

Date 1<sup>st</sup> July 2019

Department: Finance & Resources  
Contact Name: Surjit Nagra  
Contact No: 01753 875727

Dear colleague

**RE: CONFIRMATION OF THE OUTCOME OF THE CAR PARKING CHARGES AND REMOVAL OF THE MILEAGE ALLOWANCE CONSULTATION PROPOSALS**

We are writing to confirm the outcome of two recent consultations regarding 1) The introduction of car park charges on 1 October 2019; and 2) The removal of the £1,000 mileage allowance which is paid when 1000 business miles are driven in any one financial year. Please note this letter constitutes official notice of Slough Borough Council's decision to implement the respective outcomes of both of these consultations.

1) The introduction of car park charges:

This consultation opened on 8 May 2019, and was sent by all user email to all Slough Borough Council staff. The consultation documents were also available on the SBCinsite.

Owing to the Council's planned move to its new headquarters at 25 Windsor Road, and the demolition of Montem Sports Centre to develop 150 new homes, the parking arrangements for all staff must change.

The consultation proposed the implementation of car park charges for all staff that choose to travel by car to the town centre for work purposes, including those that will be based at the Council's new headquarters at 25 Windsor Road. These proposals will also impact the car parking arrangements for staff currently based at St Martins Place, Landmark Place and The Curve.

The consultation invited all staff and trade unions to submit responses and propose any alternative suggestions that still met the Council's objectives. Although Council staff do not have a contractual right to free parking, and as a result of the consultation responses that were received, alterations have been made to the original proposals to help reduce the impact these changes will have on members of staff.

The final parking charge arrangements will be implemented on 1 October 2019 and are as follows:

- Staff on pay Levels 1 – 4, Members and part-time staff on 20 hours or fewer will pay £1 per day - capped at £3 per week;
- Staff on pay Levels 5 and 6 have been moved into the lower level of charging i.e. £1 per day – capped at £3 per week;

- Staff on pay Levels 7-10 will pay £2 per day which will be capped at £6 per week. This proposal remains unchanged;
- Senior Managers from SML 11 upwards will pay £3 per day. This proposal remains unchanged;
- CMT will receive no subsidy for parking and will therefore pay the publically available rate for parking in the Town Centre, currently £5 per day;
- Agency workers backfilling a vacant post within the organisation will pay the charge related to that role; and
- No provision will be made for contractors who will be welcome to use any other town centre car park at the publically available rate.

These rates will be reviewed but not until 2020/21.

2) The removal of £1,000 allowance where 1000 or more business miles are driven in any one financial year:

The £1,000 mileage allowance is a contractual entitlement for all Council staff, but (as indicated in the employment contract) it is subject to the Council's review, variation and discontinuance at the Council's discretion and/or in light of operational needs.

Owing to the Council's continued financial pressures, a consultation was opened to all staff on 8 May 2019 proposing to remove this entitlement effective from 1 October 2019. Again, the consultation was sent to all staff via an all user email and was available on the Council's SBCinsite and invited responses from all staff and trade unions.

As a result of the consultation responses we received, and to minimise disruption the Council has elected to phase the £1,000 mileage allowance out in accordance with the following:

- The £1,000 mileage allowance will continue until 31 March 2020;
- Staff to be paid £500 when they complete 1000 or more business miles in the tax year 1 April 2020-31 March 2021;
- From 1 April 2021, the £1,000 mileage allowance will no longer be payable.

We would like to thank you for your feedback on the proposals, the Council has issued two responses on both proposals and all written documentation related to the two consultations have been placed on SBCinsite.

Please note that this letter constitutes 12 week period of notice, notifying you of the implementation of the changes described in this letter, which takes effect from the date of this letter.

Yours faithfully,



**Neil Wilcox**  
Director – Finance and Resources



**Joe Carter**  
Director of Regeneration