

Car Parking Policy

Three core principles underpin the car parking policy

- I. A set of charges will be implemented for staff and, where appropriate, student car parking
- II. These charges will be applied consistently across all campus locations for staff and at all appropriate campus locations for students
- III. The University will match surpluses generated through the introduction of these new arrangements to invest in new sustainable transport initiatives

Overall approach

The limited supply of car parking spaces across the campus network means that unfortunately the University will be unable to guarantee a car parking space.

It is important to note that the car parking charge arrangements will only operate between **9am and 5pm Monday to Friday**. At all other times, free car parking will continue to be available.

Operational arrangements

The following section sets out the operational arrangements for the car parking scheme.

Staff parking

All staff (except those living within 3 miles of their designated campus base – see Note (a) in **Attachment 1** for exceptions) will be invited to participate in the new car parking scheme. All staff who wish to apply for a permit must do so against the agreed set of criteria. It will be the responsibility of each Senior Management Team member to determine whether a member of staff has satisfied the criteria set out in **Attachment 1** and to authorise the purchase of a permit.

The annual charge will be based on 5 bands as set out below:

Salary Bands	Annual Charge
£13k-£20k	£50
£20k-£30k	£125
£30k-£55k	£200
£55k-£80k	£300
> £80k	£450

Where appropriate, part-time staff will be eligible to apply for a parking permit on the following basis:

- Staff who work in excess of 0.5fte, 100% of the annual fee will be payable
- Staff who work 0.5fte or less, 50% of the annual fee will be payable

Payment Methods

Staff can choose to pay by one of two methods:

- Monthly through direct deductions from salary
- Monthly through a 'salary sacrifice' scheme – this reduces the cost to staff since they do not pay tax or NI on the parking charge but for those close to retirement it does have pension implications.

Exemptions - staff parking

Members of staff (and students) who are blue badge holders will be entitled to receive a free car parking permit. Enhanced disabled parking facilities will be established at each campus location.

Where members of staff have a temporary disability impacting on their mobility, special arrangements will be established to enable them to access disabled parking on a free basis. This will be managed through the Human Resources department.

Members of staff who have caring responsibilities for a family member who is disabled will be guaranteed a permit but they will be required to pay.

High mileage/regular car users

The University already operates a two tier reimbursement arrangement for staff who are required to undertake high annual mileage as part of their duties. Many of these staff need to be able to access different University campuses on a regular basis. In light of these new arrangements, it is proposed that the current qualification for the regular user allowances be reduced from 5,000 miles per annum to 3,500 miles per annum.

In addition it is proposed that the monthly lump sum payment is increased from £70 to £90 per month along with an uplift of the current mileage rate by 2p per mile from 36p to 38p. It should be noted that the regular car user payments will continue to sit outside of the maximum tax free allowance determined by HMRC. Consequently, in line with current arrangements, staff who receive the regular user allowance will be subject to an annual tax charge through their P11D.

Student Car parking

Students will continue to be allowed to park at Salomons, Broadstairs and Medway but they will now be required to pay the minimum staff parking charge. (Currently set at £50 per annum for full time students and £25 per annum for part time students). Student parking will not be allowed at any other University site. Each student permit will be campus specific.

Both the application for and the issuing of student car parking permits will be managed locally at Campus level. Payment will be online by credit or debit card only.

Visitor car parking

There will be no charge for visitor car parking. Visitors must display a visitor parking permit which would normally be sent in advance of the visit. If this is not possible then a permit must be collected from reception and displayed in the car.

General Issues

Drop Off/Pick up

It is recognised that there are particular pressures at certain campus locations in relation to staff dropping off and/or picking up materials and equipment. As part of the new arrangements, a limited number of dedicated areas will be identified for short stay drop off/pick up, typically this will be less than 15 minutes and no charge will be payable.

Motorcycles

It has been agreed that motorcycles will be exempt from these arrangements.

Temporary permits

Each SMT member will be issued with 10 permits which they can allocate on a temporary basis to staff who may have specific short term parking requirements essential for them to undertake their work. The arrangements operating for these permits will be handled locally and each SMT member will be responsible for ensuring they are used appropriately.

Car Park Management and Control

The University will ensure that, where appropriate, all car parking spaces are clearly marked, since parking in unauthorised areas will result in the application of a penalty charge.

To ensure compliance with the parking regulations it will be necessary to manage the new scheme. The University will use in-house staff to do this.

Any car failing to display the appropriate permit will receive a penalty notice and will be liable for a fine in line with the tariffs generally applied by Local Authorities. Specifically, the penalty charge will be £70 although this will be reduced to £35 if it is paid within 14 days. An appeal process will be established. It will be the responsibility of individual members of staff and students to ensure that they comply with the rules governing parking on the University campuses.

Members of staff or students who repeatedly breach the University's new car parking arrangements may be subject to disciplinary action.

Investment in Sustainable Development

The University believes that as a result of the introduction of the car parking charging regime, it will generate approximately £125,000 per annum. The University is committed to match this sum and will therefore invest a minimum of £250,000 in the development of sustainable transport initiatives each year.

It is recognised that public transport and general access is more difficult at certain campus locations compared to others e.g. Medway and Salomons. Consequently, both these locations will feature predominantly in relation to sustainable transport developments in the first phase of investment.

Evaluation and Review

It is hoped that the proposals set out above are seen to be fair and reasonable given the challenge of establishing a uniform approach to the management of the University's car parking across its campus network. However, it is recognised that it will be important to learn lessons from the operation of the scheme during its first year. Consequently, a formal evaluation and review will be undertaken in the late spring of 2011 to assess the effectiveness of this approach. The outcome from this evaluation will then inform the future policy governing the operation of the University's car parking facilities across its campus network.

Senior Management Team
July 2010

PARKING PERMIT CRITERIA

Criterion 1: Blue Badge Holders

Staff who hold a 'Blue Badge' will have entitlement to park in a 'Blue Badge' marked space or, if none are available, a general marked space, free of charge.

Criterion 2: Other Disability

Staff with a temporary disablement, where a Blue Badge is not issued, will be able to apply for a temporary permit subject to medical assessment i.e. written confirmation from a GP and/or an Occupational Health assessment and subject to review. [Note for staff with a very short term disability this could be managed through the use of a SMT member's discretionary permit.]

Criterion 3: Caring Responsibility for a Disabled Person

Staff who have a caring responsibility for a family member who is disabled will be eligible for a permit but they will be required to pay the annual permit charge.

Criterion 4: Operational Requirements

Approval to apply for a permit will be given if there is a regular requirement, as part of the agreed job role, to travel on University business and where the use of a car for that travel is deemed essential. A regular requirement to travel on University business as part of an agreed job role might, for example, be measured as the need to undertake at least 50 journeys per annum.

Any member of staff seeking a permit on the basis of this criterion will be required to show evidence of appropriate business use insurance cover prior to any permit being issued.

Criterion 5: Unsocial Hours of Work

A permit will be considered if there is a requirement to work unsocial hours on a regular basis i.e. starting and/or finishing work at a time when public transport is less adequate than during the standard working day or outside any available Park & Ride services e.g. 7am to 7.30pm.

Criterion 6: Car Sharing

Applications from staff willing to and actually car sharing for 5 days per week with a minimum of 2 occupants will be considered. [Note only one permit will be issued to the group who have agreed to car share]

Note

- a) Permits will **NOT** be issued to staff residing within 3 miles of their designated campus base; in Canterbury this will include CT1 and CT2 postcodes, unless they meet criteria 1, 2 or 3 or can demonstrate that to meet criterion 4 requires their vehicle to be on University premises.
- b) SMT members will determine, using the above criteria, which members of staff within their area of responsibility can apply for a permit.
- c) To cover the fact that staff may have sporadic need of a permit to undertake necessary University work Senior Management Team members will be issued with 10 permits which they can allocate on a temporary basis (see 'Temporary Permits', under General Issues, on page 3 of attached paper).