

PROPOSED CAR PARKING POLICY

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Governance or Assurance Committee	
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CONSULTATION AND DISTRIBUTION RECORD	
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CHANGE RECORD			
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1. INTRODUCTION

1.1 This document relates to car parking arrangements at all NHS Lanarkshire premises and has been produced to ensure that car parking at our sites is managed in a safe and compliant manner. It is also important to recognise that the proper management of car parking is a major factor in implementing our 'Green Travel Plan' which has been developed as part of our Sustainable Development Strategy.

1.2 The requirement for this arises out of:

- Our need to ensure safe movement of vehicles on all of our sites in line with the Health and Safety Executive's (HSE) Workplace Transport Guidance.
- A requirement to comply with Scottish Executive Health Department guidance document: CEL(1)2008
- Concerns about congestion and emergency access on a number of our sites
- A need to reduce the adverse impact of travel on the environment and our commitment to improve health by actively promoting healthy alternatives to using a car
- A requirement to develop a fair and consistent approach to traffic management across NHS Lanarkshire.

2. AIM, PURPOSE AND OUTCOMES

2.1 Our objectives in this regard are therefore to:

- manage access and traffic flow on our sites effectively and safely
- improve access to services for patients and visitors
- encourage staff to consider alternative modes of travel whilst maintaining necessary parking availability where required
- support access for emergency vehicles
- ensure consistency of approach throughout NHS Lanarkshire

3. Scope

3.1 This document covers all users of our car parks and internal access routes, with the exception of adopted roads which are managed by the North & South Lanarkshire Council or other local authority as appropriate. The arrangements set out in this document will apply to all staff, patients and visitors using any of the NHS Lanarkshire sites. A full list of NHS Lanarkshire sites is attached at Appendix 1.

4. PRINCIPLE CONTENT

4.1 Introduction

NHS Lanarkshire is introducing a traffic management system across all of its sites to ensure that traffic is managed in a safe manner and that access to car parking is equitable. As part of these arrangements a set of rules have been developed to ensure that car parking is managed effectively. This includes the introduction of a permit system for staff and time limited parking for patients and visitors. The general rules around this arrangement are set out below:

4.2 Segregation of Parking Areas

The car parking areas on NHS Lanarkshire's premises will be allocated on the following basis:

Disabled parking bays – these may only be used by drivers who display a valid local authority Blue Badge.

General parking bays – these may be used by any vehicle in accordance with parking terms displayed at entry points. The terms for accessing some of these areas may allow only time-limited parking.

Staff parking bays – these may only be used by drivers who have been given parking access rights (permits) in accordance with the NHSL allocation process.

The arrangements to manage parking access rights (permits) may vary between sites dependant upon the individual circumstances of each site – capacity, services provided, level of congestion, etc and consequently each site will be allocated to one of the undernoted categories:

Category	Definition	Description
A	At all times	Arrangements to apply at all times
B	Part time only	Arrangements to apply at defined times
C	Not applicable	Permit arrangements do not apply

Site categories are indicated in Appendix 1.

Specific terms may apply to other areas, such as delivery points, short-term drop-off points. The terms which apply to these areas will be shown by use of road markings and/or signage.

4.3 Permit Allocation Process

NHS Lanarkshire operates a permit application process which ensures a fair and equitable distribution of permits according to organisational and personal need. A partnership approach is in existence in respect of the review of parking permit applications. See appendices 2 and 3 for application form, criteria and terms and conditions.

Appeals will be discussed informally in consultation with the relevant line manager. Should the employee not be satisfied with the outcome of the discussion they will have the right to raise a grievance which will be investigated in accordance with the NHS Lanarkshire Grievance Procedure.

Permit applications will be managed in accordance with the process agreed by the NHS Lanarkshire Traffic Management Group, The day to day management of this process and the associated appeals and review process is the responsibility of the Head of Management Services.

4.4 Criteria for allocation of staff parking rights

Where the number of applicants exceeds the available parking spaces, the weighted criteria set out in Appendix 2 will be used to determine priority based on the number of available parking spaces, adjusted to take account of staff absence. This is based on four determining factors:

1. requirement to travel as part of duties;
2. personal safety;
3. personal need;
4. car sharing;

The number of available staff permits will be determined on a site-by-site basis for sites in categories A and B.

In addition it should be noted that:

- Permits allow access to any NHSL designated staff parking on any site;
- Temporary access rights may also be given for drivers who have an injury/illness not covered by a Blue Badge;
- Car sharing is specifically encouraged by these weightings as part of the NHS Lanarkshire Staff Travel Plan: it is anticipated that this will be particularly beneficial to staff working dayshifts;

- “Clinician” refers to any member of staff providing direct patient care;
- On busier sites with limited parking, applicants may fit some of these criteria, but may not have sufficient points relative to other applicants to gain a permit;
- Unsuccessful applicants will be directed to possible alternatives through Traveline Scotland, park-and-ride for trains and buses, cycle-to-work and car sharing as part of the Transport Policy;
- An objective of the NHS Lanarkshire parking policy is to provide improved parking for those staff that are with access rights, but it will not be possible to guarantee access to a vacant parking space at all times.

5. ROLES AND RESPONSIBILITIES

- 5.1 Anyone driving vehicles of any description on any NHS Lanarkshire site is deemed to accept any rules, regulations or conditions which are displayed at any NHS Lanarkshire site and shall be bound to comply with the same.
- 5.2 Road traffic signs within the site will conform to the standards as laid down in the Highway Code. All drivers are expected to comply with such signage at all times. .
- 5.3 Parking for blue badge holders will be made available on all NHS Lanarkshire sites, taking guidance from the Disability Rights Commission as to size and number of spaces. We will as an absolute minimum endeavour to comply with the requirement to provide 6% of spaces for disabled drivers (blue badge holders).
- 5.4 As stated earlier in line with sustainable development, NHS Lanarkshire will provide designated storage for bicycles.

6. MONITORING

There are no specific resource implications for NHS Lanarkshire as the scheme will be managed by the NHS Lanarkshire Traffic Management Group with the implementation of the monitoring regime being undertaken in a cost neutral manner. The monitoring process to be adopted will be developed but may include the utilisation of a third party operator. The process will include a range of mechanisms to monitor car park use dependant upon site issues, identification of breaches of policy and arrangements to apply civil penalties where appropriate.

The application of civil penalties will apply to any vehicle which breaches the parking arrangements set out for general parking areas and to non-permit holders who park in staff parking areas. Any breaches of parking arrangements in any car park by permit holders will result in disciplinary action.

7. COMMUNICATION PLAN

- This policy document will be available on FirstPort. It will also be distributed to key stakeholders as per the circulation list
- This policy will also be discussed at the appropriate management team meetings and local partnership forums.

A further communication plan will be developed to support the implementation of the policy.

8. QUALITY IMPROVEMENT – MONITORING AND REVIEW

Monitoring of the Car Parking Policy will be undertaken jointly by Planning & Development Department and Finance Department through the provision of regular reports detailing activity and expenditure. The Policy will be fully reviewed on an annual basis.

9. EQUALITY AND DIVERSITY IMPACT ASSESSMENT

This policy meets NHS Lanarkshire's EDIA



(tick box)

A NHSL rapid impact assessment (RIA) was carried out indicating a neutral impact on equality and diversity. Details can be obtained from the authors.

10. REFERENCES

- CEL 1 (2008) Revised Guidance on Hospital Car Park Charging
- CEL 38 (2008) Car Park Charging at NHS Scotland Healthcare Sites
- CEL 02 (2010) Car Park Management at NHS Scotland Healthcare Sites
- CEL 05 (2010) Car Park Management at NHS Scotland Healthcare Sites – Clarification of CEL 38 (2008)
- NHS Lanarkshire Staff Travel Plan

Appendix 1

Site name	Normal parking	Disabled parking	Total parking	Category
Monklands Hospital	1019	45	1064	B
Dalziel Centre	25	0	25	C
Victoria Memorial Hospital	6	2	8	C
Wester Moffat Hospital	30	2	32	C
Wishaw General Hospital	1217	46	1263	B
Coathill Hospital	167	9	176	B
Cleland Hospital	71	8	79	C
Airbles Road Centre	32	2	34	A
West of Scotland Laundry	46	2	48	C
Bellshill Main Street Office	on-street parking only	on-street parking only	on-street parking only	N/A
Wishaw Resource Centre	9	1	10	C
Bellshill Health Centre	157	8	165	C
Bellshill Community Health Clinic	78	4	82	C
Croy Clinic	on-street parking only	on-street parking only	on-street parking only	N/A
Fullwood Clinic	on-street parking only	on-street parking only	on-street parking only	N/A
Coatbridge Townhead Clinic	12	0	12	C
Motherwell Health Centre	77	4	81	B
Kildrum Health Centre	12	3	15	C
Newmains Health Centre	39	4	43	C
Harthill Health Centre	10	0	10	C

Appendix 1

Site name	Normal parking	Disabled parking	Total parking	Category
Condorrat Health Centre	27	3	30	C
Coatbridge Health Centre	60	2	62	B
Abronhill Health Centre	28	3	31	C
Viewpark Health Centre	38	3	41	C
Wishaw Health Centre	34	8	42	B
Kilsyth Health Centre	10	5	15	C
Shotts Health Centre	43	2	45	C
Adam Avenue Clinic	25	2	27	B
Community Centre, Forgewood	on-street parking only	on-street parking only	on-street parking only	N/A
Community Centre, Craigneuk	on-street parking only	on-street parking only	on-street parking only	N/A
Community Centre, Pather	on-street parking only	on-street parking only	on-street parking only	N/A
Buchanan Centre	on-street parking only	on-street parking only	on-street parking only	N/A
Airdrie Health Centre	42	0	42	B
Cumbernauld Central Health Centre	117	4	121	B
Carluke Health Centre	83	6	83	B
Roadmeetings Hospital	25	0	25	C
Udston Hospital	136	5	141	B
Law House	358	20	378	C
Ladyhome Hospital	25	2	27	C
Lockhart Hospital	27	0	27	C
Kello Hospital	10	2	12	B

Appendix 1

Site name	Normal parking	Disabled parking	Total parking	Category
Biggar Health Centre	29	2	31	C
Hairmyres Hospital	1228	49	1277	B
Kirklands Hospital	116	5	121	C
Atholl House	on-street parking only	on-street parking only	on-street parking only	N/A
Strathmore House	on-street parking only	on-street parking only	on-street parking only	N/A
Lanark Health Centre	57	5	62	C
Braeside Clinic	6	2	8	C
Crawford Clinic	on-street parking only	on-street parking only	on-street parking only	N/A
Kingshill Health Centre	10	0	10	C
Quarry Street Child & Family Clinic	on-street parking only	on-street parking only	on-street parking only	N/A
Audiology Clinic	43	2	45	A
Forth Clinic	on-street parking only	on-street parking only	on-street parking only	N/A
Greenhills Health Centre	36	4	40	B
Orchard Street Clinic	17	0	17	B
Carnwath Health Centre	5	0	5	B
Blantyre Health Centre	72	5	77	B
Alison Lea Medical Centre	19	2	21	B
Hunter Health Centre	36	4	40	A
Strathaven Health Centre	43	4	47	C
Larkhall Health Institute	13	1	14	C

Appendix 1

Site name	Normal parking	Disabled parking	Total parking	Category
Red Deer Centre	19	2	21	B
Glebe Medical Centre	46	4	50	C
14 Beckford Street	on-street parking only	on-street parking only	on-street parking only	N/A
Douglas Street Clinic	56	0	56	B
Caird House	15	2	17	B
Stonehouse Hospital	59	6	65	C

Appendix 2

Access Rights Criteria

Criteria	Description	Proposed Weighting
<i>Peripatetic staff who travel on/off sites as part of agreed job plan.</i>	On average, every day	100
	Every week	60
	Occasionally	40
	Clinician who delivers services from more than one site on a regular basis	100
<i>Personal safety</i>	Staff who regularly work shifts which start prior to 7.00am or finish later than 7.00pm	60
<i>Personal need</i>	Carer obligations which require regular, daytime travel	20
	Public transport options to/from base has 3 or more journey legs	30
	Journey to work by public transport takes longer than 60 minutes	30
<i>Car sharing</i>	With 1 other staff member at same location	100
	With 2 or more staff member at same location.	120

Terms and Conditions

- These terms will apply to all members of staff who are in receipt of a permit to park in designated NHSL car parking areas. Failure to adhere to these terms may result in loss of access rights and disciplinary action.
- Cars can only be parked in a designated staff parking place.
- Permit holders must abide by road markings and directional signposting.
- The access rights conferred by a permit do not extend to other roadways or designated parking areas e.g. general patient/public parking areas, delivery points, ambulance parking, drop-off points or disabled parking bays unless this is expressly stated.
- Cars are parked at the owner's risk. NHS Lanarkshire does not accept any liability for damage to, or theft from, a vehicle whilst it is parked on NHS Lanarkshire premises.
- NHS Lanarkshire reserves the right to withdraw a permit at any time.
- Car sharers will require to demonstrate active car sharing via membership of the Liftshare scheme and its BUDI Group process.
- One permit will be allowed for each BUDI Group
- Staff applying under the car share criteria will not be eligible for points under any other criteria

Appendix 3

Application form for Access rights

The administrative arrangements will be completed following consultation on the draft policy, based on the final agreed criteria.