



AGENDA ITEM

2.1.3

PLANNING, PERFORMANCE & FINANCE COMMITTEE

TRANSPORT, TRAVEL AND CAR PARKING POLICY (FAC EM03)

Date of meeting	23 rd August 2022
FOI Status	Open/Public
If closed please indicate reason	Not Applicable - Public Report
Prepared by	Russell Hoare, Assistant Director of Facilities David Williams, Facilities Governance & Compliance Manager
Presented by	Gethin Hughes, Chief Operating Officer Russell Hoare, Assistant Director of Facilities
Approving Executive Sponsor	Chief Operating Officer
Report purpose	FOR APPROVAL

Engagement (internal/external) undertaken to date (including receipt/consideration at Committee/group)

Committee/Group/Individuals	Date	Outcome
Health Board Staff Consultation via SharePoint	12/05/2022	SUPPORTED
Environmental Management Steering Group (EMSG)	25/03/2022	ENDORSED FOR APPROVAL

ACRONYMS

CTMUHB	Cwm Taf Morgannwg University Health Board
EQIA	Equality Impact Assessment
EMSG	Environmental Management Steering Group

1. SITUATION/BACKGROUND

1.1 Transport, Travel and Car Parking Policy (FAC EM03)

- 1.1.1 This Policy applies to all individuals who travel on Cwm Taf Morgannwg University Health Board (CTMUHB) business including lease car users (under the lease car scheme), those who drive their private vehicles, whilst at work, pool car drivers and the Health Boards fleet vehicles.
- 1.1.2 It supports the requirements of the Environmental Policy, sustainability and the reduction of carbon emissions. It applies equally to all employees, patients, visitors and any other user of the parking facilities and roadways provided and maintained by the Health Board regardless of status.
- 1.1.3 It covers awareness and guidance to ensure that the Health Board fully meets all statutory duties relating to its transport, travel and car parking activities and that staff are aware of their responsibilities whilst driving at work.
- 1.1.4 Day to Day, this policy sets out CTMUHB's approach and management responsibilities for managing the Health Board's transport, travel and car parking requirements.
- 1.1.5 It also provides clear guidance for individual staff members who drive on Health Board business, regarding their safety and statutory obligations whilst driving and exercising a "Duty of Care" to ensure compliance with NHS Wales Health and Care Standard (2015), statutory regulations, meeting the requirements of ISO14001:15, NHS Wales Decarbonisation Strategy and best practice.
- 1.1.6 It provides guidance on the management of car parking facilities and parking enforcement to ensure staff, patients and visitors can safely access Health Board premises.
- 1.1.7 It supports the Health Board site-specific travel plans, which promote alternative modes of travel to the car.

2. SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

- 2.1 Engagement on this policy has taken place with:



Name Title	Date Consulted/Completed
<i>Equality Impact Assessment</i>	<i>EQIA Completed 06/06/2021</i>
<i>Informal Consultation with interested parties</i>	<i>EMSG Consultation 25/03/2022</i>
<i>Formal Consultation</i>	<i>Board Staff Consultation via SharePoint 12/05/2022</i>

- 2.2 The policy has been reviewed and is consistent with the approach across NHS Wales / legislation.
- 2.3 The EMSG have been engaged in the consultation of this policy and a Health Board Staff Consultation completed via SharePoint.
- 2.4 Organisational values and behaviours are reflected within the policy.



3. KEY RISKS/MATTERS FOR ESCALATION TO BOARD/COMMITTEE

- 3.1 In response to the consultation the following amendments have been made:
- 3.1.1 Policy updating as part of a formal review and in line with the new CTMUHB policy template and new organisation structure.
- 3.1.2 The updates required as part of the formal review include:
- Update of Policy Statement;
 - Update of Policy Scope;
 - Update of Aims and Objectives;
 - Update of Responsibilities;
 - Update of Information, Instruction and Training;
 - Update of Main Relevant Legislation;
 - Update Appendices to cover Equality Impact Assessment;
 - To encompass the staff and properties within the extended boundary i.e. Bridgend staff and properties.
- 3.2 In addition to this minor typographical amendments were made as a result of the various consultation stages.



4. IMPACT ASSESSMENT

Quality/Safety/Patient Experience implications	Yes (Please see detail below)
	This policy has been produced to ensure that the correct practices in transport, travel and car parking management are followed in order to ensure safety and a positive impact on the quality, safety and patient experience as well as reducing the impact on the environment.
Related Health and Care standard(s)	Safe Care
	If more than one Healthcare Standard applies please list below:
Equality Impact Assessment (EIA) completed - Please note EIAs are required for <u>all</u> new, changed or withdrawn policies and services.	Yes
	If yes, please provide a hyperlink to the location of the completed EIA or who it would be available from in the box below. If no, please provide reasons why an EIA was not considered to be required in the box below.
	Included within the appendices of the policy
Legal implications / impact	Yes (Include further detail below)
	Non-conformance with this policy could incur fines and penalties through non-compliance with legislation, leading to the organisation losing certifications, and attracting negative press in the public domain.
Resource (Capital/Revenue £/Workforce) implications / Impact	There is no direct impact on resources as a result of the activity outlined in this report.
Link to Strategic Goals	Sustaining Our Future

5. RECOMMENDATION

- 5.1 The Planning, Performance & Finance Committee are asked to **APPROVE** the Transport, Travel and Car Parking Policy (FAC EM03)
- 5.2 Once approved by the Planning, Performance & Finance Committee, the policy will be uploaded on to SharePoint.