

W20.1 STAFF PARKING GUIDANCE DOCUMENT

Appendix 1 Parking Breach Notice information

Appendix 2 Car parking areas

Appendix 3 Charges and concessions

Appendix 4 Liftshare scheme

Appendix 5 Exclusion zones

Appendix 6 Permit application process

Appendix 7 Pay-as-you-Park rules

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.

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.



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.

STAFF CHARGES (ANNUAL) as from 1/4/18

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

Concessions

Category	Concession against WTE rate
Part time staff*	50% (fixed 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)*

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

EXCLUSION ZONE

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** “as the crow flies” and therefore actual travel distances will vary. Staff who do not qualify for a permit due to proximity restrictions are at liberty to pay to park at public rates

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. A “place of residence” is the residence that is stated on the staff member’s electronic staff record. If this is the case, mitigating circumstances may be taken into consideration.

EXEMPTIONS to proximity restrictions:

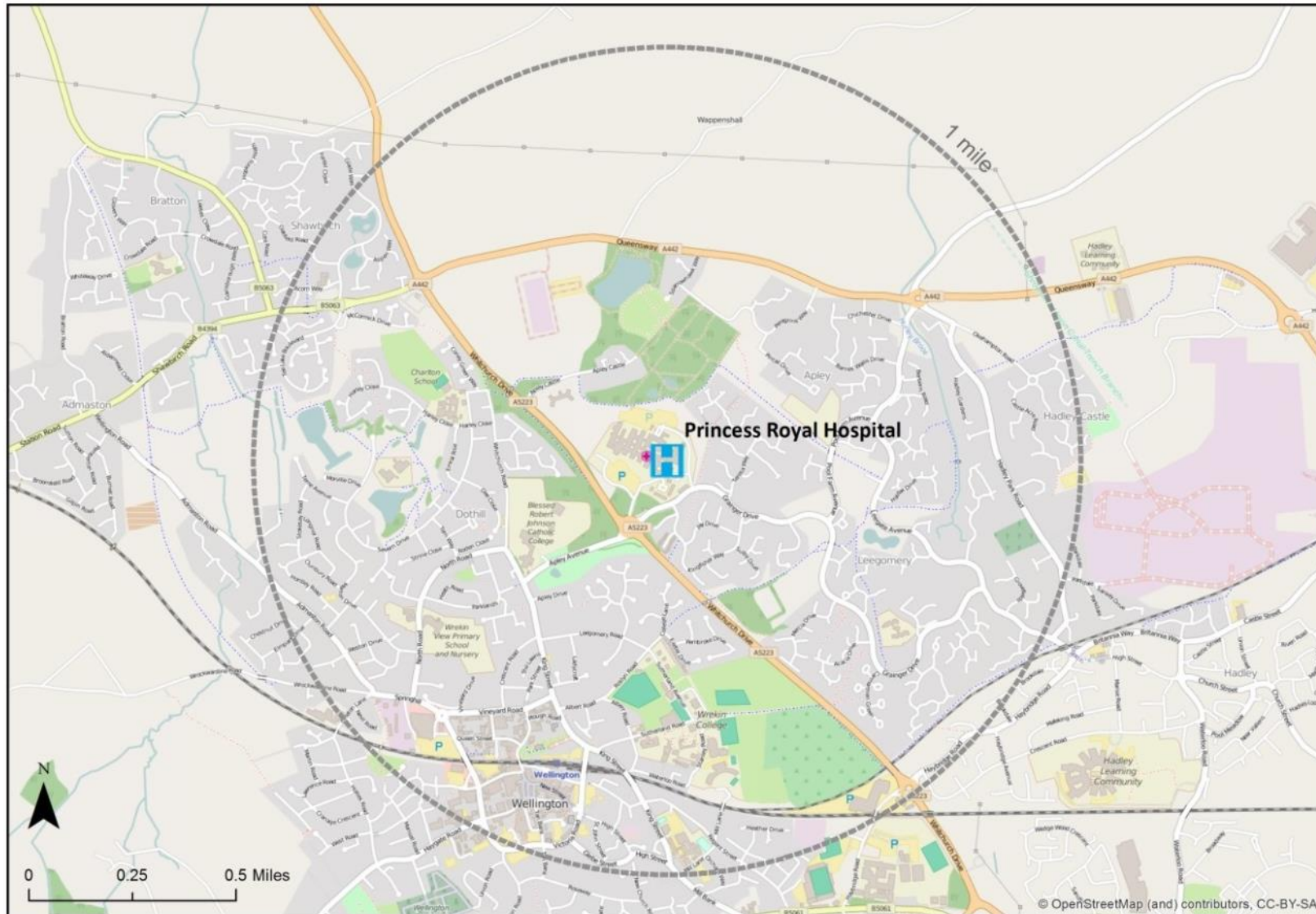
- Blue badge holders.
- Individuals not entitled to a blue badge but with a physical or psychological condition where parking on site is essential to their ability for attending work. Such cases will be considered on an individual basis, and all exemption claims on this basis must be supported by a letter from the applicant’s GP.
- Shifts finishing on or after 7:00pm (minimum of twice per calendar month or equivalent)
- Shifts commencing on or before 7.00 am (minimum of twice per calendar month or equivalent)
- Essential car use for work purposes (minimum of **five** 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 on a case-by-case basis (eg a child under 14 yrs old, spouse, parent, or certain other relative to whom one is responsible for contributing all or a major amount of necessary support)

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

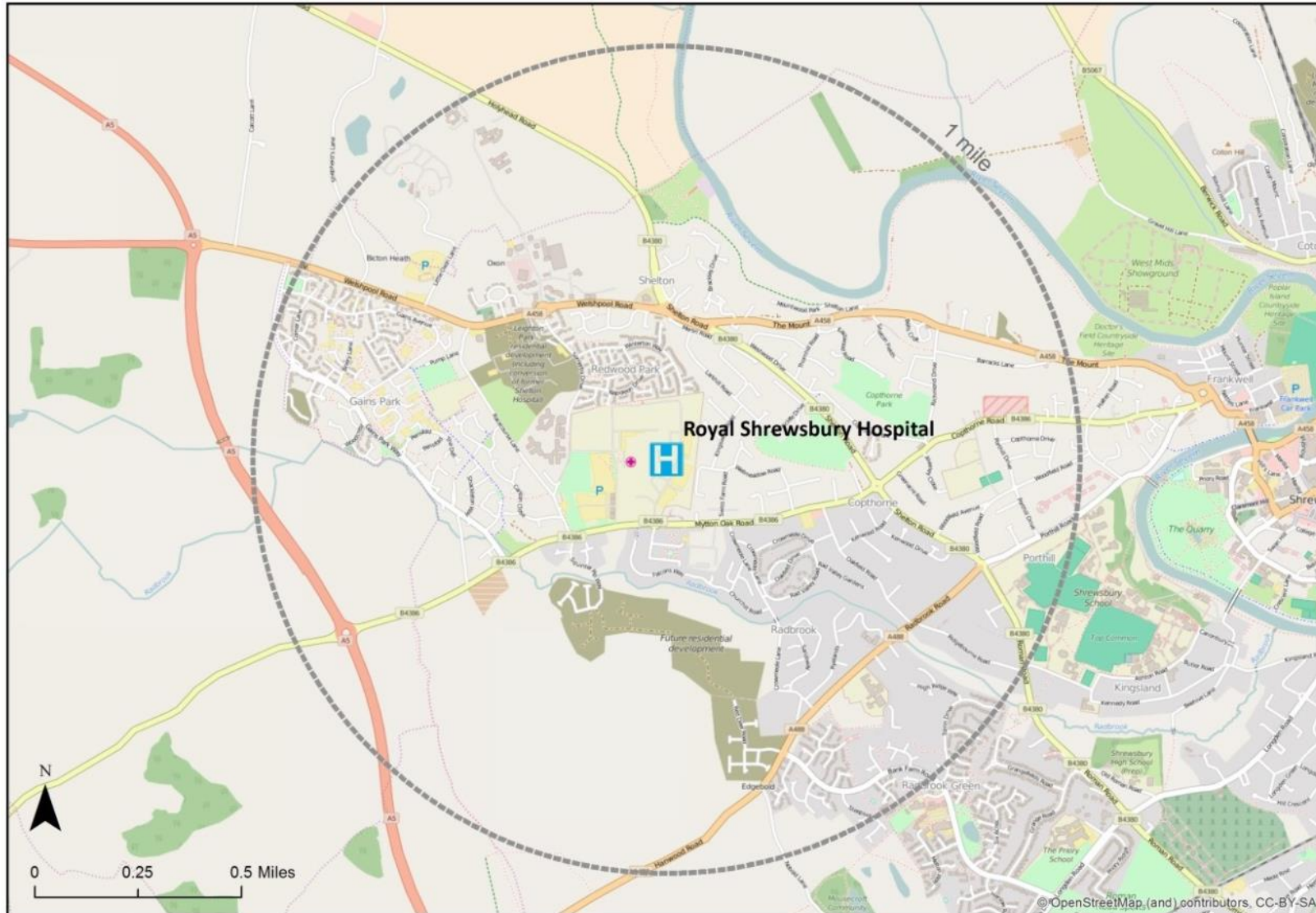
In all cases, evidence will be required which has been verified by the applicant’s line manager. It is the responsibility of the permit holder to inform the Facilities Management Office where their circumstances change. The Trust will periodically undertake an audit of permit applications in this category, 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

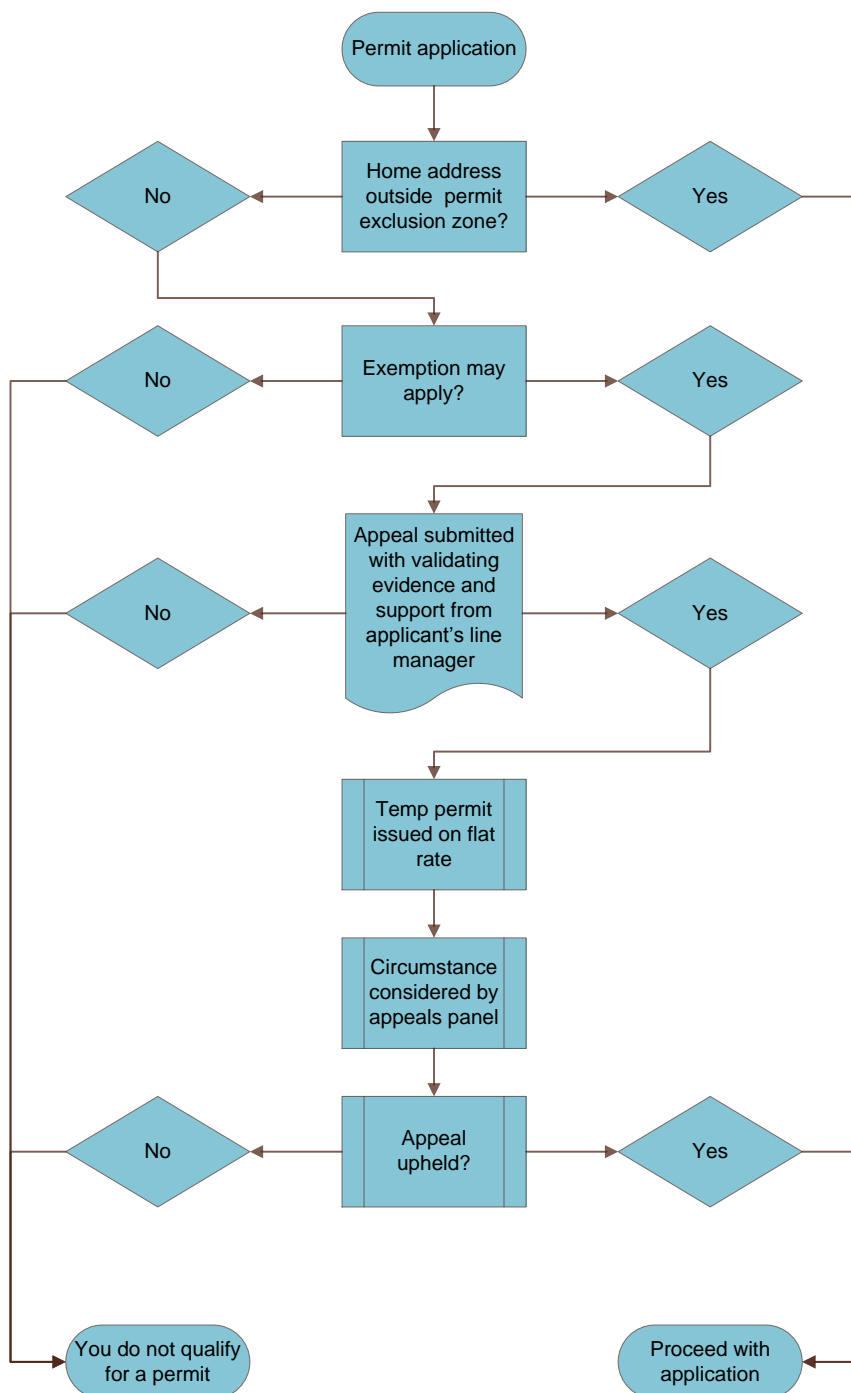


PERMIT APPLICATION PROCESS (Note: planned launch autumn 2017)

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

Link

Permit application flowchart



Information requested from applicants online will be used by the Trust to:

- a) identify the applicant's eligibility to apply for a staff permit
- b) process applicant's payments at the appropriate tariff point

This information is shared with the Trust's car park management partners CP Plus who manage the ANPR system. Information is stored securely, will not be passed to any other third party and will be retained for the period of up to 6 months after the permit has expired. This is to ensure continuity where leavers return to work in line with Agenda for Change rules (eg after retirement).

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 (please see appendix 5 for details)

APPENDIX 7

PAY-AS-YOU-PARK RULES (Note: under development as at Mar-17)

On-site Parking Parameters

- 1 Accounting Time Periods (tba)**
- 2 Permit holders must be either Trust Employees and/or Volunteers**
 - Trust-employed Permit Holders will be identified primarily by: Employee Number, Surname and VRM(s).
 - Non Trust-employed Permit Holders will be identified by: Permit Reference Number, Surname and VRM(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 - staff with contractual base at either RSH or PRH
 - Type B (chargeable) - pay by fixed tariff - 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.

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.
 -
 - All occasions 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 unit tariff rate x the total number of units on site during the calendar month).
 - There is a charge cap of the equivalent fixed rate charge in any calendar month.
 - A qualifying requirement for the PAYP scheme is that Permit Holders must agree in advance to 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

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 their contractual terms and conditions
- All enquiries dealt with by CP-Plus