

POLICY FINANCE & ADMINISTRATION COMMITTEE

3 AUGUST 2011

REPORT OF HR & COMMUNICATIONS MANAGER

INTERNAL PARKING POLICY

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is present the Internal Parking Policy for staff, partners and visitors to MBC offices due to come into force following the occupation of Parkside.

2.0 RECOMMENDATIONS

- 2.1 The Internal Parking Policy be approved.
- 2.2 Head of Communications to have delegated authority to revise the policy following monitoring of car park usage and recommendations by the Green Travel Team in consultation with Management team and the recognised trade unions.

3.0 KEY ISSUES

- 3.1 The Green Travel Plan (GTP) for the authority was approved by the PF&A Committee in April 2011. The GTP aims to support the reduction in the number of cars used for commuting to work as well as encouraging more choice and sustainable travel options.
- 3.2 The Car Park at Parkside will have 74 spaces available for use by staff, partners and customers which is less than is currently available at the Nottingham Road site and less than anticipated number of occupants of the building on a daily basis.
- 3.3 The travel survey conducted in the summer of 2010 shows that 80% of staff travel to work by car and partners have indicated that many of their staff utilising Parkside are peripatetic therefore requiring use of a vehicle. This means the Parkside car park will not accommodate all the volume of vehicles anticipated and in order to address this an Internal Parking Policy has been produced by the Green Travel Team. This takes into consideration staff comments from the travel survey, the business need for those that require a vehicle for work, other initiatives to encourage sustainable travel and the Jambusters Car Share Scheme (links with Leicestershire County Council)

4.0 POLICY AND CORPORATE IMPLICATIONS

- 4.1 The Internal Parking Policy will implement parking charges for those requiring access to Parkside at the equivalent rate of a public weekly parking ticket in town centre long stay car parks.

- 4.2 Incentives are put in place to encourage sustainable methods of travel, including a car sharing scheme with free parking at Parkside and a Park and Stride from Scalford Road car park which are in line with the Green Travel Plan for the authority.
- 4.3 Free parking at the Scalford Road car park on weekdays except Tuesdays will be available for staff and partners under the Park and Stride scheme. Monitoring of the Scalford Road car park shows that it is under utilised during the week with the exception of Tuesday when it is full.
- 4.4 The car sharing scheme will be linked to the scheme currently in place with Leicestershire County Council and managed by Jambusters. Workers will be required to register via an online site before receiving a parking permit.
- 4.4 The current parking permit scheme allowing for free parking in all of MBC public car parks will come to an end. This policy will replace the current arrangements in place for staff town centre parking.
- 4.5 Steps are included in the policy to deal with any potential fraud or misuse of parking permits and the scheme.

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

- 5.1 The Jambusters website for managing the car parking permits and the car share scheme will have an annual financial cost however these are not expected to exceed £1,000 and this is expected to be covered by the income received from the sale of car parking tickets.
- 5.2 Resources will be required to administer the car parking tickets and permits scheme which is intended to fall within the normal administrative work of Communications and Central Services.
- 5.3 There is an initial one off cost for the purchase of tickets and permits currently estimated at £2,500. This will be offset against the income received on the sale of tickets.

6.0 LEGAL IMPLICATIONS/POWERS

- 6.2 Enforcement of the public car parks will continue to be undertaken by the Civil Enforcement Officers currently in place. Any breach of the policy may result in action being taken and penalties applied. The authority will not be responsible for such action taken against individuals.

7.0 COMMUNITY SAFETY

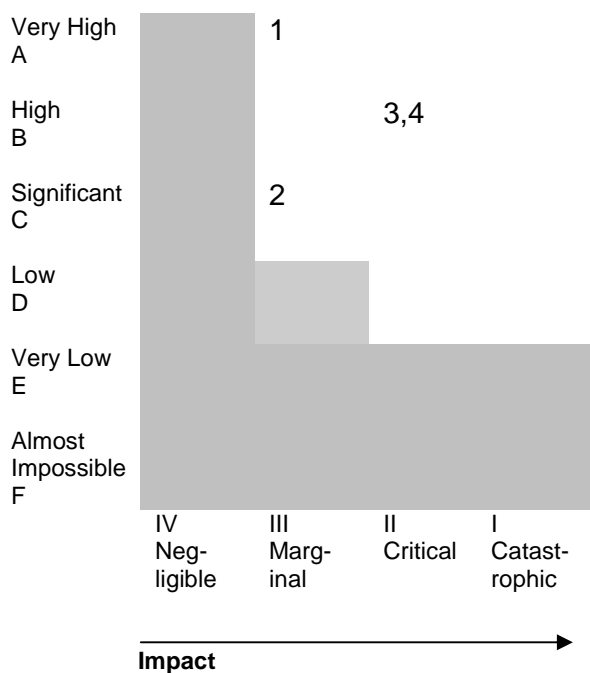
- 7.1 The policy does discourage workers from on street parking in residential areas.

8.0 EQUALITIES

- 8.1 An adequate number of spaces are provided for disabled car users. The policy allows workers with temporary mobility issues to apply for preferential spaces for reasons of limited mobility.
- 8.2 The impact assessment for the policy has highlighted potential adverse impact due to gender for those with caring responsibilities and around security of walking to Salford Road during winter months. These issues will be monitored and reasonable steps taken to reduce any impact they may have.

9.0 RISKS

9.1 *Probability*



Risk No.	Description
1	Allocation of parking
2	Access to Parkside
3	High volume of cars
4	Green Travel targets

- 9.2 Without a proper process for managing the limited number of spaces at Parkside there is the risk that peripatetic/outreach workers and those that require parking in close proximity of the office will not be able to park. This will have a significant impact on the ability for these staff to be able to undertake their work effectively.

10.0 CLIMATE CHANGE

- 10.1 Car Park Management is an area of focus outlined in the Green Travel Plan. It aims to encourage car sharing with the availability of free parking for car sharers and sustainable transport methods by charging for car parking and encouraging cycling and walking. The overall objective is to reducing the number of workers travelling to Parkside in single occupancy cars and therefore CO2 emissions.
- 10.3 The restriction on car parking for workers will also encourage Homeworking for those staff that are able to undertake their work in that way, which will also reduce the number of staff using cars to commute to work.

10.4 The incentives and schemes used in the policy have the opportunity to be broadened out for wider use in the community.

11.0 **CONSULTATION**

11.1 Management Team have been consulted and have contributed to the policy.

11.2 The Internal Parking Policy has been consulted on with staff, Unions, Management Team and Joint Staff Working Group.

12.0 **WARDS AFFECTED**

12.1 All wards will be affected.

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Date: 25.06.2011

Appendices : Appendix A – Internal Parking Policy
Appendix B – Equalities Impact Assessment

Background Papers: Green Travel Plan

Reference : X:Cttee Council & Sub Cttees\PFA\2011 12\Special 030811