

<b>REPORT TO THE EXECUTIVE</b>		Report No.13
<b>Date of Meeting</b>	6 <sup>th</sup> December 2007	
<b>Title of Report</b>	<b>Leasing Vehicles for the Use of Parking Attendants</b>	
<b>Portfolio</b>	<b>Built Environment</b>	
Link to Corporate Priorities	<b>To promote vibrant, safe and inclusive communities</b>	
Key Decision	No	
Executive Workplan Ref	B378	
Public Report	Yes	

### Summary of Report

The report seeks the approval for the lease of 4 vehicles for the use of Parking Attendants whilst undertaking their duties on behalf of the Council.

### Officer Recommendations

**Option 1: That 4 vehicles are leased for the use of Parking Attendants. This will eliminate the instances of vandalism against the private vehicles owned by Parking Attendants and provide a visible deterrent to instances of illegal parking.**

Other than those implications agreed with the relevant Officers and referred to below, there are no other implications associated with this report.

Financial Implications	Legal Implications	Community & Environmental Implications	Human Resources Implications	Equality & Diversity Implications
Yes	None	Yes	Yes	None

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## **1. Introduction**

- 1.1 This report is prepared by the Senior Parking Officer to inform the Executive of the vandalism to cars owned by Parking Attendants who are expected to use their private vehicles whilst undertaking their duties on behalf of the Council. The report also proposes the lease of 4 vehicles to the Council that will be used by the Parking Attendants thus stopping the vandalism.

## **2. Options and Options Appraisal**

- 2.1 Option 1: That the Executive agree the lease of 4 vehicles for the use of the Parking Attendants. This is expected to reduce the instances of vandalism against the private vehicles owned by Parking Attendants and provide a visible deterrent to instances of illegal parking.
- 2.2 Option 2: That the Executive does not agree the lease of 4 vehicles for the use of Parking Attendants. The Parking Attendants will continue to undertake their duties in their private vehicles and the Council will continue to be liable for the repairs to the vehicles and may be liable for any increase of insurance premium faced by Parking Attendants when renewing their policy.

## **3. Background Information**

- 3.1 Members will be aware that the responsibility for on street parking enforcement switched from Wiltshire Constabulary to the Council on 4<sup>th</sup> September 2006. This allowed for Parking Attendants employed by the Council to enforce on street parking contraventions including double yellow lines and overstaying limited waiting areas.
- 3.2 Parking Services currently have 2 Council vehicles for use by Parking Attendants whilst undertaking their duties. The remaining areas of the district are patrolled by the Parking Attendants in their private vehicles. The Parking Attendants who are not issued a council vehicle for their patrol are classed as casual car users under the terms & conditions of their contract.
- 3.3 Since the current enforcement has been undertaken 3 parking attendants have had their private vehicles vandalised. 1 vehicle had 1 tyre slashed, 1 vehicle had 2 tyres slashed and 1 vehicle had all panels on the vehicle keyed. The repairs to the vehicles have been made at the expense of the Council and will be a charge on the Insurance Fund with a total cost of in excess of £1200. We have also had 1 council vehicle damaged with all the plastic trim removed.
- 3.4 A driver of a vehicle must, under the conditions of a motor insurance policy, report the damage to his/her insurance company. The damage as highlighted above could possibly lead to an increase in insurance premiums for the Parking Attendants even though their insurance company did not have to pay for the damage.
- 3.5 Therefore it is recommended that the Council lease 4 vehicles for the use of Parking Attendants whilst undertaking their duties. The vehicles will also enable Parking Service to distribute barriers and cones more effectively, carry stock easier as well as removing the likelihood of damage to private vehicles.

#### **4. Human Resource Implications**

- 4.1 The instances of vandalism have affected morale of the staff. It is a serious matter and could leave a member of staff vulnerable to further attack if the vehicle is highlighted as belonging to a Parking Attendant. Unison has produced evidence that at least 1 Parking Attendant is attacked every day whilst undertaking their duties and safety of Council staff is of paramount importance.

#### **5. Community and Environmental Implications**

- 5.1 The lease vehicles as highlighted above may reduce the levels of exhaust emissions due to the smaller size of the engine compared to the private vehicles owned by the Parking Attendants.
- 5.2 Council liveried vehicles are a visible deterrent to instances of illegal parking reinforcing the Council's message of "Think before you Park". This will help to raise the profile of parking enforcement within the community.

#### **6. Financial Implications**

- 6.1 After comparing the market, the following suitable vehicles can be leased for 5 years at 30k miles per annum. After comparing the costs of the vehicles the Renault Clio is the preferred choice based on the significantly lower monthly lease charge.

Make of Vehicle	Lease cost per month	Purchase price
Renault Clio Campus 1.5D	£1549	£9680
Ford Fiesta 1.4TDCi	£1828	£10046
Citroen C2 Enterprise 1.4HDI	£1920	£9670
Fiat Punto 04 1.3MJ	£1804	£10216
Vauxhall Corsa 1.3 cDTi	£1850	£11320
Peugeot 206 1.4HDI Look	£1699	£10207

- 6.2 There will be costs of signage for the vehicles estimated to be £200 per vehicle.
- 6.3 Insurance costs are estimated at £360 per annum per vehicle. Fuel costs for 30k miles per annum are estimated at £500 per annum per vehicle. This gives a total cost to the Council for the required 4 vehicles of £9636 per annum.
- 6.4 The budget forecast for casual user's mileage allowance claims for Parking Attendants for financial year 2007/2008 is £19.5k. Therefore the cost to the Council would reduce significantly with the lease of the vehicles.

#### **7. Risk Analysis**

- 7.1 There are no significant risks to the Council beyond those highlighted above.

<b>Appendices:</b>	None
<b>Background Documents Used in the Preparation of this Report:</b>	None

**Previous Decisions Connected with this Report**

<b>Report</b>	<b>Committee &amp; Date</b>	<b>Minute Reference</b>
• None		