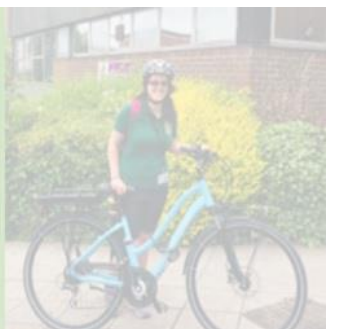
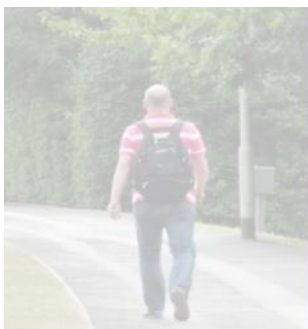


South Derbyshire District Council

Staff Travel Plan



Introduction

The Council aspires to improve the sustainability of its impacts through the Aims, Objective and Principles of this Staff Travel Plan. In choosing alternatives to a car, employees will be able to positively contribute to our targets for reducing pollution and congestion as well as supporting climate change resilience.

The Staff Travel Plan seeks to reduce car use and provide improved travel options to employees of South Derbyshire District Council.

The types of travel covered in this Plan are:

- Journeys to and from work;
- Travelling within the working day.

The Travel Plan has been developed by South Derbyshire District Council Travel Plan Working Group, which supports the work of the Council's Corporate Environmental Sustainability Group and comprises representatives from across the Council. It has also been developed with the support of Derbyshire County Council and Active Derbyshire Partnership.

Scope

The Plan applies to all employees. In addition, the Council will encourage its suppliers to conduct their operations in line with the Council's commitments to sustainability.

A five-year Action Plan has been produced which sets out how this Staff Travel Plan will be delivered.

The Action Plan sets out potential initiatives, targets and key performance indicators. The Action Plan will be reviewed on an annual basis.

Policy Framework

This Plan supports the Council's Corporate Plan. It also complements other key Council plans, around air quality, climate change, sustainable planning, health and wellbeing.

This Plan forms part of the Council's response following the declaration of a Climate Emergency in June 2019. By doing so it will support the United Nations 2030 commitment goals. There are 17 Sustainable Development Goals (SDGs), which are an urgent call for action by all countries - developed and developing - in a global partnership. It is recognised that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change and working to preserve our oceans and forests.



The Plan also supports the Government's Clean Air Strategy which is part of the 25-year plan to leave the UK in a better state than it is now; deliver a Zero Carbon UK by 2050 whilst protecting the health of the nation and future generations.



The Plan adopts four of the themes from the Air Strategy:

1. Reduce emissions from transport.
2. Protecting the nation's health.
3. Protecting the environment.
4. Securing clean growth.

Evaluation

The Council employs approximately 325 staff (this does not include casual staff) on four sites across the district namely: The Civic Offices, Boardman Road Depot, Rosliston Forestry Centre and Oakland's Village.

As part of the development of the Staff Travel Plan, in early 2019 a travel survey of Council employees was undertaken to acquire baseline information about staff commuting travel patterns. The results showed that 90% of staff are heavily dependent on cars. When questioned if there were other alternative modes of travel available to their usual choice, 9% of respondents indicated that they could car share, 8% indicated that they could use public transport and 21% believed that they could travel by bike or on foot.

In addition, the Travel Plan Working Group undertook a review of the four sites to determine accessibility by all modes of transport. The site audits identified that the most accessible sites are within Swadlincote Town Centre close to safer cycling and walking routes, and the bus network. The least accessible of the sites is Rosliston Forestry Centre.

Principle Aims

The principle aims of the Council's Staff Travel Plan are as follows:

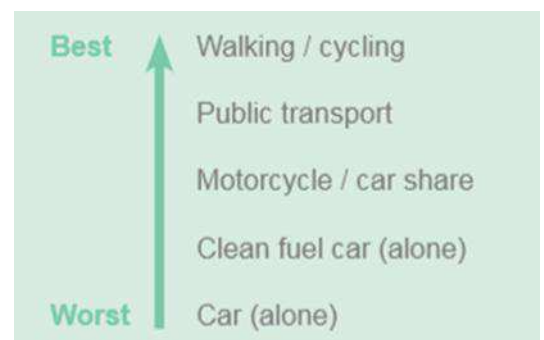
1. To provide travel alternatives for any employees who usually use their private vehicle for work;
2. To reduce unnecessary car usage by employees;
3. To encourage development and use of alternative methods of travel;
4. To encourage employees who have to travel to do so in a way that minimises the environmental impact;
5. To adopt the principle that car usage should not attract financial gain;
6. To reduce the negative environmental effects of car usage through behavioural changes;
7. To allow equality of access to workplaces and work facilities for those who do not have access to a private car;
8. To ensure health and safety considerations are fully taken into account when assessing staff travel options.

Main Objective

To reduce the environmental impact of the journeys South Derbyshire District Council employees, make both in commuting to work and in carrying out their duties.

The Council can achieve this by:

1. Reducing employees need to travel to and from work and during the course of their duties by adopting flexible working arrangements and encouraging/adopting efficient route planning to optimise work miles travelled;
2. Encouraging the use of more sustainable modes of travel (as illustrated by the "Transport Hierarchy" to the right), more often.



Target Measures

In order to achieve the Aims and Objective, target measures for the Staff Travel Plan have been set within a five-year Action Plan, the target measures are to:

1. Increase walking and cycling to, in, and from work;
2. Increase use of public transport;
3. Increase use of car sharing;
4. Increase use of alternative fuel vehicles;
5. Increase provision of electric vehicles;
6. Reduce amount of privately claimed business mileage;
7. Reduce MPG fleet miles.

These measures will be implemented over the five-year life of the Action Plan. Monitoring and review of the Action Plan will be undertaken annually by determining the progress towards measures/ actions identified for the relevant financial year, and to demonstrate the Council is continually improving its ISO 14001 Accreditation.

Travel to Work Measures

Cycling offers many health benefits e.g. reducing heart disease and increasing overall fitness. Cycling is also an efficient mode of transport as cyclists are not delayed by traffic and so journey times are predictable.

Benefits

Speed, convenience and reliability.
Fitness and enjoyment.
Saving money.
Reducing stress.

Barriers

Lack of confidence and/or health considerations.
Lack of awareness of safe cycle routes.
Lack of facilities at work
Weather, lack of cycle routes.

The Council already provides a [Cycle Scheme](#) that offers an interest free loan for the purchase of bicycles, appropriate clothing and protective/safety equipment. Application forms are available to download from the Intranet. The Council has published a cycle route map.

The Council provides secure cycle storage at its main sites (Civic Offices, The Depot).

Showering and changing facilities are available to use at Green Bank Leisure Centre.

Through the actions contained in the Staff Travel Action Plan the Council will:

- **Increase the number of staff cycling to work;**
- **Increase the number of staff using cycling as a means of travel when at work.**

Walking to work is a good way to maintain a healthy lifestyle. Staff who walk to work do not get stuck in traffic and reduce stress through the exercise itself.

Benefits

The District is compact and easy to navigate.
Fitness and enjoyment
Save money.

Barriers

Poor signage and unlit pathways.
Changeable weather conditions.
Distance to be travelled to work.

The Council already ensures that main walkways are clear of litter and are actively working with Derbyshire County Council to improve lighting and signage to assist pedestrians.

The Council has established lunchtime walks and walk leaders to give staff an idea of the time it takes to walk certain distances.

Through the actions contained in the Staff Travel Action Plan the Council will:

- **Increase the number of staff who walk to work.**

Public transport. People who do not regularly travel to work by bus or train are often unaware of the services available, so it is important to provide easily accessible information to the workplace. Online staff travel information and leaflets will improve staff awareness of the benefits and ease of bus travel.

Benefits

No need to park.
Traffic free or reduced traffic routes.
Ability to relax during your journey.

Barriers

Lack of/ infrequent services.
High fares.
Transporting equipment.



Staff who use the bus to travel to work can receive discounted tickets to cover monthly or annual travel for Midland Classic and Arriva buses. These can be obtained by calling the bus providers.

[Bus timetables](#) or [Traveline](#) will help with route planning. More information is available directly from the bus service providers.

The [Sustainable Travel Team](#), based at Derbyshire County Council, offers useful advice on bus options to suit individual staff. It can be contacted on 01629 538192.

Through the actions contained in the Staff Travel Action the Council will;

- **Increase the number of staff getting to work by public transport;**
- **Increase the number of public transport journeys made by staff when in work.**

Car sharing. The Council wants to improve car sharing – it is beneficial to the District by reducing traffic congestion and reducing demand for parking. Car sharing has been found to work most effectively where the sharers live in the same area and work similar hours.

Benefits

Reduction in travel, costs, and vehicle wear and tear.
Shared driving and reduced stress.
Easier to park.

Barriers

Relationships with colleagues.
Reduced flexibility at work.
Difficulties in keeping to agreed schedules.

Individuals can register for free online to find a car share buddy via [Carshare Derbyshire](#).

Through the actions contained in the Staff Travel Action Plan the Council will;

- **Increase the number of staff getting to work by car share;**
- **Increase the number of car share journeys made when at work;**
- **Provide designated spaces for car sharers.**



Travel within Work – Business Miles (Grey Fleet)

Travel in the course of work affects travel to and from work. Commuters often drive because they have to use their cars to undertake their work duties. However, many business journeys made by car could equally well be made by other means or not at all. The principle applied to business journeys is that public transport options or alternative travel options e.g. cycle/car sharing/walking/pool car must be explored before a private car is used. Meetings/site visits/inspections etc. should be organised in a way that keeps travel to a minimum.

The Heads of Service will be required to review the travel arrangements for their area each year, based upon an expenditure breakdown of travel costs and to promote and support the benefits of funding alternatives.

Public Transport

Employees should wherever possible make use of alternative transport options, rather than use a car. Where it is recognised that regular travel is a key feature of a role, Heads of Service should decide whether options such as the purchase of a bus pass is the most cost effective and sustainable option for that member of staff.

Car Share

The Council already encourages staff to car share for meetings and events. Heads of Service should review this on a regular basis and ensuring service areas are car sharing as a first priority in work.

Pool Cars

The Council is committed to exploring the maximisation of low / no emission cars and to implementing pool cars to provide an alternative for undertaking business journeys both within and outside of South Derbyshire District Council when public transport is not readily available.

Pool Bikes

In exploring alternative ways to travel, Heads of Service will be encouraged to consider the benefits of providing a pool bike for their area.

Business Travel

A key to changing the culture of how business journeys are undertaken is to appropriately structure changes in line with the principle that no one should personally profit from such journeys. A periodic review of business travel reimbursements will be undertaken in consultation with the Trade Unions to ensure arrangements meet the objectives of the Staff Travel Plan.

Through the actions contained in the Staff Travel Action Plan the Council will;

- **Reduce grey fleet mileage**
- **Increase the number of car share journeys used for work activity**
- **Meet a target for work activity journeys undertaken using electric vehicles**

Travel within work - Fleet Vehicles

Fleet vehicles are an important part of the Council's operation and a significant cost to purchase, run and maintain. In 2016 a [Vehicle Replacement Plan](#) (2017 to 2024) was implemented, which resulted in replacement of most of the existing fleet. It will, therefore, not be practical or cost effective to immediately move to a lower emissions fleet. The Council already ensures that vehicles are serviced regularly and that tyres are inflated to the correct pressures to make the best of fuel consumption.

Based on the actions within the Staff Travel Action Plan the Council will;

- **Improve route planning to minimise miles travelled**
- **Reduce the total fleet diesel consumption over the lifetime of the Staff Travel Plan**

Flexible Working

The Council's Flexible Working Policy outlines options for different forms of working that may be assessed locally in relation to service delivery.

Changing how and when staff work is one option to reduce the amount of travel both to and from and within work and managers are expected to actively promote this. The Council's ICT strategy is being aligned to support flexible working opportunities.

More information on the options available can be found on the [Intranet](#). The Council notes the specific needs of working parents and carers and has introduced flexible working arrangements to assist some individuals with their personal commitments.

Based on the actions within the Staff Travel Action Plan the Council will;

- **Increase the number of staff who work from home without prejudicing the business needs of the Council**

Communication Plan

To ensure the successful delivery of the Staff Travel Plan a Communications Plan will be developed to provide continuous information and signposting of options, achievements and case studies that promote the activities of the Staff Travel Action Plan.

Recruitment and Contract Documentation

Recruitment and contractual information will raise awareness of the different options available to employees and the Council's commitment to reducing car usage.

Information on staff travel will be contained within the induction pack and staff handbook outlining the options and benefits.

Campaigns

The Council will regularly promote campaigns to raise the awareness of alternative methods of travel such as National Cycle day, World Environment Day, Five Ways to Wellbeing to support the Council's employee health and wellbeing plan.

Intranet

A staff travel section will be created on the Intranet. In addition to publishing articles to highlight teams and individuals who have embraced alternative travel or flexible working.

Accountability for Delivering the Plan

Chief Executive

- Embedding a sustainable culture across the Council in line with ISO14001.

Leadership Team

- Setting Corporate Plan targets that underpin the Staff Travel Plan.
- Providing adequate resources to implement the Staff Travel Plan aims, objective and targets.
- Promoting continual environmental improvement.
- Ensuring Heads of Service manage staff travel performance targets within their service areas.

Chair of Travel Working Group

- Commissioning and delivering an annual Staff Travel Survey.

Human Resources

- Ensuring relevant Staff Travel Plan Actions are included in recruitment and induction material.
- Regularly review and maintain employee policies to ensure they support a sustainability culture change.

Responsibility for Delivering the Plan

Leadership Team

- Ensuring the Staff Travel Plan is given high level support and due consideration in strategic decisions.

Heads of Service

- Establishing corporate and service plan targets and projects to align with the Plan.
- Monitoring targets in service areas under their control.
- Ensuring new and existing employees understand the Council's travel objectives.
- Promoting and supporting alternative travel options and a sustainability culture.
- Ensuring operational risk assessments are updated to reflect changes to in-work travel behaviour.
- Reviewing service mileage periodically.
- Encouraging flexible and agile working, wherever practicable and without decreasing service efficiency.

All employees

- Seeking suitable alternatives to travel to and from work
- Using alternative travel options as first priority in work
- Complying with the requirements of the Staff Travel Plan

Monitoring and Review

A monitoring framework will be developed to enable all Heads of Service and the other 'owners' of Staff Travel Actions to measure the impact of the Action Plan and to assist with assessment of alternative travel options as the Staff Travel Plan progresses through its five-year life.

Annual staff travel surveys will be carried out to assess changes in behaviours, any trends or barriers that are emerging and to inform any further areas to implement or change in the Travel Plan.

As part of annual performance planning, there will be a review of the initiatives in place within each service area across the Council, to inform changes or developments to the Staff Travel Plan.

Future Plans

The Council is committed to continuous development of this Staff Travel Plan so that it learns from the experiences of other organisations; and provides an example to other organisations of how opportunities to improve the environment are maximised.

Taking a collaborative approach with employees and trade unions, the Plan will be monitored to identify and coordinate planned improvements. This will ensure our approach to staff travel is equally sensitive to the environment and to the needs of the Council and employees. It is also consistent with the Council's sustainability and environmental agenda.

All of the proposed improvements being worked on or being considered are set out in detail in the Staff Travel Action Plan.



Supporting Documents

- South Derbyshire Corporate Plan 2019-24
- South Derbyshire Climate Emergency Resolution
- UK Clean Air Strategy 2019
- South Derbyshire Air Quality Review and Assessments and Annual Status Reports
- 2019 Staff Travel Survey results
- Staff Travel Five Year Action Plan
- Derbyshire Environment & Climate Change Framework (*in development*)
- South Derbyshire Climate Emergency Action Plan (*in development*)
- Derbyshire Cycle Plan
- Derbyshire Low Emissions Vehicle Infrastructure Strategy (*in development*)
- Derbyshire Air Quality Strategy (*in development*)
- United Nations Sustainable Development Goals 2030

Version	Changes	Date
1	Original written by Nicola Lees and Heather Foster	01/10/2019

