

## **STAFF CAR PARKING Q&As**

**These Q&As have been drafted to provide further information on the decision, subject to Board approval in March, to reinstate car parking charges for staff from 1 April 2022 and to introduce a single UHD car parking policy.**

### **I haven't paid staff parking charges since April 2020 - why is it re-starting?**

The government funded staff parking during the pandemic. This partly reflected the much reduced public transport options available. "Living with Covid" means the government is removing the funding for NHS staff parking from April 2022. Thus unless charges are applied again, there would be a reduction in the level of services we can provide. On this basis, the Trust has decided it needs to re-introduce charges.

### **Do I need a parking permit?**

Yes. Under the unified UHD parking policy, any staff members intending to park a car on UHD property require a parking permit. You can view the full car parking policy on the staff intranet.

### **How do I apply for a permit?**

To apply for a parking permit, you will need to visit the trust's car parking application portal: <https://www.phftparkingpermit.co.uk>\*. Your application will be received by the UHD car parking team, who will assess your eligibility for a parking permit against the policy criteria. If your application for a parking permit is granted, this will be produced for you and you will need to collect it from the parking office at Poole Hospital or the Royal Bournemouth Hospital. For other sites, this can be sent to you in the internal post.

\* if applying for a Yeomans Way permit, for the moment you will still be required to apply on the RBH portal: <https://www.rbchparkingpermit.co.uk>.

### **What information will I need to provide when applying for a permit?**

You will need to provide information about your job role, working pattern, home address, and any other relevant personal circumstances, such as any children or caring responsibilities outside of work. This information is directly related to the criteria in the policy. In addition, you will be asked to provide details about your vehicle(s) and may also be asked to provide confirmation from your manager that the information included on your application is correct. This information is anonymised when received by the parking team, to ensure fairness and transparency when making a decision on your application.

### **Why can't everyone who wants a parking permit have one?**

The local Council controls the number of parking spaces on UHD sites, and this is a fixed figure. They do this to reduce traffic congestion. As parking demand exceeds the number of spaces that we are allowed, we need a system to fairly allocate permits towards those staff who have no option other than single-occupancy car journeys. Such policies have been in place in our hospitals for many years.

### **Who agreed the staff car parking policy?**

The policy draws upon the previous policies at both Poole Hospital, The Royal Bournemouth Hospital and Christchurch Hospital. The policy was then discussed with the Staff Partnership

Forum with Staff Side (union) representatives. It has also been reviewed at the Trust Management Board and a range of stakeholder meetings.

### Which permit is best for me?

We have a range of parking permits based on staff's personal circumstances and working patterns.

If you only work evenings/nights and weekends, there is a permit offering on-site parking during these times only. This is free of charge.

Otherwise the parking permit is for use during daytimes (as well as evenings and weekends).

If your role is specific to one UHD site (i.e., you work full-time at The Royal Bournemouth Hospital) you will need to apply for a **site-specific permit**. The same applies to our other sites. Please note that site-specific permits may not be used at other UHD sites.

If your role requires you to perform your duties across UHD sites on a regular basis, you will need to apply for a **Cross-Site Worker (CSW) permit**. This will enable you to park between UHD sites as often as required. Depending on your job role, responsibilities, and other personal circumstances, you may be issued with an on-site CSW permit, or an off-site CSW permit. 'Off-site' is the Stadium (near Poole Hospital) or The Littledown Centre (near The Royal Bournemouth Hospital).

There is also the option of **"occasional parking"**. This is for 12 or fewer times per calendar month, when you need to bring a car to site. This could be for part time workers, or those mixing other travel methods, such as cycling or bus. You will be charged at £3 per visit, payable at the parking office.

If you intend on car-sharing with other UHD staff, you can apply for a **car-share permit**. To incentive car sharing, as well as saving you petrol and other costs, parking spaces are generally nearer to the main hospitals.

These are the most common permits available at UHD, however there are others which may be more relevant to your circumstances. Please speak to the car parking team if you need further advice.

### How much does it cost?

The trust has a range of charges in place based on staff circumstances and working patterns. The trust, like many others in the NHS, has a "progressive" rate, with different pay rates based upon income. In short, the lowest paid staff pay least. This method is designed to spread the costs fairly, based on ability to pay, and to act as a "nudge" to consider other transport options.

You can see the range of prices in the table below:

Staff Parking Permits (incl. Locum & Agency)		
Classification equivalent earnings	Period	2022/3
Lower Earnings Charge	Month	£14

Bands 1 to 5	£28
Bands 6 to 8b	£34
Consultant / Senior Management Band 8C and above	£50

### Other Staff Parking

Other charges for staff parking are as follows:

Parking Type	Period	Charge
Overnight and Weekends only (Shift workers)	Month	£0
Required car user as Appendix K Applicant uses vehicle daily to perform their daily duties as part of their normal work	Month	Parking charge as earnings*
Occasional 12 uses/month of Staff Parking	Per Day	£3
Residents	Month	£50
Parking Charge Notice	Per Penalty	£50

### How do I pay for my permit?

Paying for car parking is most commonly done through payroll, where a deduction for car parking will automatically be taken from your pay each month.

If you are not a UHD employee, on a short-term secondment (less than 3 months) car parking can be paid for by card at the car park office. For long-term non-UHD employees exceeding 3 months, you can pay by standing order. You will need to choose this option on your application form.

Occasional permits can be paid for in a lump sum of 12 visits (£36) at Poole Hospital at the car park office, and renewed once the number of visits has been reached. At The Royal Bournemouth Hospital, Occasional permit holders will have to pay the £3 fee per visit at the car park office.

### **Can I reduce the cost by paying via staff benefits (salary sacrifice)?**

This is an option for staff paying net car parking charges to choose to salary sacrifice, if you meet certain criteria. You will need to actively decide to take this option, to do this you will need to contact [staff.benefits@uhd.nhs.uk](mailto:staff.benefits@uhd.nhs.uk). For those eligible, and taking up this option savings would be NI and pension contributions, if you are in the pension scheme. This scheme has HM Revenue and Customs approval.

### **Why do I need to pay?**

The charges for staff parking permits are to ensure that we maintain our parking services, without taking from direct patient services funded by taxpayers. It means we can fund controls in place to try and ensure that parking spaces are available for people who need them. It also funds incentives to encourage staff who have the option of non-car journeys to try these. This in turn frees up spaces for more staff who have no option other than to travel by car. Funds raised maintain the parking and associated facilities.

### **Why is evening and weekend parking free?**

The night shift is currently free in line with Government rules on NHS parking between 7:30pm to 8am, or any time at weekends or bank holidays. Qualifying staff on 24/7 shifts receive a free permit where appropriate.

### **My parking permit application was declined. Can I appeal?**

Yes, there is an appeals process. If your parking permit application is rejected, you will receive an email notification which contains details on how to appeal the decision if you wish. This will be assessed by a mixed staff review panel to ensure fairness and consistency with our policy. Please provide as much information as possible, ensuring the panel can review this against the criteria.

### **I have a parking permit. Do I need to re-apply?**

Yes, all staff will need to apply, but you will be contacted when it is your turn. Some staff parking permits may already contain an expiry date. Towards the end of its validity, you will be sent an email informing you that you will need to reapply.

If your permit does not have an expiry date, you will be contacted by the parking office and you will need to reapply should you wish to keep your parking permit. Broadly, all staff who do not have an expiry date will be contacted within the first 6 months of the new policy starting from 1<sup>st</sup> April 2022.

### **What happens if I park without a permit?**

The Trust will take a corrective rather than punitive approach to car parking rules being breached. If parking without displaying a valid parking permit, for the first two infringements you will receive a warning, followed by a Penalty Charge Notice (PCN). Please see Appendix I of the UHD car parking management policy.

### **How do I update or change my details on the portal?**

If your details have changed (i.e., you have a new vehicle) please log in to your account on the car parking application portal and update your details.

**I am a resident on site. Where will I be able to park my car?**

You can apply for a Residents car parking permit, but if demand exceeds the available spaces there may be a waiting list for this permit. There is no guarantee of on-site residents being able to keep a car on site.

**I have a motorbike, do I need a permit?**

No. You can park in a motorbike bay free of charge.

**What are other hospitals charging?**

Currently, Dorset County Hospital charges £50 per month for staff parking. University Hospitals Southampton charges a graduated rate as UHD, with the top charge being £63 per month. We have tried to set a rate that fairly reflects the costs of transport, in line with other acute hospitals, so it is neither an incentive or disincentive to working at UHD. Our focus is to try and ensure spaces for when staff have no alternative to a single-occupancy car journey.

**What alternatives are available to single-occupancy car travel, and how do I access them?**

**Walk:** Walking is an easy way to incorporate exercise into your daily routine. It is recommended that, where possible, employees living within a reasonable walking vicinity of the Trust walk to work.

**Cycle:** A growing number of UHD staff cycle to work, and the Trust recognises and rewards cyclists with initiatives such as free staff bike maintenance each month. The Trust also works closely with BCP on such programmes such as 'Transforming Travel' to improve cycling facilities and infrastructure across Bournemouth, Christchurch and Poole.

If you are based at The Royal Bournemouth Hospital or Christchurch Hospital and need a staff locker, please email the Travel Team ([travelteam@uhd.nhs.uk](mailto:travelteam@uhd.nhs.uk)). The Travel Team can also help you get access to the cycle sheds.

At Poole Hospital, to gain access to the indoor cycle area below the Philip Arnold Unit, you'll need to speak to the I.D. Team to ensure the correct permissions are loaded on to your card. They can be reached on 0300 019 8051, or in the office in Churchfield House between 10am and 2pm.

The Trust also operate a 'Cycle to Work' scheme, where employees can save on Income Tax and National Insurance contributions by having the cost of a new bike or bike equipment deducted from their gross salary via salary sacrifice. If you're interested in purchasing a bike or bike equipment through this scheme, please contact Staff Benefits: [staff.benefits@uhd.nhs.uk](mailto:staff.benefits@uhd.nhs.uk).

**Bus:** The Trust has in place discounted bus passes with local bus companies Morebus and Yellow Buses. Discounted monthly tickets for Yellow Buses can be ordered at the RBH car parking office. Discounted tickets for Morebus can be purchased through their app with your UHD email address, and the following code: UHD22YR.

**Train:** Poole Hospital and Christchurch Hospitals are well-connected to local train stations (10-15 minute walk). Geographically, the closest train station to The Royal Bournemouth Hospital is Pokesdown, which is approximately a 30 minute walk or 10 minute cycle.

**Car Sharing:** The Trust encourages staff to car share and provides some designated spaces to enable car sharers to park at work. The Trust is intending to launch a lift-sharing platform to encourage staff to connect with others and begin sharing journeys.

### **Is there going to be a bus linking Poole and Bournemouth Hospitals?**

Yes, this is planned for 2024, when the major reconfiguration of services occurs, and many staff will move their work location. A direct, fast route between sites is planned, probably with a stop by BU Health School/railway station at Landsdowne. There will be drop off/pick up very close to the hospital entrances to make the total travel time comparable to driving, parking and then walking to the hospital. The exact bus route and frequency is being planned by specialist advisors, mapping where clusters of staff live.

### **Is there going to be a new road and multi-storey car park at RBH?**

The Trust has successfully applied for an extension to the multi-storey car park (MSCP) at Bournemouth. However NHS funding rules have recently changed so for the next few years at least, any new car park would have to be privately financed. The MSCP is likely to cost many millions of pounds to build, which would put pressure on the funds raised from car parking. There would also be limited control of a private car park operators charges. For those reasons the intent is to maximise all of the alternative travel and parking solutions, ahead of building the MSCP.

UHD is progressing with building a link road from the Wessex Way onto the back of The Royal Bournemouth Hospital site. This would only be for use of staff and deliveries, to avoid it becoming a rat run and adding to traffic congestion on Deansleigh Road. This will be a “left in, left out” junction, and not a full flyover. Planning permission is likely to be applied for in later 2022.

### **Does the Trust have charging facilities for electric vehicles?**

The Trust currently has limited charging facilities available at The Royal Bournemouth Hospital site, at the rear of the MSCP. The Trust recognises that these facilities need to be improved and in 2022 will be tendering for improved facilities across UHD.

### **Are staff blue badge holders charged?**

No, although the Trust will still need a record of your vehicle to ensure you can park in staff Blue Badge bays, and to confirm your Blue Badge status.

### **Why is the scoring criteria not published?**

Although the new policy will be able for all staff to see, the scoring system at the review stage is private. This has always been the case and reduces the risk of any “gaming” of information as part of their application. The application form itself requests all the information required and all staff are requested to provide as much information as possible. The appeals process allows further information to be submitted and often personalised support to ensure that as fair a decision is made as possible.

Due to an oversubscription in car parking permits and the transformation works at The Royal Bournemouth Hospital in particular, we need to ensure that the fixed number of parking spaces are allocated fairly to those who need them the most, whether it be due to their personal circumstances or the nature of their role at the Trust. Also the number of applications varies, as staff turnover, and some permit holders switch to other forms of

transport and work patterns. This means the threshold can vary from time to time, so as to reduce the risk of staff with permits being unable to park when they do arrive on site.

Therefore, the scoring system has always remained private to ensure that the application is a true reflection of staff's personal and work circumstances.

**If I have any concerns, who do I contact?**

If you have any concerns, or complaints, about car parking at UHD please contact the parking team ([carparks.admin@uhd.nhs.uk](mailto:carparks.admin@uhd.nhs.uk)), or sustainable travel ([travelteam@uhd.nhs.uk](mailto:travelteam@uhd.nhs.uk)). If the issue remains unresolved, this will be escalated to the Travel and Transport Manager.

We will update this Q&A based upon feedback and frequently asked questions.

21 March 2022