

# AGENDA ITEM 5

## POLICY, FINANCE AND ADMINISTRATION COMMITTEE

30 NOVEMBER 2016

### REPORT OF HEAD OF COMMUNICATIONS

#### STAFF CAR PARKING

##### 1.0 PURPOSE OF REPORT

1.1 To seek approval for the revised staff car parking scheme

##### 2.0 RECOMMENDATIONS

2.1 **The revised scheme (Appendix A) is approved and implemented with effect from 1 January 2017.**

##### 3.0 KEY ISSUES

3.1 The current staff car parking scheme was last reviewed in 2011 when we moved to the Parkside offices.

3.2 The current policy does not take into account the sidings car park provision. This has been included in the revised policy.

3.3 The parking charge for staff car parking is linked the Long Stay car parking charge for the public. The proposed staff car parking charge has been set taking into consideration the increase in the long stay car parking charges for the public.

3.4 The discount rate for staff paid below band 9 was negotiated by the recognised trade unions and has been reviewed by PFA on a regular basis. The revised policy incorporates the discount scheme into the policy thus not requiring Committee approval unless the policy is changed to an extent that approval is required ( i.e. not due to changes in employment legislation or good practice.)

3.5 The revised scheme increases the cost of the parking tickets to £1.60 a day from £1.00 currently. This is broadly in line with increases to long stay parking for the public. The revised scheme introduces some concessionary parking for workers not employed on the living wage, e.g. apprentices on the modern apprenticeship government scheme, unpaid work experience people or volunteers.

3.6 Staff attending evening meetings may park on Parkside on that day with no restriction on time.

3.7 The revised scheme increases an half day ticket from 4.5 hours to 5 hours.

##### 4.0 POLICY AND CORPORATE IMPLICATIONS

4.1 The Policy applies to all employees of Melton Borough Council and partner staff.

The Discount scheme applies to Melton Borough Council staff only.

4.2 The revised policy is designed to support green travel initiative's and meet the public views, previously voiced that Council staff should not receive free parking

##### 5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

5.1 There is no additional costs to this policy. The increase in ticket costs may increase revenue from staff car parking tickets.

##### 6.0 LEGAL IMPLICATIONS/POWERS

6.1 There are no direct legal implications to the revised policy.

7.0 **COMMUNITY SAFETY**

7.1 This report has no impact on Community Safety

8.0 **EQUALITIES**

8.1 An equality impact assessment has been carried out.

9.0 **RISKS**

10.0 **CLIMATE CHANGE**

10.1 Green travel initiatives may encourage fewer staff to drive into Melton. For example, the car share initiative.

11.0 **CONSULTATION**

11.1 This policy has been reviewed and revised jointly with Unison representatives and Consultation has taken place with the GMB. The revised policy has been approved by Joint Staff working Group which includes Unison and GMB representation. Management Team have been consulted as part of the development of the scheme.

12.0 No wards are affected by this scheme

Contact Officer Angela Roberts

Date: 2 November 2016

Appendices : Appendix A – proposed staff car parking policy.

Background Papers:

Reference : X : Committees\PFA