

## **PARKING Q&A**

### **When will the new scheme come into effect and how much notice will be given to staff that are going to lose their permits under the new scheme?**

The existing permit scheme will be closed on 31 December 2018. The application round for the new scheme is expected to open in Sept/Oct 2018, and we hope to be in a position to inform all applicants about whether their application has been successful in November 2018. The new parking scheme will come into effect on 1 January 2019.

### **When and how will staff be notified that the scheme is up and running?**

Further information will be provided through My Glasgow as soon as it becomes available. The parking webpages will also be updated over the coming weeks:

[www.gla.ac.uk/parking](http://www.gla.ac.uk/parking)

### **Will I be able to apply for a permit and who is eligible to apply?**

Everyone who holds a contract of employment with the University and staff members working in named affiliate organisations, as noted below, will be eligible to make an application:

SRC, GUU, QMU, Beatson Institute (Garscube), University of Glasgow Nursery or Glasgow University Heritage Retail Ltd can apply.

Students will be eligible to apply for a permit at Garscube only.

### **Can you confirm if this will affect staff/students that hold a blue badge?**

Blue badge holders (staff and students) will automatically be eligible for a permit as part of the new scheme.

In response to feedback, temporary mobility issues on health grounds, such as short-term injury causing mobility issues, will be brought in as part of the new scheme. This includes a new process with input from the Occupational Health Unit.

### **What will happen to the existing waiting list for car parking permits?**

We are aware that some people have been on an old waiting list for parking permits for a considerable length of time. The suspension of the permit scheme at Gilmorehill in 2014 and the length of the waiting list have been two of the key drivers behind the review of car parking management. In order to be as fair as possible, all eligible staff will have the opportunity to apply or reapply for a permit when the new scheme opens, regardless of whether they have previously had a permit or been on the waiting list.

### **What will the criteria be for obtaining a parking permit?**

The application process will ask a series of questions based on agreed criteria.

The criteria covers:

1. Disability
2. Requirements for using a vehicle for Business Purposes
3. Contractual requirements for early or late working
4. Access to realistic alternatives for travel
5. Caring responsibilities for dependants

### **How will the criteria be applied and how can you guarantee that applicants provide the correct information?**

Evidence-based information will be required in response to questions to support an application and the evidence required may include:

- Status of blue badge holders: A copy of the valid blue badge for the applicant has to be provided for verification
- Personal statement outlining the individual's circumstances around requiring their private vehicle for carrying out business duties and/or relating to fulfilling their caring responsibilities.
- This will include circumstances where individuals have responsibilities for the care for children, disabled persons and/or elderly relatives. The personal statement will seek to understand the reasons why the journey cannot reasonably be accomplished using alternative means of transport.
- Supporting evidence may have to be provided, such as line manager's confirmation with regard to nature of business travel. Checks will be carried out to verify the nature of business duties requiring a vehicle.
- Supporting evidence such as home postcodes, primary work address.

Criteria questions and evidence provided will be converted into points which are used to identify those with the greatest objective need for a permit. Please note that all information and evidence will be treated in confidence and according to the University's Data Protection Protocols.

Every application will be treated confidentially, fairly and consistently. Points awarded are based on the information and evidence submitted as part of the application. There are no plans to publicise a list of those who have been successful or unsuccessful in their application or to publish other information on the outcome of applications for specific applicants.

### **What provision is given for staff who sometimes need to bring their car to work?**

We shall be introducing different permit types to accommodate differing circumstances. The permit types will include: Standard Annual Permit; Occasional Permit; Motorcycle Permit and Visitor Permit.

Occasional permits are seen as a means to support staff who have occasional business duties requiring a vehicle (for example running events or travelling on business), occasional caring responsibilities requiring access to a car or weather-dependent car use (for example a regular cyclist who may want to avoid windy or icy days).

The Occasional Permit will allow individuals to purchase blocks 10 days of parking up to a maximum of 80 days within a permit year. This permit will also be subject to assessment against the scheme criteria.

## **How can staff on long-term leave apply? Can new staff apply for a permit between application windows?**

There will be exceptional circumstances where by an application may be accepted out with the yearly application window. Staff who return to work from long-term leave, new members of staff and staff who experience a relevant change in their circumstances will be given the opportunity to apply for a permit between yearly permit application windows. Further details on this will be part of the application guidance notes.

## **Will Garscube permit holders still be able to park at Gilmorehill for meetings under new system?**

Staff with a permit for Garscube or Gilmorehill must pre-book a visitor space if they wish to park on the other campus. This will be subject to availability of a visitor space.

## **Can visitors be guaranteed of a parking space?**

Gilmorehill and Garscube will have designated visitor spaces available for pre-booking (subject to the relevant fee and availability on the desired day) by the following categories of visitors:

- Conference organisers and delegates;
- Visitors attending meetings with University staff or students;
- Consultants retained by the University (while working on University premises);
- Invited guests of The University at departmental discretion;
- Members of Court.

A flat rate charge of £6 per day or £3 per half day will be applicable and permits can be issued in increments of 0.5 days. The number of visitor spaces at each campus will be reviewed and may be subject to change depending on demand.

## **Will permit holders be guaranteed of a parking space?**

A permit will not guarantee a parking space but it offers the right to enter the campus and look for a space. A permit also does not guarantee a space in any particular car park at Garscube and Gilmorehill. Permits are issued for a specific campus and are not transferable.

## **What measures will be taken to prevent non-permit holders parking on campus?**

A number of people flagged up issues of non-permit holders taking up parking spaces. The new scheme has considered how best to tackle non-compliance to ensure parking spaces are not abused. The new scheme will introduce Parking Charge Notices as part of the parking enforcement which will be issued to the driver of any vehicle who does not comply with the terms and conditions of the new scheme.

## **How much would be the fee for the Parking Charge Notice?**

The Parking Charge Notice fee will be £60 but there may be a discount if paid within 14 days.

## **Will the application system allow a member of staff to register two different vehicles?**

The system will be able to allow up to two vehicles to be registered (for instance a spouse's car) but the permit holder will be responsible for ensuring the correct vehicle is selected as their registered vehicle from their account before bringing their vehicle onto campus.

**Why will staff arriving by motorbikes have to pay for a permit under the new scheme, as there are no dedicated motorbike spaces available?**

All vehicles need to be actively managed when on campus. Designated motorcycle spaces will be formed to accommodate motorcycles.

**Are the University offering any incentives to travel by public transport?**

Feedback from consultations indicated support for further incentives to encourage public transport travel. University has recently launched two new travel discount schemes for staff to help reduce the cost of their commute, whether travelling by bus or rail. The incentives include an interest-free rail season ticket loan or interest free loan to purchase an annual SPT zone card allowing unlimited journeys on bus, train and subway; and a Bus Travel Discount Scheme with a 10% discount on a monthly mTicket from FirstBus Glasgow. These are in addition to existing schemes such as Cycle Plus, JourneyShare and free NextBike Hire.

Further information can be found here:

<https://www.gla.ac.uk/myglasgow/staff/benefits/seasonticketsandtraveldiscounts/>

**Where can I get more information on my travel options?**

The University has information on Cycling, Walking, Buses, Trains, Underground and help on journey planning at the following pages:

<https://www.gla.ac.uk/myglasgow/sustainability/travel/publictransport/>

<https://www.gla.ac.uk/myglasgow/sustainability/travel/cycling/>

You can also find useful resources on [Travel Line](#) and [SPT](#).

**If I am not successful applying for new parking permit and have to use public transport, I will take longer to travel to work. Will the University support flexible working to take account of this?**

The University has a Flexible Working Policy, which can be accessed on:

[www.gla.ac.uk/services/humanresources/all/worklife/flexibleworking/](http://www.gla.ac.uk/services/humanresources/all/worklife/flexibleworking/)

The University will consider every reasonable request for flexible working from staff that meets the eligibility criteria.

**Will there be an appeals process for those who are not successful in obtaining a permit?**

Any appeal against the decision whether to issue a permit or not will be dealt with by the University in line with the criteria based assessment and the scheme's operating code of

practice. Further proof of evidence may be requested. A written response will be issued to the appellant.

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