

Staff Car Parking Policy

Doc ID: W41

Disclaimer: Staff Side are not in agreement with this policy

Additionally refer to:

- Reimbursement of Travel, Accommodation and Subsistence Expenses Policy
- Workplace Transport Policy
- Disciplinary Policy
- Management of Organisational Change Policy
- SaTH Travel and Transport Plan
- SaTH Sustainable Development Management Plan
- NHS car parking guidance 2022 for NHS trusts and NHS foundation Trusts

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Version History

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V2	Jan 2010	Estates and HR	Final	
V3	Sep 2014	Estates & HR	DRAFT	Policy reformatted into new Policy template. Information on ANPR included. Appendix A updated for car parking costs. Appendix B added for car parking arrangements at Shrewsbury Business Park.
V4	Nov 2014	Estates and HR	DRAFT	Inclusion of comments from TNCC 5/11/14.
V5	March 2016	Corporate Governance	DRAFT	Reworked to incorporate delivery of Framework Travel Plan, and staff side comments.
V6	June 2016	Corporate Governance	DRAFT	Incorporate staff side working group comments Reflect change of lead Director. Appendices moved to separate guidance document.
V6.1	July 2016	Corporate Governance	DRAFT	Incorporate comments arising from consultation. Amend to prescribed format.
V6.2	Sep 2016	Corporate Governance	FINAL	Incorporate comments arising from staff side working group and PAG Revised document ID aligned to policy cluster (prev.HR61) Review period changed as per new Trust guidance

V6.3	Marc h 2017	Corporate Governance	FINAL	Non-material amendments Typographical errors corrected Factual correctness amendments to reflect recent development i.e. removal of salary sacrifice details
V6.4	Marc h 2024	Facilities and People Team	FINAL	Removal of detail relating to Travel Plan (now to be read in conjunction with). Incorporate changes from “NHS car parking guidance 2022 for NHS Trusts and Foundation Trusts” regarding free parking for staff parking overnight and free parking for staff who are blue badge holders. Removal of eligibility of contractors to park on site unless paying public rate. Introduction of new virtual permit system. Re-worded and re-ordered in places for easier reading. Introduction of Park and Ride options for parking. Change to name of car park provider from CP Plus to GroupNexus. Removal of 1 mile exclusion zone Ability for non-payroll staff to pay by debit card or direct debit
V6.5	Jan 2025	Facilities and People Team	FINAL	Slight change to page 10

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Policy on a Page

The provision and effective management of car parking to maintain control over car parking spaces at our hospital sites. This policy covers the operational issues and focuses on staff car parking and traffic management on Trust Car Parks.

At all times the provision of sufficient car parking spaces for patients and visitors must take priority.

The Head of Facilities is responsible for the operational management of car parking and the Trust's chosen car park management provider, currently Group Nexus.

The policy applies to all staff –

- SaTH employees - full time or part time permanent or temporary
- Staff working for the Trust via the Temporary Staffing Department
- Staff employed by external agencies working on site e.g. Patient Transport Contract Staff and Shropdoc staff
- Volunteers
- Students and Apprentices
- Agency/Locum Staff
- Contractors
- Those visiting the Trust on business

The policy covers –

Staff Parking Rules – which sets out the different parking spaces that staff can use and outlines the rules that underpin the governance of car parking. It highlights the new Park and Ride options for staff, gives the current position on Trust satellite units and car sharer spaces available for staff who car share. It also highlights that staff who are blue badge holders can park in any disabled parking space and that Contractors are no longer eligible to park in staff spaces – they can use park and ride or pay public rates and park in visitor/patient car parks.

Staff Parking Permit Scheme and Parking Charges – this describes how the staff parking permit scheme and charging system works and includes details on how to apply for a permit via the new virtual permit system. This section also gives details on charging and explains that the Trust will review charges annually. The Trust reserves the right to make changes to the scheme, but they will be discussed well in advance of the change.

Enforcement – this section gives details about enforcement, when this applies and why. There is a table of enforcement rules which explains what circumstances will result in an immediate parking charge notice (PCN) or if a warning is issued in the first instance. If an individual feels that an enforcement notice was issued unfairly, they can appeal through the car park management provider GroupNexus.

1 Policy Statement

- 1.1 This Policy follows the guidance set by the Department of Health & Social Care and any Mandatory elements set out in related publications – [NHS car parking guidance 2022 for NHS trusts and NHS foundation trusts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/nhs-car-parking-guidance-2022-for-nhs-trusts-and-nhs-foundation-trusts)
- 1.2 The provision of a car parking permit is not a contractual entitlement for staff and therefore, where circumstances change, the Trust must reserve the right to withhold the issue of, or temporarily withdraw a staff car parking permit for any period of time e.g. when demand for car parking spaces exceed capacity. **At all times the provision of sufficient car parking spaces for patients and visitors must take priority.**
- 1.3 The main focus of this policy addresses operational issues associated with car parking and traffic management of staff members vehicles (and those attending Trust property on business), but also referenced are parking arrangements for our patients and visitors.
- 1.4 All revenue generated through car parking charges is reinvested back into the car parking facilities and any small surplus, will be reinvested into further parking initiatives and/or our staff hardship fund.
- 1.5 The Policy aims to provide adequate, appropriate and accessible parking for people who use the Trust services, visitors and staff within the space restrictions as defined by the Local Planning Authority.

2 Scope

- 2.1 The policy applies to all staff –
 - SaTH employees - full time or part time permanent or temporary
 - Staff working for the Trust via the Temporary Staffing Department
 - Staff employed by external agencies working on site e.g. Patient Transport Contract Staff and Shropdoc staff
 - Volunteers
 - Students and Apprentices
 - Ad Hoc Contractors
 - Those visiting the Trust on business

3 Definitions

- **ANPR** Automatic Number Plate Recognition – a system using cameras at entrances and exits to the hospital site to log a vehicle arriving and leaving site.
- **PCN** Parking Charge Notice. The notice relates to an infringement of parking rules. The charge is as a result of issuing a notice. A PCN is currently £40 (reduced to £15 if paid within 14 days). From 30 September 2024 the cost changes to £60 (reduced to £30 if paid within 14 days).

- **Enforcement** Ensuring that the policy requirements are followed by those participating in the car park scheme and for the safety of staff and visitors to the hospital.

4 Roles and Responsibilities

- 4.1 **Trust Board** oversees this policy and through delegation to the Director of Nursing and Head of Facilities will monitor its implementation.
- 4.2 **Executive Directors** are responsible for the implementation of this policy and supporting the Director of Nursing with monitoring and managing operational decisions.
- 4.3 **The Director of Nursing** is the lead director for the operational management of the public and staff car parks at hospital locations.
- 4.4 **The Head of Facilities** is responsible for the operational management of car parking and the Trust's chosen car park management provider, currently Group Nexus. Policy management is the responsibility of the Head of Facilities, Operational Lead for Car Parking and Contract Lead for Car Parking.
- 4.5 **The Head of Estates/Head of Capital** are responsible for maintenance of car parks and service improvements related to the car parks.
- 4.6 **Line Managers** must ensure that they are familiar with this policy and their staff are also aware of the provisions of the policy governing car parking at Trust sites. Special attention should be paid to ensuring the policy is understood when using it for staff new to the NHS or Trust. Line managers must respond to any issues staff experience when car parking within the parameters of the policy in the spirit of the Trust's Equality, Diversity and Inclusion Policy.
- 4.7 **Employees** are responsible for ensuring they adhere to the requirements of this policy.

5 Staff Parking Rules

- 5.1 All employees wishing to park on site must either join the car park permit scheme, pay the appropriate rate for parking and park in staff car parks, or park on the visitor car parks and pay the appropriate tariff for the time spent parked on site.

5.2 Staff Car Parks

Designated areas are set aside for staff car parking which are clearly marked. Staff permit holders should not park in any other areas at any time unless they choose to park in a visitor car park and pay the appropriate public rate.

Staff who are not permit holders can access public car parking areas and will be charged at public rates. Access arrangements are the same at Royal Shrewsbury Hospital (RSH) and Princess Royal Hospital (PRH).

Staff are not entitled to park in Rooftops car parks at RSH unless they are residents and have been issued with one of their permits. Enforcement is carried out in these car parks and parking with no Rooftop Permit will result in a parking charge notice.

5.3 **Staff Car Sharers**

Staff car sharers have dedicated car parking spaces available to them, clearly marked in the main staff car parks on both hospital sites. These spaces are reserved for car sharers between the hours of 7am-5pm, Monday to Friday. Outside of these hours, any staff permit holder may use them.

5.4 **Trust Satellite Sites**

Staff who park on Trust satellite sites, e.g. Shrewsbury Business Park currently do not pay to park, but the Trust reserves the right to introduce charges if required with staff consultation and Exec approval. Whilst no charges are in place for satellite sites, staff who visit chargeable sites with no permit will need to park on visitor car parks and pay public rates for their time on site.

5.5 **Use of Alternative Vehicles**

If a permit holder needs to use a vehicle that is not registered on their permit for less than 1 month, i.e. while their own vehicle is being repaired, they need to email the car park permit department (sth-tr.carparking@nhs.net) on or before the first time that they park on site with the replacement vehicle details and the alternative vehicle registration number will be recorded on the whitelist.

If the alternative vehicle is going to be used for more than one month then the user should change the vehicle registration number on their permit and change back when necessary (see point 8.2).

5.6 **Park and Ride**

The Trust has an alternative option for staff parking via a park and ride scheme for both RSH and PRH.

Anyone who uses this service and does not intend to park on RSH or PRH site does not need to join the permit scheme but will need to pay public rates if at any time they do park on the main sites.

The park and ride options at both sites are currently free for staff use. The Trust reserves the right to introduce charges if required subject to consultation and Exec approval. No registration for RSH Park and ride is required but external registration is required for PRH prior to parking at the park and ride site – this can be done by emailing details to sath.prhparkandride@nhs.net.

5.7 **Electric Charging Points**

Electric charging points are for charging purposes only. Once charging has ceased the vehicle must be moved to a parking space otherwise the vehicle will be subject to enforcement rules being applied.

6 Eligibility Criteria for Car Parking Permit Scheme

- 6.1 All staff employed by the Shrewsbury and Telford Hospital NHS Trust, accredited Volunteers attending Trust premises for two or more sessions per month, students under training within the Trust and other individuals with a contractual obligation to the Trust are entitled to apply for the staff car parking scheme. Bank, Locum and Agency workers are also entitled to join the scheme.
- 6.2 Where an individual is found to be in breach of rules contained within this policy the Trust reserves the right to exclude that individual from the scheme for a time-limited period or permanently subject to an appropriate review/appeal process.
- 6.3 Staff virtual permits are available to Trust employees and allow access to park in dedicated staff car parks only at SaTH sites. Virtual permits can be obtained through an online application system. Permit holder details will be held electronically for the purpose of ensuring they are not charged at public rates. Parking in public car parks could be subject to a manual enforcement notice.
- 6.4 Car parking spaces are subject to availability and the Trust DOES NOT guarantee a car parking space to permit holders.
- 6.5 The Trust reserves the right to review the allocation of staff car park permits and establish a staff permit waiting list at any time and may change its policy to take account of best practice guidance and/or changes in law, subject to Exec approval and consultation with relevant staff groups.
- 6.6 Parking permits are strictly non-transferable. Cases where an abuse of this condition is found, the Trust reserves the right to rescind/cancel permits without notice.
- 6.7 Staff who are subject to Transfer of Undertaking Protection Employment (TUPE) arrangements are still required to hold a permit if they wish to park at Trust sites.
- 6.8 Any unauthorised parking by a permit holder, parking other than in the permitted area, or the transfer of the permit, or in any other way breaching the Car Parking Policy and/or these terms, will incur a parking breach charge and may incur other sanctions as stated within this policy.
- 6.9 In applying for a permit, permit holders enter into a legally enforceable contract and are bound by the terms and conditions of the contract, and as such agree to pay any such charges, subject to appeal arising from any breach of terms and conditions.

7 Key features of the Permit Scheme

- 7.1 One permit will only allow one car to park on a Trust site at any one time.
Members of staff who own more than one car will be able to register two cars (maximum) on a single permit but only for the same driver.
- 7.2 It is the responsibility of each individual permit holder to manage their data on the permit system. Vehicle details, phone number, change of department, change in banding, increase or reduction in hours etc. must be amended on the online system by the permit holder at the time of the change.

- 7.3 Substantive staff will pay for their permit via monthly salary deduction and pay for parking in arrears.
- 7.4 Staff who are not paid via payroll will need to pay by credit card or direct debit through the permit system.
- 7.5 Cash payments through the Cashiers Office are no longer available as an option for paying for staff permit.
- 7.6 Staff working through the temporary staffing bank will need to pay via direct debit or debit card through the permit system.

8 Permit Application Process

- 8.1 Applications for a parking permit must be made via the online permit application system which can be accessed via the Trust's app store on a Trust device or the Nexus Platform weblink: <https://nexusplatform.co.uk> which can be accessed on any device as is not restricted to Trust devices.
- 8.2 User guides for applying for a permit online can be found on the Intranet under the car parking section of the Facilities Intranet Page.
- 8.3 For Support accessing or using the online system, please contact the Facilities Management Office. Telephones are answered between 8.30 am to 4.00 pm and we endeavour to answer emails will be answered usually on the same day and within 48 hours at the latest.
- 8.4 It is the responsibility of the permit holder to ensure their data on the online permit system is up to date and permit applications are completed prior to parking on site. Failure to have a valid permit may result in the issue of a PCN which incurs a legally enforceable financial penalty. No refunds or cancellation of PCN will be available for failure to have a valid permit to park.

9 Parking Charges

- 9.1 The Trust operates a payment structure for staff based on AfC and Medical Staff banding with the lowest bands paying the least. Up to date costings will be found on the car parking section of the Facilities Intranet Page.
- 9.2 Staff parking charges are reviewed annually and are subject to Exec approval. Any proposed changes will be discussed well in advance with relevant staff groups.
- 9.3 Staff employed by SaTH will pay via salary with deductions in twelve equal monthly deductions from salary which are applied in arrears.
- 9.4 Staff employed via the Temporary Staffing Bank and staff who are not directly employed by SaTH should pay by monthly direct debit or the annual charge by debit card via the online permit system.
- 9.5 Where staff are not on AfC banding they will be entered into the appropriate pay range based on earnings. If these earnings fall between 2 bandings, they will automatically be assigned the lower banding for their car parking deductions.

- 9.6 Permit holders are entitled to terminate membership of the car parking scheme at any time but cannot apply to re-join within 3 months unless the reason for terminating is due to long term sickness, return from maternity leave, retire or return, career break or other exceptional circumstance.
- 9.7 Staff who work on satellite sites who do not have a permit will need to park on the visitor car park and pay public rates for any time spent on the main sites.

10 Arrears

- 10.1 It is the responsibility of each member of staff to ensure they contact the Facilities Management Office 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 backdated to cover the unpaid period and the Trust reserves the right to rescind a permit if a demand for payment is not received within 28 days of issue of that demand. Should such a situation occur, staff permit holders should bring the matter to the attention of their line manager in the first instance. Circumstances will be considered on a case-by-case basis to decide how the arrears can be paid.

11 Staff Parking Concessions

- 11.1 Concessionary parking arrangements are available for the following staff groups –
- Volunteers – free permit
 - Blue Badge Holders – free permit
 - Non-Executive Directors – free permit
 - Apprentices on Apprentice Pay Rates (including Annex 21 Contracts below bottom of Band 3) – free permit
 - Students – free permit
 - Staff who work nights only, whose shift starts after 7.00 pm and ends before 9.00 am – free permit.
 - Staff who work a mixture of days and nights (7.00 pm – 9.00 am) as part of a rota – 30% reduced permit.
- 11.2 Staff in the groups in 11.1, still need to apply for a permit albeit the payment concession will apply.
- 11.3 The Trust may take disciplinary action against members of staff who are found to have made negligent or fraudulent declarations and if there are any financial discrepancies the Trust may seek to recover money owed. This may include when the wrong pay band or hours of work is selected when applying for a permit.

12 Other Exemptions from Charges

12.1 The following non-patient groups are also exempt from charges:

- Ambulances
- Trust transport vehicles (inc. pool vehicles)
- Fire fighting vehicles
- Police cars
- Goods and essential delivery vehicles – parking in designated spaces and areas
- Emergency repair vehicles – AA, RAC etc
- Funeral Directors
- Community Drivers

This is a non-exhaustive list, and the Trust reserves the right to review and amend exemptions from time to time. All exemption “whitelists” are managed by the Facilities Management team.

13 Maternity Leave/Career Break/Retire and Return

13.1 Staff on Maternity Leave, Career Breaks or Retire and Return must cancel their permit via the online system. There are no time restrictions for re-joining the scheme under these circumstances. It is the responsibility of the staff member to do so in a timely manner to avoid overpayment for the permit. If/when returning the staff member must re-join the scheme if they wish to park on site.

14 Sickness

14.1 Any member of staff who has been away from work due to ill health for a continuous period of one month or longer may end their permit and re-join when they return to work if they wish to do so. It is the responsibility of the staff member to do so in a timely manner to avoid overpayment for the permit.

15 Parking Requirements for Specific Groups of Staff/Workers

15.1 On-call Staff (Non-Permit Holders)

Non-permit holders who are required to drive to site to perform on-call (out-of-hours) duties should park in public parking areas and pay at public rates. Parking expenses incurred by on-call staff may be reimbursed as part of their travel expenses claim.

15.2 Volunteers

Registered volunteers must have a permit to park in designated parking areas.

Volunteer permits:

- may be applied for via the online permit application system.
- will be authorised through the Volunteers Office.

- will be issued on a periodic basis, dependant on the volunteer's role and the term of service agreed.
- should not be used by anyone who is not a registered volunteer, or by a volunteer for any means other than their volunteer role.
- not used in line with this policy will result in enforcement being applied.

When the volunteer reaches the end of their term, permits are cancelled. Volunteers will receive notification of this via the Volunteers Office.

15.3 **Agency/Locum Staff**

Agency or Locum staff can choose to either join the permit scheme selecting the appropriate pay band according to earnings for the assignment or can choose to park in public car parks and pay public rates for the time spent parked on site. Agency staff who regularly work predominantly full-time hours must choose that option when applying for a permit.

15.4 **Contractors/Service Engineers**

Contractors are not eligible for a parking permit – if they park on site they will need to pay public rates at the pay machines at the end of their visit. They are able to use the Park and Ride services at both PRH and RSH free of charge by showing their contractor badge or a letter that has been provided for them by their Trust contact. Parking in Contractors compound is free of charge but vehicle registration numbers must be added to the whitelist.

15.5 **Delivery Vehicles / Taxis etc**

Any public vehicles attending site are subject to a twenty-minute maximum free waiting period. Any additional time on-site will be subject to public parking rates.

15.6 **Business Visitors**

Business visitors will be treated as members of the public and are required to park their vehicles in "Patient and Visitor" car parks and will be subject to public parking rates. Alternatively, they can choose to use Park and Ride options for PRH or RSH via their Trust contact who needs to obtain a notification to park from the Facilities Management Office.

15.7 **Dignitaries and Official Visitors**

Special arrangements may be made in such cases. Where requests are personally supported by a member of the Executive Team, spaces will be allocated by the Facilities Management team.

15.8 **Emergency Vehicles**

It is essential that vehicular access and appropriate parking is available for emergency vehicles at all times. Emergency vehicles are exempt from parking charges and consequently fall out of scope of this policy. Exemption "whitelists" are managed by the Facilities Management team.

15.9 Blue Badge Holder Parking

There are limited staff disabled parking spaces which are subject to site terms. Staff permit holders who are also Blue Badge holders may park in any space marked "Disabled" at any Trust site. There are limited Disabled parking spaces so staff who are able to park in a staff space are encouraged to do so.

15.10 Drop Off / Pick Up Spaces

Drop-off and pick-up spaces are available next to the main entrances at both the RSH and PRH sites. They are marked accordingly with a designated maximum 20-minute stay.

15.11 Other Individuals and Groups who use our Premises

External groups who use our premises are not eligible for a parking permit and are required to pay at public rates.

16 Security Arrangements

16.1 Car parking areas across the site are covered by lighting to approved standards and most are also covered by 24 hour close-circuit television (CCTV).

In addition, patrols are undertaken regularly by car parking attendant staff who are currently on site as follows –

PRH	Mon-Fri - 8.00 am – 5.30 pm Sat – 10.00 am – 4.00 pm
RSH	Mon-Fri - 7.00 am – 7.00 pm Sat-Sun – 10.00 am – 4.00 pm

17 Enforcement

17.1 All vehicles entering hospital sites are subject to the same parking rules. Whilst there are concessions, enforcement applies when unauthorised parking occurs in the following areas which is strictly prohibited:

- 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.
- Only one warning will be issued to offenders before a vehicle receives a Parking Charge Notice, other than in areas classified as "Immediate Parking Charge Notice" illustrated in the table below. On the second offence, which also includes repeat offenders, the vehicle will immediately be issued with the Parking Charge Notice.
- A notice will be placed on the vehicle window to notify the driver of the PCN and appeal procedure. Evidence of the offence can be provided on request.
- Where staff commit persistent car parking breaches, the Trust reserves the right to withdraw the car parking permit and may invoke the Trust Disciplinary Procedure.
- A Parking Charge Notice will carry a parking breach charge which is legally

enforceable. The Trust reserves the right to review and amend charges and terms of payment from time to time.

- A Parking Charge Notice will be issued automatically from the ANPR cameras for any vehicle that is not an exempt vehicle that is on site for longer than 20 minutes unless it is registered on the permit system or pays the public rate at the pay machines for their time on site.
- The current rate for a Parking Charge Notice is £15 if paid within 14 days rising to £40 if paid after that time.

There are 3 options to make a payment for a Charge Notice –

- Option 1 - over the phone via interactive voice response (IVR) – no charge
- Option 2 – online - £1.50 transaction charge
- Option 3 – cheque/postal order - £2.50 fulfilment charge
- Parking Charge Notices will be issued manually to any vehicle that is parked in a prohibited area. That includes staff parking in public car parks unless they intend to pay the public rate at the pay machines.
- Appeals against Parking Charge Notices can only be done via GroupNexus - the details are included on the enforcement notice.
- Failure to pay a Parking Charge Notice within the required timescales will result in a letter from a debt collection agency which includes additional costs.
- In order to maintain effective control and access for emergency vehicles, it is necessary to enforce car parking rules within the hospital grounds. The Trust also 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 off the site or to an alternative location on site. This course of action could necessitate the payment of significant retrieval costs for the vehicle owners. The vehicle owner will be responsible for all costs in addition to the PCC (removal costs + PCN).

Table 1: Non-permitted areas and penalties

Parking Breach Code	Parking not permitted in following areas (applies 24 hours/seven days per week)	First Warning - then PCN	Immediate PCN
1.	All hospital roadways marked with double yellow and red lines		✓
2.	Restricted zones (Permit area and staff parking)	✓	
3.	In a 20 minute drop off/pick up space longer than the allocated time	✓	
4.	Yellow cross hatched areas.		✓

5.	Permit holder spaces without a valid permit (PCN will be via cameras rather than manual enforcement)		✓
6.	Disabled persons spaces without an appropriate disability permit on display.		✓
7.	Designated Lift Share spaces occupied by single occupancy vehicles	✓	
8.	Strictly no parking areas		✓
9.	Vehicles parking unreasonably i.e. across two spaces or obstructing access and parking on pavements	✓	
10.	Unauthorised parking in pool car/other reserved areas	✓	

17.2 **PCN Payment and Appeals**

Payments and appeals of penalty charges can only be made directly to GroupNexus, the Trust's car parking management partner.

Details of the payment and appeals processes are clearly set out on the PCN and are on the Car Parking Intranet Page.

17.3 **Customer Service**

Day-to-day problems with car parking should be reported to the Trust Car Parking Management team via the Facilities Management Office at RSH (extension 3007 or sth-tr.carparking.nhs.net).

Car parking attendants patrol both hospital sites to monitor parked vehicles and ensure each vehicle complies with the policy. Members of the public and staff can obtain advice and help with parking by approaching the on-site parking attendant staff.

17.4 **Verbal and Physical Abuse**

Verbal or physical abuse from any member of staff, patient or visitor in connection with the enforcement of this policy will not be tolerated and where committed by a member of staff will be subject to disciplinary action. The Trust adopts a zero-tolerance approach to violence and aggression; any instances will result in action against the aggressor and/or the Police being informed.

In extreme circumstances the Trust will pursue prosecution proceedings against any individual found to be exhibiting such behaviour.

17.5 **Legislative Requirements**

GroupNexus, overseen by the Facilities Management Team, will be obliged within the terms of their contract with the Trust that all car-parking personnel are sufficiently trained, and will undertake training courses in order to ensure that they keep up to date

with changes to legislation and best practice to maintain their competence. The Trust will also ensure that there are sufficient visible signs in place that indicate car parking restrictions.

17.6 Disclaimer

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

Opportunist criminals strike when they see potentially valuable items in cars. Therefore, patients, visitors and staff are advised not to leave valuables in their cars.

The Trust endeavours to provide adequate on-site car parking, but no staff member, patient or visitor can be “guaranteed” a parking space will be available on demand. The car park permit does not constitute a guarantee to park on hospital sites at any time. This policy will be regularly monitored, reviewed, and where necessary amended, in the light of any legislative or organisational change.

18 Training

There is no mandatory training associated with this policy. If staff, have queries about its application, they should contact their line manager in the first instance, or the Facilities Management Team (extension 1416 or sth-tr.carparking@nhs.net).

19 Review Process

This policy will be reviewed every three years in line with current local guidance, unless there are significant changes at either at national policy level, or locally which initiates an earlier review. In order that this document remains current, any of the appendices and guidance to the policy can be amended and approved during the lifetime of the document without the document strategy having to return to the ratifying committee.

20 Equality Impact Assessment (EqIA)

This policy applies to all employees equally and does not discriminate positively or negatively between protected characteristics. The policy should make it easier for disabled drivers to park by making it clearer that designated spaces are available to staff blue badge holders.

21 Process for Monitoring Compliance

Aspect of compliance or effectiveness being monitored	Monitoring method	Responsibility for monitoring (job title)	Frequency of monitoring	Group or Committee that will review the findings and monitor completion of any resulting action plan
Policy Statement	Review of policy when updated	Head of Facilities	On policy review	JNCC and People and OD Assurance Committee (PODAC)
Duties	Review of policy when updated	Head of Facilities	On policy review	JNCC and People and OD Assurance Committee (PODAC)
Effectiveness of Policy	Review of policy when updated	Head of Facilities	On policy review	JNCC and People and OD Assurance Committee (PODAC)
Parking Charge Notices	Information provided by GroupNexus	Head of Facilities	Quarterly	Quarterly Contract Meeting

22 References

- SaTH Travel and Transport Plan
- SaTH Workplace Transport Policy_ http://intranet/document_library/ViewPDFDocument.asp?DocumentID=6143
- British Parking Association <http://www.britishparking.co.uk/Public-advice-for-parking-on-private-land>
- NHS car parking guidance 2022 for NHS trusts and NHS foundation trusts [NHS car parking guidance 2022 for NHS trusts and NHS foundation trusts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/108112/nhs-car-parking-guidance-2022-for-nhs-trusts-and-nhs-foundation-trusts.pdf)