



**EXECUTIVE DECISION RECORD
Cabinet Member**

REF No: 224.24

A1 Service Area	Regulatory Services
A2 Title	Approval of Sustainable Staff Travel Plan 2024-2029
A3 Decision Taken By	Cabinet Member
A4 Chief Officer	Please print name: John Teasdale Head of Legal and Regulatory Services (Monitoring Officer) Please sign name: Approval by email 26 th sept 2024
A5 Cabinet Member	Please print name: Councillor Dennis Fletcher Cabinet Member - Environment and Climate Change Please sign name: Approval by email 26 th September 2024
A6 Date of Decision	26 th September 2024

Confidential or Exempt Information

A7 Does this decision contain Confidential Information?	No
A7.1 Does this Decision contain Exempt Information as described in Schedule 12A of the Local Government Act 1972?	No
A7.2 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	NA

Conflict of Interest

Are there any conflicts of interest to declare? No

Scrutiny/Audit

A8 Which Committee should this decision be submitted to? *(Please tick as appropriate)*

- Scrutiny (Value for Money Council) Committee
- Scrutiny (Regeneration Development and Market Hall) Committee
- Scrutiny (Climate Change and Environment) Committee ✓
- Audit Committee

<p>B1 What is the Decision?</p>	<p>To approve the attached ‘Sustainable Staff Travel Plan 2024-2029’ and accompanying appendices for implementation across East Staffordshire Borough Council.</p>
<p>B2 What are the reasons for the Decision?</p> <p>B2 Alternative options considered and rejected?</p>	<ul style="list-style-type: none"> • The last Staff Travel plan was carried out in 2010, this new and updated plan takes into consideration changes in national policy and changes to the council's operations and the travel habits of staff. It aligns with the Council's carbon-neutral targets (The Council’s own buildings and operations carbon neutral by 2024, and aspirations to make the borough carbon neutral by 2050) • The travel plan contributes directly to the council's commitment to reducing the environmental impact of staff commuting and promoting cleaner travel options <p>None</p>
<p>B3 What are the contributions to Corporate Priorities?</p>	<p>This decision supports the delivery of ESBC's Corporate Plan 2024/25, specifically target GND17:</p> <p><i>“Research, consider and present possible staff incentives and infrastructure to encourage the use of sustainable travel, such as electric vehicles or bicycles”</i></p> <p>and ‘Climate Change and Nature Action Plan’ target 1.7.9:</p> <p><i>“Review the staff travel plan to promote alternative modes of transport to work conducting a staff survey to enable monitoring of effectiveness”</i></p> <p>It also aligns with the Council's climate emergency declaration and contributes to the national targets of the Clean Air Strategy and the 2050 net zero goal.</p> <p>Developing a Green New Deal for East Staffordshire:</p> <ul style="list-style-type: none"> • Reduces carbon emissions from staff travel (commuting and business) • Promotes sustainable transport options (walking, cycling, public transport, electric vehicles) • Supports the Council's commitment to environmental sustainability <p>Creating a prosperous East Staffordshire</p> <ul style="list-style-type: none"> • Contributes to reducing congestion and improving air quality • Supports employee health and well-being through active travel promotion
<p>B4 What are the Human Rights considerations?</p>	<p>There are no Human Rights issues arising from this decision.</p>

Financial Implications

B5 What are the financial implications?	<p>There are no financial issues arising from this decision.</p> <p>There may be future potential financial implications, should the measures outlined in the Sustainable Staff Travel Plan meet with the council's approval. They will continue to be developed, proposed and rolled out and will be considered as separate reports, where the financial implications will be detailed.</p>
--	--

The finance section has been approved by the following member of the Financial Management Unit:	<p>Please print name: Lloyd Haynes</p> <p>Please sign name: Approval by email 17/9/24</p>
---	---

Policy Framework

B6 Is the Decision wholly in accordance with the Council's policy framework?	Yes
B6.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
B6.2 Has it got the appropriate approvals under those provisions?	Yes
B7 Is the Decision wholly in accordance with the Council's budget?	Yes
B7.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
B7.2 Has it got the appropriate approvals under those provisions?	Yes

Equalities Implications

B8 What are the Equalities implications:
<p>B8.1 Positive (Opportunities/Benefits):</p> <ul style="list-style-type: none"> • Promotes inclusive travel options for all staff • Improves accessibility for staff with different needs and circumstances
<p>B8.2 Negative (Threats):</p> <ul style="list-style-type: none"> • No significant negative equalities implications are apparent
B8.4 NA

Risk Assessment

B9 What are the Risk Assessment implications:

B9.1 Positive (Opportunities/Benefits):

- Reduced CO2 emissions from staff commuting and business travel
- Improved air quality in the local area, particularly around council sites
- Enhanced staff health and wellbeing through promotion of active travel
- Potential cost savings through reduced mileage claims and more efficient use of council vehicles
- Demonstrating leadership in sustainable travel, potentially influencing wider community behaviour
- Improved work-life balance for staff through flexible working arrangements
- Reduced demand for parking spaces at council sites

B9.2 Negative (Threats)

- Potential resistance from staff to changing established travel habits
- Initial investment required for improving facilities (e.g., bicycle storage, lockers) and implementing new schemes
- Possible perception of inequity if some staff have more limited sustainable travel options due to their location or personal circumstances
- Risk of low uptake of new initiatives if not effectively communicated or incentivised
- Potential challenges in accurately measuring and monitoring the impact of the plan
- Possible conflict with operational needs if flexible working or remote options impact service delivery
- Risk of not meeting targets if external factors (e.g., public transport provision) don't align with the plan's objectives

B9.3 The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

Legal Considerations

B10 What are the Legal Considerations:

B10.1 There are no significant legal issues arising from this decision. Any legal considerations associated with individual actions will be considered as part of the approval process for each action.

This section has been approved by the following member of the Legal Team

Please print name: John Teasdale

Please sign name: approval by email 26/09/2024

Environmental Impacts

B11 What are the Environmental Impacts:

Consider impacts related to the Climate Change & Nature Strategy aims:

- Reducing greenhouse gas emissions (climate change mitigation)
- Preparing for future climate change (adaptation)
- Protecting and enhancing nature
- Using resources wisely and minimising waste and pollution
-

B11.1 The impacts are **significant** and have been subject to an enhanced consideration by the Council's Climate Change and Adaptation Officers for inclusion below.

B11.2 Positive Impacts (Opportunities/Benefits):

- Reduction in greenhouse gas emissions from staff travel
- Improvement in local air quality
- Promotion of active travel, contributing to staff health and wellbeing
- Reduction in resource use and waste associated with transportation

B11.3 Negative Impacts (Threats/Mitigation):

- No significant negative environmental impacts are apparent from implementing this plan
- While the plan aims to reduce carbon emissions overall, there may be some increased emissions associated with administering and coordinating the projects. For example, emissions from staff travel, procurement of materials/services, and disposal of waste.
- However steps can be taken to minimise these emissions such as:
 - Promoting virtual meetings to reduce staff travel
 - Ensuring offices/buildings used are energy efficient and powered by renewables
 - Procuring sustainably - prioritising local sourcing, recycled materials, energy-efficient equipment etc.
 - Managing waste effectively - reducing, reusing and recycling wherever possible
- The sustainability gains from the successful delivery of each initiative are anticipated to outweigh these administrative emissions. But it is still important to be mindful of them and take mitigating steps where possible.

Health & Safety Implications

B12 What are the Health & Safety implications:

B12.1 A Risk Assessment has not been carried out and entered into Safety Media for all significant hazards and risks because there are no significant hazards or risks arising from this decision.

B12.2 NA

B12.3 NA

B12.3.1 Positive (Benefits) NA

B12.3.2 Negative (Threats) NA

Key Decision

B13 Is this a Key Decision? No

Note: A Key Executive Decision is one where:

- 1. REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000**
- 2. CAPITAL – Any capital project with a value in excess of £150,000**
- 3. A decision which significantly affects communities living or working in an area comprising two or more wards.**

B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	NA
B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	NA

NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to:

democratic.services@eaststaffsbc.gov.uk