

OPERATIONAL CAR PARKING POLICY

THE IMPLEMENTATION PLAN

INTRODUCTION

Fundamentals:

The Operational Car Parking Policy requires that the following fundamentals be present in order to embed the policy and procedures into the standard operating function of Salisbury NHS Foundation Trust

- An endorsement of the Policy
- Dissemination of the Policy to all staff levels
- The definition of roles and responsibilities within the Trust
- A framework for supporting appropriate standards, procedures and guidelines
- Regular review of the Policy

Frequency of Review

The Operational Car Parking Policy has been reviewed in line with changes and amendments to Trust procedures and NHS national standards. The frequency of review will be full review at 3 yearly intervals. Annual review of charges and enforcement processes.

IMPLEMENTATION PLAN

Task	Activity	Responsible	Start	End	Status
1	Policy Approval	TSSG TMC	05/12/17 18/07/18	05/12/17 18/07/18	Approved
2	Policy Ratification	TMC OMB	18/07/18 21/08/18	18/07/18 21/08/18	Ratified Ratified
3	Uploaded to Intranet	Information Governance			
4	Notification to staff via Intranet Home Page Notice.	Information Governance			
5	Notification to all Staff Via Email Broadcast.	General Manager Facilities			
6	Notification to all Staff via Cascade Brief	General Manager Facilities			
7	Publication in Health News Weekly.	N/A			
8	Screensaver	N/A			
9	Audit compliance	Car Park Manager			
10					