

Meeting of  
Lanarkshire NHS Board  
29 August 2007

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SUBJECT: **NHS Lanarkshire Staff Travel Plan**

## 1. PURPOSE

The purpose of this paper is to update the Lanarkshire NHS Board on the development of a staff travel plan for NHS Lanarkshire.

The first priority for NHS Lanarkshire, in accordance with Scottish Government targets, is to produce a travel plan for staff. The Scottish Government set targets for all major hospitals to have a Staff Travel Plan in place by 31<sup>st</sup> March 2008. This document has focused on the three acute sites, but the objectives and targets will be over-arching for the whole organisation.

Using the information provided by the staff survey, objectives, for the travel plan have been identified.

It is not a government priority for Health Boards to produce a travel plan for patients and visitors. However, NHS Lanarkshire has surveyed patients and visitors, to obtain baseline information about their modes of travel. Although the objectives of the Staff Travel Plan do not focus on the needs of patients and visitors, it is expected that they will improve transport access and facilities for everyone using NHS Lanarkshire services.

## 2. SUMMARY OF KEY ISSUES

### Background

The Scottish Government has indicated that NHS Boards and local authorities require to put in place staff travel plans by April 2008. A Travel Plan is a range of measures along with objectives developed by an employer to encourage staff to use sustainable transport modes and to reduce reliance on the car, especially single occupancy car use.

Travel plans are intended to promote the use of public transport, car sharing and active travel (walking and cycling). The focus of the Travel Plan is on the commuting and business travel elements within an organisation. Typically, travel plans include a series of proposals which are developed once a baseline of travel information is available. This baseline is best established by undertaking a survey of current practice.

The development of the Travel plan for NHS Lanarkshire has been taken forward in conjunction with Strathclyde Partnership for Transport (SPT) and their Travel Plan officers. The SPT generic travel plan framework has been used as the template to develop the plan. There are a number of generic objectives around increased use of public transport, targets for improving numbers of staff walking and cycling to work, and around promoting schemes to reduce use of single occupancy vehicles. There is an expectation that all public bodies will adopt these objectives and populate them with results from staff surveys. These are:

### Objectives

- Promote active travel
- Increase uptake in walking
- Increase uptake in cycling
- Invest in infrastructure to make active travel more attractive and viable (cycle racks/showers)
- Provide greater transport advice
- Reduce reasons for unnecessary travel
  - Review policy implications of home working
  - Improve access to video/teleconferencing facilities
  - Reduce business mileage associated with car
- Promote use of public transport
- Make public transport more economically attractive to staff
- Reduce single occupancy vehicle travel

An extract from the NHS Lanarkshire Travel Plan setting out the Objectives and individual measures proposed is attached at Appendix 1.

## **3. ACTIONS TO DATE**

### Progress

Within NHS Lanarkshire Travel Planning is being taken forward by the Strategic Transport and Access Group (STAG – this Group has a cross-section of members from NHS Lanarkshire; Strathclyde Passenger Transport and PPF Representatives). A small sub-group of STAG has developed the travel plan programme to ensure that the April deadline was achieved. The programme has included:

- Completion of a staff survey during January 2008. Primarily conducted on-line with hard copies being distributed to staff that did not have e-mail access. A total of 931 completed responses was submitted which is around 12% of workforce. A brief extract from the survey results is attached at Appendix 2.

- Completion of patient and visitor surveys at the 3 acute hospitals plus Airdrie, Central (Cumbernauld), Lanark and Motherwell Health Centres. This has provided considerable supporting information and will inform the wider travel planning agenda.
- Surveys undertaken with support from SPT Travel Officers and SPT survey team. SPT has met the cost of these surveys.
- Targets being developed on the basis of the information provided in the survey returns in accordance with SPT guidance.
- The Area Partnership Forum has supported the objectives of the Travel Plan.

#### Way forward

- An implementation programme will be developed by STAG once the measures are approved by Lanarkshire NHS Board and an Action plan, communication plan and monitoring programme will be established to ensure that targets are delivered and can be sustained. This will include consideration of establishing a shuttle bus service between sites, establishment of a lift sharing scheme, plans on how to improve access to public transport information, engagement with the Healthy Working Lives team to promote active travel and the development of further detailed realistic and meaningful targets in conjunction with staff.
- A further survey of staff will be undertaken before March 2009 to determine progress towards achieving the stated measures. SPT assistance with funding will be sought. This will be done in conjunction with the annual staff survey.

Additional funding is also held by SPT for sustainable travel and is available at 50% for all approved schemes. This would include promotion of car sharing schemes, cycle racks, etc. The level of funding required for schemes in 2008/2009 to support the introduction of the Travel Plan is anticipated to be low level and at this stage is expected to revolve around the publication of promotional information on active travel, timetable information for public transport, car sharing schemes, etc.

## 4. CONCLUSIONS

Travel planning is a long term commitment and aims to increase the use of sustainable travel. This will only be achieved by influencing the behaviour of staff and subsequently patients and visitors. The objectives set out in the Travel Plan and the associated Travel Plan measures will help to establish the first steps in achieving the development of sustainable transport within Lanarkshire. A full copy of the Travel Plan is available if required.

The Lanarkshire NHS Board is requested to note the above report and approve the Travel Plan.

**I A Ross**  
**Director of Strategic Implementation,**  
**Planning & Performance**  
**220408**

For further information or clarification of any issues, please contact:  
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## Objectives and Targets 2008-2011

<b>Objective 1 – To promote and increase active travel</b>		
<b>Targets</b>		<b>Date</b>
<b>1A</b>	Raise awareness of the benefits of active travel for staff	September 2008
<b>1B</b>	Increase uptake in walking from 4.8% to 7%	March 2011
<b>1C</b>	Increase uptake in cycling from 0.3% to 1%	March 2011
<b>1D</b>	Invest in suitable infrastructure to make active travel a more viable and attractive option	March 2011
<b>1E</b>	Work in partnership with other organisations to promote and establish incentives for active travel (e.g. bike to work scheme, health walks and Bicycle Users' Group).	March 2011

<b>Objective 2 – To provide greater transport choice</b>		
<b>Targets</b>		<b>Date</b>
<b>2A</b>	Provide up-to-date sustainable travel information at workplace locations and electronically	September 2008
<b>2B</b>	Develop a communication plan and travel awareness campaign to encourage staff to travel in a more sustainable manner	August 2008
<b>2C</b>	Review current sustainable travel schemes, and promote, retain and encourage uptake of these schemes and incentives	March 2011

<b>Objective 3 – To reduce the need for unnecessary travel</b>		
<b>Targets</b>		<b>Date</b>
<b>3A</b>	Review policy implications of encouraging home-working and more flexible working arrangements	November 2008
<b>3B</b>	Investigate the feasibility of introducing video/telephone-conferencing facilities	November 2008
<b>3C</b>	Review the current business travel policy and consider off-setting CO <sub>2</sub> emissions	March 2011
<b>3D</b>	Reduce the business travel mileage associated with the car by 2%	March 2011

<b>Objective 4 – To promote and increase use of public transport</b>		
<b>Targets</b>		<b>Date</b>
<b>4A</b>	Offer a personalised travel planning service to staff	January 2009
<b>4B</b>	Investigate policy changes to make public transport more economically attractive to staff	March 2009
<b>4C</b>	Increase public transport usage from 10.7% to 13%	March 2011

<b>Objective 5 - To reduce single occupancy vehicle travel</b>		
<b>Targets</b>		<b>Date</b>
<b>5A</b>	Reduce single occupancy vehicles to and from work from 76% to 74%	March 2011
<b>5B</b>	Reduce single occupancy vehicles for business travel from 60% to 58%	March 2011

## Extract from NHS Lanarkshire Staff Survey Results - Jan 2008

### **Question - How do you usually travel to work?** 931 responses

#### **By Bike**

Hairmyres	0	
Monklands	0	
Wishaw	1	
Total at the 3 main sites	1	
Other sites	2	
<b>Total</b>	<b>3</b>	<b>0.3%</b>

#### **By Bus**

Hairmyres	29	
Monklands	22	
Wishaw	11	
Total at the 3 main sites	62	
Other sites	23	
<b>Total</b>	<b>85</b>	<b>9.1%</b>

#### **By Car, driver with passenger(s)**

Hairmyres	8	
Monklands	10	
Wishaw	10	
Total at the 3 main sites	28	
Other sites	13	
<b>Total</b>	<b>41</b>	<b>4.4%</b>

#### **By Car, lone driver**

Hairmyres	88	
Monklands	119	
Wishaw	116	
Total at the 3 main sites	323	
Other sites	362	
<b>Total</b>	<b>685</b>	<b>73.6%</b>

#### **By Car, car sharing**

Hairmyres	0	
Monklands	6	
Wishaw	1	
Total at the 3 main sites	7	
Other sites	2	
<b>Total</b>	<b>9</b>	<b>1.0%</b>

**By Car, passenger**

Hairmyres	3	
Monklands	20	
Wishaw	3	
Total at the 3 main sites	26	
Other sites	9	
<b>Total</b>	<b>35</b>	<b>3.8%</b>

**By Taxi**

Hairmyres	0	
Monklands	11	
Wishaw	0	
Total at the 3 main sites	11	
Other sites	2	
<b>Total</b>	<b>13</b>	<b>1.4%</b>

**By Train**

Hairmyres	2	
Monklands	7	
Wishaw	3	
Total at the 3 main sites	12	
Other sites	3	
<b>Total</b>	<b>15</b>	<b>1.6%</b>

**By Walking**

Hairmyres	5	
Monklands	20	
Wishaw	3	
Total at the 3 main sites	28	
Other sites	17	
<b>Total</b>	<b>45</b>	<b>4.8%</b>

