

<b>Document Title</b>	Transport Policy			
<b>Reference Number</b>	CNTW(O)37			
<b>Lead Officer</b>	Deputy Chief Executive and Executive Director of Finance			
<b>Author(s)</b> (name and designation)	Martin Laing – Facilities Manager			
<b>Ratified By</b>	Business Delivery Group			
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<b>Review and Amendment Log</b>	<b>Version</b>	<b>Type of Change</b>	<b>Date</b>	<b>Description of Change</b>
	V03.1	Update	Nov 17	Update due to clinical transformation
	V03.2	Review	Oct 19	Governance changes
	V03.3	Extension	Feb 20	Extension in Review
	V03.4	Extension	Mar 20	Extension in Review
	V03.5	Extension	June 2020	Extension in Review & Author Change

**This Policy supersedes the following documents which must now be destroyed:**

<b>Reference Number</b>	<b>Title</b>
CNTW(O)37 – V03.4	Transport Policy

## Transport Policy

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<b>PGN No:</b>	<b>Description</b>
TP-PGN-01	Lease Car Scheme
TP-PGN-02	Own Vehicles or Pedal Cycles
TP-PGN-03	Business Use Vehicles
TP-PGN-04	Taxi Usage
TP-PGN-05	Public Transport, Accommodation and conferences
TP-PGN-06	Courier Services
TP-PGN-07	Car Parking
TP-PGN-08	Secure Patient Transport
TP-PGN-09	Car Share Scheme

## 1 Introduction

- 1.1 Cumbria Northumberland, Tyne and Wear NHS Foundation Trust (The Trust/CNTW) operates out of numerous properties across a geographic area stretching from the Scottish Borders down to North Easington and across to Cumbria. As such, the Trust will require some staff to travel to various locations as part of their regular workload, e.g. patient visits, meetings, etc.
- 1.2 This document sets out how the Trust can deliver significant benefits including cost savings and improving quality by adopting a more environmentally friendly approach.
- 1.3 This Policy and associated Practice Guidance Notes (PGN) also sets out some of the prime responsibilities and arrangements in order to comply with the Health and Safety At Work Act (1974) and associated legislation, to ensure, as far as reasonably practicable, the health, safety and welfare of employees, (and those persons who are not employees who might be affected by the activities of the Trust) is protected.
- 1.4 The Trust has and will continue to invest resources that help and support the reduction in business miles travelled, e.g. conference facilities. As technology improves the Trust will also investigate and promote the use of more fuel efficient vehicles for its fleet, pool, rental and lease cars, e.g. low CO<sup>2</sup> emissions, alternative fuels and electric vehicles.
- 1.5 Drawing on internal resources and contractors we engage with, base line information will be established regarding Trust carbon emissions, and targets set for a reduction on these will be agreed
- 1.6 To ensure the Trust discharges its responsibilities with regard to health and safety and best use of resources any member of staff who fails to adhere to the Policy and associated PGNs may be subject to disciplinary action in accordance with the Trust Policy.

## 2 Purpose

- 2.1 The aim of this Policy is to provide a framework that sets out and promotes the following objectives:
  - That all transport activities carried out by staff on Trust related business do so by complying with all relevant legislation
  - Minimise the number of car journeys undertaken, thereby reducing the number of business miles travelled
  - Reduce the Trust's carbon footprint
  - Encourage other modes of transport, (e.g. cycling, use of public transport, car sharing, walking etc.) by investing in cycle lockers, shower facilities etc., when funds permit

- Encourage bus companies to review their routes and schedules to service our sites better. Investigate the possibility of introducing official Trust car sharing schemes
- Promote the use of conference calling and video conferencing to reduce travel. Chairs of Trust groups and committees should set themselves targets to have a number of their regular meetings using conference facilities. This should increase year on year as the Trust develops conference facilities more widely
- Reduce the costs to the Trust for business travel
- Give clear operational guidance on transport, travel and related issues in the form of agreed Practice Guidance Note
- Complement any Improving Working Lives (IWL) initiatives that improve the health of our patients, staff, visitors and the local population by a reduction in CO<sup>2</sup> emissions
- Ensure hotel accommodation when staying away on business is appropriate and cost effective to the Trust
- Ensure the contents of the Policy and associated PGNs adhere to NHS terms and conditions of service
- Compliance with all aspects of the Data Protection Act

### **3 Duties, Accountability and Responsibilities**

- 3.1 Ultimately the Chief Executive has responsibility for this Policy.
- 3.2 Day to day management of the operational activities will be carried out by managers in the Facilities Department.

### **4 Definitions of Terms Used - not applicable**

### **5 Identification of Stakeholders**

- 5.1 This is an existing Policy which has undergone a review with only minor changes that do not relate to operational and/or clinical practice therefore no Trust-wide Consultation is required.
- North Locality Care Group
  - Central Locality Care Group
  - South Locality Care Group

- Corporate Decision Team
- North Cumbria Locality Care Group
- Business Delivery Group
- Safer Care Group
- Communications, Finance, IM&T
- Commissioning and Quality Assurance
- Workforce and Organisational Development
- NTW Solutions
- Local Negotiating Committee
- Medical Directorate
- Staff Side
- Internal Audit

## **6 Practice Guidance Notes (PGNs)**

6.1 Detailed PGNs have been developed which describe how in operational terms each of the strands of activities associated with Trust travel/transport etc., will operate. These PGNs should be read in conjunction with this Policy. Identified below is a summary of each PGN, additional PGNs will be developed as the Trust develops its capacity for more initiatives to reduce carbon and improve the local environment, e.g. car sharing schemes for staff.

### **6.2 Lease Car Scheme – TP-PGN-01**

6.2.1 The Trust operates one scheme for all staff who either have a permanent or fixed term contract. Under this scheme new cars will be provided on a contract hire agreement (normally 3 year terms). The car will be covered by fully comprehensive insurance, breakdown, recovery services, accident management, routine servicing, maintenance and repairs and road fund licence.

6.2.2 Operating this scheme helps to ensure that staff using a lease car generally do so in a more fuel efficient car that omits less CO<sup>2</sup> and is likely to be a safer option than driving their own vehicle due to how the scheme operates etc. When the criteria is applied correctly it also ensures that the Trust is operating its fleet to meet the needs of staff in the most cost effective way.

### **6.3 Own Vehicles or Pedal Cycles – TP-PGN-02**

6.3.1 The Trust has an obligation to ensure staff travelling on business do so safely and also that it is carried out as cost effectively as possible.

6.3.2 Staff eligible to claim mileage expenses will be required to complete the appropriate documentation that demonstrates as far as practicable, that the car they are driving meets the minimum standards in terms of road safety, insurance, tax and current MOT where applicable. In addition to this a

current valid driving licence will have to be presented. Failure to adhere to any of the above may result in no travel claims being paid by the Trust to the individual concerned.

- 6.3.3 Staff who carry out mileage on behalf of the Trust will be reimbursed as outlined in Agenda for Change Terms and Conditions Section 17 or locally agreed rates.

#### **6.4 Business Use Vehicles – TP-PGN-03**

- 6.4.1 As an alternative to the use of private car usage for business, employees may be required to access a vehicle for a short period of time, e.g. one day to attend a conference, patient outing etc. For one off journeys covering **200+ miles in total**, a short term rental vehicle **must** be used where the mode of travel has to be a car and the individual does not have a lease car.

- 6.4.2 To ensure the Trust operates its transport requirements as cost effectively as possible, with flexibility to meet the needs of patients and staff, a business use only vehicle will be considered. Business use only cars may be allocated to departments, services, individuals or in a central location. Those in a central location will be bookable through the Facilities office for those staff who meet the above criteria. The responsible officer will monitor the usage of the business use only vehicle and adjust levels of stock to meet the demands placed on this element of the service. This facility will be regularly reviewed to ensure the reasons for introducing the system are delivering what was expected. This facility compliments the other transport options and has the ability to ensure all business miles travelled are done so with the least CO<sup>2</sup> emissions and in the most cost effective way to the Trust. Only cars with low CO<sup>2</sup> emissions wherever possible will be used for daily rental/pool cars.

- 6.4.3 Coordination of this service is provided by the Facilities Department based at St Nicholas Hospital, telephone 0191 246 7283 (Ext. 57283) or 0191 246 7284 (Ext. 57284).

#### **6.5 Taxi Usage – TP-PGN-04**

- 6.5.1 The Trust has standardised the booking and use of taxis in all locations that it operates.
- 6.5.2 The use of taxis must be kept to a minimum and only be used when it is not practicable, possible or cost effective for an alternative mode of transport to be used.
- 6.5.3 The Trust will not provide taxis for staff including bank and agency staff to travel to and from work when there is no public transport, e.g. over the Christmas period.
- 6.5.4 All taxis must be booked through the central booking facilities identified in the PGN.

6.5.5 Any abuse of the use of taxis by any members of staff may lead to disciplinary action being taken against the individual concerned.

## **6.6 Public Transport, Accommodation and Conferences – TP-PGN-05**

6.6.1 Employees are encouraged whenever practical and feasible to use public transport on official Trust business. In many circumstances this mode of travel is more cost effective for the Trust and contributes to the commitment the Trust has given to reduce CO<sup>2</sup> emissions. Reimbursement for travelling on public transport will be in line with section 17 of the Agenda for Change Terms and Conditions of Service. This would normally apply when attending events rather than daily official travel journeys.

6.6.2 Where employees are required to attend national/international conferences, courses or meetings etc. all requirements including any accommodation required must be booked through the central Facilities office at St Nicholas Hospital, telephone 0191 246 7283 (Ext. 57283) or 0191 246 7284 (Ext. 57284). The staff there will advise individuals on the best mode and times of travel and make the relevant booking.

6.6.3 Any member of staff booking their own arrangements bypassing the central office will **not** have any costs they have incurred reimbursed.

6.6.4 Financial limits on hotel accommodation have been set by the Trust and detailed in the PGN. These will be revised from time to time in light of any substantial changes to hotel stay prices and will take into consideration prices due to other events occurring.

6.6.5 When required to stay in London, the Trust holds a list of recommended hotels to stay in. Only in exceptional circumstances will employees be allowed to stay in alternative hotels approved by the Service Manager. This process of having recommended hotels to stay in will be extended to other UK cities.

6.6.6 Overseas hotels will be limited to financial limits available to UK settings.

## **6.7 Courier Services – TP-PGN-06**

6.7.1 There are various arrangements in place throughout the Trust for mail etc. deliveries between the Trust and non-Trust sites. Details of these links, times etc. can be obtained from the Service Manager (General Services), telephone 0191 246 7285 (Ext: 57285). These services must be used ahead of any external mail options to ensure costs are minimised.

6.7.2 These services should also be used for the movement of goods not deemed as time critical (and therefore a need for a taxi is deployed). To arrange these, contact must be made to the Facilities office at St Nicholas Hospital.

## **6.8 Car Parking – TP-PGN-07**

- 6.8.1 To ensure car parking is managed correctly and best use is made of the limited number of car parking bays available, the PGN describes the current car park conditions that apply to staff, patients and visitors. These have been developed taking into account the different circumstances that apply to each main hospital site. As circumstances change the PGN will be reviewed and updated.
- 6.8.2 To help in this process a Trust wide multi-disciplinary Transport Group is being established, chaired by the Head of Facilities to advise the Trust on a range of car parking and other transport related issues.

## **6.9 Secure Transport Guidance – TP-PGN-08**

- 6.9.1 Due to the clinical circumstances of some of the Trust patients, there is a need from time to time for secure transport. TP-PGN-08 describes all aspects of the process when considering/using these facilities.

## **6.10 Car Share Scheme – TP-PGN-09**

- 6.10.1 The Trust recognises the benefits to be gained by introducing a car sharing scheme for staff, both to individuals (reduced travel and car running costs, easier parking, reduced carbon footprint, etc.) and for the organisation (reduced mileage claims, carbon footprint and parking demands).

## **7 Training**

- 7.1 Training for key staff who as part of their duties have a substantial driving element to their role, will be given basic driver awareness training by the Service Manager (General Services) or Porter Service Supervisors. Advice on all transport issues can be obtained from the Service Manager (General Services).

## **8 Equality Impact Assessment**

- 8.1 In conjunction with the Trust's Equality and Diversity Lead this Policy has undergone an Equality and Diversity Impact Assessment which has taken into account all human rights in relation to disability, ethnicity, age and gender. The Trust undertakes to improve the working experience of staff and to ensure everyone is treated in a fair and consistent manner.

## **9 Implementation**

- 9.1 Taking into consideration all the implications associated with this Policy, it is considered that a target date of **February 2017** is achievable for the contents to be implemented within the organisation.

9.2 This will be monitored by the Facilities Department during the review process.

9.3 If at any stage there is an indication that the target date cannot be met, then the Facilities Department will consider the implementation of an action plan.

## **10 Fair Blame**

10.1 The Trust is committed to developing an open learning culture.

10.2 It has endorsed the view that, wherever possible, disciplinary action will not be taken against members of staff who report near misses and adverse incidents, although there may be clearly defined occasions where disciplinary action will be taken.

## **11 Fraud, Bribery and Corruption**

11.1 All aspects of the Trust's Transport Policy and associated PGNs must be followed.

11.2 Failure to do so may result in disciplinary action and you may be liable for prosecution and civil recovery proceedings. Information relating to transport and accommodation will be disclosed to and by the Trust and NHS Protect for the purpose of verification and the investigation, prevention, detection and prosecution of fraud and corruption.

11.3 Where you have an honest and reasonable suspicion that fraud or corruption has occurred, is occurring or is likely to occur, any concerns can be raised directly with the Trust's Local Counter Fraud Specialist, whose contact details are available in Appendix 1 of the Trust's CNTW(O)23 - Fraud Bribery and Corruption Policy.

## **12 Monitoring**

12.1 Six monthly audits will be undertaken by the Facilities Department involving a random selection of the users of these services. The results will be analysed and appropriate action taken. See Appendix C.

## **13 Associated Documents**

- TP-PGN 01 Lease Car Scheme
- TP-PGN 02 Own Vehicles or Pedal Cycles
- TP-PGN 03 Business Use Vehicles
- TP-PGN 04 Taxi Usage
- TP-PGN 05 Public Transport, Accommodation and Conferences

- TP-PGN 06 Courier Services
- TP-PGN 07 Car Parking
- TP-PGN 08 Secure Transport
- TP-PGN 09 Car Share Scheme

## **14 References**

- Health and Safety at Work Act 1974
- The Corporate Manslaughter and Corporate Homicide Act 2007

## Appendix A

Equality Analysis Screening Toolkit			
Names of Individuals involved in Review	Date of Initial Screening	Review Date	Service Area / Locality
Christopher Rowlands	November 2016	November 2019	Trust-wide
<b>Policy to be analysed</b>		<b>Is this policy new or existing?</b>	
CNTW(O)37 Transport Policy – V03		Existing	
<b>What are the intended outcomes of this work?</b> Include outline of objectives and function aims			
The aim of this Policy is to provide a framework that sets out and promotes the following objectives:			
<ul style="list-style-type: none"> <li>• That all transport activities carried out by staff on Trust related business do so by complying with all relevant legislation</li> <li>• Minimise the number of car journeys undertaken, thereby reducing the number of business miles travelled</li> <li>• Reduce the Trust's carbon footprint</li> <li>• Encourage other modes of transport, e.g. cycling, use of public transport, car sharing, walking etc.</li> <li>• Promote the use of conference calling and video conferencing to reduce travel. Chairs of Trust groups and committees should set themselves targets to have a number of their regular meetings using conference facilities. This should increase year on year as the Trust develops conference facilities more widely.</li> <li>• Reduce the costs to the Trust for business travel</li> <li>• Give clear operational guidance on travel related issues in the form of agreed PGN</li> <li>• Complement any IWL initiatives that improve the health of our patients, staff, visitors and the local population by a reduction in CO<sup>2</sup> emissions</li> <li>• Ensure hotel accommodation when staying away on business is appropriate and cost effective to the Trust.</li> </ul>			
<b>Who will be affected?</b> e.g. staff, service users, carers, wider public etc			
Staff, service users, carers, wider public			
<b>Protected Characteristics under the Equality Act 2010.</b> The following characteristics have protection under the Act and therefore require further analysis of the potential impact that the policy may have upon them			
<b>Disability</b>	Potential that car parking charges will have the greatest impact on disabled people and their carers. Not all disabled service users will be eligible for a blue badge and may not find other forms of transport accessible to them.		
<b>Sex</b>	N/A		
<b>Race</b>	May not understand the signage on ticketing machines		
<b>Age</b>	N/A		
<b>Gender reassignment (including transgender)</b>	N/A		
<b>Sexual orientation.</b>	N/A		
<b>Religion or belief</b>	N/A		
<b>Marriage and Civil</b>	N/A		

<b>Partnership</b>	
<b>Pregnancy and maternity</b>	N/A
<b>Carers</b>	There could be financial implications relating to car parking charges for those visiting long stay patients
<b>Other identified groups</b>	N/A
<b>How have you engaged stakeholders in gathering evidence or testing the evidence available?</b>	
Through the Policy Review process	
<b>How have you engaged stakeholders in testing the policy or programme proposals?</b>	
Through Policy Consultation process	
<b>For each engagement activity, please state who was involved, how and when they were engaged, and the key outputs:</b>	
All groups consulted in the Policy Review process	
<b>Summary of Analysis</b> Considering the evidence and engagement activity you listed above, please summarise the impact of your work. Consider whether the evidence shows potential for differential impact, if so state whether adverse or positive and for which groups. How you will mitigate any negative impacts. How you will include certain protected groups in services or expand their participation in public life.	
Some potential for negative impact, mitigated by concessions being put in place	
<b>Now consider and detail below how the proposals impact on elimination of discrimination, harassment and victimisation, advance the equality of opportunity and promote good relations between groups. Where there is evidence, address each protected characteristic</b>	
<b>Eliminate discrimination, harassment and victimisation</b>	
<b>Advance equality of opportunity</b>	
<b>Promote good relations between groups</b>	Concessions in car parking provisions go some way to minimising burden of cost on carers.
<b>What is the overall impact?</b>	<ul style="list-style-type: none"> <li>• Potential negative impact for car parking charges for disabled people.</li> <li>• Potential negative impact for BME groups not being able to understand the terms and conditions of the use of parking facilities</li> </ul>
<b>Addressing the impact on equalities</b>	Monitor car parking issues routinely as part of regular service user involvement work. Act on any issues where there may be potential discrimination
<b>From the outcome of this Screening, have negative impacts been identified for any protected characteristics as defined by the Equality Act 2010? If yes, has a Full Impact Assessment been recommended? If not, why not?</b>	
<b>Manager's signature: Chris Rowlands</b>	
<b>Date: November 2016</b>	



## Appendix B

## Communication and Training Check list for policies

## Key Questions for the accountable committees designing, reviewing or agreeing a new Trust Policy

Is this a new policy with new training requirements or a change to an existing policy?	Change to existing Policy
If it is a change to an existing policy are there changes to the existing model of training delivery? If yes specify below.	N/A
Are the awareness/training needs required to deliver the changes by law, national or local standards or best practice? Please give specific evidence that identifies the training need, e.g. National Guidance, CQC, NHS Resolutions etc. Please identify the risks if training does not occur.	<p>Communication required</p> <ul style="list-style-type: none"> <li>• Agree policy, make it available to all staff.</li> <li>• Ensure staff are aware of and have access to information relating to green issues associated with transport.</li> <li>• Promote alternatives to driving business miles.</li> </ul> <p><u>Risks</u></p> <ul style="list-style-type: none"> <li>• Drivers may not be fully aware of their responsibilities associated with driving.</li> <li>• The Trust may not get the full benefit of making best use of financial resources associated with transport</li> </ul>
Please specify which staff groups need to undertake this awareness/training. Please be specific. It may well be the case that certain groups will require different levels e.g. staff group A requires awareness and staff group B requires training.	All Staff Groups - basic knowledge and awareness of their role and the contribution they can make to reduce transport costs to the Trust and improve the local environment.
Is there a staff group that should be prioritised for this training / awareness?	All staff who use their own or Trust vehicles on Trust business
Please outline how the training will be delivered. Include who will deliver it and by what method.  The following may be useful to consider: Team brief/e bulletin of summary Management cascade Newsletter/leaflets/payslip attachment Focus groups for those concerned Local Induction Training Awareness sessions for those affected by the new policy Local demonstrations of techniques/equipment with reference documentation Staff Handbook Summary for easy reference Taught Session, E Learning	E-bulletin Team Brief Noticeboards Intranet Posters
Please identify a link person who will liaise with the training department to arrange details for the Trust Training Prospectus, Administration needs etc.	Ian Ross, Service Manager (General Services)



## Appendix B – continued

## Training Needs Analysis

Staff/Professional Group	Type of training	Duration of Training	Frequency of Training
<b>NOT APPLICABLE</b>			

Should any advice be required, please contact:- 0191 245 6770 (internal 56670)



## Appendix C

## Monitoring Tool

## Statement

The Trust is working towards effective clinical governance and governance systems. To demonstrate effective care delivery and compliance, Policy Authors are required to include how monitoring of this policy is linked to Auditable Standards/Key Performance indicators will be undertaken using this framework.

<b>CNTW(O)37 – Transport Policy - Monitoring Framework</b>			
<b>Auditable Standard / Key Performance Indicators</b>		<b>Frequency / Method / Person Responsible</b>	<b>Where results and any Associated Action Plan will be reported to implemented and monitored; (this will usually be via the relevant Governance Group).</b>
<b>1</b>	Carry out KPI's within relevant contracts for those services with PGN's 01,04, 05, 06,07,08	As per frequency within the relevant contracts	Summary Report to go to the Sustainability, Waste and Transport Group (SWAT)
<b>2</b>	Comparing CO <sup>2</sup> emissions for lease cars , Transport contractor related to the Policy's PGNs, Trust business use only vehicles year on year	Annually - Sustainability Manager. Statistics available to the Trust	As above
<b>3</b>	Monitoring the number of transport related incidents	Quarterly - Service Manager (General Services)	As above
<b>4</b>	Check Driving licences, insurances and MOT's, where applicable	Ongoing – Trust database Service Manager (General Services)	As above

The Author(s) of each Policy is required to complete this monitoring template and ensure that these results are taken to the appropriate Quality and Performance Governance Group in line with the frequency set out. In addition to the above a number of key performance indicators are identified (Appendix 4) which are reported on annually.