

Lesley Griffiths AC / AM  
Y Gweinidog Iechyd a Gwasanaethau Cymdeithasol  
Minister for Health and Social Services



Llywodraeth Cymru  
Welsh Government

Eich cyf/Your ref  
Ein cyf/Our ref MB/LG/05424/11

Naomi Stocks  
Clerk Petitions Committee  
National Assembly For Wales  
Cardiff  
CF99 1NA

committee.business@Wales.gsi.gov.uk

12<sup>th</sup> July 2011

Dear Naomi,

**P-03-136 Parking in Heath and Birchgrove**

My predecessor Edwina Hart AM, received a letter from Christine Chapman AM dated 30 March 2011 regarding the above issue, more specifically Sustainable Travel Plans for the University Hospital of Wales, and requesting that the subsequent Assembly Committee be kept advised of these issues through the Committee Clerk.

I wrote to you on 20 June to inform you that Cardiff and Vale University Health Board were due to submit their updated Action Plan for the UHW site on 1st July and that my officials would be scrutinising the plan at that stage.

My officials have now received and scrutinised the Action Plan for the UHW Sustainable Travel Plan and a copy is enclosed for your reference.

Regards

**Lesley Griffiths AC / AM**

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Minister for Health and Social Services

## University Hospital of Wales Sustainable Travel Plan – 2011/12

## Action Plan

No.	Task	Action	Requirement	Action Lead	Date	Update
1	Car Sharing	Joint Launch of Car Share Scheme		Patient Environment/ Cardiff University	Apr/May 09	Car share scheme is open to all employees via Internet. Potential for joint promotion with Cardiff University to be pursued. <b>Internal Launch completed.</b> Car share scheme renewed for 2011-12. Cardiff Council and University have their own schemes. Car share banner produced for use at Car Share promotional events.
		Review existing arrangements				
		Liaise with Cardiff Council and Cardiff University				
2	Complete Travel Plans for each Trust Hospital Site.	Investigate possibility of dedicated parking spaces for active car sharers		Patient Environment/ Facilities	May-09	Discussions are on-going with PFI contractor. Spaces can be made available but "policing" is an issue to be resolved.
		Establish guaranteed ride home scheme		Patient Environment	May-09	This will be put in place when the above issues have been resolved
		Review monitoring of car share registered numbers to establish impact of marketing		Patient Environment	Nov-11	
		Undertaken Staff Travel to Work/Car Park Surveys		Facilities / Patient Environment	Mar-10	A survey is currently underway using the South East Wales Travel Alliance (SEWTA) survey facility. This will inform the requirement for submitting travel plans for 2010. <b>Completed 2010</b> <b>Completed 2011</b> using SEWTA online survey tool
		Liaise with Cardiff Council. Involve Staff Organisations, Public Transport Operators, Patient Groups (CHC's).				Regular meetings are undertaken with Councils, Operators and User/Patient
		Undertake regular site audit (to include cycle counts)		Patient Environment	On-going	

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3	Develop a Bus Inter-Change at UHW	Finalise and Approve Detailed Design Work for Bus Shelters/Canopy Revise Parking Arrangements for Taxis Provide a Uniformed presence to police traffic during the working day with the ability to issue Fixed Penalty Fines Agree service commencement with operators		Planning & Asset Management Patient Environment Patient Environment Facilities Patient Environment	Feb-09 Mar-09 Mar-09 April/May 09	Following detailed investigation and consultation with Council/operators this project was considered inappropriate given the confines of the area and potential impact on bus timetabling. <b>Project Rejected</b>
4	Cycling	Implement salary sacrifice scheme for assisted cycle purchase  Improve cycle secure storage and changing/shower facilities		Patient Environment/ Human Resources  Patient Environment	Oct-10  Sep-10	Following detailed research and financial advice, a scheme has been selected for Board approval. It is anticipated that once approved the scheme will take 3 months to implement. Revised target date – Sept 2010 Revised target date – Oct 2011 – due to HMRC revised guidance (Autumn 2010) and collaborative approach taken with Cwm Taf HB  Funding (£10k) was secured via the Cardiff Sustainable City Grant Scheme in December 2009. Additional cycle storage facility will be provided. Revised target date – June 2010 Proposal under consideration to create enclosed compound for cycle/motor cycle storage. Additional covered cycle storage also provided <b>Completed Autumn 2010</b> Improved shower/changing facilities have been provided in Ty Dewi Sant. <b>Completed</b>

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No.	Task	Action	Requirement	Action Lead	Date	Update
		Promote travelling expense incentivisation for cyclists				This will be clarified in relation to the launch of the Salary Sacrifice Scheme. Revised target date – Sept 2010 Revised target date – Oct 2011 – due to HMRC revised guidance and collaborative approach taken with Cwm Taf HB Promotion of cycle rate continuing
		In partnership with Sustrans Cymru, improve internal and external signage of safe cycle routes and develop safe cycle route maps		Patient Environment / Sustrans Cymru	Jul-09	Route signing completed for routes to and from the Taff Trail. <b>Completed</b> Active Travel maps are currently in production. Revised target date – June 2010 <b>Completed</b> Additional maps produced covering UHW, Whitchurch, Rookwood, and UHW, CRI & St Davids <b>Completed</b>
		Offer cycle skills training and maintenance via CTWales		Patient Environment		Basic cycle maintenance demo undertaken as part of "Bike to Work Week". <b>Completed</b> No funding available for on-going dedicated training provision. <b>Completed</b> Cycle training & maintenance sessions undertaken for UHB staff Sept 2010, May & June 2011. Other planned for Sept 2011
		Work with Sustrans Cymru on an "on the ground" project to promote cycling		Patient Environment / Sustrans Cymru		Number of cycle promotional events held in Concourse as part of on-going project. <b>Completed and on-going.</b> Active Travel site audit undertaken Sept 09. Travel champion training undertaken Sept 2010 Collaboration with Health & Wellbeing Group

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No.	Task	Action	Requirement	Action Lead	Date	Update
		Organise "Bike to Work Week" event		Patient Environment		Basic cycle maintenance demo undertaken as part of "Bike to Work Week". June 09 - Completed June 10 - Completed June 11 - Completed
5	Public Transport	Seek to introduce discounted bus tickets  Explore potential for discounted annual tickets for Arriva trains Wales on Valley Line routes  Develop, with Council, site specific bus timetable		Patient Environment  Patient Environment  Patient Environment / Council	On-going  Oct-11  On-going	Salary deduction scheme in place. <b>Completed and on-going annually</b>   Site specific timetable developed with Cardiff Bus. Received February 2010 – <b>Completed</b> Council timetabling format has changed to include bus/rail mapping guide. These are distributed to all sites.
6	Communication	To develop a Communication/Marketing Action Plan for all aspects of improving publicity and arrangements to existing and future staff, patients and their visitors		Patient Environment	Oct-09	This will be undertaken in 2010 when certain facilities are in place – cycle shelters, active travel maps, Intranet, salary sacrifice, etc. Until then, Intranet and Admin. E-mails continue to be used. A resource of promotional/marketing material has now been established including promotional banners for Car Sharing, Cycle Skills, Cycle Maintenance and Sustainable Travel and Transport. Given the progress now achieved, communication plan to be implemented. Revised target date Oct 2011

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No.	Task	Action	Requirement	Action Lead	Date	Update
		To maintain an up to date Transport & Travel Web Page as part of the Patient Environment Department Web Site		Patient Environment	On-going	Intranet page regularly updated but currently under review to reflect organisational changes and travel opportunities Revised target date – July 2010 Revised target date (due to structure changes) – August 2011
		Improve new starter induction information		Patient Environment / OD&T	Jul-09	HR have moved to on-line induction programme and meeting arranged to establish transport/travel links <b>Completed</b> – Travel Alternatives flyer provided to all new starters
7	To further improve Public Transport Services	To meet at 6 monthly intervals with each of the Public Transport Operators in reviewing their existing provision of Commercial and Supported Services and in liaison with Local Councils agree any revision of services to coincide with the half yearly revised Public Transport Guides that will be produced for each major Hospital Site To explore potential to utilise Cardiff East Park & Ride, and to bring further services onto site e.g. Newport Bus		Patient Environment	On-going	Meetings have taken place and maps/guides produced. <b>Completed</b> – regular meetings held Discussions on-going with Newport Bus to bring X30 service onto site
				Patient Environment	Sep-11	Discussions are on-going with Cardiff Council

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No.	Task	Action	Requirement	Action Lead	Date	Update
8	Powered Two Wheelers (Motorbikes)	Review on-site motorcycle parking facilities		Patient Environment / Estates	May-09	Completed - Motorcycle parking has been reviewed but funding issues are hampering development Proposal under consideration to create enclosed compound for cycle/motor cycle storage. <b>Completed</b> – Autumn 2010
		Explore, with Vinci Park, options for secure undercover parking in the multi-storey car park		Patient Environment /Facilities	Jun-09	Completed - Motorcycle parking has been reviewed but funding issues are hampering development <b>Completed</b> – Autumn 2010 – alternate arrangements in secure cycle compound
9	Walking	Review of site walking facilities		Patient Environment/ Estates	May-09	Review of walking facilities undertaken as part of site audit and recommendations under review. <b>Completed</b> - Sept 09. Access to north end of site and crossing provided Autumn 2010
		Develop plan detailing walking routes to site and improve signage	£2,500 (Active Travel Maps funded out of £10k grant)	Patient Environment	Aug-09	Walking routes will be identified on the Active Travel Maps. Revised target date – June 2010 <b>Completed</b> – June 2010
		Work with Sustrans Cymru on an "on the ground" project to promote walking		Patient Environment / Sustrans Cymru	Aug-09	Completed - Number of walking promotional events held in Concourse as part of on-going project. Travel champion training undertaken Sept 2010 Collaboration with Health & Wellbeing Group

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No.	Task	Action	Requirement	Action Lead	Date	Update
		Seek to establish a walking "buddy" system		Patient Environment / Facilities	Sep-09	Under review as part of the Sustrans project. Also linked to Health and Wellbeing Group. Option to manage under the car share scheme but funding implications Collaboration with Health & Wellbeing Group
10	Car Parking	Reissue Car Parking Permits		Patient Environment	Sep-11	Following the issuing of staff questionnaires that link to the sustainable travel plan the UHB in collaboration with Vinci Park Cardiff and Cardiff University are going through a re-permitting exercise for the allocation of permits to park on site at the University Hospital of Wales. This is necessary in order to ease congestion on site and to allow public transport easier access and egress to and from the site.
11	Equality	Undertake Equality Impact Assessment		Patient Environment	Mar-12	