

<b>Report to:</b>	Council of Govenors
<b>Date of Meeting:</b>	16 <sup>th</sup> March 2023
<b>Subject:</b>	Car Parking and Sustainable Travel Proposals
<b>Director Sponsor:</b>	Andrew Bertram, Finance Director
<b>Author:</b>	Penny Gilyard, Director of Resources (YTHFM) Kevin Richardson, Security, Car Parking & Switchboard Operations Manager

**Status of the Report** (please click on the appropriate box)

Approve  Discuss  Assurance  Information  A Regulatory Requirement

<p><b>Trust Priorities</b></p> <p><input checked="" type="checkbox"/> Our People  <input checked="" type="checkbox"/> Quality and Safety  <input type="checkbox"/> Elective Recovery  <input type="checkbox"/> Acute Flow</p>	<p><b>Board Assurance Framework</b></p> <p><input checked="" type="checkbox"/> Quality Standards  <input checked="" type="checkbox"/> Workforce  <input type="checkbox"/> Safety Standards  <input checked="" type="checkbox"/> Financial  <input type="checkbox"/> Performance Targets  <input type="checkbox"/> DIS Service Standards  <input type="checkbox"/> Integrated Care System</p>
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**Summary of Report:**

A full review of car parking and sustainable travel options has been successfully undertaken last year as part of an overall strategy to improve accessibility to the York, Scarborough & Bridlington Hospital Trust sites.

Extensive work has been completed across several schemes which includes, the requirement to change out the failing 'end of life' car parking control equipment, updated app-based permit application systems, car parking spaces, sustainable travel options (review of hospital bus service, free/subsidised bus travel) and additional cycle storage.

This report presents the remaining schemes/actions with timescales for implementation support and approval has been provided from the Executive Committee and Board of Directors.

A communication plan has been developed and the first set of information is being shared with staff commencing Monday 13<sup>th</sup> March 2023.

**Recommendation:**

For the Council of Governors to discuss and note the report.

<b>Report History</b> (Where the paper has previously been reported to date, if applicable)		
<b>Meeting</b>	<b>Date</b>	<b>Outcome/Recommendation</b>
Executive Committee	7 <sup>th</sup> September 2022	Review the points raised and update pricing schedules.
	7 <sup>th</sup> December 2022	Permit Criteria and Pricing Schedules approved, request to come back with overall travel report for final sign off.
	21 <sup>st</sup> December 2022 <b>(Cancelled but reviewed and signed off by AB &amp; SM)</b>	Public Transport Options for Consideration.
	15 <sup>th</sup> February 2023	Recommendations endorsed by Exec to take forward to the BoD 22 <sup>nd</sup> February 2023.
Board of Directors	22 <sup>nd</sup> February 2023	All recommendations approved.

## 1. Introduction and Background

- 1.1 In recent years, and particularly as we come out of the pandemic, congestion around our sites has increased and is a cause of much stress and frustration, not only for our staff but for patients and visitors.
- 1.2 As part of the Our Voice Our Future conversation, our staff told us that addressing the challenges around staff parking and improving choices and facilities for non-car users was a priority for improving working life.
- 1.3 The changes and improvements we are introducing reflect this ask and have been developed in partnership with our unions and with staff to ensure the approach we have in place in future is fair and provides access for those who need it most in order to do their job. This goes hand in hand with improvements in what we offer for those who don't drive to work, as this was also a priority in staff feedback and supports our commitment to improving our environmental sustainability.
- 1.4 Partnership working with colleagues from the City of York Council, Scarborough Council and NHS Property Services continues to look at options around congestion, improving cycling access and additional parking.

## 2. Enabling Works

- 2.1 Investment was secured for new car parking kit and equipment as it was beyond life cycle replacement and repair. A full procurement exercise was conducted and GroupNexus has been selected as the supplier of Automated Number Plate Recognition System (ANPR). The old kit and equipment are currently being replaced starting with the Multi Story Car Park at York.
- 2.2 Additional investment has been made for a PTZ camera at Bridlington, cycle storage at York, CCTV Control Room & Car Parking & ID Office Scarborough.

### 3. Staff Parking

#### Permits

- 3.1 The criteria and process for allocation of staff parking permits has not been reviewed for many years, and the number of permits in circulation far exceeds the available spaces, contributing to the congestion and frustration for people who need to park on site. In partnership with our unions and staff representatives, we have developed new criteria which will be standardised across the Trust. All current staff permits will be cancelled from 12 June, with new permits taking effect from that date. Staff who meet the new criteria can apply for a permit.
- 3.2 To be eligible for a permit staff must meet one or more of the following criteria:
- **Shift working early and/or late (arriving before 07:00hrs and/or leaving after 20:00hrs).**
  - **Staff who regularly work across the Trust at different sites to their contracted base site (at least two days per week).**
  - **Trust vehicle drivers (i.e. those who drive a trust vehicle for work purposes, for example estates, transport, facilities). These permits give access to the space vacated by the works vehicle for the member of staff to park whilst they are out with the works vehicle).**
  - **Management requests to support specific circumstances, for example occupational health recommendations.**
- 3.3 Applying these criteria will drastically reduce the number of parking permits in use on Trust sites, more closely aligning the number of parking spaces with the number of staff who need to park to do their job. We cannot provide parking for all as we simply do not have the space, so we must implement fair criteria to prioritise parking access based on job-related need.

#### Charges

- 3.4 Staff parking charges were suspended under national direction for the duration of the pandemic. Unlike the majority of Trusts, we delayed the reintroduction of staff car parking charges to allow us to complete a review of our approach. This is now complete, and charges will be reintroduced from Monday 12 June 2023 with a number of changes.
- 3.5 Charges will be reintroduced from 12 June, once new permits have been issued. There are several changes:
- The charging structure has been changed so more junior staff are charged a lower rate (or do not pay) and more senior staff pay a higher rate.
  - The rate has been standardised across all sites that charge for parking.
  - Payment will be online, via an app, or at electronic pay points located on site.
  - Automatic number plate recognition (ANPR) technology and replacement barriers are being installed at York, Scarborough and Bridlington. The ANPR cameras will recognise vehicles entering the sites, helping to streamline traffic flow and supporting the management of permits and payments.

3.6 The following rates for staff parking will apply from 12 June 2023 onwards:

<b>Staff Bands</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
1, 2 & 3	FREE	FREE	FREE
4, 5 & F1	£1.50	£6.75	£25.20
6, 7, 8 & F2+	£2	£9	£33.60
Consultants and other senior staff	£2.50	£11.25	£42

3.7 In line with the initial Executive Committee feedback, car parking revenue will not be increasing from the NEW staff car parking pricing schedule, with focus as instructed on an equitable and fair pricing structure across the Trust, whilst providing support to lower banded staff members due to the current pressures with the cost-of-living crisis. Projected revenue will remain the same at c.£400k.

#### **4. Investment in Alternative Sustainable Travel Options**

##### **Free Bus Travel for Staff**

4.1 To help staff who do not drive to work and to encourage alternatives to car use we are funding a pilot scheme to provide free bus travel for staff to and from work in Scarborough and York. This includes all of the First York network (including the Park and Ride services and University Services), and the Number 10 Service run by East Yorkshire Buses in Scarborough, which connects Scalby to Cayton and calls in at the rail station and the hospital en route.

4.2 The scheme launches on 1 June 2023. Staff do not have to apply, they just show their Trust ID badge to the driver. Passenger numbers will be monitored throughout the three-month pilot to determine sustainability of the scheme for the future.

4.3 During the trial period the Trust and Bus Companies will assess occupancy levels to determine costs to continue with future free bus travel or, if usage is particularly high and beyond available budgets, at a subsidized rate for all Trust staff.

4.4 City of York Council is interested to monitor the initiative with First York as if this is successful this could benefit other large organisations within York.

##### **York Hospital Staff P&R Bus**

4.5 The current York Hospital P&R staff service is coming to the end of the current contract date of April 2023. Due to the minimal patronage on the service and a 40% inflationary increase the contract will not be renewed. Alternative bus options already exist via the service 6 and the Service 2 Rawcliffe Bar P&R.

##### **Cycle Routes & Stores**

4.6 Additional Secure Cycle Storage (x100) has been created on the York site at the rear of Park House which will give much needed safe space to cyclists, which will be accessible from April 2023.

4.7 The Cycle Storage will be covered by swipe access, CCTV and additional lighting to give staff assurance around safety concerns raised.

- 4.8 Through partnership working and stakeholder engagement with City of York Council and NHS Property Services at Bootham Park Hospital, the overhanging branches have been trimmed back and potholes filled on the BPH driveway to give users a better and safer cycle experience.
- 4.9 Agreement has been reached with NHS Property Services to open the Main Gates to the BPH site to avoid cyclist pedestrian conflict. The gates are now being opened by the Trust Security Team (**Mon-Sun / 5am-11pm**) who in turn patrol external grounds of the site as a visual security presence.
- 4.10 A new Trust-wide travel plan will be produced in late 2023, further addressing active travel elements at all major Trust sites. This will include partnership working with City of York Council, North Yorkshire Council and East Riding Council.

## 5 Additional Parking

- 5.1 Plans have been submitted at the York site to extend Park House Gravel Car Park by a further x60 spaces, funding is secured, and a contractor is awaiting authorisation to proceed by mid-March 2023, with a 4 week lead time for completion.
- 5.2 Additional temporary car parking has been secured in Scarborough at the Yorkshire Coast College site (x270 spaces) on a rolling month by month agreement at no cost to the Trust. This agreement will be in place until the land is sold for development forecast towards the end of 2023.
- 5.3 Potential to create an additional (x160 space) car park to the rear of the NEW UECC build on the Raincliffe School site through NYCC, a long-term lease agreement is being discussed with a business case to be brought forward from April 2023 which would see parking on the Scarborough site resolved for the long term.

## 6 Service User & Visitor Car Parking Pricing Schedule

- 6.1 The current visitor car parking charges have fallen significantly behind other private parking locations to the relevant areas. HTM 07-03 (NHS Car Parking Management, Environment & Sustainability) standards and good practice advises it is 'good practice' to mirror council car parking charges in the area to ensure commuters don't utilise NHS car parks as a cheaper alternative.
- 6.2 The current service user & visitor car parking pricing schedule has not been reviewed for over 4 years, with pricing now significantly below other council owned car parks at York, Scarborough and Bridlington Hospital sites.

### Proposed Service User & Visitor Car Parking Pricing Schedule

Service User & Visitor Charges	York	Scarborough	Bridlington
Up to an hour	£2.20 - £2.50	£1.20 - £1.50	£1.20 - £1.50
Up to 2 hours	£4.40 - £5.00	£2.50 - £3.00	£2.50 - £2.50
Up to 3 Hours	£6.60 - £7.50	£3.50 - £4.00	£3.50 - £3.50
Up to 4 Hours	£8.80 - £9.00	£4.50 - £4.50	£4.50 - £4.50
Up to 6 Hours	-	-	-
All day	£9.90 - £10.00	£6.00 - £6.00	£6.00 - £6.00

- 6.3 Occupancy levels have been reviewed with the majority of service users utilizing the visitor car parks for a short term period of 1 - 2 hours, with only C.20% of users attending for 4 hours or more.

## Concessions

- 6.4 The mandatory and voluntary concessions are detailed below:

<b>Mandatory Concessions</b>	
<b>Blue badge permits</b>	Free
<b>Outpatients</b> who attend hospital for an appointment at least 3 times within 30 days and for an overall period of at least 3 months	Free
<b>Parents of sick children staying overnight</b>	Free
<b>Voluntary Concessions</b>	
<b>Visitors to patients in the last days of life / bereavement care</b>	Free
<b>Visitors to patient in Critical Care / ITU / HDU &amp; Coronary Care</b>	Free
<b>Visitors to patient in Critical Care / ITU / HDU &amp; Coronary Care</b>	Free
<b>Visitor nominated by long term patient</b> (Been in hospital for over 7 days)	Reduced rate (1 hour)
<b>Parents staying with a patient on the children's ward</b>	Free
<b>Volunteers</b>	Free
<b>Partner of expectant mother whilst in labour</b>	Free
<b>Emergency department attendance</b>	Maximum 4 hours charge
<b>Patient receiving cancer treatment</b>	Free
<b>Close relative of patient receiving care under the mental health act</b>	Reduced rate (1 hour)

## 7 Summary

- 7.1 The implementation of the new car parking control equipment and ANPR system is an opportunity to address legacy staff car parking permit issues. The re-introduction of staff car parking charges and the proposed banding system aims to support the 'Our People' priority by offering the lowest paid members of the Trusts workforce with a reduced rate and provide equality in relation to charging across the sites.
- 7.2 To support the Trust and the wider sustainable travel agenda through the trial of free bus travel for 3 months commencing in **(June 2023)** to coincide with the re-introduction of staff car parking charges, to encourage staff into sustainable travel methods to minimise congestion across the sites.
- 7.3 YTHFM leads are actively engaging and working in partnership with strategic leads within the Local Authority to jointly address the ongoing traffic congestion issues experienced on the roads to the York site.

## **8 Next Steps**

- 8.1 Communications Team to work through a communications plan with Car Parking & Sustainable Travel leads to disseminate the above information to the wider organisation from 13<sup>th</sup> March 2023.
- 8.2 The Car Park Management Team will work with 'GroupNexus' to ensure a seamless changeover of systems across the Trust in time for a proposed go-live date of June 2023.
- 8.3 Continue to work with strategic leads within the City of York Council on the development of the Transport Strategy.

**Date: 1<sup>st</sup> March 2023**

## Appendix A (Implementation timeline)

Date	Task
16 <sup>th</sup> - 23 <sup>rd</sup> January 2023	BPH Gate Opening, potholes filled, and trees trimmed back
24 <sup>th</sup> February 2023	Develop communications plan
6 <sup>th</sup> March 2023	ANPR roll out and installation begins on the York site starting with the MSCP as the priority
13 <sup>th</sup> March 2023	<b>(3 month)</b> Notification to all staff in relation to parking charges being re-introduced with NEW App-based permit & payment service, alongside Free bus travel and other sustainable travel options
13 <sup>th</sup> March 2023	ID & Car Parking teams begin the application process for staff to apply for new permits
14 <sup>th</sup> March 2023	ANPR installation begins on the Bridlington, Scarborough, and York sites
21 <sup>st</sup> March 2023	Planning approved and work begins on the Park House car park extension
1 <sup>st</sup> April 2023	Cancellation of the York Hospital Bus service
4 <sup>th</sup> April 2023	Go-live NEW Park House Cycle Store
17 <sup>th</sup> April 2023	ANPR installation complete but not switched on in the staff areas
27 <sup>th</sup> April 2023	Go-live for Park House car park extension
1 <sup>st</sup> JUNE 2023	All staff now signed up to the NEW App-based payment and permit services
1 <sup>st</sup> June 2023	Go-live for FREE bus travel to all NHS staff in York (First Networks) and Scarborough (EYB Service 10)
12 <sup>th</sup> June 2023	Go-live for re-introduction of staff parking charges and permits <b>(Enforcement remains turned off)</b>
1 <sup>st</sup> September 2023	Free Bus travel trial period ends <b>(Decision to be made whether to continue)</b>