

27 October 2022

Information Rights & Compliance Team
99 Waverley Road
St Albans
Hertfordshire
AL3 5TL

Tel: 01727 804954
Email: Hpkt.foi@nhs.net

Our Ref: FOI/04453

Thank you for your request concerning Staff Transport Service and Car Parking.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

1. Do you have a staff transport service? If yes:

No we do not have a dedicated staff transport service, although we transport our staff when requested.

- 2. What is the annual budget and spend for staff transport?**
- 3. When is the contract up for renewal?**
- 4. Which companies provide your transport services?**
- 5. How many staff use the transport service?**
- 6. Do you charge staff to use the service?**
- 7. Is your location well served by public transport for staff shifts?**
- 8. Have you provided a staff transport service before? If Yes, why did it stop?**

Questions 2 to 8 are not applicable to us.

9. How many staff car parking spaces are available vs. demand?

This information is already in the public domain¹. Please follow this [link](#) to a previously published request. (FOI 3903 - attachment)

10. How much do you charge for staff parking, and how much income is generated per year?

This information is already in the public domain. Please follow this link to our disclosure log.

11. Are you planning construction work that will affect your car park capacity? If so, when?

This information is not recorded². However, under Section 16 – Duty to provide advice and assistance we confirm that we are unaware of any future building work impacting on car parking capacity.

¹ Section 21 – Information is available through other means

² Section 1(1) Any person making a request for information to a public authority is entitled

(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and
(b) if that is the case, to have that information communicated to him.

12. Are your car parking spaces allocated? If so, what is the allocation process and what % are used?

No

13. Please explain how you procure transport services.

Not applicable.

14. Please identify any frameworks and or buying groups that your organisation is a part of.

Not applicable.

15. Which department is responsible for staff transport?

Not applicable.

16. How many staff members are in the transport team?

We have 50 staff in our transport department.

17. What job role is responsible for managing the transport budget?

Our Transport Services Manager is responsible.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Sue Smith

**Sue Smith
Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

