

INFORMATION FOR ALL NEW EMPLOYEES
(including Locums and Students)

**WEST SUFFOLK HOSPITAL
CAR PARKING ARRANGEMENTS**

(to be read in conjunction with the Policy for Car Park Management – PP(17)016)

1. ACCESS TO SITE

Parking on the West Suffolk Hospital site is limited and no guarantee is given to any user of the site that parking can be provided. However, the Trust recognises that staff or students working twilight, late, night shifts and/or have on-call duties will need access. Staff or students who are resident will also be eligible to park on site.

The Trust also has an off-site parking area at the local Rugby Ground (approximately one mile from the hospital) and a shuttle bus to and from the hospital mornings and afternoons.

ALL staff or students who are eligible to park on the West Suffolk Hospital site or the Rugby Club ground are required to register with the car parking office (Car Park A at the front of the hospital).

However, before visiting the car park office to collect a permit or access card, ALL staff or students must have evidence that they have permission to park on site from their Line Manager, Executive Director of Human Resources and/or Facilities Administration Manager.

The West Suffolk Hospital site is controlled by barriers and access will be by automatic number plate recognition (ANPR) or Pay as You Go (PAYG) top up cards – see (3) below.

2. INFORMATION

This pack gives you all of the information you will need about parking at West Suffolk Hospital.

- Car Park Management Policy – PP016
- Application Form for parking on or off site (Appendix 1)
- Salary Deduction Application Form (Appendix 2)
- **Salary Sacrifice Application form (Appendix 3)**
- Car Free Day rules (Appendix 4)
- Shuttle bus times (Appendix 5)
- Q&As regarding the barrier system (Appendix 6)
- Interactive map of car parks, cycle storage and hospital departments – see link http://www.wsh.nhs.uk/Howto_get_to_the_hospital/InteractiveMap.aspx
- Information about Car sharing - see link below

Other sustainable travel contacts are also listed below:

- Walk it route planner - www.walkit.com
- Cycle route planner – www.cyclestreets.net
- Another cycle route planner - www.cycle.travel/map
- Public transport route planner - www.traveline.info
- Suffolk Public Transport Information - www.suffolkonboard.com
- Suffolk Car Share - www.suffolkcarshare.com
- Bury St Edmunds Cycle map - www.greensuffolk.org/assets/Travel-Plans/Documents/Cycling/Bury-St-Edmunds-Web.pdf
- Green Suffolk Travel Links - www.greensuffolk.org/travel/journey-planning/

Unless your details have already been provided to the car parking company (e.g. Cambridge Graduate Students/UCS Students) please complete the application form and return to OCS/Legion Parking, Car park A. It is preferable if you can do this before your first day of employment so that the car parking Attendants will know how you wish to access the site i.e. ANPR or PAYG and have the relevant permit/access card available on your first day.

The application form(s) can be e-mailed to wshapplications@legiongroup.co.uk or posted to Mr David Kite, OCS/Legion Parking, Car Park Office, West Suffolk Hospital, Hardwick Lane, Bury St Edmunds IP33 2QZ

If you are driving to work on your first day, please park in the Patient and Visitor car-park situated at the front of the hospital (car park A) and visit the Car Parking Office promptly to ensure you are registered correctly.

If you have returned your permit application form prior to your starting date, a permit/access card should be available on your first day. If you bring your application form with you on your first day, you may be asked to return to collect your permit/access card the following day.

*n.b. Confirmation of approval to park on site **MUST** also be provided before a permit and/or access to site card can be issued*

3. PAYMENT METHODS

All new employees of the Trust are required to pay for car parking by monthly salary deduction, unless there are extenuating circumstances to prevent this e.g. employed by an organisation not using the same payroll system.

(i) Monthly Salary deduction (ANPR)

A salary deduction form needs to be completed and passed to OCS/Legion Parking so they can ensure the correct details are registered on the database and access to site is provided by automatic number plate recognition (ANPR).

(ii) Daily payments (PAYG)

Staff who do not park on site every day and staff employed by other organisations may decide to pay daily. A Top Up (PAYG) swipe card will be provided by the car parking company and this should be kept in credit at all times, to access the site without causing hold ups at the barrier.

The swipe card can be topped up at pay machines within the hospital grounds and main building.

(iii) Payment in advance (ANPR)

Some students or employees of other organisations may wish to pay for specific periods of time in advance e.g. three months. Payment should be made to OCS/Legion Parking or the Facilities Administration Manager. Access to site will be registered as automatic number plate recognition (ANPR) for the period of payment covered.

(iv) Other

Arrangements can be made for car parking charges to be deducted by a third party e.g. Cambridge University or Norfolk and Suffolk Community Mental Health Trust. The respective authority will ensure the car park charges are transferred to the WSH Foundation Trust.

(v) Flexible Employee Benefits (WSH Foundation Trust staff)

The flexible employee benefit scheme (salary sacrifice) reduces the cost of parking by an adjustment of the tax payable after car park charges have been deducted. *If an employee of the West Suffolk NHS Foundation Trust wishes to take advantage of this scheme, details can be obtained when registering, or any time during your employment, from the Finance Department.*

(vi) Car park charges

A list of current charges can be obtained from the Car Parking Office when collecting your permit/access to site card.

4. CAR FREE DAY SCHEME

All staff/students at West Suffolk Hospital are obliged to adhere to the car free day scheme, subject to the restrictions of their contractual obligations.

The scheme guidelines are attached (Appendix 4)

5. ALTERNATIVE MODES OF TRANSPORT

In line with the car free day scheme, staff are encouraged to either walk, cycle or car share to the hospital. In addition to free parking at the Rugby Club and provision of a shuttle bus, provision is available on site for parking bicycles, scooters and motorbikes.

The Trust also participates in two different cycle schemes to assist permanent members of staff buy a bicycle in a cost effective way :-

- Halfords cycle2work scheme.
- Cyclescheme (a scheme using independent bicycle traders)

If you are interested in either of these schemes, information is available on the Intranet.

Other sustainable transport contacts are:

Walk it route planner - www.walkit.com

Cycle route planner – www.cyclestreets.net

Another cycle route planner - www.cycle.travel/map

Public transport route planner - www.traveline.info

Suffolk Public Transport Information - www.suffolkonboard.com

Suffolk Car Share - www.suffolkcarshare.com

Bury St Edmunds Cycle map - www.greensuffolk.org/assets/Travel-Plans/Documents/Cycling/Bury-St-Edmunds-Web.pdf

Green Suffolk Travel Links - www.greensuffolk.org/travel/journey-planning/

6. CONTACT DETAILS

For further details do not hesitate to contact:

Mrs Jean Le Fleming,
Facilities Department
West Suffolk Hospital
jean.lefleming@wsh.nhs.uk
01284 713829

Mr David Kite, OCS/Legion Parking
dave.kite@ocs.co.uk
01284 701886 or 0782583040

CAR FREE SCHEME RULES

Guidance on application of car free scheme

1. You will be expected to come to work as usual on your allocated day but you will need to make alternative travel arrangements as you will not be able to park your car on site.
2. Please note that these restrictions will not apply to early, late, twilight, night or weekend shifts, long days or on-call duties. They will only apply to shifts between 7.00 a.m. and 6.00 p.m.
3. The scheme will apply one day a week for full time staff and one day a month for part time staff (3 days and less).
4. All staff must display a permit on their windscreen whenever they are on site.
5. If you purchase daily tickets, these must also be displayed with a permit. Permits may not be photocopied or altered in any way.
6. Daily tickets must be used once only and not altered in any way. No-one is allowed more than one permit.
7. Staff displaying car share permits *must* park in the designated car share area in Car Park C
8. If the staff car parks are full you will need to source alternative off-site parking. A permit does not guarantee you a parking space.

Failure to comply with the above rules may result in a fixed penalty notice and/or your access to site (car free day) permit being revoked.

Alternative travel arrangements

1. On your allocated car-free day parking may be available at the Rugby Club and a shuttle bus will run at pre-arranged times.
2. You may be able to park at the Rugby Club and car share to a guaranteed parking space in Car Park C.
3. If you park at the Rugby Club you must display a valid WSH parking permit.
4. You may like to check on the Trust's own, and Suffolk, Car Share websites, to co-ordinate car sharing from other locations.
5. Discussions will continue with the local Council and bus companies to encourage increased and improved services to the hospital site.

Flexible Employment Benefits for Car Parking (Salary Sacrifice)
Frequently Asked Questions

Q. Are there any restrictions?

A. All employees of West Suffolk NHS Foundation Trust, who are employed on substantive contracts and are currently eligible to use the car parking facilities on the Trust's sites will be entitled to participate in these arrangements. The new arrangements will benefit the vast majority of eligible employees.

Q. I am on a bank contract will I be eligible for the scheme?

A. No. If you only work on the bank then you are not eligible to join the scheme. The reason for this is that the nature of a bank contract is that there is no guarantee of work in a particular month and therefore there may not be sufficient to cover the cost of the car parking.

Q. I am on a fixed term contract am I eligible for the scheme?

A. Yes as the level of income that you receive is a regular amount.

Q. Is the scheme only open to employees who already pay for the car parking through their salary?

A. No, but if you currently use daily tickets then you will have to change to paying through your salary. The benefits of joining the scheme will only work if a reduction through your pay is made for the parking.

Q. I already pay through my salary; do I have to complete the form?

A. Yes. The form is important as it gives the Trust the authority to action the reduction through gross pay and ensures that this meets Her Majesty's Revenue and Customs (HMRC) rules.

Q. What is the price of Car Parking under these arrangements?

A. The price of car parking is exactly the same under these arrangements. However, staff electing to have the provision of car parking through the Flexible Employment Benefits scheme will typically save 34.6% or up to 44.9% (based on a pension contribution rate of 6.5%) of the costs of the parking permit, depending on your marginal rate of tax. The gross reduction will be exactly the same as at present and will be dependent on the number of hours you work in a week.

Q. What value do I include as the amount on the form for the salary reduction?

A. You should include the cost of the car parking per month relevant to the number of hours you normally work. This needs to be included on the form. This is the figure you will see as a reduction from your gross pay. The saving will be seen by paying less tax, National Insurance and pension (if applicable)

Q. How will I benefit from the arrangements?

A The illustration below shows how you can benefit from this arrangement.

This example assumes that you are a full-time employee paying 6.5% pension contributions, a basic rate tax payer, your hourly rate is above the National Minimum Wage and that you have an annual car parking permit.

| | | Main car parks (monthly charges) | | | | Senior car park |
|-----------------|------------|----------------------------------|---------------|---------------|-----------|-----------------|
| | Daily rate | 1 - 15 Hours | 16 - 22 Hours | 23 - 29 Hours | 30+ Hours | 5 Day |
| New rate | 1.50 | 6.55 | 13.56 | 19.48 | 25.86 | 44.80 |

Adjusted for salary sacrifice (assuming employee in pension scheme)

| | | Main car parks (monthly charges) | | | | Senior car park |
|-----------------|------------|----------------------------------|---------------|---------------|-----------|-----------------|
| | Daily rate | 1 - 15 Hours | 16 - 22 Hours | 23 - 29 Hours | 30+ Hours | 5 Day |
| New rate | N/A | 4.20 | 8.70 | 12.49 | 16.57 | 28.72 |

Notes

1. The salary sacrifice figures are indicative only and they will vary dependent on each individual's personal tax circumstances. To provide accurate figures the individual will have to consult a suitably qualified tax advisor
2. Salary sacrifice is not available for daily tickets as this would break the rules as set out by HMRC (Inland Revenue)

The salary sacrifice figure is based on the new car parking prices and tax, NIC and pension contribution rates for the 2012/2013 tax year.

Q. Are there any circumstances where it may not be advantageous to participate in the Flexible Employment Benefits scheme?

A. Joining the Flexible Employment Benefits scheme represents a reduction in your 'pensionable' income for the period whilst in the scheme. Upon retirement, NHS pension benefits are currently calculated on the best of the last 3 years' pensionable pay; therefore the reduction in 'pensionable' income is only likely to affect you if you are using the Flexible Employment Benefits scheme for car parking during the last 3 years of your NHS employment (see below for further information).

For members in the new NHS scheme, pension benefits are calculated on the annual average of best 3 consecutive years pensionable pay, in last 10 years, with all years before the last year re-valued by Retail Price Index; therefore the reduction in 'pensionable' income is only likely to affect you if you are using the Flexible Employment Benefits scheme for car parking for more than 7 years out of the last 10 of your NHS employment.

If you are a female over 60 or male over 65 and no longer pay any NIC, you will not receive the NIC benefits available to other employees from participating in the Flexible Employment Benefits scheme. However, you should benefit from the available tax and pension contribution savings.

If you are earning close to the National Minimum Wage level then you will not be able to take benefits through the Flexible Employment Benefits scheme where this results in your salary falling below the National Minimum Wage. Our payroll system will identify such situations.

If at any time your circumstances change e.g. you move to a job that means your earnings move close to the National Minimum Wage, then you must notify the Payroll Department of the changes immediately. With effect from 1 October 2013 the National Minimum Wage is £6.31 per hour for an employee (aged 21 and over) working a standard 37.5 hour week.

Q. When can I join the scheme?

A. You can join the scheme by agreeing to the change to your employment terms and conditions on the application form at any time during the year. You will benefit from the savings from the first month after we have received a signed application form. You do not need to wait until the car parking charges go up to benefit from the scheme. The value of the salary sacrifice will increase in line with the changes in car parking charges.

Q. How frequently can I change my decision?

A. Once in the arrangements you will be given the opportunity to indicate your preferences for the car parking arrangements on an annual basis. If you do not inform us of any change in your decision, your arrangements will remain in place year on year.

However, exceptional circumstances may occur in the course of the year, which may alter your decision. These are known as Lifestyle Changes and are defined as:

- loss of driving licence;
- marriage;
- divorce/separation;
- birth or adoption of a child;
- commencement of maternity leave or 23 weeks before the expected birth of the child;
- return from maternity leave;
- commencement of long-term sick leave;
- return from long-term sick leave;
- unpaid leave of greater than 3 months;
- a significant change in hours e.g. changing from part-time to full-time working or vice versa;
- reaching State retirement age; and
- death or redundancy of spouse, partner or dependent.

Should any of these situations arise and you wish to alter your decision you should contact the Payroll Department immediately.

You may opt into the arrangements during the year and agree to the changes in your terms and conditions. This change would be in place up to the annual car parking renewal date, normally 31 March (subject to Lifestyle Changes as defined above) at which point you can opt out if you choose.

If you opt out of the arrangements, then you can only opt back in on a Lifestyle Change or on the annual renewal date normally from 1 April.

If you opt out of the Flexible Employment Benefits scheme and continue to receive a car park permit, the normal deduction will continue to be taken from your net pay rather than from your gross pay.

Q. What happens if I leave the Trust?

A. You must return your parking permit to the Parking Office

Q. How do the new arrangements affect my pension benefits?

- A.** By entering into the car parking Flexible Employment Benefits scheme, your monthly pension contributions are reduced. This currently means that you make an additional saving of up to 8.5% depending on your annual pensionable salary (less tax relief on this) in pension contributions each month on top of the tax and NIC savings. As the NHS pension is currently calculated using the best “cash” pay (but excluding the value of the car parking space) of your final three years service, it is not recommended to be in the car parking Flexible Employment Benefits scheme in your final three years of service.

In the following circumstances listed below, there would be an impact on your pension or pensions benefits if you were in the car parking Flexible Employment Benefits scheme in the previous three years, albeit that the impact will not be significant:

- Ill-health retirement
- Early retirement
- Redundancy
- Pension transfers
- Death in service

Q. How does the Flexible Employment Benefits affect Statutory Maternity Pay?

- A.** Statutory Maternity Pay (SMP) could be affected by the Flexible Employment Benefits scheme during the first six weeks of statutory maternity leave, when SMP is based on actual earnings. However, if you leave the car parking Flexible Employment Benefits scheme at least 23 weeks before your expected week of confinement, your SMP entitlement will be unaffected. You should request to opt out of the Flexible Employment Benefits scheme as soon as you know you are pregnant.

Q. How does Flexible Employment Benefits affect my other state benefits?

- A.** A number of state benefits such as Statutory Sick Pay and State Pension are dependent on you maintaining a minimum level of National Insurance Contributions. It is therefore vital that entering the car parking Flexible Employment Benefits scheme does not cause your “cash” salary to reduce below £634 per month (£146 per week) for state pension requirements or £464 per month (£107 per week) for Statutory Sick Pay requirements per the 2012/2013 rates.

Q. How does the car parking Flexible Employment Benefits scheme affect Tax Credits?

- A.** The Flexible Employment Benefits scheme for car parking access can reduce your relevant pay for tax credit purposes as the value of these benefits are not included as income. This may have the effect of increasing your WTC award. For more information you should contact **HM Revenue & Customs Helpline 0845 300 3900**

Q. How does the Flexible Employment Benefits scheme affect my death-in-service life assurance benefits?

- A.** There is a Life Assurance benefit for staff who are members of the NHS pension scheme. If a member dies in service there will be a tax-free lump sum payable which will be equal to two years' pensionable pay. For members of the new NHS scheme this will be equal to two years' reckonable pay provided you have not 'drawn down' any of your pension. Flexible Employment Benefits will reduce the pensionable pay therefore the amount of the death-in service benefit will be reduced. For staff who are not members of the NHS pension scheme there are no benefits payable.

Q. Is car parking a taxable benefit?

- A.** A car parking space provided by the Trust close to your place of work is not a taxable benefit.

Q. How will Flexible Employment Benefits be shown on my payslip and end of year form P60?

A. Your payslip will continue to show your Basic Pay. You will then see a reduction from Basic Pay for the car parking under Flexible Employment Benefits. Your P60 will reflect your taxable salary, i.e. your Basic Pay minus Flexible Employment Benefits.

Q. Do I need to inform HM Revenue & Customs?

A. No. We have notified the Revenue of the introduction of the Flexible Employment Benefits scheme for car parking and therefore you do not need to take any action.

Q. I am not sure whether I should join the scheme. Is it worth it?

A. Generally the answer to this is yes, for the vast majority of employees it will be beneficial. To those approaching retirement your individual circumstances may mean that it is not beneficial (see above answer)

Q. Where do I send the form once completed?

A. The forms can be sent to the Travel Plan Coordinator in the Facilities Directorate.

Q. I can't find a form or the rules?

A. These can be found on the Trust Intranet site in the forms section. There are also links to these from recent Green Sheets. Hard copies can be obtained from the Travel Plan Coordinator in the Facilities Directorate.

ANY OTHER QUESTIONS?

If you have any general questions about joining the scheme, please email them to david.swales@wsh.nhs.uk and you will receive a personal response.

However, if you have any concerns about the effects of the scheme on your personal finances e.g. on retirement, etc, then you should contact an Independent Financial Advisor. The Trust is not qualified to provide such financial advice and you can contact the Independent Financial Adviser (IFA) customer helpline (0800 085 3250) which will provide you with details of IFAs in your local area. Alternatively, visit their website www.unbiased.co.uk for further information. You should be aware the IFAs may charge a fee for providing advice.

RULES OF FLEXIBLE EMPLOYEE BENEFITS SCHEME FOR CAR PARKING

1. West Suffolk Hospital NHS Trust is offering staff the opportunity to enter into a Flexible Employee Benefits arrangement for car parking charges.
2. This arrangement is available to all Trust employees with a substantive contract of employment who are eligible to use the Trust's Car Parking facilities.
3. Access to Car Parking (either by direct payment of fees, or under a tax-efficient Flexible Employee Benefits saving scheme) does not guarantee the availability of a parking space.
4. Flexible Employee Benefits Saving Scheme is a term used to describe surrendering an amount of gross or pre-tax, NI and pensionable pay for another purpose (in this case to receive free car parking) where it is not subject to tax. The Trust has sought approval from HM Revenue and Customs to operate these arrangements.
5. The Flexible Employee Benefits Scheme represents a contractual reduction in salary only for the period of the agreement. In general the Trust will seek to ensure that no other payments (e.g. overtime) are adversely affected by the salary reduction, however there could be a slight negative effect on any statutory benefit entitlements which are based on contractual pay (e.g. for women, Statutory Maternity Pay).

6. A Flexible Employee Benefits Scheme arrangement cannot be undertaken if it reduces an employee's hourly rate of pay below the national minimum wage which is currently £5.80 per hour.
7. These changes constitute amendments to an employee's Terms and Conditions of Employment. This is an employment law requirement and it is necessary for participating employees to confirm they understand and agree the changes to their gross salary. A signed agreement to confirm the employees' intention is therefore required. Employees can opt in or out of the arrangements on an annual basis or in the event of a lifestyle change.
8. Lifestyle Changes may be defined as:
 - loss of driving license;
 - marriage;
 - divorce/separation;
 - birth or adoption of a child;
 - commencement of maternity leave or 23 weeks before the expected birth of the child;
 - return from maternity leave;
 - commencement of long-term sick leave;
 - return from long-term sick leave;
 - unpaid leave of greater than 3 months;
 - a significant change in hours e.g. changing from part-time to full-time working or vice versa;
 - reaching State retirement age; and
 - death or redundancy of spouse, partner or dependent.
9. The Flexible Employee Benefits scheme may have an effect on NHS pension benefits, statutory benefits including statutory maternity pay and tax credits. Further details can be found in the Employees' Guide.
10. It is the responsibility of the employee to check to ensure that their reduced salary is above the national minimum wage.
11. Employees who are expecting a baby must inform HR Dept at least 23 weeks before their due date, so that appropriate action can be taken to ensure that maternity pay is unaffected.