



# **East Herts Council**

## **Car Parking Procedure**

**March 2011**

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## **CAR PARKING PROCEDURE**

### **March 2011**

#### **1.0 Introduction**

- 1.1 The Council has agreed as part of the C3W Programme to make Wallfields the Council's main office base. This procedure outlines how the on-site car parking can be allocated on a fair and balanced basis.
- 1.2 The Council supports home and flexible working opportunities. Staff interested in exploring this opportunities should read the Flexible Working Policy and/or Home Working policy.
- 1.3 As part of the Council's Green Policy, staff are encouraged to travel to work by other means of transport. Options available are public transport, cycle, walk, share lifts and to limit the need to access the office by working from home or remote working. The Council are currently exploring and introducing incentives to support this policy (e.g. cycle to work scheme, passenger allowance and car sharing scheme). For more information please view the HR pages on the Intranet site.

#### **2.0 Allocation of Car Spaces at Wallfields**

- 2.1 The staff car park at Wallfields has 126 car parking spaces available for staff to use. Our aim is to ensure that the allocation of parking spaces is fair and transparent and takes into account service need and personal circumstances of staff and members.
- 2.2 Allocated spaces will be available close to the office for registered disabled staff and pick up/drop-off requirements.
- 2.3 Parking spaces will be numbered by zone and will mirror the zones of occupied office space in the building. Some car park zones will be occupied by a single service, others may be shared by three or four services all occupying a single zone of the building. Please see Appendix A for details.
- 2.4 Parking spaces will be allocated to each zone proportionate to the number of work stations in those areas. Please see Appendix B for details.

- 2.5 Fair allocation and use of space will be managed by the responsible Head of Service.
- 2.6 To ensure fair usage of spaces and to aid monitoring arrangements, each service will be provided with a sticker to display with the appropriate letter.
- 2.7 Members of staff who do not have an allocated space in the staff car park on a particular day will need to make alternative travel or car parking arrangements.
- 2.8 Staff entering the car park after 4pm may park wherever there is a space, regardless of whether it is in their allocated zone or not.
- 2.9 In some circumstances it may be possible (by agreement with all user services) to park more cars into a zone than the number of spaces. In these circumstances it is essential that cars can be moved on request at short notice.

### **3.0 Visitors/Members Car Parking Spaces**

- 3.1 There will be effective control over the current visitors' car park to maintain 20 parking spaces for visitors during business hours, 10 of which will be available for member/staff use. These spaces are for short term parking only.
- 3.2 Members may also use the zone allocated to the Executive team, should spaces be available.
- 3.3 Staff with council lease vans should also make use of the 10 short term parking spaces.

### **4.0 Allocation Guidance for Heads of Service**

- 4.1 Heads of Service will allocate their designated parking spaces to their staff based on the needs of their particular service.
- 4.2 Whatever arrangements are put in place, it is important that staff should know in advance whether they have a car parking space at Wallfields that day or whether they need to find alternative parking.
- 4.3 Heads of Service should always ensure that priority car spaces are provided for staff with mobility problems or who are pregnant. Staff should be able to produce a blue badge or a doctor's certificate explaining why they need a priority car space.

- 4.4 When making decisions on how to allocate parking, Heads of Service can determine their own criteria, so long as it can be objectively justified, is non-discriminatory (e.g. not first come first served or based on seniority), and meets the needs of the service. Please see Appendix C for a guidance document for Heads of Service to consider when deciding on parking space allocation criteria.

## **5.0 Monitoring**

- 5.1 Registration numbers and names of owners of all vehicles able to use a parking zone will be kept and updated by a parking monitor in each floor zone and will be accessible to all in that area. Parking monitors need to be elected by Heads of Service.
- 5.2 It will be the responsibility of the Head of Service (in the case of a single service allocation) or the Heads of Service sharing a zone to ensure that members of staff adhere to the rules put in place and to deal with any abuse of the system.
- 5.3 Disputes will be managed and resolved at service/zone level in the first instance, with a final appeal mechanism to Directors on the grounds of unfair treatment.

## **6.0 Review and Amendment**

- 6.1 This procedure shall be reviewed after six months to see how the arrangements work in practice and will be updated accordingly if necessary.