

## CABINET

23 August 2011

### REPORT OF THE CABINET MEMBER FOR ENVIRONMENT

<b>Title:</b> Introduction of a Paid Parking Permit Scheme for Staff	<b>For Decision</b>
<p><b>Summary:</b></p> <p>The purpose of this report is to seek Cabinet approval to make a charge to staff for parking in designated Council car parks.</p> <p>There have been ongoing discussions with unions and staff regarding the introduction of a paid permit scheme to allow staff to park in the Council's various designated car parks.</p> <p><b>Wards Affected:</b> All</p>	
<p><b>Recommendation(s)</b></p> <p>The Cabinet is recommended to agree:</p> <ul style="list-style-type: none"><li>(i) To the introduction of a staff car parking permit scheme requiring staff to purchase permits to park in designated Council car parks listed in paragraph 2.2 of the report.</li><li>(ii) To the proposed charges as set out in paragraph 2.3 of the report.</li></ul>	
<p><b>Reason(s)</b></p> <p>This report links to the Council's aim in the Policy House of "A well run organisation". Charging staff for car parking helps the Council to ensure that as far as possible we can offset the cost of our physical assets. In this instance, the asset is the Council's car parks. The Council is committed to protecting services to our customers and ensuring that every penny spent by the Council adds value to its residents.</p> <p>The proposals contained in this report enables the Council to generate additional income and supports the policy of the Council being a "well-run organisation". The introduction of staff car parking charges bring this Council into line with many other employers in the capital as well as many other London Boroughs.</p>	
<p><b>Comments of the Chief Financial Officer</b></p> <p>Staff have not previously been charged for parking their cars in Council car parks and in doing so, income will be generated. Whilst an indicative income of £235K per year has been modelled, it is not possible to predict how many people will re-consider their mode of transport in light of having to pay for a parking space.</p> <p>Charging staff for car parking will incur a VAT charge and needs to be taken into consideration in the financial modelling for savings purposes.</p>	

## Comments of the Legal Practice

The Council has to date permitted staff to park free in the London Road and Axe Street car parks on production of Staff passes. Staff parking in the other Council building car parks identified in paragraph 2.2 has until now been free.

The report proposes a new staff parking scheme requiring staff to pay the charges identified in paragraph 2.3 in both the current pay and display car parks as well as in Council building compounds car parks that staff have until now parked in without charge.

The Council is entitled to make provision for staff parking in and around its buildings as these are regarded as private land and, provided the concessions have not become contractual rights, the Council can withdraw the concessions. There may however be trade unions issues and in approving the recommendation, Members should be satisfied that the appropriate consultation have taken place with trade unions.

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## 1. Background

- 1.1 The Council to date allows staff, partners and visitors to park in Council car parks free of charge.
- 1.2 The introduction of parking charges for staff provides an opportunity for staff to re-consider their journey to work and whether other options may be viable such as car-share, cycling or walking. It is likely that staff parking in these car parks will reduce as a result of the new charging policy thereby reducing congestion and making more spaces for visitors and residents when they visit the Council.
- 1.3 It is possible that initially staff will choose to park in the surrounding residential areas. Around some of these locations there is parking capacity to accommodate displacement near to Council buildings, in other location spaces may be limited or drivers may have to walk considerable distances. If it is found that displacement into an area causes problems, the Council will need to work with the community to resolve these issues.

## 2. Proposal

- 2.1 The proposal is to introduce a range of staff parking permits that will be valid at all Council car parks. All staff who wish to park their vehicle whilst attending council buildings will need to display a valid permit.

2.2 The designated car parks for the purpose of this report are listed below:

- Civic Centre
- Stour Road (2 and 90)
- Roycraft House
- London Road Multi Storey
- John Smith House
- Axe Street
- The Mall

2.3 There will be 3 permits available to purchase which are outlined below:

- **Standard Permit**

This will allow staff to park in any of the parking facilities at Council buildings with the exception of Axe Street. This permit costs £210 per year and is paid through monthly payments of £17.50 per month (through payroll).

- **Priority Permit**

A priority permit enables the member of staff to park in marked priority bays in Roycraft House car park and Civic Centre car park as well as standard bays. This permit costs £360 per year and is paid through monthly payments of £30.00 per month (through payroll).

- **Pre-Paid Day / Half Day Permit**

This permit is available as a sheet of 20 half day permits, which will cost £10.00 (£0.50 pence for a half day, £1.00 for a whole day). A half day permit is valid for 4 ½ hours from time of arrival.

2.4 It is proposed that the Standard and Priority permits will not be registered to a car or person allowing them to be easily transferable between cars and colleagues.

### 3. Compliance

3.1 The Council will be checking daily that all staff cars have permits to park.

### 4. Financial Issues

4.1 The total amount of income generated has been modelled to be £235K per year. The variable is that we do not yet know the impact of staff re-considering their travel arrangements and using other modes of transport.

4.2 The Staff Parking Scheme will generate new income and it is anticipated that the number of staff with permits will increase over time.

4.3 Charges for staff car parking are subject to VAT.

### 5. Legal Issues

5.1 See comments of the Legal Practice (above).

## **6. Other Implications**

### **6.1 Risk Management**

- Until the new permit charges are advertised and publicised, it is not possible to determine which permits are going to be the preferred parking arrangement.
- The London Road Multi-Storey car park in Barking. Initially the site will be staffed but the aim is to link the extensive CCTV facilities to the Emergency Control room at the Town Hall and further work will be undertaken in respect of security in consultation with the Crime and Disorder Partnership.

### **6.2 Contractual Issues**

- The provision of car-parking, free or otherwise is not a contractual issue and is not one of our terms and conditions of service. The implementation of this change does not therefore require formal consultation or agreement with staff and their representatives. We do however appreciate the financial impact this has on our staff. We have therefore discussed this in detail with the Trade Unions and have responded positively to some of their suggestions to mitigate that impact e.g. allowing staff to purchase half-day permits

### **6.3 Customer Impact**

- The introduction of a staff parking permit scheme should have a limited negative impact on customers. The car parks affected are mainly located next to Council offices which are not all publicly accessible.
- The proposal to introduce parking charges for staff will have a financial impact on those staff affected which has been mitigated by consultation with the staff and Unions.
- Equalities issues in relation to staff are included in the overall Equalities Impact Assessment in respect of the broader strategy regarding Council owned car parks.
- Blue badge holders will be required to have a valid parking permit, however the proposal is for blue badge members of staff to have the cost of the permit met by their service due to our commitment to make reasonable adjustments under the DDA.

### **6.4 Safeguarding Children**

- There are no specific safeguarding issues.

### **6.5 Health Issues**

- There are no specific health issues.

**7. Options Appraisal**

7.1 A range of options have been under discussion over many months with regard to staff parking charges and the results set out in this report represent the culmination of those discussions.

**8. Background Papers Used in the Preparation of the Report:**

None

**9. List of appendices:**

None