

Local equality analysis: Proposed Updated Policy PP (14)016 Policy for Management of Barrier Controlled Site

1. Description of decision:

To update the Trust's policy for the Management of Barrier Controlled Site including changes to access to and charges for car parking.

2. Main aims and purpose of the policy

- To provide safe and accessible parking for all users.
- To clarify criteria for access to site, car park charges, off-site parking, concessions and dispensations and non-compliance with the policy.
- To ensure consistency in monitoring access to site schemes; barrier control car parking; administration of car park charging policy, and recognition of concessions/dispensations.

3. Main elements of the policy

- Access to car parking facilities
- Charging arrangements for car parking, including exemptions from payment and reimbursement of fees

4. Key stakeholders

Stakeholders are all those receiving services, working at or visiting the trust. Key stakeholders are:

- Patients
- Visitors
- Staff
- Volunteers
- Students

5. Policy implementation date and responsibility for implementation

If approved the updated policy would be implemented from 1 February 2017 and it would be implemented by Mrs Jan Bloomfield, Executive Director of Workforce and Communications and Mrs Jean Le Fleming, Administration Manager, Facilities Department.

6. Data used to inform this assessment

The following data has been used to inform this assessment:

- Staff: Equality and Diversity Report to the Board June 2016 (**Appendix A**)

7. Consultation and engagement

The following were consulted in the development of proposed updated policy:

- Staff: Trust Council and Travel Plan Steering Group on 13.9.16 and 4.10.16
- Staff: Proposals for changes to staff parking charges were circulated for comment to Human Resources/Finance and Estates and Facilities staff.
- Patients, visitors and carers: Patient tariff review meeting 10.11.16
- Patients, visitors and carers: Involving Family Carers Group Meeting 3.11.16

8. Arrangements for sharing the Trust's Equality Impact Assessment

The draft Equality Impact Assessment was shared with staff and patient representatives and the final version, amended as appropriate, and subject to Trust Board approval, will be published on the Trust's website.

9. Practical actions to reduce or remove adverse/negative impacts

Ensure parking concessions are applied correctly and consistently.

10. Monitoring arrangements

Progress will be monitored through a review of car parking complaints, incident reports and feedback from patient groups.

| 11. Does policy or function have any influence on any of the equality strands in relation to: Promoting equality, eliminating discrimination, achieving equality? | Yes | No |
|---|-----|----|
| Race | | X |
| Religion or belief | | X |
| Disability | | X |
| Gender | | X |
| Sexual orientation | | X |
| Age | | X |
| Gender reassignment | | X |
| Maternity and pregnancy | | X |
| Marriage and civil partnership | | X |

| 12. Analysis of the updated policy | | |
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| Access to car parking on site | | |
| Element of policy | Detail | Impact on promoting equality, eliminating discrimination, achieving equality |
| Staff* and student access – staff authorised to park on site | <p>Access to parking on site is dependent on shift patterns/on-call duties and personal circumstances (e.g. disability, child care arrangements). Since 1.3.14 all staff and students require authorisation to park on site from the Executive Director of Human Resources.</p> <p>All staff or students who are permanently or temporarily disabled and have a blue badge are authorised to park on site and have access to two designated bays near to the rear entrance.</p> | Provision made for staff and students with a disability affecting their mobility and holding a blue badge helps promote equality eliminate discrimination and achieve equality. |
| Staff* and student access – car free days (CFD) | All staff and students have been required to select a day when their vehicle is not brought onto site unless their role/shift or personal circumstances provide exemption (e.g. staff whose disability affects their mobility, staff who use the Busy Bees on site nursery). | No impact on equality as applies equally to all people with protected characteristics. |

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| <p>Patient, Carer and Visitor Access</p> | <p>Patient, carers and visitors have access to car parks A, E, D (Macmillan Unit) and Eye Treatment Centre/DSU, car park.</p> <p>Patients, carers, visitors who are disabled and have a blue badge can use the designated bays. Under the new policy the number of designated bays at the front of the hospital in car park A will increase to 40+ (for an average of 100 patient/carer/visitor blue badge holders visiting the site in each 24 hour period).</p> | <p>The provision of a significant number of additional designated parking bays for patients/carers/visitors with a disability affecting their mobility will help promote equality, eliminate discrimination and achieve equality.</p> <p>The provision of more spaces for disabled patients, visitors and carers who have a blue badge will not disadvantage other users as an additional 400 spaces will be open in early 2017.</p> |
| <p>Staff Car Sharers</p> | <p>Staff participating in the car sharing scheme have access to dedicated car sharers only section of car park C.</p> | <p>This scheme reduces the number of cars on site and has no impact on equality as it covers people with all protected characteristics equally.</p> |
| <p>Volunteer Access</p> | <p>All volunteers have an access card to the main car park for the duration of their voluntary work. Volunteers who are disabled and have a blue badge have access to patient and visitor designated bays (front, rear and side of the hospital).</p> | <p>As Patient, Carer and Visitor access above</p> |
| <p>Hospice Users</p> | <p>Access to 20 spaces daily in the Macmillan Way Car parks</p> | <p>This arrangement covers people with all protected characteristics equally and has no impact on equality.</p> |
| <p>Charges for car parking</p> | | |
| <p>Staff*</p> | <p>All staff are required to pay for parking on site. Charges are banded according to the hours worked.</p> | <p>No impact on equality as applies equally to all people with protected characteristics.</p> |
| <p>Students</p> | <p>All students are required to pay for parking on site. Either via their HEI payments to the Trust or directly.</p> <p>Students with a disability that affects their mobility and results in an entitlement to a blue badge have access to designated bays as staff blue badge holders.</p> | <p>Applies equally to all people with protected characteristics – no impact on equality.</p> |

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| <p>Patients</p> | <p>Patients are required to pay for parking on site. The first 20 minutes (if entry is via the barrier at the front of the site) or 30 minutes (if entry is via the barrier at the side of the site) is free of charge. This allows for free drop off and collection.</p> <p>Under the proposed updated policy this includes patients whose disability affects their mobility and who have a blue badge.</p> <p>Concessions are available for patients and are made on the grounds of income and affordability for patients making frequent visits.</p> <ol style="list-style-type: none"> a. NHS Travel Expenses Reimbursement Scheme b. Requiring frequent short-stay visits over the course of one week (i.e. affordability) c. Requiring frequent sessions over a period of several weeks (i.e. affordability) d. Weekly pass | <p>The extension of the policy that all patients pay for parking helps promote equality, eliminate discrimination and achieve equality but will have a negative impact on patients who have a disability affecting their mobility and an entitlement to a blue badge. Under the current policy this group were treated more favourably than people whose disability does not affect their mobility in this way and all other people with a protected characteristic(s).</p> <p>Financial concessions are available to all people with protected characteristics equally and, therefore, have no impact on equality.</p> |
| <p>Visitors</p> | <p>Visitors are required to pay for parking on site. Under the proposed updated policy this will include visitors whose disability affects their mobility and who have a blue badge.</p> | <p>The extension of the policy that all visitors pay for parking helps promote equality, eliminate discrimination and achieve equality but will have a negative impact on visitors who have a disability affecting their mobility and an entitlement to a blue badge. Under the current policy this group were treated more favourably than people whose disability does not affect their mobility in this way and all other people with a protected characteristic(s)</p> |
| <p>Volunteers (including patients assisting with education)</p> | <p>Free parking for all volunteers and patients assisting with education for the duration of their voluntary work/visit</p> | <p>Applies equally to all people with protected characteristics – no impact on equality</p> |
| <p>Contractors</p> | <p>Car parking charges are incorporated into the contract price.</p> | <p>Applies equally to all people with protected characteristics – no impact on equality</p> |
| <p>Motorcycles and bicycles</p> | <p>Exempt from parking charges provided they do not take up car spaces.</p> | <p>Applies equally to all people with protected characteristics – no impact on equality</p> |

*Including NSFT staff based at or operating from the West Suffolk Hospital site.

Appendix A – Staff Demographics Data



Equality Board report
2016_v2.pdf

November 2016