

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM:7
DATE OF MEETING:	23 JANUARY 2025	CATEGORY: RECOMMENDED
REPORT FROM:	EXECUTIVE DIRECTOR - ENVIRONMENT AND COMMUNITIES	OPEN
MEMBERS' CONTACT POINT:	KAREN COLLIER, ASSISTANT DIRECTOR ENVIRONMENT AND COMMUNITIES 01283 595856 karen.collier@southderbyshire.gov.uk	DOC:
SUBJECT:	SUSTAINABLE STAFF TRAVEL STRATEGY AND ACTION PLAN 2025-29	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 That Members approve the Sustainable Staff Travel Strategy 2025-29 (Appendix 1).
- 1.2 That Members approve the Sustainable Staff Travel Action Plan 2025-29 (Appendix 2) which will support the delivery of the Council's carbon neutral commitments.
- 1.3 That Members note the feedback received from the Sustainable Staff Travel Survey undertaken.

2.0 Purpose of the Report

- 2.1 To provide the Committee with the feedback obtained from the 2023/24 Staff Travel Survey.
- 2.2 To provide the Committee with an update of new actions added into the Sustainable Staff Travel Action Plan 2025-29 (Appendix 2) which will replace the Sustainable Travel Action Plan 2019-2024.
- 2.3 To inform Members of the progress and successes that have been made in the delivery of the Sustainable Travel Plan 2019-2024 by Council Services in 2023/24. In addition, it outlines future challenges and recommendations, additional priority actions required to progress the effective delivery of the Sustainable Staff Travel Strategy and Action Plan 2025-29.

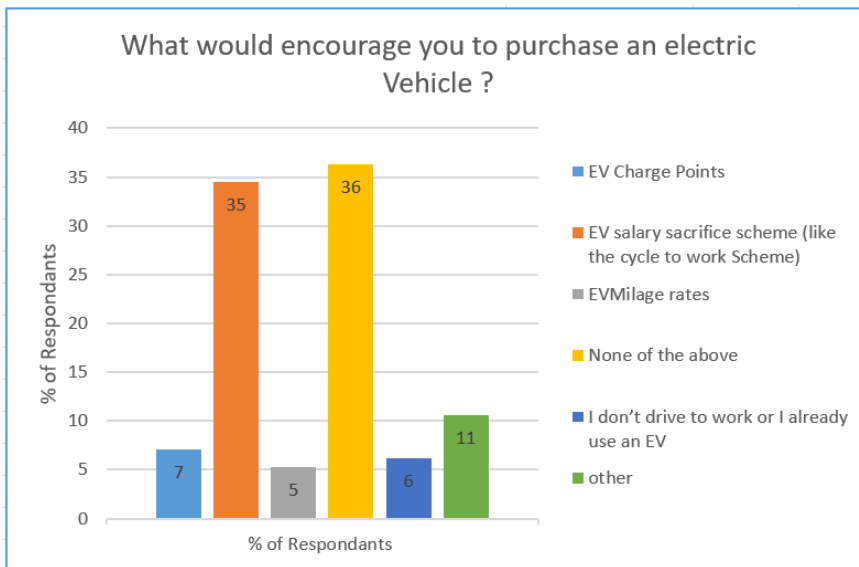
3.0 Background

Background

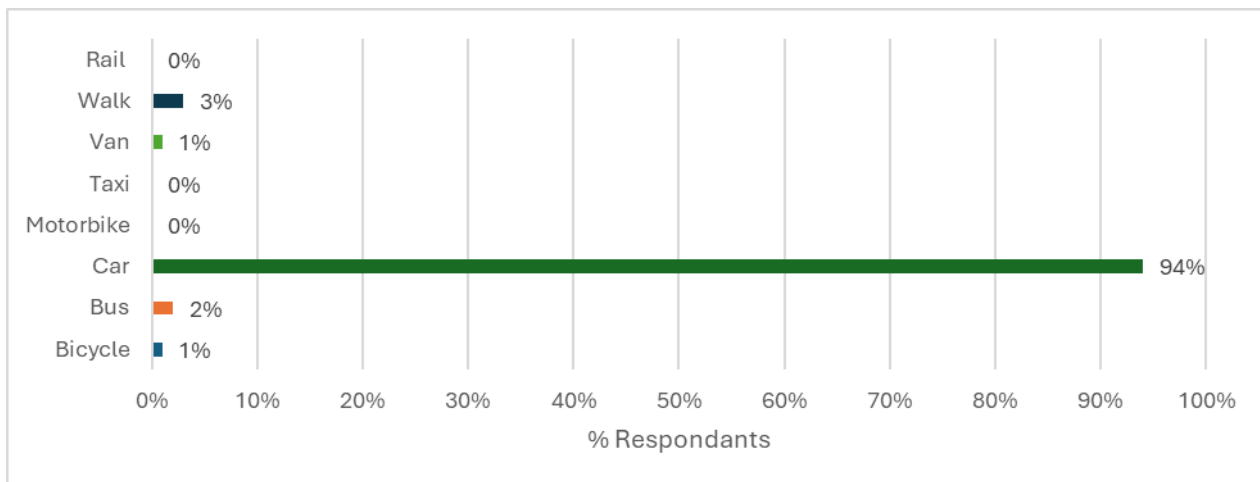
- 3.1 As part of the Council's commitment to its 2030 carbon neutral targets, the [Climate and Environment Action Plan 2021-30](#) outlines the need to develop a sustainable staff travel action plan.
- 3.2 The Council's Staff Travel Strategy 2019-2024 included the undertaking of an annual travel survey to gain an understanding of staff travel behaviour and to monitor staff travel emissions. The Strategy also included measures put in place to reduce commuting emissions by opting for more sustainable active travel options.
- 3.3 The Sustainable Staff Travel Action Plan 2025-2029, outlined in Appendix 2, includes specific SMART programs which will aid the delivery of the broad plans set out in the Sustainable Staff Travel Strategy. The objective of the Strategy and Action Plan is "**To reduce the environmental impact of the journeys the Council makes both in staff commuting to work and in carrying out our duties**". To achieve this aim through the actions contained in the Sustainable Staff Travel Action Plan 2025-29 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.
 - Provide a Salary Sacrifice Scheme to increase staff ownership of electric and Hybrid vehicles.
 - Ensure the continuity of flexible working which has reduced travelling emissions by 45%.
 - Aim to provide a pool car for staff when traveling from base to work sites and field visits.

4.0 Sustainable Travel Group - Staff Travel Survey 2023/2024 findings

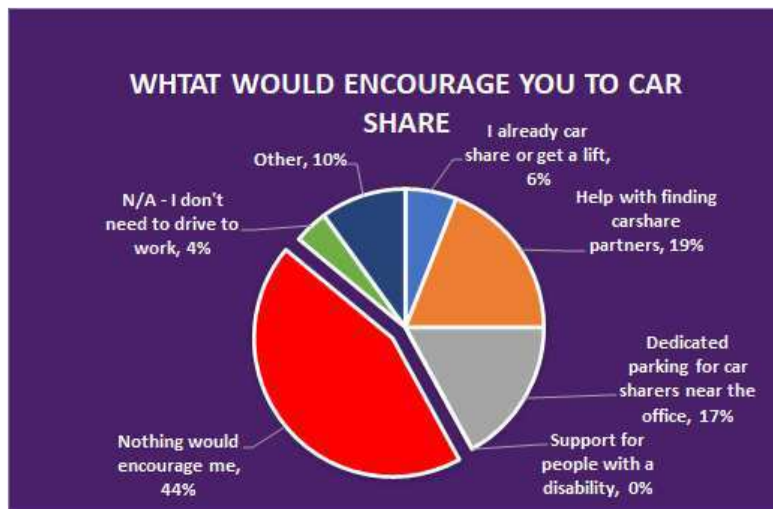
- 4.1 The Annual Travel Survey was last conducted in July 2024. This survey aims to continuously assess staff travel behaviour and monitors travel emissions alongside measures put in place to reduce commuting emissions by opting for more sustainable active travel options.
- 4.2 The findings from this survey are detailed below:
- i. Flexible working has contributed to a significant reduction in the Council's Carbon Emissions. In 2024 the average weekly carbon emissions from commuting to work was 0.86 tCO₂e which is 45% less than carbon emissions in 2019 when staff were traveling more regularly at their work base.
 - ii. Only 1% of staff indicated that they own/use an electric vehicle for commuting.
 - iii. 35% of staff said they would be encouraged to purchase an electric vehicle if a salary sacrifice scheme was in place, like it is for the purchase of bicycles. Also 7% of staff indicated that additional charge points would encourage them to purchase electric vehicles.



- iv. A total of 5 respondents reported disability affecting their mobility and, hence affecting active travel.
- v. 94% of the staff who responded to the survey currently travelling to work by car and 6% travel using active travel methods (walking, cycling, bus).



- vi. A total of 46% of staff indicated that they would be willing to car share if the right conditions were in place. These conditions are as follows:
 - A framework informing staff of other persons in their area traveling to work and willing to car share (19 %)
 - Dedicated parking for car sharing staff (17% of staff)
 - Other conditions (10% of staff)



vii. Key staff suggestions from travel survey.

- Develop and deliver a Salary Sacrifice Scheme for both new and used low emission vehicles.
- Ensure flexible working continues , it has massively reduced my carbon footprint along with purchasing an electric car

5.0 Key Achievements of the Sustainable Travel Group

5.1 The key achievements of the Sustainable Travel Group in 2023/24 are:

- Supporting use of the flexible working policy which has reduced carbon emissions by 45%,
- 6% uptake of car sharing by staff, and
- Influencing and improving the delivery of the cycle share program.

6.0 Quarterly Sustainable Travel Group Meetings – findings and recommendations

6.1 The quarterly meetings held by the sustainable staff travel group resulted in the following findings and recommendations:

- Salary Sacrifice Scheme for new and used electric and hybrid vehicles.
- Work closely with DCC to deliver Car sharing Via the Kinto app or alternative
- Improve communication to inform staff of the availability of showers at Green Bank Leisure Centre for use if cycling to work.
- To include the government's recommended mileage rate of 9p per mile for electric vehicles into the Council's mileage scheme.

7.0 Financial Implications

7.1 Reduced National Insurance Contributions (NICs): If the Council participates in salary sacrifice, there is a possibility that the Employers NICs will be reduced by the value of the salary sacrifice.

7.2 The Council currently pays approximately £1.5m in Employers NIC's and is set to increase due to new Government proposals in 2025/26. The impact from the salary sacrifice cannot be calculated until the demand and value is known.

8.0 Corporate Implications

Employment Implications

8.1 **Increased employee retention and reduced recruitment costs:** Offering attractive benefits like salary sacrifice can improve employee retention. This can lead to cost savings related to recruitment, training, and onboarding new staff.

8.2 **Reputational Benefits:** Offering a comprehensive and attractive benefits package, including salary sacrifice, can enhance the local authority's reputation as an employer of choice.

Legal Implications

8.3 None arising directly from this report.

Corporate Plan Implications

8.4 The proposals outlined in this report meet the Council Plan key aims of:

- Striving to make South Derbyshire District Council carbon neutral by 2030.
- Working with residents, business, and partners to reduce their carbon footprint.
- Support our Communities - People and communities are supported to live safely, healthily and independently.
- Shape our Environment - A sustainable future adapting to and mitigating climate change to deliver our net zero commitments so that future generations can thrive.

Risk Impact

8.5 The actions outlined in the Sustainable Staff Travel Strategy and Action Plan 2025-29 are designed to support the Council's ambition to be carbon neutral by 2030.

Consultation

8.6 The revised action plan was informed by the findings of the Staff Travel Survey and was developed by the Sustainable Travel Group which is made up of staff across the organisation.

Equality and Diversity Impact

8.7 An Equality Impact Assessment Preliminary Assessment Form has been completed and is attached at Appendix 3.

- 8.8 The proposed Sustainable Staff Travel Strategy 2025-29 and the Sustainable Staff Travel Action Plan 2025-29 do not have a negative impact on any protected characteristics and a full Equality Impact Assessment is not required.
- 8.9 There is further opportunity to carry out EIA Preliminary Assessments for each major initiative emerging from the Sustainable Staff Travel Action Plan. The annual staff travel survey can also be used to gather further feedback as initiatives develop to ensure that staff with protected characteristics are not negatively impacted.

Social Value Impact

- 8.10 Increased staff social interaction which can facilitate team building.
- 8.11 Reduces social isolation and improves employee health.

Environmental Sustainability

- 8.12 This report and its recommendations have environmental sustainability as its foundation. Providing encouragement by offering financial incentives to travel more sustainably is likely to see positive environmental consequences in the form of reduced carbon emissions, reduced air pollution, reduced natural resource use (fossil fuels), and improved air quality.
- 8.13 The carbon emissions from the Transport Sector are responsible for 47% of the total carbon emissions of South Derbyshire and are the single highest emitting sector. Any decarbonisation action, such as the promotion and increase of low carbon vehicle usage supports the reduction in the overall carbon footprint of the District and the improvement of environmental sustainability across South Derbyshire.

9.0 Background Papers

- 9.1 Staff Travel Strategy 2019-24