**Business Case Report**

The format for presentation of a business case will vary with the specific organisations and none will be identical. The requirement that this elicits a decision on the recommendation should remain the same regardless of the format. The report below is an example taken from a Council type Committee decision report.

The report sets out (for example), what the Organisation would like to do about grey fleet, the reasons why this is important and the benefits that the Organisation will expect to achieve (cost and mileage reduction, duty of care, CSR, etc). A statement about how these changes are to be initiated, established, monitored and managed. An explanation of these challenges and the level of resource (human and financial) required for the project.

In general at least the following areas should be included:

* **Title of Report**
* **Author of Report**
* **Audience**
* **Names of those consulted on and their agreement**
* **Purpose behind the report**
* **The Recommendation being made**
* **A summary of the report**
* **Links to supporting information**
* **Budget located and implications to the Organisation of using this**
* **Resources required**
* **Contact Name and details**

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| --- | --- | --- | --- |
| **File Name:** | Sustainable Travel Plan | | |
| **Sender:** | Senders name | | |
| **Committee/Cabinet:** | Committee Name | | |
| **Meeting Date:** | 00th Month 2017 | | |
| **Author:** | Authors name | | |
| **Report Date:** | 00nd Month 2017 | | |
| **Report Time** | 00:00 | | |
| **Appendices** | Yes/No | | |
| **How many?** | Number | | |
| **If confidential paragraph number** | N/A | | |
| **If confidential has the Public Interest Test been applied?** | Yes | | |
| **If the test has been applied reasons for maintaining the exemption?** | N/A | | |
| **Have any Health & Safety or Environmental Protection Act issues or Sustainability Implications been addressed** | Yes | | |
| **Is a risk assessment appropriate?** | No | | |
| **If Yes, has this been carried out?** | N/A | | |
| **Is an equalities and cohesion impact**  **assessment appropriate?** | No | | |
| **If Yes, has this been carried out?** | N/A | | |
| **Cabinet member consulted** | Cllr Name | | |
| **Officers consulted** | CEO/MD, FD, HR Director, Comms Director. | | |
| **Officers agreed report** | Yes | | |
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| **Sustainable travel plan** | | CEO/MD |

# Purpose

* 1. To update decision makers on the production of the Organisation’s Sustainable Travel Plan.

# Recommendations

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| * 1. That decision makers note the production of the updated Sustainable Travel Plan, agree to the recommendations therein, and consent to its endorsement and publication on the Organisation’s website. |

# Executive summary

* 1. This report is to update the Board on the Organisation’s Sustainable Travel plan which covered the period 20[XX] to 20[YY].
  2. The document is formed of two parts; a [Travel Plan](8%20Sustainable%20Travel%20Plan%202017.docx) (appendix 1) and an [Action Plan](7%20Travel%20Action%20Plan.xlsx) (appendix 2). The Travel Plan sets out activities, measures and targets whilst the Action Plans sets out means and methods by which to achieve these aims and targets.
  3. Both are two-year duration documents and set the scene until 20[ZZ].
  4. The documents discuss the changes to the way that the Organisation travels about its business, use of rail and bus services, cycle and walking trends and use of highly efficient, low emission car pool and daily hire cars.
  5. The publication of a Travel Plan sets the scene for the way in which the Organisation demonstrates its environmental leadership. The way that the Organisation travels effects it’s emissions, fuel costs and savings as well as demonstrating a strong lead locally and nationally. The Organisations [award winning] changes to fleet demonstrate a [XX]% ([£XXX,000] annual) cost reduction. This is exemplified in awards and national press recognition (see Appendix of [Travel Plan](8%20Sustainable%20Travel%20Plan.docx)). The local population benefits from improved emissions, less congestion and the availability of electric charging infrastructure as well as seeing encouragement of business to follow suit.

# Supporting Information

* 1. The Sustainable Travel Plan sets out the successes achieved since the last iteration. Primary amongst these are the adaption and roll out and retender of the Organisation’s [Pool Car scheme with ABC Lease Partner].
  2. This scheme has achieved its target of £[XX],000 saving by delivering over £[XXX],000 over its [first X] months. It has reduced emissions by more than [X], reduced trips made, cars on the road, congestion and emissions.
  3. The scheme has also been widely applauded by both private and Public-sector industry; gaining the [X] award in the prestigious [XXX] Awards 20[XX]. It was also highlighted by [XXX] as one of [X] best practice case studies for public and private sector in Month 20[XX] and has been widely publicised in national and local press (see appendix 4 of the [Travel Plan](8%20Sustainable%20Travel%20Plan.docx)).
  4. Because of this, the Organisation has also been accepted as a [Go Ultra Low Company] which required it to pledge to achieve 5% Electric Vehicles on its fleet by 2020. [A target that the Organisation, met in 20XX and exceeded in 20XX].
  5. Indeed, the Organisation’s fleet successes have also played some small part in exceeding the Organisation’s [Carbon Reduction Target/ISO14001/ISO50001 targets etc] of [XX]% by 20[XX] (in line with the central government/Organisationally agreed target). A target that was exceeded ([XX]%) in 20[XX], a full [X] years early. [See earlier report].
  6. On the back of the scheme, the Organisation has had some success in marketing and selling expertise to other bodies including [W], [X], [Y] as well as delivering paid for presentations at the [X] and [Y].
  7. As an adjunct to the car scheme, the Council’s [Name] Bus Subsidy launched as a pilot in 20[X] has been relaunched to all [number] local bus companies. This allows members and staff a [XX]% discount on all bus journeys that start or end in [County] on production of their Council ID and [travel] card.
  8. The Council now has [X] designated car share bays at its offices, alongside [X] motorcycle bays, [X] covered bicycle sheds, along with [X] showers and [X] EV parking bays served by [X] slow (3.3kW), [X] fast (7kW) and [X] rapid (43kW) chargers.
  9. Recent research demonstrates that urban Nitrogen Dioxide (NO2) emission levels have been exceeding legal limits since 2010, leading to significant numbers of excess deaths. Following a Cross Party MPs report in 2016, recent Government announcements mean that the Council will be required to act on addressing air quality. Aware of this, the [relevant] Team have been looking at additional EV charging infrastructure both on street, to certain car parks and at centralised charging stations. This is being considered alongside the car park strategy currently under way.
  10. The council continues to support [Countywide] Car share and Liftshare to assist staff to car share on their commute to and from work.
  11. A summary of details for recent staff survey is set out in the [Travel Plan](8%20Sustainable%20Travel%20Plan.docx) at Appendix 5.
  12. Targets for the travel plan have been redeveloped to allow the Organisation to drive forward its work. This includes targets to reduce single occupancy car journeys; increase car sharing, cycling and walking; reducing business travel; increasing the EV fleet and reducing emissions.

# Reasons for Recommendation

# The report serves as an update to members on the Sustainable Travel Plan report published in 20[XX] and asks members to note the position and request that the officers be asked to continue to work towards addressing solutions to improve the Organisation’s mitigation to Climate Change through transport and travel related measures within existing budgets.

# Resource implications

There are no direct additional resource implications relating to this report other than those already funded.

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| Contact Officer | Authors Name and telephone number or extension |
| Background Documents | Travel Plan 20[XX] |