

# EMPLOYEE CAR PARKING GUIDANCE

## GUIDANCE

There is a need for the Council to manage the availability of parking at its premises, to ensure that priority is given to Council vehicles, whether fleet, pool or leased vehicles.

The desired outcome from the application of this guidance is to apply fairly and consistently the allocation of car parking spaces.

This guidance applies to Elected Members and all employees of Perth & Kinross Council.

## Principles

### Perth and Kinross Council will:

1. Provide parking for the Provost in recognition of his role.
2. Provide parking permits for Elected Members and Non Elected Members of Committee which allow them to park in Canal Street Multi-Storey Car Park, Perth, when on Council business.
3. Provide parking for the Executive Officer Team in recognition of their role within the organisation.
4. Car parking provision will normally be made for fleet, pool or leased vehicles.
5. Parking provision for all other employee groups will be allocated against set criterion which is fundamentally linked to business needs as detailed in the allocation of car parking spaces criteria and will be determined by the duties of the post.
6. Provide visitor parking out with Perth City Centre as considered appropriate by Services or local managers.
7. Provide employee parking at Council premises only where there are residual spaces which are not required for specialist vehicles and visitor parking.
8. The Council will not incur costs to secure parking spaces for employees either in privately operated car parks, or in its own off-street car parks open to the public.
9. Car parking spaces will be reviewed annually based on business needs by the Head of Human Resources in conjunction with Services and allocated accordingly.

## **Prioritisation of Parking Spaces**

The provision of pool vehicles has increased in recent years and is likely to increase further in future. In any location, where the need arises to provide additional pool car spaces these will be allocated on a priority basis. The following prioritisation will apply:

- The Council will select available parking spaces for pool vehicles, other specialist Council vehicles and visitors, as appropriate.
- Residual spaces will be allocated amongst employees who regularly are required to use their private car for business use on behalf of the Council, using scoring criteria.
- Within this category, further priority will be given to groups of employees who share a single space.

Whilst any residual spaces will be allocated in a priority order in this way, this will also take cognisance of the travel hierarchy of use which places private transport as the last option of the 6 transport modes.

## **Travel Hierarchy of Use**

When deciding on the method of transport the following hierarchical structure should be adopted for determining the best method of transport for business journeys or periods of travel. Managers and employees should consider the following ranked list of travel options before undertaking business trips:

1. Pooled vehicles
2. Fleet vehicles
3. Lease cars
4. Car Hire
5. Public Transport
6. Own Vehicle

## **Allocation of Car Parking Spaces Criteria**

Car parking spaces should be allocated against set criteria which are fundamentally linked to business needs as detailed below and is not an employee entitlement or benefit.

## Parking for private cars

Objective scoring criteria should be used for allocating parking spaces which is transparent. It should be based upon genuine business need for the post to have a parking space allocated and one score is allocated from each section identified in bold below:

- **Business mileage per annum:**

Up to 2000 miles	1
Between 2000 and 5000 miles	2
Over 5000 miles	3

- **Average number of journeys per week:**

Less than 5	0
Between 5 and 10	1
Greater than 10	2

- **Fast response required** 2

Assessment should be made on the basis of an employee's use of their car in the previous financial year, unless there has been a significant change to their responsibilities since that period.

The maximum score for any assessment is 7 points. The resultant score for each assessment will provide a rank which can be used to either allocate spaces/ reimbursement over a certain threshold or to distribute the available spaces throughout the establishment.

Services should consider the "sharing" of parking spaces for those employees who are continually out on business. Employees would then use the space on a first come basis and those unable to obtain a space would be reimbursed any parking costs incurred on production of receipts.

## Parking within Perth City Centre

1. Within Perth City Centre, provision includes a number of parking areas at Council premises, as well as spaces in the privately operated Kinnoull Street multi-storey car park.
2. The 85 spaces currently designated for exclusive Council use in the Kinnoull Street multi-storey car park were part of the financing arrangements for Pullar House and are tied in with the financing costs for Pullar House.
3. Employee parking will be managed to ensure that the first priority is given to pool cars, other specialist council vehicles and bicycle parking.

4. Residual spaces which can be made available to employees will be prioritised using the allocation criteria process. Services or local managers must ensure that the travel hierarchy of use is adhered to and that in practice employees are only using their vehicles as the last resort.

### **Continued Justification of Parking Provision**

For parking within Perth City Centre, Services will be required to participate in an annual review of the allocation of parking for employees in Perth City Centre, carried out by Head of Human Resources in conjunction with Services to demonstrate that parking allocation is justified.

### **Parking – Council Vehicles**

Car parking provision will normally be a priority for fleet, pool or leased vehicles where these vehicles are made available for general use by employees. This actively encourages the use of Council vehicles over employees' own cars.

### **Parking at Council Buildings out with Perth City Centre**

1. For properties outside Perth City Centre, Services or local managers will manage the allocation of spaces to suit operational needs. Expansion in the number of pool vehicles required, in the future, may mean that employees have to forgo parking which they previously held.
2. Employee parking will be managed by Services or local managers.
3. Employee parking at all Council premises will be managed to ensure that the first priority is given to pool cars, other specialist council vehicles, any required parking for visitors and bicycle parking. Where there is current capacity, parking will be made available to employees, although employees should be encouraged to use sustainable transport modes where at all possible.
4. Where demand for private parking exceeds the available supply, Services or local managers will prioritise the allocation of spaces to employees that use their vehicles for council business the most. Services or local managers must ensure that the travel hierarchy of use is adhered to and that in practice employees, are only using their vehicle as the last option.

### **Consideration of Spaces Which Become Free**

Any employee parking spaces which are no longer required (for example where an employee has left the Council's employment), will not be re-allocated to another employee, by Services or the local manager.

A Business Case for the allocation of a parking space to an employee will require to be made during the annual review process, taking cognisance of the fact that the space may be required for additional pool vehicles. The requirement for a space will be determined by the duties of a post, rather than those of individual circumstances which can alter and a new Business case will be required.

## **Review**

The Head of Human Resources in conjunction with Services will co-ordinate an annual review in June each year of employee parking allocation, assisted by Payroll, who will provide information on mileage undertaken to support the scoring mechanism. In the event of surplus spaces being identified the Head of Human Resources should be advised.