



MEETING : LOCAL JOINT PANEL
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : WEDNESDAY 13 JULY 2011
TIME : 2.00 PM

MEMBERS OF THE COMMITTEE

EMPLOYER'S SIDE:

Councillors M Wood (Chairman), M Alexander, L Haysey and A Jackson

Substitutes:

Conservative

J Ranger

Liberal Democrat:

J Wing

STAFF SIDE - UNISON

Mr C Clowes, Mrs B Dodkins, Mrs J Sharp and Mr A Stevenson

(Substitutes: S Gray and J Francis)

(Note: Substitution arrangements must be notified by the absent Member to Democratic Services 24 hours before the meeting)

**CONTACT OFFICER: LORRAINE BLACKBURN
01279 502172**

PERSONAL AND PREJUDICIAL INTERESTS

1. A Member with a personal interest in any business of the Council who attends a meeting of the Authority at which the business is considered must, with certain specified exemptions (see section 5 below), disclose to that meeting the existence and nature of that interest prior to the commencement of it being considered or when the interest becomes apparent.
2. Members should decide whether or not they have a personal interest in any matter under discussion at a meeting. If a Member decides they have a personal interest then they must also consider whether that personal interest is also prejudicial.
3. A personal interest is either an interest, as prescribed, that you must register under relevant regulations or it is an interest that is not registrable but where the well-being or financial position of you, members of your family, or people with whom you have a close association, is likely to be affected by the business of the Council more than it would affect the majority of inhabitants of the ward(s) affected by the decision.
4. Members with personal interests, having declared the nature of that personal interest, can remain in the meeting, speak and vote on the matter unless the personal interest is also a prejudicial interest.
5. An exemption to declaring a personal interest applies when the interest arises solely from a Member's membership of or position of general control or management on:
 - any other body to which they have been appointed or nominated by the authority
 - any other body exercising functions of a public nature (e.g another local authority)

In these exceptional cases, provided a Member does not have a prejudicial interest, they only need to declare their interest if they speak. If a Member does not want to speak to the meeting, they may still vote on the matter without making a declaration.

6. A personal interest will also be a prejudicial interest in a matter if all of the following conditions are met:
 - the matter does not fall within one of the exempt categories of decisions
 - the matter affects your financial interests or relates to a licensing or regulatory matter
 - a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgement of the public interest.

7. Exempt categories of decisions are:
 - setting council tax
 - any ceremonial honour given to Members
 - an allowance, payment or indemnity for Members
 - statutory sick pay
 - school meals or school transport and travelling expenses: if you are a parent or guardian of a child in full-time education or you are a parent governor, unless it relates particularly to the school your child attends
 - housing; if you hold a tenancy or lease with the Council, as long as the matter does not relate to your particular tenancy or lease.

8. If you have a prejudicial interest in a matter being discussed at a meeting, you must declare that interest and its nature as soon as the interest becomes apparent to you.

9. If you have declared a personal and prejudicial interest, you must leave the room, unless members of the public are allowed to make representations, give evidence or answer questions about the matter, by statutory right or otherwise. If that is the case, you can also attend the meeting for that purpose. However, you must immediately leave the room once you have finished or when the meeting decides that you have finished (if that is earlier). You cannot remain in the public gallery to observe proceedings.

AGENDA

1. Apologies

To receive apologies for absence.

2. Minutes (Pages 5 - 12)

To confirm the Minutes of the meeting held on 14 June 2011.

3. Chairman's Announcements

4. Declarations of Interest

To receive any member's Declarations of Interest and Party Whip arrangements.

5. Report by the Secretary to the Employer's Side - Staff Car Parking (Pages 13 - 34)

6. Report by the Secretary to the Staff Side - Staff Car Parking

To follow

7. Urgent Business

To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.

MINUTES OF A MEETING OF THE
LOCAL JOINT PANEL HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON TUESDAY 14 JUNE 2011,
AT 2.30 PM

PRESENT: **Employer's Side**

Councillors L Haysey and A Jackson

Staff Side (UNISON)

Mrs B Dodkins, J Francis, Mrs J Sharp and
Mr A Stevenson

ALSO PRESENT:

Councillors J Ranger

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Committee Secretary
Emma Freeman	- Head of People and Organisational Services
Alan Madin	- Director of Internal Services
Jaleh Nahvi	- Human Resources Officer

25 APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

Nominations were sought for the appointment of a Chairman for the Civic Year. It was moved by Jane Sharp and seconded by Councillor A Jackson that Councillor M Wood be appointed Chairman of the Local Joint Panel for the Civic Year.

Nominations were sought for the appointment of Vice

Chairman for the Civic Year. It was moved by Andy Stevenson and seconded by Councillor A Jackson that Chris Clowes (UNISON) be appointed Vice Chairman for the Civic Year.

In the absence of both the Chairman and Vice Chairman, nominations were sought for a representative from either side to chair this meeting. It was moved by Jane Sharp and seconded by Councillor A Jackson that Andy Stevenson chair this meeting.

RESOLVED – that (A) Councillor M Wood be appointed Chairman for the Civic Year;

(B) Chris Clowes be appointed Vice Chairman for the Civic Year; and

(C) Andy Stevenson be appointed to chair this meeting of the Local Joint Panel.

26 APOLOGIES

Apologies for absence were submitted from Councillors M Alexander, M Wood and Chris Clowes. It was noted that Jenny Francis was substituting for Chris Clowes.

27 MINUTES

RESOLVED – that the Minutes of the meeting held on 15 March 2011 be approved and signed by the Chairman as a correct record.

28 SAFETY COMMITTEE

RESOLVED – that the Minutes of the meetings held on 13 January and 24 March 2011 be received.

29 JOB EVALUATION

The Secretary to the Employer's Side submitted a report outlining the revised Job Evaluation Policy following a review of both the Job Evaluation Protocol and the Job Evaluation Appeal Process. She outlined the key changes which were set out in the report now submitted. She asked the Panel to ignore paragraph 2.2.4 following conversations with UNISON.

The Secretary to the Staff Side referred to the wording in paragraphs 5.1 and 5.2 and felt that the six month deadline could be detrimental to staff and that it might be unlawful in that it could affect employees' rights. The Secretary to the Employer's Side stressed the need to ensure that the employee had been undertaking the job for six months. An Officer explained the rationale for the inclusion of the six month deadline in that it provided an opportunity for the changes to "bed down" and to ensure that changes were evaluated in a timely fashion. Staff Side sought assurances that once the line manager had agreed when the substantial changes started, that it should be backdated to that date.

Councillor J Ranger stated that he could not see a problem with the six months deadline if staff were having regular appraisals which would highlight any changes to the job. He reminded the Panel that both the line manager and the employee signed off the PDR evaluation. The Staff Side acknowledged this, but stated that line managers might not carry out appraisals because of competing priorities.

The Director of Internal Services suggested that either the employee or line manager could request that that a job be re-evaluated and that it should be backdated to the date of that request. He stated that this could be further clarified in an email which confirmed that the job needed to be re-evaluated and which might fix a date for the evaluation to take place which was anticipated to be within six months. Councillor A Jackson agreed that the request by either party should be the

trigger and start date of the process.

The Staff Side referred to the issue of appeals and was concerned at the prices quoted in using Hay Staff for assistance given that there were very few appeals. The Staff Side stated that where an employee appealed against a grade, then that application should be considered by an individual outside of the Council so that it reassured the employee that the independent person had an objective view of matters.

An Officer referred to paragraph 13.7 which allowed the opportunity to bring in external assistance. She stated that regard was taken of internal staff, who had appeal experience and if necessary, the Council would bring in external expertise.

The Panel supported the suggestion that paragraph 5.2 be amended by the inclusion of "that either employee or the Line Manager request that a job be re-evaluated and that this date shall be the effective date".

RESOLVED – that the revised Job Evaluation Policy as amended, be approved.

30 EQUAL PAY

A report was submitted by the Secretary to the Employer's Side setting out the proposed methodology for the 2011 Equal Pay Audit. The Secretary to the Employer's side explained why it was necessary to carry out an audit of all posts in the Council and referred to the data to be used for comparative purposes set out in the report now submitted. It was noted that the report would be presented to CMT in September / October 2011, then Local Joint Panel and Human Resources Committee.

The Panel was advised that the data cleanse had elicited a 90% response.

Councillor J Ranger suggested that Step 5 (as contained in the Green Book) and set out in the report now submitted, might be construed as prejudicial to men. Whilst acknowledging that it was not the Council's own Step Process, he stated that the Council was not bound to follow the Green Book and that consideration be given to inserting the word "men". This was supported.

The Panel agreed the methodology for the 2011 Equal Pay Audit as amended.

RESOLVED – that the methodology for the 2011 Equal Pay Audit as amended, be approved.

31 DISTURBANCE POLICY

The Secretary to the Employer's Side submitted a report on a revised Disturbance Allowance Policy following a review to ensure that it was fit for purpose, aligned with legislation, best practice and supported the C3W Programme. The key changes were set out in the report now submitted.

The Director of Internal Services stated that the proposals were generous and relatively expensive when compared to other councils within the County. He referred to the Council's shared services agenda and cautioned Members of the need to ensure harmonisation of policies. He stated that there would need to be further discussions with colleagues in other Councils on this and other policies.

The Secretary to the Staff Side requested a review of the policy in six months. The Director of Internal Services suggested that as part of the review, the scheme should be benchmarked by other authorities as this data would assist discussions for the harmonisation of policies. The Staff Side sought confirmation that the new arrangements proposed, honoured existing employees who had moved from Bishop's

Stortford to home.

The Director of Internal Services referred to the proposed shared arrangement with Stevenage Council and of the possibility of staff from both Councils with different levels of disturbance allowance. He suggested that it would be appropriate for all staff to receive similar treatment.

The Panel agreed the policy and supported a proposal that the policy be reviewed in six months and that, in the meantime, the policy be benchmarked against other councils in Hertfordshire with a view to achieving significant harmonisation of the policy without prejudicing existing staff.

RESOLVED – that (A) the revised Disturbance Allowance Policy be approved;

(B) the policy be reviewed in six months and that, in the meantime, the policy be benchmarked against other Councils in Hertfordshire with a view to achieving significant harmonisation of the policy without prejudicing existing staff.

32 URGENT BUSINESS

The Secretary to the Staff Side requested that an item of urgent business be considered concerning UNISON's response to the Revenues and Benefits Shared Service with Stevenage. UNISON requested that the issue be discussed as an urgent item to facilitate the business of the Council given that the issue would be discussed at the Executive on 15 June 2011.

The Director of Internal Services was concerned about the relevancy of the item being considered at the Panel, as he felt the proposals did not raise any HR policy issues.

Councillor J Ranger acknowledged the Director's comments but felt that there were some aspects within the papers which had been circulated earlier, that were relevant for the Panel

and which warranted consideration.

Staff Side thanked Councillor J Ranger for his support. The UNISON representative stated that there were decisions which would be taken by the Executive on 15 June 2011 which could affect staff, as such, she stated that this was the appropriate forum. Councillor A Jackson supported the request by UNISON and agreed to articulate their views to the Executive.

The UNISON representative referred to the Revenues and Benefits standards of service and of the fact that staff had built up areas of expertise. The benefits of shared services were acknowledged, but she expressed concern that the time frames for consultation left staff with the impression that comments were not being listened to. She stated that staff were concerned about accommodation. She acknowledged that some staff would be based at Bishop's Stortford but that there would be an additional 40 extra staff from Stevenage in Hertford and that this might force people to work from home.

The Staff Side sought assurances that the savings proposed would be made and that this would not be detrimental to the service. She referred to the TUPE regulations and the conflicting and confusing statements on the legal position in not being able to make staff redundant if connected with TUPE but that staff could be made redundant under TUPE for "economic, technical or organisational" reasons and referred to the fact that six staff would be lost in order to make efficiency savings.

The UNISON representative referred to the gap in grades between 5 – 9. She expressed doubts about the use of generic job descriptions because there was a need to specialise in some areas of revenues and benefits. From a financial perspective, she queried whether the level of contingency should be larger.

The Staff Side referred to IT and of proposals to reduce this service. The representative expressed concern at this possibility within the context of a proposal to take on staff from

Stevenage.

Councillor A Jackson referred to the Executive’s preferred route of shared services and of the needs to balance this in regard to the right philosophy, attitude and culture towards the provision of quality services. He stated that the shared approach contributed significantly to the savings which needed to be made in the years ahead. He stated that job descriptions would form a part of conversations between HR and UNISON.

The Panel received UNISON’s comments. Councillor A Jackson agreed to pass these on to the Executive on 15 June 2011

RESOLVED – that (A) UNISON’s comments be received; and

(B) the Leader pass on UNISON’s comments to the Executive on 15 June 2011.

The meeting closed at 3.50 pm

Chairman
Date

EAST HERTS COUNCIL

LOCAL JOINT PANEL – 13 JULY

REPORT BY SECRETARY TO THE EMPLOYER'S SIDE

STAFF CAR PARKING ARRANGEMENTS

WARD(S) AFFECTED:

Purpose/Summary of Report

- To request that the Local Joint Panel consider the available options for staff car parking in Hertford and select the most appropriate solution.

<u>RECOMMENDATION:</u>	
(A)	That the Local Joint Panel review the alternatives for staff parking arrangements and select the most appropriate solution.

1.0 Background

1.1 The project to consolidate Council staff on to the Wallfields site in Hertford will be completed at the end of August. Given the anticipated number of staff travelling to Hertford by car, the car parking facilities on site will be insufficient to cater for everyone's needs.

1.2 A report to Corporate Management Team on 29th March agreed the basis upon which the finite car parking spaces at Wallfields were to be fairly allocated across services for staff use. The car park will be zoned and spaces allocated to services based on the number of occupied desks. Broadly this results in one space for every two occupied desks. The Wallfields car park has 127 spaces, supplemented by the visitor car park with 30 spaces. Each Head of Service is responsible for the allocation of their spaces on a fair and non-discriminatory basis. The agreed procedure is attached as Essential Reference Paper B. This procedure takes into consideration provision of parking for staff with mobility difficulties, special needs or a disability.

2.0 Report

Current Position

2.1 Currently all staff can take advantage of no charge car parking when attending work in designated car parks. In Wallfields, the current level of office occupancy allows all staff to gain entry and use the car park. In Bishops' Stortford staff can take advantage of no charge parking at Grange Paddocks. These provisions, whilst not contractual, are considered as custom and practice. Any change to this provision will therefore be subject to challenge requiring consultation and agreement in the change to work conditions.

Vehicle Numbers

2.2 Currently there are 348 Council employees. Approximately 40 staff will work at Charringtons House in Bishops' Stortford and 31 staff are permanent 'home workers'. 80% of workers drive to work (Source: Staff Travel Survey October 2006) so there is a maximum of 221 staff who might seek car parking at any one time at Wallfields. This includes full, part-time, remote and occasional home workers.

2.3 Given the Wallfields car park can accommodate 127 cars, the maximum number of vehicles unable to park at the Wallfields site would be 94. The actual number will be lower due to annual leave, sickness absence, car sharing, workers that use alternative transport and different working patterns. It is estimated that the number of cars to be accommodated outside the Wallfields car park would be closer to 65 taking account of these factors.

2.4 The Council is about to join a regional car sharing scheme which includes businesses and local authorities which will give staff greater flexibility in identifying car sharing opportunities. This may further reduce the demand for staff car parking.

2.5 As the Council implements more shared service working, extends mobile/remote working and continues to restructure its services to reflect the strategic priorities identified by the Council, the number of employees and hence vehicles unable to park at the Wallfields site may well decrease.

- 2.6 A review of the public car parking provision in Hertford (shown as Essential Reference Paper C) indicates that on a typical day the long stay and mixed use car parks have about 239 empty car parking spaces. This will be reduced in peak periods but is far in excess of the estimated 65 spaces needed to accommodate all staff if they drove to work. There is therefore no cost in allowing staff to park without charge in Gascoyne Way or London Road on work days and no current users would be impacted.

Bishops' Stortford

- 2.7 At present staff working in Bishops' Stortford can park at Grange Paddocks, which is currently no charge for all. Grange Paddocks will become a charging long-stay car park from April 2012. The decision regarding the basis upon which car parking is available to Council staff will therefore also apply in Bishops' Stortford. There is no basis on which to judge whether permitting staff to use this car park without charge would displace other users with a potential loss of income to the Council.
- 2.8 At Charringtons House the Council has seven associated parking bays. Unlike Hertford, the number is insufficient for use by rota. These spaces are designated purely as for those with mobility difficulties, special needs or a disability and those visiting the premises for short meetings. The parking operates on the same basis as the Hertford visitor car park.

Main Options

- 2.9 Essential Reference Paper D details three main options for staff car parking with the potential impact on staff and associated risks:
- Ongoing provision of a no charge car parking benefit to all staff when attending work in designated car parks, whether at Wallfields, one of the Council's car parks in Hertford which are long stay or mixed use (London Road, Gascoyne Way) or in the Grange Paddocks long stay car park in Bishops' Stortford.
 - Grant no charge parking only to those parking at Wallfields on a rota basis. Those unable to park at Wallfields would pay to park in the Council's car parks. Under this option the staff working in Bishops' Stortford would also have to pay for their parking.
 - Grant parking provision at a reduced charge to all staff when attending work. This would be equally payable whether staff are

parked in the Wallfields car park or using Gascoyne Way, London Road or Grange Paddocks. Funds generated by such a levy might be ring fenced to support transportation improvements including environmentally friendly solutions.

Staff Morale

2.10 During a period of change and uncertainty removal of access to no charge car parking will impact on morale.

All employees have recently received revised terms and conditions which include a reduction in the local award from 5% to 2% linked to national pay awards and removal of the car lease scheme.

Given inflation and the current pay freeze in local government, wages are reducing in real terms. The government proposals on pensions represent a further reduction in remuneration.

Some staff are also impacted by relocating to Wallfields office and are subject to increased time and cost to relocate. The Disturbance Allowance Policy supports this change.

A full consultation process will need to be carried out with staff and Unison should a change be made to the current custom and practice of no charge parking.

Delivery of Changing the Way We Work Benefits

2.11 A decision to maintain no charge car parking only at the Wallfields site may lead to disproportionate impacts on Charringtons House staff, part-time and flexible working arrangements. These are key to the Council delivering its efficiency targets and allowing the consolidation of the Council to the Wallfields site, thereby achieving the savings from the closure of the Causeway offices and its extensive refurbishment costs.

Potential on Street Parking Issues/Public view

2.12 Should a decision to require staff to pay for car parking in part or full be made, it must be noted that staff will seek opportunities within both towns to park for free. This may cause congestion in residential areas where traffic controls are not in place.

- 2.13 The public perception of access to no charge parking for staff within our car parks is anticipated to be negative, when other users must pay to park.
- 2.14 An increase in uncontrolled parking by staff in residential areas may give rise to adverse commentary and demands for residents permit zones.

Essential Car Use

- 2.15 A number of staff are designated as essential car users or drive Council owned vans. The Council would lose productive time of these employees if they are required to park in an alternative location other than the Wallfields car park, approximately 10-15 minutes every time access to a vehicle is required. Allocating no charge spaces at Wallfields to these users would impact on those required to park elsewhere, particularly if they were required to pay in part or full for their car parking.

Member Parking

- 2.16 Member parking for Executive members is designated within the zoning of the Wallfields car park. Other members are able to utilise these spaces when they are free. The Wallfields visitors' car park has 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. The seven spaces at Charringtons House will operate on the same basis for members.
- 2.17 Should staff have to pay for parking, appropriate considerations may need to be made for members unable to use the Wallfields car park, particularly if a workplace levy is considered. This applies to Charringtons House in Bishops' Stortford as well as this is a short-term visitor only car park for short term use/meetings at the site.

3.0 Implications/Consultations

- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.
- 3.2 Additional comments received from staff regarding the alternative options are enclosed as Essential Reference Paper E for consideration by the Local Joint Panel.

Background Papers

CMT Paper 29th March 2011 – Car Parking Procedure

Contact Member:

Contact Officer: Neil Sloper – Head of Customer
Services/Programme Head – Ext. 1611

Report Author: Neil Sloper – Head of Customer
Services/Programme Head

ESSENTIAL REFERENCE PAPER 'A'

<p>Contribution to the Council's Corporate Priorities/ Objectives:</p>	<p>Fit for purpose, services fit for you <i>Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.</i></p>
<p>Consultation:</p>	<p>Heads of Service have been consulted on the alternative options and paper.</p> <p>The C3W Staff User Group meeting on the 21st June included a workshop to review the options, risks and impacts included in this report.</p> <p>A meeting was held with Unison on 22nd June to brief them on the production of the paper and to enable them to draw a paper together for a special Local Joint Panel meeting.</p>
<p>Legal:</p>	<p>There are implied contractual implications, through custom and practice. Full consultation would need to be carried out with Unison and staff if current practice is changed.</p>
<p>Financial:</p>	<p>There is no cost to the Council of providing a benefit of no charge car parking to its staff within the Council's own car parks.</p> <p>Subject to the reservations noted in the report concerning Grange Paddocks, the Council will not lose income from displaced motorists as a result of staff parking no charge within its own car parks..</p> <p>If a benefit of no charge parking remains in place there are no taxation implications of this benefit as it is not assigned to an individual.</p> <p>There will be an administrative cost in order to facilitate staff parking within the Council's car parks at reduced cost. The burden will be greater if the Wallfields parking is 'no charge' and overflow parking is charged. This can be minimised by utilising electronic monitoring methods removing the needs for passes. A nominal cost of registration may be put forward as a cost to the user.</p>
<p>Human Resource:</p>	<p>Removal of no charge parking for Council employees would be a departure from current practice. It is considered that the provision of no charge parking is custom and practice and therefore would be subject to formal challenge should any change be made.</p> <p>During a period of uncertainty and change removal of access to no charge parking will reduce staff motivation and may result in industrial action.</p> <p>Not maintaining access to no charge parking to staff will be seen</p>

	as a further reduction in pay following the recent terms and conditions changes.
Risk Management:	<p>The public perception of access to no charge parking to staff within our car parks is anticipated to be negative.</p> <p>An increase in uncontrolled parking by staff in residential areas may give rise to adverse commentary and demands for residents permit zones.</p> <p>The risks of inconvenience to other users through staff use of car parks is very low as the occupancy figures show capacity in excess of that required to accommodate even the most generous estimates of staff use.</p>



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.

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HERTFORD

1. London Road long stay (100 spaces)

Currently around 30% occupancy, due to the fact that a nearby office block, the Rotunda, is currently half empty. Average space availability per day = 70.

2. Gascoyne Way long stay (225 spaces)

Currently around 60% occupancy. Average space availability per day = 90.

3. Hartham Lane mixed use car park (85 spaces)

Currently around 30% usage. Average space availability per day = 60.

4. Hartham Common mixed use car park (119 spaces)

Currently around 25% usage. Average space availability per day = 89.

SUMMARY

On a typical day, there could be up to 239 spare long stay spaces around Hertford town centre.

Important considerations:

1. Car parking can come under additional strain at peak periods – e.g. Christmas.
2. Forthcoming 232 space short stay car park for J Sainsbury may further reduce short stay parkers in our mixed use car parks at Hartham.
3. The long stay parking in G way is concentrated on upper floors and it is the roof in particular that rarely attracts customers.

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Staff Car Parking Options

Option	Car Parking Impact	Staff Impact	Value	Risks
<p>Staff able to park for no charge in long-stay car parks (Hertford and Bishops Stortford) and Wallfields car park.</p>	<p>None, approximately 65 cars will park across the 2 long stay and mixed use car parks in Hertford which have a spare capacity of 160 spaces.</p>	<p>Issues of equality and fair use of car parking will be minimised.</p> <p>No concerns or reaction in respect of loss of a benefit implied contractual through custom and practice.</p> <p>Saving in administration and assessment of fair use and allocation of spaces.</p> <p>Inconvenience of walking additional distance to work, adding time to the day is mitigated.</p>	<p>There is no cost to the authority as spare spaces across Gascoyne Way and London Road car parks will be utilised in Hertford.</p> <p>Car parking numbers are very low in Stortford with an estimated requirement of 10 spaces to meet staff parking needs.</p> <p>Procedure to manage access to Wallfields car park will be much easier to administer, saving staff time and distress.</p>	<p>Potential for negative public and press perception of 'free car parking for staff'</p>
<p>Introduce a partial charge for all staff</p>	<p>None, approximately 65 cars will park</p>	<p>Loss of current benefit, implied contractual through</p>	<p>A levy/charge set at £250 per year would</p>	<p>Potential for negative public and press</p>

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<p>using a car to travel to work, possibly a workplace parking levy.</p> <p>The levy/charge would permit parking in Wallfields and the long stay car parks Gascoyne Way and London Road, Grange Paddocks in Bishops' Stortford.</p>	<p>across the 2 long stay and mixed use car parks in Hertford which have a spare capacity of 160 spaces in 2 car parks.</p> <p>Only 10 spaces are anticipated to be required for staff parking at Grange Paddocks, Bishops' Stortford.</p>	<p>custom and practice will result in challenge.</p> <p>Additional cost to park perceived as a further pay cut by staff.</p> <p>Conflict in amount payable for essential users if required to have access to a car for work.</p> <p>Equity and fairness issues about amount of charge between pay grades, full and part-time workers.</p> <p>Equity and fairness issues regarding actual days of use, sickness absence and annual leave.</p> <p>An administration system would be needed to administrate the levy.</p> <p>Contractors would have to incur the levy unless the parking facility already exists within their contract with the</p>	<p>generate a maximum of £48,000 per annum, ring fenced to transportation improvement. The actual value may be lower due to part-time working, job share and home working.</p>	<p>perception of subsidised parking for staff.</p> <p>Potential staff conflict and industrial action.</p> <p>Poor staff morale at a time of change and efficiency measures.</p>
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ESSENTIAL REFERENCE PAPER D

		<p>Council.</p> <p>Issues regarding Members parking costs and staff.</p> <p>A levy is typically cheaper at £250-350 per year than pay and display tariffs in car parks (roughly £1000 per year long stay in Hertford).</p>		
<p>A mixed solution of no charge parking in Wallfields for staff on a rota basis. Those not accommodated would be expected to find parking at their own cost.</p>	<p>Approximately 65 staff will park either on uncontrolled residential streets or in car parks.</p>	<p>Loss of current benefit, implied contractual through custom and practice will result in challenge.</p> <p>Additional cost to park perceived as a further pay cut by staff.</p> <p>Conflict in amount payable for essential users if required to have access to a car for work.</p> <p>Equity and fairness issues about access to no charge car parking on a rota basis between essential car users, pay grades, full and part-time workers.</p>	<p>If all 65 staff were to pay for long stay car parking the parking pay and display income would be £74,360. In practice many would seek and successfully park on street in uncontrolled locations.</p>	<p>Potential for clogged residential streets as staff look to avoid cost of parking.</p> <p>Potential demand for residents parking schemes to address uncontrolled parking growth.</p> <p>Poor staff morale at a time of change and efficiency measures.</p> <p>High potential for disadvantage amongst staff and competing business needs.</p> <p>Potential staff conflict</p>

		<p>An administration system would be needed to administrate the no charge parking access.</p> <p>Issues regarding Members parking costs and staff.</p> <p>Lack of consistency afforded in Bishops' Stortford as visitors car park too small to accommodate similar rota based no charge parking for staff based there.</p>		<p>and industrial action.</p>
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Staff Comments Staff Car Parking Changing the Way We Work User Group Consultation

Essential Use

If charges are introduced should be a discount for those staff who are obliged by either their job description or terms of service to have a car available as part of their role

Placing a levy on parking automatically disadvantages members of staff who are required to bring a vehicle with them to work to carry out their duties. The car user allowances are intended to reimburse staff for the full cost of providing a car to perform their role. If a parking charge is placed upon these staff, it could be strongly argued that the car allowances would need to be increased to compensate for this unavoidable additional motoring cost. At present a parking permit is issued to staff required to use their vehicle for work to avoid them being subjected to parking charges around the district.

Members of staff who do not require a vehicle during the working day for council business have the choice of paying to park, or finding alternatives such as public transport and car sharing. There is additional inconvenience, but the cost is hypothetically avoidable for these staff if they wish to find alternatives.

Equality Impact

A 'no charge' at Hertford car parks option would avoid all the many and varied problems that will otherwise ensue.

Charges could have a disproportionate effect on part-timers where their working arrangements are dictated either by needs of their service or for childcare or other responsibilities so that they work over more than two or three days (e.g. those that work school hours over five days but are only contracted for 18.5 hours a week). When added to the length of time walking from car park they may be having to pay almost as much, or indeed as much, as a full timer to park.

Those working part time will suffer yet again. For example, if you pay per day or even per week to park in Gascoyne Way for example, it works out cheaper than paying by hour. Yet for many the reason they work part time is to accommodate school hours. They will never be able to benefit from the economies of scale of cheaper long stay parking. This also applies for those who may be able to leave the car at home or car-share but on some occasions will need to drive in.

In the event of an annual fee this should take account of annual leave and be pro-rata for part-time staff

Charging could detrimentally effect service flexibility where part timers are prepared to come in for extra meetings etc on days not normally worked but will be disinclined to do so if they have to pay for extra parking.

Charging could have a huge effect on those on a low salary.

Custom and Practice Issues

This is terms and conditions issue, all other changes to terms and conditions have had a manner of compensation or a protection period. A period of consultation at least should occur. Free parking should be provided for staff until the decisions made are equitable and agreed.

Has the equitability of this proposal been considered in the light of all the other pay cuts, costs, freezes and loss of benefits? At the end of the T&C 3 year period I will have lost circa £3,000 worth of benefits. Is this reasonable?

ESSENTIAL REFERENCE PAPER E

Impact in Time

If staff have to spend 30 minutes at least of their own time travelling to and from external parking spaces, for some staff this may mean having to work an additional day or half day to work their hours within an inflexible time constraint. Again this is at their own cost.

Impact on Staff

I am strongly opposed to being charged for car parking. It would represent a considerable cut in salary at a time when morale is very low anyway. Also, if we have the number of empty parking spaces suggested, surely it would be cost neutral to allow those of us who do not get granted a place at East Herts, to be given a free parking space in the town. I don't envisage a public outcry over this. There are many instances of other large organisations that have free staff parking.

Councillor Parking

Will the visitor car park (or certain spaces within it) be subject to the parking levy? The reason for asking is that under the new arrangements some of the spaces in the visitor car park will be used by councillors. It would be manifestly unfair, that if the "staff car park" was subject to the levy but councillors didn't have to pay (at least a pay and display charge). Furthermore, will the visitor car park become pay and display to bring it into line with all other council car parks?

If we have to pay everyone should pay (Councillors included).