



REPORT TO: MORAY COUNCIL ON THURSDAY 27 JUNE 2019

SUBJECT: STAFF CAR PARKING

**BY: CORPORATE DIRECTOR (ECONOMIC DEVELOPMENT,
PLANNING & INFRASTRUCTURE)**

1. REASON FOR REPORT

- 1.1 To inform the Council of the recommendation from the Economic Development and Infrastructure Services Committee relating to the introduction of charges for staff car parking.
- 1.2 This report is submitted to Council in terms of Section I (3) of the Council's Scheme of Administration having discussed the matter at a previous meeting of Council on 26 September 2018.

2. RECOMMENDATION

2.1 It is recommended that Council:

- (i) **note the contents of the report to the meeting of Economic Development & Infrastructure Services Committee on 11 June 2019, attached at Appendix 1;**
- (ii) **note the recommendation from Economic Development & Infrastructure Services Committee on 11 June 2019 that further consultation be carried out on a new Car Park Order Amendment based on charging £1 per day, Monday – Friday, 8:00am – 6:00pm for Moray Council staff; and**
- (iii) **approve one of the options set out in section 4 of this report.**

3. BACKGROUND

- 3.1 On 26 September 2018 this meeting made a budget decision to introduce charges for staff parking at the Elgin HQ Campus by the introduction of parking permits for council staff (para 6 of the minute refers). This decision was purely a financial one, and any introduction of charges still has to follow the correct statutory process. The charging mechanism must be detailed in

that process and this followed the approach agreed as part of the budget report of 26 September 2018.

- 3.2 The statutory process was duly followed with a consultation on an Amendment to the Car Park Order to allow the Council to charge staff for parking by means of a permit system. The findings of the consultation were taken to a meeting of the Economic Development & Infrastructure Services Committee (ED&I) on 11 June 2019 (para 6 of the draft minute refers).
- 3.3 At the meeting of ED&I on 11 June 2019 the decision was to halt the process and bring the matter to this meeting with the recommendation set out in paragraph 2.1 (ii) above.

4. OPTIONS

- 4.1 In considering the recommendation from ED&I, Council may wish to also consider all of the options available in relation to staff car parking, which are as set out below.

4.2 Make no change to the current arrangements

Making no changes to the current arrangements would not be in line with the budget decision of 26 September 2018. The position would remain that the parking would be on a 'first come first served' basis, with the car parks routinely full before 8am.

4.3 Introduce £1 Pay and Display parking for the public (including staff)

The Greyfriars Street and Annexe car parks operate as public car parks outside the hours of 8am – 6pm Monday to Friday, with charges applying on a Saturday. To make these car parks public during weekdays there would have to be a new Amendment to the Car Park Order prepared and consulted. An amendment to the Council's planning permission for the Annexe building would also have to be sought, as there is a planning condition that requires there to be staff parking.

4.4 Introduce £1 Pay and Display parking for staff only

To introduce £1 per day Pay & Display parking for staff only would require a new Amendment to the Car Park Order to be prepared and consulted. The machines would also have to be reprogrammed

4.5 Introduce payment for parking by means of permit

- 4.6 This is the option that has been taken through the statutory process. To implement this option Council needs to be satisfied that the objections raised through the statutory process are either addressed/mitigated as per the report to ED&I (**APPENDIX 1**) or are not substantive in relation to the legality of the Car Park Order. The administration of the permit system is not governed by the Car Park Order and can be determined separately.

5. IMPLICATIONS

5.1 There are implications in relation to each of the options set out in section 4 of this report. These are set out below.

5.2 Financial

The income from both parking by Permit and Pay & Display are likely to be broadly equal. Permits give certainty of income – the payment is made regardless of whether the space is occupied on any given day, including periods when the council buildings are closed. Pay & Display could in theory enable a space to be occupied (and paid for) by more than one vehicle in a day, however most spaces are occupied for the full day. Pay & Display income is far more variable, whereas permit income is more predictable. On this basis the predicted annual income from both payment options would remain the same.

The most significant financial implication is now in relation to the timing of any introduction of charging.

- If permit parking as consulted is approved by Council then there is likely to be a 1-2 month delay from the predicted 1 July introduction, with a consequent reduction in income this financial year of £4-7k. As the payment of £20 is for a full month, permits need to commence on the 1st day of the month, and there needs to be time to accept applications and issue permits. Whilst this could be done for 1st August, there is some concern that the combination of recess and school holidays may present challenges in achieving this.
- If Pay & Display is the approved option (either public or staff only) then introduction of any charges will not be before December at the earliest because of the requirement to start a new Amendment to the Car Park Order and to seek amendment to the Annexe planning consent, with a consequent reduction in income this financial year of £18k.
- If no change is made to the current parking arrangements then the predicted additional income will not be generated with the consequent budget implications.

5.3 Administrative

There are no material additional costs relating to the introduction of payment by either permit or Pay & Display – both would require tickets of some form, for which budget provision already exists. The staff time in processing permit applications and payment would be from existing resource, as would be the staff time in reprogramming the machines for £1 per day payment Monday to Friday.

5.4 Equalities

Whilst the introduction of charging for staff parking by permit was not initially considered under equalities grounds, it became apparent during the consultation that the introduction of permits would actually provide more equal treatment for a protected group in relation to working mothers / carers (see Para 4.13 iii of **APPENDIX 1**).

5.5 Legal Process

If Council is minded to approve the introduction of charges for parking by permit, and is satisfied that there are no outstanding objections in relation to the Amendment to the Car Park Order, then the Order can be implemented as per the process set out to ED&I.

If Council is minded to approve the introduction of charges by £1 per day Pay & Display (public or staff only), then the statutory process as set out to ED&I in the report at **APPENDIX 1** will have to commence from the beginning with the consequent financial and time impact set out above.

6. SUMMARY OF IMPLICATIONS

(a) **Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))**

These proposals fit with the objectives of economic development and are part of the Council's identified budget savings.

(b) **Policy and Legal**

Information regarding the statutory process for amending the Car Park Order is incorporated in the body of the report and in **APPENDIX 1**.

(c) **Financial implications**

When the Council approved the budget for 2019/20 on 26 February 2019, the three year indicative budget before the Council showed savings required in 2020/21 of £12.2 million and £6.7 in 2021/22.

Although the final figures will vary, it is clear that the council will have to reduce its costs significantly across all services in future years. All financial decisions must be made in this context and only essential additional expenditure should be agreed. In making this determination the committee should consider:

- Is there a statutory requirement to incur the expenditure?
- Are there any alternative actions available to avoid or reduce the cost?
- Are there alternative ways in which the service could be provided?
- What are the risks and consequences of not allocating the funding?

- Does the expenditure contribute to long term financial stability?

If in light of these factors the spend is considered essential, Committees should consider how it could be accommodated within the service budget, including what other activity would have to cease or diminish with what impact and risk. Only following these considerations should request be made to the Council for additional budget allocation.

Dependant on the option approved by Council the budget saving will be reduced by between either £4k, £18k, or £33k (slight delay in planned introduction of permit parking, delay to introduce Pay & Display payment, and no changes to parking respectively). £4-7k could potentially be accommodated within the transportation budget based on the good performance of other car park income, however, any greater figure starts to have impact on the potential to deliver other services or materialise income for the Council.

While in isolation these figures may not be significant, the cumulative impact of all new pressures will require to be taken into account for future years. If the Council recommends additional budget to be allocated this recommendation will be considered in the next quarterly budget monitoring report in the context of the current overall financial position of the council and in particular in the overall context of spend beyond affordable limits that impinges on the Council's reserves policy position.

(d) Risk Implications

There are no specific risks, other than financial risks set out above, although the proposal has attracted criticism from some staff and from the trades unions.

(e) Staffing Implications

There are no staffing implications.

(f) Property

There are no property implications.

(g) Equalities/Socio Economic Impact

The equalities impacts are set out in the body of the report.

(h) Consultations

The Corporate Director (Economic Development, Planning & Infrastructure), Head of Legal & Democratic Services, Head of Finance, Equalities Officer, and Committee Services Officer (L Rowan) have been consulted and their comments incorporated into this report.

7. CONCLUSION

7.1.1 There are four options available in relation to staff parking, as set out in the report, and Council is asked to approve one of them

Author of Report: Nicola Moss, Transportation Manager
Background Papers: n/a
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