links to the Active Travel Town Masterplans are strengthened. A draft of the ATS will be circulated for comment by Members and Advisors before the document is finalised.

Active Travel Workplace Challenge

Utilising Local Authority Smarter Choices, Smarter Places (SCSP) funding allocations, HITRANS have worked with Highland and Moray Councils to develop a joint tender for a workplace challenge, to build on the Personalised Travel Planning programmes in both Highland and Moray regions in spring 2016. Sustrans Scotland have been awarded the tender with the Challenge set for a 6 week timeframe in the new year.

Cycle Parking

The Active Travel Officer is currently planning the installation of cycle shelters which were purchased to encourage cycling to main trip generators across the region.

To date Stornoway, Inverness, Fort William, Keith, Buckie and Elgin have been identified as requiring Shelters. Discussions have still to take place with Argyll and Bute and Orkney.

Active Travel Maps

HITRANS Active Travel Officer has been working with Helen Stirling Maps to develop a series of maps following the publication of the Inverness Active Travel map. HITRANS officers met with Helen on the 22nd Oct and agreed a second map for the adjacent side of each leaflet for many of the towns at a scale of 1:125000, this will allow the active travel maps to join together to highlight trip destination, circular routes, NCN provision in the region and public transport services while the larger scale local map on the main page of the leaflet will provide detailed information including cycle parking and where cycle facilities are on local roads, and off road.



This map highlights how the AT maps will join together across the Moray Firth area.

- The second print run of 10,000 active travel maps for Inverness with updates incorporated is being prepared.
- The Fort William, Nairn and Dingwall maps are almost finalised ready to print
- The Stornoway Map is currently being developed, and a workshop will take place on 29th Oct as part of local cycling events to gain local feedback on cycling in the area.
- Aviemore and Forres maps required local consultation before being finalised.

Cycling Scotland Regional Cycle Training and Development Officer Proposal

Cycling Scotland have been in discussions with HITRANS with regard to a proposal for a new regional post to help develop cycle training, in particular Bikeability and adult training, across the region. This follows their recent partnership pilot with Tactran, where the Cycling Scotland officer has been in post since June 2016.

Argyll and Bute Council already have a Development Officer promoting cycle training delivered through the Curriculum of Excellence within their area as they have developed their own independently evaluated cycle training resource (iCycle), with 96% of their schools taking part (97% of those train on-road).

Moray, Orkney Islands and Comhairle nan Eilean Siar have expressed an interest in participating in the partnership which would initially run for 12 months and HITRANS are currently in the process of agreeing the terms of any proposal with its partner Local Authorities and Cycling Scotland.

If partners approve this post, HITRANS will be involved in the following aspects:

- Participation in the recruitment process, including applicant shortlisting and interviews
- Provision of desk space with access to IT and office facilities (though expectation is that the officer would work from within the Local Authorities as much as possible)
- Orientation and information sharing meetings with relevant colleagues
- Periodic updates with Cycling Scotland and any other relevant partner organisations
- Visibility of regional cycling strategies and development
- Communication of shared aims and objectives
- Contribute towards overhead costs at an agreed rate

Cycling Scotland will:

- Manage the recruitment process including producing job descriptions, adverts and shortlisting criteria
- Provide IT equipment including laptop, phone and remote access to organisation software.
- Employ the Regional Cycle Training and Development Officer including all line management and HR responsibilities
- Set period objectives in line with Cycling Scotland's Personal Development Process, including training opportunities and requirements.
- Provide orientation with the organisation and support introductory meetings with local contacts
- Commit funding for the duration of the appointment including salary , expenses and all overhead, taking account of any contribution made by the host organisation

Job description:

Regional Cycle Training and Development Officer.

Starting Salary £24,090- £28,888 subject to experience

12 month Fixed Term Contract with extension subject to funding

Cycling Scotland's vision is a sustainable, inclusive and healthy Scotland where anyone, anywhere can enjoy all the benefits of cycling. We are recruiting a Regional Cycle Training and Development Officer to help achieve the vision of the charity and get more people cycling. The officer will report to the Senior Development Officer, working to promote and expand cycle training opportunities, and co-ordinate with HITRANS staff. The post is based in Inverness embedded within the office of HITRANS – the statutory regional transport partnership covering five local authorities in the Highlands and Islands. The role will involve travel across local authorities within the HITRANS region and beyond. The successful candidate will:

1. Support, the coordination of Bikeability Scotland cycle training by participating local authorities in and around the HITRANS region.
2. Recruit and support staff and volunteers as instructors and assistants to ensure more people have access to training.
3. Enable access to training opportunities at all life stages through promotion and support of Play on Pedals Training in the early years setting, Essential Cycling Skills for adults, and Practical Cycle Awareness Training for professionals
4. Maintain accurate records of cycle training in schools and other establishments, to support monitoring and provide reports and data returns as required.
5. Assist with the quality assurance of national standard cycle training schemes
6. Assist HITRANS and local authority staff to support the delivery of the regional and local active travel strategies.
7. Assist the development and expansion of Cycling Scotland's behaviour change projects across the workplace, community and school settings. In particular focusing on working with UHI to promote cycle friendly campus throughout the region.
8. Provide an additional key point of contact on cycling to participating local authorities in and around HITRANS region.
9. Work with, influence and consult key networks such as Bikeability Coordinators, School Travel Professionals, transport, education and early years staff and partner organisations.
10. Deal with enquiries in a competent and professional manner and within timescales set by the organisation
11. Perform any other duties considered relevant to the post

Person Specification:

| | Essential | Desirable |
|---------------------------------------|---|---|
| Relevant Experience | Knowledge and experience of managing and delivering projects to deliver outputs and achieve successful outcomes | Experience influencing change in large and small organisations |
| | Educated to degree level or equivalent through work experience | Experience of working in schools and/or further education setting |
| | Experience of working with local authorities | Understanding of relevant national and local government policies |
| | Knowledge and experience of providing support for education and training programmes. | Experience managing budgets |
| | Knowledge of active and sustainable travel | Knowledge of HITRANS region and the specific challenges and opportunities within the Highlands and Islands. |
| Special Knowledge & Skills | Ability and expertise with common office software packages | Interest in cycling. |
| | Excellent written and oral communication skills with good attention to detail | Knowledge of Bikeability Scotland and national standard cycle training |
| | Good reporting skills and ability to make presentations and run workshops | Awareness of health inequalities |
| | Ability to influence decision makers | Experience of working remotely |
| Other Requirements | Act on own initiative and take responsible decisions | |
| | Willingness to work flexible hours on occasion and to travel as required remotely in and around the region and to Glasgow | |
| | Ability to recognise and share good practice | |
| | Effective team player | |

RTS Delivery

Impact - Positive

Comment – This work supports delivery of key priority areas identified in the draft Regional Active Travel Strategy.

Policy

Impact - Positive

Comment - This work supports the development of our Active Travel Policies H27a to H27d

Financial

Impact – Positive

Budget line and value – Active Travel work is supported by the Sustrans partnership initiative making it cost positive to the Partnership. No monetary contribution is required from HITRANS for the Cycling Scotland officer post with HITRANS contribution coming in the form of providing office facilities to the officer for part of their working week. We have provided an indicative value for this in kind support.

Equality

Impact – Positive

Comment – HITRANS support for Active Travel helps eliminate the barriers to travel for all and removes a number of physical accessibility barriers.

Recommendation

Members are invited to note the active travel update.

Report by: Fiona McInally
Designation: Active Travel Officer
Date: 17th November 2016