

Car Parking Policy

Department / Service:	Estates and Facilities
Originator:	Director of Estates and Facilities
Accountable Director:	Chief Operating Officer
Approved by:	JNCC
Approval date:	13 th February 2024
Review date:	13 th February 2025
This is the most current document and should be used until a revised version is in place	
Target Organisation(s)	Worcestershire Acute Hospitals NHS Trust
Target Departments	All
Target staff categories	All staff, contractors, visitors and patients

Purpose of this document:

This car parking policy concerns patients, visitors and staff parking at Worcester, Redditch and Kidderminster Hospitals and its' aim is to:

- Formalise and raise awareness of the Trust's car parking arrangements
- Ensure that employees and other users are aware of their responsibilities in respect of this policy
- Ensure that employees and other users are aware that action will be taken as a consequence of failure to act in accordance with the policy.
- Ensure that the application and appeal process is clear

Key amendments to this Document:

Date	Amendment	By:
Nov 09	Draft revised	Head of PFI
Jan 12	Revised and Approved	JNCC
Jan 13	The Policy has been updated as follows: 1. Appendix 3 clarifies the eligibility for different coloured permits. 2. The eligibility criteria have been amended (section 4). 3. Reference to the Trust's Disciplinary Policy in respect of a breach of this policy. 4. Introduction of on-site temporary parking for staff with time limited mobility impairment (4.2). 5. The introduction of a charge (5.4) for Students. 6. The introduction of a charge for NHSP staff. 7 Removal of Salary Sacrifice scheme 8. The introduction of a permit replacement charge of £15.00 where a permit has been lost (6.4) 9. The introduction of a Car Parking Appeal Panel to meet monthly (6.6 and 8.2). 10. Revised charges proposed at Appendix 2.	Clare White, HR Manager
Jun 15	No update	Briony Mills

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Aug 17	<ol style="list-style-type: none"> 1. car sharers – change - all sharers to be on site parkers 2. personal circumstances – to be clearer that personal circumstance does not form part of criteria for on-site parking 3. two registered vehicles – only one permit issued 4. 12-hour clinical shift workers – allocated on-site parking 5. application forms approved by divisional lead for each division 6. no renewal date for park and ride permits 7. changes to wording around business travel; cover 12 times per month is for travel that is outside of core job plans only. A job plan that, for example, includes 2 days working at Alex, 1 day at Kidderminster and 2 days at WRH would not count towards 12 site visits. 8. “hard to recruit” posts; executive board can authorise on-site parking for hard to recruit posts 9. Students are subject to the same eligibility criteria as all other staff – i.e. they do not automatically receive on-site parking 10. Appeals panel can authorise on-site parking (grant temporary parking) for extraordinary circumstances. 11. NHSP pay occasional user charge of £1 per exit from car park. 	Executive Board
Sept 18	<ol style="list-style-type: none"> 1. Number 8 above “hard to recruit posts removed as agreed at JNCC” 2. Paragraph 7.2 changed to state that deductions will be reviewed monthly rather than annually, to determine whether any cost of living rises, or reductions in pay, move charges into a different band. 3. Adding in reference to the Trust’s vision and signature behaviours 4. Policy review changed to at least every 2 years rather than annually to bring in line with other policies 5. Responsible Director changed to Director of Finance 6. Policy monitoring changed to add an annual review by JNCC to ensure that permits are issued fairly according to job role. 7. Paragraph 4 added to reflect GDPR 	Briony Mills/Debbie Drew
Feb 21	<ol style="list-style-type: none"> 1. Reference to Park and Ride removed (service ceased during Pandemic and will not be re-instated). Document extended for 6 months whilst full review takes place. 	Briony Mills
29th September 2021	Document has been held as part of the overall parking charges strategy review. Document extended until the end of December.	Briony Mills
Jan. 2024	<p>White paper permits to be used instead of coloured. Type of permit still applies (i.e. essential, on site etc). As the Trust do not currently have P&R it was deemed unnecessary. Permit codes still apply on the permit to identify type of permit. (white paper permits present a cost saving to the Trust).</p> <p>Extension to current policy for further 12 months whilst a full review of policy is carried out.</p>	<p>Briony Mills</p> <p>Scott Dickinson</p>

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1. Introduction

This policy addresses the control, maintenance and security of car parking access for staff, charging for parking and enforcement of parking rules across the site.

2. Our vision

Collaboration and partnership are central to our approach in delivering our fundamental activities of patient care, teaching and research. These values determine the vision of Worcestershire Acute Hospitals NHS Trust to be:

“Working together with our partners in health and social care we will provide safe, effective, personalised and integrated care for local people, delivered consistently across all services by skilled and compassionate staff”

Our policies are developed in line with the Trust’s 4 Signature Behaviours. These Signature Behaviours are at the heart of our 4ward programme - a long-term, far-reaching initiative which aims to help colleagues across our Trust collectively work together, as we tackle the challenges we face and make the most of the opportunities that the future will bring.

Our signature behaviours:



Do what we say we will do



No delays, every day



We listen, we learn, we lead



Work together, celebrate together

Our focus going 4ward is twofold. We want to transform our culture whilst at the same time improving our performance across the whole of Trust, particularly around our wide-ranging quality improvement programme, improving the flow for patients who attend our Emergency Departments, our preparations for winter and our efforts to achieve financial stability.

Our aim is to have all our staff positively demonstrating these behaviours and working together to achieve our shared goals.

Maximising our limited car parking facilities are therefore key to us ensuring that our patients can park so that we can ensure that there are “no delays, every day”. Fair and consistent application of the policy will ensure that we “do what we say we will do”.

3. Principles of the Car Parking Policy

There are five primary aims of the Trust’s car parking policy. It is the aim of the policy to;

- Ensure that limited on-site parking is prioritised to patients, and to clinical staff who work unsocial hours (in particular those working night shifts or 12 hour shifts)
- provide clarity on the allocation of the different types of permit to maximise the limited car parking resources that are available. For full details of the criteria for each parking permit type see **appendix 3**.
- reduce congestion in and around the Trust sites
- reduce car journeys to Trust sites
- prevent unauthorised use of Trust car parks

The Trust will communicate its car parking policy so that patients, visitors and staff are fully aware of the rules and possible sanctions. Restricted parking areas will be identified by yellow and red painted lines along with clearly identified parking areas for visitors, staff and the disabled.

The Trust will enforce its car parking policy. Anyone parking inappropriately on Trust sites may be subject to civil penalties. Staff may forfeit their permits and may be subject to disciplinary action, following an investigation, under the Trust's disciplinary policy should they contravene the car parking policy.

The Trust will take a zero tolerance stance towards any abuse of the process or facility, staff or contractors engaged in car parking management.

The Trust will charge for on-site parking to cover the costs of providing car parking, although a concessionary parking policy will apply to visitors and patients meeting certain criteria (see section 5.3)

For staff parking, the Trust will operate a permit system where staff will display a windscreen sticker that signifies their entitlement to park on site. Visitors will pay using either pay on foot or pay & display machines.

On-site parking permits are valid for 18 months, although the Trust reserves the right to review the type of permit allocated to a member of staff at any time, even before due expiry date. Managers will discuss this with staff who change role.

4. GDPR

The General Data Protection Regulations (GDPR) came into force on 25 May 2018. These are EU wide and will be enshrined in UK law in the new Data Protection Act 2018 (DPA 2018)

The DPA 2018 enhances personal rights around protecting Personal Identifiable Information (PII). When you apply for a parking permit we record data on the Electronic Staff Record (ESR). This personally identifiable information is not shared outside of the organisation. The Car Parking office also keep a database of the permits issued which will identify you and your car registration. This information may be shared with ISS who are the external organisation who manage the car park security. Your information will not be shared anywhere else other than for this purpose.

If you need advice on the GDPR or new Data Protection Act, please contact the Data Protection Officer for the Trust in the first instance: wah-tr.gdpr@nhs.net

5. Car Parking Responsibilities

Overall responsibility for this policy rests with the Trust Board. Operational responsibilities are delegated as follows:

The lead director for this policy is the Chief Operating Officer. Responsibility for the operational management of car parking and the application of procedures and systems is delegated to the Director of Estates and Facilities.

Divisional directors carry responsibility for appropriately authorising car parking application forms for staff within their division. In addition all managers will be responsible for ensuring that staff are aware of their responsibilities in relation to the car parking policy, and for supporting any action to be taken to address irresponsible parking.

All Trust employees are required to fully comply with the content of the car parking policy.

6. Car Parking Facilities

The Trust will endeavour to provide car parking for patients, visitors and staff. No member of staff, patient or visitor can be guaranteed that a car parking space will be available. The provision of a car parking permit is not a contractual entitlement for staff. A permit entitles staff to search for and park in an available space in designated staff parking areas. Car parking permits are subject to availability.

Staff will not normally be entitled to apply for a car parking permit if they live within 1.5 miles of that base hospital site (with the exception of night staff).

Staff must park in designated staff car parking spaces only. Any staff member parking in a visitor space will be expected to pay the visitor rate. If they fail to do this, they will receive a warning and if reoffending occurs they may face disciplinary action (**see Appendix 4**).

No staff members or departments will be allocated designated parking spaces.

Disabled parking bays are available on-site. Staff who are registered disabled and who hold a blue disabled parking permit can park in public and visitor marked disabled badge holder spaces, providing they display their blue disabled badge and their on-site parking permit.

The Trust cannot accept responsibility for any vehicles left on Trust premises. All vehicles and contents are left entirely at their owner's own risk.

Details regarding the allocation of the car parking permits and their eligibility criteria can be found in Appendix 3.

7. Allocation of Staff Parking Permits

Staff must apply for a parking permit using the application form (available on the intranet).

7.1 Allocation Protocols

The purchase of a permit does not constitute a guarantee of car parking space availability at any time, but the Trust will manage parking to optimise its parking resources.

On issue of a permit the member of staff's ID (identification) pass is activated to allow access through the barriers at the entrances and exits to the staff car parks.

The types of staff permit and the procedure for their issue, review, re-issue and updating is shown in **Appendix 3**.

If staff need to drive another car (eg partner's car/courtesy car) to work, they must contact the relevant car parking office on site on the first day to advise them of car details.

7.2 Management of Access and Permits

The Trust will maintain a live record of current valid permit holders, maintained as the definitive record of all permit carrying vehicles, their owners and their permit renewal dates. This will enable accurate monitoring and effective management of the parking resource.

7.3 Re-Issue of Staff Permits

It is the responsibility of a member of staff to re-apply for a parking permit prior to their permit expiry date. Failure to do so will result in any access they have to any car parks being terminated.

The car parking administrators will co-ordinate the re-issue of passes.

Any lost, stolen or damaged permits will require an application for a new/replacement permit. This will incur a £15.00 charge towards administration costs.

7.4 Review of Staff Permits

The Trust reserves the right to review any permits issued to any member of staff at any time. Should it be deemed that a member of staff has been issued a permit incorrectly or their circumstances have changed, the Trust will revoke the permit and re-issue the appropriate permit in discussion with the member of staff.

7.5 Appealing against Permit Issued

Staff have the right of appeal against the type of permit issued to them, the details of the appeal process are below:

If you do not agree with the type of permit issued and you wish to appeal against this decision, your line manager must forward an appeal via email to wah-tr.CarParking@nhs.net . Your appeal will be considered by a panel comprised of senior Facilities and Human Resources staff with evidence from your divisional director

The Trust's car parking appeal panel will meet monthly and the appeal panel's decision is final. There is no further right of appeal.

The appeal panel can grant on-site parking (or grant temporary on-site parking) in extraordinary circumstances. These should be presented to the panel in the same way as the appeal process.

Occasional Users

Managers can request Red permits to be issued to staff who will use a Trust car park for less than 60 times per year. Red permit holders carrying a valid ID/access card may obtain a debit card from the car parking administration office. Staff wishing to park for more than 60 days per year will be required to apply for a staff car park permit.

Community Midwives and other clinical staff that work off site for more than 90% of their time

Will be issued a blue permit which entitles them to park on site while collecting notes, up to 30 minutes per day. These permits will be subject to payment of 1/5 of the car parking charge, deductible from salary.

8. Car Parking Charges

The Trust will charge for parking but a concessionary parking policy will apply to visitors and patients meeting certain criteria.

8.1 Public Parking Charges are detailed at **Appendix 1**.

The Trust will review charges regularly.

8.2 Staff Parking Charges are detailed at **Appendix 2**.

The Trust will review charges via JNCC and notify staff of these changes. Charges are applicable from the day permit is issued. Individual deductions from pay are based on banding and will be reviewed monthly by Finance Department to determine whether any cost of living rises, or reductions in pay, move charges into a different band.

Staff working permanent nights only will be exempt from car parking charges.

8.3 Concessionary Parking for Visitors

Regular visitors may be eligible for concessionary parking rates, as set out in the Trust Policy for Concessionary Visitor Parking.

The Trust will publicise the availability of concessionary parking and a poster for ward managers to display can be downloaded from the Intranet.

Under the NHS Travel Cost Scheme patients who are in receipt of certain benefits (i.e. Income Support, Income Based Job Seekers Allowance, Tax, Child and Pension Credits) attending hospital may be entitled to claim back car parking charges. The Trust will process the appropriate claim form through the Cashiers Office at each site

8.4 Other Concessions

- Non WAHT Trust Staff

Employees of other NHS Trusts or Contractors engaged by WAHT and whose normal place of work is on the WAHT site may apply for a car parking permit. Any such users will be subject to the same rules applied for on site use and will be required to comply with the Trust Car Parking Policy and to pay for parking at the same rates as WAHT staff pay by paying on foot or via a recharge between organisations.

Where temporary site work contractors are given compounds for the duration of the works contract, an agreed number of permits will be issued.

Unless special arrangements are made in advance any business visitors, contractor, services engineers, sales representatives, or other suppliers will be liable for the current

visitors parking tariffs and pay on foot. The Trust will not reimburse these fees and any claims from contractors on their invoice will be refused.

Parking enforcement sanctions also apply to any such visitors, see section 8.

- Students

Students (e.g. nursing and medical students) are subject to an annual charge of £20.00 (or for short term students at 50p per week) and will be subject to the same eligibility criteria of this policy.

NHSP Staff

NHSP or agency staff (who are not permanently employed staff) can apply for an occasional user permit and pay the appropriate charge. They are subject to the same eligibility criteria of this policy.

- Car Sharers

Car sharers are NOT subject to a car parking charge. Car sharers must be eligible for on-site parking in the first place to apply to car share.

- NHS Staff who are Exempt from Payment

- > Volunteers (must have their application form authorised by the Volunteer Co-ordinator)
- > Motorcyclists (will be free if the motorcycle is parked in an allocated space in the Bike Shed). Otherwise a permit will be required if parked in a car park space.
- > Cyclists use cycle-safes free of charge subject to a returnable key deposit (where available).
- > Community midwives who only attend site for short periods of time to collect notes/equipment etc.
- > Group passes (see **Appendix 3**).

Maternity Leave and Long Term Sick Leave

You should advise Car Parking Administration if you wish to cancel your parking permit due a long term absence. You would need to reapply for a permit upon your return and a permit is not guaranteed.

9. Out of Hours and On Call Car Parking

Staff are permitted to park in the main car parks closest to the building on night shifts (i.e. after 7pm and before 7 am). Staff who are on call during the working day are required to park in designated staff car parks according to the colour of permit that they hold.

10. Enforcement Sanctions

The Trust will enforce its Car Parking Policy. Visitors may be subject to fines. Staff may forfeit their permits and may be subject to disciplinary action following an investigation under the Trusts Disciplinary Policy should they park in contravention of the Car Parking Policy.

The Trust will establish mechanisms to monitor the use of the policy and to enforce the provisions as necessary; this will include the use of Car Parking Management Contractors.

Any appointed Contractor will be licensed to collect parking fines as civil penalties.

Trust Car Parking Management staff and contractors will be instructed to apply the enforcement policy absolutely and without bias as to a member of staff's band or seniority.

10.1 Sanctions

Sanctions for parking violations are detailed at **Appendix 4**

The Trust will withdraw parking permits from staff committing persistent offences and may invoke disciplinary procedures in accordance with the Trust's Disciplinary Policy.

10.2 Appeals against Sanctions

Offenders may appeal against a penalty notice in extenuating circumstances. This can be made in writing within seven days of the incident to the car parking office. The Trust's decision will be final.

11. **Staff and Infrastructure Safeguarding**

The Trust will take a zero tolerance stance towards any abuse of infrastructure, staff or contractors engaged in car parking management.

Day to day problems with regard to car parking will be reported to the Trust's car parking administration team.

Car parking attendants will patrol all sites to monitor parked vehicles and ensure each vehicle complies with the policy.

The Trust will treat the abuse of car parking officials as an offence and will take immediate action against the abuser and/or support any victim taking any civil or criminal action, as may be appropriate. The abuser may also be subject to disciplinary action under the Trust's disciplinary policy.

12. Monitoring and Compliance

Page/ Section of Key Document	Key control:	Checks to be carried out to confirm compliance with the Policy:	How often the check will be carried out:	Responsible for carrying out the check:	Results of check reported to: <i>(Responsible for also ensuring actions are developed to address any areas of non-compliance)</i>	Frequency of reporting:
	WHAT?	HOW?	WHEN?	WHO?	WHERE?	WHEN?
	Monitor appropriate issue of car parking permits, ensuring that permits are issued appropriately and fairly and that necessary information is fed to HR to ensure salary deductions are taken.	Ensure managers are aware of policy via intranet publication and communications briefs. Regularly engage with line managers if a car parking application flags up peculiarities and information given.	Continuous checks of system and submitted applications.	Car parking administration	Head of Estates	As necessary
	Monitor fair distribution of car parking permits	Anonymised report from Car Parking Administration showing job roles by department	annually	JNCC	JNCC	Annually January

13. Policy Review

Policy will be reviewed at least every 2 years by Facilities Manager and Car parking administration. Policy will be approved by JNCC.

Policy has been reviewed by the Executive Board (March 2017).

14. Background

14.1 Equality Impact Assessment

See Supporting Document 1

14.2 Financial Risk Assessment

Financial risk of not collecting staff parking fees if information is not process.

Patient and Visitor Car Park Charges

Scale of Charges – Pay and Display

from 5 January 2015

up to one hour	£2.50
up to two hours	£3.70
up to four hours	£4.50
up to six hours	£6.00
up to 24 hours	£7.50

Charges apply 24 hours a day, 365 days per year and will be reviewed regularly by the Trust. Charges apply equally to all users of the car parks including blue disabled badge holders.

Staff Charges

These charges will apply as follows to Trust NHS Staff: 1 June 2014 and will be reviewed regularly by the Trust.

The current charges for onsite parking permits (see Appendix 3) are in the table below.

- Recurring payments are deducted from staff member's salary each month. The amount varies according to salary (payable as above). Part time staff are charged pro rata.
- Payments begin on the first of the month following the date of permit issue.
- If a permit is terminated, payments are stopped in the month following the receipt of the Change/Termination form.
- Deductions will be made each month until a Termination form is received to terminate the permit (Termination form available on travel pages on Intranet)
- Staff on long term sick will be able to reclaim their payments with appropriate authorisation/evidence

Annual Salary	Annual cost	Cost per month
	£	£
up to £11,000	60.50	5.04
£11,001-£15,431.99	90.75	7.56
£15,432 – £16,000	90.75	7.56
£16,001-£21,000	112.00	10.17
£21,001-£21,387.99	157.30	13.11
£21,388 – £25,000	157.30	13.11
£25,001-£26,823.99	205.70	17.14
£26,824 – £35,000	205.70	17.14
£35,001-£41,865	302.50	25.21
£41,865 – £41,975	302.50	25.21
£41,975-£45,000	302.50	25.21
£45,001-£49,472.99	423.50	35.29
£49,473 – £55,000	423.50	35.29
£55,001-£70,630.99	544.50	45.38
£70,631 – 75,000-£100,000	544.50	45.38
£75,001 – £110,273	605.00	50.42
£110,274 – £111,376.99	665.50	55.46
£111,377 +	665.50	55.46

The type of permit issued to staff will be reviewed at each re-issue of all permits:

1. Blue Permit

Blue permit holders will pay parking charges at the prevailing rate (See Appendix 2) by payroll deduction.

Car Sharers

Laminated blue permits are allocated to staff who are participating in the car sharing scheme. Dependent on meeting the eligibility criteria (see Appendix 5).

Volunteers

Blue Permit - There is no charge for this permit.

Departmental Group Users

Departmental managers may apply for a Group Permit for occasional use, if needed to travel between sites on hospital business. The departmental manager must be responsible for the permit and monitor that no abuse of the use of the permit takes place.

Community Midwives

Will be issued a blue permit which entitles them to park just while collecting notes, up to 30 minutes per day.

2. Orange Permit - Essential Users

Essential user permits are issued to staff who, by the time critical nature of their role, are required by the Trust to:

- Travel 12 or more times per month between Trust hospital sites or off site for meetings/business relevant to the Trust and/or
- Travel immediately to other Trust sites on Trust business

Essential users have access to specific barrier controlled essential user car parks and are for staff that require ready access to an available car park space as close as possible to their place of work. Essential Users will pay parking charges at the prevailing rate by payroll deduction (see Appendix 2). A limited and controlled number of staff will be granted Essential User permits.

3. Red Permit- Occasional Users

Red permits are issued to staff who will use a Trust car park for less than 60 times per year. Red permit holders carrying a valid ID/access card may obtain a debit card from the car parking administration office. Staff wishing to park for more than 60 days per year will be required to apply for a staff car park permit.

Staff granted an occasional user permit must purchase a debit card from the car parking office at a cost of £14.00. This entitles the user to 20 exits from the car park (at a charge of 70p per exit). The permit holder can apply for a maximum of three cards per year, i.e. 60 uses per year).

Students

Students may purchase a permit at a cost of £20 per annum or 50p per week dependent on length of placement. Students can pay by cheque or cash in person at the car parking administration office.

Permit Types, Criteria and Charges

Permit Type	Criteria for allocation	Where Permit Holder can Park	Charges
BLUE	<ul style="list-style-type: none"> Alexandra Hospital is main base (if home address is not within 1.5miles) Kidderminster Treatment Centre is main base (as above) WRH is main base and travel 12+ times per month to other Trust sites during working day on unplanned business. 12-hour clinical shift worker Do not live within 1.5 miles of base (not applicable to night workers) 	Alexandra – any staff car parks* KTC – any staff car parks* WRH – any staff car parks* (*except Essential User Car Parks) Disabled staff can also park in public and visitor marked blue badge holder spaces	Charges vary according to salary band (see Appendix 2 for details)
	<ul style="list-style-type: none"> Car Sharer 		Free
			Free
	<ul style="list-style-type: none"> Community Midwives (Blue Permit enabling them to park short term) 		Free
	<ul style="list-style-type: none"> Night workers – staff working permanent nights only 		Free
ORANGE	<ul style="list-style-type: none"> Travels 12 or more times per month between Trust sites/off site on Trust business and/or (during the working day) Is required to travel immediately to other Trust sites due to time critical nature of job 	Redditch - staff car parks - essential user car park KTC - staff car parks WRH - staff car parks - essential user car park	Charged as per Appendix 2
RED	<ul style="list-style-type: none"> Park on site less than 60 times per year (must be blue on site parker to apply for this) 	Redditch - staff car parks KTC - staff car parks WRH - staff car parks	£14.00 up to 20 uses + £2.50 deposit (maximum of three cards per year will be issued)

Application Process for a Permit

Staff will not be entitled to apply for a car parking permit if they work solely on one Trust site and live within 1.5 miles of that base hospital site (not applicable to night workers).

Staff will complete an application form available from the Intranet under the “travel and parking” pages. The form, once completed, must be signed by the member of staff and Divisional Manager. It should then be forwarded as per instruction on the form.

On receipt of the application the following procedure will apply;

- Application received.
- Information recorded.
- Administrator determines which permit is to be allocated based on the form which has been authorised by the Divisional Director who is signing to say that the information on the form is accurate and reflects working terms and hours
- Permit completed by administrator with a permit number and vehicle registration.
- One permit will be issued (if holder has more than one vehicle they must swap between vehicles)

Permit holders will be expected to ensure that

- Their valid permit is collected and clearly displayed on the front windscreen at all times.
- All details are correctly recorded on the permit.
- A form is submitted to the car parking administrator if car details change, so that the superseded permit is exchanged for an updated permit.

Termination of Parking Permit Access

Parking charges will be deducted from a member of staff's salary until:

- Termination of employment or
- on receipt of a car parking form authorised by the administrator (forms available on Intranet) Payroll will only cease to make parking charge deductions on receipt of a form authorised by the administrator. Deductions will be pro rata for completed days in the month.

Ceasing Payments

Staff no longer wishing to park on a hospital site must complete the parking permit change form as provided on the intranet. On receipt of this the administrator will de-activate access to the car park on their ID badge, authorise the form and forward to payroll. The same process should be followed for staff who wish to cease their payments due to long term absence due to sickness, maternity leave etc, although it should be noted that the individual would need to reapply for a permit when they return to work.

Appendix 4**Parking Sanctions**

Vehicles that cannot be identified as “scheme users” (i.e. staff users) parked on site are subject to car parking policy sanctions. Vehicles found parked inappropriately face the following sanctions;

Penalty Notice

Vehicles parked on any hospital roadway marked with red lines or red crosshatched areas will receive an immediate fine.

Warning Notice followed by Civil Penalty Notice

Vehicles found parked;

- Unreasonably, i.e. across two spaces or obstructing access and parking on pavements.
- On any hospital roadway marked with yellow lines.
- In restricted zones.
- Parked in permit holder spaces without a valid permit on display.
- In a drop off/pick up space longer than the allocated time.
- In disabled persons spaces without an appropriate disability permit on display.

First offenders receive a warning and no fine, second time offenders receive a fine

Parking Fines/Removal of Permit

Warning Notice, required	no payment
Civil penalty notice paid > 7 days to agent	£25
Civil penalty notice paid <7 days to agent	£15 (reduced to)
Civil Penalty Notice paid to Debt Agency if agent if escalates the debt	£50
Portion of penalty paid to agent by Debt Agency	£25
Admin charge payable to Agency if agents cancel during debt collection process.	£5

Scheme Users (staff) committing persistent car parking offences may be subject to Disciplinary action in accordance with the Trust’s Disciplinary Policy.

Appendix 5

Procedure for Car Sharing

Anyone wishing to apply for car sharing status must first have applied for a Trust parking permit and have been granted on-site parking (blue permit).

Once they have successfully been granted a parking permit they should then complete "Form D, Application to Car Share".

Form D Application to Car Share is available on the Staff travel and parking pages on the Intranet.

The following criteria applies to car share;

- *You can apply to car share if both (or more, up to a maximum of four) members of staff have on-site parking permits*
- *You cannot apply to car share if you are coming from the same home address*

Each permit holder completes the application form (as a group) and explains the circumstances due to which they share on the form. Blue permits must be handed back and one laminated blue permit will be allocated to the group that must be displayed in the car on site.

*Any abuse of this system will result in onsite parking for **all** group members being revoked. Car sharers will have a six-month expiry date and only one laminated permit will be issued during that period. Lost permits will be replaced at a charge of £15.*

The application should be forwarded to the Car Parking Administrator.

Supporting Document 1 - Equality Impact Assessment Tool

To be completed by the key document author and attached to key document when submitted to the appropriate committee for consideration and approval.

		Yes/No	Comments
1.	Does the policy / guidance affect one group less or more favourably than another on the basis of:		
	Race/Ethnic Origin/Nationality/culture	No	
	Disability	No	
	Gender	No	
	Religion / Belief	No	
	Sexual Orientation: including L.G.B.T.	No	
	Age	No	
	Marital Status	No	
	Gender Reassignment	No	
	Maternity/Pregnancy	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are any exceptions valid, legal and / or justifiable?	No	
4.	Is the impact of the policy / guidance likely to be negative?	No	
5.	If so can the impact be avoided?	N/A	
6.	What alternatives are there to achieving the policy / guidance without the impact?	N/A	
7.	Can we reduce the impact by taking different action?	N/A	

NB:

Where an inappropriate, negative or discriminatory impact has been identified please proceed to conduct a Full Equality Impact Assessment and refer to Equality and Diversity Committee, together with any suggestions as to the action required to avoid / reduce this impact.

Advice can be obtained from the Equality and Diversity Leads in HR and Nursing Directorates (details available on the Trust intranet).

Supporting Document 2 – Checklist for review and approval of key documents

This checklist is designed to be completed whilst a key document is being developed / reviewed.

A completed checklist will need to be returned with the document before it can be published on the intranet.

For documents that are being reviewed and reissued without change, this checklist will still need to be completed, to ensure that the document is in the correct format, has any new documentation included.

1	Type of document	Staff Policy
2	Title of document	Car Parking Policy
3	Is this a new document?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If no, what is the reference number WAHT-HR-445
4	For existing documents, have you included and completed the key amendments box?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Owning department	Estates and Facilities
6	Clinical lead/s	Not applicable
7	Pharmacist name (required if medication is involved)	N/A
8	Has all mandatory content been included (see relevant document template)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	If this is a new document have properly completed Equality Impact and Financial Assessments been included?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
10	Please describe the consultation that has been carried out for this document	Managers and staff side via Policies Working Group
11	Please state how you want the title of this document to appear on the intranet, for search purposes and which specialty this document relates to.	Car Parking Policy

Once the document has been developed and is ready for KDAG approval, send to the Clinical Governance Department, along with this partially completed checklist, for them to check format, mandatory content etc.

Implementation

Briefly describe the steps that will be taken to ensure that this key document is implemented

Action	Person responsible	Timescale
Agree at Trust Leadership Group and JNCC	Deputy Director of HR	October 2018
Publish on Intranet – document finder and Trust website	Head of Facilities and PFI and car parking administration.	November 2018
Managers – via email	Head of Facilities and PFI and car parking administration.	November 2018

1	<p>Step 1 To be completed by Clinical Governance Department</p> <p>Is the document in the correct format?</p> <p>Has all mandatory content been included?</p> <p>Date form returned ____/____/____</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
2	Name of the approving body (person or committee/s)	
	Step 2 To be completed by Committee Chair/ Accountable Director	
3	Approved by (Name of Chair/ Accountable Director):	
4	Approval date	____/____/____

Please return an electronic version of the approved document and completed checklist to the Clinical Governance Department, and ensure that a copy of the committee minutes is also provided.

Office use only	Reference Number	Date form received	Date document published	Version No.

Appendix-3 Financial Risk Assessment

To be completed by the key document author and attached to key document when submitted to the appropriate committee for consideration and approval.

	Title of Document:	Yes / No
1.	Does the implementation of this document require any additional Capital resources	No
2.	Does the implementation of this document require additional revenue?	No
3.	Does the implementation of this document require additional manpower?	No
4.	Does the implementation of this document release any manpower costs through a change in practice	No
5.	Are there additional staff training costs associated with implementing this document which cannot be delivered through current training programmes or allocated training times for staff?	No
	Other comments:	

If the response to any of the above is yes, please complete a business case and which is signed by your Finance Manager and Directorate Manager for consideration before progressing to the relevant committee for approval