

Car Parking Policy

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Car Parking Policy

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.

Consultation

Director of Estates and Facilities
Estates & Facilities Seniors Managers group
Staff side

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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 who chose not to use public transport.
- 2.2 An off-site park and ride is also available at the - Chatham Dockside Outlet Centre for staff only.
- 2.3 The costs of provision of car parking will be met by its users and not subsidised by diverting funds from patient care. The Trust will therefore make charges for the use of all the parking facilities that it provides.

2 Purpose / Aim and Objective

- 2.1 The aim of the policy is to give all users definitive guidance on the use and charging structure for the car parking facility at the Trust. It also includes the conditions for assistance and exemption from the charges for patients and visitors who access the site.

3 Definitions

- 3.1 This policy covers all staff; patients, visitors and others who park their vehicles on Trust owned or leased car park sites

4 (Duties) Roles & Responsibilities

- 4.1 The Chief Executive
 - 4.1.1 Will make arrangements for the management and regular, systematic review of car parking to prioritise the needs of patients, visitors and staff.
- 4.2 The Director of Estates and Facilities
 - 4.2.1 Will be the lead manager responsible for implementing the Trust's policy on parking in conjunction with Head of Security and Traffic Management to represent the interests of patients, visitors, staff, site management and security.
- 4.3 The Head of Security and Traffic Management
 - 4.3.1 Will be responsible for arranging for the administration of the process including co-ordinating any debt collection and for the day to day management of all aspects of Car Park management.
- 4.4 Car Parking Services Administrator
 - 4.4.1 Will administrate the car parking membership scheme, will be responsible for the issuing of staff permits, and be the Trusts liaison with the appointed debt collecting agency and co-ordinates the Parking Appeals Process – see SOP.

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4.5 Staff

- 4.5.1 All staff should remember that whilst a sympathetic approach should be in place for patients/visitors regarding car parking charges, a recurrent investment needs to be maintained in relation to car park management, and that car parking is not a free commodity.
- 4.5.2 All staff have a responsibility to park in a designated car parking space.
- 4.5.3 If staff members abuse the scheme or give others access to their barrier pass or parking permit, then the car parking facility can be withdrawn and disciplinary action may be taken in line with the Trust Policy.
- 4.5.4 It is the staff member's responsibility to ensure they continue to pay for parking and to inform the car parking admin team if payment stops.

4.6 Staff, Patients and Visitors

- 4.6.1 Anyone using the Trust parking facility will be required to abide by the conditions laid down in the Car Parking Policy.
- 4.6.2 Individuals are responsible for loss or damage to vehicles and their contents whilst parked on the grounds and the Trust accepts no responsibility.
- 4.6.3 The Medway NHS foundation Trust, reserves the right to withdraw all parking facilities/ membership on the Medway site to those that continually disregard the car parking rules and regulations as stipulated within the trust car parking policy and associated SOP.

4.7 F1rst Parking

- 4.7.1 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 debt collecting agency.

5 Monitoring and Review

What will be monitored	How/Method/ Frequency	Lead	Reporting to	Deficiencies/ gaps Recommendations 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

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What will be monitored	How/Method/Frequency	Lead	Reporting to	Deficiencies/ gaps Recommendation s and actions
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	
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 will be trained in order to ensure that they keep up-to-date with changes to requirements best practice and in order to maintain their competence. Medway NHS Foundation Trust accepts its responsibility to provide adequate training provision to all staff in respect of general, legal (Health and Safety) and “on the job training”

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

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Document	Ref No
References:	
<ul style="list-style-type: none"> ▪ Government guidance on NHS patient, visitor and staff car parking principles October 2015. ▪ Department for transport, blue badge scheme: rights and responsibilities in England. ▪ Inland Revenue - Employee Travel - A Tax NICs Guide For Employers and associated literature ▪ DVLA – release of information http://www.dft.gov.uk/dvla/data/reinfo.aspx ▪ 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
NHSLA	1 & 3
Trust Associated Documents:	
Governance Manual - Standing Financial Instructions (SFI) Terms of Reference for Parking Appeal Panel	OTCGR037
SOP0084 - Car Parking - Rules and Regulations for Patients and Visitors - SOP0084 (1 attachment)	
SOP0085 - Car Parking - Parking Charge Notices (1 attachment)	
SOP0083 - Car Parking - Rules and Regulations for Staff (1 attachment)	

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