

## **Report to the Cabinet**

**Report reference:** C-090-2009/10  
**Date of meeting:** 1 February 2010



**Portfolio:** Performance Management  
**Subject:** Staff Car Park Management Policy  
**Responsible Officer:** Mike Tipping (01992 564280)  
**Democratic Services Officer:** Gary Woodhall (01992 564470).

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### **Recommendations/Decisions Required:**

- (1) That, as requested by the Joint Consultative Committee, the Council adopts the principles for a revised Staff Car Park Management Policy for the Civic Offices;**
- (2) That, as requested by the Joint Consultative Committee, the Council agrees to the provision and installation of a cycle rack in the underground car park the cost to be funded from the Airwave income budget ring fenced for the benefit of staff welfare and match funding from Essex County Council; and**
- (3) That, as requested by the Joint Consultative Committee, the Council notes that it has asked officers to suggest ways to improve the staff shower facilities and will consider these at its next meeting on 8 April 2010.**

### **Executive Summary:**

As part of the wider travel plan already agreed in principle by the Council there is a need to update and amend the management policy for the staff car parks at the Civic Offices to pave the way for initiatives such as increasing car sharing and creating better provision for cyclists and motor cyclists and other initiatives that may arise as part of the future development of the Travel Plan.

### **Reasons for Proposed Decision:**

Cycle Rack – to be consistent with the Cycle to Work Scheme and the Car and Cycle Allowance Policy by making adequate provision for staff who choose to cycle to work.

Staff Car Park Management Policy - to ensure:

- that the available space is put to the best and most appropriate use;
- that the policy supports the aspirations of the Council as expressed through the Safer, Greener, Cleaner initiatives and the Travel Plan in so far as those policies relate to vehicle usage;
- that it is consistent with the Car and Cycle Allowance Policy; and
- is clear and transparent to all staff so that there is confidence that it is applied fairly.

### **Other Options for Action:**

The Cabinet could decide not to agree the Policy or substitute it with another approach.

## **Report:**

1. The Joint Consultative Committee (JCC) on 14 January considered a draft detailed Travel Plan the principle of which has previously been agreed by Cabinet
2. Cabinet at their meeting on 8 March 2010 will receive a comprehensive progress report on the Travel Plan. There were however three issues arising from consideration of the Travel Plan which the JCC recommended should be considered at this Cabinet meeting.

## Cycle Rack

3. With the introduction of the Cycle to Work Scheme and the Car and Cycle Allowance Policy and increasing interest being shown by staff in cycling to work there is a pressing need to provide a cycle rack and a dedicated area for cycle parking.
4. This can be achieved inexpensively by re-allocating two car parking bays in the underground car park which will provide enough space for a cycle rack to accommodate up to 10 bicycles. The cost will be between £800 and £1,000 which can be funded from an existing budget set aside for expenditure on staff welfare. Match funding is also available from Essex County Council up to a maximum of £500.

## Staff Car Park Management Policy

5. The current policy is in urgent need of updating and the JCC have received and considered principles of a revised policy following a wide ranging review of best practice and the policies of neighbouring authorities.
6. The current policy is aimed at trying to accommodate as many staff as possible whether they are essential users or not and makes no allowance for encouraging car sharing and other "green" issues that are likely to be developed as part of the Travel Plan.
7. The purpose of the revised principles for a management policy is to reflect that it is impossible to accommodate all staff, give priority to those staff who need to use a vehicle as part of their job including those staff currently based at Hemnall Street who will transfer to the Civic Offices, pave the way to provide dedicated spaces for car sharers and in the longer term free up space for other initiatives that may be agreed as part of the Travel Plan.
8. The principal points of the suggested policy for the management of the staff car parks at the Civic Offices are as follows:
  - (a) on-site parking will be allocated to staff in designated essential user posts including temporary or agency staff covering a vacant designated essential user post;
  - (b) staff will retain the right to park in the staff car parks for as long as the post retains essential user status but will lose that right if the post loses essential user status;
  - (c) on-site parking will be allocated to staff who regularly car share irrespective of whether they are essential users or not in specially marked bays for the purpose;
  - (d) on-site parking will be allocated to motor cyclists irrespective of whether they are essential users or not but only in specially marked bays for the purpose;
  - (e) on-site parking will be provided for cyclists irrespective of whether they are essential users or not but only in a bicycle rack provided for the purpose;

- (f) arrangements to allow staff who are not essential users who may occasionally need to use their vehicle for business purposes or transport equipment or files during the working day to have temporary access to the staff car parks for a specified period;
- (g) all staff of whatever rank in essential user posts who live in Epping and within walking distance of the Civic Offices not to drive to work unless they know they need to use their vehicle on that day for business purposes (walking distance is defined as within 20 minutes of the Civic Offices which broadly equates to a distance of one mile);
- (h) no reserved spaces for officers or members;
- (i) provision for blue badge holders irrespective of whether they are essential users or not;
- (j) provision for short term medical requirements supported by a doctors letter or advice from the Council's Occupational Health Advisor;
- (k) existing staff based at the Civic Offices who are not in essential user posts will retain their parking rights until they leave the Council's employ;
- (l) existing staff who are not in essential user posts transferring from Hemnall Street will retain their parking rights at Hemnall Street until they either leave the Council's employ or can be transferred to the Civic Offices;
- (m) the practice of maintaining a waiting list of staff in non essential user posts be discontinued and the new policy be applied to those staff on the current waiting list with effect from the implementation date; and
- (n) the provision of sanctions for minor breeches of the management policy to be included within the policy. More serious breeches including dishonesty and malpractice will invoke action under the Council's Disciplinary Procedure.

#### Staff Shower Facilities

9. The initiatives the Council is taking to encourage more staff to cycle to work and through its lifestyle programmes to take lunchtime exercise has highlighted the inadequacy of the current staff shower facilities. JCC has therefore asked the officers to develop and submit proposals to the next meeting on 8 April 2010 for improving the shower facilities.

#### **Resource Implications:**

£1,000 cost of provision and installation of cycle racks to be funded from within existing budget resources and match funded up to £500 by Essex County Council.

#### **Legal and Governance Implications:**

N/A.

#### **Safer, Cleaner and Greener Implications:**

Introduction and development of a Travel Plan is part of the wider Council initiatives to reduce its carbon footprint by encouraging less dependence on vehicles and promotion of alternative forms of travel to and from work.

**Consultation Undertaken:**

Internal consultation has been undertaken with the Trade Unions and members of the Car Park Working Party.

**Background Papers:**

Cabinet Report of 7 September 2009  
Corporate Executive Forum Report of 6 January 2010  
Joint Consultative Committee 14 January 2010

**Impact Assessments:**

Risk Management

Giving priority to staff that need to use a vehicle as part of their job to ensure they work in the most efficient way.

Not providing parking for staff in non essential user posts may have an impact on recruitment although currently there is no evidence to support this.

Equality and Diversity:

*Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications?* No

*Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken?* N/A

*What equality implications were identified through the Equality Impact Assessment process?*  
N/A.

*How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?*  
N/A.