

Car Parking Policy

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1. POLICY STATEMENT

The aim of the policy is to:

- a) Detail and raise awareness of the Trust's car parking arrangements;
- b) Encourage staff to use the alternatives of using a car for work and raise awareness of the support available from the Trust;
- c) Ensure employees and other users are aware of their responsibilities in respect of this policy;
- d) Ensure employees and other users are aware that action will be taken in consequence of a failure to act in accordance with the policy.

2. PURPOSE/INTRODUCTION

The Trust recognises its responsibilities to contribute to a 'greener' environment and is committed to carbon efficiency and its Healthy Travel Plan that aims to implement measures that help reduce the need for employees to bring their car to work and promotes awareness of the benefits of alternative travel methods.

Effective management of car parking is vital if control is to be maintained over the restricted number of car parking spaces and internal carriageways on Trust sites. Parking schemes operate within the Torbay and South Devon NHS Foundation Trust (hereafter referred to as 'the Trust') in order to manage the limited parking facilities available to patients, visitors and staff, and ensure ease of access for emergency and service vehicles.

The Trust also recognises that some employees need to use their car for travel to and from work and/or for travel in connection with their job. Other people, such as patients, visitors, contractors and trainees/students also need to use their car for travel to and from Trust premises.

The Trust will take practicable measures to:

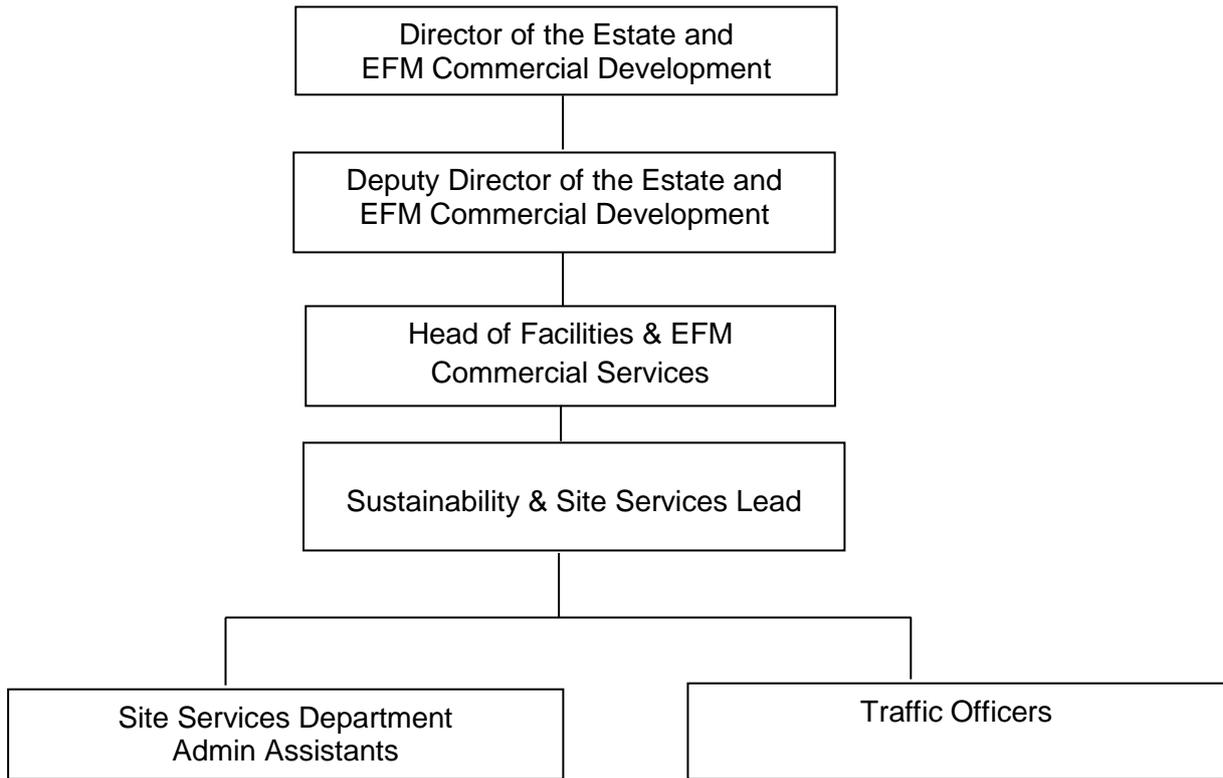
- Provide parking facilities for employees, visitors and members of the public within the constraints of available spaces;
- Administer the allocation of limited parking permits for employees (and other users) on a fair and equitable basis;
- Apply a system of parking charges;
- Explore ways to minimise on-site car parking problems;
- Provide discounted travel tickets for use on public transport on a loan basis and also via a salary sacrifice scheme if available;
- Provide facilities for employees to cycle to work; manage a cycle to work scheme providing discounts via a salary sacrifice scheme;
- Promote the health and environmental benefits of walking, running and cycling to work
- Manage a staff Car share scheme;
- Provide flexible parking options to allow flexibility for staff to access work via different travel methods;
- Provide Travel Information Points providing up to date journey planning, public transport timetables;
- Provide travel information for staff within dedicated notice boards.

3. EQUALITY IMPACT ASSESSMENT

See (Appendix 1)

4. ROLES AND RESPONSIBILITIES

Car Parking Services Operational Management Structure is shown below:



Day to day problems or advice regarding car parking should be referred to the Traffic Officer on bleep 440 or via the Security office on ext. 54998, (01803) 654998 or email account corps.security@nhs.net Alternatively, the Site Services Department can be contacted on the ext. 54102 (01803) 654102 or email account sdhct.generalservices1@nhs.net

The Site Services Manager is responsible for the day-to-day operational car parking management.

The contractor employed by the Trust is responsible to manage traffic control and enforcement on all designated Trust sites.

The Trust's Car Parking Group will review the car parking policy, parking charges and complaints.

The Site Services Department is responsible for the administration of car parking permits for staff, drive share scheme, cycle to work scheme and discounted bus tickets.

The Estates and Facilities Division is responsible for the car parks, roads and footpath infrastructure.

All Trust managers are responsible for ensuring employees comply with this policy.

Employees must ensure that they act in accordance with this policy. In particular, permit holders must adhere to the terms and conditions of their permit at all times. Failure to do so may lead to the withdrawal of the permit.

Employees have a personal responsibility to familiarise themselves and comply with this policy. Parking on Trust land constitutes acceptance of the Trust car parking terms which are clearly displayed throughout the site. A copy of this policy is available for all staff to view on the Trust Intranet or in the Site Services Department.

5. SCOPE

The policy covers all Trust sites with on-site car parking facilities:

It applies to the following users:

- Torbay and South Devon NHS Foundation Trust staff
- Devon Partnership NHS Trust
- Employees of other organisations who work on Trust premises
- Employees working at commercial Trust premises, including the Pharmacy Manufacturing Unit
- All students, trainees and bank staff
- All contractors
- Patients, Visitors, Volunteers

6. IMPLEMENTING THE POLICY AND PROCEDURES - STAFF PARKING

Designated areas are set aside for staff car parking, where the site of the car parks makes this possible. Staff must abide by the individual site rules in relation to where they can park as arrangements will be site-specific and staff should not park in any other areas during restricted times.

Where possible, arrangements can be made with the Site Services Department to enable on-call staff to park their vehicles close to entrances. Staff who access a site only to pick up and leave items may use the drop off/pick up parking spaces where they exist for up to 20 minutes.

Members of staff who hold a registered disabled badge are not required to meet the permit criteria but are required to apply for a staff car parking permit and will not be charged for the permit.

In exceptional circumstances the Site Services Manager may issue a temporary parking permit (up to 4 weeks and in exceptional circumstances up to 12 weeks) to a staff member who has an illness or limited mobility which necessitates the need to park closer to their place of work and enable a return to the workplace.

6.1 Permit Types

- **Frequent Flyer** – Staff members meeting the qualifying criteria to park on site 24 hours day, 7 days a week, who are required to use their car to undertake their job, who leave **and** return to site over 50% of their working week
- **Frequent Flyer Plus** – Staff members meeting the qualifying criteria to park on site for drop-off, picking up equipment, updating records and to attend meetings only **and** who are required to use their car every working day, seeing patients either in their own homes or in non-Trust clinics/surgeries
- **Regular User** -Staff members meeting the qualifying criteria to park on site 24 hours a day, 7 days a week.
- **Out of Hours** – Staff members permitted to park on site between 1600 hours – 0900 hours Monday – Friday and all day at weekends and Bank Holidays but do not qualify to park on site during core hours.
- **On Call Permit** – On Call – Staff members permitted to park on site when undertaking on call duties but do not qualify to park on site at other times (this permit is free of charge)

- **Drive Share** – Staff members, who are Regular user permit holders who chose to become part of a drive share group of 2-4 members, sharing one car parking permit
- **On Site Resident** – Staff members living in on-site staff accommodation

6.2 Staff Parking Permit Eligibility Criteria and Conditions

A qualifying criteria will be applied which will mean not all staff will be able to bring their car on site during core business hours, 7am to 7pm. This is due to the need to implement the Trust's Healthy Travel plan and encourage alternative modes of travel as per agreements with the local planning authority. In addition, limited parking on Trust sites also restricts the number of permits issued.

6.2.1 The following principles are implemented to enable permits to be issued at Torbay Hospital on a 1.9 -2.0 ratio at the start of a permit year

- All staff based at Torbay Hospital, Regent House or the Annexe, living over 5.1 miles of the hospital site will be eligible for a Regular User parking permit or Frequent Flyer parking permit which will allow them to park on site at any time.
- All staff based at Torbay Hospital, Regent House or the Annexe living within 0-2 miles of their work base will be eligible for an out of hours permit which will allow them to park on site between 1600hrs – 0900 hrs and at any time during the weekends and bank holidays. Pool cars will be used for any work related journeys. This applies to all staff, including those who work shifts and undertake on call duties. For those living less than 2 miles of their work base, an application will be considered if sufficient spaces are available at their base of work.
- All staff based at Torbay Hospital, Regent House or the Annexe living within 2.1 - 5 miles of their work base who do not work shifts or undertake work related journeys will be eligible for an out of hours permit which will allow them to park on site between 1600hrs – 0900 hrs and at any time during the weekends and bank holidays. Pool cars will be used for any work related journeys.
- All staff based at Torbay Hospital, Regent House or the Annexe living within 2.1 - 5 miles of their work base who do work shifts or undertake over 25% work related journeys will be eligible for a Regular User or Frequent Flyers permit which will allow them to park on site at any time.
- All staff based at Torbay Hospital, Regent House or the Annexe who visit/treat patients in their own homes or undertake clinics in non-Trust premises every working day will be eligible for a Frequent Flyer Plus parking permit which will allow them to park on site at any time in order to pick up/drop off notes/equipment etc, update records and to attend occasional meetings.

6.2.2 The following principles are implemented to enable permits to be issued at Community and Commercial sites:

All staff who regularly undertake work related journeys as part of their job will be eligible for a car parking permit which will entitle them to park on any Trust site in a staff parking area.

Staff who do not undertake work related journeys will need to meet the following criteria to be eligible for a parking permit:

- All staff based at a community or commercial property, living over 5.1 miles from their work base will be eligible for a parking permit which will allow them to park at their work base at any time.
- Staff who live less than 5 miles from their work base for whom public transport is unavailable as a means of travelling to work will be eligible to apply for a parking permit. Travel routes will be verified by the Trust's travel planning software.
- All staff based at a community or commercial property living within 2.1-5 miles of their work base will be eligible for an out of hours permit which will allow them to park on site between 1600hrs-0900hrs and at any time during the weekends and bank holidays. For those requesting a day-time permit, an application will be considered, if sufficient spaces are available at their base of work.
- All staff based at a community or commercial property living within 0-2 miles of their work base will be eligible for an out of hours permit which will allow them to park on site between 1600hrs – 0900 hrs and at any time during the weekends and bank holidays. This applies to all staff, including those who work shifts and undertake on call duties. For those living less than 2 miles of their work base, an application will be considered if sufficient spaces are available at their base of work.
- All staff based at a community or commercial property who visit/treat patients in their own homes or undertake clinics in non-Trust premises every working day will be eligible for a Frequent Flyer Plus parking permit which will allow them to park on site at any time in order to pick up/drop off notes/equipment etc, update records and to attend occasional meetings.

Each type of permit will have its own colour and unique number so that it can be easily identified. The registration number(s) of the permit holder's vehicle(s) will be printed on the permit for identification purposes. The permit holder must ensure that their permit is clearly on display in the vehicle windscreen at all times. Any change to vehicle details must be notified in writing to the Site Services Department.

All car parking permits are reviewed annually and are subject to an annual application process for qualification. It is the responsibility of all permit holders to apply for the renewal of their permits.

Parking on site prior to receipt of a permit is not permitted and alternative parking arrangements will need to be made whilst the application is processed.

To renew or apply for a staff car parking permit the following documentation will be required:

- A Valid Driving Licence;
- Log Book or Insurance Certificate;
- Staff who have a registered a 2nd car need to provide documentation which clarifies the vehicle is registered to their home address.

The following qualification criteria will apply:

- Requirement to leave **and** return to site whilst undertaking work related journeys
- Availability of public transport for travel to and from work;
- Travel distance to and from work;

- Drive share;
- Shifts – working hours, on call requirements;
- Disability – Registered Blue Badge Holders only
- Working daily at patient's homes or in non-Trust clinics or surgeries

The Trust may decline to renew the permit if the Trust employee has breached the Trust's car parking policy, permit terms & conditions.

One permit will only allow one car to park on site at any one time. However, staff who own more than one car will be able to register two cars on a single permit but only for the same driver.

Any lost/stolen or damaged permits or ID cards will require application for a new/replacement one and will incur a £5 charge. Members of staff leaving the Trust or wishing to cancel their car parking contributions must return their permit otherwise they are liable for payments until a permit has been returned to the Site Services department.

It is the responsibility of the individual staff member, to notify the Site Services department of any changes to their permit or permit qualification e.g. change of name, vehicle, job role, address, or when employment ends/terminates.

Staff surrendering a permit will not be automatically eligible for its return if they re-apply at a future date. For staff that had paid in advance for car parking, a pro-rata refund for any unused months remaining on a permit will be calculated and a cheque forwarded. Collection or acceptance of a permit signifies acceptance of the full terms of the car parking policy.

6.3 Drive Share Scheme

The Trust offers a drive share permit to encourage staff to share journeys, reducing vehicle running costs and to help reduce air and noise pollution. The following Terms and Conditions for eligibility apply:

- Staff must be a regular user permit holder
- New members of staff would need to qualify as a regular user or permit holder under the current criteria
- Partnerships must be for a minimum of two and a maximum of four members of staff
- All drive share partners must share at least 3 times a week.
- In the event of exceptional circumstances e.g. urgent childcare/dependant illness, personal injury/illness to driver, the Trust will provide a taxi for all members of the Drive Share group's return journey home. Only one taxi will be booked at the usual return journey time
- Should a Drive share partner leave, or their circumstances change making them ineligible, they must notify the Site Services Department. Staff left without a partner will be given one month to find an alternative partner or will be required to relinquish their Drive Share permit.
- Only one vehicle per drive share partnership can use the car park at any time.
- Contravention of the scheme requirements will make owners liable to a parking charge notice under the regulations and may lead to exclusion from the scheme.
- The scheme will be regularly audited and partnerships will be required to formally confirm continuing compliance at regular intervals.
- Drive sharers will pay the chargeable rate of 50p per day. For staff paying via salary deduction, this charge will be based on an anticipated number of journeys per month.

6.4 Staff Parking Charges

Staff car parking permits are subject to a monthly deduction via salary deduction. At Torbay Hospital staff can opt for a 'Pay as you go' charge deduction. To use the 'Pay as you go' option staff will need to credit monies onto their Trust ID card and will be required to park in the barriered staff car parks areas only. The pay as you go option is not available at other sites as only Torbay Hospital is fitted with the appropriate barrier system.

Staff car parking charges will be reviewed at least annually and will take into account any changes in banding or salary. Car Parking charges may be increased or decreased by such an amount as the Trust considers appropriate, taking into account demand for spaces, availability of spaces, cost to the Trust of providing those spaces and subject to an annual increase which will be in line with the CPI Index. The Trust car parking charges for staff changed in April 2016 with the introduction of flexible payment options a monthly deduction from salary or a 'pay as you go' daily rate option (available at Torbay Hospital only). Staff parking charges as below:

BAND	ANNUAL CHARGE	MONTHLY AMOUNT	PAY AS YOU GO PER DAY*
1	£108.11	£9.01	50P
2	£113.30	£9.44	50P
3	£121.55	£10.13	75P
4	£134.99	£11.25	75P
5	£154.66	£12.89	75P
6	£178.11	£14.84	£1.00
7	£205.41	£17.12	£1.00
8A	£244.58	£20.38	£1.50
8B	£284.34	£23.70	£1.50
8C	£326.57	£27.21	£2.00
8D	£384.15	£32.01	£2.00
9 AND ABOVE	£456.96	£38.08	£2.50

*in the absence of a community pay as you go system, part-time staff will pay a pro-rata charge, via salary deduction (or the monthly rate if, based on the number of days per week worked, it is the more economic rate).

The following table shows the monthly pro-rata rates payable by each pay band.

BAND	ANNUAL CHARGE	MONTHLY AMOUNT	monthly charge									
Wte			0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	1
Actual worked days per month												
1	£108.11	£9.01	£0.90	£1.80	£2.70	£3.60	£4.51	£5.41	£6.31	£7.21	£8.11	£9.01
2	£113.30	£9.44	£0.94	£1.89	£2.83	£3.78	£4.72	£5.66	£6.61	£7.55	£8.50	£9.44
3	£121.55	£10.13	£1.01	£2.03	£3.04	£4.05	£5.07	£6.08	£7.09	£8.10	£9.12	£10.13

4	£134.99	£11.25	£1.13	£2.25	£3.38	£4.50	£5.63	£6.75	£7.88	£9.00	£10.13	£11.25
5	£154.66	£12.89	£1.29	£2.58	£3.87	£5.16	£6.45	£7.73	£9.02	£10.31	£11.60	£12.89
6	£178.11	£14.84	£1.48	£2.97	£4.45	£5.94	£7.42	£8.90	£10.39	£11.87	£13.36	£14.84
7	£205.41	£17.12	£1.71	£3.42	£5.14	£6.85	£8.56	£10.27	£11.98	£13.70	£15.41	£17.12
8A	£244.58	£20.38	£2.04	£4.08	£6.11	£8.15	£10.19	£12.23	£14.27	£16.30	£18.34	£20.38
8B	£284.34	£23.70	£2.37	£4.74	£7.11	£9.48	£11.85	£14.22	£16.59	£18.96	£21.33	£23.70
8C	£326.57	£27.21	£2.72	£5.44	£8.16	£10.88	£13.61	£16.33	£19.05	£21.77	£24.49	£27.21
8D	£384.15	£32.01	£3.20	£6.40	£9.60	£12.80	£16.01	£19.21	£22.41	£25.61	£28.81	£32.01
9 AND ABOVE	£456.96	£38.08										

In order to reflect that staff who are eligible for a Frequent Flyer Plus permit will park on Trust premises for very short periods only, rates for this permit type have been reduced, as follows:

		WTE	Full Time	0.9	0.8	0.7	0.6	0.5	0.4	0.3	0.2
Band	Full Mth Cost	37.50 hours	33.75 hours	30.00 hours	26.25 hours	22.50 hours	18.75 hours	15.00 hours	11.25 hours	7.50 hours	
2	9.44	3.78	3.40	3.02	2.64	2.27	1.89	1.51	1.13	0.76	
3	10.13	4.05	3.65	3.24	2.84	2.43	2.03	1.62	1.22	0.81	
4	11.25	4.50	4.05	3.60	3.15	2.70	2.25	1.80	1.35	0.90	
5	12.89	5.16	4.64	4.12	3.61	3.09	2.58	2.06	1.55	1.03	
6	14.84	5.94	5.34	4.75	4.16	3.56	2.97	2.37	1.78	1.19	
7	17.12	6.85	6.16	5.48	4.79	4.11	3.42	2.74	2.05	1.37	

The Trust reserves the right to allocate staff to specific parking areas to meet service change or need.

In exceptional circumstances the Trust may have to reduce the overall number of available staff parking permits. As a result, employees may have their permit withdrawn. Where this is necessary, the Trust will give affected employees as much prior notice as possible.

Staff living in Trust accommodation will be allocated an On-Site Resident parking permit for a designated parking area which will be subject to the standard monthly car parking fee.

Public car parking facilities must not be used as an overspill car park by staff permit holders, unless the particular site has a specific shared parking arrangement or an authorised out of hours permit has been issued via the Site Services department. While the Trust discourages staff from using designated public car parking facilities, anyone doing so (whether they hold a permit or not) must pay the appropriate public car parking charge.

It is recognised that the vast majority of staff use valid parking permits whilst parking on site, and have no intention of abusing the permit system. The following statement is intended to protect those staff and minimise any opportunity of fraud occurring, as the Trust is determined to prevent any instances of fraudulent behaviour.

- Under no circumstances are members of staff to use patient concessionary permits. Staff found using these permits or designated spaces will be issued with a Parking Charge Notice. Disciplinary action may be taken and abuses reported to NHS Protect (Counter Fraud Service).
- Permits are only valid in the car park(s)/area for which issued.
- Vehicles parked in a designated staff parking area without displaying the appropriate permit will be subject to a Parking Charge Notice.
- Abuse of the permit system may result in that individual having their parking permit privileges withdrawn and may lead to disciplinary action being taken. Abuse of the permit system may also lead to a PCN being issued. Abuse of the Parking Permit system will be reported to NHS Protect (Counter Fraud Service) for investigation. All instances where a member of staff has allowed another person the use of their permit at the same time will result in the incident being reported as fraud and permit entitlement may be withdrawn.
- A Parking Charge Notice will be issued for inappropriately parking in a Disabled Blue Badge area, or drop off/collection spaces. Abuse of the Blue Badge Scheme will be reported to the relevant authorities.
- Permits must not be altered, photocopied or reproduced in any way. Anyone found contravening this instruction will be issued with a Parking Charge Notice. Parking privileges may be withdrawn and disciplinary action taken. All incidents of unauthorised alteration or reproduction of parking permits will be reported to the NHS Protect (Counter Fraud Service).
- If the permit is not displayed fully (Readable from outside the Vehicle) you will receive an initial one warning notice, thereafter a parking charge notice will apply. Permits are colour coded to designate the car park(s), which the member of staff is entitled to use.
- Staff parking permits and barrier cards are not transferable to Trust and non- Trust members of staff or the public and if you allow another person to use your permit the Trust will take steps to recover its outlay/losses for the period of misuse of the permit and may cancel your permit/render the barrier card inactive.

6.5 Parking Permit Appeals

An appeal against a decision not to issue any form of permit should be made to the Car Parking Appeals Panel. The employee must lodge an appeal in writing giving full and specific details of the reasons for the appeal using the form **(Appendix 3)**.

The Appeals Panel will consult with the employees Head of Department and other sources as required for additional information in relation to the appeal if they feel it is necessary to do so.

The Car Parking Appeals Panel will sit every two weeks or additionally as required by the Chair.

The panel shall adhere to the Terms of Reference see **(Appendix 2)**.

The decision of the Appeals Panel is final.

6.6 Arrears

It is the responsibility of each member of staff to ensure they contact the Site Services department if car parking contributions are not deducted from their salary (shown as 'Car Park' 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 barrier card for more than 14 days if no payment is received. The Site Services team would like to stress the importance of checking your car parking deductions so as to avoid any unnecessary financial stress which may be caused due to any arrears incurred.

Each individual's circumstances will be looked upon individually to decide how the arrears can be repaid.

6.7 Long Term Sickness

Members of staff who have been off sick for a continuous period of (6 months or longer) may temporarily suspend their car parking contributions. If they wish to do so they should advise the Site Services Department in writing and return their permit and barrier card.

On return they should collect their permit and barrier card from the car parking office and continue parking where previously allocated. However, Permit and permission to park is based on the qualification criteria. Therefore, upon return qualification will be reviewed accordingly.

Refunds will not be backdated.

6.8 Maternity Leave

Members of staff with Trust contracted employment on Maternity leave (6 months or longer) may temporarily suspend their car parking contribution for the duration of their maternity leave. If they wish to do so they should advise the Site Services Department in writing and return their permit and barrier card.

On return from maternity leave they should collect their permit and barrier card from the car parking office and continue parking where previously allocated. However, Permit and permission to park is based on the qualification criteria. Therefore, upon return qualification will be reviewed accordingly.

Refunds will not be backdated.

6.9 On Call Parking Provision

Various sites have provision of car parking spaces for staff undertaking on-call duties. Designated on-call spaces should not be abused by any other grades of staff or patients and visitors.

6.10 Provision of Council Parking Permits

Staff who request a Council parking permit will be required to pay the staff parking charges detailed in 6.4 above. The Trust will consider each application for a council permit and will seek the most financially advantageous means of facilitating parking to meet the needs of the service. Staff are not entitled to claim parking costs for parking at their base of work.

7. CONTRACTORS, ENGINEERS, COURIERS, DELIVERY DRIVERS

From time to time, Contractors may need to park on site while undertaking work for the Trust. For major building projects, main contractors will be given a compound for the duration of the contract and an agreed number of permits will be issued. Access and egress will be free for the holder of this permit. A deposit will be required for all permits and any abuse will result in the withdrawal of permits.

Each site will make its own arrangements for facilitating contractor/delivery driver parking.

At Torbay Hospital, Estates Contractors working on site must comply with the Car Parking and Estates department regulations and display an Estates issued pass. This pass will then entitle the contractor to park at the rear of the Estates Building in the designated pay and display parking area at a charge of £3.00 per day.

The number of Estates passes will be limited and contractor vehicles without a pass are required to park off site. Any contractor vehicle found parked on site without an Estates pass and valid payment ticket will be liable to a Parking Charge Notice. Parking of contractor vehicles in loading bay areas for long periods of time is not permitted. At all times contractors must adhere to any instructions from the Car Parking and Estates department Manager or their representative.

Estates Contractors or Service Engineers who need access to their vehicles near to their place of work whilst on site must be approved by the relevant Estates Manager and will still be required to display an Estates Contractors pass and valid pay and display ticket. If parked in the public car parks they will have to pay the daily appropriate daily tariff.

Vehicles parked with “an unofficial note/letter” displayed in the window will not be exempt from enforcement rules.

Where possible the contractor must minimise the amount of staff parking on site and if possible car share to reduce the number of work vehicles on site.

Courier and Delivery Drivers may park close to the delivery point but must ensure they do not cause an obstruction to other site users. The vehicle must be moved as soon as the delivery has been made. Excessive waiting may result in a Parking Charge Notice being issued.

Service Engineers parking in the public car parks will have to pay the daily appropriate tariff. Vehicles parked with “an unofficial note/letter” displayed in the window will not be exempt from enforcement rules.

8. BUSINESS VISITORS

Business visitors will be treated as members of the public and will use the designated “Patient and Visitor” car parks and pay the appropriate daily tariff.

9. VOLUNTEERS, GOVERNORS AND OFFICIAL VISITORS/DIGNITARIES

Free parking will be available for Governors and volunteers whilst attending on official business for the Trust. The relevant system to achieve this will be communicated and agreed with the Volunteer Coordinators and Chief Executive’s Office.

A limited number of car parking spaces can be reserved. Such a request is to be personally supported by a member of the Executive Team. Spaces need to be booked via the Site Services department, CEO’s PA and community hospital Matron, as appropriate.

10. POOL CAR PERMITS

Trust pool cars based on the Torbay Hospital, Annexe, Regents House or Newton Abbot Hospital sites will be issued a permit to park on site, as will any other vehicles in community settings in use specifically as a pooled resource.

11. EVENT & HORIZON CENTRE (TORBAY HOSPITAL) PARKING

Parking is available within the patient & visitor car parks and the usual tariff will apply. Reduced or free parking may be available for certain events. At Torbay Hospital, the Horizon centre team will process reduced or free parking as detailed below, in conjunction with the Site Services department

12. IMPLEMENTING THE POLICY AND PROCEDURES – PATIENT AND VISITOR PARKING

A number of car parks have been set aside and dedicated for patient and visitor parking. They are either pay on foot or pay and display car parks. These car parks are as conveniently placed to building entry points as the physical layout of sites allow.

12.1 Disabled Blue Badge Holder Parking

Each site will have Disabled car parking spaces available close building entrances. Spaces are clearly designated for use by any disabled person displaying and using an appropriate badge. Disabled blue badge holders will be exempt from parking charges if parked in designated disabled spaces only.

12.2 Drop Off/Pick up Spaces

Most sites have drop-off and pick-up spaces available next to main entrances. They are marked accordingly with a designated maximum 20 minute stay permitted. These spaces will be closely monitored to ensure they are used for drop-off and pick-up only.

12.3 Parking Charges

A charge is made to staff, patients and visitors for all vehicles that use the Trust car parking facilities. Income from car parking charges is used to maintain car parking facilities and provide effective security measures, transport facilities etc.

Time	Tariff
20 minutes	Free in Pay on Exit Car Parks
Up to 2 hours	£2.00
3 hours	£3.00
4 hours	£4.00
5 hours	£6.00
6 hours	£8.00
8 hours	£10.00
24 hours	£15.00
Weekly ticket	£25.00

All car parking charges will be fixed on an annual basis and notified via local media, Trust wide e-mail, Car Parking Policy, internal communications, and the Trust's website.

12.4 Concessions– Patients & Visitors

Concessionary car parking schemes are in operation for patients and visitors. If a member of staff is found to be accessing any concession inappropriately they will be liable for disciplinary action.

The Department of Health issued guidance in December 2006 which stated “NHS Bodies are strongly recommended to have some kind of ‘Season Ticket’ arrangement allowing free or reduced parking charges for patients (and relatives/prime visitors of patients) with a long term illness or serious condition requiring regular treatment.” Further guidance was issued in August 2014 relating to NHS patient, visitor and staff car parking principles stating that NHS organisations should work with their patients and staff, local authorities and public transport providers to make sure that users can get to the site (and park if necessary) as safely, conveniently and economically as possible. That charges should be reasonable for the area. Those concessions, including free or reduced charges or caps, should be available for the following groups, people with disabilities

The Trust is committed to adhere to these guidelines. The Trust will strive to provide free or reduced parking charges to the following categories of patients, relatives and visitors:

- Patients, from diagnosis, making daily or frequent visits for the treatment of cancer (surgical intervention, radiotherapy, SACT)
- All registered disabled patients who hold a disabled badge or who are transporting a patient who holds a disabled badge and who park in a marked disabled space
- Relatives of those patients who are acutely unwell, typically in ICU or requiring high dependence care
- Resident parents of children in hospital or parents whose babies who are being cared for in the Special Care Baby Unit providing parent caring arrangements
- Relatives of patients on end of life care
- Those who are visiting the bereavement office or collecting a death certificate
- Registered unpaid carers when they are caring for a friend or family member visiting or staying at a Trust premises.

These arrangements will be communicated via patient appointment letters, and/or upon arrival at hospital, ward, clinic or department and the Trusts public website.

At Torbay Hospital The purchase of a weekly parking ticket will provide reduced parking charges for patients, visitors and relatives making regular visits to the Trust.

12.5 Exemption from Charges

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 for treatment may be entitled to claim back car parking charges.

At Torbay Hospital, persons wishing to claim should go to the Cashiers department, Level 2, Outpatients. At other Trust sites, reception staff will confirm local arrangements for reimbursement.

13. SECURITY ARRANGEMENTS

The Trust has for the fifth consecutive year attained the ‘Park Mark Safer Parking Award’, formerly the Secured Car Parks Award, initiated by the Association of Police Officers. This award demonstrates continued progress to providing safer car parking facilities for patients, visitors and staff through the reduction of car crime. Car parks are covered by street

lighting and most are also covered by close-circuit television (CCTV). In addition, 24-hour security patrols are undertaken.

14. ENFORCEMENT OF TRUST PARKING REGULATIONS

The Trust is committed to the British Parking Associations, Hospital Parking Charter and signed up as a member.

The principles of enforcement are 'fairness' and 'equitable'.

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 prohibited:

- Bus clearways, a thick yellow line indicates a road or area that is required to be free from parked vehicles at any time. Gridded areas denote no parking at all times. A double kerb mark denotes 'no loading at any time'.
- Double yellow lines indicate a road or area that is required to be free from parked vehicles which may disrupt the free flowing traffic on site.

Trust sites are private land and as such any vehicle's driver or keeper who enters the site agrees to abide by the Trust parking regulations which are displayed at all entrances. If vehicles park, the driver agrees to pay.

Any correspondence regarding Parking Charge Notices must be made to the enforcement contractor as detailed on the Parking Charge Notice and not through the Trust.

Enforcement shall take place on sites where there is clear and adequate signage. All entry points to Trust land have warning notices displayed that outline terms and conditions of parking on the site.

All signs will be clear of obstructions and maintained. Whenever a Parking Charge Notice is issued, the contracted enforcement operator will confirm that the signage was clearly visible at entry points to Trust land and reasonably on display throughout the site.

All signs will provide information in simple and unambiguous language with a preference for the use of recognised symbols, icons whenever possible. The Enforcement contractor shall advise on all signage issues.

Parking Contraventions and Applicable charges as below:

Parking Contravention Code	Parking Is Not Permitted In The Following Areas Applies 24 hours/seven days per week	Warning Notice	Parking Charge Notice Applicable Charge
1	Parked without clearly displaying the required current valid permit or pay and display ticket	0	£70 (Charge reduced to £35 if payment is received within 14 days)
2	Not parked wholly within a designated parking bay	0	£70 (Charge reduced to £35 if payment is received within 14 days)
3	Overstayed the permitted time	0	£70 (Charge reduced to £35)

			if payment is received within 14 days)
4	Parked in a disabled bay without displaying a valid disabled badge	0	£70 (Charge reduced to £35 if payment is received within 14 days)
5	Parked in an area reserved for emergency vehicles	0	£70 (Charge reduced to £35 if payment is received within 14 days)
6	Parked on double yellow lines or in cross hatched area	0	£70 (Charge reduced to £35 if payment is received within 14 days)
7	Parked so as to cause obstruction or inconvenience to others	0	£70 (Charge reduced to £35 if payment is received within 14 days)
8	Parked in a parking place for a purpose other than the designated purpose of the parking place	0	£70 (Charge reduced to £35 if payment is received within 14 days)
9	Not paid the appropriate car parking charges for the full duration of the stay	0	£70 (Charge reduced to £35 if payment is received within 14 days)
10	Parked in an unauthorised or restricted area	0	£70 (Charge reduced to £35 if payment is received within 14 days)
11	Re-parked within one hour of leaving a bay or space in a car park	0	£70 (Charge reduced to £35 if payment is received within 14 days)
12	Parked with engine running where prohibited	0	£70 (Charge reduced to £35 if payment is received within 14 days)

14.1 Parking Charge Notice Payments

Payments may be received up to 28 days after the Parking Charge Notice was issued, before the enforcement contractor instigates any further action.

Payment will be accepted by the enforcement contractor by any reasonable means and receipts will be given where requested. All Parking Charge Notice payments should be made in full to the enforcement contractor.

14.2 Discount and Incentives for Early Payment of Parking Charge Notices

A discount period will exist for early payment of a Parking Charge Notice within and up to 14 days from the date of the Parking Charge Notice being issued. Discounts shall be advertised on Parking Charge Notices. Parking Charge Notice discounts and terms and conditions of discount periods are to be reviewed annually.

14.3 Dispute/Appeal Resolution

Where a driver or keeper disputes the issue of a Parking Charge Notice, the enforcement contractor will forward any correspondence initially to the Trust Appeal's panel if issued on their land. The Appeals Panel will review the case and decide whether the Parking Charge Notice

should stand and will explain why it was issued. The appeals panel's decision is final. If an appeal is unsuccessful a further option would be to appeal to (POPLA) Parking on Private Land Appeals.

When a dispute/appeal is received, the processing of a Parking Charge Notice will be suspended immediately until it has been answered. All disputes will be answered within 28 days of receipt by the enforcement contractor unless additional investigation is required.

If a dispute is rejected, the driver or keeper will be given 14 days from notice of the decision to pay the notice before further debt collection is pursued by the contracted enforcement agent.

The enforcement contractor will keep documentary evidence of all disputes it receives and the action taken to resolve them. A full audit trail of all actions, whether manual or generated by a processing system, should be maintained.

14.4 Late Payments/Outstanding Notices

Failure to pay the parking charge within 28 days from the date of issue, with no appeal being received, will result in the enforcement contractor taking further action to secure payment of the outstanding amount once the registered keeper's details have been received by the DVLA. This may include recovery of debt through the court process and a debt collection agency.

Staff Users who repeatedly disregard the Trust policy will be referred to their line manager for potential disciplinary action and may have their parking privileges removed permanently without refund.

15. AMBULANCE AND VOLUNTARY CAR SERVICE DRIVERS

Drivers will be required to drop their passengers off using the allocated "drop off" areas adjacent to main entrances. Drivers must then move their vehicle to the designated parking waiting area allocated by the Trust. Ambulance and voluntary car service drivers will be issued with a TSDHCT pass which needs to be clearly displayed in the front window of the vehicle.

16. OTHER/ALTERNATIVE TRANSPORTATION ARRANGEMENTS

Through its commitment to the Healthy Travel Plan, the Trust will endeavour to provide and explore new travel alternatives for staff that will reduce their need to use private vehicles for work purposes.

Alternative arrangements currently in place are;

- The provision of cycle and motorcycle spaces
- Discounted travel tickets on local bus services (currently agreed with Torbay Council only)
- Drive sharing scheme.
- Cycle scheme

17. MOTORCYCLE AND CYCLE PARKING

Motorcycle and cycle parking areas are located around Trust sites. Although parking is not restricted to these areas, motorcyclists are requested not to park in car parking spaces, but only in spaces designated for motorcycle parking.

Motorcyclists are not subject to purchasing either permit or Pay and Display tickets.

Motorcyclists must not cause any obstruction for other site users. Motorcycles causing an obstruction will be subject to a Parking Charge Notice.

18. ABANDONED VEHICLES

Vehicles abandoned will be removed by the normal arrangements with the Local Authority. Any costs incurred to instigate the removal will be passed on to the registered owner/keeper.

19. CUSTOMER SERVICE

Day to day problems with regard to car parking should be reported to the Site Services Department, on ext. 54102. Traffic Officers will patrol sites to monitor parked vehicles and ensure each vehicle complies with the Policy.

20. VERBAL AND PHYSICAL ABUSE

Verbal, electronic or physical abuse from any member of staff, patient, visitor or other site user in connection with this Policy will not be tolerated and will be subject to the Trust's Violence and Aggression Policy (Policy No.23)

21. LEGISLATIVE REGULATIONS

The Trust will ensure that the parking contractor will be a member of the British Parking Association and will comply with their Code of Practice. To satisfy the legal conditions for Traffic Officers to be able to issue Parking Charge Notices, the Trust will ensure 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 legislation 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.

22. DISCLAIMER

The Trust cannot accept responsibility for any vehicles left on Trust premises. All vehicles and contents are left entirely at the owner's risk. Under no circumstances will claims of compensation be considered. Use of Trust designated car parks is undertaken entirely at the users own risk.

Whilst the Trust endeavours to provide adequate car parking within local planning constraints, no member of staff, patient or visitor can be guaranteed that a space will be available. The purchase of a permit or parking ticket does not constitute a guarantee of availability, at any time.

From time to time building work, emergency repairs, etc. may lead to a temporary closure of a car park or restriction of spaces. The Trust will attempt to minimise any disruption to site users but will not guarantee replacement spaces.

23. TRAINING AND AWARENESS

The contents of this policy will be communicated via the public internet and Trust intranet.

24. REFERENCES

Torbay and South Devon NHS Foundation Trust Green Travel Plan.
Trust's Violence and Aggression Policy (Policy No. 23).

Appendix 1 Equality Impact Assessment

Stage One - Equality Analysis

Part 1 - Pre-Screening Questions

1.	Is this service/policy a result of changes in national legislation which as such cannot be modified in any way?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No															
If 'Yes', no further action is required – proceed to Part 3																	
2.	Will this service/policy directly impact	<table border="1"> <tr> <td>a) No one</td> <td>1</td> <td>No Risk</td> </tr> <tr> <td>b) A single team</td> <td>2</td> <td>Low Risk</td> </tr> <tr> <td>c) A division/ directorate</td> <td>3</td> <td>Medium Risk</td> </tr> <tr> <td>d) The organisation</td> <td>4</td> <td>High Risk</td> </tr> <tr> <td>e) Patients or public</td> <td>5</td> <td>Very High Risk</td> </tr> </table>	a) No one	1	No Risk	b) A single team	2	Low Risk	c) A division/ directorate	3	Medium Risk	d) The organisation	4	High Risk	e) Patients or public	5	Very High Risk
a) No one	1	No Risk															
b) A single team	2	Low Risk															
c) A division/ directorate	3	Medium Risk															
d) The organisation	4	High Risk															
e) Patients or public	5	Very High Risk															
If answer is 'a' / '1' – 'No Risk', no further action is required – proceed to Part 3																	

Part 2 – Risk Stratification

NB: See Appendix 2 for guidance on risk calculation (add rows as necessary)

Principal Equality Risk	Inherent Risk		Risk Score
	Consequence (C)	Likelihood (L)	
<i>and who is affected</i>	<i>Enter a value (1-5)</i>	<i>Enter a value (1-5)</i>	<i>Total score = CxL (1-25)</i>
Disadvantaged groups unable to park close to facility	3	3	9
Carers could be discriminated against if the car parking policy did not recognise their needs	3	3	9

If the total score for **any** risk is equal to or greater than **8** a full Equality Impact Assessment must be completed.

Part 3 – Sign off

Service/Policy Title	Manager Details	Divisional Manager/Senior Manager Details
Name	Joanne Brimblecombe	Helen Elkington
Job Title	Facilities Manager	Head of Facilities
Extension	54100	56803
Email	joanne.brimblecombe@nhs.net	karen.robertson@nhs.net
Signature	<i>J Brimblecombe</i>	<i>K Robertson</i>
Date	14 November 2016	14 November 2016

Please email the signed declaration to emma.mccluskey@nhs.net. A signed copy should also be held on file.

Equality Impact Assessment

Stage Two – Equality Impact Assessment Form

Please refer to the guidance prompts in Appendix 4 before completing this form

Part 1 – General (refer to Appendix 3 EDS and Appendix 4 for guidance)

1.	Provide a brief description of the service/policy including its aims and objectives.
<p>Car Parking Policy. To provide a consistent approach to staff, patient and visitor car parking facilities. To address limited parking spaces and set out the strategy for addressing car parking issues in the short, medium and long term. To ensure effective traffic management across the Trust.</p> <p>Its aim is to formalise and raise awareness of the Trust’s car parking arrangements, to raise staff awareness of the alternatives to using a car for work and the support available from the Trust, to ensure employees and other users are aware of their responsibilities in respect of this policy, to ensure employees and other users are aware that action will be taken in consequence of a failure to act in accordance with the policy.</p> <p>To contribute to a ‘greener’ environment and its healthy Travel Plan that aims to implement measures that help reduce the need for employees to bring their car to work and promotes awareness of the benefits of alternative travel methods.</p>	
2.	Detail the target population at whom the service or policy is aimed at.
<p>All Staff Patients & Visitors Carers Visitors on Trust Business Service Users Contractors Volunteers</p>	
3.	Is the service/policy development based on national guidance? What data, evidence, studies, reports, audits, surveys or feedback have you researched, with particular regard to equality groups? Roughly how many/what proportion of staff or patients will be affected?
<p>Travel Surveys</p> <p>Approx. 5000+</p>	
4.	Who have you consulted with: e.g. staff, patients, service users? What consultation methods did you use e.g. satisfaction surveys, focus groups or patient observations, meetings, exit interviews or networking? When did you carry out this consultation and how were the results publicised?
<p>Network Groups such as DAAG & LGBT Public Car Parking Group which will include public governors, volunteers. Staff Group/JCNC</p>	

Part 2 – Equality Impact (refer to Appendix 3 EDS and Appendix 4 for guidance)

Equality Group		Positive Impact	Negative Impact	Neutral Impact	Reasons for impact
2.1 Age	Young (children and young people up to 18)			X	
	Older (working age and above)			X	
2.2 Disability	Visual impairment		X		Signage
	Hearing impairment			X	
	Physically Disabled		X		Access
	Learning disabilities or difficulties		X		Stress
	Mental Health		X		Stress
	Other (e.g. HIV, cancer, epilepsy)		X		Access Fatigue Stress
2.3 Gender Re-Assignment	Transgender (including gender variance, cross-dressing)			X	
2.4 Marriage/ Civil Partnership	Marriage			X	
	Civil Partnership			X	
2.5 Pregnancy and Maternity	Pregnant/New Parent		X		Access
	Maternity Leave			X	
	Paternity Leave			X	
	Adoption Leave			X	
2.6 Race	Colour (i.e. Black / White)			X	
	Ethnic Origin and Nationality (e.g. Chinese, South Asian)			X	
	Citizenship			X	
	Gypsy or Roma, asylum seekers and refugees			X	
2.7 Religion/Belief	Those who have a Religion/Belief			X	
	Those who have no religion/belief			X	
2.8 Sexual Orientation	Homosexual / Gay/ Lesbian			X	
	Bisexual			X	
	Heterosexual / Straight			X	
2.9 Sex	Male			X	
	Female			X	
3.0 Human Rights	Other issues around treatment of individuals (e.g. respect/dignity)		X (Carer)		Limited drop off and all of above

Part 3 – Evidence (please provide details of evidence which show reasons for impact)

Local / national/ international research or best practice	Healthy Green Travel Plan Disabled parking space allocation 5%
Consultation with staff (e.g. Equality and Diversity Sub-Groups)	Network Groups such as DAAG & LGBT Staff Group/LCNC
Consultation with the local community (e.g. voluntary/ third sector organisations or patient groups)	Public Car Parking Group which will include public governors, volunteers.
Other evidence	The Department of Health issued guidance in December 2006 which stated “NHS Bodies are strongly recommended to have some kind of ‘Season Ticket’ arrangement allowing free or reduced parking charges for patients (and relatives/prime visitors of patients) with a long term illness or serious condition requiring regular treatment”

If any equality groups are **negatively impacted** please explain how this will be eliminated/ reduced/ mitigated. If the majority of the equality groups are **neutrally impacted**, is it reasonable or relevant to change the service/policy so there is a positive impact on one or more groups?

Part 4 – Action Plan (refer to Appendix 3 EDS and Appendix 4 for guidance)

Category	Actions	Target Date	Person responsible
Disability Signage Access Fatigue Stress	Clear Signage (including directions & pay & display areas) Any member of staff who may be negatively impacted by this policy will be considered on an individual basis and any appropriate action taken.	2017	Sustainability & Site Services Lead

Part 5 – Sign off

Service/Policy Title		
	Manager Details	Divisional Manager / Senior Manager Details
Name	Joanne Brimblecombe	Karen Robertson
Job Title	Facilities Manager	Head of Facilities
Extension	54100	56803
Email	joanne.brimblecombe@nhs.net	karen.robertson@nhs.net
Signature	<i>J Brimblecombe</i>	<i>K Robertson</i>
Date	19 December 2016	19 December 2016

Please email the signed declaration to emma.mccluskey@nhs.net. A signed copy should also be held on file.

Appendix 2 Car Parking Appeals Panel Terms of Reference

Terms of Reference- Car Parking Appeals Panel

Purpose:

- To provide a fair and equitable decision on Parking Charge Notice (PCN) appeals from Car Park users and on appeals for staff parking permits
- The Chairperson will ensure the panel complies with the Trust Car Parking Policy

Accountability:

- The Car Parking Appeals Panel reports to the Trust Travel Group and the Director of Estates and Commercial Development

Membership:

- Head of Facilities (Chair)
- Sustainability & Site Services Lead
- *Staff Side Representative
- *Human Resources Manager
- Car Parking Administrator/Admin Assistant (As appeal proposer, note taker, not on the Panel)
- Site Security Manager (As appeal proposer, note taker, not on the Panel)

*Present only for permit appeals

The membership will be reviewed annually. Individuals may be co-opted for specific projects

Procedures:

- The Car Parking Appeals Panel shall appoint a secretary to prepare the appeals information, keep records of all decisions made, respond back to the Enforcement Representing Company advising of the panel's decision and deal with any other matters concerning the administration
- Any member of staff may raise an issue with the Chairperson, normally by written submission. The Chairperson will decide whether or not the issue shall be included in the panels business.
- All appeals will be reviewed anonymously
- A PCN issued to an individual or department for failing to clearly display a valid permit or ticket will normally be waived on the first occasion providing that either a valid ticket is produced to cover the period of the offence or a valid permit is in existence and deductions are in force at the time of the PCN issue. All subsequent PCN's will stand.
- In the event of a non –renewal resulting in a PCN being issued, the PCN will stand. If the renewal application is received after the issue of a PCN and eligibility remains unchanged, then deductions will be made from the start of the month the PCN was issued and the PCN will normally be waived
- Abusive or inflammatory correspondence concerning an appeal will result in the panel refusing to hear the appeal and the PCN standing. All instances of abuse will be referred to the line manager of the employee
- Display of a notice or message on or around the vehicle will not be accepted as contact with the Sitel Services Office and when a valid permit or ticket is not on display will result in the issue of a PCN

- Users who are in possession of a valid permit but who fail to display the permit which results in a PCN being issued will be required to appeal the decision to the Enforcement Company as per the instruction on the reverse of the ticket. The Car Parking Appeals Panel will normally be expected to waive a first PCN for failure to display a valid permit under these circumstances
- The Car Parking Appeals Panel has responsibility for hearing requests for appeals for staff parking permits that have been rejected on the grounds of insufficient criteria in accordance with the car parking policy. In cases where there is sufficient grounds to question supporting authorisation provided by line managers and heads of departments, the Facilities Manager-Car Parking and Accommodation has the discretion to refer the application to the appeals panel for a decision on final approval or rejection

Quorum

- The Car Parking Appeals Panel will be quorate when either the Head of Facilities or Site Services Manager are in attendance with 50% membership of the panel

Meeting frequency:

- The Panel will sit weekly or as required by the Chairperson
- Extraordinary meetings may be called at the request of the Chairperson

Appendix 3

CAR PARKING PERMIT APPEAL

Please Complete in BLOCK CAPITALS

Personal details of Applicant	Permit No.
Title:	First name(s):
Surname:	
Job Title:	
Work Address:	Home Address:
Postcode:	Postcode:
Telephone No:	e-mail:
<p>Please tick reason for appeal</p> <p><input type="checkbox"/> Use Car to undertake work related journeys/leaving and returning to site over 50% working week</p> <p><input type="checkbox"/> Public Transport not available for times of shifts</p>	
<p>Please provide supporting documentation: Examples of Supporting Documentation for appeal:</p>	
1. Evidence of Shifts	
2. Evidence of work related journeys (travel claims, clinic schedules)	
Signature:	Date:

Please return to: Site Services department, Torbay Hospital or email to sdhct.generalservices@nhs.net

You should expect an outcome of your appeal within 14 working days upon receipt within Site Services.

Appendix 4

Terms of Reference- Car Parking Group

Aims: To review and agree the Car Parking Policy as applied to the public and staff

Membership:

- Head of Facilities and EFM Commercial Development (Chair)
- Sustainability and Site Services Lead
- Medical Staff Representative
- Matron
- Staff Governor
- Trust Governor
- Human Resources Manager
- DAAG Representative
- Associate Director of Therapies
- Volunteer Co-ordinator
- Transport Manager
- Equality and Diversity Lead
- Patient Experience Lead
- Staff Side representative.

Objectives:

Review and update the Trusts' Car Parking Policy and ensure there is appropriate consultation with the public and Trust staff including:

- Review, agree, endorse and propose to the Executive Directors public and staff parking charges
- Review the concessions for public car parking
- Review car parking provision and procedure for the hospital car service
- Review car parking provision and charges for contractors and volunteers working on site
- Review and agree the staff parking permit criteria
- Review the provision of car parking facilities and configuration, including provision for disabled drivers, on call staff, motorcycle users etc
- Ensure a comprehensive communications strategy is in place to ensure members of the public and staff are kept informed of any changes to car parking and the car parking policy

Meeting frequency:

- Quarterly