

University Travel Planning Group

Terms of reference

Name of group: Swansea University Travel Planning Group

Title: Terms of reference dated 26th January 2016

Purpose / role of the group:

The group works in partnership to deliver sustainable travel solutions which involve:

- Feed into and oversee the University Travel Plan measures and actions
- Reducing the need to rely on car travel between Singleton Park and Bay Campus
- Putting in place initiatives to encourage campus to campus travel by sustainable modes for meetings
- Work with E&FM team members who implement parking and traffic management controls to ensure that sustainable travel i.e. buses run smoothly and to time table at all times (traffic management).
- Work with E&FM team members to ensure the needs of students travelling from outside of the student bus network are addressed through parking solutions whether on or off campus.
- Promotes Active Travel for both students and staff through partnership working
- Promotion of Safer Routes and support and plan of associated events

Membership:

- Membership of the group is open to key individuals within the Estates department as well as key partner organisations including:
 - University Travel Plan Coordinator
 - Parking and Security Manager
 - Student Union
 - Academic Services (My Uni Hub)
 - Other key members of staff from across the University where appropriate
 - Bus operators
 - Train Operators
 - Local Authority representatives

- Key partners are invited as members.
- Numbers are restricted to those members who can deliver timely initiatives as and when required.

Accountability:

- Any items needing to be communicated outside of the group is with the agreement of the members. The Travel Plan Coordinator would be the key communicator unless otherwise agreed.
- Confidential information discussed within the group will not be discussed outside the meeting.

Review:

- The Group will review the work of the group based on outcomes achieved on a quarterly basis and provide an annual report based on achievements to date.

Working methods / ways of working:

- The group will work in partnership to deliver the best sustainable travel options for students and staff as well as visitors.
- As and when necessary, key sub groups will be formed to address issues as they arise and in the organising of special events.

Meetings

- Meetings will be held every three weeks throughout the year either on Singleton Park or Bay Campus.
- The Travel Plan Coordinator will organise and chair the meetings.
- Topics for the agenda will be generated by both the members and through feedback gained from both students and staff.
- Meeting papers will be circulated a few days before each meeting via e mail.
- The duration of each meeting will be no longer than 2 hours.
- E&FM will provide secretariat for the group.
- In some instances there will be sharing of confidential information. Members of the group will respect the confidentiality of this information and not discuss outside of the meeting
- Group members will share information and resources within the meeting and by e mail.

Measuring the effectiveness of the group

- The group is both a task and finish group working to deadlines as well as operational delivering on Travel Plan Actions.