

Subject: Do I need to travel at all?



Do I need to attend this meeting?

We can also consider whether travel could be reduced by avoiding the meeting altogether. Whilst meetings are essential for many aspects of service delivery, there might be potential to reduce the number of attendees.

Use this simple checklist before you travel:

- Who else from my department is attending? Do we all need to attend?
- What contribution do I need to make? Could my contribution be provided in advance via email to the meeting organiser, or via a colleague that is attending?
- If I am attending for information purposes, could my department be updated afterwards instead?
- Could I join the meeting by listening in via speakerphone?

Planning future meetings:

In the future, it might be possible to reduce travel by planning meetings differently. Although in many cases it won't be possible to influence how meetings are arranged because they involve so many different parties, there may be some potential to consider the travel impact of our recurring meetings, or those within our departments.

Use this checklist to think about how to plan meetings to reduce travel impact:

- Could the meeting be held on a different day that would result in less travel? For example, could it be combined with another meeting?
- Is there another suitable location where the meeting could be held, that would reduce the travel that needs to be carried out?
- Could our recurring meetings become less frequent?
- Could we replace some meetings with other means of communication, or combination? For example, meet monthly, and catch up weekly by telephone or BT Meet Me?

This promotion has been led by the Department for Transport, and is part of a wider support programme to help Local Authorities understand the potential to reduce their travel costs and emissions, and to help them progress their Alternatives to Travel agenda.

The support programme is collecting best practice between authorities, and also data to help understand the business case.

We will be issuing the repeat online survey next week, which provides us with valuable information. We look forward to receiving your responses.

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