

# PAPER

CG 26/2016

(Agenda item: 13)

# Report to the Meeting of the Council of Governors

**14 September 2016**

**Car Parking**

**For: Information**

**Executive Summary**

The announcement and attachment below went out to all staff on 09 September 2016 on behalf of Mike McEnaney, Director responsible for HR.

***Announcement:***

Over the past few weeks we have been implementing the first phase of the new car parking management plan across all our sites and I would like to thank everyone for their help and patience while this has happened.

This process has allowed us to consult with you all about specific sites as the plans were implemented, and off the back of this consultation a number of changes have been made to ensure the new measures work at all the sites for patients, staff and visitors.

We are now moving into the second phase of the car parking implementation and, as previously notified, from Monday 3 October anyone parking without displaying a valid permit or ticket will be subject to a penalty charge notice.

As a result of further consultation with staff we have pushed back the implementation of payment for permits for a further month.

Staff will now be required to reapply for permits from 26 September, with the first payments schedule to come out of November salaries. Your current permit will remain valid during this process.

Applications need to be submitted by Monday 24 October, please see the attachment for more detailed information about this process.

The prices for permits will be as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| OH Staff - Pay bands | Other Groups | Permit fee Full time workers 18hrs pw or more | Monthly net salary deduction | Permit feePart time workers less than 18 hours pw | Monthly net salary deduction |
| 0 | £20,348 | Volunteers | 0 | 0 | 0 | 0 |
| £20,349 | £28,462 |  | £15 | £1.25 | £7.50 | 63p |
| £28,463 | £41,373 | Agency | £50 | £4.17 | £25 | £2.08 |
| £41,374 | £82,434 |  | £100 | £8.34 | £50 | £4.17 |
| £82,435 |  |  | £200 | £16.67 | £100 | £8.34 |

As you will all be aware, parking had become a serious issue for the trust and started to present a serious risk to people’s welfare and safety and the implementation so far has made a significant improvement. During our first phase of consultation we have listened to your concerns and implemented changes to accommodate them within the bounds of our overall priority to improve safety on sites.

To that end we have agreed to some double parking on certain sites, provided it is within allocated areas and measures are taken to ensure that doing so doesn’t significantly impact on other members of staff, we have reallocated spaces from visitors to staff and created new spaces where possible.

We have also noted that information at sites that come under our new parking control measures needs to be clearer and new signs and clearer bay markings will be introduced to assist with this as well as the removal of double-yellow lines where there is no impact upon safety.

A new set of pages has also been created to host all of the parking-related information, including links to detailed site maps that outline parking provisions across our sites, information on the permits application and a list of FAQs. These pages can be viewed either by clicking here or on the new parking button on the homepage of the intranet.

You will also be able to access the new permit application system from this area of the intranet once it goes live.

Once again I would like to thank everyone for taking the time to offer us feedback on this matter; we will continue to listen and to take action to improve the parking situation where possible.

***Attachment re permits:***

Permit Application Process Timeline

You can now purchase your new (blue) parking permit. The new permit will be effective from 31st October 2016 and during the process of applying for a new permit your old white permit will remain valid until Monday 24th October 2016.

We have a **new permit application online tool** which will open on **Monday 26th September 2016**. This is an internet based tool and can be accessed from any device. The old tool which was accessed via expenses will close and, from Friday 23rd September 2016, can no longer be used.

Permits can be purchased from 26th September 2016 to 24th October 2016 after which the system will be closed and will not reopen again until Monday 31st October 2016 this will allow sufficient time for all to receive and display their new permit.

The timetable below details all the relevant dates for the parking permit application process.

|  |  |
| --- | --- |
| Email reminder sent to all those with a valid permit to make a new application | Friday 16th September 2016 |
| Old parking permit tool in expense system will close and can no longer be used | Friday 23rd September 2016 |
| **New parking permit tool opens for applications** | **Monday 26th September 2016** |
| Existing (white) staff parking permits expire however, these will continue to be valid until Monday 24th October 2016 | Monday 3rd October 2016 |
| Full application of rules and penalties commences for all parking infringements including failure to display a valid staff parking permit or a valid ‘pay & display’ ticket | Monday 3rd October 2016 |
| **Parking permit tool closes** | **Monday 24th October 2016** |
| Issue of temporary permits via @carparking mailbox for new starters  | Tuesday 25th October – Friday 28th October 2016 |
| Tool reopens for new applications | Monday 31st October 2016 |
| Go live with new (blue) permits  | Monday 31st October 2016 |
| First salary deduction for parking permit (for all permits purchased prior to November payroll cut off Tuesday 10th November 2016) | (Pay day) Friday 27th November 2016 |

***Appeal of applications:*** For all those who have appealed your parking permit application the appeal committee will meet and you will be notified of the outcome by Friday 23rd September 2016. Your temporary (red) permit will remain valid until Monday 24th October 2016.

***The following charges apply:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| OH Staff - Pay bands | Other Groups | Permit fee Full time workers 18hrs pw or more | Monthly net salary deduction | Permit feePart time workers 18hrs pw orless | Monthly net salary deduction |
| 0 | £20,348 | Volunteers | 0 | 0 | 0 | 0 |
| £20,349 | £28,462 |  | £15 | £1.25 | £7.50 | 63p |
| N/A | N/A | ‘Agency/other’\*Permit premium must be paid in full | £50 | N/A | £25 | N/A |
| £28,463 | £41,373 |  | £50 | £4.17 | £25 | £2.08 |
| £41,374 | £82,434 |  | £100 | £8.34 | £50 | £4.17 |
| £82,435 |  |  | £200 | £16.67 | £100 | £8.34 |

‘Agency/other’ includes the following: Flexible workers/Sessional workers (those who do not have a substantive role at Oxford Health)/Locums/workers providing services for Oxford Health not on Oxford Health payroll

**Some Changes:**

***Permits are not required for:***

* Blue badge holders
* Motorcycles or mopeds not using a marked parking bay

***Shift workers will now automatically qualify***

Shift worker definition:

Parking permits are required during the day from 0800 through to 1900.  Permits are not required overnight and not required at the weekend or on Bank Holidays.

Shift workers that are required to work at Oxford Health, between Monday to Friday, early morning, late evening and overnight where their shift patterns go beyond 1900 or start prior to 0800, will qualify to purchase a permit.

* All volunteers will automatically qualify for a free permit
* Those who live in Oxford Health staff accommodation; Springfield, Gatelodge and Manzil Way will automatically qualify

**Important Update:**

We have successfully negotiated a reciprocal arrangement with the Oxford University Hospitals Foundation Trust (OUH) for parking permits. For Oxford Health staff working at OUH, providing you have purchased an Oxford Health parking permit, you may apply for a parking permit at OUH and should you qualify this will be issued free of charge.

**FAQ’S**

We have a new set of FAQ’s which can be accessed on the new car parking web intranet page. For specific responses please email the car parking team directly @ carparking@oxfordhealth.nhs.uk

**Recommendation**

The Council of Governors is asked to note the report.

**Author and Title:** Mike McEnaney, Director of Finance