

# WPC Information for Community / VC School Head Teachers and Chair of Governors

## Workplace Parking Charge

The following information is provided to schools that have adopted the City Council Workplace Parking Charge scheme. Responsibilities are identified throughout the document.

### WPC- Who is liable?

#### **Who is liable to pay the Workplace Parking Charge?**

- All City Council Employees, school and non-school based (except those entitled to an exemption) parked at school for over 30 minutes.
- All agency staff parked at school for over 30 minutes.

#### **Who will not be liable for the Workplace Parking Charge?**

- Anyone parking at the school for less than 30 minutes.
- Parents
- Volunteers
- Governors who are parked at school undertaking Governor duties
- Non-NCC Maintenance / Service Engineers
- City Council contractors in Fleet Vehicles
- Blue Badge holders and those who have had a “reasonable adjustment” made for them
- Motorbike users

### Permits- General Information

- Parking permits are “transferable” within the City Council properties that are located within the neighbourhood areas. Therefore a permit holder would not be charged twice for visiting another property, e.g. another Community school, The Denewood Centre, E-Learning Centres. The properties that are covered by the City Rates (e.g. Loxley House) would not be included however (apart from Blue Badge Holder permits which cover both areas).
- Being in possession of a permit entitles to park at the premise if there are places available. It does not entitle to a reserved space. Head Teachers may wish to rationalise parking places so that there are not a greater number of staff signed up for the scheme who wish to park at work every day than places available. This is a decision to be made at a local (school) level.
- Colleagues can use more than one vehicle (so the permit is transferable between vehicles).
- All permits displayed must show the appropriate date. Vehicles not displaying a current permit or ticket may be subject to enforcement action.
- A log sheet is provided to be used by the school to record all daily and monthly permits.
- A log sheet is provided to be used by the school to record details of colleagues who have signed up for salary sacrifice, pay deduction or are Blue Badge holders/those who have had a “reasonable adjustment” made for them.



Neighbourhood  
Permit example



Blue Badge Holder  
Permit example

## Parking Charge Options

### **a) i) Annual Salary Sacrifice Scheme- Salary linked rate (Non-Teaching Staff Only)**

The salary sacrifice scheme allows **Non-Teaching Staff** to sacrifice a portion of their gross salary (before tax and National Insurance) on a monthly basis is being offered. The rate (at April 2011) is set at 0.5% (excl. VAT), 0.6% (incl. VAT) of actual<sup>1</sup> salary.

As they are using a portion of your salary, before tax and National Insurance is deducted, they are effectively paying for the scheme with a portion of their gross salary and "saving" the tax and National Insurance that would normally be deducted. If it takes staff under the lower earning limit for National Insurance they are not eligible for the scheme and they will be able to agree to a deduction from their pay instead.

The scheme requires colleagues to vary their contract of employment using the form provided. The scheme will lock colleagues into a 12 month agreement. Colleagues can only normally withdraw from the scheme due to a "life-changing event" or in the event that the charges are changed.

### **a) ii) Annual Salary Payroll Deduction- Salary linked rate (Teaching Staff Only)**

**Teaching staff** are not permitted by their terms and conditions to sign up for a salary sacrifice scheme for workplace parking at the present time.

An alternative payroll deduction scheme will be offered to Teaching Staff where the deduction is made after tax and National Insurance has already been deducted. The rate (at April 2011) is set at 0.5% (excl. VAT), 0.6% (incl. VAT) of actual<sup>1</sup> salary.

The scheme requires colleagues to agree to 12 monthly payroll deduction payments. Colleagues can only normally withdraw from the scheme due to a "life-changing event" or in the event that the charges are changed.

### **b) Monthly Permits- Salary linked rate**

Colleagues may choose to purchase monthly permits. The cost of these permits is linked to (actual<sup>1</sup>) salary (see table). These will be available from the Broad Marsh Car Park.

### **c) Daily Permits- Currently £2**

Colleagues can purchase daily permits in advance. All permits displayed must show the appropriate date. Vehicles not displaying a current permit or ticket may be subject to enforcement action.

## Actions required of the Head Teacher / Governing Body

- Communicate parking scheme options to colleagues.
- Provide salary sacrifice forms for non-teaching staff and payroll deduction forms for teaching staff to complete.
- Send salary sacrifice / payroll deduction / blue badge forms to the following e-mail address for processing: [schoolparking@nottinghamcity.gov.uk](mailto:schoolparking@nottinghamcity.gov.uk)
- Record details of colleagues signing up to the annual schemes and Blue Badge Holders/those requiring reasonable adjustments.
- If the number of individuals wishing to park at work and signed up for the scheme has changed from what was anticipated, change the number on the school's licence.
- Record details of individuals who have purchased monthly permits.
- Locally manage the issuing of daily permits including the taking payments.
- Ensure to the best of their ability that individuals that are liable for the charge, who are parked at the school, have a valid permit.

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<sup>1</sup> Actual salary is defined as total pay before tax and NI contributions. For term time/part time staff this is the pro-rata salary.