

# EMPLOYEE CAR PARKING GUIDANCE

## Introduction

There is a need for the Council to regularly refresh our approach to sustainable travel and parking to better support our financial and environmental sustainability goals and to make travel for work purposes fairer and more equitable for everyone.

The desired outcome from the application of this guidance is to apply fairly and consistently the allocation of car parking spaces and to ensure that priority is given to vehicles being used for council business.

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 Leadership Team in non-public car parking spaces in recognition of their role within the organisation.
4. Prioritise parking for vehicles being used for business purposes including pool vehicles.
5. Allocate parking for all other employee groups against set council parking principles which are fundamentally linked to business needs and will be determined by the duties of the post.
6. Provide visitor parking outwith Perth City Centre as considered appropriate by Services or local managers.
7. 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.
8. Review the allocation of parking annually in September based on business needs. This will be carried out by Strategic Leads and submitted to the People and Culture Manager and Service Manager responsible for parking services to ensure consistency and adherence to these principles.

## **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.
- Business parking will be assigned to identified posts, not individuals, within Perth city centre at Kinnoull Street and Canal Street Multi-Storey car parks and Thimblelow car park.

This will also take cognisance of the travel hierarchy of use (below) which places private transport as the last option of the available transport modes.

## **Travel Hierarchy of Use**

When deciding on the method of transport the following hierarchical structure should be adopted to determine 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. Avoid travel if possible
2. Pool vehicles
3. Active travel
4. Public Transport
5. Personal Vehicle

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

Car parking eligibility will be assessed against PKC's parking principles which are fundamentally linked to business needs determined by the duties of the post and is not an employee entitlement or benefit. If employees move jobs their parking allocation may not move with them.

Employees who are in a post that has been identified as eligible for a parking permit for business needs should not be booking pool cars to undertake business travel unless a permit is not available on a day that they require to undertake business travel. In these situations the travel hierarchy should be applied.

Any new posts identified as requiring parking for business needs require approval from the Strategic Lead, which should then be submitted to the People and Culture Manager for review for consistency and Service Manager for parking services to ensure availability prior to confirming with the relevant employee.

## **Parking within Perth City Centre**

Allocated parking for business use within Perth city centre has been identified as Kinnoull Street and Canal Street Multi-Storey car parks and Thimble Row car park.

The top floor of Kinnoull Street Multi-Storey car park is the designated parking floor for Council employees holding posts identified as requiring parking as a business need.

Parking permits will be allocated to Services for pre-identified posts that require parking for business use, not individuals.

Each Service will be responsible for managing the use of the permits for the roles identified. Services must ensure that the travel hierarchy of use is adhered to and that employees are only using their vehicles as the last resort.

Blue Badge holders can access free parking for vehicles displaying a valid Blue Badge in accessible bays and all other parking bays within Kinnoull Street Multi-Storey car park and in line with other Council parking sites.

## **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 the 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.

## **Reimbursement for Car Parking Fees**

All employees who do not have access to a council provided parking permit will be reimbursed for parking fees incurred during days where the employee is required to use their vehicle for business visits. This applies to parking fees incurred before

and after a business visit. Use of a personal vehicle must have been approved in advance with confirmation that other options on the travel hierarchy were not available/practical.

Normal parking fees incurred by an employee parking at their normal place of work will not be reimbursed.

If an employee chooses to use a parking service such as RingGo by phone, text, app or online a VAT receipt will still be required when completing a reimbursement claim. This form of payment for car parking incurs a convenience charge. The Council will only reimburse the cost for the car parking charge and not the convenience charge.