

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:

4976

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Department:

Growth and City Development

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Subject:

Updated Workplace Parking Levy Operating Model - Increase to Staffing Budget

Total Value:

£82,113 p.a. (Type: Revenue)

Decision Being Taken:

To approve an increase in the Workplace Parking Levy (WPL) budget to allow the recruitment of new posts and the delivery of a new Operating Model.

Reasons for the Decision(s)

As the recovery from Covid 19 progresses, it is clear that travel behaviours have changed and are continuing to evolve as more flexible and hybrid patterns of working are being adopted across many business sectors; this manifests itself in daily variations of employee travel behaviours when commuting to their employers premises. This is resulting in a much more dynamic and variable WPL liability. These behaviour changes are making it more time consuming to establish accurate WPL licensing levels and requires a greater WPL team presence to gather frequent and accurate data to deliver scheme compliance and secure income generation. Change is necessary to respond to the embedding of hybrid and flexible working by employees in the "new normal" world. Peak period parking is now consolidated into fewer days of the week meaning that increased resources are required to provide the same amount of compliance activity as pre pandemic.

In order to ensure that the WPL operational team remains fit for purpose in the post pandemic business operating environment with a Best Value focus, a restructure of operational roles is required to update the WPL operating model in order to respond effectively to changes in employer behaviour due to new flexible working practices and the cost of living crisis (although it is recognised that the cost of living crisis will be temporary but for an unknown length of time). An updated WPL operating model has been developed which will introduce new roles to deliver an "intelligence led" approach which will enable much greater team visibility aimed at delivering speedier employer compliance and securing and improving income generation.

The business rationale is to introduce a new role of WPL Support Officer, these officers will be directed to significantly increase the number of visual inspections for the WPL and WPC schemes across the board and the roles will be operationally tasked and focussed with minimal amount of time spent on administration. The increased WPL team presence across employers' and WPC premises will be positive and initiate positive behaviour change without escalated intervention which is resource intensive.

There is a high degree of likelihood of retirement(s) from the existing WPLO's team within the next 18 months to 3 years, so the creation of the Support Officer posts offer a potential career path and opportunity whilst providing team retention and resilience and also enabling succession planning in these important roles.

Briefing notes documents:

230505 V1.0 Updated WPL Operating Model - Costings - DDM NH.xlsx, 230503 V1.0 Updated WPL Operating Structure NH.pdf

Other Options Considered: The risk of doing nothing with the current establishment is increased non-compliance with the WPL scheme, missed income generating opportunities and potential formal legal compliance action which is very time consuming and costly for the WPL team and Legal Services and would significantly diminish the WPL team's ability to conduct proactive activity.

Background Papers: See attachments

Published Works: None

Affected Wards: Citywide

Colleague / Councillor Interests: The WPL scheme applies across the whole of the City Councils administrative boundary.

Consultations:
Date: 09/03/2023
Other:WPL Team.HR advice was that consultation with the unions wasn't necessary as no jobs were at risk. Consultation with the WPL team was recommended and this was undertaken. Engagement with Major Programmes Finance team (NET Model) 1/3/23.
WPL team feedback was unanimously positive.The Major Programmes Finance team who manage the NET model have been engaged and understand the proposals and can see the financial benefits to the NET model in the longer term and agree that the NET model can support the uplift of the additional staff costs.

Those not consulted are not directly affected by the decision.

Crime and Disorder Implications: N/A

Equality: Please login to the system to view the EIA document: 230524 V3.0 WPL Equality Impact Assessment New Op Model SJ-NH-RD D2.docx

Decision Type: Portfolio Holder

Subject to Call In: Yes

Call In Expiry date: 05/07/2023

Advice Sought:

Legal, Finance, Human Resources, Equality and Diversity

Legal Advice:

This delegation decision raises no issues from a contractual perspective. An increase to the staffing budget is sought so that the team is sufficiently staffed to be able to effectively enforce the WPL Scheme through the implementation of a new operating model. Advice provided by Sarah O'Bradaigh (senior solicitor) on 13/06/2023.

Finance Advice:

The cost of this decision is £82,113 as shown in the attached documents. The WPL scheme has a current income budget of £9.047m. The WPL Manager and NET manager have scheduled 19,100 spaces at a cost of £522 each - totalling £9.970m. By period 2, forecasting is indicating that over £10m is achievable. Income is likely to stay stable or increase with better compliance and management. Even including the additional staffing costs, it is forecast that there will be a surplus, not only from potential increased income but possible under spends in other running costs. Any surplus will go back to the NET reserve, although at this early stage, this figure cannot be determined, but will be monitored as part of budget monitoring and forecasting Advice provided by Michelle Pullen (Commercial Business Partner) on 14/06/2023.

HR Advice:

Proposal seeks to establish a new position (3.0FTE) WPL Support Officer. This role has been reviewed in line with GLPC scheme and evaluated at Grade D. The roles can be accommodated with the WPL structure. Engagement with current team should take place to ensure it is understood how the new roles will fit within the team.

Proposal seeks approval to recruit to the new roles, recruitment to the roles should follow NCC recruitment principles including consideration of colleagues on redeployment.

Advice provided by Andrew Griffiths (Service Redesign Consultant) on 08/06/2023.

Equality and Diversity Advice:

The Equality Impact Assessment has been reviewed. In terms of the impact of those with a disability my advice would be to ensure that all recruitment materials for example job description, advert, person spec etc explicitly indicates that the role does require applicants to hold a driver's license along with the reasons why. Happy to review materials once drafted.

Best practice would be to consult with disability groups to ensure an opportunity has been provided for feedback and to demonstrate due regard has been taken into account.

Overall, there is an impact to anyone who doesn't drive or have a driver's license therefore you may want to indicate this within the EIA. Advice provided by Rosey Donovan (Equality and Employability Consultant) on 20/06/2023.

Signatures

Angela Kandola (PH for Highways, Transport, Planning)

SIGNED and Dated: 28/06/2023

Sajeeda Rose (Corporate Director of Growth & City Development)

SIGNED and Dated: 22/06/2023