

Governors Council

Report of: Foundation & Communications Manager
Title: Administration issues: Car Parking
Date: 7th March 2008
Action: For attention

Summary

A number of Governors have raised the issue of parking and to avoid the use of exit tickets in future, a form is attached for completion and a car park pass will be issued.

This pass is to be used for Governors' business only and is not to be used when visiting the hospital for other matters.

Recommendation

The Governors Council is asked to note the update.

**Application for Parking for Staff Associated
with the James Paget University Hospital**

The Trust has identified the following groups of Staff entitled to Free Parking – Foundation Trust Lay Governors/Patient Forum, Volunteers i.e. WRVS, PALs and Chapel Volunteers and Students who are on a bursary but not paid by the JPH

“Free Car Parking Pass”

Following the Trust’s decision to charge for parking, please complete all sections of this form.

This form must be signed and returned to Louise Griffin, Car Park Office. Failure to return this form will result in you not being able to access the car park.

Section A

Name:
Job Title:
Department:
Reason for requiring free parking:

Section B

Are you required to work shifts? YES/NO
What is the latest time you start work:.....
What is the latest time you finish work:.....

Signature:..... Date:.....

NOTE: Your card must not be used by anyone other than yourself for car park access. A breach of this condition could result in withdrawal of the card/disciplinary action.