

Healthy Travel Charter Standards – overview of process for signing up and achieving Levels

December 2025

Signing up

- When first signing up to the Healthy Travel Charter Standards, organisations assess which actions, if any, they already have in place
- If the actions already in place total sufficient points to reach one of the achievement levels (see below), the organisation will be awarded the relevant Level
- Otherwise, if the organisation hasn't yet met the number of points for Level 1, they should commit to any combination of actions worth at least 15 points, from at least two different theme areas – this can include actions already completed, and actions worth 1, 2 or 3 points. These organisations are then working towards Level 1 status

Signatories to existing Healthy Travel Charters (including regional HTCs, Business HTC and Level 2 HTC)

- Organisations which are already signed up to and working towards one of the existing Healthy Travel Charters are under no obligation to sign up to the Healthy Travel Charter Standards
- Existing signatories may however choose to voluntarily move onto the Healthy Travel Charter Standards in discussion with their regional lead (if they are part of a regional group); this may be of benefit in the following circumstances:
 - Once they have completed implementation of their current Charter
 - For additional flexibility around actions suited to their organisation
 - For organisations covering more than one region of Wales, to reduce duplication in reporting and increase consistency of approach (see specific process for multi-region organisations, below)
- The HTC Standards are designed to provide equivalence with the existing regional Charters as well as a more flexible future pathway for improvement. Therefore any organisation signed up to an existing Charter should not need to seek re-approval within their organisation's governance process to move onto the HTC Standards, if they decide to do so

Achieving Levels

- Organisations will have achieved Level 1, 2 or 3 upon completion of actions worth the following number of points:

Level	Minimum points required
1	15
2	30
3	45

- Once an organisation has met one of the Levels, they must either:
 - **Maintain** – maintain their current position by ensuring that the existing actions they have met will continue to be implemented
 - or -
 - **Improve** – choose at least 3 new actions to start working on, for intended delivery within a period of no more than three years. These can contribute to achievement of the next Level

Annual submission

- A national register will be maintained listing organisations which are currently signed up to the HTC Standards, including the highest Level (if any) each has achieved. This will be published on the national website
- Organisations signed up to the HTC Standards will be required to submit a brief annual update demonstrating their implementation of the actions they are working on, to maintain their inclusion on the national register of HTC organisations

Support to signatory organisations

- All organisations signed up to the HTC Standards will be supported with nationally available toolkits, webinars and other resources developed and supported jointly by Transport for Wales, Public Health Wales and Welsh Government
- Depending on local capacity to coordinate meetings, organisations can also participate in local peer groups with other HTC signatories in their region, to share good practice, experiences and challenges

Organisations covering multiple regions in Wales e.g. national organisations

- Organisations covering multiple regions in Wales and signing up to the HTC Standards can choose whether they sign up separately for each region they cover; or sign up once nationally
- If signing up separately in each region:
 - Follow the process described above
- If signing up once nationally:
 - For each action chosen, the organisation should state if this will apply across **all** regions/sites, or only **some**. In the case of the latter, the organisation doesn't need to specify in advance which sites the actions will apply to
 - In assessing contribution to a given Level, a minimum of two-fifths (40%) of points should be from actions implemented across all regions/sites, while the remaining 60% or less can apply at some sites only:

Level	Minimum total points required	Of which, minimum points from actions implemented across all regions/sites (40%)
1	15	6
2	30	12
3	45	18

- When submitting an annual update against the actions:
 - Only **one** update is required by the organisation as a whole, though updates for each region can be submitted if preferred
 - For any actions which have been specified as applying only to some regions/sites, where progress has been made on these it should be specified which site(s) have implemented this action

Review of the Healthy Travel Charter Standards

- Periodically the actions included in the Standards will be reviewed to ensure they remain relevant and achievable. As a result of this some actions may be added or removed. In this case:
 - Organisations which are signed up to an action which is removed will be able to continue that action as their contribution to the Standards

- Organisations may choose to work on a new action instead of or in addition to their existing commitments