

Car Parking Policy (F-028)

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Executive Lead (name & job title):	Peter Beckwith, Director of Finance
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<i>Minor amendments made prior to full review date above (see appended document control sheet for details)</i>	
<i>Date approved by Lead Director:</i>	
<i>Date EMT as approving body notified for information:</i>	

Policies should be accessed via the Trust intranet to ensure the current version is used

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1. INTRODUCTION

In common with many NHS trusts, parking represents a major challenge, with the numbers of staff, patients and visitors far outweighing the number of available parking spaces. The provision of effective management of car parking is an important function if control is to be maintained over the limited number of parking spaces. This policy is an important element of Humber Teaching NHS Foundation Trust's Travel Strategy, and in particular, the Trust's goal of providing equitable access to parking facilities.

2. SCOPE

All staff within the Trust have a legal responsibility to observe the Car Parking Policy and procedure at all times.

3. POLICY STATEMENT

The Trust aims to operate a safe and fair system for controlling public and staff parking across all of its sites and to provide a managed car parking arrangement for patients, visitors and staff to ensure that priority for the limited available spaces is given to those with the greatest need. The Trust will aim to ensure that, where possible, priority is given to patients, visitors and key staff groups and that the available spaces are fully utilised, by the setting of the most appropriate criteria against which a fair selection can be made.

4. DUTIES AND RESPONSIBILITIES

Chief Executive

The chief executive has overall responsibility for the management of car parking throughout the Trust.

Directors/Managers

The director of finance will ensure that arrangements are in place to maintain the car parks and that there are procedures in place to maintain car parking equipment.

Deputy Director of Estates and Facilities will be responsible for:

- Ensuring the provision and management of a comprehensive and inclusive car parking service in line with Trust policies, plans and regulatory statutory requirements through the Trust car parking contractor.
- Ensuring that all car parking facilities are maintained in a safe manner.
- Ensuring that the Car Parking Policy is reviewed as necessary
- Ensuring that staff and the public are provided with up-to-date information about car parking, via the Trust Intranet system or the organisational website.

Contractor

The Trust car parking contractor will be responsible for:

- Ensuring the safe provision and management of the Trust car parks for staff and public, in line with Trust policies, plans and regulatory statutory requirements.
- The implementation and management of the staff associated database, ensuring that all information contained within that database is compliant with the Data Protection Act and any other relevant information governance policies or requirement.
- Dealing with the issuing of parking enforcement notices and any subsequent appeals.
- Managing the provision and maintenance of the access control devices, and

where necessary, liaise with external companies to ensure that this equipment remains operational. The Automatic Number Plate Recognition (ANPR) system will be operational 24 hours, 365 days per year.

5. PROCEDURES RELATING TO THE POLICY

Staff Parking

Staff car parking is not provided as a right across the Trust. Where parking is provided staff are requested to upload their vehicle registration details via the form in Appendix 1 to the email address hnf-tr.carparkingregistration@nhs.net for vehicles to be registered on the Park Solve database. Staff are invited to register one vehicle per person, any changes to the vehicle registration number allocated to that staff member must be sent to the above email address in order for Park Solve to update their database accordingly. Failure to do so may result in a parking charge notice being issued. If staff attend site in an alternative vehicle the registration number must be entered into the iPad each day they use the alternative vehicle. Failure to do so will result in a Penalty Charge Notice being issued.

For every Penalty Charge Notice that the Trust rescinds for staff members, there will be an administration charge of £10 which will be donated to the Health Stars Charity.

The Trust reserves the right to review the type of parking allocated to staff at any time, and to change the criteria or parking privileges.

The registering of a vehicle is not a contractual entitlement for staff and does not guarantee the staff member a car parking space, merely the authorisation to park in an available marked space in the parking area.

Staff must park in designated staff parking areas only. Staff parking without authorisation may face a Penalty Charge Notice, and/or disciplinary action in line with the Trust HR Policy.

The Trust will not provide named parking spaces for any member of staff.

Staff for the purpose of this policy, are classed as the following groups:

- Humber staff with an assignment number
- Governors
- Volunteers
- Bank staff
- Students

iPad instruments will be placed at specific buildings for use in the event of vehicle exchanges which are not registered on the Park Solve database.

Please note that the car parking at Whitby Hospital is managed by NHS Property Services and is subject to a different procedure, outlined at the end of section 5.

Disabled Parking

Parking for blue badge holders is available in a marked disabled bay. Blue badge holders are not permitted to park on double yellow lines, or anywhere outside of designated parking bays. Blue badge holders must still enter their vehicle registration details into the Park Solve iPad

Motorcycle Parking

Parking for motorcycles is available for both staff and public. All motorcycles should be parked only in designated areas and will be subject to the restriction and enforcement as outlined in this policy.

Parking Enforcement at Humber NHS Foundation Trust sites

All vehicles entering Trust sites where parking enforcement is in place will be subject to the following parking restrictions:

- Parked without entering vehicle registration details onto the Park Solve iPad
- The vehicle was parked in an unauthorised area
- The vehicle was parked on yellow lines or cross hatched area
- The vehicle was parked so as to cause obstruction or inconvenience
- The vehicle was parked in a disabled person's bay without displaying a valid Blue Badge
- The vehicle was not parked correctly within a marked parking bay

Parking enforcement notices will be issued to any vehicle which contravenes the parking restrictions.

Staff who continually breach parking restrictions may be subject to disciplinary procedures which could result in dismissal. The Trust would reserve the right to revoke any parking privileges of any staff member who continually contravenes parking regulations.

Any member of staff discovered to be parking on site without submitting their respective vehicle registration number or any member of staff found to be taking advantage of patient or visitor concessions will be reported to the Deputy director of Estates and Facilities.

All appeals with regard to staff parking enforcement notices should be sent to hnf-tr.carparkingenquiries@nhs.net, and should include the following information:

- Name
- Team
- Penalty Charge Notice (PCN) number
- Location of parking violation
- Explanation as to why the ticket has been received.
- Contact details for the individual who the PCN was issued to.

Parking Enforcement at Whitby Hospital

Car Parking at Whitby Hospital is managed directly by NHS Property Serviced LTD who use an alternative ANPR provider, therefore the car parking procedure at this site differs.

The installation of ANPR at Whitby Hospital means that anyone using the hospital will be required to enter their registration details on the car parking iPads. These are situated on each level and will provide car parking for 4 hours only.

Should parking be required for longer than 4 hours, then you must apply for a day pass. To do so, the application form in appendix 3 should be completed and sent to the named contact.

All staff working at this site who are in attendance regularly will need to complete an application form and issue directly to the named contact (see appendix 2).

In the event that a staff member receives a parking enforcement notice at this site, appeals should be sent to whitbyparking@property.nhs.uk. Please note that administration fees will be levied for every cancellation and such administration fees are not controlled by Humber Teaching NHS Foundation Trust.

6. PHYSICAL AND VERBAL ABUSE

Physical or verbal abuse from any member of staff, patient or visitor in connection with the enforcement of this policy will not be tolerated and will be subject to the Trust Violence and Aggression Policy which adopts a zero-tolerance approach.

7. EQUALITY AND DIVERSITY

The Trust aims to ensure that all of its policies are equitable with regard to age, disability, gender, race, religion and belief or sexual orientation.

An Equality Impact Assessment has been carried out by the author which confirms that this policy does not impact on any equality group (Appendix 3).

8. TRAINING AND SUPPORT

The Trust will ensure, through the parking contractor, that all persons responsible for car parking are sufficiently trained and up to date with changes to legislation and that there is sufficient visible signage in place to indicate parking restrictions.

9. HYBRID VEHICLES

Where electric vehicle bays are provided a maximum of four hours charging time is permitted, after which the vehicle must be moved to another space to free up the charging point. Non-electric vehicles should not under any circumstances park in electric bays. Failure to comply will be reported to the Deputy Director of Estates and Facilities.

FULLY ELECTRIC VEHICLES

Fully electric vehicles can remain in a charging bay until the charge is completed, and then must be moved to another space to free up the charging point. Failure to comply will be reported to the Deputy director of Estates and Facilities.

10. DISCLAIMER

The Trust cannot accept responsibility for any vehicles left on Trust premises. All vehicles and contents are left entirely at their owners' risk and under no circumstances will compensation claims be considered.

11. MENTAL CAPACITY ACT

This is a non-clinical policy and therefore not relevant.

12. BRIBERY ACT

For further information see <http://www.justice.gov.uk/guidance/docs/bribery-act-2010-quick-start-guide.pdf>.

If you require assistance in determining the implications of the Bribery Act please contact the Trust Secretary on 01482 389194 or the Local Counter Fraud Specialist on telephone 0191 441 5936 or email counterfraud@audit-one.co.uk.

13. IMPLEMENTATION AND MONITORING

This policy will be disseminated by the method described in the Document Control Sheet (Appendix 2).

The implementation of this policy requires no additional financial resource. Overall responsibility for this document sits with the Deputy Director of Estates and Facilities. The design and process of review and revision of this policy will comply with The Development and Management of Trust-wide Documents. The review period for this document is set as default of three years from the date it was last ratified or earlier if developments within or external to the Trust indicate the need for significant revision to the procedures described.

This document will be approved by the Joint Staff Negotiating Committee (JSNC) and ratified by the director of finance.

Non-significant amendments to this document may be made, under delegated authority from the director of finance or by the nominated author. These amendments must be ratified by the director of finance and should be reported retrospectively to the approving group of the Health & Safety Committee.

Informal consultation will be restricted to names groups or grades directly affected by the proposed changes.

Significant reviews to this document will include a consultation with named groups or grades across the Trust.

14. MONITORING AND AUDIT

Trust car parks will be monitored on a daily basis by internal staff to ensure that they are safe, managed effectively and ensuring that all users conform to the requirements of this policy.

15. REFERENCES TO ANY SUPPORTING DOCUMENTATION

Closed Circuit Television (CCTV) Policy
Violence and Aggression Policy
Performance and Conduct Policy

16. MONITORING AND COMPLIANCE

See Appendix 4.

Appendix 1: Staff Car Parking Registration

By entering your details below and submitting this form you indicate your agreement to comply with Humber Teaching NHS Foundation Trust Car Parking Management System & Policy.

The Trust is only allowing **one vehicle** per staff member to be registered onto the system
Completed forms should be sent electronically to hnf-tr.carparkingregistration@nhs.net.

Name:
Job title:
Work Base:
Email Address:
*Payroll Number:
Car Make/Model:
Car Registration Number:

Should I receive a Penalty Charge Notice (PCN) I authorise Humber Teaching NHS Foundation Trust to deduct from my salary the sum of £10 in return for the fine being rescinded.

Signature:
Print Name:
Date:

*Please contact hnf-tr.payroll@nhs.net if unsure of your payroll number as the correct details must be supplied

Appendix 2: Whitby Staff Car Parking Registration

Staff Car Parking Registration



NHS PROPERTY SERVICES – WHITBY CAR PARKING

NHS Property Services are only allowing **two vehicles** per staff member to be registered onto the system

Completed forms should be sent electronically to:

whitbyparking@property.nhs.uk

Name	
Trust/Organisation	
Vehicle Registration One	
Vehicle Registration Two	
Remove Vehicle Registration	
Contact Telephone Number	
Email Address	
Any changes	

Appendix 3: Whitby day pass car park registration



Day Pass Parking Request

NHS PROPERTY SERVICES – WHITBY CAR PARKING

If you are parking MORE THAN 4 hours. Please complete the form below. If less than 4 hours, please enter your registration into the tablet.

Completed forms should be sent electronically to:

whitbyparking@property.nhs.uk

Date	
Name	
Trust/Organisation	
Vehicle Registration	
Contact Telephone Number	
Contact Email address	

Appendix 4: Document Control Sheet

This document control sheet must be completed in full to provide assurance to the approving committee.

Document Type	Policy		
Document Purpose	To ensure compliance with parking management system employed within organisational parking facilities.		
Consultation/Peer Review:	Date:	Group/Individual	
<i>List in right hand columns consultation groups and dates</i>	June 2019	H&S Group	
	June 2019	EMT	
	November 2022	H&S Group	
	June 2024	EMT	
Approving Committee:	EMT	Date of Approval:	29 June 2024
Ratified at:	Board	Date of Ratification:	31 July 2024
Training Needs Analysis: <i>(please indicate training required and the timescale for providing assurance to the approving committee that this has been delivered)</i>	This policy does not require any training needs.	Financial Resource Impact	This policy requires additional financial resources
Equality Impact Assessment undertaken?	Yes [<input checked="" type="checkbox"/>]	No [<input type="checkbox"/>]	N/A [<input type="checkbox"/>] Rationale:
Publication and Dissemination	Intranet [<input checked="" type="checkbox"/>]	Internet [<input type="checkbox"/>]	Staff Email [<input checked="" type="checkbox"/>]
Master version held by:	Author [<input type="checkbox"/>]	Health Assure [<input checked="" type="checkbox"/>]	
Implementation:	<i>Describe implementation plans below - to be delivered by the Author:</i>		
	Shared within communication email to all staff as per Trust procedures via the Communications Department.		
Monitoring and Compliance:	Monitoring and compliance of the policy will be evidenced through the Health & Safety Group and by the head of estates.		

Document Change History: (please copy from the current version of the document and update with the changes from your latest version)			
<i>Version number/name of procedural document this supersedes</i>	<i>Type of change, e.g. review/legislation</i>	<i>Date</i>	<i>Details of change and approving group or executive lead (if done outside of the formal revision process)</i>
1.0	New policy	June 2019	New policy
1.1	Review	Nov 2022	Reviewed with minor amends to section 5 and fully electric vehicles paragraph added to section 9. Email addresses updated throughout. Approved at Health and Safety Group.
1.2	Review	June 2024	Reviewed with minor amends. Approved at EMT (29 June 2024) and ratified at Board (31 July 2024).

Appendix 5: Equality Impact Assessment

For strategies, policies, procedures, processes, guidelines, protocols, tenders, services

1. **Document or Process or Service Name:** Car Parking Policy
2. **EIA Reviewer (name, job title, base and contact details):** Jayne Tatterson, Senior Property Manager
3. **Is it a Policy, Strategy, Procedure, Process, Tender, Service or Other?** Policy

Main Aims of the Document, Process or Service: To provide a policy for the provision of car parking facilities across the Trust.
Please indicate in the table that follows whether the document or process has the potential to impact adversely, intentionally or unwittingly on the equality target groups contained in the pro forma

Equality Target Group 1. Age 2. Disability 3. Sex 4. Marriage/Civil Partnership 5. Pregnancy/Maternity 6. Race 7. Religion/Belief 8. Sexual Orientation 9. Gender re-assignment	Is the document or process likely to have a potential or actual differential impact with regards to the equality target groups listed? Equality Impact Score Low = Little or No evidence or concern (Green) Medium = some evidence or concern (Amber) High = significant evidence or concern (Red)	How have you arrived at the equality impact score? a) who have you consulted with b) what have they said c) what information or data have you used d) where are the gaps in your analysis e) how will your document/process or service promote equality and diversity good practice
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Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Age	Including specific ages and age groups: Older people Young people Children Early years	Low	Generic policy covering car parking facilities within the organisational area.
Disability	Where the impairment has a substantial and long term adverse effect on the ability of the person to carry out their day to day activities: Sensory Physical Learning Mental health (including cancer, HIV, multiple sclerosis)	Low	Disability parking available at all sites where car parking facilities are available.
Sex	Men/Male Women/Female	Low	Generic policy
Marriage/Civil Partnership		Low	Generic policy
Pregnancy/Maternity		Low	Generic policy
Race	Colour Nationality Ethnic/national origins	Low	Generic policy
Religion or Belief	All religions Including lack of religion or belief and where belief includes any religious or philosophical belief	Low	Generic policy

Sexual Orientation	Lesbian Gay men Bisexual	Low	Generic policy
Gender Reassignment	Where people are proposing to undergo, or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attribute of sex	Low	Generic policy

Summary

Please describe the main points/actions arising from your assessment that supports your decision:	
This is a generic policy covering car parking facilities located within the organisational area.	
EIA Reviewer: Jayne Tatterson	
Date completed: 19 June 2024	Signature: J Tatterson