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<b>Report To:</b>	<b>Policy &amp; Resources Committee</b>	<b>Date:</b>	<b>12 August 2014</b>
<b>Report By:</b>	<b>Corporate Director Education, Communities &amp; Organisational Development and Acting Corporate Director, Environment, Regeneration &amp; Resources</b>	<b>Report No:</b>	<b>HR/21/14/BMcQ</b>
<b>Contact Officer:</b>	<b>Steven McNab, Head of Organisational Development, Human Resources &amp; Communications</b>	<b>Contact No:</b>	<b>Ext 2016</b>
<b>Subject:</b>	<b>Decriminalised Parking Enforcement (DPE) and the Greenock Town Centre Parking (GTCP) Strategy – FAQ's</b>		

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## 1.0 PURPOSE

- 1.1 The Decriminalised Parking Enforcement, Independent Reporter's Recommendations and Associated Proposed Traffic Regulation Orders were approved by the Environment & Regeneration Committee on 17 June 2014.
- 1.2 The purpose of this report is to advise the Committee of the attached information booklets to be published which provide frequently asked questions and answers highlighting the implications of the Decriminalised Parking Enforcement Scheme to the Public and to Council Employees. The Committee is also asked to approve recommendations in relation to car parking expenses incurred in respect of employees using cars for business purposes, and fees for reserved parking within the confines of the Greenock Municipal Buildings.

## 2.0 SUMMARY

- 2.1 Parking enforcement through Decriminalised Parking Enforcement (DPE) and the introduction of the Greenock Town Centre Parking Strategy (GTCPS) will be effective across the whole of Inverclyde from 6 October 2014. This follows extensive public consultation and a report produced by the Independent Reporter appointed by Inverclyde Council.
- 2.2 As part of the preparation for the introduction of DPE and the GTCPS it is appropriate that a Frequently Asked Questions (FAQ) booklet is prepared which answers, as far as possible, any questions that both the general public and staff within Inverclyde Council may have on this matter.
- 2.3 Appendix 1 contains information specific to Inverclyde Council employees. Appendix 2 provides questions and answers covering the majority of queries that are likely to be asked on the implementation and enforcement of the above.
- 2.4 The Committee are also asked to approve recommendations in relation to car parking expenses incurred in respect of employees using cars for business purposes and fees for reserved parking for the Chief Executive, Corporate Directors and Elected Members within the confines of the Greenock Municipal Buildings.

### **3.0 RECOMMENDATIONS**

- 3.1 That Committee approve the policy set out in Appendix 1 (the FAQs for Council employees) and confirm that there will be no reimbursement of car parking fees incurred by staff within Inverclyde as outlined in paragraph 4.5.
- 3.2 That Committee agree that a fee of £220 per year should be determined for the reserved parking provided to the Chief Executive and Corporate Directors within the confines of Greenock Municipal Buildings.
- 3.3 That Committee agree that a fee of £110 per year should be determined for Elected Members who have access to the reserved parking within the confines of the Greenock Municipal Buildings. This reduced charge is in recognition that Elected Members will not attend the Buildings every day.
- 3.4 That Committee agree that usage of the reserved parking within the confines of the Greenock Municipal Buildings will be monitored and, where possible, further spaces will be offered to other members of the Extended Corporate Management Team.
- 3.5 That Committee note that all Blue Badge holders are exempt from parking charges within Council car parks.

**Patricia Cassidy**  
**Corporate Director Education Communities &**  
**Organisational Development**

**Alan Puckrin**  
**Acting Corporate Director Environment, Regeneration**  
**& Resources**

## **4.0 BACKGROUND**

- 4.1 It was agreed by the Environment & Regeneration Committee on 17 June 2014 that Parking enforcement through DPE will be effective across the whole of Inverclyde from 6 October 2014.
- 4.2 It is recognised that the introduction of DPE and the GTCPS will generate many questions on how it will be implemented and how it will be enforced.
- 4.3 Appendix 1 addresses questions specific to Inverclyde Council Employees. Appendix 2 sets out to address many of the wider questions that are likely to arise as a result of the introduction of DPE and the GTCPS.
- 4.4 It is proposed to make available copies of the Appendices as relevant to Inverclyde Council staff and the general public. The information will be posted on the Council Internet and ICON. Hard copies will be distributed/placed on Council notice boards.
- 4.5 It is recognised that Inverclyde Council staff who are required to attend Council buildings for business purposes may incur expenses as a result of having to pay for parking. It is proposed that no reimbursement of parking fees will be made. This is in line with arrangements for employees based in the Council buildings and also avoids additional costs to the Council.
- 4.6 Reserved parking is available to the Chief Executive and Corporate Directors within the confines of Greenock Municipal Buildings. Given the introduction of parking charges within specified car parks in Greenock Town Centre it would be appropriate and timely that an annual charge is made for this reserved parking. A reduced fee is proposed for Elected Members for the reserved parking within the confines of the Greenock Municipal Buildings in recognition that they will not attend the Buildings every day. Within Council car parks all Blue Badge holders are exempt from parking charges.

## **5.0 PROPOSALS**

- 5.1 It is proposed that the Committee notes the intention to publicise, as appropriate, the attached "Frequently Asked Questions and Answers" on Decriminalised Parking Enforcement (DPE) and Greenock Town Centre Parking Strategy (GTCPS).
- 5.2 It is also proposed that there will be no reimbursement of car parking fees incurred by staff within Inverclyde as outlined in paragraph 4.5.
- 5.3 It is further proposed that a fee of £220 per year should be determined for reserved parking provided to the Chief Executive and Corporate Directors within the confines of Greenock Municipal Buildings.
- 5.4 A fee of £110 per year is proposed for the reserved parking provided to Elected Members within the confines of the Greenock Municipal Buildings. This reduced charge is in recognition that Elected Members will not attend the Buildings every day.

## **6.0 IMPLICATIONS**

### **Finance**

- 6.1 The financial implications in the implementation of this report are as detailed below.

## 6.2 Financial Implications:

### One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
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### Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
Roads	DPE Income	2014/15	(1.98)		Charge to Chief Executive, Corporate Directors & Members for Car Parking

## Legal

- 6.3 The issues raised within this report are matters within the remit of Organisational Development, Human Resources and Communications and there are no direct legal implications identified other than the need for compliance with public sector equality duties on the introduction of new policies.

## Human Resources

- 6.4 Human Resources will conduct communication sessions with trades unions and inform employees on the implications of the strategy.

## 6.5 Equalities

Has an Equality Impact Assessment been carried out?

The attached communications provide comprehensive answers to the many questions that may be asked by the diverse groups who will be affected by the introduction of DPE.

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YES (The EQiA would be conducted as part of the overall Car Parking Strategy which went to the Environment & Regeneration Committee on 17 June 2014.

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NO - This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

## Repopulation

- 6.6 It is hoped that the DPE strategy through effective management and its practical application will be of further assistance in encouraging the repopulation of Inverclyde.

## 7.0 CONSULTATIONS

- 7.1 The Head of Legal and Property Services has been consulted on this report.
- 7.2 The Head of Finance Services has been consulted on this report.
- 7.3 The Trades Unions have been consulted and are content with this report.

## 8.0 LIST OF BACKGROUND PAPERS

- 8.1 Appendix 1 – FAQ (Employees)  
Appendix 2 - FAQ (Citizens)

2014

# Car Parking Enforcement - Frequently Asked Questions for Council Employees



## **Greenock Town Centre Parking Strategy and Decriminalised Parking Enforcement (DPE)**

All employees should familiarise themselves with the full list of Frequently Asked Questions and Answers relating to the above. Detailed below are further FAQs specific to Inverclyde Council Employees.

### **1. Are there parking spaces reserved for Inverclyde Council staff?**

No. However there will continue to be dedicated spaces available to the Chief Executive and Corporate Directors within the confines of the Greenock Municipal Buildings who will pay £220 per year for the use of these parking spaces.

### **2. If Inverclyde Council Employees use their own car or have the use of a Council vehicle for business purposes, will Inverclyde Council repay any parking charges that they incur?**

Employees will not be reimbursed for any parking charges incurred within Inverclyde.

### **3. Who will be responsible for any parking penalties Inverclyde Council Employees incur while carrying out their normal duties?**

The employee will be responsible for paying any fines they incur as a result of their failure to comply with the parking restrictions that apply to the area where they are parked.

### **4. What car Parking spaces are available?**

Free for 3 hours - The Bullring and Cathcart Street West (link to maps will be included when maps become available) –

Long stay charged at £1 per day (link to maps will be included when maps are available) - You pay for a ticket which is reusable on the same day and will be accepted in any of the long stay '£1 a day' car parks. If an employee purchases a ticket and has to leave the car park to conduct his/her duties then the ticket is still valid on their return. Tickets cannot be passed from one person to another to use up unspent time

### **5. Are there any exemptions to the Penalty Charge Notice**

Council vehicles are exempt in the circumstances described: - Local Authority Vehicles (or those of contractual agents) whilst being used to carry out statutory duties (i.e. refuse collection, street cleansing, highway maintenance) or whilst carrying out duties that require the vehicle to be in close proximity (i.e. verge grass cutting) . Any unattended vehicles will be issued with a Penalty Charge Notice (PCN) and will not be cancelled.

Training and briefings on these matters will be organised for those employees likely to be affected by the above issues.

### **6. Is the Employees Cycle to Work Scheme available**

The Council operates a Cycle to Work scheme which is a government approved salary sacrifice initiative allowing Council employees to obtain a bike and accessories to a value of £1000 for the purpose of cycling to work (or part of the journey). The expense is free of Tax and National Insurance (you pay the cost, less your saving over 12 months deducted from your salary). Further details of the scheme, including windows for signing up, can be found on ICON, notice boards or by contacting HR directly on 01475 712740.



2014

# Car Parking Enforcement - Frequently Asked Questions



Mark Higginbotham  
INVERCLYDE COUNCIL  
August 2014

# Decriminalised Parking Enforcement and Greenock Town Centre Parking Strategy

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## Frequently asked Questions and Answers

### 1. What does Decriminalised Parking Enforcement (DPE) mean?

Decriminalised parking enforcement (DPE) is the process by which the Council has applied to Government, under the Road Traffic Act 1991, for the power to enforce parking restrictions itself, instead of the Police Traffic Wardens. As you may know, the Police removed the Traffic Wardens from Inverclyde in July 2011 and the yellow lines have not been enforced properly since.

Parking Attendants working for the Council will now enforce parking offences and issue penalty charge notices, (PCNs), for non-compliance. Meanwhile, the Police remain responsible for all moving traffic offences in Inverclyde as well as instances of obstruction.

Parking offences cease to be criminal offences and are therefore 'decriminalised'. Any fines issued by Parking Attendants are treated as civil debts and income generated through the issue of PCNs, is retained by the Council and goes towards scheme running costs or, if in surplus, other transport related schemes.

### 2. Why do we need a Parking Strategy?

Inverclyde Council recognised the existing parking situation was not meeting the needs of our town centres. Greenock Town Centre has suffered from problems with inconsiderately or illegally parked vehicles for a number of years. Complaints are being received from the public and businesses about parking spaces being unavailable and congestion affecting road safety and deliveries. Parking on yellow lines is now commonplace and reportedly having an economic impact on Greenock Town Centre.

Inconsiderate and illegal parking is a real issue causing safety concerns and serious inconvenience to shoppers, disabled people and businesses. Our new Parking Strategy will provide a better managed system with better availability of spaces and, by reducing congestion in the area, will improve access for deliveries and improve pedestrian safety.

### 3. When will the parking enforcement come into effect?

Parking enforcement through DPE will be effective from 6 October 2014 across the whole of Inverclyde.

### 4. What Consultation has taken place on the Parking Strategy?

Public and employee engagement was undertaken following the Committee Report of 25 October 2012 when press releases were sent to the local and national press and posted on ICON.

The outline strategy was consulted on with key stakeholders and the community at a number of events in late 2011/early 2012 which consisted of a questionnaire sent to the Citizens' Panel, a 5,000 household leaflet drop, exhibitions in the Oak Mall and meetings with Community Councils.

The statutory public consultation procedure for the strategy's traffic regulation orders (the legal documents that make enforcement of the restrictions possible) was undertaken between July and August 2013. The proposal attracted some objections and so some changes were made to the orders



to help those with specific problems. A number of objectors wished to maintain their objections, despite our efforts, so a Hearing before an independent Reporter was held on 8 April 2014. The Reporter issued his recommendations on 29 May 2014 which were that:

- the duration of maximum stay of the Cathcart Street on-street parking bays, should be increased from 30 minutes to 1 hour;
- the duration of maximum stay of the William Street on-street parking bays, should be increased from 30 minutes to 2 hours;
- the duration of maximum stay of the Cathcart Street West car park should be increased from 2 hours to 3 hours; and
- the duration of maximum stay of the Bullring car park should be increased from 2 hours to 3 hours.

These recommendations have since been incorporated into the traffic regulation orders.

## **5. What is our parking Strategy**

The strategy was designed to address parking issues in Inverclyde. It provides parking opportunities for all road users by introducing signs and lines to advise where parking can take place and for how long. Restrictions are generally in operation from 08:00 to 18:00 Monday to Saturday.

A key part of our parking plans involve reviewing the existing traffic regulation orders in the area. Our roads officers have examined what is in place and put forward five traffic regulation orders to collect all the restrictions together into one place for ease of administration. The orders cover;

- Inner Greenock;
- Outer Greenock;
- Port Glasgow, Kilmacolm and Quarriers Village;
- Gourrock, Inverkip and Wemyss Bay; and
- Off street car parks.

All the orders except 'Inner Greenock' do little more than record the existing restrictions that everyone has got used to over the years. The Inner Greenock order records the strategy's on-street and off-street parking controls in the inner town centre of Greenock. Within this zone, on-street parking is allowed free for maximum durations of 30 minutes, 1 hour or 2 hours, depending on location. Off-street parking is divided into medium stay up to 3 hours free and long stay for which a day ticket costs £1. The car parks outside Inner Greenock will remain free. Free, time limited parking places will require the driver to display a simple cardboard clock disk on the dashboard showing the time at which they parked. The disks are reusable and will be made available free of charge from Council offices and local volunteer traders such as newsagents, etc. The £1 tickets are available from pay and display machines.

## **6. What are the parking restrictions that are being implemented?**

There will be 3 hours free parking in the Bullring and Cathcart Street West car parks and day long parking in the Council's other town centre car parks, charged at £1.00 per day.

The car parks operate from 08:00 to 18:00 Monday to Saturday. Sunday parking is free of charge and without time limit.

Penalties will apply to those parking beyond the 3 hours in the free car parks or parking without a valid ticket in the all day car parks.

## 7. What is a parking disk? Where can I get one/are they free?

Parking disks will be available at Council buildings and a number of local shops (there will be signs in the windows advising disks can be obtained there). Details of these can be found on the Inverclyde Council web site.

Visitors to Inverclyde will see signs at the entrance to the town centre explaining this is a disk zone and that they will need to use one to park.

The disks are free.

The instructions for use of the disks are printed on the disk itself. You set it to your arrival time and put it inside the car windscreen. Parking Attendants can then compare how long you have been parked with the time allowed on the parking signs. It is an offence to not display a disk or to put the wrong time on it.

## 8. Where can I park free of charge?

On Street Parking – in marked white bays, is free for up to 30 minutes, 1 hour or 2 hours depending on location.

Off Street Parking - is free in the Bullring and Cathcart Street West car parks (see below) for a period of up to 3 hours.

## 9. What days/times are restrictions in place?

Details will be on signs next to the location concerned. However, the scheme's operational hours are generally between 08:00 and 18:00 Monday to Saturday.

## 10. What car parking spaces are available?

Free for 3 hours - The Bullring and Cathcart Street West ([links to maps are currently being prepared for the Council Website](#))–

Long stay charged at £1 per day ([links to details/maps are currently being prepared for Council Website](#)) - you pay for a ticket which is reusable on the same day and will be accepted in any of the long stay '£1 a day' car parks. If a citizen purchases a ticket and has to leave the car park then the ticket is still valid on their return as long as it is on the same day. Tickets cannot be passed from one person to another to use up unspent time..

## 11. What is a Traffic Regulation Order

A Traffic Regulation Order (TRO) is a legal order which makes the restrictions listed in it enforceable. Every time there is a need to change the way in which you are allowed to use the road or a Council controlled off-street car park, the Council must promote a Traffic Regulation Order explaining the circumstances.

Traffic Regulation Orders are consulted on with the public. The public notice for a Traffic Regulation Order will include the reasons for the proposed changes and the likely effects they will have. Traffic Regulation Orders are required for many different restrictions including:

- Waiting and Loading
- One-way streets
- Speed Limits
- Weight and width restrictions
- Access and turning restrictions
- Road and Footway closures - both permanent and temporary
- Cycle and bus lanes



All new Traffic Regulation Orders will be published on the Council's website. Orders are also advertised in the local press and are displayed for public view in appropriate Council offices.

### **12.If parking is decriminalised can I park where I like?**

No. Parking offences have been decriminalised and powers have been given to local authorities to allow them to enforce parking restrictions. The increased level of enforcement under DPE means you could be more likely to receive a penalty charge notice if you contravene the regulations.

### **13.How will I know if I am parked legally**

Read the signs next to the parking bays or yellow lines – they will explain when you can park, for how long and if you need to pay. (links will be provided to a Council webpage showing typical lines and signs)

In all free spaces with time limits in Greenock town centre you will need to put a disk in the windscreen.

### **14.How is decriminalised parking enforcement done?**

Parking Attendants will patrol all areas of Inverclyde where parking restrictions are in force. This will include yellow lines, pay and display bays, loading and unloading areas, disabled bays, limited waiting areas, and Council controlled off-street car parks.

### **15.How much will a Penalty Charge Notice (PCN) cost and how do I pay?**

Parking Attendants will issue PCNs which are set at £60. The penalty charge is reduced by 50% to £30 if paid within 14 days of the date of issue. If a PCN remains unpaid after 56 days it will be increased by 50% to £90.

Should the Council need to remove parked vehicles charges may be made for removal, storage and in extreme circumstances, the disposal of unclaimed vehicles to cover the Council's expenses.

Parking Attendants cannot accept payment and will be under strict instructions that once a PCN has been issued it cannot be withdrawn. Drivers will however be given the opportunity to appeal against any aspect surrounding the issue of a PCN where reasonable.

### **16.What methods are available to make payment of a PCN?**

Details of how to pay a fine is explained on the back of the PCN. Payment will be possible by cheque or credit or debit card and these can be made, by automated phone line (number still to be finalised) or on-line webpage (link to follow once arrangements with Fine Processing contractor have been made).

### **17.Can Motorists contest liability for a Penalty Charge Notice?**

Motorists wishing to contest liability for PCN may make representations to the Council and, if rejected, may appeal to an independent adjudicator, whose decision is final.

### **18.What do I do if I want to Appeal?**

Write to Inverclyde Council Parking, PO Box ....(full address will follow once arrangements with Fine Processing Contractor have been made) with your reasons why you think you are not due the fine. Your appeal will be considered and if your appeal is upheld the fine will be cancelled. If your appeal is not upheld you can take your case to an independent adjudicator and have your case dealt with in person or by written submission.

### **19.Do Parking Attendants have targets to meet?**

No, there will be no target for the number of PCNs that a Parking Attendant must issue.



## **20. What are the benefits of local enforcement?**

Local enforcement will keep Inverclyde moving, discourage dangerous and inconsiderate parking, support local businesses, assist loading and unloading and assist Blue Badge holders.

## **21. Will the police be responsible for any parking enforcement?**

The Police will not be responsible for enforcing any permanent waiting, loading or parking restrictions. They will still enforce all “moving” traffic offences and matters of obstruction and some temporary waiting restrictions, such as areas marked with “Police No Waiting” cones at special events. Parking Attendants can only enforce restrictions that are marked with signs and yellow lines or white parking bays.

## **22. How do I avoid getting a PCN?**

Motorists who do not contravene parking regulations will not receive a PCN. Look out for the lines, signs and notices when you park. These will tell you about any restrictions or charges in force. The Highway Code will help explain what the signs and lines mean. Further useful information is contained on the Council website.

## **23. If I receive a PCN will I get penalty points on my licence?**

No. Penalty points are only received for offences dealt with by the Police under criminal law.

## **24. What happens if I don't pay the Penalty Charge Notice?**

Non-payment of a PCN will result in the issue of a Charge Certificate which increases the value of the PCN from £60 to £90. If the penalty charge remains unpaid the Charge Certificate will be passed to debt recovery agents for collection.

## **25. Can I park on a single yellow line to pick up a newspaper or buy a sandwich?**

No, unless you park at times when the regulations are not in force. The times of operation will be shown on adjacent signs usually located near to the kerb side. Parking for even short periods within these times is not permitted and you may be issued with a PCN.

## **26. Can I park on a yellow line if there are no signs indicating times?**

No, not all restrictions need a sign. For example double yellow lines indicate “No Waiting at any Time” and do not require a sign.

## **27. I am a blue badge holder, will the changes affect me?**

The Blue Badge scheme will continue to operate as before. If you park in accordance with the Blue Badge scheme rules you will not receive a PCN. Roadside disabled bays in Greenock Town Centre are limited to 3 hour stays. Blue Badge holders using these spaces must use a parking disk to record their arrival time. Within Council car parks all Blue Badge holders are exempt from parking charges. This may not be the case in private car parks so please check.

## **28. Will the restrictions apply on bank holidays**

Waiting and loading restrictions as indicated by yellow lines / markings on the carriage- way and /or kerbs will be in force throughout the year. Unless the on-street signs state expressly “except bank holidays” the relevant restriction will apply on bank holidays.

## **29. Are there any exemptions to the Penalty Charge Notice**

Council vehicles are exempt in the circumstances described: - Local Authority Vehicles (or those of contractual agents) whilst being used to carry out statutory duties (i.e. refuse collection, street cleansing, highway maintenance) or whilst carrying out duties that require the vehicle to be in close proximity (i.e. verge grass cutting). Any unattended vehicles will be issued with a PCN and will not be cancelled.

## **30. What should I do if I have a complaint?**

Complaints should be made in writing to the following address: (address will follow once arrangements with our Fine Processing Contractor have been made)