

 <b>Executive meeting 4<sup>th</sup> February 2009</b>		<b>Agenda Item No.</b>
<b>Title</b>	Review of the Staff and Councillor off-street car park permit scheme.	
<b>For further information about this report please contact</b>	Gary Charlton tel: 01926 456315, e-mail gary.charlton@warwickdc.gov.uk	
<b>Service Area</b>	Neighbourhood Services	
<b>Wards of the District directly affected</b>	All	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>		
<b>Background Papers</b>		

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	Yes

<b>Officer/Councillor Approval</b>		
With regard to officer approval all reports <u>must</u> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Relevant Director	19.01.09	Mary Hawkins
Chief Executive	15.01.09	Chris Elliott
CMT	14.01.09	
Section 151 Officer		
Legal	15.01.09	Peter Oliver
Finance	15.01.09	Mike Snow
Portfolio Holder(s)	19.01.09	Michael Kinson

<b>Consultation Undertaken</b>	
Please insert details of any consultation undertaken with regard to this report.	
<b>Final Decision?</b>	Yes
<b>Suggested next steps (if not final decision please set out below)</b>	

## **1. SUMMARY**

- 1.1 This report highlights the changes to the way staff and councillor off-street parking permits can be used, the locations in which the permits can be used and the how the system is administered and permits monitored.
- 1.2 The report also highlights the changes to the way staff and councillor parking permits can be used including increasing the car parks in which essential users can park, an extension to the days of the week for which the permits are valid and the introduction of new permits as part of the season and resident parking permit system which allows for more secure and effective enforcement.

## **2. RECOMMENDATION**

- 2.1 The members are asked to support the revised permit scheme.

## **3. REASONS FOR THE RECOMMENDATION**

- 3.1 With the introduction of Decriminalised Parking Enforcement (DPE) and the installation of the new parking management I.T. system in August 2007 a revision of the existing staff car park scheme was required to further meet the needs of the business and to provide a more secure and effective enforcement system.
- 3.2 The introduction of DPE has increased on-street enforcement and introduced on-street charges in some areas of the town centres. As a result staff or councillors undertaking business on behalf of WDC would have been required to purchase on-street tickets when parking on-street.
- 3.3 By providing additional off-street car parks where permits are valid, staff and councillors are still able to undertake WDC business without the need to purchase on-street pay and display tickets and then have those costs reimbursed at a considerable administrative cost to the Council.

## **4. ALTERNATIVE OPTION CONSIDERED**

- 4.1 Not to change the permit system that was in place in when DPE was introduced. This was rejected as it was felt that more car park locations were now needed and that with the new parking system in place all the permits issued by WDC should operate on the same system which provided much tighter administrative and enforcement controls.
- 4.2 To allow the new permits to be used in any off-street car park operated by WDC. This was rejected as it important to try and maximise the potential income in those car parks. To allow staff or councillors to park in any car park would reduce the availability of spaces in those car parks where income is highest per space with a potential reduction in income. In addition officers consider that that there needed to be effective controls of staff and councillor parking as this is considered to be the major concession provided by the Council to its staff.

## **5. BUDGETARY FRAMEWORK**

- 5.1 The staff / councillor permit system is operated on the back of the system purchased by the County Council to allow WDC to operate DPE. As a result the only cost to this Council of this system is the cost of printing a permit which is similar to the cost of issuing permits on the previous system.
- 5.2 To include the use Covent Garden multi storey would cost the Council an estimated £1500.00 per annum. The cost is due to the need to issue plastic pass cards to the staff member and these must be replaced annually at a cost of £2.50 each. There are currently 600 staff permit holders who would be entitled to this permit should it be allowed. As there is a surface car park adjacent to the multi-storey which does not operate Pay on Foot System that car park has been made available to keep the operating costs of the permit system to a minimum.

## **6. POLICY FRAMEWORK**

- 6.1 The council has provided permits for staff and councillors to park in off-street car parks rather than ask staff to pay for their parking and then reimburse them. However the provision of staff permits is clearly viewed as a concession by local council tax payers and as a result the Council should be seen to operate a scheme which is seen as fair and equitable to all permit users.
- 6.2 Staff and Unions were consulted on the revised permit scheme in 2008.

## **7. BACKGROUND**

- 7.1 The car park pass system in operation until March 2008 was a manually controlled system using cardboard passes which had the registration numbers added in permanent marker and had no expiry date. There were three types of passes: Monday to Saturday permits, Monday to Friday permits and Councillor permits.

The Monday to Saturday permits were only provided for essential car users. All other staff and councillors received the Monday to Friday passes. The terms and conditions including which car parks were valid for use were included when new passes were issued.

- 7.2 The main issues with the old system were that ex employees to the Council were not always notified to the car parks team and the staff car park permits were not always returned. As the permit had no expiry date there was always the issue of misuse by ex employees of the Council and it was difficult for the car park inspectors to identify if a permit was valid or not. The old system did not accommodate officers who worked seven days a week.
- 7.3 The introduction of DPE in August 2007 led to a need to substantially change the way the parking service operated. One of the major factors was the installation of a new I.T. parking management system which holds all of the information for all of the Penalty Charge Notices and Permits which are issued. All of this data is linked to hand held devices which Civil Enforcement Officers use when carrying out their enforcement duties.

- 7.4 The introduction of on-street charges for parking in the three main town centres has had knock on effect to those essential car users whose job requires them to travel around the District to perform their duties.
- 7.5 To enable WDC staff to continue to perform their duties within the town centres a review of the off-street car park locations in which essential car users could use their passes was required.
- 7.6 The car parks in which staff could park in April 2007 had been based on the spaces which were generally available in specific car parks. This had meant that the limited and short stay car parks had been excluded from the list.
- 7.7 Given the need to pay for on-street parking it was felt necessary to increase the car parks in which permits could be used by staff across the towns rather than introduce a system for staff and councillors having to seek reimbursement for on-street parking charges.
- 7.8 The following car parks were therefore added to the list of car parks in which essential car user permits could be used. Leamington Spa - Chandos Street, Covent Garden Surface and in Warwick - New Street and St Mary's Lands Area 3. No change was necessary in Kenilworth as permits could be used in both the car parks operated by WDC.
- 7.9 Chandos Street was included as this covered the east side of Leamington Spa Town Centre. Covent Garden Surface was included due to Covent Garden multi storey being removed from the list. This was due to the change of operation of the multi storey car park from pay and display to pay on foot. The main reason for removing the use of the multi storey was that it would have meant an additional annual cost to the Council of £1500.00 to issue the necessary permits for all staff entitled to park their. (See 5.2).
- 7.10 New Street in Warwick was included due to it's central location to Warwick Town centre and St Mary's Lands Area 3 was included to provide coverage for the south west side of Warwick.
- 7.12 Three new permits have been introduced. Non-essential (appendix1), essential (appendix 2) and Councillor permits (appendix 3). The full terms and conditions of each of these permits can be found at the relevant appendix.
- 7.13 The car parks that have not be included within the scheme are car parks where there is an alternative car park within close proximity which generally has spaces available. Those car parks are Covent Garden Multi storey for reasons as described in 7.9 and Bedford Street car park due to St Peters multi storey car park being within 30 metres of the site and operating from 6am to midnight.
- 7.14 If staff or councillors have a particular need to use a car park not on the list (for example having to carry heavy equipment or files) Parking Services should be contacted who will authorise the use of the car park for that day.
- 7.15 The new management system allows for an expiry date to place on all staff permits. The permits also contain a barcode which is scanned by the Civil

Enforcement Officers to ensure its validity. This means that all staff permits will be valid until March each year when staff who are employed will receive new permits.

## Appendix 1

Community Resources Directorate

# Neighbourhood Services

IAN COKER - Head of Neighbourhood Services

Telephone : 01926 456317

Switchboard : 01926 450000

Fax : 01926 456210

Email : [parking@warwickdc.gov.uk](mailto:parking@warwickdc.gov.uk)

My Ref : SLJ/ New Season ticket

Your Ref :

Dear Sir/Madam

Please find attached below your Staff Car Park Parking Permit which is valid to use now. Your Permit is valid for use Monday to Saturday and is ONLY valid in the following off-street car parks;

<b>Leamington Spa</b> Riverside House Adelaide Bridge surface St Peters Multi-Storey Rosefield Street Packington Place surface Bath Place surface Court Street	<b>Warwick</b> Linen Street Multi-Storey St Mary's Land Area 2 St Mary's Land Area 4 St Nicholas Park West Rock Priory Road Myton Fields	<b>Kenilworth</b> Abbey End surface Square West surface
---	---	---

Please check that all the details on the Permit are correct. The Permit displays your vehicle registration mark, permit expiry date and a unique reference number.

Permits must be fully and clearly displayed at all times for a concession for parking to be granted and are subject to the terms and conditions listed overleaf.

Yours faithfully

Gary Charlton  
Parking Services Manager

PO Box 2179, Riverside House  
Milverton Hill  
Royal Leamington Spa  
Warwickshire CV32 5QG  
[www.warwickdc.gov.uk](http://www.warwickdc.gov.uk)

# ST2

**Official Permit**

Ref no: **ST99999**

Reg No: **123ABC**

Valid: **29/02/2008**

Expires: **28/02/2009**

**\*ST99999\***

## TERMS AND CONDITIONS OF USE

- 1 The permit remains the property of the Council and is not transferable.
- 2 An officer, if eligible, is only entitled to ONE car park permit, upto three vehicle registration numbers may be included upon the permit, however all vehicles MUST be authorised for Council use.
- 3 Vehicles MUST be parked in accordance with the car park regulations. Failure to do so may lead to the issue of a Penalty Charge Notice.
- 4 The permit MUST be fully, clearly and correctly displayed in the windscreen at all times when your vehicle is parked in any of the car parks identified overleaf, preferably on the nearside of the vehicle close to the tax disc. Failure to do so will render the permit holder liable to Penalty Charge in accordance with any Notice issued.
- 5 Using your permit in unauthorised areas, car parks or contravening the Council's Parking Orders may result in the issue of a Penalty Charge Notice. **This charge will NOT be cancelled just because you are a Council Employee.**
- 6 The permit is NOT valid on-street. If you park your vehicle on-street you are subject to the same on-street regulations, including on-street charging where appropriate, as any other member of the public even if you are undertaking Council business.
- 7 Alterations to the permit, or if you change your vehicle, can only be made upon receipt of an e-mail or memorandum from your Head of Service or their authorised managers to Parking Services. Your existing permit MUST be returned to Parking Services at this time to enable the alteration to take place.
- 8 The permit is ONLY valid for use by you (as a member of staff) whilst undertaking Council business.
- 9 Failure to fully and clearly display a valid permit will result in a Penalty Charge Notice being issued to the registered vehicle owner
- 10 The permit MUST be returned to Parking Services for cancellation in the following instances:-
  - If you dispose of the vehicle
  - If you change your vehicle
  - If you leave the Councils employment

Please note – any Penalty Charge Notice correctly issued will be enforced and the charge levied

## Appendix 2

Community Resources Directorate

# Neighbourhood Services

IAN COKER - Head of Neighbourhood Services

Telephone : 01926 456317

Switchboard : 01926 450000

Fax : 01926 456210

My Ref : SLJ/ New Season ticket

Your Ref :

Dear Sir/Madam

Please find attached below your Staff Car Park Parking Permit which is valid to use now. Your Permit is valid for use 7 days a week and is ONLY valid in the following off-street car parks;

<b>Leamington Spa</b> Riverside House Adelaide Bridge surface St Peters Multi-Storey Covent Garden surface Royal Priors Multi-Storey Chandos Street Rosefield Street Packington Place surface Bath Place surface Court Street	<b>Warwick</b> Linen Street Multi-Storey Castle Lane St Mary's Land Area 1 St Mary's Land Area 2 St Mary's Land Area 3 St Mary's Land Area 4 St Nicholas Park New Street The Butts West Rock Priory Road Myton Fields West Gate	<b>Kenilworth</b> Abbey End surface Square West surface
---	--	---

Please check that all the details on the Permit are correct. The Permit displays your vehicle registration mark, permit expiry date and a unique reference number.

Permits must be fully and clearly displayed at all times for a concession for parking to be granted and are subject to the terms and conditions listed overleaf.

Yours faithfully

Gary Charlton  
Parking Services Manager

PO Box 2179, Riverside House  
Milverton Hill  
Royal Leamington Spa  
Warwickshire CV32 5QG  
www.warwickdc.gov.uk

**ST1**

**Official Permit**

Ref no: **ST88888**

Reg No: **123ABC**

Valid: **01/03/2008**

Expires: **28/02/2009**

**\*ST88888\***



## TERMS AND CONDITIONS OF USE

- 11 The permit remains the property of the Council and is not transferable.
- 12 An officer, if eligible, is only entitled to ONE car park permit, upto three vehicle registration numbers may be included upon the permit, however all vehicles MUST be authorised for Council use.
- 13 Vehicles MUST be parked in accordance with the car park regulations. Failure to do so may lead to the issue of a Penalty Charge Notice.
- 14 The permit MUST be fully, clearly and correctly displayed in the windscreen at all times when your vehicle is parked in any of the car parks identified overleaf, preferably on the nearside of the vehicle close to the tax disc. Failure to do so will render the permit holder liable to Penalty Charge in accordance with any Notice issued.
- 15 Using your permit in unauthorised areas, car parks or contravening the Council's Parking Orders may result in the issue of a Penalty Charge Notice. **This charge will NOT be cancelled just because you are a Council Employee.**
- 16 The permit is NOT valid on-street. If you park your vehicle on-street you are subject to the same on-street regulations, including on-street charging where appropriate, as any other member of the public even if you are undertaking Council business.
- 17 Alterations to the permit, or if you change your vehicle, can only be made upon receipt of an e-mail or memorandum from your Head of Service or their authorised managers to Parking Services. Your existing permit MUST be returned to Parking Services at this time to enable the alteration to take place.
- 18 The permit is ONLY valid for use by you (as a member of staff) whilst undertaking Council business.
- 19 Failure to fully and clearly display a valid permit will result in a Penalty Charge Notice being issued to the registered vehicle owner
- 20 The permit MUST be returned to Parking Services for cancellation in the following instances:-
  - If you dispose of the vehicle
  - If you change your vehicle
  - If you leave the Councils employment

Please note – any Penalty Charge Notice correctly issued will be enforced and the charge levied

## Appendix 3

Community Resources Directorate

# Neighbourhood Services

IAN COKER - Head of Neighbourhood Services

Telephone : 01926 456317

Switchboard : 01926 450000

Fax : 01926 456210

Email : [parking@warwickdc.gov.uk](mailto:parking@warwickdc.gov.uk)

My Ref : SLJ/ New Season ticket

Your Ref :

Dear Councillor

Please find attached below your Councillor Car Park Parking Permit which is valid to use now. Your Permit is valid for use 7 days a week and is **ONLY** valid in the following off-street car parks:

<b>Leamington Spa</b> Riverside House Adelaide Bridge surface St Peters Multi-Storey Covent Garden surface Rosefield Street Packington Place surface Bath Place surface Court Street	<b>Warwick</b> Linen Street Multi-Storey St Mary's Land Area 2 St Mary's Land Area 4 St Nicholas Park West Rock Priory Road Myton Fields	<b>Kenilworth</b> Abbey End surface Square West surface
--	---	---

Please check that all the details on the Permit are correct. The Permit displays your vehicle registration mark, permit expiry date and a unique reference number.

Permits must be fully and clearly displayed at all times for a concession for parking to be granted and are subject to the terms and conditions listed overleaf.

Yours faithfully

Gary Charlton  
Parking Services Manager

PO Box 2179, Riverside House  
Milverton Hill  
Royal Leamington Spa  
Warwickshire CV32 5QG  
[www.warwickdc.gov.uk](http://www.warwickdc.gov.uk)

**ST3**

**Official Permit**

Ref no: **ST77777**

Reg No: **V70SKT**

**A123ABC**

Valid: **01/03/2008**

Expires: **28/02/2009**

**\*ST77777\***

## TERMS AND CONDITIONS OF USE

- 1 The permit remains the property of the Council and is not transferable.
- 2 An officer, if eligible, is only entitled to ONE car park permit, upto three vehicle registration numbers may be included upon the permit, however all vehicles MUST be authorised for Council use.
- 3 Vehicles MUST be parked in accordance with the car park regulations. Failure to do so may lead to the issue of a Penalty Charge Notice.
- 4 The permit MUST be fully, clearly and correctly displayed in the windscreen at all times when your vehicle is parked in any of the car parks identified overleaf, preferably on the nearside of the vehicle close to the tax disc. Failure to do so will render the permit holder liable to Penalty Charge in accordance with any Notice issued.
- 5 Using your permit in unauthorised areas, car parks or contravening the Council's Parking Orders may result in the issue of a Penalty Charge Notice. **This charge will NOT be cancelled just because you are a Councillor.**
- 6 The permit is NOT valid on-street. If you park your vehicle on-street you are subject to the same on-street regulations, including on-street charging where appropriate, as any other member of the public even if you are undertaking Council business.
- 7 Alterations to the permit, or if you change your vehicle, can only be made upon receipt of an e-mail or memorandum from Member Services Head of Service or their authorised managers to Parking Services. Your existing permit MUST be returned to Parking Services at this time to enable the alteration to take place.
- 8 The permit is ONLY valid for use by you (as a Councillor) whilst undertaking Council business.
- 9 Failure to fully and clearly display a valid permit will result in a Penalty Charge Notice being issued to the registered vehicle owner
- 10 The permit MUST be returned to Parking Services for cancellation in the following instances:-
  - If you dispose of the vehicle
  - If you change your vehicle
  - If you cease being a Councillor

Please note – any Penalty Charge Notice correctly issued will be enforced and the charge levied.