



Car Parking Policy

Policy Prepared by:	Nigel Hornsby
Job Title/Role:	Group Head of Estates
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EQUALITY IMPACT ASSESSMENT:	<u>Screened By:</u> N. Hornsby Date: 23.03.2022 <u>Full EIA:</u> N/A Date:
If you would like this document in an alternate format please contact:	
Approved by SLT:	Yes
Date:	March 2022

MANDATORY INITIAL IMPACT SCREENING



I have read the guidance document: Completing a Policy Impact Assessment?	✓
If this policy raises equality, diversity or inclusion concerns, the Inclusion Committee has been consulted?	✓
If this policy raises environmental or sustainability issues, the Estates Team have been consulted?	<input type="checkbox"/>
If this policy has been up-dated, please tick to confirm that the initial impact screening has also been reviewed:	✓

Please list each College Strategic Priority that this policy is designed to address/implement:	SP.3: To enhance the quality of the experience we provide for our learners and our staff.
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EQUALITY, DIVERSITY & INCLUSION IMPACT ASSESSMENT

Characteristic	This policy seeks to:	
Age	No appreciable impact	
Disability	No appreciable impact	
Faith or Belief	No appreciable impact	
Gender	No appreciable impact	
Race or Ethnicity	No appreciable impact	
Orientation	No appreciable impact	
Gender reassignment	No appreciable impact	
Economic disadvantage	No appreciable impact	
Rural isolation	No appreciable impact	
Marriage	No appreciable impact	
Pregnancy & maternity	No appreciable impact	
Carers & care leavers	No appreciable impact	
Vulnerable persons	Safeguarding children or vulnerable adults	
Please identify any sections of the policy that specifically seek to maximise opportunities to improve diversity within any of the College's stakeholder groups:		
Please identify any sections of the policy that specifically seek to improve equality of opportunity within any of the College's stakeholder groups:		
Is there any possibility that this policy could operate in a discriminatory way?	<input type="checkbox"/>	*
		If you have ticked yes (red), which characteristic will be most affected? Choose an item.
If yes please confirm that the Policy has been sent for a full Equality & Diversity Impact Assessment, and note the date:	<input type="checkbox"/>	Click or tap to enter a date.

Note: if the policy does not seek to increase diversity or improve equality you should go back and review it before submitting it for approval.

MAPPING OF FUNDAMENTAL RIGHTS

Which United Nations Convention on the Rights of the Child (UNCRC), Right does this policy most protect:	Atr. 16 Right to privacy Art. 17 Access to information Art. 42 Right to know your rights
Which Human Right (HRA) does this policy most protect:	Art. 8 Right to private & family life Art. 7 No punishment without law

DATA PROTECTION & PRIVACY BY DESIGN SCREENING

Tick to confirm that you have considered any data protection issues as part of the design and implementation of this policy; and, that implementing this policy will <u>not</u> result in the collection, storage or processing of personal data outside of official College systems:	✓
Tick to indicate that this policy has or requires a Data Privacy Impact Assessment:	✓

ENVIRONMENTAL, SOCIAL AND ECONOMIC IMPACT ASSESSMENT

Does this policy relate directly or indirectly to any legal, regulatory environmental or sustainability standard(s)?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If so, please list them:			
Will any aspects of this policy result in:			
Reduced miles travelled or provide / improve / promote alternatives to car based transport (e.g. public transport, walking and cycling car sharing, the use of low emission vehicles, community transport, environmentally friendly fuels and/or technologies)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Reduced waste, environmental hazards and/or toxic materials for example by reducing PVC, photocopier and printer use, air pollution, noise pollution, mining or deforestation? Or increase the amount of College waste that is recycled or composted?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Reduced water consumption?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Reduced instances of single use plastic?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Reduced use of natural resources such as raw materials and energy to promote a circular economy?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Improved resource efficiency of new or refurbished buildings (water, energy, density, use of existing buildings, designing for a longer lifespan)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Will this policy improve green space or access to green space?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Please list the sections of this policy which specifically target an improved environment:			

Will any aspects of this policy result in:			
The promotion of healthy working lives (including health and safety at work, work-life/home-life balance and family friendly practices)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Greater employment opportunities for local people?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
The promotion of ethical purchasing of goods or services for example by increasing transparency of modern slavery in our supply chain?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Greater support for the local economy through the use of local suppliers, SMEs or engagement with third sector or community groups?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
The promotion of better health, increased community resilience, social cohesion, reduced social isolation or support for sustainable development?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Mitigation of the likely effects of climate change (e.g. identifying proactive and community support for vulnerable groups; contingency planning for flood/snow, heatwaves and other weather extremes)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
The promotion of better awareness of sustainability, healthy behaviours, mental wellbeing, living independently or self-management?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Please list the sections of this policy which specifically target improved sustainability:			

What is the *estimated* carbon impact of this policy (in terms of tCO2e)	Increased (+tCO2e) <input type="checkbox"/>	Decreased (-tCO2e) <input type="checkbox"/>	Net Zero CO2 ⚙️
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Mandatory initial impact screening completed by:	Debbie Love
Date	25/03/2022
Initial impact screening supported by (Please list each individual)	Nigel Hornsby

Car Parking Policy

1. Introduction

- 1.1. This policy is intended for all users of SGS College roads and car parking facilities. This policy should be used in conjunction with the College Parking Information guidance that can be found on Sharepoint - the college intranet.
- 1.2. SGS College is not obligated to provide car parking for any bona-fide stakeholder (staff, learners etc) with the exception of any need to provide 'reasonable adjustments' for those who fit the lawful definition of disability under the Equality Act, 2020. However, it is recognised that on-site parking is a significant benefit and therefore, the provision of a comprehensive car park service is essential.

2. General

- 2.1. SGS College wishes to preserve as safe, convenient and secure a facility as it can for the benefit of all users. The managed car parking policy is intended to provide an equitable and uniform system for the administration of car parking amenities consistent with corporate priorities and current and future demand.
- 2.2. The policy recognises that demand for parking spaces will invariably outstrip supply and that the only practical approach is to prioritise use in parallel with complementary control and enforcement measures, together with active development and promotion of travel alternatives.
- 2.3. As with all aspects of health, safety and environmental matters, Exec, Senior Leadership Team, Heads of Sector, Heads of Departments and all line managers/team leaders are responsible for ensuring, as far as is reasonably practicable, that members of their staff and the students adhere to this policy.

3. Car Park Management

- 3.1. UK Car Park Management Ltd (UKCPM) manage the car parks at Filton, Wise and Stroud campuses on behalf of the college. UKCPM will provide automatic number plate recognition (ANPR) and warden patrol in and around the car parking areas to monitor the car park provision and provide control and enforcement of these regulations.
- 3.2. Throughout this document, the responsibility for the operation of the Regulations and Procedures is vested in UKCPM. The Patrol Officers will provide advice and assistance where possible and enforcement when it becomes necessary. UKCPM staff should be contacted for all matters regarding car parking and traffic control. The contract will be managed on behalf of the college by the Estates admin team, working for the Group Head of Estates.

4. Registration and Charging

- 4.1. SGS College has the following managed parking spaces available:

Campus	Car Parking Available (approx.)
Filton Campus	Main site 124, A block 72
Wise Campus	264
Stroud Campus	240

As a condition of using its roads and car parks, authorised users will be required to register their vehicles with UKCPM or pay & display. Information can be found on the college intranet Sharepoint. Users who park on campus without a valid permit will be subject to a Parking Charge Notice.

Qualifying users will be issued with:

- an annual electronic permit OR
- need to display a valid pay & display ticket

The on-site availability of designated parking spaces is offered purely on a first-come, first-served basis.

4.2. Permit Application and Information

Permit registration guidance notes can be found on the college intranet Sharepoint.

Failure to comply with the conditions may result in disciplinary action.

5. Fees

Pay & Display fees are as advertised at each campus. Parking is free for SGS College staff, learners and other authorised vehicles on condition that all have registered for a valid permit.

5.1 Visitors

Visitors will fall into two main categories:

- Regular and ad hoc visitors must Pay & Display at the published rates.
- Guests / Visitors invited in and registered via the visitor booking form on Sharepoint should report to the site reception team to ensure they and

their vehicles are properly registered. The college does not provide reserved parking as a rule.

All individuals who wish to park at SGS College campuses must have a valid permit.

5.2 Contractors

Authorised contractors who work regularly on site must register with Estates or display a pay & display ticket.

5.3 Blue Badge Holders

On each campus there are designated parking spaces for drivers with disabilities. Should the demand for these spaces exceed the number available then Estates may make local arrangements for the convenience of those people with disabilities. This provision will be reviewed periodically so that changes in the number of staff and / or students with disabilities can be accommodated. Holders displaying their Blue Badge will be exempt from

payment on condition that their vehicle is parked in a designated disabled space

Motorcycle users can park free provided designated areas are used. If a motorcycle user wishes to park in a general parking bay, the standard tariff will apply and a pay & display ticket must be displayed.

5.4 Staff and students who have temporary mobility problems

Staff and students who have been issued with a time limited pass for temporary mobility problems may park in designated spaces for drivers with disabilities on condition that the pass is clearly displayed on the dashboard.

Temporary mobility problems – risk assessment to be submitted to Estates & HR.

6. Owners' Liability

Vehicles enter and park on all SGS College campuses entirely at the owners' risk.

7. Legality

SGS College expects all vehicles entering any campus to be driven in accordance with laws applying to the public highway, drivers to:

- Hold a current driving licence
- Possess a current MOT certificate (where appropriate), tax and insurance for the vehicle
- Drive in accordance with the current Highway Code including adherence to our road and car park markings and signs
- Not in any event to exceed 5mph on any campus

8. Car Parking Regulations

a. Staff and learner vehicles parked on any SGS College campus are required to hold a valid electronic annual parking permit or a current Pay & Display ticket.

b. Vehicles must be parked sensibly and safely to ensure optimum utilisation of scarce parking resource.

c. Parking is restricted to designated marked bays only. Please note that there are Restricted Areas on some sites for which an additional means of parking authorisation is required. These may include, but are not limited to:

- EV charging spaces as marked
- Car-Sharing – Registered car share pass required
- Reserved visitor – indicated by display. (Note – SGS does not reserve parking spaces for staff or learners under normal circumstances)

d. No parking is allowed on double yellow lines, hatched or pedestrian paved areas or grass verges.

e. Under no circumstances may vehicles be parked so as to impede access by emergency services vehicles, by parking on any roads save where road markings clearly identify parking bays.

f. Any vehicle parked in such a manner as to endanger the safety or security of learners, staff, visitors or premises may be towed away. The owner / driver will be liable for any costs incurred related to the removal of the vehicle.

g. Parking spaces for those with disabilities are restricted to those people who hold a current Blue Badge as issued by the Local Authority or a temporary pass issued by SGS Estates Department.

h. Reserved visitor parking spaces, if issued, are restricted to those visitors only. Reserved Exec parking spaces are restricted to Exec staff only.

i. Contravention of any of the parking regulations may result in a Parking Charge Notice (PCN) being issued to the vehicle. SGS College reserves the right to deal with serious or persistent infringements through the appropriate staff or student disciplinary procedure.

9. Parking Charge Notice

A PCN is a charge imposed on a driver / registered owner of a vehicle for a breach of car parking regulations. Notices will be issued by UKCPM who are authorised to manage SGS car parks.

Vehicle keepers should be aware that in the event of failure to pay the PCN within the appropriate time period their name and address may be obtained from the DVLA by a debt recovery agency and they will be contacted accordingly. At this stage, an additional administration fee may be charged and a County Court Order may be sought.

Parking charge notices will be issued in the following circumstances:

1. Parking without displaying a valid pay & display ticket
2. Failing to register and hold an electronic permit
3. Failing to display a valid pass in a designated zone
4. The vehicle is parked in an unauthorised area, i.e. outside of a clearly marked parking space, on yellow lines or cross-hatched areas
5. The vehicle is causing an obstruction or inconvenience

SGS Estates staff will only intervene on behalf of any stakeholders in the event that a PCN has been incorrectly issued in accordance with the terms and conditions of using SGS college car parks.

When a PCN has been issued correctly to any stakeholder, that individual should appeal directly to UKCPM to resolve the matter.