



# North Essex Parking Partnership

## Joint Working Committee On-Street Parking

Grand Jury Room, Town Hall, High Street,  
Colchester

**26 June 2014 at 1.00 pm**

The vision and aim of the Joint Committee is to provide a merged parking service that provides a single, flexible enterprise of full parking services for the Partner Authorities.



# North Essex Parking Partnership

## Joint Committee Meeting – On-Street

Thursday 26 June 2014 at 1.00 pm  
Grand Jury Room, Town Hall, High Street, Colchester

### Agenda

#### Attendees

##### Executive Members:-

Susan Barker (Uttlesford)  
Anthony Durcan (Harlow)  
Nick Barlow (Colchester)  
Rodney Bass (ECC)  
Robert Mitchell (Braintree)  
Nick Turner (Tendring)  
Gary Waller (Epping Forest)

##### Non Executive Members:-

Eddie Johnson (ECC)

##### Officers:-

Lou Belgrove (Parking Partnership)  
Richard Clifford (Colchester)  
Trevor Degville (Parking Partnership)  
Amanda Hoadley (Epping Forest)  
Steve Heath (Colchester)  
Joe McGill (Harlow)  
Hayley McGrath (Colchester)  
Paul Partridge (Braintree)  
Liz Burr (ECC)  
Andrew Taylor (Uttlesford)  
Shane Taylor (Parking Partnership)  
Ian Taylor (Tendring)  
Richard Walker (Parking Partnership)  
Leah Whitwell (Braintree/Colchester)  
Matthew Young (Colchester)

	Introduced by	Page
<b>1. Welcome &amp; Introductions</b>		
<b>2. Chairman</b> To appoint the Chairman for 2014-15		
<b>3. Deputy Chairman</b> To appoint the Deputy Chairman for 2014-15		
<b>4. Apologies</b> Qasim Durrani has sent his apologies, and will be substituted by Amanda Hoadley.		
<b>5. Declarations of Interest</b> The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.		
<b>6. Have Your Say</b> The Chairman to invite members of the public or attending councillors if they wish to speak either on an item on the agenda or a general matter.		
<b>7. Minutes</b> To approve the draft minutes of the 6 March 2014		<b>1-6</b>
<b>8. Draft Statement of Accounts</b> To consider and approve the pre-audited 2013/14 Accounts.	<b>Steve Heath</b>	<b>7-14</b>
<b>9. Annual Risk Register</b> To endorse the Risk Management Strategy for 2014/15, and review and comment on the risk register for NEPP.	<b>Hayley McGrath</b>	<b>15-28</b>
<b>10. Annual Governance Statement</b> To note and approve the 2014/15 Annual Governance Statement for the NEPP.	<b>Hayley McGrath</b>	<b>29-35</b>

<b>11</b>	<b>NEPP On-Street financial position at year end 2013/2014</b> To note and consider the NEPP On-Street financial position at year end 2013/2014	<b>Matthew Young</b>	<b>36-38</b>
<b>12</b>	<b>NEPP Development Plan</b> To consider and comment on the NEPP Development Plan.	<b>Richard Walker</b>	<b>39-59</b>
<b>13</b>	<b>Operational Report</b> To consider and note the Operational Report for On-Street Parking.	<b>Lou Belgrove</b>	<b>60-63</b>
<b>14</b>	<b>Scheme Updates</b> To note the progress of the schemes that NEPP officers have been working on in 2014.	<b>Trevor Degville</b>	<b>64-67</b>
<b>15</b>	<b>Free of Charge Permits Report</b> To note the Free of Charge Permits issued by the NEPP.	<b>Lou Belgrove</b>	<b>68-69</b>
<b>16</b>	<b>Wivenhoe Old Ferry Road Development</b> To consider supporting the proposal to undertake the work at the Wivenhoe Old Ferry Road Development.	<b>Trevor Degville</b>	<b>70-71</b>
<b>17</b>	<b>Forward Plan</b> To note the 2013-14 Forward Plan.	<b>Jonathan Baker</b>	<b>72-73</b>
<b>18</b>	<b>Urgent items</b> To announce any items not on the agenda which the Chairman has agreed to consider.		

# **NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR ON-STREET PARKING**

**6 March 2014 at 1.00pm  
Griffin Suite, Latton Bush Centre, Harlow**

## **Executive Members Present:-**

Councillor Susan Barker (Uttlesford District Council)  
Councillor Tony Durcan (Harlow District Council)  
Councillor Martin Hunt (Colchester Borough Council)  
Councillor Robert Mitchell (Braintree District Council)  
Councillor Mark Platt (Tendring District Council) substituting for Councillor  
Turner)  
Councillor Gary Waller (Epping Forest District Council)

**Apologies: -** Councillor Rodney Bass (Essex County Council)  
Councillor Eddie Johnson (Essex County Council)  
Councillor Nick Turner (Tendring District Council)

**Also Present: -** Jonathan Baker (Colchester Borough Council)  
Lou Belgrove (Parking Partnership)  
Trevor Degville (Parking Partnership)  
Paul Partridge (Braintree District Council)  
Jeremy Pine (Uttlesford District Council)  
Ian Taylor (Tendring District Council)  
Shane Taylor (Parking Partnership)  
Richard Walker (Parking Partnership)  
Sarah Ward (Colchester Borough Council)  
Matthew Young (Colchester Borough Council)

**Apologies:-** Liz Burr (Essex County Council)  
Qasim Durrani (Epping Forest District Council)  
Vicky Duff (Essex County Council)  
Joe McGill (Harlow District Council)  
Hayley McGrath (Colchester Borough Council)  
Samir Pandya (Braintree District Council)  
Andrew Taylor (Uttlesford District Council)  
Leah Whitwell (Braintree / Colchester)

## **44. Declarations of Interest**

Councillor Barker, in respect of being a Member of Essex County Council, declared a non-pecuniary interest.

## **45. Have Your Say!**

Councillor Janet Whitehouse, from Epping District Council, attended the Joint Committee meeting asking the North Essex Parking Partnership to consider the installation of a yellow box outside a set of garages on Carrisbrook Close in Epping. Councillor Whitehouse stated that the request is due to the difficulty that residents have in accessing the garages with cars

obstructing the entrance and anti-social behaviour in the area. This particular scheme is already on a list of Traffic Regulation Orders (TRO), but considering the current situation asked the NEPP (North Essex Parking Partnership) to consider prioritising the scheme.

In response, Councillor Mitchell, asked that Councillor Whitehouse sends an e-mail through to the NEPP outlining her concerns for the area, and clarifying the situation as this particular issue may fall under the responsibility of Essex County Council Highways.

#### **46. Minutes**

*RESOLVED* that the minutes of the meeting of the Joint Committee for On-Street Parking of 8 January 2014 be confirmed as a correct record.

#### **47. NEPP On-Street financial position at period 10 2013/14**

Matthew Young, Head of Operational Services, introduced a report which updated the Joint Committee as to the financial position of the NEPP at the end of period 10, which shows a surplus of £42,000 for the current year. Matthew Young also provided an updated indicative figure for the end of February 2014 with the NEPP having a surplus of £39,000.

The financial position will be finalised at the next NEPP Joint Committee meeting on the 26 June 2014, and the Committee has already agreed its policies in regard to surpluses that are under £50,000. It was noted that the figures in Epping Forest were slightly lower than other authorities, but this is due to a number of staffing shortages and degraded yellow lines.

Concern was expressed by a number of members on the Committee about the additional funding provided by Essex County Council to the South Essex Parking Partnership (SEPP) of £144,000 per annum up to 2014/15. Members stated that this current situation was not fair on the NEPP, considering the area which it covers and the pressure placed on the hard working partnership team. This additional funding would enable further reinstatement work, and additional TRO schemes across the NEPP.

Matthew Young, Head of Operational Services, stated that the NEPP had made representations to Essex County Council, but no additional money would be made available. Councillor Susan Barker had also discussed with Essex County Council the potential of splitting the funding allocated to the SEPP which was also declined.

*RESOLVED* that:-

- a) The NEPP On-Street financial position at period 10 2013/14 be noted.
- b) Members of the Joint Committee thanked the officers for their hard work.
- c) The NEPP write a further letter to Essex County Council making representation about the level of financial discrepancy in funding from Essex County Council between itself and the SEPP.

#### **48. North Essex Parking Partnership Operational Report**

Lou Belgrove, Parking Partnership, introduced the Operational Report to Joint Committee members, which included the progress of the Park Safe car, the continuing implementation of MiPermit, and the introduction of electronic e-mail responses to Penalty Charge Notice (PCN) challenges. Additional information regarding the first month of operation of the Park

Safe car was provided to the meeting.

Councillor Susan Barker, Uttlesford District Council, queried the progress in planning for this summer's Tour De France. The Partnership confirmed that it had been in discussion with Essex County Council in preparation for the event.

Committee members welcomed the introduction of the MiPermit system, and the increasing use of electronic systems that would reduce the cost of postage to the NEPP and streamline the procedures. The Committee also questioned the sharp decline in PCN's issued in Epping Forest over the last 18 months, which is currently being reviewed alongside the original business case. Meetings are also being held with managers at a local level in Epping.

Lou Belgrove, Parking Partnership, stated that the Park Safe car was being used for Schools and Clearways, in line with Government procedure, operating where Civil Enforcement Officers cannot. The NEPP is also currently working on being the first to operate the Park Safe car in more than one District per day.

*RESOLVED* that the North Essex Parking Partnership Operational Report be noted.

#### **49. Approval of Traffic Regulation Orders**

Trevor Degville, Parking Partnership, presented a report to the Committee to formalise the arrangements of bringing TRO's to future NEPP meetings on a basis of twice a year in March and October. This would allow for a more staggered approach in approving TRO's helping members of staff, and allow for more definitive information to be provided to members of the public regarding schemes being considered. This approach will include flexibility if there are urgent schemes arising.

*RESOLVED* that Traffic Regulation Orders be scheduled for approval at future October and March meetings

#### **50. Colchester Resident Permit Review**

Trevor Degville, Parking Partnership, presented a report updating the Committee about the Colchester Resident Permit Review, which is being funded by Colchester Borough Council. The consultation for the resident review has now closed, with comments and objections considered before any changes are made.

Members were pleased at the move to map based traffic regulation orders in Colchester, which simplifies the whole process and makes it easier to members of the public to understand.

Matthew Young, Head of Operational Services, confirmed that there would be a report brought to the June meeting on the policy of permits that are issued free of charge. Members stated that there would be a requirement for the individual Districts to consult on any proposals before being implemented.

A further update on the Colchester Resident Permit review will be provided to the Joint Committee at a later meeting.

*RESOLVED* that the report be noted.

## **51. Enforcement of the Essex Act 1987**

Richard Walker, Parking Partnership, introduced the report regarding the Essex Act 1987 and its potential use for authorities in the NEPP for protecting maintained verges. It was highlighted that there is currently a trial taking place at Eight Ash Green in Colchester, and it is up to local District Councils as to whether they wish to enforce the Essex Act. In order to do this the verge must be maintained to a high standard, permission to undertake this maintenance must be granted, and sufficient signage must be in place.

Members of the Joint Committee thanked Richard Walker for the work undertaken in researching the Essex Act, and clarified the contents required on the appropriate signage.

*RESOLVED* that:-

- a) The information on the Enforcement of the Essex Act be noted.
- b) The partner authorities seek a view locally and report to a future meeting before enforcement actions commences, in order to give an opportunity for local members to be consulted.

## **52. Local Enforcement**

Richard Walker, Parking Partnership, presented a report to the Committee regarding issues which may surround another authority, beside the lead authority, undertaking some additional local on-street enforcement.

Ian Taylor, Tendring District Council, thanked Richard Walker for his work to date on this issue, and requested that 'using its spare capacity' be removed from point 3.1 in the report. It was also stated that this scheme would not be costly to the NEPP, and that there are Councils in the SEPP which have a similar arrangement.

Matthew Young, Head of Operational Services, commented that an assessment would have to be made whether it is possible to provide further information by the June meeting considering the workload associated with this report.

Concerns were raised about the impact this arrangement would have on the current Partnership, and the precedent it would set for potential future arrangements.

*RESOLVED* that members would be advised electronically if further work is possible prior to the next meeting on 26 June 2014.

## **53. Policy for "Limited Waiting – No Return Within"**

Richard Walker, Parking Partnership, presented a report to the Committee regarding the clarification of the "no return" aspect of Limited Waiting.

Ian Taylor, Tendring District Council, welcomed the report from Richard Walker, and suggested the requirement for flexibility in certain situations. Members of the Committee discussed how 'parking places' with 'no return within' may need be reviewed in respect of reacting to local situations, but also the need to remain consistent in enforcement.

*RESOLVED* that:-



- (a) The report be noted,
- (b) Members report back to the Committee if there are areas in their District where the application of the “no return” aspect of Limited Waiting and may require further attention.

#### **54. Forward Plan**

Councillor Susan Barker, Uttlesford District Council, wished to endorse the current Chairmanship for the next municipal year, and suggested an item for the election of the Chairman should be added to the agenda for the meeting on 26 June 2014.

Matthew Young, Head of Operational Services, requested that the Budget 2015/16 be added to the meeting of the 11 December 2014.

Matthew Young also thanked the hard work of Samantha Sismey, who had been providing accountancy support to the NEPP. The Committee was informed that a new member of staff Louise Richards will be joining the team shortly.

*RESOLVED* that:-

- (a) The Forward Plan be noted
- (b) The election of Chairman for the next municipal year be added to the agenda for the meeting on the 26 June 2014.
- (c) The Budget 2015/16 be added to the meeting of the 11 December 2014.

#### **55. Urgent Items**

##### **Wivenhoe Old Ferry Road Development**

Richard Walker, Parking Partnership, with the consent of the Chairman circulated an additional urgent report regarding a TRO request in Wivenhoe on the Old Ferry Road Development. A map was also tabled at the meeting outlining the area of the proposed TRO.

Richard Walker highlighted that this had come to the NEPP through Councillor Julie Young, as funding has been made available for the TRO, but Essex County Council have not allocated any timescale to undertake the work. The TRO would seek to reduce the impact of commuter parking in the development.

Concerns were raised by the Committee about the precedent this would set in completing work on behalf of Essex County Council considering that the NEPP had previously not been able to manage section 106 TRO schemes. Members also raised the issues associated with the adoption of roads on new developments under the five year rule. Members did note that the Wivenhoe Old Ferry Road Development was a sensible scheme.

*RESOLVED* that:-

- (a) A decision on the Wivenhoe Old Ferry Road Development be deferred seeking further clarification from Essex County Council.
- (b) The North Essex Parking Partnership write a letter to Essex County Council outlining that if the NEPP were to complete the work it would need the following assurances;

- i. The NEPP would undertake the advertising for the TRO scheme,
- ii. The scheme would be fully funded by Essex County Council,
- iii. That considering the current rules, this would set a precedent for future Traffic Regulation Orders associated with section 106 monies being allocated to the NEPP.

# North Essex Parking Partnership Joint Committee

Item

8

26 June 2014

Report of	Treasurer to the Joint Parking Committee	Author	Steve Heath ☎ 282389
Title	Draft Accounts 2013/14		

This report presents the draft accounts for 2013/14

## 1. Decisions Required

- 1.1 To consider this report and supporting information and approve the pre-audit accounts for 2013/14 so that the Annual Return can be submitted for audit by the statutory deadline of 30 June.

## 2. Procedure

- 2.1 The Joint Committee is classified as 'smaller relevant body' under the Accounts and Audit Regulations 2011, as both the gross income and expenditure fall below the threshold of £6.5m. The requirements of the Joint Committee as a 'smaller relevant body' are as follows:
- Preparation of accounting statements for the year ended 31 March 2014 in the format prescribed by the Annual Return. Sections 1, 2 and 4 of the draft Annual Return for 2013/14 are included as **Appendix A** to this report.
  - To approve the Annual Return and submit the completed document to the auditor by no later than 30 June 2014.
  - To publish or display a notice of the date for the exercise of electors' rights, and provide access to inspect the accounts on reasonable notice.
  - To publish or display a notice of completion of audit along with the audited annual return.
- 2.2 The financial statements are shown in **Appendix B** to this report. The Annual Governance Statement is being reported as a separate item on this agenda.
- 2.3 The in-year surplus of £161k consists of £152k relating to the On-Street account and £9k relating to the Off-Street account, and is proposed as a budget carry-forward into 2014/15. The variance against the On-Street account takes into account an amount of £67k transferred from the TRO earmarked reserve during the year. The manner for dealing with the surplus is covered in separate reports to this meeting and the Off-Street meeting by the Head of Operational Services.
- 2.4 In approving the draft accounts it is not the intention of the regulations that Members should undertake a detailed technical examination of the accounts in the role of accountants or auditors. The aim of the regulations is to bring the accounts into the public arena at the earliest opportunity and to demonstrate corporate ownership of the accounts. Approval will indicate confidence in the financial management procedures and the process by which the accounting records are maintained and the Annual Return prepared. In this sense "Member approval" means that Members should be seeking to:
- gain a broad understanding of the content of the accounts;
  - be satisfied that the presentation appears appropriate; and
  - be satisfied that the accounts are consistent with other financial information provided

- 2.5 It is important to note the following assumptions that have been made in the completion of the accounts for the Joint Committee. In some cases this may differ from the reports that the Committee is presented with to detail the financial position of the service during the year.
- The accounts include both direct and non-direct costs. Direct costs are those that are directly attributable to the running of the service, whilst non-direct costs include management overheads and an allocation of support service costs.
  - Management account recharges within the Service that balance to zero have been removed to avoid distorting the figures. However, this does not have any impact on the results.
  - Ownership and stewardship of the car park assets will not be delegated to the Joint Committee. Consequently, the Balance Sheet does not include any fixed assets, and any Capital charges, deferred charges or buildings insurance costs will be borne by Colchester Borough Council and disclosed in Colchester Borough Council's accounts.
  - The 'Cash' amount on the Balance Sheet is a balancing figure. The reasons for this are that the methodology for preparing the accounts follows that taken by other Joint Committees, and that the creation of a memorandum bank account would require significant adjustments to Colchester Borough Council's General Ledger system, as well as the introduction of a new cash receipting solution.

### **3. Publicity Considerations**

- 3.1 It is planned that the accounts will be open for public inspection from 30 June to 25 July 2014 to meet our legal duties. These dates will be advertised on the Council's website from 16 June, and the details have been passed to partners should they wish to do the same. Staff will be available to provide information and respond to questions during this period. The local press usually take the opportunity to view the accounts and information will be provided as appropriate.

### **4. Financial Implications**

- 4.1 The approval of the draft accounts meets a statutory requirement for financial reporting and is an important part of the process to demonstrate accountability in the use of public funds.

### **Background Papers**

None

## APPENDIX B

The Comprehensive Income and Expenditure Statement shows the income receivable and expenditure incurred in operating the Service for the year. It summarises all of the resources that it has generated, consumed or set aside in providing services during the year.

	2013/14			2012/13		
	On-Street £	Off-Street £	Total £	On-Street £	Off-Street £	Total £
<b>Comprehensive Income &amp; Expenditure Statement</b>						
Gross Expenditure	2,331,567	1,253,315	3,584,883	2,313,579	1,157,079	3,470,657
Gross Income	(2,416,453)	(17,305)	(2,433,759)	(2,115,877)	(56,942)	(2,172,819)
Net Expenditure	(84,886)	1,236,010	1,151,124	197,701	1,100,137	1,297,838
Budget Contribution						
Earmarked Reserves	67,105		67,105	197,701		197,701
Braintree District Council		142,000	142,000		139,000	139,000
Colchester Borough Council		626,733	626,733		628,439	628,439
Epping Forest District Council		262,428	262,428		129,300	129,300
Harlow District Council		66,000	66,000		65,000	65,000
Uttlesford District Council		148,000	148,000		145,000	145,000
<b>(Surplus) / Deficit</b>	<b>(151,991)</b>	<b>(9,151)</b>	<b>(161,142)</b>	<b>0</b>	<b>(6,602)</b>	<b>(6,602)</b>

The Balance Sheet summarises the Service's financial position as at the end of the financial year. It shows the balances, and current assets and liabilities of the Service.

	2013/14			2012/13		
	On-Street £	Off-Street £	Total £	On-Street £	Off-Street £	Total £
<b>Balance Sheet</b>						
Current Assets						
Petty Cash	0	9,778	9,778	0	9,778	9,778
Debtors	780	8,629	9,409	223,502	36,967	260,469
Cash (balancing figure)	366,344	2,056	368,400	66,842	(35,448)	31,394
	367,124	20,463	387,587	290,344	11,297	301,641
Less						
Creditors	18,382	4,710	23,092	26,488	4,695	31,183
	18,382	4,710	23,092	26,488	4,695	31,183
<b>Total Net Assets</b>	<b>348,742</b>	<b>15,753</b>	<b>364,495</b>	<b>263,856</b>	<b>6,602</b>	<b>270,458</b>
Funded By						
Surplus from CIES	151,991	9,151	161,142		6,602	6,602
Surplus B/Fwd	0	6,602	6,602	0	0	0
Earmarked Reserves (Movement)	(67,105)	0	(67,105)	(182,627)	0	(182,627)
Earmarked Reserves (B/fwd)	263,856	0	263,856	446,483	0	446,483
<b>Total Reserves</b>	<b>348,742</b>	<b>15,753</b>	<b>364,495</b>	<b>263,856</b>	<b>6,602</b>	<b>270,458</b>

## APPENDIX B

The Movement in Reserves Statement is a summary of the movements during the year in the different reserves held by the Joint Committee.

	On-Street £	Off-Street £	Total £	On-Street £	Off-Street £	Total £
<b>Movement in Reserves Statement</b>						
Opening Balance						
General Fund	0	6,602	6,602	0	0	0
Earmarked Reserve	263,856	0	263,856	446,483	0	446,483
	263,856	6,602	270,458	446,483	0	446,483
Surplus/(Deficit) on provision of services	151,991	9,151	161,142	0	6,602	6,602
Net Increase/ (Decrease) before Reserves	151,991	9,151	161,142	0	6,602	6,602
Earmarked Reserve	(67,105)	0	(67,105)	(182,627)	0	(182,627)
	(67,105)	0	(67,105)	(182,627)	0	(182,627)
<b>Closing Balance</b>	<b>348,742</b>	<b>15,753</b>	<b>364,495</b>	<b>263,856</b>	<b>6,602</b>	<b>270,458</b>

The Cash Flow Statement shows where the Service received cash from during the year and what the cash was spent on. The net increase or decrease in cash agrees with the movement in cash balances shown on the Balance Sheet.

	On-Street £	Off-Street £	Total £	On-Street £	Off-Street £	Total £
<b>Cash Flow Statement</b>						
Cash Outflows						
To and behalf of employees	1,434,525	951,634	2,386,159	1,367,052	868,959	2,236,011
Other operating costs	905,989	290,190	1,196,179	952,127	287,365	1,239,491
	2,340,514	1,241,824	3,582,338	2,319,178	1,156,324	3,475,502
Cash Inflows						
Other Grants	(391,496)	(34,150)	(425,646)	(257,857)	(42,236)	(300,093)
Cash for Goods & Services	(2,248,520)	(16)	(2,248,537)	(1,757,446)	(7)	(1,757,454)
Partner Contributions	0	(1,245,161)	(1,245,161)	(15,074)	(1,106,739)	(1,121,813)
	(2,640,016)	(1,279,328)	(3,919,344)	(2,030,377)	(1,148,983)	(3,179,360)
<b>Net Cash (Inflow)/Outflow</b>	<b>(299,502)</b>	<b>(37,504)</b>	<b>(337,006)</b>	<b>288,801</b>	<b>7,341</b>	<b>296,143</b>
<b>Cash Flow Reconciliation to surplus for the year</b>						
(Surplus)/Deficit for the year	(84,886)	(9,151)	(94,037)	182,627	(6,602)	176,025
Items on an accruals basis:			0			0
- Creditors	8,106	(15)	8,091	6,441	8,547	14,988
- Debtors	(222,722)	(28,338)	(251,060)	99,733	5,396	105,129
<b>Net Cash (Inflow)/Outflow</b>	<b>(299,502)</b>	<b>(37,504)</b>	<b>(337,006)</b>	<b>288,801</b>	<b>7,341</b>	<b>296,143</b>

## APPENDIX B

The following table shows how the information from the above accounting statements is shown in Section 1 of the electronic annual return for smaller relevant bodies.

	<b>31-Mar-14</b>	<b>31-Mar-13</b>
1 Balances brought forward	270,458	446,483
2 Income from local taxation and/or levy	1,245,161	1,121,813
3 Total other receipts	2,433,759	2,172,819
4 Staff Costs	2,387,599	2,230,914
5 Loan interest / capital repayments	0	0
6 All other payments	1,197,284	1,239,743
7 Balances carried forward	<b>364,495</b>	<b>270,458</b>
8 Total cash and short term investments	368,400	31,394
9 Total fixed assets and long term assets	0	0
10 Total borrowings	0	0
<b>Reconciliation between Box 7 and Box 8</b>		
<b>7 Balances carried forward</b>	<b>364,495</b>	<b>270,458</b>
Less Debtors	(9,409)	(260,469)
Payments in advance	0	0
Petty cash	(9,778)	(9,778)
Stock	0	0
Add Creditors	23,092	31,183
Receipts in advance	0	0
<b>8 Total cash and ST investments</b>	<b>368,400</b>	<b>31,394</b>

# Section 1 – Accounting statements 2013/14 for:

Enter name of reporting body here:

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

	Year ending		Notes and guidance
	31 March 2013 £	31 March 2014 £	
1 Balances brought forward	446,483	270,458	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	1,121,813	1,245,161	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.
3 (+) Total other receipts	2,172,819	2,433,789	Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	2,230,914	2,387,599	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	∅	∅	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	1,239,743	1,197,284	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	270,458	364,495	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	31,394	368,400	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	∅	∅	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March
10 Total borrowings	∅	∅	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

SIGNATURE REQUIRED

Date DD/MM/YYYY

I confirm that these accounting statements were approved by the body on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of meeting approving these accounting statements:

SIGNATURE REQUIRED

Date DD/MM/YYYY



## Section 2 – Annual governance statement 2013/14

We acknowledge as the members of **NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

	Agreed –		'Yes' means that the body:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the body to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5 We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

This annual governance statement is approved by the body and recorded as minute reference

**MINUTE REFERENCE**

dated **DD/MM/YYYY**

Signed by:

Chair **SIGNATURE REQUIRED**

dated **DD/MM/YYYY**

Signed by:

Clerk **SIGNATURE REQUIRED**

dated **DD/MM/YYYY**

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the body will address the weaknesses identified.



## Section 4 – Annual internal audit report 2013/14 to

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

The body's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014.

Internal audit has been carried out in accordance with the body's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the body.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The body's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual taxation or levy or funding requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all expenditure was approved and VAT appropriately accounted for.			✓
G Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.	✓		

For any other risk areas identified by the body (list any other risk areas below or on separate sheets if needed) adequate controls existed:

F - NO PETTY CASH PAYMENTS MADE

Name of person who carried out the internal audit: ELFREDA WALKER

Signature of person who carried out the internal audit: Elfreda Walker Date: 11/06/14

\*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

**Report to:** Joint Committee, North Essex Parking Partnership (NEPP)

**Date:** 26 June 2014

**Subject:** Annual Review of Risk Management

**Author:** Hayley McGrath, Corporate Governance Manager, Colchester Borough Council

**Presented by:** Hayley McGrath, Corporate Governance Manager, Colchester Borough Council

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## **1. Action Required**

1.1 The Joint Committee is requested to:

- Endorse the Risk Management Strategy for 2014/15.
- Review and comment on the risk register for the North Essex Parking Partnership.

## **2. Introduction**

2.1 Risk Management is the control of business risks in a manner consistent with the principles of economy, efficiency and effectiveness. It is an essential corporate governance process that ensures that both the long and short term objectives of the organisation are achieved and that opportunities are fully maximised.

2.2 Risk Management is not about eliminating risk, as this would limit the ability of the service to develop and deliver its ambitions. Its purpose is to recognise the issues that could effect the achievement of objectives and develop actions to control or reduce those risks.

2.3 It is essential that the service operates an effective risk management process which provides an assurance to all partners that it is being properly managed. As required by each partners own code of corporate governance.

## **3.0 Outline of the Risk Management Process**

3.1 An effective risk management process is a continuous cycle of identification, controlling, monitoring and reviewing of potential risk issues.

3.2 For the NEPP this is governed by a strategy for managing risk that sets out the roles and responsibilities of the joint committee and officers. It also defines the types of risk, the processes to be followed and the review arrangements.

3.3 The main document is the risk register which captures details relating to both strategic and operational risks and the actions to be undertaken to control those risks. This will be reported at least twice a year to the joint committee.

## **4.0 Review of the Risk Management Strategy**

4.1 The strategy should be reviewed annually to ensure that it is still relevant to the service and that it meets the governance objectives. Therefore a review has been carried out and the draft strategy for 2014/15 has been attached at appendix 1 for approval. The review did not highlight the need for any significant amendments.

## **5.0 Review of the Risk Register**

- 5.1 The register is attached at appendix 2, this sets out the strategic risks, which are scored for impact and probability, enabling the risks to be ranked, so that resources can be directed to the key areas.
- 5.2 The register was last reviewed by this committee in January 2014. A workshop has since been held with NEPP officers to fundamentally review the risks and assess the controls and ownership. This has changed the score of several risks. In general it is felt that risks have reduced now that the partnership has settled into its role.
- 5.3 Currently the highest ranking strategic risks are:
- Impact of potential future financial challenges, &
  - Rate of response to business needs and demands.
- 5.4 The operational risks are managed by the service and currently the highest operational risks relate to the possibility of an officer or member of the public incurring a serious injury and an interruption to the IT that is required to deliver the service.
- 5.5 It is requested that this committee reviews the strategic risks to ensure that they still reflect the issues faced by the service and that they are appropriately scored.

## **6.0 Conclusion and Recommendations**

- 6.1 Members are asked to:
- Note and endorse the Risk Management Strategy for the North Essex Parking Partnership, and
  - Agree the strategic risk register, subject to any requested amendments.

## **7.0 Standard References**

- 7.1 Having considered consultation, equality, diversity and human rights, community safety, health and safety and risk management implications, there are none that are significant to the matters in this report.

### **Attached Papers:**

Appendix 1 – Draft Risk Management Strategy for 2014/15

Appendix 2 – Draft risk register June 2014

Appendix 3 – Risk Matrix June 2014

## **RISK MANAGEMENT STRATEGY**

*This document outlines the Service's commitment to managing risk in an effective and appropriate manner. It is intended to be used as the framework for delivery of the Risk Management function and provides guidance for officers on developing risk management as a routine management process.*

### **INTRODUCTION**

The Service undertakes that this strategy will promote and ensure that:

1. The management of risk is linked to performance improvement and the achievement of the Service's strategic objectives.
2. Members of the committee and Senior Management of the Service own, lead and support on risk management.
3. Ownership and accountability are clearly assigned for the management of risks throughout the Service.
4. There is a commitment to embedding risk management into the Service's culture and organisational processes at all levels including strategic, project and operational
5. All members and officers acknowledge the importance of risk management as a process, by which key risks and opportunities are identified, evaluated, managed and contribute towards good corporate governance.
6. Effective monitoring and reporting mechanisms are in place to continuously review the Service's exposure to, and management of, risks and opportunities.
7. Best practice systems for managing risk are used throughout the Service, including mechanisms for monitoring and reviewing effectiveness against agreed standards and targets.
8. Accountability to stakeholders is fully demonstrated through periodic reviews of the Service's risks, which are reported to the committee.
9. The Risk Management Strategy is reviewed and updated annually in line with the Service's developing needs and requirements.

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**Endorsement by Chairperson of the Committee**

*“The North Essex Parking Partnership is committed to ensuring that risks to the effective delivery of its services and achievement of its overall objectives are properly and adequately controlled. It is recognised that effective management of risk will enable the Service to maximise its opportunities and enhance the value of services it provides to the community. The North Essex Parking Partnership expects all officers and members to have due regard for risk when carrying out their duties.”*

***signature required***

**WHAT IS RISK MANAGEMENT**

Risk Management is the control of business risks in a manner consistent with the principles of economy, efficiency and effectiveness. It is an essential performance management process to ensure that both the long and short term objectives of the Service are achieved and that opportunities are fully maximised.

Risk Management is not about eliminating risk, as this would limit the ability of the service to develop and deliver its ambitions. Its purpose is to recognise the issues that could effect the achievement of the objectives and develop actions to control or reduce those risks. Acknowledgement of potential problems and preparing for them is an essential element to successfully delivering any service or project. Good management of risk will enable the Service to rapidly respond to change and develop innovative responses to challenges and opportunities.

‘The Good Governance Standard for Public Services’ issued by The Independent Commission on Good Governance in Public Services states that there are six core principles of good governance including ‘Taking informed, transparent decisions and managing risk’. The document goes on to state ‘Risk management is important to the successful delivery of public services. An effective risk management system identifies and assesses risks, decides on appropriate responses and then provides assurance that the chosen responses are effective’.

Appendix A outlines the risk management process.

## **OWNERSHIP**

The responsibility to manage risk rests with every member and officer of the service however it is essential that there is a clearly defined structure for the co-ordination and review of risk information and ownership of the process.

The following defines the responsibility for the risk management process within the joint parking service:

**Joint Committee** – Overall ownership of the risk management process and endorsement of the strategic direction of risk management. Responsible for periodically reviewing the effectiveness of the risk management process.

**Assistant Chief Executive, Colchester Borough Council** – Responsible for co-ordination of the risk management process, co-ordinating and preparing reports and providing advice and support.

**North Essex Parking Partnership Manager** – Ownership, control and reporting of the service's operational risks. Embed a risk management culture in the service.

**All Employees** – To understand and to take ownership of the need to identify, assess, and help manage risk in their individual areas of responsibility. Bringing to the management's attention at the earliest opportunity details of any emerging risks that may adversely impact on service delivery.

**Internal Audit, External Audit and other Review Bodies** – Annual review and report on the Service's arrangements for managing risk, having regard to statutory requirements and best practice. Assurance on the effectiveness of risk management and the controls environment.

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## THE WAY FORWARD

### Aims & Objectives

The aim of the service is to adopt best practices in the identification, evaluation, cost-effective control and monitoring of risks across all processes to ensure that risks are properly considered and reduced as far as practicable.

The risk management objectives of the North Essex Parking Partnership are to:

- Integrate risk management into the culture of the service
- Ensure that there are strong and identifiable links between managing risk and all other management and performance processes.
- Manage risk in accordance with best practice
- Anticipate and respond to changing social, environmental and legislative requirements
- Prevent injury, damage and losses and reduce the cost of risk
- Raise awareness of the need for risk management by all those connected with the delivery of services.
- Ensure that opportunities are properly maximised through the control of risk.
- Reduce duplication between services in managing overlapping risks and promote 'best practise'.

### Strategic Risk Management

Strategic risks are essentially those that threaten the long term goals of the service and therefore are mainly based around meeting the objectives of the Service Agreement. They may also represent developing issues that have the potential to fundamentally effect service provision, such as proposals to dramatically change County Council arrangements.

### Operational Risk Management

Operational risks are those that threaten the routine service delivery and those that are associated with providing the service. These could include damage to equipment and Health and Safety issues.

### Links

It is essential that risk management does not operate in isolation to other management processes. To fully embed a risk management culture it has to be demonstrated that risk is considered and influences all decisions that the service makes. It is essential that there is a defined link between the results of managing risk and the following:

- Service Delivery Plan
- Revenue and Capital Budgets
- Annual Internal Audit Plan



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## Action Required

The following actions will be implemented to achieve the objectives set out above:

- Development of a risk register that identifies the strategic and operational risks and outline the actions to be taken in respect of those risks.
- Considering risk management as part of the service's strategic planning and corporate governance arrangements
- Ensuring that the responsibility for risk management is clearly and appropriately allocated
- Maintaining documented procedures for managing risk
- Maintaining a corporate approach to identify and prioritise key services and key risks across the service and assess risks on key projects.
- Maintain a corporate mechanism to evaluate these key risks and determine if they are being adequately managed and financed.
- Establish a procedure for ensuring that there is a cohesive approach to linking the risks to other management processes
- Including risk management considerations in all committee reports
- Ensure appropriate risk management awareness training for both members and officers.
- Establishing a reporting system which will provide assurance on how well the service is managing its key risks and ensures that the appropriate Members and officers are fully briefed on risk issues.
- Preparing contingency plans in areas where there is a potential for an occurrence to have a significant effect on the service and its business capability.
- Regularly reviewing the risk process to ensure that it complies with current national Governance Standards and Best Practice.

## REPORTING & REVIEW

To ensure that the risk management process is effective it will need to be measured and reported to the Joint Committee at least every six months, with an annual review demonstrating the effectiveness of the risk management programme.

The results of the Joint Committee reviews should be fed into the risk reporting process for each partner to ensure that each Authority has the necessary evidence to provide assurance for their own governance requirements.

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## Appendix A

### The Risk Management Process

Risk Management is a continual process of identifying risks, evaluating their potential consequences and determining the most effective methods of controlling them and / or responding to them. The risks faced by the Service are constantly changing and the continual process of monitoring risks should ensure that we can respond to the new challenges. This process is referred to as the risk management cycle.

#### **Stage 1 – Risk Identification**

Identifying and understanding the hazards and risks facing the service is crucial if informed decisions are to be made about policies or service delivery methods. There is detailed guidance available on how to identify risks which includes team sessions and individual knowledge. Once identified a risk should be reported to the Parking Partnership Manager who will consider its inclusion on the relevant risk register. If the risk is identified in between register reviews then it is reported to the Risk & Resilience Manager for information and the Parking Partnership Manager is responsible for managing the risk.

#### **Stage 2 – Risk Analysis**

Once risks have been identified they need to be systematically and accurately assessed. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to it.

#### **Stage 3 – Risk Control**

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and / or reducing the severity of the consequences should it occur.

#### **Stage 4 – Risk Monitoring**

The risk management process does not finish with the risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of the risk has changed over time.

**STRATEGIC RISKS**

RISK No.	RISK	CONSEQUENCE	CONTROLS	BY WHOM	REVIEW	SCORE	Workings		Previous Workings	
							P	I	P	I
1.1	A partner is not represented at a meeting as a suitable member from that authority has not attended, or the meeting is not quorate	There is an imbalance in the decision making power of the committee. A decision is taken on a local matter without local representation. Meeting has to be postponed Decision making delayed.	Each authority will consider their arrangements to ensure that they are appropriately represented. Publish dates in good time combine meetings with other commitments where possible. Committee agendas to be printed a minimum of a week in advance of the meeting.	Each member authority/ Cttee Officer	June 2014	2↓	2	1	3	3
1.2	Due to financial constraints, one of the partners challenges their funding arrangements for the partnership	Decrease in service provision / failure of the partnership. Stranded costs to be covered by the remainder of the partners.	Ensure that member authority representatives fully understand the partnership agreement and are involved in the budget setting of each authority	Chief Finance Officer	June 2014	6↓	3	2	4	4
1.3	There's a change in political will of a partner that leads to the partner withdrawing from the arrangement	Decrease in service provision. The partnership fails and external funding is lost or needs to be repaid.	Ensure that performance of the partnership is appropriately reported back to each authority and the effects of withdrawing are understood	Parking Partnership Manager	June 2014	8↓	2	4	2	4

RISK No.	RISK	CONSEQUENCE	CONTROLS	BY WHOM	REVIEW	SCORE	Workings		Previous Workings	
							P	I	P	I
1.4	Preferences of members, or party political directions, dictate the direction of the meeting.	Adverse reputational impact on the partnership. The items for decision on the agenda do not receive equitable debate and more important items may not receive proper consideration. Decisions are not in the best interests of the partnership. Imbalance in services provided to each partner	Strong chairmanship of the meetings. Members should ensure that they are aware of the committee protocols.	Parking Partnership Manager	June 2014	4↓	2	2	3	3
1.5	Relationship between senior management of the partnership and the committee deteriorates.	Low morale, poor decision making reduced capacity Lack of innovation.	Strong leadership of the partnership Open and honest communication between management and committee	Parking Partnership Manager	June 2014	4	2	2		
1.6	Lack of partnership support for shared targets.	Failure to deliver key targets, missed opportunities, Tarnished reputation.	Ensure that partners are fully briefed on and committed to shared targets.	Parking Partnership Manager	June 2014	3	1	3		

RISK No.	RISK	CONSEQUENCE	CONTROLS	BY WHOM	REVIEW	SCORE	Workings		Previous Workings	
							P	I	P	I
1.7	Essex County Council review decriminalised parking services across the county and make fundamental changes to the service.	Direct effect on the partnership as any County changes will effect the services that the partnership are required to deliver possibly resulting in resourcing and delivery issues.	Members of the committee should maintain close liaison with County and ensure that all opportunities to participate in discussions are taken.	Chair of the joint committee	June 2014	6	2	3		
1.8	Removed									
1.9	Potential future financial challenges, of reduced income and increased costs, are greater than expected.	Inability to invest in the future of the service. Missed opportunities Failure of the service.	Financial performance is stringently monitored and deviancies reported to the partnership for action.	Parking Partnership Manager	June 2014	15↓	3	5	4	5
1.10	The partnership is subject to a major legal challenge relating to policy decision.	High financial impact of defending action. Reputation loss Reduction or withdrawal of services	All policy decisions are made in line with legal powers.	Chair of the joint committee	June 2014	8	2	4		
1.11	Removed									

RISK No.	RISK	CONSEQUENCE	CONTROLS	BY WHOM	REVIEW	SCORE	Workings		Previous Workings	
							P	I	P	I
1.12	Lack of agility in being able to respond to business need and demand, based on 'backwards' looking data in committee reports.	Headline figures sway discussion, masking debate around project and solutions based improvements.				12	3	4		

**IMPACT TABLE**

	Very Low	1	Low	2	Medium	3	High	4	Very High	5
PROBABILITY	<10%		10 – 25%		25 – 50%		50 – 75%		>75%	
Impact	Minimal - no interruption to service delivery < £10k		Minor - temporary disruption to service delivery £11k - £25k		Significant - interruption to part of the service £26k - £75k		Severe – full interruption to service delivery £76k - £100k		Catastrophic – complete service failure £100k<	

Minimum Score = 1  
Maximum Score = 25

Low risk = 1 – 4 Medium Risk = 5 – 12 High Risk = 13 – 25

**Removed Items**

No	Risk
1.8	Decisions are taken on a political basis as opposed to being considered on their own merits.
1.11	Income assumptions are based on outdated financial data.

**NORTH ESSEX PARKING PARTNERSHIP**

**RISK MATRIX JUNE 2014**  
(pre committee consideration)

Low Risks	Medium Risks	High Risks
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Scoring 1-5

Risk Tolerance Line

<b>Probability of Occurrence</b>	5 Very High					
	4 High					
	3 Medium		2		12	9
	2 Low		4    5	7	3    10	
	1 Very Low		1	6		
		1 Very Low	2 Low	3 Medium	4 High	5 Very high
<b>Severity of Impact</b>						

**Risks Removed**

- 1.8 Decisions are taken on a political basis as opposed to being considered on their own merits.
- 1.11 Income assumptions are based on outdated financial data.



**Report to:** Joint Committee, North Essex Parking Partnership (NEPP)

**Date:** 26 June 2014

**Subject:** Annual Governance Statement

**Author:** Hayley McGrath, Corporate Governance Manager, Colchester Borough Council

**Presented by:** Hayley McGrath, Corporate Governance Manager, Colchester Borough Council

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## **1. Action Required**

The Joint Committee is requested to:

- Note and approve the 2013/14 Annual Governance Statement for the North Essex Parking Partnership, and
- Agree the positive completion of Section 2 (the Governance Declaration) of the Annual Return for 2013/14, and
- Agree the actions highlighted in the statement, which are required to ensure that the service continues to provide appropriate and cost effective services

## **2. Background Information**

- 2.1 The Joint Committee is required to annually review the service's internal control arrangements by regulation 4 of the Accounts and Audit Regulations 2011. This was outlined in detail in the Annual Governance Statement briefing paper that was presented to this committee on 14 March 2013.
- 2.2 In 2011 the requirement for smaller bodies to complete full statements of account was replaced by the completion of an annual return (attached as an appendix to the Draft Accounts report, which is a separate item on this agenda), which consists of four declarations, one of which relates to the body's governance arrangements.
- 2.3 The declaration requires the Committee to confirm that the service has complied with eight areas of governance. Work has therefore been undertaken to review these areas and the purpose of the Annual Governance Statement is to provide the committee with reassurance of the service's compliance with them. A copy of the Governance declaration is attached at appendix 1.
- 2.4 Whilst smaller bodies have to review their governance arrangements to complete the annual return, there is no requirement to produce or publish a formal Annual Governance Statement. However it is considered good practice to do so.

## **2.0 Conclusion and Recommendations**

- 2.1 There have been no significant governance issues raised during the year and the internal audit report for 2013/14 achieved a substantial assurance rating.
- 2.2 The review this year, combined with the maintained audit assurance rating, have demonstrated that the governance arrangements for the partnership continue to be effective. However the completion of the items highlighted on the action plan would further embed the internal controls.

### **3.0 Standard References**

- 3.1 Having considered consultation, equality, diversity and human rights, community safety, health and safety and risk management implications, there are none that are significant to the matters in this report.

#### **Attached Papers:**

Appendix 1 - Copy of Section 2 of the Annual Return for 2013/14

Appendix 2 - Draft Annual Governance Statement

## Section 2 – Annual governance statement 2013/14

We acknowledge as the members of  our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

	Agreed –		'Yes' means that the body:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.			prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the body to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5 We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7 We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

This annual governance statement is approved by the body and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the body will address the weaknesses identified.

## Appendix 2

# THE NORTH ESSEX PARKING PARTNERSHIP ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDED 31 MARCH 2014

### **Scope of responsibility**

Colchester Borough Council, as lead authority for the North Essex Parking Partnership (NEPP), is responsible for ensuring that their business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Authority also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, Colchester Borough Council is responsible for putting in place proper arrangements for the governance of the NEPP affairs, facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

Colchester Borough Council, for itself, has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*. A copy of the code is on the Council website at [www.colchester.gov.uk](http://www.colchester.gov.uk) (detailed in the constitution, which can be found in the 'Council and Democracy' area) or can be obtained from Colchester Borough Council, Rowan House, 33 Sheepen Road, Colchester, CO3 3WG.

Colchester Borough Council will apply the principles of its approach to corporate governance when regulating the affairs of the NEPP. This statement explains how the NEPP has complied with the code and also meets the requirements of regulation 4 of the Accounts and Audit Regulations 2011. Due to the size of the service it is not required to formally publish a governance statement but to demonstrate the service's commitment to providing effective services it is felt appropriate to produce the statement.

### **DELIVERING GOOD GOVERNANCE IN LOCAL GOVERNMENT:**

#### **The purpose of the governance framework**

The governance framework comprises the systems and processes, and culture and values, by which the NEPP is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the NEPP to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the NEPP's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework has been in place at the NEPP for the year ended 31 March 2014 and up to the date of approval of the annual accounts. A detailed description of the comprehensive processes that make up the framework can be found in the 2013/14 Annual Governance Statement for Colchester Borough Council, which is available from the address above.

## **The Principles of the Governance Framework**

The Colchester Borough Council governance framework derives from six core principles identified in a publication entitled The Good Governance Standard for Public Services. This was produced by the Independent Commission on Good Governance in Public Services – a commission set up by the Chartered Institute Of Public Finance and Accountancy (CIPFA), and the Office for Public Management. The commission utilised work done by, amongst others, Cadbury (1992), Nolan (1995) and CIPFA/SOLACE (2001). These principles were adapted for application to local authorities and published by CIPFA in 2007. The six core principles are:

- Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area;
- Members and officers working together to achieve a common purpose with clearly defined functions and roles;
- Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
- Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
- Developing the capacity and capability of members and officers to be effective; and
- Engaging with local people and other stakeholders to ensure robust public accountability.

Colchester Borough Council has applied these six principles, where appropriate, in regulating the affairs of the NEPP.

## **DELIVERING GOOD GOVERNANCE IN LOCAL GOVERNMENT:**

### **Review of effectiveness**

Colchester Borough Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the senior managers within the authority who have responsibility for the development and maintenance of the governance environment, the Internal Audit annual report and also by comments made by the external auditors and other review agencies and inspectorates.

The NEPP is governed by a joint committee which consists of 7 members, one from the Executive of each partner authority - Braintree, Colchester, Epping Forest, Essex, Harlow, Tendring and Uttlesford. The Joint Committee meets at least four times a year and has the delegated power to govern the service. The governance arrangements of the NEPP are primarily set out in the Joint Committee agreement which came into effect on 1 April 2011. The agreement covers the following key regulatory areas:

- Strategic vision and values
- Specification of specific services for each authority
- Specific Limits and Requirements
- Funding and Accounting / Budget processes
- Governance arrangements
- Constitution of the joint committee
- Decision making process
- Monitoring and Assessment
- Scrutiny
- Conduct of members
- Liability of the authorities and members
- Dissolution arrangements

It is Colchester Borough Council's role as lead authority to ensure that the NEPP's activities comply with the governance framework. The NEPP is subject to internal monitoring by Colchester Borough Council's Internal Auditors and Scrutiny committees.

The Joint Committee is responsible for ensuring that the strategic vision of the service is achieved:

"The vision and aim of the Joint Committee will be to provide a parking service that results in a merging of services to provide a single, flexible enterprise providing full parking services for a large group of Partner Authorities. It will be run from a central office, with outstations providing bases for local operations. There will be a common operating model, adopting best practices and innovation, yet also allowing variation in local policies and decision-making. Progress will be proportional to the level of investment in the Annual Business Plan."

The vision is underpinned by a set of values that incorporate good governance principles including defining the services purpose, customer service, financial management, performance management, staff development, efficiency and innovation.

Officers of the NEPP provide updates to each of the Joint Committee's meetings regarding the progress of the service and its effectiveness.

From the work undertaken in 2013/14, Internal Audit has provided satisfactory assurance that the system of internal control that has been in place at Colchester Borough Council for the year ended 31 March 2014 accords with proper practice. This is excepting any details of significant internal control issues as documented in Colchester Borough Council's Annual Governance Statement, none of which relate to the NEPP. It is also the opinion of Internal Audit that the Council's corporate governance framework complies with the best practice guidance on corporate governance issued by CIPFA/SOLACE.

### **Significant Governance Issues**

The review of the effectiveness of the governance and internal control arrangements for the Parking Partnership has identified some areas where actions are required to ensure that the new North Essex Parking Partnership delivers appropriate and cost effective services. These are detailed in the table below:

No.	Issue	Action
1.	<u>Parking Partnership Strategy</u> It was highlighted in last years Annual Governance Statement that a review of the Parking Strategy and Development Plan should be undertaken. This was agreed for completion by March 2014. This had not been finalised by the year end and the internal audit carried out in April 2014 also highlighted the same issue.	The review has been completed and the documentation is being reported to the Joint Committee meeting on 26 June 2014 for approval and implementation.
2.	<u>Reconciliations</u> The internal audit review highlighted that on some occasions there had been incomplete documentation for season ticket and parking charge notices reconciliations.	The concerns raised by the audit have been resolved with immediate effect.

We have been advised on the implications of the result of the review of the effectiveness of the governance framework.

**Signed:**

.....  
 Chairperson North Essex Parking Partnership Joint Committee

.....  
 Parking Partnership Manager

.....  
 Chief Finance Officer

on behalf of North Essex Parking Partnership

**Report to:** Joint Committee, North Essex Parking Partnership (NEPP)

**Date:** 26 June 2014

**Subject:** **NEPP On-Street financial position at year end 2013/2014**

**Author:** Matthew Young, Head of Operational Services, Colchester Borough Council

**Presented by:** Matthew Young, Head of Operational Services, Colchester Borough Council

---

## **1. Summary**

1.1 The position to date and forecast outturn for the NEPP on-street account is shown in the Appendix to this report. A surplus of £152,000 has been generated and the recommendation for how to deal with this is set out in section four of this report.

## **2. Income**

2.1 The income from Penalty Charge Notices (PCN) was £64,000 below budget at year end which is better than the £90,000 shortfall predicted at period 6. This improvement has been achieved through better targeted enforcement and a change in the rotas to ensure more staff are available at busy times.

2.2 This under recovery has been mostly offset by collecting more income through sales of permits and season tickets as well as a fee for additional work provided to one of the partner authorities by the Group Manager of the NEPP.

2.3 Members should note that it is very difficult to predict levels of income that can be earned through on-street activities as it is all dependent on driver behaviour. However, adjustments have been made in the budgets for the new financial year to reflect the experience during this year.

## **3. Expenditure**

3.1 Overall savings in the staffing budgets totalled just over £130,000 and were mainly down to the reduction in Civil Enforcement Officer (CEO) posts. A sustained effort was made to also reduce costs in both direct and indirect expenditure areas and this has resulted in the improved position than that predicted in month 9. Explanations are provided in the Appendix to this report.

## **4. Recommendations**

4.1 It was agreed at the Joint Committee meeting in January 2014 that surpluses of £50,000 would be retained to offset any deficits in subsequent years.



4.2 However, it is recommended that a further £50,000 is also retained in a ring fenced account held by the lead authority. This will allow for flexible financial management of the on-street account and will further lessen the possibility of the partner authorities having to contribute to any deficits in subsequent years. These funds will not be able to be used for any other purpose by the lead authority other than instructed by the Joint Committee.

4.3 It is also recommended that the remaining £52,000 be used for the following essential items that are required by the partnership to maintain the on-street operation:

- Hardware - £40k
- Training - £12k

The hardware is to improve the hand held devices for Civil Enforcement Officers (CEOs) as the original versions cannot cope with the increased usage required by the loading of Mi-Permit data. The training is to develop further the manager and team leader skills in the NEPP and give refreshment course for CEOs on legislation particularly the future signage changes. This expenditure is line with the legislation that specifies how surpluses on the on-street account can be spent.

4.4 Due to the reductions made to ensure that the previous deficit was eradicated the finance to fund these necessary items was not available in the original NEPP budgets.

## Appendix NEPP On-Street Account – Period 12

On-street Account	2013/2014 Actual to date	2013/2014 Budget to date	2013/2014 Variance to date	Note	
<b>Expenditure</b>					
<b>Direct costs</b>					
Employee costs:					
Management	58	55	3		Parking Services Mgt Team staff costs
CEOs & Supervision	1,031	1,162	(131)	A	CEOs & Supervisor staff costs
Back Office	266	270	(4)		Back Office staff costs
TRO's	80	80	-		TRO team staff costs
Premises costs	10	9	1		R&M budget (small expenditure anticipated)
Transport costs (running costs)	29	24	5		Fuel, public transport etc
Supplies & Services	195	228	(33)	B	General expenditure
Third Party Payments	41	28	13	C	Chipside and TEC bureau costs
	1,710	1,856	(146)		
<b>Non-direct costs</b>					
Accommodation	62	64	(2)		Accommodation
Other Support Services	134	149	(15)		Accountancy, HR, insurance, HoS, etc
Cash Office & Receipting & Postage	45	33	12	D	Cash Office & postage
Communications	14	20	(6)		Communications
Fleet contract hire	54	54	-		Fleet costs
IT	73	76	(3)		IT costs
	362	396	(14)		
<b>Total Expenditure</b>	2,092	2,252	(160)		
<b>Income</b>					
Penalty Charges (PCNs)	(1,649)	(1,713)	64	E	PCNs
Parking Permits/Season Tickets	(431)	(386)	(45)	F	Visitor Permits / Season tickets
Parking Charges (P&D etc)	(158)	(158)	-	G	Pay & Display charges
Other income	(6)	-	(6)	H	Misc reimbursements from partners
<b>Total Income</b>	(2,244)	(2,257)	13		
<b>Deficit / (Surplus) transfer to reserve</b>	(152)	(5)	(147)		
	Notes				
	A Savings in enforcement staff costs, net of severance pay (70% attributable to on-street account).				
	B Cost pressure on debt registration fees.				
	C Chipside and Patrol costs				
	D Cost pressure on postage.				
	E Income from penalty charge notices - projection based on recent trends.				
	F Income from season tickets / permits expected to be slightly above budget for the year.				
	G Income from P&D expected to be slightly down due to proposed changes at Harwich Quay.				
	H Income in respect of consultancy works carried out by Parking Manager.				

**Report to:** Joint Committee, Parking Partnership

**Date:** 26 June 2014

**Subject:** **NEPP Development Plan**

**Author:** Richard Walker, Parking Partnership Group Manager

**Presented by:** Richard Walker, Parking Partnership Group Manager

---

## 1. Summary

- 1.1 The Parking Partnership's first operational years were covered by an Initial Business Plan, which set out how the Partnership would operate and become financially independent.
- 1.2 The intended timescale of the Initial Business Plan has now been completed with the transitional changes and work implemented.
- 1.3 A Development Plan is now proposed to cover the next five years of operation, and the draft Plan is presented for debate, prior to its completion and adoption.
- 1.4 The Development Plan document sets out the strategic direction for the Partnership, and points out the most critical financial factors, and mitigating actions required, which could affect the performance of the service during this timescale.
- 1.5 Members are especially requested to note the income streams and proposals, particularly permit price proposals which are shown in Appendix A, as well as considering other income streams.
- 1.6 Members are invited to debate the contents of the draft Plan, and have input into the future shape and direction of the service, through recommendations made for inclusion in this final version of the Plan.

## 2. Decisions

### 2.1 Members are asked to:

- **consider and debate the Development Plan and make recommendations either for changes to the draft;**
- **recommend any other actions or contents for input into the Plan;**
- **consider and debate the general level of pricing over the duration of this plan, in order to add to transparency and openness;**
- **decide the future direction of the Partnership, approving the financial aspects of its provision and support over the next five years;**
- **Approve the Plan in draft/outline, on the understanding that the recommendations will be incorporated into the final version**

**Draft Document**



# Parking Partnership 5-year Strategy & Development Plan **2013/14-2017/18**

*for the North Essex Partnership Area*



**North Essex Parking Partnership  
Strategy and Development Plan:  
Issue 4 (draft)**

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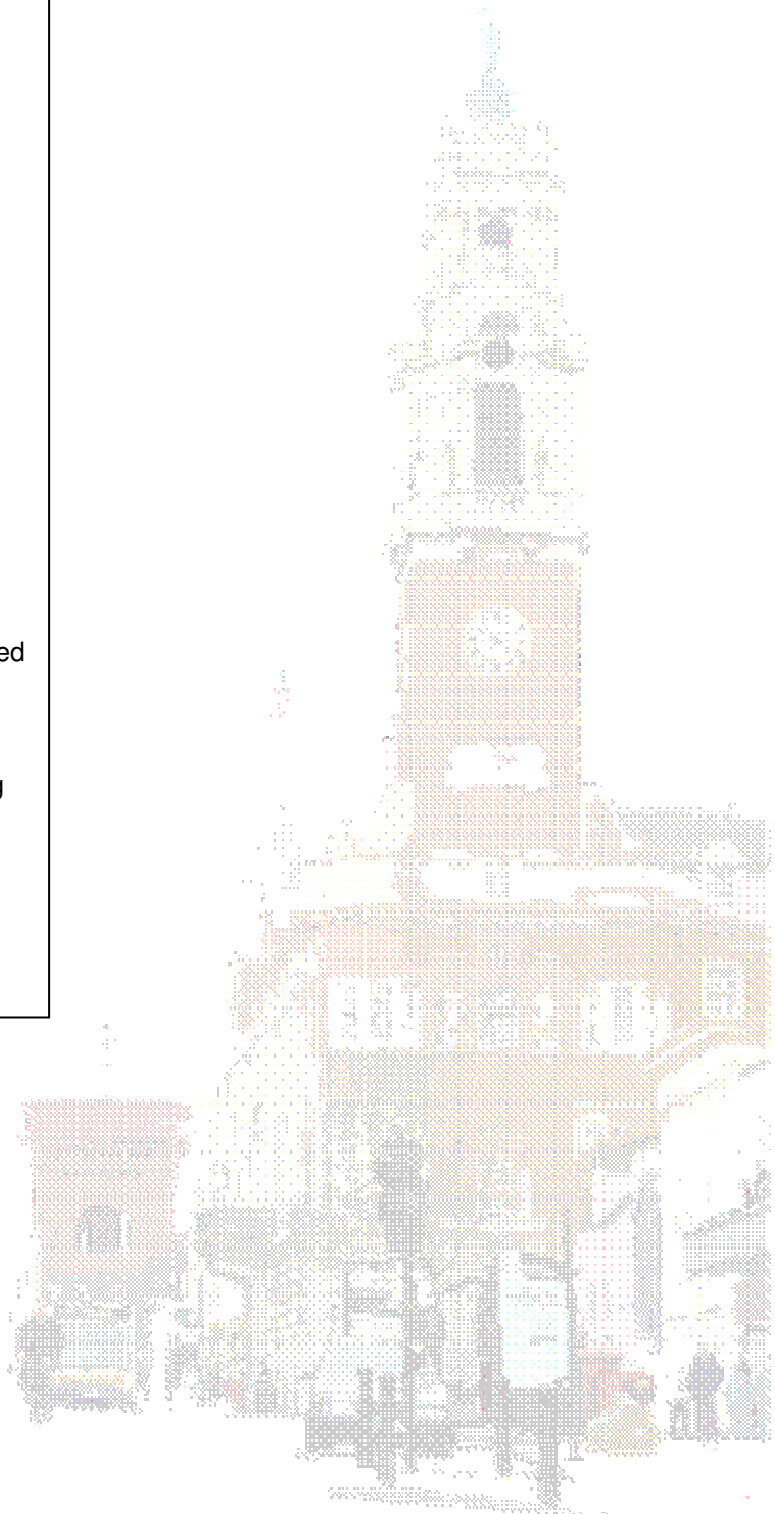
**Development Plan v1.1** first issued 2007.

**Development Plan v2** issued August 2008

**Development Plan v3** amended and re-issued  
for Parking Partnership 2009.

**Development Plan v4** comprehensively  
revised and reissued for North Essex Parking  
Partnership December 2013-January 2014

*Information is complemented by the  
Partnership's Annual Reports 2012/13 and  
2013/14 (produced in retrospect).*



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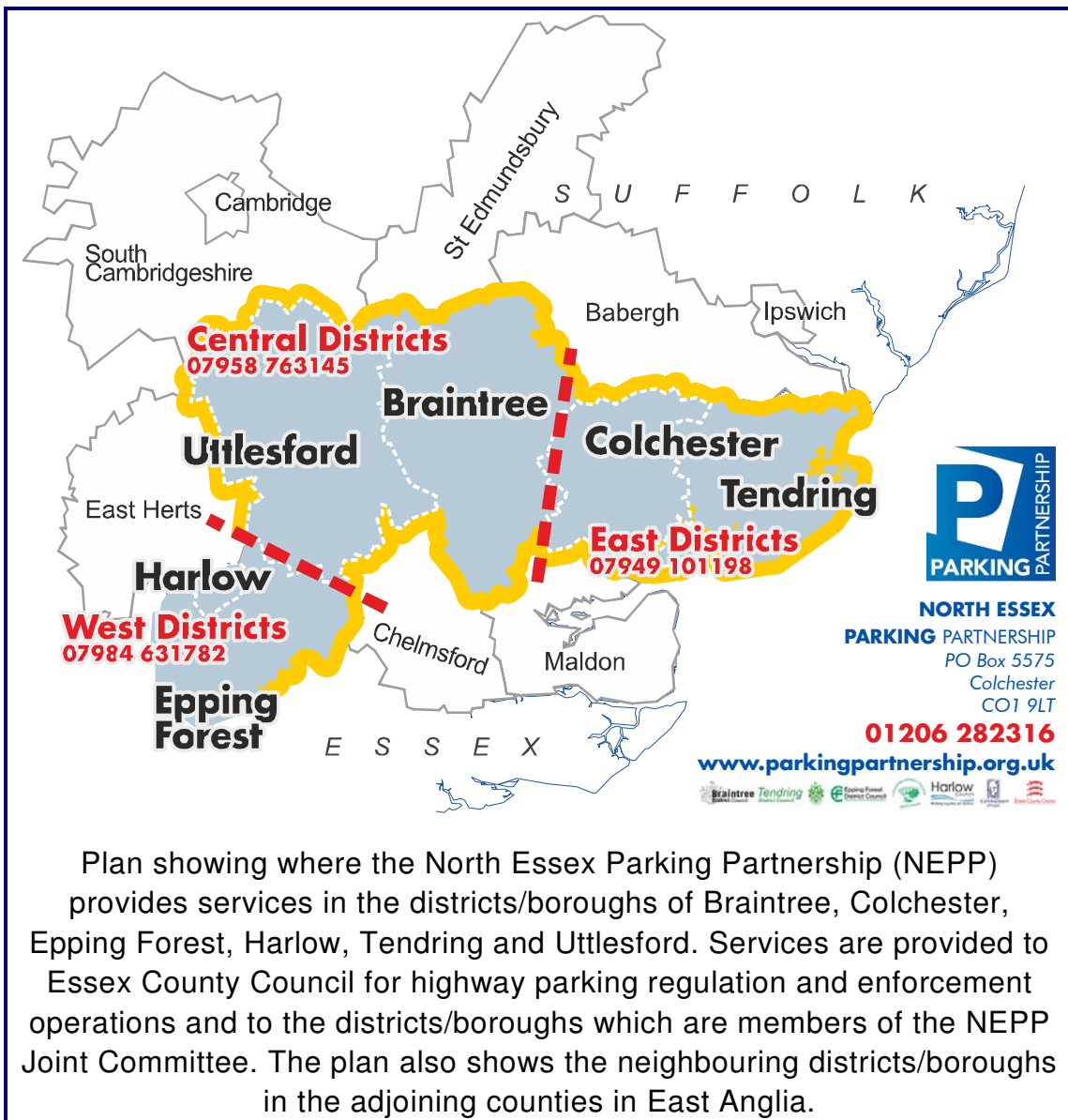


# 1 Introduction

## 1.1 About this Document

This document, now in its fourth version, sets the direction for the second half of the North Essex Parking Partnership's (NEPP) Agreement initial term.

It sets out to revise and redefine the NEPP's strategy for the future provision and operation of parking across the borough and district council areas of Essex County Council, Colchester Borough Council, Braintree District, Epping Forest District Council of Civic Offices, Harlow District Council, Tendring District Council and Uttlesford District Council.



## 1.2 Purpose of this Document

The document sets out to:

- Determine the future direction of the Parking Partnership operationally and financially, having completed the Implementation Plan set out in the Business Case.
- Make clear links between the Parking Strategy and other transport related strategies in place including any local or town centre plans;
- Determine a strategic approach to future provision including changes to parking regulations, enforcement and operational services investigating any gaps in the level and quality of provision and opportunities to make efficiencies in the service, and what actions the Partnership should take in each case;
- Define the current position with regard to on-street and off-street parking, to determine a strategy for the level and quality of the service provided and what actions the Partnership could take;
- Set out the level of contributions required from Partner Authorities against the Service Level Agreement;
- Take into account the need to achieve sustainability by setting out what is considered to be a fair pricing structure and how, if any surplus is generated by the service, that might be used to help support services offered.

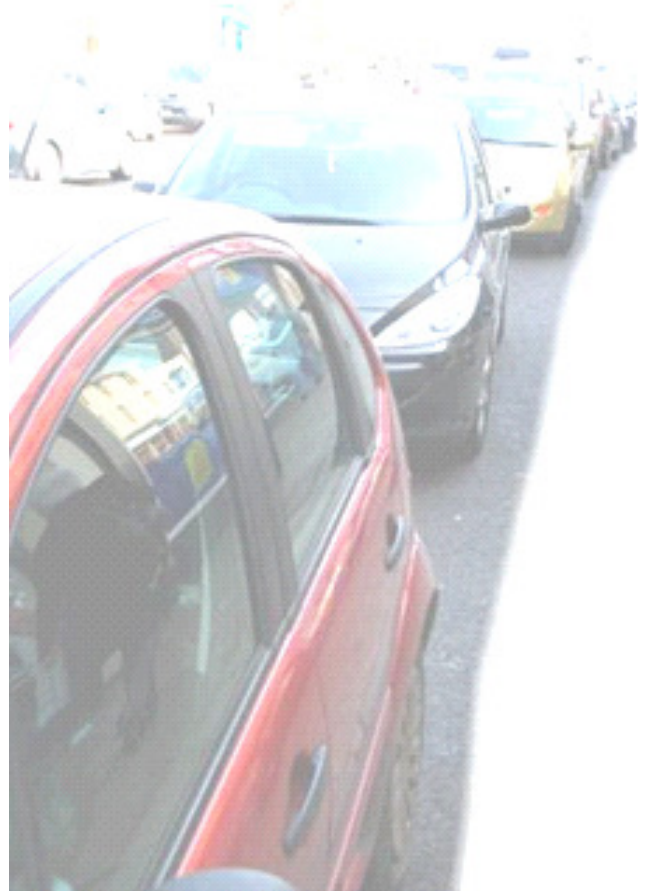
## 1.3 Partnership Services

The Joint Committee Agreement defines the services to be delivered in the on-street areas.

The off-street parking Service Level Agreement (SLA) shows services provided to the Partner Authorities which (decided by Committee December 2012).

## 1.4 Background

A Development Plan for parking was first issued in 2007 for operations in Colchester; the Plan was revised and updated as operations have changed. The 2008 issue represented the first full update and that version has been supplemented with strategy Plans for the joining districts with the advent of the Partnership. This was updated to reflect the formation of the current Partnership operation of seven authorities under Agreement. The Plan is a “live” document.





## 1.5 History

Prior to the Partnership Agreement, the partner authorities operated their own discrete Agreements with the County Council to provide parking services, and operated their own off-street parking services entirely separately.

The implementation of the 2011 Parking Partnership – based on the ideas from our previous similar but smaller three-district Partnership – has been a significant change. The effect has been able to implement one of the most innovative and efficient operations in the country. NEPP received a national award to recognise its achievements.

This Plan is a summary of the development that the service now requires detailing the steps that need to be taken in order to build upon the successful and efficient operation outlined in our initial plans.

**The aim is to continue to deliver good quality, innovative and efficient public services at minimum cost.**

**To this end there's a number of exciting projects to implement in the coming years which will further complement the groundwork already done in becoming the best all-round parking operation possible.**

## 1.6 About the Partnership

NEPP is an independent local government service, which reports to a Joint Committee of Essex County Council. The North Essex Parking Partnership Joint Committee governs the operations and is known as the Joint Parking Committee (JPC).

Beside the county council, the six district and borough councils of North Essex are also Members of the NEPP JPC and are represented by Executive Councillors at the Committee, which meets about five times a year, with its AGM in June. The NEPP JPC receives operational, financial and other topical reports from lead officers.

Each of the district and borough councils (the “client authorities” of NEPP) has a client officer with whom the NEPP officers maintain regular contact. The officers of the NEPP operational service are employed by a host authority, which in the case of NEPP is Colchester Borough Council.

More details about the NEPP and its governance can be found in the service's Annual Reports published at [www.parkingpartnership.org](http://www.parkingpartnership.org)

The county council has also delegated powers to make parking restrictions/permissions such as “yellow lines” to the NEPP and the JPC considers schemes from cases discussed locally.

## Strategic Links

The Strategy needs to be closely linked with the county council's priorities principally the Local Transport Plan (LTP) as it relates to the decriminalised Civil Parking Enforcement scheme (CPE) and any future development of park & ride sites (P&R) to serve towns in the partnership area. This document therefore also considers these issues.

This document outlines a 5-year Parking Strategy for the North Essex area and is based on principles that reflect:

- National, regional and local objectives for regeneration, transport and the environment;
- The mitigation of changes in town centre parking stocks as a result of regeneration in town centres stemming from regeneration plans and local plans to revitalise high streets.
- Any improvements to the overall parking service provided by the partner councils which may be required.
- Any changes to legislation or Guidance from government as a result of recent consultation.

## 1.7 Structure of Document

The Strategy is presented under the following headings:

1. Introduction
2. Mission and Vision
3. Aims and Objectives
4. Review of work to date
5. Financial Matters
6. Parking Enforcement Service
7. The Technical Service
8. Off-street parking operations
9. Business Unit and Policy issues
10. Performance Management
11. Technology
12. Future recommendations
13. Phased implementation plan

**Each section provides a summary of the key issues together with the recommendation(s) for areas to be developed, that are highlighted in boxes, within the text.**

## 2 Mission and Vision

### 2.1 Mission

Our mission is to:

- Provide a well-budgeted, effective, efficient and economic service in line with national, regional and local objectives for regeneration, transport and the environment;
- Plan for and provide adequate parking for future needs, including during regeneration;
- Maintain the highest possible level of service, safety and customer care whilst maximising income;
- Demonstrate continuous service improvement and high levels of performance.
- Clearly and concisely communicate the vision and plans set out herein to all those who need to buy in to them in order to deliver the programme.

### 2.2 Vision

The Partnership's Vision:

It is expected that in 5 years the result of merging services will be a single, flexible enterprise providing full parking services for a large group of partner authorities.

The vision calls for combined collaborative working, as a single enterprise. In future years, the enterprise will bring together the parking expertise from all the partner authorities (including any future partners which may join), as a single entity managed centrally with satellite outstations providing bases for local operations.

There will be a common operating model, adopting best practices and innovation, yet also allowing variation in local policies and decision-making. Progress will be constrained by investment in the annual business plan.

To create a flexible business enterprise operating as a single unit formed out of the existing three authorities' operations will require joint investment (both political and financial) from all partners and a sign-up to a joint strategy, model and structure proposed.

### 3 Aims and Objectives

The plan sets out specific strategies relating to each part of the service, or parts of the client authorities' services where change is taking place; they have independent timescales, but fit together and support this document

The Aims are divided into functions as follows:

#### 3.1 Business Aims

- Support the core principles of TMA 2004 and LTP3;
- Operate the Civil Parking Enforcement function beyond March 2018;
- Achieve an overall financial account to operate parking enforcement and the TRO function overall at zero deficit;
- Maintain a reserve fund within agreed boundaries;
- Work in partnership with others wherever possible
- Partnership Client Officers take all reasonable steps to ensure individual areas maintain their off-street contribution;
- Maintain signs and lines and TROs to an acceptable level ensuring suitable funding is available

#### 3.2 Supporting the Aims of the Local Transport Plan

The Partnerships continue to support the Local Transport Plan outcomes of Essex County Council (LTP3 and beyond) including:

- Improving the management of parking within urban areas, (including the possible development of Park & Ride facilities to remove traffic from congested corridors);
- Stronger parking enforcement, particularly where illegally parked vehicles impede traffic flows or block access by public transport; and
- Improving the management of goods deliveries, ensuring that appropriate vehicles are used and that delivery and loading does not inhibit traffic flows
- Providing connectivity for Essex communities and international gateways to support sustainable economic growth and regeneration
- Reducing carbon dioxide emissions and improve air quality through lifestyle changes, innovation and technology
- Improving safety on the transport network and enhance and promote a safe travelling environment

### 3.3 The Partnership Governance Document

The Partnership Joint Committee Governance document (“The Agreement”), outlines the control and leadership of the joint parking service parking governance strategy for the partner authorities and which also sets out how the partner authorities fund and operate the Joint operation.

The Governance document defines the starting position (“baseline”) with regard to on- and off-street parking operations and on-street enforcement in partnership by defining the level and quality of the services provided originally by the partner authorities before their merger (and therefore the service level provided in their area if they chose to leave), and the actions required to operate the service through a Joint Committee.

### 3.4 Legislation and external agreements

Much of the work carried out by the Partnership is governed by primary legislation, regulations and guidance – the appropriate references are given later in this document.



**Car parking is one of the most important services which any local authority provides, with links to town centre vitality and income being brought to the fore in recent National and Select Committee reports.**

### 3.5 Updating the Business Plan

The initial Business Plan document detailed budgets for the Partnership

from 2011 to 2014 having projected contributions based on 2009/10 figures.

This new Strategy takes and develops the details and provides projections based on actual operations in order to provide an updated Plan for the years 2014/15 and beyond.

In addition, a budget for off-street operations is provided based on the Service Level Agreement (SLA) principles that were agreed at JPC in December 2012.

### 3.6 Other Plans

Planned projects can be implemented using “daughter” plans, which prioritise and amplify the work and processes to be gone through further.

It will be necessary for the Parking Partnership’s client authorities to maintain asset management plans separately from the Parking Partnership operational service itself, since the asset base remains the responsibility of the Client Authority.

The Partnership will assist and advise the client authorities of issues such as asset maintenance. Wherever necessary, the Partnership will make consultancy services available to client authorities for special projects which might fall outside the SLA.

## 4 Review of work to date

### 4.1 Review of Objectives

The initial Business Plan document detailed a number of steps to be taken in the transitional years, in order to help the service manage a break-even budget by 2014.

These steps have largely been completed and the budget is forecast to be out of deficit for the out-turn of 2013/14.

Actions already taken will continue to contribute efficiencies as the systems are expanded to cover all activities.

Steps taken include:

- Introduction of MiPermit for cashless car parking, paperless permits and season tickets and virtual visitor permits.
- The system extends opportunities for motorists to pay electronically; cashless parking is now available in Colchester, Uttlesford and Epping car parks, Loughton and Buckhurst Hill, Harwich and Saffron Walden on-street locations, with Braintree car parks presently under test.
- 'Paperless' Car Park Season Tickets and Resident Permits are available in place of paper permits, bringing savings in postage, secure stationery and more flexibility in payment collection systems.
- 'Virtual' Visitor Permits are available in place of scratch-cards bringing savings in postage, secure stationery and more flexibility in payment

collection systems. There has been a high conversion rate within the trial area (Colchester), with over 18000 having been transferred to the Internet service between October and March, with a growing take-up.

- Scratch-cards are still available to those who have no access to the Internet, although only until a 24/7 phone line can be provided.
- A CCTV car has been procured for use near schools and other high level restrictions. Operation of the car helped to bring enforcement to more places during peak times where it has been called for but impractical to reach previously.



- Enforcement and operational services in Epping Forest have been merged and operations streamlined.
- The Technical Service has begun to implement a large number of requested restrictions and has carried out two major town reviews.
- Enforcement services have been streamlined in accordance with the views of the Joint Committee; there are now 66 CEOs posts

## 5 Financial Matters

### 5.1 Budget for 2014/15 onwards

The initial business plan set out the interim budgets required to re-align the service to achieve a balanced budget in 2013/14. The initial business plan did not set out any details beyond 2013/14, and that is the purpose of this document.

The first years of operation included investment in systems and hardware, plus an adjustment for the later integration of the Epping Forest operations.

In addition to the annual budget there is agreement to carry forward deficits or surpluses in the on-street and off-street operations from year to year, provided the variance is not in excess of £50k. Those variances must be dealt with by early intervention within the next financial year.

A number of initiatives have now been implemented in order to gain additional efficiencies in the system, as identified in the initial Business Plan.

It is clear that without changing investment, income, or the level of resources, the level of financial out-turn will gradually reduce as costs and expenditure increase in line with inflation.

Essential inflationary increases account for around £130k of additional expenditure each year, whilst running costs are being kept under strict control. All costs will be subject to inflationary increases.

Presently the TRO team is funded from the On-Street fund in order to maximise the maintenance funding available. This effectively reduced the out-turn level by around £98k.

It is important (and in certain cases, a legal requirement) that each element of the service is covered by its own funding.

### 5.2 Finance Key Facts

Increasing the off-street contribution (which covers between 20% and 30% of enforcement work and 100% of car park operations work) by 3% would mean an additional £37k income.

Increasing the resident permit charge by £5 (about 9%) could mean an additional income of £22k

Increasing the Resident Visitor charge by 20p from 80p to £1 would bring £22k income.



PCN income for resident areas cannot be used to fund residential enforcement. That cost must be borne by the resident permit price. The reasons for this being that there is no guarantee of any PCNs being issued, and so any scheme must be self-financing without relying on such PCN income.

The PCN value is set by Department for Transport (DfT), centrally. It is unlikely that the PCN value will be increased. The enforcement process has been strengthened over recent years to enable more of the outstanding charges to be collected. Efficiencies have instead been sought in the process.

Consultation with Client Officers and at Scrutiny has shown that the financial information would be well received if the details for coming years could be set out in a planned way. Details of the larger costs and income streams are shown in the Appendices.

There are few income streams which can be relied upon. One source of income is from On-Street Pay & Display areas, where a fee to park is set at a level to encourage space availability for short stays, primarily in support of nearby businesses and to regulate all-day use of kerb space by supporting use of nearby off-street car parks for longer stays. The Committee has previously decided that new Pay & Display areas would only be considered as part of an overall local scheme, and these will be investigated as part of this Plan.

### 5.3 Action Plan

Actions have been recommended in the short-term and medium term and these are contained within the Plans in order to mitigate and maintain the budget position over coming years.

These include areas where efficiencies could be made, additional income could be earned, or fees and charges may need to be adjusted.

The appropriate measures have been included within the agreed 2014/15 budget, and a Plan for future years for Proposed Permit Charges is shown in the table at **Appendix A**.

A plan of proposed actions is included at **Appendix B (details to be confirmed after decision)**.

### 5.4 Comparing the North and South Partnerships

	Area	Population	Density (per sq m)
NEPP	885	745,700	842
SEPP	483	651,500	1,350
SEPP <i>as a proportion:</i>	55%	87%	160%



The two Partnership areas have their own particular features, although the NEPP area is significantly more rural with greater distances to travel.

SEPP is just over half the size of NEPP in area. SEPP is more populous, and the population spread is over one and a half times the density. SEPP has a proportional population 160% the size for its area when compared to NEPP.

## 6 Parking Enforcement Service

### 6.1 Background

The enforcement service covers highway on-street areas and off-street car parks. The amount of work carried out in car parks is set in relation to the Service Level Agreement.

The on-street operation is funded by NEPP income and adjusts to the resources available.

Costs and resources are split between the on-street and off-street accounts.

Following the Joint Committee's decision in December 2012, the Partnership undertook a restructuring exercise in mid-2013. The current number of CEOs available in each area is as follows:

Area	CEOs
East	18
Central	15
West	18

The teams are then split between districts on a beat system. This equates roughly as follows (on a day to day basis slightly more or fewer resources may be deployed depending upon the local shift pattern and any leave or recruitment ongoing). A table is shown below:

District	On or Off Street	CEOs per district	% split of CEO time
Tendring	On	4	8%
Colchester	On	8.6	17%
	Off	5.4	11%
Braintree	On	5.25	10%
	Off	2.25	4%
Uttlesford	On	5.25	10%
	Off	2.25	4%
Harlow	On	6.3	12%
	Off	2	4%
Epping Forest	On	6.3	12%
	Off	3.4	7%

Tendring is not part of the Partnership for Off-Street.

Looking at the split of work completed, using PCNs issued in 2012/13 as a guide, the split of employees roughly mirrors the allocation of work, with the exception of Colchester, where significantly more PCNs were issued per CEO on-street.

District	On or Off Street	% split of CEO time	% split of PCN issued
Tendring	On	8%	10%
Colchester	On	17%	27%
	Off	11%	10%
Braintree	On	10%	9%
	Off	4%	5%
Uttlesford	On	10%	5%
	Off	4%	4%
Harlow	On	12%	10%
	Off	4%	3%
Epping Forest	On	12%	10%
	Off	7%	8%

## 6.2 Future Provision

There is a continuing need to protect accessibility of the kerbside to provide adequate parking supply for shopping, leisure and commercial activities.

The enforcement service is about to commence recruiting for a small number of vacant posts where staff have moved on. It is felt that the organisation's number of officers and balance of the CEO teams is now at the correct level, where resources are stable, sustainable and affordable for the medium-term future.

The only changes may be to supplement seasonal levels with overtime or seasonal part-time working.

## 7 The Technical Service

### 7.1 Background

The Technical service is currently being reorganised in order to bring together the Technical and Operational sections into one team, and identify separately the cash collection service. If it is beneficial the cash collection and counting service may be outsourced, depending upon the market evaluation.

The Technical Team is responsible for On-street Regulations and maintenance and this is part-funded by an Essex County Council maintenance contribution (£150k p.a.) and partly from external contributions to cover Traffic Regulation

Order design. The latter will fund an additional two technical posts, which will be dependant upon continuing funding.

## 8 Off-street parking operations

### 8.1 Car Parks

This section captures the role of the car park infrastructure in attracting visitors and shoppers and alludes to the relationship with the local economy and vibrancy of the town centre.

The Off-street functions, reporting to the Off-Street Sub Committee of the Joint Parking Committee for those client authorities which have agreed the NEPP shall provide their parking services were agreed in a Service Level Agreement at the December 2012 meeting.

The off-street SLA is fundamentally a menu of operational items which can be selected. The level and depth of the operation provided is agreed by Districts who can choose as much or little of the operation as it is efficient to agree, to be provided by the operational function of NEPP.

The level of service provided dictates the pricing structure. The pricing structure and contributory budget is reviewed in this section.

The work of the Off-Street Review continues.

**(A fully-costed SLA will be developed and attached to the final version, once the work on the Technical Team Review and Cash Collection Contracts, if applicable, have been concluded).**

### 8.2 Split of work: Cash Service

To assist in the planning for the Off-Street Review, the table below summarises the amount of work done in cash collection / counting terms for each area, and each account, based on machines, collections and shows a percentage of the total budget for cash services which can be attributed to each authority.

A small amount of work is carried out for the on-street service (approx 10% of collections or 2% by income), but in any event, the majority of the work is for the off street function.

The details are shown in the tables below.

Area/District (both on- and off- street)		Ops/cash personnel split by area	Account	Machines serviced	Machines by % of total	Estimated Annual Collections	Collections by % of total
East	Tendring	50%	On	2	1%	234	1%
	Colchester		<b>Colchester - Off</b>	53	31%	10212	41%
Central	Braintree	30%	<b>Braintree - Off</b>	20	12%	3152	13%
	Uttlesford		On	6	3%	936	4%
			<b>Uttlesford - Off</b>	27	16%	4212	17%
West	Epping Forest	20%	On	24	14%	1248	5%
			<b>Epping Forest - Off</b>	41	24%	4680	19%

On-Street total (pay & display on-street work carried out) is equivalent to 10% (32 machines, collected non-daily).

For information, Harlow and Tendring carry out their own off-street cash collections.

In terms of actual cash collected and processed on behalf of the client authorities, the split is as follows:

Proportion of work by Income - per account  
2013/14

	proportion
Braintree	11%
Colchester ( <i>all sites</i> )	60%
Epping Forest	17%
Uttlesford	10%
On Street	2%

## 9 Business Unit & Policy issues

### 9.1 Technology

“Response Master” technology has been trialled which can assist in creating bespoke letters. The results are being compared to improvements which can be made in the usual personalised letter response system.

Links are now available from the database enabling email responses to be sent. This area is to be developed further over the coming year.

### 9.2 Virtual Permits

Reducing secure stationery, the virtual permit system has been very successful in reducing postage costs and creating efficiency through using an online system. The system communicates with the officers’ handhelds on street.

## 10 Technology

### 10.1 Website

The information carried on the website has been improved and will continue to be developed further.

### 10.2 Other Technological Solutions

A CCTV car has been trialled in order to gather data on contraventions outside schools. Over the coming months this will be reported, and a decision will be made on the future provision towards the end of the financial year, and depending on future regulatory changes.

The vision for the Partnership reflects that Back Office systems and communication will be improved continuously. The recent introduction of email responses direct form the database is an example of such a saving, by reducing stationery and postage costs.

## 11 Future recommendations

### To be added following discussion

To continue to implement savings brought about by MiPermit, and digital communications wherever possible. To maintain income from existing streams at a proportionate level. To investigate other income streams, such as external work, a review of the work of the CCTV car, implementation of few Pay & Display sites as part of wider parking management schemes

## 12 Phased implementation plan

### To be added following discussion and decisions

To include:

- Permit Prices
- Visitor Permit Prices
- Income from PCNs
- Other Income Streams
- Employee costs
- Examples of other reduced costs

## Appendix A

### Permit Prices – proposals for discussion.

Table of Prices - budget proposals								
Parking Order:	Braintree							
Scale of Existing Charges	2011	2012	2013	2014	2015	2016	2017	2018
Resident Permit	£30.00	£33.00	£35.00	£40.00	£43.00	£45.00	£48.00	£50.00
Second Resident Permit (where available)	£30.00	£41.25	£45.00	£50.00	£55.00	£60.00	£65.00	£70.00
Third Resident Permit	£50.00	£62.50	£80.00	discontinued				
Parking Order:	Colchester							
Scale of Existing Charges	2011	2012	2013	2014	2015	2016	2017	2018
Resident Permit	£50.00	£52.00	£55.00	£60.00	£62.00	£63.00	£64.00	£65.00
Second Resident Permit (where available)	£50.00	£52.00	£70.00	£75.00	£78.00	£80.00	£80.00	£80.00
Third Resident Permit	£50.00	£52.00	discontinued					
Parking Order:	Harlow							
Scale of Existing Charges	2011	2012	2013	2014	2015	2016	2017	2018
Resident Permit	£18.00	£21.00	£25.00	£30.00	£33.00	£35.00	£38.00	£40.00
Second Resident Permit (where available)	£34.00	£42.50	£55.00	£60.00	£65.00	£70.00	£75.00	£80.00
Third Resident Permit	£70.00	£87.50	£110.00	discontinued				
Parking Order:	Tendring							
Scale of Existing Charges	2011	2012	2013	2014	2015	2016	2017	2018
Resident Permit	£35.00	£39.00	£42.00	£47.00	£50.00	£53.00	£55.00	£58.00
Second Resident Permit (where available)		£52.00	£55.00	£60.00	£62.00	£65.00	£68.00	£70.00
Parking Order:	Uttlesford							
Scale of Existing Charges	2011	2012	2013	2014	2015	2016	2017	2018
Resident Permit	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00	£70.00
Second Resident Permit (where available)			£100.00	£105.00	£105.00	£105.00	£105.00	£105.00
Parking Order:	Epping Forest							
Scale of Existing Charges	2011	2012	2013	2014	2015	2016	2017	2018
Resident Permit	£25.00	£30.00	£35.00	£40.00	£43.00	£45.00	£48.00	£50.00
Second Resident Permit (where available)	£50.00	£55.00	£70.00	£75.00	£78.00	£80.00	£80.00	£80.00
Third Resident Permit	£100.00	£125.00	£130.00	£150.00	£150.00	£155.00	£155.00	£160.00

## Appendix B

Proposed Actions

**To be added following discussion and decisions**

S:\Development - Service - Asset Plans and Performance\Development Plan\2014-15\Parking Partnership development plan 2014 on - draft v0.2.doc

**Report to:** On-Street report to Joint Committee, Parking Partnership

**Date:** 26 June 2014

**Subject:** North Essex Parking Partnership Operational Report

**Author:** Lou Belgrove, NE Parking Partnership

**Presented by:** Lou Belgrove, Business Manager, NE Parking Partnership

## 1. *Introduction and Purpose of Report*

- 1.1 The report gives Members an overview of operational progress since March 2014.
- 1.2 The report is presented for information and scrutiny and for ease of reference the following section has again been organised using relevant operational headings.

## 2. *Detailed considerations*

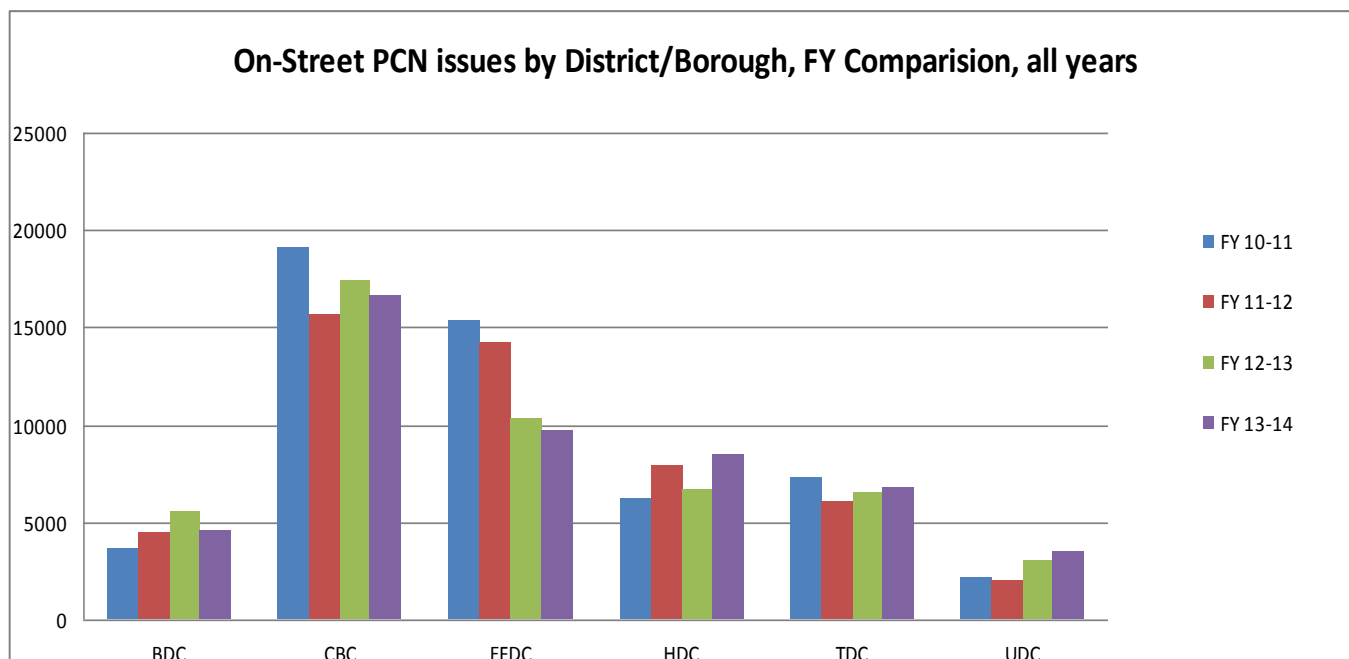
### 2.1 *On - Street Performance measures*

- 2.1.1 The following table and graph shows the issue rate of all Penalty Charges for the on-street parking function.

**On Street PCNs by month, per District/Borough**

	BDC	CBC	EFDC	HDC	TDC	UDC		BDC	CBC	EFDC	HDC	TDC	UDC
Apr-10	369	1605	1142	446	424	159	Apr-12	434	1195	1074	362	566	194
May-10	359	1555	1437	391	767	177	May-12	379	1388	1200	422	484	202
Jun-10	301	1471	1271	347	789	142	Jun-12	389	1171	940	540	525	236
Jul-10	289	1293	1380	397	1108	172	Jul-12	474	1225	1091	509	596	275
Aug-10	262	1758	1143	380	734	199	Aug-12	525	1249	1076	449	667	308
Sep-10	321	1596	1283	386	607	207	Sep-12	504	1375	723	369	361	261
Oct-10	323	1981	1284	473	738	249	Oct-12	448	1491	749	603	376	294
Nov-10	339	2057	1554	897	617	293	Nov-12	431	1631	656	818	432	312
Dec-10	235	1151	1105	490	314	94	Dec-12	459	1515	603	760	539	209
Jan-11	286	1803	1448	692	506	132	Jan-13	467	1565	576	535	470	258
Feb-11	263	1464	1151	795	453	149	Feb-13	570	1799	723	545	575	262
Mar-11	290	1360	1222	543	216	118	Mar-13	437	1804	905	744	865	256
<b>FY 10-11</b>	<b>3637</b>	<b>19094</b>	<b>15420</b>	<b>6237</b>	<b>7273</b>	<b>2091</b>	<b>FY 12-13</b>	<b>5517</b>	<b>17408</b>	<b>10316</b>	<b>6656</b>	<b>6456</b>	<b>3067</b>
Apr-11	298	1441	1081	700	593	139	Apr-13	444	1790	857	685	921	265
May-11	383	1483	1079	837	464	146	May-13	373	2132	947	781	1002	263
Jun-11	321	1449	1058	900	497	139	Jun-13	385	1519	802	858	736	324
Jul-11	344	1556	1154	853	747	149	Jul-13	446	1782	748	880	727	322
Aug-11	484	1340	1059	543	667	196	Aug-13	337	1331	741	892	461	278
Sep-11	483	1257	1223	567	489	195	Sep-13	382	1154	661	610	372	274
Oct-11	467	1620	1250	670	588	214	Oct-13	351	1234	858	566	523	212
Nov-11	364	1214	1319	751	437	186	Nov-13	359	1250	940	783	549	333
Dec-11	314	1123	1404	703	364	163	Dec-13	360	1078	884	682	326	273
Jan-12	403	1141	1287	679	445	164	Jan-14	423	984	854	583	338	423
Feb-12	246	843	1099	451	302	126	Feb-14	345	1191	659	522	301	250
Mar-12	321	1157	1260	295	487	147	Mar-14	310	1224	768	630	484	283
<b>FY 11-12</b>	<b>4428</b>	<b>15624</b>	<b>14273</b>	<b>7949</b>	<b>6080</b>	<b>1964</b>	<b>FY 13-14</b>	<b>4515</b>	<b>16669</b>	<b>9719</b>	<b>8472</b>	<b>6740</b>	<b>3500</b>
							Apr-14	368	910	729	453	367	307
							May-14	487	1021	746	633	500	362





- 2.1.2 In the smaller districts PCN levels continue to increase year on year – this is due to measures that the Enforcement Area Managers have implemented including better deployment of staff and more intelligent enforcement.
- 2.1.3 The two larger districts have suffered mainly due to decreased numbers of CEOs. Recruitment is ongoing to recruit to the full compliment of staff.
- 2.1.4 Consideration also has to be given to the difference between the NEPP’s enforcement policy compared to that of the previous contractor in the Epping Forest district. NEPP operates a fairer, more transparent service in line with recent Government recommendations and this will naturally reduce the number of PCNs issued.

**2.2 CCTV Vehicle**

- 2.2.1 The vehicle has now been launched in all participating authorities and has been in operation since February 2014.
- 2.2.2 Work is ongoing with the supplier and contractor in regard to a number of issues with the vehicle’s communication and processing software, which have hindered the vehicles capabilities in regard to geographical limits during the initial months. All cases received are continuing to be reviewed by senior officers to ensure compliance and correct operation with the new process.
- 2.2.3 The table overleaf shows the numbers relevant to each district and an overall total:

	Braintree	Colchester	Epping Forest	Harlow	Uttlesford	Total
No of reviewed cases sent to NEPP by review station*	<b>78</b>	<b>70</b>	<b>34</b>	<b>18</b>	<b>0</b>	<b>200</b>
No of cases progressed by NEPP**	<b>43</b> (55.1% conversation rate from cases sent from review station)	<b>12</b> (17.1% conversation rate from cases sent from review station)	<b>10</b> (29.4% conversation rate from cases sent from review station)	<b>6</b> (33.3% conversation rate from cases sent from review station)	<b>0</b>	<b>71</b> (35.5% conversation rate from cases sent from review station)
Penalty Charge Notices paid	<b>25</b> (58.1% of all cases progressed by NEPP)	<b>10</b> (83.3% of all cases progressed by NEPP)	<b>8</b> (80% of all cases progressed by NEPP)	<b>3</b> (50% of all cases progressed by NEPP)	<b>0</b>	<b>46</b> (64.8% of all cases progressed by NEPP)
Cases elsewhere in the process (awaiting payment, at DVLA)	<b>18</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>24</b>

\*Review Station – Evidence packs submitted by the car are reviewed to deem whether a contravention had in fact taken place. If deemed to be a "good" case – the file is transferred into the NEPP's notice processing software.

\*\*Cases progressed by NEPP – Cases reviewed by a trained, experienced NEPP officer to ensure that case is seen to be a valid PCN. Case is converted into a PCN NtO (Regulation 10 PCN, sent through the post) and sent to the DVLA for the vehicle keeper details.

2.2.4 The vehicle is designated to a specific district each week, on a rota basis. This means that the vehicle will be in each district once every five weeks.

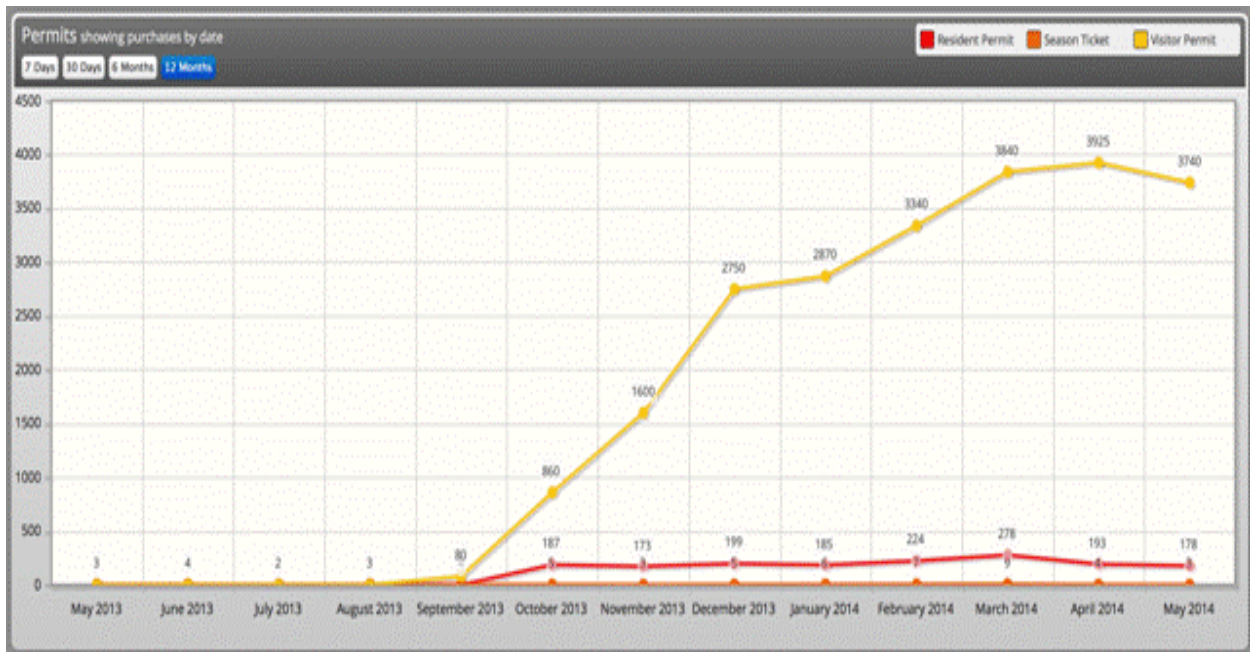
2.2.5 The above table does show a nil return for UDC, although the vehicle has been in the district for two separate weeks. Unfortunately, one of these weeks was half-term and due to the limited amount of other no-stopping restrictions within the district (that the car is able to enforce) – the vehicle was not able to issue any PCNs on those occasions.

2.2.6 Of the 71 PCN NtOs sent resulting from evidence collected by the car, 50 of these were in relation to vehicles parked in contravention outside schools. Of the 50 issued for the school related contraventions, 34 of these have since paid in full.

## 2.3 MiPermit

2.3.1 Following a successful roll out to residents in the Colchester Borough, officers will shortly start on the implementation of MiPermit in the rest of the East (Tendring) followed by the rest of the Partnership.

2.3.2 The graph overleaf (taken from the MiPermit report suite) shows the continuing conversion of Colchester's resident permits and visitor permits to the digital system.



2.3.3 In accordance with the outcomes of the recent Resident Parking Consultation in Colchester, officers will also be amending the existing MiPermit structure to align with the new zones allowing residents to continue to “self-serve” despite the changes being made to their existing schemes.

## 2.4 Email responses

2.4.1 Parking Officers dealing with pre-NtO correspondence are now able to reply to informal challenges by email. After initial investigations into the possibility of electronic replies, work was started with Chipside and CBC’s Corporate ICT to implement this method of response.

2.4.2 Email accounts have been created to store sent emails and wording has been added to the website to inform motorists of the option to receive electronic responses to their informal challenges.

2.4.3 Since implementation at the beginning of May 2014, of the 703 responses sent to informal pre-NtO challenges, 282 have been sent via email (40.1%).

2.4.4 As officers become use to this method of response it is envisaged that this percentage will increase allowing for efficiencies to be made in regard to stationery and postage.

## 2.4 Future work

2.4.1 The issues outlined at the last meeting, and discussed with Client Officers recently, make up the future work of the NEPP. The focus will remain on generating further efficiency in office systems and patrol deployment through “smarter enforcement” in order to reduce costs.

**Report to:** The North Essex Parking Partnership Joint Committee

**Date:** 26<sup>th</sup> June 2014

**Subject:** Traffic Regulation Order Update

**Author:** Trevor Degville & Shane Taylor

## 1. Introduction and Purpose of Report

1.1 The report provides an update of the progress of the schemes that NEPP officers have been working on in 2014.

## 2 Completed Schemes

2.1 In the Epping Forest District waiting restriction schemes have been completed in the following roads in Loughton: Ladyfields, Ladyfields Close, Lushes Road, Borders Lane, High Beech Road, Connaught Hill, Connaught Avenue, Forest View Road and Oakwood Hill.

2.2 In the Tendring District NEPP, acting as contractors for Essex County Council, have introduced and amended restrictions in Nelson Road, Kingsway and Station Road in Dovercourt. These permanent restrictions were requested due to the location of the street market in Dovercourt and came into operation on the expiry of a NEPP temporary order that was introduced in 2012.

## 3.0 Current Proposals

3.1 NEPP has recently formally advertised proposed restrictions and revocations in Tendring, Uttlesford, Harlow and Braintree districts.

### 3.2 Braintree District

Traffic orders in the following roads have been advertised and the introduction of the new restrictions are now being planned. This includes arranging notices of making and sealing the new orders as well as arranging for any lines and signs that are required to be sited prior to the operational date.

Road	Type of Restriction
Coach House Way, Witham	No waiting and No loading, and Goods Vehicle loading
Masefield Road, Braintree	No waiting
Milton Avenue, Braintree	No waiting
Century Drive, Braintree	No waiting
Spa Road, Witham	School entrance markings
Manor Street, Braintree	Waiting restrictions, limited waiting times and permit holder bays

### 3.3 Uttlesford District

Restrictions in the following roads have recently been advertised and the introduction of the new restrictions are now being planned.

Road	Type of Restriction
Normansfield, Great Dunmow	No waiting
Station Road, Saffron Walden	No waiting
Bullfields, Newport	No waiting
High Street, Saffron Walden	No waiting and No loading
Braintree Road, Watch House Green	School entrance markings
School Lane, Henham	School entrance markings
Sages, Henham	School entrance markings
High Street, Elsenham	School entrance markings
South Road, Saffron Walden	School entrance markings
High Street, Hatfield Broad Oak	School entrance markings
School Street, Great Chesterford	School entrance markings

### 3.4 Tendring District

Restrictions in the following roads have recently been advertised and the introduction of the new restrictions are now being planned

Road	Type of Restriction
Main Road, Dovercourt	No waiting
Rochford Way, Frinton on Sea	No waiting
Garden Road, Frinton on Sea	No waiting and No loading
Ravensdale, Clacton on Sea	Revocation of waiting restriction
Colchester Road, Wix	School entrance markings
Walton Road, Clacton on Sea	School entrance markings
Hadleigh Road, Frinton on Sea	School entrance markings

### 3.5 Harlow District

A summary of the currently advertised proposals are shown below. At the time of writing these proposals are still in the consultation period and so are may be subject to alteration or cancellation

Road	Type of Restriction
Brays Mead	No waiting
Hart Road	No waiting
Hobtoe Road	No waiting
Hodings Road/ParkMead/Upper Mead/The Hornbeams	Waiting/loading restrictions and permit holders
Hookfield/Tawnys Road	No waiting
Old House Croft	No waiting

#### 4.0 Colchester Review

4.1 The Colchester review has been formally advertised and over 1000 items of correspondence were received concerning this. It is the intention of NEPP officers to have an operational date for the new map based order in September.

#### 5.0 Maintenance Works

5.1 Lining works to refresh existing restrictions recommenced in April. This work will be on-going throughout the summer and autumn depending on weather, work priorities and budgetary position. The replacement of damaged/missing signs is on-going throughout the year.

5.2 A breakdown of most of the replacement/new lines that were put down by NEPP in the 2013 lining season was provided at the JPC on 8<sup>th</sup> August. The below shows a comparison of the current financial years lining work compared to the same stage last year up to 13<sup>th</sup> June.

	01/04/13 - 13/06/2013	01/04/14 - 13/06/2014	Comparison
Yellow lines	2805	8753	5948
Letters	82	103	21
Kerb blips	111	0	-111
Disabled Bays	4	0	-4
School Keep Clear	17	30	18
Bus Stops	4	2	-2
Parking Dots	900	570	-330

5.3 The start of the 2013 lining season was wet which has meant that more days lining have so far been completed in 2014 compared to last year. It is likely this trend will not continue as June and July 2013 were a particularly busy time for lining works.

#### 6.0 TRO Progression process

6.1 At the recent client officer meeting it was suggested that a summary of the stages prior to a traffic order may be beneficial in view of possible changes to membership of the JPC. In view of this a basic progression is shown for a request that is received directly by the NEPP, rather than works undertaken on behalf of Essex County Council:

Step 1 - Application form received with suggested parking/waiting restriction and reasons for requirement

Step 2 - Area visited by NEPP officers and report given to partner authorities' client officer

Step 3 - Local consideration and prioritisation by partner authority

Step 4 - Joint Parking Committee meeting to agree schemes to be prioritised. At this point schemes can be rejected, approved or deferred to be considered again at a future JPC. Current NEPP policy is to consider schemes at two meetings a year with the ability to consider other traffic order requests at other meetings on an individual basis.

Step 5 – Schemes approved by the JPC will have restrictions designed by NEPP officers and the relevant maps created.

Step 6 - Formal consultation will be arranged. Notices will appear in a local paper, on street furniture, on the Parking Partnership website and a copy held at partner authorities' offices. When considered necessary there will also be a letter drop to nearby properties.

Step 7 - During the consultation period objections can be received. The objections will be considered by NEPP officers who will seek the opinion of the partner authority. The objections could lead to the proposed scheme being abandoned or having to be redesigned and then re-advertised again. The decision on whether to seal the traffic order will then be made using the Group Managers delegated authority, thus preventing the scheme being delayed until a further JPC where approval for the scheme could be given.

Step 8 - If the order is sealed, a Notice of Making will appear in a local paper with an operational date. In the gap between the notice appearing and the operational date, NEPP officers will ensure the relevant lines/signs/permits are put in place.

6.2 The next JPC when a significant number of traffic order schemes are due to be prioritised is at the October meeting.

**Report to:** On-Street report to Joint Committee, Parking Partnership

**Date:** 26 June 2014

**Subject:** Free of Charge Permits Report

**Author:** Lou Belgrove, NE Parking Partnership

**Presented by:** Lou Belgrove, Business Manager, NE Parking Partnership

## **1. *Introduction and Purpose of Report***

- 1.1 The report gives Members an overview of the issues relating to free of charge “partnership” permits issued by the NEPP.
- 1.2 The report is presented for information and consideration and for ease of reference the following sections have again been organised using relevant headings.

## **2. *Detailed considerations***

### **2.1 *History***

- 2.1.1 At a previous Joint Committee meeting information was presented to Members in regard to the level of permits issued by the NEPP, at no cost to the authority or body requiring the permit.
- 2.1.2 The majority of the permits issued are due to historical arrangements which were in place prior to the NEPP taking on the responsibility.
- 2.1.3 The permits are generally issued to staff of other public sector organisations for use whilst on official business. The permits allow the holder to park in an on-street permitted parking place (resident parking bay, limited wait bays for example).
- 2.1.4 A cost of £16 can be allocated to the processing of each of these permits. A large number of amendments are also processed also at a cost of £16 per permit.
- 2.1.5 Members were asked to give consideration to the implementation of an administration charge when issuing these specific permits as NEPP were, in effect, subsidising the costs of the other services by absorbing the costs.

### **2.2 *Current Situation***

- 2.2.1 In the Financial Year 2013/14, 692 permits were issued free of charge by NEPP to other authorities or organisations, at a cost of £16 per permit (£11,072). NEPP absorbed this cost.



2.2.2 The below table shows the number of “Partnership Permits” issued to each district in 2013/14:

Colchester Borough Council	84
Colchester Borough Homes	132
NEPP	16
Essex County Council	132
Tendring District Council	22
Epping Forest District Council	2
Braintree District Council	9

2.2.3 Work has been done by CBC and notice has been given to Senior Managers within the Authority that a re-charge for these permits will be annually applicable.

2.2.4 Agreement has also been reached with Colchester Borough Homes (where the majority of permits are issued) to annually re-charge back to NEPP a payment of £20 per permit issued (this covers the initial issue and any subsequent amendments).

2.2.5 ECC Highways have also confirmed that they will now be administering their own permits to park on the Highway which will negate the need for NEPP to process the permits on their behalf.

**2.3 Considerations**

2.3.1 Recognition was previously given that the number of free of charge permits is unacceptable and that a consistent approach was needed across the Partnership. It was also recognised that NEPP should not bear the costs of the permits.

Members are asked to agree that:

- An administration charge of £20 per “Partnership” permit to be paid to NEPP by invoice or re-charge on an annual basis.

**Report to:** The North Essex Parking Partnership Joint Committee

**Date:** 26<sup>th</sup> June 2014

**Subject:** Wivenhoe Old Ferry Road Development

## **1. Introduction and Purpose of Report**

1.1 At the Joint Parking Committee held on 6<sup>th</sup> March proposals for the NEPP to introduce a TRO in the Wivenhoe Port Development were heard. The TRO would seek to reduce the impact of commuter parking in the development through the introduction of a resident permit parking scheme.

1.2 This scheme has come to the NEPP through ECC/CBC Councillor Julie Young. Funding has been made available for the TRO, but Essex County Council have not provided any timescale to undertake the work.

1.3 During the discussion it was noted that the proposals were sensible but concerns were raised about the precedent this would set in completing work on behalf of Essex County Council considering that the NEPP had previously not been able to access section 106 TRO schemes. Members also raised the issues associated with the adoption of roads on new developments under the five year rule which NEPP has adopted. Members did note that the Wivenhoe Old Ferry Road Development was a sensible scheme.

1.4 In view of the concerns the following was resolved:

(a) A decision on the Wivenhoe Old Ferry Road Development would be deferred seeking further clarification from Essex County Council (ECC).

(b) The North Essex Parking Partnership write a letter to Essex County Council outlining that if the NEPP were to complete the work it would need the following assurances;

- i. The NEPP would undertake the advertising for the TRO scheme,
- ii. The scheme would be fully funded by Essex County Council,
- iii. That considering the current rules, this would set a precedent for future Traffic Regulation Orders associated with section 106 monies being allocated to the NEPP.

2.0 Essex County Council officers have been written to and have supplied the following responses to the JPC's concerns. These are outlined below

- The NEPP would undertake the advertising for the TRO scheme

“This has been agreed by ECC with the caveat that ECC would need to make sure there is sufficient budget in the 106 agreement to cover this cost.”

- The scheme would be fully funded by Essex County Council

“ECC would like to promote the scheme as a Section 106, to be delivered by NEPP on behalf of ECC. ECC need therefore to provide the funding and there is £15K available. Nothing has been designed yet but ECC would need to see if there is a shortfall before deciding to commit to the scheme.”

NEPP officers do feel that it is unlikely that there will be a shortfall and that additional income would be generated through permit sales.

- That the NEPP will be able to access s106 monies in the future to implement schemes and that these are allocated to the NEPP in the planning agreement

“The response we have had from the officers is that the ambition was always that the costs of schemes required as part of development would be gained through the section 106 process and that the opportunity to undertake the work required would then be offered to the parking partnerships in the first instance.”

### **3.0 Decision**

<b>3.1 NEPP officers would recommend progressing the scheme as part of the NEPP works programme and request that the Joint Committee supports that proposal</b>
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## NORTH ESSEX PARKING PARTNERSHIP (NEPP)

### FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS AND REPORTS 2014-15

COMMITTEE / WORKING GROUP	DRAFT REPORT DUE DATE	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
<b>Joint Committee for On/Off Street Parking (AGM)</b>	29 May 2014	5 June 2014 10-12pm Grand Jury Room, Town Hall, Colchester	26 June 2014 1.00 pm Grand Jury Room, Town Hall, COLCHESTER	Statement of Accounts	Steve Heath (CBC) 01206 282389
				Annual Governance Statement/ Risk Register (schedule high up the agenda)	Hayley McGrath (CBC) 01206 508902
				Budget Report 2013/14: Year End Actions	Matthew Young (CBC)
				Development Plan	Richard Walker (PP)
				Operational Report	Richard Walker / Lou Belgrove (PP)
				Scheme Updates	Trevor Degville/Shane Taylor (PP)
				Free Permits Report	Lou Belgrove (PP)
<b>Joint Committee for On/Off Street Parking</b>	18 September 2014	25 September 2014 10-12pm Grand Jury Room, Town Hall, Colchester	16 October 2014 1.00 pm Council Offices London Road Saffron Walden	Election of Chairman for 2014/15	
				Wivenhoe Old Ferry Road Development	Trevor Degville (PP)
				Budget Update: 6 month position	Richard Walker/Samantha Sismey
				Budget 2015-16	Matthew Young/Samantha Sismey (CBC)
				Price Review	Richard Walker (PP)
				Operational Report	Richard Walker / Lou Belgrove (PP)

COMMITTEE / WORKING GROUP	DRAFT REPORT DUE DATE	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
				Annual Report TRO Schemes for approval Scheme Updates Review of Off-Street and Cash Collection arrangements Audit Report	Richard Walker (PP) Trevor Degville/Shane Taylor (PP) Trevor Degville/Shane Taylor (PP) Matthew Young Hayley McGrath (CBC)
<b>Joint Committee for On/Off Street Parking</b>	13 November 2014	20 November 2014 10-12pm G3, Rowan House Colchester	11 December 2014 1.00 pm Epping Forest DC	Budget Update Budget 2015/16	Richard Walker/Samantha Sismey Matthew Young
<b>Joint Committee for On/Off Street Parking</b>	12 February 2015	19 February 2015 10-12pm S17, Rowan House Colchester	12 March 2015 1.00 pm Braintree	Budget Update TRO Schemes for Approval Scheme Update Policy Review Operational Report	Richard Walker/Samantha Sismey Trevor Degville/Shane Taylor (PP) Trevor Degville/Shane Taylor (PP) Richard Walker (PP) Lou Belgrove (PP)

CBC / Parking Partnership Contacts

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 Parking Manager, Lou Belgrove  
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 Technical / TROs, Shane Taylor  
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# North Essex Parking Partnership

## Joint Working Committee Off-Street Parking

Grand Jury Room, Town Hall, High Street,  
Colchester

**26 June 2014 at 1.00 pm**

The vision and aim of the Joint Committee is to provide a merged parking service that provides a single, flexible enterprise of full parking services for the Partner Authorities.



# North Essex Parking Partnership

## Joint Committee Meeting – Off-Street

Thursday 26 June 2014 at 1.00 pm  
Grand Jury Room, Town Hall, High Street, Colchester

### Agenda

#### Attendees

##### Executive Members:-

Susan Barker (Uttlesford)  
Anthony Durcan (Harlow)  
Nick Barlow (Colchester)  
Rodney Bass (ECC)  
Robert Mitchell (Braintree)  
Gary Waller (Epping Forest)

##### Non Executive Members:-

Eddie Johnson (ECC)

##### Officers:-

Lou Belgrove (Parking Partnership)  
Richard Clifford (Colchester)  
Trevor Degville (Parking Partnership)  
Amanda Hoadley (Epping Forest)  
Steve Heath (Colchester)  
Joe McGill (Harlow)  
Paul Partridge (Braintree)  
Liz Burr (ECC)  
Andrew Taylor (Uttlesford)  
Shane Taylor (Parking Partnership)  
Richard Walker (Parking Partnership)  
Leah Whitwell (Braintree/Colchester)  
Matthew Young (Colchester)

	Introduced by	Page
<b>1. Welcome &amp; Introductions</b>		
<b>2. Chairman</b> To appoint the Chairman for 2014-15		
<b>3. Deputy Chairman</b> To appoint the Deputy Chairman for 2014-15		
<b>4. Apologies</b> Qasim Durrani has sent his apologies, and will be substituted by Amanda Hoadley.		
<b>5. Declarations of Interest</b> The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.		
<b>6. Have Your Say</b> The Chairman to invite members of the public or attending councillors if they wish to speak either on an item on the agenda or a general matter.		
<b>7. Minutes</b> To approve the Off-Street Parking Joint Committee Minutes of the 6 March 2014.		<b>1-2</b>
<b>8. NEPP Off-Street financial position at year end 2013/2014</b> To note the NEPP Off-Street financial position at year end 2013/2014	<b>Matthew Young</b>	<b>3-4</b>
<b>9. NEPP Off-Street service</b> To consider the review of the NEPP Off-Street Service	<b>Matthew Young</b>	<b>5-6</b>
<b>10. Operational Report</b> To consider and note the Operational Report for Off-Street Parking.	<b>Lou Belgrove</b>	<b>7-8</b>





# **NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR OFF-STREET PARKING**

**6 March 2014 at 1.00pm**

**Griffin Suite, Latton Bush Centre, Harlow**

## **Executive Members Present:-**

Councillor Susan Barker (Uttlesford District Council)  
Councillor Tony Durcan (Harlow District Council)  
Councillor Martin Hunt (Colchester Borough Council)  
Councillor Robert Mitchell (Braintree District Council)  
Councillor Gary Waller (Epping Forest District Council)

## **Apologies: -**

Councillor Eddie Johnson (Essex County Council)  
Councillor Rodney Bass (Essex County Council)

## **Also Present: -**

Jonathan Baker (Colchester Borough Council)  
Lou Belgrove (Parking Partnership)  
Trevor Degville (Parking Partnership)  
Paul Partridge (Braintree District Council)  
Jeremy Pine (Uttlesford District Council)  
Shane Taylor (Parking Partnership)  
Richard Walker (Parking Partnership)  
Sarah Ward (Colchester Borough Council)  
Matthew Young (Colchester Borough Council)

## **Apologies:-**

Liz Burr (Essex County Council)  
Qasim Durrani (Epping Forest District Council)  
Vicky Duff (Essex County Council)  
Joe McGill (Harlow District Council)  
Hayley McGrath (Colchester Borough Council)  
Samir Pandya (Braintree District Council)  
Andrew Taylor (Uttlesford District Council)  
Leah Whitwell (Braintree / Colchester)

## **16. Declaration of Interest**

Councillor Barker, in respect of being a Member of Essex County Council, declared a non-pecuniary interest.

## **17. Minutes**

*RESOLVED* that the minutes of the meeting of the Joint Committee for Off-Street Parking of 8 January 2014 be confirmed as a correct record.

## **18. NEPP Off-Street financial position at period 10 2013/14**

Matthew Young introduced the report on the financial position of the Off-Street financial position at period 10, which stood at a deficit of £11,000. It was stated that the latest financial

information shows that at the end of February 2014, the deficit reduced to £9,000.

Richard Walker highlighted that the current processes in place in the NEPP for debt registration is not currently included in the Off-Street account as the Districts retain this fee, which would potentially decrease the deficit a further £2,000-£3,000.

*RESOLVED* that the NEPP Off-Street financial position at period 10 2013/2014 be noted.

## **19. Operational Report**

Lou Belgrove, Parking Partnership, presented the operational report for Off-Street Parking. She explained that the main change from the last meeting of the NEPP has been the introduction of cashless parking in all Uttlesford District Council car parks, with continuing work to implement this in Braintree car parks as of April 2014.

Members discussed the impact of offers on car parking in town centres reducing the level of income, and the possibility of implementing cashless parking in Harlow District Council car parks.

*RESOLVED* that the Operational Report be noted.

## **20. NEPP Off-Street – review of service**

Matthew Young introduced the report which asks the Joint Committee to note the intention to review the off-street service provided by the NEPP.

A further report will be brought to the next meeting in June, which will set out the new arrangements including cash collection and counting, customer service in car parks and car park machine maintenance as well as the Traffic Regulation Order service. This report will also set out any recommendations that require Committee approval.

Members of the Committee thanked the hard work of the officers and Chairman over the past year.

*RESOLVED* that the intention to review the NEPP Off-Street service and bring a further report to the 26 June 2014 meeting be noted.

**Report to:** Joint Committee, Parking Partnership

**Date:** 26 June 2014

**Subject:** **NEPP Off-Street financial position at year end 2013/2014**

**Author:** Matthew Young, Head of Operational Services, Colchester Borough Council

**Presented by:** Matthew Young, Head of Operational Services, Colchester Borough Council

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## **1. Summary**

- 1.1 The position to date and outturn for the NEPP off-street account is shown in Appendix A. A surplus of £9,000 has been achieved this year.
- 1.2 As this amount falls within the £50,000 surplus limit as agreed at the January 2014 meeting this will be held in a ring-fenced account by the lead authority to offset any deficits in subsequent years.

## **2. Income**

- 2.1 The income received on the off-street account is fixed as it is mainly the contributions agreed with the participating authorities when the budgets are set. However, this year a small amount has been earned by carrying out work for partner authorities that has been in addition to that paid for in the annex to the Joint Committee agreement. This has offset the small change in the contribution by Epping Forest DC, which was agreed during the year.

## **3. Expenditure**

- 3.1 The savings on staffing which have come from the reduction in enforcement staff have been offset by a range of unexpected costs that are explained in the Appendix attached to this report. These costs have been included in the Off-Street budget for the new financial year. However, due to careful management these costs have balanced themselves out to bring the expenditure in line with the budget set for the off-street account.

## Appendix – NEPP Period 12 Off-Street account

Off-street Account	2013/2014 Actual to date	2013/2014 Budget to date	2013/2014 Variance to date		
<b>Expenditure</b>					
<b>Direct costs</b>					
Employee costs:					
Management	15	14	1		Parking Services Mgt Team staff costs
CEOs & Supervision	442	498	(56)	A	CEOs & Supervisor staff costs
Back Office	114	116	(2)		Back Office staff costs
Off-street Account	381	399	(18)	B	Off-street car park workers / cash collectors
Premises costs	2	2	-		Premises work to be recharged to partners
Transport costs (running costs)	7	(1)	8	C	Fuel, public transport etc
Supplies & Services	132	71	61	D	General expenditure
Third Party Payments	18	12	6	E	Chipside and TEC bureau costs
	1,111	1,111	-		
<b>Non-direct costs</b>					
Accommodation	12	16	(4)		Accommodation
Other Support Services	39	45	(6)		Accountancy, HR, insurance, HoS, etc
Cash Office & Receipting & Postage	30	27	3	F	Cash Office & postage
Communications	3	5	(2)		Communications
Fleet contract hire	47	47	-		Fleet costs
IT	10	19	(9)		IT costs
	141	159	(18)		
<b>Total Expenditure</b>	1,252	1,270	(18)		
<b>Funded by:</b>					
Braintree District Council	(142)	(142)	-		BDC contribution
Colchester Borough Council	(626)	(626)	-		CBC contribution
Epping Forest District Council	(262)	(266)	4		EFDC contribution
Harlow District Council	(66)	(66)	-		HDC contribution
Uttlesford District Council	(148)	(148)	-		UDC contribution
Other income	(17)	(12)	(5)	G	Work for partners outside of normal duties
<b>Total Income</b>	(1,261)	(1,260)	(1)		
<b>Deficit / (Surplus)</b>	(9)	10	(19)		
	Notes				
	A Savings in enforcement staff costs, net of severance pay (30% attributable to off-street account). Saving on off-street staff due to retirement.				
	B Cost pressure due to cash counting duties now being carried out by off-street staff.				
	C Cost pressure on fuel.				
	D Cost pressure of £18k on equipment and materials spend (some of which will be recharged to partners). Cost pressure of £21k on MiPermit transaction fees (includes forecasted BDC & UDC costs). Cost pressure of £11k on Cale Briparc. Cost pressure of £6k on British Parking Association Membership. Cost pressure of £5k on G4S costs for 4 months of year.				
	E Cost pressure on debt registration fees.				
	F Cost pressure on postage.				
	G Relates to additional services provided by NEPP to CBC, partly offset by credit note for duplicate inv.				

**Report to:** Joint Committee, Parking Partnership

**Date:** 26 June 2014

**Subject:** **NEPP Off-Street service**

**Author:** Matthew Young, Head of Operational Services, Colchester Borough Council

**Presented by:** Matthew Young, Head of Operational Services, Colchester Borough Council

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## **1. Summary**

- 1.1 As advised to the Joint Committee at its meeting in March 2014 the off-street service has been fundamentally reviewed and a new structure put in place and recruited to. The details of the review are contained in section two of this report.
- 1.2 As a result of this it is the intention of the lead authority as an operational decision to outsource the cash collection and cash counting service. There are still a number of risks involved in moving to this new way of operating, particularly the potential impact on the finances of the NEPP off-street account. In that regard, there is no doubt that the direct staffing costs will be reduced, but it is the final cost of the outsourcing that is still to be confirmed.
- 1.3 Further updates on progress will be provided to the Joint Committee at its next meeting and Client Officers from all participating authorities will be consulted and involved where necessary. It is recognised that all authorities will want to restrict any increases in the costs of the off-street service.

## **2. Detailed considerations**

- 2.1 Members will recall from the report at the NEPP Joint Committee in March that the principles of the proposed new structure are to include more generic technical roles; flexible working practices and the best use of the associated enforcement resources.
- 2.2 The Business Case was put together that described how this could be achieved and existing NEPP off-street staff were consulted as well as the Client Officers from each participating authority.
- 2.3 Following the consultation no comments were received that required changes to be made to the Business Case and so the review moved into the implementation phase.
- 2.4 Firstly, posts in the new structure were compared to posts in the old structure to see if any were a 'match'. From this exercise three staff were matched into the Parking Manager role; the Technical Team Leader role and a Cash Collector role. Staff not matched were asked to express an interest in roles in the new structure and were interviewed for these roles.

- 2.5 Seven staff were appointed into the new Technical Officer roles. Five staff were unsuccessful and will be subject to redundancy or redeployment, although two of them had requested voluntary redundancy through the process. No staff expressed an interest in either the Cash Collection or Cash Counting roles in the new structure.
- 2.6 It is likely that the cash collection and cash counting service will now be outsourced but this is the subject of a tender process and the success of this will be reported to the Joint Committee in due course as well as the overall cost. The contract will be held by the lead authority.
- 2.7 There will be a negative impact financially in this financial year due to the costs of any redundancies that occur, but these figures have not been finalised at this stage. However this will be offset by the reduction in salaries for the staff that will no longer be employed in the service.
- 2.8 When officers have finalised all costs involved in changing the new structure and commencing the new arrangements the financial impact on the NEPP Off-Street account will be discussed with Client Officers and solutions discussed. From this a recommendation will be made to the Joint Committee for agreement.
- 2.9 It is planned to have the new structure operating by 1<sup>st</sup> July 2014 but as Members will recognise there are still a number of issues to resolve before this can be confirmed.

**Report to:** Off – Street Sub Committee, Parking Partnership

**Date:** 26 June 2014

**Subject:** Operational Report

**Author:** Lou Belgrove, NE Parking Partnership

**Presented by:** Lou Belgrove, Business Manager, NE Parking Partnership

## 1. *Introduction and Purpose of Update*

- 1.1 The paper gives Members an update of operational progress since the last meeting in January 2014.
- 1.2 The paper is presented for information and scrutiny and for ease of reference the following section has again been organised using relevant operational headings.

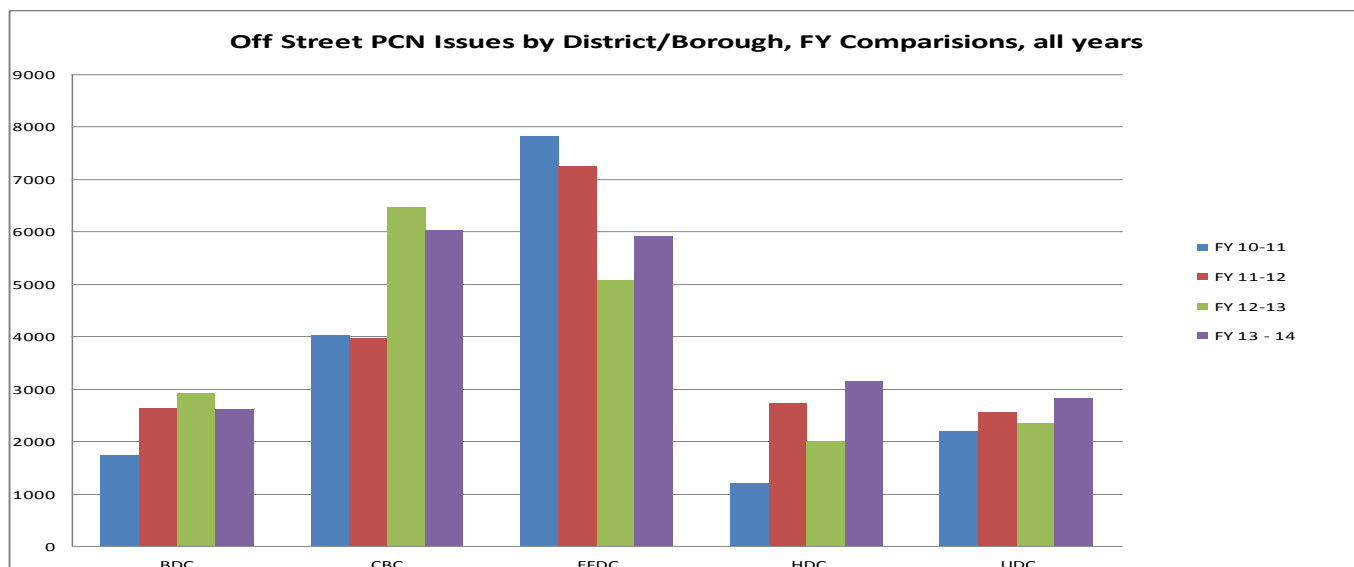
## 2.0 *Off - Street Performance measure*

- 2.1 The following chart shows the issue rate of all Penalty Charges for the off-street parking function.

**Off Street PCNs by month, per District/Borough**

	BDC	CBC	EFDC	HDC	TDC	UDC		BDC	CBC	EFDC	HDC	TDC	UDC
Apr-10	178	382	757	131	0	182	Apr-12	167	535	414	100	0	134
May-10	152	477	690	103	0	155	May-12	191	767	563	174	0	123
Jun-10	146	338	650	78	0	204	Jun-12	195	578	532	188	0	194
Jul-10	157	306	782	89	0	231	Jul-12	266	557	489	172	0	201
Aug-10	156	321	685	81	0	189	Aug-12	281	627	506	187	0	199
Sep-10	158	232	653	81	0	229	Sep-12	233	535	342	170	0	198
Oct-10	150	287	700	67	0	213	Oct-12	255	541	293	161	0	210
Nov-10	147	339	631	139	0	209	Nov-12	263	516	297	176	0	191
Dec-10	110	227	400	95	0	155	Dec-12	260	527	269	180	0	187
Jan-11	118	319	587	110	0	131	Jan-13	250	372	383	131	0	231
Feb-11	131	376	632	116	0	136	Feb-13	266	403	485	148	0	264
Mar-11	124	410	662	103	0	145	Mar-13	295	516	505	222	0	196
<b>FY 10-11</b>	<b>1727</b>	<b>4014</b>	<b>7829</b>	<b>1193</b>	<b>0</b>	<b>2179</b>	<b>FY 12-13</b>	<b>2922</b>	<b>6474</b>	<b>5078</b>	<b>2009</b>	<b>0</b>	<b>2328</b>
Apr-11	144	355	599	202	0	135	Apr-13	246	596	507	280	0	233
May-11	228	406	581	275	0	203	May-13	206	770	466	360	0	331
Jun-11	265	332	586	302	0	195	Jun-13	239	626	592	299	0	268
Jul-11	279	363	629	342	0	250	Jul-13	281	696	427	367	0	315
Aug-11	345	367	607	259	0	301	Aug-13	250	528	493	361	0	220
Sep-11	276	281	623	223	0	285	Sep-13	240	439	456	196	0	294
Oct-11	262	332	667	294	0	285	Oct-13	242	400	599	231	0	322
Nov-11	218	239	771	217	0	266	Nov-13	266	423	588	222	0	294
Dec-11	156	194	561	181	0	153	Dec-13	193	317	378	173	0	136
Jan-12	185	456	653	164	0	210	Jan-14	163	348	511	192	0	186
Feb-12	129	172	436	108	0	122	Feb-14	145	413	444	203	0	104
Mar-12	133	477	546	151	0	154	Mar-14	143	468	459	258	0	124
<b>FY 11-12</b>	<b>2620</b>	<b>3974</b>	<b>7259</b>	<b>2718</b>	<b>0</b>	<b>2559</b>	<b>FY 13 - 14</b>	<b>2614</b>	<b>6024</b>	<b>5920</b>	<b>3142</b>	<b>0</b>	<b>2827</b>
							Apr-14	164	520	319	220	0	109
							May-14	227	499	495	219	0	145





2.2 Deployment of CEOs continues to be looked at to reflect the on-street/off-street split - to ensure the correct level of enforcement is allocated to each area and we should now begin to see the issue rate reflect these changes over the coming months.

### 3.0 *MiPermit*

3.1 Cashless parking has now been rolled out in all Braintree District Councils car parks. This now means that MiPermit is available as an additional payment option in all car parks managed by the NEPP, apart from those in Harlow. NEPP officers will discuss with Harlow officers in regards to the implementation of the service in their car parks over the coming months.

### 4.0 *Vandalism*

4.1 We have recently experienced a spate of vandalism in car parks in both Colchester and Uttlesford.

4.2 Charging has recently been introduced in the two car parks in Dedham, Colchester. Shortly after the installation of the machines, all three had been vandalised, ultimately resulting in the removal of one of them for repair.

4.3 Four machines in Swan Meadow car park in Uttlesford have been targeted during the month of May. Whilst the Dedham machines were just vandalised, the machines in Uttlesford were actually attacked with the intention of stealing the contents of the cash box.

4.4 An amount of money was lost due to the attacks on the UDC machines and as a result collections were made more frequent in the days following to avoid further loss.

4.5 New parts have been ordered to repair those machines that were damaged.

### 5.0 *Future work*

5.1 The issues outlined at the last meeting, and discussed with Client Officers recently, make up the future work of the NEPP. The focus will remain on generating further efficiency in office systems and patrol deployment through “smarter enforcement” in order to reduce costs.