

Car Parking Policy

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Document Control / History

Revision No	Reason for change
2	Bi annual review
2.1	Added text in section 6 Car Park Locations.
3	Bi annual review
4	Combine Car Parking Policy and Parking Enforcement Notice Policy and create local SOPs.
4.1	Periodic Review

Consultation

Executive Director of Estates and Facilities
Estates & Facilities Senior Management Team
Car Parking Eligibility Group

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To be read in conjunction with any policies listed in Trust Associated Documents.

1 Introduction

- 2.1 The Trust provides limited car parking at the Medway Maritime Hospital site for patients, visitors and staff as well as contractors.
- 2.2 An off-site parking facility is currently provided at Dockside Chatham, with a connecting shuttle bus service.
- 2.3 The costs of the of car parking facility are met by its users and not from patient care. The Trust charges for the use of all the parking facilities that it provides.
- 2.4 The policy is a high level document designed to be read in conjunction with the associate SOPs:
 - 2.4.1 SOP Car Parking for Patients and Visitors,
 - 2.4.2 SOP Car Parking – Parking Charge Notices
 - 2.4.3 SOP Staff Car Parking

2 Purpose / Aim and Objective

- 2.1 The policy will give all users guidance on the use of Parking Facilities offered at Medway Maritime Hospital.

3 Definitions

- 3.1 This policy defines the following:
 - 3.1.1 A parking space is designed to park one private car. All vehicles parked onsite are parked at the owners risk.
 - 3.1.2 A Parking Charge Notice is an additional charge levied to unauthorised vehicle users who have parked at Medway Maritime Hospital.
 - 3.1.3 A Parking Permit enables staff to park at either parking location.
 - 3.1.4 Parking Groups can be defined as and each is dealt with in the respective SOP:
 - Blue Disabled Badge holders
 - Frequent Outpatient attendees
 - The Carer of an admitted child staying overnight
 - Staff who work nights between certain hours.

4 (Duties) Roles & Responsibilities

- 4.1 The Chief Executive

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- 4.1.1 Has overall responsibility for the Car Parking at Medway Maritime Hospital.
- 4.2 The Executive Director of Estates and Facilities
 - 4.2.1 Has overall responsibility delegated for the Car Parking at Medway Maritime Hospital.
- 4.3 The Car Park Manager:
 - 4.3.1 Will be responsible for the car parks, Staff and Visitor, ensuring that parking is available and fairly allocated according to this Policy and the associated SOPs and Terms of Reference, in consultation with relevant senior managers and associated Car Parking Groups.
- 4.4 Staff
 - 4.4.1 Are required to comply with the SOPs for car parking.
- 4.5 Staff, Patients and Visitors
 - 4.5.1 Are required to comply with the SOPs for car parking
- 4.6 F1rst Parking
 - 4.6.1 The Trust have contracted with F1rst Parking (Registered Office: 20-22 Bedford Row, London, WC1R 4JS) to provide a Parking Charge Notice Scheme on the Medway Hospital Foundation Trust site, and will be the designated enforcement and collection agency.

5 Monitoring and Review

What will be monitored	How/Method/Frequency	Lead	Reporting to	Deficiencies/ gaps Recommendation s and actions
Policy review	First review in one year and then every three years	Author		Where gaps are recognised action plans will be put into place
As and when review any possible changes to parking charges and concessions	As and when required	Head of Security and Traffic Management	Trust Board/Joint Staff Committee	Intranet- Internet update
As and when review of parking signage	As and when required	Head of Security and Traffic Management	Director of facilities and estates	Update of signs
Training of car park staff	Training needs analysis and compliance	Head of Security and Car Parking	Estates and facilities senior management group	

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What will be monitored	How/Method/Frequency	Lead	Reporting to	Deficiencies/ gaps Recommendation s and actions
Service operating procedures	Bi-annual review	Head of Security and Car Parking	Estates and facilities senior management group	

6 Training and Implementation

6.1 All Car Parking staff are trained in car parking practice and enforcement.

7 Equality Impact Assessment Statement & Tool

All public bodies have a statutory duty under The Equality Act 2010 (Statutory Duties) Regulations 2011 to provide “evidence of analysis it undertook to establish whether its policies and practices would further, or had furthered, the aims set out in section 149(1) of the [Equality Act 2010]”; in effect to undertake equality impact assessments on all procedural documents and practices. Authors should use the Equality Impact Toolkit to assess the impact of the document.

In the first instance this will mean screening the document and, where the screening indicates, completing a full assessment. The Toolkit can be found on the Trust website <http://www.medway.nhs.uk/our-foundation-trust/publications/equality-and-diversity/equality-impact-assessments/>

A document will not be considered approved until the author has confirmed that the screening process has been carried out and where required a full impact assessment has been completed. Where a full assessment is completed this should be submitted along with the document for approval.

8 References

Document	Ref No
References:	
<ul style="list-style-type: none"> ▪ Government guidance on NHS patient, visitor and staff car parking principles October 2015. ▪ UK Government Changes to Car Parking 27 December 2019. ▪ Inland Revenue - Employee Travel - A Tax NICs Guide For Employers and associated literature ▪ DVLA – release of information 	

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<p>http://www.dft.gov.uk/dvla/data/reinfo.aspx</p> <ul style="list-style-type: none"> ▪ Road Vehicle (Registration and Licensing) Regulations 1971 ▪ Data Protection Act 1998– release of information ▪ F1rst Parking Terms and Conditions ▪ POPLA (parking on private land appeals) 	
CQC	Standard 21
Trust Associated Documents:	
Governance Manual - Standing Financial Instructions (SFI) Terms of Reference for Car Parking Group	OTCGR037
SOP Car Parking for Patients and Visitors, SOP Car Parking – Parking Charge Notices SOP Staff Car Parking	

END OF DOCUMENT