

**Report of Director of City Development**

**Report to Executive Board**

**Date: 19<sup>th</sup> June 2013**

**Subject: PARKING PERMIT CHARGES**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

- 1 There are just under 100 Resident Permit Parking (RPP) schemes in place across the City with approximately 14,700 resident permits and 15,300 visitor permits issued by Parking Services.
- 2 There is currently no charge for these permits. In comparison to other Core Cities, it is only in Leeds and Liverpool where permits are free, where as elsewhere the charges range from £25 to £347 p.a. The cost of promoting, introducing and administering the schemes is met from within existing revenue and Capital budgets.
- 3 In the 2013-14 budget consultation, YouGov poll, 46% of respondents supported increasing parking charges in preference to other “across the board” options for funding services. Subsequently as part of the budget setting process for 2013/14 assumptions have been made relating to income from the introduction of charges for Residents Parking Permits. (RPP)
- 4 This report outlines the initial proposal for a Residents Parking Permit charge as the basis for consultation and seeks approval to progress the further development and introduction of proposals.

## **Recommendations**

5 Executive Board is requested:

- i) to note the content of this report and work undertaken to prepare proposals and consult on the introduction of a charge for Residents Parking Permits as included within the annual budget report;
- ii) to agree the initial proposals for establishing a charge for Residents Parking Permits as the basis for consultation;
- iii) give authority to the further development of detailed proposals for charging for Residents Parking Permits as contained within the Council's approved 2013-14 revenue budget; and
- iv) to receive a report setting out the final proposals in due course.

### **1 Purpose of this report**

1.1 The report sets out work undertaken to develop proposals for the introduction of a charge for Residents Parking Permits as identified in the annual budget report and details the basis under which a charge could be made should Executive Board resolve to proceed with such a proposal.

### **2 Background information**

2.1 Leeds has just under 100 Resident Permit Parking Schemes (RPPS's) across the City with approximately 14,700 resident permits and 15,300 visitor permits. Residents Parking Permit schemes are implemented by the Highways and Transportation Service in City Development by means of Traffic Regulation Orders and managed by Parking Services in Environment and Neighbourhoods within their respective budget and resource allocations.

2.2 The majority of the present schemes have been introduced following representations from residents and/or Ward Members regarding local parking issues. Additionally, a small number of schemes have been implemented as part planning obligations with Section 106 developer funding. The issues are reviewed and evaluated by officers in conjunction with local consultation and Ward Member input and where an RPPS is identified as an appropriate solution and subject to budget availability. Scheme proposals are prepared including the promotion of the required TRO which specifies the extents of the scheme and provides for its enforcement.

2.3 Implementation of a scheme is by legally sealed TRO's and demarcation of the one by means of the appropriate regulatory signs and road markings. Occupiers of the eligible properties are invited to make applications for a parking permit for any vehicle that is registered to an address on the eligible properties list. There is no limit to the number of residents permits that can be issued to a household. They can also apply for a single visitors permit which is not limited to a particular vehicle. Enforcement of the regulations is by Civil Enforcement Officers who are able to issue Penalty Charge Notices to any vehicles not displaying a valid permit. Currently permits are issued on a three year rolling cycle for ease of administration.

- 2.4 The possession of a Residents Parking Permit in effect provides designated parking spaces for permit holders which is not available to other road users within the local area. However, the holder does not have any special claim to a parking space on the public highway in front of their own property and the regulations do not provide for such provision to be made.
- 2.5 As well as provision for residents' visitor permits, permits may also be purchased by health and social care agencies to enable their staff to provide services to their clients at home as necessary (around 50% of such permits are issued to NHS services). Informal discretionary arrangements are also operated so that for exceptional and one-off circumstances residents can request that visitors are permitted to park a nominated vehicle within the zone without a permit for a defined period.
- 2.6 The costs associated with most of this work are covered within the existing budgets of the Directorates concerned. Within, the current financial climate, consideration has been given to reducing costs or raising income to offset the costs incurred. Currently, the resident and visitor permits are issued free. Charges are however made for business and contractors permits and permits which are lost, misplaced, damaged or stolen. Currently both Environment and Neighbourhoods and City Development Directorates have subsumed respectively, the increasing and not inconsiderable costs of processing permit applications and investigating and providing schemes on site within their current, increasingly pressurised, budgets.
- 2.7 A Scrutiny Board review into Resident Permit Parking was conducted in 2008 and this recommended that the introduction of a charge be considered further. However, this was not pursued at that time. Subsequently, with increasing pressure on Council budgets an external review of City Development Directorate funding and budgets was conducted which included considering the potential to offset the cost of some of its services by raising additional income. This study identified the potential for charges for RPP to contribute towards budget pressures.
- 2.8 A review of practise for comparable authorities elsewhere has been undertaken. This has shown the majority of the Core Cities make some form of charge for RPPS. However, each authority has tailored their schemes to local circumstances. Therefore, within the Core Cities group there are different methods of charging for resident permits with costs ranging from free to £347 per annum. Costs across other local authorities have also been investigated and range from being offered free (in some cases zone specific) to £50 for the first increasing to £150 for additional permits (per annum). A list of charges from Core City and other cities are included in Appendix 1.
- 2.9 The City Council, as part of the budgetary process for 2013/14, at its meeting in February 2013, determined to review the charges for parking including within this scope RPP's where charges are not currently levied. The City Development and Environment and Neighbourhood Directorates have therefore reviewed the situation and this work is reflected in this report.

### **3 Main Issues**

- 3.1 The introduction of charges for any service previously provided for free is always likely to be contentious. However, a decision to introduce a charge for Residents Parking Permits would be influenced by the following factors.

- 3.2 The Council's faces significant budget pressure for the current and future years and other equally difficult decisions are being considered in other service areas. Not to charge in areas such as car parking will only lead to more difficult and contentious decisions needing to be considered. As part of the budget consultation for 2013/14 the Council sought views via the YouGov poll. 46% of respondents to that exercise said that increasing car parking charges was an option they favoured, this was significantly more than other 'across the board' options such as increasing Council Tax.
- 3.3 Following the approval of the 2013-14 budget work has been undertaken to investigate the options for the introduction of a charge for all Residents Parking Permit Schemes. As indicated above, with increasing pressure on Council budgets, as part of the pre-budget preparations City Development Directorate commissioned an external review of the potential to offset the cost of some of its services, for example highways, transportation and allied services, from external income sources. The potential to charge for resident permits was one recommendation.
- 3.4 It is further noted that the Council reports income and expenditure under various headings as part of its annual budget reporting process; for 2012/13 the following was reported in relation to car parking:-

- Turnover - £12.575 million
- Net surplus - £5.579 million

Total expenditure on Highway related activities for the same period was £10.436 million.

- 3.5 Currently charging arrangements are in place for Business Permits and for the replacement of lost, stolen or damaged Residents and Visitor Permits. As part of this process it is also proposed to review these charges.

### **Initial Proposal for a Residents Parking Permit Charge**

- 3.6 On the above basis and to take account of any potential reductions in the number of renewals and permits circulating it is concluded that annual permit charges within a range from £35 to £70 should be considered. Charging at this level would enable the costs of this service to be covered and thereby contribute to Directorate budget pressures as identified in the annual budget report.
- 3.7 Various alternative options for how a charge might be levied are also possible including: a flat fee per permit; an escalating fee based upon engine size; an escalating fee which increases with number of permits and a zonal charge. It will, however, be important in considering any charging structure to ensure clarity for both the user and managers of any scheme. An approach towards the flat fee end of the spectrum has been adopted for the "initial proposal" described in this report.
- 3.8 There is scope to provide exemptions to the charge and this has been given careful consideration. As indicated in the Equality Impact Assessment, provision of the residents permit for a disabled person holding a Blue Badge would be exempt from the charge. It is also considered that there is merit in supporting the Council's Environmental Policy and targets for reducing CO<sub>2</sub> emissions with fee exemptions

for certain Low Emission Vehicles (LEVs), which for this initial proposal has been set against vehicles with CO<sub>2</sub> emissions up to 100g/km (Vehicle Tax Band A).

3.9 Therefore, the initial proposal is as follows:

- Residents Parking Permit 1<sup>st</sup> Permit £50 per annum
- Residents Parking Permit Further permits £50 each per annum
- Blue Badge holders Free
- Low Emission Vehicles Free

3.10 It is appreciated that residents may respond to the introduction of a charge in a number of ways. Should a charge be introduced residents will have the option of applying for and purchasing a permit for each vehicle registered at that property which parks on the highway (vehicles which park within the boundary of the property will not require a permit), or choosing not to purchase a permit and have to park either outside of the boundary of the local permit scheme or within their property boundary. In preparing these proposals it is recognised that some residents may no longer want a permit scheme in their neighbourhood. Therefore if a majority of residents do not purchase a permit a review of the local scheme may be appropriate and provision for this will be built into the detailed roll-out proposals.

3.11 The introduction of a new charge for RPP would require amendments to the processes for administering the scheme; the establishment of payment procedures; the agreement of an appropriate charging scheme for both the resident and visitors permits; and any discounts or exemptions. It will also be necessary to ensure a robust and secure system is in place which is resistant to misuse.

3.12 The introduction of a charge may reduce the number of requests for resident permit schemes which in turn would reduce the pressure on current highway budgets and enable funding to be reallocated to provide other road safety or congestion reducing traffic measures, often requested by Members or their constituents. Measures to respond and address such requests are being built into the budget assumptions.

3.13 While the majority of RPPSs are funded the service capital budgets from time to time schemes are provided through a Section 106 planning condition as part of a new development. These arrangements are generally made where the assessment of the development and feedback indicates is a strong likelihood for the development to impact on parking on surrounding streets and hence not be supported by local residents without appropriate mitigation. Any final proposals would need to have regard to an appropriate solution which it is suggested should apply for a period of five years after completion of the development concerned.

#### **Initial Proposal for Visitor Permit Charge**

3.14 The RPPS also makes provision for the issue of Visitor Permits. Leeds currently provides one visitor permit per eligible property which can be used as often as needed. Some residents may have more visitors than others and anyone with infrequent visitors may not wish to purchase an annual visitor permit. It is important that any charging arrangements apply an equitable and fair approach to fees for Visitor Permits that reflects the variety of situations residents may face and also protects against the misuse of such permits which is known issue.

- 3.15 Options for visitor permits have been considered carefully. It is suggested that if charges are to be introduced then it would be reasonable that Visitor Permits should also fall within the scope and range of the fee proposals. There are however a range of flexible options for achieving this such as, an annual permit as currently provided or an alternative “pre payment arrangements such as vouchers or scratch cards. It should be noted that the existing flexibility for granting specific parking dispensations will be retained for one-off special circumstances by request and for the continued provision of permits to health and social care agencies.
- 3.16 The initial proposal is therefore as follows:
- Visitor Permit £50 per annum
  - Pre-payment £10 per book/pack of 10 day tickets
  - Blue Badge Holders Free

### **Initial Proposals for reviewing existing Business Permit and other fees**

- 3.17 Charges are already levied for replacement permits, contractors permits and business permits. It is proposed to increase existing fees as follows:
- Damaged, lost or stolen permits Present £10 Proposed £20.
  - Contractors daily permits Present £5 Proposed £10.
  - Business Permits Present £60 No change

### **Administration and Consultation**

- 3.18 Currently Permits are renewed in phased manner over a three year period. Whilst it would be feasible to continue in this manner, if a charge is to be introduced it would make sense to move to a common annual renewal date which would have the benefits of consistency for all concerned and equal treatment for all residents from the outset.
- 3.19 As detailed in section 4.1 below, before any final proposals are concluded it is planned to undertake Ward Member and public consultation in order to confirm the detailed specification of final proposals for a charging scheme.

## **4. Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 In the “YouGov survey” ‘You Choose’ that the Council undertook as part of the budget setting process, 867 out of 1895 submissions (46%) chose increasing parking charges as a potential contributor to balancing the Council budget. However, it is not anticipated that the introduction of a charge for a service for which no payment is presently made will be supported by residents currently receiving this facility. Although, for future schemes this will be a clear choice for residents in an area where such a scheme may be an option.
- 4.1.2 If Members agree to proceed with the further development and implementation of a charge it is intended that a communication plan will be put in place well in advance of the roll out of any final proposals. This will form the basis for communicating with residents to ensure that they fully understand the implications of the proposals, potential timing, their purpose, likely costs and the process for implementation.

Ultimately residents will of course have the option not to purchase permits and make alternative parking arrangements.

- 4.1.3 It is intended that the consultation process will engage with the public through the Citizens Panel and separately with the residents within the present permit zones. The findings from those groups will influence the survey which will be sent to all permit holders. The results from the both the panels and surveys will be used to shape any final proposals that may be brought forward to the Executive Board in due course. An initial information letter will be provided to Ward Members together with briefing opportunities before the public consultation stage commences.
- 4.1.4 Currently a number of existing areas are expected to fall due for permit renewals. Since this will begin to occur prior to a decision being on the progress of the proposals and any resulting detailed work to develop and implement a charge. When renewals are falling due, the affected residents will be notified that this review is taking place and invited to renew their permits for interim period pending any new changes becoming effective. They will then be advised in writing of progress with the proposals
- 4.1.5 There are instances where new RPPS's are in the process of being considered or developed. Where residents have supported the introduction of a scheme on the basis of free permits; further consultation has been undertaken as to whether or not they would still want the scheme if a charge was levied. Responses to-date have shown that residents would not want the scheme to proceed if this was the case.
- 4.1.6 Consultation is planned to commence in June with findings submitted to the Executive Board later in the year. If the Executive Board resolves to proceed the introduction of charges, all residents will be notified shortly after the decision with an intended implementation date of late November 2013

## **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 An Equality Impact Assessment has been prepared and is appended to this report. This was conducted as workshop within the two Directorates concerned and with input from the relevant Equality Officers.
- 4.2.2 The Assessment indicated the positive impacts of a scheme to charge for Residents' Parking Permits as being:-
- Disabled drivers will continue to receive free permits.
  - Increased opportunity for residents to have the privilege of parking close to their property which will be of more benefit to those with mobility issues, parent and carers and the disabled.
  - Low emission vehicle owners may also benefit from a zero charge which could improve the environment.
  - Service users will pay for the preferential service they receive directly.
  - Visitor permits will still be available and will allow medical provision to continue which is essential for the elderly and the infirm.
- 4.2.3 The identified negative impacts were identified as being:-
- Financial, especially those on low incomes. In this regard it would be the intention to pitch the fees for Residents and Visitor Permits at a level which should be affordable for all users.

4.2.4 If a charging scheme is introduced it will be accompanied by detailed monitoring arrangements to determine the extent of any negative impact after the applications for new permits have been processed. This will include reviewing the level of 'drop out', i.e. number of residents not renewing their permits, from the schemes and compare identified disadvantaged wards with other wards.

### **4.3 Council policies and City Priorities**

4.3.1 The Cross Council Priorities include 'Spending Money Wisely'. A proposal for charging for Residents' Parking Permits would support Directorate budgets and the continued delivery of key services by relieving the cost of managing and operating the RPPS from present budgets and contributing any surplus towards the costs of highways and transportation and associated services.

4.3.2 The City Priority Plan and Best City documents aim to improve the environment through reduced carbon emissions. By using a fee system which promotes the use of alternative fuels and low emission vehicles the environment can be improved in line with Environmental Policy and Healthy Leeds Strategy..

### **4.4 Resources and value for money**

4.4.1 The initial development of proposals for the introduction of a charge for Residents Parking Permits are being provided from within existing Directorate resources.

4.4.2 Income assumptions from Residents Parking Permit charges are contained within the Council's approved 2013/14 revenue budget.

4.4.3 The review and any resulting project development costs will be funded from within the existing Directorate budgets.

### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 The report is subject to Call In.

4.5.2 The proposals have no other specific legal implications.

### **4.6 Risk Management**

4.6.1 The project will be managed in accordance with the corporate project management procedures. This will include the use of a full risk register to manage and monitor risk. The main risks associated with the delivery and introduction of proposals to charge for RPPs are detailed below.

4.6.2 Staff and financial resources: A joint service Project Board has been established to oversee the work and co-ordinate the necessary service resources to deliver the agreed programme if approval is given to proceed.

4.6.3 Public and Elected Member opposition to the proposals. A consultation programme is in place and a communications plan is being developed to explain the proposals and ensure the affected residents are fully informed and aware of the detailed plans and their consequences. Ward Members will be advised and consulted on the proposals and provided with the necessary information and updates.



- 4.6.4 Project delays and impacts on budget planning. The Project Board will work alongside Corporate and Directorate resources officers to manage budget provisions and the out-turn financial affects of the scheme.
- 4.6.5 Public response and desire to withdraw from local RPP schemes. The final budget assumptions will need to include for the possibility that some communities may request that their scheme is withdrawn.

## **5 Conclusion**

- 5.1 Leeds is presently one of a very few large local authorities (Core Cities) which does not charge for its residents permits. Other authorities have introduced the charge from the inception of their permit parking strategy.
- 5.2 It is acknowledged that the introduction of a permit charge for existing Resident Permit Schemes is unlikely to be supported by the residents concerned. However "YouGov survey" 'You Choose' conducted as part of the Council's budget setting process indicated that using charges for parking to support the Council's budget was supported as an income source by 46% of residents. The introduction of such a charge has the potential to support the ongoing costs of service delivery within existing Directorate budgets enabling resources to be better targeted at higher priorities and for the ongoing costs of managing and operating RPP schemes from income received.
- 5.3 If proposals for residents permit charges are to be progressed this report has set out the initial options and considerations for a Residents Permit fee which meet the above objectives, similarly, for the complementary Visitor Permit fee options that will provide an equitable and fair scheme which matches the permit options to the likely range of visitor needs.
- 5.4 The first steps to progressing the proposals will be to conduct public consultation to provide information and to take forward the further development of the proposals building on the resulting information.

## **6 Recommendations**

- 6.1 Executive Board is requested:
- i) to note the content of this report and work undertaken to prepare proposals and consult on the introduction of a charge for Residents Parking Permits as included within the annual budget report;
  - ii) to agree the initial proposals for establishing a charge for Residents Parking Permits as the basis for consultation;
  - iii) give authority to the further development of detailed proposals for charging for Residents Parking Permits as contained within the Council's approved 2013 -14 revenue budget; and
  - iv) to receive a report setting out the final proposals in due course.

## **7 Background documents<sup>1</sup>**

7.1 There are no background documents.

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

<b>Directorate:</b> City Development	<b>Service area:</b> Highways and Transportation
<b>Lead person:</b> Howard Claxton	<b>Contact number:</b> 0113 3950851
<b>Date of the EDCI Impact Assessment:</b> 16 January 2013	

<b>1. Title:</b> Residents Permit Parking Scheme Charging Implications
Is this a:
<input checked="" type="checkbox"/> <b>Strategy /Policy</b> <input type="checkbox"/> <b>Service / Function</b> <input type="checkbox"/> <b>Other</b>
<b>If other, please specify</b>
Is this:
<input type="checkbox"/> New/ proposed <input type="checkbox"/> Already exists and is being reviewed <input checked="" type="checkbox"/> Is changing
(Please tick one of the above)

**2. Members of the assessment team:**

<b>Name</b>	<b>Organisation</b>	<b>Role on assessment team e.g. service user, manager of service, specialist</b>
Howard Claxton	LCC	Manager of the Service
Nick Hunt	LCC	Principal Traffic Engineer
Gillian MacLeod	LCC	Transport Development Services Manager
Mark Jefford	LCC	Parking Enforcement Manager
Steven Milligan	LCC	Processing & Systems Manager
Mary Levitt-Hughes	LCC	Equality Champion

**3. Summary of strategy, policy, service or function that was assessed:**

The impact assessment focuses on Residents Permit Parking Schemes (RPPS) and the equality implications that introducing charges will have on current and future schemes.

RPPS are usually requested by local residents who have their parking facilities compromised by an increased influx of additional commuter parking for example, in the vicinity of hospitals, cinemas, offices etc. Developing an RPPS takes a significant amount of time, as each scheme is unique to that particular area, and involves extensive consultation and planning. Leeds City Council has provided this service free of charge, however, other Local Authorities have been charging for this facility for several years.

The RPPS allows permit holders preferential treatment when parking in the streets around their homes and also gives them the option to apply for a visitor permit if required. Permit holders can park without restriction, but non-permit holders, may park for a limited period in some locations.

**4. Scope of the equality, diversity, cohesion and integration impact assessment**  
 (complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)

**4a. Strategy, policy or plan**  
 (please tick the appropriate box below)

The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input checked="" type="checkbox"/>

**Please provide detail:**

The Council has, for numerous years, promoted the introduction of Resident Permit Parking schemes in areas where inconsiderate parking has created difficulties for local residents. The investigation, design, legal processes, implementation and processing of permits has been funded largely through existing Directorate budgets. Over previous years efficiencies have been made in the processes to reduce the costs at a time when numbers of permit parking schemes were increasing.

Due to the budget pressures on Local Authorities it has been necessary to review the services provided for which no charge is made to the recipient. Following an external assessment undertaken across City Development it was considered that the introduction of a charge for permits within resident permit parking schemes should be investigated.

This impact assessment considers the equality, diversity, cohesion and integration impacts of the introduction of a charge for permits.

<b>4b. Service, function, event</b> please tick the appropriate box below	
The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service (including service provision or employment or a specific section of the service)	<input type="checkbox"/>
Procuring of a service (by contract or grant) (please see equality assurance in procurement)	<input type="checkbox"/>
<b>Please provide detail:</b>	
<b>5. Fact finding – what do we already know</b> Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.  (priority should be given to equality, diversity, cohesion and integration related information)	
<b>Service Background</b>  Residents Permit Parking Schemes(RPPS) have been provided by Leeds City Council free of charge, however, there are considerable costs to the Council to provide this service. To implement a RPPS, involves extensive traffic investigations, consultation and the legal process of the Traffic Regulation Order and is very resource intensive. Current requests for RPPS are placed within the traffic prioritisation process, however, the demands on this funding stream are continually increasing.  As a result of an independent review of income within City Development, it was recommended that a charge be considered for RPPS and this has been included in the budget assumptions included in the approved Council budget for 2013-14.  Various other Local Authorities have been charging an annual fee for this service for several years, for example, the Core Cities fees are as follows:	
<ul style="list-style-type: none"> <li>• Birmingham - City Centre (Jewellery Quarter) £210, rest of city currently first permit £15, second £30</li> <li>• Bristol - City Centre £50, rest of city currently first permit £30, second £80, subsequent £200</li> <li>• Liverpool - Free</li> <li>• Manchester - £116 - £347</li> <li>• Newcastle - First permit £25, second £75</li> <li>• Nottingham - Free except for students (£70)</li> <li>• Sheffield - First permit £36, second and additional permits £72</li> </ul>	

### What we know

- There are currently 95 RPPS in Leeds, each covered by an individual Traffic Regulation Order (TRO)
- Currently there is no charge to residents for this services. There is a charge for business permits and for those permits lost or damaged.
- Presently there are 30 thousand permits in operation
- The split between resident and visitor permits is 49% : 51% respectively
- The permits are issued on a 3 yearly cycle
- Blue Badge Holders are not allowed to park in RPPS unless they have a permit.
- If a place of worship is included in the RPPS this will be taken into account as part of the Traffic Regulation Order process to allow non residents to park at certain times/days.
- New developments may impact on the surrounding residential areas resulting in the need to introduce a RPPS. This issue may be resolved in the short term by the developers covering the first 5 years charges and then it would revert back to the residents for subsequent years.
- As with all parking restriction orders, except "Clearways", there is the provision to 'drop off and pick up/load and unload' within permit areas. This enables these actions to be undertaken without the need for a permit and therefore provides for relatives or friends picking up/dropping off those who are elderly or infirm, delivering shopping or for parents and carers with young children.
- Provision for health and social care visits is made through a facility offered to their agencies for the purchase staff permits which compliments that available from the resident's own visitor permit where one is held.

### Are there any gaps in equality and diversity information Please provide detail:

### Action required:

- Agree and set the level of the charges
- Review the existing 'Resident Permit Parking Zones'

### 6. Wider involvement – have you involved groups of people who are most likely to be affected or interested

Yes

No

### Please provide detail:

As the introduction of RPPS's is an ongoing process there have been a small number of schemes in progress where residents have previously been consulted on introducing a scheme when there was no consideration of a charge. These residents have been re-consulted on their view should a permit charge be introduced in the future. The majority of respondents have indicated they would not wish the RPPS to progress if a charge was made for resident permits.

<b>Action required:</b>		
None		
<b>7. Who may be affected by this activity?</b>		
please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function		
<b>Equality characteristics</b>		
<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Carers	<input checked="" type="checkbox"/> Disability
<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Race	<input type="checkbox"/> Religion or Belief
<input type="checkbox"/> Sex (male or female)	<input type="checkbox"/> Sexual orientation	
<input checked="" type="checkbox"/> Other		
(for example – marriage and civil partnership, pregnancy and maternity, social class, income, unemployment, residential location or family background, education or skills level)		
<b>Please specify:</b> Residents on a low income.		
<b>Stakeholders</b>		
<input type="checkbox"/> Services users	<input type="checkbox"/> Employees	<input type="checkbox"/> Trade Unions
<input type="checkbox"/> Partners	<input type="checkbox"/> Members	<input type="checkbox"/> Suppliers
<input checked="" type="checkbox"/> Other please specify		
Only residents within existing RPPS will be effected by the proposals.		
<b>Potential barriers.</b>		
<input type="checkbox"/> Built environment	<input type="checkbox"/> Location of premises and services	
<input type="checkbox"/> Information and communication	<input type="checkbox"/> Customer care	

<input type="checkbox"/>	<b>Timing</b>	<input type="checkbox"/>	<b>Stereotypes and assumptions</b>
<input checked="" type="checkbox"/>	<b>Cost</b>	<input checked="" type="checkbox"/>	<b>Consultation and involvement</b>
<input type="checkbox"/>	<b>specific barriers to the strategy, policy, services or function</b>		
<b>Please specify</b>			

<p><b>8. Positive and negative impact</b>          Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers</p>
<p><b>8a. Positive impact:</b></p> <ul style="list-style-type: none"> <li>Residents will still have the benefit of designated restricted parking provision within the vicinity of their own homes which will be of more benefit to people with mobility issues and parents with young children and the disabled.</li> <li>Zones will continue to have disabled parking bays that allow any blue badge holder who has a permit to use this facility.</li> <li>A concession is to be given to residents who are blue badge holders who will be exempt from paying the annual fee.</li> <li>Low emission vehicle owners may also benefit from a zero charge which could improve the environment.</li> <li>Visitor permits will still be available and will allow medical provision to continue which is essential for the elderly and the infirm.</li> <li>Service users will pay for the preferential service they receive directly.</li> </ul>
<p><b>Action required:</b></p> <ul style="list-style-type: none"> <li>Develop communication strategy to promote the privilege of parking in a defined area close to residence and surety of having a parking space.</li> </ul>

<p><b>8b. Negative impact:</b></p> <ul style="list-style-type: none"> <li>Financially we would not have any concessions, which may impact on people on low incomes.</li> <li>Visitor Permits would be included within the scope of fees</li> </ul>
<p><b>Action required:</b></p> <ul style="list-style-type: none"> <li>After applications for new permits have been processed review the level of 'drop out', i.e. number of residents not renewing their permits, from the schemes and</li> </ul>



check against identified disadvantaged wards.

- The arrangements and setting of fee levels for Visitor Permits should reflect the range of potential users and households that would wish to make use of this facility.

**9. Will this activity promote strong and positive relationships between the groups/communities identified?**

Yes

No

**Please provide detail:**

**Action required:**

**10. Does this activity bring groups/communities into increased contact with each other (e.g. in schools, neighbourhood, workplace)?**

Yes

No

**Please provide detail:**

Residents would be able to consider the parking issue close to their properties and as a group seek alternative methods of control if a permit charge is not agreeable.

**Action required:**

If a fee payment is introduced, residents may request a review of the permit zone to be undertaken

**11. Could this activity be perceived as benefiting one group at the expense of another?**

Yes

No

**Please provide detail:**

Residents on the edge of the parking zones may have an advantage as they have the option of free parking relatively closer to them than other residents who live in the centre of the zone.

Residents with low emission vehicles and the disabled motorist with a blue badge will

benefit if these are free from the permit charge.

**Action required:**

- After applications for new permits have been processed review the level of 'drop out', i.e. number of residents not renewing their permits.
- After applications for new permits have been processed review the level low emission vehicles.

**12. Equality, diversity, cohesion and integration action plan**

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

<b>Action</b>	<b>Timescale</b>	<b>Measure</b>	<b>Lead person</b>
Recommend levels of the charges	Mid July 2013	Consider proposed fee for resident and visitor permits. Review other permit fees. Consider whether any concessions can be agreed.	Traffic Engineering services
Review the Existing Resident Permit Parking Zones.	Ongoing after any introduction of permit fee.	Review of existing permit zones, subsequent to any introduction of fee, if requested by residents.	Traffic Engineering services
Develop and implement a consultation and communication strategy	From June and then ongoing	To highlight the benefits to residents from the provision of designated and restricted parking close to their place of residence and the surety this gives of finding a convenient parking space.	Corporate Communication services
Review the level of 'drop out', ie number of residents not renewing their permits, from the schemes.	Subsequent to all permits being issued.	Check against identified disadvantaged wards. Confirm levels of 'drop out' in disadvantaged wards, all RPPS's and for low emission vehicles.	Parking services

<b>13. Governance, ownership and approval</b> State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment		
Name	Job Title	Date
Andrew Hall	Head of Transport Policy	13 May 2013

<b>14. Monitoring progress for equality, diversity, cohesion and integration actions</b> (please tick)	
<input checked="" type="checkbox"/>	As part of Service Planning performance monitoring
<input type="checkbox"/>	As part of Project monitoring
<input type="checkbox"/>	Update report will be agreed and provided to the appropriate board Please specify which board
<input type="checkbox"/>	Other (please specify)

<b>15. Publishing</b>	
<b>Date copy sent to Equality Team</b>	
<b>Date published</b>	

## APPENDIX 1

### Comparison of Parking Permit fees from other cities

**Table 1: Core Cities**

Authority	Annual Resident Permit Charge
Birmingham	City Centre (Jewellery Quarter) £210, rest of city currently first permit £15, second £30
Bristol	City Centre £50, rest of city currently first permit £30, second £80, subsequent £200
Leeds	Free
Liverpool	Free
Manchester	£116 to £347
Newcastle	First permit £25, second £75
Nottingham	Free except for students (£70)
Sheffield	First permit £36, second and additional permits £72

Table 2: Selected other Cities

Authority	Annual Resident Permit Charge
Leicester	<p>Residents' Permit</p> <ul style="list-style-type: none"> <li>• £25</li> <li>• Blue Badge and Carers permit – free</li> </ul> <p>Visitors' Permit</p> <ul style="list-style-type: none"> <li>• 5 free scratch cards p.a</li> <li>• Then £1 each to a maximum of 15 in any 7 consecutive days</li> <li>• Free for over 60 years of age</li> <li>• Scratch cards are active for 48 hours</li> </ul>
Oxford	<p>Residents' Permit</p> <ul style="list-style-type: none"> <li>• First &amp; Second - £50, Third £100, Fourth £150</li> <li>• Blue Badge – free</li> </ul> <p>Visitors' Permit</p> <ul style="list-style-type: none"> <li>• Eligible to anybody over 17 in the household</li> <li>• 25 free scratch cards p.a.</li> <li>• Can apply for a second batch of 25 after 6 months - £16</li> <li>• Free for anybody over 70</li> </ul>
Southampton	<p>Residents' Permit</p> <ul style="list-style-type: none"> <li>• First - free (except in Zones 17 &amp; 18 - £60 p.a.)</li> <li>• Second - £30 (zones 2 – 12 &amp; 16) (free in other zones)</li> <li>• Blue Badge holders – free (unconfirmed)</li> </ul> <p>Visitors' Permit</p> <ul style="list-style-type: none"> <li>• Max 6 books of 10 p.a. @ £10 per book (zones 1 – 12 &amp; 16)</li> <li>• Max 2 books of 10 p.a. @ £10 per book (zones 13 – 15)</li> <li>• Annual Visitors' Pass - £30 (zones 1 – 12 &amp; 16)</li> </ul>
Derby	<p>Residents' Permit</p> <ul style="list-style-type: none"> <li>• First - £25, Second - £50,</li> <li>• Blue Badge - free</li> </ul> <p>Visitors' Permit</p> <ul style="list-style-type: none"> <li>• 20p each</li> <li>• Max 50 at a time</li> <li>• Does appear to be an annual ceiling</li> </ul> <p>Carer's Permit</p> <ul style="list-style-type: none"> <li>• £25</li> </ul>

Coventry	<p>Both Residents' Permits &amp; Visitors' Permits are free in areas where Section 106 money has been made available Residents were told at the time that charges would be made when the S106 money runs out. Trade in Visitor Permits is very lucrative around the Arena.</p> <p>Residents' Permits</p> <ul style="list-style-type: none"> <li>• £10 for 3 years in areas not covered by S106.</li> </ul> <p>Visitors' Permits</p> <ul style="list-style-type: none"> <li>• Scratch Cards are available at £10 for a book of 10 or £20 for 25</li> <li>• Scratch Cards are to be phased out &amp; replaced by a single disk</li> </ul>
Bradford	<p>Residents' Permit</p> <ul style="list-style-type: none"> <li>• Free – vehicle must be under 35cwt unladen</li> <li>• Blue Badge require Residents' Permit</li> </ul> <p>Visitors' Permit</p> <ul style="list-style-type: none"> <li>• Free</li> <li>• One per household</li> </ul>