

Record of officer decision

Decision title:	Staff Car Parking Policy – amendment to process
Date of decision:	21 March 2019
Decision maker:	Chief Executive
Authority for delegated decision:	Chief Executive Scheme of Delegation (link). SPO ref. no: 1 - Head of Paid Service
Ward:	Countywide
Consultation:	Cabinet member for transport and regulatory services Cabinet member for finance and corporate services Unison
Decision made:	<p>Process information will be withdrawn from the policy to be included in guidance notes, outlining changes that:</p> <ul style="list-style-type: none"> • An application and audited self declaration is made by individual staff via Business World without the need for senior manager approval • Applications will only need to be made every three years rather than every year • Checks will be made on applications using track record of mileage claim • Part of the criteria to include the need to use car parking • Emphasise the use of business passes only for posts that need daily use of their own vehicle • Reduce the number of car parking locations available for business pass users based on 4 locations in Hereford and 2 each in Ross, Ledbury, Leominster and Kington • Parking at Plough Lane as office based restricted to car park 3.
Reasons for decision:	<p>Car park provision is not part of the terms and conditions for employees and a key element of the staff car parking policy is to encourage sustainable travel, including reducing the need to drive into Hereford in an effort to reduce congestion. The council is also supporting agile working enabling specific staff to work at different locations and to work flexibly, making the most of the working day through reduced travel.</p> <p>The staff car parking policy was introduced in 2013 and updated in 2015 (link). The reason for the current decision is not to change the principles of the policy, but to amend the process to take advantage of available technology to streamline the award of business passes. To also ensure the right people have access to business passes, and only awarded to people who meet the strict criteria.</p> <p>Business passes are allocated to staff who need to use their vehicle every day whilst at work, needing daily contact with residents / businesses for which they need to travel. Managers are excluded unless able to meet this requirement and do not cover use for internal meetings.</p> <p>Having a business pass means that car parking is available for free in certain council operated car parks in Hereford and the market towns (not Bromyard as Herefordshire Council does not operate car parks). This is considered a more efficient method of re-</p>

	<p>claiming car parking tickets rather than submitting parking receipts for each day of parking paid for by the service.</p> <p>With the use of existing technology operated by the council (Business World) an electronic application. This would also be used as a self-declaration subject to authentication. Those people who meet 100% of the criteria will automatically be awarded a pass without further decision; a decision will be made by a panel of representatives from HR, Facilities Management and Parking Services on applications that do not quite meet all the criteria but may be able to justify use of a business pass – it is expected there will be minimal exceptions.</p> <p>The application is also a self-declaration and checks can be made on track record of use of own vehicle on a regular basis. Also, it will be made clear people assigned to a fleet vehicle will not also have access to the business pass. Daily visits will not necessarily mean using a designated car park (e.g. premises such as schools or businesses will have their own car parks) – therefore an additional question will be asked as to why is there a need to use a car park regularly.</p> <p>The number of available car parks open to business passes will be reduced (for Hereford from 9 to 4; for Ross currently at 8, Leominster at 2, Kington at 4 and Ledbury at 3 all moving to 2 to be in line with Leominster that currently has 2 car parks available for business passes).</p> <p>Additionally, staff parking at Plough Lane will be designated to car park 3, rather than car park 1 and 2 that are payable car parks. These to be selected on the basis of covering different parts of the city or market towns and having lower level of public demand.</p>
<p>Highlight any associated risks/finance/legal/equality considerations:</p>	<p>Parking for staff is not part of the employee terms and conditions, therefore not a right to be expected when working for Herefordshire Council. Some employees will be expected to travel to meet clients and customers on a daily basis to do their jobs which the business pass covers.</p> <p>There could be some concerns from staff who have previously received a business pass but should not qualify when applying criteria correctly. Staff will still have the option of claiming for parking when on council business through the current system if they have a need for ad-hoc reactive visits.</p> <p>With a reduction of awarded business spaces it can be better managed to meet demand at both staff offices and public car park locations.</p> <p>Consideration will be given to disabled staff who require a reasonable adjustment.</p>
<p>Details of any alternative options considered and rejected:</p>	<p>There are several alternative options: The status quo is maintained. This is not recommended as not taking advantage of the technologies available to streamline the process.</p>

	That the business pass system is withdrawn completely with individual parking costs claimed from the service. This is considered not an effective way of managing the requirement of staff who meet the criteria to the additional administration process on the council and the individual.
Details of any declarations of interest made:	n/a

Signed..... Date: 21/3/2019