

# WELSH HEALTH CIRCULAR



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

Parc Cathays  
Caerdydd CF10 3NQ

Cathays Park  
Cardiff, CF10 3NQ

**Issue Date:** 14 July 2008

**Status:** Action

**Title: Sustainable Travel Plans in NHS Wales (Site Specific), to include Car Parking Plans**

**For Action by:** Chief Executives, NHS Trusts and Powys Local Health Board

**Action required: Para's 7 - 10**

**For Information to:** See attached list

**Sender:** Andrew Walker, Head, Capital, Estates & Facilities Division, Resource Directorate, Department for Health and Social Services, Cathays Park, Welsh Assembly Government, CF10 3NQ. Tel: 029 2082 6359

**Welsh Assembly Government contact:** Chris Morgan, Estates & Facilities Branch, Resource Directorate, Department for Health and Social Services, Welsh Assembly Government, Cathays Park, Cardiff, CF10 3NQ. Tel: 029 2082 3373

**Enclosure(s):**

**Annex 1 - List of Hospitals Sites, Annex 2 – Sustainable Travel Plan Contents**

Dear Colleague

## Summary

1. WHC (2008) 011 notified the NHS in Wales of the new arrangements for car parking in NHS Hospitals. Free car parking was introduced at all NHS Hospital sites without external contracts from 1<sup>st</sup> April 2008. Trusts with external contracts in place were required to develop and fund schemes to reduce costs for patients, staff and visitors until those contracts expire or are ended. Reduced cost schemes, were required to commence on 1<sup>st</sup> June 2008.
2. The Circular also instructed Trusts to develop Action Plans to demonstrate how they would deal with issues that may develop as part of this reform. These action plans have now been scrutinised by officials, and it was recognised that NHS Trusts and Powys LHB should now develop and implement site specific sustainable travel plans. These plans must contain a range of sustainable transport measures that will:
  - Improve the accessibility of NHS sites for all users;
  - Promote more sustainable alternatives to single occupancy car journeys;
  - Promote the health benefits of active travel.
3. The plans should also include within them a section specifically addressing the car parking related issues detailed within WHC (2008) 011:
  - Ensuring ongoing funding to meet the costs of security, lighting, CCTV and maintenance of car parking;
  - The possibility of an increase in demand and how this will be handled;
  - Measures to promote car drivers to use more environmentally friendly forms of transport;
  - Measure to identify (and where necessary control) the possible utilization of spaces by commuters or nearby residents reducing capacity for patients, visitors and staff (fly-parking);
  - Information relating to Civil Penalty Notices (where applicable) including the number of notices issued, the number of disputes, the number of successful appeals and the revenue received by the Trust and/or contractor; and
  - The schedule of parking charges at current and planned tariffs for sites where charges are still in place.

## Background

4. The National Assembly for Wales has a statutory duty to promote sustainable development in the exercise of its functions. Amongst the recent sustainable developments promoted by the Welsh Assembly Government are included the following travel related items:

- NHS Travel Plan Toolkit for Wales which was launched in November 2007 demonstrated the commitment of the Welsh Assembly Government to support the development and implementation of site specific sustainable travel plans.
  - Designed for Life strategy required all NHS Trusts to obtain a gold/platinum level award in the Corporate Health Standards by March 2008 which requires the development of a Green Travel Plan aimed at reducing car use and encouraging staff to increase their physical activity through active travel.
  - WHC (2008) 011 set out and communicated the newly reformed car parking policy for NHS Wales and required NHS Trusts and Powys LHB to develop measures to promote car drivers to use more environmentally friendly forms of transport.
5. It is essential that NHS Trusts and Powys LHB demonstrate that continuing improvement is being made by adopting a suitable range of sustainable travel measures. This will provide the impetus for refinement of travel planning techniques and present opportunities for benchmarking and sharing of good practice.
  6. The travel and transport sub-group of the Welsh Health Environmental Forum meets quarterly to discuss all aspects of travel and transport within healthcare environments, and will provide an opportunity for NHS Trusts for the sharing of good practice, trouble shooting and analysis of appropriate targets.

### **Action**

7. An Executive Director must be nominated by the Chief Executive to have responsibility for the Sustainable Travel Plans and the Car Parking annex within these Plans.
8. Trusts are required to develop and implement a sustainable travel plan for the major hospital sites within their Trusts by 31st March 2009 (a list is included as Annex 1). This sustainable travel plan following the suggested format in Annex 2, must include appropriate annual targets informed by site facilities audits and user travel surveys and enable the demonstration of continuous improvement. Your plans should be submitted for ratification to Christopher Morgan, DHSS, Welsh Assembly Government by 30<sup>th</sup> April 2009.
9. Once complete these sustainable travel plans must be monitored on an annual basis and an annual report of performance against the identified targets submitted to Claire Masters at Welsh Health Estates.
10. Trusts must implement site specific sustainable travel plans at all hospital sites, including community hospitals by 31<sup>st</sup> March 2010. A sample of these plans will be centrally reviewed. Trusts will be contacted appropriately

## Further information

11. Trust performance briefings will be provided to the Minister for Health and Social Services as required for monitoring of One Wales commitments.
12. Trusts and LHBs are reminded that information on Civil Penalty Notices as detailed in Ann Lloyds letter dated 31<sup>st</sup> May 2008 will still be required by 30<sup>th</sup> November 2008.
13. Any queries regarding this circular should be directed to Christopher Morgan, Estates & Facilities Branch, Resource Directorate, Welsh Assembly Government, Cathays Park, Cardiff, CF10 3NQ.



Andrew Walker  
Head of Capital, Estates and Facilities  
Resources Directorate, DHSS

## Distribution List

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**Sustainable Travel Plans in NHS Wales ( Site Specific), Including Car Parking  
Annex**

**List of Hospitals for which Sustainable Travel Plans are required by 31st March  
2009.**

Royal Glamorgan Hospital  
University Hospital of Wales  
Llandough Hospital  
Prince Charles Hospital  
Velindre Hospital  
Singleton Hospital  
Morrison Hospital  
Neath / Port Talbot Hospital  
Princess of Wales Hospital  
Prince Phillip Hospital  
West Wales General Hospital  
Bronlais Hospital  
Withybush General Hospital  
Nevill Hall Hospital  
Royal Gwent Hospital  
Ysbyty Glan Clwyd  
Ysbyty Gwynedd  
Ysbyty Wrexham Maelor

## Site Specific Sustainable Travel Plans in NHS Wales, Including Car Parking Plans

### Sustainable Travel Plan Contents

1. **Background**
2. **Introduction**
- 2.1 **Physical**

Description of the physical structure of the site i.e. Number of parking spaces, entrances and so on.
- 2.2 **Organisation**

This section should consider the number of departments, employees and the type of work carried out.
- 2.3 **Geography**
  - Details of the type of built environment
  - Details of local cycling conditions
  - Details of local walking conditions
- 2.4 **Subsidiary details**
  - Details of recorded site audit
  - Details of car/cycle parking
  - Details of changing/shower facilities
  - Information from suppliers of deliveries
  - Public transport access, frequency of services and location of stops
  - Congestion problems
3. **Executive Summary**
- 3.1 **Summary**

The executive summary should bring together the main themes of the travel plan, including its objectives, the nature of the research completed, and a summary of the measures introduced.
4. **Motivations**
- 4.1 **Key motivations**
  - Part of ISO14001 or Green Dragon
  - Part of an environmental initiative
  - Satisfy a planning condition (section 106) with a local authority
  - Good Corporate Citizen toolkit
- 4.2 **Benefits to the individual**
  - Improvements to health with increased walking and/or cycling
  - Cost savings
  - Time savings

- Convenience
- Social Benefits
- Lifestyle enhancements

#### **4.3 Benefits to the workplace**

- Reduced sickness
- Cost savings from reduced sickness
- Time savings, punctuality and reduced site congestion
- Good environmental, social, employee and community image
- Increased business efficiency, reduced payments from mileage

#### **4.4 Benefits to the community**

- Less vehicles
- Lower pollution levels/better air quality
- Improved public transport services from negotiations with service providers through local organisations
- Improved cycle routes/paths

#### **4.5 Benefits to the environment**

- Climate change
- Local air quality
- Noise

### **5 Roles and Responsibilities**

#### **5.1 Support**

Obtain a supporting statement and signature from senior management

#### **5.2 Resources**

Specify the total resources required for the travel plan

#### **5.3 Internal support**

Establish a multi-departmental steering group for the travel plan that will:

- Involve union representation
- Identify roles and responsibilities for all parties involved
- Undertake consultation
- Ensure management are involved in the development of the plan
- Anticipate the likely barriers for the travel plan and ways to overcome these barriers

### **6 Partnership working**

#### **6.1 Partnerships**

Create partnerships with outside organisations, for example, local businesses, environmental groups and residents associations

## **7 Communication/marketing**

### **7.1 Communication strategy**

A strategy should be developed that identifies the target audience, key messages and communication tools that can be used to most effectively promote the travel plan

### **7.2 Marketing**

Useful marketing tools include:

- Flyers, posters and leaflets
- News articles (especially success stories)
- Travel plan launch
- Alternative travel events
- Events such as- National Bike Week, Environment week, In town without my Car days ...

## **8. Survey details**

### **8.1 Site Survey**

Include a blank copy of the site survey and a summary of results

### **8.2 Staff Survey**

Include a blank copy of the staff survey and a summary of results

### **8.3 Travel Audits**

Include a blank copy of the travel audit and a summary of results

## **9. Objectives, measures and implementation**

### **9.1 Social objectives**

To minimise the impact of the organisation and its related activities upon the local community (congestion, noise, pollution)

### **9.2 Economic objectives**

To improve the recruitment and retention of staff through greater availability of alternative modes of transport, reduced congestion and cost savings through car-sharing schemes etc.

### **9.3 Specific objectives**

Should include the following steps:

- Increase the attractiveness of walking, cycling and public transport Modes
- Reduce the number of journeys made by sole occupancy vehicles
- Reduce the need for commuter trips for business purposes

#### **9.4 Measures**

You will need to identify the package of measures based on the survey details that will encourage modal shift. This should include measures that include 'carrots' and 'sticks' to help with the travel plan success. Make sure that you include measures that cover the full range of travel options i.e. walking, cycling, public transport, car sharing and home working

#### **9.5 Implementation**

You should provide general/approximate timescale for the implementation of the travel plan measures and also provide specific dates for the implementation of the travel plan elements

#### **10. Targets**

A good travel plan must contain annual targets that are informed by the information collected through analysis of survey returns. The targets should be challenging yet achievable and demonstrate continuous improvement.

#### **11. Monitoring**

Measure the success of your travel plan by monitoring how well you have done against the targets that were set. Monitoring should be an annual activity which is informed by repeat surveys and utilised to review existing targets to ensure they allow for continuous improvement.

### **Appendix**

#### **Appendix 1**

Appendix 1 to the travel plan **must** be dedicated to the car parking related issues detailed within WHC (2008) 011 as follows:

- Ensuring ongoing funding to meet the costs of security, lighting, CCTV and maintenance of car parking;
- The possibility of an increase in demand and how this will be handled;
- Measures to promote car drivers to use more environmentally friendly forms of transport;
- Measure to identify (and where necessary control) the possible utilization of spaces by commuters or nearby residents reducing capacity for patients, visitors and staff (fly-parking);
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