

Car Parking Policy - Town Hall, Trafford Park and former Market Traders' Car Park

Redditch Borough Council and Bromsgrove District Council

Date of Issue: November 2022

Version 1.0

Contents

1. Introduction	3
2. Responsibilities	3
3. The Car Parking Policy	4
a) Parking at the Town Hall	4
b) Employees	4
c) Non-employees who may use the car park	4
d) Parking facilities for other employees	4
e) Parking outside normal office hours	4
f) Picking up and dropping off equipment	5
g) Employees with medical disability and pregnancy	5/6
h) Parking in the former Market Traders' Car Park	6

1. Introduction

This policy is intended to clarify which members of staff can park on the Town Hall Car Park, Trafford Park and the former Market Traders' Car Park.

This policy applies to all employees of Redditch and Bromsgrove Councils. Its scope also extends to other potential users of the car parks.

Staff should be aware that parking at any of the Council's staff car parks will be at the employee's own risk.

The car parks are managed with a Virtual Permit system and will be strictly enforced.

A Parking Order will be in force, with resultant Penalty Charge Notices being issued for any parking contraventions. All appeals must go through the Wychavon District Council appeals process.

2. Responsibilities

It is the responsibility of the line manager to:

- Ensure that all employees understand the policy and procedures to be followed.

It is the responsibility of the individual employee to:

- Abide by the rules of the policy and ensure they only park where they are allowed to.

It is the responsibility of the Human Resources to:

- Advise and support line managers in a consistent and timely way, in cases where further action by the Line Manager may be required.
- Provide specialist advice and training to managers/supervisors to assist them to manage the car parking policy.
- Advise line managers and employees on the policy and procedure and how it should be applied.
- Provide line managers with advice on the application of the any relevant legislation and its relevance within this policy.

It is the responsibility of Directors/Heads of Service to:

- Ensure the fair, consistent and appropriate application of the Car Parking Policy.

3. The Car Parking Policy

a) Parking at the Town Hall

There is only limited space on the Town Hall car park, therefore access is restricted. Only the following employees and other potential users may park there during office hours: Monday - Friday, 9.00 am - 5.00 pm. (Please note that as spaces are limited, spaces cannot always be guaranteed).

When there is limited spaces available on the town hall priority will be given to blue badge holders and the pregnant.

b) Employees

- CMT
- Chief Executive
- Executive Directors/Director
- Heads of Service
- Employees with medical needs approved by HR/Occupational Health. (See below)
- Workforce undertaking work at Town Hall that need access to equipment in a vehicle
- Messenger's van (not the messenger's own car)
- Dial-a-Ride Buses
- Civil Enforcement Officers (Wychavon District Council)
- CCTV/Control Staff (where their shift will be worked 'out of hours')
- Pool Car
- Property Services' Vans
- Officers on Emergency Call
- Members Services' Officers on meeting days only

c) Non-employees who may use the car park

- Councillors
- Visitors - five pre-bookable spaces in allocated bays only
- Creche - in designated spaces
- Disabled/Blue Badge holders (could also be members of staff)
- NHS staff can park only in their allocated bays

d) Parking facilities for other employees

All other employees attending the Town Hall, whether as their normal place of work, or to attend training or meetings, should not park at the Town Hall car park during normal office hours.

Other employees may instead use the free car parking available at Trafford Park. **Please note that free car parking spaces cannot be guaranteed. Car parking is not a right.**

e) Parking outside normal office hours

Where employees are expected to work outside of normal office hours, they will be allowed to move their cars to the Town Hall Car Park.

Employees are expected to arrange their work, so they are not making unnecessary trips back and forth to the Town Hall.

f) Picking up and dropping equipment

Staff picking up/dropping off equipment or heavy items, can do so via the Town Hall car park. To access the car park, they should contact reception and book a visitors' space but move their car as soon as the equipment is unloaded.

g) Employees with medical disability and pregnancy

Employees with medical needs will still need to obtain permission to park at the Town Hall car park. Where it is identified that an employee's health requires them to park at the Town Hall, they will be authorised to do so. This will be authorised where it is evidenced that the employee is not fit enough to walk from any other employee car parking location. Every case will be considered on its own merits, and to ensure a fair and consistent approach, advice will be obtained from a qualified medical practitioner.

It is recognised that there could be a delay in obtaining medical advice. In these circumstances employees will be asked to continue to park as they have done until the guidance is obtained. Alternatively, where circumstances require, Town Hall parking may be authorised immediately by Human Resources, in conjunction with the parking team to change the permit, but only until such time as medical guidance is obtained.

Process:

- The employee must initially inform their line manager, who will make the request to Human Resources on their behalf.
- In order to ensure a fair and consistent approach the employee must confirm to their manager all of the following:
 - the nature of their medical condition
 - the reasons it is recommended they do not to walk from Trafford Park
 - whether they have had their own medical advice regarding parking for work
 - the period for which they expect to need access to Town Hall car parking
- The manager must then contact Human Resources, outlining the details of the request, as outlined above.
- The manager will be asked to also provide this information in writing or by email to the relevant HR Officer.
- occupational health guidance to be sought or for a letter to come from the employee's own GP, to support the request the occupational health guidance will be acted on this will need to be a clear decision if the member of staff needs parking at the town hall.
- If approved, by the 4th Tier manager then the permit will be set up that employee's access to the Town Hall car park. This will be done by enabling access on the employee's virtual permit.

Such authorised parking will normally be agreed for a fixed period, at the end of which the employee's Virtual Permit will be automatically removed, and permission

to park will end. Extensions, if needed, should therefore be sought, and agreed in plenty of time.

Please note, that as space is limited, parking spaces cannot be guaranteed. Employees and managers are therefore advised to have alternative arrangements in place to support staff with mobility issues in the event they are unable to park at the Town Hall on any given day (e.g. arrangements for the manager/colleagues to collect the employee from Trafford Park and then drop them at the Town Hall). The manager/colleague would then return and park at Trafford Park. Such an arrangement may also be useful where an employee in the main is able to walk from Trafford Park, but occasionally has difficulty in doing so.

The disabled bays will be strictly enforced. Parking without a Blue Badge will result in a Penalty Charge Notice being issued.

h) Parking in the former Market Traders' Car Park

The Market Traders' car park is now an overflow facility, where all staff with a Town Hall permit may park, together with staff who are Blue Badge holders.

This car park is therefore limited on space. Employees of the Council may park there, but only within the following provisions:

- If you are then advised that you may not, for any reason park there at that time, you will be expected to move your car.
- Civil Enforcement Officers will issue Penalty Charge Notices for any parking contraventions. All appeals must go through the Wychavon District Council appeals process.

FOR FURTHER INFORMATION ON THIS POLICY, PLEASE CONTACT YOUR HUMAN RESOURCES OFFICER.