

DRAFT – For consultation



**Isle of Man
Government**

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Isle of Man Government Policy

Allocation and charging for Government Car Parking spaces in Central Douglas

1st April 2015

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ISLE OF MAN GOVERNMENT

POLICY FOR ALLOCATION AND CHARGING FOR CAR PARKING SPACES IN CENTRAL DOUGLAS

1. INTRODUCTION

Isle of Man Government recognises that many public sector employees are required to use their own transport to travel to work. However, most Departments, Boards and Offices are only able to provide limited car parking for staff.

At the same time, it is recognised that provision of free car parking for staff in areas where the public may be charged to park in order to access public services, is neither fair nor defensible. The Department of Infrastructure has determined that a charge will be made to individual Departments, Boards and Offices in the central Douglas disc zone area for the provision of parking spaces at their premises. Accounting Officers will therefore be responsible for applying cross-charges to staff as appropriate, in accordance with the criteria outlined in this policy.

Where parking spaces are provided, the Isle of Man Government is committed to ensuring that there is a fair process of allocation and charging for staff to use available parking spaces.

This policy applies across all areas of the Isle of Man Public Service.

2. AIM

The main aim of this policy is to ensure that the provision of car parking for public servants who are based in locations within central Douglas disc zones is fair, proportionate and cost effective.

This policy applies to all relevant public servants and employees within Government. It is recommended that this policy is also applied to all Members of Tynwald, Members of staff within the Clerk of Tynwald's Office and Members of the Judiciary and other Crown appointments.

3. OBJECTIVES

- To encourage the use of alternative means of transport to and from work, including the use of car sharing¹ and public transport
- To ensure adequate parking for visitors and members of the public
- To cope with car parking when demand exceeds supply
- To provide a fair system for the allocation of staff car parking based on need
- To apply a fair and equitable scale of charges for staff car parking

¹ Car sharing scheme can be found at www.journeymatch.im

4. ALLOCATION OF STAFF CAR PARKING SPACES

The Accounting Officer will have the responsibility for the allocation of available spaces having regard to this policy, although he/she may delegate the authority to a nominated deputy or other senior officer.

Generally, no member of staff has an implied or contractual right to a car parking space, unless it has been expressly included in their Terms and Conditions of service or employment.

Car parking spaces available for use by members of staff are valuable resources and must be utilised to best effect, having balanced the following factors:

- Priority in the allocation of car parking will be given to those members of staff whose job requires them to travel on official business during the normal working day
- Amongst such employees, there may be further factors to take into account when deciding on the priority and these will include:
 - The frequency of travel required for business related journeys²;
 - Frequency of the need to return to base;
 - Achieving maximum efficiency;
 - Other relevant factors which are identified by the Accounting Officer.

Accounting Officers should ensure that there are sufficient spaces available for visitors on official business and that these are not abused by being used by staff. Where there is sufficient capacity at the premises to offer allocated parking to non-essential users, Accounting Officers may allocate further spaces on a first-come/first-served basis.

The allocation of car park spaces will normally be carried out annually and subject to an application process, taking the above factors in to account. A pro-forma application form is attached at **Appendix A**. The Accounting Officer or their nominated Deputy may re-allocate car parking spaces more frequently to ensure allocation reflects current circumstances. It will be for Accounting Officers to determine how the allocation of spaces is administered in practice (e.g. by issuing permits/booking systems etc.)

Where appropriate, consideration will be given to staff who are disabled and who hold a Disabled Persons parking permit. Consideration should also be given to staff with medical conditions, where their application is supported by their doctor or Occupational Health and approved by the Office of Human Resources as a necessary workplace adjustment.

Each member of staff allocated a dedicated car park space is responsible for ensuring that every effort is made to avoid leaving it unused. All staff must co-operate in ensuring that the use of allocated spaces is maximised.

When a member of staff with an allocated car parking space is absent from the office all day, for whatever reason, the space will be re-allocated for the duration of the absence. This will include both short-term absences and longer periods of sickness, maternity or special leave.

² This excludes travel to and from home to work base

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In some cases, it may be appropriate to designate one or more spaces which can be booked on the basis of business need. This will allow a member of staff who is not normally allocated a car park space to book the space when they require it for use on official business. Where there are multiple requests for the same period, a decision based on priority of the business need, which may include an expected visitor, will be made by the Accounting Officer or nominated deputy.

Where a Department, Board or office owns or uses official vehicles, including pool cars, the Accounting Officer or nominated deputy must ensure that these vehicles have spaces allocated to them.

The use of car parking spaces is at the owner's own risk and the Department, Board or Office will not accept liability for any loss or damage caused. All employees who use their own vehicles for business related journeys are responsible for notifying their car insurance providers of this requirement.

5. STAFF CAR PARKING FEES

Departments, Boards and Offices will make a charge for all car parking spaces allocated to staff in accordance with the scale of fees outlined in **Appendix B**. Fees will normally be deducted from salaries each month in 12 equal instalments normally commencing in April of each year and will be subject to review from time to time. Alternatively, staff may pay the annual charge by cheque made payable to 'Isle of Man Government'.

An individual who is absent from work for a continuous period of more than six weeks, e.g. through sickness or maternity leave, may make an application for a refund of parking fees. Refunds are not available in respect of annual leave.

Individuals who are allocated a parking space are not permitted to sub-let the space to any other user under any circumstances.

6. APPEALS

Employees, who are refused a car parking space under this policy, may appeal in writing to the relevant Accounting Officer, providing additional information in support of their application.

Fraudulent applications or breaches of the policy or procedures may lead to disciplinary action.

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CAR PARKING APPLICATION FORM

PART A – PERSONAL DETAILS

This application form is to be used for requests for a car parking space in accordance with the Isle of Man Government Policy for allocation and charging for car parking spaces.

Name <i>Block capitals</i>		Phone No	
Email address			
Department		Line Manager	
Position/Job Title		Bewator Card Number <small>Where applicable</small>	
Vehicle Registration Number			

PART B – DEMONSTRATION OF NEED FOR A PARKING SPACE

Home Address	
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DISABILITY: I do/do not hold a Disabled Drivers Badge

DETAILS: specify the nature of **your** condition

OPERATIONAL REQUIREMENTS

DETAILS: specify the nature and frequency of your requirement to use a car for work purposes and reasons why foot/cycle/public transport are not viable alternatives

OTHER

DETAILS: specify the reason why you require a car parking space for work

On average, how frequently do you use your car for business purposes (other than travel to and from work)?	Daily <input type="checkbox"/>	Up to weekly <input type="checkbox"/>	Less than weekly <input type="checkbox"/>
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PART C – CAR PARKING CHARGES

There is a fee for staff car parking spaces, which depends on your annual basic salary and whether you are full or part-time, discounted based on average usage.

Volunteers or staff on zero hours contracts will be exempt from any charge.

The current scale of charges are outlined in **Appendix B** of the Policy for allocation and charging for Car Parking spaces

PART D – APPLICANTS DECLARATION AND SIGNATURE

I have read the Policy for allocation and charging for Car Parking spaces and understand the contents. If I am granted permission for a car parking space for business use, I agree to adhere to the conditions of use as outlined in the policy, and accept that permission may be withdrawn at any time.

I declare that I will notify the Accounting officer if my circumstances change in a way that will affect my right to claim for a parking space under the policy and that any abuse may lead to disciplinary action.

I confirm my authorization to make deductions of the relevant fee from my salary in accordance with the scale of charges outlined in Appendix B of the policy.

My annual basic salary is: £

FTE/HOURS PER WEEK:

I am a volunteer/zero hours contract holder/disabled *no fee applicable*

Signed..... **Date**.....

PART E – AUTHORISATION OF ACCOUNTING OFFICER OR NOMINATED DEPUTY

I hereby authorise the granting of a car parking space in accordance with this application.

Signed..... **Date**.....

Fee applicable: per annum

FOR OFFICIAL USE

Copy to Payroll Date _____

Processed by Payroll Date _____

ISLE OF MAN GOVERNMENT

POLICY FOR ALLOCATION AND CHARGING FOR CAR PARKING SPACES

PARKING CHARGES -1st April 2015

1. CAR PARKING CHARGES

Charges for dedicated and non-allocated spaces made to Departments, Boards and Offices for recharging to staff, will be published by the Department of Infrastructure from time to time. Charges are inclusive of VAT and will be charged pro-rata for staff working less than 0.5 ft.

2. DISCOUNTED RATES

The charges will be abated depending on frequency of business usage as follows:

Discounted Rates	
Daily use	No charge
Daily – Weekly use - <i>Intermittent</i>	50% charge
< Weekly - <i>Occasional</i>	100% charge

3. MOTORCYCLES/BICYCLES

No charge but must be parked in the specified motorcycle/cycle bays/areas provided

4. EXEMPTIONS

The following will be exempted from staff car parking fees:

- Volunteers
- Disabled users
- Staff on zero hours contracts
- Staff who predominantly work unsocial hours (e.g. night shifts)
- Agency/contract staff