

Redesign Board Workshop 15.5.18
Draft approach for considering local changes to car parking

1. Introduction

This briefing paper sets out a draft approach which highlights the key issues for initial consideration by Members locally, prior to Area Committee decision. This could be done in a Ward Business Meeting, or where Committees cover more than one Ward in a Member Workshop.

The context is given by the relevant recommendations agreed by the Board so far and as listed below.

Ref	Detail
2/01	Prepare a report for Council/ Committee proposing a revised policy for the management of car parking across the Highlands. Allocation of parking revenue should take account of local needs.
6/01	Agree a Communications Plan as part of the process to be followed when applying the revised policy to include consultation with local bodies including business representatives (and 8/06 below).
6/02	Engage local committees in identifying qualifying local expenditure to which an element of the locally sourced income from car parking can be put.
6/03	Build in feedback on use of car parks into future survey work and link to improvement in wellbeing, including the use of active travel options.
6/04	Link survey work into the benefits that income generated from car parks could bring.
8/01	Include parking revenue within the Community Services' budget, disaggregated to each local committee.
8/02	Develop a standard reporting template which highlights the impact of any proposed changes on the locality.
8/03	After the first year, the council should set the corporate budget based on actual outturns (real time information).
8/04	The council should authorise local committees to utilise the additional income against qualifying heads of expenditure within the Community Services disaggregated budgets.
8/05	Local committees should be authorised to alter tariff levels within their locality as long as the overall income levels are achieved and there are no adverse traffic management implications.

8/06	Identify a Communication Plan which engages communities effectively, highlighting the benefits whilst also accounting for any concerns (and 6/01 above).
8/07	Parking revenue and area spend should be reviewed thereafter on a 5 year cycle, sharing good practice, all in line with agreed policy.
8/08	Review the Scheme of Delegation to ensure that the relevant statutory functions relating to parking are adequately captured.
8/09	To facilitate local decision-making, review the Scheme of Delegation to provide City and Local Committees with the ability to: <ul style="list-style-type: none"> • designate and manage car parks within area; • ensure suitable TROs are in place; • set and vary parking charges locally; • allocate parking revenue to appropriate expenditure budgets within the Community Services disaggregated budget
8/10	The Scheme of Delegation should be amended to reflect the split between the Parking functions delegated to EDI Committee and those delegated to City and Local Committees.
8/11	Ward Member views should be taken into account where local committees cover large geographies.

2. Issues To Consider Prior to Any Decision Being Made

Key issues will be:

- **Identification of existing car parks** - This would be best done by using a street plan. All Car Parking should be identified, including current parking controls.
- **Identification of the budget associated with each car park** – this would draw on the proposed individual budget associated with each car park location and the target for car parking income set for the Area Committee. See further information attached at Appendix 2 and the separate briefing to the workshop on finance and governance proposals.
- **Apply the policy** - A copy of the new Policy which defines the objectives of managing the Parking Estate, including delivering on Localism, should also be referred to. See the current draft policy objectives appended. (*The revised policy based on the agreed changes to far will come to a future workshop*). Members should be aware of the balanced approach which has been taken to ensure that the revisions to the current arrangements complement the need to support Active Travel and help facilitate turnover so drivers are encouraged to use the available space for parking effectively. Also supporting the vibrancy of

our Communities by balancing well managed parking, applying enforcement and encouraging footfall, is crucial.

- **Seek clarity on the proposals** - for revising the current **{On/Off Street}** parking arrangements.
- **Data Analysis** - review information from modelling to understand car park usage and budget impacts.
- Consider if the **reasons for the proposals are clear** along with the likely implications for the local area. These include the potential benefits of using the income available from the Community Services Disaggregated Budget for use on local priorities, at the discretion of the Committee.
- If the proposals are not to proceed, consider how else the Local Committee can generate the income required or bear a reduction in budget for other Community Services.
- **Community Engagement** - This is fundamental and will involve an appraisal of existing engagement and any additional consultation to take place on agreement of the recommendations. This needs to identify:
 - who the stakeholders are (including community councils and local businesses),
 - the purpose of engaging with them,
 - the most appropriate methods to use,
 - the timing of engagement and
 - the timescale for engagement – to fit with e.g. budget decisions, committee meeting timetable.

See below on impact assessment.

The engagement must have clarity on the proposed change, the benefits they are expected to bring and what would happen if they cannot be taken forward.

It may be appropriate to consider using participatory budgeting approaches to gain public views on the choices to be made.

The dialogue will include charging hours, charging seasons and tariff ranges and identify future income levels which should be taken forward to disaggregated budgets.

- **Understanding impacts** – One aspect of engagement will be to consider the impacts for those using car parks and those affected by potential changes to car parks. We have statutory duties to consider and assess the potential impact changes may have on:
 - protected groups as defined by the Equality Act,
 - potential socio-economic impact as per the Fairer Scotland Duty. In addition the Council's practice is also to consider and assess the:
 - potential impacts upon rural communities.

These considerations, where possible, should be made at an early stage and should take account of what evidence there is and identify how these may be incorporated into any engagement or consultation. Impacts may be positive or negative but where negative, mitigating actions or changes to the policy or approach, should be considered in order to minimise any impacts identified. Corporate guidance and support is available from the policy team and service representatives.

- A **communications plan** should be prepared. This will support the engagement above. It should also provide clarity on the local budget and an explanation as what the additional income could be used for (all within the new car parking policy), and what else would need to reduce if car parking income is not changed. This should help make the options transparent for communities.
- **Amending proposals and confirming proposals** - when analysis and engagement has concluded Members should feel they have enough evidence to be ready for final proposals to be prepared for a Committee meeting. Ideally this approach should enable consensus but that may not always be possible. Debate on the proposals can take place at Committee before a decision is made.
- **Preparation of the Committee report** – this will include the proposals for change, the business case for them (against the policy) and how engagement has influenced them. It should specify the impacts identified and what, if any, mitigation is possible if they are negative. Positive impacts should also be reported. A template can be provided to ensure consistency across all Area Committees.

3. Formal decision- making and implementation

- **Action following the Committee decision** – in addition to implementing the changes agreed, the changes need to be communicated to the public. Methods for doing this effectively should be identified.
- **Monitoring and review** - budget monitoring reports for the (proposed) devolved car parking budget should be presented to each Committee meeting to allow any in-year adjustments to be considered. Feedback on use of car parks will be developed to feed into future assessments and link to improved wellbeing, including the use of active travel options.
- **Re-investing any surplus** – when annual out-turn reports are available (May/June each year) Committees can decide how to re-invest any surplus income generated.
- **Dealing with deficits** – when annual out-turn reports are available (May/June each year) and if car parking income expected has not been achieved, Committees can decide how to deal with the deficit, including off-setting it against other categories of Community Services expenditure.

4. Next steps

It may help for these steps to be set out as a checklist or in a flow chart for use when considering change to car parking. If the Board thinks this would be helpful this can be developed and presented along with the full revised policy at the next workshop.

Appendix 1

The current draft Policy objectives for car parking, based on the Board's agreement to date are:

- Contribute significantly to good traffic management.
- Be a key component of the Council's strategy for integrated transport and active travel.
- Promote growth in the local economy.
- Provide opportunities that meet the aspirations of users.
- Allow key decisions to be taken locally.
- Ensure that good local data is available to decision-makers.
- Be based on transparent rules which are applied consistently and fairly across Highland.
- Ensure that parking revenue contributes to local infrastructure improvement, including expansion of the parking estate and sustainable travel.
- Ensure that pricing strategies are adopted which differentiate the market and support behavioural change.
- Be delivered in a cost-effective way.
- Comply with all current legislation.

Appendix 2

Further information on disaggregated budgets & delivering on localism

The Community Services disaggregated budget for the Local Committee Area should be attached. By accurately disaggregating car park income and expenditure for each local committee, Members and local communities would be able to see how much their own locality is contributing to the Council's expenditure. By identifying the expected revenue from local car parking arrangements, we could allow income achieved (or a proportion thereof) over and above budgeted sums within the relevant financial year to be retained for local use through the governance of the local committee. This additional income will then be available for the relevant local committee to apply to other local Community Service's budgets.

The main points are;

Method - Budgets are assessed on a retrospective basis, allowing the Council to allocate the Community Service's budget for the next financial year in the knowledge of the additional income available from the previous financial year so as to monitor sums available for distribution by local committees.

Qualifying projects could include additional roads maintenance, winter maintenance, the provision of village officers, added value public toilet provision etc. Local community transport initiatives in support of parking implementation could also be considered through this route.

Flexibility - This includes allowing local committees to change local tariff levels based on modelling which shows that, for example, by increasing tariffs in one car park and reducing them in another, whilst local needs would be served, budgeted income levels would also not be prejudiced.