



Car Parking Charging Policy

Lead Executive	Chief Operating Officer
Author with contact details	Head of HR Tel: 01244 852301
Responsible Committee/Sub Committee	Workforce and Organisational Sub Committee
Document approved by & date:	Workforce and Organisational Sub Committee 8 th September 2008
Document consultation:	Management and Staff side
Patient and Public Involvement (outline any PPI input into policy and associated impact on service users and carers)	PPI representation at Workforce and Organisational Development Sub-Committee
What type of document is this (delete as appropriate)	Policy
Document applicable to (Identify by location and staff groups):	All staff who are based at locations which charge for parking.
If new document, reason for development:	Guidance was in place previously but now written up in form of policy
Synopsis outlining document aims:	To set out the car parking policy of the Trust
Implementation Date:	October 2008
How will the implementation of this document be monitored and reviewed	Via the Workforce and Organisational Sub Committee
Review Date (default 2 years¹):	October 2015
Document to be read In conjunction with:	
Financial resource implications of this document and how these are going to be addressed:	No significant change to existing policy.
Is this document carried out wholly or in part by contractors, or organisations with which the Trust has a service level agreement, and if so state the relevant contractor	

¹ Check with Clinical Governance/Risk Manager to ensure that there is not an external requirement that determines review date
Head of Human Resources Page 1 of 11 17 June 2015

Document Change History (changes from previous issues of policy (if appropriate) :

Issue Number	Page	Changes made with rationale and impact on practice	Date

CONTENTS

Section	SECTION HEADING	Page
1	INTRODUCTION/BACKGROUND	4
2	CONTENT OF POLICY Car Parking Policy will apply to Duties and Responsibilities Environmental consideration Guiding Principles Car Parking Fees and Collection	4 4 4 5 5
3	APPENDICES Appendix 1 Car Parking Form Appendix 2 Training Needs Analysis Appendix 3 Equality and Diversity/Human Rights Impact Assessment	6 7 9

1. INTRODUCTION/BACKGROUND

The Trust introduced car parking charges in 2006 as a consequence of other local Trusts which 'host' our services on their sites introducing charges. This policy sets out the car parking charging arrangements effective from 1st October, 2008 for staff, service users and visitors on those sites where charging applies.

At the present time CWP has no plans to introduce car parking charges on sites that it is in direct control of. However the Trust has been clear that it will not go against the "host" Trust staff parking policy and accepts that, where the host applies charges, such policies will apply to CWP staff.

There are currently four major sites belonging to other NHS Trusts that charge staff, patients and visitors for car parking as follows:-

- Clatterbridge (Wirral University Teaching Hospitals NHS Foundation Trust);
- Leighton Hospital (Mid Cheshire Hospital NHS Trust);
- Macclesfield Hospital (East Cheshire NHS Trust);
- Countess of Chester (NHS Foundation Trust).

2. CONTENT OF POLICY

Car parking charges will be applied to staff as described below:-

Category A: Staff based at a site where the host organisation applies car parking charges to staff. It will be the individual employee's responsibility to pay the appropriate fees;

Category B: This relates to staff (or group of staff) that are based off site yet are required to attend the site regularly and where it will be economical to hold a car park pass rather than pay per visit. In these circumstances the Trust will support this cost (costs being met from divisional budgets).

Car parking charges will apply to service users and carers in line with the 'host' Trust charging policy - with the exception of blue card holders using Trust services, who will be reimbursed by CWP on request.

The above will also apply where staff park on public car parking or street parking where pay and display is required.

DUTIES AND RESPONSIBILITIES

Chief Executive

- As accountable officer, the Chief Executive must ensure that responsibility in respect of car parking charges is delegated to an appropriate executive lead, as outlined in the executive portfolios.

Chief Operating Officer

- The Chief Operating Officer has operational responsibility in respect of car parking charges as delegated via Executive portfolio.

Head of Estates

- To maintain a register of all sites under direct control of CWP.
- To appraise Workforce and Organisational Development Sub-Committee where there are any changes to these sites that may affect car parking charges.

Line Managers

- Have responsibility to ensure that staff are aware of this policy.

ENVIRONMENTAL CONSIDERATIONS

As part of its developing environmental agenda, the Trust positively encourages its staff to find environmentally friendly ways of travelling to and from work and, in conjunction with staff side, will introduce schemes to further support this aim.

In particular, the Trust is committed to developing schemes that reduce reliance on car travel whilst maintaining service delivery standards and this policy reflects that ambition.

GUIDING PRINCIPLES

- Car parking is a consequence of car use. In seeking to reduce any damage to our environment caused by the latter, both CWP (as employer) and each individual employee has a contribution to make. Making things happen requires changes in all of our behaviours;
- CWP will not charge patients, visitors or staff for car parking where they are in direct control of a site;
- CWP will seek to influence (arguing against) the introduction / increasing of any car parking charges to patients, visitors and staff by 'host' Trust sites. However, where charges are introduced/increased, CWP staff will be expected to comply with the requirements of the site manager in respect of car parking charges;
- In the event of service users or visitors with a disability (blue card holders) being charged for car parking whilst using a service provided by CWP, those car parking costs will be reimbursed by CWP when requested to do so;
- No member of CWP staff has a contractual right to park at their normal place of work free of charge (including where that normal work base changes during the course of their employment);
- Where CWP requires staff to travel in the course of their official duties, CWP will bear the reasonable costs of doing so. Reimbursement will be in line with Agenda for Change rates and any local rates that may be introduced from time to time;
- Where staff incur car parking charges whilst visiting sites other than their normal administrative base, reasonable charges will be reimbursed (also see definition of Category B user above);

- All arrangements in place for meeting the car parking fees of existing staff at 30th September, 2008 continue until such time as those staff move to a new job;
- Any staff who are subject to management of change and are required to move base shall be subject to the appropriate protection arrangements in respect of car parking fees;
- The provisions of this policy apply to all CWP staff. Those who are required to use their car for work will not have 'special class status' in respect of car parking charges.

CAR PARKING FEES AND COLLECTION

Host Trust's have different charging fees and methods of collection. There is a nominated lead in each of the CWP sites affected by the charges who is responsible for liaising with the 'host' Trust and CWP Finance Department to ensure that permits are issued and charged for according to whether staff have been identified as a Category A or B user. When staff change base or new staff join, the line manager must complete a Car Parking Form, attached as Appendix 1, and submit it to the nominated lead.

APPENDIX 1

**CHESHIRE AND WIRRAL PARTNERSHIP
NHS FOUNDATION TRUST**

CAR PARKING

Name		Payroll Number	
Please complete the relevant section below and return to the appropriate contact.			
Leighton : Sarah Fallon (CWP Finance)			
Macclesfield : Lyn Scullion (East Cheshire Estates)			
Wirral : Denny Humphries (CWP Communications Lead, Springview Clatterbridge)			
New Starter			
Start Date			
Base			
Telephone Number			
Category A or B		A	B
Leaver			
Leaving Date			
Base			
Category A or B		A	B
Parking Pass Returned		Y	N
Change of Circumstance (e.g. promotion)			
Effective Date of Change			
New Base			
Telephone Number			
Category A or B		A	B
Other Information (if applicable)			
Signed (Line Manager)			Date
Print Name (Line Manager)			

APPENDIX 2

Training Needs Analysis for the approved document

Please tick as appropriate

There is no specific training requirements- awareness for relevant staff required, disseminated via appropriate channels (Do not continue to complete this form-no formal training needs analysis required)	✓
There is specific training requirements for staff groups (Please complete the remainder of the form-formal training needs analysis required- link with learning and development department.	

Staff Group	✓ if appropriate	Frequency	Suggested Delivery Method (traditional/ face to face / e-learning/handout)	Is this included in Trustwide essential learning programme for this staff group (✓ if yes)
Career Grade Doctor				
Training Grade Doctors				
Locum medical staff				
Inpatient Registered Nurse				
Inpatient Non- registered Nurse/Care Assistant				
Community Registered Nurse				
Community Non Registered Nurses/Care Assistants				
Psychologists/Pharmacists				
Therapists				
Clinical bank staff regular worker				
Clinical bank staff infrequent worker				
Non-clinical patient contact				
Non-clinical non patient contact				

Please give any additional information impacting on identified staff group training needs (if applicable)

Please give the source that has informed the training requirement outlined within the policy i.e. National Confidential Inquiry/NICE guidance etc

ADDITIONAL INFORMATION FOR CONSIDERATION:

NAME

DATE

APPENDIX 3

Equality and diversity/Human Rights impact assessment

	IS IT RELEVANT?		HOW RELEVANT IS IT?	
	Does the policy include anything that ... Eliminates discrimination and/or Promotes equal opportunities (Answer yes, no or N/A for each category listed)	Is there evidence to believe that groups could be treated different- if so, which groups within each category(e.g. under 16 year olds in age category)	How much evidence do you have None or a little Some Substantial	Is there public concern that the policy is discriminatory ² (Answer yes, no or N/A for each category listed)
Race	NO	NO	N/A	N/A
Gender	NO	NO	N/A	N/A
Disability	NO	NO	N/A	N/A
Age	NO	NO	N/A	N/A
Sexual orientation	NO	NO	N/A	N/A
Religion or beliefs	NO	NO	N/A	N/A

Now evaluate your answers by using the criteria provided and underline which describes your policy

Relevance	Rationale	Monitoring ³
High relevance	If there is substantial evidence that indicates that groups could be treated differently because of the policy	You need to start monitoring the impact of this policy within a year of it being introduced
Medium relevance	If there is some evidence that indicates that groups could be treated differently because of the policy	You need to start monitoring the impact of this policy within 2 years of it being introduced:
<u>Low relevance</u>	If there is little/no evidence that indicates that groups could be treated differently because of the policy	Impact monitored at least every 3 years

² Could be gauged from surveys, audit data, complaints etc,

³ Policy Reviews Group working with Equality & Diversity/Human Rights Group must monitor the impact of policies through the following channels: results from the national service user survey, the national mental health and ethnicity census, complaints data, PALS feedback, individual systems within clinical services through which ward and community staff liaise with service users and carers i.e. ward meetings, modern matron meetings

⁴ This assent will be reviewed by the Equality and Diversity/Human Rights group

Human Rights

When developing any policies, policy writers should ask themselves 'does the policy engage/restrict anyone's Human Rights?'

<p>What is the Convention of Human Rights?</p>	<p>There are 16 basic rights in the Human Rights Act, all taken from the European Convention on Human Rights. There are 3 types of rights detailed as follows:</p> <table border="1" data-bbox="496 533 1457 1173"> <tr> <td data-bbox="496 533 922 801"> <p>Absolute- cannot opt out of these rights under any circumstance- cannot be balanced against any public interest</p> </td> <td data-bbox="922 533 1457 801"> <p>Right to life Prohibition of torture Prohibition of slavery and forced labour No punishment without law Right to free elections Right to marry Abolition of the death penalty</p> </td> </tr> <tr> <td data-bbox="496 801 922 904"> <p>Limited- these rights are subject to predetermined exceptions</p> </td> <td data-bbox="922 801 1457 904"> <p>Right to liberty and security Right to a fair trial</p> </td> </tr> <tr> <td data-bbox="496 904 922 1173"> <p>Qualified- these rights can be challenged in order to protect the rights of other people</p> </td> <td data-bbox="922 904 1457 1173"> <p>Respect for private and family life Right to Freedom of thought, conscience and religion Freedom of expression Freedom of assembly and association Prohibition of discrimination Protection of property Right to education</p> </td> </tr> </table>	<p>Absolute- cannot opt out of these rights under any circumstance- cannot be balanced against any public interest</p>	<p>Right to life Prohibition of torture Prohibition of slavery and forced labour No punishment without law Right to free elections Right to marry Abolition of the death penalty</p>	<p>Limited- these rights are subject to predetermined exceptions</p>	<p>Right to liberty and security Right to a fair trial</p>	<p>Qualified- these rights can be challenged in order to protect the rights of other people</p>	<p>Respect for private and family life Right to Freedom of thought, conscience and religion Freedom of expression Freedom of assembly and association Prohibition of discrimination Protection of property Right to education</p>
<p>Absolute- cannot opt out of these rights under any circumstance- cannot be balanced against any public interest</p>	<p>Right to life Prohibition of torture Prohibition of slavery and forced labour No punishment without law Right to free elections Right to marry Abolition of the death penalty</p>						
<p>Limited- these rights are subject to predetermined exceptions</p>	<p>Right to liberty and security Right to a fair trial</p>						
<p>Qualified- these rights can be challenged in order to protect the rights of other people</p>	<p>Respect for private and family life Right to Freedom of thought, conscience and religion Freedom of expression Freedom of assembly and association Prohibition of discrimination Protection of property Right to education</p>						
<p>Where can I get more information about this?</p>	<p>More details can be found at the Department of Constitutional Affairs (DCA) http://www.dca.gov.uk/peoples-rights/human-rights/publications.htm Publications DCA (Oct 2006) Human rights: human lives – a handbook for public authorities, crown copyright DCA (Oct 2006) Making sense of human rights – a short introduction, crown copyright DCA (Oct 2006) A Guide to the Human Rights Act 1998, crown copyright</p>						
<p>What should I do if I suspect my policy affects anyone's Human Rights?</p>	<p>You should forward for discussion at the Trustwide Equality and Diversity and Human Rights Group within the Trust- contact John Short, Chief Operating Officer, executive lead for Equality & Diversity and Human Rights mailto: john.short@cwpa.nhs.uk</p>						

Please tick one of the following

<p>The above has been considered and to the best of my knowledge my policy does not affect any of the human rights listed</p>	<p>✓</p>
<p>The above has been considered and my policy does affect a human right article(s) but this has been discussed and 'qualified' at Trust Equality and Diversity and Human Rights Group</p>	<p></p>