

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Car Parking Policy

Effective: January 2010

Review: March 2012

1. Introduction

- 1.1 The Trust recognises its responsibilities to contribute to a 'greener' environment and is committed to a Green Transport Policy that aims to implement measures that help reduce the need for employees to bring their car (or motorcycle) to work and promotes awareness of the benefits of alternative travel methods.
- 1.2 The Trust, however, also recognises that some employees need to use their car (or motorcycle) 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 (or motorcycle) for travel to and from Trust premises.
- 1.3 As well as recognising these issues, this policy sets out the strategy for addressing car parking issues and dealing with the impact the Trust's Transforming Newcastle Hospitals will have in the short, medium and long term. There will be significant disruption to current parking arrangements as well as a significant reduction in the number of spaces available.
- 1.4 In view of the above, the Trust will take reasonably practicable measures to:
 - a) provide appropriate parking facilities for employees and other users;
 - b) administer the allocation of car parking permits for employees (and other users) on a fair and equitable basis;
 - c) implement a system of parking charges;
 - d) explore ways to minimise on-site car parking problems eg, 'park-and-ride' schemes and car sharing;
 - e) provide discounted travel tickets for use on public transport;
 - f) provide facilities for employees to cycle to work;
 - g) promote the health and environmental benefits of walking, running and cycling to work;
 - h) minimise the impact of hospital parking on adjacent streets.

2. Policy Aim

- 2.1 The aim of the policy is to:
 - a) formalise and raise awareness of the Trust's car parking arrangements;
 - b) raise awareness of the alternatives to using a car (or motorcycle) for work and 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 either the letter, or spirit of the policy.

3. Scope

3.1 The policy covers the car parking facilities and arrangements at the following locations:

- a) Freeman Hospital site;
- b) Royal Victoria Infirmary site (including Dental Hospital);
- c) Newcastle General Hospital site;
- d) St James' Park Football Ground;
- e) Walkergate Hospital;
- f) International Centre for Life (two spaces provided).

3.2 It applies to the following users:

- a) all employees;
- b) all visitors (including employees of other employers, who may or may not work on Trust premises);
- c) all patients and relatives;
- d) all students and trainees;
- e) all contractors.

4. Management Arrangements

4.1 The Operational Services Manager has overall responsibility for the administration and management of car parking arrangements as Chair of the Trust Travel Group. Other members of the Group are:

- Operational Services Manager
- Assistant to the Chairman & Chief Executive
- Head of Staff Engagement
- Manager – General Office
- Head of Estates & Facilities Manager
- Staff Benefits and Green Transport Advisor
- Financial Representative
- UNION Representative
- Portering & Security Representative
- Medical Staffing Representative
- Human Resources Representative
- Nursing Representative

4.2 The role of the Trust Travel Group is:

- a) To consider all car parking related issues
- b) To oversee the allocation of all parking permits to employees (and visitors).
- c) To ensure appropriate measures are taken to ensure compliance with this policy by all car park users. For employees who breach the policy, this can include withdrawal of their permit and/or disciplinary action.
- d) To consider all appeals arising from the allocation and non-allocation of permits.
- e) To consider all appeals arising from a breach of the Car Parking Policy.

- 4.3 The Portering & Security Manager responsible for the respective hospital sites is responsible for the day-to-day operational management and control of car parking on that particular site including the issuing of penalty notices and matters arising from this, such as processing appeals.
- 4.4 The General Office, RVI is responsible for the administration of car parking permits.
- 4.5 The IT Department is responsible for the technical management and maintenance of the car park access system.
- 4.6 The Estates Department will manage the car park hardware, surfaces and infrastructure.
- 4.7 Line Managers are responsible for ensuring employees comply with this policy and that they give full and proper consideration to applications before they are authorised.
- 4.8 Employees must ensure that they act in accordance with this policy. In particular, permit holders must adhere to the terms of their permits and access to car parks at all times. Failure to do so may lead to disciplinary action and/or withdrawal of the permit and access.
- 4.9 Please note that a penalty notice scheme administered by 'Parkforce' operates across the Trust. Public and staff should be aware that it is an offence to park inappropriately on site. See Appendix for more details.

5. Car Parking Facilities

5.1 Employees

- a) The Trust currently provides a total of 2, car parking spaces for staff (71 at Walkergate are also available to the public) as follows:

Site	Spaces	
Freeman Hospital	853	Surface and MSCP
Royal Victoria Infirmary	250	(includes 180 multi-storey)
Newcastle General Hospital	538	Surface/Barrier car parking
St James' Park	356	Multi-Storey Car Park Facility
Walkergate Hospital	71	Surface parking(also available to public)

NB: RVI figures are subject to variation due to ongoing construction work.

- b) With the exception of St James' Park, which is leased from Newcastle United Football Club, access to employees parking areas is restricted by barrier control. All car parks (excluding Walkergate and Centre for Life) are covered by Security Guard patrols as well as CCTV surveillance.

- c) In addition, the Trust has facilitated the establishment of a 'walking bus' scheme at the RVI between Peacock Hall and St James' Park for employees wishing to walk as part of a group, rather than on their own, to and from their car. All wards and departments have also been issued with personal attack alarms that staff can borrow, or purchase from Security at cost price.
- d) All staff using Trust facilities must ensure that they have a valid permit and pay current charges as indicated and which are reviewed annually. Failure to display a valid permit may result in disciplinary action. Penalty Notices will be issued where a valid permit issued by the Trust is not clearly displayed on the vehicle windscreen (ie, attached to the left/passenger side lower corner).

e) **Changes in Personal Circumstances**

Where staff are having to take extended periods of leave/absence eg, maternity/sickness absence, staff must inform the General Office Manager, RVI **in writing (email)** to this effect providing the following details ie, full name, ward or department, payroll number, reasons for absence and the period in which the employee will be absent ie, from and to dates.

Following receipt of this information Payroll will be informed and deductions suspended until the return date. During the period access to Hospital car parking will be removed, and reinstated on confirmation of a return date. Charges will be reinstated with effect from this date.

f) **Reimbursement of Fees**

Staffs have the right to have fees/overpayments made to them considered, however this is subject to written notification and comprehensive proof or evidence being provided to the Operational Services Manager. If appropriate, payments will be backdated for up to three months only from the date of notification.

g) **Termination of Permit**

Staff must confirm in writing/email, giving one month's notice where this is a result of a change in employment.

Where the employee is commencing special leave/maternity leave/sabbaticals etc, staffs are to advise in writing/email to ensure that access and charges are stopped.

h) **Staff use of Public Parking**

Staffs are not allowed to park in public parking areas, for the purpose of attending for duty.

5.2 Public

- a) The Trust currently provides a total of 1,050 car parking spaces for the general public (71 spaces at Walkergate Hospital are also available to staff and are included in staff figure above) as follows:

Site	Spaces	Location
Freeman Hospital / Northern Centre for Cancer Care	592 of which 78 are for disabled	Car Park 1 & 2 (Pay On Foot) front of Main Hospital MSCP Level 0 & 1 – Rear of Hospital (Pay & Display)
Newcastle General Hospital	304 of which 34 are for disabled	Use 'pink marked' Bays (Pay & Display)
Walkergate Hospital	71	As marked across Hospital site.
Royal Victoria Infirmary	83 of which 22 are for disabled	Leazes Wing, etc

- b) Use of all the Trust's public car parking spaces is subject to a charge. The charges are as follows:

Site	Charge
Freeman Hospital	0-5 hours £1.10 per hour or part thereof 6-24 hours £7.70 per period or part thereof
Royal Victoria Infirmary – Multi-Storey Car Park	£1.20 per hour or part thereof 6-10 hours £7.20 10-24 hours £13.00 <u>Sunday</u> £1.20 per hour or part thereof 5-24 hours £5.00
Royal Victoria Infirmary – Surface Pay-And-Display	£1.10 per hour or part thereof 6-10 hours £7.70 <u>Sunday</u> 50% reduction will apply to higher charge for weekend parking only
Newcastle General Hospital	£1.10 per hour or part thereof 6-24 hours £7.70 <u>Saturday and Sunday</u> 50% reduction will apply to higher charge for weekend parking only
Walkergate Hospital	No charge

NB: Charges were correct as of 5th January 2010.

- c) Charges apply to all users with the exception of the disabled – see d) below.
- d) Users of designated surface ‘disabled’ car parking spaces who display a ‘blue badge’ are not subject to charge. Use of the pay-and-display and MSCP disabled spaces on the RVI site are charged at standard tariff.
- e) Use of multi-storey spaces RVI is charged at the rates in b) above.
- f) Please note that charges are subject to annual review and tariffs will be as advised on ‘Pay and Display/ Pay on Foot’ machines and other signage as appropriate, effective from 1st April.
- h) Please note that a number of concessions are operated across the Trust. See Appendix 3.

6. Car Parking Permits

6.1 Employees

- a) In addition to permit provision, employees may use public car parking spaces, **with the exception of Freeman Hospital**, subject to the following charges:

Site	Charge
Freeman Hospital	No parking permitted.
Royal Victoria Infirmary – Multi-Storey Car Park	£0.70 per hour
Newcastle General Hospital	No parking permitted.
Walkergate Hospital	No charge.

NB: Charges were correct as of 5th January 2010.

- b) It is the Trust's intention to standardise charges for employees so that the rate on each site is the same Trustwide.

Charges will normally be subject to annual inflationary uplifts, however the Trust reserves the right to review charges and approve uplifts over and above inflation, subject to Board approval.

- c) Permits are as follows:

Permit Type	Access <i>(Applies to employee parking spaces only.)</i>
Trustwide	Allows access to parking on all sites
Full	Unrestricted to base at all times whilst on duty. No parking during 'office hours' if not on duty.
Cross Site	Unrestricted to base at all times whilst on duty. Unrestricted to other sites. No parking during 'office hours' if not on duty.
Night Duty	*Unrestricted to base for night duty shifts. *Unrestricted to other sites for night duty shifts. No parking during 'office hours' if not on duty. (*Excludes Multi-Storey Car Park at the RVI.)
Weekend/Out of Hours	Unrestricted to base for weekend and out of hours shifts. Unrestricted to other sites for weekend and out of hours shifts. No parking during 'office hours'.
On-Call	Unrestricted to base for on-call commitments. Unrestricted to other sites for on-call commitments. No parking during 'office hours'.
Visitor	Available for employees with split site commitments and who have an allocated parking permit for their base. The allocation of a base permit does not guarantee a visitor's permit for other sites. A visitor's permit will only be issued if appropriate.
Community	Applies to employees who are based on one of the main hospital sites but spend the vast majority of their working time in the community. Access to base is unrestricted. Access to other sites is also unrestricted although a visitor's pass may be required. No parking during 'office hours' if not on duty.
Car Share	<p>Car sharing is defined as two car owners using one car to commute to work. Giving members of staff a lift to work does not qualify as car sharing. The aim of car sharing is to reduce the number of single car users. For example, if two members of staff live close to one another or pass nearby as part of their commuting and both would usually apply for a car parking permit, they could submit joint applications for a car share permit. One permit would be issued to be displayed when parking with both car registrations on the permit. The car sharers would be entitled to up to a maximum of 10 visitor permits per annum as there are occasions when both cars would be needed.</p> <p>Car sharing does not need to be a 5 day week commitment. A car sharing pass could be applied for, for example, on 2 days per week and an individual permit applied for the other 3 days if necessary. The cost of the car parking permit is split between the car sharers.</p>

On-Call	Staff requiring access to parking 'out of hours' (5.00 pm – 8.00 am) for the purpose of carrying out on-call duties will not be charged.
Disabled Staff	It should be noted that staff will be subjected to the standard Trust terms and conditions as able-bodied personnel.

- d) Each type of Trust permit will have its own type unique number so that it can be easily identified. The registration number(s) of the permit holder's vehicle(s) will be written on the permit for identification purposes. **It is the permit holder's responsibility to ensure that their permit is clearly on display in the vehicle windscreen at all times.**

All changes to vehicle details must be notified in writing/email to the General Office, RVI immediately.

Where staff are knowingly or unexpectedly changing their main vehicle as a result of an accident or other event – it is staffs responsibility to inform the General Office, RVI and request a temporary permit for the new/loan vehicle being used by the member of staff. Display of an invalid/incorrect permit will result in a Penalty Notice being served.

6.2 Employees applying for a permit

- a) All car parking permits are subject to an application process. Applications are available from the General Office, RVI.
- b) Staff will be able to pay for their car parking through Salary Sacrifice Scheme (guidance is available on the intranet at <http://intranet/carparking/index.htm>) or monthly net deduction from pay. The choice of which method is used is at the discretion of the applicant and should be clearly indicated.
- c) Each application will be considered on its merits by the Office Manager, General Office using a simple Trustwide scoring system. The system will score each application in the following categories:
- requirement of duties and responsibilities to use own transport for work purposes;
 - availability of public transport (including the hopper service) for travel to and from work and work purposes;
 - travel distance to and from work;
 - special circumstances, such as childcare or dependent commitments;
 - car sharing.

NB: Applicants residing within a one mile distance from their base hospital are automatically excluded under this policy. This applies to all staff that has 100% attendance at their base hospital.

Post codes are required on all applications

- d) All permits will be reviewed every two years and employees will be required to reapply in the normal way. (See application form for guidance.)
- e) Due to the limited number of car parking spaces a permit holder is not guaranteed a parking space. The Trust will monitor the allocation and usage of permits to ensure the optimum ratio of permits to spaces is maintained.

The Trust reserves the right to allocate staff to parking areas to meet service change or need and reallocate as appropriate.

In exceptional circumstances the Trust may have to reduce the overall number of available 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.

A list of employees who have their permit withdrawn will be maintained so that they can be contacted should it become possible in future to increase the number of permit holders. **Individuals must satisfy the eligibility criteria before a permit can be issued.**

Where a permit is issued and on attending the place of work the employee is unable to access on site staff parking, the employee will be required to make alternative parking arrangements.

No refund or reimbursement of charges will be made on such occasions.

Please note that staff where attending their place of work and not able to access parking are not allowed to use public parking areas.

- f) To manage the ratio of permits to spaces there is no guarantee that a successful application will be granted a permit. A waiting list will be set up and managed by the General Office, RVI.
- g) If an application is successful and a permit is issued, the General Office will:
 - contact the individual to arrange collection;
 - arrange with Payroll for the appropriate deduction from salary;
 - arrange ID badge swipe access to the appropriate car park(s);
 - bring the Car Parking Policy to the individual's attention;
 - explain their responsibilities as a permit holder.
- h) The permit holder must ensure that their permit and/or access to car parking spaces is not used by anyone else. Failure to do so may compromise the Trust's security arrangements and will constitute a disciplinary offence.
- i) If an employee loses their access card (ie, ID badge or visitor's pass) or if it is stolen, they must report it immediately to Security on telephone (0191) 2231302 (Freeman Hospital), or telephone (0191) 2825704 (RVI/NGH sites). Failure to do so may compromise the Trust's security arrangements.

- j) If an application is successful and a permit is not issued ie, the applicant is put on the waiting list pending the availability of a permit, the applicant will be informed within 20 working days and given the opportunity to appeal if they wish. (See appeal process Section 6.3)
- k) If an application is unsuccessful, the applicant will be informed within 20 working days and given the opportunity to appeal if they wish.

6.3 Employee Appeal Process

- a) An employee wishing to appeal under e) or i) above, must do so in writing to the Operational Services Manager within 14 days of receiving notification of the outcome of their application. The letter must state the grounds on which the appeal is based and provide detailed supporting information outlining any mitigating factors.
- b) The Operational Services Manager will refer all appeals to the Trust Travel Group for consideration.
- c) Persons appealing due to an underlying condition, will be subject to a review by the Trust Occupational Health Department who will advise on any clinical aspects of the appeal.
- d) The Operational Services Manager will notify the employee of the outcome of the appeal within 10 working days of the decision being made. **The decision of the Group is final.**
- e) **Only one appeal per application is allowed.**

6.4 Visitor Permits

- a) Visitors are not permitted to use employees car parking spaces unless they have a visitor's pass (see 6.1 a) above).
- b) Visitors who need to bring their own transport to Trust premises are expected to use the pay and display/pay on foot spaces available to the general public and normal car parking charges will apply.

6.5 Contractor Permit

- a) A contractor's parking procedure is in place. A copy can be obtained from the Estates Department.
- b) All contractors are not permitted under the terms of the Trust contracts to use employee car parking spaces unless they have made prior arrangements with the Trust e.g., to drop off and pick up equipment and/or materials.
- c) All contractors are not expected to use the Trust's public parking spaces. They must make their own arrangements to bring their workers on site.
- d) If a contractor has been allocated the use of a designated compound on site then their vehicles must be kept within the boundary of the compound.

7. Other / Alternative Transportation Arrangements

7.1 Through its commitment to a Green Transport Policy, 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.

7.2 Alternative arrangements currently in place are:

- a) the provision of cycling spaces on each site – 58 at the Freeman Hospital, 163 at the RVI and 76 at NGH;
- b) discount travel tickets on local bus and Metro services/Train;
- c) the introduction of a car sharing scheme – see journey to share website.

8. Monitoring

This policy will be subject to review at six monthly intervals. Audit of the policy will be undertaken at these intervals by the General Office, RVI.

Policy Author: Operational Services Manager

Trust Penalty Notice Scheme

The Trust operates a Penalty Notice scheme to support management of the estate and ensure compliance with Trust parking policy.

Advisory notices (white and red lettering on a blue background) are applied across the Trust advising on the parking restrictions to be observed in relation to official parking areas, examples of which are:

- Staff Permit Only.
- Disabled Permit Only.
- Pay and Display Ticket.

All those using the facilities should ensure they are parked appropriately, contacting Security staff for advice/guidance as appropriate.

Failure to do so may result in a penalty notice being served which incurs a charge of £60.00 (£30.00 if paid within 14 days). Where a penalty notice has been issued should the recipient wish to appeal against the fine, this must be done in writing to Parkforce directly. **See penalty notice for information.**

If you receive a penalty notice you **must** follow the simple instructions outlined as per the ticket ie, paying the amount due, and forwarding a letter of appeal with your payment.

Failure to comply with this requirement will result in escalation of the charges and no reimbursement of your payment.

The Trust does not enter into correspondence with individuals in regard to appeals received.

Terms and Conditions of Parking for Staff

1. A fee will be charged for the permit, payable from the date of issue until the expiry date of the permit. Should you leave the Trust's employment without returning your permit or any barrier card, then you may be invoiced to your home address for its continued use. All permits are the property of the Trust and must be returned when employment with the Trust ends.
2. The Trust is unable to refund any parking charges for periods that the permit has not been used.
3. Applications from staff who have outstanding Penalty Charge Notices will be rejected.
4. Staff who have been issued with a permit and subsequently receive Penalty Charge Notices may have their permits withdrawn.
5. Replacement of a lost permit or swipe card will be subject to an administration charge of £10.00 each. Refusal to pay this sum will result in access to parking being withdrawn.
6. Parking permits are non-transferable. Any person found to have given/loaned a permit to a colleague or other person will be liable to pay all parking charges, will have their parking permit revoked and will face disciplinary action.
7. The completion of the application form **does not** entitle the applicant to a permit nor does it entitle them to park until a valid permit is issued.
8. Alternative notices to Trust permits which are displayed on the windscreen of cars will not be accepted as evidence of authorisation to park on site, and will be subject to penalty notice being served.
9. The issue of a parking permit allows a member of staff access to on site parking, but does not guarantee a parking space. Staffs that are unable to access a parking space must make their own alternative arrangements and not park illegally on site.
10. Parking will only be permitted in designated parking spaces and in a car park appropriate to the Permit type. Parking in a non-designated space, for example, double yellow lines/hatch marked areas, causing an obstruction, parking on Grass verges, will result in a Penalty Charge Notice being issued.
11. All permit holders must abide by the Trust's Parking Regulations. Anyone not following the parking Regulations will be issued with a Penalty Charge Notice.
12. The Trust has no liability for vehicles or their contents when parked in the hospital car parks or grounds.
13. It is the responsibility of permit holders to ensure that their personal details are current. General Office must be advised in writing (email) of any changes in circumstances, name change, postal address, vehicle registration etc.

14. When hiring a vehicle or loaning a vehicle you must inform the General Office, RVI and ensure that a Temporary permit is acquired prior to bring the vehicle onto site.
15. Permits must be clearly adhered to and displayed on the vehicle windscreen at all times when on Trust property or car parks. Failure to do so will result in the issue of a Penalty Charge Notice.
16. The issue of a permit does not guarantee any subsequent re-issue after your permit has expired.
17. All vehicles must fully taxed and insured for use on hospital premises or business use including travel to and from the workplace.
18. The Trust reserves the right to withdraw permits for breaches of the regulations.
19. Anyone wishing to cancel their permit must notify the General Office, Peacock Hall, RVI in writing giving four weeks notice.

Public Parking Concessions

Freeman Hospital

Cancer Centre – Permit holders issued permits by NCCC for designated spaces allocated in Cheviot Court Car Park - Free of Charge – limited access available.

Cancer Patients receiving full Day Treatment are able to park at a cost of £3.30 per day. Patients are notified directly by the Directorate.

Renal Services – as per Cancer Centre - limited access available.

Children's Services – Parents are able to access parking at a reduced rate. To enable this weekly pass must be collected from the Cashiers office on site.

RVI

Midwifery unit – expectant mothers and partners obtain parking for 'Free of Charge' parking opposite Leazes Wing.

'Blue Badge' Holders – Disabled parking – 'Free of Charge' (excludes Multi-storey Car Park).

NGH

'Blue Badge' Holders – Disabled parking – 'Free of Charge'.

THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST
IMPACT ASSESSMENT – SCREENING FORM A

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

Policy Title:	Car Parking Policy	Policy Author:	Paul Brewis, Hospital Manager
		Yes/No?	You must provide evidence to support your response:
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:	No	Application of this policy is uniform across all groups.
	• Race	No	
	• Ethnic origins (including gypsies and travellers)	No	
	• Nationality	No	
	• Gender	No	
	• Culture	No	
	• Religion or belief	No	
	• Sexual orientation including lesbian, gay and bisexual people	No	
	• Age	No	
	• Disability – learning difficulties, physical disability, sensory impairment and mental health problems.	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	NA	
4(a).	Is the impact of the policy/guidance likely to be negative? <i>(If "yes", please answer sections 4(b) to 4(d)).</i>	NA	
4(b).	If so can the impact be avoided?	NA	
4(c).	What alternatives are there to achieving the policy/guidance without the impact?	NA	
4(d)	Can we reduce the impact by taking different action?	NA	

Comments:	Action Plan due (or Not Applicable): N/A
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Name and Designation of Person responsible for completion of this form: Paul Brewis

Date: 5/1/2010

(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified on this form, please refer to the Policy Author identified above, together with any suggestions for the actions required to avoid/reduce this impact.)