

## Appendix 1: Green Fleet Strategy Action Plan

Key Indicator	Actions		Outcomes	Timescale	Cost / Resources
<b>Outcome 1: Facilitate the transition to a carbon neutral fleet through the usage of green technology including electric vehicles and alternative fuels</b>					
Annual reduction in vehicle CO2 emissions through utilisation of alternative fuels and electric/hybrid vehicles where feasible	1.1a	Year on year increase in the use of HVO (or another suitable alternative).	Year on year increase in the use of alternative, low emission fuels	<ul style="list-style-type: none"> <li>• 1/3 in 2026/27</li> <li>• 2/3 in 27/28</li> <li>• Fully utilised by 28/29</li> </ul>	£50,000 in year 1 £100,000 in year 2 £150,000 in year 3
	1.1b	Replace vehicles with electronic alternatives as replacements become due, in-line with budget, procurement and infrastructure requirements. This will include 4 x EV's within this 3-year period.	Ensure 4 electric vehicles are included within the vehicle replacement programme for the next 3 years, in line with infrastructure allowances at the new depot	Additional vehicles procured by 31 <sup>st</sup> March 2027	Procured within current vehicle replacement budget.  (Electric vehicle cost varies greatly by type of vehicle, and any additional costs will be included within the budget setting process).
	1.1c	Introduce a BEV procurement policy that follows a clear process to prioritise BEV purchases (based on highest efficiency and the greatest potential to reduce GHG emissions). The process should consider utilisation, whole life costs and emissions as part of the vehicle procurement.	Review all current fleet-related policies and processes with a view to embedding the 'green fleet' principles	September 2026	Officer time
Establish an E-vehicle home charging trial for vehicles which are stored at home overnight	1.2a	Create a business case for the implementation of the trial, if successful, roll out the trial and monitor performance.	Collect data throughout the trial period to ascertain the success of the trial and the viability of rolling this out more widely within the council	31 <sup>st</sup> March 2026	Officer time
	1.2b	Once complete, analyse the success of the trial and ascertain if this can be rolled out on a larger scale.	Establish a programme for further roll out	31 <sup>st</sup> March 2027	Estimated cost of £1,500 per charging point

<b>Outcome 2: Facilitate the transition to greener driving behaviours and more effective fleet usage by ensuring vehicles are used as efficiently as possible and eliminating unnecessary journeys</b>					
Establish baseline data for current fleet usage which covers the usage of council owned vehicles, pool cars and grey fleet.	2.1a	Create baseline from existing data and identify areas for improvement.	Established baseline data set which clearly defines starting position to track progress against	31 <sup>st</sup> December 2025	Officer time
	2.1b	Where possible, benchmark data against other local authorities and identify where best practice can be shared.	Identify suitable network which offers benchmarking against like for like authorities	31 <sup>st</sup> March 2026	Officer time
Undertake a vehicle utilisation assessment and route review and establish areas for improved efficiency.	2.2a	Undertake vehicle utilisation review and establish vehicles which are under-utilised and explore alternative options.	Annual review of vehicle utilisation which aligns with the council's vehicle replacement programme to ensure there isn't a vehicle surplus	31 <sup>st</sup> March 2026  Follow-up assessments to take place annually	Officer time
	2.2b	Undertake a route review for each service area and establish areas where route optimisation would be effective.	Introduce optimised routes for all service areas alongside a process for regular route optimisation assessments	30 <sup>th</sup> September 2026	Officer time
	2.2c	Establish mechanism within the Transport User Group (Outcome 3) to monitor and improve vehicle utilisation and route optimisation.	The creation of a mechanism which allows high-level monitoring of performance through the user group	31 <sup>st</sup> March 2026	Officer time
Work with each service area to identify best practice driving behaviours and how these can be rolled out to their team.	2.3a	Establish training plan for all employees who are required to drive council vehicles.	Training plan to be rolled out to relevant service areas within one year of strategy adoption	31 <sup>st</sup> March 2026	Officer time
	2.3b	Create monitoring process which allows poor driving behaviours to be identified and rectified through training and education.	The creation of key KPI's which allow high-level monitoring of performance through the user group	31 <sup>st</sup> March 2026	Officer time

Outcome 3 Ensure the fleet is fit for present and future service delivery					
Ensure SKDC's fleet and Operating Centres remain compliant with the conditions of the Operator's Licence.	3.1a	To ensure that all requirements of the operators' licence requirements are met, including vehicle maintenance, inspections, driving hours and behaviour.	Services continue to run seamlessly with no disruption to service delivery	Ongoing	Officer time
Retain 'Green' OCRS (Operator Compliance Risk Score) status.	3.2a	To ensure that vehicles are always maintained to a high standard and are properly prepared in advance of their annual MOT.	Seamless delivery of transport services	Ongoing	Officer time
	3.2b	To ensure Mechanics are trained and accredited to ensure they have the necessary skills required.	Continuous and safe delivery of service	Ongoing	Officer time
Establish a Transport User Group to monitor policy compliance and driver behaviour across all departments using vehicles. The group will establish terms of reference and relevant KPI's in line with policies.	3.3a	Establish the group including: <ul style="list-style-type: none"> <li>• Membership,</li> <li>• Meeting interval,</li> <li>• Terms of reference,</li> <li>• KPI's, and</li> </ul> Roles and responsibilities.	Establish group, and establish KPI's for performance and improvement monitoring at initial meeting of the group	31 <sup>st</sup> December 2025	Officer time
	3.3b	Monitor and feedback progress through annual corporate performance reporting through the Corporate Plan.	Incorporate agreed KPI's into the corporate performance monitoring process within first year of strategy adoption	1 <sup>st</sup> April 2026	Officer time
Health and Safety – ensure Risk Assessments and relevant documents are reviewed annually and after any significant incident.	3.4a	Undertake annual review of risk assessments and safe systems of work.	Completion of annual review of relevant RA's and SSOW	Completed annually through established internal processes	Officer time
	3.4b	Undertake additional reviews when relevant in-line with legislation updates, policy changes and health and safety recommendations.	Undertake additional reviews when required and as advised by the corporate Health and Safety team	As required	Officer time