

SALISBURY CITY COUNCIL

Report

Subject : Staff Parking at Shopmobility
Committee : Personnel Committee
Date : 25 April 2023
Author : Tracy Adams, HR Manager

1. Report Summary:

- 1.1. This report has been produced at the request of the Leaders of the Council.
- 1.2. The report provides information on parking at Shopmobility for Shopmobility services users and council staff.

2. Background:

- 2.1. Salisbury City Council (SCC) staff have been allowed to use the car parking spaces at Shopmobility to park.
- 2.2. The Leaders of the Council wish this issue to be discussed in this committee to agree whether this should continue in the future.

3. Parking at Shopmobility

- 3.1. There are 25 parking spaces at Shopmobility (SM). Their primary use is for users of Shopmobility and Shopmobility Volunteers.
- 3.2. 21 of these spaces are suitable for use by SM users. 4 are narrower spaces with more difficult access.
- 3.3. The parking spaces at SM are managed by SCC following the asset transfer in 2017.
- 3.4. The blue badge spaces in the Shopmobility car park are not charged for. Blue badge users who are not SM services users are discouraged from parking in the SM spaces. Although there was a problem during high demand days in December with some blue badge holders parking, the SM Manager cannot recall any occasion where a blue badge holder has been turned away since January 2023.
- 3.5. Since 1 Sep 2022 Wiltshire Council (WC) has charged for Blue Badge parking in its car parks. These charges also apply to Lush House, which is owned by SCC but managed by WC on SCC's behalf. A management fee is charged by WC for this service (approx. £15,00 per annum).
- 3.6. In addition to SM service users, SM volunteers and SCC staff, the litter enforcement officers from East Hants District Council (EHDC) have been allowed to park in the SM spaces. If this parking was not provided the cost of the parking would be recharged by EHDC to SCC. This service ends in June 2023, so EHDC officer will not park there after this time.
- 3.7. Wiltshire Council officers do not park in these spaces. SCC councillors do not park in these spaces. WC councillors can park for free in WC car parks when on council business. WC officers can park for free in WC car parks to travel to and from work and when on council business.

3.8. There is no parking enforcement carried out by Wiltshire Council at SM as these spaces are not covered by any parking enforcement agreed with WC. SCC do not conduct any parking enforcement outside of Shopmobility opening hours. During SM opening hours the SM staff actively monitor cars entering the car park to ensure SM users and volunteers are prioritised.

3.9. SCC Staff Parking at Shopmobility

- 3.10. During the Covid 19 pandemic in 2019 and 2020, as part of complying with Government guidelines during this time it **ALL** SCC staff were allowed to park in Shopmobility spaces regardless of their role or grade. This was to reduce their use of public transport.
- 3.11. When Government guidance in respect of this ended it, this use was allowed to continue but was kept under continuous review to ensure it did not impact on Shopmobility service users. Service users for SM and volunteers at SM are always considered as a priority for parking.
- 3.12. At times when spaces have been required, staff have moved their vehicles to allow service user car parking. This has happened very infrequently.
- 3.13. The car park was very busy in December 2022 and the use of these spaces by SCC staff has been reconsidered. It was intended to inform staff later in the year that these spaces would not be available to staff in December 2023.
- 3.14. Currently, staff are no longer able to park in these spaces on Tuesday as this is the busiest weekday for Shopmobility.
- 3.15. It is not part of SCC's terms and conditions to allow free parking at SM, therefore SCC employees have no right to park here. It is a privilege and staff are aware of this.
- 3.16. SCC officers should not park at SM unless they are working.
- 3.17. Usage at SM car parking spaces is shown in Annex A. These records have been kept since 15 March 2023.
- 3.18. Since staff have been asked not to park in on Tuesdays there has been, on average, 14 empty spaces each Tuesday.

4. Car Parking for SCC Staff:

- 4.1. If the staff car parking at SM was removed, the council will become liable for some parking charges costs as some staff would need to be reimbursed for parking costs in accordance with Green Book and SCC's Travel and Subsistence Policy at follows;
- 4.1.1. Staff based at non-Guildhall sites who need to attend meetings at Guildhall
- 4.1.2. Staff needing access to their car during the day for site visits (including Streetscene/Facilities/Parks).

5. Alternatives Parking and Travel for Staff:

- 5.1. It is acknowledged that removing parking for staff may support the Council's climate action plan in considering greener alternatives.
- 5.2. The Council operates the national 'Bike to Work Scheme'. This is a scheme that enables a member of staff to buy a bike in return for some tax reductions, so therefore reducing the cost of the bike.
- 5.3. The Council may wish to consider secure bike storage if it further encourages travel by bicycle.

5.4. For information, the council also pay casual bike users costs at 17p mileage for those cycling on business for the council.

5.5. To encourage use of public transport the council may wish to review and enhance its flexible working policy to allow staff to make better use of public transport.

6. Options for consideration:

6.1. The Committee is encouraged to consider the following options:

Option	Description	Notes
A	No change to current arrangements	<p>Usage will continue to be monitored by Business Manager to ensure SM users and volunteers are able to park as required, and action taken when appropriate</p> <p>Staff may park only when working in city centre locations – Guildhall, Pantry, Streetscene team based at Coach Station, Shopmobility</p> <p>No staff parking on Tuesday.</p> <p>No staff parking in December.</p>
B	Additional controls on who is able to park at SM	<p>This will involves drafting new criteria to describe who can park and the management of this parking.</p> <p>Any criteria will need to be fair to all staff and sensitive to individual access needs, in accordance with the Council's obligations under the Equality Act 2010.</p>
C	No staff to park at SM, except when the service is closed	<p>Car parking at SM will be services users and volunteers only.</p> <p>Although there was no contractual right to parking on site for Idverde TUPE transfer staff, if it were removed from those who operate from Coach Station car park, HR Manager would need to consult to understand any custom and practice arrangement that had been in place.</p> <p>The committee will wish to consider the impact of the morale of staff.</p>
D	No staff to park at SM, except when the service is closed OR for staff who are attending city centre locations from their own work base	<p>If staff attending city centre locations for work purposes are not able to park in SM, their parking costs must be reimbursed by the Council.</p>

E	Any other option	The committee may wish to consider other options not described above.

7. Recommendation:

It is recommended that the Committee:

- 7.1. Consider the options as shown in para 6 of this report and provide officers with instruction on how staff parking at Shopmobility is to be managed in the future.

8. Wards Affected: All

9. Background papers:

- 9.1. Using of Private Cars for Business Policy (Doc 73003)

10. Implications:

- 10.1. **Financial:** As shown in the report
- 10.2. **Legal:** None in relation to this report
- 10.3. **Personnel:** There is potential for a negative impact on morale should parking be removed
- 10.4. **Environmental Impact:** A change in the policy may encourage greener transport to work, where possible
- 10.5. **Equalities Impact Statement:** This policy will apply to all SCC staff. Should there be any member of staff who would be adversely affected i.e. with mobility issues the council will consider reasonable adjustments in line with Equality Act 2010.

Appendix A – use of spaces

Car Park Usage													
User	Thursday		Friday		Saturday		Sunday		Monday		Tuesday		Wednesday
W/e 15.03.23	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am
S.C.C. Staff	13	11	7	6	1	1	0	0	9	8	11	0	18
Customers	1	1	1	1	1	1	0	0	1	1	1	0	2
Volunteers	3	0	3	2	1	1	0	0	2	1	5	0	2
Blue Badge Holders	3	2	2	1	2	2	0	0	1	2	8	3	3
Others	0	0	0	0	0	0	0	0	0	0	0	0	0

Car Park Usage

User	Thursday		Friday		Saturday		Sunday		Monday		Tuesday		Wednesday
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am
W/E 22.03.23													
S.C.C. Staff			8	4	2	3	0	0	12	6	12	5	12
Customers			3	1	7	8	0	0	4	2	8	8	3
Volunteers			3	1	1	1	0	0	2	2	2	1	1
Blue Badge Holders			1	0	1	2	0	0	1	1	2	3	2
Others			0	0	0	0	0	0	0	0	0	0	0

Car Park Usage

User	Thursday		Friday		Saturday		Sunday		Monday		Tuesday		Wednesday
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am
W/E 29/3/2023													

S.C.C. Staff	9	9	10	10	4	5	0	0	7	4	3	3	10
Customers	0	2	2	2	4	7	0	0	3	2	2	3	5
Volunteers	2	1	1	1	1	1	0	0	2	1	1	0	2
Blue Badge Holders	0	3	0	1	0	2	0	0	0	1	0	0	0
Others	0	0	0	0	0	0	0	0	0	1	1	0	1

Car Park Usage													
User	Thursday		Friday		Saturday		Sunday		Monday		Tuesday		We
W/E 5/04/2023	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am
S.C.C. Staff	10	9	8	15	5	5	0	0	9	7	0	0	10
Customers	5	5	3	1	6	3	0	0	3	2	11	5	4

Volunteers	1	1	1	3	3	2	0	0	2	1	1	1	1
Blue Badge Holders	1	1	1	1	5	3	0	0	0	1	1	0	1
Others	3	3	0	0	0	0	0	0	0	1	2	2	1

Car Park Usage

User	Thursday		Good Friday		Saturday		Easter Sunday		BH Monday		Tuesday	
W/E 12/4/23	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
S.C.C. Staff	6	4	0	0	5	5	0	0	0	0	0	0
Customers	3	1	0	0	4	9	0	0	0	0	6	3
Volunteers	2	1	0	0	2	2	0	0	0	0	1	1
Blue Badge Holders	0	4	0	0	1	5	0	0	0	0	2	2

Others	1	1	0	0	0	0	0	0	0	0	0	0
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