

3 May 2024

## Staff Car Parking Allocation

I am writing to discover the how staff parking is allocated. Recently, there has been a review of the staff car parking arrangements meaning staff have to reapply for their parking. I would appreciate having answers to the following questions:

1. For the new staff parking, what is the ranking list for points awarded?

Assessment Criteria	
Ranking	Criteria
1	Disability (holders of a blue badge)*
2	Permanent night duty / evening (from 4pm onwards) / weekend working*
3	Required to use private vehicle on a daily basis to directly deliver patient or client care (i.e. Community Health Visitor / District Nurse / Midwife / Social Worker)
4	Carry out shift working as a requirement of the post and a set rota (scheduled to regularly start before 7:30am or finish after 7:30pm)
5	Manage Services on more than 1 site (responsible for managing staff on other Trust sites)
6	Provide services / clinics on more than 1 site (with a frequency of 1 or more times per month)
7	A public transport journey that involves one or more changes, and exceeds 1 hour of a commute. *Added bonus point of 1 point for every 10 miles from home address to base site, up to maximum of 4 points for those staff that live 40 miles+. Zero bonus points for anyone who lives under 10 miles from home to base.
8	Parent / Guardian / Carer that uses car to transport children or provide caring responsibilities on way to or from base site and public transport is not a viable option.
9	Registered car sharer who is actively sharing on a daily basis (to include Belfast Trust staff family members within same household).
10	Required to participate on a scheduled rota for on-call on a regular basis

\*Ranking 1 and 2 will be automatic parking entitlement

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- 2. With the personalised travel plans being offered, should staff not receive parking allocation, will the Belfast Trust be financially supporting staff members to continue with family commitments to ensure presence at work?**

Belfast Trust will be able to offer applicants who have failed to obtain a parking space a personal travel plan arranged by the Trust's Travel Planning Team. This will include public transport options based on their postcode and base site. The Travel Planning Team will also provide information on other sustainable travel options like lift sharing, cycling and walking and information on discounted benefits for Health and Social Care staff.

If staff encounter stressors as a result of this change to how they will have to commute to work, they should speak to their line manager. Their manager should be able to assess their role to see what options are available to them in terms of work / life balance to make their commute to work more manageable.