

## **Background**

### **1) Why do we need to introduce car parking charges?**

Parking permit charges are required to offset the costs associated with university parking provision. It is not intended that the proposed charges will cover these costs in full, but it is felt to be reasonable that drivers should make a fair contribution towards them.

### **2) How will the money raised be used?**

Revenue raised from the charging scheme will be used to offset spending on parking including parking maintenance, security and lighting across all our campuses and the provision of the new multi-storey car park at our largest campus – Moulsecomb.

### **3) What is the average cost to the University of running a parking space?**

The average annual cost of providing a parking space is £450

## **Charging**

### **4) When will permit charges come into operation?**

It is intended that parking permit charges will take effect from the beginning of the new academic term (Monday 23 September 2019). Details of actions required to pay for your permit will be communicated in July after the end of the permit charging consultation period.

### **5) How will the charges be calculated?**

Student and staff charges will be calculated and levied as follows:

- Student charges (not subject to VAT)
  - Annual charge - £125 flat rate (payable via a 'one off' card payment)
  - Full day charge - £1.30 (payable by app. or telephone)
  - Up to 4 hours charge – £1.00 (payable by app. or telephone)
- Staff charges (VAT inclusive)
  - Annual charges - levied at 1% of total salary above £8,000 threshold (collected via monthly salary deduction)
  - Full day charge - £2.50 (payable by app. or telephone)

**6) Can you detail the costs that the car parking charge will be used to offset?**

Parking charges will be used to offset parking maintenance, lighting and security costs amongst others across our estate, as well as offsetting the cost of the new multi-storey car park at our largest campus – Moulsecoomb. A table of indicative annual costs is outlined below:

Administration & Security	£81,000
Utilities, Rates & Insurance	£99,000
Maintenance & Depreciation	£495,000
<b>Total Costs</b>	<b>£675,000</b>

**7) What are the costs for parking and charging a fully-electric vehicle in the new multi-storey car park at Moulsecoomb?**

Drivers of fully-electric vehicles at all university sites will be eligible for a 50% discount on standard parking charges. Charging points in the multi-storey car park at Moulsecoomb will provide electricity at cost (currently around 15p /KWh). Charging a Nissan Leaf from flat for example would cost approximately £4.50. The university will not make a profit on these transactions.

**8) As the holder of a university temporary disabled badge am I exempt from parking charges under the new proposals?**

Only holders of government blue badges are exempt from car parking charges. Drivers in possession of a university temporary disabled badge will be required to pay standard charge rates.

**9) How can non-university staff (SU / UBIC etc.) pay to park?**

The university will allocate a set number of permits to partner organisations that have staff based on its campuses based on the eligibility criteria. Partner organisations will be charged a rate of £450 per year, per permit issued. It will be up to the partner organisations to determine the extent to which they wish to recover these costs from those who are allocated a permit.

**10) When calculating staff annual payments why was the £8,000 figure chosen as the threshold below which no charge would be due?**

A reasonable judgement was applied to introduce the threshold at this level which was felt to deliver the fairest charging solution, particularly taking into account lower paid and part time staff.

**11) What happens if I intend to use a university car park out of hours?**

Charging will apply at all in-scope university car parks on a 24/7 basis. Students and staff paying for an annual permit will be permitted to park at the car park out of hours at no extra charge. Students and staff paying on a daily basis will be able to park at any time on the date they have paid for.

## 12) How do the proposed charges compare to other similar institutions?

The table below sets out our proposed charges in comparison to those for three other similar higher education institutions.

University	Staff	Students	Other (Visitors etc.)
<p><b>University of Brighton</b></p> <p>Eligible staff and students will be able to pay for a parking permit on either an annual or daily basis. Students will also be eligible to pay on a 4 hourly basis.</p>	<ul style="list-style-type: none"> <li>• Annual charges - levied at 1% of total salary above £8,000 threshold (capped to a maximum of £450) (including VAT and collected via monthly salary deduction)</li> <li>• Full day charge - £2.50 (payable by app. or telephone)</li> <li>• The average annual charge for university staff is expected to be £356 (Inc. VAT)</li> </ul>	<ul style="list-style-type: none"> <li>• Annual charge - £125 flat rate (payable via a 'one off' card payment)</li> <li>• Full day charge - £1.30 (payable by app. or telephone)</li> <li>• Four-hourly charge – £1.00 (payable by app. or telephone)</li> <li>• The student hardship fund will be available as a source of potential relief for students experiencing financial hardship</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors, contractors and members of the public parking 'out of hours' will be charged £2.50 per day (payable by app. or telephone)</li> </ul>
<p><b>Bournemouth</b></p>	<ul style="list-style-type: none"> <li>• Band 1 - £61.41 p/a</li> <li>• Band 2 - £122.81 p/a</li> <li>• Band 3 - £184.22 p/a</li> <li>• Band 4 – £245.61 p/a</li> <li>• Band 5 – £307.01 p/a</li> </ul>	<ul style="list-style-type: none"> <li>• Full time students £60.32 p/a</li> <li>• Part time students £30.16 p/a</li> </ul>	<p>Not Known</p>

<b>Bristol</b>	0.0083% of salary per day	Not known	£7.00 per day £3.50 half day  Contractor rate: £2.50 per day
<b>Manchester</b>	Pay grade 1 - £151.50 Pay grade 2 - £151.50 Pay grade 3 - £171.70 Pay grade 4 - £171.70 Pay grade 5 - £200.00 Pay grade 6 - £242.40 Pay grade 7 - £292.90 Pay grade 8 - £343.40 Pay grade 9 - £404.00  (All p/a)	<3 hours - £3 3-6 hours - £5 6-10 hours -£8	£5 per day
<b>Sussex</b>	FTE: £360.00/year	Students (Campus): £198.00/year	£2.50/day £62.50 for book of 25
	PTE: Pro rata	Students (Bridge): £360.00/year	
	Zero Hrs.: £36.00/year		
	Band 1 - £61.41 p/a Band 2 - £122.81 p/a Band 3 - £184.22 p/a Band 4 – £245.61 p/a Band 5 – £307.01 p/a	Full time students £60.32 p/a	Not known
Part time students £30.16 p/a			

## Payment

### **13) What do I need to do to pay for my permit?**

Further details will be released after the consultation period is complete. Please keep up-to-date with your university emails to ensure you are ready to park when charging begins on Monday 23 September.

### **14) Will I be able to make payments with cash?**

All payments made via the app. or direct to the university will need to be made via card, unless collected by monthly salary deduction.

### **15) How soon after making a payment can I park at the site?**

Further operational details about charging arrangements will be made available soon.

## Operations

### **16) If I have paid for a parking permit and cannot find a space can I get my money back?**

We aim to ensure a balance between the number of permits issued and the spaces available, therefore we do not expect this situation to occur. It is important to be clear however that paying for a parking permit gives you the right to park in a university car park but does not guarantee you a parking space – in the event that a vacant space is not available refunds will not be provided.

### **17) What happens if I pay for my annual permit and then want to stop parking in university car parks – can I get my money back?**

Student annual permit holders wishing to permanently terminate their rights to park at the university, will be refunded.

Staff annual permit holders will be able to suspend collections from salary once during the course of the year (August to July). In the case of maternity / paternity, long-term sickness, or for those with caring responsibilities and in other exceptional circumstances collections from salary can either be suspended once (as above), or be reduced in line with any changes to salary levels. Reductions will not be given to annual permit holders wishing to make short term alternative travel arrangements for other reasons.

### **18) Will there be CCTV / regular security patrols across our car parks?**

All of our car parks are covered with lighting and CCTV and are regularly patrolled.

### **19) Will I be able to use my permit for all sites?**

Permits will be 'all site' but we remind staff and students that in-line with our commitment to sustainability we encourage staff to walk, cycle or use public transport when travelling between sites wherever possible.

### **20) How many car parking spaces will be available at each site?**

The table below sets out the number of spaces available at each of the car parks affected by the proposed charges.

## Breakdown of University Sites/Parking

Location	Disabled spaces	Visitors Spaces	Student and Staff spaces
Falmer	18	36	373
Moulsecoomb	15	10	622
Eastbourne	26	13	204
Grand Parade	7	0	44
Exion offices	2	0	47
Phoenix Halls (Residences)	4	0	50
Moulsecoomb Place Halls (Residences)	2	1	5
Varley Park (Residences)	10	0	80
<b>TOTALS</b>	<b>84</b>	<b>60</b>	<b>1425</b>

### Other

#### **21) As a student can I apply for help from the hardship fund to help cover my parking charges?**

Students who feel they are eligible can apply for assistance via the [my finances](#) pages of the university website.

#### **22) As a staff member / student who is unable to commute to work via an alternative method of transport, what has been done to consider my circumstances?**

Our permit allocation system has been designed to prioritise permits to those who have the greatest need for parking, whether that is due to where they live or other aspects of their personal circumstances. Where staff who need a permit are on lower salaries the cost of a permit is reduced to reflect this.

#### **23) Are there any additional incentives available for staff and students to use public transport in light of the new charging proposals?**

Information on walking, cycling, public transport, car-sharing and discounts and benefits available specifically for University of Brighton staff and students can be found on Staff Central and Edublogs respectively. Click on the links below for more information.

[Staff information](#)

[Student information](#)

**24) What has been done to take into account equalities and diversity considerations?**

See table below.

**Appendix 1 Equality impact review**

	Potential differential impact? (Y/N)	Risk of adverse impact? (Y/N)	Description of differential or adverse impact	Action for addressing potential adverse impact (including timescales where relevant)	Action taken to address issues raised
<b>Age</b>	Y	Y	<p><b>Age:</b> Age as a protected characteristic is relevant to the introduction of parking charges owing to the association with disability, as people are more likely to become disabled or be diagnosed with a long-term medical condition as they grow older. Please see comments on disability below for more detail.</p> <p>A potential indirect adverse impact for age is also possible owing to the correlation between age and pay grade. Younger staff are more likely to be in lower grade positions at the University, and therefore could be affected by parking charges to a larger extent than older staff. Please see sex and race below, where the impact on lower grade staff is considered in more detail.</p> <p>University data shows that commuter students are more likely to be mature</p>	<p>Please see comments below on disability, sex and race. Comments on potential action for addressing equalities impact has been included next to the protected characteristic where it is felt the greatest adverse impact could occur.</p>	
<b>Disability</b>	Y	Y			
<b>Gender reassignment</b>	N	N			
<b>Marriage or civil partnership</b>	N	N			
<b>Pregnancy/ maternity</b>	Y	Y			
<b>Race</b>	Y	Y			
<b>Religion or belief</b>	N	N			
<b>Sex</b>	Y	Y			
<b>Sexual orientation</b>	N	N			

		<p>students (aged 21 and over). Whilst this data does not include specifically what forms of transport mature students are using (i.e. car or public transport) when commuting, the fact that mature students are more likely to commute means that mature students could be adversely impacted by the introduction of parking charges. As stated above, age as a protected characteristic is relevant to the introduction of parking charges owing to the association with disability, as people are more likely to become disabled or be diagnosed with a long-term medical condition as they grow older. As mature students are more likely to have a disability/long-term medical condition, they could be adversely impacted by the introduction of parking charges.</p> <p><b>Disability and Carers:</b> The ability to obtain appropriate parking at their place of work or study is of particular significance to disabled staff and students respectively and failure to do so could present a considerable barrier to employment/ studies. It is possible that the introduction of parking charges may exacerbate existing issues with parking and permit provision as highlighted by the Disability and Carers Network Group, relevant Estates staff and others, including but not exclusive to; the number and availability of suitable disabled parking bays across sites and the ability to obtain a parking permit at the University for staff who are disabled or carers. For example, it is known that staff and students with disabilities, long-term</p>	<p>Please see comments below on disability and carers.</p> <p>Consider possibility of free parking for disabled staff and students or blue badge (statutory and University) holders. Where concessions are provided for blue badge holders, it is known that there will be staff and students with disabilities and long-term health conditions who do not access, or experience barriers to accessing, these statutory or University provisions. This would need to be addressed as part of any parking permit policy.</p>	<p>Our proposal is that free parking is to be provided only for statutory blue badge holders. Staff and students with disabilities who do not have a statutory blue badge will be eligible for a UOB disability permit which will entitle them to park in disabled bays as well as all other spaces so access to parking will not be an issue. We do not believe providing free parking for this group is justified as charging levels are scaled according to income for all users. Free parking for statutory blue badge holders reflects a common exception in the sector and elsewhere.</p>
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		<p>health conditions or caring responsibilities can experience barriers to obtaining statutory or University blue badges or carers cards, which limits their access to specialist provision. Specifically in regard to students, it should be noted that data from the Disability and Dyslexia Support Service shows that there has been an increase in the number of students with mental health issues (such as anxiety) requiring standard parking permits. Several students with fluctuating health conditions have also been given University Blue Badges due to the fact that they are not eligible for the statutory Blue Badge scheme but still need access to disabled parking bays.</p> <p>If disabled staff are required to pay for parking at work and purchase an annual parking ticket, it is possible they could incur a financial penalty if they are required to take prolonged sickness leave owing to their disability. This could also occur for carers, taking a period of unpaid leave owing to caring responsibilities for a disabled or elderly person. It is expected that most students will choose day permits rather than annual permits. However, in the case of students who have bought an annual permit, they could incur a financial penalty if they were to have to intermit or withdraw from their studies due to prolonged sickness owing to their disability. This could also occur for student carers having to intermit or withdraw from their studies owing to caring</p>	<p>Ensure the system, mechanism or technology introduced for payment is accessible to all staff and students, including those with disabilities. This may include an audit or trial of any proposed system by an appropriate advisory disability service.</p> <p>Consider possible solutions - such as refunds or partial refunds for annual passes - for staff who experience prolonged periods of sickness due to disability, or staff who have to take an extended period of unpaid leave owing to caring responsibilities. Also consider the above solutions for students with an annual permit who have to intermit or withdraw from their studies due to prolonged sickness relating to their disability, and student carers who have to intermit/withdraw owing to caring responsibilities for a disabled or elderly person.</p>	<p>The permit allocation policy gives priority to both statutory blue badge holders and UOB disability badge holders. There will not be instances where staff or students who hold either of these badges will not receive permits.</p> <p>We will conduct an audit following an initial period of use</p> <p>Proposals for refunds cover all these circumstances</p>
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			<p>responsibilities for a disabled or elderly person.</p> <p>Disabled people and people with caring responsibilities may be more likely to be in part-time roles and therefore may be disproportionately affected by the introduction of parking charges, as outlined below in relation to sex.</p> <p><b>Pregnancy and maternity:</b> During pregnancy, a staff member or student may acquire additional needs in relation to accessing parking at work/university, in-line with those highlighted for disability above. Therefore it is possible that the introduction of charges will result in members of staff/students incurring costs associated with coming to work/university, which they do not experience - or are able to choose to mitigate against - when not pregnant.</p> <p><b>Sex:</b> The introduction of parking charges will likely negatively impact more heavily on part-time staff, who have lower take home pay than their full-time equivalents and who will be unable to benefit from cost saving opportunities such as the annual pass. Therefore there is a potential adverse indirect effect on women, who our annual staff equalities monitoring data shows are more likely to be in part-time roles (52% female staff and 33% of male staff are in part-time roles at the University).</p>	<p>Ensure that the charges that are bought in do not financially penalise staff who, owing to their working hours, will need to buy daily rather than annual passes (see comments on proposed introduction of £0 charge up to £8k and then 1% of actual income below, for more detail).</p> <p>As needed, ensure appropriate risk assessments for pregnant staff and students, and the extension of any concessions proposed for staff and students with disabilities.</p> <p>Charges introduced for annual parking should be based on staff's actual pay, rather than their grade or pay point, to reduce negative impact and financial penalties on part-time staff (and therefore indirectly female staff, and staff with disabilities or caring responsibilities).</p> <p>Any plans for tiered charging should extend across all grades and account for those on negotiated pay, so as not to disproportionately affect staff on lower grades (and therefore indirectly women and BME staff).</p>	<p>Staff will have a choice of either daily or annual permits and can choose which works best for them. Low paid part time staff may find it cheaper to buy an annual permit even if they will not be using it every day.</p> <p>Pregnant staff and students will be able to apply for temporary disability permits</p> <p>The proposal is for charges to be linked to actual pay</p> <p>% charging rate extends to all staff grades including those on negotiated pay up to a maximum of £450 (the average cost to the university of one parking space per year)</p>
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			<p>As any charge will impact more heavily on the lowest earners than the highest, women could also be indirectly affected through to their concentration in lower grade positions at the University (in all but senior staff, there is a clear drop-off in female staff numbers as grades increase).</p> <p>As stated above, the ability to obtain appropriate parking at their place of work or study is of particular significance to staff and student carers respectively and failure to do so could present a considerable barrier to employment/ studies. National data shows that women are more likely to be carers of disabled relatives meaning that female students and staff could be adversely impacted by the introduction of parking charges.</p> <p><b>Race:</b> As above, any introduction of parking charges will negatively impact more heavily on lower earners at the University. As our annual staff equalities monitoring data shows that Black and Minority Staff (BME) are more likely to be concentrated in lower grade positions, this</p>	<p>Any parking charge is more likely to have an adverse impact on the lowest earners than the highest, regardless of tiering or similar proposals. There are various nuances to the ways that staff and students access employment and study at the University that may not be possible to mitigate against in their entirety. For example, staff who work compressed hours, part-time staff with working hours spread over most/all days of the week or part-time students.</p> <p>The introduction of a proposed parking charge where staff pay nothing up to £8k will mitigate against negative impact on the staff with the lowest levels of actual pay at the University (part-time staff as outlined above). A charge of 1% of income above £8k further helps to mitigate against potential indirect negative equalities impact for part-time and staff in lower grades, as outlined above.</p> <p>Please see comments above on disability and carers.</p> <p>The university could potentially offer a discounted rate to the annual charge for students with a UoB bursary i.e. students who are from LPN, a high proportion of whom are from BME backgrounds. The university's Student Support Fund also supports those</p>	<p>We have attempted to cover as many scenarios as possible with annual, daily and 4 hourly options. We will review after a period of operation and consider any evidence of impacts submitted</p> <p>We have committed to including parking costs within the scope of the Student Support Fund</p>
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			<p>could have an indirect negative impact on BME staff at the University.</p> <p>University data shows that commuter students are more likely to be from a BME background. Whilst this data does not include specifically what forms of transport BME commuter students are using (i.e. car or public transport), the fact that BME students are more likely to commute means that BME students could be adversely impacted by the introduction of parking charges. BME students are also more likely to be from a Low Participation Neighbourhood (LPN) and therefore parking charges could have an adverse financial impact on them.</p>	<p>students most in financial need. This includes assistance with travel costs; therefore this could include assistance with parking charges.</p>	
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