

Access & Transport Policy

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Please fill the table below:

Amend No	Issued	Page	Subject	Action Date

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Include details of when the document was last reviewed:

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2.1	07.06.2018	Chris Box		Includes comments from Exec review
2.2	25.07.2018	Chris Box		Includes comments from Policy Group 24.07.2018

SUMMARY OF POLICY

The Trust recognises its responsibilities to contribute to a 'greener' environment and is committed to a Green Transport Policy that aims to implement measures that help reduce the need for employees to bring their car (or motorcycle) to work and promotes awareness of the benefits of alternative travel methods.

The Trust, however, also recognises that some employees need to use their car (or motorcycle) for travel to and from work and/or for travel in connection with their job. Other people, such as patients, visitors, contractors and trainees/students also need to use their car (or motorcycle) for travel to and from Trust premises.

The demand for car parking at the Trust sites far exceeds the spaces available and therefore this policy seeks to provide a fair and equitable solution to allocate and effectively utilise the available car parking spaces for staff, patients and visitors.

The Green travel plan requirement from Local Authorities means that we need to consider how much we charge for parking (in order to deter car usage and support alternative transport options).

The aim of the policy is to:

1. Formalise and raise awareness of the Trust's car parking arrangements;
2. Raise awareness of the alternatives to using a car (or motorcycle) for work and the support available from the Trust;
3. Ensure employees and other users are aware of their responsibilities in respect of this policy;
4. Ensure employees and other users are aware that action will be taken in consequence of a failure to act in accordance with either the letter, or spirit of the policy.

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ACCESS AND TRANSPORT POLICY

1. INTRODUCTION & PURPOSE

- 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 Trust and non-Trust sites. This policy covers the main aspects of operational processes associated with car parking within the Trust owned sites and those sites where Solent is a tenant but is able to purchase car parking spaces and where there is a clear need for staff who work at such locations to be mobile, whilst also addressing the wider access and transport issues that the Trust faces.
- 1.2 The Trust aims to operate a safe and fair system for controlling public and staff parking on Solent NHS Trust sites and those operated by partner organisations where appropriate.
 - 1.2.1. The Trust will ensure where practicable appropriate, adequate and easily accessible parking for patients, visitors and key staff visiting or working on the Trust managed sites.
 - 1.2.2. Priority will be given to patients, visitors and key staff groups, so that available car parking spaces are fully utilised.
 - 1.2.3. The purpose of this policy is to provide guidance for staff on any sites where Solent NHS Trust services operate that necessitate a managed parking solution to support the requirements and processes for the control of public and staff parking.
 - 1.2.4. The provision and effective management of car parking is an important function if control is to be maintained over the number of parking places held at the Site.
 - 1.2.5. There is no absolute right to park on any site managed, owned or from which Solent NHS Trust provides services from or for the Trust to provide car parking spaces at these sites. The Trust does not have a responsibility to guarantee individuals a car parking space even where a parking permit has been issued.
 - 1.2.6. All staff are responsible for their own travel to work arrangements and, if they choose to drive to work, this includes the cost of parking their vehicle.
- 1.3 To support the broader access and transport issues the Trust will work closely with a range of organisations to provide alternative transport options including access to Liftshare and car-pooling schemes, improved public transport routes and cycle to work initiatives and will also link with the move towards increased mobile and flexible working.

2. SCOPE & DEFINITIONS

- 2.1 This policy applies to bank, locum, permanent and fixed term contract employees (including apprentices) who hold a contract of employment or engagement with the Trust, and secondees (including students), volunteers (including Associate Hospital Managers), Non-Executive Directors, governors and those undertaking research working within Solent NHS Trust, in line with Solent NHS Trust's Equality, Diversity and Human Rights Policy. It also applies to external contractors, Agency workers, and other workers who are assigned to Solent NHS Trust.

2.2 Solent NHS Trust is committed to the principles of Equality and Diversity and will strive to eliminate unlawful discrimination in all its forms. We will strive towards demonstrating fairness and Equal Opportunities for users of services, carers, the wider community and our staff.

2.3 Solent NHS staff will be expected to abide by the policies in place for those sites, which are not the Trust's responsibility. Staff will be personally responsible for parking charges at those sites. The Trust will not reimburse staff if the charges for other sites are higher than those for our own sites.

3. PROCESS/REQUIREMENTS

3.1 Staff Parking Eligibility

If the Trust assesses that less car parking spaces are available than are required by patients, clients and visitors the following priority criteria will apply:

3.1.1. **Individuals with a disability** which affects their mobility and who hold a valid Blue Badge. If the individual has applied for a blue badge and is awaiting a decision, the Occupational Health Team will determine whether they are eligible for a permit during this time.

3.1.2. **Individuals who have short-term mobility problems**, which necessitate parking close to their work base in order for them to remain at work which is supported by the Occupational Health Team.

3.1.3. Car users with special circumstances: for example staff who regularly work weekends or night shifts (after 20:00 but before 07:00).

3.1.4. **Individuals who need access to their car on a regular basis** this includes:

- Individuals who provide a domiciliary or similar care service, each case will be separately assessed.
- Clinical staff that regularly visit patients in the community for half their working time or who work across multiple sites on a regular basis, so spending less than 50% of their working time at their base.
- Staff who have been asked to work significant distances from their normal base.
- Staff that need to use a base as well as use their car in the course of a normal day to visit other sites or attend off-site meetings. This would include trainers, members of the estates teams and corporate business partners but this list is not exhaustive.
- Individuals who travel on average more than 3,500 business miles a year.

The mileage will be monitored through the health roster system and approved by the individual's line manager.

3.1.5. **Staff who car share**, two or more staff who arrive on site in one vehicle thus reducing the number of single occupancy car journeys and the demand for parking spaces, but this does not apply to staff who arrive from the same address.

3.1.6. **Staff who consider that they require a permit under exceptional circumstances** will make a written application to their line Manager who will then put forward a case to the Head of Facilities.

The following individuals are not eligible for a parking permit:

- Staff who are not based on the relevant site for part of their duties.

- Staff who live within the three mile exclusion zone, calculated on the basis from home to site by the shortest route in miles.
 - Staff with access to other reasonable means of transport. Reasonable access is currently defined as being within 400 metres from a bus stop, with a service that runs every 30 minutes or 800 metres from a rail station, with a service that runs every hour. It is not reasonable if the individual has to change buses or trains more than once or adds an additional 30 minutes onto their commute.
 - Students on less than a year's placement.
 - Staff who do not have a contract of employment or engagement with the Trust, e.g. bank staff
- 3.1.7. All staff that do not fall into any of the six categories as stated above may apply for parking on site but will only be approved if enough spaces are available. The distance from the individual's home will be considered in the allocating of permits if required.

Where agreed some departmental permits will be provided for use on the following basis:

For Special Needs/On call/Occasional travel – for staff that do not hold a permit but may need to bring their vehicle on site occasionally for business reasons, or visit other sites on an ad-hoc basis where public transport is not a viable option, or to deliver/pick up heavy equipment, etc.

Departmental Permit(s) are not issued to individual staff, but belong to a department and are issued by a nominated person in that department who will keep a record of use. The Head of Facilities has the right to audit the log to ensure the system is not being abused.

Applications will be considered on a case by case basis by the car parking management team. Application must be made to the car parking management team on 02392 680031 or email car.park@solent.nhs.uk (ensuring you put "Departmental Permits" in the email subject heading) explaining the need for a Departmental Permit.

Departmental permits can be used in Staff Car Park areas only. The issue of a permit does not guarantee a parking space. The terms and conditions of parking on site must be adhered to. Any staff member using a Departmental Permit who receives a Penalty Charge Notice (PCN) for non-compliance is individually liable for that notice.

- 3.1.8. The Trust wide parking administration team based at St Mary's Community Hospital will be responsible for ensuring the eligibility criteria is applied for each site through an applications database.
- 3.1.9. The individual and that person's line manager must inform the Trust wide administration system of any changes that may affect the individual's eligibility.
- 3.1.10. Staff who access the site only to pick up and leave items may use the designated drop off/pick up parking spaces for up to 30 minutes.

3.2 PERMITS

3.2.1. Permits

- 3.2.1.1. Permits will be issued through the parking management team for the individual site following confirmation that the eligibility criteria has been met.
- 3.2.1.2. The cost of a permit is based on a scale charge linked to staff banding and details of the scale charges are shown in Appendix 'C' Scale of Charges. The preferred method of payment will be by direct debit in line with the scheme that is already in place with Shared Business Services (SBS), where this causes an issue for staff an alternative method of payment may be considered.
- 3.2.1.3. Staff can apply for a permit online through the parking administration system unless there is an alternative method of application for the individual site. A paper application form can be requested.
- 3.2.1.4. Details of applications will be recorded and maintained by the parking administration team and on a computerised database.
- 3.2.1.5. The commencement of parking charges will always be on the first of the month, and ending charges will be on the 30th of the month.

3.2.2. Data Protection

- 3.2.2.1. Solent NHS Trust is fully committed to full compliance with the requirements of Data Protection Legislation. Any data users who have access to personal data will abide by their duties under the Data Protection Legislation. The Trust will only appoint a Parking Management Company that also adheres to these requirements. Total Parking Solutions were previously appointed for St Mary's Community Hospital and are fully compliant with this requirement.

3.2.3. Cross-Site Inclusion

- 3.2.2.1. Staff who travel between Solent NHS Trust sites in the course of their work will have cross site inclusion and only one daily charge will apply, for the avoidance of doubt this relates only to Solent NHS owned sites or sites where Solent are a tenant and have sole responsibility to manage the parking arrangements, currently this only applies to Highpoint. Cross-site inclusion does not give you an absolute right to park on any site owned or managed by Solent NHS Trust or guarantee you a parking space.

3.2.4. Terminations

- 3.2.4.1. Staff will be required to terminate their permit through the parking administration system to ensure that their monthly parking charges are stopped from their salary prior to the commencement date of the period of absence.

3.2.4.2 Staff that are on secondment, maternity leave, paternity leave or long term sickness (long term sickness being over 4 weeks) can suspend their parking charges and have their parking reinstated on their return to work, provided they have given details to the parking management system or premises manager for the site prior to their period of absence (parking charges will always be on the 1st of the month, and ending charges will be on the 30th of the month).

3.2.5. Staff Parking Areas

- 3.2.5.1. Where designated areas are set aside for staff car parking, staff must not park in any other areas.

3.2.6. Motorcycles and Bicycles

- 3.2.6.1. Clearly defined areas will be made available for parking motorcycles and bicycles.

3.2.7. Hazardous Parking

- 3.2.7.1. Any vehicle parked in a manner that causes an obstruction, a health and safety issue or impedes the working of the site will be issued with a Penalty Charge Notice (PCN) from the Parking Management Company appointed by the Trust for the specific site/s.

The issue of a permit does not guarantee access to a parking space - these will be taken on a first come first served basis.

Staff parking permits are not transferable to other Trust & Non Trust members of staff or the public. If you allow another person to use your permit the Trust will take steps to recover its outlay/losses for the period of misuse of the permit and may cancel your permit and you may be subject to formal internal action.

3.3 PATIENT / VISITOR PARKING

3.3.1. Patient and Visitor Parking Charges

- 3.3.1.1 See appendix C for the full rate of fees for patients and visitors.

3.3.2. Drop off Zones

- 3.3.2.1. Where available drop off areas will be located close to the Main Entrances, these will provide short term parking to enable patients to be dropped off/collected without the need for the driver to park. Staff who access the site only to pick up and leave items may also use the designated drop off/pick up parking spaces for up to 30 minutes. The policy recognises that drop off areas are not available at all Trust sites.
- 3.3.2.2. The Parking Management Company appointed for the specific site will monitor abuse of drop off areas and penalties will apply if length of stay exceeds 30 minutes.

3.3.3. Emergency Vehicles

- 3.3.3.1. Clear access for emergency vehicles must be maintained at all times. No parking is permitted in areas marked with yellow lines with the exception of emergency vehicles.

3.3.4. Disabled and Blue Badge Holders

- 3.3.4.1. Disabled parking facilities are provided close to the main entrances of each building.
- 3.3.4.2. Solent NHS Trust recognises the Blue Badge Scheme.
- 3.3.4.3. Misuse of the Blue Badge Scheme is a serious offence and will be reported to the appropriate agency.

3.3.5. Motorcycles

- 3.3.5.1. Clearly defined areas will be made available for parking motorcycles.

3.3.6. Contractors

- 3.3.6.1. The Head of Facilities and in the case of an individual contractor, their line manager, will confirm whether a contractor is eligible to apply for a permit or for a discount and will make the arrangements for the discount to be applied at the relevant site(s).

3.3.7. Abandoned Vehicles

3.3.7.1. Vehicles abandoned on site will be removed by the normal arrangements with the Local Authority.

3.3.8. Hazardous Parking

3.3.8.1. Any vehicle parked in a manner that causes an obstruction, a health and safety issue or impedes the working of the Hospital will be issued with a PCN.

3.3.9. Neighbours

3.3.9.1. It is acknowledged that some Solent NHS Trust sites are based near to housing estates and parking facilities may be subject to misuse by neighbours, particularly out of hours, this will be monitored by the nominated parking management company and any identified misuse of long-term parking by neighbours will attract a PCN.

3.3.9.2 It is recognised that staff will sometimes need to park in the local residential area and it is expected that staff will park courteously to minimise any impact to local residents. If complaints are received from local residents this information will be passed to the line manager to discuss with the individual member of staff.

3.3.10 Liftshare and car-pool users

3.3.10.1 A Liftshare or car pool facility will be introduced to encourage staff to car share where this is practicable. The use of a private company to support this scheme is the most effective method of managing a car share scheme and Liftshare is the largest and best known of these private companies in the UK and they already work with a number of NHS Trusts.

3.3.10.2 Reasons for a private car sharing scheme are

- Only a private scheme will achieve a significant amount of car sharers (potentially 100's) as the scheme will be for staff only and the feeling of safety travelling with colleagues all going to the same destination will create many shared journeys this cannot be achieved by the public network who are random people not going to the same destination and will only create a couple of journeys. Behavioural change will be significantly more effective in a private shared scheme as this is a safe and secure platform for staff only, with a vast amount of potential shared journeys.
- A private car share scheme will reduce parking demand and realise multiple car parking spaces within our carparks.
- Only a private scheme has a dashboard for tracking all car sharers and numbers enabling facilities/estates to create a car parking policy for permits and monitor our Carbon Dioxide (CO₂) and Nitrous Oxides (NO_x) (air quality) emissions as well as monitoring savings to staff, miles and money saved through the private scheme dashboard.

Private schemes help:

- Invaluable for colleague networking
- Reducing the need of car park spaces through an intelligent Liftshare platform and management
- Less congestion, less stress, potential increase in productivity for staff
- Aids in the delivery of travel plan objectives
- Focus on Corporate Social Responsibility targets

- Enhances the Trust's ethos of encouraging a healthy and balanced lifestyle amongst staff
- Bespoke reporting tools enable capture of key management information
- Reduces travel costs for members of staff
- Feeling of safety travelling with others
- Encourages social responsibility amongst members of staff
- Reduces CO2 and NOx emissions
- Reduces travel congestion around Southampton and Hampshire

3.4 **CAR PARK MANAGEMENT**

Where appropriate the Trust's car parks will be managed by an external parking management company on behalf of, and work closely with the parking administrator and parking administration team. Where this isn't appropriate the car park will be managed locally by security and/or the premises management team.

A parking management group comprising of at least, the Head of Facilities, nominated representatives from Services, nominated HR Consultant and a representative from Staff Side will be formed to review the implementation and delivery of this policy.

The Trust is responsible for the actions of private contractors who run car parks on its behalf.

3.4.1. WARNINGS AND FINES

Warnings and PCN's will be issued by the Parking Management Company for any vehicles found to be parking inappropriately. It is the responsibility of the individual to ensure payment of any fine incurred by them. PCN fines will not be deducted from Staff's pay.

3.4.2. APPEALS PROCESS

3.4.2.1. PCNs

Any appeals will be dealt with by the Parking Management Company appointed by the Trust for the particular site that the PCN was issued on in the first instance.

If an individual is unsuccessful and deem they have extenuating circumstances to appeal against the issuing of the PCN they can appeal to the Trust through the Head of Facilities.

3.4.2.2. STAFF PERMITS

If an individual is unsuccessful in applying for a permit they can appeal to the Parking Management team through their line manager. The decision of the appeal will be final.

Individuals will not have recourse to the grievance policy if they are unsuccessful in their application for a permit.

3.4.3. GENERAL INFORMATION

Vehicles are parked at the owners' risk. The Trust cannot be held responsible for loss or damage to vehicles whilst parked on NHS property.

The Trust acknowledges that on occasion appointments / meetings may overrun and it would be unfair to penalise patients and visitors in such circumstances. Where a site has a parking management system in operation, the reception will be able to access the system software and generate an exception, which overrides the automatic penalty issue.

The Trust is sympathetic to the needs of visitors attending its sites and acknowledges that some visitors' mobility combined with the spread out nature of the parking arrangements may lead to a slight overrun on time that parking is paid for. The Trust will incorporate a 30-minute grace period before fines are automatically generated to allow for such eventualities.

4. ROLES & RESPONSIBILITIES

- 4.1 The Director of Finance, Performance & Estates holds responsibility for the Access and Transport policy.
- 4.2 The Associate Director of Estates & Facilities and Head of Facilities hold responsibility for the operational management of the policy.
- 4.3 The parking administration team based at St Mary's Community Hospital will manage permit applications through a computerised database.
- 4.4 All staff have a responsibility for ensuring that the principles outlined within this document are universally applied. Any staff using the parking facility will be required to adhere to this policy.

5. TRAINING

- 5.1 The Trust recognises the importance of appropriate training for staff. Training will be given to key staff members involved with the appointed Parking Management Company and for all staff who are involved in implementing any aspect of this policy.

6. EQUALITY IMPACT ASSESSMENT AND MENTAL CAPACITY

- 6.1 This policy has been written in order to manage the allocation of car parking spaces on Solent sites to ensure that there is a consistent approach to car park charging across the Trust and to ensure that alternative means of transport are appropriately considered and promoted. It will ensure that patients are given priority for parking and that staff that genuinely need parking in order to do their job are allocated it. As part of the development of this policy an equality impact assessment was undertaken, a copy of which can be seen at Appendix A.

7. SUCCESS CRITERIA / MONITORING EFFECTIVENESS

- 7.1 The success of this policy will be monitored through regular monthly meetings with the car parking management company, where they have been appointed, and through the car parking administration team with a focus on performance against agreed targets including reduction in Carbon Dioxide (CO₂) and Nitrous Oxides (NO_x) emissions, reduced journeys and reduction in fuel costs. Measurement of achievement against the set targets will be through analysis and monitoring of data by the Trust building and environmental compliance manager and reported through the Estates, Facilities & Sustainability Sub-Group and will be reported in the annual sustainability report. Success will also be determined through feedback from regular surveys

7.2 Monitoring of effectiveness will be assessed through regular review of performance data at the Estates, Facilities and Sustainability Sub-Group meeting.

8. REVIEW

8.1 This document may be reviewed at any time at the request of either staff side or management, but will automatically be reviewed 3 years from initial approval and thereafter on a triennial basis unless organisational changes, legislation, guidance or non-compliance prompt an earlier review.

9. REFERENCES AND LINKS TO OTHER DOCUMENTS

- 9.1 The following policies, documents and guidance have been used in developing this policy:
- Health & Technical Memorandum 07-03: NHS car-parking management (2015 Edition)
 - HS01 Health & Safety Policy June 2015 (S&I Updated 2016)
 - ESF001 Sustainability Policy
 - Southampton City Council 'My Journey' workplace travel programme (*My Journey is a travel awareness campaign delivered by local Councils and partners, with funding from the Department for Transport that seeks to help Hampshire residents get around more easily, using a range of different travel choices and options*).

10. GLOSSARY

CO2 – Carbon Dioxide

NOX – Nitrous Oxides

Parking Administrator – Nominated Facilities Management lead

Parking Management Company – the appointed contractor to manage the car parking on each Solent site

Parking Management Team – Nominated team to oversee the process of implementing, delivering and managing car parking at Solent sites located at St. Mary's Hospital

PCN – Penalty Charge Notice issued by the parking management company

SBS – Shared Business Services – collection of direct debit charges

Appendix: A Equality Impact Assessment

<u>Step 1 – Scoping; identify the policies aims</u>	Answer		
1. What are the main aims and objectives of the document?	To provide an equitable car parking solution across the Trust and promote alternative means of transport and to reduce the Trust carbon footprint.		
2. Who will be affected by it?	Staff, patients and visitors to the sites covered by this policy.		
3. What are the existing performance indicators/measures for this? What are the outcomes you want to achieve?	These are currently limited due to limited data availability. Outcome is reduction in NO2 and carbon footprint, improved feedback from staff and other users, recognition that this policy provides a fair and equitable solution and supports use of alternative means of transport.		
4. What information do you already have on the equality impact of this document?	Feedback through focus groups and service managers.		
5. Are there demographic changes or trends locally to be considered?	Yes, these vary by location but will be an important factor in implementing and updating this policy.		
6. What other information do you need?	Data for analysis to enable regular review and assessment of the changes and improvements delivered.		
<u>Step 2 - Assessing the Impact; consider the data and research</u>	Yes	No	Answer (Evidence)
1. Could the document unlawfully discriminate against any group?		X	A grace period has been set allowing clients time to return to their vehicle should their clinic, treatment or visit overrun.
2. Can any group benefit or be excluded?		X	If all disabled bays are full, alternative arrangements will be made in other parking areas.
3. Can any group be denied fair & equal access to or treatment as a result of this document?		X	There is no evidence of this.

4. Can this actively promote good relations with and between different groups?	X		The policy provides clear guidelines on parking and is deemed to be fair and equitable.
5. Have you carried out any consultation internally/externally with relevant individual groups?	X		Through car parking focus groups at each site.
6. Have you used a variety of different methods of consultation/involvement	X		Through car parking focus groups and staff surveys.
<u>Mental Capacity Act implications</u>			
7. Will this document require a decision to be made by or about a service user? (Refer to the Mental Capacity Act document for further information)		X	There is no evidence of this requirement.
<u>External considerations</u>			
8. What external factors have been considered in the development of this policy?	X		Impact on local neighbourhood, guidance from local authority planning and travel planners, guidance from travel planning consultant.
9. Are there any external implications in relation to this policy?	X		Policy not fully aligned with local authority guidance on charging. Impact on local neighbourhood.
10. Which external groups may be affected positively or adversely as a consequence of this policy being implemented?	X		Local neighbourhood.

If there is no negative impact – end the Impact Assessment here.

****Retain a copy and also include as an appendix to the document****

Personal information

Title Other

Name

Address

Postcode

Telephone Mobile

Email

Job Title

Please indicate whether any of the following criteria apply to you:

- You have a valid blue badge.
- You have mobility problems, which have been assessed by the Occupational Health Team.
- You provide a regular (every 8 weeks) on call service.
- You regularly visit patients in the community for half your working time.
- You spend less than 50% of your working time at your base.
- You car share.
- If yes, with how many people from a different address than yourself?

FOR OFFICE USE ONLY

Permit No.

Payment Band/Salary Scale

Location details

Location / Organisation

Site Address

Postcode

Department

Organisation Line Manager Telephone

Organisation Line Manager Email

Vehicle details

Make & Model

Registration No. Colour

Permit details

Part Time / Full Time

Start Date Expiry Date

Usage

Monday	<input type="radio"/> am	<input type="radio"/> pm
Tuesday	<input type="radio"/> am	<input type="radio"/> pm
Wednesday	<input type="radio"/> am	<input type="radio"/> pm
Thursday	<input type="radio"/> am	<input type="radio"/> pm
Friday	<input type="radio"/> am	<input type="radio"/> pm
Saturday	<input type="radio"/> am	<input type="radio"/> pm
Sunday	<input type="radio"/> am	<input type="radio"/> pm

After clicking on the submit form button, please also attach proof of entitlement to the email.

Submit form ▶

Failing to supply supporting documentation may result in your permit application being declined. We aim to send your permit within 10 days from receiving your application.

Appendix B:

TERMS AND CONDITIONS OF STAFF PARKING

The terms and conditions subject to which all Parking Agreements are issued are as follows:

1. The Agreement for parking applies to all staff employed by Solent NHS Trust irrespective of their grade, band or status, including Non-Executive Directors, governors, volunteers, students and contractors, along with employees of other Trusts using the car parking facilities where this policy is operational. In addition parking may only be valid provided you pay to the Trust the charge detailed in paragraph 2 below and otherwise comply with these Terms and Conditions.
2. In consideration of the provision of the Agreement, you are required to pay to the Trust the sum stipulated. If you are a Trust employee, you will have the choice to pay directly from a Direct Debit or by Standing Order via your own bank account. All payments will be made for the duration of this Agreement.
3. The Agreement entitles you to a permit that allows you to park a single private motor vehicle, the registration number of which is detailed overleaf in the designated parking areas (other than visitors' car parks, disabled persons' parking spaces, or areas designated for Ambulances, Accident and Emergency Vehicles etc.) within the site boundaries of the named site.
4. You must comply at all times with all regulations made by the Trust from time to time governing staff car parking and parking generally. All vehicles parked or left on the Trust premises are parked or left entirely at their owners' risk. SOLENT NHS TRUST accepts no liability (howsoever arising) whether in contract or in part for any loss of, or damage to, any vehicles (or their contents) left or parked on these premises. Nothing in this Agreement shall be taken to imply acceptance of any such liability on the part of the Trust.
5. Nothing in this Agreement confers on you or any other individual any right of exclusive occupation or possession in relation to any part of the sites owned by the Trust.
6. You shall not assign or otherwise transfer the benefit of this Agreement to any other individual, person or body.
7. In the event of termination of your employment for any reason, or in the event of non-payment of the Charge within seven days of the due date, then all your rights under this Agreement shall cease and the Agreement shall be terminated by the Trust.
8. The Trust reserves the right to change, amend or cancel a parking Agreement for operational reasons or because of policy amendments.
9. Staff are responsible for informing their line manager and the parking administration system if their circumstances change, which no longer make them eligible for their permit.

Appendix C: Scale of Charges

FULL RATE FEES FOR PATIENTS/VISITORS

Up to 1 hour £1.50

Up to 2 hours £2.50

Up to 3 hours £3.50

Up to 4 hours £4.00

Up to 5 hours £5.00

Up to 6 hours £6.00

Over 6 hours £9.00

Concessions, including free or reduced charges or caps, are available for the following groups:

Blue badge holders (free) – please refer to site specific process for registration requirements

Frequent outpatient attenders (more than 3 appointments a month) (£3 per day)

Frequent inpatient visitors (visiting more than 3 times a week) (£3 per day)

Volunteers (free)

Staff attending training and meetings on a Trust site who do not possess a permit (£3)

MONTHLY FEES FOR SOLENT NHS TRUST AND OTHER STAFF PARKING PERMITS

Band	Annual Charge	4 Weekly Charge	Equivalent Daily Charge
Band 1 to Band 3	120	10.00	0.50
Band 4 to Band 6	180	15.00	0.75
Band 7 to Band 8b	240	20.00	1.00
Band 8c to Band 8d	300	25.00	1.25
Band 9	360	30.00	1.50
VSM	420	35	1.75

Clinical staff who require their car to perform their duties, i.e. those who are visiting patients at home or who attend multiple clinics each will pay 50% of the charge.

The above charges are based on 260 working days per year (including bank holidays) and whilst there is an increase for staff at or above Band 4 these charges are still lower than the recommendations provided by our two Local Authorities.

Appendix D:

Highpoint

Solent NHS Trust has an allocation of 48 designated spaces on site. These are in an area of the car park marked with clear signage for Trust employed staff only. The parking layout has also been communicated to staff and is available to view on SolNet.

Four (4) parking spaces are allocated for 'short stay' – up to 2hrs to allow for visitors coming to the Headquarters for meetings.

Two (2) parking spaces are available to be reserved if required in event of visits from external authorities, this will be via the Executive Assistant to the Chief Executive.

Staff can apply for a permit via the Premises Management team who will approve applications for the remaining 42 spaces ensuring the eligibility criteria is applied.

Staff will need to display their permit at all times when on site.

The Premises Manager for the site will be the point of contact for parking.

Access will be via Bursledon Road and vehicles will be prevented from leaving the site from this route. Vehicles are only allowed to exit the site via Burgoyne Avenue.

Pool cars may be available on site, this option is currently being reviewed and will be the subject of a separate communication, if pool cars are provided this policy will be updated and a pool car procedure will be developed and implemented.

Checks will be carried out to ensure only authorised vehicles have parked in the designated bays, where vehicles are parked without a valid permit the individual's line manager will be informed for appropriate action to be taken.

Parking may be available within the landlord designated parking area when spaces are not required by them for their business. Details of availability will be confirmed weekly in advance but may be subject to change on the day. A charge of £1.00 will be made and will be payable directly to the landlord, any changes to this charge by the landlord will be confirmed as soon as we have been notified.

Appendix E: St Marys Hospital

Total Parking Solutions (TPS) are the appointed Parking Management Company contracted to implement and manage an Automated Number Plate Recognition (ANPR) System. Their responsibilities for managing are as per the Trust access and transport policy.

Staff can apply for a permit via the parking administration team who will approve applications ensuring the eligibility criteria is applied.

The penalty charge notice to be applied onsite is £50 discounted to £30 if paid within 14 days.

The distance between SJH and SMH is 1.1miles. For security reasons NHS Property Services are supportive of staff parking at SJH and walking to SMH even whilst services are vacating as this would mean there is more activity on site.

Additional parking for staff using the St Mary's Hospital site is currently provided at the former HMP Kingston site, it is expected that spaces at this site will close sometime towards the end of 2018 with spaces then becoming available at the Portsmouth Football site – please refer to separate details at Appendix G.

To ensure that an appropriate level of safety is provided within our car parks that can be independently verified St. Mary's Community Health Campus has been awarded The Safer Parking Award by the British Parking Association following an application submitted by our partner TPS, and fully supported by Solent. This Police accredited award is only presented to car parks that demonstrate high standards for appropriate lighting, effective surveillance, cleanliness and quality management. This accreditation provides assurance to our staff regarding the safety of the car parking provided at this site.

Appendix F:**St James Hospital**

The Access and Transport policy may be applied to the Solent owned properties located within this site and where appropriate will be applied in conjunction with the Portsmouth Phase 2 Estate rationalisation Programme. Further details of the implementation of the Access and Transport Policy to the SJH site will be provided once the estate rationalisation programme has been finalised.

The site is 1.1 miles from St Marys Hospital and is currently supporting the capacity issues there as services transfer over from St James.

The parking administration team at St Marys Hospital will be the point of contact for parking and responsible for ensuring the eligibility criteria is applied at the site.

Appendix G: Former Kingston Prison Site / Portsmouth Football Club

Former HMP Kingston Site

The Operational Parking policy will be applied to this site subject to the lease being terminated with the landlord.

60 spaces are available on the former HMP Kingston site for use by staff working at St Marys Hospital.

The parking administration team at St Marys Hospital will be the point of contact for parking and responsible for ensuring the eligibility criteria is applied at the site.

Portsmouth Football Club

Subject to agreement with Portsmouth Football Club for the lease of land on the site for car parking up to 100 spaces will be available for use by staff working at St Marys Hospital. This will replace the current parking arrangements at the former Kingston prison site.

During the winter months 1/11 to 31/3 it is proposed that a shuttle bus will be available to transport staff between the car park and St Marys Hospital and return to the car park, details of the proposed shuttle bus times will be published once they are finalised.

The parking administration team at St Marys Hospital will be the point of contact for parking and responsible for ensuring the eligibility criteria is applied at the site.

Appendix H: Western Community Hospital Campus

The site comprises the Western Community Hospital, the Better Care/Horizon Centre and the Adelaide Health Centre with approximately 293 spaces available as mixed use for patients, visitors and staff across the site.

The Western Community Hospital and the Better Care/Horizon Centre are Solent owned facilities and comprises 179 available car parking spaces including 8 disabled spaces.

Adelaide Health Centre is a 'LIFT' building occupied by tenants including Solent and comprises 114 available car parking spaces including 6 disabled spaces.

The Trust does not currently operate a system of payment or management of the car parking on the site and therefore no monitoring of parking is undertaken on the site resulting in poor management of available spaces, risk of incidents occurring within the site, impact on staff and visitors and no revenue stream that the Trust could re-invest back into the Trust to further enhance patient care and facilities.

The access and transport policy will be fully applied to this site subject to Community Health Partnerships granting permission to the Trust to manage the proposed parking arrangements for the whole campus.

Appendix I:

Other Sites

Civic Centre (PCC)

Queen Alexandra Hospital (PHT)

Battenburg Clinic (Solent)

Medina House (PCC)

Pickles Coppice (SCC)

RSH (NHSPS)

Gosport War Memorial (SHFT)