

 <p>NORTH EAST LINCOLNSHIRE COUNCIL www.nelincs.gov.uk</p>	Internal Ref:	NELC 14.262G1
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SMART PARK Permit Scheme Rules (Staff)



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1.0 INTRODUCTION

The strategic car parking review contributes to the strategic aim of strengthening the economy by supporting local business and tourism and by improving access and decreasing congestion. The additional income generated, from an introduction of permit charges for staff, will support the council's ongoing cost reduction exercise and make the use of council car parks by Council staff more equitable with other car park users.

2.0 AIMS OF SCHEME

2.1 The aims of the scheme are to create robust structure, systems and processes that will enable the effective management of car parking provision for staff, workers, and visitors to the Council. It is intended that these measures will assist in: -

- Improving the environment through a reduction in vehicle movements and therefore of pollution;
- Reducing the number of vehicles carrying only one person, thereby reducing congestion and improving traffic flows; and
- Generating essential income.

3.0 SCOPE & ELIGIBILITY FOR SCHEME

3.1 These rules apply to **all** fixed term and permanent staff who are directly employed by the Council and paid on a PAYE basis through a payroll administered by NELC.

3.2 This scheme and rules **do not** apply to those who are directly employed by schools with delegated budgets, casual staff, agency workers, contractors, consultants, or visitors.

3.3 Only cars and Light Goods Vehicles may be part of the scheme.

3.4 Joining the SMART (Save Money and Reduce Tax) PARK permit scheme and displaying a valid permit **does not** guarantee you a parking space in any of the designated car parks shown at Appendix A.

4.0 CORPORATE & SCHEME MEMBER RESPONSIBILITIES

4.1 Staff who are eligible for and join the SMART PARK permit scheme will be required to comply with the scheme rules as set out in this document. An application for a permit will be taken by NELC as acceptance of the scheme rules and regulations as detailed in this document.

4.2 If a breach of the scheme rules by an employee is established as wilful then this would constitute misconduct and may lead to action being taken under the Council's Disciplinary Procedure.

4.3 Staff who intend to travel by car and park off site are reminded that the Council exists as an integral part of the community and it is vital that we maintain positive relationships with local residents and businesses. Staff who intend to park in roads, close to their workplace, are therefore urged to demonstrate consideration and courtesy for residents, businesses, pedestrians and other road users.

5.0 SCHEME MEMBERSHIP COSTS

5.1 The cost of membership of the scheme for all staff is calculated as follows:

- **1% of salary** for a work time only permit [i.e. 8:00 am to 6 pm, Monday to Friday]; **or**
- **1% of salary/month and a further £50/annum [paid in 12 month instalments]** for all hours usage [i.e. 7 days per week at designated car parks].

5.2 Payment for membership is made via a monthly payroll deduction from gross pay in equal instalments. The maximum cost of a work time only permit is **£ 450** per annum or **£ 37.50** per month.

5.3 Staff have the option of applying to be part of a Salary Sacrifice scheme, which can result in the cost of a parking permit being less, subject to the same maximum deduction as above.

5.4 Staff who apply for a parking permit through the salary sacrifice arrangements detailed in this document should note that they have declared their commitment to this change for a period of **12 months** and can only exit from the scheme in the event of a lifestyle change. (Please see paragraph 7.2 below).

5.5 The application form for a scheme permit can be found on the *HR Services On Line* web page. From the HR Services Online home page click on the *Pay, Allowance and Benefits* link. On the *Pay, Allowance and Benefits* page click on *Salary Sacrifice Schemes*. Click on the link for *Car Parking Permit Application Form*.

6.0 SCHEME MEMBERSHIP RULES

6.1 All scheme members will be required to display a valid SMART PARK permit when parking on the designated sites. (See Appendix A below for details of car parks where a permit can and cannot be used).

6.2 The use of photocopied permits is prohibited. Such actions will result in the serving of a penalty charge notice. In addition, the Council will treat such acts as fraud which may lead to disciplinary action being taken.

6.3 SMART PARK permits do not have an annual expiry date, but scheme members are responsible for ensuring that permits are maintained in a valid and legible condition with the serial number clearly visible for inspection by Parking Services staff. If your permit becomes faded such that the serial number cannot be easily read, you must apply for a replacement.

- 6.4 One permit will be issued per individual who joins the staff parking scheme.
- 6.5 Scheme members who are part of a car sharing club will be issued with one permit; this being to the person who has applied to join the Smart Park scheme.
- 6.6 Failure to park in accordance with the North East Lincolnshire (Off Street Parking Places) Order 2010 as amended, either on the nominated public car parks or at a working location, may result in the issue of a penalty charge notice.
- 6.7 A penalty charge notice will be issued if a parked vehicle does not clearly display **either** a legible, valid SMART PARK permit that can be used in that car park **or** a valid car park ticket.
- 6.8 Staff may join the scheme at any time. Applications must be received before the 12th of the month for deductions to commence and a permit to be issued in that current month.

7.0 LEAVING THE SCHEME

- 7.1 An individual may terminate membership of the scheme at any time by returning their permit to Parking Services.
- 7.2 Staff making a “lifestyle change” (for example, leaving employment with the council, loss of driving licence, moving home), will be entitled to end their membership of the scheme. The permit must be returned to Parking Services, who will notify payroll. On confirmation that a SMART PARK permit has been cancelled payroll will cease the salary deductions.
- 7.3 Staff on long-term sickness absence (28 days or more) will be entitled to end their membership by returning their permit to Parking Services. To restart the scheme, and receive a new permit, staff can submit a new application at any time.

8.0 COUNCIL LIABILITIES

- 8.1 The Council accepts **no liability** for damage or theft/loss from or of vehicles parked on Council property. *Replacement parking permits will issued at a cost of £20 to the scheme member.*
- 8.2 Joining the SMART PARK scheme and displaying a permit **does not** automatically guarantee you a parking space within the designated car parks
- 8.3 The Council supports car sharing given its benefits to reducing pollution, congestion and commuter journeys where only one person is present in a car. Clearly, any arrangements made by individual members of staff relating to sharing of travel costs, including staff parking charges is a matter for individuals and outside the control of the Council.

9.0 ENFORCEMENT

- 9.1 The scheme will be underpinned by the enforcement of parking regulations, supported by corporate policies and local management arrangements.

- 9.2 Parking Services are responsible, on behalf of the council, for the operational management and enforcement of the car parking rules.
- 9.3 If a vehicle contravenes the parking regulations contained in the NELC (Off Street Parking Places) Order 2010 as amended, a Penalty Charge Notice will be applied to the vehicle.

10.0 APPEALS PROCESS

- 10.1 Any member of staff who receives a penalty charge notice may appeal in accordance with the statutory processes governing Civil Parking Enforcement. These are outlined on the reverse of the penalty charge notice. Any representations made outside of the appeals process will not be taken into consideration. Appeals should be directed to Parking Services, either by email or by post. Verbal appeals cannot be considered.

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APPENDIX A

Car Parks where parking with a staff permit is allowed:	Car Parks where parking with a staff permit is NOT allowed
All Council workplace car parks.	
and the following Public Use car parks:	
Grimsby	Grimsby
Abbey Walk (All Levels)	Garden Street (Somerfields)
Burgess Street	Market Hall Roof
Cartergate	
Duchess Street	
Garibaldi Street	
Grimsby Town Hall (Authorised fob key also required)	
Heritage Centre (Square, Centre and North car parks)	
Orwell Street East and West	
Wellington Terrace	
Waltham Road	
Kirkgate - Waltham	
Cleethorpes	Cleethorpes
Boating Lake	Central Promenade
Grant Street (Not HGV area)	High Street
Civic Offices	Leisure Centre
Cleethorpes Town Hall car park (except reserved bays)	
Wardall Street (except the short stay bays)	
Yarra Road (Central bays only)	
Thrunscoc Land	
Meridian Road	
Church Lane - Humberston	
North Promenade	
St Peters Avenue	
Immingham	
Craik Hill	

If you do not possess a valid permit, you may not park at any of these locations, unless a valid pay and display ticket, if required, is displayed.

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Background Information

Document Purpose	To create a robust structure, systems and processes that will enable the effective management of car parking provision for staff, workers, and visitors to the Council.
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Approved	DIKM Document Control
Target Audience	Council Wide
Subject	Area
Reference	NELC14.262G1
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For Further Copies Email	
Copyright © North East Lincolnshire Council	All rights reserved including the right of reproduction in whole or in part in any form or by any means without the permission of the Author/Publisher.
Equalities Impact Assessed	Yes / No
Lead Officer	
Action Plan with Recommendations Produced	Not Applicable
Council Plan Strategic Aims	High – Be an effective and efficient council
Effective Date	1 November 2015
Review Date	2017
Reason for Review	Introduction of new look permits from 1 November 2015