

TRAVEL ADVISORY GROUP

Terms of Reference

Overview:

The Travel Advisory Group will be a key forum whose purpose it will be to inform and influence the development and implementation of a fully integrated 'Sustainable Travel Strategy', a strategy which contributes to the Oxford Brookes University 2035 Vision and which underpins and enables the potential for a 'Single Campus Strategy' to be effectively realised.

Strategic Aims:

- Help identify and address the key issues that will enable the timely development of a long-term, forward thinking Travel Strategy & Action Plan
- Assist in ensuring a holistic, innovative and fully integrated travel experience (with sustainability and wellbeing at its heart)
- Recognise and assist in the incorporation of any national and regional net zero carbon obligations, transport connectivity and air quality emissions initiatives, such as Zero Emissions Zones and the Workplace Levy
- Assess and advise upon the mitigation of any potential issues that may arise relating to staff retention and recruitment
- Review the adoption and integration of future flexible and agile working practices in the context of sustainable travel
- Safeguard and, where necessary, help identify improvements that can be made to the student and staff experience
- Ensure that the processes and outcomes are inclusive and equitable and fully adhere to our Equality, Diversity and Inclusion policies
- Review and advise upon any relevant marketing and branding recommendations
- Help facilitate an appropriate and timely communications programme
- Respond to cost assessments and provide advice in consideration to transport and parking policy, pricing, etc., and related technology
- Identify and leverage expertise and resource where deemed necessary to enable successful implementation
- Liaise with the wider community at a strategic level where issues are likely to affect them
- Receive, review and advise upon information provided by relevant working parties, stakeholder groups and other relevant parties
- Advise upon approvals process

Key Stakeholder Consultation:

Wider stakeholder engagement will be delivered through relevant groups and reported back to the Travel Advisory Group for review and consideration.

Potential challenges:

- Zero Carbon Oxford / Zero Emission Zone initiatives
- Introduction of the Workplace Levy
- Campus development; logistics and planning requirements
- Impact on journey times and travel to work experience, resulting in staff recruitment & retention issues or alternatively a broadening of the recruitment base
- Third party service provider cooperation and compliance

Members:

1. Registrar and Chief Operating Officer (Chair)
2. Director of Estates and Campus Services, or their nominee
3. Director of Human Resources, or their nominee
4. Director of Finance and Legal Services (e.g. Procurement and/or Legal), or their nominee
5. Academic (TDE)
6. Well Being Representative, or their nominee
7. Unison Union Representative
8. UCU Union Representative
9. Assistant Director Corporate Property Management
10. Head of Sustainability (sustainable travel)

Frequency of meetings

The Travel Advisory Group will meet quarterly (depending on specified travel strategy approval requirements) and will report directly to the Vice-Chancellor's Group, which is the University's senior policy approval group.

Revision: F

27 April 2021