

Staff and Member Car Parking Scheme



Human Resources

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1. INTRODUCTION

This Scheme sets out how the Council's (revised) Staff and Member Car Parking Scheme will operate at all designated locations with effect from 1st October 2015.

The income generated through the operation of this Scheme will continue to contribute to the safeguarding of the employment of all Neath Port Talbot employees to the maximum extent possible, as part of the Council's Forward Financial Plan.

2. SCOPE

All staff and Members who wish to park in one of the Council's "pay and display" or civic office car parks will have the option of:

❖ **Purchasing a car parking permit**, for use within designated car parks (see **Appendix A** for further details)

Or:

❖ **Using "Pay and Display" parking, at the appropriate tariff** for the car park being used

In addition to public "pay and display" car parks, staff and Member car parking charges will apply to barrier-controlled parking at Port Talbot Civic Centre and at The Quays, as well as at the other car parks included within this Scheme.

3. STAFF AND MEMBER PARKING PERMIT CHARGES (CARS)

There are two car parking tariffs, as follows:

Tariff A - All Designated Car Parks (except Port Talbot Civic Centre)

Contractual Hours of Work	Annual Charge	Monthly Equivalent
23 hours pw, or more	£180 pa	£15
Less than 23 hours per week	£90 pa	£7.50

Tariff B - Barrier Car Park at Port Talbot Civic Centre

Contractual Hours of Work	Annual Charge	Monthly Equivalent
23 hours pw, or more	£234 pa	£19.50
Less than 23 hours per week	£117pa	£9.75

The following categories of staff will be granted barrier-controlled parking facilities at Tariff A charges or at a daily rate of £2 per day:

- **Blue Badge holders** (subject to such Badge holders being based at Port Talbot Civic Centre / already being a permit holder);
- **Staff with short-term mobility difficulties** who have been granted temporary access to barrier-controlled parking facilities at this location

NOTE: Contractual working hours:

- **Where weekly working hours are variable**, contractual hours of work will be calculated on an annual basis. Term time working will also be taken into account in calculating average annual contractual hours.
- **Total** contractual working hours will be taken into account where someone has more than one job with the Council. Only one car parking permit application needs to be completed, but all contractual hours of work for all jobs will be taken into account, irrespective of where the jobs are located.
- **No refunds** will be made in respect of non-working days, annual leave, special leave, sickness, suspension or other non-attendance at work. However, car parking permits may be cancelled in accordance with the arrangements set out in this Scheme.

Payments will be calculated on a pro rata basis for part weeks / months when new car parking permits are **issued** or when valid permits are **cancelled**.

4. CHIEF OFFICERS AND MEMBERS

The cost of car and motorcycle parking permits for **all Chief Officers and Members** will be in accordance with **Tariff B**.

5. CAR SHARING

Staff and Members who wish to car share with colleagues can jointly apply for a parking permit.

Each individual will pay an equal share of the relevant annual parking charge. Payments will be deducted via payroll in the usual way.

The shared car parking permit will entitle the individuals concerned to have (a) one shared car park barrier access card and (b) one shared car parking permit.

Each individual who is granted car share parking facilities will have a single car registration each detailed on the shared car parking permit. There will be no entitlement for any individual to have a second personal vehicle registration on the permit.

If any individual who is included on a car share parking permit brings an additional vehicle into work, the person concerned will be required to purchase a Pay and Display ticket at the appropriate tariff for the car park being used.

Car share parking permits will only be valid for parking at one specified location.

Barrier-controlled parking at Port Talbot Civic Centre is restricted to designated staff and Members. This will also apply in relation to car sharing arrangements. Therefore, entry will not be permitted for non-designated drivers.

6. "PAY AND DISPLAY" COUNCIL CAR PARKS

Staff and Member parking permits will be valid for use in designated Council car parks - for both work and personal purposes - as follows:

- **Monday to Friday (from 8am to 5pm)** - at Neath multi-storey car park (staff - two highest levels, Members – all levels), Port Talbot multi-storey car park (all levels), Bay View, Ocean Way and Scarlet Avenue car parks at Aberavon seafront, the Bypass car park, Pontardawe, Milland Road pay and display car park in Neath and Harbourside Parkway pay and display car park;
- **Monday to Friday (after 5pm), at weekends and on Bank Holidays** - at the car parks referred to above, and at a number of additional car parks as set out in **Appendix A**;

- **Water Street Car Park, Neath** - use of this car park is **only permissible** by staff and Members who have a staff/Member parking permit and who also possess a valid Blue Badge.

Parking permits will also be valid for car parking at **The Quays** and at **other designated car parks**.

Staff and Members are personally responsible for ensuring that a parking permit or “pay and display” ticket is displayed at all times in “pay and display” car parks and at all other designated car parks. All details of the permit or parking ticket must be clearly visible.

A PCN (Penalty Charge Notice) will be issued by a Council Enforcement Officer if a valid parking permit or “pay and display” ticket is not displayed.

7. BARRIER CONTROLLED PARKING AT PORT TALBOT CIVIC CENTRE

Parking charges will apply to all staff and Members who have access to barrier-controlled parking at Port Talbot Civic Centre. Barrier access cards will only be issued to individuals who have a valid parking permit.

8. STAFF AND MEMBER PARKING PERMIT CHARGES (MOTORCYCLES)

Motorcycle parking charges will be equivalent to 50% of Tariff A charges, as follows:

Contractual Hours of Work	Annual Charge	Monthly Equivalent
23 hours pw, or more	£90 pa	£7.50
Less than 23 hours per week	£45 pa	£3.75

Designated parking spaces for motorcycles will be provided at Neath multi-storey car park, Port Talbot Civic Centre and at The Quays. All motorcycles covered by a motorcycle parking permit must be parked in the designated area at these locations.

Parking permits for motorcycles will not be valid for parking at any other location at any time.

9. AD-HOC VISITOR PARKING AT PORT TALBOT CIVIC CENTRE

Ad-Hoc parking “behind the barrier” appropriate external visitors will be permitted at Port Talbot Civic Centre without charge (always subject to sufficient space being available), where appropriate, provided that details of all such visitors are authorised at Head of Service level and notified in advance to the Facilities Team / Security Officer at this location.

10. AD-HOC VISITOR PARKING AT THE QUAYS

Ad-Hoc visitor parking will be permitted at The Quays without charge in relation to the following categories of people provided that details of pre-arranged visitors are notified by the relevant “organiser” to the Concierge Team at The Quays, **in advance of the planned visit:**

- Members of the public;
- NPT Council staff (and any other persons) visiting the OH Unit including the attendance at OH Case Conferences;
- NPT Council staff (and any other persons) delivering or collecting paperwork / packages;
- “External” visitors (**excluding** all NPT Council staff and Members, but **including** NPT school governors).

This process will also help to minimise any delays arising when visitors arrive at The Quays.

Unplanned visits by members of the public - will be controlled by the Concierge team, as necessary,

Taxis - will be permitted to drop off and collect passengers at The Quays without charge.

Drivers of private cars who wish to **drop off or collect passengers** - will need to do so outside the barrier controlled area if not in possession of a barrier access card. Drop off / collection exemptions at The Quays can be requested in advance by Heads of Service in respect of staff with mobility difficulties, in consultation with the OH team and facilities management staff. Any issues arising will be determined by the Head of Human Resources.

Visits to The Quays by NPT Council staff based at other locations - all NPT staff and NPT Council Members who do not have a valid car parking permit will be required to pay a £2 daily car parking charge at the Quays, including staff attending business meetings and training courses.

11. SERVICE RESPONSE CENTRE AT THE QUAYS, BRITON FERRY

The parking of private cars within the Service Response Centre is **not** permitted, unless authorised to do so by a relevant Head of Service (only during out of hours).

12. NPT COUNCIL STAFF WHO DO NOT HAVE A CAR PARKING PERMIT

Staff who use a Council pool car or other vehicle will be provided with a vehicle-specific car parking permit and/or barrier access card, as appropriate.

NPT Council staff and Members who do not have a car parking permit and who incur charges at a “pay and display” public car park, at The Quays or at any other designated car park **when visiting a location other than their fixed base, while carrying out Council business**, will be reimbursed the actual cost of parking.

13. APPLICATIONS FOR CAR PARKING PERMITS

Application forms and all other documentation relating to staff and Member car parking permits are available on the Council’s Intranet.

Car parking permits will be renewed and issued automatically each year unless advance notice is given that the annual car parking permit is to be cancelled.

Payments for car parking charges will be deducted by payroll, as appropriate.

Annual car parking permits will be sent via the Council’s internal mail system to the work location / address notified by the employee or Member on the application form.

14. CHANGE OF VEHICLE

Change of Vehicle application forms are available on the Council’s Intranet..

Courtesy cars may be temporarily substituted for an employee’s registered car, subject to the advance approval of Parking Services. Any other alternative car used which is not registered on a staff or Member car parking permit will require the purchase of a pay and display ticket at the appropriate tariff for the car park being used.

15. LOST CAR PARKING PERMITS AND BARRIER ACCESS CARDS

A replacement of a barrier access card will incur a charge of £5.00.

A first replacement car parking permit will be free of charge. All subsequent replacements will incur a charge of £5 each.

16. CANCELLATION OF CAR PARKING PERMIT

Car parking permits can be cancelled by completing a Termination Form and forwarding it to Parking Services, together with the current car parking permit. Car parking permits must be returned by all leavers – staff and Members.

17. EXTENSION OF STAFF AND MEMBER CAR PARKING SCHEME TO ADDITIONAL LOCATIONS

This Scheme will be introduced at suitable additional locations on a phased basis. It is intended that the following principles will apply, other than in exceptional circumstances:

- Car park access barriers will not be used;
- The provision of car parking spaces in operational areas will be minimised;
- Car parking spaces will be suitably surfaced;
- Car parking spaces will be numbered;
- One or more visitor car parking spaces will be provided at each location - these will not be available for use by staff based at the relevant location;
- A designated motorcycle parking area will be provided;
- Staff and visitor car parking at each such location will be managed by locally based manager/s

Staff will be informed in advance about the planned rollout of additional locations for inclusion within this Scheme, following consultation with managers and trade unions.

18. NON-COMPLIANCE WITH THE STAFF AND MEMBER CAR PARKING SCHEME

Any breach of this Scheme will be treated as a potential disciplinary matter.

The practice of “tailgating” at a barrier-controlled car park, whereby a vehicle drives so close to the vehicle in front that the car park barrier is prevented from being lowered following entry / exit by the first vehicle, is strictly prohibited as a means of gaining access to / leaving a car park without charge. It is also a dangerous practice. Such a practice will also be considered as a potential disciplinary matter.

Penalties for breaching this Scheme include disciplinary action, the withdrawal of participation in this Scheme and the cancellation of barrier access card facilities.

19. REVIEW

This Scheme will be subject to periodic review.

APPENDIX A

Staff and Member Car Parking Permits - Eligible Public “Pay and Display” Car Parks

Monday to Friday - 8am to 5pm

Neath multi-storey car park

Port Talbot multi-storey car park

Bay View car park, Aberavon seafront

Ocean Way car park, Aberavon seafront

Scarlet Avenue car park, Aberavon seafront

Bypass car park, Pontardawe

Milland Road pay and display car park, Neath

Harbourside Parkway pay and display car park

Tregelles Court car park

Station Road car park, Port Talbot (excluding market days - Tuesday and Saturday)

After 5pm on weekdays, at weekends and on Bank Holidays

(subject to displayed opening and closing times)

Neath multi-storey car park

Rosser Street car park, Neath

High Street car park, Neath

Port Talbot multi-storey car park

Port Talbot Civic Centre car park (Saturday, Sunday and Bank Holidays only)

Bethany Square car park, Port Talbot

St Mary's car park, Port Talbot

Bay View car park, Aberavon seafront

Ocean Way car park, Aberavon seafront

Scarlet Avenue car park, Aberavon seafront

Bypass car park, Pontardawe

Herbert Street (upper) car park, Pontardawe

Herbert Street (lower) car park, Pontardawe

Milland Road pay and display car park, Neath

Harbourside Parkway pay and display car park

Tregelles Court car park