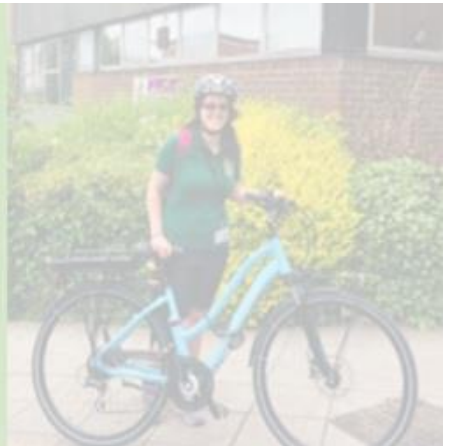
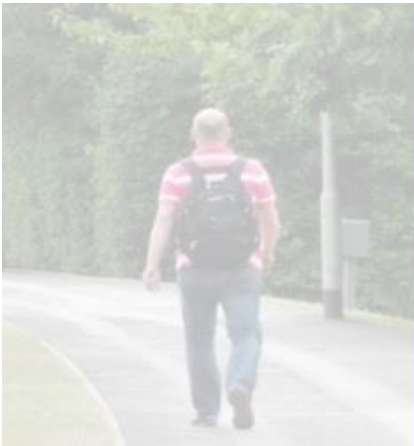


South Derbyshire District Council

# Sustainable Staff Travel Action Plan 2025-2029



## SOUTH DERBYSHIRE DISTRICT COUNCIL SUSTAINABLE STAFF TRAVEL ACTION PLAN

### CONTENTS

INTRODUCTION.....	2
STAFF TRAVEL 2025/29 ACTION PLAN.....	4
STAFF TRAVEL FOUR-YEAR ACTION PLAN – 2025-29.....	7
TRAVEL TO WORK.....	7
TRAVELLING AT WORK.....	12

### INTRODUCTION

The aims and objectives of the Sustainable Staff Travel Action Plan is set out in “Sustainable Staff Travel Strategy – STEMS-Carbon-5”,  
**The Council employs approximately 410 members of staff across four sites (this does not include casual staff).**

Site	Number of employees	Brief description of site including access
Civic Offices	260	Council’s Head Office – Key Support Services
The Depot	118	Council’s Depot – Operational Services
Oakland’s Village	15	Retirement village – Health Services
Rosliston	17	Forestry Centre – Leisure facilities within the National Forest, and Environmental Education

As of 2019, annual travel surveys have acquired information about staff’s commuting travel patterns. In the latest year 2024, the responses showed that 94% of staff are heavily dependent on cars and indicated that the provision of practical and convenient alternatives, combined with increased awareness and few incentives, had the potential to encourage significant shifts towards a more sustainable means of travel.

In 2019, the Corporate Environmental Sustainability Group (CESG) commissioned an internal Travel Working Group made up from staff across the Council. The brief of the Group was to look at the survey findings and develop a Sustainable Staff Travel Action Plan. The group developed the ideas in this Action Plan to align to four key themes of the Government’s Clean Air 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 staff commuting to work and in carrying out its duties”*

## THEMES

Reduce Emissions

Protect Health

Protect Environment

Clean Growth

### Travel to work – Summary of main actions

To encourage staff to maximise the use of current opportunities for sustainable travel by:

- 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:

- 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

- Encourage use of public transport
- Promote car sharing as first option
- Deliver driver behaviour training
- Updating the Expenses Policy to promote sustainable travel.

- Promote cycling at work
- Promote walking for work related activities

- Carbon offsetting with volunteering activities based around biodiversity to enhance team building

- Promote clean energy options
- Electric bikes/ normal bikes
  - Electric pool car(s)
  - Salary sacrifice scheme
  - Hybrid electric fuel cars/ alternative fuel

**Underpinning all of these actions is a need for continuous monitoring, management and feedback**

# STAFF TRAVEL 2025/26 ACTION PLAN

Percentage targets based on 2024 Travel Survey Response by 113 staff.

Travel to work				
Theme	Target / Outcome	Action	Outcome	Owner(s)
<b>Reducing emissions, Protecting Health, Protecting the Environment</b>	Increase the % of staff travelling to work by walking or public transport from 4% to 12% (from 5 to 14 people)	<ul style="list-style-type: none"> <li>Annual Staff Travel Survey and travel survey report</li> </ul>	July 2025	Travel Group
		<ul style="list-style-type: none"> <li>Promote sustainable transport on Connect.</li> </ul>	June 2025	Communications team
		<ul style="list-style-type: none"> <li>Walk and/or cycle to work competition</li> </ul>	March 2026	Travel Group/ Communications team
		<ul style="list-style-type: none"> <li>Development and delivery of a Communication Plan</li> </ul>	July 2025	Travel Group/ Communications team
		<ul style="list-style-type: none"> <li>Develop a buddy scheme for walking to and from work</li> </ul>	September 2025	Travel Group
	Increase the % of staff travelling to work by car share from 12% to 17% (from 14 to 20 people)	<ul style="list-style-type: none"> <li>Setup SDDC car share website</li> <li>Sign up to Derbyshire Kinto App and promote this use of app on website.</li> <li>Provide tutorial on use of Kinto App</li> </ul>	December 2025	Travel Group/SDDC
	Increase the % of staff cycling to work from 0.8% to 17% (from 1 to 20 people)	<ul style="list-style-type: none"> <li>Annual review of Cycle Scheme Vouchers</li> </ul>	April 2025	Travel Group/ Communications team
		<ul style="list-style-type: none"> <li>Promote use of cycle facilities at Civic Way, Greenbank &amp; Depot</li> </ul>	June 2025	Travel Group/ Communications team
		<ul style="list-style-type: none"> <li>Promote cycling proficiency and seminars on cycle safety</li> </ul>	December 2025	Active Communities and Health Partnership • Sport & Health / Communications team
<b>Clean Growth</b>	Promote the installation of electric charging points in South Derbyshire. Improve public charge points by 10% in public car parks. Install	<ul style="list-style-type: none"> <li>Deliver scheme for concession for EV Charge Points for private sector funding to install charge points in public car parks.</li> </ul>	December 2025	SDDC & DCC

minimum of 5 on street chargers. Install a minimum of 5 lamp collum chargers	<ul style="list-style-type: none"> <li>deliver scheme for LEVI funding 1 - lamp column chargers (£2.5m)</li> </ul>	April 2026	SDDC & DCC
	<ul style="list-style-type: none"> <li>deliver scheme for LEVI funding 2 - residential area on-street chargers (£4.5m+)</li> </ul>	April 2026	SDDC & DCC
	<ul style="list-style-type: none"> <li>deliver scheme for LEVI funding 2 - residential area on-street chargers (£4.5m+)</li> </ul>	April 2026	SDDC & DCC

### Reducing Grey Fleet (Business Miles) Travel

Theme	Target / Outcome	Action	Outcome	Owner(s)
<b>Reducing emissions, Protecting Health, Protecting the Environment</b>	Increase the % of grey mileage by car share from 7% to 10% (from 14 to 20 people)	<ul style="list-style-type: none"> <li>Setup SDDC car share website</li> </ul>	December 2025	Travel Group
	Support Carbon offsetting activities (i.e. activities such as tree planting to reduce CO <sub>2</sub> in the atmosphere)	<ul style="list-style-type: none"> <li>Team building events to support biodiversity and sustainable travel.</li> </ul>	July 2025	Travel Group
<b>Clean Growth</b>	Increased provision of electric vehicle options	<ul style="list-style-type: none"> <li>Undertake feasibility assessment for the delivery of a salary sacrifice scheme for new and used electric vehicles</li> </ul>	June 2025	Travel Group
		<ul style="list-style-type: none"> <li>Understand usage rates – “in work survey”</li> </ul>	March 2026	Travel Group
		<ul style="list-style-type: none"> <li>Facilitate the delivery of a salary sacrifice scheme for staff.</li> </ul>	March 2026	CESG
		<ul style="list-style-type: none"> <li>Review electric vehicle pool option – aligned to travel to work objective</li> </ul>	March 2026	Travel Group

### Management and Monitoring

Theme	Output	Measure	Outcome	Owner(s)
-------	--------	---------	---------	----------

<b>Clean Air Strategy</b>	Achieving Travel Plan Objectives	Develop a Staff Travel Plan monitoring framework by delivering an annual travel action plan report.	August 2025	CESG
---------------------------	----------------------------------	---	-------------	------

# STAFF TRAVEL FOUR-YEAR ACTION PLAN – 2024-29

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 certification). The following tables contain the evidence from the staff travel survey and the aspirations from the Travel Working Group over the next four years.

## TRAVEL TO WORK

Details of Project	Walking	Cycling	Public Transport	Car share to and from work	Use of Electric vehicle
Theme	Protecting Health Protecting the Environment	Maintain/Improve in Health Improve air quality	Reduce traffic congestion	Reducing Emissions	Reduce running and operational cost and Reducing Emissions
2024 Travel survey findings	3 employees already walk to work (2.6% of staff)	1 employees already cycle to work (0.8% of staff total)	2 employees already use public transport (0.5% of staff)	14 employees already car share to work (12 % of staff)	2 employees already use Electric vehicles (0.5%)
Goal	Encourage more people to walk to and from work who live within 5-mile radius	Encourage more people to cycle to and from work who live within 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 staff to transition to the use of hybrid and electric vehicles.

2029 Target	To increase the proportion of all staff who walk to work to 15% (54 people)	To increase the proportion of all staff who cycle to work to 10% (36 people)	To increase the proportion of staff travelling to work by public transport to 10% (36 people)	To increase the proportion of all staff getting to work by car share to 10%	To increase the proportion of staff ownership of low emissions vehicles to 5 %
What are the benefits?	<ul style="list-style-type: none"> <li>• Improve levels of fitness, health and wellbeing</li> <li>• Cost savings</li> <li>• Reduce demand for on-site parking</li> <li>• Less vehicles on roads.</li> </ul>	<ul style="list-style-type: none"> <li>• Improve levels of fitness, health and wellbeing</li> <li>• Cost savings and grants available (cycle to work scheme)</li> <li>• Reduce demand for on-site parking</li> <li>• Less vehicles on roads.</li> </ul>	<ul style="list-style-type: none"> <li>• Cost savings – discounts</li> <li>• Reduce congestion</li> <li>• Reduce demand for on-site parking</li> <li>• Less vehicles on roads</li> <li>Investment into local infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>• Travel buddy – health and wellbeing to reduce stress;</li> <li>• Cost savings to ‘all’ car sharers;</li> <li>• Eliminating car user miles;</li> <li>• Reduce demand for on-site parking;</li> <li>• Reduce congestion</li> <li>• Improve team building and facilitating collective behaviour change</li> </ul>	<ul style="list-style-type: none"> <li>• Clean air and improved health</li> <li>• Reduced cost of travel</li> </ul>
What are the challenges?	<ul style="list-style-type: none"> <li>• Behavioural/ Cultural – lifestyle;</li> <li>• Evidence shows that people respond to projects that are incentivised far more than if they are not. Nudge Theory.</li> <li>• Longer journey to walk than car;</li> <li>• Weather – Rain, Ice etc.;</li> </ul>	<ul style="list-style-type: none"> <li>• Behavioural/ Cultural – lifestyle</li> <li>• Limited linked cycle paths to the Town Centre and other Council sites. Meaning the road may have to be utilised</li> <li>• State of the road – potholes, grates etc.</li> <li>• Road Traffic – Lack of confidence or ‘risk’ of cars with cyclists, as per below</li> <li>• Weather – Raining, Ice etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Perception of Public Transport – low quality, slow, not on time etc.</li> <li>• Comfort of driving – no set time to set off</li> <li>• Do not know about the public transport links</li> </ul>	<ul style="list-style-type: none"> <li>• Behavioural/ Cultural - - lifestyle;</li> <li>• Matching work habits – times / role;</li> <li>• Finding the ‘right’ buddy.</li> <li>• Fear of security from disclosing address</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Interest in ownership of electric/hybrid vehicle.</li> <li>• Reduced take home pay due to the higher cost of</li> </ul>



	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Costs of bikes and maintenance</li> <li>Initial financial outlay potentially high for Electric pool bikes/pool cars.</li> </ul>			
<p><b>Four Year Actions</b></p>	<b>SHORT-TERM ACTIONS (1-2 years)</b>				
	<ul style="list-style-type: none"> <li>Define walking routes and walking maps</li> <li>Walking to work competition(s)</li> <li>Communicate scheme(s) – Employee Forum and Communications Plan</li> </ul>	<ul style="list-style-type: none"> <li>Detail cycling routes and maps</li> <li>Cycle to work competition(s) – e.g., velodrome day</li> <li>Cycle buddies/champions</li> <li>Communicate – <a href="#">Bikeability</a>, <a href="#">Cycle to work</a> scheme, cycle hubs (inc. Greenbank facilities), bike storage boxes etc.</li> <li>Communicate scheme(s) – Employee Forum and Communications Plan</li> <li>Develop and deliver a How-to-cycle program to increase cycling confidence</li> </ul>	<ul style="list-style-type: none"> <li>Promote public transport options</li> <li>Communicate scheme(s) – Employee Forum and Communication Plan</li> <li>Map venues that are accessible by public transport and promote through managers</li> <li>Training and accommodation claims to reflect sustainable transport options</li> </ul>	<ul style="list-style-type: none"> <li>Promote car sharing</li> <li>Communicate scheme(s) – Employee Forum and Communications Plan</li> <li>Car sharing incentives – close to office car sharing spaces to be identified through Town Centre Transport and Access Feasibility Study, emergency home option</li> </ul>	<ul style="list-style-type: none"> <li>Conduct feasibility assessment for salary sacrifice scheme</li> <li>Promote salary sacrifice scheme</li> <li>Communicate scheme via Employee Forum and Communications Plan</li> <li>Conduct feasibility assessment for salary sacrifice scheme</li> </ul>
	<b>MEDIUM-TERM ACTIONS (2-3 years)</b>				
<ul style="list-style-type: none"> <li>Walking to work initiative – app, point scores, etc.</li> <li>Walking events</li> <li>Potential “emergency” taxi fare or colleague</li> </ul>	<ul style="list-style-type: none"> <li>Management of civic hub through customer services</li> <li>Annual cycle promotion at Council public event</li> <li>Work with DCC to maintain cycle ways</li> </ul>	<ul style="list-style-type: none"> <li>Work with public transport companies on staff discounts and track those utilising the schemes</li> <li>Section 106 potential to be reviewed (Evidence</li> </ul>	<ul style="list-style-type: none"> <li>Exploration of a car sharing spaces through Transport and Access Feasibility Study</li> <li>Administrative support for car</li> </ul>	<ul style="list-style-type: none"> <li>Senior leadership support for scheme</li> <li>Identify suitable framework for scheme which would include</li> </ul>	

	<p>take home – line manager approval</p> <ul style="list-style-type: none"> <li>Review additional opportunities to improve sustainable transport for staff use.</li> </ul>	<ul style="list-style-type: none"> <li>Cycle information to be added on Connect</li> <li>Promote rider confidence and cycle groups</li> <li>Potential “emergency” taxi fare or colleague take home – line manager approval</li> <li>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</li> </ul>	<p>base Transport and Access Feasibility Study)</p> <ul style="list-style-type: none"> <li>Review opportunities of sustainable transport through Planning, to help support public transport links, providing information to new developments of public transport routes</li> </ul>	<p>sharing spaces</p>	<p>used electric and Hybrid vehicles.</p>	
	<b>LONG-TERM (3-4 years)</b>					
	<ul style="list-style-type: none"> <li>Walking to work initiative – app, point scores etc.</li> <li>Provision of pool car / bike</li> <li>Annual walk to work week</li> <li>Incl. walking into new starter process, team meetings (annual review – Employee Forum)</li> <li>Potential taxi fare “for emergency take home”</li> <li>Annual Travel survey</li> </ul>	<ul style="list-style-type: none"> <li>Hold meetings for cycle users which relevant representatives from the Council will meet to discuss issues facing cyclists within the District.</li> <li>Pool car / bike option</li> <li>Look into costs for claim back on mileage for travel to work for using a cycling</li> <li>Cycle to work initiative – app, point scores etc.</li> <li>Annual cycle to workday</li> <li>Including cycling into new starter process, team meetings (annual review – Employee Forum)</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Pool car / bike option</li> <li>Annual Travel survey</li> </ul>	<ul style="list-style-type: none"> <li>Car share only parking spaces or permits</li> <li>Provision of pool bikes / cars for in work travel</li> <li>Disincentives for those parking car as an individual <ul style="list-style-type: none"> <li>Car parking only accessible further away</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Assess success and uptake of scheme</li> <li>Evaluate next steps and improvements</li> </ul>	

		<ul style="list-style-type: none"><li>• Annual Travel survey</li></ul>			
--	--	--	--	--	--

# TRAVELLING AT WORK

Details of project	Car share in work	Pool car	Electric Pool Car	Electric pool bike / Bike/ Walking	Electric/Hybrid vehicles and reduction of 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
2024 Travel survey findings (113 responses)	52 people said they would car share for work as an alternative (46% of staff)	19% people said they would use a pool car for work		13 people said they would use a pool bike for work as an alternative (3.6% of staff) from 2024 travel survey	N/A
Goal	Encourage car sharing for work activities wherever 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	<b>To reduce grey fleet mileage by 15%, 10% of staff journeys for work to be made by EV vehicles,</b>			<b>To facilitate a 5% transition to EV/BHEV staff owned vehicles and increase uptake of the bicycle scheme</b>	
What are the benefits?	<ul style="list-style-type: none"> <li>Efficiencies – only one person putting in expenses claim</li> <li>Financial gain for cost to be put back into the Council</li> <li>Wellbeing – Buddy system</li> </ul>	<ul style="list-style-type: none"> <li>Individual financial savings</li> <li>Long-term corporate savings</li> <li>Depot vehicle trackers being installed to improve fuel efficiency, and behaviours</li> </ul>	<ul style="list-style-type: none"> <li>Zero emissions in local area, and supports the Air Quality Strategy</li> <li>Individual financial savings</li> <li>Influencing others on electric vehicles</li> <li>Supports electrical renewable options</li> </ul>	<ul style="list-style-type: none"> <li>Health and wellbeing – physical and mental</li> <li>Life cycle costs of bike</li> <li>Reduced maintenance costs – against pool car</li> <li>Space requirements are less</li> </ul>	<ul style="list-style-type: none"> <li>Reduction in fuel usage</li> <li>Potential to support change to zero emission fleet</li> <li>Improve life cycle costs of fleet vehicles</li> <li>Influencing the way people drive – to save at home and involving contractors</li> </ul>
What are the challenges?	<ul style="list-style-type: none"> <li>Loss of monthly fee “Pain” to arrange at a time that suits both people</li> <li>Staff fear of disclosing private address information</li> </ul>	<ul style="list-style-type: none"> <li>Corporate investment of a vehicle, insurance, MOT and service</li> <li>Behaviour change</li> <li>Behaviour to respect / use</li> </ul>	<ul style="list-style-type: none"> <li>Corporate investment of a vehicle, insurance, MOT and service</li> <li>Behaviour change</li> <li>Behaviour to respect / use</li> </ul>	<ul style="list-style-type: none"> <li>Weather</li> <li>Travel distance / time</li> <li>Council Personal Protective Equipment (PPE) Standard to be</li> </ul>	<ul style="list-style-type: none"> <li>Behavioural/Cultural</li> <li>Management of vehicles MPG – admin for departments</li> <li>Lack electric vehicle infrastructure</li> </ul>

	due to fear of compromised security	<ul style="list-style-type: none"> <li>vehicle</li> <li>Council ownership and management of vehicle process</li> </ul>	<ul style="list-style-type: none"> <li>vehicle</li> <li>Charge points – location Civic Hub, Rosliston and Depot</li> <li>Council ownership and management of vehicle process</li> </ul>	<ul style="list-style-type: none"> <li>provided to all those cycling on work business</li> <li>Additional time to have shower if 'hot or rainy day'</li> <li>Takes longer than a car – impact on time to deliver job role</li> </ul>	<ul style="list-style-type: none"> <li>On-going development of electric refuse lorries</li> <li>Cost of electric fleet – mileage concerns</li> </ul>
<b>Four-Year Actions</b>	<b>SHORT-TERM ACTIONS (1-2 years)</b>				
	<ul style="list-style-type: none"> <li>To promote car sharing in work to support less lone working</li> <li>Car share for meetings / training multiple travellers</li> </ul>	<ul style="list-style-type: none"> <li>Undertake annual "in-work survey" to understand changing travel habits for work</li> <li>Identify suitable locations and models for EV points through the Town Centre Transport and Access Feasibility Study</li> <li>Bring electric vehicles to new Sustainable Delph day – van, car and taxi ,Marches Energy Electric vehicle</li> <li>Update Travel Expenses policies for employees opting to use their own electric vehicle for business miles</li> </ul>	<ul style="list-style-type: none"> <li>Undertake a "in-work survey" to understand business need/want for bicycle for work use</li> <li>To trial an electric bike for the Council.</li> </ul>	<ul style="list-style-type: none"> <li>MPG – understanding efficiencies of fuel</li> <li>Assess the cost benefit of staff uptake of EV</li> </ul>	
	<b>MEDIUM-TERM ACTIONS (2-3 years)</b>				
	<ul style="list-style-type: none"> <li>To promote car sharing for work on ad-hoc visits through car share website</li> </ul>	<ul style="list-style-type: none"> <li>Build business case for pool car from "in work" survey data</li> <li>Grey fleet miles (essential users and casual users) cost analysis</li> <li>Understand costs and environmental/carbon costs for vehicle, insurance and life cycle over the four-year period = Type of vehicle and tracker – explore other examples</li> <li>Link in with Employee Forum</li> </ul>	<ul style="list-style-type: none"> <li>Look into costs for claim back on mileage for travel at work using cycling or walking</li> <li>Build business case for pool car from survey "in work" data</li> </ul>	<ul style="list-style-type: none"> <li>Behaviour training/ system to increase fuel efficiencies</li> <li>Review planning of delivery of activities/ routes – live tracking? Link to nearest address? To see how mileage can be reduced</li> </ul>	
	<b>LONG-TERM ACTIONS ( 3-4 years)</b>				
<ul style="list-style-type: none"> <li>Pool car supporting this</li> <li>Annual Travel</li> </ul>	<ul style="list-style-type: none"> <li>Additional asset management of vehicles – processes, daily checks, records, systems, photos, insurance claims, DVLA checks,</li> </ul>	<ul style="list-style-type: none"> <li>Asset management of cycle, processes,</li> </ul>	<ul style="list-style-type: none"> <li>Help implement Climate and Biodiversity Strategy and Ecology Strategy and Action</li> </ul>		

	<p>Survey</p>	<p>securing of vehicle overnight, allocated car parking</p> <ul style="list-style-type: none"> <li>• Purchasing of vehicle</li> <li>• Communication of process to staff</li> <li>• Promote car pool for car share for meetings / training multiple travellers</li> <li>• Annual survey of pool car usage</li> <li>• To remove all reference to “car user” to a minimum due to car pool option (where possible)</li> </ul>	<p>daily checks and maintenance monthly costs</p> <ul style="list-style-type: none"> <li>• Purchasing of vehicle</li> <li>• Communication of process to staff</li> <li>• Promote bike use</li> </ul>	<p>Plan</p> <ul style="list-style-type: none"> <li>• Fleet Zero emission review – start building business case and costs</li> </ul>
--	---------------	---	--	---

