

## PROTOCOL FOR THE REIMBURSEMENT OF PENALTY CHARGE NOTICES

1. In all cases an employee who incurs a Penalty Charge Notice during the course of their duties for Tayside Contracts will be expected to pay the fine by the date specified on the notice i.e. within the discounted period.
2. If the employee wishes to challenge the issue of the PCN with the issuing Council/parking provider, they should follow the procedure for this which will be detailed on the PCN itself. This challenge should be submitted as soon as possible following the issue of the PCN to ensure that should the challenge be unsuccessful, the discounted rate can still be achieved (most Councils/parking providers will extend the discounted period following an unsuccessful challenge).
3. In exceptional circumstances and where the employee believes that there are reasonable grounds for Tayside Contracts to pay, in full or
4. , the fine, they should, as soon as possible following the issue of the PCN, raise this with their Head of Unit (or CMT member in the case of an employee who is a Head of Unit). The employee should not delay paying the PCN and should obtain and keep the receipt received following payment.
5. If the Head of Unit/CMT member believes that the circumstances surrounding the issue of the PCN were exceptional and there is justification for Tayside Contracts to pay the fine in full or part, they should consult with the HR Manager and make a decision. Each case will be considered on its merits and only truly exceptional cases will be approved for reimbursement.
  - a. For example, a PCN incurred by an employee attending a training event or similar whereby the train they were travelling in on the return journey has been delayed or broken down and they were unable to return to their vehicle by the expected time.
  - b. It is unlikely that Tayside Contracts will ever reimburse a PCN incurred by an employee who has parked their vehicle on double yellow lines or in a disabled bay without displaying a valid Blue Badge.
  - c. Where the Head of Unit/CMT member and HR Manager agree that there is no case for a full reimbursement of a PCN but agree that there are mitigating circumstances, they may decide to reimburse the employee for half of the amount of the fine.
6. Should the Head of Unit/CMT member and the HR Manager be unable to reach a unanimous decision, the matter will be referred to the relevant CMT member (or Managing Director in the case of a PCN incurred by a Head of Unit) whose decision will be final. There will be no right of appeal by the employee.
7. Should it be decided that the employee will be reimbursed for the parking fine incurred, either in full or part, the HR Manager will send an email confirming this to the Business Support Manager. The employee should then claim the relevant amount via an expense claim form, attaching the payment receipt. No payment will be made without a confirmation email from the HR Manager.

**Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or [employment.policies@tayside-contracts.co.uk](mailto:employment.policies@tayside-contracts.co.uk)**