

Dear all,

Thank you to everyone that completed the Civic Offices staff car parking survey back in February. Following analysis of the results and monitoring of the car parks, we are now able to give 60 extra members of staff access to our car parks at the Civic Offices site in Epping.

The 60 employees that completed the survey and registered their interest in having access to the car parks, will all now have access from Wednesday 10 April 2019.

Those that completed the survey and stated that they only required access on particular days due to flexible working arrangements or part-time working patterns - will have their security pass updated accordingly. Please be aware you will not have access for any other days outside of this.

Many of you will have seen the changes to the car parks themselves, with the introduction of new blue numbered bays – and with these changes, come new rules.

The new rules

You may have already noticed that work has been done to maximise the potential use of our car parks. Blue and extra white parking bays have been drawn out.

Alongside these changes, a new set of rules need to be adhered to by **everyone using the council's car parks**.

- 1. Staff parking is prohibited anywhere other than a white or blue marked bay** – your vehicle must be parked in a marked bay only, with all four wheels inside the space.
- 2. Do not park in a blue bay when a white one is available** - spaces have been marked out to maximise the use of the car park, so please use the original white bays before you park in the blue bays.
- 3. Fill the blue parking bays in number order** - park in the lowest numbered blue bay available This will ensure all bays are used.
- 4. Display your contact details** - when blocking others in you must display your contact details on your dashboard and be available to move your car if you are contacted to do so. Visit our Superintendents for a display card.
- 5. Move your car in a timely manner** – if you've been asked to move your car because you are double parked, do so with haste and no undue delay.
- 6. Only park in disabled bays if you have a blue badge or special permission** – display your Blue Badge clearly on the dashboard. Exception will only be made with prior dispensation from the Superintendents.

Disabled bays and those for the messenger need the correct permissions. However, the bays marked 'leader' for example, may be used if empty.

Co-operation, courtesy and safety

We need to work together to make this work and common sense must prevail.

If you are going to be in all day, use a space that can be blocked in. If you are asked to move your car, do so as quickly as possible and make sure your details are visible in case someone needs to contact you.

Please leave plenty of time to leave and enter the car parks. Be mindful of others without speeding, rushing or putting others at risk.

The number of Civic Offices-based staff who come to work by car exceeds the number of parking spaces available and as such, spaces are available on a first come first served basis.

Warnings

Anyone breaking the rules will receive a warning from the Superintendents. A second warning may lead to **your car park access being revoked**. This applies to everyone using the car parks.

There is plenty more to read, so please familiarise yourself with the new [car parking policy available](#) on the intranet.

The Travel Plan

Work on the wider Travel Plan is continuing. Progress and updates will be available by all staff email, on the intranet and in District Lines when we have new information to share.

In the meantime, please familiarise yourself with the [new parking policy](#) and the [parking policy intranet page](#) and happy parking!

Best Regards

Georgina Blakemore
Chief Executive



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Epping Forest District Council, Civic Offices, High Street, Epping, Essex CM16 4BZ

EPPING FOREST DISTRICT COUNCIL

CIVIC OFFICES – STAFF CAR PARKING POLICY

1. BACKGROUND AND REASON FOR POLICY

Without being under any obligation to do so the Council provides car parking space for staff at the Civic Offices site.

The number of staff based at the Civic Offices who come to work by car exceeds the parking spaces available.

Therefore, it is necessary to have a Car Park Management Policy with the following objectives:

1. Specify and operate a priority allocation system giving precedence to staff who have to use a vehicle as part of their job.
2. Identify areas where double parking is permitted and regulate how this operates.
3. Manage enforcement procedure when infringements occur.

2. CIVIC OFFICES SITE – DESCRIPTION

This Policy covers the following three staff car parks.

Car park 1 - behind and under the main civic office building;

Car park 2 - those spaces around the rear extension; and

Car park 3 - the Paddock and the area behind the Black Lion public house.

3. ALLOCATION AND MANAGEMENT POLICY

This allocation and management policy is managed by the Director of Business Support. The Policy will apply to permanent staff both full time and part time, if capacity exists then temporary staff may be allowed access.

4. THE ALLOCATION CRITERIA:

First priority

- Essential users
- Staff Members with a disability or who require special assistance (a valid Disabled Badge must be displayed or dispensation agreed by Office Superintendent)
- Staff with special responsibilities requiring the use of a vehicle

Second priority

- High mileage casual users doing more than 1000 business miles per annum.

Staff based at offices other than the Civic Offices in Epping will not be given access to the car parks unless: there is an operational need for service delivery, require special assistance, have special responsibilities involving the use of a vehicle, have a proven medical case supported by a doctor's letter.

The previously issued circular yellow stickers are being withdrawn, any staff members who have these stickers on their vehicle windscreen are asked to remove them. There is no priority parking for cars with circular yellow stickers.

5. DEFINITION OF INFRINGEMENT

The onus is on the driver to comply with this Policy and any infringement will result in enforcement action.

Failure to comply with the following will result in car park access being taken away.

i. PROHIBITED AREAS

Staff parking is prohibited anywhere other than a marked bay coloured white or blue. The vehicle must be parked within a marked bay only. The outside of each tyre must be within the inside edge of the white lines depicting that parking bay.

ii DOUBLE PARKING

Staff who have to double park shall do so only in a designated bay, marked in blue colour, parking wholly within the bay and must display on the dashboard a card bearing their extension number, mobile number if they are likely to be away from their desk, and promptly move their vehicle when requested to do so.

Where blue coloured bays are numbered staff must park in the lowest numbered bay first. This is to allow all the bays to be utilised.

iii. FAILURE TO DISPLAY NAME AND PHONE NUMBER ON DASHBOARD OF VEHICLE

The driver must clearly display the correct card containing their name and phone number on the dashboard in full view so as to be seen from outside of the vehicle, before leaving the vehicle in the car park.

iv. FAILURE TO MOVE A VEHICLE IN A TIMELY MANNER WHEN ASKED TO DO SO

The driver must be contactable on the phone number displayed on the dashboard and when requested to move their vehicle must do so in haste and without undue delay.

v. PARKED IN A BLUE COLOURED BAY WHEN THE WHITE COLOURED BAY IS EMPTY

The driver must ensure that all white coloured bays are used for parking the vehicle prior to using the blue coloured bays, thus not blocking in an empty bay. Where the bays are numbered, the lower number bays are to be used first.

vi. PARKED IN A DISABLED BAY

The driver must ensure that, when parking the vehicle in a marked disabled bay, a valid Blue Badge is clearly displayed on the dashboard, the only exception will be if a prior dispensation is obtained from Office Superintendents.

vii. FAILURE TO OBSERVE THAT MOTORCYCLE BAYS ARE DESIGNATED FOR MOTORCYCLES ONLY

Only motorcycles are permitted to park in the designated motorcycle bays.

viii. FAILURE TO COMPLY WITH THE INSTRUCTION(S) OF THE OFFICE SUPERINTENDENT

The driver is required to follow instructions, with regard to the infringements and policies contained within this document, of the Office Superintendent.

ix. PARKING A VEHICLE IN A RESTRICTED AREA IN EITHER CAR PARKS 1, 2 OR 3

The onus is on the driver to ensure a vehicle is not parked within a restricted area in either of the 3 car parks. An example of a restricted area is at the entrance/exit to the car parks, a hatched area, etc.

x. FAILURE TO OBSERVE THE CORRECT USE OF AN ACCESS CONTROL BADGE

A member of staff must not allow unauthorised access to any of the staff car parks by allowing a third party to use their access control badge. This is misuse of the badge. Only the Office Superintendent is allowed to let anyone in.

xi. TO ABIDE BY THE CAR PARK RULES

The onus is on the driver to ensure they abide by the car park rules when parking their vehicle

6. INFORMATION

Staff given access to the staff car parks must provide on request details of their car(s) make, colour and registration number. This will normally be obtained at the commencement of employment by the line manager. However, all subsequent changes of vehicle/additional vehicle used must be reported to the Office Superintendent.

7. DUE CARE AND COOPERATION

The intention of this policy is to enable as many of the Civic Office based staff to park on site as is possible. All staff are asked to be considerate to the varying requirements of other colleagues and avoid the need for enforcement action.

Those staff members who are likely to not leave office all day are encouraged to park in bays where they can be blocked in.

If all staff adhere to the policy then enforcement action will be avoided.

8. ENFORCEMENT PROCEDURE

Common sense approach to parking will enable maximum utilisation of car parking spaces. However, failure to comply with the Staff Car Parking Policy will result in enforcement action being taken.

Step 1 – in the first instance an email Warning Notice will be issued to the member of staff by the Business Support Team on behalf of the Office Superintendent

Step 2 – in the second instance a final email Warning Notice will be issued to the member of staff by the Business Support Team on behalf of the Office Superintendent.

Step 2 – any subsequent infringement will result in access to Civic Offices Car Parks being removed

Any one who disputes an enforcement action can appeal to the Business Support and ICT Manager who will review the appeal in consultation with the Director of Business Support

9. **REGULATION OF POLICY**

Regular checks will be carried out by the Office Superintendents.

Staff wishing to report infringements of the policy can do so in confidence by contacting the Office Superintendents, or their line manager to pass on to one of the above.

10. **WARNING NOTICE**

The Business Support Team will issue Warning Notices on behalf of Office Superintendent and will keep a record of all infringements. The Warning Notices will be in the following written format and will be emailed to the member of staff.

Example:-

DATE	TIME	LOCATION	VRN	INFRINGEMENT
08.03.2019	10:30	Car Park 1	AB12CDE	i