

# CABINET

## Review of Staff and Member Permits and Charges 11<sup>th</sup> December 2007

### Report of Corporate Director (Regeneration)

PURPOSE OF REPORT				
The purpose of the report is to consider the level of Staff and Member Permit charges.				
Key Decision		Non-Key Decision	X	Referral from Cabinet Member
Date Included in Forward Plan	N/a.			
This report is public				

#### RECOMMENDATIONS OF COUNCILLOR GILBERT

- (1) That the Staff Permit charges are increased from 1<sup>st</sup> January 2008 to allow for inflation.
- (2) That the permits be issued for a period to 1<sup>st</sup> August 2008, prior to which a further review will be undertaken to bring both Staff and Member Permits in line at 1<sup>st</sup> August 2008 and with a view to all permits being subsequently renewed on 1<sup>st</sup> April 2009, and annually thereafter.

#### 1.0 Introduction

1.1 Cabinet considered a report on the Review of Staff and Member Permits and Charges in December 2006 and approved the following recommendations:

1 (a) That Staff and Member permit renewal dates are realigned to ensure that all parking charges are determined and introduced at the same time.

2 (b) That the same arrangements for public permits apply to Staff and Member permits whereby permits can be used 24 hours, 7 days per week to avoid operational issues with staff working shifts and weekends and staff and Members attending evening meetings and vehicles being unavailable due to repair and servicing etc.

3 (a) Linking the reviews of staff parking and car user status that is being undertaken as part of the Fair Pay – Pay and Grading Review and a similar process being required with Members and the Independent Remuneration Panel.

4 To approve establishing the principle of differential charges for staff and Members based on user status, business need and the number of journeys undertaken.

5 To recognise that staff permit charges already agreed by Cabinet for 2007 may need to be reviewed during the year and to notify staff of these arrangements.

6 That subsequent proposals are considered by the Joint Consultative Committee and are the subject of consultation in accordance with the Consultation and Negotiation Protocol.

## **2.0 Proposal Details**

2.1 Proposals for the new pay and grading structure resulting from Fair Pay have not yet been fully agreed. It was intended that the issue of parking permits and the car user status should be linked to this, but as the process has proceeded it is clear that permits and staff parking should be considered as part of a review of business travel arrangements and not Fair pay. There will need to be consultation and negotiation with the recognised Trade Unions as permits are considered within a business travel context and the usual consultation mechanisms will be used. This report will be referred to the JCC for information.

2.3 The 2007/08 Annual Review of Fees and Charges considered the level of public permit charges following a survey of other local authorities. This highlighted that Lancaster's permits were sold at 58% discount compared with the daily cost of parking. The review resulted in public permits being increased by 30% with General Permits rising to £735.00 p.a. and Specific Permits to £1,170 p.a. A new Morecambe General Permit was also introduced at £450.00 p.a. to reflect the low cost of daily parking in the resort. Cabinet is due to consider the 2008/09 review in January 2008.

2.2 The current staff permits are due to expire at the end of December and Cabinet is asked to consider the following proposals:

- (a) To increase staff permits from 1<sup>st</sup> January 2008 in line with inflation.
- (b) To undertake further consultations during 2008 with a view to reviewing the cost of both Staff and Member permits with effect from 1<sup>st</sup> August 2008.
- (c) To re-issue the permits from 1<sup>st</sup> August 2008 until 31<sup>st</sup> March 2009, with a view to all staff and Member permits being issued annually with effect from 1<sup>st</sup> April 2009.

## **3.0 Details of Consultation**

3.1 The options set out in paragraphs 2.4(b) and 2.4(c) of this report will need to be the subject of consultation in accordance with the Council's Consultation and Negotiation Protocol.

## **4.0 Options and Options Analysis (including risk assessment)**

4.1 Option 1 - to introduce new permit charges based on the previously agreed differential charges on user status, business need and the number of journeys undertaken. An immediate change would mean that this option would not be in line with the requirement to consult on changes to the permit renewal process.

4.2 Option 2 - to introduce an inflationary increase until the permits can be considered under a review of business travel. This would result in the same type of permits as the current arrangements and the following permit charges would apply until 1<sup>st</sup> August 2008, prior to which a further review will be undertaken.

Permit Type	2007 Charge	2008 Charge
Staff General	£185.00	£190.00
Staff Specific	£310.00	£320.00

There would be no specific risks associated with this option as permit numbers are likely to remain the same. The Council's income would rise in line with inflation.

## 5.0 Officer Preferred Option (and comments)

- 5.1 The preferred option is Option 2. This would allow the Council to realign permit renewal dates by 2009 and consider the role and cost of permits as part of its business travel arrangements. For the time being it would not result in any decrease in the demand for permit parking neither would it result in any major increase in income for the Council.

### RELATIONSHIP TO POLICY FRAMEWORK

Whilst there is no direct link to the Policy Framework, any reduction in miles travelled would have an impact on the Council's priority outcome to reduce the impact of Climate Change within the District (Priority 14).

### CONCLUSION OF IMPACT ASSESSMENT

**(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)**

Any future increase in charges is likely to reduce the number of vehicle journeys made by staff on a daily basis, thereby reducing the carbons emitted during the travel to work period.

### FINANCIAL IMPLICATIONS

It is not possible for Option 1 to be quantified at present and would be subject to a further report if Members resolved to go with this option.

Option 2 would retain the Council's income at a level that reflects general inflation (rounded) and is in line with current budget projections. Any future changes to permit charges would be the subject of a report that would include the financial implications of the particular recommendations at that time.

### SECTION 151 OFFICER'S COMMENTS

The Officer preferred option would also allow the financial administration implications (attached to permit issue and re-imburement of parking) to be assessed and taken account of fully, in the future review.

### LEGAL IMPLICATIONS

There are no legal implications arising out of this report.

### MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

### BACKGROUND PAPERS

Cabinet report and minute – December 2006.

**Contact Officer:** Graham Cox  
**Telephone:** 01524 582504  
**E-mail:** gcox@lancaster.gov.uk  
**Ref:** n/a