

Meeting: Traffic Regulation Orders Working Party &
Cabinet Committee

Date: 26th September 2024

Classification: Part 1

Key Decision: No

Title of Report: Staff Permit Amendments and Electric Vehicle Parking Bays

Executive Director: Alan Richards - Executive Director for Environment and Place

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Executive Councillor: Councillor Daniel Cowan - Cabinet Member for Infrastructure
and Corporate Strategy and Leader of the Council

1. Executive Summary

- 1.1. The purpose of this report is to inform the Traffic Regulation Working Party and Cabinet Committee about the proposed new Southend-on-Sea City Council staff permit types, which aim to align with the recently implemented work style classifications of Council employees.
- 1.2. A Traffic Regulation Order (TRO) is required to change the staff permit types currently set out within the Off-Street Order. As part of the new work style classification project, it is also necessary to restrict public parking in Civic East car park. Public parking will only be available at weekends and on public holidays at this location.
- 1.3. The purpose of this report is also to inform the Traffic Regulation Working Party and Cabinet Committee of the proposals to introduce Electric Vehicle bays into the Off-Street Order for all Car Parks across the City. When appropriate, this will allow the enforcement and management of electric vehicles.

2. Recommendations

It is recommended that the Traffic Regulations Working Party and Cabinet Committee:

- 2.1. Support and agree to the removal of previous staff permit types and the introduction of proposed new staff parking permit types in the Off-Street Order, as well as the restriction of public access to the Civic East car park from Monday to Friday (excluding public holidays).

- 2.2. Support and agree to the introduction of Electric Vehicle bays into the Off-Street Order for all Council managed car parks across the city.

3. Background

- 3.1. As part of the Work Smart initiative, the Council has committed to providing car parking permits for all employees. However, to ensure that our parking arrangements are equitable and aligned with the diverse working patterns within the Council, we have revised the eligibility criteria for staff parking permits.
- 3.2. This revision reflects the specific needs of different job roles and incorporates the Council's updated Work Style classifications. The new staff permit types are as follows:
 - **Priority One:** For employees with limited mobility. This permit allows parking in the Civic North surface car park, outside the registrars' office.
 - **Priority Two:** For eligible employees based on the Council's work style classifications. This permit allows parking in the Civic Underground and Civic East car parks.
 - **Priority Three:** For eligible employees based on the Council's work style classifications. The permit allows parking in the University Square car park (Floors -1 and -2).
- 3.3. Previous Staff Permit types, namely Staff Permit (Orange) and Staff Permit (Blue), will be revoked from the Off-Street Order.
- 3.4. Similarly, the Permit (Red) is to be revoked. This permit was previously assigned for use for one of the corporate tenants based in Civic 2 building, for parking in marked bays in Civic East. The dedicated bays where the permits were used are to be returned to staff permit holders (Monday to Friday) and made available for all other customers on public holidays and weekends. Public parking in the Civic East car park will now only be available for public use at weekends and on public holidays.
- 3.5. To ensure these new permits are effectively managed and enforced, we propose updating the Off-Street Order. This update is critical for maintaining order and fairness in the use of our car parks, ensuring that they are used appropriately by staff according to their new permit classifications.

4. Reasons for Decisions

- 4.1. The change in staff permit types is part of the broader Work Smart review conducted by the Council. This initiative reflects a commitment to creating a fair and efficient working environment, tailored to the evolving needs of employees.

To ensure proper management and enforcement of the car parks where the new permit types are authorised, they need to be included in the Off-Street Traffic Order.

4.2. To ensure public use is limited but available for use on public holidays and at weekends.

4.3. The introduction of Electric Vehicle bays into the Off-Street Order for every car park, will allow proper management and enforcement of these bays, when it is appropriate to enhance the number available.

5. **Other Options**

5.1 None

6. **Financial Implications**

6.1 Staff parking permits will continue to be provided for all employees who need them as part of the Work Smart Initiative.

6.2 Income will be received from public customers using the Civic East car park on public holidays and at weekends.

7. **Legal Implications**

7.1. The legal process to implement Traffic Regulation Orders (TROs) will be followed in accordance with primary legislation, under the Road Traffic Regulation Act 1984 and regulation under the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.

8. **Policy Context**

8.1 None

9. **Carbon Impact**

9.1. None

10. **Equalities**

10.1. Southend-on-Sea City Council has a duty to give 'due regard to' the three aims of the public sector equality duty (section 149 of the Equality Act 2010) during the development of the policy. This was taken into consideration in the process and the Priority 1 permit is aimed to support employees with limited mobility or other medical reasons that require parking in close proximity to the building.

11. **Consultation**

11.1. The statutory consultation for removal of the current staff permit types, and introduction of the new staff permit type on the Off-street Order is anticipated to be advertised in Q4 2024, subject to approval of this report.

11.2. The statutory consultation for introduction of Electric Vehicle bays in the Off-street Order for each car park is anticipated to be advertised in Q4 2024, subject to approval of this report.

12. Appendices

12.1. None

13. Report Authorisation

This report has been approved for publication by:		
	Name:	Date:
S151 Officer	Joe Chesterton	17 Sept 2024
Monitoring Officer	Colin Gamble (on behalf of Susan Zeiss)	15 Sept 2024
Executive Director(s)	Alan Richards	13 Sept 2024
Relevant Cabinet Member(s)	Cllr Daniel Cowan	18 Sept 2024