



Haringey Council

Agenda Item

General Purposes Committee on 11th March 2008

Report title: **Car Park allocation and charging arrangements**

Forward Plan reference number (if applicable):

Report of: **Assistant Chief Executive (People & OD)**

Wards(s) affected:

Report for:

1. Purpose:

1.1 To review agree charges for parking at Council car parks.

2. Introduction by Cabinet Member (if necessary)

2.1 I Note the urgent action taken and the proposals put forward for discussion.

2. Recommendations

2.1 Note that the Chair of General Purposes Committee has approved the actions contained under this report under the council's urgency procedures on 4 February 2008.

2.2 Note that agreement has been made for a charge of £200 per year be introduced for all staff allocated a parking space except for blue badge holders and Council vehicles.

2.3 To agree that the Essential User Car Allowance be pro rata for all new users who are part time and the current users who change their contract to part time.

Report authorised by: **Stuart Young, Assistant Chief Executive (People & OD)**

Contact officer: **Steve Davies, Interim Head of Personnel**
Telephone: **3172**

Chief Financial Officer Comments

The Chief financial officer has been consulted over the contents of this report and confirms that additional income of £65k has been built into financial plans for the period 2008/09 – 2009/10.

Head of Legal Comments

The Head of Legal is happy with the comment at para 7.1

3. Access to information:

Local Government (Access to Information) Act 1985

No documents that require to be listed were used in the preparation of this report.

4. Proposals

- 4.1 Car parking criteria remains – see table in appendix A with current criteria and proposed.
- 4.2 It is proposed that staff be charged an annual amount of £200 to park at a Council car park if the criteria above are satisfied. This amount to be pro rata for part time employees. The fee will be deducted from source via payroll and arrangements are in place to operate a salary sacrifice scheme thereby reducing the taxable element of the fee.
- 4.3 It is also proposed that the fee apply to all users of Council car parks as follows:
 - Staff - £200 or pro rata for part time staff
 - Members – to be determined
 - Agency and consultant – fee charged to business unit and to feature in arrangement with consultant.
- 4.4 It is also proposed that the Essential User Car Allowance (EUCA) be pro rata for all new part time staff who are eligible for EUCA and for current employees who change their contract to part time. The current practice is that part time staff receive the same allowance as full time staff which is inequitable.

5. Legal comments

- 5.1 The allocation of car parking spaces to employees is a matter concerning the operation of a discretionary policy on the part of the Council as an employer. In considering the criteria for allocation an employer should take into account its duty to consider reasonable adjustments to working arrangements which detrimentally affect any

employee with a disability as defined by the Disability Discrimination Act 1995.

6. Financial implications

- 6.1 The charges are estimated to generate an income of approximately £65,000. The income is factored into the budget for 2008/9 and beyond.

7. Equal opportunities implications

- 7.1 Equalities issues for staff with disabilities have been taken account of within the criteria for allocating car park spaces to staff.

8. Consultation

- 8.1 Consultation with the trade unions has taken place via the Council's Corporate Industrial Relations forum. Suggestions have been incorporated wherever practicable.

9. Background

- 9.1 General Purposes Committee at its meeting on 2nd March 2006 agreed the development of a staff travel plan including a review of car parking allocation, agreement that charging be used, and a review of essential user allowances and essential parking permits.
- 9.2 Officers have progressed the staff travel plan and implementation of the elements is progressing.
- 9.3 Agreement is now sought on two elements of the plan- that the charge for parking at the Council's car parks be agreed at £200 per year; and that the charge be applied to any staff/associated car park user other than blue badge holders and Council vehicles.
- 9.4 The criteria for car park allocation are attached at Appendix A and remain unchanged from the earlier GP report.

Appendix A

Car Parking Allocation Criteria

The following criteria must be followed sequentially when allocating spaces. So those meeting criteria 1 should be allocated spaces first, followed by those meeting criteria 2, and so on. Application of the criteria will be by the Head of Personnel with Head of Facilities Management (in consultation with Chief Executive).

Car Park Space priority allocation list

1	Staff with disabilities – ‘Blue Badge’ holders that have to use a car to get to work.
2	Council vehicles
3	Employees required to work long and onerous hours til late at night to fulfil their job requirements and Council Members. Note – It is anticipated spaces that are allocated to these groups will be mostly at times at the end of the working day when pressure on car parking is not as intense and more spaces are available.
4	Essential Car Users
5	Special considerations - Employees requiring temporary car parking arrangements for safety reasons, or to enable them to fulfil job duties for a temporary period, or for medical reasons. Applications must be supported by Service Manager in consultation with Head of Property and Head of Personnel. Appropriate reports must also be attached e.g. health and safety report, GP letter for medical reasons. Application must also state how long parking will be required.
6	Car sharers
7	Casual Car Users
8	Electric or other zero emission vehicles

Car parking charges will apply to all categories except blue badge holders and Council vehicles.

