

# Comisiwn y Cynulliad Assembly Commission

NAFWC 2010 (Paper 3 Part 1)  
Car Parking Charges Implementation

Cynulliad  
Cenedlaethol  
Cymru  
National  
Assembly for  
Wales



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**Time:** 16:00

**Venue:** Conference Room 4B

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## Car Parking Charges Implementation

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### 1.0 Purpose and summary of issues

1.1 To seek Commission approval for the *Guidance relating to the introduction of a car parking charge*.

### 2.0 Recommendations

2.1 The Commission is asked to note the consideration given and amendments made in response to feedback received on earlier draft guidance.

2.2 The Commission is asked to approve the *Guidance for the introduction of a car parking charge* attached at Annex A.

### 3.0 Discussion

3.1 At its meeting in July the Commission agreed by majority that the Assembly would recover the costs of the overspill multi-storey car park through the introduction of a car parking charge; subject to wider consultation and presentation back to the Commission in its September meeting.

NAFWC 2010 (Paper 3 Part 1)  
Car Parking Charges Implementation

- 3.2 The draft guidance previously issued has been reviewed and changed on receipt of feedback from all user groups.
- 3.3 A summary of that feedback is attached at Annex B along with copies of letters from PCS, who specifically requested that the Commission has sight of these.
- 3.4 Bearing in mind the main aims of the guidance, responses were categorised to identify the overriding points of concern and then used as a basis for review. Consequently the following areas of the guidance were amended in consideration of the issues raised:
- 3.5 Section 4: Charging Arrangements
- defer implementation until 4 January 2011, with the next review taking place in January 2012 prior to any changes to the scheme being implemented on 1 April 2012; and
  - review annually thereafter and consult on any change, taking into consideration the on-going cost of providing off-site parking and the need to recover costs.
- 3.6 Section 5: Charges
- three charge bands are now proposed (two were proposed originally) on the basis that this supports those on lower incomes;
  - better provision is made for part-time staff; and
  - night shift, weekend and bank holiday only contracted staff will be exempt from any charge at this stage, unless their pattern of work changes.
- 3.7 Other

Other minor changes have been made in response to queries and clarification sought from the various groups, which are highlighted in the revised guidance attached as Annex A.

## Guidance for the Introduction of Car Parking Charges on the Assembly Estate at Cardiff Bay

### 1. Background

The Assembly provides access to car parking for those who work at its estate in Cardiff Bay. There are 236 spaces at Tŷ Hywel, some of which are reserved but most are for general use by those who have car park passes. No change is proposed to the current number and allocation of reserved spaces at Tŷ Hywel.

The cost of providing car parking at Tŷ Hywel is met from the Assembly's rent for the building and operating budgets. When the car park at Tŷ Hywel is full, there is access to additional parking in the APCOA public multi-storey car park nearby ("the MSCP"). The cost of the MSCP provision is paid to APCOA.

Space allocation at Tŷ Hywel varies throughout the week to cater for peaks and troughs in demand. Busier periods usually coincide with Assembly business days. Between the two sites there are usually enough spaces to meet the demand at busy times, and the arrangement with the MSCP means that the Assembly does not pay for spaces which are not used. **This is the currently the most cost effective method of provision and regular reviews take place with the MSCP management in relation to charges and availability of spaces.**

### 2. Purpose

This document sets out the rules and guidance for the introduction of car parking charges for the Assembly estate. The aims of the introduction of car park charges are:

- a) To recover costs associated with the provision of car parking facilities through the implementation of a car parking charge that is affordable, fair and transparent;
- b) To keep the principles of charging and method of administration as simple as possible;
- c) To manage the available car parking space so that it is used effectively and efficiently;

- d) To ensure that car parking is available on as fair a basis as possible;
- e) To support the development of a strategy to encourage more sustainable means of travel.

This document supports the current car parking procedures to which there are no fundamental changes. Some aspects of current procedures are repeated here for clarity.

### 3. Method of Charging

A flat fee for car parking will be charged. The level of fee will be set so that it has the potential to meet the costs of external car parking and is reasonable and fair. It is also the cheapest to operate and administer.

### 4. Charging Arrangements

An annual car parking charge will be introduced with effect from **4 January 2011**. A detailed implementation and communications plan will be drawn up to support the introduction of the charge. New car parking passes will only be issued to those who have signed up to pay.

The charge will apply to all those who work at Tŷ Hywel (including contractors and sub tenants) who park their car, van or motorcycle in either the Tŷ Hywel or MSCP car park through the issue of an Assembly car parking pass.

**The only exemptions to this guidance are those detailed in section 5.**

For Members, Members' Support Staff and Assembly staff, the annual charge will be deducted from salary on a monthly basis. This will be 1/12 of the annual amount due.

Other organisations (e.g. contractors, sub tenants) will be eligible to purchase car park passes on behalf of their staff and they will be invoiced in advance on a quarterly basis for the total number issued. It will be the sole responsibility of the organisation to recover costs from individuals and to ensure that the number of passes that they are being charged for is correct.

The car parking charge will be reviewed annually and any changes will be introduced from the start of a financial year. The next review date will be January 2012.

All stakeholders will be consulted through the various representative groups on any proposed change to the charge.

## 5. Charges

From 4 January 2011 until 31 March 2012, the standard cost of a car parking pass is £15 per month/£180 p.a. (VAT included).

The charge will be applied to staff whose main work base is Tŷ Hywel, as follows:

- a) Assembly Members, full-time Members' Support Staff and Assembly staff
  - for those whose salaries are £25,000 per annum or less (actual), the charge will be £10.00 per month/£120.00 p.a. (VAT included);
  - for those whose salaries are above £25,000 per annum (actual) and below £45,000 per annum (actual), the charge will be £20.00 per month/£240.00 p.a. (VAT included); and
  - for those whose salaries are more than £45,000 per annum (actual) the charge will be £30.00 per month/£300.00 p.a. (VAT included).
- b) All part time staff who work three days per week or fewer will fall into the lowest category.
- c) Staff who are contracted to work nights, weekends or bank holidays only will be exempt from any charge unless their pattern of work changes.
- d) Assembly staff or Members' Support Staff whose main place of work is not Tŷ Hywel but who visit Tŷ Hywel occasionally for work purposes (e.g. outreach, Colwyn Bay and constituency offices) will be able to park in Tŷ Hywel car park (subject to spaces being pre-booked) and will not be charged. If no spaces are available at Tŷ Hywel they will be able to claim the cost of car

parking in the same way as they can claim other work-related travel cost.

- e) Other organisations (e.g. contractors & sub tenant organisations) based in Tŷ Hywel will be charged a flat rate charge of £15 per month per pass issued to them. It will be at the discretion of each organisation as to how this charge is applied to their staff.
- f) Visitors should be encouraged to use the MSCP but will not be charged for parking in Tŷ Hywel if a space has been reserved for them and if they are on official business.

There will be no access to free car parking provision for those whose normal place of work is Tŷ Hywel but who have opted out of the charging system. They will be responsible for paying any public car parking charges themselves.

No refunds will be given for sickness absence, annual leave or Assembly closure periods less than one month in duration. Car park pass holders who expect to be absent for periods in excess of one month due to sickness or planned absence can apply to have their monthly car park payment stopped and surrender their passes until they return. This cannot be done retrospectively.

Separate conditions may be considered for periods of dissolution.

A charge of £5.00 is set to cover replacement costs of a lost or non-returned car park pass for the MSCP car park.

## 6. Operation and Allocation of Spaces

The unreserved car parking spaces at Tŷ Hywel will be available to pass holders on a first come first served basis. If the unreserved spaces are full, pass holders will be able to use the MSCP. Pass holders should ensure that the Tŷ Hywel spaces are full before using the MSCP, as this keeps the costs to a minimum.

The car parks are open for pass holders as follows:

- Tŷ Hywel- Monday to Sunday 24 hours – for the purpose of work or Assembly business only. The Assembly sometimes needs to close all or part of the car park at Ty Hywel out of core working hours, but wherever possible gives reasonable notice.

- MSCP- Monday to Friday between the hours of 7.00 a.m. and 8.00 p.m. – for the purpose of work or Assembly business only. It should be noted that space availability is not guaranteed and is beyond the control of the Assembly though there will be no cap on the spaces available to the Assembly.

## 7. Car Park Passes

Car park passes must not be used by anyone other than the person to and vehicle(s) for which it was allocated, or used to admit or grant entry or exit to other vehicles.

Car park passes must be displayed at all times in the vehicle when parked in the Tŷ Hywel car park. Blue Disabled Badge holders must display both their Blue Badge and their Assembly Car park pass in the vehicle when parked in reserved spaces for the Disabled in Ty Hywel car park.

If car park passes are misused in any way they may be withdrawn by the Assembly.

## 8. Use of Charging Income

Net income generated through car park charges will be used to off-set the cost of providing spaces in the MSCP.

Any surplus in income at the end of the year will be used to off-set the operating costs of the car park at Tŷ Hywel.

## 9. Review

An Assembly travel to work group will be set up to monitor the introduction and the on-going effectiveness of the guidance with the aim of developing a strategy which encourages more sustainable means of travel and a reduction in the use of cars for travel to work. This may include a review of costs associated with the provision of off-site car parking, proposals to revise the car parking charge and subsequent changes to administer the scheme. However, there should be no fundamental proposal to change the scheme prior to the first review date of 1 January 2012.

The group will be report to the Assembly Management Board.

## **Note to Members regarding Car Parking for Support Staff**

September 2010

### **Background**

This note advises Members on the implications for their Support Staff of the Commission's decision to introduce parking charges.

### **Current parking provision**

The Assembly Commission provides *reserved* parking spaces at Tŷ Hywel for Assembly Members and for some other limited categories of users, such as for Ministerial vehicles, people with disabilities, visitors etc.

All other spaces are provided on a *first-come, first-served* basis to all holders of parking permits, which are issued on request, free of charge, to Assembly staff and to Assembly Member Support Staff.

### **The basis for free parking**

The provision of parking spaces (at Tŷ Hywel and at the APCOA multi-storey car park) and the free issue of parking permits to staff (both Assembly staff and AM Support Staff) has always been a privilege rather than a right. It has been made clear that car parking arrangements are subject to periodic review. No commitment has been given that parking would continue to be available free of charge on a permanent basis.

### **Issues to consider**

The Commission believes that the time has now come to change the current arrangements, based both on budgetary considerations and the need to encourage those who work in Tŷ Hywel to make use of public transport wherever practicable. Before implementing the decision steps have been taken to ensure that AM Support Staff and Union views are fully taken into account.

The position of AM Support Staff is, in general, the same as that of Assembly staff, i.e. that the current arrangements provided by the Commission are a privilege rather than a right, subject to periodic review and revision by the Commission.



However, AM Support Staff are employed by Members and not by the Commission. Members will therefore need to satisfy themselves that they have not expressly entered into specific individual agreements with their Support Staff which go beyond the general rule applicable to Assembly staff and AM Support Staff, as set out above.

Any Member who believes that he or she has entered into such an agreement, or whose Support Staff claim that such an agreement exists, should contact John Chick, the Head of Members' Business Support (ext 8581) so that the Commission can provide appropriate advice and assistance with a view to resolving the matter.

Category	Staff Group	Feedback	Notes
Charge	Commission staff (individual comment)	Propose 3 charge bands, specifically: <£20k - £10 £20-£40k - £15 >£40k - £20	Guidance amended in relation to 3 charge bands.
	AMSS/LibDem (group response)	Propose 3 charge bands with the midrange band as £25k to top of AMSS.	As above.
	AMSS/Labour (group response)	Propose 3 charge bands: <25k - £10 £25-£35k - £15 >£35k - to be decided	As above.
	Conservative Members (group response)	Welcome £10 rate for staff earning <25k, would like to see a more equitable 3 tiered system for moderately paid staff then Assembly Members and more senior staff.	As above.
	Union - PCS (Commission)	Propose 5 charge bands: TS - £10	Proposal only caters for Commission staff.

Category	Staff Group	Feedback	Notes
		EO/HEO - £15 SEO/G7 - £20 G6 - £35 SS - £40	Increases complexiTy to administer.
	Sub Tenant - WAG	Intend to introduce the scheme on the basis of: Band D & Above - £20 TS & EO - £10	To note.
	Commission staff (individual)	Charge should be variable.	Increases complexiTy to administer.
	Commission staff (individual)	Set amount for each salary scale.	As PCS.
	Commission staff (individual)	Calculation for the charge should take account of the effect of drop-out and Severance.	The impact of any drop out will be considered as part of the annual review, currently considered minimal on basis of travel to work survey.

Category	Staff Group	Feedback	Notes
	Commission staff (individual)	Charge should cover/include all costs for providing a car parking service.	Tŷ Hywel car park costs = approx. £780k p.a. = £3,302 p.a. per space.
	Commission staff (individual)	£15 for contractors too low, staff are subsidising their use of NAW parking facilities.	This was calculated as the average cost per user/pass.
Charge – specifically in relation to P/T staff & Occasional users	Commission staff (various)	Charge band(s) to reflect P/T working / usage (e.g. for occasional users) rather than ability to pay.	Guidance amended in relation to part-time staff.
	Commission staff (various)	P/T staff paying disproportionately more ‘per day’ than full-time staff.	Guidance amended in relation to part-time staff.
	Commission staff (individual)	P/T staff tend to be female - proposed practice may verge on indirect sex discrimination in the form of less favourable treatment.	Guidance amended in relation to part-time staff.
	Conservative Members (Group response)	Reconsider arrangements for P/T staff, Constituency workers and arrangements during the month of dissolution when access for certain group prohibited.	Guidance amended in relation to part-time staff & periods of absence (greater than one month). Noted that separate conditions will be considered for dissolution.

Category	Staff Group	Feedback	Notes
	AMSS/Cons / Plaid (group response)	Charges should be made on a pro-rata basis for P/T staff & occasional users (e.g. for Business days).	Guidance amended in relation to part-time staff.
	AMSS/Labour  (group response)	Staff that work less than 50 per cent of their working days each year in Tŷ Hywel, a charge equivalent to 50 per cent of that for the relevant salary band should be charged.	Charge will only be applied to staff whose main work base is Tŷ Hywel as per the guidance.
Exemptions	Commission staff (individual)	Staff on weekend / Bank holiday only contracts do not have any financial impact on the car parking arrangements.	.Guidance amended.
	Union - PCS (Commission)	Charges should not be applied to Night shift workers as they do not have any financial impact on the car parking arrangements.	Guidance amended.
	AMSS/Cons (group response)	Blue badge holders should be exempt.	Reserved spaces at Tŷ Hywel reduce those available for general use.  Charges apply in multi-storey if no space at Tŷ Hywel.
	Contractor	Propose administration arrangements include a pooled / shared pass system for P/T &	Increases administration.

Category	Staff Group	Feedback	Notes
		Freelance staff.	
Implementation Date	Union - PCS (Commission)	Opposed to 1 Oct 2010 as this would for many staff remove the pay rise that was only agreed days before the charge was proposed.	Guidance amended.  Implementation date moved to the 4 <sup>th</sup> January 2011.
Staff Terms & Conditions	Union PCS (Commission)  Commission staff (various)	Consider free parking is an Implied term & condition.	Legal advice sought by the Commission.  No change to the guidance.
	AMSS/Labour (group response)	Consider the current provision of free parking as part of their terms & condition of work.	Note to Members regarding Car Parking for Support staff circulated early Sept.  No change to the guidance.
	Union - Unite (AMSS)	The provision of car parking is an implied term of the contracts of existing staff.	As above.  No change to the guidance.
Review of Charge	Union - PCS (Commission)	Review every 2 years  1 <sup>st</sup> review April 2012  Consult on any change (not just 3%)	Guidance amended to reflect review date & consultation.

Category	Staff Group	Feedback	Notes
	AMSS/Labour (group response)	1 <sup>st</sup> Review April 2012  Threshold should be the average % increase in salaries for Commission staff & AMSS at the settlement dates preceding the review or 3%, whichever is the lower.	There is a need to ensure the costs of the external car park are recovered.  Guidance amended to reflect review date.
	Union - Unite (AMSS)	No more than one increase in any 12 month period.  Any increase subject to consultation with staff & their unions.  Any increase to be capped at the level of the % increase in support staff pay in the relevant year.  Consultation to include a report on the steps taken to reduce the cost of off-site parking.	There is a need to ensure the costs of the external car park are recovered.  Assembly travel to work group to monitor and review the cost /options of provision.  Guidance amended to reflect consultation.
	Conservative Members (Group response)	Consider there has been a lack of consultation regarding the car park charges. Members are not satisfied that the current arrangements offer value for money or alternative more cost effective solutions have been explored elsewhere.	All groups of users have been consulted with and their feedback used to inform and change the earlier guidance issued.  Regular reviews of charges and

**Annex B**

Category	Staff Group	Feedback	Notes
			alternatives are undertaken by Commission staff and the guidance has been changed to include provision for this by the Assembly travel to work group in order to reassure Members that the most cost effective arrangements are in place.
Use of Surplus	Union – PCS (Commssion)  AMSS/Labour	Roll over into next financial year and offer a rebate / reduction on charges.	Accounting principles do not permit.
Access to Car Parking Facilities	AM (individual)	Should be on a ‘needs’ basis.	Requires criteria to define and agree ‘need’.  Assembly travel to work group to review as part of their strategy development role.
	AM (individual)	Should be on distance travelled / Essential car user basis.	As above
Reserved Spaces	AMSS/Cons (group	There should be no visitor spaces – they should be charged or use other car parks that charge.	Visitors should be encouraged to use the MSCP in the first



Category	Staff Group	Feedback	Notes
	response)		instance as per the guidance.
Sustainability	APS	Introduction of the charge doesn't improve the Assembly's green credentials.	Longer term guidance aim to support the development of strategy to encourage more sustainable means of travel.
	APS	Charge will encourage those that use public transport on non-business days to drive to work.	As above.
	APS	Charge is not the best solution to encourage use of sustainable alternatives.	As above.



The Public and Commercial Services Union  
National Assembly for Wales Branch

Wayne Cowley  
Human Resources  
National Assembly for Wales  
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9 July 2010

Dear Wayne

**CAR PARKING CHARGES**

Craig Stevenson, on behalf of the FDA, and I met you and Vanessa on Wednesday to discuss the proposal that charging should be introduced for the use of car parking in Ty Hywel and the multi-storey car park.

It was clear from the meeting that the FDA and PCS shared a number of common views on some of the practicalities of introducing charging. However, in some important areas there was a clear difference of approach, which is perhaps understandable given the different perspectives of many of our members. In the light of this I thought it would be helpful to set out for the record the PCS's view of the proposal and the concerns that have been expressed by many of our members (including additional concerns that have been brought to my attention since we met).

First and foremost, we consider it extremely unfortunate that this proposal was published so soon after new pay arrangements were agreed. I accept your assurance that this was coincidental. However, you will appreciate that many of our members might have taken a somewhat different approach to the pay offer had they known that there was a management proposal to, effectively, claw back a considerable part of their pay increase. For everyone below Band D, most of their pay increase will now go on parking charges.

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To illustrate the point I attach a table showing the effective percentage pay increase that staff will receive if this proposal is brought in. What this table shows very clearly is that the proposed charge will impact disproportionately on lower paid staff who will as a result now be receiving a lower percentage pay rise than more senior staff. This hardly supports the “one team” ethos that management sought to emphasise during pay negotiations. (I appreciate that the charge is unlikely to apply from 1 April this year but, whenever it is brought in, it will impact hardest on those who have least.) For this reason, if any charge is introduced, we believe that very serious consideration needs to be given to some means of graduating the charge.

Our second major concern is that the current car parking arrangements appear to meet the tests for being considered an implied contractual benefit. I note that at the meeting you did not accept this, but you were unable to give me any reasons why it should not be considered to be contractual. For the record, and in the absence of any argument to the contrary, PCS asserts that the current arrangements are a contractual right and does not agree to any change to them without a collective agreement to do so.

Turning to some of the more detailed issues raised by this proposal we outlined a number of practical issues, which you agreed to consider. Among these were:

- whether a flat rate charge for all, irrespective of usage, was the best way to encourage alternative forms of transport and whether subsidies for using public transport would be a better way of meeting sustainability objectives;
- whether spaces would be guaranteed;
- the position of other users of the building;
- how any charge would be administered (in particular whether deductions would be made from salary);
- the degree to which the charge might cause perverse incentives, particularly for occasional users or those with caring responsibilities;
- whether there would be any rebate for staff who suffered extended sickness absence or who took substantial periods of leave;
- the position of part time workers, particularly those who do not work every day;
- the position of night teams who, because of their working pattern, have no effect on the cost of the multi storey car park;
- the need to maximise usage of the Tŷ Hywel car park (and thus minimise usage of the multi storey car park). In particular, to review whether all of the current reserved spaces are necessary;
- how charges (and any increases) would be set in future and whether there will be any rebate if the charge raises more income than the costs it is meant to cover;

- the position of staff who decide not to pay the charge but nevertheless occasionally need to bring their cars to work for work related purposes;
- the position of disabled staff. In our view, there must be spaces reserved for disabled staff in Tŷ Hywel. However, unless some financial hardship can be shown, we can see no justification for disabled staff being excluded from the charge. (If there were to be a blanket exclusion for disabled staff then, naturally, we would expect there to be a rebate system for staff who suffer a temporary disability);
- whether there will be any rebate system to address temporary financial hardship (and, if so, how this will be assessed);
- will motor bike users pay a charge? If so, will the charge be reduced to take account of the smaller amount of space that they take?

Many of our members pointed out that Tŷ Hywel is relatively difficult to access by public transport. For staff travelling from some areas (including areas relatively close by), public transport is simply not a realistic option, particularly if they have to also deal with caring responsibilities. They also point out that car usage often enables staff to work flexibly for the benefit of the Assembly.

There were also a considerable number of concerns expressed about recent media reporting that said that Assembly Members would be able claim back any charge via their expenses. Most of our Members recognise the need for Members to have reserved spaces in Tŷ Hywel but would find it most unfair if they were to be, effectively, excluded from the charge. Although you were not able to directly address this point during our meeting, Steve O'Donoghue has indicated that the press reporting is untrue and I am happy to accept his assurances.

I would like to express our disappointment that these proposals were discussed by the Assembly Commission yesterday just one day after our meeting. It seems clear that these proposals are well-advanced and that we have not been given an adequate opportunity to draw our concerns to the attention of the Commission. I would be grateful for an assurance that changes will not be implemented until after our concerns have been brought to the Commission's attention and following a reasonable period of negotiation.

It is also our firm view that charges should not be introduced until the next financial year at the earliest. This is not just because the Assembly's budget for this year has already been set (we assume without relying on this potential income stream) but also because it would help remove any feeling of bad faith around the pay deal.

Finally, I should make clear that we recognise many of the arguments for raising some sort of charge. A number of our members have said that, in the round, these charges may not be unreasonable. However, we would expect there to be

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proper negotiations around the level of the charge and the many practical issues that need to be addressed. We would also expect the charges to be introduced in a way and at a time that impacts as little as possible on the revised pay arrangements we have just agreed and which does not have a disproportionate effect on relatively lower paid staff.

Yours sincerely

**Steve George**

**On behalf of the PCS Branch Committee**

	1.4% Pay Increase 1/4/10	Car parking charge	Effective % pay rise	1.0% Pay Increase 1/4/11	Car parking charge	Effective % pay rise
<b>Team Support</b>						
Point 1	238.00	180.00	<b>0.34</b>	172.38	180.00	<b>-0.04</b>
Point 2	259.00	180.00	<b>0.43</b>	187.59	180.00	<b>0.04</b>
Point 3	280.00	180.00	<b>0.50</b>	202.80	180.00	<b>0.11</b>
<b>Band C</b>						
Point 1	281.40	180.00	<b>0.50</b>	203.81	180.00	<b>0.12</b>
Point 2	295.68	180.00	<b>0.55</b>	214.16	180.00	<b>0.16</b>
Point 3	309.96	180.00	<b>0.59</b>	224.50	180.00	<b>0.20</b>
Point 4	324.24	180.00	<b>0.62</b>	234.84	180.00	<b>0.23</b>
Point 5	338.52	180.00	<b>0.66</b>	245.19	180.00	<b>0.27</b>
Point 6	352.80	180.00	<b>0.69</b>	255.53	180.00	<b>0.30</b>
<b>Band D</b>						
Point 1	359.80	180.00	<b>0.70</b>	260.60	180.00	<b>0.31</b>
Point 2	381.36	180.00	<b>0.74</b>	276.21	180.00	<b>0.35</b>
Point 3	402.92	180.00	<b>0.77</b>	291.83	180.00	<b>0.38</b>
Point 4	424.20	180.00	<b>0.81</b>	307.24	180.00	<b>0.41</b>
Point 5	445.20	180.00	<b>0.83</b>	322.45	180.00	<b>0.44</b>
Point 6	464.80	180.00	<b>0.86</b>	336.65	180.00	<b>0.47</b>

**Band E**

Point 1	476.00	180.00	<b>0.87</b>	344.76	180.00	<b>0.48</b>
Point 2	498.40	180.00	<b>0.89</b>	360.98	180.00	<b>0.50</b>
Point 3	520.80	180.00	<b>0.92</b>	377.21	180.00	<b>0.52</b>
Point 4	543.20	180.00	<b>0.94</b>	393.43	180.00	<b>0.54</b>
Point 5	565.60	180.00	<b>0.95</b>	409.66	180.00	<b>0.56</b>
Point 6	588.00	180.00	<b>0.97</b>	425.88	180.00	<b>0.58</b>

**Band F**

Point 1	616.00	180.00	<b>0.99</b>	446.16	180.00	<b>0.60</b>
Point 2	645.12	180.00	<b>1.01</b>	467.25	180.00	<b>0.61</b>
Point 3	674.24	180.00	<b>1.03</b>	488.34	180.00	<b>0.63</b>
Point 4	703.36	180.00	<b>1.04</b>	509.43	180.00	<b>0.65</b>
Point 5	732.48	180.00	<b>1.06</b>	530.52	180.00	<b>0.66</b>
Point 6	761.60	180.00	<b>1.07</b>	551.62	180.00	<b>0.67</b>

**Band G**

Point 1	763.00	180.00	<b>1.07</b>	552.63	180.00	<b>0.67</b>
Point 2	797.44	180.00	<b>1.08</b>	577.57	180.00	<b>0.69</b>
Point 3	831.88	180.00	<b>1.10</b>	602.52	180.00	<b>0.70</b>
Point 4	866.32	180.00	<b>1.11</b>	627.46	180.00	<b>0.71</b>
Point 5	900.76	180.00	<b>1.12</b>	652.41	180.00	<b>0.72</b>
Point 6	935.20	180.00	<b>1.13</b>	677.35	180.00	<b>0.73</b>

**Steve George**

**Car Parking**

Date: 16 July 2010

Dear Steve

Thank you for your letter of 9 July.

If I may, first of all, deal with the timing issue, I can see why you feel that it was unfortunate that the information was published close to the finalisation of the pay deal, but I can only repeat the assurance I gave you that the two were unrelated. The information was made available to Assembly Members and so it was important that our employees were in possession of the same information.

On the contractual point, whilst we do not accept that the provision of car parking is a contractual term, we are seeking more detailed legal advice. However, in many ways, the question of whether or not it has become an implied term is almost a moot point.

Whether it is or it isn't, the issue is that the status quo cannot continue and if we fail to recover the costs in the manner that has been outlined, then cuts will need to be made to some other part of the budget. Accordingly, we are keen to reach a method of charging that recovers the necessary costs whilst addressing as many of your concerns as possible.

You note that the Commission considered the idea the day after we met, I would point out that this was an initial consideration of the proposal prior to taking a decision in September. Accordingly, it is important that the views of stakeholders (such as the trade unions) were obtained in good time for that decision to be taken at that time.

We will consider the other points you make in your letter as part of our further considerations but our aim remains to keep the system as simple as possible.

Yours sincerely,

**Wayne Cowley**

**Pennaeth Gweithrediadau Adnoddau Dynol**

**Head of HR Operations**

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The Public and  
Commercial Services

Union/Undeb y

Gwasanaethau

Cyhoeddus a Menechpal

**Chair/Cadeirydd:** Christine Morgan

**Tel/Ffôn:** 029 2089 8907

**Secretary/Ysgrifennydd:** Mr Kevin Davies

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Connie Robertson

Head of Estates and ICT

Dear Connie

## **DRAFT GUIDANCE FOR THE INTRODUCTION OF CAR PARKING CHARGES ON THE ASSEMBLY ESTATE AT CARDIFF BAY**

Thanks for sight of these proposals. PCS has sought members' views via an open consultation exercise that has identified a number of areas that need clarification and produced some suggested amendments to the proposed policy.

### **Amount of Charge**

We welcome the proposal that there is to be a tiered system based, at least to some extent, on ability to pay. We assume that the figure of £25,000 was chosen because it is the point at which an equal number of staff will pay the higher charge compared to the lower charge? Could you confirm this please and that it is, therefore, broadly cost neutral compared to your original proposal of £15 for all?

We would also be grateful if you could let us know whether you looked at any other arrangements? For example more tiers or charges based on a percentage of salary?

From our perspective, while welcoming charges which take account of ability to pay, we do not believe that your proposals go far enough. A number of our members have indicated that, while they feel differential charges are right in principle, they do not believe the arrangements you propose are as fair as they

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can be. For instance, the cost, as a proportion of salary, to less well paid staff is as much as 6 times greater than the cost to the most senior staff.

We understand that any charging regime has to:

- Raise broadly the same amount of money;
- Be relatively simple to administer;
- Be a “good deal” for all;

However, we believe that it is possible to meet these objectives while at the same time doing so in a way that more staff will support, that feels reasonably fair and has a clearer intuitive rationale.

In the light of this, we wish to propose that charges are levied in the following way (costs are per month per pass):

Team Support	-	£10	(circa 0.6% to 0.7% of annual salary)
EOs and HEOs	-	£15	(circa 0.5% to 0.9% of annual salary)
SEOs & G7s	-	£20	(circa 0.4% to 0.7% of annual salary)
G6s	-	£35	(circa 0.6% to 0.8% of annual salary)
Senior Staff	-	£40	(circa 0.3% to 0.6% of annual salary)

Our calculations show that charges levied in this way will raise broadly the same amount of money as both the original £15 proposal and the differential charge proposed in your letter.

I would be grateful for your views on these proposals and confirmation that they will be put before the Assembly Commission when they consider the level of charge they intend to levy.

### **Will Assembly Members Have to Pay?**

A number of our members have raised concerns about the mixed messages that have been received regarding AMs ability to claim charges back as part of their expenses. We are aware of press coverage that indicated that AMs would be able to claim parking charges back but were given assurances that this was not the case. However, I understand that these assurances may not be accurate. I would, therefore, welcome your categorical assurance that AMs are not currently able to

claim charges back and will not be able to do so in future. This is an important point of principle for many PCS members.

On a slightly separate issue, the document refers to Assembly staff, AMSS and AMs having their annual charge deducted monthly from salary. We would have thought that, as AMSS are employees of individual Assembly Members, it would be for AMs to decide whether and how to charge their own staff. Perhaps you could clarify this point as well?

### **Timing of Introduction of the Charges**

The proposal is to introduce the charges from October 1<sup>st</sup> 2010. We cannot accept this. As our previous letter made clear this would for many staff effectively remove the pay rise that was only agreed days before the charge was proposed. We propose instead that any charge is introduced from 1 April 2011 at the earliest.

This would fit in with the Assembly's financial year and would align with a budget for the current financial year that has already been agreed on the assumption that there will be no car parking charges.

This date also fits in with the pay award cycle. Many staff have pointed out that, if they had known that these charges were to be implemented this year, they may not have voted to accept the pay offer. Others have taken the view that the introduction of this charge is a cynical mechanism to claw back their pay award, which was deliberately hidden until the pay award was agreed. Delaying implementation until April 2011 would be an act of good faith in this regard and help dispel some of this feeling.

### **Future Increases**

We cannot accept that there will only be a consultation if there is a 3% or higher rise in charges. Any changes should be subject to consultation and agreement at the time in the light of the circumstances that then exist. We propose that there is a review every 2 years but a first review should be held around April 2012 when the current pay arrangements conclude.

### **Surplus Income**

The proposal says that any surplus income at the end of the year will be used to off-set the costs of maintaining the car park in Tŷ Hywel. As the driver behind these proposals is recovery of the cost of providing external car parking, charges

should be limited to this purpose only. It is wholly unreasonable to expect staff, effectively, to make a contribution to maintaining the fabric of Tŷ Hywel. In our view any surplus should be rolled forward and offered as a rebate on charges in future years.

### Other Matters

I would also be grateful for a response on the following points, all of which have been raised by our members:

- You refer to other organisations including contractors and sub tenants. Can you clarify whether the Welsh Government and their staff are considered to be sub tenants?
- Will we be setting a limit on the number of passes that contractors can purchase and will we be monitoring their use as some of our members have raised concerns about contractors abusing the current system.
- What is going to be the arrangement for the Ministerial cars? Will each vehicle have a pass or will it be each driver?
- Are there any plans to review the number and the allocation process for visitor or reserved spaces?
- The proposals say that there will be no free car parking available for staff that have opted out of the system. However there may be occasions when staff are required to use their vehicle for official business. Can you clarify what would happen on those occasions?
- We would like to have further clarity regarding the proposal that there will be no refunds for absences of less than 1 month. Planned sickness absence (e.g for elective surgery etc) and some other absences may be known in advance but in most cases sickness absence will be unplanned. If there is no ability to claim retrospectively then the majority of longer term sickness absences would not qualify for a refund. We believe this needs to be looked at again.
- Can you confirm the basis of the £5.00 charge for a replacement or a non-returned pass for the MSCP?
- We are not aware of any circumstances where motorcycle users have parked in the MSCP, as motor cycle users currently do not use spaces allocated for cars. Therefore, can you clarify why you feel it is necessary to charge motor cycle users the same amount as car users?
- There is no mention of the night shift staff. We believe that those staff should not be charged for their passes as they do not have any financial impact on the car parking arrangements.
- Can you clarify the paragraphs referring to operations and allocation of spaces? The proposal refers to 24 hour but only for work or business. Does that mean that nobody can leave their car in the car park overnight or if they are not in the building?

- Should you not refer to vehicles rather than vehicle in paragraph 7? We presume that more than 1 vehicle can be registered per person providing the normal criteria is met?
- Are we proposing still having welfare spaces? There may be occasions when a guaranteed space on site could be considered a reasonable adjustment for a short period.
- How will the employer decide what misuse of a pass constitutes and what penalties staff will be subject to; who will be responsible for this?
- Will the proposed travel group be the group to carry out the cost analysis review that is proposed in paragraph 4? In any event, the TUS should also be a part of that group.

Finally, can you confirm that the Assembly Commission have had or will have sight of our previous letter and this one? We believe the Commissioners should be aware of the position of the Trade Unions before taking any final decision (particularly if this may involve them in agreeing to a breach of contract). If you are unable to confirm this then we may write to Commissioners and other Assembly Members ourselves setting out our concerns.

We are happy to meet to discuss further at your convenience.

Kevin Davies

Branch Secretary