

TLCO Car Parking Scheme Information 2023

Trafford Town Hall & Sale Water Side

Please see below TLCO Scheme Details,

The car parking charges will be worked out based on salary for health staff in line with council staff. Details of the charging levels at each salary point are shown in the table below.

Part time (p/t) rates apply to staff who work less than 20 hours a week.

Full time charges are highlighted:

Band	Pay	Deduction	Band	Pay	Deduction	
Band 2	£20,270	£16.50	Band 7	£41,659	£34.50	
		£8.25			£43,806	£17.25
	£22.50	£34.50				
£11.25	£17.25					
Band 3	£21,730	£22.50		£47,672	£34.50	£17.25
		£11.25			£48,526	£17.25
	£23,177	£22.50	£34.50			
£11.25	£54,619	£17.25				
Band 4		£23,949	£22.50	£56,164	£52.00	£26.50
	£11.25		£65,262		£26.50	
	£26,282	£22.50		£52.00		
£11.25	£67,064	£26.50				
Band 5		£27,055	£22.50	£77,274	£65.00	£32.50
			£11.25		£79,592	£32.50
	£29,180	£28.50	£91,787	£65.00		
£14.25	Band 8d & above	£65.00				
£32,934		£28.50	£32.50			
£14.25		£32.50				
Band 6	£33,706	£28.50	£65.00			
		£14.25	£32.50			
	£35,572	£28.50	£32.50			
£14.25	£32.50					
£40,588	£28.50	£32.50				
	£14.25	£32.50				
	£14.25	£32.50				

Who is affected?

Charges will apply to all staff based at Trafford Town Hall and Sale Waterside who are in the parking scheme already and any new members regardless of which car park you are allocated.

You have a choice about whether to pay for a space - if you do not wish to continue in the car parking scheme you will need to find your own parking or alternative method of travelling to work.

If you work across multiple sites and split your time equally across both sites, you will only be expected to pay once at your base office. If you are visiting another location on an ad-hoc basis i.e., to attend a meeting, please refer to the expenses process/policy on the HR homepage on the extranet for details on how car parking charges can be reclaimed.

Agency / contractors are not eligible to join the scheme.

Powered by:

Payment details

If you decide to pay for a parking space, this will be deducted from your salary.

Important Information:

- The car parking scheme is a voluntary scheme, and it is not linked to any terms and conditions or contract of employment, therefore the decision to opt into the parking scheme is at the discretion of the employee.
- Spaces are allocated based on availability and are not guaranteed, you may be placed on a waiting list.
- Staff may have their allocated car park moved to an alternative if required due to capacity/contracts, at this time staff will be given notice of this
- Staff members can apply for a car parking pass at the following times.
 - Within two weeks of starting your role within the trust or a change of base due to service needs.
 - April and October of each year when the application window is open.
- If you wish to leave the car parking scheme, staff can only do this at the following times, and we require a minimum of 28 days' notice.
 - When leaving the trust, a new role in the trust or base has changed.
 - April and October of each year when the cancelation window is open.
- If a member of staff fails to return their car parking pass within 2 weeks of leaving/cancelling their pass, then there will be a charge of £25 taken from your salary.

Please return your fobs/Q cards preferably by hand to Trafford Town Hall, this can be arranged via email to HRSalarySacrifice@trafford.gov.uk, if this can't be arranged, please send by recorded delivery to:

FAO. Cheryl Binns
GMSS
Trafford Council
Trafford Town Hall
Talbot Road
Stretford
M32 OTH

If a replacement pass is required there will be a £25 charge taken from your salary.

- Staff based at Town Hall staff are **not** entitled to use the visitors' car park – you will only be able to bring your car in to the car park for loading / dropping off materials or equipment and will then need to move your vehicle straight away. The only exception to this is use after 4.30pm.
- The car parking scheme only operates Monday – Friday (within office opening hours), using the car parking scheme car park outside of this time frame could result in fines and removal of membership to the scheme.
- Please can staff report any on-going issues to: HRSalarySacrifice@trafford.gov.uk, such as barrier issues, problems with the carpark.
- Please return all carparking forms to: TLCO.CarParkingScheme@mft.nhs.uk
- The assigned car parks are not owned by TLCO, and this scheme is run in conjunction with Trafford Council.
- **Staff who are not signed up to the car parking scheme are not permitted to use the allocated spaces, Staff must not share their passes.**

Your responsibility whilst in the scheme

- Check deductions are coming out of your pay.
- Inform of any salary/band changes, to ensure you are having the correct deduction.
- Inform of any assignment number change, *for example: those members of staff that retire and return.*
- Cancel your membership to the scheme giving the correct notice period when leaving your employment and return your pass if required.
- *Please note: Failure to do any of the above may result in back/additional charges.*

Please note: Taylajade.bartlett@nhs.net is no longer working on the car parking scheme. All forms to be sent to: TLCO.CarParkingScheme@mft.nhs.uk