

# Diocesan Staff Travel Plan 2020 – 2025



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**NB:** Transport routes shown are subject to change, addition, or removal over time.

## Foreword

I am pleased to introduce this Workplace Travel Plan (WTP) for the Diocese and to commend it to all those who work for the Diocese and Cathedral

The development of this document has taken place against the backdrop of the coronavirus (COVID-19) pandemic. Recent months have seen great loss and suffering plus a time of unique pressures in the workplace both in terms of continuing to work safely and well and in terms of the economic impact upon jobs and livelihoods, which has been painful globally and most especially locally.

The pandemic has also brought huge changes in work patterns; home working where possible has been required for most of 2020 in Leicester and, even when home working has not been mandatory, the observance of social distancing has hugely impacted available travel choices. However, these imposed changes in workplace travel have also raised awareness of the possibilities for doing things differently in the longer term and brought an openness to consider changes that might lead to greater environmental sustainability.

As a Diocese we are currently seeking to become an Eco Diocese, alongside encouraging our Parish Churches and Fresh Expressions to become Eco Churches. This initiative involves our development of an environment policy aimed at reducing our carbon footprint, particularly in areas of the use of our buildings and travel. We are also seeking to reflect the commitment made by the Church of England General Synod towards achieving Carbon net zero status by 2030.

This WTP for Diocesan staff, developed in conjunction with consultants Go Travel Solutions, forms part of the above mentioned wider aims but we also hope it may support our staff in finding more life affirming ways of managing workplace travel. It is also hoped that this plan will encourage all parts of our Diocese by providing ideas and resources that can enable reduction of our collective carbon footprint and the development of healthier, life affirming ways of engaging in travel.

The rose window design in the Great Hall of St Martins House incorporates the words of Jesus from John's Gospel: 'I have come that they might have life abundantly'. Through good stewardship of God's creation and through developing life affirming ways of engaging in workplace travel we can contribute towards that aim. My hope and prayer is that this WTP can be a part of that endeavour.

We are extremely grateful to all those members of Diocesan and Cathedral staff who took part in the surveys that helped shape this policy and, most especially, to Ian Murdey and Robin Pointon of Go Travel Solutions for all their hard work in conducting those surveys and producing this document.



**The Ven Richard Worsfold**

Archdeacon of Leicester

December 2020

## 1. Introduction

### 1.1 Policy Context

The Diocese of Leicester is a community of more than 18,000 Christians who worship in church buildings, houses and schools, as well as in community and outdoor spaces. There are over 320 churches, 234 parishes, almost 100 schools and academy trusts, and a rapidly growing number of fresh expressions of Church. It is a rural diocese with urban heartlands.

Within the Christian faith, there is a strong connection with good stewardship of the earth. In February 2020 the General Synod set a 2030 Net Zero carbon target. For the Church of England to achieve this, it will require Dioceses to embed sustainable practices within all its activities.

Transport and how we travel is the largest contributor to carbon emissions across the UK. In 2018, 28% of net greenhouse gas emissions in the UK were estimated to be from the transport sector<sup>1</sup>. Transport is the largest single emitting sector. Though overall greenhouse gas emissions for the UK have been falling significantly, those from transport are not that different in real terms from 20 years ago.

There is no textbook definition of green or sustainable travel. It embraces all forms of travel which reduce the use of fossil fuels and road space, whilst promoting travel that support healthier lifestyles. Sustainable travel is a 'broad church' and includes modes of travel such as bikes, e-bikes, electric cars, buses, trains, car sharing, car clubs and walking.

The Government are developing policies in support of sustainable travel. *Decarbonising Transport: Setting the Challenge*<sup>2</sup> was launched in February 2020. In this policy document, the Secretary of State for Transport said *"Public transport and active travel will be the natural first choice for our daily activities. We will use our cars less and be able to rely on a convenient, cost-effective and coherent public transport network"*

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<sup>1</sup> Source: Dept. for Business, Energy and Industrial Strategy

<sup>2</sup> <https://www.gov.uk/government/publications/creating-the-transport-decarbonisation-plan>

The 2020 Covid-19 outbreak is and will change how we travel. Home working, cycling and walking are all expected to grow in popularity arising from the resulting restrictions on travel. Public transport is expected to play a lesser role at least for the short-term, because of the need for social distancing.

As the world looks to recover from the impact of coronavirus on our lives, livelihoods and economies, the Government is taking the opportunity to invest in making the UK a global leader in green technologies.

Their Ten Point Plan<sup>3</sup> focuses on increasing ambition in 10 areas including the following related to transport:

- Driving the growth of low carbon hydrogen.
- Accelerating the shift to zero emission vehicles.
- Green public transport, cycling and walking.
- 'Jet zero' and green ships.

Did you know?

[www.choosehowyoumove.co.uk](http://www.choosehowyoumove.co.uk)

has all the information that you might need to help plan a journey into and around Leicester and Leicestershire.

<sup>3</sup> <https://www.gov.uk/government/publications/the-ten-point-plan-for-a-green-industrial-revolution>

## 1.2 Workplace Travel Plans

A Workplace Travel Plan (WTP) is a working document that explains how and why a business can encourage, support and influence staff and visitors to consider and use more sustainable forms of transport to their site(s). The benefits include improvements to health, wellbeing and safety for the site users plus reduced traffic congestion and pollution around the surrounding area.

A WTP can be used to work towards an environmental accreditation scheme such as Eco-Church<sup>4</sup> or simply to enable a safer and cleaner journey to church sites for all users.

Government guidance<sup>5</sup> states that a good travel plan should evaluate and consider a number of points including the following:

- Benchmark travel data.
- Relevant information about existing travel habits in the surrounding area.
- Proposals to reduce the need for travel to and from the site via all modes of transport.
- Provision of improved public transport services.

A WTP is not an anti-car policy designed to prevent the use of single-occupancy vehicles (SoVs); rather it is a pro-choice document that includes a set of schemes, facilities, and initiatives that provide greater choice for travellers.

Active travel choices such as cycling, walking, and scooting should be prominent in a WTP however other options such as public transport and car sharing should also be included.

A WTP may also include a parking strategy or policy to manage demand for spaces if required.

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<sup>4</sup> <https://ecochurch.arocha.org.uk/>

## 1.3 Objectives

The Diocese of Leicester are seeking to embed sustainable travel behaviour within their organisation. Here are the suggested objectives this could help to meet:

1. To reduce the carbon emissions generated by the travel undertaken by the Diocese and its clergy.
2. To support the health and wellbeing of the Diocesan staff through promotion and support for greater walking and cycling.
3. To reduce the cost of travel for the Diocesan staff and the organisation.
4. To support churches in reducing their carbon impact.
5. To support the clergy, lay ministers, and congregations of Leicester and Leicestershire to reduce their carbon impact and improve their health and wellbeing via the Sustainable Travel Toolkit.
6. To demonstrate the Diocese's commitment to Net Zero.

<sup>5</sup> <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements#travel-plans>

## 2. Leicester & Leicestershire

Leicester city (a unitary authority) and the surrounding county of Leicestershire are situated within the East Midlands region approximately 100 miles north of London.

In the 2011 census, the populations were 329,839 and 650,489 respectively<sup>6</sup>. The population of Leicester city is expected to have grown to around 430,000 by July 2020<sup>7</sup>; a growth rate of approximately 3%.

Outside of the city, large population areas in the region include Loughborough, Ashby-de-la-Zouch, Melton Mowbray, Market Harborough, and Lutterworth amongst others (see Map 1).

Leicester is an ethnically and religiously diverse area<sup>8</sup> with residents from over 50 different countries. At the time of the 2011 census, the breakdown of ethnic and religious groups was:

### Ethnicity

- 51% White
- 37% Asian/Asian British (of whom 28 % are of Indian heritage)
- 6% Black/African/Caribbean/Black British
- 4% Mixed/multiple ethnic groups
- 3% Other ethnic groups

### Religion

- 32% Christian
- 23% No religion
- 19% Muslim
- 15% Hindu
- 4% Sikh
- 1% Other religions, including Buddhist and Jewish
- 6% Religion not stated

<sup>6</sup> <https://webarchive.nationalarchives.gov.uk/>

<sup>7</sup> <https://www.ukpopulation.org/leicester-population/>

**Map 1. Leicester and the surrounding county**



<sup>8</sup> <https://www.leicester.gov.uk/media/177367/2011-census-findings-diversity-and-migration.pdf>

## 2.1 Local Transport

Key transportation links in the area include the M1, M69, and M6 motorways and two railway lines: the Midland Mainline running north-south between Sheffield and London, and the Birmingham to Peterborough line running west-east.

The city and county areas have their own dedicated website for transport enquiries and journey planning at [www.choosehowyoumove.co.uk](http://www.choosehowyoumove.co.uk). This site includes information on public transport, cycling & walking routes, and driving & car sharing support including a free car share database. It is managed through a partnership of Leicester City and Leicestershire County Councils.

### Public Transport

#### *Buses*

Fifteen bus service providers operate across the city and county including major operators Arriva, First, Centrebus, and Stagecoach. Most routes operate on a timetabled basis but there is also a demand-responsive (DRT) service from ArrivaClick. There are three Park & Ride sites at Enderby, Birstall, and Gorse Hill (see Map 2.)

The city centre has two bus stations – St Margarets and The Haymarket (see Map 4).

#### *Rail*

The two major train operators are East Midlands Railway (Midland Mainline), running from London St Pancras to Nottingham and Sheffield and CrossCountry Trains (Birmingham to Peterborough line).

### Active Travel

Walking and cycling are well supported by both councils with a variety of initiatives in place to encourage and enable local travellers to choose active travel for local journeys.

A new electric-cycle hire scheme sponsored by Santander is due to be launched in the city late 2020/early 2021. The hire scheme is likely to include more than 50 docking stations across the city, where ebikes can be picked up and returned. It will cover the city centre and surrounding neighbourhoods, including railway and bus stations, Leicester Royal Infirmary, university and college campuses, major workplaces and sports stadia.<sup>9</sup>

### Covid-19

As referenced throughout the document, restrictions on travel and behaviour are in place at the time of writing due to Covid-19. These include, for example, reduced numbers of passengers permitted on buses to allow social distancing. It is not known how long some of these restrictions will remain in place.

In response to the pandemic however, public transport operators have made changes to their services to provide safer options for travellers. In addition, pop-up cycle lanes have been introduced by the councils, some of which may remain post-pandemic.

National up to date guidance on transport during the pandemic can be found at <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

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<sup>9</sup> 'City council to work with sponsor Santander on new bike share scheme', <https://news.leicester.gov.uk/news>.

## Future Developments

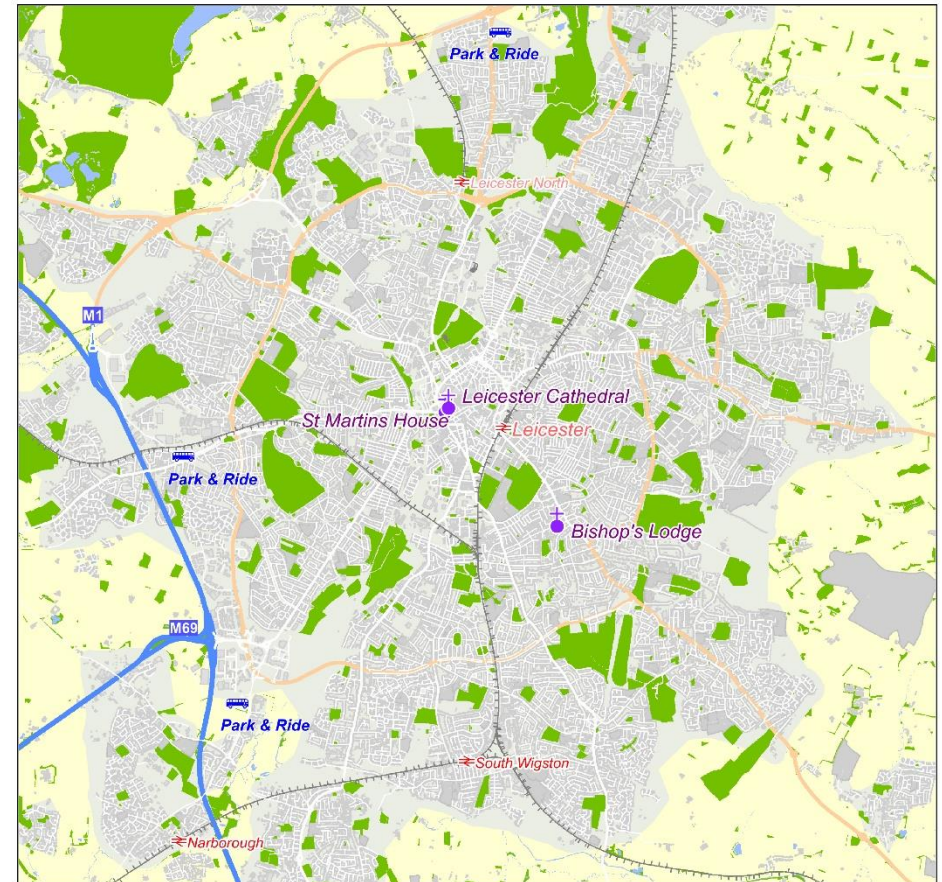
### Buses

The local transport authority has secured funding to develop new electric rapid transit services serving the city from the existing Park & Ride sites at Birstall, Meynells Gorse, and Enderby (see Map 2) plus two new planned sites at Beaumont Leys and Leicester Racecourse.

### Parking

A Workplace Parking Levy scheme is proposed for Leicester and currently being consulted on by Leicester City Council. If introduced, the earliest start date would be late 2022. This could result in a charge being made by Leicester City Council for all staff car parking provided by employers in Leicester. The scale of the current annual licence fee in the only currently existing UK scheme in Nottingham is £424 for employers who provide 11 or more liable places.

**Map 2. Leicester city area and key public transport hubs**





## 2.2 The Diocese of Leicester

The Diocese of Leicester describes itself as follows:

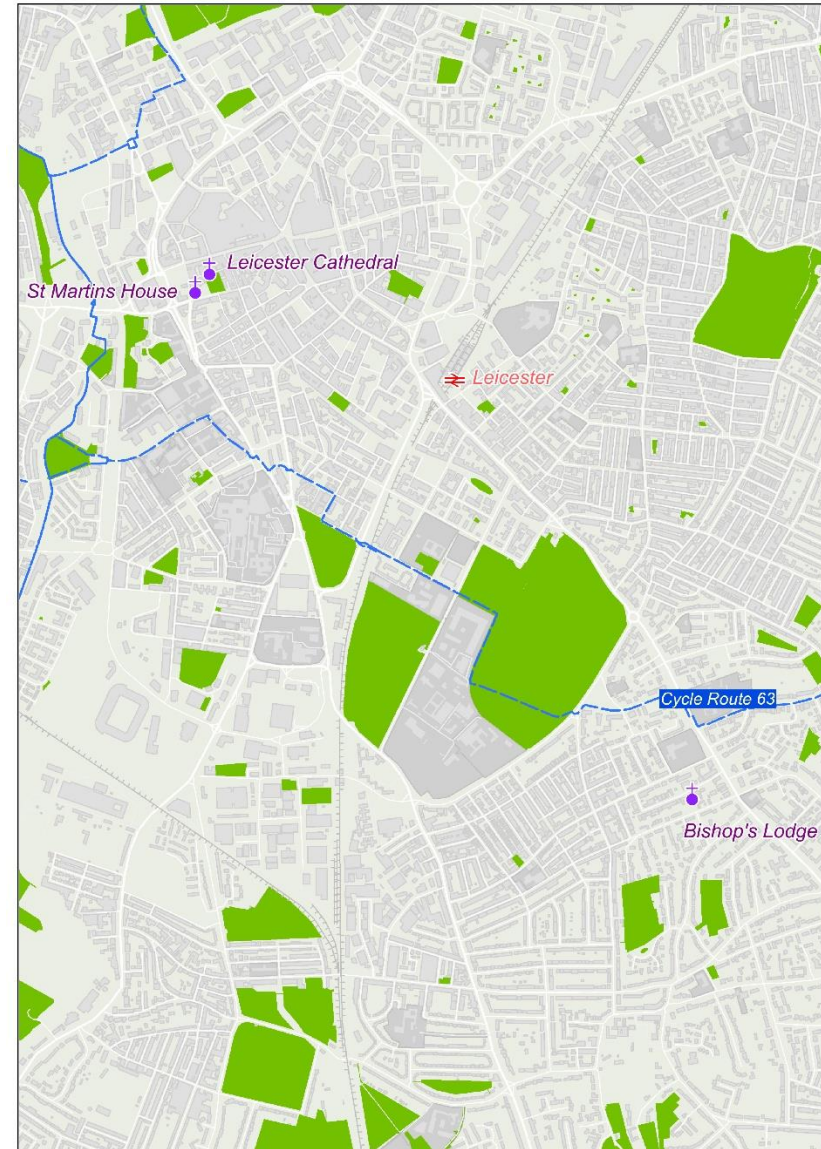
“The Diocese of Leicester is a family of more than 18,000 Christians who worship in church buildings, houses, community spaces and schools. We believe in encouraging every Christian to live out their faith in everyday life, as they pray, tell others about God, and demonstrate God’s love for the world in their actions. With over 320 churches, 234 parishes, almost 100 schools and academy trusts, and a rapidly growing number of fresh expressions of Church, taking in villages, market towns and the city of Leicester, we often describe ourselves as a rural diocese with urban heartlands<sup>10</sup>.”

The offices for the Diocese are based in the gardens next to Leicester Cathedral in the St Martins House Conference Centre. Bishop’s Lodge, situated to the south-east of the city in the Clarendon Park area, is the residence of the Bishop of Leicester (see Map 3).

### Did you know?

Cycle Route 63 passes within 400 m of Bishop’s Lodge and straight into the city (Map 3).

**Map 3.** Leicester city centre and key buildings of the Diocese



<sup>10</sup> <https://www.leicester.anglican.org/about-us/>

### 3. Existing Policies

The following text is taken from the Diocese's policy on business travel for employees.

#### 3.1 Travel and Subsistence

- Authorised travelling and other expenses incurred on outside duties will be approved initially by your Line Manager after consultation with the Establishment Officer and reimbursed on submission of a relevant claim form supported by receipts as appropriate.
- "Official Travel" means travel on duty. It does not include travel between home and office.
- You may claim expenses actually and necessarily incurred in the course of official travel after full information has been supplied on the special forms provided.
- Whilst undertaking Official Travel you will be insured by the DBF in terms equivalent to normal travel insurance policy terms.
- "Subsistence" means such out of pocket expenses as may be necessary in the way of meals and lodging in the course of official travel.
- You should bear in mind any home saving when submitting a claim. The basis of control is the scrutiny of claims after the event. Therefore, reasonable economy must be exercised.
- Expenses shall normally be claimed at the end of each calendar month.

#### Official Travel

##### Public Transport

- Public transport shall be used whenever possible.

##### Rail Travel

- You will only be reimbursed for the appropriate standard class fare for your journey.

##### Taxis

- Taxis are admissible only for journeys for which there is no other suitable method of public transport, or where heavy luggage or equipment is to be transported, or where the saving of official time is important.

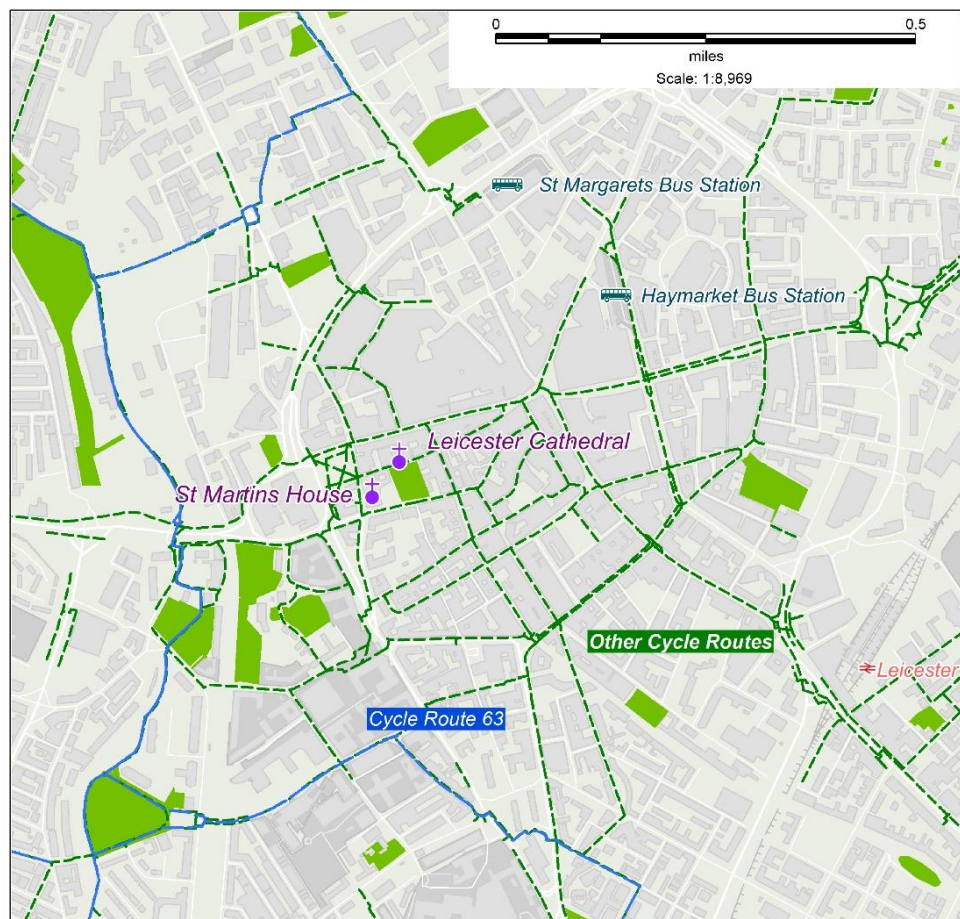
##### Private Vehicles

- The mileage allowance payable to members of staff who use their private vehicles for official business is circulated from time to time in office notices.
- No reimbursement of mileage allowance is made for journeys between home and place of duty for normal office hours.

## 4. Key Sites

### 4.1 St Martins House

**Map 4.** St Martins House & Leicester Cathedral



St Martins House is a Grade II listed former Grammar School that has been repurposed since 2011 as a conference centre.

Situated adjacent to Leicester Cathedral in the 'Old Town' area of the city, it benefits from the variety of transport options that are available to all travellers into the city centre.

### Users of St Martins House

There are usually approximately 50 staff employed by the Diocese who are based at St Martins House although only around 30 are on site at any one time.

There are a number of staff from other employers who rent offices in one of the wings using the building.

Additional users include people using the conference facilities or the large function room that can hold up to 200 people under normal (non-Covid) circumstances.

### Transport Links

Leicester city centre is well served by public transport including both buses and trains; there are two bus stations and a rail station within a 10 – 15-minute walk.

The nearest bus stops, including stops for the Park & Ride services from Meynell's Gorse and Enderby, are 1 – 2-minutes' walk away at St Nicholas Circle. The third Park & Ride service (Birstall) stops within a 5-minute walk at the Clock Tower.

All bus services into the city from the surrounding areas terminate at either of the two bus stations. The rail station is served by trains from East Midlands Railway and CrossCountry.

The city is pedestrian and cycle-friendly with a large part of the centre a car-free pedestrian/cycle zone. National Cycle Route 63 passes close by and there are many other local cycle routes and paths (see Map 4).

Car parking in the city centre is available on and off-street but can be expensive if used all day. A small number of spaces are available for staff permit holders at the front of the building, to the rear of St Martins Lodge (the hotel that is owned and operated by the Diocese opposite St Martins House), and at the local NCP car park. All are permits-to-hunt (spaces not guaranteed) and, with the exception of the NCP permits, are paid for by the permit holders.

## Potential Transport Initiatives

### *Walking*

As a largely pedestrianised city centre, Leicester is extremely walker friendly. Drivers living too far to walk all the commute should be encouraged to use Park & Ride facilities or car parks on the outskirts of the city and walk up to the last 10 minutes of their journey (approximately a half mile).

### *Cycling*

Some members of staff are keen to cycle to the site and there are a few limited facilities to support them in doing so. These include open, uncovered stands to the front of the building, an unofficial lockable area to the side, and two (one male, one female) shower cubicles (see photos 1-3). Security for cycles locked at the front of the building needs improving as some bikes have been stolen.

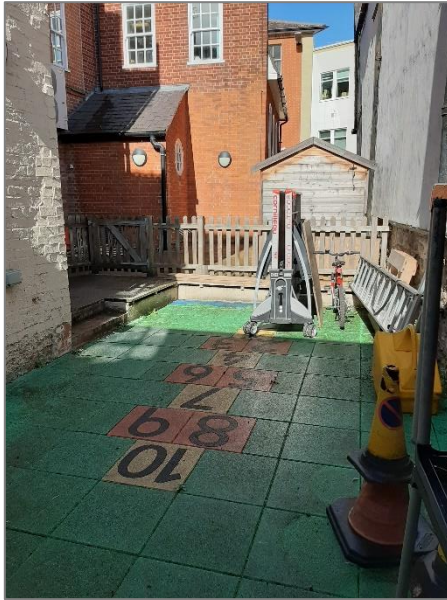
There is potential to attract more cyclists with the introduction of new initiatives, such as:

- A lockable cycle shed.
- Cycle to Work salary sacrifice scheme.
- Promotion of local initiatives such as Wheels to Work from Leicester City Council.
- Other support such as the provision of free inner tubes and puncture repair kits.
- Cycle confidence training.
- Promotion of the Leicester Santander Cycles bike hire scheme.
- SmartGo membership (see page 22).

**Photo 1.** Cycle stands at the front of the building



**Photo 2.** *Informal cycle parking*



**Photo 3.** *Male shower cubicle*



### *Electric Vehicles*

There is the possibility of the addition of charging points for electric vehicles within the Diocese-owned car parks. These could help reduce emissions from driving whilst also generating some revenue if users were charged for their use.

Concerns about creating a demand for driving from those using EVs who may have previously used another method can be mitigated by investments in other areas such as cycle improvements or the provision of cheaper public transport travel.

### *Car Sharing*

During the Covid-19 pandemic and in the immediate post-pandemic period, car sharing is unlikely to be popular. However, if/when the situation improves in the future, the introduction of a car sharing database should be considered.

Marking of car sharing spaces may be possible but difficult to enforce.

### *Public Transport*

With its situation in the city centre, St Martins House is perfectly set as a destination for bus and rail users (not withstanding current Covid-19 fears and restrictions at the time of writing).

Support for cheaper tickets, season ticket loans, personalised travel planning, and even free bus tickets in lieu of free parking passes, could all be considered to encourage public transport use.

## 4.2 Bishop's Lodge

**Map 5.** Bishop's Lodge



Bishop's Lodge is the residence of the Bishop of Leicester. It sits approximately 1.5 miles from the city centre along the A6 to the south west on the edge of Clarendon Park.

The area is a mix of housing, shops, and small independent businesses, and is also popular with students of the University of Leicester adjacent to Victoria Park.

## Users of Bishop's Lodge

There is a very small core of six employees at Bishop's Lodge. Of those, two currently live next to the site.

## Transport Links

Bus services from Arriva, Centrebus, and Stagecoach pass through Clarendon Park and/or down London Road to the city centre.

National Cycle Route 63 passes close by as well as other cycle routes (see Map 5); many of the surrounding roads are small but relatively quiet and well-lit and suitable for walking and cycling.

The rail station is a walk of approximately 25 minutes to the north along London Road, which has wide and well-used pavements.

Public parking areas are limited.

## Potential Transport Initiatives

Although there is presently little motor vehicle traffic to the site and no current cycling, the addition of some basic open and covered cycle stands may encourage future users to cycle, even if only occasionally. With bus stops close by and the station within walking distance for some, support for purchasing public transport tickets may encourage some drivers to consider the alternatives.

The addition of a local cycle hub for the Leicester city cycle hire scheme may also enable a change of travel behaviour.

## 4.3 Launde Abbey

**Map 6.** Launde Abbey



Launde Abbey is a Christian Retreat House and conference centre set in 450 acres of parkland on the east side of Leicestershire; 14 miles from the city and 6 miles south west of Oakham, the county town of Rutland. The nearest villages are Loddington (one mile) and Belton in Rutland (four miles).

## Users of the Abbey

There are currently approximately 35 staff members working on the site including casual and part-time employees.

The facilities include a conference area, 39 en-suite bedrooms which can accommodate up to 78 people (pre-Covid), dining facilities, cultivated gardens, and a twelfth century chapel. There is also a café/tearoom.

Launde Abbey hosts retreats for individuals and groups, conferences, weddings, and daily visitors.

## Transport Links

The Abbey is best reached by car as public transport links are extremely limited. The nearest bus stop is approximately four miles away in Belton in Rutland and requires a hilly walk of more than an hour. The nearest national rail station is a six-mile journey from Oakham.

The nearest main road is Oakham Road one-mile to the north which runs from Oakham to Tilton-on-the-Hill, the A47 that runs between Leicester and Uppingham is 2.75 miles southward. Other surrounding roads are mostly unlit country lanes.

Car parking areas on-site consist of gravel and grass; no individual spaces are marked out although areas for Blue Badge/disabled drivers are marked with signs.

The gravel areas close to the buildings are mainly used by visitors to the Abbey whilst staff members are expected to park on the areas further away or on the flat grass to the front of the site (see Photos 4-7). There are currently no areas specifically for car sharers or electric vehicles.

Despite the hills, the lack of main roads and heavy traffic means that this is an area popular with keen cyclists; the area's most popular cycling café (Café Ventoux) is only a 15-minute ride away near the A47 and Cycle Route 63 from Leicester runs within a mile of the Abbey (see Map 6).

**Photo 4. Gravel parking**



**Photo 6. Disabled parking**



**Photo 5. Grass parking**



**Photo 7. Entrance to the car park**





## Potential Transport Initiatives

### Cycling

Cyclists to the Abbey are generally seen to be 'keen' riders rather than more casual and family riders. This may be an area where improvements could be made.

The introduction of a small covered cycle storage area and charging points for e-bikes could encourage more people to cycle for work or when visiting.

For staff cyclists, there is an old shower that could be brought back into use to help encourage commuting by bike – see Photo 8.

**Photo 8.** Existing shower area



### Electric Vehicles

There is potential for the addition of charging points for electric vehicles, but the Trustees of the Abbey have previously indicated that there would need to be a commercial case for doing so with income from users at least matching costs. This means that any chargers must be of a commercial-use type.

There is a possible area for creation of a charging area outside of the boiler room – see Photo 9.

**Photo 9.** Potential electric vehicle (EV) charging area



### Car Sharing

During the Covid-19 pandemic and in the immediate post-pandemic period, car sharing is unlikely to be popular. However, if/when the situation improves in the future, the introduction of a car sharing database should be considered.

Marking of car sharing spaces would be difficult because of the lack of a tarmac parking area.

### Public Transport

Given the lack of bus and rail links in the area, public transport use is very unlikely to be worth encouraging.

## 5. Carbon Emissions

One of the driving forces behind the decision by the Diocese to implement a travel plan is to measure, baseline, and reduce the emissions associated with Diocese-related travel, both due to commuting and business travel.

Emissions from transport are conventionally reported as kilogrammes (kg) of **CO<sub>2</sub>e** (carbon dioxide equivalent) where CO<sub>2</sub>e is a conglomerate of the greenhouse gases (GHGs): **CO<sub>2</sub>** (carbon dioxide), **CH<sub>4</sub>** (methane), and **N<sub>2</sub>O** (nitrous oxide).

### 5.1 Measuring Emissions due to Commuting

Emissions from commuting journeys were estimated from the information collected in the *Staff Travel Survey and Emissions Assessment* carried out on Survey Monkey over two weeks in September/October 2020 (see [Appendix 2](#)).

Questions gathered the following information:

- Transport choice; including:
  - Driving alone
  - Car share driver & passenger
  - Motorcycle/scooter
  - Taxi
  - Bus
  - Rail.
- Engine sizes.
- Fuel types.
- Number of miles travelled per week by different vehicle type.

This information was combined with GHG emission conversion factors provided by the UK government - *UK Government GHG Conversion Factors for Company Reporting (2020)*<sup>11</sup> to calculate kilogrammes of CO<sub>2</sub>e.

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<sup>11</sup> <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2020>

The steps for calculation were as follows:

- STEP 1: Extract the number of miles travelled per week by each mode for each respondent.
- STEP 2: Calculate the annual miles for each respondent by multiplying weekly miles by (52-5.6) - the number of weeks per year minus estimated holiday times.
- STEP 3: Total the annual miles for each transport/engine type.
- STEP 4: Calculate a scaling factor as number of respondents/total number of possible respondents.
- STEP 5: Multiply annual distances by the scaling factor to get annual population mileage per transport/engine type.
- STEP 6: Multiply the annual mileages by the relevant GHG emission factors for each transport/engine type to calculate annual GHG emissions.

### Total Emissions from Commuting

Emissions calculations gave the following results:

- The total amount of CO<sub>2</sub>e from commuting was **66,344** kg (66.3 tonnes\*).  
Made up from:
  - 65,808 kg CO<sub>2</sub>
  - 66 kg CH<sub>4</sub>
  - 470 kg N<sub>2</sub>O
- The highest source of emissions was from SoVs: **58,587** kg CO<sub>2</sub>e.
- Petrol engines were the highest SoV polluters overall: **27,616** kg CO<sub>2</sub>e versus **24,825** kg CO<sub>2</sub>e from diesel.
- Bus use was the second highest source: **3,952** kg CO<sub>2</sub>e.

\*One tonne is equivalent to 1000 kg

## 5.2 Measuring Emissions due to Business Travel

Two sources of data that could be used to estimate emissions were available:

1. Mileage claims from grey-fleet
2. Travel fares (Train/taxi)

Data on bus and air fares or trips were not available for analysis.

### Mileage Claims

These are claims from grey-fleet users for mileage travelled in a private car. For 2019/2020 these were paid at the HMRC rates of 45p/mile.

This list includes claims from central staff, clergy, Archdeacons, Rural Deans & curates who have to travel into their Parishes (up to the Parish Boundary), and ordinands who need to travel to their training parish and to their theology college.

For 2019/2020 the amount claimed was: £79,775

### Methodology

a) £79,775 equates to 177,278 miles travelled in the year (79,775/0.45).

b) Emission conversion factors were taken from the *UK Government GHG Conversion Factors for Company Reporting (2019)*; dataset *Passenger vehicles, average car size, unknown engine type*.

c) Emissions were calculated as:

*Distance travelled in km x conversion factor for each gas*

d) The total emissions from mileage claims were therefore:

- The total amount of CO<sub>2</sub>e was **50,527** kg (50.5 tonnes).  
Made up from:
  - 50,164 kg CO<sub>2</sub>
  - 46 kg CH<sub>4</sub>
  - 317 kg N<sub>2</sub>O.

### Fares (Train and Taxi)

1. The *HESCET - Higher Education Supply-Chain Emissions Tool* includes emissions conversions factors based on procurement spend.
2. For transport spend, four different transport types are identified: *Rail, Road, Water, and Air*.
3. Factors are included for six GHGs: CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, HFCs (hydrofluorocarbons), PFCs (perfluorocarbons), and SF<sub>6</sub> (sulphur hexafluoride). CO<sub>2</sub>e is the total of each of these GHGs.
4. Data from the Diocese was available for total spend on fares for rail and taxi (road) travel.
5. Because it was not possible to separate spend from rail and road from this data, calculations were made for 100% rail only and 100% road only with the true value assumed to be somewhere in between.
6. The conversion factors have been calculated for 2019 prices, so would need to be adjusted for subsequent years or appropriate updated HESCET tool used.
7. Emissions were calculated as:

Spend in £s x conversion factor for each gas

### Emissions Conversion Factors (2019)

|           | kgCO <sub>2</sub> e/£ |                 |                  |       |       |                 |                   |
|-----------|-----------------------|-----------------|------------------|-------|-------|-----------------|-------------------|
| Transport | CO <sub>2</sub>       | CH <sub>4</sub> | N <sub>2</sub> O | HFCs  | PFCs  | SF <sub>6</sub> | CO <sub>2</sub> e |
| Rail      | 0.96                  | 0.074           | 0.060            | 0.010 | 0.001 | 0.001           | 1.106             |
| Road      | 1.08                  | 0.075           | 0.019            | 0.010 | 0.001 | 0.001           | 1.186             |
| Water     | 2.51                  | 0.082           | 0.032            | 0.005 | 0.001 | 0.001           | 2.631             |
| Air       | 3.21                  | 0.112           | 0.041            | 0.008 | 0.001 | 0.001           | 3.373             |

## Methodology

- a) The total spend on fares was £31,421.
- b) This includes a mix a rail and road (taxi) with the split between the two unknown.
- c) Assuming 100% of the spend was for rail:

$$\text{CO}_2\text{e} = 1.106 \times 31,421 = 34,752 \text{ kg}$$

- d) Assuming 100% of the spend was for taxis:

$$\text{CO}_2\text{e} = 1.186 \times 31,421 = 37,265 \text{ kg}$$

Therefore, the emissions of CO<sub>2</sub>e resulting from travel where fares were claimed back, was between (a) 34.8 tonnes and (b) 37.3 tonnes.

## Total Emissions from Business Travel

- a) 50.5 + 34.8 = 85.3 tonnes
- b) 50.5 + 37.3 = 87.8 tonnes

*The total emissions of CO<sub>2</sub>e from business travel in 2019/2020 were between **85.3** and **87.8** tonnes.*

## 5.3 Emissions Conclusions

From the previous calculations the main measurable emissions sources from annual transport were:

Commuting – approximately 66 tonnes.

Grey fleet business travel – approximately 50 tonnes.

Taxi and train business travel – approximately 36 tonnes.

The vast majority of transport related emissions were therefore created by the use of private, and mainly single occupancy, vehicles (from the data available).

## Did you know?

On a bicycle, you can travel three times faster than you can walk, for the same amount of energy. No other living thing can expend so little energy for so much self-powered travel!

## 6. Travel Plan 2020 - 2025

### 6.1 Commuting Travel

Highlights from the *Staff Travel Survey and Emissions Assessment* (see [Appendix 2](#)) include the following salient findings:

Although a high proportion (81%) of respondents reported that they will usually travel some journeys to/from work in a private vehicle alone, only 51% stated that this was their MAIN commuting mode. This suggests that a high proportion of staff members have a relatively flexible attitude to commuting travel and therefore may be enabled to use more sustainable modes if the right initiatives can be introduced.

Single-occupancy vehicle drivers, especially at St Martins House, can be seen on the maps to live close to each other or on routes passed by other drivers. There is, therefore, scope for an increase in some car sharing at least some of the time i.e. when working patterns match.

Initiatives such as an emergency ride home scheme (to support a passenger if their driver has to leave work unexpectedly) are useful to help remove the barriers that some people have about car sharing.

The proportions who reported cycling (12%) and walking/running (10%) as their main commuting mode are encouragingly high and could be increased if at-work facilities are improved.

Both the travel survey and an earlier additional [review](#) carried out in August 2020 (*Providing Support for the Return to Work & Commuting during Covid 19*) show a strong appetite for an increase in the opportunity for some staff to work from home more often. This is an area where immediate reductions in emissions could be achieved and should be given a high priority for consideration.

### 6.2 Business Travel

Whilst the existing policy ([Section 4](#)) encourages the use of more sustainable travel options e.g. public transport, there is more that can be done to encourage a reduction in grey-fleet (personal car) use that could reduce the costs and emissions associated with business travel.

For example, costs and emissions can be reduced by:

- Meeting virtually rather than face-to-face.
- Encouraging walking and cycling.
- Booking public transport in advance.
- Split-ticketing rail tickets.
- Using hire cars rather than grey fleet.
- Car sharing (where social distancing rules allow).

### 6.3 Enabling Change

A Travel Hierarchy Tree indicates the order in which the choices for how to travel should be considered, with the most desirable at the top and the least desirable at the bottom (see Figure 1). The most effective travel plans include a mix of initiatives to support staff to make choices as close to the top of the hierarchy as possible. Therefore, this WTP includes a variety of initiatives – some small, some larger – to provide that mix of choices and enable people to travel more sustainably more often.

Employees should be encouraged to understand that it is not necessary to forgo all SoV use to take advantage of these initiatives; flexibility with transport choices is key in making a travel plan work.

## 6.4 Incentive Schemes

Incentive schemes are a good way to encourage behaviour change.

The **Choose How You Move** rewards challenge, powered by *BetterPoints*, allows users to earn points for walking and cycling in Leicester City and across the County. You can track your journeys using the free BetterPoints app, earn points and redeem them for high street vouchers or donate them to your favourite charity. See <https://choosehowyoumove.betterpoints.uk/page/choose-how-you-move> for details.

SmartGo is a staff travel-benefits scheme unique to Go Travel Solutions. With all costs covered by the employer, staff members can receive discounts on public transport, cycle equipment & hire (including electric bikes), and car hire from providers such as Arriva, First Bus, CrossCountry Trains, and Halfords.

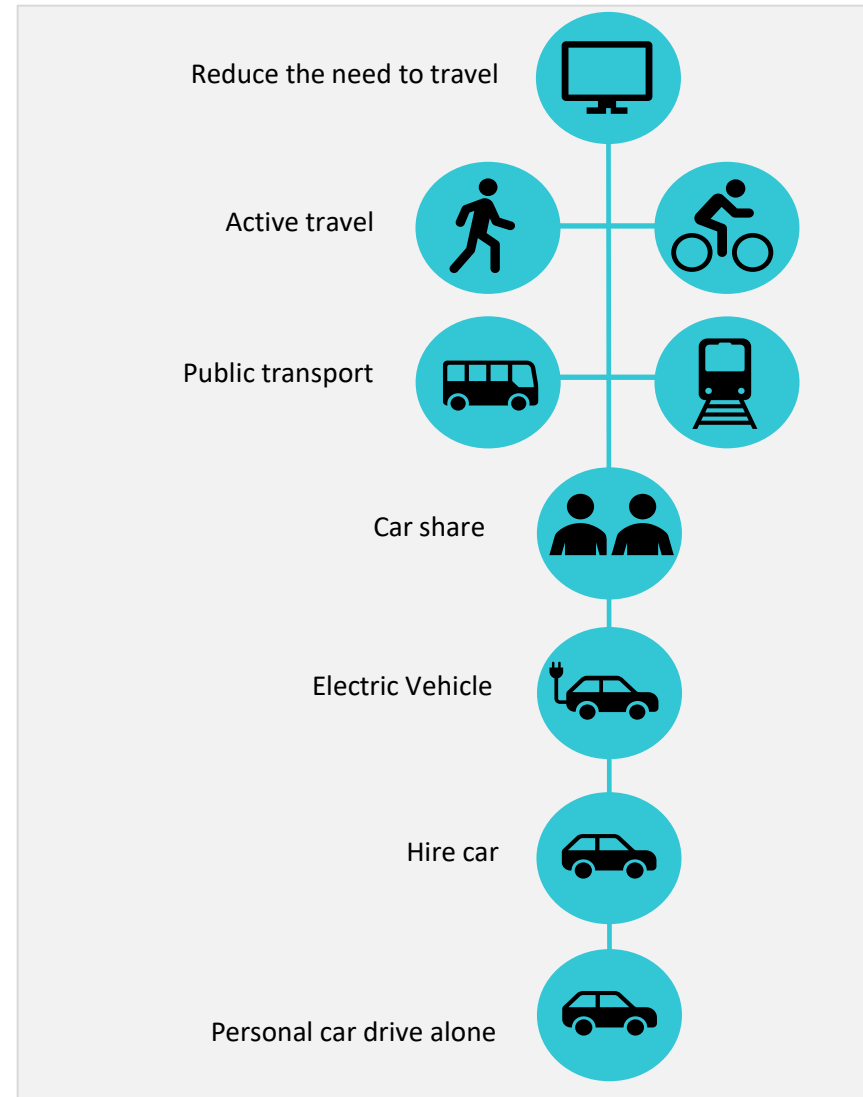
## 6.5 Prioritising Actions

The planned initiatives (see later) have been placed within a **short-**, **medium-**, and **long-**term intended timetable.

Prioritisation was based using a mix of the following criteria:

- Initiatives that the 2020 *Staff Travel Survey and Emissions Assessment* and the *Providing Support for the Return to Work & Commuting During Covid 19* survey indicated would be most likely to be adopted by employees.
- Best-practice examples from elsewhere.
- Knowledge gleaned by Go Travel Solutions in delivering WTPs across the UK.

**Figure 1. Travel Hierarchy Tree**



## 6.6 Initiatives and Policies

### 6.6.1 Working from Home

Although working from home has been the norm for some workers in the UK for a long time, one of the immediate effects of the Covid-19 pandemic was to suddenly enforce this way of working onto millions more as restrictions prevented staff from travelling to offices or working in shared spaces.

As businesses have realised some of the benefits of these new working patterns, it is likely that for many staff members, working from home is going to become far more common if not, in some cases, permanent.

Benefits for staff include a reduced need to commute with the resultant fall in costs, stress, anxiety, and emissions; increased time at home, and a better work-life balance. Benefits for employers include a reduced need to provide office space and parking for staff and the associated costs of having to do so.

In August 2020 Diocese staff were invited to take part in the *Providing Support for the Return to Work & Commuting During Covid 19* survey to assess how staff could be supported to return to the office and/or work at home during and after the pandemic.

Results can be seen in [Appendix 2](#), but the salient points were:

- Before the Covid-19 restrictions, 41% of respondents *Never worked from home* and only 7% *Always worked from home*.
- Of those who *Occasionally worked from home*, 74% found working at home **at least** as effective as working from the office.
- 61% would *like to work from home more than before the restrictions*.
- 53% felt that there was more support that the Diocese could give to enable them to work from home (WFH) more easily.
- In order to support WFH, the Diocese will need to invest in facilities that enable this. These include, but are not limited to: better IT resources (software and hardware), payments for increased home costs, office equipment at home, and an increase in the culture of accessing and using electronic files.

*Policies should create opportunities for flexible working that offers the benefits of home and office working for both staff and employer.*

#### Actions:

##### All sites

- Identify areas where WFH is possible and discuss the possibilities with relevant management teams.
- Encourage departments to offer ideas on how WFH can be enabled without affecting efficiency.
- Draft a WFH policy.
- Invest in the required equipment to enable WFH so that efficiency from staff is maintained, Health & Safety requirements are met, and staff members are not left with costs.

## 6.6.2 Personalised Travel Planning

Personalised Travel Plans (PTPs) are tailored reports for employees that highlight the travel options that are available for a particular journey. They are based upon a one-to-one meeting with a travel advisor during which the staff member can discuss their commuting needs or receive training in the use of on-line travel tools. They can help to show those who may have only considered private car use what other choices may exist and overcome knowledge barriers that previously prevented their use.

*Initiatives should create opportunities for staff to learn of the availability of different forms of transport for their journey.*

### Actions:

#### All sites

- Adopt the Travel Hierarchy Tree as Diocese policy.
- Provide training for staff on the use of Google Maps and Choosehowyoumove.co.uk for creating PTPs.
- Promote the ways in which SmartGo membership can be used to support new transport choices.
- Promote the rewards available from The Choose How You Move rewards challenge for changing transport choices.

## 6.6.3 Walking

*Our Walking Policy: The Diocese will promote walking to staff and visitors*

Introducing walking initiatives is a positive action for any employer because active travel has benefits to staff physical and mental health plus it helps to reduce the emissions from motorised travel and reduces the demand for car parking.

Initiatives can include the establishment of a walking group to offer support between members, the introduction of umbrella pools that loan free umbrellas to staff moving between buildings or to town to reduce the desire to drive because of wet weather, and the creation of a pedestrian map showing key routes around the town including times and step-counts between points to help people reach their daily target.

On a larger scale, Park & Stride schemes at parking sites further away from the destination enable staff members who must drive to work to include some walking as a part of their commute. These spaces should be cheaper than those closer to work and have greater availability to encourage their use.

*Initiatives should encourage walking as the normal method of travelling for short-range journeys and provide opportunities for those living further away to walk part of their commute.*

### Actions:

#### All sites

- Create umbrella pools.
- Adoption and promotion of The **Choose How You Move** rewards challenge.

#### St Martins House/Bishop's Lodge

- Introduce a **Walk the Last Half** scheme to encourage drivers (staff and visitors) to park in car parks slightly out of the city centre and walk the last half mile/10 mins.
- Create pedestrian maps on the webpages to show directions and times from public transport hubs.



#### 6.6.4 Cycling

*Our Cycling Policy: The Diocese will promote cycling to staff and visitors*

Schemes that have been shown to enable cycling elsewhere range from the very small e.g. providing loans of cycle lights and locks or free puncture repair kits; to the much larger e.g. refurbishment of showers.

See [Appendix 1](#) for different types of cycle storage that may be appropriate for different sites.

*Initiatives should aim to provide the most appropriate, safe and secure storage for cyclists and make it easy to shower and change at the destination if needed. They should also support both existing and new cyclists as well as increase the acceptance of cycling as a normal method of travelling for short and mid-range journeys.*

##### **Actions:**

###### All sites

- Apply for a Leicester City Council sustainable travel grant.
- Introduce the Cycle to Work scheme with a limit that allows the purchase of e-bikes.
- Loan out cycle locks and lights to staff at no cost.
- Have a supply of repair kits and inner tubes available at no cost to staff.
- Ensure that showers & changing areas are kept clean and usable.
- Promote the LCC Wheels to Work initiative.
- Promotion of the Leicester Santander Cycles bike hire scheme.
- Adoption and promotion of The Choose How You Move rewards challenge.
- Investigate setting up cycling skills training through LCC.

###### St Martins House

- Improve cycle parking to include covered open stands for visitors and a lockable shed for staff including a charging point for e-bikes.

###### Launde Abbey

- Introduce covered open cycle parking.

#### 6.6.5 Public Transport

*Our Public Transport Policy: The Diocese will promote public transport to staff and visitors*

Many of the Diocese staff members live within close proximity of a good range of public transport options, and as a part of the councils' planned investment in local bus infrastructure, some of these options will become even lower-carbon alternatives e.g. the proposed electric rapid transit scheme.

Public transport discounts are available to Diocese staff via SmartGo membership. SmartGo is a national scheme, exclusive to Go Travel Solutions, providing discounted workplace travel, helping employers incentivise low-carbon transport and save their staff money. Offers are available on buses, trains, bikes and more, all accessed through the online portal.

Additional rail savings are available by using the split-ticketing method. This involves splitting a single journey into several smaller journeys and buying those corresponding tickets. Often, this works out much cheaper than purchasing one ticket for the whole journey. To make it easier, websites such as [www.splitticketing.com](http://www.splitticketing.com) can be used to plan the journey and book the tickets.

*Initiatives should aim to create knowledge of the existence of the free staff membership of SmartGo and the range of discounts available as well as advising staff on other methods to reduce public transport costs.*

##### **Actions:**

###### All sites

- Provide training for staff on the use of Google Maps and [Choosehowyoumove.co.uk](http://Choosehowyoumove.co.uk) for planning public transport journeys.
- Encourage signing up to SmartGo and promote the available discounts.
- Provide advice and support on the use of split ticketing for rail travel.
- Offer loans for the purchase of public transport season tickets, particularly where a cost saving can be made as a result (e.g. purchasing an annual ticket instead of regular monthly tickets).
- Encourage staff to swap free parking permits for free public transport season tickets.

### 6.6.6 Car Sharing

*Our Car Sharing Policy: The Diocese will promote car sharing to staff and visitors*

Recent technological changes in the use of smartphones and car share software mean that third-party applications offer attractive solutions to the question of how to match drivers who travel similar journeys.

However, no car share solution will be successful unless supported by a programme to promote its availability and incentives to encourage its use.

*Initiatives should aim to reduce the barriers to participation in car sharing by making it more beneficial than driving alone and easier for potential sharers to find and communicate with each other.*

#### **Actions:**

All sites

- Investigate solutions provided by third-party car share providers.
- Commit to regular promotion of the chosen scheme.
- Create dedicated car share spaces with effective enforcement.

### 6.6.7 Electric Vehicle (EV) Use

*Our EV Policy: The Diocese will seek to encourage, enable, and support staff to switch to cleaner electric vehicles.*

As our awareness of the consequences of the pollution caused by petrol and diesel vehicles has increased so has our demand for cleaner motorised transport. Nationally, although EVs, hybrids and other alternatively fuelled cars still only make up a small percentage of the traffic on our roads, their percentage is growing and is likely to continue to do so.

The introduction of electric charging points at drivers' destinations helps to ensure that barriers to the uptake of EVs, such as the fear of not being able to charge the battery and concerns about range, can be reduced.

*Initiatives should aim to encourage the use of electric vehicles in situations where other non-car forms of transport are not available or appropriate.*

#### **Action:**

All sites

- Promotions of the benefits of electric vehicles versus conventionally-fuelled vehicles to staff e.g. <https://www.goultralow.com/>.
- Introduce electric charging points in the Diocese owned car parks and cycle sheds.
- Make EV-specific leasing schemes available as a staff benefit.

### 6.6.8 Car Parking

Car parking can be a very useful asset for enabling some staff to get to work. However, it can also cause barriers for those who do not have access to a car if investment in car parking reduces the availability of alternative transport initiatives or if motorised access to the site makes cyclists and pedestrians feel unsafe.

Driving to work can be an expensive and stressful activity for some people and studies have shown that active commuting methods such as cycling can result in healthier staff who take less time off sick.

*Initiatives should help to ensure that car parking is a facility that is used by those with the greatest need and/or least access to other forms of travel. Properly managed, a car park can benefit all staff members and encourage car users to consider whether driving is the most appropriate transport choice for their next journey.*

#### Actions:

##### All sites

- Ensure that driving a car is not promoted as the EXPECTED method of staff commuting.
- Promote alternatives to driving to all staff members especially those who are starting as new employees.
- Encourage and support take-up of electric vehicles by providing charging points in all Diocese car parks.

### 6.6.9 Business Travel

*Our Business Travel Policy: Wherever possible, the Diocese will strive to reduce the need to travel and provide staff with sustainable transport options for their business-related journeys where travel must be taken*

Reducing the need to travel is an effective tool for reducing costs and harmful emissions caused by vehicle use, especially from grey-fleet. Encouraging and enabling staff to hold virtual meetings via Teams, Zoom, or other similar platforms is an easy solution for reducing that need.

Where travel is required, making it compulsory for staff to consider non-grey-fleet methods should also be prioritised; for example, requiring evidence that staff have done so before approving car use.

Where it is necessary to drive, hire cars should be used wherever possible because they have been shown to be cleaner and safer on average than other vehicles on the road. For some journeys, they are also cheaper than paying mileage rates.

*Initiatives should aim to ensure that all staff travelling for business consider the most appropriate and/or cost-effective form of meeting and transport for their next journey.*

#### Actions:

##### All sites

- Train staff on the best use of smart phones, laptops, and PCs for virtual meetings.
- Encourage rail split-ticketing to reduce travel costs where appropriate.
- Tie reimbursement figures to HMRC levels and include a rate for cycling.
- Require other options to have been considered and evidenced before allowing grey-fleet use.
- Set up a hire car account and booking system for staff.
- Consider making hire car use consideration mandatory where business travel must be driven.
- Encourage line-managers to discuss business travel choices with staff.

### 6.6.10 Promotion and Management of the Travel Plan

Continuous promotion of the WTP is of paramount importance. Without knowledge of the plan's initiatives Diocese employees will be unlikely to take advantage of them. It's also important for employees to feel like they have an affinity with, and involvement in, the development and growth of the plan as it moves forward.

The introduction of a Travel Plan Steering Group will help to drive forward the initiatives included within the WTP. The group should include representatives from the different sites plus other interested parties from across the Diocese.

Starting a new job is a life-change that represents a good opportunity to establish sustainable travel habits before a reliance on SoV travel is established. Therefore, the induction programme for new staff is an ideal chance to promote the WTP, its aims, actions, and expectations. Regular ongoing promotion should also occur to remind all staff members of the alternatives to driving that are available to them and their potential advantages.

The benefits available from The Choose How You Move rewards challenge and SmartGo membership are great tools to help publicise and promote the plan.

*Initiatives should aim to raise awareness of the WTP and its initiatives plus give Diocese employees a sense of ownership of the plan.*

#### **Actions:**

##### All sites

- Create a Travel Plan Steering Group.
- Include information about the WTP within the induction programme for all new staff.
- Send out regular informative/motivational messages.
- Develop individual sites' webpages to include clear information on how to plan a visit with priority given to non-car options where appropriate.

##### St Martins House/Bishop's Lodge

- Have more involvement with campaigns and events throughout the year such as Cycle-to-Work Day.

### 6.6.11 Carbon Assessment

Carbon assessments should be carried out annually to evaluate improvements (reductions) over time.

The baseline calculations for emissions due to business travel in this document are restricted to being estimates due to the uncertainty in the claims for taxis and trains and the unavailability of data regarding air or bus travel.

*To improve the validity of these calculations in future evaluations, the data needs recording in such a way that different transport modes can be extracted.*

#### **Actions:**

##### All sites

- Where possible, ensure that mileages by different modes are recorded along with costs.
- Ensure that data is recorded so that distances and/or costs per mode are more easily extracted for analysis.

## 7. Progress Monitoring

Regular annual surveys should be used to assess progress of the WTP. These should seek to measure ‘usual’ travel habits and should be run during a time of year when weather can be expected to be more benign – therefore Autumn and Spring are good options.

Given that the 2020 baseline survey was held during September/October, Autumn 2021 would be the most appropriate time to have the first follow-up. Future surveys should then run annually as close as possible to the same time of year to allow fair comparisons.

As far as possible, the surveys should be run online (including a mobile phone friendly version) as this reduces the need for manual data entry, which is time consuming, harder to communicate, expensive, and can be a source of data error.

The WTP should be considered a live ‘work-in-progress’ rather than a completed document/policy. The annual travel survey results should be used as evidence for which initiatives are working and appropriate and which are not.

Following on from the annual survey, a plan should be made as a set of actions for the following 12 months based on the survey findings. This plan should be filed as an Addendum to the original WTP.

### 7.1 Progress

Progress should be measured using trends taken from at least three years of data. Modal splits are likely to fluctuate from year-to-year and therefore individual data points are not a reliable measure of progress.

Transport behaviour change is an extremely difficult process that can take many years to bear fruit. All progress towards a target should be considered positively even if a target has not yet been achieved. Where targets have not been reached, this should not be considered a failure but should be used to trigger appropriate actions for the next year of the WTP.

### 7.2 Targets

Survey data from 2020 should be used as the baseline measure for modal split of travel choices and any future targets should be set from these figures. Caution should be used when setting and evaluating progress towards targets however: wherever possible, targets should be evidence, or at the very least, experience-based rather than seeming to have been set at a convenient whole number (e.g. a reduction in SoV use from 60% to 50%).

Any targets that are set should follow the SMART system: i.e. they must be **S**pecific, **M**easurable, **A**ppropriate, **R**ealistic (evidence/experience based), and **T**ime-set.

#### Targets for 2021

- Plan for a follow-up annual travel survey in Autumn 2021.
- Carry out all **short-term Actions** before the annual travel survey.
- Complete five of the **medium-term Actions** before the annual travel survey.

#### Target for 2025

- To have a clear and measurable shift in transport choices and a concomitant reduction in emissions from the 2020 baseline.

#### Target for 2030

- For emissions from Diocese-related transport to be net-zero. Note that this is unlikely to be achieved solely by transport-related behaviour change and may require some offsetting in addition.

# Appendices

## Appendix 1: Cycle Facilities

There are different types of storage that vary in cost and functionality. No single storage solution is suitable for all situations and sites should be evaluated ahead of any installation to assess the most appropriate type.

### 1. Open and Uncovered

Popular because of their low cost, relatively easy installation, and suitability for small spaces; the most popular open and uncovered stand type is the Sheffield stand – a steel hoop to which a bike or motorbike can easily be locked.

These are available as single hoops or multistand ‘toast racks’ that can be set into, or bolted onto, a suitable base.

Other solutions include vertical stands, wall-mounted stands, and racks that hold the front wheel only (‘wheel benders’ – not recommended) plus some more innovative designs including stands integrated into plant pots and lamp posts.

Best for short-term parking due to reduced security compared with an enclosed and lockable shelter.

*Photo 10. Single Sheffield Stand*



Photo courtesy of bikedocksolutions.com

*Photo 11. Integrated Designs: the Cyclehoop and Planter Rack*



Photos courtesy of cyclehoop.com

**Photo 12.** 'Toast Rack'



Photo courtesy of cyclepods.co.uk

**Photo 13.** Vertical Cyclepod



Photo courtesy of cyclepods.co.uk

## 2. Open and Covered

Where more space is available, open stands can be improved by adding a cover to protect cycles from inclement weather.

These are available in a wide range of styles and designs.

**Photo 14.** Basic Cover



Photo courtesy of bikedocksolutions.com



### 3. Open Shelters

These are a more enclosed and protected version of the open and covered shelters but still allow admission to all users without requiring the need to access a lock.

### 4. Semi-Open Shelters

Similar to an open shelter but with the addition of a lockable door inside to divide the shelter in two.

The lockable area is more appropriate for longer-term parking that requires a higher level of security.

*Photo 15. Lockable Internal Door*



Photo courtesy of cyclepods.co.uk

### 5. Lockable Shelters

In style similar to semi-open shelters but with the lockable door moved to the outside so that access is only available to users with the appropriate key.

Locks can range from a traditional key or padlock to more sophisticated access card types. Management of these must include a method of renewing/refreshing the list of those who have access at regular intervals.

*Photo 16. Lockable Shelter*



Photo courtesy of cyclepods.co.uk

## 6. Internal/Underground Storage

Requires an internal or underground space or room. If managed appropriately this has the potential to have the highest level of security if access can be controlled.

Where space and finances allow, capacity can be increased by using a two-tier option.

**Photo 17.** Two-tier solution



Photo courtesy of bikedocksolutions.com

## 7. Individual Lockers

Lockers offer a high level of security but tend to be more expensive and less space efficient per bike than the multi-bike options.

**Photo 18.** Locker for one (or two) bikes



Photo courtesy of cyclepods.co.uk

For further information on the infrastructure shown here please see the following websites:

[www.bikedocksolutions.com](http://www.bikedocksolutions.com)

[www.cyclehoop.com](http://www.cyclehoop.com)

[www.cyclepods.co.uk](http://www.cyclepods.co.uk)

## Appendix 2 – Staff Survey Results 2020

### A. Providing Support for the Return to Work & Commuting During Covid 19

#### Background

This survey was carried out in August 2020.

Its purpose was to assess the support that staff required to adjust to new working practices, including working from home (WFH), following six months of working restrictions caused by the risk of infection from Covid-19.

#### Introduction

The survey was presented to the staff with the following introduction:

The country is going through some unprecedented times with the Covid-19 pandemic. We want to understand how attitudes have changed towards travel & working from home, and how future travel patterns may be different.

Please take just 5 minutes to complete this short survey on your work-related travel and behaviour before, during and after the Covid-19 restrictions. Your answers will help to identify ways we can support staff with home working and return to the workplace as restrictions are lifted.

This survey is hosted on Survey Monkey by local sustainable travel consultancy Go Travel Solutions on behalf of the Diocese.

No personal information will be shared. Anonymous data may be shared with third parties, including local authorities, transport providers and employers, to help improve future transport provision.

#### Demographics

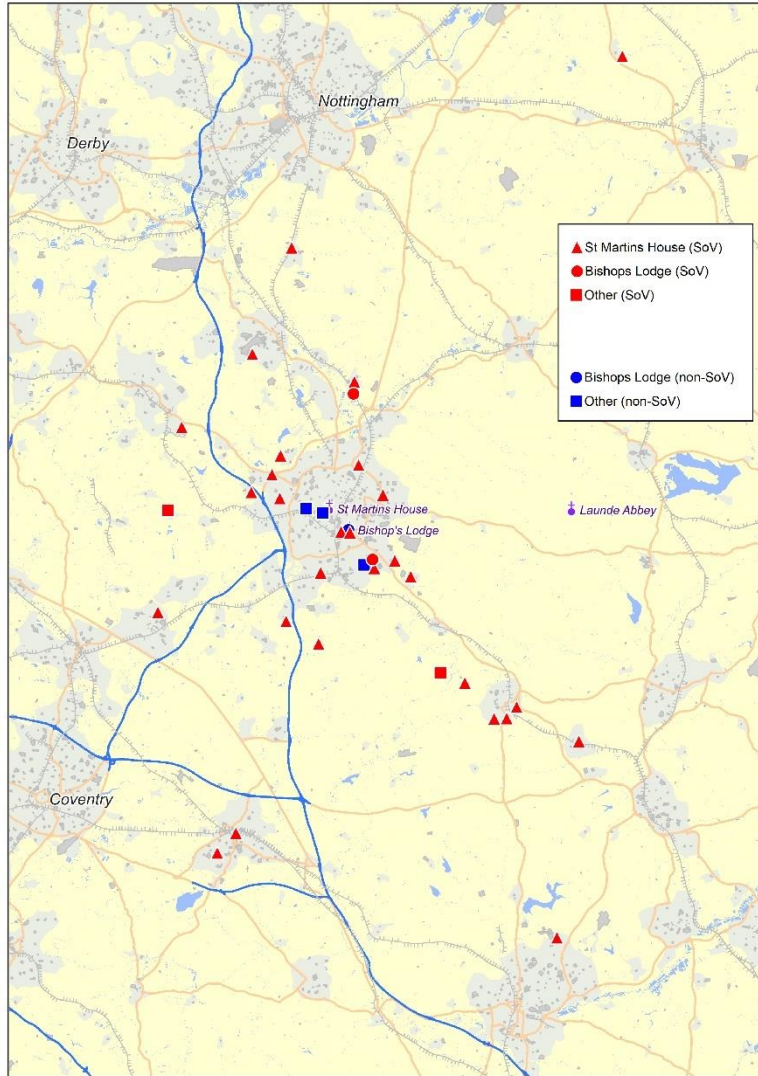
- N.79 staff members of the Diocese responded to the survey and gave permission for their data to be used.
- This represents 73% of Diocese employees (total n.108)
- The vast majority (n.66; 86%) of respondents were based at St Martins House.
- There were no responses from Launde Abbey.

#### Map

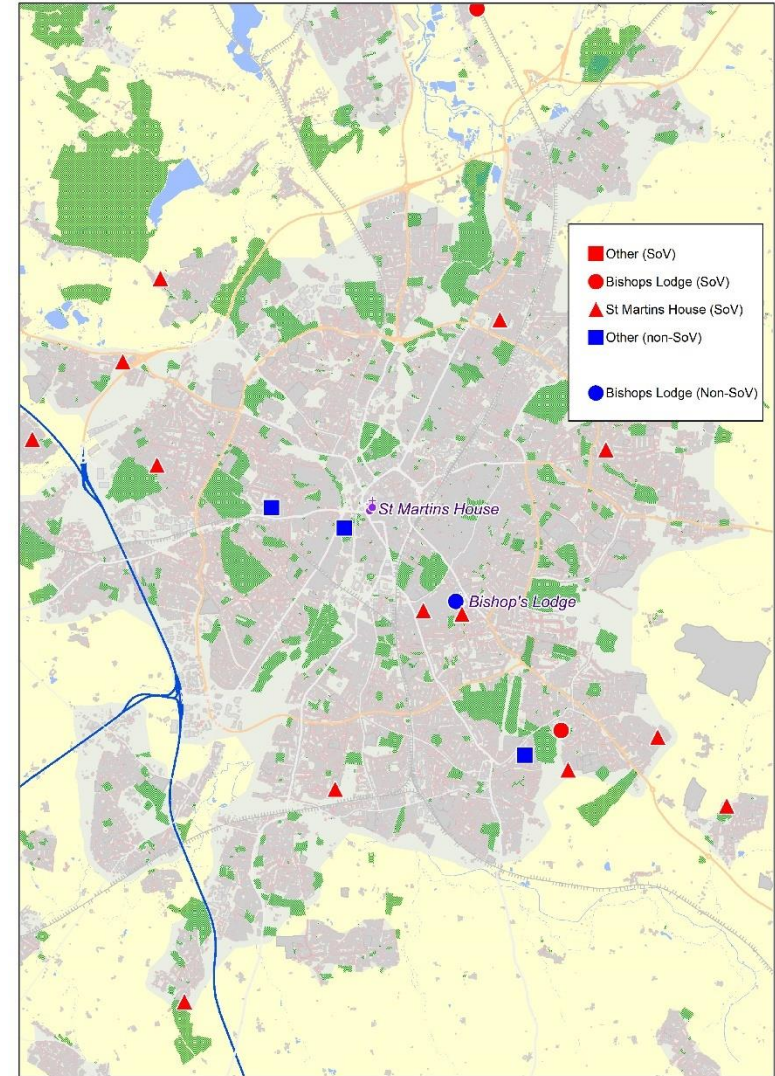
N.65 respondents provided a home postcode that could be mapped.

The following maps show those who mainly drive a car alone to work – single occupancy vehicles (SoVs) – and those who mainly choose a more sustainable option.

Map 7. All plotable home postcodes



Map 8. Leicester-based home postcodes



## Findings

### Travel to Work

- Before the Covid-19 restrictions, *Car driver alone* (n.41; 53%) was the most popular main transport choice for the commute; *Walk/run* was the second most popular (n.12; 16%) followed by *Bus* (n.6; 8%).
- Following the pandemic:
  - Staff are primarily **less interested** in *Bus* (n.37; 54%), *Car sharing as a passenger* (n.22; 33%), *Car sharing as a driver* (n.20; 29%), and *Train* (n.18; 27%).
  - They are **more interested** in *Cycle* (n.27; 39%), *Electric cycle* (n.18; 28%), and *Walk/run* (n.17; 25%).
  - *Car driver alone* is expected to remain as the most popular main commuting choice, but the percentage choosing it may fall (n.26; 35%).
  - *Working from home* (n.11; 15%), and *Bicycle or e-bike* (n.9; 12%) saw the highest increases in being the main choice.
  - The comments suggested that some staff are considering a mixture of different options.
- Schemes to encourage active travel were popular options to support commuters including *A reward scheme for cycling and walking* (n.25; 47%), *information on routes and new cycle lanes* (n.21; 40%) and *use of an e-bike* (n.16; 30%).
- *Discounts on buses, cycling, and trains* was also popular (n.19; 36%).
- For those who drove to work alone before the restrictions (n.41), n. 27 (66%) chose at least one non-car option to help support with their commute when returning to the office. *Information on routes and new cycle lanes* (n.11; 41%) and *use of an e-bike* (n.10; 37%) were the most popular schemes.
- For those who intend to drive to work alone when returning to the office (n.26), n.14 chose at least one non-car option to help support with their commute. *Information on routes and new cycle lanes* and *use of an e-bike* (both n.4, 29%) were again the most popular schemes.
- Map 8 shows that some home postcodes of SoV commuters (in red) may be close enough to the city-based sites that other forms of travel could be considered e.g. cycling or bus (when appropriate).

## Working from Home

- Before the Covid-19 restrictions, n.31 respondents *Never worked from home* (41%) and only n.5 (7%) *Always worked from home*.
- Of those who *Occasionally worked from home*:
  - N.10 (13%) stated that *it was less effective than working from the office*
  - N.18 (24%) stated that *it was as effective as working from the office*
  - N.11 (15%) stated that *it was more effective than working from the office*
  - To summarise – n.29/39 (74%) found working at home **at least** as effective as working from the office.
- A majority of respondents (n.45; 61%) would *like to work from home more than before the restrictions*.
- Conversely, a minority (n.3; 4%) would *like to work from home less than before the restrictions*.
- N.12 (16%) *don't expect/want to work from home* at all.
- Over half (n.40; 53%) of respondents felt that there was more support that the Diocese could give to enable them to WFH more easily.
  - *Better IT equipment* (n.31; 78%) was the most common request for support and this was backed up by *Better online communication tools* (n.14; 35%), and *A work mobile phone* (n.13; 33%).
  - Comments left also made reference to needing better IT support, including costs, and remote access to work files.
  - Physical office equipment such as *chairs* (n.13; 33%), *stationary* (n.10; 25%), and *desks* (n.8; 20%) would also support WFH.

## Comments

1. Driving alone is expected to remain as the most popular main choice for commuting; however, there is an increase in interest in more active travel modes such as walking and cycling.
2. It is unsurprising that travel methods that involve close contact with others e.g. public transport and car sharing, are less likely to be popular in the months following the Covid-19 pandemic. It is unknown at this stage how long the uncertainty of close contact with others is likely to continue.
3. Staff would like to receive information and other support to enable active travel.
4. There is an interest from staff in increased opportunities to work from home.
5. In order to support WFH, the Diocese will need to invest in facilities that enable this. These include, but or not limited to: better IT resources (software and hardware), payments for increased home costs, office equipment at home, and an increase in the culture of accessing and using electronic files.

## Potential Steps for Further Development

### Short Term (1-2 months)

1. Promote the free Choose How You Move rewards challenge, powered by BetterPoints ([www.betterpoints.uk/page/choose-how-you-move](http://www.betterpoints.uk/page/choose-how-you-move)), which allows members to earn points for walking, cycling or using public transport. When enough points have built up, they can be exchanged for high street vouchers or donated to a favourite charity.
2. Apply for a Leicester City Council (LCC) sustainable travel grant:
  - a. An active travel grant (up to £5000 per year). Match funding is required, although this can be in kind. An application form can be downloaded from the Leicester Business Engagement section of the CHYM website: [www.choosehowyoumove.co.uk/businesses/](http://www.choosehowyoumove.co.uk/businesses/)
  - b. A £300 cycle grant (available without requiring match funding). These are for projects, publicity, training or other initiatives which help get more staff cycling. For more information and to apply, see [www.leicester.gov.uk/transport-and-streets/cycling-in-leicester/cycling-schemes/300-cycle-challenge/](http://www.leicester.gov.uk/transport-and-streets/cycling-in-leicester/cycling-schemes/300-cycle-challenge/) and contact [cycle-city@leicester.gov.uk](mailto:cycle-city@leicester.gov.uk).
3. Take up SmartGo membership for the discounts that it provides on electric bikes & cycle equipment, and public transport.
4. Promote local opportunities for active travel such as the City Council *Wheels to Work* scheme: <https://www.choosehowyoumove.co.uk/cycling/wheels-to-work/>
5. Promote the *Choose How You Move* webpages as a source of transport information: <https://www.choosehowyoumove.co.uk/>
6. Provide staff training on the use of resources such as Google Maps: <https://www.google.co.uk/maps/>

7. Other current (summer/autumn 2020) LCC initiatives to support sustainable travel to work can be found at:

<https://www.choosehowyoumove.co.uk/wp-content/uploads/2020/05/Sustainable-Travel-Initiatives-for-Businesses-and-Employees-Covid-19-Update.pdf>

8. Identify areas where WFH is possible and discuss the possibilities with relevant management teams.
9. Encourage departments to offer ideas on how WFH can be enabled without affecting efficiency.

### Medium Term (2-3 months)

1. Keep up-to-date with the LCC e-bike share scheme due to be launched October 2020.
2. Introduce a salary sacrifice scheme for purchasing tax-free bikes and e-bikes.
3. Draft a WFH policy.
4. Invest in the required equipment to enable WFH so that efficiency from staff is maintained, Health & Safety requirements are met, and staff members are not left with costs.

### Longer Term (3 months+)

1. Create a Travel Plan (ongoing).
2. Invest in active travel facilities e.g. cycle storage, showers etc.
3. Create a Travel to Work webpage listing the support available.
4. Promote car sharing (if and where possible).
5. Promote public transport (if and where possible).

## Graphs and Data

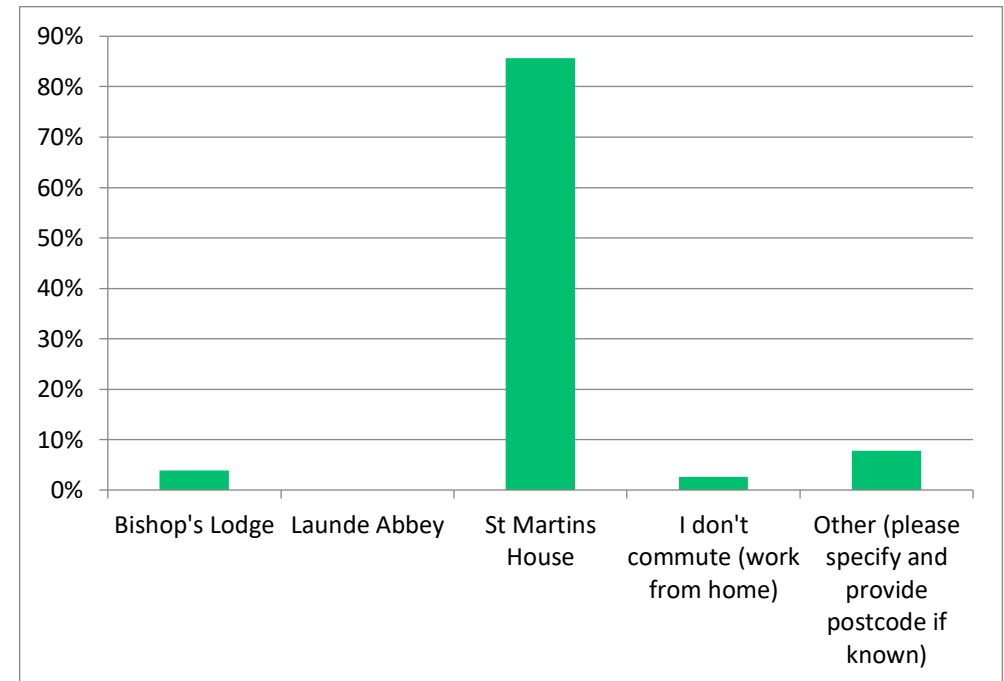
### Q1. Based on the above, are you happy to continue with the survey? (n.79)

|     |      |    |
|-----|------|----|
| Yes | 100% | 79 |
| No  | 0%   | 0  |

### Q2. To give us some idea of how far you travel to work, and from where; please provide the postcode from which you usually commute:(This will be used for mapping only) (n.65)

See maps above.

### Q3. To which of the following sites do you commute most often? (n.77)

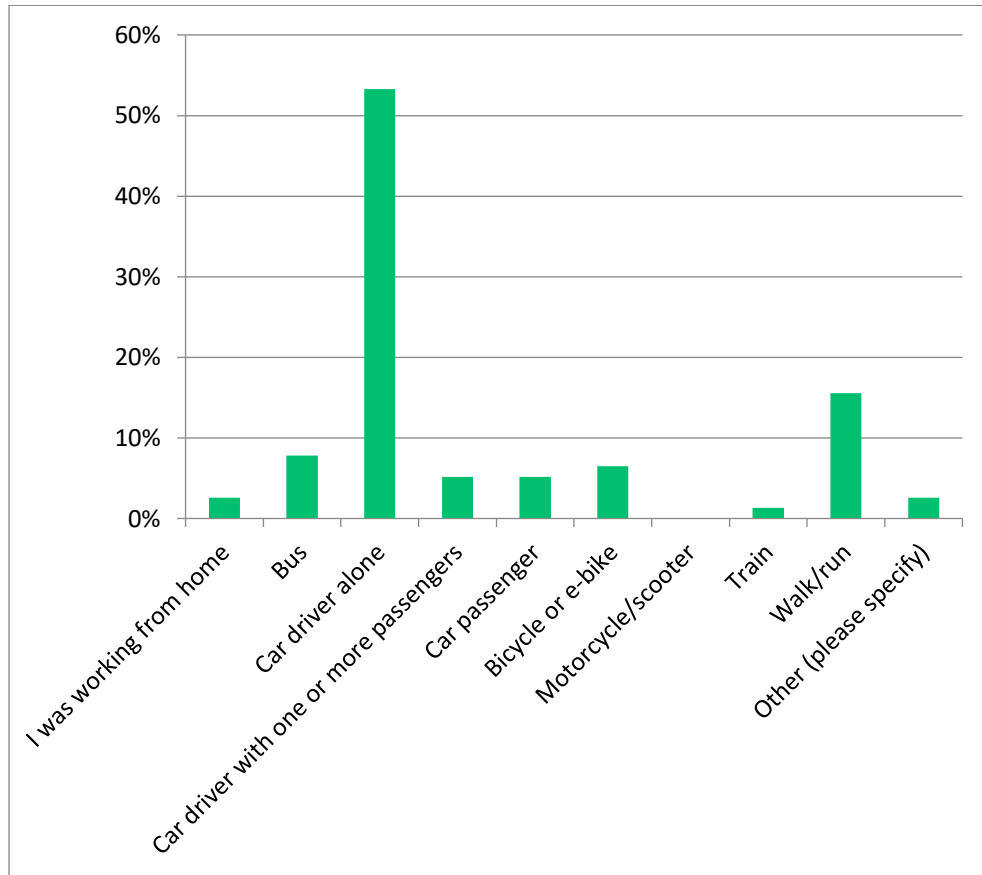


Other: [reported verbatim]

- regular and varied site visits.
- A mixture
- The Cathedral
- CTOL Community House
- Cathedral
- SMH but also all around the diocese and further afield



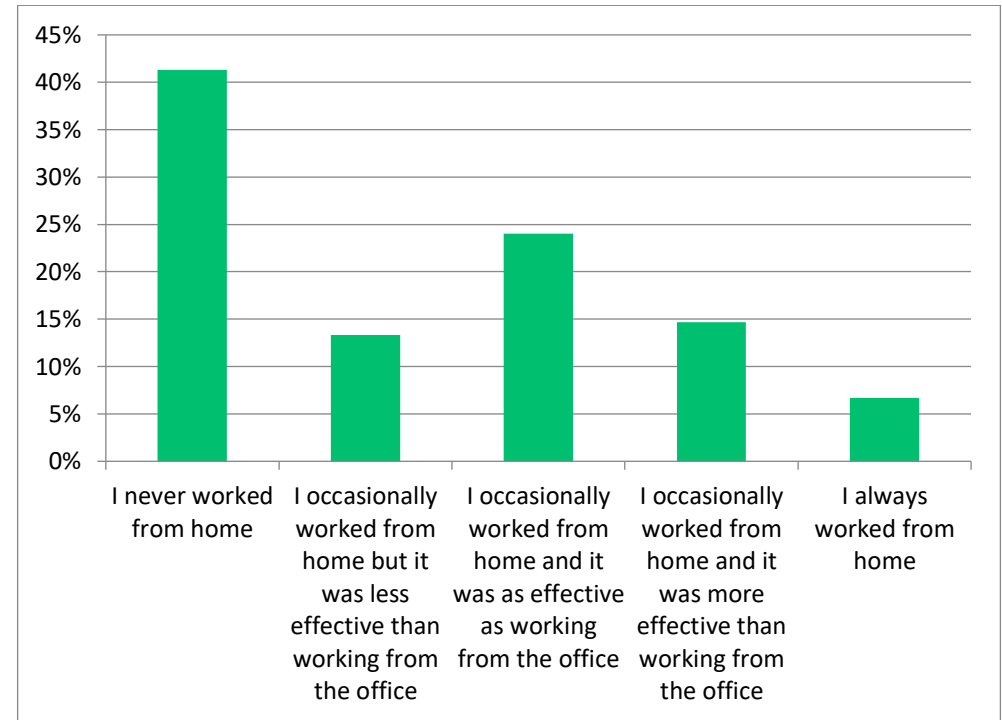
**Q4. Before the Covid-19 restrictions, what was your MAIN transport choice on your USUAL commute? (n.77)**



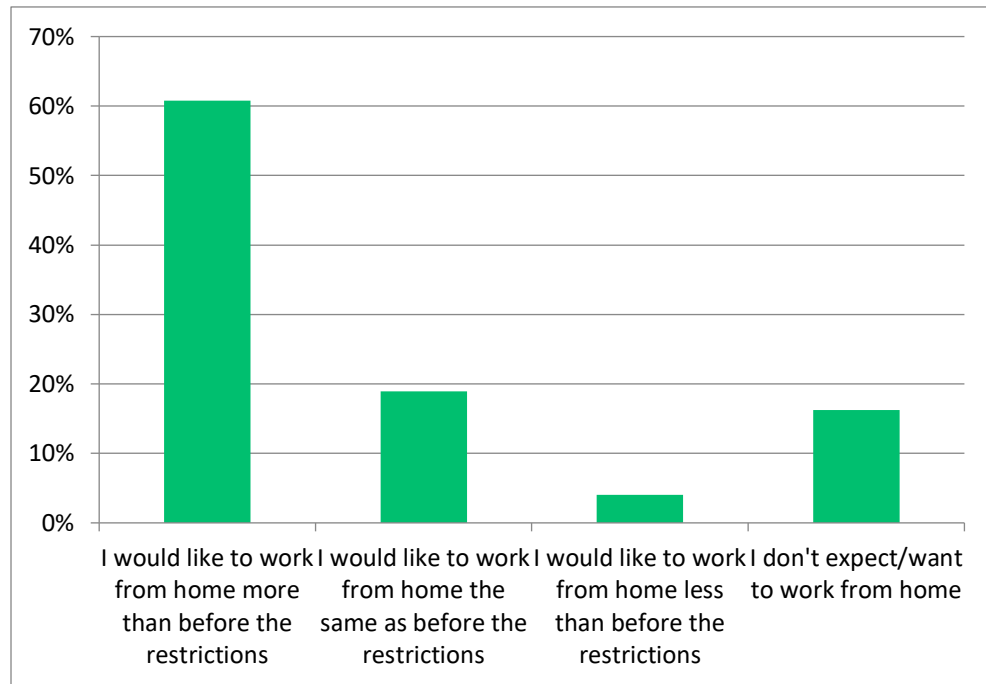
Other:

- Mix of bus and car with another passenger
- Car to the Knighton Park and then bicycle to St Martins House

**Q5. Before the Covid-19 restrictions, which of the following statements best describes your experience of working from home? (n.75)**



**Q6. Once you can return to your regular workplace, which of the following statements best describes your preference for future working arrangements? (n.74)**

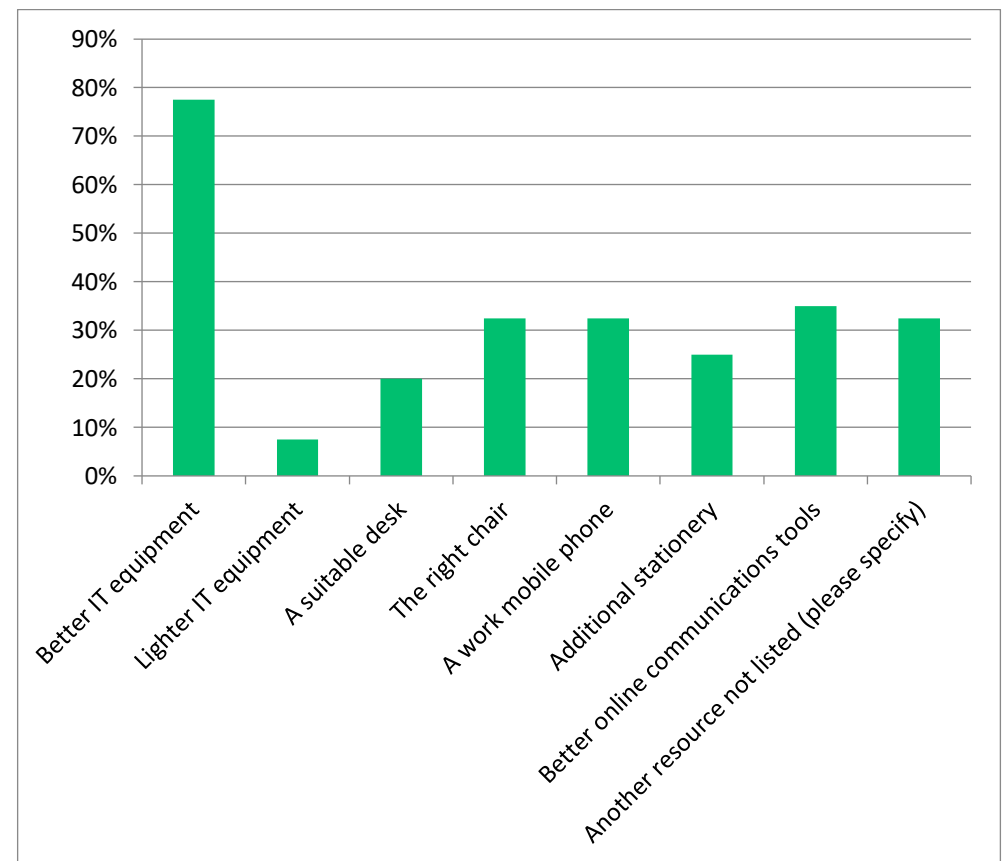


**Q7. Is there more support that the Diocese could give you that would enable you to work at home more easily? (n.75)**

|     |     |    |
|-----|-----|----|
| Yes | 53% | 40 |
| No  | 47% | 35 |

For those who answered 'Yes' to Q7:

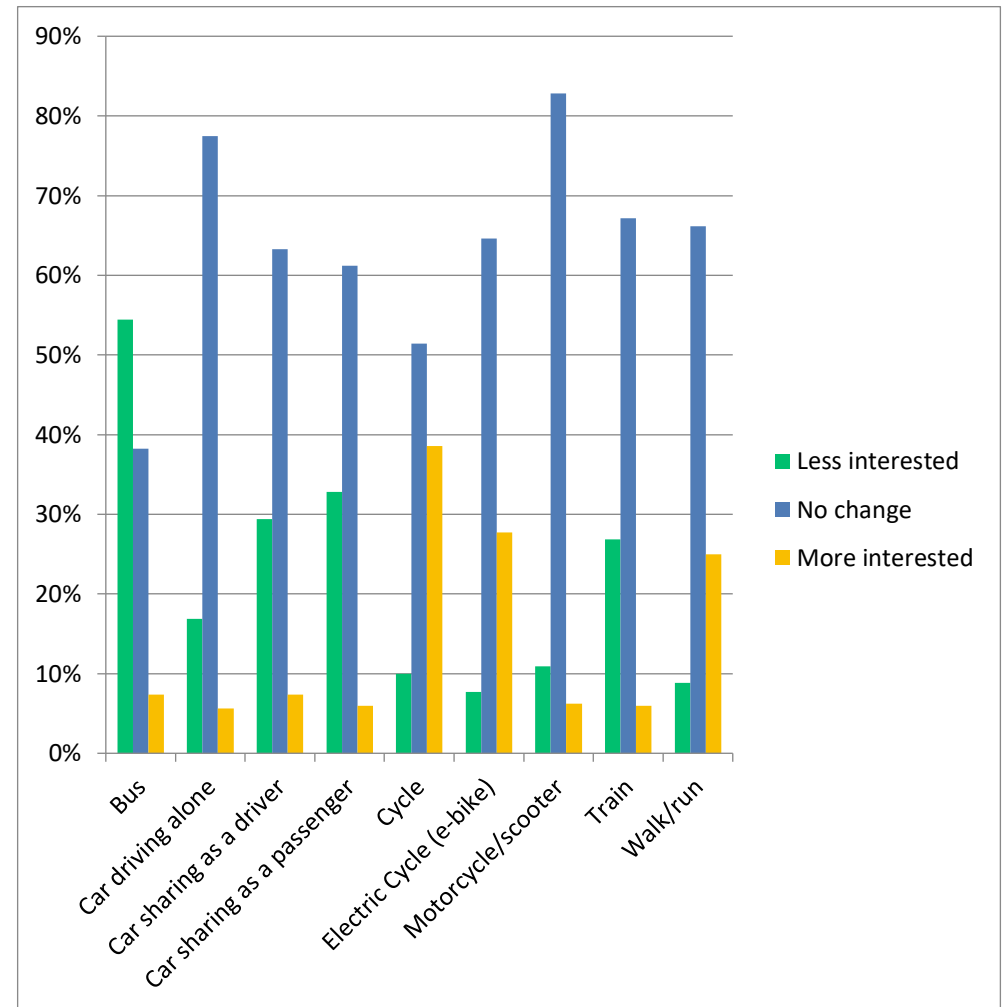
**Q8. Would any of the following support you to work at home more effectively? (choose all that apply) (n.40)**



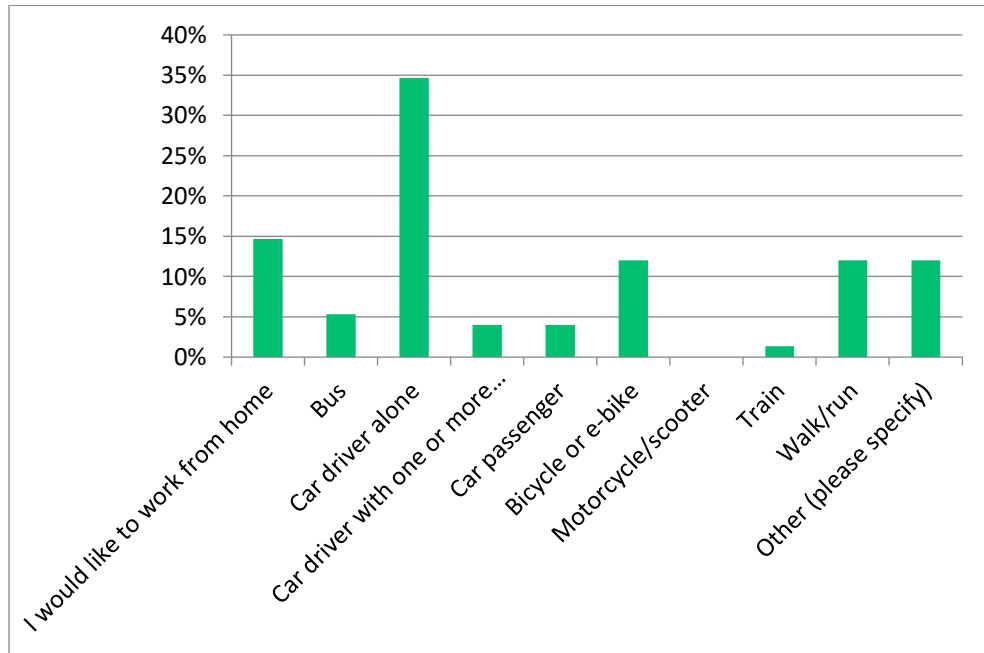
Other:

- I do have a mobile phone but the network is terrible
- Printer
- Foot rest and wrist supports
- Better and easier access to my work files
- I have been expected to provide my own IT equipment, desk, chair, mobile phone, printer etc during lockdown. There has not been any allowance made available.
- Some advice about how to set up my laptop to work efficiently, with access to things I use in the office, e.g. I don't think I can currently see other people's calendars, Assistance with setting up meetings- virtual or possibly in physical space. I have valued the weekly zoom session, but I miss meeting and talking to people face to face.
- laptop stand
- remote access to common files and archived emails in outlook
- We use satellite internet, a second connection via the phone line would be very helpful. A connection only used for work would help.
- Not a resource exactly, but an organisational culture around electronic documentation being the norm (for all meetings, rather than paper docs) and agreed practices as to how electronic documentation and communication is managed. better online shared documentation storage (cloud based) and compitable systems for electronic note-taking (eg OneNote); better organisational practice in relation to sharing documents by links rather than attachments
- Contribution towards broadband which has increased £14 per month during lockdown
- For the winter months, heating/electricity bills will be severely higher than in the summer. I guess this would be a more nation-wide discussion but if a winter lockdown was necessary then some kind of support would be very welcome. Again, I would expect this to factor in to the general discussion around home working vs office.
- OFFICE 365 PLEASE

### Q9. Has the pandemic changed your attitudes to different forms of commuting travel? (n.75)



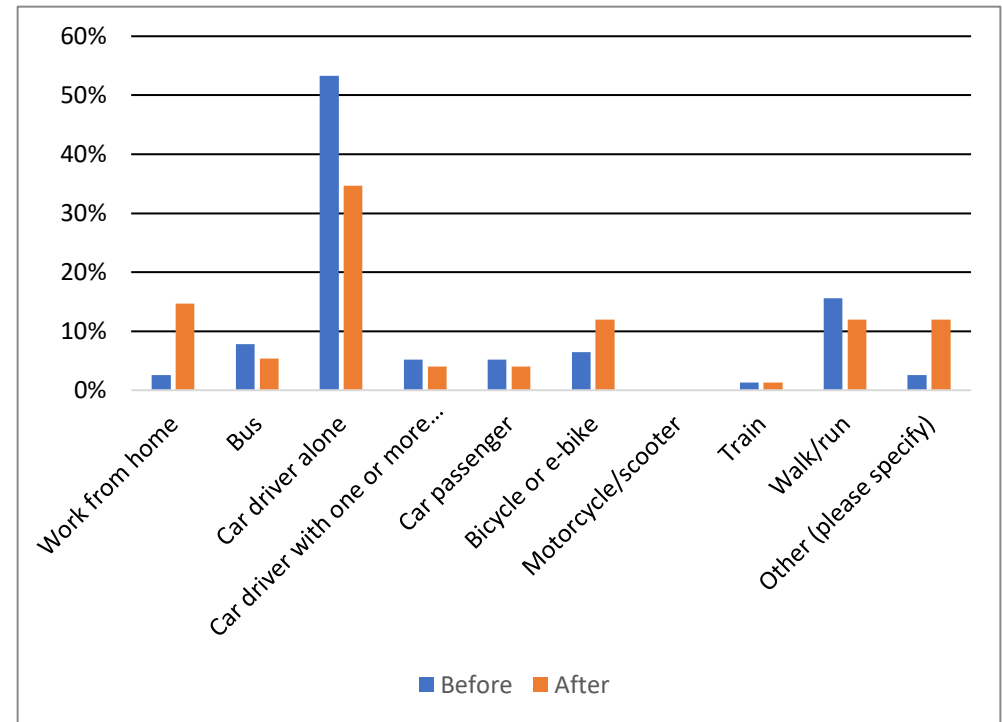
**Q10. Once you are able to regularly travel to your workplace again, what do you think will be your MAIN transport choice on your USUAL commute? (n.75)**



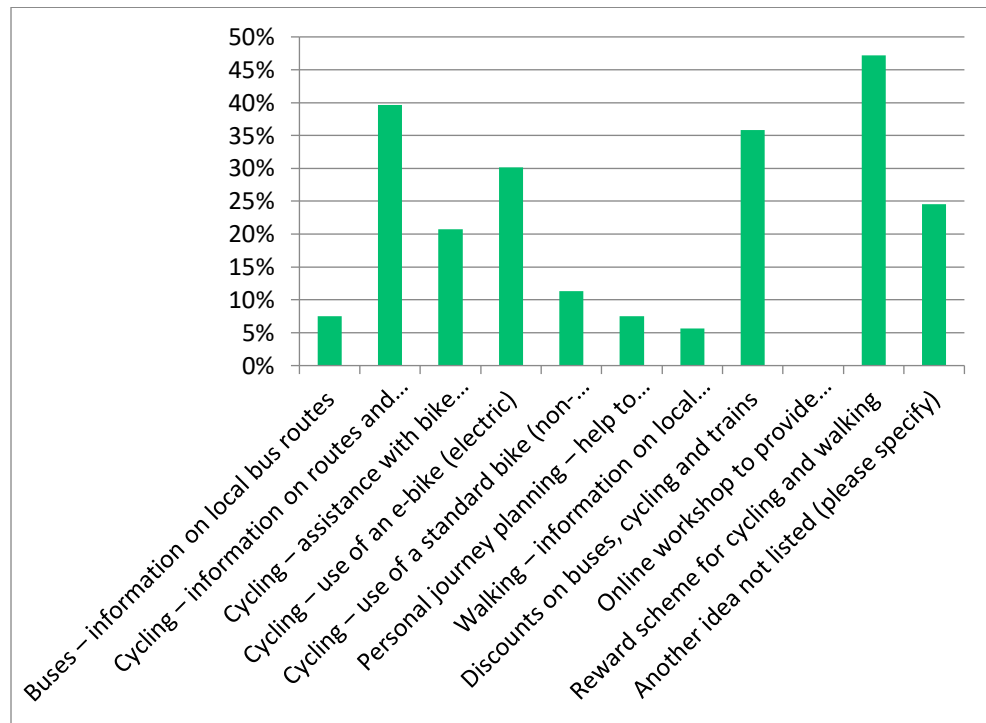
**Other:**

- Would like to change to electric car
- I would like to work more from home, driving in alone, or to wherever meetings were as needed.
- Don't know - bus as a preference
- More from home than in the office
- I would like to work MORE from home and commute when needed / important
- Although I expect to be working mainly from home as well as around the diocese as before
- Car to Knighton Park and then bicycle to St Martins House
- Mixture of walking to workplace/working from home.
- mix of bus and car share

**Change between Q5 (transport choice before Covid-19) and Q10 (transport choice after Covid-19)**



**Q11. Would any of the following options support you in your commute when you are able to regularly travel to your workplace again:(choose all that apply) (n.53)**



Another idea not listed:

- Electric car charging point
- Motorcycle parking
- The obvious direction of travel before Covid was proper showers for people who cycle/run. Tricker now.
- Secure, dry cycle parking -it's possible to get a unit which fits in the space of a car parking space and fits several bikes
- Surrender my NCP card in return for using the train
- I There is ample information. Stop treating people like children.
- washing facilities for runners/cyclists
- possible assistance with buying electric vehicle (walking/cycling not an option from where I live, buses problematic because of additional time taken for the journey in comparison to driving, and also due to family care commitments)
- [New knees so that cycling is less frustrating...] Perhaps some counselling so that I can more effectively process and work through the intense emotions that arise when cycling!
- Support to find eco-friendly ways of travel suitable for someone with significant mobility difficulties that doesn't cost an arm and a leg (metaphorically!)
- I would possibly consider using an ebike for days that are entirely at SMH but this is extremely rare
- The national scheme that employers can sign up for to get bikes through salary sacrifice
- Free parking card.

## B. Travel Survey and Emissions Assessment (Sept 2020)

### Background

This survey was carried out over two weeks in September/October 2020.

Its purpose was to assess the travel choices that staff usually made to commute. This information was used to calculate a carbon footprint from commuting and also to indicate the modal split of transport choices and the potential initiatives for encouraging SoV drivers to switch to more sustainable alternatives.

### Introduction

The survey was presented to the staff with the following introduction:

In February 2020 the General Synod set a 2030 Net Zero carbon target for the Church of England. As transport is a major contributor to carbon emissions, the Diocese of Leicester are seeking to embed sustainable travel behaviour within our organisation to enable progress towards the Net Zero target.

In order for us to support our community to choose the most sustainable travel options, we will be creating Travel Action Plans for our sites. As a part of this process, this short survey will ask questions about how you expect to commute and/or travel for Diocese business as we start to return to work in our offices.

Answer to the best of your knowledge; you may estimate mileages if required but please be as accurate as you can.

Survey data will be used to help the Diocese reduce the emissions related with our work and also help our community to travel in a more sustainable, cost effective, and healthier way.

This survey is being carried out by local sustainable transport consultant Go Travel Solutions and hosted on Survey Monkey. Anonymous data may be shared with third parties, including local authorities, transport providers and employers, to help improve future transport provision.

If you agree to provide your home postcode, this will be used to visualise the potential for transport options such as car sharing, cycling, walking, or bus use.

No other personal data will be collected, and individuals will not be identified. Overall survey results may be published.

The closing date is set to be Friday 9 October.

### Demographics

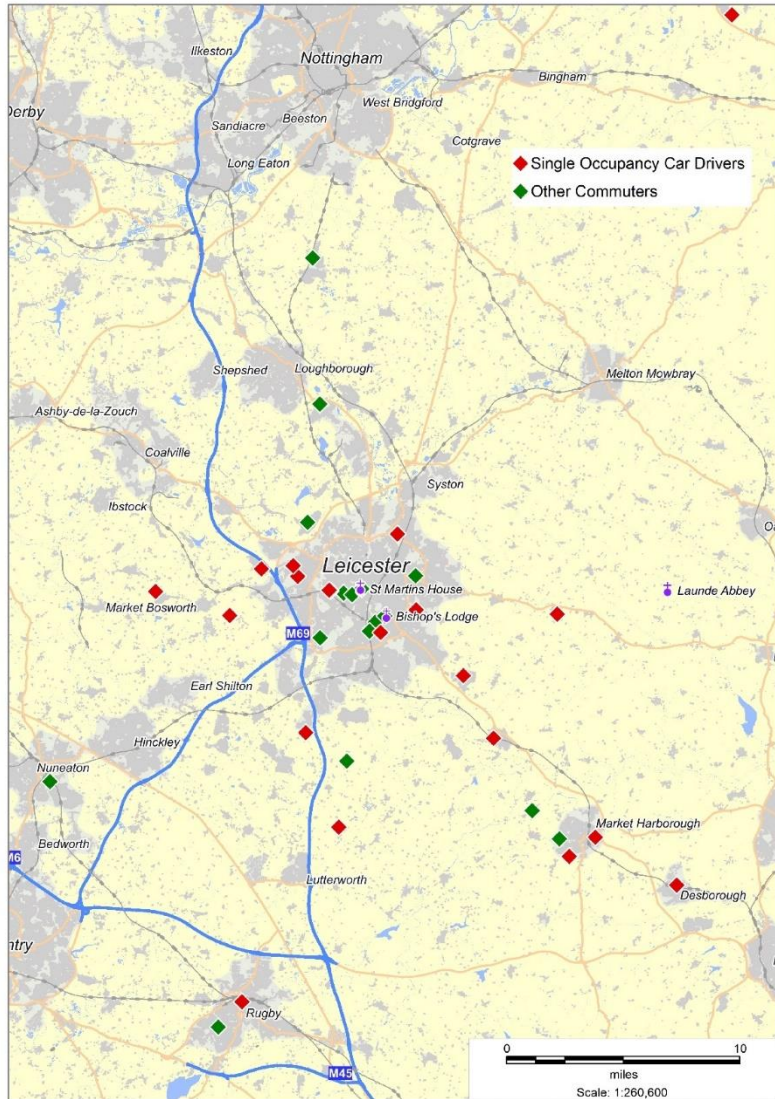
N.64 staff members responded to the survey and all gave permission for their data to be used.

As the total number of employees eligible to complete the survey was n.108, this represents a response rate of 59%.

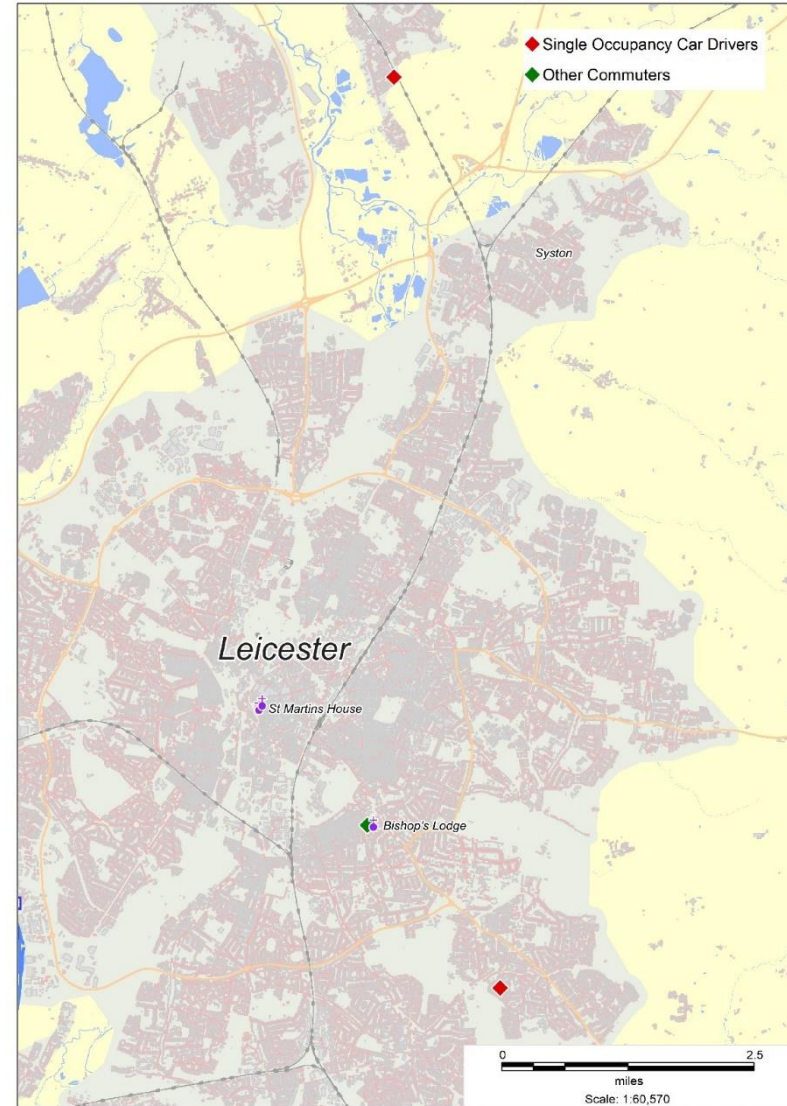
Maps

N.57 respondents provided a home postcode that could be mapped:

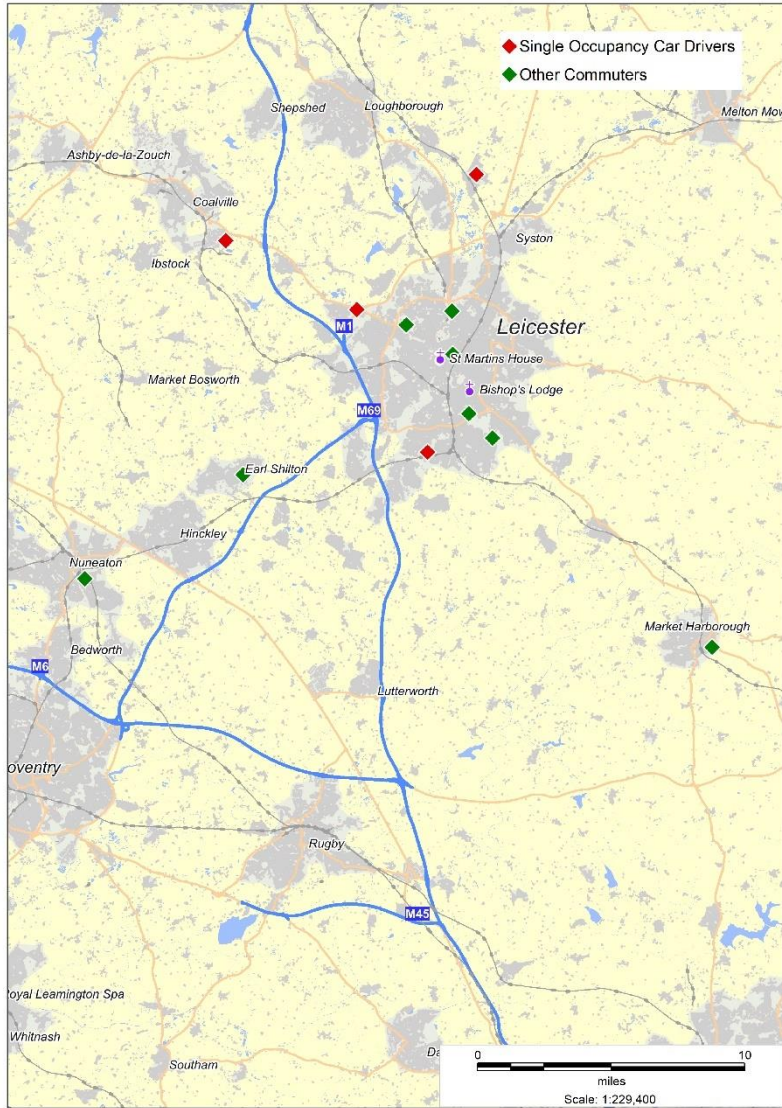
Map 9. Staff at St Martins House



Map 10. Staff at Bishop's Lodge



Map 11. Diocesan Board of Finance Staff





## Findings

### Commuting

- The most common workplace destination was *St Martin's House & Lodge* (n.21, 33%), followed by *St Martins House (Cathedral Staff)* (n.15, 24%), and *Diocesan Board of Finance (DBF) not St Martins House & Lodge* (n.14, 22%).
- No responses were received from *Launde Abbey*.
- As staff start to return to the workplace:
  - N.50 (81%) will usually travel some journeys to/from work in a *private motor vehicle alone* (single occupancy vehicles – SoVs).
  - The reported average weekly distance travelled to and from work by SoV was 67 miles.
  - The most common vehicle type was *Small Petrol – up to 1.4 litre* (n.18, 38%).
  - N.44 (92%) of the solo drivers stated that they could occasionally work from home and reduce the number of miles that they had reported.
  - N.4 (7%) will usually travel some journeys to/from work in a *private motor vehicle as a car share driver*.
  - The reported average weekly distance travelled to and from work in a *private motor vehicle as a car share driver* was 22 miles.
  - The most common vehicle type was *Small Petrol – up to 1.4 litre* (n.2, 50%).
  - N.4 (7%) will usually travel some journeys to/from work in a *private motor vehicle as a car share passenger*.
  - The reported average weekly distance travelled to and from work in a *private motor vehicle as a car share passenger* was 23 miles.
  - Two engine types were unknown, the other two were *Small Petrol – up to 1.4 litre* and *Large Diesel – 2.1 litre+*.
  - No respondents will travel via *motorcycle/scooter*.
  - No respondents will travel via *taxi*.
  - N.5 (8%) will usually travel some journeys to/from work by *bus*.
  - The reported average weekly distance travelled to and from work by *bus* was 53 miles.
  - All bus users will use a *local bus* rather than a *coach*.
  - No respondents will travel by *train*.
- N.10 (17%) respondents will usually include some *cycling* in journeys to or from work.
- N.20 (33%) respondents will usually *walk some journeys to work OR include at least 10 minutes of walking when using another mode*.
- The most common MAIN commuting mode will be *Car driver alone* (n.30, 51%), followed by *Bicycle or e-bike* (n.7, 12%), and *Walk/run* (n.6, 10%).
- Among the car drivers, the most popular initiatives that could encourage a shift to more sustainable choices were:
  - Car sharing as a driver - *A database that can match me with staff members based at the same workplace* (n.8, 29%). N.16 (57%) stated *Nothing*.
  - Car sharing as a passenger - *A database that can match me with staff members based at the same workplace* (n.6, 21%). N.19 (66%) stated *Nothing*.
  - Bus – *Cheaper fares* and *More frequent services* both (n.9, 27%). N.16 (48%) stated *Nothing*.
  - Train – *Cheaper fares* (n.4, 13%). N.25 (78%) stated *Nothing*.
  - Cycle – *Improved (e.g. additional and/or safer) cycling provision on the surrounding road network* (n.6, 18%). But *Improved and/or additional shower and changing facilities* and *Salary sacrifice scheme for bikes* were also chosen by n.5 (15%). N.23 (70%) stated *Nothing*.
  - Walk/run – *Improved and/or additional shower and changing facilities* and *Salary sacrifice scheme for bikes* (n.4, 12%). N.27 (79%) stated *Nothing*.

## Emissions

Emissions are calculated as the weight in kilogrammes of the Greenhouse Gases (GHGs) carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), and nitrous oxide (N<sub>2</sub>O) plus a combination figure known as the carbon dioxide equivalent (CO<sub>2</sub>e).

Emissions calculations resulted in the following results:

- The total amount of CO<sub>2</sub>e from commuting was **66,344** kg.  
Made up from:
  - 65,808 kg CO<sub>2</sub>
  - 66 kg CH<sub>4</sub>
  - 470 kg N<sub>2</sub>O
- The highest source of emissions was from SoVs: **58,587** kg CO<sub>2</sub>e.
- Petrol engines were the highest SoV polluters overall: **27,616** kg CO<sub>2</sub>e versus **24,825** kg CO<sub>2</sub>e from diesel.
- Bus use was the second highest source: **3,952** kg CO<sub>2</sub>e.

## Business Travel

- N.41 (68%) of respondents expect to undertake some business travel on behalf of the Diocese.
- Of these:
  - The most common transport choices EVER used were:
    - *Car driver alone* (n.39, 98%)
    - *Car share driver* (n.24, 60%)
    - *Train* (n.24, 60%)
  - The most common PRIMARY choice was *Car driver alone* (n.35, 88%).
  - No other choice received more than one vote.
- Among the car drivers (alone or with passengers):
  - N.35 (97%) will usually use their own car for business travel.
- Of these
  - N.11 (33%) could leave their car at home if a *Pool Car* was available for them to use.
  - N.3 (9%) could leave their car at home if a *Pool Cycle* was available for them to use.

## Comments

### Commuting

Findings may be slightly skewed because of the high number of responses made by staff at St Martins House, who are based in the city centre and therefore have access to a higher number of alternative forms of travel than others.

Although a high proportion (81%) of respondents reported that they will usually travel some journeys to/from work in a private vehicle alone, only 51% stated that this was their MAIN commuting mode. This suggests that a high proportion of staff members have a relatively flexible attitude to commuting travel and therefore may be enabled to use more sustainable modes if the right initiatives can be introduced.

Those initiatives should include:

- A car share database.
- Public transport discounts e.g. via SmartGo.
- Active travel support including showers & changing facilities, better cycle storage, and access to the salary sacrifice Cycle to Work Scheme.

SoV drivers, especially at St Martins House, can be seen on the maps to live close to each other or on routes passed by other drivers. There is, therefore, scope for an increase in some car sharing at least some of the time i.e. when working patterns match.

Initiatives such as an emergency ride home scheme (to support a passenger if their driver has to leave work unexpectedly) are useful to help remove the barriers that some people have about car sharing.

83% (n.25/30) of the SoV drivers chose at least one initiative that could help enable them to commute by a different method.

The proportions who reported cycling (12%) and walking/running (10%) as their main commuting mode are encouragingly high and could be increased if at-work facilities are improved.

### Emissions

88% of the emissions from commuting came from drivers of single occupancy vehicles and this is therefore an area where some improvements need to be made.

In addition to the measures described above, from this survey and the previous one (Return-to-Work Survey) there is a clear appetite for an increase in the opportunity for some staff to work from home more often. This is an area where immediate reductions in emissions could be achieved and should be given a high priority for consideration.

### Business Travel

Business travel is dominated by private car use, which is responsible for higher emissions and costs than pool cars or hire cars and can create a higher risk to the Diocese if staff insurance policies are not comprehensive of business travel.

Provision of pool cars or easy access to hire cars would help to reduce emissions, costs, and risks.

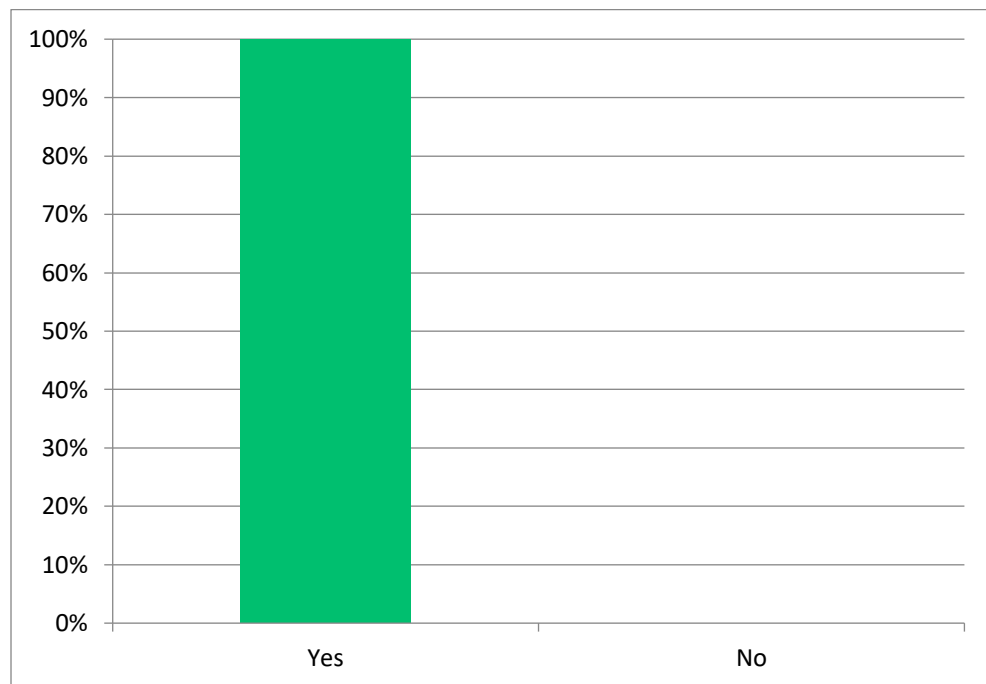
A small number of employees would use pool cycles for business travel and the Diocese should consider covering expenses for access to the Leicester city cycle hire scheme (for qualifying journeys) when it opens.

Buses are rarely used for business travel and the Diocese should encourage greater use of these for local travel where appropriate (Covid-19 restrictions notwithstanding).

## Graphs and Data

### Consent

Q1. Do you consent to the data you provide being used as described [in the introduction]? (If you choose 'No', you will not be able to continue with the survey.) (n.64)

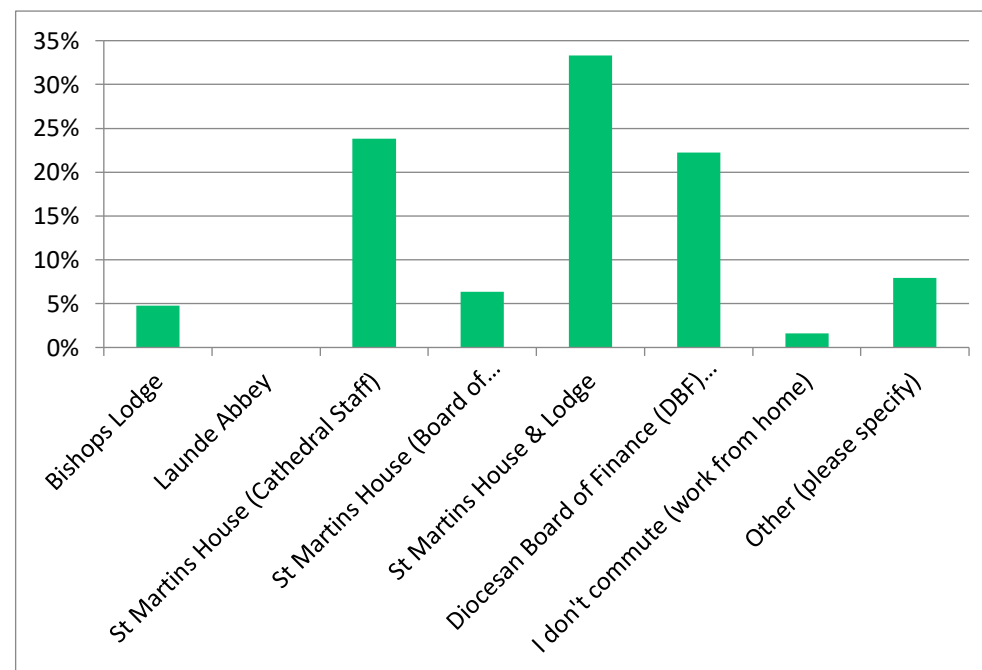


### Commuting

Q2. From which postcode do you usually commute (this will normally be your home postcode)? Please use capital letters and include any spaces.

See maps above.

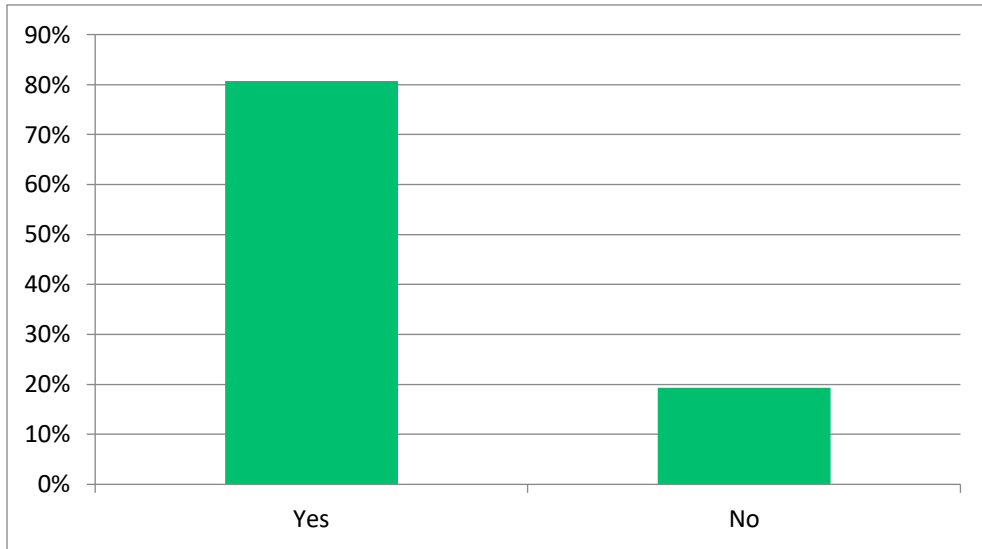
Q3. To which of the following sites do you commute most often? (n.63)



Other:

- SMH 1 day, around the diocese or home 1 day
- City centre
- Community of the Tree of Life
- SMH however, this is usually mixed with travel to various parishes, Bishops Lodge and clergy houses
- DBF but work in St Martin's House

**Q4. As we start to return to the workplace; in an average week, will you usually travel some journeys to/from work in a private motor vehicle on your own? (n.62)**



**Q5. In an average week, approximately how many miles will you usually travel TO AND FROM work in a private motor vehicle on your own? (n.48)**

Total = 3,239 miles

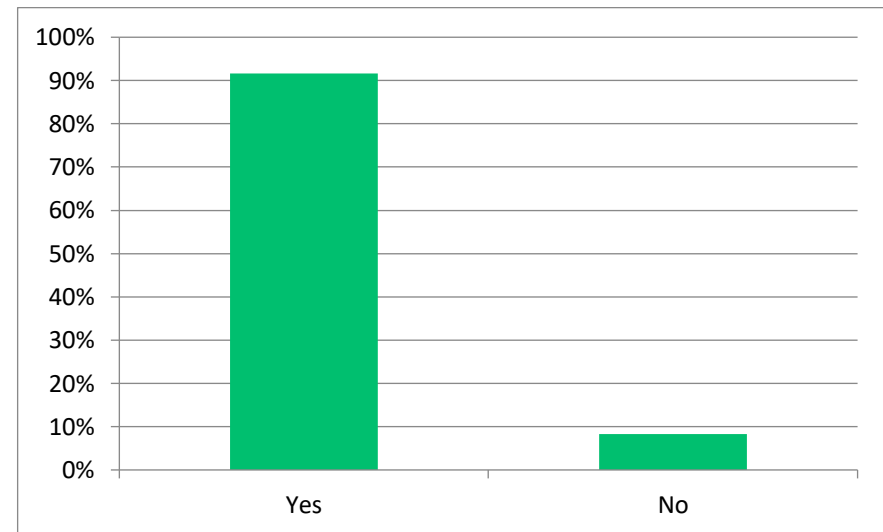
Average = 67 miles

**Q6. What type of vehicle will you usually travel in alone? (n.48)**

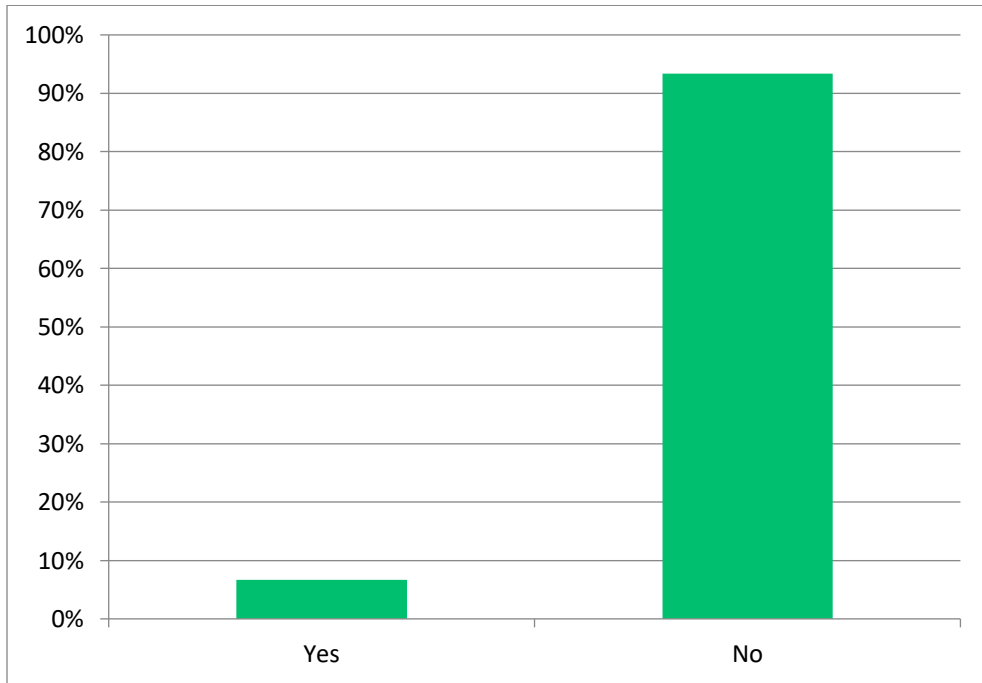
Null results not shown

|                                  |     |    |
|----------------------------------|-----|----|
| I don't know                     | 2%  | 1  |
| Small Petrol - up to 1.4 litre   | 38% | 18 |
| Medium Petrol - 1.4 to 2.0 litre | 17% | 8  |
| Small Diesel - up to 1.7 litre   | 13% | 6  |
| Medium Diesel - 1.7 to 2.0 litre | 8%  | 4  |
| Large Diesel - 2.1 litre+        | 10% | 5  |
| Medium Hybrid - 1.4 to 2.0 litre | 6%  | 3  |
| Hybrid - unknown size            | 2%  | 1  |
| Electric vehicle                 | 4%  | 2  |

**Q7. Are you occasionally able to work from home and reduce the number of miles that you've reported above? (n.48)**



**Q8. As we start to return to the workplace; will you usually travel some journeys to/from work in a private motor vehicle as a car share driver? (n.60)**



**Q9. In an average week, approximately how many miles will you usually drive TO AND FROM work each week in a motor vehicle as a car share driver? (n.4)**

Total = 90 miles

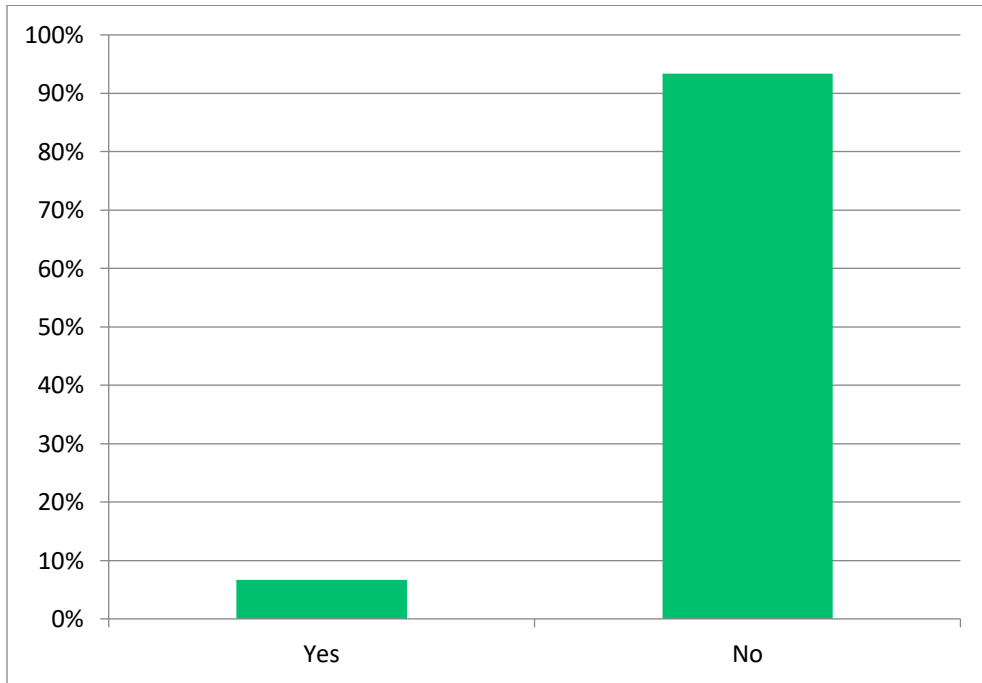
Average = 22 miles

**Q10. What type of vehicle will you usually travel in as a car share driver? (n.4)**

Null results not shown

|                                |     |   |
|--------------------------------|-----|---|
| I don't know                   | 25% | 1 |
| Small Petrol - up to 1.4 litre | 50% | 2 |
| Small Diesel - up to 1.7 litre | 25% | 1 |

**Q11. As we start to return to the workplace; will you usually travel some journeys to/from work in a private motor vehicle as a car share passenger? (n.60)**



**Q12. In an average week, approximately how many miles will you usually travel TO AND FROM work each week in a private motor vehicle as a car share passenger? (n.4)**

Total = 93 miles

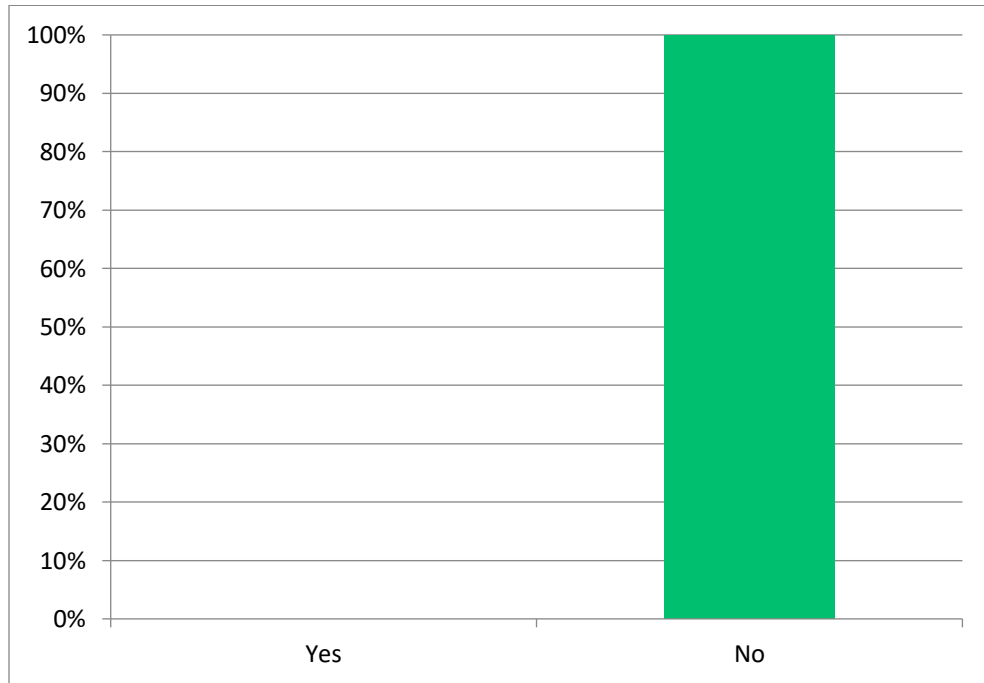
Average = 23 miles

**Q13. What type of vehicle will you usually travel in as a car share passenger? (n.4)**

Null results not shown

|                                |     |   |
|--------------------------------|-----|---|
| I don't know                   | 25% | 1 |
| Small Petrol - up to 1.4 litre | 25% | 1 |
| Large Diesel - 2.1 litre+      | 25% | 1 |
| Other (please specify)         | 25% | 1 |

**Q14. As we start to return to the workplace; will you usually travel some journeys to/from work as a motorcycle/scooter rider? (n.60)**



**Q15. In an average week, approximately how many miles will you usually travel TO AND FROM each week as a motorcycle/scooter rider? (n.0)**

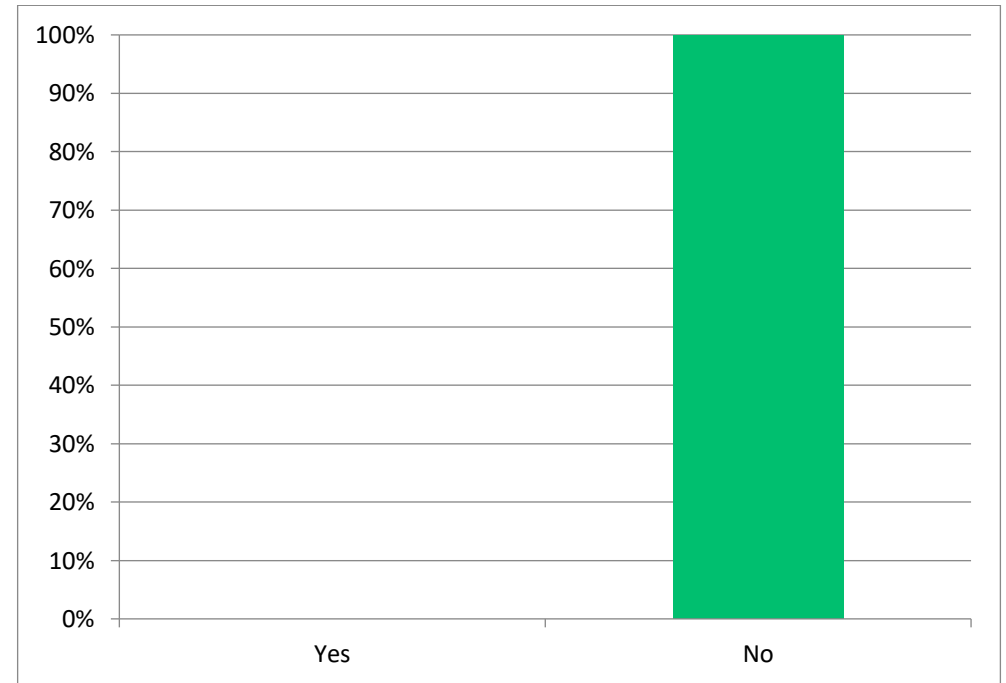
Total = 0 miles

Average = 0 miles

**Q16. What size motorcycle/scooter will you usually ride? (n.0)**

None.

**Q17. As we start to return to the workplace; will you usually travel some journeys to/from work in a taxi? (n.60)**



**Q18. In an average week, approximately how many miles will you usually travel TO AND FROM work each week in a taxi? (n.0)**

Total = 0 miles

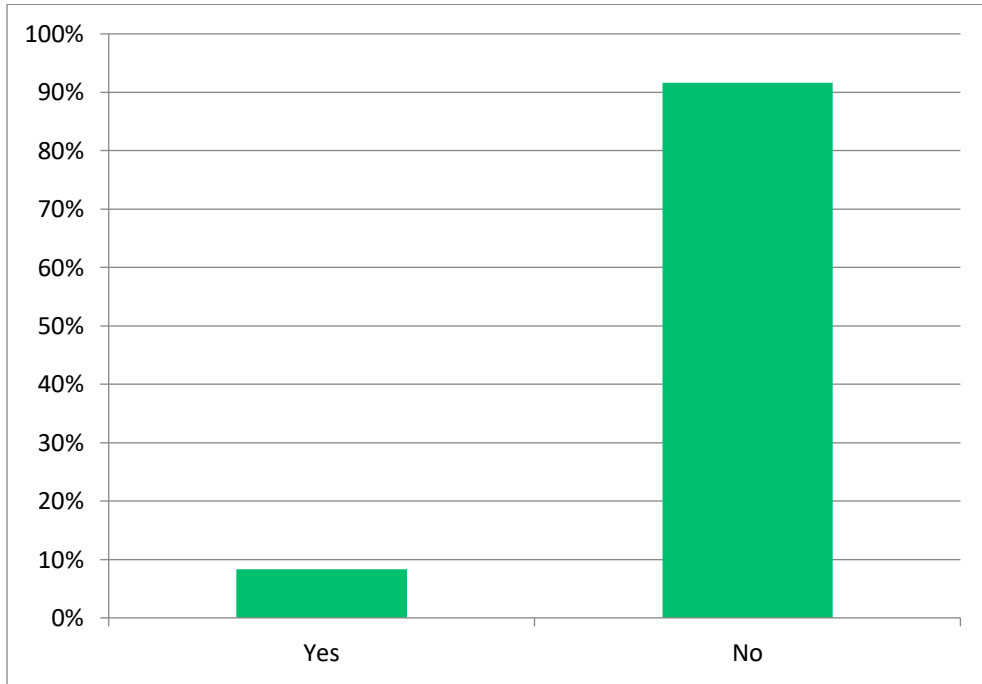
Average = 0 miles

**Q19. What type of taxi will you usually travel in? (If your taxi type is not listed or you are unsure, please choose 'Regular taxi') (n.0)**

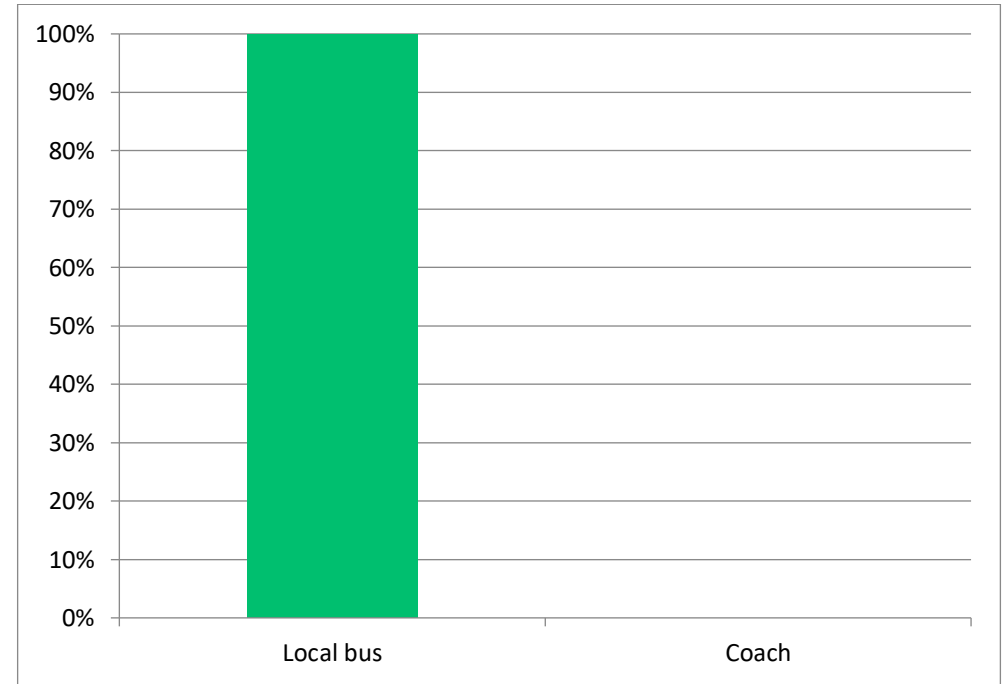
None.



**Q20. As we start to return to the workplace; will you usually travel some journeys to/from work by bus? (n.60)**



**Q22. What type of bus will you usually use for the longest part of your journey? (n.5)**

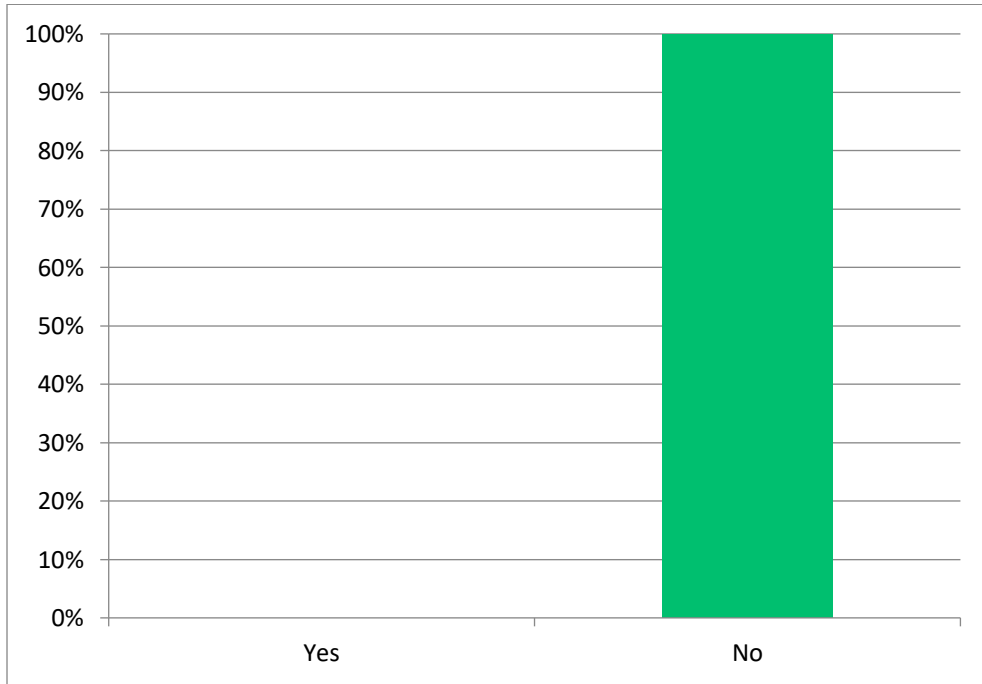


**Q21. In an average week, approximately how many miles will you usually travel TO AND FROM work each week by bus? (n.5)**

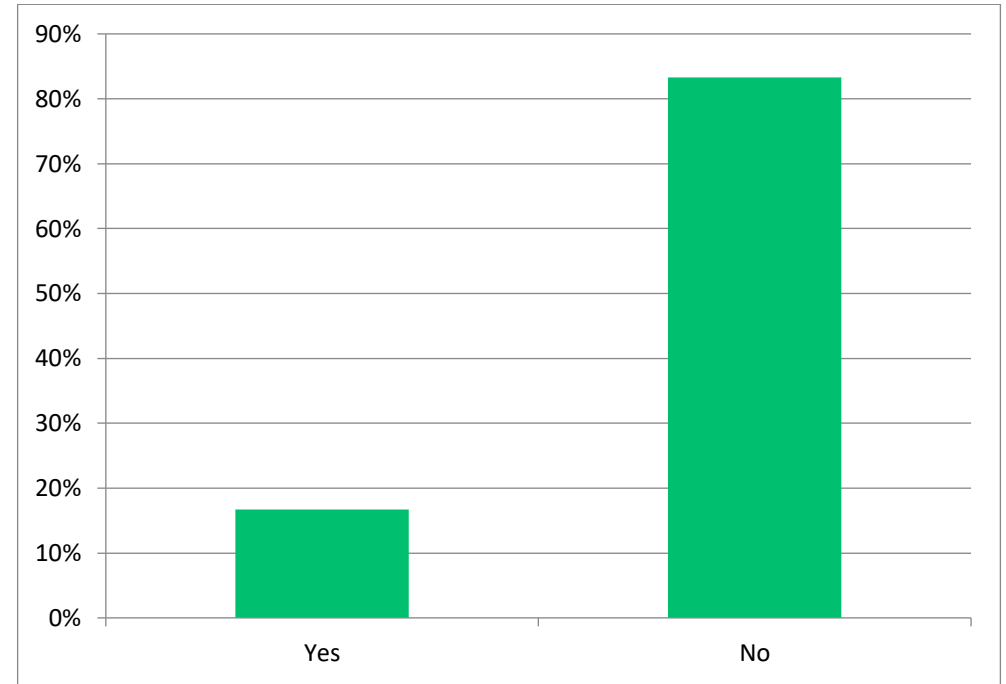
Total = 264 miles

Average = 53 miles

**Q23. As we start to return to the workplace; will you usually travel some journeys to/from work in Leicester by train? (n.60)**



**Q26. As we start to return to the workplace; will you usually include some cycling in journeys to or from work?**



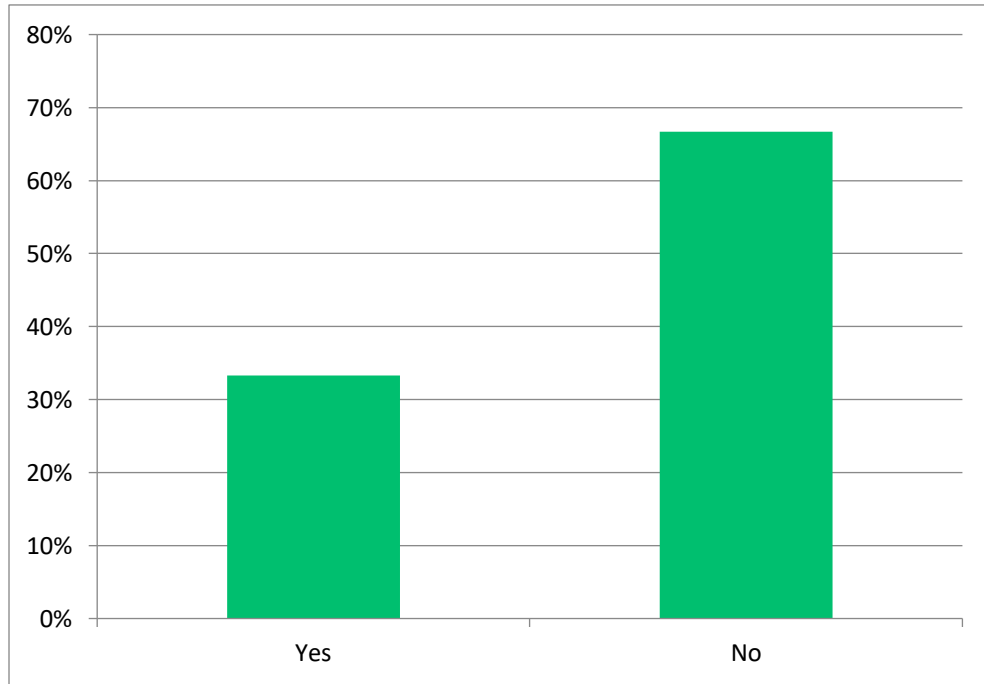
**Q24. In an average week, how many TIMES will you usually travel TO AND FROM work on the train each week? (n.0)**

None.

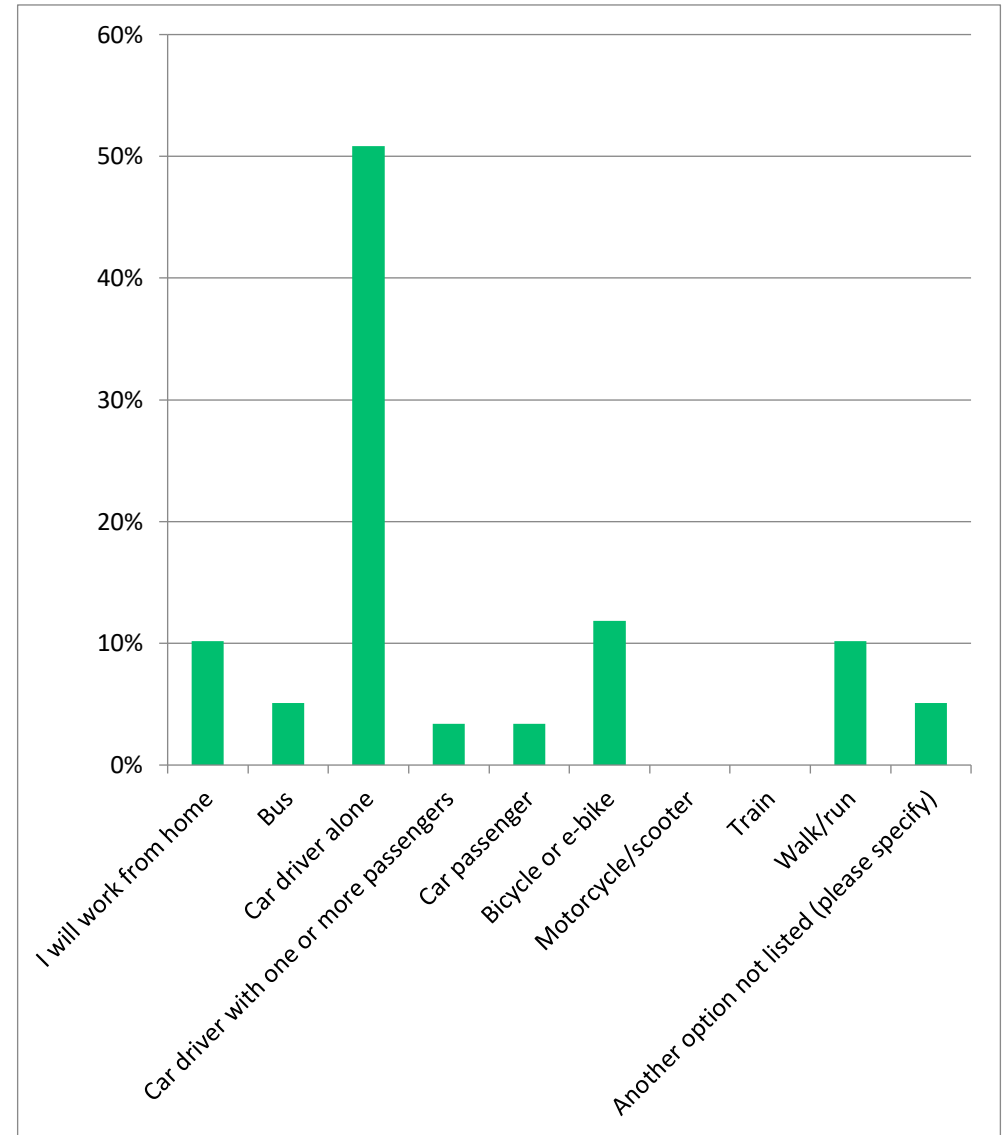
**Q25. Which rail station will you usually use to catch the train into Leicester? (n.0)**

None.

**Q27. As we start to return to the workplace; will you usually walk some journeys to work OR include at least 10 minutes of walking when using another mode? (n.60)**

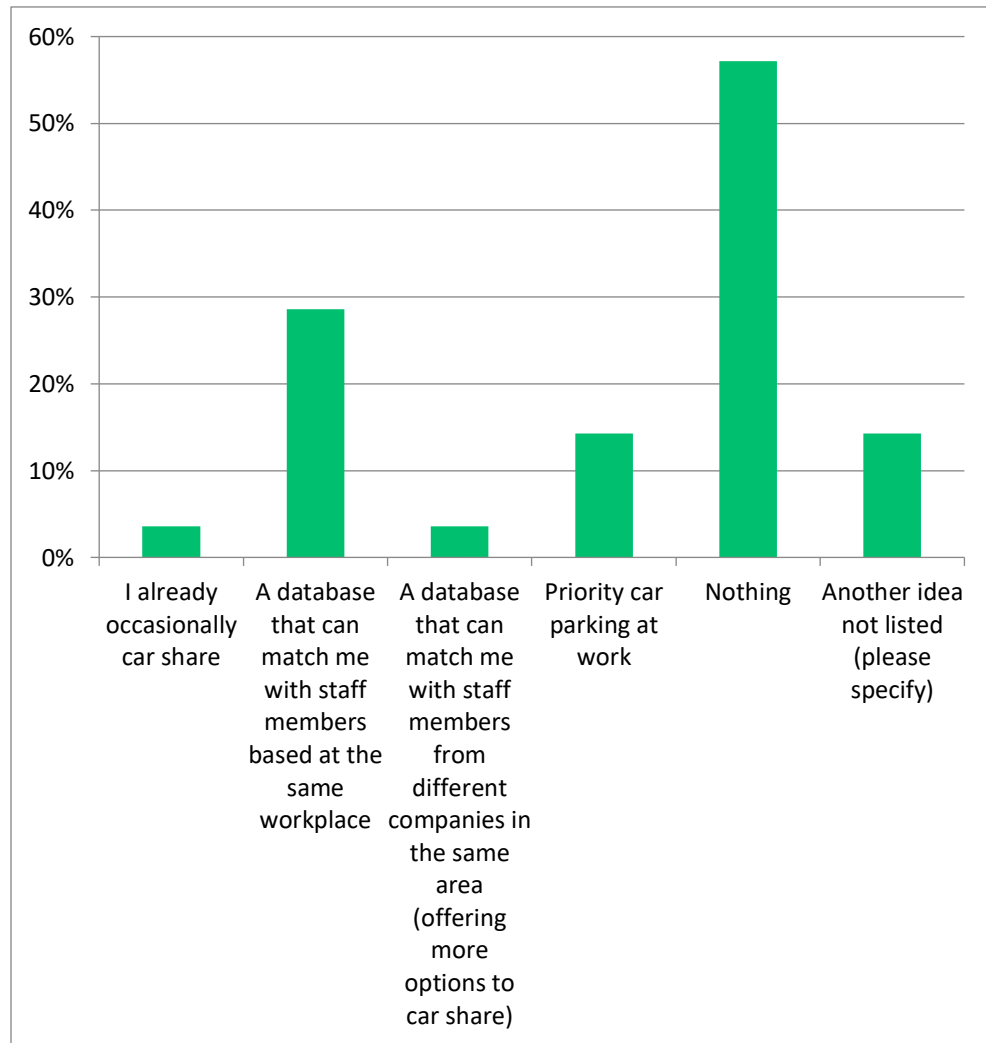


**Q28. Having thought about the different ways that you may travel into work; what do you think will be your main transport choice (by longest distance) on your usual commute? (n.59)**



For those who answered *Car driver alone* to Q28:

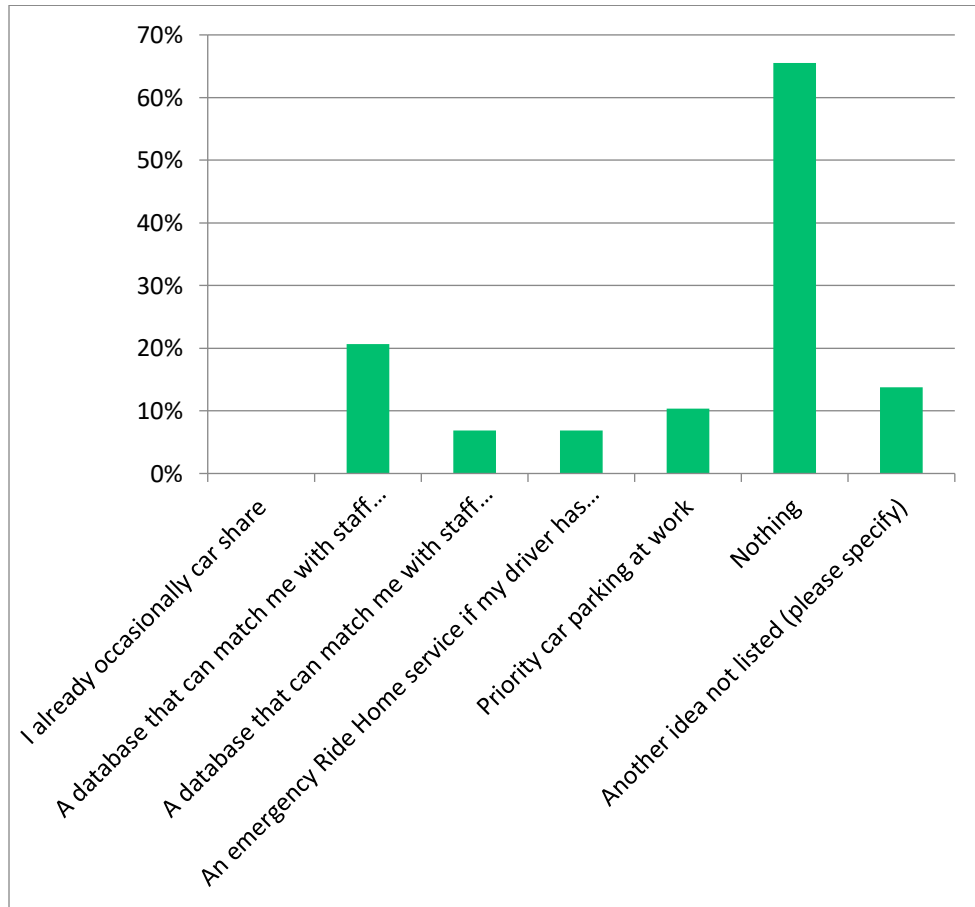
**Q29. What would enable you to car share to work as a driver? (Tick all that apply) (n.28)**



Other:

- Given the Covid situation I'm not sure. It would also depend on my diary, as I can have meetings elsewhere. Could be open to connecting with others, but a database alone seems a bit risky.
- Someone who works the same hours as I do
- Car sharing with someone able to start and leave at same time, only on days when I am not due to be anywhere else. But due to disability and need to manage my time flexibly this will be limited, priority blue badge bay would be needed.
- My working hours are unusual, so while I would be willing to car share in principle, it's unlikely there'd be other people travelling at the same time.

**Q30. What would enable you to car share to work as a passenger? (Tick all that apply) (n.29)**

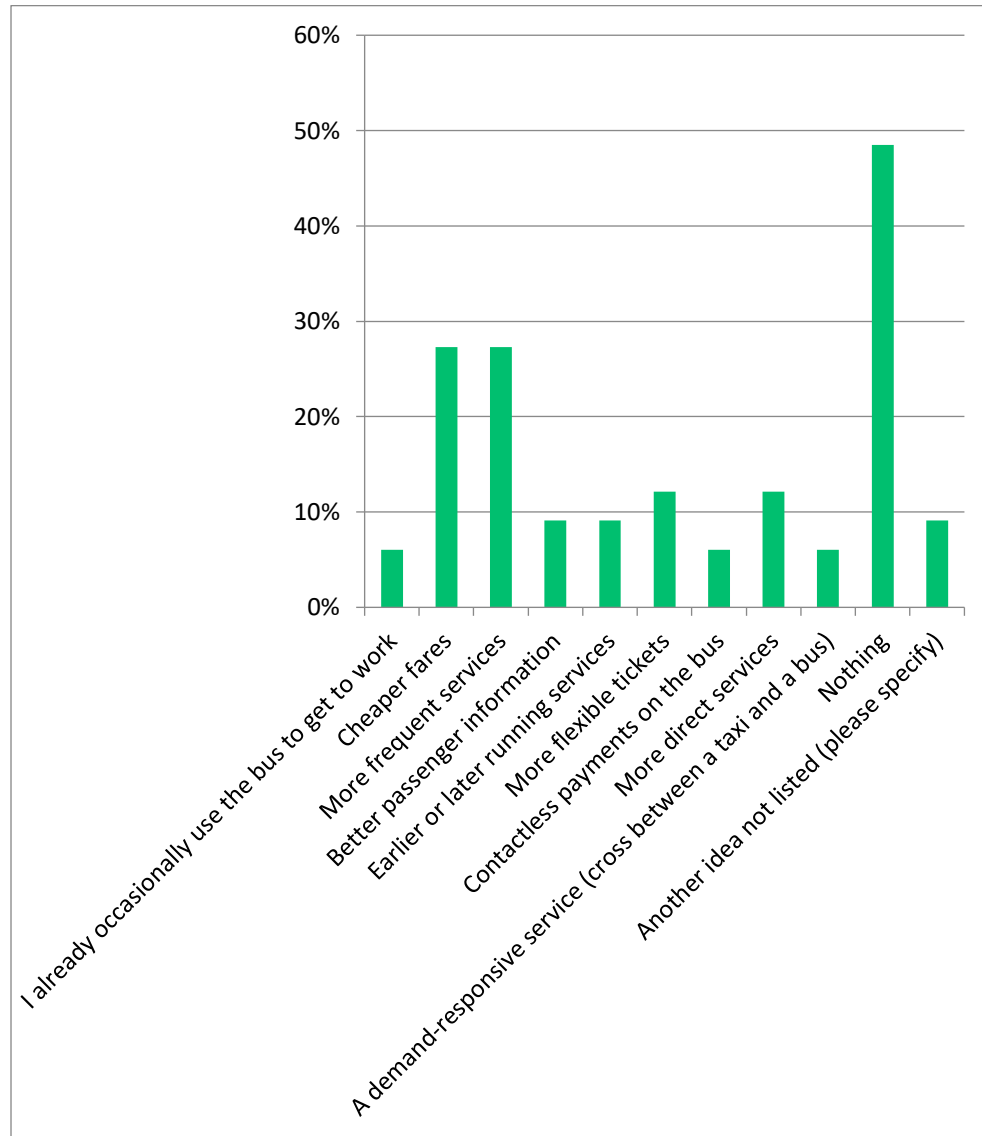


**Other:**

- Given the Covid situation I'm not sure. It would also depend on my diary, as I can have meetings elsewhere. Could be open to connecting with others, but a database alone seems a bit risky.
- Someone who works the same hours as I do
- Car sharing with someone able to collect me from my flat & start and leave at same time, only on days when I am not due to be anywhere else. But due to disability and need to manage my time flexibly this will be limited, priority blue badge bay would be needed.
- My working hours are unusual, so while I would be willing to car share in principle, it's unlikely there'd be other people travelling at the same time.

For those who answered Car driver alone, Car driver with one or more passengers, or Car passenger to Q28:

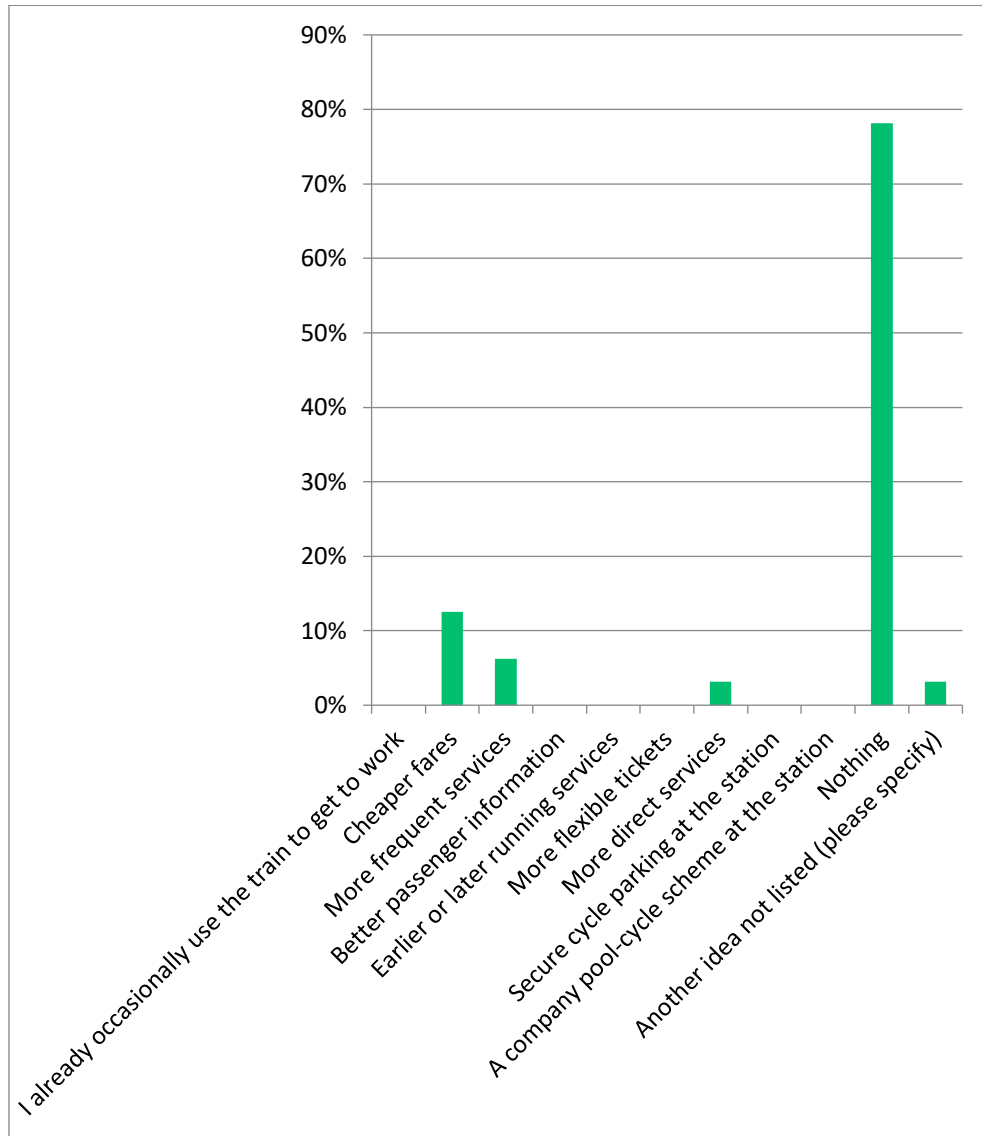
**Q31. What, would enable you to use the bus to travel to work? (Tick all that apply) (n.33)**



Other:

- Reliable service
- Reintroduction of a bus service (no service available locally)
- MUCH MUCH better accessibility - a guarantee that I could get a seat (notable how few people give up seats to a young, visibly disabled person!)

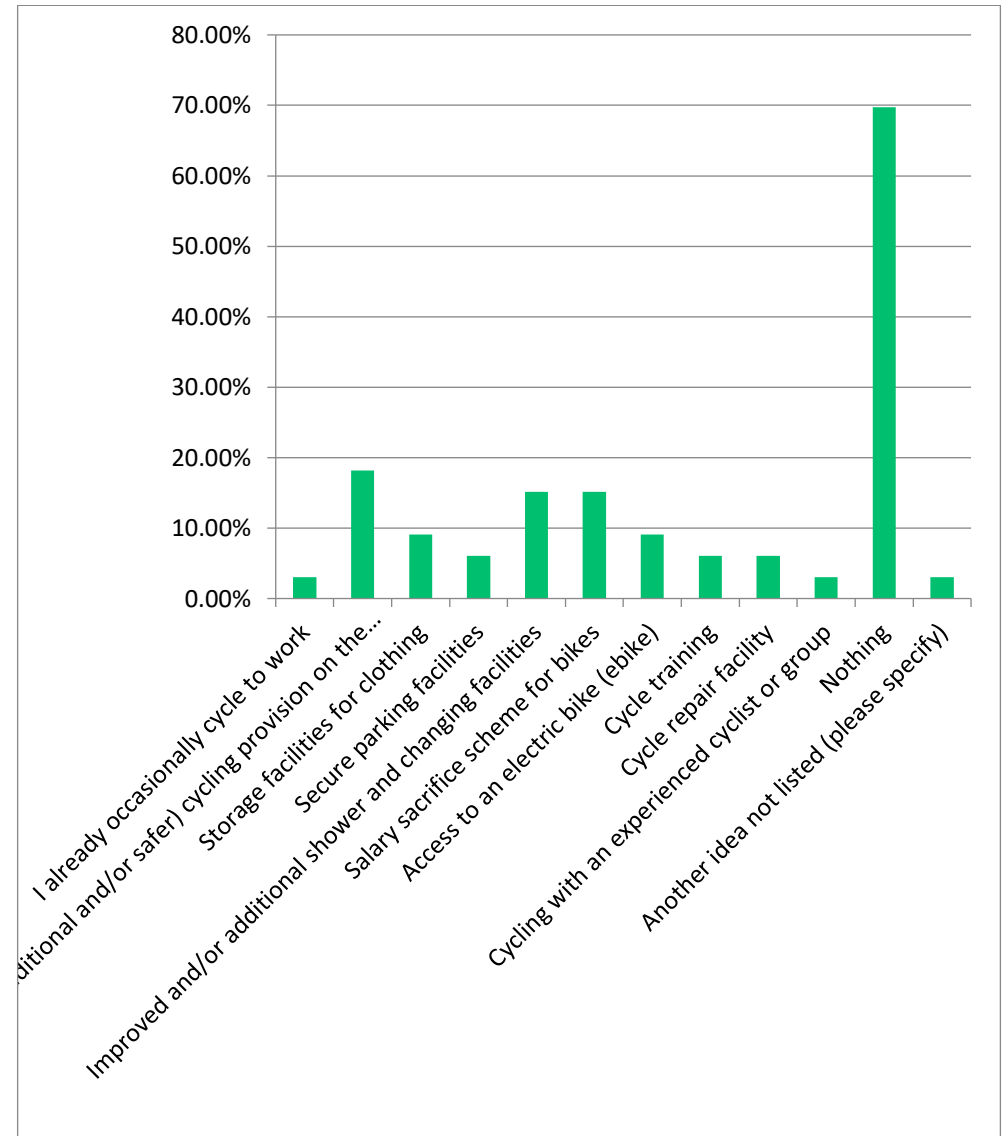
**Q32. What would enable you to use the train to travel to work? (Tick all that apply) (n.32)**



Other:

- There are no trains from where I live

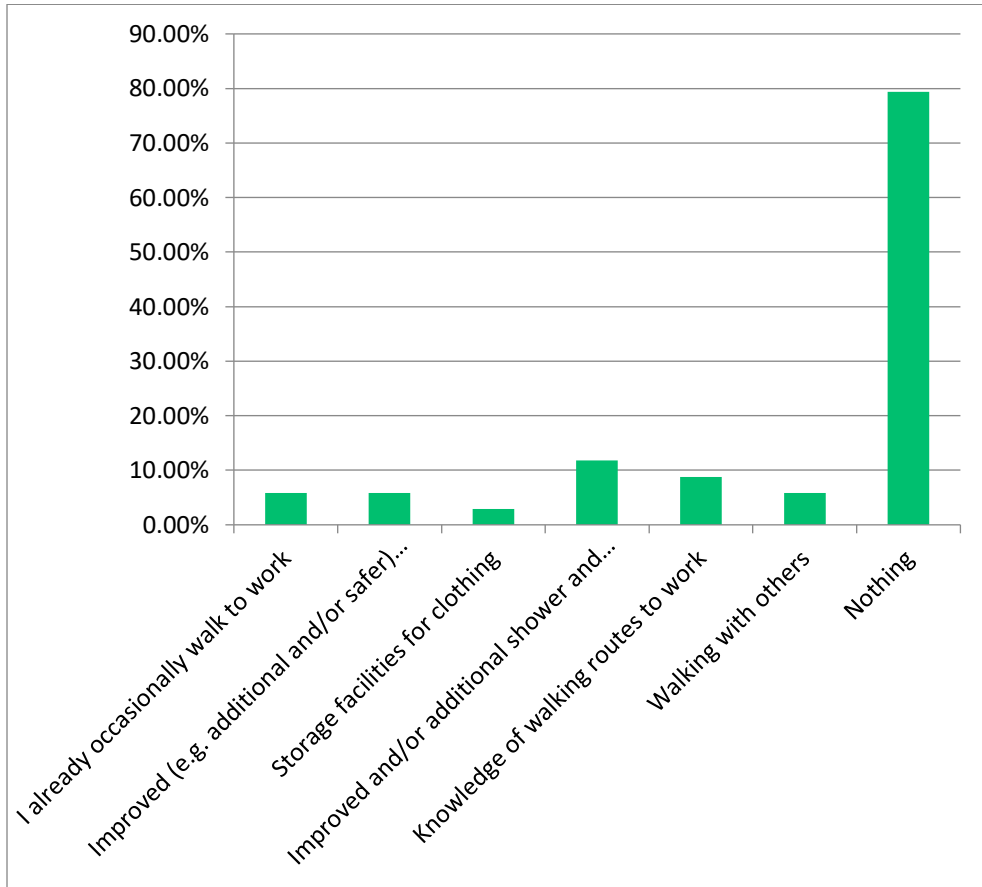
**Q33. What would enable you to cycle to work (for all or part of your journey)? (Tick all that apply) (n.33)**



Other:

- Park and ride/cycle on the east side of Leicester

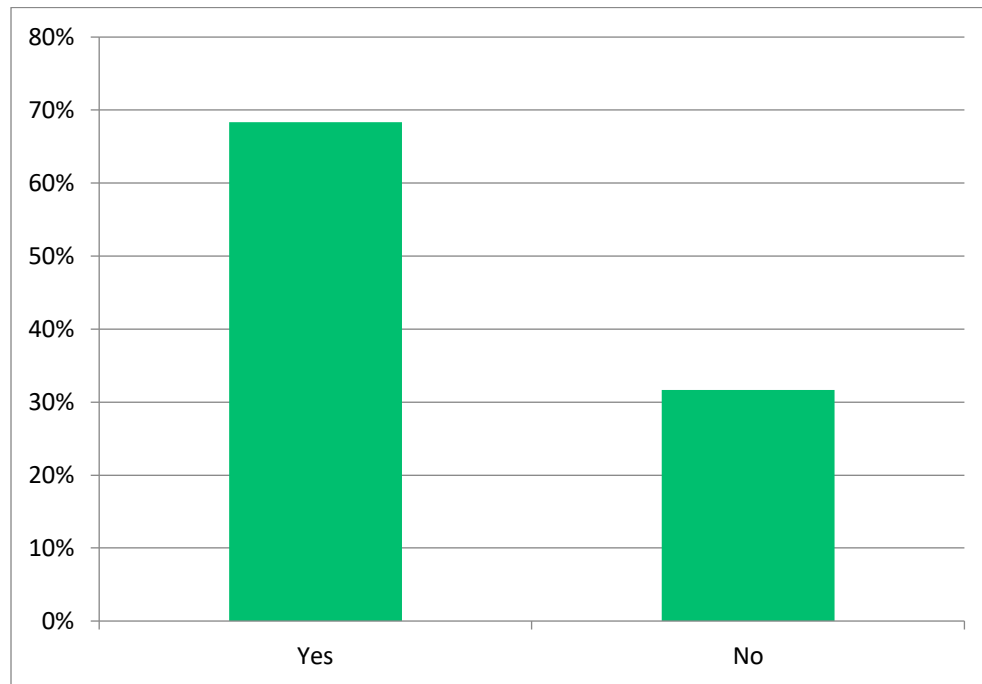
**Q34. What would enable you to walk/run to work (for all or part of your journey)?  
(Tick all that apply) (n.34)**





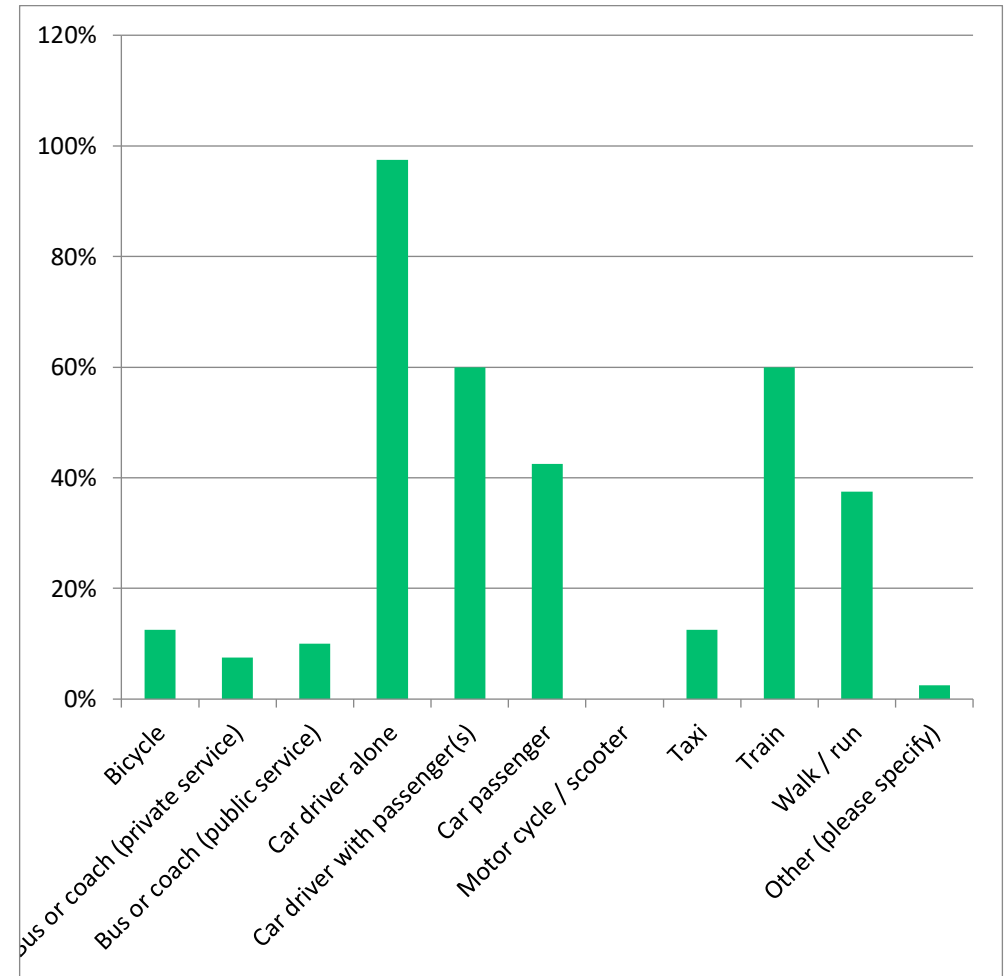
## Business Travel

**Q35. As we start to return to the workplace; will you usually undertake business travel on behalf of the Diocese (even if just occasionally)? (n.60)**



For those who answered Yes to Q35:

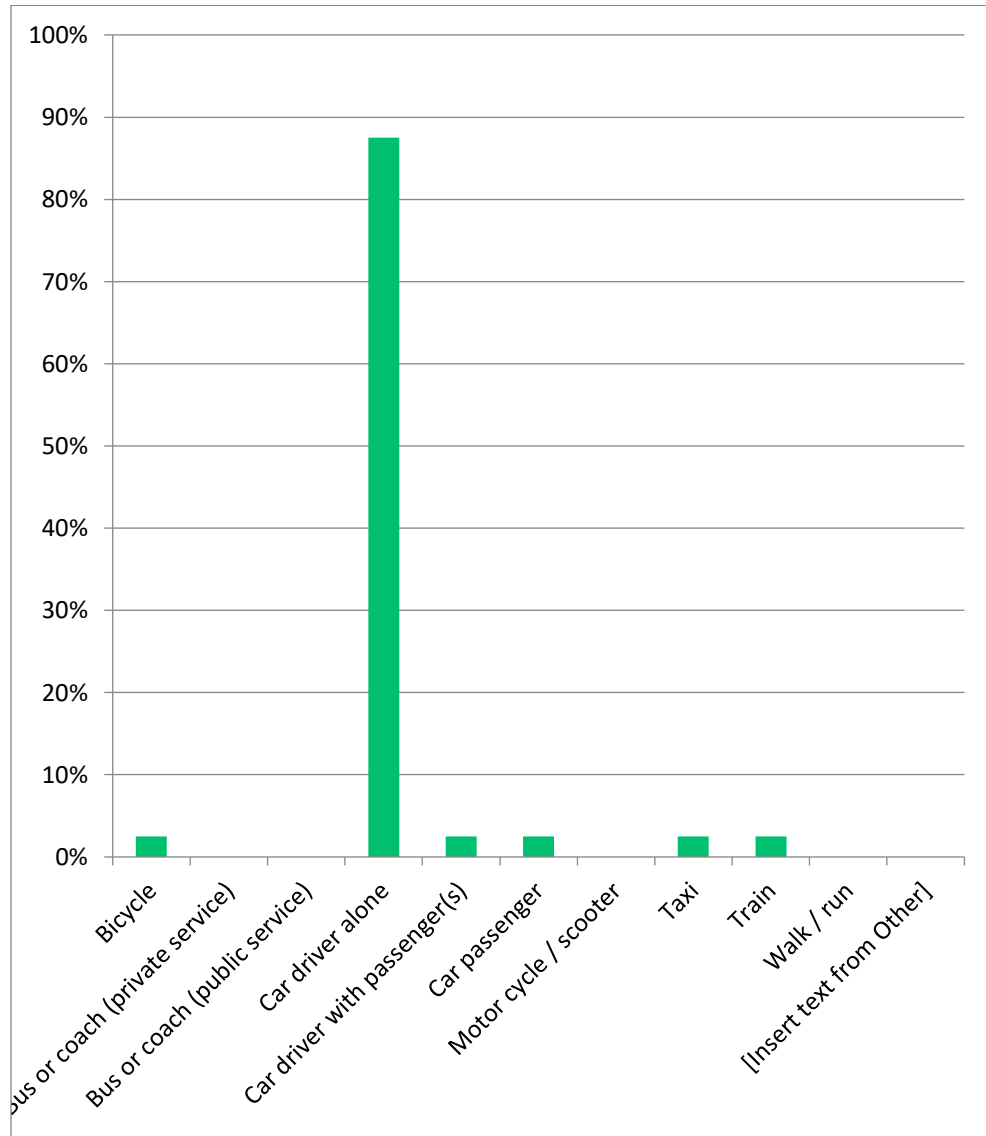
**Q36. Which of the following forms of transport would you EVER expect to choose for business travel? (include significant types only e.g. a very short walk to/from a car park should not be included but longer walks should) (n.40)**



Other:

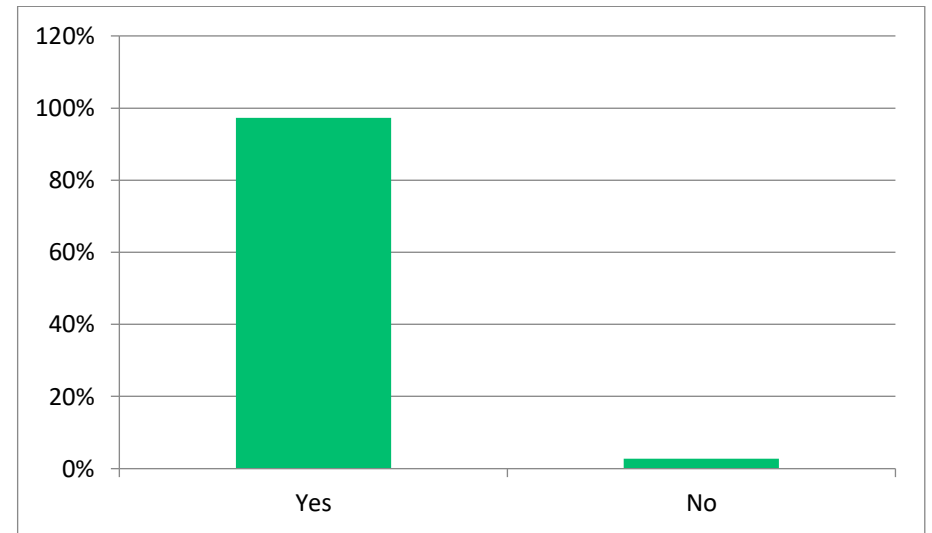
- Walking only to churches very nearby (e.g. St Nicholas Circle/ St Mary de Castro)

**Q37. Which of your previous choices (may be only one) would you consider to be your PRIMARY choice for the majority of your business travel journeys? (n.40)**

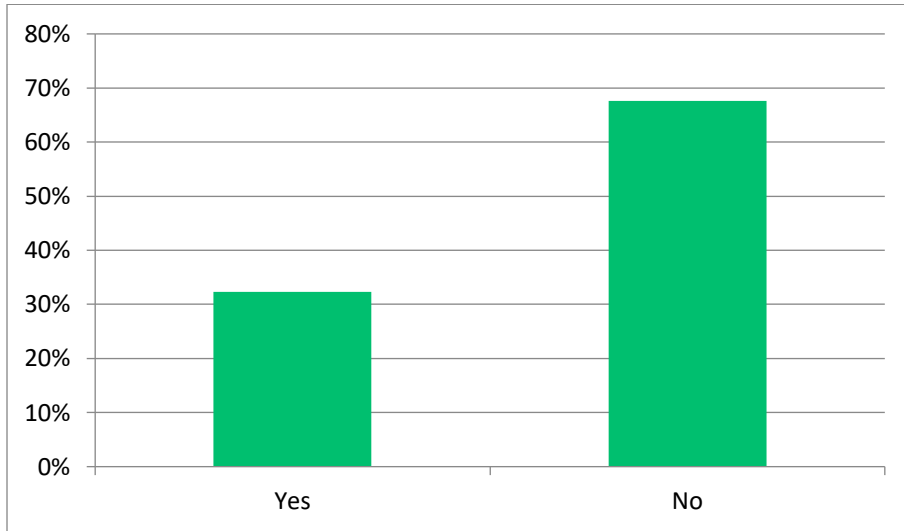


For those who answered *Car driver alone* or *Car driver with passenger(s)* to Q37:

**Q38. Will you usually use your own car for business travel? (n.36)**



**Q39. If a Pool Car was available at your workplace for business travel, would this enable you to leave your own car at home? (n.34)**



**Q40. If Pool Cycles were available at your workplace for business travel, would this enable you to leave your own car at home? (n.33)**

