

AGENDA ITEM No. 5.

NORTH LANARKSHIRE COUNCIL REPORT

To: SOCIAL WORK (OPERATIONS AND SERVICES) SUB COMMITTEE PLANNING & ENVIRONMENT (ROADS AND TRANSPORT) SUB COMMITTEE		Subject: MONITORING PROVISION OF ADVISORY DISABLED PARKING BAYS (DPR)
From: DIRECTOR OF SOCIAL WORK DIRECTOR OF PLANNING & ENVIRONMENT		
Date: 4/6 OCTOBER 2005	Ref: EM/ N/TT/03/02	

1. Purpose of Report/Introduction

This report has been prepared jointly from discussions between Social Work and Planning and Environment and is being submitted to the relevant Committees of both Departments.

The purpose of this report is to inform committee of the current arrangements regarding the provision of Advisory Disabled Parking Bays which are located at the homes of individual disabled people; and to seek approval for proposals to assist in monitoring their provision.

2. Background

- 2.1. A report on the criteria and guidelines for the provision of Advisory Disabled Parking Bays (DPB) was approved on 18th June 2003, at the Planning & Environment Committee and on 4th December 2004 at the Social Work (Operations and Services) Sub Committee. Part of that report also refers to the removal of these bays and states that "*Social Work should advise the Roads Authority immediately they become aware that markings are no longer required at any location*".
- 2.2. Currently, Advisory Disabled Parking Bay provision is assessed for by Social Work staff and then referred to the Roads and Transportation section of the Planning & Environment Department to have the DPB marked out if the applicant meets the agreed criteria. Social Work records the outcome of the assessment on the Social Work Information System (SWIS) system, but does not keep a record of the number of bays currently in use, or their locations. Planning & Environment do keep a record of this information, but do not review the provision of the bays.
- 2.3. The only way in which the authority becomes aware that a bay is no longer valid or required, is when the service user, a relative/carer or a neighbour provides information that the recipient of the bay no longer lives at the address where the bay is located.
- 2.4. If staff in Social Work are informed that a bay is no longer required, they contact staff in Planning & Environment, who in turn, arrange for the removal of the bay.

3. Proposals/Considerations

- 3.1 A more robust system is required to record: -
- 1) The criteria the DPB is provided under.
 - 2) The number of DPBs per locality.
 - 3) The specific location of DPBs.
- 3.2 Procedures have been developed and need to be introduced for monitoring these bays and removing them when their use is no longer required by the applicant, with improved communication between Social Work and Planning & Environment Departments – see *Appendix 1*.
- 3.3 To assist this process, it is proposed that the Social Work Information System is amended to record Disabled Parking Bays in the same way that Blue Disabled Parking Badges are recorded. This will allow reports to be produced detailing the information required for the database.

4. Financial/Personnel/Legal/Policy Implications

- 4.1. There are no financial/legal or policy implications on either Department at this time.
- 4.2 No extra personnel will be required to address this work, but there will be a requirement for staff based within Reception Services teams in Social Work to carry out routine checks for eligibility and for staff in Planning & Environment to check details of ownership/tenancy of a house.

5. Recommendation

- 5.1. Committee is asked to: -
- i) Approve the introduction of procedures for monitoring Disabled Parking Bays.
 - ii) Note the amendment of the Social Work SWIS system.
 - iii) Note that a future report on the implementation and monitoring of this system to be provided.
 - iv) Note the contents of the report.



Jim Dickie
Director of Social Work



David M Porch
Director of Planning & Environment

21 September, 2005

(For further information on this report please contact Eileen McShane, Senior Officer, Independent Living on telephone 01698 332799 or Susan Kelso, Service Co-ordinator Independent Living on telephone 01698 332633) or Tom Peebles on 01236 616406.

APPENDIX 1

**North Lanarkshire Council
Social Work****Procedures for recording and monitoring Disabled Parking Bays**

1. Planning & Environment Department will update their database of the location of Disabled Parking Bays (DPB) on a regular basis.
2. This will be forwarded to Social Work Department where staff in Reception Services will cross reference the information held on the SWIS system with the database information to check that the applicant still meets the criteria for having a DPB.
3. Where the case is still active within Social Work, Planning & Environment will be informed that the person is still resident at the known address of the location of the DPB.
4. Social Work Department does not record information relating to the tenancy or ownership of a house. Therefore, where the holder of the DPB is no longer an active case of Social Work, it will not be known if the person has moved house or passed away since their last contact with the department.
5. In instances where it is not known if the person is still resident at the address, Planning & Environment will confirm this information directly with the holder of the DPB.