

Staff Car Parking Policy

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Extended until December 2022

What is in this policy?
<p>University Hospitals Bristol NHS Foundation Trust (the Trust) encourages staff, patients and visitors to travel to our hospitals by sustainable methods eg: cycling, Public Transport, Walking and car sharing wherever possible. The Trust has many incentives in place to encourage the use of sustainable methods to get to our hospitals; however the Trust also recognises that it may not be practical for some staff, patients and visitors to travel to our hospitals without using their car. This policy states clear rules for this and evidences the Trust's adherence to the NHS patient, visitor and staff car parking principles https://www.gov.uk/government/publications/nhs-patient-visitor-and-staff-car-parking-principles/nhs-patient-visitor-and-staff-car-parking-principles</p>

Document Change Control				
Date of Version	Version Number	Lead for Revisions	Type of Revision	Description of Revision
13/06/2007	1	Facilities Manager	Major	Initial policy
01/04/2009	2	Facilities Manager	Minor	Due for review
01/04/2011	3	Facilities Manager	Minor	Due for review
03/2014	4	Facilities Manager	Major	Draft
04/2014	5	Facilities Manager	Major	Draft for consultation
05/2014	6	Facilities Manager	Major	Final version for implementation
01/2018	7	Deputy General Manager Support Services Facilities	Minor	Review and change of format

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1 Introduction

The basic principles on which the scheme is based are that the Trust encourages staff, patients and visitors to travel to our hospitals without the use of cars.

The Trust's first priority is its patients and their visitors.

2 Purpose

This policy will ensure that the Trust's first priority with regards to car parking is its patients and their visitors.

Staff and contractors must not park their vehicles in the Trust pay and display car parks – this prevents patients and visitors from being able to park.

3 Scope

This policy includes all staff and contractors.

This policy relates to all car parks on the Trust's premises, including those where season tickets/park pass and discounted NCP (National Car Park) tickets are provided off site.

4 Definitions

4.1 On-site car parking

4.1.1 Pay and Display Car parks

Pay and display car parks are the car parks that patients and visitors of the Hospital can use where they park their car and display a valid ticket. Staff and contractors are not permitted to use the Pay and Display car parks.

4.1.2 Trust Staff car parks

Entry to the Trust staff car parks is controlled by a barrier that can be accessed by staff using a staff ID card if car parking has been granted.

4.1.3 On call parking

It is essential that staff when called into work between the hours of 18:00-08:00 are able to park their cars. If this happens then on call staff are eligible to apply for an On Call Permit to be displayed in their vehicle when using a car park. On call staff can use any of the on-site car parks between 18:00-08:00 providing they display the permit.

4.2 Off-site Parking

4.2.1 NCP Season ticket

Staff pay a set amount per month from salary for an NCP season ticket which allows access to a specific NCP car park all year round.

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4.2.2 NCP Park pass

Staff pay a discounted rate when they use the Park Pass in the NCP car parks. This is paid directly to NCP using the pass provided by Facilities.

5 Duties, Roles and Responsibilities

5.1 Authorised Officer

The deputy general manager within Facilities is the 'Authorised Officer' and is responsible for the day-to-day operational issues surrounding car parking management.

5.2 Divisional Directors and Divisional Managers

All divisional directors and divisional managers are responsible for signing the authorisation document authorising the member of staff to drive to work and park, having consulted the parking policy criteria and deeming the member of staff suitable.

5.3 Departmental Line Managers

All departmental line managers are responsible for ensuring that any application for a parking permit to enable a member of staff to park in a community or on call area of any on site car park is only authorised if that member of staff is a community worker or part of an on-call rota.

5.4 All staff

All staff must make themselves familiar with the car parking policy and ensure that other options are explored before deciding that driving to work is their preferred solution. All staff must ensure that they only park in the designated parking spaces for staff groups and that they do not inconvenience others by not parking correctly.

6 Policy Provisions

6.1 For Patients and Visitors

The pay and display tariff for the public is set to encourage short stays (up to 4 hours), which is a Bristol City Council and Green Travel requirement.

Pay and display tariff for the public should not be cheaper than other parking available in proximity to the city. This is to ensure that Trust on-site parking spaces are not more attractive to shoppers than alternatives.

<http://www.uhbristol.nhs.uk/patients-and-visitors/travelling-to-and-from-our-hospitals/>

6.2 For Staff

The Trust encourages staff to travel to work without using cars wherever possible.

Where it is not possible for staff to use non-car methods of travel, the Trust provides on-site car parking and discounted off-site car parking for staff.

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Staff are assessed equally for access to on-site and discounted off-site car parking against the criteria set out in this policy.

Under the Trust policy, a staff member may qualify in a number of different categories depending on the reason (i.e. home or work commitments) parking is required and where they travel from.

On-site car parking is prioritised for category A, B and C users.

- a) Category A – The Trust provides free on-site car parking for disabled staff or staff requiring parking due to health reasons;
- b) Category B – The Trust provides free on-site car parking for staff requiring their cars for NHS work 80% of the time, on those occasions when they require their cars for work;
- c) Category C – The Trust provides chargeable on-site car parking, when cars are required on site for work or on-call purposes.

The Trust provides free on-site car parking for staff who park for work out of hours (i.e. between 18:00 and 06:00 during the week) and at weekends.

The Trust subsidises the cost of on-site car parking for staff on bands 1 to 6. Staff members on band 7 and above pay the full cost of on-site parking.

6.3 General

The Trust recognises that parking is difficult for staff wishing to drive to work and so this policy is in place to ensure that there is a fair system to manage the parking on Trust sites. The Trust acknowledges that patient and visitor parking is the priority.

The Trust also recognise that on site car parking for staff is very limited and have been able to provide parking provisions at various off site locations as an alternative.

6.4 NCP Park Pass

The Trust is able to supply a limited amount of subsidised NCP passes for substantive members of staff. Off-site parking season tickets are subsidised for staff on Bands 1 to 6. Staff members on Band 7 and above pay the full cost of off-site parking.

Entry barriers will be covered by CCTV to retain evidence of incidents. Attempts to defraud the system will result in disciplinary action or by a monthly payment being deducted from salary.

Where demand for both on-site and discounted off-site parking exceeds availability, a waiting list will be established.

New employees who require their car for work (and qualify under those sections of this policy) will be prioritised over employees on the waiting list who require cars for journeys to work only.

All cars parking on all sites will be managed within these arrangements by the support team within Facilities. No spaces will be “attached” to divisions.

Control of on-site parking will be by means of a Penalty Charge Notice (PCN).

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Issues relating to the operation of the NCP car parks are dealt with by NCP.

Clamping will not be used on-site.

7 Operational Guidelines

The Trust has access to limited on-site car parking and discounted off-site car parking for Trust staff. Access to both these limited resources is managed in line with the following operational guidelines.

7.1 Requesting Access to Trust Car Parking & Obtaining Authorisation for Access

Staff granted access to on-site car parking will be able to access all barrier-controlled car parks. However, the barrier to the “late shift” car park will not function until 10.30am keeping spaces free for staff arriving after that time (except category A staff group).

- a) Access to on-site car parking and discounted off-site car parking will be allocated in accordance with the criteria set out in this policy. This ensures that the limited resource available for staff car parking is allocated on the basis of business need.
- b) Staff living within Zone A (see Appendix A), i.e. staff who have a travel time of 30 minutes or less and living in postcodes BS1 to BS8 inclusive who do not need their car for their work, will not be granted access to on-site car parking or discounted off-site car parking.
- c) Application forms for on-site car parking and discounted off-site car parking are available on Connect and must be authorised by executive directors, clinical chairs or divisional directors only, prior to submission to the Facilities Office for action.
- d) Staff granted access to on-site car parking use their Trust identity badges to enter the car parks.

7.2 Off-site Parking

Staff granted access to discounted off-site car parking will be given access cards by NCP. These cards will be issued by the Facilities Support Team

The on-site car park at St Michaels Hospital is only accessible to staff who are category A or B users plus staff who are on-call before 10.30am.

Discounted off-site car parking is available at four NCP car parks – Broadmead, Rupert Street, Nelson Street or St James Barton.

If the demand for access to on-site and discount off-site parking does not match availability for each category (for example there is excess discounted off-site parking available) the Trust will prioritise access for other staff who qualify for on-site car parking but cannot be accommodated.

7.3 Charges

- a) Staff will be charged for use of the on-site car park at a day-rate if they enter between 06.00 And 18.00.
- b) The tariff for on-site car parking is set at £4.90 a day for those below Band 7 & £6.20 a day for staff Band 7 and above.

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- c) The tariff for discounted off-site car parking is set by NCP as £7.50 per day. Staff who use these discount tickets will pay NCP direct at the point of use. The fee of £6.20 will be paid by the staff member. The remainder will be paid as a subsidy by the Trust.
- d) The tariff for a discounted off-site season ticket is set by NCP as £1,300. This cost is deducted from salary monthly based on 220 days per annum via Payroll. The fee for Band 6 and below is £85.16 per calendar month, and for Band 7 and above is £108.33 per calendar month. The remainder of the band 6 fee will be subsidised by the Trust.
- e) Staff identified as having a disability, an occupational health referral or a priority user status according to this policy are not charged for on-site car parking.
- f) Staff granted access to on-site car parking at night (entry between 18.00 and 06.00) are not charged for on-site car parking.
- g) Staff granted access to on-site car parks at weekends are not charged for on-site car parking.
- h) The first 45 minutes in an on-site car park is free. This allows staff to drive round without paying if the car park is full and allows staff to pick-up/drop-off things from work without charge. There is also no extra charge for staff who return to park the same day.
- i) Any member of staff who is on-call will be able to park free in any on-site car park at evenings or weekends and overnight from 18.00 to 09.30.
- j) The car parking charges are reviewed annually by the Trust.

7.4 Payments

Payment for on-site car parks will be based on the number of days you use a car park, activated by your identity swipe card.

Payments will be deducted from salary. (Note: the computer will log date and time of entry and exit and report any abnormal entries e.g. as would occur with “tailgating”).

Payments for season tickets are based on banding and are not based on the amount of times that you use the car park. Payment is deducted from salary monthly.

Payments for NCP passes are made directly to NCP and can either be made in cash or debit card at the machine or by means of an account set up with NCP through direct debit or top up.

7.5 Penalty Charge notices and parking violations

Cars violating rules for the on-site car parks will be subject to a fixed penalty charge notice (£60 charge, discounted to £30 if paid in 7 days), which will be issued by the parking contractor TPS <https://www.totalparking.co.uk/contact-us>.

7.6 Parking Appeals Panel

The parking appeals panel will meet at the beginning of every month to review all penalty charge notice appeals. Any staff member that has received a penalty charge notice for violating the rules for an on-site car park must appeal to the parking contractor in writing within 7 days of receiving the penalty

charge notice. This will freeze the penalty charge notice until it has been reviewed at the parking appeals panel, at the end of every month.

8 Criteria for Staff Access to On-site and Discounted Off-Site Car Parking

The table below sets out the criteria that the Trust uses to grant Trust staff access to on-site and discounted off-site parking depending on their reason for needing access to parking, the distance they travel from home and the conditions on which access is granted.

The same staff member may qualify in a number of different categories depending on why (i.e. home or work commitments) they park.

Staff are not permitted to park in any pay and display or patient and visitor car parks at any time.

Category	Reason for Need	Distance from home	Conditions of Use
A	Disability/Health referral (temporary condition) Evidence: Bristol City Council blue badge/up to date Occupational Health assessment letter	Exclusion zone not applicable.	Access to on-site parking under the following conditions: <ul style="list-style-type: none"> • Users park for free. • This access is limited to the period of assessed need. • Staff are not permitted to use the pay and display patient and visitor car parks. • Staff who are granted parking under category A will need to contact the facilities department with updated car parking application form so that the individual parking need can be assessed. Further information on the rights of Blue Badge Holders can be found in the link below: https://www.gov.uk/government/publications/the-blue-badge-scheme-rights-and-responsibilities-in-england/the-blue-badge-scheme-rights-and-responsibilities-in-england
B	Priority User <i>You use your car to travel for NHS work purposes on 80% of your working days. Evidence (e.g. travel claims over the past 12 months) to be provided to those authorising.</i>	Exclusion zone not applicable	Access to on-site parking under the following conditions: <ul style="list-style-type: none"> • Users enter the on-site car park using their identity card to open the barrier. • Users park for free on those occasions when they need their cars for NHS work. • These criteria will be regularly monitored using the times and dates of card swipe entry and exit to ensure compliance. • A separate permit must be applied for that must be authorised by the line manager

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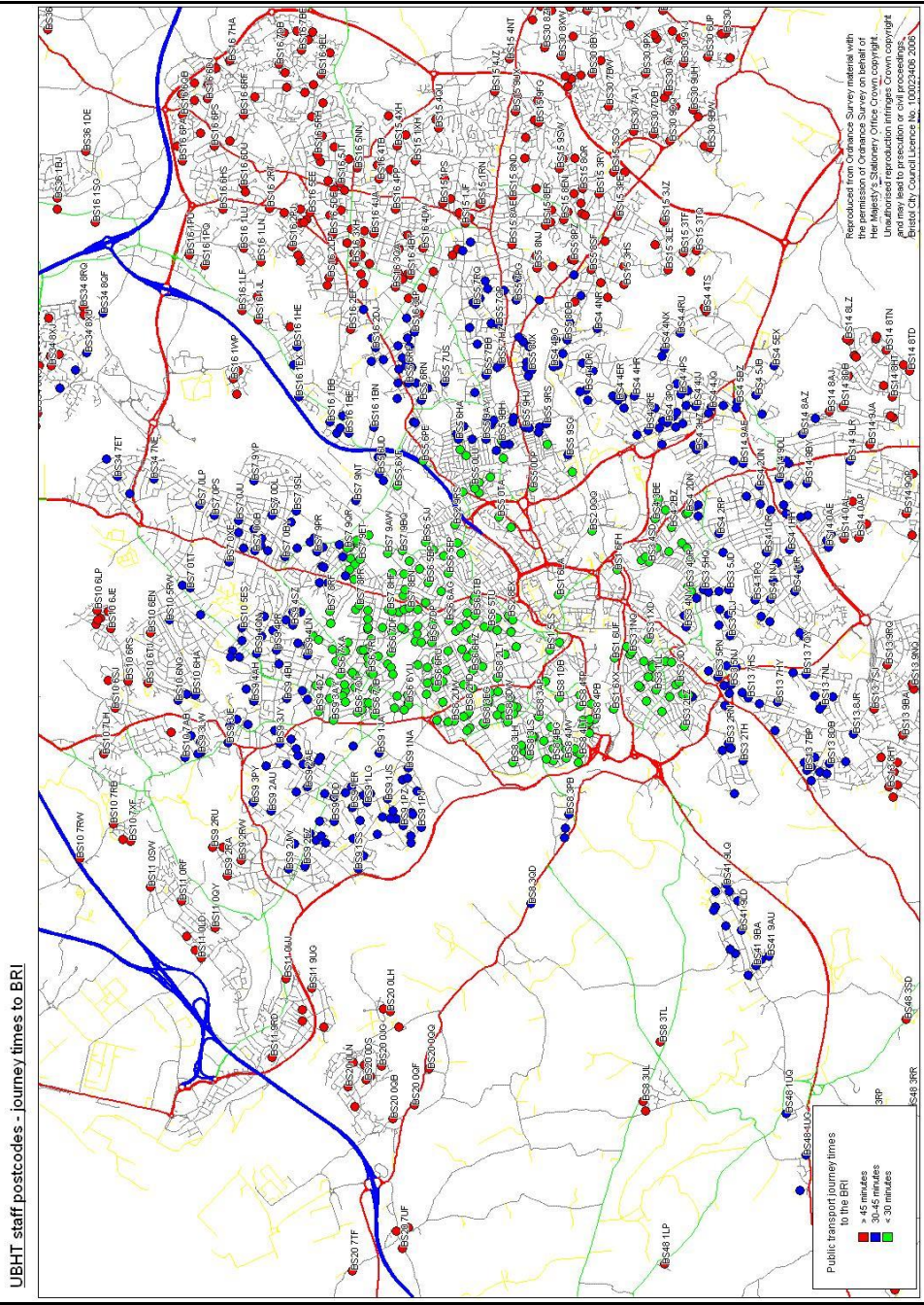
			before going through the approval process.
C	<p>On-Call and (BS1 to BS8 inclusive) Occasional User <i>(You use your car for NHS work purposes on less than 80% of your working days)</i> <i>Evidence: Travel claims, job plans, participation in on-call Rota.</i></p>		<p>Access to on-site parking under the following conditions:</p> <ul style="list-style-type: none"> • May only be used on the days when using the car for on-call after 6pm. • Users pay daily according to the number of days on which they swipe their identity card to enter the on-site car park, between 06.00 and 18.00. • Users may work a longer shift and stay on into the subsequent night period at no extra charge. • If you stay on into a second subsequent day period, without leaving the on-site car park, you will be charged for a further day's parking. • A separate permit must be applied for that must be authorised by the line manager before going through the approval process. • Users park free outside daytime hours.
D	<p>Journey to work: Night Shift (BS1 to BS8 inclusive) <i>Because there is more space at night, availability is better than during the day. If staff do not qualify to park on-site during the day, they may apply for access to on-site parking between the hours of 18.00 and 09.30 only.</i></p>	Exclusion zone not applicable for nights	<p>Access to on-site parking under the following conditions:</p> <ul style="list-style-type: none"> • Users enter the on-site car park using their identity card to open the barrier. • Users park for free outside daytime hours i.e. between 18:00 and 06:00. • You may work a longer shift and stay on into the following day period at no extra charge. • If you stay on into a second subsequent night period, without leaving the car park, you will be charged for a day's parking. • Users requiring daytime car parking (e.g. rotating shifts) need to meet the qualification criteria for that category. • Users must not park in the dedicated on-call car parks.

<p>E</p>	<p>Journey to work: Late shift (BS1 to BS8 inclusive) <i>The on-site late shift car park is only available to those who apply for it and will not be open until 10.30 a.m. each morning.</i></p>	<p>Exclusion zone in place.</p>	<p>Access to on-site parking under the following conditions:</p> <ul style="list-style-type: none"> • Users pay daily according to the number of times they swipe their identity card to enter the on-site late shift car park. • Late shift entries are charged at day rate. • The barrier to the on-site late shift car park opens after 10.30 a.m. • Staff living within Zone A (BS1-8 inclusive) who have a travel time of 30 mins or less do not qualify. See appendix A for exclusion zone.
<p>F</p>	<p>Journey to work Weekend (BS1 to BS8 inclusive) <i>As there is more space available at weekends, availability is better than during the day or during the week.</i></p>		<p>Access to on-site parking under the following conditions:</p> <ul style="list-style-type: none"> • Users enter the on-site car park using their identity card to open the barrier. • Users park for free. • Users who also need to park during weekdays (i.e. due to rotating shifts) must meet the criteria to enable them to do that.
<p>G</p>	<p>Divisional (BS1 to BS8 inclusive) discretionary permits. <i>Each division manages ten discretionary permits, which can be issued to a member of staff requiring special consideration i.e. to meet temporary caring requirement</i></p>		<p>Access to on-site parking under the following conditions:</p> <ul style="list-style-type: none"> • Journey to work only from inside the 30 minute travel time zone. • The only users who will be allocated this category of parking will be members of staff with specific childcare or dependent/elderly care commitments which impact directly on travel arrangements to and from work, on the days when those commitments apply. • The final decision will be made by the divisional director or clinical chair, who will verify that alternative or more appropriate arrangements cannot be made, due to factors such as the young age of the child or location of the school/nursery in terms of distance from the Trust. • Charging is the same as for Category C – occasional users.

<p>H(i)</p>	<p>Journey to work: <i>Access to discounted off-site season ticket</i></p>	<p>Exclusion zone in place.</p>	<ul style="list-style-type: none"> • These tickets will be allocated by the Trust to staff who park due to work 4 or 5 days a week. • Staff who use these discount season tickets will pay a fixed fee via Payroll on a monthly basis. • Staff living within Zone A (BS1-8 inclusive) who have a travel time of 30 mins or less do not qualify. See appendix A for exclusion zone.
<p>H(ii)</p>	<p>Journey to work: <i>Access to a discounted off-site NCP park pass</i></p>	<p>Exclusion zone in place.</p>	<ul style="list-style-type: none"> • These tickets will be allocated by the Trust to substantive staff only who park due to work up to 3 times a week. • Staff can gain access to the specific NCP car park for which they are valid via an entry card and users can either pay on the day at the NCP machine or set up an account with NCP using their debit card. • Staff living within Zone A (BS1-8 inclusive) who have a travel time of 30 mins or less do not qualify. See appendix A for exclusion zone.
<p>No category</p>	<p>Journey to work only <i>From INSIDE the 30 minute travel time zone i.e. Postcodes BS1 to BS8 inclusive.</i></p>		<ul style="list-style-type: none"> • This CATEGORY of user will not be allocated on-site or access to discounted off-site parking.

9 Appendix A – Exclusion Zones

THE LOCAL EXCLUSION ZONE (BASED ON POSTCODE AND BRISTOL CITY COUNCIL COMPUTER ASSESSED 30 MINUTE PUBLIC TRANSPORT TRAVEL TIMES)



- Green: ZONE A under 30 minute travel time (Local Exclusion Zone)
(This covers postcodes BS1 to BS8 inclusive)
- Blue: Shows 30 to 45 minute travel time
- Red: Shows over 45 minute travel time

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10 Appendix B – Monitoring Table

The following table sets out the monitoring provisions associated with this Policy.

Objective	Evidence	Method	Frequency	Responsible	Committee
Unauthorised parking	Penalty Charge Notice	Penalty Charge noticed issued to the vehicle	At point of discovery	Parking Warden	Trust TPS
Appeals	Written appeal Independent witness if available	All appeals are heard in a panel	monthly	TPS Trust Parking team	Trust TPS

11 Appendix C – Dissemination, Implementation and Training Plan

The following table sets out the dissemination, implementation and training provisions associated with this Policy.

Plan Elements	Plan Details
The Dissemination Lead is:	Deputy General Manager Facilities
Is this document: A – replacing an expired policy, B – replacing an alternative policy, C – a new policy:	A
Alternative documentation this policy will replace (if applicable):	[DITP - Existing documents to be replaced by]
This document is to be disseminated to:	Trust-wide
Method of dissemination:	Newsbeat, connect and DMS
Is Training required:	No
The Training Lead is:	[DITP - Training Lead Title]
Additional Comments	
[DITP - Additional Comments]	

12 Appendix D – Equality Impact Assessment (EIA) Screening Tool

Query	Response
What is the main purpose of the document?	The basic principles on which the scheme is based are that the Trust encourages staff, patients and visitors to travel to our hospitals without the use of cars.

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Query	Response
What is the main purpose of the document?	The basic principles on which the scheme is based are that the Trust encourages staff, patients and visitors to travel to our hospitals without the use of cars.
Who is the target audience of the document (which staff groups)? Who is it likely to impact on? (Please tick all that apply.)	Add <input checked="" type="checkbox"/> or <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Patients <input type="checkbox"/> Visitors <input type="checkbox"/> Carers <input checked="" type="checkbox"/> Others <input checked="" type="checkbox"/>

Could the document have a significant negative impact on equality in relation to each of these characteristics?	YES	NO	Please explain why, and what evidence supports this assessment.
Age (including younger and older people)		X	
Disability (including physical and sensory impairments, learning disabilities, mental health)		X	
Gender reassignment		X	
Pregnancy and maternity		X	
Race (includes ethnicity as well as gypsy travelers)		X	
Religion and belief (includes non-belief)		X	
Sex (male and female)		X	
Sexual Orientation (lesbian, gay, bisexual, other)		X	
Groups at risk of stigma or social exclusion (e.g. offenders, homeless people)		X	
Human Rights (particularly rights to privacy, dignity, liberty and non-degrading treatment)		X	

Will the document create any problems or barriers to any community or group? YES / NO

Will any group be excluded because of this document? YES / NO

Will the document result in discrimination against any group? YES / NO

If the answer to any of these questions is YES, you must complete a full Equality Impact Assessment.

Could the document have a significant positive impact on inclusion by reducing	YES	NO	If yes, please explain why, and what evidence supports this assessment.

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inequalities?			
Will it promote equal opportunities for people from all groups?	X		
Will it help to get rid of discrimination?	X		
Will it help to get rid of harassment?	X		
Will it promote good relations between people from all groups?	X		
Will it promote and protect human rights?	X		

On the basis of the information / evidence so far, do you believe that the document will have a positive or negative impact on equality? (Please rate by circling the level of impact, below.)

Positive impact				Negative Impact		
Significant	Some	Very Little	NONE	Very Little	Some	Significant

Is a full equality impact assessment required? ~~YES~~ / NO

Date assessment completed: 20 June 2018

Person completing the assessment: ██████████

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