

**CAR PARKING POLICY****CORPORATE COMMITTEE  
MEETING DATE 2016/17****28 March 2017****CLASSIFICATION:****Open****If exempt, the reason will be listed in the  
main body of this report.****WARD(S) AFFECTED****All Wards****CORPORATE DIRECTOR****Tim Shields, Chief Executive**

## **1. INTRODUCTION**

- 1.1 Following the TUPE of Hackney Homes back into Hackney Council, the Council has taken on responsibility for a number of services where car and van use is prevalent, as well as for additional depots and car parks. Trade Unions have raised the issue of a fair approach to car parking and requested a policy be put into place.
- 1.2 This report is presented to Corporate Committee as part of its remit in relation to Human Resources and is presented for DECISION.

## **2. RECOMMENDATION(S)**

- 2.1 **Corporate Committee is recommended to approve the Council Staff Car Parking Policy**

## **3. REASONS FOR DECISION**

- 3.1 In order to ensure a fair and equitable parking policy across Council employees and sites

## **4. BACKGROUND**

- 4.1 Hackney Council has not needed to have an explicit employee parking policy in the past. We have had a relatively small number of employees who require parking and on street parking has been regulated by arrangements with Parking and Markets. These arrangements are not changing and current practice has been reproduced in the policy.
- 4.2 There has been very little off street parking available and there has been no need for a policy. However with the TUPE of Hackney Homes back into Hackney Council, the Council has taken responsibility for more off street parking and also more employees who drive council owned vans and/or require their own car for business purposes and need parking.
- 4.3 Historically, Trade Unions have raised with Hackney Homes issues with off street parking arrangements and, following the TUPE, have raised these issues with Hackney Council and have asked that a policy be developed. They have been consulted in the development of this policy and it addresses the concerns they have raised.
- 4.4 Managers have also been consulted and are satisfied that this policy strikes a balance between having an equitable policy on parking and delivering services on a day to day basis.
- 4.5 **Policy Context**

Parking is an emotive issue for employees. A clear, transparent and equitable policy helps to avoid workplace issues.

#### **4.6 Equality Impact Assessment**

The policy supports delivery of services and will be applied equitably across the workforce.

#### **4.7 Sustainability**

The Council discourages commuting by car and therefore parking permits are not available for commuting purposes.

#### **4.8 Consultations**

Trade Unions, managers and the Lead Member have been consulted

#### **4.9 Risk Assessment**

The development of this policy makes the Council's position transparent and thus reduces risks of challenge.

### **5. COMMENTS OF THE GROUP DIRECTOR OF FINANCE AND CORPORATE RESOURCES**

5.1 This report seeks Corporate Committee to approve the Council Staff Car Parking Policy.

5.2 The financial impact of the report is minimal as any cost arising will be funded from existing local budgets.

### **6. COMMENTS OF THE DIRECTOR, LEGAL**

6.1 This report recommends the Corporate Committee to approve a Council Staff Car Parking Policy. The policy makes clear the criteria to be used when making decisions in respect of the allocation of car parking spaces. The policy also makes clear what conduct is expected from the employee when applying for the facility. The policy should be easily assessable, known and understood by all employees. The employer is duty bound adhere to the allocations policy to avoid discrimination claims against the Council.

### **APPENDICES**

Appendix 1- Council Staff Car Parking Policy

### **BACKGROUND PAPERS**

None

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## COUNCIL STAFF CAR PARKING POLICY

### Introduction

Hackney Council strongly supports the use of sustainable transport methods for employees. As a borough, Hackney is well served by public transport, with a number of overground stations and also a national rail station at Hackney Downs. There are also a large number of bus routes within the Borough.

It is important that all employees are treated fairly and consistently when it comes to the management of the available car parking spaces at Council offices, depots and other locations. Therefore, this policy will apply to all employees.

It is recognised that in some instances, however, car and/or van use is necessary for the proper performance of duties. The aim of this car parking policy is to ensure that employees who require a vehicle for work have access to car parking (as much as possible), and that access for general commuting is not available. Non-compliance with this policy may result in disciplinary action.

### Principles

#### 1. Parking on-street and estates:

All liveried, non-liveried and grey fleet vehicles that need the ability to park across the borough need an All Zone Permit, which enable the holder to park across the borough. The cost of the All Zone permit will depend on the amount of emissions the vehicle produces. Current rates can be found here:

<http://www.hackney.gov.uk/media/2648/parking-permits-price-list/pdf/parking-permits-price-list>

Applications require the provision of a short business case explaining why the permit is required, and the average number of days the vehicle will be used per week. This must then be approved by a Director before being issued and is funded by local budgets. Applications can be made online by going to [www.hackney.gov.uk/parking](http://www.hackney.gov.uk/parking).

For parking on estates, staff must apply for an Essential Services Permit, which allows the holder to park on all controlled estates. Applicants must provide a clear justification of a business need, and have their request approved by the relevant Director. The practice of purchasing permits from Tenant and Resident Associations (TRA's) will cease.

Permits will not be issued for general commuting. Applicants giving false information may be subject to disciplinary action.

#### 2. Parking in depots and car parks available to staff only

Car parking spaces at depots and council locations must be allocated by the building manager according to the following hierarchy:

1. Operational and pool vehicles required to carry out services (for instance picking up materials etc.)
2. Employees for which the provision of a space is a reasonable adjustment to enable them to attend work (as decided by the manager, normally upon a recommendation by Occupational Health). This includes disabled staff who need a parking space to be able to attend work.
3. Employees who, for that day, can demonstrate that they cannot travel to or from work at the times needed to deliver the service required (eg due to starting work at 4am) due to public transport not being available.
4. Employees using their own cars where, on that day, they need to go to a number of different locations and require a car for that purpose, and do not have access to a council vehicle for such purposes.

### **3. Enforcement**

Vehicles parked in parking zones not displaying a valid permit are liable to receive a penalty charge notice, for which the driver will be held personally responsible for. Enforcement of this policy in depots and car parks available to staff only is the responsibility of the manager of the building or car park concerned, overseen by the relevant Director.