

## Trust Car Parking Policy

|   |  | POLICY  |
|---|--|---|
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| Target Audience   | All staff employed at SFH and any partnering staff or staffing groups wishing to use the parking facility.   |   |
| Review Date   | 30 11 24   |   |
| Sponsor (Position)  | Chief Executive  |   |
| Author (Position & Name)  | Senior Soft FM Manager   |   |
| Lead Division/ Directorate                                      | Corporate  |   |
| Lead Specialty/ Service/ Department                             | Estates & Facilities   |   |
| Position of Person able to provide Further Guidance/Information | Senior Soft FM Manager<br>Security Management Specialist   |   |
| Associated Documents/ Information                               |  | Date Associated Documents/ Information was reviewed |
| N/A   |  |   |

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## APPENDICIES

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## 1.0 INTRODUCTION

The provision and effective management of car parking is an important function if control is to be maintained over car parking spaces at our hospitals. This policy covers the main aspects of operational issues associated with Car Parking and Traffic Management within the Trust.

The Government has indicated its support for healthy environments through the introduction of well managed transport services that authorise the necessity for motor transport. This has resulted in Local Authorities drawing up Green Travel Plans and tightening controls over traffic volumes / flow and granting planning permission for additional / new car parking spaces. These regulations now limit the number of car parking spaces the Trust can offer to support patients, visitors and staff.

The Trust is developing its own Green Travel Plan to reduce reliance on motor vehicles and promote other modes of transport. As such the Trust offers 'Bike 2 Work' scheme and concessions with a number of local bus company operators. The Trust is also in the stages of offering staff a car sharing scheme to sign up to, this will come with incentives to become a member to help reduce the number of vehicles on site.

This policy builds on these proposals of our developing Travel Plan and that of the Trust's Good Corporate Citizen status, but equally attempts to provide adequate car parking within the constraints which the Trust faces, for example, land availability, planning regulations and planning permission constraints.

The provision of a car parking permit is not a contractual entitlement for staff, and therefore, where circumstances change, a member of staff may lose their car parking permit for a period of time when pressure for car parking spaces becomes even greater, nor does a car parking permit guarantee the holder a space to park. Due to the staffing shift patterns of the Trust, spaces become available at different times of the day and the permit allows the holder to enter the car park and search for an authorised parking space.

## 2.0 POLICY STATEMENT

Sherwood Forest Hospitals NHS Foundation Trust is committed to providing a high quality and equitable car parking service and demonstrates its commitment through a professional customer focused responsive service.

This policy sets out details for the management of parking at sites within the Sherwood Forest Hospitals NHS Foundation Trust and applies to staff, visitors, contractors and any other users of the SFH car parks including emergency vehicles.

The Trust is committed to ensuring that none of its policies, procedures and guidelines discriminates against individuals directly or indirectly.

An equality impact assessment (EIA) of this policy has been conducted by the author using the EIA tool developed by the diversity and inclusivity committee. The score of this policy when assessed by the tool on 27/08/2019 was rated as 'low'

### 3.0 DEFINITIONS/ ABBREVIATIONS

Definitions for specific terms used in this policy or procedure:

|                            |   |
|----------------------------|---|
| CPN                        | Civil Parking notices   |
| Frequent hospital Attender | Defined by the Car Park User Group on a case by case basis  |
| PFI                        | Private Finance Initiative  |
| POPLA                      | Parking on Private Land Appeals   |
| Project Co                 | Central Nottingham Hospitals PLC, the PFI Special Purpose Vehicle (SPV)   |
| Staff                      | all employees of the Trust including those managed by a third party organisation on behalf of the Trust, and Volunteers that work for the Trust |
| The Trust                  | Sherwood Forest Hospitals NHS Foundation Trust  |
| User/s                     | Patients, Visitors and Staff  |

### 4.0 ROLES AND RESPONSIBILITIES

#### 4.1 Associate Director of Estates & Facilities

The Associate Director of Estates & Facilities has overall responsibility for the effective execution of the Trust's PFI Contract and efficient delivery of the Service Level Specification outcomes relating to Car Parking detailed in Schedule 14 of the PFI Project Agreement.

#### 4.2 Deputy Head of Estates and Facilities

The Deputy Head of Estates & Facilities is the Trust Representative in the PFI Consortia and has responsibility for the effective execution of the Hard & Soft FM services across the Trust; for the Trust Parking Policy and the development of the Trust's Travel Plan.

The Deputy Head of Estates & Facilities (or nominated deputy) chairs the quarterly Car Park User Group (King's Mill Hospital). Terms of reference for these groups are attached in Appendix 3.

The Deputy Head of Estates & Facilities (or nominated deputy) chairs the fortnightly Car Park User Group – Appeals Panel.

#### 4.3 Trust - Estates & Facilities Team

The Trust Estates & Facilities Team leads on all Trust FM activity, including car parking, ensuring operational services and providing professional advice to the Trust.

#### **4.4 Assistant General Manager – ‘Project Co.’**

The Assistant General Manager – ‘Project Co.’ works to ensure that the services provided by the service provider in relation to parking facilities, meets that laid down in the PFI Project Agreement, Service Level Specifications and takes action to remedy any non-compliance.

#### **4.5 Senior Operations Manager – Medirest**

The Senior Operations Manager – Medirest is responsible for the operational delivery of the Car Parking facilities for King’s Mill, Newark and Mansfield Community Hospitals. The Senior Operations Manager ensures that sufficient resource is available to meet the outcomes laid down in the PFI Project Agreement and that all Car Parking Security Staff – Medirest are suitably trained.

#### **4.6 Car Parking/Security Staff – Medirest**

Car Parking/Security Staff – Medirest undertake the operational day to day monitoring of car parking facilities and issue enforcement notices for vehicles contravening this policy.

#### **4.7 Staff Side Representatives**

Staff side representatives attend the Car Park User Group/s and Car Park User Group – Appeals Panel to ensure that all appeals are heard fairly and dealt with consistently.

#### **4.8 Staff**

All staff must adhere to this policy and acknowledge its content.

Any authorised parking permit must be displayed in the vehicles windscreen at all times whilst using the Trust’s parking facilities.

Staff must park in a manner which does not contravene this policy.

It is the responsibility of the individual staff member to notify the Car Parking Office of any changes to their permit. E.g. change of name, vehicle, or when employment ends/terminates.

#### **4.9 Non SFH staff and Contractors**

Non SFH staff and contractors are requested to park respectfully and must not block emergency access to the hospital by causing an obstruction.

Non SFH and contractors are requested to display a valid parking permit or use the ‘pay on foot’ system for parking charges across the Trust’s sites.

The above staff groups will be subject to the same costing principles as SFH staff.

Anyone parking in a public car park will be subject to the fees as displayed on entry and pay machines.

## 5.0 APPROVAL

Approval for the policy is agreed by Estates Governance Committee and Trust Management Executive Team.

## 6.0 DOCUMENT REQUIREMENTS

### NARRATIVE

The key principles of the Trust Parking Policy are:

- To provide onsite parking for staff and all other users
- To provide help and advice on parking
- To maintain clear access to the site, reduce congestion in and around the Trust sites particularly for ambulances and other emergency vehicles
- To prevent unauthorised parking
- To prevent unauthorised use of Trust car parks

A charge is made to staff and visitors for all vehicles that use the Trust car parking facilities. Income from the car parking charges is used to support a guaranteed income level to the Project Co. for the Trust to benefit from a reduced Unitary Charge. In return Project Co. maintains the car parking and transport facilities and provides effective security measures. Any revenue which is surplus to the guaranteed income level is retained by the Trust.

A number of the Trust Car Parking facilities have benefited from the status of 'Park Mark Safer Parking Award', formerly the Secured Car Park Award, initiated by the Association of Chief Police Officers. This award demonstrates continued progress to providing safer car parking facilities for visitors and staff through the reduction of car crime. An action plan has been developed to ensure that all Trust parking facilities meet the Park Mark Safer Parking Award in the near future.

The majority of car parking areas across the sites are covered by CCTV and the majority are lit. In addition, 24-hour security patrols are undertaken and an escort service is available for staff during early mornings, evenings and nights when requested.

Sherwood Forest Hospitals NHS Foundation Trust has 2585 parking spaces in total and 93 parking spaces designated as disabled. The non-disabled to disabled parking ratio is 4%.

On the Kings Mill site barrier controlled 'payment on exit' scheme operates to ensure that users only pay for the time spent in the car park, with the exception of car park 4, 20 and 'old' 1A, which is 'pay and display'. See site plan attached in Appendix 4.

The Kings Mill Hospital site has a free 15 minute drop-off zone outside the main hospital entrance.

All car parks at Newark Hospital are 'pay and display'.

### 6.1.1 Staff Parking Permits

Designated areas are set aside for staff car and motorbike parking. See site plan attached in Appendix 4.

**Car parking permits are subject to availability and do not guarantee a car parking space, but the ability to search for an available space within the Trust's parking facilities.**

Staff parking permits must be displayed at all times whilst using Trust parking facilities. Failure to display a permit, which is readable from outside the vehicle windscreen, will result in a Civil Parking Notice being issued. This notice will be recorded against the offending vehicle registration number

### 6.1.2 Staff Parking Permit Application

The Trust has 1 mile postcode radius exclusion in force.

Staff whose home address lies more than a mile outside of the Trust (KMH or Newark) will automatically be given a permit once they complete a parking application form.

Colleagues who live within the 1 mile radius will only receive a permit if they meet one of the numbers of criteria on the application form (See Appendix 1).

All staff will be entitled to apply for access to the parking facilities upon completion of an application form as part of their induction.

New starters to the organisation will have the opportunity to have their parking form completed at time of offer of employment. All new staff attend the Trust orientation day where parking can be arranged and individuals advised on the arrangements on site.

The form attached in Appendix 1 should be signed by the staff member, their line manager and it should be forwarded as per the instructions on the form.

Appeals to any rejected parking application should be forwarded to [sfh-tr.carparking@nhs.net](mailto:sfh-tr.carparking@nhs.net) with any relevant additional supportive documentation or evidence. This will then be reassessed and looked at by a parking appeals panel and outcomes will be corresponded accordingly.

### 6.1.3 Staff Parking Charges

A charge will be made for a permit that allows staff to park their vehicle in designated car parks throughout the Trust. The permit cannot guarantee that a parking space will be available. This charge will be made by twelve equal monthly deductions from salary. The Trust parking charges are the same for all staff regardless of salary.

The current staff tariffs table is available from Pay Services, Finance Department, King's Mill Hospital.

Staff car parking charges will be reviewed annually each April, without staff consultation, and will be subject to RPI annual uplift, based on the February RPI figure, as agreed between management and staff side representatives at the Joint Staff Partnership Forum in January 2015.

Any adjustments to tariffs will be communicated in a timely manner to all staff.

Where agreement with the Joint Staff Partnership Forum cannot be made on revision of staff parking charges, the Trust reserves the right to advise all staff, in writing, giving 8 weeks' notice about the revised parking fees to be deducted from staff salaries.

It is the responsibility of the individual staff member to notify the Car Parking Office of any changes to their permit. E.g. change of name, vehicle, or when employment ends/terminates.

Trust staff that do not exceed 25 hours per week, will be eligible for part time staff parking rates, which is 50% reduced rates compared to full time.

Staff permits are not transferable to other Trust and Non Trust members of staff or the public. If a member of staff allows another person to use their permit the Trust will take steps to recover its outlay/losses for the period of misuse of the permit and may cancel the permit.

It is the responsibility of each staff member to ensure they contact Pay Services if car parking contributions are not deducted from their salary (shown as 'Car Parking' in the deductions section), otherwise they will be liable to pay arrears which will be back dated to cover the unpaid period and the Trust may deactivate the permit for more than 14 days if no payment is received.

Contractors and non SFH staff will fall under the same payments as SFH staff.

Nursing Students, Medical Students and Student AHP's will pay the part time rate per month.

#### **6.1.4 Long Term Sickness**

Any staff member who has been off sick for a continuous period of more than 1 month can temporarily suspend their parking contributions. If they wish to do so they should advise, in writing the Pay Services Manager and the Car Parking Office.

The parking fee will only cease from the next full month following removal of access from card.

The application for long term sickness is retrospective and, if following a check of the car parking access system it can be verified that the parking access card has not been used to access Trust parking facilities during the period of absence, a refund will be made. Where the facilities have been found to have been accessed then no refund will be allowed.

#### **6.1.5 Maternity/Paternity Leave**

Staff on Maternity/Paternity leave (6 months or longer) may temporarily suspend their car parking contribution for the duration of their leave. If they wish to do so they should advise, in writing, the Pay Services Manager and the Car Parking Office, before any period of leave.



The parking fee will only cease from the next full month following removal of access from card

Where retrospective refund requests are made and following interrogation of the car parking access system it can be verified that the parking access card has not been used to access Trust Parking Facilities during the period of absence a refund will be made. Where the facilities have been found to have been accessed then no refund will be granted.

#### **6.1.6 Staff Concessionary Permit Applications**

Only staff holding a blue badge or authorised concession form will be given concessionary permits for close proximity parking. These permits may facilitate staff members with chronic medical conditions to park closer to their place of work.

All staff members requiring consideration for a concessionary parking permit should complete a Concessionary Pass Application form, see attached in Appendix 2, and get this endorsed by Occupational Health and their line manager. On completion this should be forwarded to:

The Secretary of the Car Park User Group  
Estates and Facilities  
Trust Administration  
King's Mill Hospital  
Mansfield Road  
Sutton-in-Ashfield  
Notts  
NG17 4JL

Concessions will be reviewed monthly by the Car Park User Group and their decision communicated to the applicant within 14 days.

If the Car Park User Group considers that they are unable to approve application then the CP01 application form the staff member will be informed and referred to their line manager for possible referral to the Occupational Health Department for further assessment

The Deputy Head of Estates and Facilities or nominated deputy retains the autonomy to make decisions on concessionary permits and applications outside the meetings, where necessary.

#### **6.1.7 Apprentices and Trainees**

Those staff on recognised apprenticeship programmes, endorsed by the Training, Education and Development Department, or students enrolled on the University of Nursing programme, or Medical and AHP students will be entitled to staff parking charges equivalent to the part time rate.

#### **6.1.8 At Times of Capacity**

At peak times, it is acknowledged that the parking facilities would be at capacity. At these times contact can be made with Car Parking Services, via the barrier intercom system, who will endeavour to help advise on spaces although the Trust cannot guarantee that a space will be available. Any staff parking in a public car park will be subject to the normal public rates of payment no exceptions will be tolerated.

#### **6.1.9 Registration of a Second Vehicle**

Where staff wish to register a second vehicle on the same permit, the permit number details and application should be forwarded to the Trust's Car Parking Office at King's Mill Hospital before the permit is granted.

#### **6.1.10 Non-Sherwood Forest Hospitals Trust Staff**

NHS or partner staff not on the Sherwood Forest Hospitals NHS Foundation Trust payroll system that are based on trust sites can purchase car parking at Sherwood Forest Hospitals NHS Foundation Trust rates. Payment will be made at the Trust's General Office/s or direct to the Trust's Finance Department. Medirest will activate swipe cards to access parking facilities upon the staff member providing a receipt of payment. Part time staff are required to produce a contract to validate hours worked.

Non-Sherwood Forest Hospital staff will be issued with a different coloured permit to those issued to Sherwood Forest Hospital staff in order that these permits are distinguishable. It is the responsibility of Non-Sherwood Forest Hospitals staff to ensure that permits are kept valid and displayed in their windscreens when using Trust parking facilities.

Other staff, not working on trust sites and not employed by Sherwood Forest Hospitals NHS Foundation Trust, will be required to pay visitor tariffs when using the public parking facilities.

#### **6.1.11 Persistent Violation of the Trust's Parking Policy by Staff**

Any staff committing persistent car parking offences will be reported to the Trust's Director of People. Persistently offending staff may be subject to disciplinary action in accordance with the Trust's disciplinary policy. Staff will be subject to having their parking rights removed and permit revoked.

#### **6.1.12 On-Call Spaces**

The Trust offers limited on call spaces for authorised staff. These facilities are offered on a first come first served basis. These facilities will be monitored to discourage abuse. They are currently alongside the maternity drop off zone at Kings Mill site. Signage is in place in this area.

### **6.2 Volunteers**

Trust volunteers may park in designated staff parking areas, without cost, providing a legitimate parking permit is displayed. Applications are the same process as SFH staff.

### **6.3 Visiting Chaplains/Clergy**

Chaplains and clergy attending site at the wishes of patients will be afforded concessionary parking entitlements.

### **6.4 Contractors**

Any contractor parking on site will be charged as per the current daily tariff if parking in a public car park. Regular contractors will be subject to the normal staff payments if using the staff parking facilities.

### **6.5 Business Visitors**

All business visitors, including agency, interims and consultants will be treated as members of the public and have to park their vehicles in 'Public' car parks and pay the appropriate daily rate.

### **6.6 Education, Development and Seminar Delegates**

The Deputy Director of Human Resources (Training, Education and Development) can apply to the Deputy Head of Estates & Facilities to grant concessionary parking to attract high profile and beneficial educational and developmental seminars to the Trust. The Deputy Head of Estates and Facilities or nominated deputy will assess each application individually and on its own merits, taking into account expected capacities of the parking facilities on the day/s in question, and advise the Deputy Director of Human Resources (Training, Education and Development) on the outcome.

### **6.9 Customer Service**

Day-to-day problems with regards to car parking should be reported to the Car Parking Management Team.

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

Formal complaints arising from parking facilities should be addressed to the Patient Experience Team, King's Mill Hospital.

### **6.10 Verbal and Physical Abuse**

Verbal or physical abuse from any member of patient, visitor or staff in connection with the enforcement of this policy will not be tolerated and will be subject to the Trust's Violence & Aggression Policy and may result in the police being informed.

### **6.11 On Street Parking**

The Trust will actively take steps to discourage its staff, patients and visitors from parking their vehicles on residential side streets to avoid bringing the trust into disrepute with its neighbours. Staff that are found to be continual offenders will be identified and reported to their line manager and potential disciplinary action taken.

## **6.12 Car Share Scheme**

The Trust offers a car share scheme where staff are entitled to apply. On acceptance into the scheme staff will receive incentives. (Further information can be on the car parking intranet site)

## **6.13 Newark Site**

Parking facilities at Newark Hospital are pay and display. There is no separate provision for public and staff parking.

Staff parking at Newark is subject to the Trust parking policy and its contents.

All staff must display an authorised parking permit. Any staff not displaying a permit will be subject to paying the hourly/daily rate or they will be issued with a CPN.

## **6.14 Legislative Requirements**

To satisfy the legal conditions car park attendants are able to issue CPNs. The Trust will ensure, via its FM provider, that its car parking personnel are sufficiently trained and undertake any training courses in order to ensure that they keep up to date with changes to legalisation and best practice in order to maintain their competence.

The Trust will also ensure that there are sufficient visible signs in place that indicate car parking restrictions.

## **6.15 Disclaimer**

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 and under no circumstances will claims of compensation be considered.

## **6.16 Policy Review**

The Trust may change its policy from time to time, including in circumstances where the law changes. The policy will be subject to review as defined by the Trust's policy for policies document.

## **6.17 Enforcement**

Car Parking Partnerships Ltd is the trust's third party operator of the enforcement system.

The principle of enforcement is 'fairness' and to promote better parking compliance across the Trust and facilitate clearways and access for emergency vehicles.

There will be no exclusions, irrespective of grade, status or influence. All vehicles entering the sites are subject to parking restrictions.

In particular, any unauthorised parking in the following areas is strictly forbidden:

- Double red lines indicate a road or area that is required to be free from parked vehicles at any time due to emergency vehicle access

- Double yellow lines indicate a road or area that requires to be free from parked vehicles which may disrupt the free flowing traffic on site

Local signage also details contravention of the Trust's parking policy

- Parked without clearly displaying the required permit
- Parked without clearly displaying the required pay and display ticket
- Not parked wholly within a designated parking bay
- Overstayed the permitted time in visitor pay and display and drop off areas
- Parked in a disabled bay outside without displaying a valid disabled badge
- Parked in an area reserved for emergency vehicles
- Parked on double yellow or in cross hatched area
- Parked so as to cause obstruction or inconvenience to others
- Parked on grass verge or kerb stone
- Parked in an unauthorised or restricted area
- Parked or waiting on designated red route
- Parked in a non-designated staff area
- Parked so as to cause site health and safety or emergency access risk

Any vehicle contravening this policy will be issued with a civil parking notice (CPN). Photographic evidence will be provided and an adhesive notice will be placed on the driver's side window to notify the driver of the CPN charge and appeal procedure.

Where staff commits persistent parking breaches, the trust may invoke the trust disciplinary procedure and reserves the right to withdraw the car parking permit.

A civil parking notice will carry a £50.00 parking breach charge, reduced to £25.00 if paid within 14 days.

Should the matter be referred to the courts for recovery of the fine, all associated costs of this action could be recovered from the vehicle owner.

The Trust reserves the right, in exceptional circumstances, where lives or the health and safety of any individual could be put at risk, to have vehicles towed to a safe part of the site. This course of action would necessitate the payment of significant retrieval costs for the vehicle owners. The vehicle owner will be responsible for all costs including the higher rate CPN (removal costs + £50 CPN)

## **6.18 Enforcement Appeals**

Appeals against civil parking notices due to extenuating circumstances can be made in writing to Car Parking Partnerships Ltd. Details are contained on the CPN.

Once the appeal is received by Car Parking Partnerships Ltd, they will review the appeal against criteria set by the Trust.

| <b>Contravention</b>   | <b>Cancellation</b> |
|--|---------------------|
| Parked without clearly displaying the required staff permit.           | No cancellation.    |
| Not parked wholly within a designated parking bay.                     | No cancellation.    |
| Parked without displaying a valid pay & display ticket.                | No cancellation.    |
| Parked in a disabled bay without displaying a valid disabled badge.    | No cancellation.    |
| Parked in an area reserved for emergency vehicles.                     | No cancellation.    |
| Parked on double yellow or in cross hatched area.                      | No cancellation.    |
| Parked so as to cause obstruction or inconvenience to others.          | No cancellation.    |
| Parked on grass verge or kerbstone.                                    | No cancellation.    |
| Parked in an unauthorised or restricted area.                          | No cancellation.    |
| Parked or waiting on a designated red route.                           | No cancellation.    |
| Parked in a non-designated staff area.                                 | No cancellation.    |
| Parked so as to cause site Health and Safety or Emergency access risk. | No cancellation.    |

If the appeal at this point is upheld, the appellant will be notified of the outcome, no later than 5 working days following the hearing.

If the appeal falls outside the appeals criteria set by the Trust, then the appeal will be forwarded to the Trust Representative/Deputy Head of Estates & Facilities for review by Car Parking Partnerships Ltd. The Trust Representative/Deputy Head of Estates & Facilities will convene a meeting of the Car Park User Group – Appeals Panel to review the appeal for compliance with the policy, any extenuating circumstance and ensure all appeals are dealt with consistently. The outcome of this appeal will be advised to Car Parking Partnerships Ltd who will respond to the appellant as necessary.

The Car Park User Group – Appeals Panel will consist of:

- Senior Soft FM Manager
- Facilities Management Service Lead
- Security Management Specialist
- Staff Side Representative
- Medirest Senior Operations Manager
- Medirest Security & Car Parking Manager

If the appellant is not satisfied with Trust's appeals panel decision, they can make a further appeal direct to POPLA, information on how to appeal is contained within the response letter.

## 7.0 MONITORING COMPLIANCE AND EFFECTIVENESS

| <b>Minimum Requirement to be Monitored</b><br><br>(WHAT – element of compliance or effectiveness within the document will be monitored) | <b>Responsible Individual</b><br><br>(WHO – is going to monitor this element) | <b>Process for Monitoring e.g. Audit</b><br><br>(HOW – will this element be monitored (method used)) | <b>Frequency of Monitoring</b><br><br>(WHEN – will this element be monitored (frequency/ how often)) | <b>Responsible Individual or Committee/ Group for Review of Results</b><br><br>(WHERE – Which individual/ committee or group will this be reported to, in what format (e.g. verbal, formal report etc.) and by who) |
|---|---|--|--|---|
| Effectiveness of the policy   | Author<br>Car park user group<br>CNH<br>FM service provider                   | Car park user group<br>Reported incidents/complaints<br>FM service report                            | Quarterly in line with car park user group meeting   | Author<br>Car park user group<br>FM service provider<br>CNH   |
| Monitoring incidents and lessons learned  | Author<br>Car park user group<br>FM service provider                          | Patient experience team<br>Datix<br>Car park user group<br>FM service provider report                | Quarterly in line with car park user group meeting   | Author<br>Car park user group<br>FM service provider<br>CNH   |

## 8.0 TRAINING AND IMPLEMENTATION

- Parking services staff will receive customer service training.
- Parking services staff will be trained in accordance with the British Parking Association.
- Only staff trained and authorised to issue civil parking notices will do so.

## 9.0 IMPACT ASSESSMENTS

- This document has been subject to an Equality Impact Assessment, see completed form at Appendix 5
- This document is not subject to an Environmental Impact Assessment
- This document has been subject to an Environmental Impact Assessment, see completed form at Appendix 6

## 10.0 EVIDENCE BASE (Relevant Legislation/ National Guidance) AND RELATED SFHFT DOCUMENTS

### Evidence Base:

- Park Mark operated by ACPO
- British Parking Association
- Security Industry Authority
- SMS Security of Car Parks guidance document
- Hospital Parking Charter
- Department of Transport: Guidance on Section 56 and Schedule 4 of the Protection of Freedoms Act 2012: Recovery of Unpaid Parking Charges
- NHS patient, visitor and staff car parking principles

## MONITORING COMPLIANCE

|                                 |  |
|---------------------------------|--|
| Monitoring requirement          | Compliance with the parking policy   |
| Monitoring method               | Continuous surveillance by the Car Parking Team and written reports                    |
| Report prepared by              | Senior Operations Manager (Medirest) and third party parking enforcement company (CPP) |
| Monitoring report presented to: | Deputy Head of Estates and Facilities  |
| Frequency of report             | Monthly PFI Performance report and Monthly CPP KPI report                              |

### Related SFHFT Documents:

- Trust Violence & Aggression Policy

## 11.0 APPENDICES

1. Parking permit application form
2. Concessionary parking application form 'CP01'
3. Car park user group terms of reference
4. Kings Mill Hospital site plan
5. Equality impact assessment form
6. Environmental impact assessment form



## Car Parking Permit Application Form

By applying for a car parking permit you are consenting for Sherwood Forest Hospitals NHS Foundation Trust and its car parking provider, Medirest Contract Services, to hold your information securely and to use it for Trust car parking purposes. Please note, holding a permit to park, does not guarantee a parking space.

### Section 1: Applicant details

|  |   |  |  |
|--|---|--|--|
| First Name   |   | Last Name  |  |
| Assignment number<br>(found on your latest pay slip) |   | Swipe card access number (first 5 digits found on the reverse of your car parking card – directly after an * symbol) |  |
| Department   |   | Contact Number   |  |
|  |   | Work Extension number  |  |
| Home address   |   |  |  |
| Postcode   |   |  |  |
| Preferred Email contact address (work or personal)   |   |  |  |
| Permit time requested<br>(tick one)                  | <b>Full time</b><br>When working I would typically spend <b>more than 25 hours a week</b> parked on site  |  |  |
|  | <b>Part time</b><br>When working I would typically spend <b>less than 25 hours a week</b> parked on site  |  |  |
|  | <b>Flexible permit</b><br>I may park for more than 25 hours a week, but do not use a car more than one week in two (e.g. because of child care) |  |  |

Please indicate your main base hospital site:

|                       |  |                 |  |                              |  |
|-----------------------|--|-----------------|--|------------------------------|--|
| King's Mill Hospital. |  | Newark Hospital |  | Mansfield Community Hospital |  |
|-----------------------|--|-----------------|--|------------------------------|--|

For applications for **King's Mill and Newark Hospitals** as base hospitals, do you live within one mile radius of the hospitals' post codes?\*

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

\*An appendix of all relevant postcodes can be found in Appendix 1.

**If yes** do you meet any of the following criteria (please tick where appropriate). You will need to provide supportive evidence of the below, which will be approved by your line manager.

|   |  |
|---|--|
| Registered blue badge holder  |  |
| Dependent care responsibilities   |  |
| Shift patterns (working unsociable hours, classified as; any week day after 8pm and before 6am, Saturdays, Sundays and Bank Holidays) |  |
| Cross site working (which is essential to your role)  |  |
| Short or long term mobility difficulties as evidenced to your line manager or recognised by Occupational Health                       |  |

Please describe how you meet one or more of the above categories. Your line manager will assess this.

## Section 2: Vehicle details

|                         |                 |
|-------------------------|-----------------|
| Main Vehicle details    |                 |
| Registration number:    | Make and model: |
| Second Vehicle details: |                 |
| Registration number:    | Make and model: |

Preferred car park to use (KMH only)

We are looking to introduce a system where we can match individuals against specific preferred car parks to help manage parking levels more effectively. Please select two sites maximum. [A map is available on the intranet car parking page.](#) As noted in the letter, it may not be possible to do this and it is something we are exploring at the moment.

|                               |  |                              |  |
|-------------------------------|--|------------------------------|--|
| No preference                 |  | Car Park 20 (Dukeries)       |  |
| Car Park 3 (Sterile Services) |  | Car Park 21 (Gravel)         |  |
| Car Park 7                    |  | Car Park 6 (Estates)         |  |
| Car Park 8 (Eastfield)        |  | Northfield                   |  |
| Car Park 10                   |  | MEMD                         |  |
| Car Park 11                   |  | Newark                       |  |
| Car Park 12 (Medical records) |  | Mansfield Community Hospital |  |
| Car Park 15 (Pathology)       |  |                              |  |

Would you be interested in **car sharing** if we were to introduce this as an option (this would guarantee you a space in a Trust car park at a discounted rate). You may have a colleague in mind you would want to share with, or we can look at matching you with someone with a postcode local to yours.

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

### Section 3: Signed declaration

By signing this application I have read and understood the Trust's Car Parking Policy and agree to abide by it. I understand the consequences of inappropriate use of the facilities.

Signature (to save paper, please type name here if easiest):

Date:

### Section 4: Line Manager Approval

Line managers need to sign all forms, including for individuals living further than one mile from site.

I verify that I have seen evidence of the post code to be correct

|      |  |       |  |
|------|--|-------|--|
| Name |  | Title |  |
|------|--|-------|--|

I do/do not support this application for the following reasons:

Signature (emailed from a line manager's email address is proof of signature):

Date:

**Please return this form by Friday 6 September to [sfh-tr.carparking@nhs.net](mailto:sfh-tr.carparking@nhs.net) or hard copies to:**

|                               |                                   |
|-------------------------------|-----------------------------------|
| King's Mill Hospital:         | Car Parking Office, main entrance |
| Newark Hospital:              | General Office                    |
| Mansfield Community Hospital: | General Office.                   |

An acknowledgement of receipt will be sent to email addresses

## Appendix 2

**Healthier Communities,  
Outstanding Care**

### Concessionary Parking – Request Form

This request will be dealt with in line with the Trust car parking policy

*(Please provide related information to help the committee consider the application)*

|                      |  |                         |  |
|----------------------|--|-------------------------|--|
| <u>Name</u>          |  | <u>Date</u>             |  |
|                      |  |                         |  |
| <u>Role</u>          |  | <u>Working Location</u> |  |
| <u>Working Hours</u> |  | <u>Department</u>       |  |
|                      |  |                         |  |

|                            |  |
|----------------------------|--|
| <u>Reason for request,</u> |  |
|                            |  |

*If request on medical grounds please complete section B, if not complete section A*

#### A. Non-Medical

|  |  |
|--|--|
| Are you a Trust employee                             |  |
| Are you an unpaid Volunteer                          |  |
| Do you work for the Trust as a Consultant Contractor |  |
| Are you a Blue Badge holder                          |  |

#### B. Only Answer if the request is on Medical grounds

|  |  |
|--|--|
| Is the condition long term   |  |
| If no, anticipated length of time                                      |  |
| Is your line manager aware of this condition?                          |  |
| Have any concessions been made in your place of work                   |  |
| Is the condition documented in your personal file?                     |  |
| Has your line manager asked you to attend OH regarding this condition? |  |

To be completed by person making request:

I accept that this request will be dealt with in line with the Trusts Car Parking Policy

Name:

Sign:

Date:

To be completed by Line Manager:

As Line manager I confirm the following:

|  |  |
|--|--|
| <b>I am fully aware of the applicant's condition</b>       |  |
| <b>Is the condition recorded on their personal records</b> |  |
| <b>Does this condition impact on her work</b>              |  |
| <b>I support this application because</b>                  |  |

**Name:** \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Sign**

**Date**

We may ask you to attend OH for an assessment, should the Parking Committee require addition information

The Request is:

|                 |                               |                 |
|-----------------|-------------------------------|-----------------|
| <b>Rejected</b> | <b>Deferred for OH report</b> | <b>Accepted</b> |
| <b>Date:</b>    | <b>Date:</b>                  | <b>Date:</b>    |

|                          |  |
|--------------------------|--|
| <b>Notes on outcome:</b> |  |
|--------------------------|--|

## Appendix 3

### Car Parking User Group Terms of Reference

Car Parking User Group

#### TERMS OF REFERENCE

**Accountable to:**      **Estates Governance Committee**

**Core Membership:**

Associate Director of Estates and Facilities or nominated deputy (Chair)

Quorate  
Member

✓

CNH Representative

✓

Union Representatives

✓

Medirest Security & Parking Manager

✓

Security Management Specialist

✓

Mansfield Community Hospital (NHS PS) Rep

Medirest Senior Operations Manager

HR Representative

PALS Representative

Head of Communications

Staff and Patient Governor Representatives

Occupational Health Representative

#### **In Attendance**

- Estates & Facilities Support Officer (Minutes)
- Any Members of staff who have an interest

#### **Quorum:**

- The meeting will be deemed to be quorum when a minimum of three quorate members are present plus the Chairperson or Deputy Chairperson

#### **Terms of Reference:**

1. Review and receive updates on the Car Parking issues for the Kings Mill site
2. Discuss and agree actions required in dealing with Car Parking issues, or issues that staff have.
3. Review any requests for concessionary parking, in line with the procedure
4. Review any appeals from Staff, in accordance with the Parking Policy
5. Review all PCN Implementation and Permits, and any related issues

#### **Frequency of Meetings:**

Meetings will take place quarterly

**Timing of Meetings:**

The meetings will be set a year in advance.

**Agenda and Papers:**

Agenda and papers will be published three working days in advance of the meeting.  
Minutes and action plans will be issued within 4 days after the meeting  
In normal circumstances, no papers will be tabled at the meeting.

**Terms of Reference Documentation Control:**

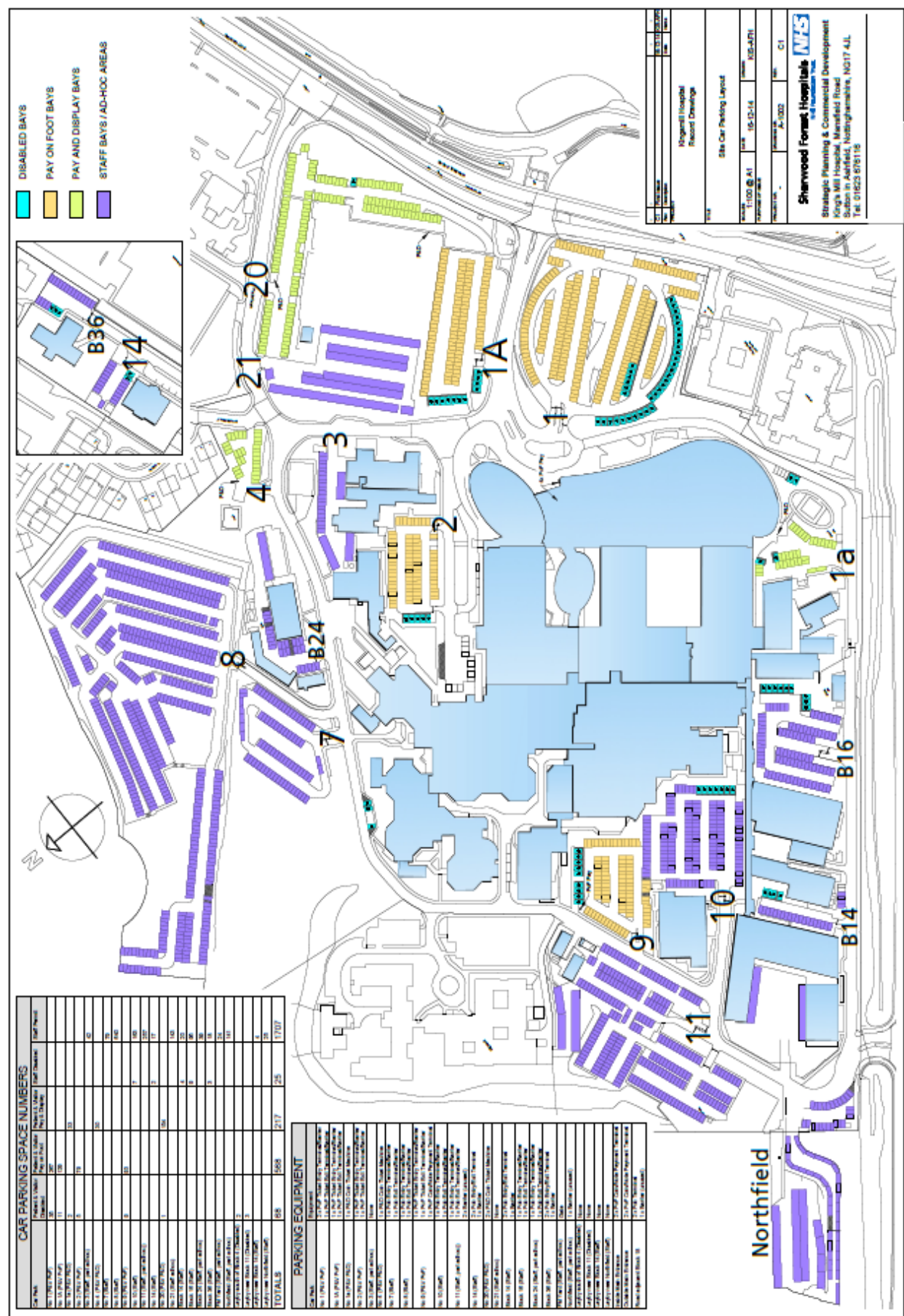
**Approved by:** Estates Governance Committee

**Date of Approval:** Awaiting confirmation

**Review Date:**

**Key Contact:** Associate Director of Estates and Facilities

Appendix 4 Kings Mill Site Plan





## APPENDIX 5 - EQUALITY IMPACT ASSESSMENT FORM (EQIA)

|   |  |   |   |
|---|--|---|---|
| Name of service/policy/procedure being reviewed: Car parking policy   |  |   |   |
| New or existing service/policy/procedure: Updated   |  |   |   |
| Date of Assessment:20/04/15   |  |   |   |
| For the service/policy/procedure and its implementation answer the questions a – c below against each characteristic (if relevant consider breaking the policy or implementation down into areas) |  |   |   |
| Protected Characteristic  | a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups' experience? For example, are there any known health inequality or access issues to consider? | b) What is already in place in the policy or its implementation to address any inequalities or barriers to access including under representation at clinics, screening?   | c) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality |
| The area of policy or its implementation being assessed:  |  |   |   |
| Race and Ethnicity  | Availability of this policy in languages other than English  | Alternative versions can be created on request  | None  |
| Gender  | None   | Not Applicable  | None  |
| Age   | None   | Not Applicable  | None  |
| Religion  | None   | Not Applicable  | None  |
| Disability  | Visual accessibility of this document<br>Assistance at barriers/pay machines   | Already in font size 14. Use of technology by end user. Alternative versions can be created on request.<br>Call button to summon assistance at barriers and pay machines. | None  |
| Sexuality   | None   | Not Applicable  | None  |
| Pregnancy and Maternity   | Staff Mobility Assistance  | Alternative parking can be arranged for staff who are finding mobility an issue during pregnancy.   | None  |
| Gender Reassignment   | None   | Not Applicable  | None  |
| Marriage and Civil Partnership  | None   | Not Applicable  | None  |

|  |      |                |      |
|--|------|----------------|------|
| <b>Socio-Economic Factors (i.e. living in a poorer neighbourhood / social deprivation)</b>   | None | Not Applicable | None |
| <b>What consultation with protected characteristic groups including patient groups have you carried out?</b><br>None   |      |                |      |
| <b>What data or information did you use in support of this EqIA?</b><br>None   |      |                |      |
| <b>As far as you are aware are there any Human Rights issues be taken into account such as arising from surveys, questionnaires, comments, concerns, complaints or compliments?</b><br>No  |      |                |      |
| <b>Level of impact</b><br><br>From the information provided above and following EQIA guidance document Guidance on how to complete an EIA ( <a href="#">click here</a> ), please indicate the perceived level of impact:<br><br>High Level of Impact/Medium Level of Impact/Low Level of Impact ( <i>Delete as appropriate</i> )<br><br>For high or medium levels of impact, please forward a copy of this form to the HR Secretaries for inclusion at the next Diversity and Inclusivity meeting. |      |                |      |
| <b>Name of Responsible Person undertaking this assessment:</b><br>Wesley Burton  |      |                |      |
| <b>Signature:</b><br>WB  |      |                |      |
| <b>Date:</b> September 2019  |      |                |      |

## **APPENDIX 6 – ENVIRONMENTAL IMPACT ASSESSMENT**

The purpose of an environmental impact assessment is to identify the environmental impact, assess the significance of the consequences and, if required, reduce and mitigate the effect by either, a) amend the policy b) implement mitigating actions.

| <b>Area of impact</b>      | <b>Environmental Risk/Impacts to consider</b>  | <b>Yes/No</b> | <b>Action Taken<br/>(where necessary)</b> |
|----------------------------|--|---------------|---|
| <b>Waste and materials</b> | <ul style="list-style-type: none"> <li>Is the policy encouraging using more materials/supplies?</li> <li>Is the policy likely to increase the waste produced?</li> <li>Does the policy fail to utilise opportunities for introduction/replacement of materials that can be recycled?</li> </ul>  | No            |   |
| <b>Soil/Land</b>           | <ul style="list-style-type: none"> <li>Is the policy likely to promote the use of substances dangerous to the land if released? (e.g. lubricants, liquid chemicals)</li> <li>Does the policy fail to consider the need to provide adequate containment for these substances? (For example bunded containers, etc.)</li> </ul>  | No            |   |
| <b>Water</b>               | <ul style="list-style-type: none"> <li>Is the policy likely to result in an increase of water usage? (estimate quantities)</li> <li>Is the policy likely to result in water being polluted? (e.g. dangerous chemicals being introduced in the water)</li> <li>Does the policy fail to include a mitigating procedure? (e.g. modify procedure to prevent water from being polluted; polluted water containment for adequate disposal)</li> </ul>                          | No            |   |
| <b>Air</b>                 | <ul style="list-style-type: none"> <li>Is the policy likely to result in the introduction of procedures and equipment with resulting emissions to air? (For example use of a furnaces; combustion of fuels, emission or particles to the atmosphere, etc.)</li> <li>Does the policy fail to include a procedure to mitigate the effects?</li> <li>Does the policy fail to require compliance with the limits of emission imposed by the relevant regulations?</li> </ul> | No            |   |
| <b>Energy</b>              | <ul style="list-style-type: none"> <li>Does the policy result in an increase in energy consumption levels in the Trust? (estimate quantities)</li> </ul>   | No            |   |
| <b>Nuisances</b>           | <ul style="list-style-type: none"> <li>Would the policy result in the creation of nuisances such as noise or odour (for staff, patients, visitors, neighbours and other relevant stakeholders)?</li> </ul>   | No            |   |