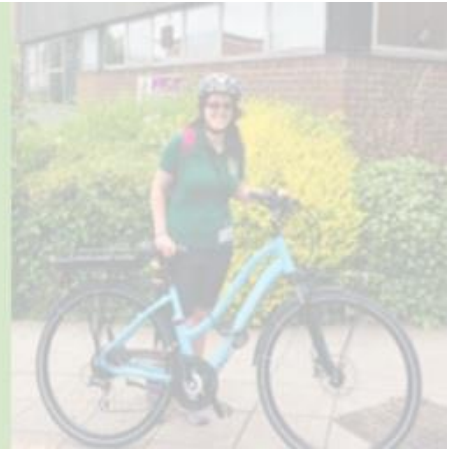
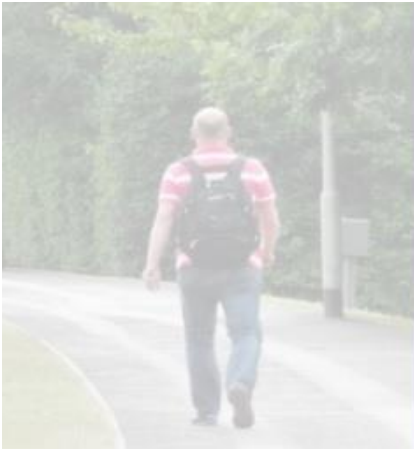


South Derbyshire District Council

Staff Travel Action Plan



SOUTH DERBYSHIRE DISTRICT COUNCIL STAFF TRAVEL ACTION PLAN

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INTRODUCTION

The overall Aims and Objective of the Council's Travel plan is set out in "SDDC Travel Plan – STEMS-07-F3.1", which provides the background to this Action Plan.

The Council employs approximately 325 members of staff across four sites (this does not include casual staff).

Site	Number of employees	Brief description of site including access
Civic Offices	225	Council's head office – Key support services
The Depot	85	Council's Depot – Operational Services
Oakland's Village	12	Retirement village – Health services
Rosliston	11	Forestry Centre – Leisure facilities within the National Forest, and Environmental Education

In 2019 a travel survey of Council employees acquired baseline information about staff commuting travel patterns. The results showed that 90% of staff are heavily dependent on cars but also indicated that the provision of practical and convenient alternatives, combined with increased awareness and a few incentives, had the potential to encourage significant shifts towards more sustainable means of transportation.

In spring 2019 the Corporate Environmental Sustainability Group commissioned an internal Travel Working Group made up from staff across the Council. The brief of the Travel Working Group was set up to look at the survey findings and develop a Staff Travel Plan. The Travel Working Group developed the ideas in this Action Plan to align to four key themes to the Clean Air UK Government Strategy:

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

OBJECTIVE			
“To reduce the environmental impact of the journeys the Council makes both in commuting to work and in carrying out our duties”			
THEMES			
Reduce Emissions	Protect Health	Protect Environment	Clean Growth
Travel to work – Summary of main actions			
To encourage staff to maximise use of current opportunities for sustainable travel by; <ul style="list-style-type: none">• Increase use of car sharing• Increase use of public transport• Increase in staff walking or cycling to work• Promote flexible working		Promote clean energy options: <ul style="list-style-type: none">• Electric charge points for electric cars or electric bikes• Alternative fuel vehicle options (as innovation and infrastructure develops)	
Reducing Grey Fleet (Business) Miles – Summary of main actions			
<ul style="list-style-type: none">• Encourage Use of public transport• Promote Car sharing as first option• Deliver Driver behaviour training	<ul style="list-style-type: none">• Promote cycling at work• Promote walking for work related activities	<ul style="list-style-type: none">• Carbon offsetting with volunteering activities based around biodiversity to enhance team building	Promote clean energy options <ul style="list-style-type: none">• Electric bikes/ normal bikes• Electric pool car(s)• combined electric fuel cars/ alternative fuel
Reducing MPG Fleet Miles – Summary of main actions			
<ul style="list-style-type: none">• Review fleet vehicles• Improve journey planning• Deliver driver behaviour training			<ul style="list-style-type: none">• Develop systems that promote efficient ways of working – IT, mobile working, equipment• Review alternative fuel or clean energy options for vehicles
Underpinning all of these actions is a need for continuous monitoring, management and feedback			

STAFF TRAVEL 2020/21 ACTION PLAN

Travel to work				
Theme	Target / Outcome	Action	Outcome	Owner(s)
Reducing emissions, Protecting Health, Protecting the Environment	Increase the % of staff travelling to work by walking or public transport from 5.6% to 6.5%	<ul style="list-style-type: none"> Annual Staff Travel Survey Promote sustainable transport – intranet Sustainable Delph Day Walk and/or cycle to work competition Development and delivery of a Communication Plan Develop a buddy scheme for walking to and from work 	January 2021 June 2020 June 2020 June 2020 January 2020-21 December 2020	
	Increase the % of staff travelling to work by car share from 2.2% to 3%	<ul style="list-style-type: none"> Setup SDDC car share website 	June 2020	
	Increase the % of staff cycling to work from 0.6% to 2%	<ul style="list-style-type: none"> Annual review of Cycle Scheme Vouchers Promote use of cycle storage at Civic Way Installation of cycle hub at the Depot Provision of cycling proficiency and seminars on cycle safety 	April 2020 June 2020 September 2020 December 2020	
	Increase the % of staff staff working flexibly from 11.2% to 15%	<ul style="list-style-type: none"> Annual Travel Survey Promote flexible working opportunities 	January 2021 June 2020	
Clean Growth	Promote the installation of electric charging points in Swadlincote	<ul style="list-style-type: none"> Bid to D2N2 for Electric Vehicle charge points Town Centre Transport and Access Feasibility Study 	January 2020 November 2020	
		<ul style="list-style-type: none"> Town Centre Regeneration Project – Civic Site 	December 2020	

Reducing Grey Fleet (Business Miles) Travel				
Theme	Target / Outcome	Action	Outcome	Owner(s)
Reducing emissions, Protecting Health, Protecting the Environment	50% increase in the number / value of claims for public transport for business use	<ul style="list-style-type: none">Review expenses pence/mile for using:<ul style="list-style-type: none">Public transport , Electric Car, Cycling and WalkingDecrease in expenses for car milesPromote sustainable route website	April 2021	
	10% reduction in the value of car mileage expenses claims	<ul style="list-style-type: none">Decrease in expenses for car milesPromote sustainable route website	April 2021 December 2020	
	Increase the % of staff travelling to work by car share from 2.2% to 3%	<ul style="list-style-type: none">Setup SDDC car share websiteAnnual Travel Survey	June 2020 December 2020	
	Carbon offsetting activities (i.e. activities such as tree planting to reduce CO ₂ in the atmosphere)	Team building events to support biodiversity and sustainable travel.	April 2021	
Clean Growth	Increased provision of electric vehicle options	<ul style="list-style-type: none">Trial electric bike as part of Environment Week within Council (including costs)Understand usage rates – “in work survey”	June 2020 June 2020	
		Review electric vehicle pool option – aligned to travel to work objective	March 2021	
Reducing MPG Fleet Miles				
Theme	Outcome	Action	Outcome	Owner(s)
Reducing emissions Protecting Health Protecting the Environment	2% improved miles per gallon performance of SDDC vehicle fleet	Monitor MPG calculations of the whole Council fleet to analyse fuel efficiencies	December 2020	
	Driver behaviour training for 30 staff	Provision of low emission driver training	January 2021	
Management and Monitoring				
Theme	Output	Measure	Outcome	Owner(s)
Clean Air Strategy	Achieving Travel Plan Objectives	Develop a Staff Travel Plan monitoring framework Appoint Travel Plan Coordinator to manage and monitor the delivery of all Travel Plan	April 2020 April 2020	SLT

		Actions		
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STAFF TRAVEL FIVE-YEAR ACTION PLAN – 2020-24

Each year this Plan will be updated to reflect the findings from the previous year, to ensure it is monitored, embedded and the Council can demonstrate it is continually improving (as per its ISO 14001 Accreditation). The following tables contain the evidence from the staff travel survey and the aspirations from the Travel Working Group over the next five years.

TRAVEL TO WORK

Details of Project	Walking	Cycling	Public Transport	Car share to and from work	Flexible Working – Working from Home (WFH)
Theme	Reducing emissions Protecting Health Protecting the Environment	Reducing emissions Protecting Health Protecting the Environment	Reducing emissions	Reducing emissions	Reducing emissions Protecting Health Protecting the Environment
2019 Travel survey findings	12 staff already walk to work (3.7% of staff)	3 staff already cycle to work (0.6% of staff total)	6 staff already use public transport (1.9% of staff)	7 staff already car share to work (2.2% of staff)	37 staff already work from home if suitable (11.2% of staff)
Goal	Encourage more people to walk to and from work who live within 0 -5 mile radius	Encourage more people to cycle to and from work who live within- 0 - 10 mile radius	Encourage more people to travel to and from work utilising all forms of public transport	Encourage more people to car share	Encourage more people to work from home without prejudicing the business needs of the Council
2024 Target	To increase the proportion of all staff who walk to work to 15%	To increase the proportion of all staff who cycle to work to 10%	To increase the proportion of staff travelling to work by public transport to 10%	To increase the proportion of all staff getting to work by car share to 10%	To increase the proportion of staff who regularly work from home to 25%

<p>What are the benefits?</p>	<ul style="list-style-type: none"> • Improve levels of fitness, health and wellbeing; • Cost savings; • Reduce demand for on-site parking; • Less vehicles on roads. 	<ul style="list-style-type: none"> • Improve levels of fitness, health and wellbeing; • Cost savings and grants available (cycle to work scheme); • Reduce demand for on-site parking; • Less vehicles on roads. 	<ul style="list-style-type: none"> • Cost savings – discounts; • Reduce congestion; • Reduce demand for on-site parking; • Less vehicles on roads; • Investment into local infrastructure. 	<ul style="list-style-type: none"> • Travel buddy – health and wellbeing to reduce stress; • Cost savings to ‘all’ car sharers; • Eliminating car user miles; • Reduce demand for on-site parking; • Reduce congestion. 	<ul style="list-style-type: none"> • Lower financial costs; <ul style="list-style-type: none"> ○ Office maintenance ○ Unneeded business mileage reduced • Wellbeing benefits; <ul style="list-style-type: none"> ○ Removes commute to work ○ Allows flexibility around families • Time away from the office.
<p>What are the challenges?</p>	<ul style="list-style-type: none"> • Behavioural/ Cultural – lifestyle; • Evidence shows that people respond to projects that are incentivised far more than if they are not. Nudge Theory. • Longer journey to walk than car; • Weather – Rain, Ice etc.; • No on-site shower facilities at Civic Offices – perception that Greenbank is too far or historic that people have not been allowed in / or not aware. 	<ul style="list-style-type: none"> • Behavioural/ Cultural – lifestyle; • Limited linked cycle paths to the town centre and other council sites. Meaning the road may have to be utilised; • State of the road – potholes, grates etc.; • Road Traffic – Lack of confidence or ‘risk’ of cars with cyclists, as per below • Weather – Raining, Ice etc.; • Costs of bikes and maintenance; • Initial financial outlay potentially high for Electric pool bikes/pool cars. 	<ul style="list-style-type: none"> • Perception of Public Transport – low quality, slow, not on time etc.; • Comfort of driving – not set time to set off; • Do not know about the public transport links 	<ul style="list-style-type: none"> • Behavioural/ Cultural - - lifestyle; • Matching work habits – times / role; • Finding the ‘right’ buddy. 	<ul style="list-style-type: none"> • Behavioural/ Culture <ul style="list-style-type: none"> ○ Perception ‘Working From Home (WFH)’ is bad / not working ○ Some people feel uncomfortable WFH ○ Lack of internet or facilities to WFH • Internal <ul style="list-style-type: none"> ○ Job role cannot be delivered from home. ○ IT to help enable people to WFH • Potential resistance from Trade Unions, e.g. if they impact on any terms and conditions of employment. • Departments may need to implement and manage new delivery models. • Ensure staff

					engaged and trained to WFH.
Five Year Actions Short term (1-2 years) Medium Term (2-3 years) Long term (4-5 years)	SHORT-TERM ACTIONS				
	<ul style="list-style-type: none"> Define walking routes and walking maps Walking to work competition(s) Communicate scheme(s) – Employee Forum and Communications Plan 	<ul style="list-style-type: none"> Detail cycling routes and maps Cycle to work competition(s) – e.g. velodrome day Cycle buddies/champions Communicate – Bikeability, Cycle to work scheme, cycle hubs (inc. Greenbank facilities), bike storage boxes etc. Communicate scheme(s) – Employee Forum and Communications Plan Depot cycle hub to be created 	<ul style="list-style-type: none"> Promote public transport options Communicate scheme(s) – Employee Forum and Communication Plan Map venues that are accessible by public transport and promote through managers Training and accommodation claims to reflect sustainable transport options 	<ul style="list-style-type: none"> Promote car sharing Communicate scheme(s) – Employee Forum and Communications Plan Car sharing incentives – close to office car sharing spaces to be identified through Town Centre Transport and Access Feasibility Study, emergency home option 	<ul style="list-style-type: none"> Heads of service to promote working from home (agreement with line manager) Promote use of VPN at home Communicate scheme(s) – Employee Forum and Communications Plan HR review terms and conditions in regards to option of working from home
	MEDIUM-TERM ACTIONS				
	<ul style="list-style-type: none"> Walking to work initiative – app, point scores, etc. Walking events Potential “emergency” taxi fare or colleague take home – line 	<ul style="list-style-type: none"> Management of civic hub through customer services Annual cycle promotion at Council public event Work with DCC to maintain cycle ways 	<ul style="list-style-type: none"> Work with public transport companies on staff discounts and track those utilising the schemes Section 106 potential to be reviewed (Evidence base 	<ul style="list-style-type: none"> Exploration of a car sharing spaces through Transport and Access Feasibility Study Administrative support for car sharing spaces 	Revisions of proposals for a range of different options to enhance flexible working.

	<ul style="list-style-type: none"> manager approval Review opportunities of sustainable transport, which include walking and supports to biodiversity links 	<ul style="list-style-type: none"> Cycle information to be added on Intranet Promote county rider confidence and cycle groups Potential “emergency” taxi fayre or colleague take home – line manager approval Review opportunities of sustainable transport with Planning – e.g. cycle ways to integrate with town centre, Rosliston and location of routes away from road - Section 106 monies potential to be reviewed 	<p>Transport and Access Feasibility Study)</p> <ul style="list-style-type: none"> Review opportunities of sustainable transport through Planning, to help support public transport links, providing information to new developments of public transport routes 		
	LONG-TERM				
	<ul style="list-style-type: none"> Walking to work initiative – app, point scores etc. Provision of pool car / bike Annual walk to work week Incl. walking into new starter process, team meetings (annual review – Employee Forum) Potential taxi fayre “for emergency take home” Annual Travel survey 	<ul style="list-style-type: none"> Hold meetings for cycle users which relevant representatives from the council will meet to discuss issues facing cyclists within the district. Pool car / bike option Look into costs for claim back on mileage for travel to work for using a cycling Cycle to work initiative – app, point scores etc. 	<ul style="list-style-type: none"> Work with public transport companies using the Transport and Access Feasibility Study as evidence to influence clean growth options, linked with economic and social benefits. Pool car / bike option Annual Travel survey 	<ul style="list-style-type: none"> Car share only car spaces or permits Provision of pool bikes / cars for in work travel Disincentives for those parking car as an individual <ul style="list-style-type: none"> Car parking only accessible further away Costs for car park Annual Travel survey 	<ul style="list-style-type: none"> Incorporate the range of flexible working options and commitment to environmental improvements into recruitment material and induction Annual Travel Survey

		<ul style="list-style-type: none">• Annual cycle to work day• Including cycling into new starter process, team meetings (annual review – Employee Forum)• Annual Travel survey			
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TRAVELLING AT WORK

Details of project	Car share in work	Pool car	Electric Pool Car	Electric pool bike / Bike/ Walking	Fleet Miles
Theme	Reducing emissions	Reducing emissions	Reducing emissions Protecting Health Protecting the Environment	Reducing emissions Protecting Health Protecting the Environment	Reducing emissions Protecting Health Protecting the Environment
2019 Travel survey findings (172 responses)	36 people said they would car share for work as an alternative (11.5% of staff)	35 people said they would use a pool car for work as an alternative (11.4% of staff)		13 people said they would use a pool bike for work as an alternative (4% of staff)	N/A
Goal	Encourage car sharing for work activities where ever possible.	Provision of low emission pool car for staff use at work	Provision of EV pool car for staff use at work	Provision of EV bike for staff use at work	Improve fleet mileage efficiencies
2024 Targets	To reduce grey fleet mileage by 15% 10% of staff journeys for work to be made by EV vehicles			To reduce fleet diesel fuel usage by 10%	
What are the benefits?	<ul style="list-style-type: none"> • Efficiencies – only one person putting in expenses claim • Financial gain for cost to be put back into the Council • Wellbeing – Buddy system • Potential fuel efficiencies – Picking up close to home than going to the office to commute for business purposes. 	<ul style="list-style-type: none"> • Individual financial savings • Long-term corporate savings • Depot vehicle trackers being installed to improve fuel efficiency, and behaviours 	<ul style="list-style-type: none"> • Zero emissions in local area, and supports the air quality strategy • Individual financial savings • Influencing others on electric vehicles • Supports electrical renewable options 	<ul style="list-style-type: none"> • Health and wellbeing – physical and mental • Life cycle costs of bike • Reduced maintenance costs – against pool car • Space requirements are less 	<ul style="list-style-type: none"> • Reduction in fuel usage • Potential to support change to zero emission fleet • Improve life cycle costs of fleet vehicles • Influencing the way people drive – to save at home and involving contractors
What are the challenges?	<ul style="list-style-type: none"> • Loss of monthly fee • “Pain” to arrange at a time that suits both people 	<ul style="list-style-type: none"> • Corporate investment of a vehicle, insurance, MOT and service • Behaviour change • Behaviour to respect / use 	<ul style="list-style-type: none"> • Corporate investment of a vehicle, insurance , MOT and service • Behaviour change • Behaviour to respect / use 	<ul style="list-style-type: none"> • Weather • Travel distance / time • Council Personal Protective Equipment (PPE) Standard to be 	<ul style="list-style-type: none"> • Behavioural/Cultural • Management of vehicles MPG – admin for departments • Lack electric vehicle infrastructure • On-going development of

		<ul style="list-style-type: none"> vehicle Council ownership and management of vehicle process 	<ul style="list-style-type: none"> vehicle Charge points – location Civic Hub, Rosliston and Depot Council ownership and management of vehicle process 	<ul style="list-style-type: none"> provided to all those cycling on work business Additional time to have shower if 'hot or rainy day' Takes longer than a car – impact on time to deliver job role 	<ul style="list-style-type: none"> electric refuse lorries Cost of electric fleet – mileage concerns
Five-Year Actions	SHORT-TERM ACTIONS				
	<ul style="list-style-type: none"> To promote car sharing in work to support less lone working Car share for meetings / training multiple travellers 	<ul style="list-style-type: none"> Undertake a “in-work survey” to understand travel habits for work Identify suitable locations and models for EV points through the Town Centre Transport and Access Feasibility Study Bring electric vehicles to new Sustainable Delph day – van, car and taxi Update Travel Expenses policies for employees opting to use their own electric vehicle for business miles 	<ul style="list-style-type: none"> Undertake a “in-work survey” to understand business need/want for bicycle for work use To trial an electric bike for the Council 	<ul style="list-style-type: none"> MPG – understanding efficiencies of fuel 	
	MEDIUM-TERM ACTIONS				
	<ul style="list-style-type: none"> To promote car sharing for work on ad-hoc visits through car share website 	<ul style="list-style-type: none"> Build business case for pool car from “in work” survey data Grey fleet miles (essential users and casual users) cost analysis Understand costs and environmental/carbon costs for vehicle, insurance and life cycle over the five-year period = Type of vehicle and tracker – explore other examples Link in with Employee Forum 	<ul style="list-style-type: none"> Look into costs for claim back on mileage for travel at work using cycling or walking Build business case for pool car from survey “in work” data 	<ul style="list-style-type: none"> Behaviour training/ system to increase fuel efficiencies Review planning of delivery of activities/ routes – live tracking? Link to nearest address? To see how mileage can be reduced 	
	LONG-TERM ACTIONS				
	<ul style="list-style-type: none"> Pool car supporting this Annual Travel Survey 	<ul style="list-style-type: none"> Additional asset management of vehicles – processes, daily checks, records, systems, photos, insurance claims, DVLA checks, securing of vehicle overnight, allocated car parking Purchasing of vehicle 	<ul style="list-style-type: none"> Asset management of cycle, processes, daily checks and maintenance monthly costs 	<ul style="list-style-type: none"> Climate and Biodiversity Resilience Plan Fleet Zero emission review – start building business case and costs 	

		<ul style="list-style-type: none">• Communication of process to staff• Promote car pool for car share for meetings / training multiple travellers• Annual survey of pool car usage• To remove all reference to “car user” to a minimum due to car pool option (where possible)	<ul style="list-style-type: none">• Purchasing of vehicle• Communication of process to staff• Promote bike• Annual Travel Survey	
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