

<b>REPORT TO:</b>	<b>ENVIRONMENT &amp; DEVELOPMENT SERVICES</b>	<b>AGENDA ITEM: 8</b>
<b>DATE OF MEETING:</b>	<b>14<sup>th</sup> NOVEMBER 2019</b>	<b>CATEGORY: RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>ALLISON THOMAS, STRATEGIC DIRECTOR – SERVICE DELIVERY</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>HEAD OF ENVIRONMENTAL SERVICES</b> <a href="mailto:matthew.holford@southderbyshire.gov.uk">matthew.holford@southderbyshire.gov.uk</a> , 01283 595856	<b>DOC:</b>
<b>SUBJECT:</b>	<b>STAFF TRAVEL PLAN</b>	
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: EDS01</b>

## **1. Recommendations**

- 1.1. That the Committee approves the adoption of a Staff Travel Plan 2019-2024 for South Derbyshire District Council (SDDC).
- 1.2. That the Committee approves the adoption of a Staff Travel Action Plan for 2020 to support the delivery of the SDDC Staff Travel Plan.
- 1.3. That the Committee receives a further report outlining the resources required to deliver the Staff Travel Action Plan and other associated environmental activities including Climate Emergency actions.

## **2. Purpose of the Report**

- 2.1. To seek approval for the adoption of a Staff Travel Plan 2019-2024 for SDDC.
- 2.2. To seek approval for adoption of a Staff Travel Action Plan for 2020 to support the delivery of the SDDC Staff Travel Plan.
- 2.3. To advise the Committee of the predicted costs and savings associated with the delivery of the Staff Travel Action Plan over the next five years.

## **3. Detail**

### **Background**

- 3.1. This Committee approved the formation of a Corporate Environmental Sustainability Group in August 2018. The Committee approved the terms of reference of the Group and agreed to receive further reports on the Group's work programme.
- 3.2. Based on the terms of reference approved by Committee, the Group was given six work streams to improve the Council's performance, namely;
  - To address issues arising from the ISO140001 external accreditation process;
  - To reduce the Council's Energy Consumption;

- The improve the Council's Water Management;
- To focus on reducing Staff Travel – core (miles driven by Council vehicles) and grey fleet miles (miles driven on Council business using employee's own transport);
- Internal Waste Management;
- Procurement.

3.3. A Staff Travel survey was undertaken from December 2018 to February 2019 to develop a baseline understanding of staff travel habits to and from work. The survey was voluntary and was responded to by 58% of staff, which indicates a significant level of interest.

3.4. The headline data from the survey was that:

- 90% of staff travel to work by car;
- 50% of staff live within 5 miles of their place of work, 72% within 10 miles;
- Only 30% of staff need their car for work;
- 26 of the 174 respondents currently park in Darklands Road car park;
- 60% of car users state they would use acceptable alternatives;

3.5. In March 2019 a task / finish Staff Travel Group was formed with the brief to use the results of the survey to identify potential actions for inclusion in a Staff Travel Plan.

### **Summary of the Contents of the Staff Travel Plan**

3.6. The aims, objectives, aspirations and priorities of the Staff Travel Group are reflected in the final draft Staff Travel Plan. These have been translated into proposed actions, targets and measures within a Staff Travel Action Plan.

3.7. The Staff Travel Plan 2019-2024 is attached as Appendix 1 to this report.

3.8. The Staff Travel Action Plan 2020 is attached as Appendix 2 to this report.

3.9. In summary, the five-year Travel Plan and Travel Action Plan sets the following targets;

	<b>Baseline (2019)</b>	<b>2021 Target</b>	<b>2024 Target</b>
% of staff walking to work	3.7%	6.5%	15.0%
% of staff using public transport to work	1.9%		10.0%
% of staff cycling to work	0.6%	2.0%	10.0%
% of staff car sharing to work	2.2%	3.0%	10.0%
% of staff working flexibly	11.2%	15.0%	25.0%
<b>Total % of staff participating in sustainable travel to work</b>	<b>19.6%</b>	<b>26.5%</b>	<b>70.0%</b>

	<b>2024 Target</b>
Reduce grey fleet mileage	85% of the 2019 baseline mileage (i.e. <b>15% reduction</b> )
% of in-work journeys made by EV vehicles	10% of total in-work journeys
% reduction in total fleet diesel use	90% of 2019 total diesel use (i.e. <b>10% reduction</b> )

#### **4. Financial Implications**

- 4.1. One of the main concerns of the Staff Travel Group was how the Council would find adequate resources to deliver the Plan. Based on the contents of the Staff Travel Action Plan, a calculation has been made of the total resources estimated to be required to deliver the Action Plan over its five-year cycle.
- 4.2. The resources required can be broken down into proposed additional activities by existing staff; estimated third party costs for new activities and estimated additional staff resources for new activities. The headline activities are summarised as follows:

##### **Additional Activities by Existing Staff**

Repeating annual staff travel surveys. Collate, analyse and report	Environmental Protection Officer (EPO)
Produce quarterly Performance Indicator statistics for Heads of Service on staff travels claims, fleet mileage to fuel use, etc.	EPO
Produce an annual Staff Travel Action Plan and Annual Report	EPO
Develop and deliver an Annual Staff Travel communications plan	Communications Team
Develop and maintain an Intranet site	Communications Team
Organise and deliver a staff travel week	EPO
Change internal policies to amend travel expenses claims to reflect the aims of the Travel Plan	Head of Organisational Development & Performance (HoODP)
Change internal policies to amend training and accommodation claims to reflect the aims of the Travel Plan	HoODP
Revision of employment Terms and Conditions and policies to better imbed flexible working subject to the appropriate consultation.	HoODP
Explore changes to travel expenses policies to enhance cycling and walking at work and to work subject to the appropriate consultation.	HoODP
Maintain EV vehicles	Head of Operational Services (HoOS)
Organise the various third party training providers – driver behaviour, cycling,	EPO

##### **New staff resources required**

Develop a Staff Travel Plan monitoring framework. Collate analyse and report
Implement and co-ordinate walking / cycling 'buddy' schemes

Develop sustainable walking / cycling maps
Identify potential financial support and develop financial incentives for sustainable travel to work
Implement walk / cycle to work competitions and team challenges
Co-ordinate bids for new EV point installations, grants submissions, etc.
Promote and co-ordinate third party sponsorship bids for EV vehicles and other low emissions vehicles
Specify and procure EV bikes. Promote in-work EV bike use. Maintain and co-ordinate EV bike use
Promote in-work EV car use. Co-ordinate and manage EV pool car
Explore technical advances to reduce fleet fuel consumption. Identify possible funding sources for fleet emission and consumption reductions
Research, develop and implement route planning and route optimisation tools for fleet and grey fleet.
Organise staff travel competitions (cycling walking, etc.)
Organise stakeholder group meetings
Undertake detailed fleet Miles per Gallon (MPG) monitoring and analysis
Directly influence public transport providers on staff discounts and promotion of local public transport offerings to support clean growth
Develop and promote a staff car share scheme
Research and source funds to support investment in low / zero emissions fleet as part of the fleet vehicle procurement plan
Research and source funds for vehicle tracking and technology to improve driver behaviour
Co-ordinate the procurement activity for all the Staff Travel Plan actions

### Third Party Resources

	Annual	One-Off
Driver low emissions behaviour training		£3,000
Purchase of EV pool bikes		£4,000
Bike storage facilities (depot)		£2,000
Cycle scheme vouchers		£1,000
Cycling proficiency training		£500
Annual peer review of Staff Travel Action Plan	£1,000	
Carbon off-setting team building events	£1,000	
Maintenance of EV pool bikes	£1,200	
Car share website	£1,000	
Technology to improve route planning, track driver behaviour, etc.	Uncosted	
<b>Total</b>	<b>£4,200</b>	<b>£10,500</b>
Town Centre Access & Feasibility Study		£30,000

### Costs

- 4.3. It is anticipated that, with the co-operation of the relevant Heads of Service, the proposed “additional activities by existing staff” can be absorbed into existing roles.
- 4.4. The “new staff resources required” are considered to be relatively time intensive activities which the Council would have difficulty absorbing within existing roles. It is recommended that if these are to be delivered then they would need to be resourced through additional staffing resources.

- 4.5. The third party resources are all new activities which would need to be met as new revenue cost.

### **Savings**

- 4.6. The aspirational targets summarised on page 2 would deliver the following cost savings:

	<b>2019 Baseline</b>	<b>2024 Saving</b>
15% reduction in grey fleet mileage	Total car allowance costs code R3300 (Service Delivery Directorate only) = <b>£76,825</b>	<b>£11,525</b>
10% reduction on fleet diesel	Total diesel costs = <b>£268,533</b>	<b>£26,853</b>
<b>TOTAL</b>		<b>£38,378</b>

- 4.7. The calculation also excludes the positive impacts of the proposals which are less quantifiable, such as reductions in pressures on town centre parking and improvements in staff health and wellbeing.
- 4.8. There are a number of possible means of resourcing the delivery of the Action Plan, from contracting out to a third party; seeking partnership agreements with other public bodies with a competency and capacity to provide the support (e.g. DCC ), or adding additional responsibilities to various staff members across the organisation.
- 4.9. However, given the estimated quantity of work, the recommended approach is to create a temporary internal post with a brief to deliver the Staff Transport Plan.
- 4.10. The work required to deliver the Staff Travel Plan is also closely aligned to the type of work which will be necessary to meet the Council's emerging duties under the Climate Emergency declaration.
- 4.11. The exact scope and extent of the work to support the Climate Emergency declaration will become clearer over the next four months. It is, therefore, recommended that the resource challenges of delivering both the Staff Travel Action Plan and the Climate Emergency Action Plan be the subject of a further report prior to the submission of the proposed Climate Emergency Action Plan to full Council in January 2020.

## **5. Corporate Implications**

### **Employment Implications**

- 5.1. The delivery of the Staff Travel Action Plan is likely to require additional staffing / third party support which will be covered in the proposed subsequent report.

### **Legal Implications**

- 5.2. None.

### **Corporate Plan Implications**

- 5.3. The proposals align with the key aim within the Corporate Plan to "Tackle Climate Change" as well as the two key actions within this aim to "Strive to make South Derbyshire District Council carbon neutral by 2030" and to "Work with residents, businesses and partners to reduce their carbon footprint".

## **Risk Impact**

- 5.4. The proposals will have a beneficial mitigating action against the corporate risk of “Managing the environmental impact of incidents across the District”.

## **6. Community Impact**

### **Consultation**

- 6.1. The contents of the Travel Plan were mainly the result of consultation with staff through the Staff Travel Group. Further consultation will take place with staff as part of the delivery of the Action Plan.

### **Equality and Diversity Impact**

- 6.2. None.

### **Social Value Impact**

- 6.3. Beneficial.

### **Environmental Sustainability**

- 6.4. Beneficial.

## **7. Conclusions**

- 7.1. The proposed Staff Travel Plan is an ambitious and wide-ranging means of addressing the impacts of the Council’s activities and staff travel to work over the next five years.

## **8. Background Papers**

Environment and Development Services Committee, 16<sup>th</sup> August 2018.

Environment and Development Services Committee, 25<sup>th</sup> April 2019.