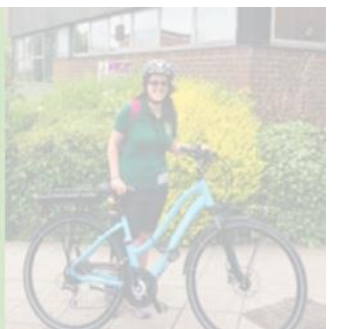
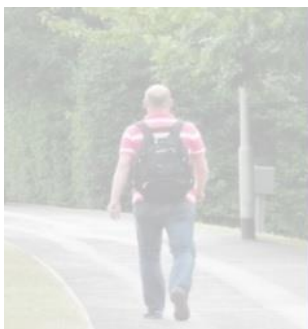


South Derbyshire District Council

# Sustainable Staff Travel Strategy 2025-2029



## Introduction

The Council aspires to improve the efficacy and sustainability of its impacts through the aims, objectives, and principles of this Sustainable Staff Travel Strategy. In choosing alternatives to a conventional car, employees and residents will be able to positively contribute to the Council's targets for reducing pollution and congestion as well as supporting climate change resilience.

The Sustainable Staff Travel Strategy seeks to reduce car use and facilitate the provision of improved travel options to all employees which includes agency staff and contractors and promotes the benefits of sustainable travel to residents and businesses within the District.

The types of travel covered in this Strategy are:

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

This Sustainable Staff Travel Strategy has been developed by the Sustainable Travel 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 the Active Derbyshire Partnership.

## Scope

The Sustainable Staff Travel Strategy applies to all employees which includes agency staff and partners who deliver works and services on behalf of the Council. Furthermore, the scope of the Strategy has been expanded since the 2019-24 Strategy to include residents and businesses within the District. In addition, the Council will consult with and encourage its suppliers to conduct their operations in line with the Council's commitments to sustainability.

A Sustainable Staff Travel Action Plan 2025-29 has been produced which sets out how this Sustainable Staff Travel Strategy will be delivered.

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

## Policy Framework

This Strategy supports the Council Plan 2024-28 and complements other key Council plans, around air quality, climate change, sustainable planning, health and wellbeing.

This Strategy forms part of the Council's response following the declaration of a Climate Emergency in June 2019 and 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 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 Sustainable Staff Travel Strategy also supports the Government's Clean Air Strategy which is part of its 25-year Environment 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 Sustainable Staff Travel Strategy adopts four of the themes from the Clean 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 410 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 Sustainable Travel Plan, from 2019-2024, a series of travel surveys of employees were undertaken to acquire information about staff commuting travel patterns. The results showed that there has been a change in staff travel habits in the last 5 years, largely driven by the COVID-19 pandemic and adoption of flexible working. Still, in 2024, 94% of staff are heavily dependent on cars as a primary method of travel. When questioned if there were other alternative modes of travel available to their usual choice, 37% indicated they could car share, up from 9% in 2019, 39% believed that they could travel by bike or on foot, and 45% indicated that they could use public transport but only if it were more frequent and reliable.

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 of Sustainable Staff Travel Strategy

The principle aims of the Sustainable Staff Travel Strategy which will be delivered through the Council's Sustainable Staff Travel Action 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 for staff, residents and businesses across South Derbyshire;
4. To encourage employees who must travel by car 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.

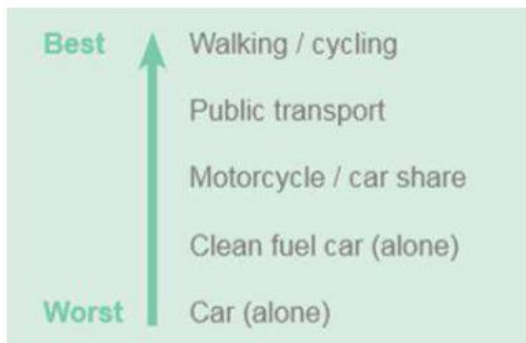
## Main Objective

**To reduce the environmental impact of the journeys the Council makes both in staff commuting to work and in carrying out its duties.**

The Council can achieve this by:

1. Encouraging the use of more sustainable modes of travel (as illustrated by the “Transport Hierarchy” below), more often.
2. Encouraging/adopting efficient route planning to optimise work miles travelled.

Figure 1: Transport Hierarchy



## Target Measures

To achieve the aims and objective, target measures for the Sustainable Staff Travel Strategy have been set within a four-year Action Plan (2025-2029), the target measures are to:

1. Increase walking and cycling to, during, 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;

These measures will be implemented over the four-year life of the Sustainable Staff Travel Action Plan. Monitoring and review of the Sustainable Staff Travel 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 environmental performance in line with its ISO 14001 certified environmental management system.

## 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.

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

## Benefits

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

## Barriers

Distance  
Fear of theft  
Lack of confidence and/or health considerations.  
Actual lack of or awareness of safe cycle routes.  
Lack of facilities at work.  
Weather  
Safety when cycling

are available through Connect. The Council has published a cycle route and cycle parking 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 and Boardman Road Depot.

Through the actions contained in the Sustainable 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.**

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**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.  
Limited mobility.  
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.

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

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

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**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 in 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 or infrequent services.  
Longer duration of travel.  
Complex fare system for some journeys.

Staff who use the bus to travel to work can receive discounted tickets to cover monthly or annual travel for Diamond Bus and Arriva buses. These can be obtained by calling the bus providers or on their websites.

[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 Sustainable Staff Travel Action Plan the Council will;

- **Increase the number of staff getting to work by public transport;**



## Transporting equipment.



- 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.

Staff privacy/security concerns regarding disclosing addresses

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

Through the actions contained in the Sustainable 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.
- Provide a Salary sacrifice scheme to increase staff ownership of electric and Hybrid vehicles.

## Travel within Work – Business Miles (Grey Fleet)

Commuters often drive because they must 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

### Pool Bikes

In exploring alternative ways to travel, Heads of Service will be encouraged to consider the benefits

both within and outside of the District when public transport is not readily available.

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 Sustainable Staff Travel Strategy.

Through the actions contained in the Sustainable 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. A Vehicle Replacement Strategy was implemented in 2024 and SDDC has since then transitioned to the use of HVO fuel and will soon move to the uptake of electric vehicles as part of this Strategy. 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 Sustainable Staff Travel Action Plan the Council will;

- **Improve route planning to minimise miles travelled**
- **Transition to the use of electric vehicles by supporting the implementing the Fleet replacement Strategy**

## Flexible Working

The Council's Flexible Working Policy provides options for different forms of working that meet the needs of customers and improves service delivery.

The annual Travel Survey has shown that factoring in a flexible work structure/pattern has reduced the amount of travel both to and from and within work and the associated carbon dioxide emissions reduction by 45%.

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

- **Continue to promote flexible working without prejudicing the business needs of the Council**

## Communication Plan

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

At present, the most up to date source of information is on the [Travel Hub page on Connect](#).

## Recruitment and Contract Documentation

Recruitment and contractual information will raise awareness

## Campaigns

The Council will regularly promote campaigns to raise the awareness of alternative methods of travel such as National

of the different options available to employees and the Council's commitment to reducing car usage.

Cycle Day, World Environment Day, Five Ways to Wellbeing to support the Council's Employee Health and Wellbeing Plan.

### Intranet

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

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

## Accountability for Delivering the Sustainable Staff Travel Action Plan

### Chief Executive

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

### Leadership Team

- Setting Council Plan targets that underpin the Sustainable Staff Travel Strategy.
- Providing adequate resources to implement the Sustainable Staff Travel Strategy 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.

## Responsibility for Delivering the Action Plan

### Leadership Team

- Ensuring the Sustainable Staff Travel Strategy is given high level support and provided with necessary resources to deliver targets.
- **Heads of Service**
- Establishing Service Plan targets and projects to align with the Sustainable Staff Travel Action 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 working, wherever practicable and to meet the needs of customers.

### Human Resources

- Ensuring relevant Staff Travel Plan Actions are included in recruitment and induction material.

### All employees

- Seeking sustainable alternatives to travel to and from work.
- Using alternative travel options as priority during work.
- Complying with the requirements of the Sustainable Staff Travel Strategy.
- Taking personal action to reduce their dependency on using a petrol or diesel car for work and/or for sourcing alternative modes of transport.



## 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 Sustainable Staff Travel Strategy progresses through its four-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 Sustainable Staff Travel Action 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 Sustainable Staff Travel Strategy.

## Future Plans

The Council is committed to continuous development of this Sustainable Staff Travel Strategy 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 Sustainable Staff Travel Action 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 proposed improvements being worked on or being considered are set out in detail in the Staff Sustainable Travel Action Plan.



## Supporting Documents

- South Derbyshire Council Plan 2024-28.
- South Derbyshire Climate Emergency Resolution
- UK Clean Air Strategy 2019
- South Derbyshire Air Quality Review and Assessments and Annual Status Reports
- All Staff Travel Survey results
- Staff Travel four Year Action Plan
- Derbyshire Environment & Climate Change Framework (*in development*)
- South Derbyshire Climate and Environment Action Plan
- 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
2	Updated by the Sustainable Travel Working Group members	12/03/2024

