

				• To reduce onsite congestion, improve traffic flow and maintain clear access for all emergency vehicles • To have regard for the impact of those accessing our sites by car, on the surrounding streets and local road networks. While there is no contractual obligation for the Trust to provide any parking facilities for staff, it is clear that because of the nature of the 24-hour service we provide across many sites, some Trust staff would not be able to access their place of work or deliver their services without a car. It is therefore, highly recommended that those staff who meet requirements under aspects of a Section 75 category, they will receive the appropriate scoring as stipulated below: The same assessment criteria will apply to all Trust staff; long term appointments of agency and locum staff (after the qualifying period); joint contract holders; Board members; and volunteers. There will be an automatic entitlement to a space for the following staff: • Staff who are a 'Blue Badge Holder' ○ Staff who qualify for a 'Disability Blue Badge' will be allocated a car park space as per the accessibility criteria ○ The proposal specifically supports staff with a disability who also have a 'Disability blue badge' in making their application for Car Park Access, as this will be viewed as a reasonable adjustment duty that may benefit their health and wellbeing / work-life balance. ○ The team responsible for applying this proposal should be reminded of the statistic that in Northern Ireland it is estimated that over one in five people have some form of a long-standing illness or disability. Whilst only 2% of Trust staff have declared they have a disability, (with an unknown amount requiring a blue badge) and with (33%) of staff not declaring if they have a disability. Therefore, the possibility of more Blue Badge holders coming forward is high. ○ As part of the pilots, there have been a large number of applications from staff citing medical reasons that may not meet the Disability 'Blue
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				Badge Criteria' for obtaining a pass, e.g. if they have mobility issues after surgery etc. A decision has been taken, in agreement with Occupational Health colleagues, that the Trust Car Parking team within PCSs would manage requests to facilitate a return to work outside the application process if possible. Such applications will be assessed on an individual basis and the results clearly communicated to the staff member. • Who work permanent nights (because there is ample available parking then). • Required to use their car on a daily basis to directly deliver patient care in the community e.g. community midwife, community Occupational Therapists, district nurse. • Carry out shift working as a requirement of the post (scheduled to regularly start before 7:30am or finish after 7:30pm) • Manage Services on more than 1 site • Provide regular clinics on more than 1 site. All other staff will be assessed on a points system under the following 3 criteria. The greater the assessed need for access, the more points allocated. 1. Service Need • Required to participate on a scheduled rota for on-call 2. Sustainability • Registered car sharer who is actively sharing on a daily basis. • A public transport journey that involves one or more changes, including park and ride and exceeds 1 hour of a commute. 3. Personal Circumstances • Currently this proposal's eligibility criteria may affect the (18%) of staff who have confirmed that they have a caring responsibility. However, the Trust
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				should be mindful that the majority of staff (58%) have not given information on this category. • A Parent/Guardian/carer that that uses a vehicle that requires a Trust parking permit to transport children or provide caring responsibilities on way to or from base site and public transport is not a viable option will be allotted points towards a car park space as per the car parking accessibility criteria. • The proposal applies to people of all ages and life-stages (e.g. parents of pre-school and school-age children; carers of adult dependents; carers for elderly dependents; etc.). It should also be noted in the equality screening that if a person does not receive a car parking pass as part of the application process initially, there is an opportunity to appeal this decision and provide further information or supporting evidence as to why the person feels they should gain access to a space. To that end, individual circumstances are considered as part of the appeals process. Application Process: Trust Staff will be required to complete an online application form and provide supporting evidence as applicable for each criteria, outlined above. The Tier 5 manager for the applicant's service (or the line manager for staff at Tier 5 and above) will verify all evidence. Staff from Patient and Client and Support Services who manage car-parking services will support the assessment process. Appeals Process: Should a member of staff feel their application was not treated fairly, the process includes the opportunity to request an appeal. A large group of volunteer assessors, who are representative of a range of grades and services have been appointed to independently consider any appeals against decisions made on car-parking access. A three person panel will be selected randomly through the system to hear the appeal independently and a majority decision will be applied.
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Section 5: Good Relations				
Based on the evidence collected in Section 3 & 4:				
- To what extent is the policy/proposal likely to impact Good Relations i.e. between people of different religious belief, political opinion or racial group? - Are there any additional measures that could be suggested to ensure the policy or proposal promotes Good Relations?				
Good Relations category	Level of impact			Mitigation Measures and Alternative Policies or Actions that might lessen the severity of the equality impact (where Major or Minor Impact identified)
	Major	Minor	None	
Religious belief			✓	On the basis of the information available, there is nothing to indicate that this proposal would engender any adverse impact in regard to the promotion of good relations. The Trust is committed to ensuring that staff, patients, service users and carers have equality of access to services and feel welcome, comfortable and safe accessing and visiting all Trust facilities, irrespective of race, religion or political opinion.
Political opinion			✓	This is in accordance with the Trust's Good Relations Strategy: Healthy Relations for a Healthy Future 2.
Racial group			✓	All staff must attend mandatory equality, good relations and human rights training, which can be attended in person or availed of online.

Section 6: Disability Duties	
How does the policy / proposal: • encourage disabled people to participate in public life and • promote positive attitudes towards disabled people? Consider what other measures you could take to meet these duties. <i>For example, have staff received disability equality training.</i>	Staff with a disability who have a blue badge will have automatic access to Trust car parks. Those who are disabled but do not have a blue badge can demonstrate in the Appeals process if they have personal circumstances that they feel merit access outside meeting the criteria. All Health and Social Care staff are required to undertake mandatory equality training that covers disability and human rights considerations. Staff will also be aware of the need to consider reasonable adjustments in terms of accessibility of information and communication. The Trust has led on production of the Making Communication Accessible guidance specifically to help HSC staff respond sensitively and effectively with people who have a disability and communication needs.

Section 7: Human Rights	
Belfast Health and Social Care Trust is committed to providing the highest attainable standard of health within our resources.	
Does the policy/proposal affect human rights in a positive or negative way?	
Article	Positive impact Negative impact (Human Right has been interfered with or restricted) Neutral impact
A2: Right to life	✓
A3: Right to freedom from torture, inhuman or degrading treatment or punishment	✓

A4: Right to freedom from slavery, servitude & forced or compulsory labour			✓
A5: Right to liberty & security of person			✓
A6: Right to a fair & public trial within a reasonable time			✓
A7: Right to freedom from retrospective criminal law & no punishment without law			✓
A8: Right to respect for private & family life, home and correspondence.			✓
A9: Right to freedom of thought, conscience & religion			✓
A10: Right to freedom of expression			✓
A11: Right to freedom of assembly & association			✓
A12: Right to marry & found a family			✓
A14: Prohibition of discrimination in the enjoyment of the convention rights			✓
1st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			✓
1st protocol Article 2 – Right of access to education			✓
Please outline: any actions you will take to promote awareness of human rights and • evidence that human rights have been taken into consideration in decision making processes.			
The Trust is committed to the safeguarding and promotion of Human Rights in all aspects of its work. The Human Rights Act 1998 gives effect in UK Law to the European Convention on Human Rights. It makes it unlawful for a public body to act incompatibly with the convention rights. Where a public authority has assumed responsibility for the welfare and safety of individuals, there is a particular duty to guarantee human rights. It is not anticipated that this proposal will have an impact on human rights. The Trust will make every effort to ensure that respect for human rights, is part of its day to day work and is incorporated and reflected as an integral part of its actions and decision making process. The Trust will keep human rights considerations and relevant legislation and previous judicial reviews at the core of any decisions or considerations. The Trust is committed to upholding the principles of the UN Convention on the Rights of Persons with Disability (UNCPRD) which seeks to promote, protect and ensure full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities and to promote respect for their inherent dignity.			

	All staff are required to attend mandatory Equality, Good Relations and Human Rights training.
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Section 8: Screening Decision		Major	Minor	None
(8.1) How would you categorise the impacts of this policy / proposal? (Please underline one category)		(Screened In for an Equality Impact Assessment)	(Screened Out <u>with mitigation</u>)	(Screened Out)
(8.2) If you have identified any impact, what mitigation have you considered to address this?		Reasons Eligibility Criteria will be applied and considered for persons with: • Caring responsibilities • Disability (Blue Badge Holders) Staff who have been unsuccessful in obtaining a car parking pass are able to cite personal circumstances that they feel merit access outside meeting the criteria. The independent appeals process will take this information on board when making their decision. As part of the pilots, there have been a large number of applications from staff citing other medical reasons for obtaining a pass, these reasons may not meet the 'Disability Blue Badge' Criteria e.g. if they have mobility issues after surgery etc. A decision has been taken that the Trust Car Parking team within PCSS would manage requests to facilitate a return to work outside the application process if possible. Such applications will		

		be assessed on an individual basis and the results clearly communicated to the staff member.	
(8.3) Do you think the policy/proposal should be subject to an Equality Impact Assessment (EQIA)? NB: A full Equality Impact Assessment (EQIA) is usually confined to those policies or proposals considered to have <u>major</u> implications for equality of opportunity/good relations/human rights.	Yes	No	
Section 9: Monitoring (9.1) Please detail how you will monitor the effect of the policy/proposal for impact in terms of <u>equality of opportunity, good relations, disability duties</u> and <u>human rights</u>?			If complaints are received these will be recorded and considered. The Trust monitoring framework developed in relation to the monitoring of service change impact in relation to Section 75 groups will be followed. This equality screening document has been completed following the 2 pilots. The Car Parking Strategy Group will monitor the impacts of the roll-out of this proposal to other sites and will respond accordingly if unforeseen impacts arise.
Please sign /date and forward to the Equality and Planning Team for consideration - Lesley.Jamieson@belfasttrust.hscni.net. Equality screenings are completed with information provided by the policy / proposal author subject to advice and assistance from the Trust's Equality Managers. Please note that Completed and Signed Screening Templates are public documents and are posted on the Trust's website.			

Approved Lead Officer	Mandy Magee	Countersigned by:	
Position	Senior Manager Logistics Services	Equality Manager	
Date	30/3/2022	Employment Equality Manager	

Appendix 1 CARPARKING ASSESSMENT CRITERIA

Assessment Criteria			
	Priority Entitlement*	Supporting Evidence	Tick (where applicable)
1	Disability (holders of a blue badge)	Copy of Blue Badge	Priority parking
2	Permanent night duty	Validation by Tier 5 Manager (or above) and copy of rota	Priority parking
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)	Validation by Tier 5 Manager (or above) and copy of job description	Priority parking
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)	Validation by Tier 5 Manager (or above)	Priority parking

5	Manage Services on more than 1 site (responsible for managing staff on other Trust sites)	Validation by Tier 5 Manager (or above) and copy of job description	Priority parking
6	Provide services/clinics on more than 1 site (with a frequency of 1 or more times per month)	Validation by Tier 5 Manager (or above) and copy of job description	Priority parking
	Service Need Criteria		
7	Required to participate on a scheduled rota for on-call	Validation by Tier 5 Manager (or above)	3
	Sustainability Criteria		
8	Registered car sharer who is actively sharing on a daily basis.	Validation by Travel Plan Team of active member of Liftshare Scheme. (Access will be lost by all sharers if abused)	5
9	A public transport journey that involves one or more changes, including park and ride and exceeds 1 hour of a commute.	Public transport options validated by Trust Travel Plan Team	8
	Personal Circumstances Criteria		
10	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.	Validation by Tier 5 Manager (confirmation of start/finish times)	10

Appendix 2

Travelling to Work – sustainable travel options

Belfast, like most cities, has problems with pollution, congestion and parking. The Workplace Travel Plan aims to encourage staff to choose sustainable modes of transport to and from work, as well as for business journeys. We hope to reduce the number of single car occupancy trips and increase the use of car sharing, cycling, public transport and walking.

Travelling by Bus or Train

Help reduce the traffic congestion on our hospital sites by travelling on public transport. Regular, convenient transport links are available for each site and can be found at the Translink Journey Planner on the Hub:

<http://intranet.belfasttrust.local/directories/nue/pcss/Pages/Travelling-by-Bus%20or%20Train.aspx>

The Bus and Train Saver Scheme allows Belfast Trust to purchase aLink Annual Travel Cards on behalf of staff, thus facilitating weekly/monthly payments to the Trust. This Travel Card permits you to travel on bus or train services within Northern Ireland for the journey(s) you have chosen. Benefits include:

- **Staff can save 20% on the cost of annual bus and train travel.**
- **aLink customers can enjoy 'freedom of the network' at weekends - that's unlimited bus and train travel on scheduled Translink services anywhere in Northern Ireland regardless of the length or value of their regular journey.**
- **It encourages staff to avail of a quick and stress-free way to get to work.**
- **Staff save on parking costs and it reduces congestion on the acute sites.**

The new Glider service links East Belfast to West Belfast including the Titanic Quarter. They are high frequency services and include free on-board wifi and USB charging. Further details can be found at: <http://www.translink.co.uk/also-on-our-site/Glider/>

Car Sharing

Sharing a car allows you to benefit from the convenience of the car, while saving money. The Trust participates in a Car Share Scheme, which every member of staff can join, then the scheme finds you a 'match' – for free. Benefits include:

- **Saving you money - drivers and passengers split the travel costs**
- **Cutting your CO2 emissions and local congestion**
- **Providing some friendly company to reduce the stress of driving alone**
- **Finding you a lift if you don't have access to convenient public transport**

Visit <https://liftshare.com/uk> to find a travel buddy.

Cycle to Work

To encourage a healthier lifestyle, the Trust has a Cycle to Work scheme in operation. The scheme enables you to sacrifice part of your salary in return for a brand new bike and safety accessories to be used for cycling to work – with savings of up to 42%. The scheme currently has around 4,000 members and is continually growing.

To further enhance the benefits for staff cycling to work, the Trust has teamed up with Halfords to bring you Cycle2Work. Benefits include:

- **Partnerships with around 31 local suppliers across NI to ensure you can select a bike from a store that is convenient to you and purchase brands that Halfords may not stock**
- **Tax savings on a new bike and accessories**
- **First 6 week service**
- **1 year bike care plan**
- **Various other discounts**
- **You can claim mileage expenses for cycling – this is set at 20p per mile. You can apply through HRPTS Travel Claims.**

The Belfast Bikes located around the city can also be used to get you to and from work, or to take you from one meeting location to another throughout the day.

Walking

One of the simplest modes of transport is walking. Regularly overlooked, but beneficial in every way. Take in the city, find shortcuts through housing developments or make use of the greenways and towpaths, which are increasing in number. Benefits include:

- **Lower risk of heart disease**
- **Alleviate depression and fatigue**
- **Improve fitness**
- **Keep weight in check**
- **It's free**

Acute Mental Health Inpatient Centre/McKinney House

Carparking Permit Pilot Findings

Background

The Carparking Strategy Group agreed to pilot the new automated carparking permit system in AMHIC and the pilot commenced in mid-September 2021. The staff were supported with face-to-face information sessions and staff offering support on how to access the online portal and apply via an online application form.

Applications (as of 28/01/22)

Carpark spaces: 107 (spaces need to be available for visitors)

165 applied for parking as part of the pilot

147 applications were approved in the department -

14 applications are pending (offered Donegal Road carpark in the interim)

4 rejected as 0 points

Lessons learnt

1. Face to face sessions led to ambiguity around the level of support offered to staff in the application process. The learning has been that a dedicated parking permit shared mailbox has been introduced to deal with day to day queries relating to the new automated system to avoid ambiguity and anonymise the carparking system given how contentious carparking is within the Trust
2. Some staff members did not take the time to complete application accurately and this led to repeated applications from different email accounts with differing criteria selected
3. Some staff members did not know who their Tier 4 or above Manager was and this led to delays in processing applications

4. Some staff members sending numerous emails stating their case for carparking access and advising of changes to roles/errors in initial application to secure parking access once the priority parking criteria was known
5. Verifying managers not understanding/supporting the rationale behind the new automated system and wanting their staff to have access based on hierarchy rather than need
6. Ambiguity around 'manage services on more than 1 site' and 'provide clinics on more than 1 site' so clarity needed on this criteria
7. Ambiguity around 'use private vehicle for business purposes' as a member of staff cited going to Tower Block from MHU met this criteria
8. Numerous staff in the unit selecting that they use private vehicle on a daily basis to directly deliver patient or client care yet most staff are based in an Inpatient Unit
9. Staff telling Carparking Team they were promised car parking due to the relocation of services from other sites to the BCH Site
10. Verifying managers advising staff to select criteria that would ensure they received priority parking
11. Staff and verifying managers not aware of the processes in place to check and monitor carparking activity to ensure those staff in most need receive permits
12. A need to ensure clear communication around the consequences of misleading/false information to secure a permit
13. Discussion around the possible need to increase the weighting for staff with long commutes to/from work as the current weighting will only approve those staff who select criteria that is priority (travel and/or personal circumstances low weighted)

McKinney House Pilot

Background

The McKinney House pilot commenced in December 2021 with a live date for changeover of the 15th January. HR provided a list of approx. 95% of the staff names who are based in this building and these staff received an email to apply for parking via the new automated system. Flyers were also distributed within the building and notices put up in the lifts/foyers regarding the change in carpark access and details on how to apply. Ratio would normally be 1:5 staff per space but given that this is a carpark used mainly by office staff working core hours, it was deemed necessary to monitor access closely to ensure staff get parked when restrictions ease/ensure spaces are available for OH appointment.

Applications (as of 28/01/22)

Carpark spaces: 36 (+8 disabled spaces)

Applications: 80

Approved: 37

Pending: 25

Rejected: 18

Lessons learnt:

1. The new shared mailbox for staff works very well as quick response to application queries
2. Staff need to be reminded to base their application on their role when applying (not on the basis of returning to more movement between sites in the future)
3. Staff continue to make errors in their application and want to select more criteria after their application has been rejected/pending
4. Staff need to be advised that a 'pending' outcome is when you have been successful but there is no capacity to offer a space so alternative travel options need to be considered until access becomes available
5. Staff/Managers need to respect this an automated system and outcomes need to be respected in line with criteria as staff/managers were constantly emailing and/or phoning to try and influence a changed outcome
6. Application needed to be amended to pick up 'bank staff' applications as the process is not open to them
7. The management and control of all carpark barriers need to come under the remit of the PCSS carpark team as this barrier is currently operated by a HR staff member via intercom who feels they cannot refuse senior staff access if they do not have a permit
8. Staff are not displaying permits as per the terms and conditions and there needs to be tighter controls around permit issue/display so capacity can be assessed in carparks to allow more access to pending staff
9. It is difficult to assess how many staff can get access going forward given a large number of approved staff appear to work from home but this may change and we are trying to avoid oversubscribing as this would have an impact in the future
10. Staff will be reminded that they should complete the application in person as there was some evidence of one staff member applying on behalf of another.
11. Staff will be reminded that they should only apply for parking on their base site and that if they require access to parking on other sites for business purposes, that access would be added to their permit.

Appendix 5 - Changes to Carparking application form (2020- 2022)

1. Wording changed from 'automatic' entitlement to 'priority' entitlement
2. Shift working moved from 'service need' criteria to 'priority' entitlement
3. Removed percentage of shifts needed to be worked to secure points – 1,2 or 3 dependant on no. of shifts worked as now 'priority' category
4. Wording of on-call commitments changed + major incident response reference removed
5. 'Manage services on more than one site (responsible for managing staff)' added to 'priority' entitlement
6. 'Provide services/clinics on more than one site' added to 'priority' parking
7. A walk of more than 1km removed from application
8. Wording of public transport journey changed to a journey that exceeds a 1 hour commute + points increased from 2 to 8
9. Parent/guardian wording changed to include carer + provide caring responsibilities. The points have also been increased from 1 to 10
10. Removal of 'special circumstances' box requiring validation form Occupational Health. Please note, such applications are now handled directly with the car parking team in PCSS, outside of the permit system, in a separate process i.e. mobility issues post –op.

Corporate Notification



New car parking Permit Application System

WHY ARE THE ARRANGEMENTS CHANGING

The Trust is introducing a new automated car parking application process that will allocate the limited parking based on criteria focussed on business need and the availability of alternative travel options. The same assessment criteria will apply retrospectively to all Trust staff. Reasons for the change include:

- To ensure equity for all Belfast Trust Staff regardless of grade, role or length of service;
- To facilitate Trust business activities;
- To prioritise the limited parking that is available for those in greatest need;
- To support staff recruitment & retention;
- To reduce queues for public carparks;
- To reduce on-street parking which affects local residents.

WHEN IS IT HAPPENING

Staff should not apply until information has been shared that the automated system is live on their base site.

The new automated application and appeals processes has commenced with staff working in the Mental Health Unit at BCH, with a further pilot planned for staff in McKinney House at MPH. On completion of the pilots, staff will be informed via corporate notices and the Hub of when the arrangement is being applied to BCH, RGH and MIH.

APPLICATION PROCESS

Applications will be submitted electronically with supporting evidence under each appropriate criteria. Applicant's tier 4 manager (or higher depending on the tier of the applicant) will verify the information provided.

Audits will be carried out to ensure that the information provided as part of the application process is accurate.

Some applicants will receive a parking permit based on business need criteria.

Other applicants will need to secure sufficient points against other criteria to achieve priority for the remaining available spaces on that site.

Staff who are unsuccessful in their application will be able to appeal the outcome. The Trust will maintain an Appeals Panel of at least 50 staff volunteers, reflective of the wider Trust. Three members will be randomly selected to independently assess the anonymous appeal.

The applicant will be informed electronically of the majority decision of the appeal panel.

WANT TO KNOW MORE OR JOIN THE APPEALS PANEL?

Further information on the new process and some frequently asked questions are available on the [Travelling to Work page on the Hub](#).

If you have any other questions/queries relating to the new automated access system or are interested in [joining the appeals panel](#),

you can contact - CarparkingPermit@belfasttrust.hscni.net

TRAVEL ALTERNATIVES

Staff are reminded that the Trust provides a range of sustainable travel options with financial support. Staff who do not gain sufficient points to merit a carparking permit will be offered a personal travel plan, which will provide information on the alternative travel options available to them. Information on travel alternatives is available on the [Travelling to Work Page](#).

New Carparking Permit Application Scheme Goes Live for Staff working at Belfast City Hospital

To address the longstanding problems with waiting lists for car parking access, the Trust has developed a new automated application process that will allocate parking on the basis of assessed need. Two pilots of the application process have been completed over the past few months and as a consequence, the process has been refined and revised to make it as simple and fair as possible. The next step is to roll out the application scheme to sites where parking is currently controlled. Staff based on the **BCH site** can submit an application from **1st April 2022 to 30th April 2022**. Staff on the Royal and Mater sites will receive separate notification in the coming months of when the Carparking Permit Application Scheme is open to them. **Please do not apply at this stage if the BCH is not your base site as it may lead to a delay in processing your application in the future.**

Any staff wishing to park on the **BCH site** must apply, even if they already have access to a carpark. All applications have to be submitted electronically using this link - www.belfasttrustparkingpermit.co.uk.

Applicants who meet key criteria will receive a parking permit under priority entitlement. Other applicants will need to secure sufficient points against other criteria to secure the remaining available spaces. In cases where an applicant meets the assessed need for carparking but there is no capacity to offer permit, they will receive a Pending outcome and will be supported to find alternative travel option until a space becomes available. Unsuccessful applicants will be able to appeal the outcome and will also be supported to find alternative travel options.

Manager Verification

All applications are verified electronically via an automated email to the applicant's manager at Tier 5 (Band 7 or above) or to their line manager if above Tier 5. If you receive an email to verify a member of staff's parking permit application, please visit the guidance the Hub (see below) or phone the Permit Helpline on Ext. 44100.

Information about the New Application Process

Further information on the new process and some frequently asked questions are available on the [Travelling to Work page on the Hub](#) under Park It. (*staff on any type of leave can submit an application when they return to work)