

Report for: Staffing and Remuneration Committee

Item number:

Title: Staff Parking Policy & Procedure

Report

authorised by : Stephen McDonnell – Commercial and Operations

Lead Officer: Brenda Brown – FM Services Manager – Asset Management

Ward(s) affected: All

Report for Key/ N/A

Non Key Decision:

1. Describe the issue under consideration

- 1.1. For some years the Council has operated a staff car parking scheme for which eligible and authorised staff pay a fee and are allocated a permit for a specific office car park. A reduction in available spaces and increased density of staff based within Wood Green has increased demand for fewer spaces. The policy and criteria have therefore been reviewed accordingly.
- 1.2. This reports presents a new Staff Parking Policy and Procedure aimed at staff utilising staff Council office car parks. The policy clarifies the eligibility criteria and priorities for allocation of spaces.

2. Cabinet Member Introduction

Not required for the Staffing and Remuneration Committee.

3. Recommendations

- 3.1. That the committee approves the Staff Car Parking Policy and Procedure, attached at Appendix A, to take effect from 1st July 2016.
- 3.2. That the Committee authorises the Assistant Director of Commercial and Operations in consultation with the Chair of the Committee, to make such amendments to the Staff Car Parking Policy and Procedure as he considers minor, any such amendments to be reported back to the meeting of the Committee immediately following the making of the amendments.

4. Reason for decision

The aim of this policy is to ensure that access to car parking for staff, Councillors and contractors is applied consistently and fairly in light of the limited and reducing number of parking facilities available.

- 4.1 The reduction in parking spaces is consistent with the Council's Corporate Plan Priority Three objective to create 'A clean and safe borough where people are proud to live' by reducing the number of vehicle movements to and from Council buildings on a daily basis and encouraging staff, contractors and councillors to use public transport

when visiting Council offices. The reduction makes it more important to have a robust policy and set of criteria with which to consider applications for parking to be based primarily on business needs of the Council.

- 4.2 The Council recognises that as the majority of its staff reside in the borough reducing parking spaces will support its strategic priority to make a real and sustainable difference to the health and wellbeing of Haringey's residents as underpinned in the Health and Wellbeing Strategy, by encouraging more people to walk or cycle.
- 4.3 The policy also supports steps to reduce the Council's own carbon emissions and meet our 40:20 carbon reduction targets, highlighted in Priority 4 of the Corporate Plan.
- 4.4 This parking policy compliments the Council's emerging staff travel plan which contains actions to further reduce staff car use, by providing lower carbon travel alternatives, including access to low emission car club vehicles, incentives to car share, use low emission vehicles or alternative low carbon modes of travel.

5. Alternative options considered

- 5.1. The continuation of current criteria for allocating car park spaces would allow previously authorised permit holders to remain and create a waiting list for allocation on spaces becoming available. This would negate the opportunity to refresh and review the allocation of spaces in accordance with the clearer criteria based on business need. Continuing existing arrangements will lead to eligible staff being refused a space, regardless of business need.

6. Background information

- 6.1. The Council's parking provisions are inadequate to provide parking for all staff, visitors and contractors who wish to drive. An over-subscription of staff using Council office staff car parking spaces has required a review of the use of spaces within Council car parks which has highlighted the need for a fair and robust allocation system based on primarily business need. Facilities Management reviewed the current policy with input from HR and the Smarter Travel Team.
- 6.2. The review confirmed that the majority of parking permits are requested under the 'Casual User' and 'Essential User' criteria. This would suggest that a high majority of spaces are used by permit holders who do not essentially need a car to carry out their role.
- 6.3. In exceptional circumstances a decision to issue a parking permit to a member of staff other than in accordance with the priority bandings may be made by the Head of Asset Management in consultation with the Human Resources Business Partner.
- 6.4. Future closure of Council buildings will further impact the quota of parking spaces available for staff. Encouraging alternative transport and robust application of the criteria will help reduce the gap between supply and demand.
- 6.5. The Staff Parking Policy and Procedure has been developed in Consultation with :

Human Resources 26 October 2015

Unison - 05 November 2015

Legal Department – 29 February 2016

Finance Department – 29 February 2016

Occupational Health – 01 March 2016

- 6.6. A Staff Travel Survey was commissioned in December 2015 by Traffic Management to obtain staff comments on their current modes of travel and their suggestions on alternative modes of travel and transport to inform the policy and procedure. The survey revealed that 84% of staff do not need to use a vehicle or bicycle for work. (please note that 797 people responded to the survey which represents 31% of the workforce). This also indicates a higher level of preference than business need for car parking spaces.
- 6.7. The introduction of clearer criteria and the robust application of those criteria, together with greater monitoring and control will reduce the level of unauthorised parking and reduce the number of occasions when fee paying staff are unable to park, improving access in accordance with the Council's business needs.
- 6.8. An option to increase the fleet of electric and/or Zip Cars for staff usage has also been implemented. Two Zip cars have been commissioned and will be accommodated within the overall provision of staff parking spaces, will provide an alternative form of travel and will help reduce the need for Essential Users to use their car for work. While this will have a positive impact on the need for parking spaces, it is not sufficient to negate the need for this policy and procedure.
- 6.9. Amendments to the policy have been made following feedback received through consultation with staff (current car park users), Smarter Travel Team, Unison and Councillors. The changes made are as follows:
 - a. Priority 2 Annual mileage brought in line with current Essential User criteria policy.
 - b. Priority 9 Casual Users criterion re-instated for staff who use their car for work business but are not required to do so as part of their role.
 - c. Detailed information added re sustainable modes of transport and link to the staff travel plan,
 - d. EqIA completed and attached.

7. Contribution to strategic outcomes

- 7.1. The Council's Strategic Priority 2 commitment is to enable all adults to live healthy long and fulfilling lives and Priority 3 commitment is to make a clean, well maintained and safe borough where people are proud to live and work. Reducing staff parking spaces and promoting more sustainable modes of transport will assist in making Haringey one of the most cycling and pedestrian friendly London boroughs where staff may choose a healthier and more sustainable transport option.

8. Statutory Officers' comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities

- 8.1 The Council has a public sector equality duty under the Equalities Act (2010) to have due regard to:
 - a) tackle discrimination and victimisation of persons that share the characteristics protected under S4 of the Act. These include the characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (formerly gender) and sexual orientation;
 - b) advance equality of opportunity between people who share those protected characteristics and people who do not;

- c) foster good relations between people who share those characteristics and people who do not.
- 8.2 The staff car parking policy sets out the eligibility criteria and priorities for allocation of parking spaces to staff. The intention of the policy is to ensure that allocation of spaces is consistent and fair and that priority is given to those with the greatest need. Given an increased demand for fewer spaces, failure to allocate spaces according to strict criteria is likely to unfairly disadvantage certain groups of staff, in particular those with mobility issues who are less able to travel flexibly, those who are required to use their car for work, and those who work part-time which includes a higher proportion of female staff. Given the potential impact for our equalities duty of this policy, a full EqIA has been completed (attached as appendix B).
- 8.3 The eligibility criteria within the policy are specifically designed to ensure that those most in need of a parking space are given the highest priority:
 - a) Blue Badge holders and those with mobility issues receive the highest priority. In addition, under the policy 10% of total bays are dedicated for staff who need to park on site due to mobility issues in line with our staff mobility profile. Priority is also given to those who have temporary mobility issues, such as following an operation.
 - b) The second highest priority level is given to essential users who need to use their car for work
- 8.4 The service has also agreed a number of mitigating actions to ensure that those with the protected characteristics are not disadvantaged by the operation of the policy. In particular, the service has agreed to:
 - a) Review where staff who work part time or flexibly are based to ensure that car parks they use are not over subscribed
 - b) Ensure that wider parent and child bays are installed when a car park is refurbished
 - c) Review the use of signage when car parks are refurbished to support the needs of ethnic minority staff
 - d) Undertake a risk assessment on how accessible all car parks are and continue to investigate ways of using technology to support disabled staff

9. Assistant Director of Corporate Governance

- 9.1 Applying the tests set out in caselaw concerning whether the policy of an employer is incorporated into the contracts of its employees, the current staff parking policy and procedure is unlikely to be incorporated into the contracts of Council employees. Accordingly it is open to the Council to amend the policy and procedure by the Committee adopting the proposed Policy and Procedure without the Council being in breach of those contracts. However it is advisable that the point is put beyond doubt for the future. Accordingly the proposed Policy and Procedure states that is not intended that the Policy will be incorporated into the contracts of employment of any of the Council's current or future employees, or into any contract the Council has or may have in the future with any contractor.
- 9.2 The proposed Policy and Procedure will assist the Council in complying with its statutory duty to make reasonable adjustments for those of its employees who are disabled and who have restrictions on their mobility.

10. Chief Finance Officer

10.1 The Asset management service currently has an income budget in relation to charges to staff for parking spaces. The proposals set out in this report are more about regularising how access to these limited spaces is administered rather reducing the overall number and therefore the proposals should be cost neutral in terms of the income expectation. The service also confirm that administration of the new policy should not incur any additional costs.

11. Use of Appendices

Appendix A – Proposed Staff Parking Policy and Procedure

Appendix B – Eqla Assessment

10. Local Government (Access to Information) Act 1985

N/A