

Please complete all boxes in Yellow as per the individual question numbers.
Please supply any supporting documents which may provide further clarity (such as policy documents).

The collated results will be published on the NHSE/NHSI Estates and Facilities Collaboration Hub.

For any clarity questions, please contact ronald.gregory@nhs.net

Staff on-Site parking criteria 2017 rev 6

Automatic on-site (obligatory)	Validation responsibility	Supporting evidence	Points allocation
--------------------------------	---------------------------	---------------------	-------------------

<p>Disabled blue badge holder. A copy of the badge will have to be provided at regular intervals and upon renewal.</p>	<p>CPP</p>	<p>Upload copy of badge</p>	<p>100</p>
<p>Resident on the site (i.e. QAH is your home). Residents will be registered by the Accommodation Team.</p>	<p>PHT</p>	<p>Residence Team to administer</p>	<p>100</p>
<p>Permanent night shifts and/or weekends (out of hours permit) This will be verified by electronic means and/or manager verification.</p>	<p>CPP</p>	<p>.csv file</p>	<p>100</p>

Discretionary on-site (organisational)

<p>Volunteer (not employed by Portsmouth Hospitals) This will be validated electronically</p>	<p>CPP</p>	<p>.csv file</p>	<p>100</p>
<p>Senior Doctors This includes Consultants and Speciality & Associate Specialist (SAS) doctors only. Will be verified electronically.</p>	<p>CPP</p>	<p>.csv file</p>	<p>100</p>
<p>Executive requests Specific and limited circumstances only (to be published) and where authorised by a member of the Executive Team.</p>	<p>PHT</p>	<p>Administrator input application upon request</p>	<p>100</p>

Contributory (points scoring)

On-call	<p>Participating in official On-Call Rota This will be verified by electronic means and/or manager verification. On-site parking may only be available on the days when the on-call is worked.</p> <p>Departments to issue on-call rotas to Car Parking Admin to verify [by sample] that individuals remain on rota and cross check parking activity against on-call sessions.</p>	CPP	.csv file	35
Shift working	<p>Working shifts that do not fit with the park and ride service This will be verified by electronic means and/or manager verification. On-site parking may only be available on the days when the shift is worked.</p>	CPP/Manag	.csv file	35

<p>Business use returning to QAH</p>	<p>Use vehicle more than twice per week for business related duties during the normal working day. Leaving and returning to QAH site on the same day. This will require manager verification and will be regularly audited using the access control system.</p>	<p>Manager</p>	<p>Manager email</p>	<p>30</p>
<p>Rotational doctors (if not included in Drs above)</p>	<p>Rotational Junior Doctors This will be validated electronically</p>	<p>CPP</p>	<p>.csv file</p>	<p>30</p>

Specific
job roles

<p>Specific job roles i.e. Nurse/Ward based nurse/Radiographer/ Consultant/Trust Doctor etc. Detailed list of roles that qualify will be determined by consultation and kept under regular review. This will be verified electronically.</p>	CPP	.csv file	0
--	-----	-----------	---

Occasional late hours

<p>Working occasional late hours beyond Park and Ride service times. This will be verified by electronic means and/or manager verification. This will be regularly audited using the access control system. On-site parking may only be available on the days when the late hours are worked.</p>	Manager	Manager email	0
---	---------	---------------	---

<p>Business use returning to another base</p>	<p>Use vehicle more than twice per week for business related duties during the normal working day. Travelling to QAH site and returning to a non-QAH base on the same day. This will require manager verification and will be regularly audited using the access control system. This criteria is intended for staff not based at QAH.</p>	<p>Manager</p>	<p>Manager email</p>	<p>25</p>
<p>Physical health condition</p>	<p>Recognised physical health condition resulting in difficulty using Park and Ride car parks and/or buses. Occupational Health assessment and written verification will be required and be regularly updated.</p>	<p>CPP</p>	<p>.csv file</p>	<p>35</p>

Tops
nursery

<p>Parent or Guardian of at least one child attending the Tops nursery (QAH site) during their normal working hours. Criteria will be validated by Tops nursery and cease upon the child leaving. On-site parking may only be available on the days of nursery attendance.</p>	CPP	.csv file	10
<p>Recognised physical health condition resulting in difficulty using upper level Park and Ride car parks. Occupational Health assessment and written verification will be required and be regularly updated.</p>	CPP	.csv file	10

Physical
health
condition
–
requiring
lower
level P&R

<p>Business use - not returning</p>	<p>Use vehicle more than twice per week for business related duties during the normal working day. Leaving and not returning to QAH site on the same day. (This will score fewer points) This will require manager verification and will be regularly audited using the access control system.</p>	<p>Manager</p>	<p>Manager email</p>	<p>15</p>
<p>Live within exclusion zone (minus points)</p>	<p>No on-site parking granted to staff living within an exclusion zone (to be determined by walking distance and public transport availability). This will be verified electronically.</p>	<p>CPP</p>	<p>Postcode check</p>	<p>0</p>

Relatives
illness

<p>Providing daily care to a relative with short or long term illness. Official written verification of the nature and frequency of care provided will be required and be regularly updated. A flexible working request may be taken as justification for this criteria.</p>			
	PHT	via appeal	5

Elderly/Disabled relative

Providing daily care to an elderly or disabled relative. Official written verification of the nature and frequency of care provided will be required and be regularly updated. A flexible working request may be taken as justification for this criteria.			
	PHT	via appeal	5
Tie Breaker			

Distance home to work	<p>Parking preference given to staff who travel longer distances or have limited options for using Public Transport.</p> <p>Based upon the shortest driving distance from the applicants home postcode to QAH and quickest public transport with fewest changes.</p> <p>This will be verified electronically.</p>	CPP	Postcode check	
-----------------------	---	-----	----------------	--

NEW ON SITE Car parking charges to take effect from 01/07/2013	1 day parking per week (monthly charge)	2 days parking per week (monthly charge)	3 days parking per week (monthly charge)	4 days parking per week (monthly charge)	5 days parking per week (monthly charge)
Up to £21,7	£2.70	£5.40	£8.10	£10.80	#####
From £21,7	£4.10	£8.20	£12.30	£16.40	#####
Over £40,1	£8.10	£16.20	£24.30	£32.40	#####

NEW OFF-SITE /OUT OF HOURS Car parking charges to take effect from 01/07/2013					
	£2.70	£5.40	£8.10	£10.80	#####