

Parking and Drop-Off Arrangements for the Council House

SUMMARY

1.1	The Council House car park is managed by Facilities Management between the hours of 07:00 and 17:30hrs, Monday to Friday. Outside of these times, Parking Services manage the car park.
1.2	The total number of available spaces is 41. Non-allocated car park bays are used by Blue Badge holders or for those with temporary reasonable adjustments. There are 13 allocated bays (not Disability related). The breakdown of use is described in 4.2.
1.3	The Lead for Equality & Diversity is responsible for approving the list of employees entitled to park due to reasonable adjustment requirements for example; post surgery, late pregnancy etc.
1.4	Facilities Management, manage the day to operational requirements of the car park and take the lead for the following bay allocations; electronic car spaces, the 30 minutes short stay bays, the duty bay for Children and Young People (CYP) and the 2 contractor bays for on-site contractors. The Leader and the chief executive each have a parking bay for executive appointments.
1.5	Information regarding who can and how to use the Council House car park is available to staff and Members via iDerby.

RECOMMENDATION

- 2.1 To approve the continuation of the current parking protocols for the Council House car park.

REASONS FOR RECOMMENDATION

- 3.1 The current car parking protocols have evolved since Derby City Council has returned to the Council House to ensure the maximum usage is achieved within the limited bays available.
- 3.2 Additional bays are provided at the Assembly Rooms Car Park for Councillors and employees who are unable to park at times of high demand.

SUPPORTING INFORMATION

4.1	<p>Between 7.00am and 5.30pm, the Council House car park provides a facility for parking for employees, councilors and visitors with a disability, who possess a Blue badge. The car park also provides bays for employees and councilors who require a temporary reasonable adjustment bay.</p> <p>Chief Officer Group (COG) approved 3 bays be made available, for employees and councilors who do not have blue badge but who do require as a reasonable adjustment to park at or very near the Council House (CH); the approval is given on an individual basis and is time-limited.</p> <p>The circumstances under which a space may be allocated is for:</p> <ul style="list-style-type: none">• employees with a temporary mobility impairment• heavily pregnant employees or employees having difficulties with their pregnancy• an employee waiting for a disabled blue badge parking permit application to go through. <p>There is currently 57 Derby City Council staff with blue badge parking permits who can access the CH car park. The Assembly Rooms and Full Street are used as secondary parking locations if all disable parking bays are taken.</p> <p>The manager for Equalities and Diversity is responsible for ensuring the list of employees and councilors with blue badge permits and reasonable adjustment parking requirements, for the CH car park, is updated and shared with Facilities Management.</p>
4.2	<p>The breakdown by use of the 41 available parking bays are as follows:</p> <ul style="list-style-type: none">• 23 x Blue Badge Holders• 3 x Reasonable adjustment• 2 x Executive parking spaces• 2 x visitor Blue Badge bays (Planning requirement)• 3 x 30 minute drop-off bays• 5 x electric pool cars spaces• 2 x Contractor bays• 1 x Duty bay for CYP
4.2	<p>Six of the wider bays within the car park are allocated to an individual blue badge holder as part of their individual needs assessment.</p> <p>The manager for Equalities and Diversity manages a sharing system, between disabled employees who have a coned or reserved space and other disabled employees who also need a wider space or reserved space so they can use them when the individual is away.</p>

4.3	Facilities Management, alongside the manager for Equalities and Diversity, manage the disabled employees drop off process. This enables staff, with a disability or temporary reasonable adjustment, to be dropped off outside the staff entrance.
4.4	The 2 bays reserved for visitors to see the COG or Cabinet Members. These spaces can only be booked by the Executive Personal Assistants. All other visitors to the building must park at other city center car parks.
4.5	The 3 drop-off bays are available to all staff with a valid DCC parking permit, the individual signs-in upon arrival at the staff entrance. If they exceed the time limit they will be asked to remove their car from the car park. If all 30 minute bays are full then staff are instructed to find an alternative parking solution.
4.6	The 2 bays for contractors parking are provided to contractors when they are undertaking maintenance or inspection works on the Council House or Hydro Power plant. These spaces are managed by Facilities Management. In the event there are no contractors booked in for the day Facilities Management (FM) will open up one bay for use by staff with blue badge permits. FM retains 1 for emergency/unplanned contractor access.
4.7	The 2 bays reserved for disabled visitors to the Council House is a Planning requirement. These are booked through FM or the online Outlook booking tool.
4.8	The electric pool cars are managed by Co-Wheels via a partnership arrangement with the Traffic and Transportation team and Fleet Management. The electric cars are available for staff to book between core hours, Monday to Friday, 7.30am to 6.00pm. Two out of the five electric car spaces are currently permanently leased to Co-Wheels
4.9	After 5.30pm and at the weekend, staff are permitted to park at CH car park for work-related purposes, during these times all councilors and staff with a valid car parking permit can use the Council House car park on a first come first served basis.

OTHER OPTIONS CONSIDERED

- 5.1 A valet parking system, that would enable all 23 bays available for Blue Badge parking permit holders to be made available on a first come first served basis, however this option has insurance and staffing implications which prohibited this option from being taken forward

This report has been approved by the following officers:

Legal officer Financial officer Human Resources officer Estates/Property officer Service Director(s) Other(s)	
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For more information contact: Background papers: List of appendices:	Sandra Cole 01332 2642142 sandra.cole@derby.gov.uk Ian Shepherd 01332 643338 ian.shepherd@derby.gov.uk None Appendix 1 – Implications
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IMPLICATIONS

Financial and Value for Money

1.1 None arising directly from this report

Legal

2.1 None arising directly from this report

Personnel

3.1 None arising directly from this report

IT

4.1 None arising directly from this report

Equalities Impact

5.1 To be agreed with the relevant lead.

Health and Safety

6.1 None arising directly from this report

Environmental Sustainability

7.1 None arising directly from this report

Property and Asset Management

8.1 None arising directly from this report

Risk Management and Safeguarding

9.1 None arising directly from this report

Corporate objectives and priorities for change

10.1 None arising directly from this report