

## Action Plan 2010/2012

The following action plan will seek to address the stated issues over the year 2010/2012. The strategy and action plan are not designed to be “the answer” to all transport and access to healthcare issues, but rather a means to introduce dialogue, and to ensure NHS Ayrshire & Arran and partner organisations work together in a spirit of true partnership for the benefit of all.

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# TRANSPORT AND ACCESS STRATEGY

## ACTION PLAN 2010/2012

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<b>Version:</b>	Consultation Draft
<b>Prepared by:</b>	Lynn Sproat, Transport & Access Coordinator and Andrew Elliot,
<b>Effective From:</b>	<b>September 2010</b>
<b>Review Date:</b>	<b>April 2012</b>
<b>Lead Reviewer:</b>	Sustainable Development Management Team

### Dissemination

- Transport and Access Steering Group
- Chief Executives Management Team
- Sustainable Development Management Team

Updated: 09/09/10

T&A Strategy Objective:	Action	Lead	Resources	Completion Date	Evidence of Completion	Monitoring Status 1 = Achieved 2 = On Target 3 = Slippage incurred but able to achieve 4 = Unable to Achieve		
(1) Establish impact of NHS Ayrshire & Arran transport and travel								
Aim;								
Establish patient, visitor & staff transport & travel patterns and accessibility of NHS Ayrshire & Arran sites	Patient and visitor travel surveys to establish mode of travel and CO <sub>2</sub> emissions	<b>T&amp;A Coordinator, Consultancy support?</b>	Consultancy Support?	Dependent on available funds and resources	Patient and visitor survey results and mode of travel baselines			
	Full Staff travel survey to establish staff mode of travel to work and CO <sub>2</sub> emissions	<b>T&amp;A Coordinator, Consultancy support?</b>	Consultancy Support?	Dependent on available funds and resources	Staff survey results and mode of travel baselines			
	Patient and visitor travel accessibility mapping	<b>T&amp;A Coordinator,</b>	Single user licence for Accession	Dependent on available funds and resources	NHS Ayrshire & Arran Patient and visitor accessibility maps			

	Staff travel accessibility mapping	<b>T&amp;A Coordinator,</b>	transport accessibility mapping tool plus annual software licence and support = £3,701.25  Or provision of alternative GIS/accessibility mapping tool	Dependent on available funds and resources	NHS Ayrshire & Arran Staff Travel Accessibility Maps			
Review of NHS Ayrshire & Arran Business travel costs, mileage and CO <sub>2</sub> emissions	Establish grey fleet (staff personal car use, lease and crown car use) business travel mileage, cost and CO <sub>2</sub> emissions	<b>T&amp;A Coordinator, Head of ICSS - Corporate Services, Transport Managers, Finance</b>	Staff resource input	April 2011	NHS Ayrshire & Arran Business Travel review Report			
	Establish NHS A&A fleet (vans etc) business travel mileage, cost and CO <sub>2</sub> emissions	<b>T&amp;A Coordinator, Head of ICSS - Corporate Services, Transport Managers, Finance</b>	Staff resource input	April 2011	NHS Ayrshire & Arran Business Travel review Report			
	Establish non car staff business travel (i.e. plane, train, bus, ferry) mileage, cost and CO <sub>2</sub> emissions	<b>T&amp;A Coordinator, Head of ICSS - Corporate Services, Transport Managers,</b>	Staff resource input	April 2011	NHS Ayrshire & Arran Business Travel review Report			

	Set staff business travel directive, reduction targets, Disseminate and promote to organisation.	<b>T&amp;A Coordinator, Head of ICSS - Corporate Services, Transport Managers, Finance, OH&amp;RD.</b>	Staff resource input. Estimated Cost Savings to Board	April 2011	NHS Ayrshire & Arran Business Travel Reduction Targets			
	Create NHS A&A travel hierarchy and embed into organisations travel policies	<b>T&amp;A Coordinator, Head of ICSS - Corporate Services, Transport Managers, Finance, OH&amp;RD.</b>		April 2011	<ul style="list-style-type: none"> <li>- NHS A&amp;A travel hierarchy</li> <li>- - NHS Ayrshire &amp; Arran Organisational travel Plan</li> </ul>			
	Consider use of Liftshare online car sharing system for reduction of car business travel and relate to updated travel policies.	<b>T&amp;A Coordinator, Transport managers, Head of ICSS - Corporate Services</b>	Communicate to organisation as part of organisational Travel Hierarchy	July 2011	- Business Travel Hierarchy and organisational travel plan			
	Promote NHS A&A travel hierarchy to induce organisational travel behaviour change	<b>T&amp;A Coordinator, Communications</b>		July 2011	AthenA, Dialogue, Stop Press, team Brief.			
	Consider and encourage change of organisations meeting business practices to use of telephone/video conferencing	<b>IT Department, T&amp;A Coordinator, Head of ICSS - Corporate Services, Communications</b>	IT resources to confirm telephone or systems solution, requirements and costs.	October 2011	Costed proposal and plan for telephone and or technological solutions.			

	Bench mark NHS A&A Business travel costs, mileage and CO <sub>2</sub> emissions against other organisations	<b>T&amp;A Coordinator, Transport managers, Head of ICSS - Corporate Services</b>		October 2011	Report establishing business travel cost, mileage and CO <sub>2</sub> performance against other NHS Scotland boards and non NHS public sector organisations			
	Review use of national contracts and development of improved business travel booking and monitoring system	<b>Head of ICSS - Corporate Services</b>		October 2011 (To be confirmed in line with National contract)	National Travel booking contract system to include carbon monitoring and reporting.			
	Review organisations home working policies to support travel reduction	<b>OH&amp;RD</b>	Raise awareness through communications to organisation	July 2011	NHS Ayrshire & Arran home working policies			

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(2) Ensuring Sustainable travel is considered within Estate and Service planning								
Aim;								
Encouragement of key stakeholders to make strategic decisions to minimise travel, transport and CO <sub>2</sub> emissions and to promote use of sustainable travel	<ul style="list-style-type: none"> <li>- Presentation to Board, Planning Policy and Performance and Estates on importance of Sustainable Travel in decision making of Estates and Service Planning</li> <li>- Sustainable travel element to NHS Ayrshire &amp; Arran Sustainable Development Conference/training day</li> </ul>	<b>Assistant Director - Clinical Support Services, Head of ICSS - Corporate Services</b>		April 2011	Presentation and Sustainable Development Event Agenda.			

	Development of NHS Ayrshire & Arran organisational Travel Plan	<b>Transport &amp; Access Coordinator, Head of ICSS - Corporate Services</b>		July 2011	NHS Ayrshire & Arran Organisational Travel Plan			
	Develop site travel plans as required to meet national agreements and planning permission requirements	<b>Capital Planning, Head of Property Services</b>		Rolling Program in line with Capital Plan	Site specific travel plans as listed on Transport & Access AthenA website			
Develop improved NHS A&A site facilities to support and encourage active travel (walking & Cycling)	Review site availability of cycle parking, shower, changing and locker facilities.	<b>Estates, Capital Planning</b>		TBC	Report – Availability of facilities for walking and cycle commuters (Shower, changing, drying and locker facilities)			
	Develop long term plan of provision of improved site cycle parking, shower, changing and locker facilities.	<b>Estates, Capital Planning</b>		TBC	Capital Plan			

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(3) Engagement with staff, patients , visitors and the community to promote sustainable travel								
Aim;								
Support and promote sustainable travel to staff, patients, visitors and the community	Continued support of NHS A&A Cycle to Work scheme	T& A Coordinator, OH&RD, Finance		Annual ongoing	2010 staff Cycle to work leaflet, poster and FAQ AthenA <a href="http://athena.patcommrels/transport/Pages/C2W.aspx">http://athena.patcommrels/transport/Pages/C2W.aspx</a>	1		
	Continued Support of NHS A&A car sharing Scheme	Transport & Access Coordinator, Finance	2010 NHS Ayrshire & Arran car sharing scheme licence renewal. Endowment Funding Approved 22 <sup>nd</sup> July 2010. Cost = £1,481.00	01 August 2010	Liftshare NHS Ayrshire & Arran online car share website and licence. <a href="http://athena.patcommrels/transport/Pages/carshare.aspx">http://athena.patcommrels/transport/Pages/carshare.aspx</a>	1		
	Development of sustainable travel communication plan	T&A Coordinator, Communications		July 2011	Sustainable Travel Communication Plan			



	Establish community planning links with environmental, Transport & Economic Development thematic groups	<b>PFPI/ Community Planning</b>		TBD	Community Planning list of named officers for community planning environmental thematic groups and link to Sustainable Development Management team			
	Establish transport staff and community engagement links in line with Sustainable Development community engagement requirements for Good Corporate Citizenship Assessment	<b>PFPI/ Community Planning</b>		TBD	Transport staff and community engagement actions as part of action plan for Community engagement for Good Corporate Citizenship Assessment.			

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Aim;								
Improved provision of public transport information to staff, patients, visitors and the community	PILOT: Provision of public transport scheduled information on health board Solus LCD Screens	T&A Coordinator, Communications, SPT, Greater Glasgow Health Board Travel Plan Manager	Cost: £0	(Pilot: GG&C HB August 2010)	Traveline Public Transport Information on Solus LCD Screens			
	Provision of Hospital travel boards and Traveline posters at main hospital sites	T&A Coordinator, Traveline	Traveline Poster costs: £10 per annum per site	April 2011	Hospital travel boards and posters			
	Develop Staff Bus Travel Scheme	T&A Coordinator, Stagecoach, SPT		On hold due to UK Government tax decisions				
	Review and improve provision of travel directions on public website and AthenA	T&A Coordinator, Communications		September 2010	NHS Ayrshire & Arran Public Website – Travel Information			
	Provision of Patient Personal Journey Plans with appointment letters	T&A Coordinator, Head of Medical Record, EHealth		July 2011	NHS Ayrshire & Arran Patient Journey plans			

	Patient travel expense promotion, training and information leaflets	T&A Coordinator, Head of ICSS-North, Training Manager, Finance		September 2010	Patient travel expenses Information posters, procedure, training course and information leaflet			
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