

Reporting to:	Trust Board 29th September 2016
Title	Staff Car Parking Policy
Sponsoring Director	Director of Corporate Governance
Author(s)	Clare Jowett, Head of Assurance
Previously considered by	Policy Approval Group, TNCC,
Executive Summary	<p>The Policy Approval Group has approved the Staff Car Parking policy which has received an extensive consultation. The provision and effective management of car parking is an important function if control is to be maintained over car parking spaces at our hospitals. This policy covers the main aspects of operational issues and focuses on staff car parking and traffic management within the Trust.</p> <p>The key points of the new policy are the introduction of a 'pay as you park' system; and an exclusion zone where staff living within a 1 mile radius of their base hospital site will not automatically qualify for a parking permit.</p> <p>This policy is part of Policy Cluster for Travel and Transport Policies Human Resources Policy Cluster Ref. E and is supported by detailed guidance in the appendices.</p> <p>The changes and updates to this policy have been agreed with our staff side partners through the TNCC.</p>
Strategic Priorities	
1. Quality and Safety	<input type="checkbox"/> Reduce harm, deliver best clinical outcomes and improve patient experience <input type="checkbox"/> Address the existing capacity shortfall and process issues to consistently deliver national healthcare standards <input type="checkbox"/> Develop a clinical strategy that ensures the safety and short term sustainability of our clinical services pending the outcome of the Future Fit Programme <input type="checkbox"/> To undertake a review of all current services at specialty level to inform future service and business decisions <input type="checkbox"/> Develop a sustainable long term clinical services strategy for the Trust to deliver our vision of future healthcare services through our Future Fit Programme
2. People	<input checked="" type="checkbox"/> Through our People Strategy develop, support and engage with our workforce to make our organisation a great place to work
3. Innovation	<input type="checkbox"/> Support service transformation and increased productivity through technology and continuous improvement strategies
4. Community and Partnership	<input type="checkbox"/> Develop the principle of 'agency' in our community to support a prevention agenda and improve the health and well-being of the population <input type="checkbox"/> Embed a customer focussed approach and improve relationships through our stakeholder engagement <i>strategies</i>
5. Financial Strength: Sustainable Future	<input type="checkbox"/> Develop a transition plan that ensures financial sustainability and addresses liquidity issues pending the outcome of the Future Fit Programme
Board Assurance Framework (BAF) Risks	<input type="checkbox"/> If we do not deliver safe care then patients may suffer avoidable harm and poor clinical outcomes and experience <input type="checkbox"/> If we do not implement our falls prevention strategy then patients may suffer serious injury <input type="checkbox"/> If the local health and social care economy does not reduce the Fit To Transfer (FTT) waiting list from its current unacceptable levels then patients may suffer serious harm <input type="checkbox"/> Risk to sustainability of clinical services due to potential shortages of key clinical staff <input type="checkbox"/> If we do not achieve safe and efficient patient flow and improve our processes and capacity and demand planning then we will fail the national quality and

	<p>performance standards</p> <p><input checked="" type="checkbox"/> If we do not get good levels of staff engagement to get a culture of continuous improvement then staff morale and patient outcomes may not improve</p> <p><input type="checkbox"/> If we do not have a clear clinical service vision then we may not deliver the best services to patients</p> <p><input type="checkbox"/> If we are unable to resolve our (historic) shortfall in liquidity and the structural imbalance in the Trust's Income & Expenditure position then we will not be able to fulfil our financial duties and address the modernisation of our ageing estate and equipment</p>
<p>Care Quality Commission (CQC) Domains</p>	<p><input type="checkbox"/> Safe</p> <p><input type="checkbox"/> Effective</p> <p><input type="checkbox"/> Caring</p> <p><input type="checkbox"/> Responsive</p> <p><input checked="" type="checkbox"/> Well led</p>
<p><input checked="" type="checkbox"/> Receive <input type="checkbox"/> Review</p> <p><input type="checkbox"/> Note <input checked="" type="checkbox"/> Approve</p>	<p>Recommendation</p> <p>The Trust Board are asked to RECEIVE and RATIFY this policy.</p>

Policy for Staff Car Parking

W20

Part of Policy Cluster for Travel and Transport Policies Human Resources Policy Cluster Ref. E

Within the Cluster, additionally refer to:

- W20 Guidance Document
- Reimbursement of Travel, Accommodation and Subsistence Expenses
- Workplace Transport Policy

Within the relevant Clusters, additionally refer to:

- HR36 Disciplinary Policy
- HR38 Management of Organisational Change
- HR 23 Policy for recovery of overpayments and payment of underpayments

Also refer to:

- SaTH Travel and Transport Plan
- SaTH Sustainable Development Management Plan

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Lead Director	Director of Corporate Governance
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Target audience:	All staff who are directly employed by the Trust, whether full time or part time, permanent or temporary including those employed by the Trust via the Temporary Staffing Department or acting as volunteers

Document Control sheet

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Dissemination	HR pages on the intranet; Staff Quarterly Newsletter; Managers to cascade to all staff

Version History

Version	Date	Author	Status	Comment
V2	January 2010	Estates and HR	Final	
V3	September 2014	Estates & HR	DRAFT	Policy reformatted into new Policy template. Information on ANPR included. Appendix A updated for car parking costs. Appendix B added for car parking arrangements at Shrewsbury Business Park.
V4	November 2014	Estates and HR	DRAFT	Inclusion of comments from TNCC 5/11/14.
V5	March 2016	Corporate Governance	DRAFT	Reworked to incorporate delivery of Framework Travel Plan, and staff side comments.
V6	June 2016	Corporate Governance	DRAFT	Incorporate staff side working group comments Reflect change of lead Director. Appendices moved to separate guidance document.
V6.1	July 2016	Corporate Governance	DRAFT	Incorporate comments arising from consultation. Amend to prescribed format.
V6.2	September 2016	Corporate Governance	DRAFT	Incorporate comments arising from staff side working group and PAG Revised document ID aligned to policy cluster (prev.HR61) Review period changed as per new Trust guidance
V6.3	September 2016	Corporate Governance	FINAL	Incorporated final comments arising from TNCC

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STAFF CAR PARKING W20 – POLICY-ON-A-PAGE

- The principles described in this policy apply to all staff, whether full time or part time, permanent or temporary including those employed by the Trust via the Temporary Staffing Department or acting as volunteers.
- The policy provides definitions for all terms used.
- The policy identifies the organisational lead for staff car parking, who it applies to, how the policy will be managed and by whom.
- The policy states the eligibility for parking, who may park and where they may park.(see appendices)
- The policy describes the two main charging mechanisms for parking and how they are administered.
- The policy describes charges, restrictions, exemptions and penalties.(see appendices)
- The policy provides an overview of policy monitoring and review, options and appeals.
- The policy is accompanied by guidance which includes:

<u>Appendix 1</u>	Parking Breach Notice information
<u>Appendix 2</u>	Car parking areas
<u>Appendix 3</u>	Charges and concessions
<u>Appendix 4</u>	Liftshare scheme
<u>Appendix 5</u>	Exclusion zones
<u>Appendix 6</u>	Permit application process
<u>Appendix 7</u>	Pay-as-you-Park rules
<u>Appendix 8</u>	Tax Efficiency Scheme for Car Parking

1 Document Statement

- 1.1 The provision and effective management of car parking is an important function if control is to be maintained over car parking spaces at our hospitals. This policy covers the main aspects of operational issues and focuses on staff car parking and traffic management within the Trust.
- 1.2 The Government has indicated its support for healthy environments through the introduction of “...sustainable travel initiatives [which] continue to have benefits for congestion and health” within public services (DH, “Creating Growth, Cutting Carbon - Making Sustainable Local Transport Happen” White Paper, 2011). This has resulted in Local Authorities drawing up *Green Travel Plans* and tightening controls over traffic volumes and flows and imposing strong caveats around the granting of planning permission for additional/new car parking spaces within capital developments. These regulations effectively limit the number of car parking spaces the Trust can build to support patients, visitors and staff, irrespective of the general acknowledgement of year-on-year increases in service activity.
- 1.3 These moves from the centre have cascaded down through the public sector and placed a duty upon the Trust to respond; for example, to ensure that Board-approved Travel Plans are in place that address these themes. This policy builds on the proposals embedded within the Trust’s Travel Plan to ensure that adequate car parking space is sustained within the constraints faced by the Trust (ie land availability, sustainable travel, environmental responsibility, service sustainability, planning regulations etc).
- 1.4 It should be noted at this point that the provision of a car parking permit is not a contractual entitlement for staff and therefore, where circumstances change, the Trust must reserve the right to withhold the issue of, or temporarily withdraw, staff car parking permits for any period of time eg when demand for car parking spaces exceed capacity. At all times the provision of sufficient car parking spaces for patients and visitors must take priority.
- 1.5 The main focus of this policy addresses operational issues associated with car parking and traffic management of staff members’ vehicles (and those attending Trust property on business), but also referenced are parking arrangements for our patients and visitors.
- 1.6 The principles described in this policy apply to all staff, whether full time or part time, permanent or temporary including those employed by the Trust via the Temporary Staffing Department or acting as volunteers.
- 1.7 It is intended that the implementation of the policy (in support of the Trust’s Travel Plan) will:
 - Ensure planning for the future needs of the organisation in terms of travel/transport requirements.
 - Raise awareness of staff travel options.
 - Reduce the staff dependency on car travel.
 - Demonstrate the Trust’s commitment to corporate social responsibility, such as taking steps to reduce organisational emissions and pollutants, recognising the climate and health-related issues particularly as a healthcare organisation.
 - Support the local community in reducing traffic congestion.
 - Support and promote active travel, and the use of sustainable transport alternatives.
 - Enable our staff to choose viable alternatives to car travel which are effective, efficient, sustainable and affordable.
 - Ensure that adequate car parking spaces are available for our patients and visitors

2 Overview

- 2.1 The aim of the Travel Plan is to set targets and objectives for the Trust in order to encourage, whenever possible, alternatives to car travel including; improvements in the facilities for cyclists, walkers, motorcyclists and users of public transport and to use its existing car parking provision

more effectively. Full implementation of the Travel Plan, supported by this policy, will result in improvements in both environmental quality and the parking experience of our staff, patients and visitors.

- 2.2 Currently, within the context of the Car Parking Policy, the Trust is promoting modes of travel which prioritise sustainability, equity, health and wellbeing, effective utilisation of our estate and the Trust's financial position. The Trust also has an obligation, as part of the planning conditions for the new Women and Children's Centre, (WCC) to reduce the number of single occupancy car journeys undertaken by staff in the course of arriving at work and/or travelling across different locations as part of their duties.

3 Definitions

SaTH	The Shrewsbury and Telford Hospital NHS Trust
RSH	Royal Shrewsbury Hospital
PRH	Princess Royal Hospital
SBP	Shrewsbury Business Park
WCC	Women & Children's Centre
CCTV	Closed Circuit Television
AfC	Agenda for Change
ANPR	Automatic Number Plate Recognition – a system using cameras at entrances and exits to the hospital site to log a vehicle arriving and leaving site
PBN/PBC	Parking Breach Notice/Parking Breach Charge. The notice relates to an infringement of parking rules. The charge is resultant from the issue of the notice. A PBC currently amounts to £40 (reduced to £15 if paid within 14 days).
Enforcement	This relates to ensuring that the policy requirements are followed by those participating in the car park scheme and for the safety of staff and visitors to the hospital.
Tax Efficiency Scheme	A scheme whereby staff can have the cost of parking taken out from their gross salary thereby making a saving on Tax, NI and Pension contributions.

4 Key Responsibilities / Duties

- 4.1 The Chief Executive holds responsibility for the car parking policy: this is subsequently delegated.
- 4.2 The Director of Corporate Governance is the lead director for:
- the operational management of the public and staff Car Parks at hospital locations
 - the implementation of the Trust's approved Travel and Transport Plan
- 4.3 The Head of Facilities is responsible for the operational management of car parking and the Trust's chosen car park management provider, currently CP Plus Ltd. Policy management is the responsibility of the Head of Facilities, Operational Lead for Car Parking and Contract Lead for Car Parking.

- 4.4 Eligible staff who join the scheme are responsible for ensuring they adhere to the requirements of this policy.
- 4.5 In implementing this policy, managers must ensure that all staff are treated fairly and within the provisions and spirit of the Trust's Equality & Diversity Policy. Special attention should be paid to ensuring the policy is understood when using it for staff new to the NHS or Trust, by staff whose literacy or use of English is weak or for persons with little experience of working life.

5 Implementation of the Car Parking Policy

5.1 Eligibility Criteria

- All staff employed by the Shrewsbury and Telford Hospital NHS Trust, accredited volunteers attending Trust premises for two or more sessions per month, students under training within the Trust, registered apprentices, and other individuals with a contractual obligation to the Trust are entitled to apply for the staff car parking scheme.
- Agency workers are required to pay to park as a visitor for the first 12 weeks. If their assignment lasts longer than 12 weeks, they will become eligible to apply for the staff scheme.
- Staff who are subject to Transfer of Undertaking Protection Employment (TUPE) arrangements are still required to hold a permit if they wish to park at Trust sites.
- The individual may terminate membership of the car parking scheme at any time. Where an individual is found to be in breach of rules contained within this policy the Trust reserves the right to exclude that individual from the scheme for a time-limited period or permanently subject to an appropriate review/appeal process.

5.2 Staff Car Parking

- Designated areas are set aside for staff car parking which are clearly marked. Staff permit holders should not park in any other areas at any time. However, staff who are not permit holders can access public car parking areas and will be charged at public rates. Access arrangements are the same at RSH and PRH.
- Staff car sharers have dedicated car parking spaces available to them, clearly marked in the main staff car parks on both hospital sites. These spaces are reserved for car sharers between the hours of 7am-5pm, Monday to Friday. Outside of these hours, any staff permit holder may use them.
- Permit holders who are also 'Blue Badge' holders are entitled to park in any disabled parking space on any Trust site as long as the blue badge is displayed within the vehicle.

5.3 Staff Permits

Staff permits are available to Trust employees and allow access to park in dedicated staff car parks only. A parking permit allows staff to park their vehicle in designated areas at all SaTH sites. Staff permits must be obtained through an online application system (see Appendix 5). If staff do not have access to the internet, then the Facilities Management Office will assist. Permit holder details can be checked electronically, and display of a printed permit is no longer required.

Car parking permits are subject to availability and CANNOT guarantee a car parking space.

5.3.1 Exclusion zone

Staff living within a 1 mile radius of their base hospital site will not automatically qualify for a parking permit. The exclusion zone rule does not apply to staff who work from a base site other than PRH or RSH (as stated on their contract of employment).

Staff who do not qualify but have particular work or life circumstances can still make a case for a parking permit and should refer to Appendix 6 for guidance. In the interests of safety, the Trust reserves the right to operate a waiting list for all SaTH sites and new applicants may be placed upon it until such time that a permit becomes available. The Trust reserves the right to review the exclusion zone rule from time to time subject to Trust Board approval and consultations with relevant staff groups

5.3.2 Key features

- One permit will only allow one car to park on a Trust site at any one time
- Members of staff who own more than one car will be able to register two cars (maximum) on a single permit but only for the same driver
- It is the responsibility of each individual permit holder to notify the Facilities Management Office of any changes to their circumstances

The Trust reserves the right to review the allocation of staff car park permits and establish a staff permit waiting list at any time in the future and may change its policy to take account of best practice guidance and/or changes in law; subject to Trust Board approval and consultations with relevant staff groups

5.3.3 Application

Applications for a parking permit made by payroll staff must be made via the Trust's online permit application system:

<http://shrewsburytelford.azurewebsites.net/>

If you are unable to access the online system, please contact the Facilities Management Office on ext 1416 or carparking.permits@sath.nhs.uk

Concessionary parking arrangements are available for other groups (eg Volunteers and Students) - please contact your direct manager for more information.

5.3.4 Declarations

To apply for a staff car parking permit, permit applicants are required to declare that:

- a) they are in possession of a current and valid UK Driving Licence
- b) they hold a current and valid certificate of motor insurance for the vehicle to which the permit refers, which is suitable for the class of use required (eg commuting, occasional business use etc)
- c) they have taken all reasonable measures to ensure their vehicle is roadworthy, and that the vehicle has a current and valid MOT certificate (where applicable)
- d) their home address does not fall within the exclusion zone
- e) all personal information submitted is valid and to their knowledge, correct

The Trust may take disciplinary action against members of staff who are found to have made negligent or fraudulent declarations.

Permit applicants are also required to consent to the processing of their data, held within the Trust's permit system, to be used solely for the purposes of delivering this policy (i.e.to automate deductions).

5.3.5 Payment schemes

There are two payment schemes in operation:

- **Pay-as-you-park.** This applies to all staff (except agency staff, and bank staff without permanent contracts) based at either RSH or PRH. To encourage staff to consider alternative transport modes, permit holders are charged only for the days they bring their permitted vehicle onto a hospital site. Charges are calculated from vehicle movements onto and off each hospital site and aggregated together to constitute a monthly charge which is applied in arrears, and capped to a maximum of the comparative fixed monthly charge. (See appendix 3)
- **Fixed monthly charge.** This applies to all other staff based at SBP or any other site other than RSH and PRH. Permit charges are made by twelve equal monthly deductions from salary which are applied in arrears.

5.3.6 Deductions

All deductions are administered by the Trust's Payroll Services Department. Car parking charges are reviewed at least annually. Permit holders are responsible for updating their own information which should take into account any changes in circumstances. Car parking charges may be increased or decreased by such an amount as the Trust considers appropriate, taking into account annual rates of inflation, demand for spaces, availability of spaces, maintenance and development costs of parking areas, recommendations, legislation and benchmarks and/or any other consideration that is reasonable and relevant. Any proposed changes to the deduction rate will be notified well in advance. Permit holders may leave the permit scheme at any time by giving notice in writing to the Facilities Management Office.

The Trust Car Parking charges for staff are reviewed periodically with a variable tariff based on AfC bandings. Where staff are not on an AfC banding, they will be entered into the appropriate pay range based on earnings. If these earnings fall between 2 bandings, they will automatically be assigned the lower banding for their car parking deductions.

For non-payroll staff, (eg. Bank Staff without a substantive, post) applications should be made via the online form. Payment can be made by either standing order over 12 equal monthly payments, or full payment made in advance by either cash, credit card or cheque made payable to the Trust. Note: permit applications remain pending until proof of payment is presented to the Facilities Management team. Permits may be terminated at any time whereby full month refunds will be issued.

5.3.7 Renewal

The Trust reserves the right to request that permit holders renew their permit, usually on an annual basis. You will receive an automatic reminder when renewal is due.

It is the responsibility of the permit holder to notify the permit system administrator of any changes in circumstances immediately, and all renewals must be completed prior to the stated expiry date. Failure to have a valid permit may result in the issue of a Parking Breach Notice which incurs a legally enforceable financial penalty on the permit holder.

5.3.8 Limitations

Parking permits are strictly non-transferable. In any cases where an abuse of this condition is found, the Trust reserves the right to rescind/cancel permits without notice.

Any unauthorised parking by a permit holder, parking other than in the permitted area, or the transfer of the permit, or in any other way breaching the Car Parking Policy and/or these terms, will incur a parking breach charge and may incur other sanctions as stated within this policy.

In applying for a permit, permit holders enter into a legally enforceable contract and are bound by the terms and conditions of the contract, and as such agree to pay any such charges, subject to appeal, arising from any breach of terms and conditions.

5.3.9 Arrears

It is the responsibility of each member of staff to ensure they contact the Facilities Management Office if car parking contributions are not deducted from their salary (shown as 'Car Parking' in the deductions section), otherwise they will be liable to pay arrears which will be back-dated to cover the unpaid period and the Trust reserves the right to rescind a permit if payment is not received within 28 days of issue of that demand. As implied within this policy, a permit holder who is a payrolled member of staff should reasonably expect deductions to be made from their pay as a consequence of parking their vehicle on a Trust site as a permit holder. It is therefore important that members of staff check that deductions for car parking have been made so as to avoid a financial consequence due to any arrears incurred.

If such a situation occurs, staff permit holders should bring the matter to the attention of their line manager and pay services. The underpayment will be recovered in line with the process outlined in HR23 'Policy for the recovery of Overpayments and Payment of Underpayments'.

5.4 Long Term Leave (fixed charge permit holders only)

5.4.1 Sickness

Any member of staff who has been away from work due to ill health for a continuous period of one month or longer may temporarily suspend their permit. If they wish to do so they should advise the Facilities Management Office in writing. Staff should be advised that the car parking team may need to contact their line manager, or Occupational Health advisor to verify such occasions.

5.4.2 Maternity Leave

Members of staff with Trust contracted employment on Maternity leave may temporarily suspend their car parking contributions for the duration of their maternity leave. If they wish to suspend their permit they should advise the Facilities Management Office in writing. On return they should contact the Facilities Management Office for their permit to be reinstated.

5.5 Parking Permits Restrictions

Most staff members who are based at either RSH or PRH and reside within a one mile radius of their base are not automatically eligible to receive a staff car parking permit. The only exceptions will be where a member of staff makes a case that they are an **“essential car user” who must be able to demonstrate that they meet the criteria required for exemption. Applications for exemption will be considered on a case by case basis.** Line Managers must also approve such an application and give a written representation to validate such a claim. Please refer to appendix 5 for a list of circumstances that constitute an essential car user and the process for applying for a permit in these circumstances

Exemption applications will be considered by a panel consisting of:

- Staff side representative
- Care Group representative
- Corporate representative
- Facilities Management representative

5.6 On-call Staff

Non-permit holding staff who are required to drive to site to perform on-call (out-of-hours) duties should park in public parking areas and pay at public rates. Parking expenses incurred by on-call staff in the course of their duty will be reimbursed as part of their travel expenses claim

5.7 Part-time Staff – Car Parking Discounts

All Staff qualifying for the Pay-as-you-Park scheme will commence paying car parking contributions based on their usage upon allocation of a parking permit.

Trust Staff who are ineligible for the Pay-as-you-Park scheme may be eligible for part-time discounts for their car parking charges if they have not exceeded 22.5 hours per week on average, **including any overtime**. Please refer to W20 Guidance document for the current part time discount rate.

Part time staff who claim the discount are responsible for ensuring that they declare any instances where they do not qualify for the discount: for example, where weekly overtime takes their hours over the 22.5 hour threshold.

Periodic reviews will be undertaken whereby records of part time staff claiming a permit discount will be subject to audit. The Trust reserves the right to reclaim any outstanding amounts where a member of staff is found to be negligently claiming a part-time discount for the period in question. A member of staff found to be fraudulently claiming a part time discount will be subject to the same sanction, but may also have their permit rescinded and face disciplinary action.

5.8 Volunteers

Registered volunteers must have a permit to park in designated parking areas without cost when and where spaces are available.

Volunteer permits:

- may be applied for via the online permit application system
- will be authorised through the Volunteers Office
- will be issued on a periodic basis, dependant on the volunteer's role and the term of service agreed
- should not be used by anyone who is not a registered volunteer, or by a volunteer for any means other than their volunteer role.
- not used appropriately will result in enforcement.

Permits are cancelled when the term of a volunteer ends. Volunteers will receive notification of the appropriate procedure via the Volunteers Office as part of their induction.

5.9 Other Individuals and groups who use our premises

External groups who use our premises are not eligible for a parking permit and are required to pay at public rates.

5.10 Contractors/Service Engineers

Local rules apply. Contractors are managed wholly by the Estates Department and fall outside of the scope of this policy.

5.11 Delivery Vehicles / Taxis etc

Any public vehicles attending site are subject to a thirty minute maximum free waiting period. Any additional time on-site will be subject to public parking rates.

5.12 Business Visitors

Business visitors will be treated as members of the public and have to park their vehicles in "Patient and Visitor" car parks and will be subject to public parking rates.

5.13 Dignitaries and Official Visitors

Special arrangements may be made in such cases. Where requests are personally supported by a member of the Executive Team, spaces will be allocated by the Facilities Management team.

5.14 Emergency Vehicles

It is essential that vehicular access and appropriate parking is available for emergency vehicles at all times. Emergency vehicles are exempt from parking charges and consequently fall out of scope of this policy.

5.15 Patients and Visitor Car Parking

A number of car parks have been set aside and dedicated for patient and visitor parking. Staff members bringing vehicles on site who do not hold parking permits are required to pay parking charges at public rates.

5.16 Disabled Permit Holder Parking

There are limited staff disabled parking spaces which are subject to site terms. Staff permit holders who are also Blue Badge holders may park in any space marked 'Disabled' at any Trust site.

5.17 Drop Off / Pick Up Spaces

Drop-off and pick-up spaces are available next to the main entrances at both the RSH and PRH sites. They are marked accordingly with a designated maximum 30-minute stay permitted for patients and visitors only.

6 Charges – Subject to Board review

Charges relating to parking made to staff, patients and visitors for vehicles that use the Trust Car parking facilities are subject to annual review by the Trust Board. Income from car parking charges is used to support sustainable services in addition to the maintenance of car parking facilities and provision of effective security measures, sustainable transport initiatives, facilities etc and the Trust reserves the right to adjust charges periodically.

Car parking charges for staff, patients and visitors will be fixed on an annual basis and notified to staff via Local Media, Trust wide e-mail, Car Parking Policy, Internal Comms, and the intranet.

6.1 Concessionary Charges – Patients & Visitors

Public concessions are managed by the Facilities Management team and do not fall within the scope of this policy.

6.2 Other exemption from Charges

The following non-patient groups are also exempt from charges:

- Trust transport vehicles (including pool vehicles)
- Emergency repair vehicles – AA, RAC etc
- Undertaker's Vehicles Directors

This is a non-exhaustive list and the Trust reserves the right to review and amend exemptions from time to time. All exemption 'whitelists' are managed by the Facilities Management team.

6.3 Security Arrangements

Car parking areas across the site are covered by lighting to approved standards and most are also covered by 24 hour close-circuit television (CCTV). In addition, patrols are undertaken regularly by car parking attendant staff.

6.4 Enforcement

The principle of enforcement is 'fairness': there will be no exclusions, irrespective of grade, status or influence. All vehicles entering the sites are subject to parking rules. In particular, any unauthorised parking in the following areas is strictly prohibited:

- Double yellow lines indicate a road or area that is required to be free from parked vehicles which may disrupt the free flowing traffic on site.
- Only one warning will be issued to offenders before a vehicle receives a Parking Breach Notice, other than in areas marked 'Immediate Parking Breach Notice' as illustrated in the table below. On the second offence, which also includes repeat offenders, the vehicle will immediately be issued with the Parking Breach Notice.

- A notice will be placed on the vehicle window to notify the driver of the PBN charge and appeal procedure. Evidence of the offence can be provided on request.
- Where staff commit persistent car parking breaches, the Trust reserves the right to withdraw the car parking permit and may invoke the Trust Disciplinary Procedure.
- A Parking Breach Notice will carry a parking breach charge which is legally enforceable.
- In order to maintain effective control and access for emergency vehicles, it is necessary to enforce car parking rules within the hospital grounds. The Trust also reserves the right in exceptional circumstances, where lives or the health and safety of any individual could be put at risk, to have vehicles towed off the site. This course of action would necessitate the payment of significant retrieval costs for the vehicle owners. The vehicle owner will be responsible for all costs in addition to the PBN (removal costs + PBC).

Table 1: Non-permitted areas and penalties

Parking Breach Code	Parking not permitted in following areas Applies 24 hours/seven days per week	First Warning - then PBN	Immediate PBN
1.	All hospital roadways marked with double yellow lines		√
2.	Restricted zones (Permit area & staff parking)	√	
3.	In a 30 minute drop off/pick up space longer than the allocated time	√	
4.	Yellow cross hatched areas.		√
5.	Permit holders parking in patient car parks permit	√	
6.	Disabled persons spaces without an appropriate disability permit on display.		√
7.	Designated Lift Share spaces occupied by single occupancy vehicles	√	
8.	Strictly no parking areas		√
9.	Vehicles parking unreasonably ie across two spaces or obstructing access and parking on pavements	√	
10.	Unauthorised parking in pool car/other reserved areas	√	

6.5 PBN Payment and Appeals

Payments and appeals of penalty charges can only be made directly to CP Plus, the Trust's car parking management partner.

Details of the payment and appeals processes are clearly set out in the PBN. For any further queries, please contact the Facilities Management Office (extension 1416 or carparking.permits@sath.nhs.uk).

6.6 Customer Service

Day-to-day problems with regard to car parking should be reported to the Trust car parking management team, initially via the Facilities Management Office at RSH (extension 1416 or carparking.permits@sath.nhs.uk).

Car parking attendants patrol both hospital sites to monitor parked vehicles and ensure each vehicle complies with the policy. Members of the public and staff can obtain advice and help with regard to parking by approaching the on-site parking attendant staff.

6.7 Verbal and Physical Abuse

Verbal or physical abuse from any member of staff, patient or visitor in connection with the enforcement of this policy will not be tolerated and where committed by a member of staff **will be subject to disciplinary action**. The Trust adopts a zero tolerance approach to violence and aggression; any instances will result in action against the aggressor and/or the Police being informed.

In extreme circumstances the Trust will pursue **prosecution proceedings** against any individual found to be exhibiting such behaviour.

6.8 Nearby Street Parking

Staff who intend to travel by car and park off-site are reminded that the Trust exists as an integral part of the community and is keen to maintain positive relationships with local residents and authorities. Staff who park in residential roads close to the hospital sites are urged to demonstrate consideration and courtesy for residents, pedestrians and other road users. The Trust will not condone inconsiderate, illegal or dangerous parking by members of staff. Where the Trust receives information that staff members are repeatedly parking illegally and/or inconsiderately in residential roads or behaving in any way which could be considered detrimental to the Trust's reputation, action may be taken by the Trust against the staff member in question. Any intimidation or damage directed to staff or their vehicles whilst parked off site should be reported to the Police as the Trust has no powers to intervene.

6.9 Legislative Requirements

CP Plus, overseen by the Facilities Management Team will be obliged within the terms of their contract with the Trust that all car-parking personnel are sufficiently trained, and will undertake any training courses in order to ensure that they keep up to date with changes to legislation and best practice in order to maintain their competence. The Trust will also ensure that there are sufficient visible signs in place that indicate car-parking restrictions.

6.10 Disclaimer

The Trust cannot accept responsibility for any vehicles left on Trust premises. All vehicles and contents are left entirely at their owner's own risk and under no circumstances will claims of compensation be considered.

Opportunist criminals strike when they see potentially valuable items in the car. Therefore, patients, visitors and staff are advised not to leave valuables in their cars.

It is reiterated that whilst the Trust endeavours to provide adequate on-site car parking, no staff member, patient or visitor can be "guaranteed" that a space will be available on demand. Furthermore, the issue and receipt of a permit does not constitute a guarantee of availability at any time. This policy will be regularly monitored, reviewed, and where necessary amended, in the light of any legislative or organisational change.

7 Training

There is no mandatory training associated with this policy. If staff have queries about its operation, they should contact their line manager in the first instance, or the Facilities Management Team (extension 1416 or carparking.permits@sath.nhs.uk).

8 Review Process

This policy will be reviewed every five years in line with current local guidance, unless there are significant changes at either at national policy level, or locally which initiates an earlier review. In order that this document remains current, any of the appendices and guidance to the policy can be amended and approved during the lifetime of the document without the document strategy having to return to the ratifying committee.

9 Equality Impact Assessment (EqIA)

This policy applies to all employees equally and does not discriminate negatively between protected characteristics. The policy should have a positive impact by making it easier for disabled drivers to park by making it clearer that designated spaces are available to staff blue badge holders.

10 Monitoring of Document

Monitoring Requirement:	To monitor compliance with the Policy and Procedures for Car Parking
Monitoring Method:	Continuous surveillance by the Car Parking Team and written reports.
Report Prepared by:	Car Park Manager
Monitoring Report presented to:	Facilities Management Team meetings
Frequency of Report:	6 monthly with relevant issues escalated to the Sustainability Committee

11 Other References

- SaTH Travel and Transport Plan
- SaTH Workplace Transport Policy
http://intranet/document_library/ViewPDFDocument.asp?DocumentID=6143
- Facilities - Car Parking Information Pack
[http://intranet/library_intranet/documents/facilities/delete/car%20parking%20\(information%20pack\)%20-%20%20may%202016.pdf](http://intranet/library_intranet/documents/facilities/delete/car%20parking%20(information%20pack)%20-%20%20may%202016.pdf)
- British Parking Association
<http://www.britishparking.co.uk/Public-advice-for-parking-on-private-land>

W20 STAFF PARKING GUIDANCE DOCUMENT

<u>Appendix 1</u>	Parking Breach Notice information
<u>Appendix 2</u>	Car parking areas
<u>Appendix 3</u>	Charges and concessions
<u>Appendix 4</u>	Liftshare scheme
<u>Appendix 5</u>	Exclusion zones
<u>Appendix 6</u>	Permit application process
<u>Appendix 7</u>	Pay-as-you-Park rules
<u>Appendix 8</u>	Tax Efficiency Scheme for Car Parking

Appendix 1 Parking Breach Notice – Information

Why is it necessary to issue a Parking Breach Notice?

In an ideal world, the Facilities Management Office would never have to issue any notices, but enforcement is necessary to prevent wrongly parked vehicles causing obstruction to the emergency vehicles and to protect spaces for staff, patients and visitors.

What are the charges for a Parking Breach Notice?

A standard charge of £40 is applied to all offenders.

I have just received a Parking Breach Notice – what should I do?

The one thing you should not do is ignore it. It will not go away and will cost more in the end.

If you have been booked for a breach that you admit occurred then the easiest course is to pay the charge which is reduced to £15 if paid within 14 days.

If you have reasons to Appeal against the Notice then any Appeal should be lodged directly with CP Plus – please follow the guidance stated on the PBN

Is there any point in Appealing or challenging the Notice?

In issuing Parking Breach Notices, there may be some special circumstances where there are reasonable grounds for cancellation or appeal. When the notice is placed on a vehicle the attendant cannot be aware of people's circumstances and this is when the appeal comes in.

- Once the appeal is lodged (subject to time and format stipulations stated on the PBN) the Appeals Panel considers the circumstances, reviews the photographs that would have been taken at the time of issuing and makes a decision.
- If the appeal is successful the case is closed
- If the appeal is unsuccessful the driver has a fixed period in which to pay (refer to details ,stated on PBN)

What would be grounds for a successful Appeal?

Each case would be judged on each individual's circumstances.

What if I say I was never there or didn't see the Notice?

Vehicle details are logged including date, time, make, colour and vehicle licence number at the time of the offence. Additionally, a number of digital photos are taken and are available on request.

Who makes the decision to issue a Parking Breach Notice?

The Car Park Attendants in conjunction with the CP Plus will check for previous breaches and issue the charges where appropriate in line with the Trust Car Parking Policy.

What if I refuse to pay the Parking Breach Notice?

A reminding letter would be sent by CP Plus with information in regard to the overdue payment and Civil Court proceeding will be instigated.

If you have any further queries, please contact the Facilities Management Office

- Extension 1416
- carparking.permits@sath.nhs.uk

The Trust defines that ‘any vehicle that is parked outside a designated parking space and / or not possessing an appropriate, up-to-date permit may be issued a Parking Breach Notice’

All vehicles entering the hospital site are subject to parking regulations. In enforcing these restrictions in a fair but equitable way, it should be noted that:

- Site signage satisfies the criteria that it is “reasonable” for a motorist to be aware of the potential consequence of his/hers actions when parking the vehicle.
- It has been made clear to what extent that parking is allowed or restricted and that enforcement action will be taken in respect of any subsequent infringement.
- All members of staff, patients and visitors that are in breach of parking rules will automatically be issued with a parking breach warning notice on the first occasion, except for gross infringement where a PBN will be issued immediately. (see main policy document, table 1)
- Following a breach, a PBN giving full details of the parking breach and the proposed cause of action to be taken by the enforcer will be placed in a prominent position on the ‘offending’ vehicle without causing it damage.
- Owners of vehicles issued with a PBN may appeal if they consider that mitigating circumstances apply. Refer to the procedure for challenge which is described on the PBN. Failure to pay an unchallenged PBN within the appropriate time period will be enforced at the discretion of CP Plus.

Appendix 2 Car Parking Areas

Areas for staff car parking are provided at all SaTH sites. There are approximately 1,000 staff parking spaces at each of the two hospitals. Areas for staff parking are identifiable by signage at the entrance to each car parking area. Parking areas are allocated as staff permit holders only or public parking only. Vehicles found to be parked in inappropriate areas will be issued with a warning.

Vehicles that are not registered on a permit are expected to pay at public rates irrespective of where they park. Failure to pay at the public rate may result in a PBN being issued to the offending vehicle.



NB: the staff car parking signs will be updated to remove the reference to displaying a staff parking permit.

The Trust, in partnership with CP Plus manages demand for spaces, and may from time to time reallocate areas for visitor or staff use where appropriate. In such cases, the areas will be clearly marked and appropriate signage installed.

At all times, it is the driver's responsibility to ensure their vehicle is parked in the appropriate area.

Appendix 3 Annual Staff Charges

AFC Band / Salary Range	Full Time Staff tariff
Band 1-3, Medical students	90
Band 4-5, Medical / dental staff at F1 / F2, or equivalent	120
Band 6-7	180
Band 8a-c, Medical Registrar (ST1+), Speciality Doctor & Associate Specialist	240
Band 8d, 9, VSM, Medical Consultants	300

All members of staff employed by SaTH must pay by monthly deduction from salary, and have the option of taking advantage of the Tax Efficient scheme but, in doing so will be deemed to have varied their contract of employment such that their entitlement to their current salary will be reduced by the amount of the car parking charges. Further details are set out in the document headed "Tax Efficiency Payments for Car Parking" which can be found at appendix 8

Concessions

Category	Concession against WTE rate
Part time staff*	50% (flat rate only)
Agency	n/a
Apprentices	50% of lowest tariff point

* Part time concession applies to flat rate only for staff with Trust contracted employment, contracted to work 22.5hours or less / equivalent to 22.5 hours (including any overtime)

Appendix 4 Liftshare Scheme

The Shrewsbury and Telford Hospital NHS Trust is committed to reducing single occupancy car journeys. The Liftshare scheme has been launched to reduce the number of staff vehicles on site and reduce carbon emissions.

The Liftshare scheme is available for all members of staff. Details of how to join can be found at sath.liftshare.com

A number of 'Lift Share Only' parking spaces have been allocated at each hospital site, for use in office hours. Lift sharers are entitled to park in these spaces, whilst single occupancy vehicles are not, except outside of office hours. The scheme is currently self-regulating although parking wardens will patrol the lift share areas and take action should any single occupancy vehicles (SOV) be found to be using the reserved spaces during weekdays between the hours of 7am and 5pm.

Who is it open to?

The Lift Share scheme is open to all Trust staff.

How do I apply?

Staff can register their interest in the Lift Share scheme at: sath.liftshare.com. This puts staff members in contact with other Trust staff who work similar shift patterns or live in close proximity to each other.

Rules

- It is open to a minimum of 2 members of staff occupying a vehicle at the time of the vehicle parking within an allocated space.
- Only car sharers are permitted to park within the allocated lift share spaces during weekdays between the hours of 7am and 5pm
- The scheme is self-regulating. Any abuse of the car share scheme (ie single occupancy vehicles parking in lift share spaces during weekdays between 7am and 5pm) will be subject to a warning. Continual abusers will be issued with a PBN. The Trust reserves the right to rescind the permit of serial abusers.
- Sharing travel costs is a benefit to lift sharers and rates are calculated within the Liftshare system. Rates represent running costs only, have no tax implications and do not affect insurance premiums. Any sharing of travel costs is at the discretion of Lift sharers, and not SaTH.

What are the Benefits?

- Dedicated parking spaces have been allocated at RSH and PRH which are close to staff entrances into each hospital
- Save on the cost of travelling to work
- Reduce single occupancy in vehicles to help make parking easier
- Opportunity to meet new colleagues and reduce carbon emissions

Appendix 5 Exclusion Zone and Exemptions

The Trust operates an exclusion zone whereby staff who reside within a set distance from their hospital base are not automatically entitled to a permit to park. The exclusion zone is currently set at a **one mile radius of each hospital site**, but the Trust will review this from time to time and may adjust this distance.

The introduction of the exclusion zone is intended to:

- Promote active travel
- Reduce demand on staff car parking space
- The Trust's principles of good corporate citizenship, and Improve the Trust's environmental impact

Upon applying for a parking permit, a staff member will be prompted to declare whether they reside within the exclusion zone. If this is the case, mitigated circumstances may be taken into consideration

EXEMPTIONS to proximity restrictions include (not an exhaustive list):

- Blue badge holders.
- Individuals not entitled to a blue badge but with a physical or psychological condition where parking on site is essential to their ability for attending work. Such cases will be considered on an individual basis, and all exemption claims on this basis must be supported by a letter from the applicant's GP.
- Shifts finishing on or after 7:00pm
- Shifts commencing on or before 7.00 am
- Essential car use for work purposes (minimum of 12 off-site visits per month from base of work): evidence will be required and must be endorsed by the relevant Department Manager
- Staff with dependents, considered on a case-by-case basis

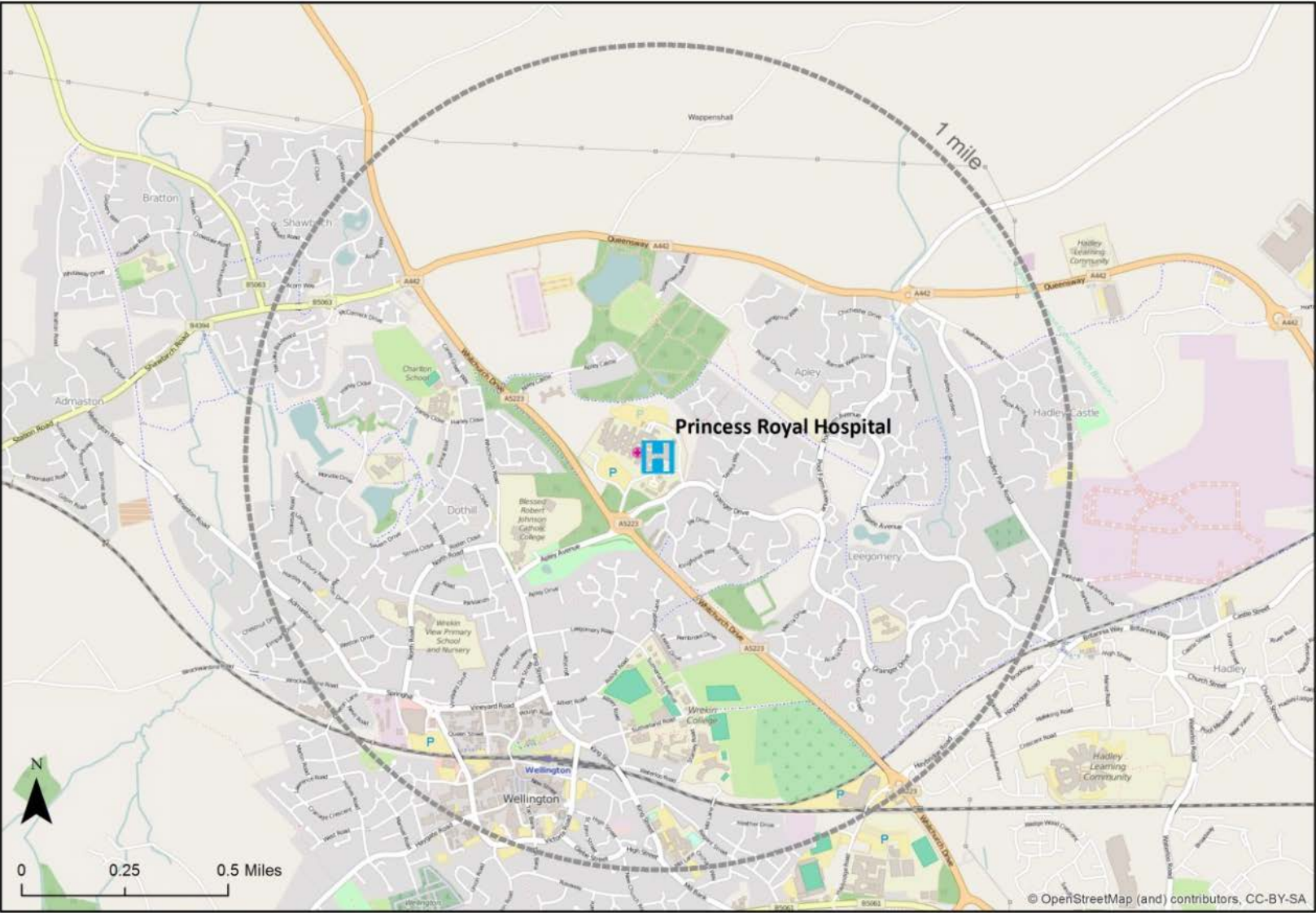
Exemption applications will be considered by a panel consisting of a representatives from: Staff side; Care Group; Corporate and Facilities Management.

In all cases, evidence will be required which has been verified by the applicant's line manager. It is the responsibility of the permit holder to inform the Facilities Management Office where their circumstances change. The Trust will periodically undertake an audit of permit applications in this category, and reserves the right to rescind permits where declarations are found to be negligent (ie where circumstances have changed and the permit holder has not declared changes to the Facilities Management office). **Declarations found to be fraudulent may be subject to disciplinary proceedings.**

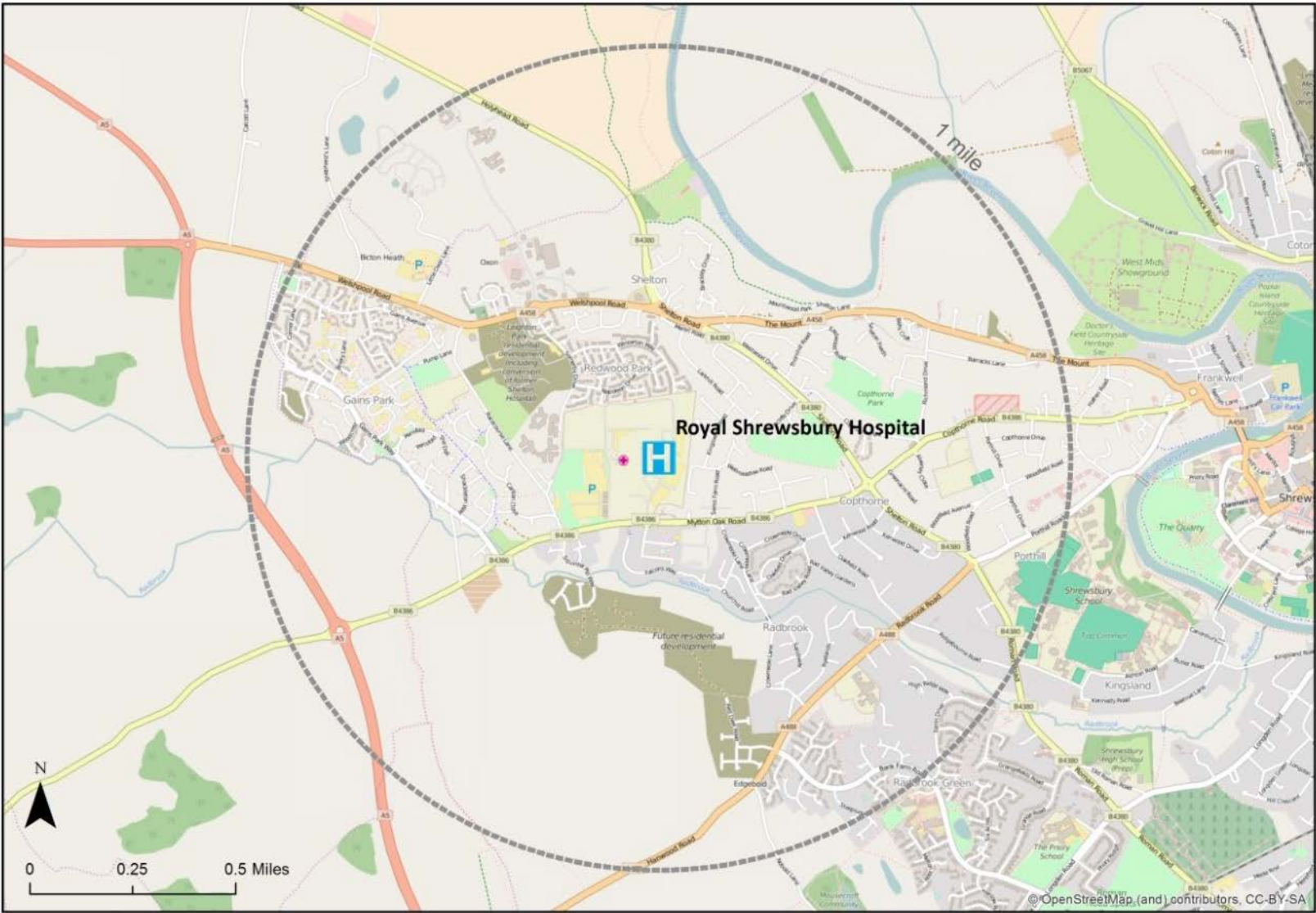
NB the Trust reserves the right to withhold the allocation of parking permits at any time, should it be evident that insufficient car parking capacity is available.

Due to limited spaces available and the Trust's objective to reduce Single Occupancy Vehicle travel (SOV) onto our sites, the Trust reserves the right to prioritise allocation and/or place applications on a waiting list where appropriate.

Permit exclusion zone - PRH



Permit exclusion zone - RSH



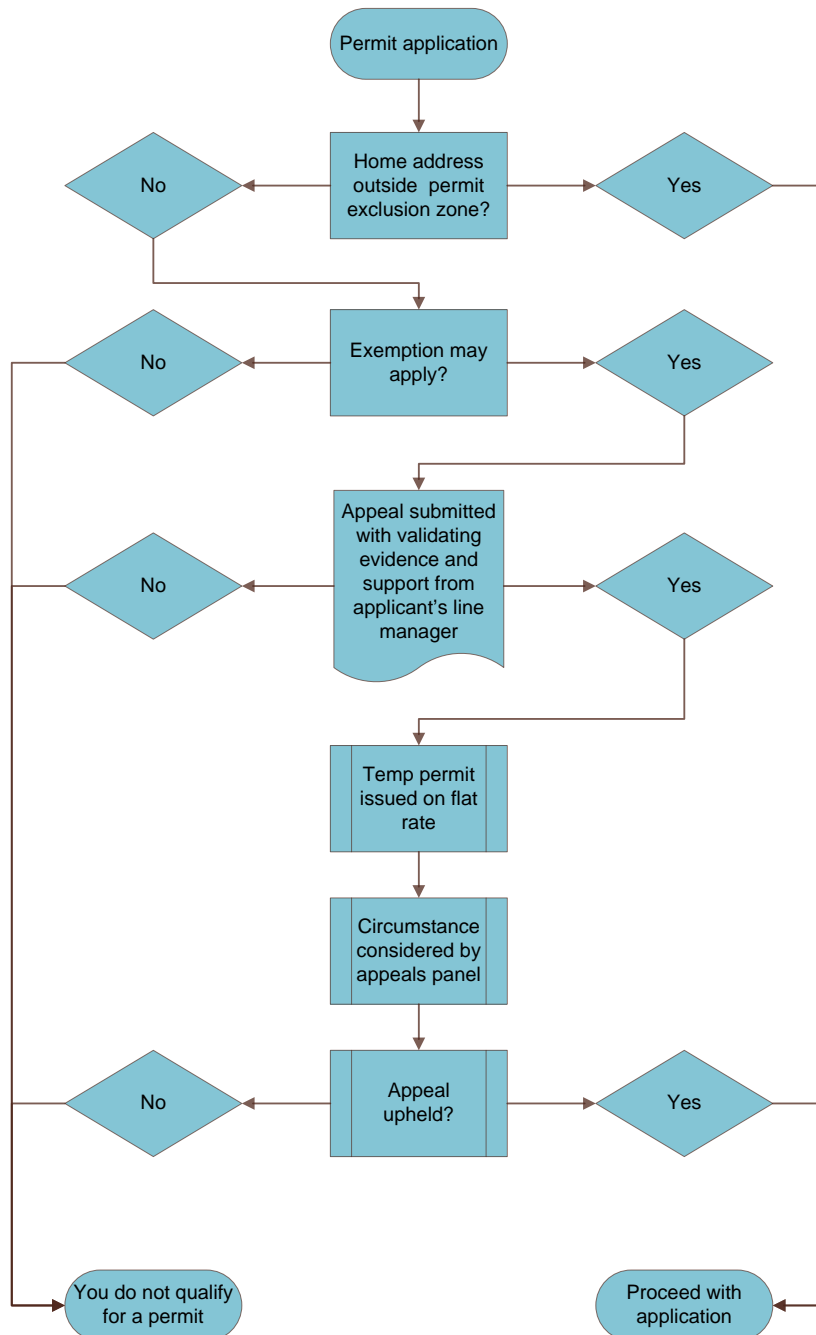
Appendix 6 Permit Application Process

Members of staff applying for a car parking permit are required to complete an online Car Parking application form which can be accessed here:

<http://shrewsburytelford.azurewebsites.net/>

Individuals living within a one mile radius of their hospital base are not automatically entitled to a parking permit, but will be assessed for eligibility for a car parking permit taking account of personal circumstances and clinical commitments.

Permit application flowchart



Appendix 7 Pay-As-You-Park Rules

On-site Parking Parameters

1 Accounting Time Periods

- The accounting period for all purposes of charging is a "day".
- A day is a 24 hour period commencing/ending at 04:00 on any day of the week. The number of days will vary according per month.
- A "month" is a calendar month.

2 Permit holders must be either Trust Employees and/or Volunteers

- Trust-employed Permit Holders will be identified primarily by: Employee Number, Surname and Vehicle Registration Number(s) (VRN).
- Non Trust-employed Permit Holders will be identified by: Permit Reference Number, Surname and VRN(s).
- Up to two vehicles can be registered by Permit Holders.

3 For parking payment purposes there are two primary groups of permit holders: Chargeable and Non-chargeable

Permit classes:

- Type A (chargeable) - pay per use (PAYP) via ANPR - payrolled staff with contractual base at either RSH or PRH
- Type B (chargeable) - staff paying by fixed tariff - payrolled staff with contractual base at neither RSH or PRH
- Type C - exempt from payment (non-chargeable)

The PAYP system will provide a mechanism for enabling itemised billing where staff have their work base at either hospital site hospital.

Non hospital site based staff must remain on monthly fixed rate system.

4a Type A Chargeable Permit Holders:

- Registered vehicles entering hospital sites will incur a charge determined by amount of visits per month multiplied by the permit holder's tariff rate.
- There is no limit on the number of occasions that registered vehicles can be on (either) site. PAYP permits will be charged once in any accounting day.
- All days on any occasion that a Permit Holder's registered vehicle(s) is brought on-site will be aggregated to form a charge each calendar month.
- The PAYP charging rate will be: the permit holder's daily tariff rate x the total number of days on site during the calendar month (irrespective of the number of visits per day).
- There is a charge cap of the equivalent fixed rate charge in any calendar month.
- To qualify for the PAYP scheme, Permit Holders must pay their parking charges via salary deduction.

4b Type B Chargeable Permit Holders:

- Registered vehicles entering hospital sites will incur a fixed monthly charge as determined by the permit holder's tariff rate.

4c Type C Non-chargeable Permit Holders:

- Non-chargeable groups include: Registered Volunteers; Registered Apprentices
Registered vehicles can be on-site for any duration without incurring parking charges.

ANPR Vehicle logging

1 Registered Vehicles (staff parking)

- A record of registered vehicle times entering and leaving the site will be available to the Trust for queries in the first instance.
- A provision for "enquiries" will be maintained should permit holders challenge their PAYP charge, and for security purposes.
- Recorded images of registered vehicles entering and leaving the site are retained on the CP Plus external database which can be used as definitive evidence (picture matching) for circumstances where a PBN is challenged.

2 Non-Registered Vehicles (public parking)

- CP-Plus controlled - as per the contract
- All enquiries dealt with by CP-Plus

Appendix 8 Tax Efficiency Scheme for Car Parking

Frequently Asked Questions

As a member of staff; as part of your remuneration, you can pay for your car parking Permit from your gross salary, thereby giving you the opportunity to receive income tax, National Insurance Contribution (NIC) and pension contribution savings on the value of your parking fees.

Are there any restrictions?

All members of the Staff Car Parking Scheme and who are employees of the Shrewsbury and Telford Hospital NHS Trust will be entitled to participate in the arrangement.

How will I benefit from the arrangements?

The amount you can save by paying through the Tax Efficiency Scheme is dependent to some degree on your tax, National Insurance and NHS Pension Scheme contributions. The car parking charge is taken from your gross salary and therefore you will save the amount of tax, NIC and pension contribution on the value of your parking fees.

Are there any circumstances where it may not be advantageous to participate in salary conversion arrangements?

The reduction in pay from the salary conversion represents a reduction in your 'pensionable' income for the period for the salary conversion. Upon retirement, NHS pension benefits in the amended 2008 scheme are currently calculated on the best of the last three years' pensionable pay, therefore, the reduction in 'pensionable' income is only likely to affect you if you are a member of the amended scheme and are using the Tax Efficiency Scheme for car parking fees during the last three years of your NHS employment (see below for further information). For those who are members of the new NHS pension scheme, the calculation for benefits is spread over the final 10 years of service and the resultant reduction may not be so noticeable.

If you are female and over 60 years of age, or male and over 65 years of age, and no longer pay any NIC, you will not receive the NIC benefits available to other employees from participating in Scheme and the resulting saving will be less. However you should benefit from the available tax and pension contribution savings.

If you are earning close to the National Minimum Wage level then you will not be able to take benefits through the Scheme where this results in your salary falling below the National Minimum Wage. Our payroll system will identify such situations.

If at any time your circumstances change, e.g. you move to a job that means your earnings move close to the National Minimum Wage, then you must notify the Human Resources Department of the changes immediately.

How does the Tax Efficiency Scheme affect my pension benefits?

By entering into the Tax Efficiency Scheme for the staff car parking scheme, your monthly pension contributions are reduced. This currently means that you make an additional saving in pension contributions each month on top of the tax and NIC savings. As the NHS pension is currently calculated using the best 'cash' pay (but excluding the value of the membership of the staff parking scheme), it is not recommended to be in the Tax Efficiency Scheme in your final year of service.

In the following circumstances listed below, there would be an impact on your pension or pensions benefits if you were in the Tax Efficiency Scheme for the staff car parking scheme in your final year, albeit that the impact will not be significant:-

<ul style="list-style-type: none">• Ill-health retirement• Early retirement• Pension transfers	<ul style="list-style-type: none">• Redundancy• Death in service
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How does the Tax Efficiency Scheme affect Statutory Maternity Pay?

Statutory Maternity Pay (SMP) could be affected by the salary conversion during the first six weeks of statutory maternity leave, when SMP is based on actual earnings. However, if you leave the Tax Efficiency Scheme at least 26 weeks before your baby is due, your SMP entitlement will be unaffected.

How does the Tax Efficiency Scheme affect my other state benefits?

A number of state benefits such as Statutory Sick Pay and State Pension are dependent on you maintaining a minimum level of National Insurance Contributions. It is therefore vital that entering the Tax Efficiency Scheme does not cause your 'cash' salary to reduce below £412 per month (£95 per week) for state pension or Statutory Sick Pay requirements

How does the Tax Efficiency Scheme affect Tax Credits?

A salary conversion for the Staff Parking Scheme can reduce your relevant pay for tax credit purposes as the value of these benefits are not included as income. This may have the effect of increasing your WTC award.

How does the Tax Efficiency Scheme affect my death-in-service life assurance benefits?

The Trust's Life Assurance policy currently pays an employee's estate two times pensionable pay should the employee die in service. The effect of salary conversion reduces pensionable pay and therefore the amount payable to the estate would be reduced.

How will payments through the Tax Efficiency Scheme be shown on my payslip and end of year form P60?

Your payslip will continue to show your Basic Pay. You will see a reduction from Basic Pay for the Staff Parking Scheme on your payslip. Your P60 will reflect your taxable salary, i.e. your Basic Pay minus salary conversion.

Do I need to inform HM Revenue and Customs?

No. We have notified the Revenue of the introduction of the Tax Efficiency Scheme for the Staff Parking Scheme and therefore you do not need to take any action.

How long do I have to make my decision?

To join the Tax Efficiency Scheme for the Staff Parking Scheme your completed Staff Parking Permit application form must be submitted to the Car Parking Department at RSH. You can do this at any time and the Tax Efficiency element will be implemented from the next full calendar month of being in the scheme. In order that the Tax Efficiency Scheme is valid there must be a variation of your contract of employment in advance of the new arrangement. If no form is submitted we will assume that you will continue to meet the scheme fees from your net pay.

You can join the Scheme by agreeing to the change to your employment terms and conditions at any time during the year. You will benefit from the savings from the first month after we have received a signed application form.

How frequently can I change my decision?

You will be asked to join the Scheme for a minimum of one year in the first instance. If you do not inform us of any change in your decision your arrangements will remain in place year on year.

If you opt out of the Tax Efficiency Scheme and continue to be a member of the Staff Parking Scheme, a deduction will be made at the standard rate each month from your net pay.

Any other questions?

If you have any general questions about joining the scheme please speak to the Car Parking Department on x1416.

However if you should have concerns about the effect of your personal finance, e.g. on retirement, etc, then you should contact an Independent Financial Advisor. The Trust is not qualified to provide such financial advice and you can contact the Independent Financial Advisor (IFA) customer helpline (0800 085 3250) which will provide you with details of IFAs in your local area. Alternatively visit their website www.unbiased.co.uk for further information. You should be aware the IFAs may charge a fee for providing such advice