



# **FINANCE POLICY & PROCEDURE (FPP NO.11)**

## **PARKING POLICY – NORTHERN HOUSE**

**South Central Ambulance Service NHS Foundation Trust**  
Unit 7 & 8, Talisman Business Centre, Talisman Road,  
Bicester, Oxfordshire, OX26 6HR

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## DOCUMENT INFORMATION

**Author:** Charles Porter, Director of Finance

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- All Recipients e-mail
- Staff Notice Boards
- Web-site
- SCAS intranet

**Equality Impact Assessment:**

Stage 1 Equality Impact Assessment carried out on September 2021

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## 1 INTRODUCTION

Parking at The Talisman Business Centre, including Northern House, is controlled by the landlords Parking Patrol Company in line with the landlords parking rules. The main impact of the rules is that;

**Cars may only be parked within a marked parking bay and must display a Landlords Parking Permit (LLPP).**

**Any vehicle parked outside of a marked bay, on yellow cross hatching or on double yellow lines will be liable to receive a parking ticket, even if it displays a LLPP.**

The practice of double parking between lines of cars in unmarked spaces and of parking on yellow hatching between parking bays will no longer be tolerated and cars parked in such a way will be liable to receive a parking ticket.

Essentially the landlord is not changing the previous rules or the terms and conditions regarding parking in any of the leases. Rather, due to the tenants, including the Trust persistently, abusing them, they will now be strictly enforced by the landlord through a limited issue of LLPPs to each tenant. This will be commensurate with the number of marked parking bays allocated to each tenant/building.

The purpose of this policy is to ensure that SCAS and SCAS Staff adhere to the parking rules on site and that the use of the limited amount of parking available to SCAS is prioritised correctly amongst qualifying staff who will optimise its use.

The Landlord is likely to issue a number of permits which will exceed the number of available places. These will be issued to those staff that fall within categories 1 to 6 as outlined in section 4.2 from information completed in the questionnaire.

The issue of a permit does not guarantee that a space will be available. In these instances, all permit holders will revert to their alternative parking option(s).

## 2 EQUALITY STATEMENT

The Trust is committed to promoting positive measures that eliminate all forms of unlawful or unfair discrimination on the grounds of age, marriage and civil partnership, disability, race, gender, religion/belief, sexual orientation, gender reassignment and pregnancy/maternity or any other basis not justified by law or relevant to the requirements of the post.

By committing to a policy encouraging equality of opportunity and diversity, the Trust values differences between members of the community and within its existing workforce, and actively seeks to benefit from their differing skills, knowledge, and experiences in order to provide an exemplary healthcare service. The Trust is committed to promoting equality and diversity best practice both within the workforce and in any other area where it has influence.

The Trust will therefore take every possible step to ensure that this procedure is

applied fairly to all employees regardless of age, marriage and civil partnership, disability, race, gender, religion/belief, sexual orientation, gender reassignment and pregnancy/maternity or any other basis not justified by law, length of service, whether full or part-time or employed under a permanent or a fixed-term contract or any other irrelevant factor.

Where there are barriers to understanding e.g. an employee has difficulty in reading or writing or where English is not their first language, additional support will be put in place wherever necessary to ensure that the process to be followed, is understood and that the employee is not disadvantaged at any stage in the procedure. Further information on the support available can be sought from the Human Resource Department.

### 3 ORGANISATION AND RESPONSIBILITIES

- 3.1 This Policy applies to all persons employed by South Central Ambulance NHS Foundation Trust (SCAS) and to all other visitors and users of its facilities.
- 3.2 The **Chief Executive** has overall responsibility for SCAS management and control of car parking. He/she will ensure that within the priorities set there are adequate financial resources allocated to meet car parking objectives.
- 3.3 Under delegated authority from the Chief Executive, the **Head of Estates** is the designated person who will ensure the application of this policy and that adequate procedures and systems are in place.
- 3.4 The **Head of Estates** is responsible for the management of car parking, the application of procedures & systems, including access control and relevant regulations. Day to day management of site - specific car parks will be delegated to the respective **Estates Manager**.
- 3.5 All **Executive Directors, Divisional Heads, Associate Directors and Senior Managers** are responsible for ensuring that this policy, procedures, and systems to control and manage staff parking is upheld at all times, specifically in:
- authorising the allocation of car parking in line with the agreed criteria for allocation.
  - ensure consistency of policy application across SCAS
  - supporting any action to be taken to address irresponsible parking, by ensuring that staff park only in designated parking area.
- 3.6 **Staff** are required to:
- Fully comply with SCAS Car Parking Policies.
  - Return permits on change of circumstances/leaving SCAS.
  - Not to pass on passing permits onto colleagues.
  - Not double park when there are vacant spaces.
  - Always use the furthest available marked bay where possible.
- 3.7 Double parking will only be allowed in marked bays in certain areas which will be one line in each main parking section. No other double parking on site will be

allowed.

## 4 GENERAL ARRANGEMENTS

### 4.1 Available Car Parking Options

- A. Northern House  
101 spaces, 2 of which are designated mobility impaired badge holder (blue badge holder) spaces.
- B. Bicester Village  
20 unmarked bays within the main staff parking area (flat car park)
- C. Bicester Park and Ride  
Free Shuttle bus to operate between the hours of 7.20 to 9.12 and 16.05 to 18.05 between Bicester Park and Ride and Northern House
- D. Cattle Market (Long Stay) Car Park  
Individual use where none of the above options is available.

### 4.2 User Priority Groups

#### 4.2.1 **CATEGORY 1:** Mobility Impaired Staff

- Staff who qualify for a disability allowance/are holders of “mobility impaired” parking permits.
- Staff who have a short-term medical condition and have been assessed by the Occupational Health Physician or had a Equality Impact Assessment or at the Car Parking Panel’s discretion will be issued with LLPP on a temporary basis.
- Consideration will be given to an application for a car parking permit for pregnant staff following a pregnancy risk assessment.

#### 4.2.2 **CATEGORY 2**

999, 111 & PTS Call Centre Staff and Educators providing courses at NH out of hours. Staff working shifts within a call centre environment.

#### 4.2.3 **CATEGORY 3**

Staff with a proven caring responsibility that requires them to have ready access to their vehicle in order on a frequent basis, to be able to discharge their caring responsibilities. Individual responsibilities in relation to caring responsibilities to include but not limited to childcare commitments should be included in your response to Q15 of the Questionnaire.

#### 4.2.4 **CATEGORY 4:** Car Sharing Staff

Staff who share their car with at least one other employee for 4 or more days per week.

#### 4.2.5 **CATEGORY 5:** Regular Car Users

Staff who are required to use their car on SCAS business and either travel on

average more than 3,500 business miles per year or use their vehicles for more than 3 trips per week on average.

#### 4.2.6 **CATEGORY 6**

Staff who travel in excess of 2km to work by car and work normal office hours Monday to Friday.

4.3 Category 1, 2, 3 & 4 user groups will be given priority to qualify for a LLPP to park at Northern House

4.4 Category 5 users will be given priority to use spaces at Bicester Village. For Category 6 users a free shuttle bus will be available times at the times designated in para 4.1 (c) which will provide conveyance to and from Bicester Park and Ride to Northern House. Where this cannot be used, then staff can reclaim their reasonable costs of parking at the Cattle Market car park.

4.5 All other Northern House based staff will use the pay and display car parks in Bicester, but the Trust will not reimburse this cost.

4.6 Groups Specifically Excluded from Parking Options A, B or C

SCAS/NHS Staff who are not based at Northern House are encouraged to make use of the Bicester Park and Ride bus (para 4.1 (c)). Where this is not an option then these members of staff can use Bicester Parking pay and display car parks and all reasonable car parking expenses will be reimbursed through expenses.

#### 4.7 **All visitors to Northern House**

Official visitors will not be provided with reserved area parking. Contractors will be expected to 'drop off' equipment in a designated area in the car park and use off-site parking.

4.8 There will be no exclusive/named individual parking spaces

## 5 **QUALIFICATION CRITERIA**

Staff who believe that they qualify to join one of the User Priority Groups will be asked to complete a survey/questionnaire for matching against the User Group parking criteria. Completed applications should be sent to [nhparking@scas.nhs.uk](mailto:nhparking@scas.nhs.uk)

A Car Park Panel, chaired by the Head of Estates, will judge applications according to the criteria for each Priority User Group and advise each applicant on their subsequent parking options.

To allow the efficient processing and administration of this parking policy a car parking database will be set up and information from application forms will be entered and retained. All information will only be used for allocation and administration of passes and car parking and will be kept strictly confidential and in compliance with the Data Protection Act.

Misuse or abuse of parking permits, season tickets etc will be investigated by the Parking Panel who will review an individual's User Priority Group membership

accordingly.

## **6 PENALTIES**

Clear warning notices and lines are in place to identify the parking restrictions in force at The Talisman Business Centre and the penalties that will be incurred for non-compliance. The driver of a vehicle that is issued with a parking fine or ticket at Northern House will be liable for the cost.

Under no circumstances will SCAS reimburse the cost of a parking fine/ticket.

Any query regarding the issue of a fine/ticket or payment of a penalty must be addressed directly to the landlords parking patrol company only. (Details on signs around site).

## **7 OTHER COMPLAINTS**

Any other complaints or queries should be addressed to [nhparking@scas.nhs.uk](mailto:nhparking@scas.nhs.uk)