



Integrated Facilities  
Management

# Travel Plan Update February 2023

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Working in partnership with

  
**Calderdale and Huddersfield**  
NHS Foundation Trust

## Executive summary

This report provides a progress update relating to the Calderdale and Huddersfield Foundation Trust (CHFT) Travel Plan, including work ongoing to reduce staff, patient and visitor reliance on private cars, providing more practical public transport options, and our approach to providing travel for patients between the two hospital sites.

The Travel Plan outlines 47 individual actions across 4 key themes: *Active Travel*, *Public Transport*, *Car* and *Marketing & Communications*, all of which aim to reduce the social and environmental impact of staff and visitor travel. At the time of writing 41/47 actions are designated as complete. It is important to note that the Travel Plan is not a static document; the plan is required to evolve and accommodate changing characteristics of the site over time.

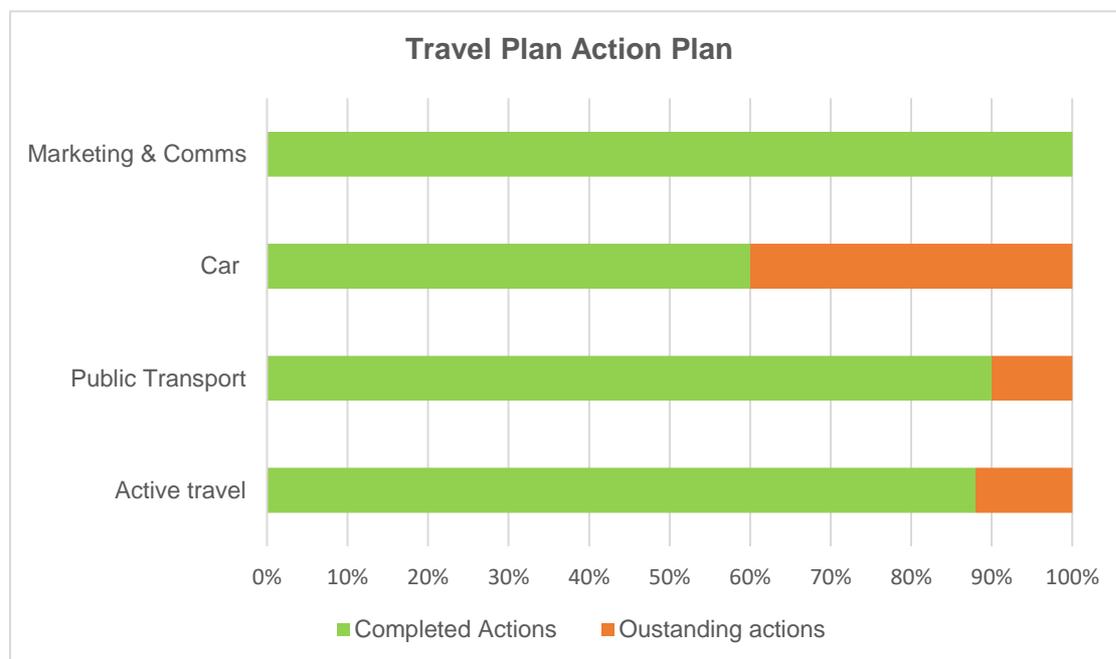


Figure 1 Travel plan action plan progress

## 1. Introduction and background

The purpose of this report is to update the Calderdale and Kirklees Joint Scrutiny Committee on progress relating to the CHFT Travel Plan.

The CHFT Travel Plan was approved by the Transformation Programme Board in February 2021 in support of the programme of reconfiguration at Huddersfield Royal Infirmary (HRI) and Calderdale Royal Hospital (CRH). The plan offers a site-specific package of measures designed to improve access to our sites by sustainable modes of transport and contribute to achieving our Green Plan Target of a 5% reduction in single occupancy journeys by 2026. The plan aims to actively encourage and support the use of public transport, walking, cycling, and car sharing to all staff, patients and visitors. Delivery of the Travel Plan is managed by Calderdale and Huddersfield Solutions (CHS) with support from Active Hospitals, and progress is monitored via the Travel and Transport Workstream.

## 2. Ongoing collaboration with West Yorkshire Combined Authority (WYCA)

CHFT colleagues have been meeting with David Keady from the WYCA about their bus network plans and the associated patient and colleague benefits.

The WYCA have advised that they have recently been awarded £69 million funding through their Bus Service Improvement Plan (BSIP). This has already funded cheaper fares across the region, with single journeys now no more than £2 or day tickets for £4.50 (across all operators) which has made traveling more affordable and simpler for passengers.

To support this, WYCA have also committed to the development of a five-year Bus Network Plan, which will include:

- Expansion of the high frequency 'core network' – so more people live near a bus stop where a service arrives at least every 15 minutes.
- Improvements to the regularity and consistency of less frequent services.
- Increasing services in the early morning, evenings and at night-time.
- Increasing services in rural, out-of-town and economically deprived areas.
- Local 'SuperBus' networks, with cheaper fares and priority on the roads.

Improvements to connectivity between CRH and HRI has been identified as part of the BSIP, and the Combined Authority have confirmed that they are prioritising a scheme that will help to address some of these issues. It is anticipated that any BSIP schemes would be introduced early 2024.

CHFT will continue to engage with the Combined Authority and support any scheme that will improve public transport access to our sites.

In addition to this, meetings have already taken place with the WYCA business travel plan team regarding linking real time travel information with our cross-site shuttle and the wider bus network, which our staff can access via PC or mobile phone. CHFT are also exploring with WYCA about providing real time information screens displaying bus service information in a publicly accessible area for patients and visitors.

### **3. Park and Ride**

Subject to confirmation regarding commencement of construction works for the new multi-storey car park at CRH, we are working on an implementation plan for the new Park and Ride offer for CHFT colleagues. This will provide park and ride spaces at Cedar Court Hotel, Ainley Top and Broad Street Plaza, Halifax, as an alternative to on-site parking during the construction work at CRH.

### **4. Travel Survey and Travel Plan Refresh**

The CHFT travel plan suggests that a Trust-wide Travel Survey should be undertaken every 2 years. The most recent travel survey which informed the development of the CHFT Travel Plan took place in 2021.

A second Trust-wide Travel and Transport survey commenced on 6<sup>th</sup> February 2023, covering a range of topics including: parking, public transport, active travel, lift-sharing and potential travel initiatives such as the park and ride scheme offer. This has been distributed via all communication channels and all colleagues currently employed at CHFT are invited to participate. Results will be collated and analysed when the survey closes at the end of February 2023.

The data gathered via this survey will allow measurement of progress since the adoption of the Travel Plan and raise any issues/ aspects of staff travel for improvement. A refresh of the Travel Plan document is to be undertaken once all the survey responses have been collected.

## 5. Travel Plan Action Plan

Status
Completed
Ongoing
Action required

### 5.1 Active Travel

Active Travel						
Ref.	Action	Implementation Evidence	Lead	Support	Timescale	Additional comment
AT-1	Audit of pedestrian routes within the hospital grounds to review; way finding signage, surfacing, lighting, footpath gaps and widths for wheelchair users, pedestrian crossings	Living streets have carried out their own audit of CRH and HRI to create maps of local walking routes. These are available as PDF on the CHFT intranet, or printed versions are available next to active travel notice boards at HRI and CRH.	Travel Plan Co-ordinator	Living Streets, Estates	Within 6 months of adoption of Travel Plan	
AT-2	Continue to engage with Active Hospitals to encourage patients and the workforce to move more	Ongoing engagement with Active Hospitals to promote active travel for transport and wellbeing.	Project Manager Active Hospitals	Active Hospitals	Ongoing	
AT-3	Support and promote National Walking Month	National walking month (May) included in proposed staff engagement calendar for 2023. 'Walking Works' Living Streets Campaign promoted throughout January 2022 alongside wider new year wellbeing messages.	Travel Plan Co-ordinator	Living Streets/ Trust Comms	Annually	
AT-4	Promote journey planning tools for walking, running and cycling for staff and visitors	Links to journey planning apps available on the Active Travel notice board and CHFT intranet.	Travel Plan Co-ordinator		Within 6 months of adoption of Travel Plan	

AT-5	Promote local walking routes	Maps of local walking routes created in partnership with Living Streets. Promotion of Living Streets' Walking Works challenge incorporated into January wellbeing messages via internal comms.	Project Manager Active Hospitals	Living streets, Travel Plan Coordinator	Within 5 months of adoption of Travel Plan	
AT-6	Investigate opportunities to connect walkers together/ create walking groups for journeys to work	Staff Strava and Facebook walking groups have a combined membership of over 120 people.	Project Manager Active Hospitals		Within 6 months of adoption of Travel Plan	
AT-7	Continue to support and promote annual couch to 5k running challenge	Links to Couch to 5K website and app can be found on the CHFT intranet. Course that has been run x2 previously due to be run again in the summer.	Travel Plan Co-ordinator/ Project Manager Active Hospitals		Annually	
AT-8	Provide cycling maps for staff, patients and visitors	No current cycle maps provided. Have asked WY travel plan network for support/ assistance.	Travel Plan Co-ordinator	WY Travel Plan Network	Within 6 months of adoption of Travel Plan	
AT-9	Review and update active travel information the website for visitors and in publicly accessible locations	Up to date active travel information is available on the CHFT intranet and active travel notice boards.	Travel Plan Co-ordinator		Within 6 months of adoption of Travel Plan	
AT-10	Review cycle locker storage location and consider alternatives	Old cycle lockers at HRI replaced with new secure lockers. 8 installed in main car park and 2 in alternative location on North Drive following staff feedback. Cycle lockers outside CRH Women and Children's, and Outpatients entrance also replaced with 6 new secure lockers.	Travel Plan Co-ordinator		Within 6 months of adoption of Travel Plan	CRH needs review

AT-11	Investigate opportunities for replacing the butterfly cycle stands at the CRH old main entrance	Decision made to keep stand. Cycle audit carried out in Nov 21 found that stand was in use at full capacity and does not need replacing. Lockers outside women and children's entrance replaced as they were no longer fit for use.	Travel Plan Co-ordinator		Within 12 months of adoption of Travel Plan	
AT-12	Investigate opportunities for active travel information to be included in outpatient appointment letters	Information re cycle parking and active travel is now routinely included in outpatient information. This includes location of lockers and stands.	Travel Plan Co-ordinator		Within 6 months of adoption of Travel Plan	
AT-13	Monitor existing cycle storage and remove any locks that have been left in place but are not being used	Inappropriate use of cycle facilities is monitored via quarterly cycle audit.	Project Manager Active Hospitals		Quarterly	
AT-14	Provide additional secure cycle storage for staff, patients and visitors	10 new secure cycle lockers installed at HRI in Jan 22. 8 are located in the main car park and 2 outside the Spring Cottage Nursery on North Drive.	Travel Plan Co-ordinator		Within 36 months of adoption of travel plan	
AT-15	Monitor the number of bicycles parked on site to review against provision	A quarterly cycle audit is carried out by the Active Hospitals lead to monitor usage and assess the overall 'cycle-friendliness' of both hospital sites.	Project Manager Active Hospitals		Quarterly	
AT-16	Monitor infringements of cycle storage by other types of vehicles and review enforcement options	Inappropriate use of cycle facilities is monitored via quarterly cycle audit.	Travel Plan Co-ordinator		Within 6 months of adoption of Travel Plan	

AT-17	Improve directional signage to cycle storage	Locations of new cycle storage promoted through Trust comms. Review of additional directional signage needed. CHFT website to be updated with maps showing cycle storage locations/ capacity/ type of stand, and location of locker/shower facilities available for staff use.	Travel Plan Co-ordinator	Trust Comm, Estates	Within 6 months of adoption of Travel Plan	
AT-18	Review existing staff lockers and identify improvements and need for additional provision	Shower, changing and locker facilities at HRI underwent renovation in 2021. CRH also has some changing facilities, including lockers available for staff to use.	Travel Plan Co-ordinator		Within 36 months of adoption of travel plan	
	Review existing staff shower and changing facilities and identify improvements and need for additional provision	As above	Travel Plan Co-ordinator		Within 36 months of adoption of travel plan	
	Review signage to existing shower, changing and locker facilities for staff and improve if necessary	Signage under review and a small budget is available for improvements.	Travel Plan Co-ordinator	Estates	Within 36 months of adoption of travel plan	Ongoing
AT-19	Review cycle training content and investigate the inclusion of additional content including advice / guidance on cycle maintenance and cycle security	Cycle training is available to Trust staff free of charge and links to free lessons offered by Kirklees and Calderdale council are published on the CHFT intranet. A QR code link to the British Cycling commuter e-book is available on the Active Travel notice board and includes tips for cycle safety and maintenance.	Travel Plan Coordinator/ Project Manager Active Hospitals		Annually	

	Continue to participate in and promote cycle training sessions for staff	Enabling works for promotion of cycling as an active travel option. Primarily basic training and confidence building lessons. These have been accessed via partnerships with local authorities and City connect. These have been published through Trust wide comms and access has been advertised on the Trust Intranet.	Travel Plan Co-ordinator		Annually	
AT-20	Continue to participate in and promote Cycle to Work Scheme	CHFT is a member of the Cycle to Work initiative. Information regarding how to apply for the scheme is available on the Active Travel notice board and staff intranet.	Travel Plan Co-ordinator		Annually	
AT-21	Run a targeted campaign to promote active travel month (via Active Hospitals)	Promotional active travel posters and banners created with Prime Creative. Living Streets Walking Works campaign to encourage staff to be more active included in wellbeing messages.	Project Manager Active Hospitals		Annually	
AT-22	Investigate bike clubs and fix your bike days with Cycling UK	Initial discussion with CHFT Charity regarding providing Dr Bike sessions. Further investigation into feasibility/ cost needed.	Travel Plan Co-ordinator	CHFT Charity, Happy Days Cycles	Within 6 months of adoption of Travel Plan	

## 5.2 Public Transport

Public Transport					
Ref.	Action	Implementation Evidence	Lead	Support	Timescale
PT-1	Continue to run and further promote the shuttle bus	Staff shuttle bus service runs daily between both hospital sites. Shuttle bus timetable is displayed on active travel notice board and CHFT intranet.	Travel Plan Coordinator	Transport	Within 6 months of adoption of travel plan
PT-2	Continue to collect, record, monitor and respond to feedback from shuttle bus passengers	Ongoing. Additional shuttle bus stops at Elland and West Vale stopped due to lack of use. 2023 Travel survey will provide additional feedback regarding this service.	Travel Plan Coordinator	Transport	Monthly from adoption of Travel Plan
PT-3	Review and scope improvements to shuttle bus infrastructure including vehicles and waiting facilities	Shuttle bus now running at full capacity following relaxation of some Covid restrictions.	Travel Plan Coordinator	Transport	Within 12 months of adoption of travel plan
PT-4	Review shuttle bus schedule, route and systems	Additional stops at Elland/ West Vale on shuttle bus route stopped due to lack of use. Continuing to monitor.	Travel Plan Coordinator	Transport	Within 6 months of adoption of travel plan
PT-5	Support and promote European Mobility Week	European Mobility week (September) included on the proposed staff engagement calendar 2023. 22nd Sept car free day.	Travel Plan Coordinator	Internal comms	Annually
PT-6	Continue to participate in and promote Corporate MetroCard/ M Card scheme	WYCA Metro Cards (discounted travel) are available for Trust staff. Further promotion may be needed to increase awareness.	Travel Plan Coordinator	Workforce engagement/ internal comms	Annually

PT-7	Continue to promote public transport journey planning tools for staff and visitors	QR codes with links to download journey planning/ active apps are provided on the Active Travel notice board. Links to walking apps are also provided on CHFT intranet. Investigating option to work with external company STAXY to provide a car share/ active travel/ journey planning app for all staff, tailored to the Trust. This is ongoing.	Travel Plan Coordinator	Internal comms	Within 6 months of adoption of travel plan
PT-8	Include maps of nearest bus stop locations on sustainable travel notice board	Specific local bus service information is available outside the HRI general office. Walking maps created with Living Streets include bus stop locations within a 1200 m radius.	Travel Plan Coordinator		Within 6 months of adoption of travel plan
PT-9	Investigate opportunities for public transport travel information to be included in outpatient appointment letters	Public transport travel information is included in outpatient appointment letters.	Travel Plan Coordinator	WOD	Within 6 months of adoption of travel plan
PT-10	Explore opportunities with WYAAT and WYCA for providing real time information screens displaying bus service information in a publicly accessible area	Initial conversations held with WYCA regarding the availability of real time travel information. Travel information screens included in design plans for the new A&E at HRI. CHS Estates exploring further screen installations around HRI. Travel survey planned for early 2023 will assess demand.	Travel Plan Coordinator	WYCA/ Estates	Within 6 months of adoption of travel plan

### 5.3 Car

Car					
Ref.	Action	Implementation evidence	Lead	Support	Timescale
C-1	Once ratified by the Trust, the main recommendations from the car parking policy and operational review should become actionable measures within the travel plan	Car parking policy reviewed in April 2022. Staff car parking permits are subject to availability following application and charges based on salary. Charges for staff will apply from 1st April 2022. Next policy review April 2023.	Travel Plan Coordinator		Within 12 months of adoption of the travel plan
C-2	Support and promote car share Week and Car Free Day	In discussions with suppliers to provide a platform for staff to find other colleagues to journey share with. Also promotes active and sustainable travel options and journey planning assistance. Suppliers attended Green planning committee meeting in January to give presentation/ app demonstration. discussions ongoing.	Travel Plan Coordinator	Internal comms/	Annually
C-3	Investigate partnership opportunities with third-party organisations to develop a car sharing scheme	As above	Travel Plan Coordinator	THIS/ STAXY	Within 1 year from adoption of the Travel Plan
C-4	Continue to investigate park and ride scheme options taking into consideration survey responses	CHFT park and ride planning underway.	Travel Plan Coordinator	Transport	Within 1 year from adoption of the Travel Plan

C-5	Review existing provision of and access to, electric charging spaces by staff and visitors	EVCPs at Acre Mill Car Park have been replaced in Feb 22. Plans to further increase EVCP provision across site at HRI are outlined in the Electric Vehicle strategy paper. EVCP provision is included in plans for the new multi-storey car park at CRH, and ED at HRI. CHS estates officers meeting with potential suppliers and procurement decisions ongoing.	Travel Plan Coordinator	Procurement/ Estates/ ESPO	Within 1 year from adoption of the Travel Plan
C-6	Provision of additional electric charging spaces subject to planning approval for reconfiguration plans	As above	Travel Plan Coordinator	Procurement	Within 3 years from adoption of the Travel Plan
C-7	Monitor usage of electric charging spaces	Opportunities to explore technology to monitor EVCP use once additional infrastructure is in place. The Trust encourages colleagues to park and use EV bays in a considerate manner until additional facilities are available. Drivers who are caught consistently abusing the facilities will be issued warnings/ parking penalties if necessary.	Travel Plan Coordinator	CHFT Security	Ongoing
C-8	Explore strategies for optimising usage of electric charging spaces	Outlined in the Electric Vehicle strategy paper.	Travel Plan Coordinator		Within 6 months of adoption of the Travel Plan

## 5.4 Marketing and Communications

Marketing and communications					
Ref.	Action	Implementation Evidence	Lead	Support	Timescale
MC-1	Create a travel pack for new starters	Active travel and public transport information included in new starter information packs	Travel Plan Coordinator	WOD	Within 12 months of adoption of Travel Plan
MC-2	Awareness raising campaign to promote existing active travel and public transport Trust wide initiatives	Promotion of active travel via green newsletter, CHS website and green champions poster campaign with support from Trust Internal comms	Travel Plan Coordinator/ Project Manager Active Hospitals	Internal comms	Within 6 months of adoption of Travel Plan
MC-3	Create and maintain travel notice boards and online information to promote sustainable travel	Active Travel notice board installed at HRI and CRH	Travel Plan Coordinator	n/a	Within 6 months of adoption of Travel Plan
MC-4	Promotion of travel plan in appropriate bulletins and staff intranet	Staff Travel Survey opened at start of February 2023. Active travel and sustainable transport promoted via internal comms/ posters/ newsletters on an as and when basis.	Travel Plan Coordinator	Internal comms	Annually

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