

# Staff Travel and Car Parking Policy

<b>Category:</b>	Policy
<b>Summary:</b>	The purpose of this policy is to provide information to staff with regard to car parking arrangements at all Trust hospital sites, and give direction on how to find out about available incentives for alternative modes of transport.
<b>Equality Impact Assessment undertaken:</b>	June 2016
<b>Valid From:</b>	November 2016
<b>Date of Next Review:</b>	First Review: April 2017 Next Review: March 2020
<b>Approval Date / Via:</b>	Trust Management Executive
<b>Distribution:</b>	Trust-wide
<b>Related Documents:</b>	Staff Parking Procedures Staff Sustainable Travel Information Addressing Bully and Harassment Procedure Counter Fraud and Bribery Policy and Reporting Procedures Disciplinary Procedure Raising Concerns (Whistleblowing) Policy Absence Management Procedure
<b>Author(s):</b>	Head of Strategic Asset Management
<b>Further Information:</b>	Head of Strategic Asset Management
<b>This Document replaces:</b>	Car Parking Policy 2006-2007 which applied to the John Radcliffe, Churchill and Horton Hospitals, and the Nuffield Orthopaedic Centre Procedures 2011

**Lead Director:** Director of Organisational Development and Workforce

**Issue Date:** December 2016

**Contents**

Introduction.....4

Scope.....4

Aim.....4

Definitions .....5

Responsibilities .....5

Parking Arrangements .....6

    Liftshare .....7

    Disabled Parking .....8

    Medical Conditions (which are not covered under the Blue Badge Scheme) .....8

    Trust Vehicles / Pool Cars .....8

    Special Arrangement e.g. Departmentals/Concessionaries .....8

Car Parking Permits.....9

    Purchase or Use of a New Vehicle on a Permanent or Temporary Basis.....11

    Refunds for Permits .....11

    Ceasing Employment.....11

    Lost or Defaced Permits .....11

    Permanent Night and Weekend Workers.....12

    Late Shift Workers at the John Radcliffe .....12

    New Members of Staff .....12

    Long term Sickness Absence.....12

    Maternity / Adoption / Shared Parental Leave.....12

    Career Break / Secondment.....12

Other Services and Non-OUH Employees .....12

    Students .....12

    Temporary Workers and Contractors .....13

    Oxfordshire County Council Social Workers.....13

    Emergency Services.....13

    Registered Ambulance and Voluntary Car Scheme (VCS) .....13

    Volunteers .....13

    University of Oxford and Third Party Occupiers.....13

    Organisers of Conferences or Deliveries.....13

Bicycles, Motorcycles and Mopeds .....14

Breach of Contract Notice Regulations .....14

Alternative Methods of Transport .....15

Failure to Comply..... 15

Suspected Fraudulent Activity..... 15

Verbal / Physical Abuse..... 15

Monitoring Compliance ..... 16

Review..... 16

Equality Impact Assessment..... 16

Document History..... 16

## Introduction

1. This policy applies to staff employed by Oxford University Hospitals (OUH) NHS Foundation Trust and other individuals who are required to attend one of our four acute hospital sites (the John Radcliffe Hospital, Churchill Hospital, Horton General Hospital and Nuffield Orthopaedic Centre) in connection with their job. It replaces the previous Car Parking Policy 2006-2007 which applied to the John Radcliffe, Churchill and Horton Hospitals, and the Nuffield Orthopaedic Centre Procedures 2011. Staff working at / visiting premises other than the OUH hospitals will be subject to the applicable site's own travel / parking procedures, as permits obtained from the Trust are not valid on non-Trust premises.
2. Enforced car parking measures seek to reduce congestion and improve health and safety at OUH. The Trust is committed to identifying and promoting ways to encourage a range of sustainable or less environmentally damaging transport modes. This policy is supported by the Staff Parking Procedures, and Staff Sustainable Travel Information, with the emphasis on reducing single user private car travel.
3. The Staff Parking Procedures provide current information with regard to the application process, eligibility criteria and fees for parking permits, car parking offices locations and opening times, and hospital site maps. The Staff Sustainable Travel Information document provides information on parking off site, cycling and walking, bus and rail travel, loans and discounts, and the staff shuttle bus. Other relevant information will be added on an ad hoc basis to keep staff informed about travel options and incentives.
4. The provision of a car parking permit is not a contractual entitlement for staff and therefore where circumstances change a member of staff may lose their permit in the future when pressure for parking spaces becomes even greater. The Trust reserves the right to withdraw a permit where it considers this necessary.
5. Permits are required on the Trust's four main acute hospital sites to aid the management of traffic and parking. Permits may not be required for parking at off-site properties, which are not patient-facing.

## Scope

6. The policy provides a consistent approach for the OUH hospital sites and will apply to all permanent and temporary staff, third party employees, contractors, voluntary workers, students, tenants, and staff working split contracts. Residents in staff housing must abide by the parking rules of their accommodation provider, as this policy, and the Trust parking permits, do not cover parking in staff housing areas.

## Aim

7. The purpose of this policy and its supporting documents is to provide information and guidance about:
  - Staff car parking arrangements on OUH hospital sites.
  - Car parking enforcement measures.
  - Eligibility for permits, how to apply and the applicable charges.
  - Other viable modes of transport, and various subsidies available to staff.
8. The Trust Travel and Transport Team continue to work with local Councils to improve access to and from all Trust sites.
9. The Travel and Transport Team is also in dialogue with local public transport providers to provide more frequent services, fitting with work patterns, at a lower cost.

## Definitions

The terms in use in this policy are defined below.

10. **Alternative modes of transport:** a means of travelling to and from work other than by private car. Examples include; bicycle, public transport, and walking.
11. **Breach of Contract Notice (BCN):** a charge for drivers breaching the terms and conditions of parking. A transparent and equitable means of deterring car parking contraventions of the policy by means of a penalty system processed by the Trust's third party contractor. A 50% reduction of the penalty is applied if paid within 14 days. This is in keeping with the practice and process operated by Local Authorities.
12. **BUDi Team:** this is when two or more eligible Permit Holders link up to car share through the OUH Liftshare scheme (see point 40).
13. **Car Sharing:** see Liftshare (point 17).
14. **Counter Fraud:** the department which investigates and takes action upon suspected fraudulent activity.
15. **Eligibility criteria:** criteria which determines the eligibility of an applicant for a parking permit.
16. **Honorary contract holders:** consultants who are employed in a research and / or teaching capacity.
17. **Liftshare:** Car pool scheme aimed at linking Permit Holders on the same journey patterns, which reduces the number of vehicles coming on to site.
18. **Local Counter Fraud Specialist:** The role ensures that all cases of actual or suspected fraud, bribery and corruption are notified to the Chief Finance Officer, and are investigated / reported accordingly.
19. **Local Security Management Service (LSMS):** the Trust's in-house security specialists.
20. **Permit:** staff car parking permit.
21. **Personal Trip Planner (PTP):** provides available travel options for getting to and from work, by appointment with the Travel and Transport Manager.
22. **P&V car park:** patient and visitor car park.
23. **Temporary workers and Contractors:**
  - any persons engaged by the Trust through an agency or the bank (e.g. NHS Professionals) for the purpose of filling a vacancy or filling a specific role for a period of time.
  - any persons engaged by the Trust as a Project Manager, Interim or Consultant, either on a contract or through an agency, for the purpose of managing a specific project for a set period of time.
  - an employee of a registered company or sole trader appointed by the Trust, Oxford University departments, or third party occupier departments, to carry out specified maintenance/works to any part of the hospital buildings and departments, University buildings and departments, or third party buildings and departments (for example building, mechanical, electrical, service engineers).

## Responsibilities

24. The **Chief Executive** has overall responsibility for the application of this policy.
25. The **Director of Organisational Development and Workforce** has delegated authority.

26. The **Car Parking Offices** are run by the Trust's third party retained contractor and are responsible for assisting staff, patients and visitors both in person and on the telephone with all car parking related administration and queries. Car Parking officials are responsible for upholding the principles of this policy in a firm but fair and consistent manner.
27. The **Trust Travel and Transport Team** is responsible for acting as a point of contact for members of staff at all levels within the organisation, patients and patient organisations, volunteers and volunteer groups, visitors and the general public, public transport companies and local authorities, and all other stakeholder groups, in respect of all travel and transport enquiries, issues and complaints.
28. **Individual Employees** are personally responsible for making their own travel arrangements and adhering to Trust policy.
29. **Permit holders** are responsible for:
  - 29.1. Parking responsibly in staff parking areas only and abiding by the parking terms and conditions.
  - 29.2. Notifying the Travel and Transport Team of any changes of circumstances, whether temporary or permanent, in a timely manner.
  - 29.3. Personally collecting their permit from the designated Car Parking Office and providing the relevant ID as instructed in the notification that the permit is ready.
30. **Managers** are responsible for ensuring that employees (permanent / temporary / contractors) are aware and understand the implications of the Staff Travel and Car Parking Policy and supporting documents.
31. The **Workforce Directorate** is responsible for ensuring that this policy is kept up to date by the Travel and Transport Team and will ensure it is applied fairly and consistently throughout the Trust.
32. The **Local Security Management Service** is responsible for investigating incidents when identified through this policy and acting as a consultant to all levels of management when requested.
33. The **Local Counter Fraud Specialist** is responsible for:
  - 33.1. Day to day management of counter fraud and bribery activity.
  - 33.2. Investigating allegations of fraud and bribery.
  - 33.3. Reviewing the adequacy of the policy relating to fraud, bribery and corruption.
34. **Internal Audit** is responsible for providing an independent and objective view on internal control and probity.
35. The **Travel and Transport Committee** is chaired by the Head of Strategic Asset Management or nominated deputy. The purpose of the Committee is to consider the development of the Staff Travel and Transport services, including the review of this policy and supporting documents. It will also review all travel and transport related issues, including appeals on refusal of parking permits, patient and visitor parking notice appeals, which may be of a contentious nature and unable to be resolved by the Travel and Transport Team. The decision of the Travel and Transport Committee is final, there is no further right of appeal through the Trust.

## Parking Arrangements

36. Trust car parks are clearly designated as either Staff or Patient and Visitor (P&V) car parks. Site maps detailing the location of staff car parks are available in the Staff Parking Procedures. Staff are only permitted to park in a designated staff parking area during their working hours. At the Nuffield Orthopaedic Centre only, staff spaces are marked by yellow lines, in addition to the clear signage indicating staff parking areas. Only staff with

Priority Permits may park in Priority spaces. Anyone with a Standard permit in a Priority space will be issued with a BCN.

37. Clear signage showing parking terms and conditions is displayed in all parking locations. Anyone in breach of the terms and conditions will be issued with a BCN.
38. Parking on Trust premises is at the owner's risk. The Trust does not accept liability for any damage or loss to vehicles or possessions, howsoever caused, whilst parked on Trust property. The Trust is also unable to accept responsibility for any inconsiderate or discourteous parking causing obstruction to others, although will make every effort to contact the driver if it is a staff member involved and they can be traced. The Trust does not have any methods of contacting non-staff to request they move their vehicles. BCN's will be issued to any vehicle that is parked in a dangerous / obstructive position, for example:
  - in disabled parking spaces, unless displaying a valid disabled badge;
  - on double red or yellow lines;
  - obstructing other vehicles;
  - in loading bays;
  - in ambulance bays;
  - patient drop off / collection points;
  - in ambulance car / volunteer driver bays unless they are such drivers and on official business;
  - in roads marked as access/service road only, or fire roads.

This is not an exhaustive list.

39. Staff who are eligible for a permit are only permitted to park on site for work purposes. Vehicles must not be left on site continuously for any length of time (for example while staff are on holiday). In addition, any staff who abandon vehicles on site will be recharged the cost of removal.

### **Liftshare**

40. Any OUH and University staff can sign up to the Liftshare database ([www.ouh.liftshare.com](http://www.ouh.liftshare.com)) to take advantage of the savings attributed to car sharing, but only those staff eligible for a permit can park on site. Where there are a minimum of two eligible permit holders travelling together, they can create a BUDi team and take advantage of a reduced permit fee (30% reduction per permit holder). Once the uptake of BUDi teams is of a sufficient number and where site logistics allow it, staff in a BUDi team will be able to park in a designated Liftshare user's area, the location of which will be added to the Staff Parking Procedures document.
41. Only those registered to a BUDi team can park in the designated Liftshare parking spaces. Audits will be undertaken.
42. Only one car in the BUDi team can be on site at any given time. Should a second car in the BUDi group try to park on site then a BCN will be issued unless there are extenuating circumstances.
43. Should the designated driver of the BUDi team need to leave site at short notice for any reason, leaving others without transport home, the Trust will arrange for alternative return travel for the affected parties if they have no other means of getting home. Contact the Travel and Transport Manager on telephone number 01865 227215 in office hours Monday to Friday, or the duty manager on call via Switchboard on 01865 220189 when out of hours, giving as much notice as possible.

## **Disabled Parking**

44. Staff who hold a Blue Badge will be required to pay the appropriate fee for an annual permit and will be subject to the same responsibilities as all other drivers, for example not parking in an obstructive / dangerous manner.
45. Blue Badge holders must provide a copy of both sides of their Blue Badge as part of their application process. Copies of the Blue Badge will be retained in the permit application system to cover the period the applicant is entitled to a permit, and may be used to confirm eligibility as part of the normal audit process.
46. A disabled member of staff can only park in a Blue Badge bay within a staff parking area if they display both their Blue Badge and OUH permit. If all of the staff disabled spaces are occupied when a Blue Badge holder attempts to park, they must not use a visitor disabled space, but may park in a standard staff parking space. This option must not be used as a first choice, but only when all other available staff disabled spaces have been filled.
47. The Blue Badge Scheme, Rights and Responsibilities in England, is not applicable to the Trust's hospital sites as they are private land. However provisions are in place to provide suitable parking spaces for disabled drivers.
48. The Trust's Travel and Transport Team are authorised to inspect Blue Badges and will do so at any given time. The member of staff has an obligation to identify themselves and produce an ID badge to confirm this authority.
49. Non-compliance will require the vehicle to be moved from the designated disabled parking space. Efforts will be made to contact the staff member and if the car is not moved it will be issued with a BCN. The details from the Blue Badge may be reported to the issuing authority for any further appropriate action under the conditions of the Blue Badge Scheme.

## **Medical Conditions (which are not covered under the Blue Badge Scheme)**

50. If a member of staff is undertaking a phased return to work, after a period of sickness, it is the responsibility of their line manager to refer them to the Centre for Occupational Health and Wellbeing, who may provide advice as to necessary adjustments to working arrangements, taking into account all possible travel options available to that person. Staff working for other organisations would need to provide evidence from their own Occupational Health provision to the Travel and Transport Team.
51. If permission is granted to park due to a temporary medical condition (for example pre- or post- surgery), it does not guarantee a place to park, only the right to park in a staff car park for a specific time period. Please refer to the Staff Parking Procedures document for information on how to apply and associated regulations.
52. The normal scale of fees applies to permits issued on the basis of a medical condition.

## **Trust Vehicles / Pool Cars**

53. Trust owned or leased pool vehicles must follow staff car parking policy by parking in designated staff parking areas only, unless a specific area is identified as such.

## **Special Arrangements**

54. There may be occasions where other arrangements need to be put into place for car parking, in order that the Trust can meet its obligations. The following is not an exhaustive list and any other circumstances will be considered on a case by case basis.



### 54.1 Exceptional circumstances

Special parking arrangements in the case of one-off circumstances (e.g. a major incident) may be authorised by the Duty Executive and managed by the Travel and Transport Team or delegated person. Other special arrangements for parking will be agreed from time to time and arranged with the Travel and Transport Manager or delegated person at [transport@ouh.nhs.uk](mailto:transport@ouh.nhs.uk).

### 54.2 Departmental Permits

**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 Travel and Transport Team have 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 Travel and Transport Department. Application must be made to the Travel & Transport Manager on 01865 227215 or email [transport@ouh.nhs.uk](mailto:transport@ouh.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 BCN for non-compliance is individually liable for that notice.

### 54.3 Concessionary Permits

These permits are for patients and visitors and are valid in staff car parks. All staff should make themselves aware of the available concessions and actively promote this where patients/visitors are eligible. Staff are not permitted to use Concessionary Permits.

Full details are available on the intranet at <http://ouh.oxnet.nhs.uk/Estates/Pages/ConcessionaryPermits.aspx>

## Car Parking Permits

- 55 Before applying for a permit all applicants must refer to the guidance notes in the Staff Parking Procedures document to ensure that they meet the current eligibility criteria. Where supporting evidence is required please ensure the relevant information is provided. Failure to provide evidence will result in the application being delayed or rejected.
- 56 When submitting an application the applicant is agreeing to the terms and conditions of the policy and procedures and arrangements associated with this.
- 57 Staff who work on set days of the week may request a permit which will be valid on the days of working only. The fee for the permit will be pro rata based on the applicant’s salary at the time of applying. For further information contact the Travel and Transport Manager, Tel. 01865 227215. Any variances to days of working would need to be communicated in order to avoid received a BCN for parking on site other than the permitted days noted on the permit.
- 58 A maximum of two vehicle registrations may be included on a single permit. The primary registration number must be the address from which the staff member regularly commutes. The permit must be transferred between vehicles as only one vehicle is permitted to be parked on site at any one time.
- 59 Any member of staff not eligible for a permit should not bring a car to site and must use an alternative method of transport. Assistance with planning trips can be provided by way of

- a Personal Trip Planner (PTP). Please contact the Travel and Transport Manager on 01865 227215 for an appointment.
- 60 The permit decision making process cannot be influenced by any personal arrangements a staff member has outside of work (e.g. a second job). Due process will be followed with regard to eligibility.
- 61 Anyone who wishes to challenge eligibility or the refusal of a permit will have to appeal stating their case in writing to the Travel & Transport Committee c/o Osler Lodge, John Radcliffe Hospital, for review at the next committee meeting. Meetings will be held monthly. The Committee's decision is final.
- 62 Permits will be valid for a period of one year, from date of issue, unless stated otherwise (such as a temporary arrangements on medical conditions) the fee being in line with the applicant's annual basic salary at the time of application. The responsibility is on the staff member to reapply as permits will not be automatically re-issued. The on-line permit application system will send an electronic reminder six weeks prior to expiry of current permit, and further reminders two weeks before and again upon expiry. Staff must therefore ensure they keep the Travel & Transport Team up to date with any change of contact details.
- 63 Payment for a permit can be made by several options, for example salary deduction / cheque.
- 64 Monthly deductions will continue until a request is made for these payments to cease, they will not automatically stop on expiry of a permit or upon periods of prolonged absence, for example long term sickness or maternity leave. Whilst reimbursement of overpayments may be possible, depending on circumstances, the staff member will have to prove they have not been parking on site in order to claim a refund. Staff leavers must surrender their permit to the on-site car parking office.
- 65 It is the responsibility of the permit holder to contact their Car Parking Office if they wish to surrender their permit at any time. Salary deduction / sacrifice will continue until the member of staff has formally requested the permit to be invalidated and has returned it to their on-site Car Park Office. However, if the staff member is leaving the Trust, deductions will cease automatically once salary payments cease to be made.
- 66 Continuous monthly salary payments do not automatically provide authorisation to park on site without displaying a valid permit. All authorised parking must be confirmed by the display of a valid parking permit at all times. Failure to display a valid permit will result in a BCN being issued.
- 67 A permit application will be rejected if any of the information provided is found to be false or inaccurate, missing, incomplete or irrelevant.
- 68 Inaccurate or false applications will be reviewed by the Travel and Transport Team in the first instance and if necessary referred to the Local Counter Fraud Specialist. If any case is found to be fraudulent, the right to a permit will be withdrawn from that staff member and further action considered in consultation with HR, line management and Counter Fraud.
- 69 The Trust does not accept handwritten notes in vehicles as a replacement for a valid permit. Staff who are eligible and waiting for the production of a permit will be given a temporary pass if necessary (and eligible). If a member of staff does not display a valid permit (whether temporary pass or permanent), they are not permitted to park their vehicle on any of the Trust's sites. The only circumstance that a note is acceptable is when it is displayed alongside a valid permit which has been transferred to a temporary/replacement vehicle. This note must explain the circumstances (for example, '*courtesy car as own car in garage*' or '*new car, permit change applied for*') and **must** be dated (see point 72/73).
- 70 Permit holders must:
- Park their vehicles in staff car parks ONLY when at work / on duty.

- Not park in P&V car parks, unless attending as a patient / visitor and paying the appropriate charge. Anyone covered by the scope of this document found to be doing so will receive a BCN. Any allegation that a member of staff is parking in a P&V car park during their working hours will be investigated by the Travel and Transport Team. Spot checks on number plates in car parks will be carried out daily by the Trust's retained car park / security contractor.

- 71 Possession of and payment for a permit does not guarantee a parking space. The Trust reserves the right to introduce a permit waiting list system, if it is found that staff car parks are over-subscribed.

### **Purchase or Use of a New Vehicle on a Permanent or Temporary Basis**

- 72 **Change of Vehicle:** If a vehicle is replaced it is the responsibility of the permit holder to change their details by completing a change form available from one of the Car Parking offices. A replacement permit will be free of charge for the unexpired time. The old permit must be surrendered on collection of the new permit. See point 69 regarding what to display in your vehicle during the changeover. .
- 73 **Temporary/courtesy vehicle:** If a vehicle is replaced temporarily, for example if the permit holder is using a courtesy car, the holder must transfer their permit to the temporary vehicle with a note of explanation which **must** be dated. The permit must be displayed in the temporary vehicle; a note on its own is not sufficient. Failure to comply with this request may result in a BCN being issued (see point 69).

### **Refunds for Permits**

- 74 Permit holders who paid by cash or cheque who return their permit prior to its expiry will receive a refund for each full unexpired month. If monthly salary deductions or salary sacrifice are in place, Payroll will be advised to stop collecting the monthly payments.
- 75 If a permit is no longer required and it is believed a refund is owed please enquire at one of the Car Parking Offices.

### **Ceasing Employment**

- 76 Permit holders who leave their employment must surrender their parking permit to the on-site Car Parking office. Permits are the property of the Trust and remain so at all times. Access to staff car parks will cease 24 hours after the last day of employment. The Travel and Transport Team have the right to liaise with the Workforce Directorate in respect of OUH staff leavers.

### **Lost or Defaced Permits**

- 77 There will be a £10 charge for the replacement of a lost or defaced permit. If the loss is crime-related a charge will not be applied if a crime number is provided. Defaced or damaged permits which are no longer legible will incur the £10 charge.
- 78 Lost or defaced permits should be reported (including a police crime number if applicable) via one of the Car Parking Offices or by email to [transport@ouh.nhs.uk](mailto:transport@ouh.nhs.uk). The Travel and Transport Team will organise for a replacement to be made available for collection from a Car Parking Office and a temporary pass will be organised to cover the interim period. The £10 fee (if applicable) must be paid to the Car Parking Office upon collection of the permit.
- 79 Any permit which is suspected of being altered in order to change the validity dates or amend the car registration number will be reported to the Local Counter Fraud Specialist

for investigation. Anyone who is found to have deliberately amended a permit in such a way may be subject to disciplinary action or criminal prosecution.

### **Permanent Night and Weekend Workers**

- 80 Staff rostered to work permanent night shifts or at weekends must still apply for a free car parking permit, providing details of their shift pattern and copies of their roster to prove eligibility.

### **Late Shift Workers at the John Radcliffe**

- 81 Staff at the John Radcliffe who work Late shifts (regular rostered hours) will have access to the dedicated 'late shift' car park. Entry can be made any time between 1130 hrs and 1500hrs. Vehicles may exit at any time.
- 82 Staff must provide details of their shift pattern and copies of their roster to prove eligibility to use the late shift car park.

### **New Members of Staff**

- 83 New starters can apply for a parking permit as soon as they receive an ID badge and assignment number, as these details are required in the application process. If eligible, and whilst awaiting a permit, a 14 day temporary pass can be issued from the Car Parking Office.
- 84 Potential new employees, who wish to understand the parking arrangements before making a decision to apply for a vacancy with the Trust, may view the Policy and Procedural documents via the main OUH web page (<http://www.ouh.nhs.uk>) under the "Working for Us" section, "Your Employment" tab.

### **Long Term Sickness Absence**

- 85 Refunds may be provided for sickness absences of three months and over, providing confirmation received from the line manager of the start / finish dates of the period of absence.

### **Maternity / Adoption / Shared Parental Leave**

- 86 Permits must be surrendered to one of the Car Parking Offices on the last working day, prior to a period of maternity / adoption / shared parental leave.
- 87 If a permit is not surrendered, a refund will not be given.
- 88 Members of staff returning from a period of maternity / adoption / shared parental leave should apply for a permit as per new starters. If eligibility has changed since the staff member last had a permit and they no longer qualify, then they may arrange a Personal Trip Planning appointment if they require assistance in finding alternative means of transport to work. This appointment could be over the telephone if required, rather than waiting until returning to the workplace. Tel.01865 227215.

### **Career Break / Secondment**

- 89 Permits must be surrendered to your on-site Car Parking Office on the last working day, prior to a career break / secondment for a refund to be provided.
- 90 If a permit is not surrendered, a refund will not be given.
- 91 Members of staff returning from a career break / secondment should apply for a permit as per new starters and if necessary and eligible will be provided with a four week temporary permit.

### **Other Services and Non-OUH Employees**

#### **Students**

- 92 Students including Oxford University Medical School Students are subject to the same criteria and fees for permits as other site based personnel. Oxford Brookes University

Students are, in line with Brookes' parking policies, not entitled to a parking permit, unless there are exceptional circumstances.

### **Temporary Workers and Contractors**

93 All temporary workers and contractors are subject to the same terms and conditions of parking and permit application. This includes

- Bank/agency staff (e.g. NHS Professionals)
- Project Managers/Consultants (employed for a specific project or covering a vacancy, etc.)
- Estates contractors (for example building, mechanical, electrical, service engineers).

This list is not exhaustive.

94 All estates contractors (building, mechanical, electrical, service engineers, etc.) must report to the site Estates Office on arrival to obtain a Contractor permit to display in their vehicle. The permit must be returned before leaving the site. They must not park in visitor car parks and should be given instruction from the Estates Office on where to park. Where there is a specific Contractor Compound, this must be used. This requirement must be included in contract documents.

### **Oxfordshire County Council Social Workers**

95 Social care workers employed by Oxfordshire County Council will be entitled to permits under the same criteria as Trust staff.

### **Emergency Services**

96 Staff working for emergency services based on OUH hospital sites must abide by parking terms and conditions.

### **Registered Ambulance and Voluntary Car Scheme (VCS)**

97 VCS drivers must display the Oxfordshire Rural District Council (ORDC) OCTABADGE, or other ORDC registered / approved ambulance / community schemes, when parked on OUH hospital sites.

98 These drivers must use the designated spaces provided. There is no provision for these vehicles to use staff car parks at any time as this could result in the issue of a BCN.

### **Volunteers**

99 Registered volunteers will be entitled to a free permit on application. The permit must only be used by the individual when engaged in voluntary work on OUH hospital sites.

100 Volunteers must, where possible, use alternative methods of transport for their journeys to / from the hospital sites (for example, public transport or car sharing).

### **University of Oxford and Third Party Occupiers**

101 Oxford University staff and other Third Party occupiers are subject to the same eligibility criteria as OUH staff and are required to comply with arrangements for parking on hospital sites. Salary deduction is not possible for non-OUH staff, who must pay in advance by cheque/cash.

102 Where car parking spaces are shown within an agreed lease area, the tenant must make arrangements to control parking.

### **Organisers of Conferences or Deliveries**

103 Staff making arrangements for conferences, special events or deliveries of equipment etc. must notify the Travel and Transport Team at [transport@ouh.nhs.uk](mailto:transport@ouh.nhs.uk) or on 01865 227215 for advice on parking arrangements, especially if an area needs to be coned off. A minimum of 5 working days is requested, otherwise your request cannot be guaranteed, especially if liaison with Security and Car Parking operatives is required.

## **Bicycles, Motorcycles and Mopeds**

- 104 Free parking facilities are provided for bicycles, motorcycles and mopeds on all sites; however they must be parked in designated areas in accordance with the terms and conditions displayed. A permit is not required.

## **Breach of Contract Notice Regulations**

- 105 The Trust employs the use of BCNs as a means to manage non-compliant parking. This process is managed through the Trust's duly authorised agent. Photographic evidence is obtained at the time of issue.
- 106 The principle of enforcement is 'fairness'. There will be no exclusions, irrespective of grade, status or influence. All vehicles entering Trust hospital sites are subject to the same parking terms and conditions.
- 107 To assist drivers, road signage, in keeping with the type and style depicted in the Highway Code and therefore familiar to drivers, is, as far as possible, used on Trust premises to prevent unauthorised parking and to eliminate obstructive parking, with particular reference to access for all emergency service vehicles.
- 108 Some examples of misuse / unauthorised amendments / alterations to car parking permits and tickets are listed below:
- reproduction of a staff car parking permit (forgery);
  - amendment of the expiry date of a permit (fraud by false representation);
  - amendment of registration details stated on a permit (fraud by false representation);
  - obtaining and use of a patient concessionary parking permit by a staff member (fraud by false representation).
- 109 All instances identified above will be reported to the Local Counter Fraud Specialist for investigation. Anyone who is found to have deliberately amended a permit in such a way may be subject to disciplinary action or criminal prosecution.
- 110 A full list of reasons why a BCN will be issued can be found in the Staff Parking Procedures. The Trust reserves the right to change this list at any time following changes to the Trust's estate footprint, or changes in regulation.
- 111 The fee for a BCN is as stated on the Notice issued. A reduction of 50% is applied if payment is made within 14 days of issue of the notice. All payments must be made in accordance with the instructions on the BCN paperwork.
- 112 An appeal must be made within 14 days of the BCN being issued in order to stop further action being taken whilst the appeal is being investigated. Appeals must be lodged with the appropriate agent following instructions on the BCN paperwork.
- 113 Trust staff are unable to communicate directly with anyone receiving a BCN. The correct appeal process must be followed, as stated on the BCN paperwork.
- 114 Following an appeal being made, the final decision to accept or reject a BCN appeal lies with the Travel and Transport Committee.
- 115 Failure to pay a BCN or respond to 'Letters Before Action' will result in legal action being taken, which could escalate to a judgment being obtained by the Trust. The Trust's duly authorised agent has the relevant legal authority to request details of the registered keeper from the DVLA and pursue any unpaid amounts which could also include court charges if a judgment is obtained. A County Court Judgement can have a serious effect on a person's credit record so it is important no stage in this process is ignored.
- 116 Any staff member receiving three or more BCN's (for any reason) in a 12 month rolling period (whether further legal action is taken or not) will be referred to the Travel and Transport Committee to consider whether their permit should be withdrawn, for continually breaching terms and conditions of parking.

## Alternative Methods of Transport

- 117 The Trust actively supports and promotes alternative and sustainable modes of transport. Further details are provided in the Staff Sustainable Travel Information document. This document will be kept up to date as new initiatives are taken up, and successful negotiations concluded, in respect of subsidies with transport companies.

## Travelling on Trust Business

- 118 OUH Staff who need to book rail/air travel or hotel accommodation for Trust Business can now do so through a single point of access, at a reduced cost to the Trust.

See the following link for full details.

<http://orh.oxnet.nhs.uk/Procurement/Pages/RedfernTravel%20Information.aspx>

- 119 OUH staff who need to book a taxi for official Trust business can do so provided they have authorisation from their budget holder as a departmental account number and password will be required.

See the following link for full details:

<http://orh.oxnet.nhs.uk/Estates/Document%20Library/Car%20Parking%20and%20Travel/Taxis/001%20Booking%20Guide.pdf>

## Failure to Comply

- 120 Situations where staff have failed to comply with this policy will be investigated and may be addressed using the Trust's *Disciplinary Procedure*. External employers, for example third party contractors, whose staff are not compliant under this policy, will be required to address such matters appropriately using their own internal procedures.
- 121 Dependent upon the circumstances, the consequences for non-compliance could lead to liability, for example recovery of monies due.
- 122 All reports of non-compliance will be investigated by the Travel and Transport Team and if appropriate referred to the Local Counter Fraud Specialist.

## Suspected Fraudulent Activity

- 123 Suspected misuse of permits will be referred to the Local Counter Fraud Specialist for investigation under the Trust's *Counter Fraud and Bribery Policy and Reporting Procedures* and may result in disciplinary action or criminal prosecution. Photographic evidence will be used to support cases.
- 124 Alteration, amendments and defacing of parking permits will be investigated and reported to the Travel and Transport Committee to consider further action.
- 125 The Travel and Transport Committee has the right to withdraw eligibility for a car parking permit where abuse of car parking conditions have occurred.
- 126 Staff may raise concerns regarding any suspected fraudulent activity in respect of staff travel and car parking, by contacting [transport@ouh.nhs.uk](mailto:transport@ouh.nhs.uk). Alternatively you may contact the Local Counter Fraud Specialist directly on 07825 119703 or email [George.churcher@nhs.net](mailto:George.churcher@nhs.net). Concerns can also be reported directly to NHS Protect's Fraud and Corruption Reporting Line 0800 028 4060.
- 127 All enquiries will be treated in the strictest confidence under the Trust's *Raising Concerns (Whistleblowing) Policy*.

## Verbal / Physical Abuse

- 128 The Trust has a zero tolerance approach to bullying and harassment. Standards of behaviour are expected by staff, in line with the Trust Values (learning, respect, delivery, excellence, compassion, and improvement). Any staff displaying abuse / unacceptable behaviour in connection with the enforcement of this policy will be subject to investigation under the Trust's *Addressing Bullying and Harassment Procedure*.

## Monitoring Compliance

129 Compliance with this policy will be monitored in the following ways:

Aspect of compliance or effectiveness being monitored	Monitoring method	Responsibility for monitoring (job title)	Frequency of monitoring	Group or committee that will review the findings and monitor completion of any resulting action plan
Effectiveness of the policy and accompanying procedures	Internal Review	Travel and Transport Team	Annual	Travel and Transport Committee and/or Workforce Committee
Reduction in number of complaints received	Internal Audit	Travel & Transport Team	Quarterly	Travel and Transport Committee and/or Workforce Committee
Number of BCN's issued	Internal Audit	Travel & Transport Team	Monthly	Travel & Transport Committee

130 In addition to the monitoring arrangements described above, the Trust may undertake additional monitoring of this policy as a response to the identification of any gaps or as a result of the identification of risks arising from the policy prompted by incident review, external reviews, or other sources of information and advice. This monitoring could include:

- specially commissioned audits and reviews;
- detailed data analysis;
- other focused studies.

Results of this monitoring will be reported to the nominated Committee.

## Review

131 This policy will be reviewed in six months initially, then a further review set for a three year period, as set out in the Trust's *Developing and Managing Policies and Procedural Documents Policy*, or beforehand if national guidance or local arrangements change.

## Equality Impact Assessment

132 As part its development, this policy's impact on equality has been reviewed by the members of the Travel and Transport Team. The purpose of this review was to identify, minimise and remove any disproportionate impact on the grounds of race, gender, disability, age sexual orientation or religious belief. See **Appendix 1**.

## Document History

Date of revision	Version number	Reason for review or update
Nov 2016	V1	New staff policy covering all OUH sites, to replace Car Parking Policy 2006-2007 which applied to the John Radcliffe, Churchill and Horton Hospitals and the Nuffield Orthopaedic Centre Procedures 2011



**Appendix 1: Equality Impact Assessment**

Policy proposal name: Staff Travel and Car Parking Policy
Date of Policy: 1 September 2016
Date due for review: September 2017
Lead person for policy and equality analysis: Head of Strategic Asset Management
Does the policy / proposal relate to people? Yes
<ul style="list-style-type: none"> <li> <b>Identify the main aim and objectives and intended outcomes of the policy</b>                      The purpose of this policy is to provide information to staff with regard to car parking arrangements at all Trust hospital sites, and give direction on how to find out about available incentives for alternative modes of transport.                 </li> </ul>
<ul style="list-style-type: none"> <li> <b>Involvement of stakeholders</b>                      The policy has been developed taking into account all staff whether employed directly or indirectly by the Trust.                      The draft policy will be available for all staff to comment on during the consultation period.                 </li> </ul>
<ul style="list-style-type: none"> <li> <b>Evidence General</b>  <b>The introduction of the electronic application process will enable the Travel and Transport Team to provide demographics of parking permit holders broken down by the nine protected characteristics, as required.</b> </li> </ul>
<b>Disability</b> The policy has been designed so that there is a positive impact for staff with disabilities in that Blue Badge Holders are eligible for a parking permit. There are also designated spaces for Blue Badge Holders across all sites. Blue Badge Holders would still need to apply for a parking permit in the usual way and they would be eligible to park in the designated parking spaces as long as they display their Blue Badge.
<b>Sex</b> The policy has been designed to have a positive impact on all staff, particularly those with childcare and/or caring responsibilities, as they are automatically eligible for a parking permit.
<b>Age</b> No detriment identified.
<b>Race</b> No detriment identified.
<b>Sexual orientation</b> No detriment identified.
<b>Pregnancy, maternity and adoption</b> The policy has been designed to have a positive impact for pregnancy as if a women has mobility issues related to pregnancy, she could apply for a temporary permit.
<b>Religion or belief</b> No detriment identified.
<b>Gender re-assignment</b>

No detriment identified.

**Marriage or civil partnerships**

No detriment identified.

**Other potential impacts e.g. culture, human rights, socio economic e.g. homeless people**

The Trust has a number of schemes to subsidise alternative means of transport which are detailed in the Staff Sustainable Travel Information document.

**4. Summary of Analysis**

**Does the evidence show any potential to discriminate? How will any negative impacts be reduced?**

No

**How does the policy advance equality of opportunity?**

There is a user friendly application process and clear eligibility criteria which ensures that parking permits are granted on the basis of need. The Workforce Directorate is responsible for ensuring that this policy is up to date and applied fairly and consistently throughout the Trust.

**How does the policy promote good relations between groups?**

The policy is built on the principle of fairness and consistency.