POLICY FOR PROVISION, CONTROL & MANAGEMENT OF PARKING

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EXECUTIVE SUMMARY

This Policy sets out details for the management of parking at sites within the Croydon University Hospital Trust and applies to staff, visitors, contractors, and any other users of the CUH car parks including emergency vehicles. The Policy also details the provision of parking for motorcycles and bicycles.

It describes how parking on the Trust’s sites are managed for each of the different user groups, parking tariffs, and how compliance with the parking rules is enforced.

It should be noted that parking is not a right and the Trust does not guarantee parking for any member of staff user or visitor.

The Parking Policy will be regularly reviewed by the Croydon University Hospital Trust’s Parking Panel.
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1 INTRODUCTION

Parking is a crucial provision with the Croydon University Hospital Trust for patients and their visitors, for staff who use various forms of personal transport to travel to and from work, for staff that have to travel between sites as part of their daily work and for volunteers who provide a valuable transport service to all Departments of the Trust. Parking allocations for ambulances and non-emergency patient transport also have to be provided for those services at the Hospital sites.

All sites within the Croydon University Hospital Trust’s portfolio are restricted and parking provision is extremely limited. This policy is therefore aimed at offering the best mix of service possible within the available space and at prices which are comparable with those charged in the local community and at neighbouring Trusts and is applicable to staff, visitors and all other users of all car parks on the Trust’s sites.

Parking is also provided at the Trust’s residential accommodation at the former Queen’s Hospital Site and needs to be controlled so as to be compatible with the provisions on the whole of the Estate.

Provision for parking is in safe, well lit, security patrolled areas which are maintained by Trust staff or contractors as appropriate.

Whilst parking for all different types of vehicles can be provided at the Trust sites it is provided on the understanding that availability of parking is not guaranteed and that vehicles, motorcycles, bicycles or any other type of transport vehicle are left at the owners risk and the Trust takes no responsibility for the security of the vehicle or any goods left inside.

The Policy will need to be read in conjunction with the Trust’s Travel and Environmental Policy which is currently in preparation and is applicable to all users of the Trust’s car parks.

2 PURPOSE

The objective of this Policy is to ensure that parking for all types of vehicles including motorcycles and bicycles is managed efficiently, effectively and equitably to ensure that a fair balance is maintained between the different users and the most efficient use is made of the space available. Regulations for parking will be defined so as to provide a fair and consistent basis upon which users may park in the designated areas.

In addition the policy will seek to ensure that a fair regime of charging is implemented and operated and that where appropriate free parking is provided. Within the management of parking and where appropriate, properly managed penalty systems will be operated as a deterrent to those who do not abide by the parking regulations.

A Parking Committee consisting of representatives from the Employer, the Staff-side, Patient Assembly and any other interested stakeholders will be constituted under Terms of Reference – the function of which is to agree parking matters and adjudicate on enforcement matters – this should act as a Final Appeal Panel on enforcement matters. The panel will meet on a regular monthly basis.
### 3 DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>A Driver</strong></td>
<td>Any driver, or where the driver is untraceable the vehicle keeper.</td>
</tr>
<tr>
<td><strong>Parking Rules</strong></td>
<td>‘Acceptance’ of the rules or terms – by parking on Trust property, the driver is deemed to have accepted in full the parking rules and terms in operation at the Trust.</td>
</tr>
<tr>
<td><strong>Parking Regulations</strong></td>
<td>Regulations governing the use of all of the Trust’s car parks that, if contravened could result in the issuing of a Parking Charge Notice.</td>
</tr>
<tr>
<td><strong>Parking Areas</strong></td>
<td>Designated areas within the sites where provision is made for parking.</td>
</tr>
<tr>
<td><strong>Parking Bays</strong></td>
<td>Lined, marked locations within the designated parking areas in which vehicles should be parked.</td>
</tr>
<tr>
<td><strong>Blue Badge</strong></td>
<td>A permit issued by Local Authorities to drivers with a disability.</td>
</tr>
<tr>
<td><strong>Scratch cards</strong></td>
<td>A pre-printed card, available from the cashiers’ office at Croydon University Hospital, containing months and dates that the scratch card permit holder can use and of which the appropriate parking date must be scratched off to validate the permit.</td>
</tr>
<tr>
<td><strong>PCN</strong></td>
<td>Parking Charge Notice issued for contravention of parking regulations.</td>
</tr>
<tr>
<td><strong>Virtual Permit</strong></td>
<td>A non-tangible permit issued to all authorised staff car park users for which the relevant parking information via a system provided by the Car Park Contractor which is stored electronically on a secure central database and backed up in a remote location.</td>
</tr>
<tr>
<td><strong>Contractor/Visitor Passes</strong></td>
<td>Permits that entitle contractors and visitors to park in pre-defined areas of the site. These can be virtual or physical permits.</td>
</tr>
<tr>
<td><strong>Parking Panel</strong></td>
<td>A panel comprising of representatives from PALS, Estates &amp; Facilities, Human Resources and the Car Parking Contractor that meet on a monthly basis to review parking matters and PCN appeals.</td>
</tr>
<tr>
<td><strong>POPLA</strong></td>
<td>Parking on Private Land Appeals, an independent parking charge notice appeals service that arbitrates once a PCN has been upheld by the private land owner.</td>
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<tr>
<td><strong>Contractor</strong></td>
<td>A short-term provider of a service to the Trust.</td>
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<tr>
<td><strong>External Contractor</strong></td>
<td>A third party that provides a service to the Trust under a fixed term contract.</td>
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</table>
Third Party Tenant  A third party business or individual occupying or renting Trust accommodation.

4 ACCOUNTABILITIES AND RESPONSIBILITIES

The Estates and Facilities Department will set up and maintain a Parking Management Committee with members from representative Departments across the Trust, including on site contractors responsible for the day to day management and control within the parking areas. This Committee will have defined terms of reference and will report to the Health, Safety and Environmental Governance Committee.

Responsibilities for Parking Management will be allocated as below:

- **Overall Responsibility for the Service**: Chief Executive
- **Overall Responsibility for Management**: Estates and Facilities Department Co-ordinating Manager
- **Operation and Implementation of Policy**: Estates and Facilities Department
- **Monitoring of Parking Policy and Operation**: Parking Management Committee
- **Permit Issue and Reminders**: Car Parking Contractor
- **Sale of Scratch Cards**: Cashiers Office
- **Patrol of Car Parks and Issue of PCNs**: Car Parking Contractor
- **Independent Processing of PCNs**: Car Parking Contractor
- **Review of PCN appeals**: Parking Panel
- **Maintenance of Car Parks and Street Ways**: Head of Estates

5 PROCEDURE/COURSE OF ACTION REQUIRED

5.1 Parking Services to be Provided

The following categories of parking will be provided on the Trust’s sites where appropriate, unless otherwise indicated.

- **a)** Dedicated ambulance parking areas
- **b)** Public parking areas for the use of patients and visitors
- **c)** Dedicated staff parking areas
- **d)** Dedicated senior management/doctors parking with restricted number of permits issued (Croydon University Hospital site only)
- **e)** Free, limited time, set-down and pick-up parking at strategic locations
- **f)** Free short term parking for volunteers who are picking up or dropping off at the Hospital (Croydon University Hospital site only)
- **g)** Designated disabled parking bays
- **h)** Designated parking areas for motorcycles
- **i)** Bicycle parking utilising secure padlocking devices
- **j)** Reduced cost parking for specific categories of visitors to the Hospital (Croydon University Hospital site only)
5.2 Parking Times

The parking regulations will be in operation 24 hours a day and for seven days a week. The Parking Contractor will undertake check patrols as necessary except on Christmas Day and Boxing Day each year.

In the event of a major incident or emergency, the parking regulations may be suspended by the Lead Manager under the Major Incident Policy.

5.3 Parking Rules

Parking regulations defining the rules under which drivers will be permitted to park in the Trust car parks are set out below:

a) No Parking in a no parking area
b) No Parking in a disabled bay without a valid blue badge
c) No Parking in a staff area without a valid permit
d) No Parking in a public paid area without a valid current payment
e) No Parking in a parking area outside a bay or across two bays
f) No Parking for longer than the maximum time permitted in a designated short-term drop-off zone
g) No Parking as to cause an obstruction
h) No Parking on double-yellow lines/kerb lines/hatched areas excepting blue-badge holders providing they are not causing an obstruction
i) No Parking in a set-down area

The vehicle driver, or in cases where the driver cannot be identified, the vehicle keeper shall be deemed to have accepted these rules by parking on Trust property.

These rules will form the basis for the issue of parking charge notices to those who do not comply with the regulations.

5.4 Parking Enforcement

1. Polite warning where appropriate.
2. Enforcement: If Charge Notice paid – no action.
3. Charge notice unpaid/ignored: Payment ultimately recovered via collection agent if deemed appropriate.
4. Charge notice unpaid/ignored if appeal upheld by panel: Payment recovered via collection agent if deemed appropriate.

If a Parking Charge Notice payments remains unpaid after the above, then the Trust reserve the right to invoke an onsite parking exemption to the offenders.

The Trust and the Trust Parking Panel will remain sensitive to individual circumstances and where appropriate, exercise discretion. However, any discretion exercised by the Trust Parking Panel should be fair, consistent and rational with appropriate written records being retained on the Trust Car Park database.

Full details of Trust parking enforcement and the PCN appeals process can be observed in Appendix E.
5.5 Staff Parking

The Trust operates a virtual car park permit system for the general staff car parks and the Woodcroft Road Car Park. Details of the systems are:

5.5.1 General Staff Car Parks

All members of staff will be required to purchase an annual Virtual Permit which will be available for two nominated cars. There are two alternative methods to pay for daily parking, either by purchasing scratchcards from the Cashiers’ Office where the date of parking is scratched out and the card displayed in the window, or by purchasing a permit where a monthly deduction is taken from salary. The price of the parking charges on the monthly deduction system will be slightly discounted compared to the scratchcard option. The charges will be based on parking on site for 225 days in a year, calculated by taking 104 weekend days, 28 days’ average annual leave and 8 bank holidays from the 365 days in a year.

There are no restrictions on issue of permits but **staff have no guarantee of a parking space on any of CUH Trust’s sites.** The parking charges for staff apply 24 hours per day, 365 days per year excluding Christmas Day and Boxing Day.

Block permits will be issued to GP practices at full annual value or with purchase of scratchcards to allow doctors visiting the Hospital to attend site and make use of the staff car parks.

Parking for Special Events is by arrangement and should be requested through the Car Park Manager.

5.5.2 Staff Special Arrangements

a) Nurses on secondment will be expected to purchase a scratchcard permit pro-rata to their secondment and accordingly buy scratchcards and display them in their vehicles when parked on site.

b) Maternity leave. Staff going on maternity leave may return their permit to the Estates and Facilities Department and for monthly deductions, Payroll will be notified to stop making deductions, and for a scratchcard permit, the balance of time remaining on the permit will be refunded via payroll. When returning to work staff should re-apply for their permit.

c) Volunteers registered with the Trust should apply in the normal way for a virtual permit. These will be issued free of charge.

d) Outside organisations such as Patient Care 24, Croydon Carers and External Contractors working on site will be issued with special permits, the details of which will be recorded on the virtual permit database.

e) Where there is designated parking for a particular group, they may park in the appropriate bay, but must display a valid scratchcard or ensure registration is recorded on Virtual Car Park System.

5.5.3 Consultant/Senior Management Car Parks

An annual virtual permit will be issued with monthly deductions being taken from salary. This will be a flat fee regardless of use.

Access to this car park must be approved in writing by the Chief Executive and once this is obtained, the Virtual Permit will be processed by the Car Park Contractor and access
to the appropriate car park will be processed. The number of permits issued for this car park will be limited to a daily equivalent full usage of 60.

Without exception only Senior Management/Consultant permit holders or those that have been granted special permission are permitted to park in these car parks.

5.5.4 Motorcycles and Bicycles

Motorcycles and bicycles parked or padlocked in the open and designated bays, will not be charged for parking. Any provision for parking within an enclosed compound or under cover may be charged.

Any contravention of normal or reasonable parking and storage may result in a Parking Charge Notice being issued. For instance:

- Parking to cause an obstruction
- Securing bicycles to handrails and fences
- Using a parking bay for parking a motorbike without having previously obtained a valid Virtual Permit or displaying a valid ticket or scratchcard.

5.6 Public Parking

Charges for the public car parks will be determined by comparison with those applied by the Local Authority for on-street parking and to those levied by similar neighbouring Hospital Trusts. Tariffs should not encourage non-users of the Hospital to park on site, but should be affordable to those visiting either as a patient or visitor of a patient. Parking tariffs are subject to regular review by the parking panel.

5.6.1 Concessions/Dispensations in the Public Car Parks

a. Maternity

Birthing partners may obtain from the Maternity Department a special 24 hour free permit for the Maternity car park. This will be issued by the senior nurse on the Maternity Unit and must be signed, clearly show the date and times of validity and be prominently displayed in the windscreen. This permit is only valid if displayed in conjunction with a two hour pay and display ticket. This is at the discretion of the Matron/Ward Manager.

b. Seriously Ill Patients

A weekly parking permit may be offered for one vehicle for a close relative/friend of a patient who experiences a lengthy stay at Croydon University Hospital and where that person expects to be at the Hospital for long periods every day. The price of the parking permit will be one eight hour period purchased from a Trust Car Park ticket machine. The Parking dispensation will be issued directly by the car parking staff. This is at the discretion of the Matron/Ward Manager.

c. Parents/Guardians of Children Attending the Dolphin Unit

Parents/Guardians will be permitted to purchase a two hour pay and display ticket and will be given a special support permit by the Senior Nurse or Ward Administrator of the Dolphin Unit, which they must display in the windscreen of the vehicle and this will provide a full day’s parking for the two hour charge. This is at the discretion of the Matron/Ward Manager.
d. Special Dispensation Parking
Where visitors are attending the site by invitation and it is appropriate that free parking shall be offered, a special daily parking permit system will be operated by the Estates and Facilities Department. Special permits will be issued on application to the Estates and Facilities Department and will be dated and contain vehicle and company/driver information and must be displayed in the windscreen.

5.6.2 Motorcycle & Bicycle Parking
Bicycle racks and designated motorcycle bays are provided on CUH’s sites for the use of visitors to the Trust’s sites; however any contravention of normal or reasonable parking and storage may result in a Parking Charge Notice being issued. For instance:

- Parking to cause an obstruction
- Securing bicycles to handrails and fences
- Using a parking bay for parking a motorbike without displaying a valid pay and display ticket.

5.6.3 Overrunning Clinics
In the event of clinics overrunning and patients and their carers being unable to renew their pay and display tickets, providing the Car Park Manager is contacted and advised parking charge notices will not be issued. Should their not be any communication and if patients are issued with PCNs for not displaying a valid pay and display ticket then on appeal with the appropriate proof the Parking Panel will rescind the ticket.

5.6.4 Carers
Where possible drop-off bays and areas are located conveniently at most sites in which a limited waiting period of offered free of charge. The waiting time is set so that enough time is available for a carer to take their patient to the appropriate location before moving their vehicle alternatively should the patient be a blue-badge holder then they can park as described in 5.8. Should for whatever reason a carer receive a PCN and providing mitigating circumstances can be proved then the Parking Panel will rescind the ticket.

5.7 Residential Parking
Parking bays or parking permits will be provided for residents of the Trust’s residential accommodation and details will be provided by Estates and Facilities when accommodation is allocated.

Provision for motorcycle and bicycle parking will also be made available.

5.8 Disabled Drivers Parking
Holders of a valid Disabled Blue Badge will be allowed to park free in any of the marked Disabled Parking bay on the Trust’s sites, and they will be expected to display the time badge showing the expected length of stay. In the event that all the marked Disabled Bays are full then they will be permitted to park in other bays where available at the Hospital sites and will be expected to display the Disabled Drivers badge together with the time badge showing expected length of stay.

Disabled staff members who wish to park all day on site should apply for a staff permit which will be issued free. On applying, they must provide evidence of their Blue Badge to park in staff car
parks. Where staff disabled parking bays are full public bays may be used but priority must be given to Patients or those attending the Trust.

5.9 Delivery Vehicles
Provision will be made at the appropriate places at the Trust's sites for the routine parking of delivery vehicles and adequate access, egress and turning facilities will be provided.

When necessary, sections of parking areas or street ways will be cordoned off to allow special deliveries after formal request has been made in advance to the Estates and Facilities Department. In managing ad-hoc delivery parking, the Estates and Facilities Department will take account of inconvenience levels which may result and will be entitled to refuse conflicting ad-hoc parking arrangements.

The Estates & Facilities Department together with the Trust's Communications Department will be responsible for organising and advising of temporary parking arrangements when introduced and the provision of temporary signage and patrols and requesting Departments will be charged implementation costs where appropriate.

5.10 Contractors Parking
Contractors are to park in the contractor's compound adjacent to A&E, for which a seven day tariff applies. Payment will be made via a pay and display machine. Contractors will be permitted 20 minutes to unload tools etc. before finding appropriate paid parking on site or off-site parking. Any other parking is by arrangement with the Head of Estates & Facilities (see 5.6.1d).

5.11 Third Party Tenant Parking
Third party tenant parking on any of the Trust's sites is by arrangement and in agreement with the Head of Facilities.

5.12 Parking Charges
Charges for parking at the various sites are included in Appendix C.

5.13 Parking Charge Notices
This should be read in conjunction with Appendix E.

The processing of charge notices issued will be dealt with by a company independent of the Trust who is a member of the BPA's Approved Operators Scheme to ensure compliance with the law and that no bias is afforded in the processing of the system.

Parking Charge Notices will be issued when drivers are observed to be contravening the parking rules detailed in paragraph 5.3.

If the recipient of a Parking Charge Notice wishes to appeal it, then the appeal should be sent in the first instance to the parking contractor as detailed on the Parking Charge Notice.

The Parking Panel will consider the appeals and uphold or rescind the Parking Charge Notices as appropriate.
If a motorist believes the Parking Panel has incorrectly upheld an appeal i.e. upheld an appeal that does not correspond with the Trust's parking regulations, then they will have the right to appeal via POPLA.

Unpaid charge notices may be passed on to a collection agent for processing.

5.14 General Car Park Management

5.14.1 Routine Maintenance

Day to day routine maintenance such as cleaning, barrier operation, lighting and minor repairs will be organised and managed by the Head of Estates.

5.14.2 Public Car Parks

The day to day management of the public car parks will be undertaken by the duly appointed contractor for the purpose. They will have responsibility for ensuring that traffic flows are maintained, advice is given to members of the public in respect of parking when requested, and will ensure that the pay and display machines are kept operational at all times and will organise the emptying of the cash boxes in the machines and be responsible for reconciliation of the purchased tickets against cash collected.

5.14.3 Staff Car Parks

Currently the Contractor takes responsibility for the operation and management of the staff parking permit system which includes both the issuing of new permits and renewals. The system currently in use is an electronic virtual system.

5.14.4 Motorcycle/Bicycle Parking

The Estates & Facilities Department will provide signage to indicate dedicated locations for the parking of motorcycles. Drivers of motorcycles will still be expected to abide by the parking regulations and may be issued with penalty charge notices in the event that they cause obstruction or other inconvenience.

The Estates and Facilities Department will be responsible for facilitating and maintaining any official fixed assets for the securing or locking in of bicycles.

5.14.5 Signage and Road Level Marking

The Estates and Facilities Department will be responsible for ensuring that signage for the car parks is erected in accordance with current guidelines and regulations particularly in respect of charge notices. Road markings and conventional street signage will follow the design criteria used by Local Authorities for public highways and be commensurate with the guidelines provided in the Highway Code.
5.14.6 Safety

Design criteria used by Local Authorities will be adopted for layout design of street ways on site and for the provision of all safety measures such as pedestrian crossing facilities and speed restrictions. Risk assessments will be carried out by the Estates and Facilities Department in respect of any new or revised design to parking areas or street layouts.

Winter safety provisions such as gritting will be organised and managed by the Head of Estates.

5.14.7 External Contractors

Contractors are employed for the following functions

a) Day to day patrol and organisational management of the parking areas including issue of parking charge notices
b) Independent assessment and processing of parking charge notices and appeals
c) Provision of signage, line painting and installation of mechanical safety devices such as barriers and other parking equipment

The Estates and Facilities Department will manage all contractors engaged for duties relating to parking.

5.14.8 Temporary Bay Closure (Staff & Public)

In the event that it becomes necessary to temporarily close parking bays, where possible, advance notification will be provided via the internet. Closed bays will be coned off with associated signage. Motorists that choose to park in bays that have been marked as closed will receive a parking charge notice.

5.15 Promotional Schemes

Where appropriate the Estates and Facilities Department will be involved with any promotional schemes for travel or transport to and from the Trust sites. This will be done in accordance with associated policies and will incorporate provision of facilities for such schemes. These schemes may involve outside organisations such as the Cycle to Work Scheme.

5.16 Security

The Estates and Facilities Department through the Security Contract and also the provision of CCTV services on the site will monitor the parking areas and street ways in respect of security.

The Estates and Facilities Department working with the Community Police will promote security within the parking areas. This may take the form of random patrols by the Community Police Officers or promotional schemes such as awareness signage, or promotional efforts using the Trust Intranet.

5.17 Annual Review

The Estates and Facilities Department will undertake a review of all parking services on an annual basis. The review will take account of changing priorities and needs of patients and staff,
revisions to availability of parking and changes to legislation and regulations governing parking. Recommendations and cost implications will be included within the review.

The review will be presented to the Trust Parking Panel and an action plan will be compiled from agreed recommendations within the review. The Estates and Facilities Department will prepare any necessary reports or business cases for funding resulting from the review.

5.18 Site Plans
Plans of the parking provisions at both Croydon University Hospital and Purley Hospital are attached as Appendix D.

6 TRAINING
6.1 Training
Training of parking patrol staff shall be provided in respect of:

- a) Knowledge of the parking areas that they will be patrolling
- b) The operation of the parking control equipment they will be using
- c) Dealing with situations of conflict

Office staff shall be provided with training in the operation of the database used for the issue of permits for parking.

6.2 Advice
Advice and information shall be provided in the Patient’s Handbook and on the Trust Intranet/Internet in respect of parking availability at the Trust sites and of the special permits which are available. Specific information in respect of permits for the partners of patients in the Maternity Department shall be provided in the Maternity advice booklet.

Advice shall be agreed between the Estates and Facilities and the Communications Departments.

6.3 Equality Impact Assessment
The Equality Impact Assessment for this policy is attached in Appendix A.

7 MONITORING COMPLIANCE

<table>
<thead>
<tr>
<th>Element to be monitored</th>
<th>Lead</th>
<th>Tool</th>
<th>Frequency</th>
<th>Reporting arrangements</th>
<th>Action Lead(s)</th>
<th>Change in practice and lessons to be shared</th>
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</thead>
<tbody>
<tr>
<td>Income reconciliation from pay and display machines</td>
<td>Head of Facilities</td>
<td>P&amp;D machine printouts and cash count records</td>
<td>Monthly</td>
<td>Parking Management Committee/Finance Department</td>
<td>Head of Facilities</td>
<td>Head of Facilities/Finance Department</td>
</tr>
<tr>
<td>Consistency of PCN issue</td>
<td>Estates &amp; Facilities Manager</td>
<td>Independent report from Parking Contractor</td>
<td>Monthly</td>
<td>Parking Management Committee</td>
<td>Estates &amp; Facilities Manager</td>
<td>Parking management committee</td>
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## Condition of the Parking Areas

<table>
<thead>
<tr>
<th>Review of all aspects of the provision of parking services</th>
<th>Estates &amp; Facilities Manager</th>
<th>Site visits</th>
<th>6 monthly</th>
<th>Parking Management Committee</th>
<th>Head of Estates</th>
<th>Parking management committee</th>
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<tbody>
<tr>
<td>Consistency and fairness of issue of PCNs</td>
<td>Estates &amp; Facilities Manager</td>
<td>Analysis of all aspects of the service &amp; requirements</td>
<td>Annually</td>
<td>Parking Management Committee</td>
<td>Head of Facilities</td>
<td>Parking Management Committee</td>
</tr>
<tr>
<td>Frequency of similar complaints</td>
<td>Estates &amp; Facilities Manager</td>
<td>Records of complaints or suggestions received</td>
<td>Annually at review</td>
<td>Parking Management Committee</td>
<td>Estates &amp; Facilities Mgr/ Parking Contractor</td>
<td>Parking Management Committee</td>
</tr>
</tbody>
</table>

### 8 REFERENCES

**N HTM 07-03 Transport Management and Car Parking**
Statutory Instrument No 3483 – 2007
The Civil Enforcement of Parking Contraventions (England) General Regulations 2007

**British Parking Association Code of Practice**
Parking Enforcement on Private Land and Unregulated Public Car Parks
Part 2 – Parking Tickets

### 9 ASSOCIATED DOCUMENTATION

- Trust’s Fire Safety Management Policy
- Trust’s Health and Safety Policy
- Trust’s Security Management Policy

### 10 VERSION HISTORY TABLE

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author</th>
<th>Ratified by</th>
<th>Comment/Reason for change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>March 2013</td>
<td>Peter Wright</td>
<td>Policy Committee</td>
<td>New</td>
</tr>
</tbody>
</table>
# APPENDIX A – EQUALITY IMPACT ASSESSMENT

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

<table>
<thead>
<tr>
<th></th>
<th>Yes/No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Does the policy/guidance affect one group less or more favourably than another on the basis of:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Race</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Ethnic origins (including gypsies and travellers)</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Nationality</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Gender</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Culture</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Religion or belief</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Sexual orientation including lesbian, gay and bisexual people</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Age</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Disability - learning disabilities, physical disability, sensory impairment and mental health problems</td>
<td>YES</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Is there any evidence that some groups are affected differently?</strong></td>
<td>NO</td>
</tr>
<tr>
<td>3.</td>
<td><strong>If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable?</strong></td>
<td>NO</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Is the impact of the policy/guidance likely to be negative?</strong></td>
<td>NO</td>
</tr>
<tr>
<td>5.</td>
<td><strong>If so can the impact be avoided?</strong></td>
<td>N/A</td>
</tr>
<tr>
<td>6.</td>
<td><strong>What alternative are there to achieving the policy/guidance without the impact?</strong></td>
<td>N/A</td>
</tr>
<tr>
<td>7.</td>
<td><strong>Can we reduce the impact by taking different action?</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>


## APPENDIX B – CONSULTATION TEMPLATE

<table>
<thead>
<tr>
<th></th>
<th>Procedural Document’s Name: Management of Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Procedural Document Author: P Wright</td>
</tr>
<tr>
<td>3.</td>
<td>Group/Committee Consulted: Policy Group Meeting</td>
</tr>
<tr>
<td>4.</td>
<td>Date of Consultation: 7th March 2013</td>
</tr>
<tr>
<td>5.</td>
<td>Comments Received:</td>
</tr>
<tr>
<td></td>
<td>1. Car parking – clarification required if policy is applicable to visitors and how will this be accessible / communicated</td>
</tr>
<tr>
<td></td>
<td>2. Car parking committee – needs to exist before this policy can be signed off</td>
</tr>
<tr>
<td></td>
<td>3. Appeals – process to be explained</td>
</tr>
<tr>
<td></td>
<td>4. Free parking on Christmas and Boxing day – what about other public and bank holidays throughout the year?</td>
</tr>
<tr>
<td></td>
<td>5. No free parking to secondees</td>
</tr>
<tr>
<td></td>
<td>6. Section 5.7 wording to be looked at</td>
</tr>
<tr>
<td></td>
<td>7. Where does the policy apply too (all CHS sites or specific sites?)</td>
</tr>
<tr>
<td></td>
<td>8. Special dispensation parking – needs to be looked at</td>
</tr>
<tr>
<td></td>
<td>9. Double yellow line parking and disabled parking to be reviewed</td>
</tr>
<tr>
<td></td>
<td>10. Notification of when bays are going to be closed</td>
</tr>
<tr>
<td></td>
<td>11. Appendices don't cross reference to main body of text</td>
</tr>
</tbody>
</table>

6. Highlight where policy changed following consultation or state reasoning why comments not incorporated:

   1. This has been detailed in paragraph 2 of the Introduction.
   2. Members of the Car Park Panel have been identified and it is in the process of being formed.
   3. See Appendix E
   4. Outside of Christmas Day and Boxing Day charges and enforcement remain in place.
   5. See paragraph 5.5.2.
   6. Now paragraph 5.6
   7. See paragraph 2 of the Introduction.
   8. Estates & Facilities currently happy with the arrangements with Ward Managers, Matrons and E&F management using their discretion.
   9. This follows the rules of the Highway Code for Blue Badge holders.
   10. See paragraph 5.14.8
**APPENDIX C – PARKING CHARGES**

<table>
<thead>
<tr>
<th>Time Interval</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 2 Hours</td>
<td>£2.50</td>
</tr>
<tr>
<td>2 – 4 Hours</td>
<td>£4.50</td>
</tr>
<tr>
<td>4 – 6 Hours</td>
<td>£6.00</td>
</tr>
<tr>
<td>6 – 8 Hours</td>
<td>£8.00</td>
</tr>
<tr>
<td>8 – 24 Hours</td>
<td>£15.00</td>
</tr>
</tbody>
</table>
APPENDIX D – SITE PLANS

CROYDON UNIVERSITY HOSPITAL
APPENDIX E – PCN & APPEALS SYSTEM

PCN Issued

PCN Paid

PCN Ignored

Notice to Keeper letter sent to vehicle keeper

PCN Ignored

Final Reminder letter sent to vehicle keeper after 14 days

PCN Ignored

Pursued via Debt Collecting Agency if appropriate

PCN Issued

Review by CUH Parking Panel

PCN Appealed

PCN Rescinded

Appeal Upheld

Appeal with POPLA

PCN Paid

POPLA Rescind

POPLA Uphold

PCN Paid

PCN Ignored

Appeal Upheld

PCN Rescinded

Matter Closed

PCN Ignored

PCN Ignored

PCN Ignored