

# Staff car parking permit appeals procedure

## 1. Purpose and scope

1.1 This procedure is designed to ensure that all staff are aware of and understand their rights relating to car parking permit appeals. It aims to ensure that appeals are dealt with consistently and fairly within a reasonable timescale. Responsibility for implementation of the University's Staff Car Parking Permit Appeals Procedure has been delegated to the University Travel Plan Group. This procedure will be reviewed regularly and may be subject to change as approved by the University Travel Plan Group.

1.2 This procedure applies to all staff of the University without exception.

## 2. Principles

2.1 Each appeal will be considered on its own merits in order that any decision should be reasonable in all the circumstances.

2.2 Individuals have no right of appeal against the decision of the appeals panel. The appeals panel decision is final.

2.3 All proceedings and associated documentation will be kept confidential as far as practicable.

## 3. The Appeals Procedure

3.1 If a member of staff does not meet the car parking permit criteria the appeals procedure should be followed at the appropriate stage as outlined in APPENDIX 1 – 'staff car parking permit criteria appeals process'.

3.2 If a member of staff does not meet the car parking permit criteria, they may apply for a permit on the grounds of an exemption as outlined below:

- Staff with children aged 12 and under. Evidence of this will be required, see APPENDIX 2.
- Staff who are registered disabled blue badge holders
- Staff with a short or long term medical condition where appropriate medical advice supports the provision of a parking permit. Evidence of this will be required, see APPENDIX 2.
- Staff who are Carers. Evidence of this will be required, see APPENDIX 2.

**Staff** (with the exception of Affiliates) will be asked to declare an exemption during the online application process. Please see appendix 2 for details on the documentation evidence required for each category and where this should be presented on request. **Affiliate** staff should apply to Estates via email to [reception-admin@bournemouth.ac.uk](mailto:reception-admin@bournemouth.ac.uk) on the grounds of an exemption.

Applications for an exemption will be reviewed within 10 working days of receipt of the documentary evidence. Confirmation will be sent to the individual by email as to whether the evidence provided meets the criteria as per appendix 2. At this stage the staff member may

obtain a temporary permit from the Reception team by e-mailing [reception-admin@bournemouth.ac.uk](mailto:reception-admin@bournemouth.ac.uk) . The temporary permit will be valid for the duration of the application/appeals process.

3.3 If the evidence provided does not meet the exemption criteria, the member of staff will be referred to the Travel Plan Co-ordinator for a Personalised Travel Planning session in order to discuss sustainable travel options available and to assist the member of staff with overcoming any 'barriers' to using Sustainable Travel. The Travel Plan Co-ordinator will write a Personalised Travel Plan report summarising the outcomes and recommendations from the session.

3.4 If the staff member does not accept the recommendations and outcomes from the Personalised Travel Planning session, they may appeal in writing on the grounds of an exception to the Travel Plan Group by e-mailing [ParkingPermitAppeals@bournemouth.ac.uk](mailto:ParkingPermitAppeals@bournemouth.ac.uk) . A letter should be provided with full details of the appeal along with any supporting documentation. APPENDIX 3 lists some examples of the type of supporting documentation that may be appropriate.

3.5 An appeals panel made up from the Travel Plan Group will consider the appeal via an e-mail exchange. The appeals panel will have access to information provided by Human Resources/Estates and the Travel Plan Co-ordinator that have been used throughout the process to this point. This information will be distributed to the appeals panel members and made privy to the staff member in advance of the electronic hearing.

The appeals panel will have 7 working days from receipt of the appeal to make a decision. During this period the appeal panel members may need to seek clarification and further information on particular points from the individual. In complex cases it may be appropriate for a face to face discussion between the panel and the member of staff.

The appeals panel will consider the findings of the staff member and make a decision based on the evidence submitted. In the event of a split decision by the panel, the Chair of the appeals panel will make the final decision. The Chair of the appeals panel will announce the outcome of the appeal at the conclusion of the electronic hearing. APPENDIX 3 outlines the type of scenario that is likely to be considered as an exception to the parking permit criteria. This list is not exhaustive.

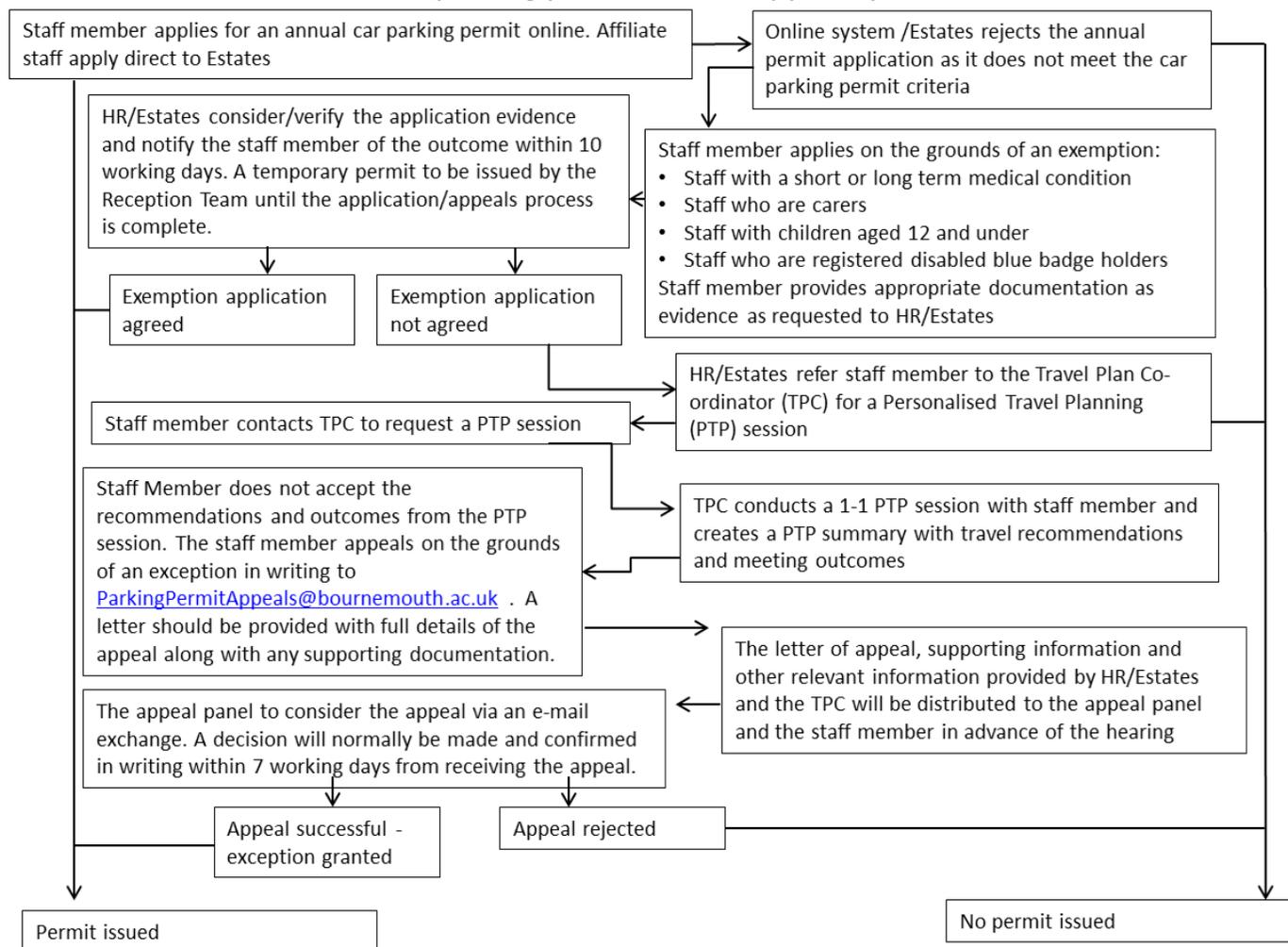
#### 4. The appeals panel

4.1 The appeals panel will consist of the following members:

- The Chair of the appeals panel, mandatory – Mandi Barron, Head of Student Support Service (proposed)
- One HR representative not previously involved in the individual case, mandatory
- One appointed member from the Travel Plan Steering Group – mandatory
- A Union representative – mandatory. Union representation in this instance would normally come from the Travel Plan Group Union representatives.

## APPENDIX 1 – Staff car parking permit criteria appeals process

### Staff car parking permit criteria appeals process



APPENDIX 2 – Evidence required for by HR for exemption consideration:

Exemption	Examples of documentation	Where this should be presented*
Staff with children aged 12 and under	Birth Certificate, Matching Certificate	Estates
Staff who are registered disabled blue badge holders	Blue Badge	Estates
Staff with a short or long term medical condition	GP letter	Human Resources
Staff who are Carers	Letter of confirmation of Carers Allowance Award, GP letter, Carers Assessment, DLA letter	Human Resources

\*Affiliate staff should apply to Estates via email to reception-admin@bournemouth.ac.uk on the grounds of an exemption.

APPENDIX 3 – Examples of possible exception appeal scenarios and relevant supporting evidence

Essential frequent (number of occurrences in a week) and regular work (routinely required throughout the year) related car travel in order to undertake your core role/duties	<p>Copies of three authorised business mileage expenses claim forms within the previous six months</p> <p>A letter of support from the staff members line manager, confirming that a vehicle is essential for the employee to undertake their core role/duties</p>
Transporting heavy bulky items	A letter of support from the staff members line manager, confirming that employee is required to transport heavy/bulky items on a frequent and regular basis to the University as part of their core role/duties
Working hours – split shift roles	A letter of support from the staff members line manager, confirming that the employee is required work split shifts as part of their core role/duties
Early start/late finish times	A letter of support from the staff members line manager, confirming that the employee is required work early start/late finishes as part of their core role/duties
No realistic/appropriate alternative travel option	A copy of a Personalised Travel Plan summary conducted by the Travel Plan Co-ordinator