<table>
<thead>
<tr>
<th>Policies and performance: Q1/6</th>
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</thead>
<tbody>
<tr>
<td>Getting started</td>
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<tr>
<td>Responsibility for healthy and sustainable travel is clear in our organisation. We have carried out travel surveys reviewing the current travel habits and needs of staff, patients and visitors. We have assessed our transport and travel options. We have calculated the carbon footprint of our business travel including the grey fleet (e.g. private vehicles used for business travel), fleet and patient transport services. We have developed a travel plan based upon a travel hierarchy, with ambitious objectives to reduce travel and traffic, promote active travel and reduce carbon dioxide emissions, in line with the Climate Change (Scotland) Act. We communicate this plan to staff, patients, visitors and the wider community. We regularly report progress to our Board.</td>
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<tr>
<td>Getting there</td>
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<tr>
<td>Accountability for healthy, sustainable travel is clear in our organisation. We are building up a long term evidence base about our transport and travel impacts to inform future decisions. We carry out travel surveys and review our travel plans accordingly. We set ambitious targets for carbon dioxide reduction and for increasing active travel amongst our staff, and promoting this to our patients, visitors and in our community. We work closely with other parts of the organisation to ensure a coordinated approach to healthy and sustainable travel planning (e.g. by providing good cycle storage facilities and a car sharing network). We want to lead by example and ensure that NHSScotland has a sustainable car use policy, where car models with low carbon dioxide emissions are favoured. When purchasing vehicles for the NHSScotland fleet, we will consider whole life costing, emissions, low fuel consumption and emission. We monitor and report progress to our Board and stakeholders.</td>
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<tr>
<td>Excellent</td>
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<tr>
<td>We set a leading example in healthy, sustainable travel for our community, confirmed by external assessment. Our approach assists in health improvements, and in meeting our sustainable development objectives, including meeting or exceeding our carbon dioxide reduction targets. We encourage innovation in promoting healthy and sustainable travel both within our estate and more widely in the local area. We share our ideas and learning with other organisations.</td>
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Area planning: Q2/6

Getting started
We regularly review how our transport provision is meeting the needs of our community and takes into consideration marginalised communities. We engage with our Community Planning Partnerships, Regional Transport Partnerships and other key partners to strengthen our travel plans. We look for ways to work with key partners to provide healthy, sustainable travel options and safe, pleasant routes for cyclists and pedestrians. We regularly report progress to our Board.

Getting there
We monitor the travel choices available in our community. With this evidence we encourage key stakeholders to make strategic community travel planning decisions which minimise traffic and carbon dioxide emissions, and promote active travel and the use of public transport. We encourage key stakeholders to provide rural communities with the required connections and mobility. We work with our Community Planning Partnerships and other key stakeholders to ensure an integrated local approach to carbon dioxide reduction. We carry out a climate change adaptation assessment and review the impact on current transport provision. We monitor and report progress to our Board and stakeholders.

Excellent
We set a leading example in healthy, sustainable travel planning, confirmed by external assessment. We can demonstrate the benefits of cooperating closely with our Community Planning Partnerships and other key stakeholders in travel planning in our community. Our approach has improved the health of our local population, and has reduced traffic related problems such as road accidents, noise, air pollution and congestion in our local area. We can demonstrate that it is reducing carbon dioxide emissions in line with our area and corporate targets. We share our ideas and learning with other organisations.
**Service delivery and estates design: Q3/6**

**Getting started**
We have formally reviewed the accessibility of our estate and services. We have developed plans based on these reviews and surveys that maximise access, minimise traffic, and promote active travel and use of public transport. When considering site and road design the travel hierarchy is considered, and active travel e.g. walking and cycling are given priority. These plans have been communicated to all staff, and are made available for patients and visitors. We regularly report progress to our Board.

**Getting there**
We have set ambitious targets to minimise the environmental impacts associated with travel to our sites and delivery of goods and services. We plan the location and design of our estates, and the design of our services to minimise traffic (e.g. supporting community/home based services or locating services near people and public transport). We make use of new technologies and innovations to minimise travel in the delivery of services (e.g. telemedicine, GIS systems, and freight consolidation). We work with other parts of the organisation to ensure a coordinated approach to environmental impact reduction. We monitor and report progress to our Board and stakeholders.

**Excellent**
We set a leading example in integrating sustainable travel in all aspects of estate design and service delivery, confirmed by external assessment. We can demonstrate that decisions about the design of our estates and services have assisted in reducing travel related environmental impacts, including carbon dioxide emissions. We encourage innovation to reduce these impacts further. We share our ideas and learning with other organisations.
### Active travel: Q4/6

**Getting started**

We have reviewed the facilities, information and incentives we provide to encourage active travel (i.e. walking, running, cycling). We have engaged with staff, patients, visitors and the local community and developed a plan based upon our travel reviews and surveys to encourage active travel. We have introduced facilities to encourage active travel (e.g. secure cycle parking, provision of showers for staff). We regularly report progress to our Board.

[□ 0] - 0
[□ 1 (some)] - 1
[□ 2 (most)] - 2
[□ 3 (all)] - 3

**Getting there**

We have ambitious targets based upon surveys and reviews to increase active travel amongst our staff and stakeholders. We offer a range of training and incentives for staff to encourage active travel (e.g. pool bikes, running clubs, bike loans, cycle mileage rates competitive with driving rates). We work with key partners to ensure there are safe, traffic free routes to our buildings for cyclists and pedestrians. We work with other parts of the organisation to ensure a coordinated approach to active travel (e.g. HR, facilities management). We monitor and report progress to our Board and stakeholders.

[□ 4] - 4
[□ 6] - 6

**Excellent**

We set a leading example in supporting active travel in our community, confirmed by external assessment. We work with Community Planning Partnerships to support local active travel schemes (e.g. local bike rental schemes). We can demonstrate that our actions are producing health benefits and reducing environmental impacts, including carbon dioxide emissions. We can demonstrate that an increasing number of people are choosing active travel as a result of our influence (e.g. via surveys). We encourage innovation to further increase active travel. We share our ideas and learning with other organisations.

[□ 7] - 7
[□ 8] - 8
[□ 9] - 9
## Business travel: Q5/6

### Getting started
We have reviewed our current business travel practices. We capture data on the number of journeys taken, mode of travel, cost and carbon dioxide emissions associated with business travel, including grey fleet. We have developed plans to minimise demand for business travel and promote a shift to active travel and use of public transport, whilst introducing a travel hierarchy. We have reviewed our grey fleet practices and policies, and aligned them with this objective and with existing legislation. We communicate our approach to staff and provide guidance on sustainable, healthy business travel (e.g. via staff intranet). We regularly report progress to our Board.

### Getting there
We have set targets for reducing the environmental impacts of business travel, and for reducing grey fleet travel. We promote alternative forms of travel and support migration of users from their own vehicles. When travel by car is necessary, we encourage use of low carbon pool/hire cars. We provide facilities that offer an alternative to business travel (e.g. videoconferencing and information sharing) and encourage their use by staff. We choose locations for meetings that are close to public transport. We work with other parts of the organisation to ensure a coordinated approach to minimising the environmental impacts of business travel. We promote fuel efficient driving and work with partners such as the Carbon Trust, Energy Saving Trust and Eco Driving Scotland. We monitor and report progress to our Board and stakeholders.

### Excellent
We set a leading example in sustainable business travel, confirmed by external assessment. We can demonstrate that our action is producing more sustainable business travel choices amongst staff and reducing environmental impacts, including carbon dioxide emissions. We have evidence of schemes that we introduced to enable sustainable travel and reduce private car use (e.g. transport provision between different sites). We encourage innovation and technologies that avoid the need for travel and reduce environmental impacts. We share our ideas and learning with other organisations.
Traffic management: Q6/6

Getting started
We have reviewed the traffic burden created by our organisation, and are aware of its social, environmental and economic impacts. We have worked with Community Planning Partnerships, Regional Transport Partnerships and stakeholders to develop plans to reduce our traffic impacts and promote the use of public transport and active travel. We communicate this plan clearly to staff, patients, visitors, suppliers and the local community. We provide easy access to public transport information (e.g. in patient correspondence, on our website). We regularly report progress to our Board.

Getting there
We have set ambitious targets for reducing our traffic impacts, and monitor our progress. We provide information and incentives to reduce reliance on cars (e.g. maps with clear walking and cycling routes, free bus links between sites). We work with our suppliers to find ways to minimise their traffic burden (e.g. more efficiently planned deliveries). We work with other parts of our organisation to take a coordinated approach to traffic management (e.g. HR, procurement, and facilities management). We coordinate work with transport providers to ensure public transport availability coincides with visiting hours and working shift patterns at the site. We monitor and report progress to our Board and stakeholders.

Excellent
We set a leading example in effective, sustainable traffic management, confirmed by external assessment. We can demonstrate that we have significantly reduced traffic and associated environmental impacts in our community, and produced positive health benefits (e.g. fewer traffic accidents, lower incidence of respiratory illness). We encourage innovation to continually improve our traffic management performance. We share our ideas and learning with other organisations.