

Ref: FOI/GS/ID 5773

Please reply to:
FOI Administrator
Trust Management
Maidstone Hospital
Hermitage Lane
Maidstone, Kent
ME16 9QQ
Email: mtw-tr.foiadmin@nhs.net

31 October 2019

Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to Staff parking: permits and policy.

You asked:

Staff parking capacity (please separately count designated disabled spaces and spaces with electric vehicle charging points)

- 1. What are the names and locations of the acute hospital sites the trust operates from?*
- 2. How many total parking spaces are there at each location and how many of these are reserved for staff?*
- 3. How was the balance between public and staff parking places determined?*
- 4. Do staff have access to other parking spaces at nearby satellite locations?*
- 5. What provision is there to help staff travel from satellite parking locations to the acute site?*
- 6. Is there a trust provided bus service to satellite parking locations?*
- 7. Are there any specifically reserved staff parking spaces and what are these (that is, are these reserved for holders of specific posts or by for those covering operational roles on particular shifts)*

Staff parking demand (separate out blue badge holders)

- 8. Analysed by staff group, what is the established head count of the trust and how many of these use a car to travel to work.*
 - a. Consultant grade doctor and dentists*
 - b. Junior doctors and dentists*
 - c. Nursing and clinical support staff*
 - d. Scientific, technical and therapeutic staff*
 - e. Management and administrative staff, including executive directors.*
 - f. Non-executive directors and trust chair.*

Determining access to staff parking

9. How is access to staff parking managed: please provide the current parking policy?

10. If the policy has changed within the last three years what were the specific changes and how were these decided upon. Please provide the papers that accompanied the policy document to the body approving it.

If not specifically covered by the staff parking policy:

11. How is access to staff parking rationed. Please set out by time of day and day of the week if there are differences.

12. Are there criteria for gaining access to staff parking, for example journey time by public transport or home to site distance.

13. How are these criteria assessed. What triggers a need to reconfirm that criteria are being met.

14. How were these criteria set.

If there is a permit system in place and by site:

15. How many permits exist in total and what ratio to the number of places is this.

16. How was this ratio determined.

17. Are there different types of permit. Are different permits allocated for different days of the week?

How are permits allocated:

18. Please provide the application documents and terms and conditions of use of a staff parking permit.

If not covered by these documents:

19. Is there a periodic process of reallocation. How often does this process occur.

20. If there is a waiting list for permits how is this managed.

21. Is there a single trust wide waiting list, or if not what are the different waiting lists.

22. How many staff were on each of the waiting lists as at 1st October 2019.

23. What date was the person at the top of each waiting list added.

24. What is the average wait time (in months) for the lists.

25. Do certain staff groups (as a cohort, for example all junior doctors) automatically get allocated a permit without needing to wait.

26. What is the basis for this policy by each such group.

27. Do certain job related criteria (regardless of staff group) mean certain people advance to the front of the waiting list.

28. What are these criteria.

29. What is the policy when the criteria cease to be met.

30. Does the permit get revoked and the staff member join the waiting list.

31. Where do they join the waiting list in this circumstance.

32. Are there any non-work related criteria that might lead to advancing to the front of the waiting list. What are these criteria.

33. What is the policy when the criteria cease to be met.

34. Does the permit get revoked and the staff member join the waiting list.

35. Where do they join the waiting list in this circumstance.

36. Are there any criteria for temporarily being given a permit.

37. What are these criteria.

38. What is the policy when the criteria cease to be met.

39. *Does the permit get revoked and the staff member join the waiting list.*
40. *Where do they join the waiting list in this circumstance.*
41. *Are staff that only work bank shifts permitted to apply for a permit.*
42. *Can staff working less than 37.5 hours per week apply for a permit.*
43. *How is the system of permits enforced.*
44. *Are permits vehicle or staff member specific.*
45. *What controls exist around the misuse of permits.*
46. *What is the sanction for misusing a permit.*
47. *If there are more permits than spaces how are spaces allocated.*
48. *If there is a "first come, first served" system in place what measures are in place to ensure this does not prejudice for example people with caring responsibilities.*

Economic and financial aspects

49. *What is the charge for one month of access to a staff parking space.*
50. *Please answer separately for every agenda for change band, for those on VSM contracts, for junior doctors, for consultant grade doctors, for non-executive directors, for trust chair.*
51. *Is there a different charge for part time permits, if these exist.*
52. *What are these arrangements.*
53. *What was the income from staff parking in September 2019.*
54. *What was the income from staff parking in the year ending 31st March 2019.*
55. *What is the cost of administering, operating and maintaining staff parking spaces for September 2019 and for the year ending 31st March 2019. Please include capital and revenue expenditure.*
56. *Are staff permitted to use public car parking spaces. Is there any sanction on this.*

Impact on recruitment and retention

57. *Has any analysis of the availability of staff parking impacting on recruitment and retention been conducted. If so please provide this.*
58. *Do staff in hard to recruit roles get pushed to the front of the waiting list for parking permits.*

Trust response:

1. Maidstone Hospital; Tunbridge Wells Hospital at Pembury.
2. Maidstone Hospital: Total – 1545. Staff – 1080. Patient/Visitors – 465. Tunbridge Wells Hospital: Total – 1265. Staff – 818. Patient/Visitors – 447.
3. Planning policy; Demand
4. No
5. None
6. No but there is one provided between the two hospital locations.
7. There is a 'priority' car park at Maidstone Hospital which is available to staff who frequently travel between sites, are on-call, or who work in the community.
8. We are unable to provide this information as we do not have this level of detail.
9. Attached.
10. Not applicable.

The revenue expenditure of operating and maintaining staff parking spaces in the year ending 31st March 2019 - £312,036. (This excludes any allocation of overhead administration costs which we don't do within our management accounts).

We haven't incurred capital expenditure in September 2019 and in the year ending 31st March 2019 for car parking.

56. No except where they might have a mobility issue and the visitor car parks are located nearer to their place of work. Should other staff park in the visitors car parks there is no sanction but they are required to pay the full visitor rate.

57. No.

58. No waiting list for parking permits.