



**PWYLLGOR ADNODDAU CYNALIADWY**  
**SUSTAINABLE RESOURCES COMMITTEE**

<b>DYDDIAD Y CYFARFOD:</b> <b>DATE OF MEETING:</b>	30 April 2024
<b>TEITL YR ADRODDIAD:</b> <b>TITLE OF REPORT:</b>	Decarbonisation Taskforce Group (DTFG) Annual Report 2023/24
<b>CYFARWYDDWR ARWEINIOL:</b> <b>LEAD DIRECTOR:</b>	Lee Davies, Exec Director of Strategy & Planning
<b>SWYDDOG ADRODD:</b> <b>REPORTING OFFICER:</b>	Sharon Hughes, Principal Programme Manager Transformation.

**Pwrpas yr Adroddiad** (dewiswch fel yn addas)

**Purpose of the Report** (select as appropriate)

Er Sicrwydd/For Assurance

**ADRODDIAD SCAA**  
**SBAR REPORT**

**Sefyllfa / Situation**

The purpose of this paper is to present the Decarbonisation Taskforce Group (DTFG) Annual Report 2023/24 to the Sustainable Resources Committee (SRC). The DTFG Annual Report provides assurances in respect of the work that has been undertaken during 2023/24 and outlines the main achievements which have contributed to robust programme governance.

**Cefndir / Background**

Hywel Dda University Health Board's (HDdUHB) Standing Orders for DTFG require the submission of an Annual Report to the Sustainable Resources Committee to summarise the work and to identify how it has fulfilled the initiatives set out in the Decarbonisation Delivery Plan.

The fundamental purpose of the DTFG is to provide the Health Board with a forum to share and scrutinise delivery of the initiatives set out in the HDUHB Decarbonisation Delivery Plan.

The DTFG also identifies key issues and potential risks to delivering the plan as well as providing assurance on the activity/action that will resolve or mitigate issues/risks.

**Asesiad / Assessment**

The DTFG was established on the 22 February 2021 to respond to the climate emergency declaration by Welsh Government (WG) under Board delegation with the Health Board reviewing and approving an updated Terms of Reference (ToR) on the 17 August 2023 at the SRC.

The ToR details the DTFG's purpose to provide assurance to the SRC around the organisation's ability to deliver the HDUHB Decarbonisation Deliver Plan and identification and escalation of risk.

The DTFG is required to oversee and monitor the Decarbonisation Programme Delivery and ensure implementation of the plan for the following areas of key responsibility:

- 3.1.1 Analysis / Response to NHS Wales Decarbonisation Strategic Plan
- 3.1.2 Stakeholder Identification, Engagement and Management
- 3.1.3 Decarbonisation Metrics/Monitoring/Reporting/Performance Management
- 3.1.4 Implement Decarbonisation Delivery Plan
- 3.1.5 Decarbonisation Opportunities Business Cases & external funding applications/bids
- 3.1.6 Staged Reporting to HDdUHB Senior Reporting Officer, Public Board, Stakeholders, WG and NHS Wales
- 3.1.7 Project/Initiative Delivery
- 3.1.8 Monitoring / Evaluation

The DTFG Annual Report 2023/24 is intended to outline how the DTFG has complied with the duties delegated by the SRC through the terms of reference, and to identify key actions and activities that have been undertaken taken to progress the agreed initiatives.

## **Constitution**

From the ToR approved on 17 August 2023, the membership of the DTFG was agreed as the following. Since this date, three additional members have been included, the Sustainable Nursing Lead, One Health Lead and the Head of Value-Based Healthcare:

- Executive Director of Strategy and Planning (Chair)
- Head of Property Performance (Vice-Chair)
- Principal Programme Manager
- Digital Director
- Head of Procurement
- Senior Environmental Officer
- NHS Wales Shared Services Partnership (NWSSP) - Procurement (representative)
- Finance Business Partner
- Deputy Director Strategic Partnerships
- Deputy Director of Public Health
- Communications Team Officer
- Senior Performance Management Analyst
- Head of Transport and Sustainable Travel
- Consultant Clinical Psychologist
- Pharmacy Lead
- Senior Human Resource Advisor

## **Meetings**

DTFG meetings were held on the following dates and all were quorate:

- 21 April 2023
- 18 May 2023
- 15 June 2023
- 20 July 2023
- 17 August 2023
- 21 September 2023
- 16 October 2023

- 16 November 2023
- 18 January 2024
- 15 February 2024
- 21 March 2024

No meetings were held in December 2023 due to winter pressures and the Christmas break.

Assurance and activity progress and performance has been provided to the SRC through a written update report on a bi-monthly basis.

The DTFG has undertaken work during 2023/24 against the following workstreams as per the programme governance structure:

### **Local Procurement (most of the work in this area is led by NWSSP)**

- Awarded Improving asthma management in school contract - Educating pupils, parents and staff about all aspects of asthma to better equip them to manage their condition and the opportunity to switch from the traditional metered dose inhaler (MDI) to dry powder inhalers (DPI) which resulted in a decrease of 16kg CO2 per inhaler changed.
- 10% weighting for 'sustainability' implemented across several tender activities.

### **Buildings, Estates, Land Use and Planning**

- The Energy Performance Contract with Centrica continues to deliver guaranteed annual savings and carbon reduction. Since its commencement in March 2015, a total reduction in carbon emissions of circa 28,137 tonnes has been saved.
- A new Energy Performance Contract is being arranged via the Refit 4 Wales Framework, with selection of a new partner planned in April 2024.
- Installation of solar canopies at South Pembrokeshire Hospital
- The Liquid Petroleum Gas (LPG) project has been successfully delivered and replaces c. 70% oil consumption at Glangwili Hospital (GGH), reduces carbon by c. 300 tonnes and provides a financial benefit in the region of £200k.
- We successfully acquired Heat Network Efficiency Scheme (HNES) grant funding to the value of £24,000 to support an efficiency optimisation project at Prince Philip Hospital (PPH) to target heating efficiencies. Further applications submitted to secure grant monies for GGH and Bronglais Hospital (BGH) optimisation study.
- The first in NHS Wales Shared Prosperity' funded project in partnership with the National Botanic Garden of Wales that integrates biodiversity/green spaces across HDdUHB estates for health benefits/improvements.
- Public Sector Low Carbon District Heat Project in Aberystwyth feasibility (on hold pending resources being made available)
- Wildlife gardens implemented at Hafan Derwen and Wthybush Hospital (WGH)
- Water management – the Health Board partner with a company to manage and monitor water consumption to target efficiencies and minimise over consumption and costs.
- Following implementation of the Solar Farm at Hafan Derwen, the energy performance between April and December 2023, comparing with the same period the previous year, consumption was 33% or 134MWh less electricity used and we spent 33% or £38,200 less on our electricity bill.

## **Transport**

- Electric Vehicle (EV) Charging Points – feasibility study conducted, cost estimates for providing 7kW EV chargers at 10 main sites is approximately. £650,000. No suitable funding was identified/secured to fund this cost in 2023/24.
- Pool Car Vehicles – transition from Internal Combustion Engine to self-charging Hybrid. As of March 2024, 10 of the 27 pool car vehicles are EV/hybrid.
- Salary Sacrifice EV Scheme - As of March 2024, 75% of all vehicles supplied as part of the Health Board's lease car schemes are EV/hybrid.
- The transport team have launched their Healthy Travel Charter making 14-16 commitments for reducing our carbon footprint over a 3-year period.
- We launched a pilot project in partnership with Transport for Wales (TfW), securing a month of free bus travel for HDdUHB staff travelling to and from GGH and BGH on the T1, T2 and T28 TrawsCymru bus services operating between Carmarthen and Aberystwyth via Aberaeron, Lampeter and Llandysul. This is the first ever free bus trial provided by TfW and has been extremely successful with over 600 passenger journeys in the first 3 weeks of the trial. Furthermore, due to its success, it has been extended until the end of April.

## **Approach to Healthcare**

- Switching inhaler devices continues in primary & secondary care. HDUHB is the leading health board for prescribing dry powder inhalers, and soft mist inhalers as opposed to pressurised metered dose inhalers, and we have demonstrated the highest percentage increase quarter on quarter this financial year.
- Carbon Literacy & Sustainable Healthcare training has been made available to all our staff via Health Education and Improvement Wales (HEIW). The internal request for the 'Achieving Net Zero' e-learning module to be made mandatory for all staff was denied.
- Project diverting nappy and sanitary product waste from land fill to recycling facility, this has created a 96% reduction in carbon and a c.30k annual saving. The Health Board is planning on using the by-product for own road resurfacing supporting circular economy ambitions.
- Organisation and planning of the Welsh National Sustainability Conference and Awards.

## **Other**

- The 'Switch it Off' Campaign was launched in December 2023 to coincide with Wales Climate Week and COP28, encouraging colleagues across all our estates to switch off electrical items that do not need to be kept turned on.
- Awarded the Platinum level of the Corporate Health Standard for our range of greenhouse gas reduction initiatives.
- The HDdUHB Executive Director of Strategy and Planning wrote to Deputy Director, Climate Change and Environmental Public Health Division in WG to highlight the significant risks around the lack of funding and investment for Decarbonisation initiatives and in delivering the strategic plan.
- Decarbonisation Programme Internal Audit – limited assurance was given due to the uncertainty and lack of funding and investment for Decarbonisation initiatives and the lack of a having fully costed delivery plan which is also due to not having funding to conduct the necessary feasibility studies.

## **Key Risks and Issues/Matters of Concern**

Datix risk 1544 - Risk to delivering NHS Wales Decarbonisation Strategic Delivery Plan by 2030 due to lack of investment/resource and as such, the UHB will not achieve the WG

ambition for a net zero public sector by 2030, as outlined in the NHS Wales Decarbonisation Strategic Delivery Plan. The reasons for this are: -

- Timescales for Health Board's existing organisational transformational do not align to HDdUHB's decarbonisation ambitions for example, A Healthier Mid and West Wales (AHMWW), with capital build process/regime impacting ability to drive forward changes to our estate.
- Not securing sufficient funding for dedicated staffing and external specialist decarbonisation support to fully enable delivery.
- Significant operational and financial pressures (targeted intervention) have impacted our ability to deliver the programme within planned timescales.
- Current estate infrastructure/electrical capacity is aged and not fit for purpose to deliver decarbonisation improvements.
- Significant demand and competition for WG and other relevant funding to be able to deliver decarbonisation feasibility and net zero initiatives successfully
- Lack of NHS systems and structures around climate change and decarbonisation/route to net zero to create the necessary internal priorities and the unrealistic expectation that this entire agenda will be delivered from within existing NHS resources that are already under significant pressure.

### Developments for 2024/25

The DTFG will seek to strengthen the representation of the group where relevant and appropriate or as new and emerging trends are published to create a 'whole system approach' to delivering the Decarbonisation Delivery Plan and maintain a commitment to achieving a net zero position. We aim to undertake a review of the HDdUHB Decarbonisation Delivery Plan 2022/25 during Q3/Q4 which will align to the review of the NHS Wales Strategic Decarbonisation Plan and any revisions will be brought to the SRC for endorsement/approval. The DTFG have also prepared the briefing paper (attached as Appendix 1) to the regular Decarbonisation Report) that maps and gaps the breadth of activity required to meet the broader 'climate change' agenda, clearly setting out the responsibilities of HDUHB and a risk rating on planning/progress across the different areas of work.

### Argymhelliad / Recommendation

The Sustainable Resources Committee is asked to gain **ASSURANCE** from the DTFG Annual Report 2023/24.

### Amcanion: (rhaid cwblhau)

#### Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.14 Review and approve the annual work plans for any Sub-Committee which has delegated responsibility from the Sustainable Resources Committee and oversee delivery.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	1544 Risk to delivering NHS Wales Decarbonisation Strategic Delivery Plan by 2030
Parthau Ansawdd: Domains of Quality	Not Applicable

<a href="#">Quality and Engagement Act (sharepoint.com)</a>	
Galluogwyr Ansawdd: Enablers of Quality: <a href="#">Quality and Engagement Act (sharepoint.com)</a>	Not Applicable
Amcanion Strategol y BIP: UHB Strategic Objectives:	6. Sustainable use of resources
Amcanion Cynllunio Planning Objectives	8 Estates plans
Amcanion Llesiant BIP: UHB Well-being Objectives: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022</a>	9. All HDdUHB Well-being Objectives apply

<b>Gwybodaeth Ychwanegol: Further Information:</b>	
Ar sail tystiolaeth: Evidence Base:	HDdUHB Decarbonisation Delivery Plan and Decarbonisation Audit Report
Rhestr Termiau: Glossary of Terms:	Contained within the body of the report.
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Adnoddau Cynaliadwy: Parties / Committees consulted prior to Sustainable Resources Committee:	Decarbonisation Task Force Group Executive Director of Strategy and Planning

<b>Effaith: (rhaid cwblhau) Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian: Financial / Service:</b>	Not Applicable
<b>Ansawdd / Gofal Claf: Quality / Patient Care:</b>	Not Applicable
<b>Gweithlu: Workforce:</b>	Not Applicable

<b>Risg: Risk:</b>	Not Applicable
<b>Cyfreithiol: Legal:</b>	Not Applicable
<b>Enw Da: Reputational:</b>	Not Applicable
<b>Gyfrinachedd: Privacy:</b>	Not Applicable
<b>Cydraddoldeb: Equality:</b>	Not Applicable



Enw y Grŵp/Is-Bwyllgor: Name of Group:	Decarbonisation Task Force Group
Cadeirydd y Grŵp/Is-Bwyllgor: Chair of Group:	Lee Davies, Director of Strategy and Planning
Cyfnod Adrodd: Reporting Period:	April 2024
Y Penderfyniadau a'r Materion a Ystyriodd y Grŵp/Is-Bwyllgor: Key Decisions and Matters Considered by the Group:	
<b>Decarbonisation</b> <p>The Decarbonisation Programme underwent an internal audit between October 2023 and February 2024. We received the final version of the audit report from the Principal Auditor on the 7 February 2024. During the Decarbonisation Taskforce Group (DTFG) in February and March 2024 we developed and agreed a series of management actions based on the recommendations received in the report.</p> <p><b>LIMITED ASSURANCE</b> was given, primarily due to uncertainty of funding and the lack of a fully costed delivery plan.</p> <p>On the 20 February 2024 the report was presented to the Hywel Dda University Health Board's (HDdUHB) Audit, Risk and Assurance Committee (ARAC) by Lee Davies, Director of Strategy and Planning, Paul Williams, Head of Property Performance and Sharon Hughes, Principal Programme Manager, where the management actions were agreed and approved against the recommendations made in the audit report.</p> <p>The full audit report can be found <a href="#">here</a> for your attention and assurance in. The management action plan can be found as an appendix on page 14.</p> <p>Management action 1.1 (see breakdown below) is not fully complete, with more time required to implement due to the lack of expertise, resource and funding:</p> <ul style="list-style-type: none"><li>• <b>The potential to provide updated cost estimates for the delivery plan, recognising the limitations on this as noted above;</b> we have discussed with the Carbon Trust who prepared our current partially costed plan and were advised this would not offer any value, detailed costing will require additional revenue funding to conduct the necessary studies to prepare an accurate cost. Furthermore, the NHS Wales Decarbonisation Strategic Plan is currently being reviewed and updated this financial year by Welsh Government (WG) and HDdUHB will need to prepare a new plan during Q4. It is not yet known if the next iteration of the plan will require fully costing due to the internal audit team recognising and highlighting to WG that a fully costed plan is not achievable and this will be published in an 'All Wales Decarbonisation Audit Report' for WG.</li><li>• <b>Review of staff resources and potential mitigations;</b> see <b>Appendix 1</b> 'Climate Change Briefing' that sets out our responsibilities under the broader climate agenda with mapping and gapping of the work required along with gaps in delivery and resources and what other Health Boards are doing.</li><li>• <b>Actions we anticipate will be funded through the Health Board (either revenue or capital) and the actions which will require WG funding this will then be shared with</b></li></ul>	



**the national programme and recommended for discussion at the National Programme Board;** we aim to deliver this during Q1 2024/25

- **Directorate risk for decarbonisation and requirement for escalation to corporate risk register.** Complete

Management action 2.1 – Complete, the ‘Sustainability Videos’ have been removed from SharePoint due to the Information Governance issue which is unresolvable. We still have the ‘Net Zero’ e-learning available for all staff on the internal staff portal and the DTFG are coordinating an alternative solution for ‘Sustainability Training’ by working with Health Education Improvement Wales (HEIW) and the Centre for Sustainable Healthcare’ to access a cost free or funded solution.

Management actions 3.1 and 3.2 – Complete. A revised Terms of Reference document identifying this revised approach will be submitted to the June SRC meeting for approval.

### **Agile Working/Estate Rationalisation**

#### **Corporate Hub at Picton Terrace, Carmarthen.**

- The initial engagement and information sessions with staff have been completed. All sessions were recorded for any absent staff to access along with providing all invitees with the information materials used during the sessions for future reference, along with indicative floor plans for colleagues to feedback on and influence the internal design.
- The revised Business Justification Case was submitted to WG in March 2024, the Project Team were able to reduce the financial envelope by £1million following detailed scrutiny with Finance, Information Technology (IT) and Design colleagues.
- Concerns were raised relating to the reduction in the financial envelope, particularly pertaining to ‘downscaling’ of the IT budget. However, assurance was sought from IT colleagues and the reduction in budget does not affect the IT performance for the staff who will work at the building, many of the items put into the original budget were not essential and/or not appropriate to be asking for against a project budget and therefore does not relate to the downscaling of the performance or IT infrastructure.

#### **Materion y Mae Angen Ystyriaeth neu Gymeradwyaeth Lefel y Pwyllgor Adnoddau Cynaliadwy:**

##### **Matters Requiring Sustainable Resources Committee Level Consideration or Approval:**

- None

#### **Risgiau Allweddol a Materion Pryder:**

##### **Key Risks and Issues / Matters of Concern:**

Datix risk no 1544 – updated in April 2024 and escalated to Corporate Risk Register

#### **Busnes Cynlluniedig y Grŵp/Is-Bwyllgor ar Gyfer y Cyfnod Adrodd Nesaf:**

##### **Planned Group/Sub-Committee Business for the Next Reporting Period:**

#### **Adrodd yn y Dyfodol:**

##### **Future Reporting:**

- Maintain regular updates to the Committee on Group progress.

#### **Dyddiad y Cyfarfod Nesaf:**

<b>Date of Next Meeting:</b>
<ul style="list-style-type: none"><li>Thursday 16 May 2024</li></ul>

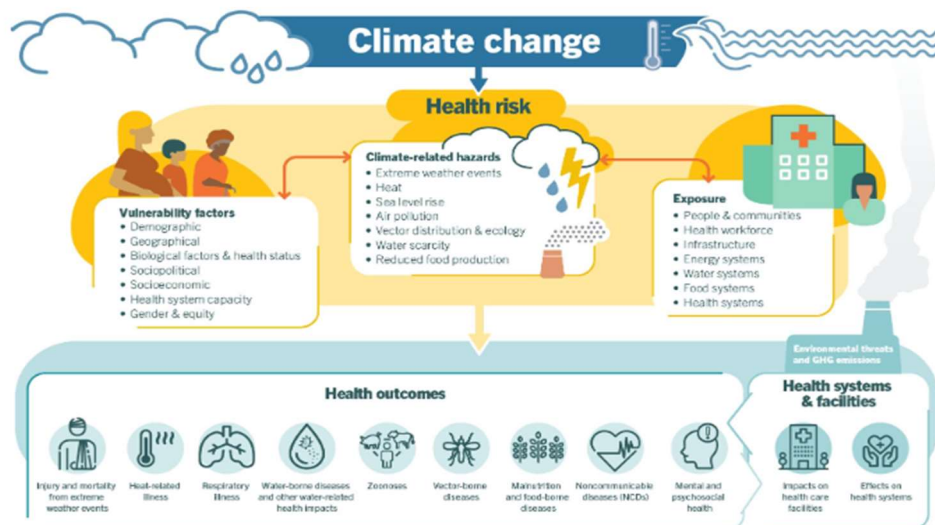
# BRIEFING NOTE: CLIMATE CHANGE AND RESPONSIBILITIES FOR HYWEL DDA UNIVERSITY HEALTH BOARD

## Executive Summary

Climate change is still the greatest threat to human health, from polluted air and steadily rising temperatures, linked to health effects ranging from increased heart attacks and strokes to the spread of infectious diseases and psychological trauma (Nat Geographic). The Wellbeing of Future Generations (Wales) Act and the five ways of working provide an enabling policy context to facilitate sustainable development and policies which can provide co-benefits for health, wellbeing, society, the environment and equity – further supporting and promoting action on climate change to enable health, social and environmental justice. [The Future for Wales](#) report states that climate change poses the greatest risk to health and society within the next two generations including from flooding, drought (with consequences for agriculture, farming and food production), and damage to ecosystems and biodiversity. Evidence from the [Third UK Climate Change Risk Assessment](#) (CCRA3), along with emerging findings from a comprehensive Health Impact Assessment for climate change conducted by Public Health Wales, identifies a wide range of risks to public health, including potential:

- Impacts on physical and mental health and well-being.
- Disruption to transport networks.
- Disruption to education and outdoor sport and play.
- Disruption to the delivery of health and social care services.
- Displacement from home and support networks.
- Disruption of food production and supply.

It is likely that these impacts will disproportionately affect disadvantaged and vulnerable groups, who may have fewer resources or capacity to deal with the consequences of climate change, contributing to, and potentially worsening, existing health inequalities. In Wales, disadvantaged and vulnerable groups include children and young people, older adults, people on low incomes and people with disabilities and long-term health conditions. From a public health perspective, this is underpinned by Strategic Priority 6: Tackling the Public Health effects of Climate Change - more detail can be found in [Climate Change in Wales: Health Impact Assessment Summary Report](#).



The decarbonisation of Hywel Dda University Health Board (HDdUHB) alone will only achieve minimal/limited results in reducing the impact of climate change on our population health and our health services. This document seeks to set out the current position in HDdUHB regarding the

climate emergency and adaptation, in anticipation of the ‘Local Partnerships Framework’ (which was due for release on the 1 April 2024) and in response to the Public Health Wales impact assessments on the climate emergency. The briefing includes the mapping and gapping analysis of current activities that relate to this agenda.

Introduction

Climate Change is a global challenge that is already having significant impacts on human health, including in Wales. As the largest public sector organisation in Wales, the NHS has a crucial role to play in addressing climate change and the impacts on health. This briefing note outlines the wider responsibilities of the NHS in Wales in relation to climate change and provides recommendations for action to support the gaps in existing provision. The [Welsh Government declared a climate emergency on the 29 April 2019](#) and has committed to achieving a carbon neutral public sector by 2030.

Situation

Action around climate change and carbon reduction is progressed collaboratively by several teams within the Health Board and aligns closely with the requirements of the [Environment Act \(2016\)](#), the [Well-being of Future Generations Act \(2015\)](#) and the [United Nations 17 Sustainable Development Goals \(2015\)](#). In the 2024/27 NHS Wales Planning Guidance, Sustainability and Climate Change were key considerations from the Minister for Health & Social Care in formulating our Annual Plan, and for framing of future IMTPs (Integrated Medium-Term Plan). In 2021 the health board developed a Decarbonisation Delivery Plan 2022-25 in response to the publication of the [NHS Wales Decarbonisation Strategic Delivery Plan \(gov.wales\)](#).

The number of enquiries being received regarding the commitment by the Health Board to this agenda, both formal and informal, are increasing. Most recently, the Health Board has been asked by the Welsh Government to provide a ‘Climate-related Financial Disclosure’ that further underpins our commitment and compliance to tackling climate change, as set out in [Prosperity for all: a climate conscious Wales \(2019\)](#). ‘Update Note No. 4’ was received from Welsh Government on 31 January 2024, directed to the CEO, requesting feedback on any issues/concerns with the ‘new requirement at section 32 Task Force on Climate-related Financial Disclosure (TCFD) aligned disclosure’. Further information was received on 13 March 2024, informing that NHS Wales organisations are required to implement the ‘Phase 1 Governance arrangements’ in the 2023-24 Annual report. Table 1 provides a summary of what this requires, including the development of a ‘Compliance Statement’ which covers ‘Governance’, and ‘Metrics and Targets’.

Table 1

	Phase 1 – Governance focus	Phase 2 – Risk Management and Metrics and Targets	Phase 3 – Strategy Target period
Target period	2023-24 (for annual reports ending 31 March 2024)	2024-25 (for annual reports ending 31 March 2025)	2025-26 (for annual reports ending 31 March 2026)
Focus	High-level overview	Qualitative disclosures with existing qualitative disclosures	Quantitative disclosures with technical requirements. TCFD-aligned

			disclosure is fully implemented.
<b>Requirements</b>	Reporting entities shall provide a TCFD Compliance Statement and the recommended disclosures for: <ul style="list-style-type: none"> <li>• Governance</li> <li>• Metrics and Targets (b), only where available from existing reporting processes.</li> </ul> Comply or explain basis	Reporting entities shall provide a TCFD Compliance Statement and the recommended disclosures for: <ul style="list-style-type: none"> <li>• Governance</li> <li>• Risk Management</li> <li>• Metrics and Targets</li> </ul> Comply or explain basis	Reporting entities shall provide a TCFD Compliance Statement and the recommended disclosures for: <ul style="list-style-type: none"> <li>• Governance</li> <li>• Risk Management</li> <li>• Metrics and Targets, considering wider reporting.</li> <li>• Strategy</li> </ul> Comply or explain basis
<b>Interaction with GGC Framework</b>	Continue to apply GGC21-25 for emissions for Metrics and targets., in line with SRG.	Continue to apply GGC21-25 emissions for Metrics and Targets, in in line with SRG,	Consider new GGC period for 25-30 (GGC21-25 runs until 31 March 2025 with the next commitment period for GGC25-30 starting on 1 April 2025)

In 2015, the Financial Stability Board established the Taskforce for Climate-related Financial Disclosures (TCFD) to develop recommendations for more effective climate-related disclosures to promote more informed decisions and, in turn, enable stakeholders to understand better the concentrations of carbon-related assets and exposures to climate-related risks. Recommendations were published in 2017, and whilst not developed for the public sector, it has been recognised that climate-related risks and opportunities can be found in all organisations. The resulting framework is now recognised as:

*“One of the most effective frameworks for organisations to analyse, understand and ultimately disclose climate-related financial information against.”*

The framework considers ‘Governance,’ ‘Strategy,’ ‘Risk Management,’ and ‘Metrics and targets. [Public Health Wales \(PHW\) Strategic Objectives](#) / [IMTP Strategic Priority 6](#) - states that ‘Tackling the public health effects of climate change’ highlights the significant public health threat of the century, endangering physical health, mental health and wellbeing and the biggest health threat facing humanity. The plan also recognises that some communities in Wales will be adversely impacted by the effects of climate change than others. In 2021, an independent assessment helped inform the review of the [Climate Change Risk Assessment for Wales report \(CCRA3\)](#). This report assessed 61 risks and opportunities from climate change, across sectors such as health, housing, the natural environment, business and infrastructure, and risks from the international effects of climate change. The report identified a substantial number of risks that needed urgent public health action. The recently published [Climate Change Committee’s report, Adapting to Climate Change: Progress in Wales](#), set out recommendations for the health and social care sector to develop a long term, cross sector approach to address risks, to develop a health and social care indicator suite and to ensure a joined-up approach between mitigation (decarbonisation) and adaptation.

[Local Partnerships](#) has been appointed to support the Adaptation Project Board to undertake an assessment of cross-sector readiness across the health bodies in Wales to embed climate risk

assessment and adaptation planning into both the delivery of health care and for the improvement of health outcomes.

## Assessment

This table below maps out the breadth of the current agenda, the key areas of responsibility and accountability and the level of delivery activity to date (inc. gaps in delivery), along with recommendations for next steps which would progress a whole system approach to the climate change agenda across HDdUHB.

## Key areas of responsibility

Key Area	Description	Accountability, Responsibility & Delivery
Climate Change; Risk, Impact, Resilience & Adaptation (in line with <a href="#">Local Partnerships risk matrix &amp; toolkit</a> , the Climate-related Financial Disclosure Requirements, and section 38 of the WFGA 2015)	<p>Climate change will affect our society, economy and environment. It will have an impact on the operations and resilience of organisations across Wales. It is anticipated that the changing climate will affect:</p> <ul style="list-style-type: none"> <li>the health of our people, both directly and indirectly;</li> <li>attempts to conserve and enhance our natural spaces;</li> <li>the inequality gap;</li> <li>the safety and security of our people;</li> <li>the viability of business and security of employment.</li> </ul> <p>Adaptation will require full internal strategic engagement as well as partnership working with PSB's, RPB's and other public sector organisations, resulting in an executive-led program of works responsible for wider population health outcomes and health inequalities, of which decarbonisation is only one mitigating factor of the potential risks.</p>	<p><b>Executive Director of Public Health</b></p> <p>No existing Strategy/Plan</p> <p>Requires interpretation of Climate Impact Assessments and implementation of a 'Climate Action Plan', bringing climate adaptation into the HB.</p>
Deliver Sustainable Healthcare (in line with <a href="#">WG Position Statement 2024</a> and <a href="#">A Healthier Wales (gov.wales)</a> and <a href="#">NHS Wales Planning Framework 2022-2025 (gov.wales)</a> )	<p>Committed to the principles of sustainable healthcare; Prevention, Patient Empowerment, Lean Pathways and Low Carbon Alternatives, Air Pollution.</p> <p>Acknowledge that the health of people and planet are intrinsically linked and acting in a way that supports the least negatively impactful method of healthcare delivery within internal operations and processes, and within the wider</p>	<p><b>Director of Strategy &amp; Planning, Medical Director / Director of Operations.</b></p> <p>Environmental Sustainability and Carbon Reduction projects are being supported via the 'Approach to Healthcare' but the scope of this group is to deliver</p>

	<p>community. A system that meets the health needs of the present, without compromising the health of future generations. Sustainable healthcare is about understanding that our health – and that of our environment around us – are intrinsically linked, and acting in a way that supports both people and planetary health and adhering to the principles of sustainable development as per the WFGA (2015).</p>	<p>specific decarbonisation projects from within the clinical environment e.g. anaesthetic gas reduction, waste reduction, single use plastic elimination, recycling/reuse of walking aids.</p> <p>Some other 'sustainable healthcare' projects are being supported/delivered by the One Health Practitioner in addition to One Health portfolio.</p> <p>No existing strategy/action plan</p>
Education, Awareness and Engagement	<p>To educate and raise awareness about the route to net zero and the health impacts of climate change as well as the actions that can be taken to mitigate and adapt to these impacts. This includes information for patients, staff and the wider community.</p>	<p><b>Director of Strategy &amp; Planning and the Director of Public Health.</b></p> <p>Existing net zero ESR training module has been developed &amp; implemented via the Decarbonisation Programme TFG and is 'live.'</p> <p>No existing broader strategy/delivery plan</p>
Green Spaces, Biophilic Design & Biodiversity	<p>Manage and protect our green spaces to meet the <a href="#">WG '30 by 30'</a> targets for 30% conservation and biodiversity enhancement by 2030, and support <a href="#">section 6 of the Environment Act (2016)</a> as per the <a href="#">Biodiversity and Resilience of Ecosystems Duty</a>. Currently reported within the HDdUHB WFGA report and the Annual Report as per Section 6 Biodiversity Reporting Duties. A multidisciplinary Biophilic Advisory Group has been formed as per the <a href="#">Healthier Mid &amp; West Wales Plan</a> to provide guidance and reporting to ensure that biophilic design principles</p>	<p><b>Director of Innovation, Director of Strategy &amp; Planning &amp; Director of Public Health.</b></p> <p>No integrated programme/plan/resource MDT working group developing new strategy.</p> <p>Supported by: Environment Team One Health Practitioner RD&amp;I Team PH WFGA principal Capital Planning Estates/Maintenance</p>



	are fully embedded in the development of our business cases.	Environment Strategy/Plan
Decarbonisation / Reducing Greenhouse Gas (GHG) Emissions – Net Zero - in line with <a href="#">NHS Wales Decarbonisation Strategic Delivery Plan</a>	Climate change risk mitigation by reducing GHG emissions from buildings, energy use, transport, waste and procurement. NHS Wales has set targets to reach net zero by 2030. HDdUHB have a fully endorsed programme of works and board approved delivery plan to progress the programme activities, monitoring and reporting against achievement of the set targets. The programme has an approved governance and reporting structure and focusses on the following key areas: Buildings/Estates/Land, Transport, Procurement (led by NWSSP) and Approach to Healthcare.	<b>Director of Strategy &amp; Planning – SRO</b>  Principal Programme Manager - Lead  Board approved Decarbonisation Delivery Plan  Decarbonisation TFG reporting to SRC
<a href="#">One Health</a>	Produce innovative portfolios of work against the <a href="#">four themes of One Health</a> , with a floating brief to add value in line with the 7 well-being goals and 5 ways of working: <ul style="list-style-type: none"> <li>• Theme 1: Food system</li> <li>• Theme 2: Climate change and green solutions</li> <li>• Theme 3: Health protection and emergency resilience</li> <li>• Theme 4: Innovation, education and development</li> </ul>	<b>Director of Public Health / Director of Strategy &amp; Planning / Director of Research, Innovation &amp; Value</b>  Responsible Officer – 1 x One Health Practitioner (B7)

**Red – No formal work programme or governance. No agreed plan or co-ordinated reporting activity.**

**Amber – Some activity being delivered within appropriate existing governance and reporting structure.**

**Green – Agreed governance, regular & formal reporting with approved action plan.**

In terms of action/activity, a formal Decarbonisation Programme was set up in 2021 to enable delivery of the board approved Decarbonisation Delivery Plan 2022-2025. It is recognised however, that decarbonising (reducing our emissions) is only one aspect of mitigating action to tackle the impacts of climate change. Strategies around climate impact assessments & adaptation, sustainable healthcare (clinical and operationally led policies/practices/improvement), biodiversity, biophilic design and One Health will also need to be considered and have a clear plan for action. Our action taken on climate change and carbon emissions is limited and currently only reported in the following ways via the Decarbonisation Programme and Taskforce Group:

- Bi-monthly SRC Reports (via Decarbonisation TFG)
- HDdUHB Annual Report
- HDdUHB Annual Governance Report
- HDdUHB Well-being Objectives Annual Report
- WG Annual Decarbonisation Qualitative Report
- WG Annual Net Zero Emission Quantitative Report



- WG Quarterly Decarbonisation Reporting (DCR)
- Annual PSB objectives template (as requested)
- Decarbonisation Annual Report

## **How other health boards are managing & delivering the broader climate change requirements....**

**Swansea Bay University Health Board (SBUHB)** – have a Recovery and Sustainability plan (in addition to the Decarbonisation Action Plan). This work is led by one of their Consultants in Public Health Medicine based in Swansea Bay Public Health Team who is supported by an experienced and qualified full-time Sustainability Manager (based in the Strategy & Planning team) and a full-time Project Support Officer. In the SBUHB Recovery & Sustainability Plan they have the following population health goal which states:

*‘Developing a population health approach to climate change, including mitigation, adaptation and circular economy approaches’.*

Delivery of the Recovery and Sustainability plan is overseen by a ‘Sustainability Steering Group’ and most recently they have been mapping some of the overall recommendations in the Population Health Strategy against activity in the sustainable steering group space and Healthy Schools space.

**Cardiff and Vale University Health Board (CVUHB)** – have a much broader ‘Sustainability Action Plan’ called ‘Shaping Our Future Sustainable Healthcare’. This work is led by a team of people headed up by a Programme Director and supported by a Programme Team of four FTE’s which includes a qualified/experienced Environment Sustainability Improvement Manager.

## **Recommendations**

The Sustainable Resources Committee is asked to note the briefing provided and: -

- Add ‘climate change and impact’ to the corporate risk register recognising it as the most significant risk to population health this century which will impact 100% of our population and, undertake a risk assessment to demonstrate emergency preparedness and compliance with our obligations under the climate change act.
- Confirm that the Executive lead for the broader climate change agenda (Director of Public Health) will plan and progress the responsibilities highlighted in the red/amber areas of work and establish an appropriate governance structure to manage delivery or expand the scope and membership of the Decarbonisation Taskforce Group, reporting to the Sustainable Resources Committee to lead on these areas of work, along with providing the appropriate expertise, resource and leadership.
- Develop and implement a Climate Action Plan (or similar) to bring the wider climate change agenda and climate adaptation into the health board or expand the scope of the Decarbonisation Delivery Plan to include these areas of work along with the necessary expertise, resource and leadership.
- Embed climate adaptation and sustainable healthcare into all HB operational policies, plans and improvement frameworks.
- Provide full Executive Director support to ensure that all senior managers across all departments participate proactively in the climate change agenda and include in departmental planning and reporting. Allow for protected time to lead on departmental activities and reporting requirements as per TCFD guidance and LP toolkit.

- Support a decision for mandatory net zero (or similar) training and awareness for all staff and consolidate 'climate change,' 'net zero' and 'sustainability' intranet webpages into one SharePoint site.
- Support and encourage the reinvigoration of the Health Board's 'Green Group,' providing protected time for a nominated chair to lead the group and shape sustainability and green solutions from a grass roots level.
- Include a new section in PADR's for Climate Change/Adaptation/Sustainable Practices that will promote individual discussion and enable all employees to make individual and team commitments.
- Nominate 'Climate & Sustainability Leads' across all departments, ensuring that they have the appropriate amendment made to their job description to ensure they can fulfil the lead role whilst covered by the Welsh Risk Pool as per mandatory roles.



**PWYLLGOR ADNODDAU CYNALIADWY**  
**SUSTAINABLE RESOURCES COMMITTEE**

<b>DYDDIAD Y CYFARFOD:</b> <b>DATE OF MEETING:</b>	30 April 2024
<b>TEITL YR ADRODDIAD:</b> <b>TITLE OF REPORT:</b>	479 Central Pool Car Scheme User Procedure 480 Central Pool Car Scheme Admin Procedure
<b>CYFARWYDDWR ARWEINIOL:</b> <b>LEAD DIRECTOR:</b>	Andrew Carruthers, Director of Operations
<b>SWYDDOG ADRODD:</b> <b>REPORTING OFFICER:</b>	Jason James, Transport and Sustainable Travel Manager

**Pwrpas yr Adroddiad** (dewiswch fel yn addas)

**Purpose of the Report** (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

**ADRODDIAD SCAA**  
**SBAR REPORT**

**Sefyllfa / Situation**

The Sustainable Resources Committee (SRC) is being asked to approve the below procedures that have been updated in line with Hywel Dda University Health Board's (HDdUHB) review milestones. Each procedure has been reviewed, amended and an Equality Impact Assessment completed and approved. These have then been discussed and considered in line with the governance process via the Transport and Sustainable Travel Group and Decarbonisation Task Force Group. No issues were highlighted from either forum in respect of either policy.

**479 Central Pool Car Scheme User Procedure**

This procedure sets out the process for staff to access and make use of pool cars through the Central Pool Car Scheme. This scheme is managed by the Central Transport Unit and open to all staff who undertake business mileage in their own vehicles subject to initial registration.

- **Appendix 1:** 479 Central Pool Car Scheme User Procedure
- **Appendix 2:** Equality Impact Assessment

**480 Central Pool Car Scheme Admin Procedure**

This procedure is aimed at the following groups involved in the management and administration of the pool car scheme.

- **Appendix 3:** 480 Central Pool Car Scheme Admin Procedure
- **Appendix 4:** Equality Impact Assessment

**Cefndir / Background**

HDdUHB aims to reduce the number of business miles travelled each year and ensure journeys that are undertaken are done so as efficiently as possible. The Pool Car Scheme will

be a core element in improving the mix of travel options available to staff. The scheme will improve the safety, cost effectiveness and environmental impact of HDdUHB's business travel.

The primary objectives of this procedure are to ensure:

- A standardised administration process is in place for the Pool Car Scheme.
- All staff involved in the administration procedure are familiar with its processes and any risks / issues are minimised.
- Those involved in scheme administration have a reference point when dealing with staff queries.

### Asesiad / Assessment

The Transport and Sustainable Travel Manager will be responsible for implementing this procedure. The procedure will be communicated to staff through the HDdUHB intranet, global email system and Team Brief.

A copy of the procedure will be shared with all authorised pool car users as part of the online automated induction process and included in each vehicles' documentation pack.

### Argymhelliad / Recommendation

The Sustainable Resources Committee is asked to **APPROVE**:

- 479 Central Pool Car Scheme User Procedure
- 480 Central Pool Car Scheme Admin Procedure

### **Amcanion: (rhaid cwblhau)**

#### **Objectives: (must be completed)**

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.15 Approve policies within the scope of the Committee.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Parthau Ansawdd: Domains of Quality <a href="#">Quality and Engagement Act (sharepoint.com)</a>	1. Safe 3. Effective 4. Efficient
Galluogwyr Ansawdd: Enablers of Quality: <a href="#">Quality and Engagement Act (sharepoint.com)</a>	1. Leadership

Amcanion Strategol y BIP: UHB Strategic Objectives:	6. Sustainable use of resources
Amcanion Cynllunio Planning Objectives	8 Estates plans
Amcanion Llesiant BIP: UHB Well-being Objectives: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022</a>	1. Plan and deliver services to increase our contribution to low carbon

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	<p>Welsh Government has made a commitment on behalf of all public sector bodies to be carbon neutral by 2030. This sends a clear message to communities, organisations and businesses that Wales is at the forefront of developing a low carbon economy and is taking seriously its commitment to decarbonisation.</p> <p>This major shift in national and regional policies are documented in the following policies and milestones and provide a framework to the health board for its transition to fleet decarbonisation:</p> <p>2021 – All Wales Action Plan – Working Together to Reach Net Zero (Welsh Government, 2021).  2022 – All new cars and large goods vehicles procured across the Welsh NHS will be battery-electric where possible (Carbon Trust, 2021).  2030 – End the sale of new internal combustion engine (petrol and diesel) cars and vans (UK Government, 2022).  2035 – All new cars and vans must be 100% zero emission at the tailpipe (UK Government, 2021).  2040 – End of sale of all non-zero emission Heavy Goods Vehicles (UK Department for Transport, 2021).</p> <p>Whilst the primary objective of these procedures is to detail and promote the car pool scheme, and its administrative procedures. However, it must be noted that a coordinated approach is now adopted by the central transport unit to migrate our fleet from traditional internal combustion engines to hybrid and electric vehicles (EV). All HDdUHB fleet vehicles purchased from April 2023 are hybrid or EV.</p>
Rhestr Termiau: Glossary of Terms:	Not Applicable

Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Adnoddau Cynaliadwy: Parties / Committees consulted prior to Sustainable Resources Committee:	Transport and Sustainable Travel Group Decarbonisation Task Force Group

<b>Effaith: (rhaid cwblhau)</b> <b>Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian:</b> <b>Financial / Service:</b>	All financial considerations and implications are subject to existing budget allocations. Use of the pool car scheme represents savings for HDdUHB when compared against alternative transport options.
<b>Ansawdd / Gofal Claf:</b> <b>Quality / Patient Care:</b>	Not Applicable
<b>Gweithlu:</b> <b>Workforce:</b>	Not Applicable
<b>Risg:</b> <b>Risk:</b>	Not Applicable
<b>Cyfreithiol:</b> <b>Legal:</b>	Not Applicable
<b>Enw Da:</b> <b>Reputational:</b>	Not Applicable
<b>Gyfrinachedd:</b> <b>Privacy:</b>	Not Applicable

<b>Cydraddoldeb: Equality:</b>	<p>Equality Impact Assessments have been completed for each procedure.</p>
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# Central Pool Car Scheme User Procedure

## Policy information

Policy number: 479

Classification:  
Corporate

Supersedes:  
Previous versions

Version number:  
4

Date of Equality Impact Assessment:  
07/02/2024

## Approval information

Approved by:  
Sustainable Resources Committee

Date of approval: Click or tap to enter a date.

Date made active: Enter date made active (completion by policy team)

Review date: Enter review date (normally three years from approval date)

Summary of document:

This procedure sets out the processes and rules for staff to access and make use of pool cars through the Central Pool Car Scheme. This scheme is managed by the Central Transport Unit and open to all staff undertaking business mileage in their own vehicles subject to initial registration

Scope:

The scheme is aimed at those staff who drive their own private vehicles for work purposes and are based on sites covered by the Central Pool Car Scheme. Those sites currently operating vehicles as part of the Central Pool Car Scheme are: Glangwili Hospital (GGH), Prince Philip Hospital (PPH), Bronglais Hospital (BGH), Withybush Hospital (WGH) and Hafan Derwen.

To be read in conjunction with:



Patient information:

Include links to [Patient Information Library](#)

Owning group:

Travel & Sustainable Travel Group - 28/02/2024

Executive Director job title:

Director of Operations

Reviews and updates:

1 – new procedure 26.1.2016

2 – amended 4.10.2016

3 – full review 27.4.2021

4 – full review

Keywords

Central Pool Car Scheme

Pool Car

Pool Car Utilisation

Pool Car Bookings

Central Transport Unit (CTU)

Glossary of terms

CTU – Central Transport Unit

HDdUHB - Hywel Dda University Health Board

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## Introduction

This procedure sets out the process for staff to access and make use of pool cars through the Central Pool Car Scheme. This scheme is managed by the Central Transport Unit and open to all staff who undertake business mileage in their own vehicles subject to initial registration.

## Scope

The scheme is aimed at those staff who drive their own private vehicles for work purposes and are based on sites covered by the Central Pool Car Scheme. Those sites currently operating vehicles as part of the Central Pool Car Scheme are:

- GGH
- PPH
- BGH
- WGH
- Hafan Derwen

All staff who regularly undertake business mileage journeys of 45 miles or more (including return) as part of their role must register as a pool car user. This excludes those staff with access to a departmental pool car or vehicle provided through the lease car scheme. Blue badge holders are also exempt where the vehicles available do not meet their needs.

## Aims

Hywel Dda University Health Board (HDdUHB) aims to reduce the number of business miles travelled each year and to ensure those journeys that are undertaken are done so as efficiently as possible. The Pool Car Scheme is a core element in improving the mix of travel options available to staff. The scheme also aims to improve the safety, cost effectiveness and environmental impact of HDdUHB's fleet.

## Objectives

The objectives of this procedure are to ensure that:

- Staff understand the process for becoming an authorised pool car user;
- Staff understand the process for booking and using a pool car;
- Staff have all information required to deal with any issues experienced while using a pool car;
- Staff are aware of their responsibilities when making use of the scheme.

## Procedure

### Joining the Scheme

The CTU will direct all staff members wishing to join the scheme to the Pool Car page on the Health Boards Intranet. They will need to complete:

- a. Registration for the Central Pool Car Scheme forms
- b. Watch the Pool Car Induction Video
- c. Complete the Pool Car Induction Quiz

1) Complete online application form.

All pool car drivers must complete the online application form and submit this online to Central Transport Unit (CTU)

2) Complete the scheme induction.

The scheme induction will provide an overview of the scheme, documentation and processes to follow. The CTU will also complete a driving licence check.

Staff will need to provide the following details:

- Staff number
- Departmental Budget Code
- Completed Driver Declaration Form
- Licence Check Code

To generate a check code:

- a) Access the DVLA website on:  
<http://www.gov.uk/view-driving-licence>
- b) Staff will be asked to enter the following information:
  - Licence number
  - National Insurance number
  - Home post code
- c) The check code is generated on the fourth tab on the internet page 'generate check code'
- d) Staff must provide the CTU with the following information to process the licence check:
  - Last 8 digits of licence number
  - Check code (This must be provided within 21 days of generation)

Once the induction is complete staff will be registered as an authorised driver and be able to make pool car bookings. All inducted users will be provided with a driver ID pin and Key box access card via internal mail or collection from the CTU at GGH.

## Booking a Pool Car

Subject to availability, a pool vehicle should be booked for any journeys where the total mileage is 45 miles or more (Including return).

Prior to booking a pool vehicle all users must first check vehicle availability through the online pool car booking system. This system will be explained during the scheme induction process and is available on the following links:

[Central Pool Car Scheme \(sharepoint.com\)](#)

<http://7a2agsrvsps2013/sites/poolcar/layouts/15/start.aspx#/SitePages/Home.aspx>

Where a vehicle is available the booking should be requested through the Central Transport Unit on:

WHTN - 0-1827-8020

External Tel - 01267 229620

Email – [ctu.hdd@wales.nhs.uk](mailto:ctu.hdd@wales.nhs.uk)

Regardless of vehicle availability users should always call the CTU if their journey is 100 miles or more. The CTU will priorities higher mileage requests and those where car sharing is planned.

## Booking Cancellations

The CTU reserves the right to cancel pool car bookings with a minimum of a weeks' notice to ensure the efficient management of the scheme. Less notice may be given in the event of unplanned technical or maintenance issues related to the vehicles. These will be communicated to the user as soon as possible.

All users must inform the CTU as soon as possible in the event of a booking no longer being required. A £50 may be charged to the driver's department in the event of a failure to cancel a booking.

## Using a Pool Car

### *Key Collection & Return*

Each site will have an electronic key box which will allow users to access the keys. When a booking is successful the administrator will book access to the user to access the key. Keys can be accessed 24 hours a day, 7 days a week but must be booked Monday to Friday between 09:00 and 17:00. The CTU will be responsible to ensure these systems work correctly.

The user must return the keys to the onsite key holder at the end of each journey and make a note of the return time on the utilisation log. The driver must also record the end odometer reading of the car when returning the keys.

The driver is responsible for returning the vehicle in a good and clean condition. Any rubbish left in the vehicle should be taken by the driver when leaving the vehicle. Drivers will be expected to pay £50 for the cost of any cleaning required as a result of a vehicle being returned in an unacceptable condition.

### Pre-Journey Vehicle Check

All pool car drivers are responsible for the condition and use of the vehicle for the duration of their journey. All drivers must therefore check the vehicle is roadworthy prior driving the vehicle.

A driver checklist is provided with each vehicle and should be carried out prior to each journey. Any defects or issues identified must be reported to the Central Transport Unit immediately.

A pool car must not be driven if a defect is identified during the pre-journey vehicle check.

### Reporting Vehicle Defects

In the event of a vehicle defect being identified either prior to; during or after a journey the driver must complete a defect report form and return this to the CTU.

Defect report forms are available in the vehicles documentation pack and will be explained during the scheme induction.

Defects must also be reported to the CTU as soon as possible.

### Re-Fuelling

Each pool vehicle has a fuel card attached to its keys to allow drivers to refuel the vehicle during a journey. The Health Board's All Star fuel cards are associated with the majority of petrol stations however, the driver is responsible for checking that a car is accepted by the respective garage prior to filling the vehicle.

Drivers must always return a pool car with a minimum of a half a tank of fuel. Drivers should also fully fill their vehicle each time they refuel.

Any instances of mis-fuelling with the wrong category of fuel must be reported immediately to a recovery service and the vehicle left at the location. Where possible do not start the engine of the vehicle. The CTU must be updated at the earliest opportunity regarding any mis-fuelling incident. The drivers department will be charged for the cost of the mis-fuelling, draining of the system and refuelling of the vehicle.

### Collision Reporting

In the event of a collision while in charge of a pool vehicle all drivers must stop and check for any injured parties. The safety of the driver is a priority so they must not undertake any actions which may put them at personal risk.

Where an injury is obvious or alleged the police and ambulance services must be called as soon as possible by calling 999.

The driver must contact the Central Transport Unit (CTU) as soon as possible to report the details of the incident. If safe to do so this should take place while at the scene of the incident:

CTU            01267 229620

Dependent upon the nature of the damage the accident report will be completed by the driver or the CTU.

### Breakdowns Process

In the event of a breakdown while in charge of a pool vehicle drivers should report this to the vehicle's breakdown and recovery service. These details are included in the vehicle's documentation pack.

The driver must not drive the vehicle while a defect is present.

The driver must complete a defect report form in the event of a breakdown occurring and return to the onsite key holder. This report should include details of any action taken or advice provided regarding the incident by the breakdown recovery service or scan the QR code located in each vehicle which will direct to the service required.

### Driver Responsibilities

In addition to those responsibilities outlined above drivers must ensure that they:

- Adhere to all aspects of the Highway Code at all times when in charge of a pool vehicle. Any fines or penalty points awarded while in charge of the vehicle will be the driver's responsibility to bear. This includes parking fines;
- Inform the Central Transport Unit of any additional or pending penalty points that have been awarded since becoming an authorised user. These may require the frequency of licence checks to be increased;

- Under no circumstances smoke in a Health Board vehicle. This includes while using a pool car. Where smoking can be evidenced disciplinary action may be taken;
- Never use a pool vehicle when under the influence of drugs, alcohol or medication which may impair driving ability.

### Taking Vehicles Home

HMRC guidelines allow for pool cars to be taken home only when the private mileage travelled is incidental to a business journey. Hywel Dda University Health Board will therefore allow staff to take pool cars home to facilitate a business journey where the following criteria and conditions have been met:

1. The journey cannot take place unless the pool car is taken home, for example, when the departure time would be too early to allow the keys to be collected on the day.
2. The distance from base to home cannot be greater than 10% of the distance from base to destination plus return, for example, if a business journey of 50 miles is being undertaken a pool car can only be taken to a home within 5 miles of its base.
3. The line manager of the employee taking the pool car home must give authorisation. Confirmation to be given to the Central Transport Unit on:

[ctu.hdd@wales.nhs.uk](mailto:ctu.hdd@wales.nhs.uk) or 01267 248692

4. The Transport and Sustainable Travel Manager must provide final authorisation that the vehicle may be taken home. The transport manager must ensure any individual pool car is not taken home for more than 60% of the nights in a given month (the limit set by HMRC). Refusal will be given if this maximum limit is reached.

Under no circumstances should a pool car be taken home outside of the process outlined above. Under no circumstances may a pool car be driven for personal use at any time.

### Routine Licence Checks

While part of the Central Pool Car Scheme authorised drivers will be required to submit their licences for routine checks annually. The frequency of these checks will depend on the number of points associated with the Driver's Licence:

Staff with 6 points or fewer on their licence must have their driving licences checked on an annual basis.

Staff with 7 to 11 points on their licence must have their licences checked on a quarterly basis.

These routine checks will be arranged and coordinated by the Central Transport Unit.



## Implementation

The Transport & Sustainable Travel Manager will be responsible for implementing this procedure. The procedure will be communicated to staff through the HDdUHB intranet, global email system and Team Brief.

A copy of the procedure will be shared with all authorised pool car users as part of the induction process and included in each vehicles' documentation pack.

## Further Information

For further information please contact the Central Transport Unit at GGH on:

WHTN 0-1827-8020

Telephone 01267 229620

Email [ctu.hdd@wales.nhs.uk](mailto:ctu.hdd@wales.nhs.uk)

Alternatively, queries can also be directed to the Transport and Sustainable Manager Jason James at:

WHTN 0-1827-8692

Telephone 01267 248692

Email [jason.james@wales.nhs.uk](mailto:jason.james@wales.nhs.uk)

## Equality Impact Assessment (EqIA) Screening Template

The Equality Impact Assessment Screening Template is a short exercise that involves looking at the overall proposal and deciding if it is relevant to the Public Sector Equality Duty, and other key areas.

The questions in the Screening Template below will help you to decide if the proposal is relevant to the Equality Act 2010 and whether a detailed EqIA is required. The key question is whether the proposal is likely to have an impact (either positive or negative) on any of the protected characteristics.

Quite often, the answer may not be obvious, and staff, service-user or provider information will need to be considered to make a preliminary judgment.

There is no one size fits all approach, but the screening process is designed to help fully consider the circumstances and to inform evidence-based decisions.

**Note: If the proposal is of a significant nature and it is apparent from the outset that a full Equality Impact Assessment (EqIA) will be required, then it is not necessary to complete the Screening Template and you can proceed to complete the full EqIA.**

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### What to do:

In general, the following questions all feed into whether an EqIA is required:

- How many people is the proposal likely to affect?
- How significant is its impact?
- Does it relate to an area where there are known inequalities?

At this initial screening stage, the point is to try to assess obvious negative or positive impacts.

You will need to provide sufficient information within the template to justify the assessment of impact.

If a negative/adverse impact has been identified (actual or potential) during completion of the screening tool, a full EqIA must be undertaken.

If no negative / adverse impacts arise from the proposal, it is not necessary to undertake a full EqIA however, the decision and justification must be clearly recorded.

### On completion of the Screening Template, staff should:

- Check that all sections of the template are fully completed.
- Ensure that the Project/Policy owner has signed off the Screening Template.
- Send a copy of the completed template along with the related policy to the Diversity & Inclusion Team for them to review – email this to [Inclusion.hdd@wales.nhs.uk](mailto:Inclusion.hdd@wales.nhs.uk)

<b>Date of commencement of Screening Assessment:</b>	01.02.24
<b>Screening conducted by (name and email address):</b>	Jason James <a href="mailto:Jason.James@wales.nhs.uk">Jason.James@wales.nhs.uk</a>
<b>Title of programme, policy or project being screened:</b>	HDUHB CENTRAL POOL CAR SCHEME USER PROCEDURE 479

**Description of the programme/policy/project being screened (including key aims and objectives)**

This procedure sets out the processes and rules for staff to access and make use of pool cars through the Central Pool Car Scheme. Hywel Dda University Health Board (HDUHB) aims to reduce the number of business miles travelled each year and to ensure those journeys that are undertaken are done so as efficiently as possible. The Pool Car Scheme is a core element in improving the mix of travel options available to staff. The scheme also aims to improve the safety, cost effectiveness and environmental impact of HDUHB's fleet.

The aims and objectives of this procedure are to ensure that:

- Staff understand the process for becoming an authorised pool car user.
- Staff understand the process for booking and using a pool car.
- Staff have all information required to deal with any issues experienced while using a pool car.
- Staff are aware of their responsibilities when making use of the scheme.

**Evidence considered (including staff and population data, relevant research, expert and community knowledge etc.)**

All staff who fit the criteria for participating in the Pool Car Scheme and their managers

Prior to booking a pool vehicle all users must first check vehicle availability through the online pool car booking system. This system will be explained during the scheme induction process and is available on the following links:

[Central Pool Car Scheme \(sharepoint.com\)](http://7a2agsrvsps2013/sites/poolcar/layouts/15/start.aspx#/SitePages/Home.aspx)

[http://7a2agsrvsps2013/sites/poolcar/ layouts/15/start.aspx#/SitePages/Home.aspx](http://7a2agsrvsps2013/sites/poolcar/layouts/15/start.aspx#/SitePages/Home.aspx)

**Assess which protected characteristics will potentially be affected by the proposal:**

<b>Group</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>No Impact</b>
<b>Age</b> Is it likely to affect older and younger people in different ways or affect one age group and not another?			X
<b>Disability</b> Those with a physical disability, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes	X		
<b>Gender Reassignment</b> Consider the potential impact on individuals who either: <ul style="list-style-type: none"> <li>• Have undergone, intend to undergo or are currently undergoing gender reassignment.</li> <li>• Do not intend to undergo medical treatment but wish to live in a different gender from their gender at birth</li> </ul>			X
<b>Marriage / Civil Partnership</b> This also covers those who are not married or in a civil partnership.			X
<b>Pregnancy and Maternity</b> Maternity covers the period of 26 weeks after having a baby, whether or not they are on Maternity Leave			X
<b>Race / Ethnicity</b> People of a different race, nationality, colour, culture or ethnic origin including non-English / Welsh speakers, gypsies/travellers, asylum seekers and migrant workers.			X
<b>Religion or Belief</b> The term 'religion' includes a religious or philosophical belief.			X
<b>Sex</b> Consider whether those affected are mostly male or female and where it applies to both equally does it affect one differently to the other?			X

<b>Sexual Orientation</b> Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.			X

**Consider the potential impacts of the programme/policy/project on the following wider determinants:**

Additional Determinants	Positive Impact	Negative Impact	No Impact
<b>Armed Forces Community</b> Consider members of the Armed Forces and their families, whose health needs may be impacted long after they have left the Armed Forces and returned to civilian life. Also consider their unique experiences when accessing and using day-to-day public and private services compared to the general population. It could be through 'unfamiliarity with civilian life, or frequent moves around the country and the subsequent difficulties in maintaining support networks, for example, members of the Armed Forces can find accessing such goods and services challenging.'  For a comprehensive guide to the Armed Forces Covenant Duty and supporting resource please see: <a href="#">Armed-Forces-Covenant-duty-statutory-guidance</a>			X
<b>Socio Economic Duty</b> Consider those on low income, economically inactive, unemployed or unable to work due to ill-health. Also consider people living in areas known to exhibit poor economic and/or health indicators and individuals who are unable to access services and facilities. Food / fuel poverty and personal or household debt should also be considered.  For a comprehensive guide to the Socio-Economic Duty in Wales and supporting resource please see: <a href="#">more-equal-wales-socio-economic-duty</a>	X		
<b>Welsh Language</b> Please note opportunities for persons to use the Welsh language and treating the Welsh			X

language no less favourably than the English language.			
--	--	--	--

## Summary of Potential Impacts Identified

### Positive Impacts

Disability – Disabled staff will not be disadvantaged by not being able to access the scheme. There are options for utilising automatic cars which may assist participation without the requirement to disclose medical history on application or booking. Staff can simply request an automatic vehicle at the time of booking.

Socio-economic Duty – staff are able to use vehicles with their manager's approval which will save on travel costs usually paid for and then claimed back following journeys.

### Negative Impacts

None found.

<b>Has the screening identified any negative impacts?</b>		No
<b>If yes, a full Equality Impact Assessment will need to be undertaken.</b>		

### If No negative impacts were identified, please give full justification here

When this policy was first introduced in 2016 a number of possible impacts were highlighted and these have all been rectified and mitigated against and there have been no complaints brought to our attention;

**Disability** – access to scheme – Disabled drivers not accessing the scheme will be able to use their own cars and claim travel expenses Disability/human rights – disclosure of medical conditions – disclosure of medical history is a requirement of UHB insurers. Paragraph to be included to explain reason for collecting details of medical history and an assurance that the information will be treated confidentially and held securely.

**Impact on family life for parents and carers** – To be explored following pilot of procedure and during development of the overarching policy, which will include a travel hierarchy and relevant exclusions.

**Human Rights** – privacy – the information on health status is required by the UHB's insurers. The information will be accessed only by the Scheme Administrator(s) and held confidentially and securely.

The central transport unit actively seek feedback from pool car users and widely promote the scheme across the HB. The procedure has been in place since 2016 with no adverse Equality, Diversity or Inclusion reports or incidents reported.

A search of similar policies was conducted, and no adverse impacts were identified.

Screening Completed by:	Name	Jason James
	Title	Transport & Sustainable Travel Manager
	Contact details	<a href="mailto:Jason.James@wales.nhs.uk">Jason.James@wales.nhs.uk</a>
	Date	05.02.24
Screening Authorised by: (Project / Policy Owner)	Name	Gareth Rees
	Title	Deputy Director of Operations
	Contact details	<a href="mailto:Gareth.rees4@wales.nhs.uk">Gareth.rees4@wales.nhs.uk</a>
	Date	06.02.24
Seen by Diversity & Inclusion Team:	Name	Alan Winter
	Title	Senior Diversity & Inclusion Officer
	Contact details	<a href="mailto:Alan.winter@wales.nhs.uk">Alan.winter@wales.nhs.uk</a>
	Date	8/2/2024



# CENTRAL POOL CAR SCHEME ADMINISTRATION PROCEDURE

## Policy information

Policy number: 480

Classification:  
Corporate

Supersedes:  
Previous versions

Version number:  
4

Date of Equality Impact Assessment:  
07/02/2024

## Approval information

Approved by:  
Sustainable Resources Committee  
Date of approval:  
Date made active: Enter date made active (completion by policy team)  
Review date: Enter review date (normally three years from approval date)

Summary of document:

This procedure sets out the processes for administering the Hywel Dda University Health Board (HDdUHB) central pool car scheme. It is aimed specifically at those staff involved with or supporting the administration process.

Scope:

This procedure is aimed at the following groups involved in the management and administration of the pool car scheme. A separate procedure is in place for those staff wishing to make use of the pool car scheme 'Central Pool Car Scheme User Procedure'

To be read in conjunction with:

479 – Central pool car scheme user procedure

Patient information:

Include links to [Patient Information Library](#)

Owning group:  
Travel & Sustainable Travel Group

28/02/2024

Executive Director job title:  
Director of Operations

Reviews and updates:  
1 – new procedure 26.1.2016  
2 – amended version 4.10.2016  
3 – full review 27.4.2021  
4 – full review

Keywords  
Central Pool Car Scheme Pool Car Pool Car Utilisation Pool Car Bookings Central Transport Unit (CTU)

Glossary of terms  
CTU – Central transport unit

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## Introduction

This procedure sets out the processes for administering the Hywel Dda University Health Board (HDdUHB) central pool car scheme. These vehicles will be an integral part of providing a mix of travel options and alternatives for staff and supporting HDdUHB in improving fleet sustainability, efficiency and safety.

All staff involved in the administration and support of this scheme must be familiar with this procedure and its key principles.

## Scope

This procedure is aimed at the following groups involved in the management and administration of the pool car scheme. A separate procedure is in place for those staff wishing to make use of the pool car scheme 'Central Pool Car Scheme User Procedure'.

a) Transport and Sustainable Travel Manager

The Transport and Sustainable Travel Manager will have overall responsibility for the management, administration and monitoring of the Central Pool Car Scheme.

b) Pool Scheme Administrator

This is the identified individual within the Central Transport Unit (CTU) who will support administration of the pool car scheme on a day-to-day basis and maintain the schemes information and monitoring databases.

c) Central Transport Unit

The Central Transport Unit situated on the Glangwili Hospital (GGH) site will support the administration of the scheme, hold all scheme related documentation, and deal with the booking process.

d) Key Access

Each site will have an electronic key box which will allow users to access the keys. When a booking is successful the administrator will book access to the user to access the key. Keys can be accessed 24 hours a day 7 days a week but must be booked Monday to Friday between 09:00 and 17:00. The CTU will be responsible to ensure these systems work correctly.

## Aims

HDdUHB aims to reduce the number of business miles travelled each year and ensure journeys that are undertaken are done so as efficiently as possible. The Pool Car Scheme will be a core element in improving the mix of travel options available to staff. The scheme will improve the safety, cost effectiveness and environmental impact of HDdUHB's business travel.

## Objectives

The primary objectives of this procedure are to ensure:

- a) A standardised administration process is in place for the Pool Car Scheme.
- b) All staff involved in the administration procedure are familiar with its processes and any risks / issues are minimised.
- c) Those involved in scheme administration have a reference point when dealing with staff queries.

## Procedure

### Scheme Induction and Authorisation

All staff must complete an initial induction and checks prior to using a pool car scheme vehicle. No employee may use or book a vehicle until classified as an authorised driver following completion of these requirements. The Central Transport Unit (CTU) will conduct the induction of all new drivers onto the scheme.

The CTU will direct all staff members wishing to join the scheme to the Pool Car page on the Health Boards Intranet. They will need to complete:

- a. Registration for the Central Pool Car Scheme forms
- b. Watch the Pool Car Induction Video
- c. Complete the Pool Car Induction Quiz

All information collected as a part of the driver induction process must be recorded on the Authorised Drivers Log in the Transport shared drive found in the following location:

[Transport > Transport Folder > Pool Cars > Centralised Pool Car Scheme > Administration](#)

A copy of the Driver Declaration Form, the Driver Authorisation form, and copies of the Driver's Licence print out (referenced in licence checks below) must be kept on record. These must be saved onto the Transport shared drive and linked into the authorised driver's log.

### Licence Checks

As part of the induction process all staff must have their licences checked. This requires the following:

### Step 1 – The driver must generate a check code for CTU staff to access their information

This step should be completed by the prospective driver prior to attending the pool scheme induction. A check code is only valid for 21 days following generation.

- a) Staff must generate a check code from the following site:  
<http://www.gov.uk/view-driving-licence>
- b) Staff will be asked to enter the following information:
  - Licence number
  - National Insurance number
  - Home post code
- c) The check code is generated on the fourth tab on the internet page 'generate check code'
- d) Staff must provide the CTU with the following information to process the licence check:
  - Last 8 digits of licence number
  - Check code

### Step 2 – CTU checks drivers licence

- a) CTU staff must access the following site:  
<http://www.gov.uk/check-driving-information>
- b) Enter the information provided by the employee:
  - Last 8 digits of licence number
  - Check code
- c) Print out the licence information displayed on the site and keep on file.  
All relevant information should be entered into the Authorised Drivers Log.

Staff with 6 points or fewer on their licence must have their driving licences checked on an annual basis.

Staff with 7 to 11 points on their licence must have their licences checked on a quarterly basis.

Staff with 12 or more points on their licence, or a disqualification must not drive a health board vehicle or pool car. Where identified these instances must be immediately reported to the e-expenses team and the individuals line manager.

Staff have a responsibility for immediately informing the CTU of any new or pending points on their licence.

### Checking Foreign Driving Licenses

Where a member of staff holds a foreign driving license it is not possible to check using the online DVLA database. In these instances, the following process must be followed:

1. The prospective driver must be in attendance during the licence check.
2. CTU staff must contact DVLA by calling – 09061393837 and request a manual check of the driver's license information. The DVLA will check if foreign European licence has any points or disqualifications.
3. CTU staff must log the information provided by the DVLA on the driver authorisation form and authorised driver log

### Pool Car Bookings

Pool car bookings should follow the process outlined below. Only in exceptional circumstances should members of the CTU make vehicles available outside of this process, for example, to meet last minute requests where a vehicle is available.

CTU staff are responsible for ensuring pool vehicles are utilised as efficiently as possible, with the longest journeys booked for those cars with the lowest mileage readings. A minimum mileage requirement for utilisation is 45 miles (including return). This mileage requirement may be adjusted at the discretion of the Transport Manager.

### Taking Vehicles Home

HMRC guidelines allow for pool cars to be taken home only when the private mileage travelled is incidental to a business journey. HDdUHB will therefore allow staff to take pool cars home to facilitate a business journey where the following criteria and conditions have been met:

1. The distance from base to home cannot be greater than 10% of the distance from base to destination plus return, for example, if a business journey of 50 miles is being undertaken a pool car can only be taken to a home within 5 miles of its base.
2. The line manager of the employee taking the pool car home must give authorisation. Confirmation to be given to the Central Transport Unit on:

[Ctu.hdd@wales.nhs.uk](mailto:Ctu.hdd@wales.nhs.uk) or 01267 248692

3. The Transport and Sustainable Travel Manager must provide final authorisation that the vehicle may be taken home. The transport manager must ensure any individual pool car is not taken home for more than 60% of the nights in a given month (the limit set by HMRC). Refusal will be given if this maximum limit is reached.

Under no circumstances should a pool car be taken home outside of the process outlined above. Under no circumstances may a pool car be driven for personal use at any time.

#### Online Booking System

Staff wishing to book a pool car must first check availability on the pool car booking system which is accessed through the HDdUHB intranet site.

Where a vehicle is available a request will be made the CTU. CTU staff must log all requests on the online booking system and record all required information.

The CTU must check that all staff requesting to book a pool car are listed on the authorised drivers list prior to confirming the booking. Where the driver is not on the list they will be directed to CTU intranet site to undertake a pool car induction.

#### Booking Cancellations

CTU staff must check journey distances upon receiving booking requests to ensure vehicles are utilised for the longest journeys possible. When a high mileage request is received but no vehicles are available CTU staff should make every effort to accommodate these bookings by cancelling lower mileage journeys. This should only happen where there is a marked difference in mileage (over 50%) and a minimum of 1 weeks' notice can be given to cancel the existing booking.

#### Telematics System

All vehicles in the pool scheme will be fitted with a telematics unit. These will allow the ongoing monitoring of vehicle locations, routes, odometer readings, driver behaviour and vehicle condition.



All Pool car users must login into the telematics system using a Pin provided to them on completion of the induction.

The Transport Manager, with support from the pool scheme administrator will monitor the system to identify any issues requiring action or reporting. Defect warnings generated by the system must be immediately investigated and appropriate action taken.

The system is available to Pool Scheme Administrator(s) to support the location finding of vehicles which have not been returned to allocated parking spaces.

The Pool Scheme Administrator is responsible for arranging the removal and fitting of telematics units to the pool vehicles whenever adjustments to the fleet are made.

### Vehicle Checks

All drivers of vehicles within the pool car scheme have a responsibility to check the condition of the vehicle prior to use. This is a legal responsibility and any driver using a vehicle which is not roadworthy is responsible for any fines, penalty points resulting from driving the vehicle.

This responsibility must be communicated to all drivers and forms a part of the pool scheme induction process. A vehicle check list is provided to support drivers in the vehicle handbook.

The CTU office team is responsible for undertaking regular checks of each vehicle on a monthly basis. These individuals will complete a CTU Vehicle Checklist (Annex 1) for each vehicle once per month.

The CTU office team will also ensure the vehicle documentation pack is refreshed and copies of the defect report form and new claim notification form are available.

### Defect Reporting

Each vehicle will be provided with a supply of defect report forms (Annex 2). These will be explained to drivers during the induction process. The CTU must ensure these are continually replenished as required.

Should a defect be identified by a driver or the CTU when undertaking the pre journey or weekly check a defect report form must be completed and returned to the Pool Scheme Administrator. No pool vehicle may be driven with an identified defect.

On receiving a defect report form the Pool Scheme Administrator must immediately investigate the issue and arrange for corrective action to be taken. In the event of the vehicle not being road worthy CTU staff must arrange for the removal of the vehicle from the scheme and for any bookings made to be cancelled or rearranged. The vehicle must only be integrated back into the fleet once corrective action is complete and the vehicle is made roadworthy.

The form must be updated with any action carried out and repairs completed. Completed forms must be kept on file and scanned into the pool scheme administration folder.

#### Fuel Card Process

All pool scheme vehicles will be issued with a Health Board fuel card. These fuel cards will be secured to the vehicles keys and associated with the CTU budget code. All pool scheme drivers are required to store any fuel receipts in the assigned vehicles glovebox for the CTU team to collect on with vehicle checks.

It is the CTU responsibility to check all fuel receipts against the vehicle log sheets on a monthly basis and monitor fuel usage for each vehicle.

It is the CTU responsibility to check all fuel receipts against the vehicle log sheets on a monthly basis and monitor fuel usage for each vehicle.

#### Collisions / Incident Procedure

Where a pool vehicle is involved in a collision or incident the driver must immediately contact the CTU at the earliest opportunity on:

CTU – 01267 229620

Pool Scheme drivers must bring any collisions to the attention of the CTU as soon as possible. The CTU is responsible for liaising with the fleet providers as soon as possible to discuss actions required to resolve the incident and to address any damage sustained by the vehicle. The vehicle provider can be identified by the vehicles QR code or via Knowles fleet.

#### Vehicle Breakdowns

In the event of a breakdown the vehicles driver will be responsible for completing a defect report form listing any action and advice provided by the vehicle's breakdown recovery service. This must be dealt with in line with the defect reporting process.

#### Recharging Utilisation

At the end of each month the Pool Scheme Administrator will provide finance with the list of departmental recharges required for pool vehicle utilisation. The recharge list will be developed based on the information provided in the vehicle utilisation logs (Annex 3).

The Pool Scheme Administrator will send the recharge list to the Transport Manager for review and sign off prior to forwarding to finance. Once sign off has been received all recharge lists must be sent to:

Christine Green ([Christine.green@wales.nhs.uk](mailto:Christine.green@wales.nhs.uk))

Ryan Tovey ([ryan.tovey@wales.nhs.uk](mailto:ryan.tovey@wales.nhs.uk))

Recharge lists must be saved in the pool scheme administration folder.

The pool car scheme will be recharged at the standard business mileage rate £0.50 per mile. This is subject to annual review and guidance will be provided by the Transport Manager.

#### Scheme monitoring

The Transport Manager is responsible for the ongoing monitoring of the Pool Car Scheme. Key Performance Indicators which must be routinely monitored include:

- a) Pool vehicle utilisation
- b) Number of drivers inducted onto the scheme
- c) Average miles travelled per vehicle per month
- d) Financial cost / benefit of operating the scheme
- e) Driver behaviour
- f) Incidents / Maintenance issues

These key performance indicators will be regularly reported to the Transport & Sustainable Travel Group. Specific concerns identified should be escalated to the executive team.

## Implementation

The Transport and Sustainable Travel Manager will be responsible for implementing this procedure. All CTU staff will be informed directly of the procedure through the scheme's implementation process. Departments supporting the scheme will be made aware of the procedure through an ongoing series of meetings in the run up to the schemes launch.

## Further Information

For further information please contact the Central Transport Unit at GGH on:

WHTN 0-1827-8020  
Telephone 01267 229620  
Email [ctu.hdd@wales.nhs.uk](mailto:ctu.hdd@wales.nhs.uk)

Alternatively, queries can also be directed to the Transport and Sustainable Manager Jason James at:

WHTN 0-1827-8692  
Telephone 01267 248692  
Email [jason.james@wales.nhs.uk](mailto:jason.james@wales.nhs.uk)

## Annex 1 - CTU Vehicle Check List

### CTU VEHICLE CHECKLIST (Weekly)

Vehicle registration: \_\_\_\_\_ Odometer reading: \_\_\_\_\_

Vehicle make/type: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### EXTERNAL VEHICLE CONDITION

Item	√ = satisfactory X = defective N/A = not applicable	Comment
Condition of vehicle bodywork, windscreen, windows, lights		
Condition of windscreen wiper blades		
Cleanliness of windscreen, windows, mirrors, lights, number plate		
Condition of tyres, tyre pressure, tyre wear (Minimum 1.6mm)		
Availability of spare wheel & jack		

#### FLUIDS

Item	√ = satisfactory X = defective N/A = not applicable	Comment
Engine oil level		
Coolant level		
Windscreen wash level		
Ad Blue Level (If applicable)		
Oil or waste leaks		
Fuel Level		

#### VEHICLE INTERIOR AND EQUIPMENT

Item	√ = satisfactory X = defective N/A = not applicable	Comment
Condition & function of seat belts		
Head restraint adjustment		
Mirrors		
Breaks (Foot brake & Handbrake)		
Vehicle handbook		
Internal Cleanliness		
Vehicle Equipment		

*All the items above have been checked and any defects and omissions reported.*

Assessor \_\_\_\_\_

Assessor's signature: \_\_\_\_\_

## Annex 2 - Defect Report Form

### Defect Report Form

All drivers must check their vehicles at the start of each journey. This form is to be completed in the event of defects being identified and provided to the manager with responsibility of the vehicle.

<b>Reference number (To be completed by Manager)</b>			
<b>Drivers name</b>		<b>Date</b>	
<b>Vehicle Make/Model</b>			
<b>Odometer Reading</b>		<b>Vehicle reg. Number</b>	

Please place a cross in the appropriate box below to indicate the type of defect identified on the vehicle. Further detail to be provided in the 'Outline Defects' section.

Side Lights		Oil/fuel leak		N/s front Tyre	
Dipped Lights		Brake/Clutch fluid		O/s Front Tyre	
Head Lights		Steering Fluid		N/s Rear Tyre	
Indicators		Coolant		O/s Rear Tyre	
Brake Lights		Screen Wash		Spare Tyre	
Reversing Lights		Adblue (If applicable)		Door locks	
Exhaust		Warning Lights		Brake Operation	
Hazard Lights		Reversing Bleep		Windscreen/glass	
Horn		Battery		Mirrors	
Wipers		Seat Belts		Number Plate & lights	

Outline Defects	
Signature	Date

Items repaired

Signature

Date

**FORMS MUST BE RETAINED WITH THE VEHICLES MAINTENANCE RECORDS  
AND COPY SENT TO CTU**

Annex 3 - Vehicle Utilisation Log Sheet

POOL CAR SCHEME - UTILISATION LOG SHEET

Site									
Date	Vehicle Reg.	Vehicle User	User Budget Code	Time Keys Out + Signature	Time Keys In + Signature	Defects Reported?	Odo Start	Odo End	Mileage



## Equality Impact Assessment (EqIA) Screening Template

The Equality Impact Assessment Screening Template is a short exercise that involves looking at the overall proposal and deciding if it is relevant to the Public Sector Equality Duty, and other key areas.

The questions in the Screening Template below will help you to decide if the proposal is relevant to the Equality Act 2010 and whether a detailed EqIA is required. The key question is whether the proposal is likely to have an impact (either positive or negative) on any of the protected characteristics.

Quite often, the answer may not be obvious, and staff, service-user or provider information will need to be considered to make a preliminary judgment.

There is no one size fits all approach, but the screening process is designed to help fully consider the circumstances and to inform evidence-based decisions.

**Note: If the proposal is of a significant nature and it is apparent from the outset that a full Equality Impact Assessment (EqIA) will be required, then it is not necessary to complete the Screening Template and you can proceed to complete the full EqIA.**

---

### What to do:

In general, the following questions all feed into whether an EqIA is required:

- How many people is the proposal likely to affect?
- How significant is its impact?
- Does it relate to an area where there are known inequalities?

At this initial screening stage, the point is to try to assess obvious negative or positive impacts.

You will need to provide sufficient information within the template to justify the assessment of impact.

If a negative/adverse impact has been identified (actual or potential) during completion of the screening tool, a full EqIA must be undertaken.

If no negative / adverse impacts arise from the proposal, it is not necessary to undertake a full EqIA however, the decision and justification must be clearly recorded.

### On completion of the Screening Template, staff should:

- Check that all sections of the template are fully completed.
- Ensure that the Project/Policy owner has signed off the Screening Template.
- Send a copy of the completed template along with the related policy to the Diversity & Inclusion Team for them to review – email this to [Inclusion.hdd@wales.nhs.uk](mailto:Inclusion.hdd@wales.nhs.uk)

<b>Date of commencement of Screening Assessment:</b>	01.02.24
<b>Screening conducted by (name and email address):</b>	Jason James <a href="mailto:Jason.James@wales.nhs.uk">Jason.James@wales.nhs.uk</a>
<b>Title of programme, policy or project being screened:</b>	Administration Procedure for Central Pool Car Scheme 480

**Description of the programme/policy/project being screened (including key aims and objectives)**

This procedure sets out the administration process for Central transport unit staff to ensure the effective and efficient use of pool cars through the Central Pool Car Scheme. Hywel Dda University Health Board (HDUHB) aims to reduce the number of business miles travelled each year and to ensure those journeys that are undertaken are done so as efficiently as possible. The Pool Car Scheme is a core element in improving the mix of travel options available to staff. The scheme also aims to improve the safety, cost effectiveness and environmental impact of HDUHB's fleet.

**Evidence considered (including staff and population data, relevant research, expert and community knowledge etc.)**

The procedure is aimed specifically at those staff involved with or supporting the administration process. It has a low relevance to the duties of the Equality Act 2010, the Human Rights Act 1998 and the UHB's Welsh Language Scheme and neutral impact in relation to protected groups. A search for similar policies did not identify an adverse impact on protected groups.

**Assess which protected characteristics will potentially be affected by the proposal:**

Group	Positive Impact	Negative Impact	No Impact
<b>Age</b> Is it likely to affect older and younger people in different ways or affect one age group and not another?			X
<b>Disability</b> Those with a physical disability, learning disability, sensory loss or impairment,			X

mental health conditions, long-term medical conditions such as diabetes			
<b>Gender Reassignment</b> Consider the potential impact on individuals who either: <ul style="list-style-type: none"> <li>• Have undergone, intend to undergo or are currently undergoing gender reassignment.</li> <li>• Do not intend to undergo medical treatment but wish to live in a different gender from their gender at birth</li> </ul>			X
<b>Marriage / Civil Partnership</b> This also covers those who are not married or in a civil partnership.			X
<b>Pregnancy and Maternity</b> Maternity covers the period of 26 weeks after having a baby, whether or not they are on Maternity Leave			X
<b>Race / Ethnicity</b> People of a different race, nationality, colour, culture or ethnic origin including non-English / Welsh speakers, gypsies/travellers, asylum seekers and migrant workers.			X
<b>Religion or Belief</b> The term 'religion' includes a religious or philosophical belief.			X
<b>Sex</b> Consider whether those affected are mostly male or female and where it applies to both equally does it affect one differently to the other?			X
<b>Sexual Orientation</b> Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.			X

**Consider the potential impacts of the programme/policy/project on the following wider determinants:**

<b>Additional Determinants</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>No Impact</b>
<p><b>Armed Forces Community</b> Consider members of the Armed Forces and their families, whose health needs may be impacted long after they have left the Armed Forces and returned to civilian life. Also consider their unique experiences when accessing and using day-to-day public and private services compared to the general population. It could be through 'unfamiliarity with civilian life, or frequent moves around the country and the subsequent difficulties in maintaining support networks, for example, members of the Armed Forces can find accessing such goods and services challenging.'</p> <p>For a comprehensive guide to the Armed Forces Covenant Duty and supporting resource please see: <a href="#">Armed-Forces-Covenant-duty-statutory-guidance</a></p>			X
<p><b>Socio Economic Duty</b> Consider those on low income, economically inactive, unemployed or unable to work due to ill-health. Also consider people living in areas known to exhibit poor economic and/or health indicators and individuals who are unable to access services and facilities. Food / fuel poverty and personal or household debt should also be considered.</p> <p>For a comprehensive guide to the Socio-Economic Duty in Wales and supporting resource please see: <a href="#">more-equal-wales-socio-economic-duty</a></p>			X
<p><b>Welsh Language</b> Please note opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language.</p>			X

## Summary of Potential Impacts Identified

### Positive Impacts

None identified.

### Negative Impacts

None found.

<b>Has the screening identified any negative impacts?</b>  <b>If yes, a full Equality Impact Assessment will need to be undertaken.</b>		No
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### If No negative impacts were identified, please give full justification here

The central transport unit actively seek feedback from pool car users and widely promote the scheme across the HB. The procedure has been in place since 2016 with no adverse Equality, Diversity or Inclusion reports or incidents reported.

Any complaints received in relation to equality, diversity or human rights received following the updated implementation of the policy will be addressed on an individual basis and appropriate action taken.

Screening Completed by:	Name	Jason James
	Title	Transport & Sustainable Travel Manager
	Contact details	<a href="mailto:Jason.James@wales.nhs.uk">Jason.James@wales.nhs.uk</a>
	Date	05.02.24
Screening Authorised by: (Project / Policy Owner)	Name	Gareth Rees
	Title	Deputy Director of Operations
	Contact details	<a href="mailto:Gareth.rees4@wales.nhs.uk">Gareth.rees4@wales.nhs.uk</a>
	Date	06.02.24
Seen by Diversity & Inclusion Team:	Name	Alan Winter
	Title	Senior Diversity & Inclusion Officer
	Contact details	<a href="mailto:Alan.winter@wales.nhs.uk">Alan.winter@wales.nhs.uk</a>
	Date	8/2/2024