

Cabinet (Resources) Panel

28 July 2015

Report title	Introduction of charging arrangements for employee and Councillor parking	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Steve Evans City Environment	
Key decision	No	
In forward plan	No	
Wards affected	All	
Accountable director	Nick Alderman – City Environment	
Originating service	Parking Services, City Services	
Accountable employee(s)	Denise Eccleston	Parking Services Manager Tel 01902 550301 Email denise.eccleston@wolverhampton.gov.uk
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Report has been considered by	Executive Team	20 July 2015
	Strategic Executive Board	7 July 2015

Recommendation for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve the introduction of employee parking charges at all Council car parks that are currently free of charge.
2. Approve revised employee business need criteria.
3. Approve that business use criteria can be amended for specific cases in exceptional business circumstances with the approval of Strategic Executive Board.

4. Approve that employee parking charges be adjusted in future in line with changes to public car parking charges on the Council's car parks made as part of the Council's annual review of fees and charges.
5. Approve the introduction of a standard Councillor parking charge of £200 per year for access to all Council car parks when on Council business with a discount of 25% for those who require less frequent access to city car parking facilities.

1.0 Purpose

- 1.1 The proposal to introduce charging arrangements for employee and Councillor parking as outlined in this report will meet the existing agreed savings proposal of £300,000.
- 1.2 The demand for parking from Council employees restricts the availability of parking for visitors and businesses within the City centre, which in the longer term could have a negative impact on the regeneration aspirations for Wolverhampton. However, charging employees for parking would achieve real income for the Council that could be used to maintain car parks, improve security and increase premium parking availability for customers.
- 1.3 There are national, regional and local policies supported by the Council to reduce congestion, improve air quality, tackle health problems and reduce carbon footprints. This will only be achieved if there are also efforts to ensure that the council has similar employee parking arrangements to other city centre businesses in terms of travel to and from work.

2.0 Background

- 2.1 A number of employees benefit from the provision of free parking, either due to meeting business use requirements or for historic reasons. A review and audit of parking arrangements has taken place. As of 1 April 2015, the current records show:
 - 22 employees park in the Civic Centre (three month usage reviews);
 - 65 employees park on St Peter's car park (three month usage reviews);
 - 24 medical passes are in use (Human Resources/occupational health process);
 - 373 passes are in use on other car parks;
 - 45 employees have chosen to pay to park through their salaries and three have opted to pay through seasonal arrangements.
- 2.2 Employees currently parking free of charge in the Civic and St Peter's car parks are required to meet business use criteria set by Strategic Executive Board.
- 2.3 The Civic Centre and St Peter's are clearly the most popular locations. Employees who currently pay to park in the Civic Centre who were entitled to free parking previously but did not meet the business use criteria, are charged at £59 per month. The barrier at C-level has been removed and the area has been opened to general parking so those who

choose to park in the Civic and pay under standard seasonal arrangements would be able to park anywhere.

- 2.4 Other Council employees in the city centre are required to make their own arrangements for parking and pay commercial parking charges as necessary.

3.0 Proposals

- 3.1 All employees pay for their parking and the current concessionary free parking arrangements cease.
- 3.2 The criteria for business use be increased from its current level of exceeding four times weekly to eight times weekly, to ensure that this premium parking space is available to the services with most business need.
- 3.3 The business use criteria can be amended for specific cases in exceptional business circumstances with the approval of Strategic Executive Board.
- 3.4 A reduced charge of £200 per year be paid by employees that meet the new business use criteria (in line with that proposed for Councillors at paragraph 3.5 below). This equates to 79p per day on a full time basis.
- 3.5 Employees benefiting from the concessionary business use parking charge (with the exception of the members of the Strategic Executive Board and those with mobility assessed parking requirements) currently parking in the Civic Centre car park move to St Peter's car park and that the Council further promotes the Civic Centre car park as a public car park.
- 3.6 A charge of £200 per year will be paid by Councillors for parking on the ceremonial car park. When displayed this permit also allows parking on any Council car park throughout the City when on Council business. This equates to £3.84 per week. A reduction of 25% will apply to Councillors who wish to be part of the scheme but require access to parking facilities fewer than six times per month. This reduced rate amounts to £2.88 per week.
- 3.7 Employees not meeting the criteria for business use will benefit from access to subsidised charges dependent on the proximity of the parking facility to the city centre, in order to encourage employees to walk a little distance to their place of work. An additional discount of 20% will apply to employees affected on grade 4 or below and 10% to employees on grade 5 for all car parks except the Civic Centre (seasonal arrangements only) and Church Lane/Oxford Street (minimum charge £1 per day).

The rates below are proposed:

	Cost options	Cost 5 days per week (inc VAT)	Cost per day - average of 21 working days per month
Civic Centre	Seasonal arrangements only - limited availability	£252 per qtr £907.20 (inc 10% reduction if paid in advance)	£4.00 per day £3.60 per day
St Peter's	Subsidised	£59 per month	£2.80 per day
Faulkland St	Subsidised	£50 per month	£2.38 per day
Molineux	Subsidised	£50 per month	£2.38 per day
Peel St	Subsidised	£40 per month	£1.90 per day
School St	Subsidised	£30 per month	£1.42 per day
Church Lane	Subsidised	£21 per month	£1.00 per day
Oxford St	Subsidised	£21 per month	£1.00 per day

- 3.8 Rates will be reduced for part time staff pro-rata the number of days on which they work.
- 3.9 It is proposed that the subsidised employee parking charges be adjusted in future in line with changes to public car parking charges on the Council's car parks made as part of the Council's annual review of fees and charges. Changes to discounted employee charges would take effect from 1 April each year. This will ensure that the subsidised charges for employee parking remain aligned with the Council's overall parking strategy and with public parking rates.
- 3.10 Employees and Councillors can pay for parking via a number of payment options. The annual cost for parking can be paid over a 12 month period and deducted from salary. Alternatively the full annual cost can be paid in advance by cash, cheque or debit card, benefitting from a further 10% discount.
- 3.11 A new Parkeon barrier system will be installed at the ceremonial car park that will link it to the Civic and St Peter's car parks. Facilities Management staff can still retain control of the barrier with an intercom for visitors but Councillors would also have the option to park on St Peter's as an overflow if necessary using the same barrier card. The new barrier system would also provide management and usage data. The equipment for the new barrier system is already in storage and it is expected that costs for the civil works could be covered within existing budgets.
- 3.12 Employee parking permits are for business use so unless other hours of work are specified will apply Monday to Friday only. Councillor parking permits will be unlimited but are also for business use only.
- 3.13 Consultation with staff and trade unions is required before any arrangements for employees paying for parking are introduced. The proposal would initially offer paid for parking as an alternative to free parking only to those employees currently in receipt of a car parking space. Consultation will commence immediately both collectively via the trade unions and individually through letters to affected employees with a view to giving notice of implementation for October 2015.

- 3.14 The option of opening up paid for employee parking in Council car parks to all employees will be considered for implementation in 2016/17, at which point it would be proposed to add employee parking charges to the salary sacrifice schemes available.
- 3.15 Examples of car park tariffs levied in the City centre by private car park operators are detailed in the following table

Private Car Park Operator	All Day Charge
Excel Parking Temple St (Netto)	£12.00
Beatties Car Park	£7.00
Mander Centre Car Park	£6.50
Wulfrun Centre NCP	£3.50
Summer Row/Temple St (24 hour) NCP	£3.20

- 3.16 Some authorities already have staff and Councillor parking arrangements and others are considering or implementing such arrangements. Regional examples are given below:

Council	Daily	Monthly	Annual	Notes
Sandwell Council Office, West Bromwich Town	£4.00	£39.00	£390.00	Salary Sacrifice Scheme offered however no refunds given
Sandwell Council Office, West Bromwich, Outer areas	£0.84	£17.50	£175.00	Salary Sacrifice Scheme offered however no refunds given
Solihull, Long Stay Car Park (5 min walk from town centre)	£3.17	£66.66	£799.92	No discount offered to other staff, parking charges are calculated on normal rates however offered as a Salary Sacrifice Scheme, must give a month's notice.
Coventry City Council, Council employees (non- essential users)				No concessions offered
Dudley Council, Council employees (non-essential users)	£3.50		£460.00	Salary Sacrifice Scheme offered, Refund available for full remaining months on straight pro rata basis.
Walsall Council (Staff parking on staff designated car parks)		£35.00		£22.00 per mth for employees working less than 18.5 hours

Walsall Council, Civic Centre Underground car park – Directors and Senior Staff		£51.00		Reduced to £25.50 if car share
Walsall Council (Staff parking on Town centre public car parks)		£40.00		Business Permit

4.0 Financial implications.

- 4.1 A number of employees have now left the authority and it is estimated that at the current level of employee and Councillor parking permits, this proposal would achieve additional income of £265,864 per year. It is predicted that when discounted parking arrangements are available to all staff, in excess of £300,000 in real income will be achieved.
[MF/15062015/S]

5.0 Legal implications

- 5.1 It is not considered that there are any legal implications to this report.
[RB/08062015/J]

6.0 Equalities implications

- 6.1 An equality analysis has been completed in respect of this report and no adverse impacts have been identified for any particular group.

7.0 Environmental implications

- 7.1 Parking policy is a key element of the Council's overall transport strategy for which environmental considerations are an integral element.

8.0 Human resources implications

- 8.1 Consultation and notice of the proposed changes will be carried out in line with the Council's policies. It is proposed that employee parking charges are included as a salary sacrifice option for 2016/17 if discounted parking arrangements are made available to all employees.

9.0 Corporate landlord implications

- 9.1 It is not considered that there are any implications for the Council's property portfolio.