Sheffield Hallam University

Travel Plan

March 2024

Sheffield Hallam University

Foreword from the
Group Director Infrastructure, Strategy and Change

I am pleased to introduce our University Travel Plan as we embark on a journey towards a more sustainable and climate-friendly future. As a senior leader, I am committed to championing active travel as something that can make a difference not just at an individual level but also at a community and societal level. For active travel to thrive however, we need to foster a culture that promotes and supports both health and environment conscious choices.

At its heart, this Travel Plan is about promoting active and low carbon travel. It envisions a campus where walking, cycling, and other forms of climate conscious transportation are not only possible but encouraged. By prioritising active travel where we can, we aim to reduce our reliance on fossil fuels, alleviate traffic congestion, and create a campus that is more accessible and enjoyable for all.

With your support, the University Travel Plan can be more than a document; it can be a step on the roadmap towards a greener, healthier, and more vibrant campus environment.

In the pages that follow, you will find the framework and strategies that will guide our efforts in the coming years. I encourage you to explore this plan, provide your insights, and actively participate in the initiatives it outlines. Your ideas and engagement are essential as we work together to create a more sustainable future.

Thank you for your engagement with this plan and taking the time to think about the opportunities for active travel in our community.

Contents

Section One
Executive Summary

*'Climate action is core to our values and our mission.
As a leading educator, employer and advocate in the region, it is a key part of our civic commitment too.'*

This six-year Travel Plan (2024 – 2030) builds upon travel research, analysis and planning work undertaken by the University. It provides the first holistic and comprehensive approach to understanding, appraising, and improving travel and transport options for students, staff, and visitors of Sheffield Hallam University across all campus sites. The main impetus comes from the University's desire to manage travel better, whilst utilising and developing the transport provision and facilities already available, improving travel options and choice for all those travelling to and around the University.

Our overarching aims for this Travel Plan are:
➢ To become a champion for low carbon, active travel with low carbon the first choice for business travel, whilst also supporting student, staff and visitor journeys to our campuses to be sustainable and convenient;
➢ Actively promote and evidence the health and well-being benefits of all forms of active and low carbon travel, and encourage their use;
➢ Discourage unnecessary travel and promote supporting less carbon-intensive alternatives;
➢ Reduce the carbon emissions arising from transport connected to the University, journeys to campus, business travel and student travel at the beginning and end of the academic year;
➢ Co-operate with key stakeholders to further these aims in the wider community and to influence strategic change needed within the region.

Having these aims embedded within this plan will assist in securing the long-term future of travel

planning at the University, which will need to include ongoing review and development to meet the changing needs of students, staff and visitors over time.

The process of developing this Travel Plan has included:
• Review of all previous reports and studies.
• Accessibility audits and modelling of all campus sites to understand the current provision and potential for sustainable travel.
• Travel surveys of students and staff to understand how they travel to the University, when, how often, why they make the travel behaviour decisions they do, the propensity for them to make any shifts towards more sustainable choices and to ascertain any impacts resulting from the Covid-19 pandemic.
• Assessment and estimation of the carbon impact of the staff and student commute based on travel survey data and using the methodology advocated by Defra.
• Stakeholder engagement to gather feedback from key stakeholders and potential partners, deriving additional information and learning what support may be available.
• Implementation plan development, to set out the deliverables and measures of the Travel Plan, as well as an indication of their priority and impact.

Ultimately, the Travel Plan, the supporting data and our associated ambitions are one aspect of Sheffield Hallam University's wider commitment through our 'Climate Action Strategy.'

(Sheffield Hallam Climate Action Strategy - 2023.pdf)

Section Two

Introduction and Context

The University is committed to the promotion of sustainable travel choices amongst staff and students as an integral part of the broader sustainability agenda.

The development of the University's Climate Action Strategy further highlighted the role that travel, both for commuting and business purposes, has in terms of environmental impact. It identified the need to manage both day to day commuting and reduce the impacts of business travel if ambitious targets to be net zero on carbon Scopes 1 and 2 by 2030 and realise a meaningful reduction on Scope 3 emissions by 2038 are to be achieved.

The plan is split into two main sections. The first section is the aims, actions, activities and targets proposed to deliver the stated ambitions. The second section shares the findings of the research, the methodology and data and more contextual information, all of which have been used as the basis for the actions.

We have developed an approach to travel planning for the University that is an organisation-wide commitment to promoting a hierarchy of travel options, with active, zero carbon forms of travel being the preferred choice. We intend to champion low carbon, active travel through infrastructure, incentives and information, with low carbon the default first choice option for business travel.

We want to ensure that the travel needs of staff and students are being met, facilitating access to the University in an efficient manner (both in terms of time and cost) that is safe, inclusive and supports our climate action ambitions. We understand that there are some journeys and some individuals for which car travel offers the only realistic option. Our role through this plan is to support and promote travel choice and raise awareness of the journey options where available.

The plan has been developed in the context of the specific challenges and changes to travel behaviours instigated by the Covid-19 pandemic, the longer-term impact it has had on travel and the current cost of living challenges faced by many.

Our context is also shaped by the diverse nature of our student body; we have a high percentage of students in one or more access and participation groups including disabled students and those from lower socio-economic backgrounds - our plan is informed by this.

Whilst the plan is a stand-alone document, it has clear links to the Climate Action Strategy and will be the mechanism by which targets for carbon reductions from travel can be measured. It also has a role to play in the University's capital development programme, providing an organisation-wide approach to travel planning to support the development of the campus over the coming years and to place Sheffield Hallam at the heart of the city region's public transport infrastructure.

For the first time, we have moved from an overarching target, based on reducing the proportion of trips by car, to one based on carbon reductions.

Section Three
Aims and Targets

Overarching Aims

The University aims to: -

- Champion low carbon, active travel with low carbon the default option for business travel.

- Actively promote and evidence the health and well-being benefits of all forms of active and low carbon travel and encourage their use.

- Discourage unnecessary travel and promote supporting, less carbon intensive alternatives.

- Reduce the carbon emissions arising from all transport connected to the University, journeys to campus, business travel and student travel at the beginning and end of the academic year.

- Co-operate with key stakeholders to further these aims in the wider community and to influence strategic change needed within the region.

Appendix 1 below lists all the actions and activities noted below into a table for ease of reference.

Measuring Our Impact

Traditionally, targets for organisational wide travel plan programmes have focused on reducing, where possible, the proportion of commuting trips that take place by single occupancy car.

Since the Covid-19 pandemic in March 2020 work practices have changed, leading to changes in patterns in travel behaviour have changed significantly (nationally and at the University) both in terms of frequency of travel and the modes of travel people choose for the trips that do take place.

Work and leisure travel may look quite different in the future, from the electrification of transport (replacing combustion engines), rethinking how we use transport, to the reasons we travel.

It is important to measure the impact of our actions to track these changes and respond accordingly. We will be using our travel data with our Carbon Management Tool to help us accurately track our progress against our targets and ensure evidence-based decisions.

The University aims to become a champion for low carbon, active travel with low carbon the default option for business travel

Overarching Target

Considering changing travel behaviour over recent years, the overarching target for the Travel Plan period is linked to reductions in carbon emissions as opposed to a mode share target.

Setting targets based on carbon emissions also allows the Travel Plan to align with the wider SHU Climate Action Strategy. Namely, commitments to be net-zero from Scope *{see footer}* 1 and Scope 2 emissions by 2030 and have meaningfully reduced Scope 3 carbon emissions by 2038 (against a 2018/19 baseline).

Achieving the carbon reduction target will need to be supported through a combination of increased levels of active and low carbon travel modes, reducing the need to travel

through the application of more flexible working practices and through technological advances.

Targets will only consider the carbon emissions from day-to-day travel of staff and students, taking into consideration the trips that the Travel Plan can be reasonably expected to impact. However, student trips home, throughout the year and travel at the start / end of the year will continue to be monitored and reported upon annually throughout the period of the Travel Plan.

Before setting out what the target should be for reducing carbon, it is important to reflect on the extent to which carbon emissions have changed in recent years as a consequence of the Covid-19 pandemic:

	2019	2022	Percentage Difference
Staff	2,471.73	1,365.43	-44.76%
Student	23,869.74*	10,684.10	-44.76%
Total	26,341.47	12,049.53	-44.76%

* Estimated based on staff percentage difference

The above table shows the 2019 baseline carbon emissions that will be used to create improvement targets for this Travel Plan. In line with the wider Climate Action Strategy, the target will be a 75% reduction in day-to-day commuting emissions on the 2019 baseline, by 2030.

The targets can be seen in the following table. It shows that the target of a 30% reduction by 2025 is already being achieved. It is worth noting that these target reductions for Scope 3 emissions were set before the onset of the pandemic and therefore a sudden increase in remote working has helped to reduce emissions much quicker than expected. A 75% reduction in emissions by 2030 still represents an ambitious target.

Target Carbon Emissions from Day-to-Day Commuting for 2025 and 2030 (CO2e per Year – Tonnes)

	2019 Baseline	30% Reduction, by 2025	75% Reduction, by 2030
Staff	2,471.73	1,730.21	617.93
Student	23,869.74*	16,708.82	5,967.44
Total	26,341.47	18,439.03	6,585.37

*Estimated based on staff percentage difference

The above table shows the 2019 baseline carbon emissions that will be used to create targets for this Travel Plan. In line with the wider Climate Action Strategy, the target will be a 75% reduction in day-to-day commuting emissions on the 2019 baseline, by 2030.
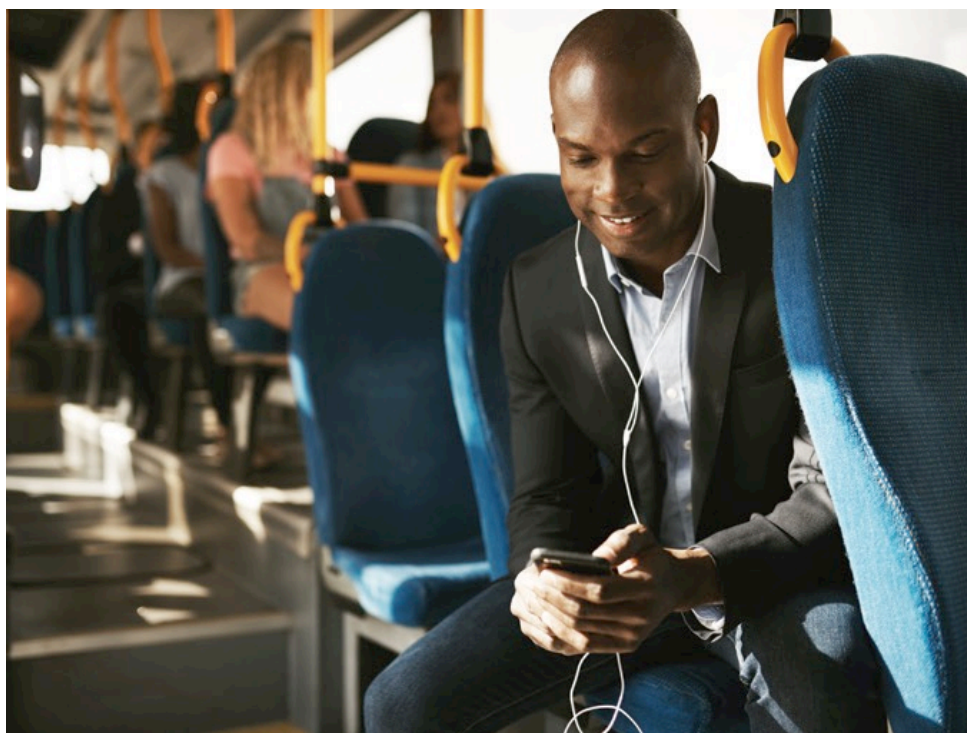
Action Based Targets

The overarching target to reduce carbon emissions will be supplemented by quantifiable action- based targets. The assumption is that, as we make improvements in the targets, we would expect to see a corresponding shift towards no or low carbon travel in the survey responses. Changing attitudes is a key measure of the success of the Travel Plan. This is the hypothesis we will test in our annual reporting to measure the effectiveness of the ongoing delivery of the Travel Plan.

Where a baseline year is required, academic year 22/23 will be used.

Action	Target	Timescale
Increase membership of the Cycle User Group	5% of all staff	By 2030
Take up of Cycle to Work Scheme (salary sacrifice)	20 new requests	Per annum
Use of discounted public transport ticketing	95% of regular public transport users accessing a discount period ticket as appropriate	By 2030
Infrastructure for Cycle Storage	Baseline current then achieve 10% annual increase in cycle parking	Per annum
Car Share Membership Increases	Further to the creation of a car share scheme – increase membership to 250	By 2030
Increase take-up of EV	100% of fleet cars	By 2024
Student Engagement	Increase response rate to travel survey to 15% of students	By 2030

Section Four
Travel Plan Measures

In order to achieve the aims, objectives and targets of the Travel Plan, a package of measures has been identified. Many of these are already in place and will receive ongoing support. Others are reflective of the outcomes of the latest travel surveys and the subsequent review of the effectiveness of measures to date.

Travel Plan Coordination

Any effective travel plan, particularly for a large institution where delivery will be across multiple locations, requires ownership to coordinate initiatives, promote opportunities and monitor progress over time.

Ownership of the Travel Plan

To have a successful and effective travel plan it is crucial that responsibility is taken for its delivery, the point of contact for day-to-day issues is provided and the effectiveness of the programme is monitored. The Environmental Compliance and Sustainability team will oversee the development of this strategy into deliverable initiatives and projects. The team will also act as the main point of contact for all travel and transport related issues, reporting to the Climate Action Steering Group.

Improving student engagement, working more closely with our student body, and building/utilising links with Sheffield City Council and Combined Authority (and other relevant institutions) to lobby for and help shape improvements in the broader transport network will be key when delivering the plan.

Increasing active
(NHS Health Scotland, 2021)

Strategic aims around values, people and organisation, infrastructure, environment, social responsibility and governance and place and profile.

Engagement and Communication

The assessment undertaken of the University campus locations at the outset of the development of this Travel Plan, illustrated that there are already lots of examples of best practice in terms of active and low carbon travel. From infrastructure to support active travel, through to a range of discounts to encourage more use of public transport, several of the barriers which typically exist when at the outset of a travel plan programme have already been addressed. The Travel Plan will, therefore, be focused on making sure students, staff and visitors alike are made aware of the options and support already available.

Currently, we have in place a range of resources that assist us to raise awareness and promote the Travel Plan measures. These include:

• Campus maps detailing locations of key facilities for pedestrians, cycling and public transport users.

• Online travel information, including the benefits of active and low carbon travel, a journey planning tool and details of specific University initiatives.

In addition, the Travel Plan will see the following implemented:

• A guide providing students with information on how to get to Sheffield at the start of term, incorporated into Hallam Welcome.

• A suite of travel guides for each of the campus / site locations, showing walking and cycling routes and public transport accessibility to / from the main City Campus and Collegiate Crescent Campus.

• Information points around the University that would include travel information and would be used to convey walking, cycling, public transport and more climate conscious car use information.

• Deliver a series of events to engage key target audiences and encourage active and low carbon modes of travel.

Engagement Groups

It is important that the work of the Travel Plan, its priorities and the measures delivered as part of it, are developed in consultation with staff and students. We will, therefore, organise the following groups: -

- Active Travel Research Group - The working group will monitor the delivery of the Travel Plan, consider proposed measures to support active and low carbon travel choices, support us to monitor the impact of the programme and advise of improvements or developments as appropriate.

- Cycle User Group - The SHU Cycle User Group (CUG) will be relaunched which will liaise as necessary to allow cyclists to share issues, discuss opportunities and to feedback suggestions to the Working Group.

- Student Engagement - It is evident from the travel survey programme that there is a need for better engagement with the student community on transport and climate-aware travel issues. Whilst the low response to the inaugural student travel survey could well be an indication that, for most students, accessing the University by no or low carbon modes of transport is not an issue, seeking more engagement in the ongoing delivery of measures to support travel choices would be a positive step. The Environmental Compliance and Sustainability Team will work with the Student Union and key representatives of the student community to identify and deliver joint initiatives and promote existing travel options. We will also consider alternative methods to more accurately measure student travel using existing data sets, e.g., calculations based on student residence location and likely distances to study. Options around incentivising climate conscious student travel where possible need to be considered whilst working with our students and potential future students.
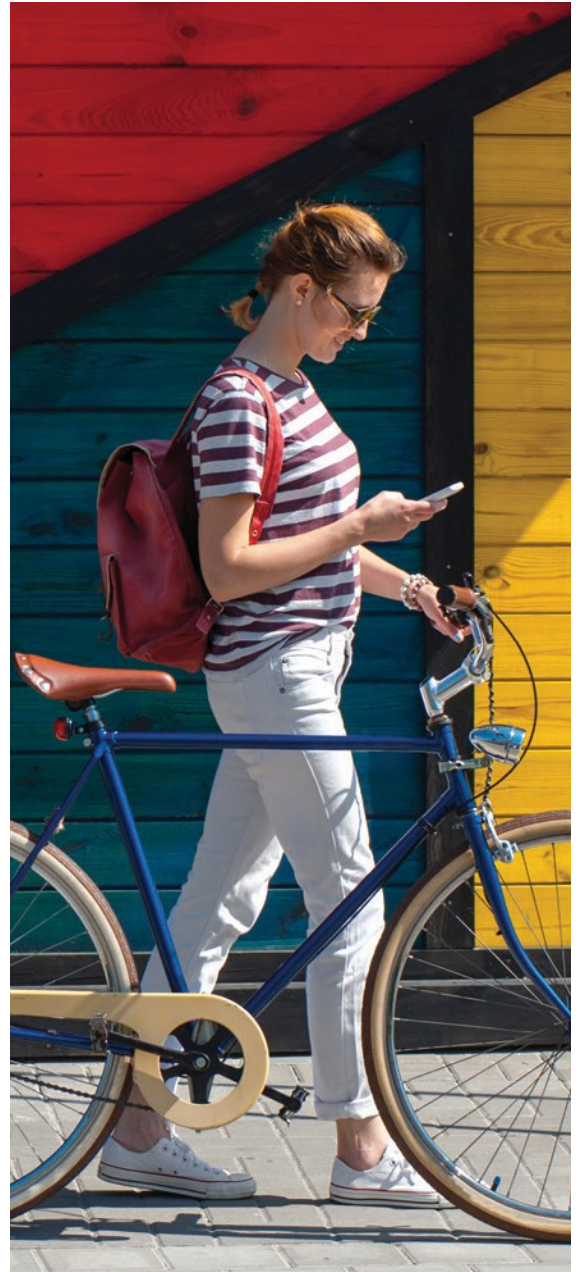
Public Transport

There is an extensive public transport network serving our City Campus with local bus, tram and national rail services all in close proximity to our main location. Furthermore, links to Collegiate Crescent Campus by bus are extensive and well used by staff and students alike.

Currently public transport accounts for 31.1% of staff trips and 42% of student trips to the University. Furthermore, there is significant interest amongst car drivers in changing to use public transport, especially given the current cost of fuel, promoting existing opportunities is critical.

The challenge for the Travel Plan is to ensure staff, students and visitors alike are aware of the options available to them and are benefitting from the most cost-effective ticketing options.

The following will be introduced as part of the Travel Plan:

- A ticketing guide for staff and students that explains the different options available.

- Link to real time information for stops / stations local to the University (bus, rail and tram) on the University's travel web pages, enabling staff and students to plan their journey more effectively.

- Pre-arrival information for both students and new members of staff on the range of discounts that are available.

- Promotion of personalised journey planning and online journey planning tools.

- Clear communication of staff and student benefits.

- Improved links with the Sheffield City Council and Combined Authority (and other anchor institutions) to lobby for and help shape improvements in the broader transport network.

Walking and Cycling

27.2% of staff and 39% of students currently walk or cycle to the University, which is positive. There are also a significant number of car drivers who would consider cycling or walking and some already do on an occasional basis. The challenge for the Travel Plan programme, is to support these people and encourage more to consider switching modes.

Measures already in place to encourage these active travel modes include:

- Delivery of a salary sacrifice scheme for staff wishing to take up cycling.

- Ongoing provision of secure cycle storage around campus locations.

To supplement the above, the following actions will be taken forwards as part of the Travel Plan:

- Review of cycle storage provision, security and usage with a view to determining where additional facilities / enhancements might be appropriate and promotion of what is available.

- Mapping of alignment with other SHU strategies to add influence and co-ordination for maximum benefit. For example:

- Climate Action Strategy

- Extended Campus

- Alignment with the University's active wellbeing programmes both for students as part of the Student Wellbeing Programme and colleagues

- Link with parents/carers and disability networks (parent and carer survey had feedback that caring responsibilities meant staff often being left with the feeling of limited travel options due to timing)

- Links to relevant human resources and student policies i.e., hybrid working, flexible working etc.

- Promotion of the health and wellbeing benefits of active travel and its alignment to our values and strategy.

- Promotion of safe cycling, including sales of discounted equipment through the Students' Union.

- Re-instatement of focus groups as necessary, in order to engage with pedestrians, cyclists and the relevant external providers (e.g., Sheffield City Council and the Sheffield City Region, Active Travel Commissioner for the MCA). Using our position as a major employer and civic organisation to drive, champion and support strategic change in support of the promotion of active travel, improvement in active travel safety and the ambition for no or low carbon active travel.

- Introduction of cycle 'fix it' tool stations at key locations where possible - enabling cyclists to make minor repairs (e.g., punctures) and host supporting events.

- Publish an up-to-date map of cycle parking, showers and changing facilities that can be used by pedestrians and cyclists.

- Implement a campaign surrounding pedestrian and cycle safety also integrating positive culture change with other road users - including personal stories and personal safety sessions.

- Regular review of the cycle to work salary sacrifice thresholds considering the cost of e-bikes and other possible cycle provision schemes.

- Lobby, consult and work with the Sheffield City Council, Combined Authority and other providers as necessary, to request improvements and developments, particularly considering safety, to the provision of cycling routes and infrastructure, incorporating provision to SHU sites outside the immediate City Campus too.

27.2% of staff and 39% of students currently walk or cycle to the University, *which is positive.*

Car Use

The travel survey results suggest that 5.2% of staff and 2% of students currently car share to the University as their main mode of transport. Encouragingly 26.6% of staff already car share on an occasional basis.

Given the increase in flexible working and the broader changes to travel behaviour, promoting car sharing will be focused on encouraging occasional travel by this mode and for one off journeys (such as student travel at the beginning and end of term).

The following will be delivered over the Travel Plan period: -

- Prepare postcode maps to demonstrate the ease with which car share partnerships could be made and provide clear guidance on how car sharing arrangements can be set up (on a geographical basis).

- Conduct a campaign regarding the benefits of car sharing for the start and end of term.

- Develop partnerships with companies to enable short term hire of electric vehicles to provide a low carbon option for (necessary) business travel vehicle rental.

The Role of EV (Electric Vehicle) and Emerging Technologies

A key means by which carbon emissions will be reduced over the coming years, will be through advances in technology which ensure travel can be less polluting (at a local level). 61% of staff who currently drive to work are considering switching to an electric or PHEV within the next three years.

Support for Electric Car Use

As the University purposely has limited car parking facilities, we do not currently have a formal EV Charging policy, therefore staff and students make use of existing public provision in the local area. Sheffield City Council is delivering an ongoing programme of public EV installations and currently, there are 2 charging points on Howard Street local to the City Campus.

Over the coming years, there is likely to be a significant increase in demand for EV charging infrastructure and a need to manage demand as a 'destination charging' location.

The following will be delivered over the Travel Plan period: -

- An assessment of existing and future demand upon campus infrastructure to produce an EV charging approach and policy.

- Consideration of business models to deliver additional charging infrastructure – continued participation in the broader public scheme, a private scheme or hybrid arrangement.

- All electric fleet by 2024.

- EV provision to support the plans to convert University fleet vehicles to EV power.

- User policy and consideration of reasonable charges to use EV points on campus where applicable.

Accommodating Micro Mobility Travel Options

Another emerging tool in the low carbon transport sector is that of the micro-mobility agenda, most notably e-bikes and e-scooters.

To support these, once legality is determined, the following will be considered over the course of the Travel Plan: -

- Development of a 'best practice guide' for e-scooter riders.

- Provision of charging facilities for both e-bikes and e-scooters. Due to fire safety risks associated with the batteries, the charging of e-bikes and powered transporters or their battery packs within university buildings is currently prohibited, with an e-bikes position statement in place. This will be reviewed in conjunction with Health and Safety Services every 12 months as the technology and research changes, and opportunities for making compliant charging facilities available will be explored.

- Use of cargo bikes for appropriate university logistics functions and provision of appropriate secure parking.

Section Five
Monitoring Progress

An integral part of the travel plan programme is the monitoring process, which seeks to capture data on travel behaviours and, importantly, the progress towards achieving the target of carbon reductions whilst improving wellbeing.

It also offers the opportunity for staff and students to feedback on any travel-related issues that might offer a focus for the University's travel planning moving forwards.

The key actions in respect of monitoring the Travel Plan are:

• A biennial staff and student travel survey will be undertaken (as a means to monitor progress towards the 2030 carbon reduction target). This will follow the methodology and timing adopted for the 2022 surveys, enabling comparisons to be made.

• On an annual basis undertake a review of progress against the 'Action Based Targets' set out in Section 10.

• Ongoing reporting via the Travel Plan Working Group/Active Travel Research Group on progress against continuous improvement.

Section Six
Our Location and Travel Options

The city centre location of the main University campus provides excellent opportunities for staff, students and visitors to access our facilities by active and low or no carbon modes of travel. With public transport links to local, regional and national destinations, a good cycle network and limited on campus parking provision, many of the factors that typically encourage sustainable travel choices are present at the City Campus.

CLICK MAP TO DOWNLOAD A PDF VERSION

Over a number of years, the University has delivered or been engaged with numerous initiatives to support active and / or low carbon travel; from the phased pedestrianisation of key routes through the city centre campus, to cycle storage and public transport

infrastructure upgrades. The University also provides a range of support to staff and students to promote low carbon travel from salary sacrifice for cycle purchase to discounted public transport ticketing.

The University recognises that travel choices are not only dictated by the destination; but also, where our staff and students come from, personal circumstances and the limits that places on their travel options. It should be noted that a significant number of our staff and students do live close enough to benefit from being able to travel actively by cycling or walking.

The University also provides a range of support to staff and students to promote low carbon travel from salary sacrifice for cycle purchase to discounted public transport ticketing.

Section Seven
How We Travel

To inform the development of this plan, in April and May 2022, we undertook full staff and student travel surveys.

These sought to gain insight into the travel behaviours of respondents and the reasons behind them. The surveys were delivered online and promoted to staff and students accordingly, through a range of internal communications channels.

The staff survey had a total of 928 responses and the student survey (the first time it has been undertaken) received 181 responses. Acknowledging the risk of reading too much into the student travel patterns given the low response, we have used the data we have gathered. The data still provides a useful baseline of travel behaviours and insight into the challenges faced. One of the key targets of the travel plan programme will be to increase student engagement in the programme and survey process in future years.

The student survey not only considered how students travel to and from campus on a daily basis, but also their journey at the start and end of term and trips made home during the year. This was done to ensure that, when reporting on the carbon impact of travel, we did not miss the significant impact of arrivals and departures.

The staff survey followed a similar format to previous iterations, capturing data on current day-to-day travel habits, as well as identifying factors which could encourage more people to travel using more low carbon modes of transport. Critically the staff survey also explored the impact that the Covid-19 pandemic has had on travel behaviour amongst those staff who worked for the University before March 2020.

A full report detailing the full survey results is available; a brief overview is provided in the following sections.
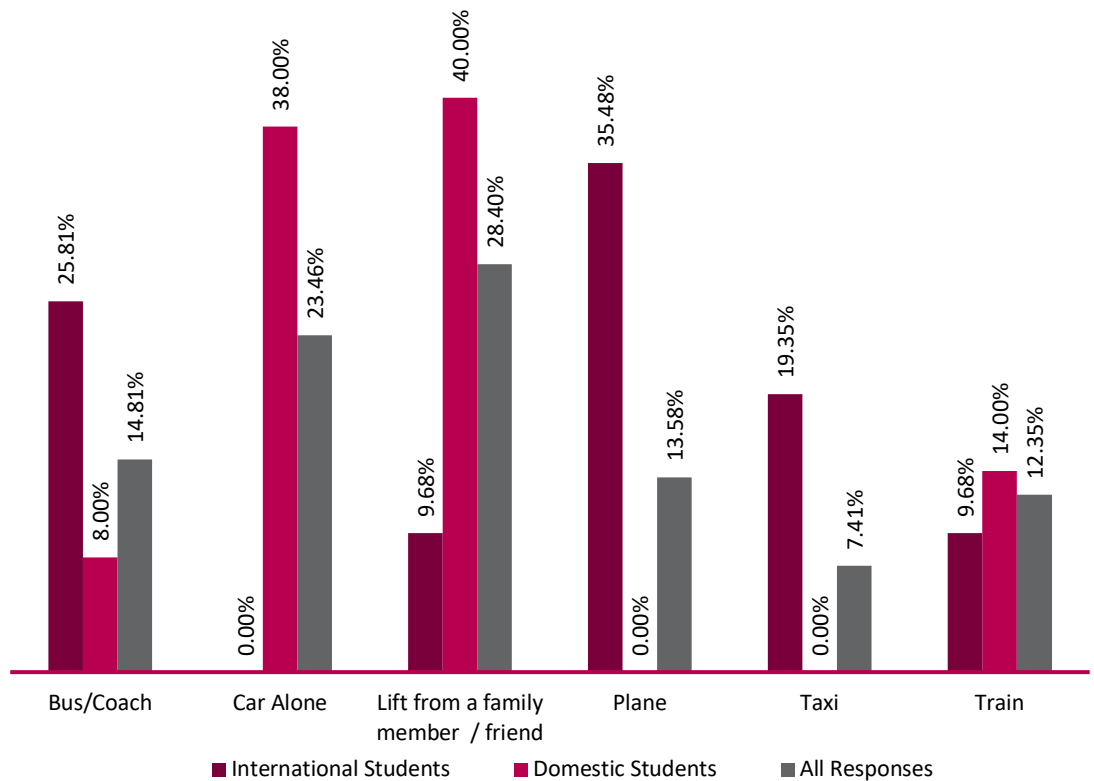
Section Eight
Student Travel Patterns

Journeys to and from students' permanent/ family homes contribute a significant amount to our total carbon emissions. (Fig:1) This is especially true of our international students and the growth of recruitment in this area, where 35.5% of trips at the start and end of term are by plane. Whilst there might be little that can be done to influence this, we do have supporting processes in place to limit the environmental impact, such as shared airport transfers, increasingly, the proportion of students who arrive by public transport is a key priority.

Mode Share – Start and End of Term
Fig:1

	Bus/Coach	Car Alone	Lift from a family member / friend	Plane	Taxi	Train
International Students	25.81%	38.00%	9.68%	35.48%	19.35%	9.68%
Domestic Students	8.00%	0.00%	40.00%	0.00%	0.00%	14.00%
All Responses	14.81%	23.46%	28.40%	13.58%	7.41%	12.35%

■ International Students ■ Domestic Students ■ All Responses

Whilst the journey at the beginning and end of term is one over which the University has limited control, day to day commuting to campus is a key focus of the travel plan programme. As illustrated (Fig:2), over 80% of commuting to campus is by walking, cycling or public transport, with 37% of students walking.

Mode Share – Student Commuting
Fig:2
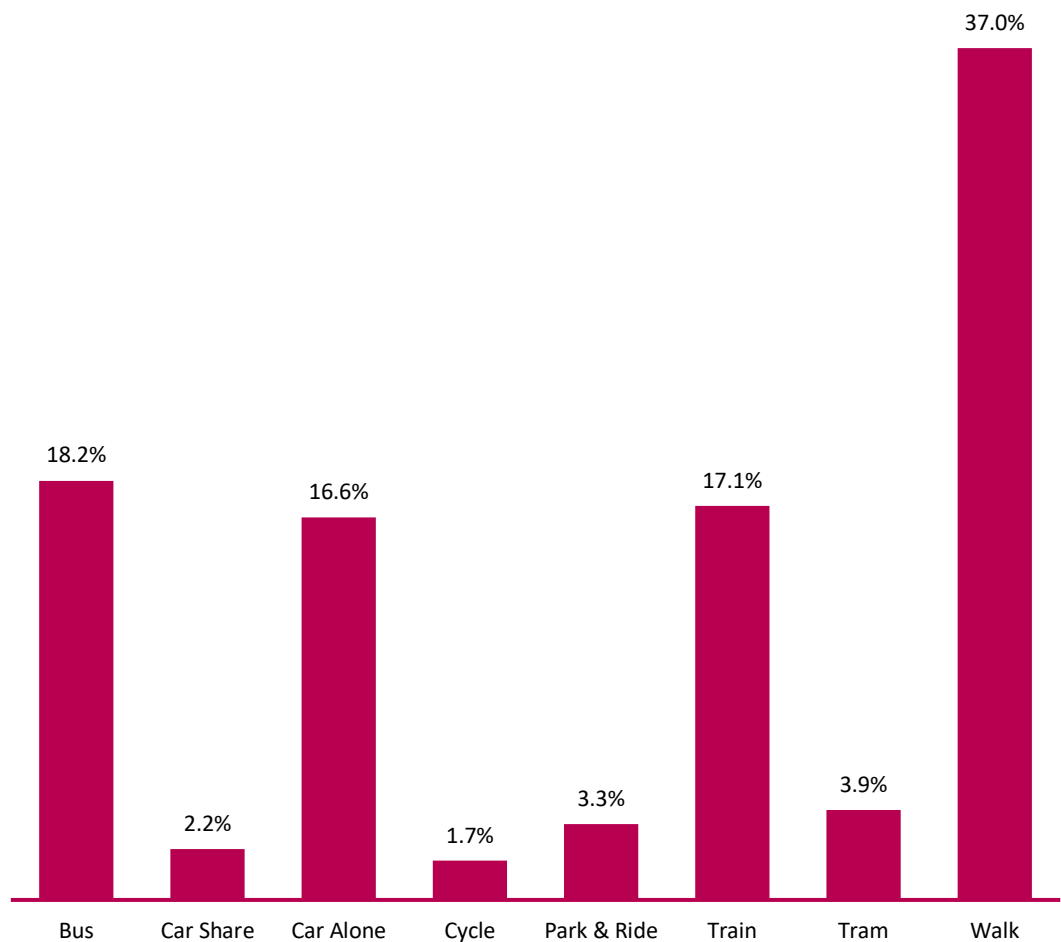
It is also important to reflect on the frequency of trips to campus and to assess the potential long-term impact on campus headcount as a consequence of the Covid-19 pandemic. As shown in Fig:3, most students now attend campus either 2 or 3 days per week, with just 8% attending every day. However, we need to support an enriching student experience by supporting accessibility to campus on a more frequent basis.

Number of Days Per Week Students Attend Campus
Fig:3
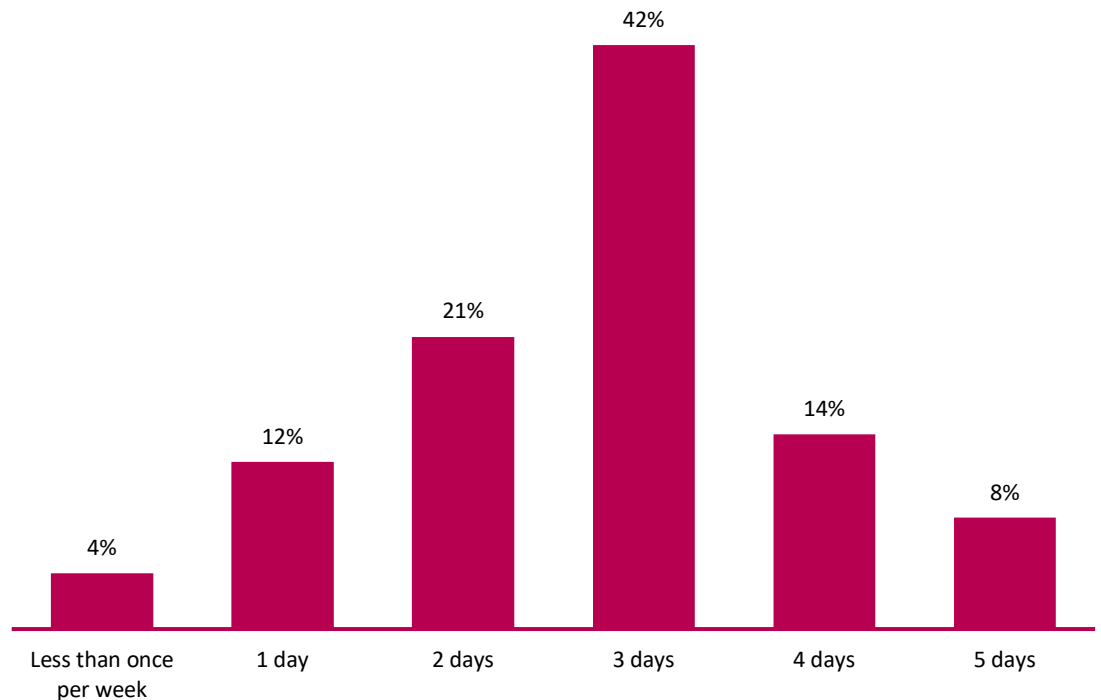
Two thirds of students visit campus up to (and including) three days per week, even with a reduced proportion of students' time spent on campus, there are a number of opportunities to encourage and support low carbon travel:

- 48.6% of our students live within 5 kms of their campus location, allowing for cycling and walking for many.

- Of those who currently drive, 37% already walk on an occasional basis – the key is to increase the frequency of this occasional travel choice and frequency of trips if and where appropriate.

- 70% of car drivers would consider using public transport and 12% would consider cycling.
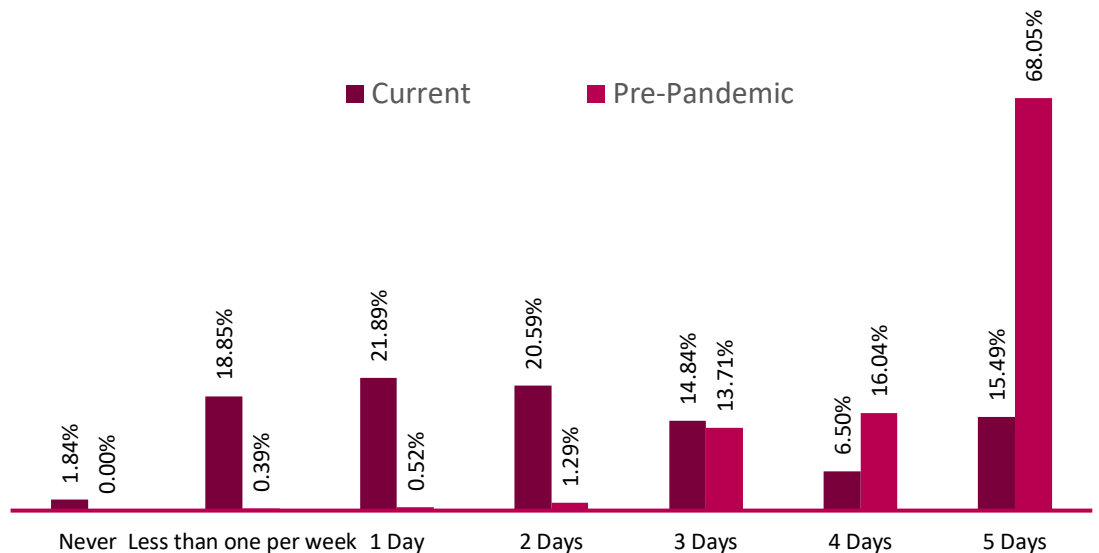
Section Nine
Staff Travel Patterns

Commuting

As with the student survey, Covid-19 has had a significant impact on the frequency of trips to campus (Fig:4), with 63% currently travelling 2 days per week or less, in comparison with pre-pandemic when 97% were travelling to campus 3 days per week or more.

### Trends in Frequency of Travel to Campus
Fig:4

Whilst the frequency of travel to campus has reduced since the onset of the Covid-19 pandemic, the proportion of trips that are undertaken by public transport has also reduced, whilst using the car alone has increased (Fig:5). Anecdotally, this is consistent with many organisations, as staff increasingly use their cars for the infrequent commute to work. There have been phases of response to the pandemic and we will continue to monitor staff travel patterns to understand changing trends as work patterns for staff may alter. Research into changes in commuting behaviours in response to the pandemic, indicates that some individuals have reassessed their commuting mode following the pandemic, which could provide an opportunity for behaviour change interventions. (Harrington DM H. M., 2022 Mar)

Method used to travel to campus
Fig:5
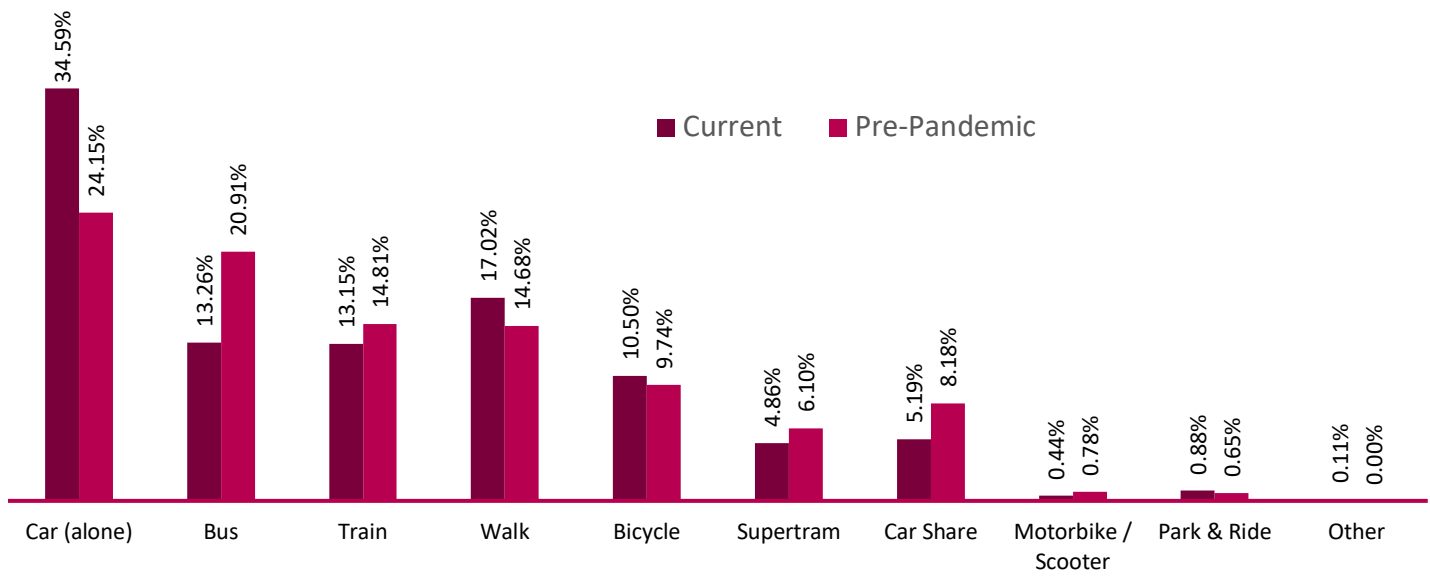
It is positive to note, however, that active travel (on foot and cycling) has increased as a proportion of trips since Covid-19. The key challenge for the travel plan programme will be to sustain this growth and to encourage staff who are not able to travel 'actively' to return to the public transport network, particularly local bus services, as well as promoting the benefits of car sharing.

As with the student travel survey, there were lots of opportunities identified to increase the proportion of staff commuting by no or low carbon modes of travel:

- 20% of staff who responded live within 5 kms of their main place of work.

- 42% of car drivers also occasionally travel by another mode, even if this is on an infrequent basis for some.

- Of those who come by car, 70% would consider using public transport and 38% would consider cycling or walking.

The Travel Plan will pay due regard to these findings, ensuring that the promotion of specific travel plan measures is undertaken in a manner which balances the travel needs of staff and students with the need to reduce our dependence on the private car.

Business Travel

Business travel accounts for approximately 5% of our scope 3 greenhouse gas emissions. To become a champion for low carbon travel we will need to alter our approach to business travel. We recognise the need to support behaviour change by highlighting and simplifying the processes to enable low carbon to be the default option for business travel.

We gather data through Key Travel and will report annually on this data.

We will baseline and set targets for business travel to provide a robust evidence base to understand our impact, as well as a mechanism to measure and monitor our carbon impact against these targets going forward.

We will review our systems and processes to make the lowest carbon travel option the default and working through the Climate Action Steering Group governance, will review University policy on business travel.

The pandemic has provided an opportunity to reset business travel and commuting behaviours and a series of timely interventions would make a significant difference and prevent a return to pre-pandemic levels of carbon intensive travel.

Section Ten
Our Carbon Impact

In addition to identifying the travel habits of staff and students, we have used our travel survey data to assess the carbon impact of our travel. These calculations are built up from the survey data, however, student response rates have been low. We need better response rates from students in future surveys, to ensure greater accuracy on where our students come from to study at SHU. This assessment has been undertaken for both daily commuting and the journeys at the start and end of term.

Using the latest DEFRA conversion factors (2021) the following headline figures apply:

Emissions Type		CO2e per Year - Tonnes
Start / End of Year	International Students	12,718
	Domestic Students	712
Staff Commuting		1,365
Student Commuting		10,684
Total		25,479

Carbon Footprint attributable to travel
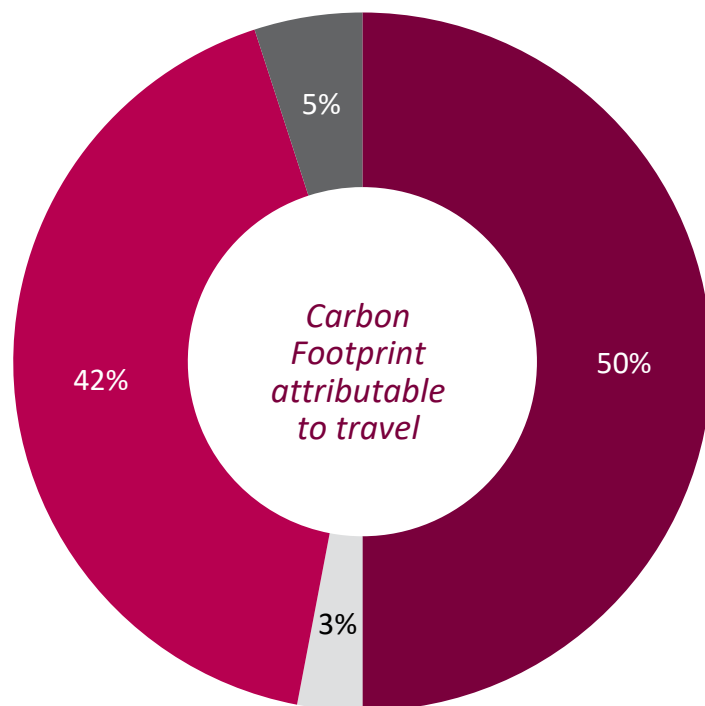
- International Students Start / End of year — 50%
- Domestic Students Start / End of Year — 3%
- Students Day-to-day commuting — 42%
- Staff Day-to-day commuting — 5%

Appendix One
Summary of Actions

Ref	Action
1	Measure the impact of our actions to track these changes and respond accordingly
2	Set targets based on carbon emissions
3	Implement measures to significantly decrease carbon emissions from daily commuting by 30% by the year 2025
4	Implement measures to decrease carbon emissions from daily commuting by 75% by the year 2030
5	Increase membership of the Cycle User Group to 5% of all staff by 2030
6	Increase take up of Cycle to Work Scheme (salary sacrifice) by 20 people per year
7	Increase use of discounted public transport - 95% of regular public transport users accessing a discount period ticket by 2030
8	Baseline current infrastructure for cycle storage then achieve annual increase in cycle parking
9	Create a car share scheme
10	Transition 100% of fleet vehicles to be electric vehicles by 2024
11	Increase student response rate to travel survey to 15% of students
12	Work with the Student Union and key representatives of the student community to identify and deliver joint initiatives and promote existing travel options
13	Designate the Environmental Compliance and Sustainability Team as the lead for Travel Plan management
14	Make available campus maps detailing locations of key facilities for pedestrians, cycling and public transport users
15	Provide online travel information, including the benefits of active and low carbon travel, links to journey planning tools and details of specific University initiatives
16	Incorporate a guide providing students with information on how to get to Sheffield at the start of term into Hallam Welcome

Ref	Action
17	Provide a suite of travel guides for each of the campus / site locations, showing walking and cycling routes and public transport accessibility to / from the main City Campus and Collegiate Crescent Campus
18	Provide information points around the University that would include travel information and would be used to convey walking, cycling, public transport and more climate conscious car use information
19	Deliver events to engage key target audiences and encourage active and low carbon modes of travel
20	Work with the Active Travel Research Group for optimal outcomes- The working group will monitor the delivery of the Travel Plan, consider proposed measures to support active and low carbon travel choices, support us to monitor the impact of the programme and advise of improvements or developments as appropriate
21	Relaunch the Cycle User Group which will liaise as necessary to allow cyclists to share issues, discuss opportunities and to feedback suggestions to the Working Group
22	Map of alignment with other SHU strategies to add influence and co-ordination for maximum benefit
23	Promote the health and wellbeing benefits of active travel and its alignment to our values and strategy
24	Promote safe cycling
25	Re-instate focus groups as necessary, in order to engage with pedestrians, cyclists and the relevant external providers (e.g., Sheffield City Council and the Sheffield City Region, Active Travel Commissioner for the MCA). Using our position as a major employer and civic organisation to drive, champion and support strategic change in support of the promotion of active travel, improvement in active travel safety and the ambition for no or low carbon active travel
26	Introduce cycle 'fix it' tool stations at key locations - enabling cyclists to make minor repairs (e.g., punctures)
27	Publish an up-to-date map of cycle parking, showers and changing facilities that can be used by pedestrians and cyclists
28	Implement a campaign surrounding pedestrian and cycle safety also integrating positive culture change with other road users
29	Regularly review the cycle to work salary sacrifice thresholds considering the cost of e-bikes and other possible cycle provision schemes
30	Lobby, consult and work with the Sheffield City Council, Combined Authority and other providers as necessary, to request improvements and developments, particularly considering safety, to the provision of cycling routes and infrastructure, incorporating provision to SHU sites outside the immediate City Campus too

Ref	Action
31	Provide real time information for stops / stations local to the University (bus, rail and tram) on the University's travel web pages, enabling staff and students to plan their journey more effectively
32	Provide pre-arrival information for both students and new members of staff on the range of discounts that are available
33	Promote personalised journey planning and online journey planning tools
34	Ensure staff and student benefits are clearly set out online and introduce an annual programme of re- sharing and publicising
35	Build/utilise links with the Sheffield City Council and Combined Authority (and other anchor institutions) to lobby for and help shape improvements in the broader transport network
36	Prepare postcode maps to demonstrate the ease with which car share partnerships could be made and provide clear guidance on how car sharing arrangements can be set up (on a geographical basis)
37	Conduct a campaign regarding the benefits of car sharing for the start and end of term
38	Develop partnerships with companies to enable short term hire of electric vehicles to provide a low carbon option for (necessary) business travel vehicle rental
39	Assess existing and future demand for campus infrastructure to determine an EV charging approach and policy.
40	Consider various business models to deliver additional charging infrastructure to support the transition to EV fleet vehicles
41	Provide EV support for the plans to convert University fleet vehicles to EV power
42	Develop a user policy and consideration of reasonable charges to use EV points on campus where applicable
43	Develop a 'best practice guide' for e-scooter riders
44	Consider provision of charging facilities for both e-bikes and e-scooters
45	Consider use of cargo bikes for appropriate university logistics functions and provision of appropriate secure parking
46	Undertake a biennial staff and student travel survey (as a means to monitor progress towards the 2030 carbon reduction target)
47	Review annually progress against the actions outlined
48	Report on progress against continuous improvement targets

Appendix Two
Development and Evolution of the Plan

The first draft travel plan has been produced in partnership with TPS Transport Consultants (TPS), an independent transport planning consultancy.

The first draft has been shared with the following groups to harness the subject matter expertise within Hallam and experience available within the institution:

• Active Travel Research Group

• Climate Action Steering Group

• Physical Activity and Sport Board

• ISO Management Review Group

Draft 2 reflects the comments received from the above group and has been recirculated to those groups as well as colleagues within Estates and Facilities, the Green Champions network and the Hallam Alliance.

Draft 3 reflects the comments received from all the above.

Draft 3 has been submitted to the Future Strategy Programme Board for information prior to being launched as the final document.

The travel plan will be reviewed annually.

Appendix Three
Theory of Change

To further ensure the reasoning, objectives and validation of this plan, an in-depth 'theory of change' has been undertaken, kindly provided and supported by Maxine Gregory

See the page below

CONTEXT	INPUTS	ACTIVITIES / PROCESS	LOGIC	OUTPUTS	INITIAL OUTCOMES	FINAL OUTCOMES	INDICATIVE KPIs
Rationale for the investment, what it hopes to achieve?	*Assets including funding, expertise*	*What is planned / happening?* **...IF these things occur…**	*Assumptions underpinning how the investment works* **BECAUSE** of these factors	*Deliverables resulting from activities* **...THEN** these changes will occur…	*What difference is made?*		*How do we measure impact? / What does success look like?*
There is organisation wide commitment to a 'serious and dedicated' approach to reducing SHU's environmental impact 12% of SHU's total carbon can be attributed to operational and staff travel and transport related activities. There is a desire to reduce this SHU wants to become a 'recognised champion' for low carbon and active travel SHU has aspirations to become a net zero campus which will fed into the regional aim for SCR to achieve net zero The Covid-19 pandemic changed working and travel patterns. This has provided an opportunity to reset business travel and commuting SHU's travel plan is aligned to its new Climate Action Strategy Travel planning has a role to play within SHU's capital development programme. There is an aspiration to develop 'active environments'	Environmental Compliance and Sustainability Team Monitoring and evaluation expertise and support from SHU's new Active Travel Research Group Partnership working – PACE board, Sheffield Climate Co-Ordination Partnership Baseline data from spring 2022 travel surveys (staff – 928, student 181 responses) Climate Action Steering Group governance and designated research centre and team Possible appointment of Travel Plan Coordinator?	**Engagement and communication** - Better information on active and low-carbon travel options is provided to staff and students to raise awareness of travel choice (maps, online info, travel guides, personalised travel planning, info points, events) - Annual monitoring and evaluation data and insight will be shared - The health and well-being benefits of active and low-carbon travel are promoted - Increase student engagement and improve survey responses (to 15% by 2030) - Increase membership of the Cycle User Group to 5% of all staff - Develop a 'brand' to promote everything related to travel and transport at SHU - Map and increase engagement with 'key groups' - including ATRG, Student Union and student community **Behaviour change** - Active and low-carbon travel options will be incentivised (definitions to follow) - Discourage unnecessary travel - SHU will support and encourage active and low-carbon travel choices (car share scheme / public transport / 'eco-driving') - Targets for business travel will be set, with a simplified process and a system to measure and monitor our carbon impact - Creation of a car-share scheme targeting 250 members by 2030 - Increased take up of EV (100% of fleet vehicles by 2024) - Public transport – discounts, ticketing guide, info points, journey planning, roadshow events - Cycle to Work Scheme – aiming for 50 applications per year - Safety campaign - details - Cycle training - details **Infrastructure** - Influence SCC policy through a shared vision - Increase cycle storage (10% increase in parking per year) - Review of cycling provision parking, security and usage, 'fix it' tool stations,	Staff and students will become more aware of travel choices and travel behaviours and their effects - both positive (health, wellbeing, financial) and negative (environmental). Greater awareness will change behaviour resulting in less car usage and more active travel, plus a reduction in business travel A SHU travel brand will strengthen awareness A growth in membership of the Cycle User group will result in more cycle journeys Perceived and actual safety of walking and cycling will improve Improved infrastructure will result in mode shift / walking and cycling will increase (participants and frequency) Public transport usage will increase if the quality increases and / or cost reduces	Staff and students are better informed and aware of travel choice Membership of the Cycle User Group increases (to 5% of all staff by 2030). Personalised Journey Plans created for 100 staff per year *this needs tracking back to activities* The SHU travel brand is recognised amongst staff and students Fewer car journeys (especially short journeys by car) are taken Increased walking (more walkers and walking journeys) Increased cycling (more cyclists and cycle journeys) Less business travel Low carbon will become the default option for business travel	Walking, cycling and multi-mode journeys which reduce car usage will become the natural first choice for staff and students The local uptake in walking and cycling will contribute to the Govt target for 50% of all journeys in towns and cities walked or cycled by 2030 Cost of living benefits by reducing travel costs Active and low-carbon travel investment will create environmental, health and economic benefits and a positive ROI	**SHU is walk and cycle friendly** - Quality infrastructure - Developments designed for walking / cycling (city campus masterplan) - Supportive active travel culture - Improved connectivity between campuses / sites / buildings - Profile / recognition **The environment benefits** - Less congestion - Less pollution - Placemaking **Economic impacts (economy and personal)** - Active travel supports High Streets and business - Return on Investment - Lower travel costs reduce cost of living **Inequalities** - Improved travel equity - Increase access / inclusion **Health** - Physical activity levels - Mental health and wellness - Public health benefits **Quality of life / satisfaction** - Family time (e.g. walk, scoot to school) - Improved happiness / emotional wellbeing - Car parking issues reduced	**Environmental measures** - Reduced carbon emissions (this is the primary outcome measure) - Improved air quality - Reduced congestion **Behaviour / activity levels** - Cycling and walking increase (participants and frequency) - Multi-modal journeys increase / reduced car usage Measured via self-report surveys and other local data sources (cycle counters etc) **Perceptions / attitudes** - Staff and student awareness of travel choices will increase - Perceptions of active and low-carbon travel see a positive change - Attitudes towards active and low-carbon travel improve - Staff and students feel more confident to travel actively, and their motivation and opportunities increase Measured via survey data / qualitative research with staff and students **Impact measures** - Increased profile of active and low-carbon travel within SHU - SHU known as a 'recognised champion' for low carbon, active travel' taking a sector-leading approach