

SALISBURY CITY COUNCIL

Subject : Staff Car Parking
Committee : Personnel Committee
Date : 24 April 2024
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1. Report Summary:

1.1. This report discusses an issue of staff parking at our Shopmobility sites and makes recommendations to resolve them.

2. Background:

2.1. Following the COVID virus pandemic, a decision was taken to allow staff to utilise Shopmobility car parking.

2.2. This decision was reviewed at the request of Councillors in Personnel Committee on 25th April 2023. The resolutions from the meeting were as follows:

2.3. [306.1.] No staff are allowed to park at Shopmobility except when the service is closed, or for staff who are attending city centre locations from their own work base for work reasons only.

2.4. [306.2.] The Chairman requested that the resolution is being implemented and monitored and that a report is brought back to the next meeting of this committee.

2.5. As requested in resolution [306.2,] a monitoring report was taken to the next Committee meeting, held on 16 October 2023.

2.6. A decision was made on 16 October 2023 as follows:

2.7. [321.1.] Shopmobility staff manage car parking to allow staff and volunteers to park within the Shopmobility car park from Monday 23 October

2.8. The former Business & Communication Manager, supported by the Shopmobility Manager undertook a project to identify how this could be effectively managed. The aim was to ensure spaces were available as a priority for customers and blue badge holders, whilst ensuring that there was not an undue amount of 'managing the car park' time undertaken by Shopmobility staff.

2.9. The findings of the project were reviewed by the Chief Executive Officer. It has been confirmed that any such system would need to have considerable time and resource set aside to managing the car parking situation.

2.10. The issue remains that parking arrangements have had a negative impact on Shopmobility staff, overall morale of the Guildhall workforce, alongside feedback during recruitment processes that it is a barrier to attracting staff for vacant posts.

- 2.11. Due to these challenges the Committee may wish to consider the following options.

3. Shopmobility Options

- 3.1. Current arrangements with resolution [321.1] have not progressed.
- 3.1.1. The only staff who are able to park at Shopmobility are those who are not based at Guildhall.
- 3.1.2. SCC would have to pay parking for if they were not able to park at Shopmobility.
- 3.1.3. No staff based at the Guildhall, park at Shopmobility.
- 3.2. **Implement resolution 321.1** but recognise this may result in a problem with availability for customers using Shopmobility.
- 3.2.1. Evidence from the Shopmobility and Information Centre Manager, where staff are entering into challenging discussions with members of the public due to no space to park.
- 3.2.2. A training regime to be costed and applied to those staff and volunteers who monitor the car park at Shopmobility.
- 3.2.3. Additional demands on time from a staff group which is already nearing capacity. This may also have an impact on job descriptions and evaluations.
- 3.3. **Remove all parking rights for all staff at Shopmobility.**
- 3.3.1. Increased capacity for members of the public.
- 3.3.2. Increased cost to the Council due to increased expenses.
- 3.4. Blue Badge holders will continue to park without charge.
- 3.5. Outside of working hours when on Council business, staff and Councillors are allowed to park free of charge.

4. Alternative Parking Options

- 4.1. Allow staff and volunteers to utilise the Salisbury City Council owned, Lush House Car Park:
- 4.1.1. This would be beneficial in attracting candidates and retaining staff within the Council, as reduced or free parking is offered by a range of competing organisations in the city.
- 4.1.2. Current occupation levels within Lush House Car Park indicates significant availability. 2021 levels were at 51.5%; 2022 56.3%; 2023 56%.
- 4.1.3. This fee would be reviewed annually and set to £50 per month.

4.1.4. Staff are paying to park at other sites, at higher rates. It has been confirmed that reduced rates of parking do not attract tax or National Insurance liability and would be seen as a positive benefit to staff.

4.1.5. Staff choosing to park within a Salisbury City Council Car Park would have positive income benefits. If a staff member chose to take up this option, then the benefit to the Council would be £50 per month x 12 months = £600 greater income.

4.1.6. Administration for this would take the form of a permit which would be agreed with Wiltshire Council, who administer the car park on our behalf. Costs for this change would be minimal.

4.1.7. This option would change previous decisions of the committee.

5. Recommendation:

5.1. To restrict the parking available at Shopmobility to only those staff visiting the Guildhall, where their base of operations is not the Guildhall and volunteers working at Shopmobility.

5.2. Offer all staff the opportunity to purchase a monthly car parking permit at Lush House Car Park. Costs and capacity within the car park would be reviewed annually.

5.3. Blue Badge holders will continue to park without charge.

5.4. Outside of working hours when on Council business, staff and Councillors are allowed to park free of charge.

6. Wards Affected: All

7. Background papers: As set out in the report, this issue has been debated by the Committee in both April and October 2023.

8. Implications:

8.0. Financial:

8.0.1. Dependent on which option is chosen there would be a net cost to the council if the current option at Shopmobility was pursued. This cost has yet to be quantified.

8.0.2. If the option of allowing staff to purchase permits for the use of Lush House was decided, then the margin on each permit would be around 90%. Therefore, for each member of staff who chose to purchase a permit, forecasts suggest a £540 benefit to the Council's income.

8.1. Legal: There is no legal obligation to provide car parking.

- 8.1. Personnel: Parking is a contentious area of terms and conditions. Whilst there is not legal necessity to provide it free or at reduced rates, it does have an impact on the individuals financial reasoning.
- 8.2. Environmental Impact: There may be the possibility of greater numbers of journeys being made to the city centre by car, instead of other forms of environmentally friendly methods. However, this is being assessed by the current analysis of the Council's transport plan, being undertaken on our behalf by SusTrans.
- 8.3. Equalities Impact Statement: If the recommendation to offer permits available for purchase be decided upon, then this would be made to both staff and volunteers.