

CRITERIA FOR THE ALLOCATION OF CAR PARKING

Car parking spaces should be allocated against set criteria which are fundamentally linked to business needs.

Parking for Private Cars

The objective scoring criteria below is based upon genuine business need for the post to have a parking space allocated and one score is allocated from each section identified in bold:

- **Business mileage per annum:**
 - Up to 2000 miles 1
 - Between 2000 and 5000 miles 2
 - Over 5000 miles 3

- **Average number of journeys per week:**
 - Less than 5 0
 - Between 5 and 10 1
 - Greater than 10 2

- **Fast response required** 2

Assessment should be made on the basis of an employee's use of their car in the previous financial year unless there has been a significant change to their responsibilities since that period.

The maximum score for any post is 7 points. The resultant score for each post will provide a rank which can be used to either allocate spaces/ reimbursement over a certain threshold or to distribute the available spaces throughout the establishment.

Consideration should also be given to the "sharing" of parking spaces for those employees who are continually out and about on business. Employees would then use the space on a first come basis and those unable to obtain a space would be reimbursed any parking costs incurred on production of receipts. This would appear to be a more cost-effective use of spaces rather than having spaces sitting empty all day.

Parking - Council Vehicles

Car parking provision will normally be a priority for fleet, pool or leased vehicles where these vehicles are made available for general use by employees.

This actively encourages the use of Council vehicles over employees' own cars.