

**POLICY STATEMENT**

**TITLE:**

Vehicles On-Site and Parking Policy Statement

**INTRODUCTION/OVERVIEW:**

It is the policy of Northampton College to effect non- discriminatory vehicle parking controls for its students, employees and visitors to ensure not only that vital access routes are kept clear for emergencies but also that pedestrian access around the College Premises is safe at all times.

**POLICY STATEMENT:**

To achieve these aims, the vehicle parking areas are clearly defined, signed and include provision for bicycles, motor bikes, disabled parking, loading bays, and access provision for Emergency Services' vehicles.

The College recognises and accepts the legal implications of Planning Permission and the rules associated when providing parking provision.

The College will ensure that no uncontrolled vehicles are parked next to any buildings in compliance with current National Counter Terrorism Security Office guidelines.

The College will, as required, appoint competent persons to assist the Principal to implement this policy. Accordingly the Principal accepts overall responsibility for policy formulation and implementation. The Principal and Senior Managers will, using effective management practices, ensure an overall commitment to providing a non-discriminatory provision of parking.

The College expects each student, employee and visitor on its premises to have a good understanding of the Highway Code (through attainment of their driving licence) and to abide by its code of practice, and thus aim to ensure the safety of themselves and others that may be affected by their acts or omissions. Each student, employee and visitor, is expected to co-operate fully with the College in the implementation of this Policy.

**QUALITY STATEMENTS:**

Procedures to effect good vehicle parking management:-

1. All vehicles drivers will abide by the College rules and not exceed the speed limits
2. Vehicles will be ticketed if parked in contravention of the signage and road markings on the College site and their registration numbers will be noted.
3. Repeat offenders, or those who have parked dangerously or who inappropriately occupy a disabled space, will be ticketed with a requirement that the offender reports to the Estates Department. Failure to do so will result in disciplinary action.
4. Repeat offenders will be subject to further disciplinary action and persistent offenders may incur other sanctions as deemed reasonable given the circumstances, including being prevented from bringing a vehicle on to College premises.
5. CCTV will be used if there is reasonable evidence that a driver has contravened the College rules, speed limit and parking rules
6. In compliance with College Evacuation, Inevacuation and Lockdown Policy (draft) no vehicle will park next to a college building.

**LINKED POLICIES/  
PROCEDURES:**

- Security Policy
- Health & Safety Policy
- Lettings
- Evacuation, Invacuation and Lockdown Policy

**MONITORING PROCEDURE:**

- Director of Estates
- Deputy Director of Estates
- Periodic Review

**DATE FOR REVIEW AND  
NEXT DIVERSITY IMPACT  
ASSESSMENT:**

January 2019

**RESPONSIBILITY:  
Overall (Directorate/Dept):  
Implementation:**

- Policy and Strategy Group
- Annual estates Report to Governors

**ENDORSED BY:**  
  
Policy & Strategy Group /  
Corporation

(Signature)  
  
(Position)  
  
(Date)

**APPROVED:**  
  
Principal

(Signature)  
  
(Position)  
  
Jan 2018 (Date)

## Appendix A

### EQUALITY & DIVERSITY IMPACT ASSESSMENT

This form should be used by managers and policy authors within their area of responsibility to carry out Equality & Diversity Impact Assessments (E&DIAs) in relation to protected characteristics, specifically: Age, Sex, Disability, Gender reassignment, Race, Religion or Belief, Sexual Orientation, Pregnancy & Maternity and Marriage & Civil Partnership.

The word 'policy' is taken to include strategies, policies, procedures and guidance notes; formal and informal, internal and external.

The Impact Assessment may be carried out on any policy, service, function or plan you are engaged in, or are about to commence. All policies should be clearly stated. However, in reality, some policies are built into everyday procedures and customs, therefore not all policies are open to inspection and review. Any assessment of a policy should include these customs and practices as well as the formal written policy. 'Functions' means your duties and powers and includes internal and external functions, including service delivery.

#### 1. Name of policy

Vehicles on Site and Parking Policy

#### 2. What is the aim(s), objective(s) and/or purpose of the policy?

It is the policy of Northampton College to effect non-discriminatory vehicle parking controls for its students, employees and visitors to ensure not only that vital access routes are kept clear for emergencies but also that pedestrian access around the College Premises is safe at all times.

#### 3. Who is the policy lead?

Gary Brough

#### 4. Which of the following groups could be affected by this policy? (Tick all that apply)

Learners ✓

Staff ✓

Wider community ✓

#### 5. Team

Names and position of Impact Assessment Team (min of 3 preferably from areas across the College):

Name	Position
Gary Brough	Director of Estates
Ashok Dave	ICT Operations Manager
Bob York	Deputy Director of Estates

Date E&DIA undertaken: 11/01/2018

E&DIA undertaken as a result of:

Renewal / Revision of Policy / Procedure

New Policy / Procedure

SAR process

Other  Please state \_\_\_\_\_

Date of last E&DIA (if applicable) \_\_11/01/2017\_\_\_\_\_

## 6. Complaints?

Have complaints been received from anyone with one or more protected characteristic about the service provided? If yes then please give details.

No  Yes

## 7. The Impact

Four possible impacts should be considered as part of the assessment:

1. **Positive impact** – Where the policy might have a positive impact on a particular protected characteristic.
2. **None or little impact** – Where you think a policy does not disadvantage any of the protected characteristics.
3. **Some impact** – Where a policy might disadvantage any of the protected characteristics groups to some extent. This disadvantage may be also differential in the sense that where the negative impact on one particular group of individuals with protected characteristics is likely to be greater than on another.

4. **Substantial impact** – Where you think that the policy could have a negative impact on any or all of the protected characteristics. This disadvantage may be also differential in the sense that the negative impact on one particular protected characteristic is likely to be greater than on another.

Using the guidance provided above, complete the following table:

<b>Sex/Age</b>	<b>Positive impact</b>	<b>No or little impact</b>	<b>Some adverse impact</b>	<b>Substantial adverse impact</b>
Women		✓		
Men		✓		
Age		✓		

<b>Disability</b>	<b>Positive impact</b>	<b>No or little impact</b>	<b>Some adverse impact</b>	<b>Substantial adverse impact</b>
Visually impaired		✓		
Hearing impaired		✓		
Physical disability		✓		
Specific Learning difficulties		✓		
Global learning difficulties		✓		
Autistic Spectrum Disorder		✓		
Any other disability - various		✓		

<b>Race</b>	<b>Positive impact</b>	<b>No or little impact</b>	<b>Some adverse impact</b>	<b>Substantial adverse impact</b>
White		✓		
Other minority groups		✓		

<b>Other Protected Characteristics</b>	<b>Positive impact</b>	<b>No or little impact</b>	<b>Some adverse impact</b>	<b>Substantial adverse impact</b>
Religion and Belief		✓		
Sexual Orientation		✓		
Gender Reassignment		✓		
Pregnancy & Maternity		✓		
Marriage & Civil Partnership		✓		

Please comment on any areas where some or substantial impact is indicated. Any resulting actions must be added to the attached action plan.

**8. Is there anything that cannot be changed?**

What cannot be changed?	Can this be justified?	If so, how?

Please list the main actions that you plan to take as a result of this assessment in your area of responsibility. (Continue on separate sheets as necessary)

DISTRIBUTION: Copies of the final E&DIA should be sent to:

- Jan Hutt - Director of HR
- Patrick Leavey - Deputy Principal – Teaching, Learning & Success
- Quality Improvement Team Administrator

**And** to those whom this Impact Assessment will cause to have further work to do in either changing processes or re-writing the policy(s) concerned.

All actions recorded here should be carried forward into your QIP, so that actions can be monitored and evaluated to measure the impact. There will be random sampling of action plans through the Equality & Diversity Forum.

## APPENDIX B

### COMMUNICATIONS PLAN

<b>TITLE OF COLLEGE POLICY:</b> Vehicles on Site and Parking Policy	<b>DATE APPROVED BY</b> Policy & Strategy Group Or Corporation  Date: Jan 2018
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<b>AUDIENCE (select appropriate with √)</b>			
Managers		Curriculum teams	Business Support teams
All staff	√	Suppliers	Partners
Other (please state)			

<b>CHANNEL (select appropriate with √)</b>			
<b>Policy &amp; Strategy Team (PST)</b> e.g. Meeting Email	√	<b>Quality Improvement Network (QIN)</b> e.g. Meeting Email	<b>Marketing team</b> e.g. NC Update Managers' Update Intranet Website
<b>Individual team</b> e.g. Document Library Noticeboards Team meeting Email	√	<b>Suppliers</b> e.g. Letter or email Meeting	<b>Partners</b> e.g. Letter or email Meeting
<b>College Management Team (CMT)</b> e.g. Meeting Email	√	<b>JCNC</b> e.g. Meeting Email	<b>CORPORATION</b> e.g. Meeting Email

<b>COMMUNICATIONS PLAN ACTIVATED BY:</b>		
<b>Name:</b> Gary Brough	<b>Job title:</b> Director of Estates	<b>Date:</b> Jan 18