

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.

Following feedback from the recent parking charges consultation, student charges will not be introduced for the 2019/20 academic year and will be reviewed for 2020/21.

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 Parking facility 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 now take effect from Tuesday 1 October. New 2019/20 parking permits will be required from the beginning of the new academic term (Monday 23 September 2019).

5) How will the charges be calculated?

Staff charges will be calculated and levied as follows:

- Staff charges (VAT inclusive)
 - Annual charges - levied at 1% of total basic salary above £8,000 threshold with a maximum annual charge of £450 (collected via monthly salary deduction)
 - Full day charge - £2.00 (payable by app, telephone or local parking machine)

Following the analysis of feedback from the recent parking charges consultation, student charges will not be introduced for the 2019/20 academic year and will be reviewed for 2020/21. Students will however still need a valid permit to park at the university.

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 Parking facility 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
Total Costs	£675,000

7) What are the costs for parking and charging a fully-electric vehicle in the new Parking facility 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 Parking facility at Moulsecoomb will provide electricity at cost (currently just over 16p /KWh, though this is due to increase in October 2019). Charging a Nissan Leaf from flat for example would cost approximately £4.50 at today's rates. 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) Is there any exception available for those who use their cars for work?

We do not believe it to be the case that any staff member is contractually required to use their car in the course of their role. Should it be established that some colleagues do not wish to continue using their car after the introduction of charges and this has a significant impact on the fulfilment of their role, pool cars or other similar options will be explored.

10) How will BSMS staff pay for parking?

For BSMS staff based at a University of Brighton site, who meet the eligibility criteria, wish to purchase an annual permit and are employed by the University of Sussex, we will ask for verification of earnings on which the annual charge will be calculated (applicants permission required). The annual charge can then be paid with a 12 month instalment recurring card payment agreement (using a debit or credit card). Standard UoB cancellation rules will apply. Alternatively, eligible BSMS staff can purchase a day ticket.

11) How will BSU staff pay for parking?

BSU staff who meet the eligibility criteria and wish to purchase an annual permit we will ask for verification of earnings on which the annual charge will be calculated (applicant's permission required). The annual charge can then be paid with a 12 month instalment recurring card payment agreement (using debit or credit card). Standard UoB cancellation rules will apply. Alternatively, eligible BSU staff can purchase the day ticket.

12) How will other university partners' staff pay for parking?

This will vary by university partner. In general, the university will allocate a set number of permits to partner organisations proportionate to the number of staff who meet the permit eligibility criteria. Partner organisations will be charged a rate of £450 per year, per permit (the average cost of providing a parking space). It will be up to the partner to determine the extent to which they wish to recover these costs from those allocated a permit. The university has agreed with some partners that eligible staff can purchase a day ticket.

13) 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.

14) Will the £8,000 threshold used to calculate staff annual charges be subject to review and would it be better to link this figure to the living wage?

This figure will be subject to review on an annual basis. There is no logic to linking the threshold to the living wage. The purpose of the threshold is simply to increase the progressiveness of the discount to the full cost of permits for those on lower salaries.

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

Core parking hours run from 7am until 5pm, Monday to Friday. Staff and students with a valid 'full' permit will be able to park out of hours with no charge.

Those not eligible for a full permit can apply for an 'out of hours' permit which will allow free parking in university car parks between 5pm and 7am Monday to Friday and all day at weekends.

Please note that parking at Falmer and Moulsecoomb on match days and university open days will be restricted.

16) What is the situation for visitors, contractors and guests - will they always have to pay?

Following feedback from the recent parking charges consultation it has been agreed that all visitors to the site including contractors will be able to park for free when booked in in advance with the Parking and Transport team via Planon.

17) Will there be a review of the policy / charges after the September launch?

The parking policy and charging model will be reviewed annually after the initial launch in September 2019. It is expected that charging rates will rise over time in line with inflation.

18) Can you provide some example charges by grade for those paying by annual salary deduction?

Examples of staff annual charges by grade point are shown below.

Staff annual parking permits - example charges

Parking Annual Permits								
	Salary at Top of Grade							
	Grade		1 FTE	0.8 FTE	0.6 FTE	0.4 FTE	0.2 FTE	
Grade 1	17,408	8000	94.08	59.26	24.45	0.00	0.00	
Grade 2	19,202	8000	112.02	73.62	35.21	0.00	0.00	
Grade 3	22,017	8000	140.17	96.14	52.10	8.07	0.00	
Grade 4	25,482	8000	174.82	123.86	72.89	21.93	0.00	
Grade 5	29,515	8000	215.15	156.12	97.09	38.06	0.00	
Grade 6/AC1	34,189	8000	261.89	193.51	125.13	56.76	0.00	
Grade 7/AC2	42,036	8000	340.36	256.29	172.22	88.14	4.07	
Grade 8/AC3	50,132	8000	421.32	321.06	220.79	120.53	20.26	
Grade 9/AC4	59,828	8000	450.00	398.62	278.97	159.31	39.66	

Cost of annual permit per day

Cost per day - Based on the assumption that FTE relates to whole days only (i.e. 22.2 = 3 days and not 5 x mornings)

Holiday Entitlement in the 1st 5 years of employment (Grades 1-9 rises by 5 days after 5 years)										
Grade 1	17,408	34	226	0.42	0.33	0.18	0.00	0.00	"23+8+3"	"34/5= 6.8, 52 - 6.8 = 45.2 X 5 = 226"
Grade 2	19,202	34	226	0.50	0.41	0.26	0.00	0.00	rising to (see Below)	
Grade 3	22,017	34	226	0.62	0.53	0.38	0.09	0.00		
Grade 4	25,482	36	224	0.78	0.69	0.54	0.24	0.00	"25+8+3"	"36/5= 7.2, 52 - 7.2 = 44.8 X 5 = 224"
Grade 5	29,515	36	224	0.96	0.87	0.72	0.42	0.00	rising to (see Below)	
Grade 6	34,189	36	224	1.17	1.08	0.93	0.63	0.00		
Grade 7	42,036	36	224	1.52	1.43	1.28	0.98	0.09		
Grade 8	50,132	38	222	1.90	1.81	1.66	1.36	0.46	"27+8+3"	"38/5= 7.6, 52 - 7.6 = 44.4 X 5 = 222"
Grade 9	59,828	38	222	2.03	2.24	2.09	1.79	0.89		
AC1 - (Grade 6)	34,189	46	214	1.22	1.13	0.97	0.66	0.00	"35+8+3"	"46/5= 9.2, 52 - 9.2 = 42.8 X 5 = 214"
AC2 - (Grade 7)	42,036	46	214	1.59	1.50	1.34	1.03	0.10		
AC3 - (Grade 8)	50,132	46	214	1.97	1.88	1.72	1.41	0.47		
AC4 - (Grade 9)	59,828	46	214	2.10	2.33	2.17	1.86	0.93	"35+8+3"	"46/5= 9.2, 52 - 9.2 = 42.8 X 5 = 214"

After 5 Years		Hols	Wk d's							
Grade 1	17,408	39	221	0.43	0.34	0.18	0.00	0.00	"28+8+3"	"39/5 = 7.8, 52 - 7.8 = 44.2 X 5 = 221"
Grade 2	19,202	39	221	0.51	0.42	0.27	0.00	0.00		
Grade 3	22,017	39	221	0.63	0.54	0.39	0.09	0.00		
Grade 4	25,482	41	219	0.80	0.71	0.55	0.25	0.00	"30+8+3"	"41/5 = 8.2, 52 - 8.2 = 43.8 X 5 = 219"
Grade 5	29,515	41	219	0.98	0.89	0.74	0.43	0.00		
Grade 6	34,189	41	219	1.20	1.10	0.95	0.65	0.00		
Grade 7	42,036	41	219	1.55	1.46	1.31	1.01	0.09		
Grade 8	50,132	41	219	1.92	1.83	1.68	1.38	0.46	"30+8+3"	"41/5 = 8.2, 52 - 8.2 = 43.8 X 5 = 219"
Grade 9	59,828	41	219	2.05	2.28	2.12	1.82	0.91		
AC1 - (Grade 6)	34,189	46	214	1.22	1.13	0.97	0.66	0.00	"35+8+3"	"46/5= 9.2, 52 - 9.2 = 42.8 X 5 = 214"
AC2 - (Grade 7)	42,036	46	214	1.59	1.50	1.34	1.03	0.10		
AC3 - (Grade 8)	50,132	46	214	1.97	1.88	1.72	1.41	0.47		
AC4 - (Grade 9)	59,828	46	214	2.10	2.33	2.17	1.86	0.93	"35+8+3"	"46/5= 9.2, 52 - 9.2 = 42.8 X 5 = 214"

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

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

University	Staff	Students	Other (Visitors etc.)
<p>University of Brighton</p> <p>Eligible staff will be able to pay for a parking permit on either an annual or daily basis. Students are exempt from charges for the 2019/20 academic year with a review scheduled for 2020/21.</p>	<ul style="list-style-type: none"> • 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) • Full day charge - £2.00 (payable by app, telephone or local machine) • The average annual charge for university staff is expected to be £356 (Inc. VAT) 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Visitors and contractors will park for free where preregistered with the Transport and Parking Team. Members of the public parking out of hours will be charged £4.50 per day (payable via app, telephone or local parking machine)
<p>Bournemouth</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Full time students £60.32 p/a • Part time students £30.16 p/a 	<p>Not Known</p>

Bristol	0.0083% of salary per day	Not known	£7.00 per day £3.50 half day Contractor rate: £2.50 per day
Manchester	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
Portsmouth	<ul style="list-style-type: none"> Staff grades 1 and 2 - year 1 (from 1.9.2019) £200, year 2 £350 and thereafter £500 per annum Staff grades 3, 4, 5 and 6 - year 1 (from 1.9.2019) £300, year 2 £400 and thereafter £500 per annum Staff grades 7 and above - £500 per annum Part-time workers will be charged pro-rata (based upon percentage of 1.0FTE) the fulltime staff rate applicable to their grade. 	<ul style="list-style-type: none"> Student vehicle permit £75 per annum (if eligible) 	<ul style="list-style-type: none"> Visitor scratch card £5 a day Property tenant vehicle permit £500 per annum Contractor vehicle permit £600 per annum (contractor/maintenance bay only)
Sussex	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		

Payment

20) What do I need to do to pay for my permit?

Staff members selecting the annual charge option will pay via monthly salary deduction payable one month in arrears. Once this option is selected at the permit application stage, no further action is required and payroll will advise a date when you can start parking and a date that your first payment will be taken. Those wishing to pay daily will be provided with further details on application for a permit. Daily payments can be made by card via the app, telephone or payment machine at selected sites.

21) Will I be able to make payments with cash?

All payments made via the app, telephone or direct to the university will need to be made via card, unless collected by monthly salary deduction. Payments at parking machines will also be by card only.

22) How soon after making a payment can I park at the site?

Permit holders wishing to pay the daily charge can park at university car parks immediately on receipt of a 2019/20 parking permit.

Successful permit applicants choosing to pay annually should expect a short delay whilst payroll setup salary deduction. Applicants wishing to park during this 'waiting' period can do so by paying the standard daily charge.

23) If I pay for a daily pass at one campus and drive to another will I have to pay again?

Making a payment at one campus will cover you should you then travel to another, we remind staff and students however that in-line with our commitment to sustainability we encourage staff to walk, cycle or use public transport when travelling between sites wherever possible. It should be noted that a valid permit gives you the right to search for a space but does not guarantee that a space will always be available.

Operations

24) 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.

25) 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?

Staff annual permit holders will be able to suspend collections from salary once (or more with reasonable grounds) 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, or 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.

26) 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.

27) 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. *The 'all site' rule does not apply at halls and at City Campus.

28) 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	Other spaces
Falmer	21	409
Moulsecoomb	18	530
Eastbourne	26	217
Grand Parade	10	44
Exion	2	57
Leaf Hospital	2	7
Phoenix Halls (Residences)	4	50
Moulsecoomb Place Halls (Residences)	2	6
Varley Park (Residences)	10	80
TOTALS	95	1400

29) Do we need a parking permit to park and pay daily?

Staff not wishing to pay for parking annually will still need a valid university permit to park and pay daily at in-scope university car parks. Students are currently exempt from charges but will also need a valid permit to park at the university.

30) Can you claim parking at other sites back on expenses?

If you have an annual permit it will cover you for parking on all campuses. For those who pay daily, If you drive to your home campus your daily ticket will then cover you for parking at any other campus on the same day. If you just drive to another campus you can reclaim the ticket if your visit has been for business purposes.

31) Will there be a grace period for those making deliveries etc. (thirty minutes for example)

Those making deliveries and parking for less than thirty minutes will not be subject to charges.

32) How would an annual charge be calculated for someone who has a car and a motorbike for example?

A permit holder wishing to pay annually and register two vehicles to drive to work will need to pay only once but must pay the higher of the two charges in full.

33) Will we be able to park on match days at Falmer with either a daily or annual permit?

Those in possession of a valid university parking permit wishing to park at Falmer on match days will continue to be able to do so. For those who pay daily, charges will apply.

34) What is happening over the summer period – can we still park without permits as normal?

With the exception of the Moulsecoomb campus, normal 'derestricted' parking will apply at all university car parks over the summer holiday period (8 June – 22 September).

At Moulsecoomb, only permit holders will be allowed to park until the opening of the new Parking facility in August. From this point derestricted parking will apply until the start of the new academic year on Monday 23 September.

Other

35) Is there an equivalent to the student hardship fund to support staff with parking costs?

There is currently no equivalent to the student hardship fund available for staff.

36) As a staff member 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 for 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.

37) Are there any additional incentives available 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](#)

38) Will the UB1 bus continue to run next year?

We can confirm that the UB1 bus service will continue to run next year.

39) Can cyclists, runners and those walking to work use shower and changing room facilities for free?

We have always allowed this at all of our sports facilities. Cyclists, runners or those walking to work should ask at reception and they will be given access. Please note that locker facilities within the sports centres are not available for full-day use. Lockers, showers and changing facilities will also be available at the Moulsecoomb Car and Bike Parking facility once opened.

40) What are the criteria for applying for a parking permit?

The criteria for car park permit applications are available here: https://staff.brighton.ac.uk/efm/Public_Docs/Facilities/Criteria.pdf

41) Can we use our departmental budget to subsidise parking for colleagues using cars in the course of their role?

No, this is not permitted.

42) Will dedicated parking spaces for senior staff continue to be available?

Many of the original dedicated parking spaces for senior staff have already been removed and any remaining spaces will be removed shortly.

43) Will permit applications continue to be required annually?

Students and colleagues will need to reapply for permits on an annual basis.

44) I've heard about the staff e-bikes at Eastbourne, where can I get more information about these?

Information about the e-bikes at Eastbourne train station, which are free for staff use, can be found on the [EFM Staff Central cycling pages](#) under 'Eastbourne train station e-bikes'.

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

Appendix 1 Equality impact review

Appendix 1 Equality impact review - annex one

	Potential differential impact? (Y/N)	Risk of adverse impact? (Y/N)	Description of differential or adverse impact	Recommended action for addressing potential adverse impact (including timescales where relevant)	How this is addressed in final proposals
Age	Y	Y	<p>Age</p> <p>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 students (aged 21 and over). Whilst this</p>	<p>Age</p> <p>Please see comments below on disability, sex and race. Comments on potential action for addressing equalities impact have been included next to the protected characteristic where it is felt the greatest adverse impact could occur.</p> <p>Please see comments below on disability and carers.</p>	
Disability	Y	Y			
Gender reassignment	N	N			
Marriage or civil partnership	N	N			
Pregnancy/ maternity	Y	Y			
Race	Y	Y			
Religion or belief	N	N			
Sex	Y	Y			
Sexual orientation	N	N			

		<p>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>Disability and Carers The parking consultation had a disproportionately high proportion of respondents with disabilities (compared to overall proportions of disabled staff and students). This may reflect a greater level of concern about parking charges amongst disabled staff and students than amongst their non-disabled peers. Particular issues raised are noted below.</p> <p>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 health conditions or caring responsibilities can experience barriers to obtaining statutory or University blue badges or carers cards, which</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>Staff and students will need to access the statutory or University provisions in order to obtain permits. We can make the application process as straightforward as possible, ensure the provisions are well publicised and that staff with welfare roles encourage those</p>
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			<p>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>A number of concerns were raised in the consultation regarding the need for staff and students with particular disabilities or health conditions (including mental health conditions) to be able to park. There were also a number of free text comments suggesting that parking should be free for all disabled drivers, not just national blue badge holders. It was also suggested that either no one should be charged or everyone should be charged (i.e. No exemption for national blue badge holders).</p>	<p>Consider having reserved spaces for holders of university blue badges, in addition to standard disabled parking spaces. This would ensure that staff and students that need to drive due to a disability or health condition are guaranteed a space as near as possible to their place of work/study.</p> <p>Consideration has been given to introducing free parking for all disabled drivers who need to drive into work for this reason. However the systems required for managing this could be very resource intensive as there would be a need to have specialist Occupational Health and Disability and Dyslexia Team staff assess every member of staff and student who put in an application for this waiver, and this may impact on the practicability of this option. If a waiver were introduced for all disabled staff and students, this could create inequities for others who also have no option about using a car (such as carers).</p>	<p>who are eligible to apply.</p> <p>University blue badge holders are entitled to use standard disabled parking bays as well as all other spaces. Additional publicity will be provided to ensure this is well understood.</p> <p>Additional disabled parking bays will be allocated close to buildings and usage will be monitored to ensure sufficiency.</p> <p>From 30.8.19 people with hidden disabilities such as autism and mental health issues will be able to apply for a national blue badge.</p> <p>A proportion of spaces on each campus will be reserved for those arriving after 9.30am to ensure</p>
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			<p>The parking consultation identified concerns about the accessibility of any system used to pay for parking charges. Concerns relate to both individuals that do not have easy access to a mobile phone or similar device (see under 'sex' below), and accessibility for disabled users. For some disabled users an app may serve the purpose of enhancing accessibility compared with a standalone unit, as long as that app is fully accessible.</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. Consider having a standalone pay machine as well as the app, or some other mechanism to provide alternative ways of paying where required.</p>	<p>those arriving later to work have access to spaces.</p> <p>We will ensure that the online payment system complies with best practice in relation to usability and is validated by an appropriate organisation. Machine payment options will also be available.</p>
			<p>The parking consultation identified particular concerns amongst carers, many of whom need to drive to the university in order to be able to manage their work/studies around their caring responsibilities. There were also concerns that if carers arrive late because of their caring responsibilities they may not be able to find a space, meaning that they could in effect be doubly disadvantaged in terms of having to pay for a parking space and then not being able to access a space despite having paid.</p>	<p>Consider the practicalities of introducing reserved parking bays for the use of carers only, and/or reserved bays for late arrivals (eg. only available after 9.30am or 10am). (Note - late arrival bays would also be help to mitigate some of the concerns raised by parents (see under 'sex' below)</p>	<p>There will be discretion to cancel annual permits in the case of disability or carer related absences.</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</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</p>	<p>Refunds of annual permits will be available more than once per year for those experiencing absence due to disability or caring responsibilities.</p>

		<p>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 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>Pregnancy and maternity As identified in the consultation feedback, 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>Sex In the parking consultation there was a disproportionately high response rate from female staff and students, compared with male respondents and overall representation rates at the university. This suggests that there may be a greater level of concern amongst women than men. Specific areas of concern are detailed below.</p>	<p>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>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>Pregnancy and maternity As needed, ensure appropriate risk assessments for pregnant staff and students, and the extension of any concessions proposed for staff and students with disabilities (eg. Continuing to include pregnancy-related health issues within the criteria for issuing temporary disability parking permits)</p> <p>Sex</p>	<p>Worked examples to be included in final communications to ensure part time staff understand how the annual permit cost will be calculated.</p> <p>Pregnancy related health issues will continue to be included in criteria for issuing temporary disability parking permits</p>
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			<p>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). In the parking consultation there were a number of free text responses in the parking that suggested some confusion regarding how the proposed sliding scale of charges will apply to part time staff, with a lack of clarity regarding whether the charges will be based on actual salary taking into account working hours (as is the case in the proposals), FTE salary or salary scale.</p> <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). In the consultation a number of concerns were raised regarding the proposed upper pay cap on charges, which was seen as effectively penalising lower paid workers who could afford the charges the least.</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). Ensure that this message is clearly communicated so that part time staff fully understand how the charges will be applied in their case.</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). It is noted that 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</p>	<p>Charges will be based on actual pay and this will be clearly communicated.</p> <p>The proposals are considered to provide sufficient mitigation against impacts on lower paid staff. The £8000 threshold and link to salaries above £8000 ensures that the lowest paid staff pay least for their permits in both absolute and % terms.</p>
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				<p>staff with working hours spread over most/all days of the week or part-time students. 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). The proposed 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>An alternative option would be to charge a daily rate as a percentage of salary (similar to the University of Bristol system where staff are charged 0.0083% salary per day). This would have the double benefit of removing any advantage for higher paid staff and making the system more equitable for part time staff and others who work or attend the office less than five days a week. However, it may disadvantage part time staff who work shorter daily hours over a five day week. If it is not practicable to introduce a daily charge as a percentage of salary instead of the annual charge, consider removing the upper pay cap.</p>	<p>All staff earning above £53k will pay the full cost of their parking. It is not considered reasonable to charge any staff more than the actual full cost.</p>
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			<p>In the parking consultation a large number of concerns were raised regarding the impact of the parking charges on shift workers and those that work unsociable hours, who have to drive to work as public transport may not be available. Whilst this is not directly an equalities issue, it does relate to issues of safety for staff and students travelling late at night or early in the morning, which in turn may have a greater impact on people from a range of equality groups including sex, sexual orientation, religion and belief, gender reassignment, race and disability, due to the increased risk of sexual assault or hate crimes for particular groups.</p>	<p>Consider removing charges for staff and students using the car parks out of standard hours (ie. evenings, weekends and out of term time). This would have a range of benefits including helping to ensure that staff working unsociable hours can get to and from work safely, ensuring that student nurses and others whose courses have extended term time or require out of hours attendance are not financially penalised for this, students are not discouraged from accessing extra curricula activities or the libraries outside of standard hours and visitors are not charged for attending open days.</p>	<p>Use of car parks outside core hours will be free for all staff and students. Separate permits will be required for this to identify those parking as staff or students.</p>
			<p>In the parking consultation a large number of concerns were raised regarding the impact of the parking charges on nursing and midwifery students and other students whose courses have extended term times. In the case of nursing and midwifery students, this is likely to disproportionately affect female students as they make up the majority of the student population on these courses. Other courses with extended term times include PGCE courses which also have a higher proportion of female students.</p>	<p>As above - consider removing charges for staff and students using the car parks out of standard hours (i.e. evenings, weekends and term time).</p>	<p>Adverse impacts on nursing and midwifery and PGCE students will not apply as charging is not to be implemented for students at this stage.</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</p>	<p>Please see comments above on disability and carers.</p>	<p>Daily charge is reduced to £2 for staff in final proposals to mitigate against those paying daily paying more.</p>

		<p>students and staff could be adversely impacted by the introduction of parking charges.</p> <p>In the parking consultation a number of concerns were raised regarding negative impact on parents of young children, who may have to drive to work in order to be able to drop off/pick up their children from school or childcare providers. This is likely to disproportionately affect women as they are more likely than men to have primary childcare responsibilities. Additionally, concerns were raised regarding the ability of parents to park if they arrive later than other staff and students because of their childcare responsibilities.</p> <p>As noted above, some staff and students may not have easy access to a mobile phone or similar device to pay for parking. It is possible that this would disproportionately affect the lowest paid staff, who are predominantly female.</p> <p>Race 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 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>Consider introducing reserved parking spaces for later arrivals (eg. reserved until after 9.30am or after 10am)</p> <p>See under 'disability' above</p> <p>Race 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 students most in financial need. This includes assistance with travel costs; therefore this could include assistance with parking charges. Additional funding could be put into hardship funds (including international student hardship funds) to cover the additional financial pressure that paying</p>	<p>Charging for students is not being implemented at this time.</p>
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			<p>In the parking consultation a large number of concerns were raised about the proposal that students in financial need would have to apply to the hardship fund to help cover their parking charges. Feedback included that unless the maximum award was increased, the additional cost of parking charges would mean less financial assistance for other costs (such as rent, food, other travel costs etc.). Groups who are more likely to be from LPN backgrounds (e.g. BME students) or on a low income (e.g. student carers, the majority of whom are female) would therefore be adversely affected.</p>	<p>parking charges will put on students in financial need. Alternatively, a separate hardship fund could be set up specifically to provide assistance with travel costs (not just parking charges) for students in financial need. This would benefit several groups who are more likely to be from LPN backgrounds (e.g. BME students) or to be on a low income (e.g. student carers, the majority of whom are female) and therefore more likely to require financial assistance.</p>	
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