

 Executive 12th February		Agenda Item No. 15
Title - Future delivery of off-street parking enforcement		
For further information about this report please contact	Ian Coker ian.coker@warwickdc.gov.uk	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number		
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	Yes
Equality & Sustainability Impact Assessment Undertaken	No
Off-street parking enforcement is currently being delivered. No change to the way off-street enforcement is delivered is planned and as a result no E&SIA is required.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		Bill Hunt
Head of Service	21 st Jan	Rob Hoof
CMT	21 st Jan	
Section 151 Officer	21 st Jan	Mike Snow
Monitoring Officer		
Finance	21 st Jan	Mike Snow
Portfolio Holder(s)	21 st Jan	Cllr Shilton
Consultation & Community Engagement		
WCC have consulted regarding the externalisation of the on-street service.		
WDC have kept Town Council and Chambers of Trade informed who have all supported the District in continuing to operate their own off-street enforcement.		
Final Decision?		Yes

1. **SUMMARY**

- 1.1 Warwickshire County Council will be externalising their on-street parking enforcement from 1st November 2014. As a result Warwick District Council needs to decide if it wishes to include in the tender document being produced by WCC the enforcement of its own off-street car parks.

2. **RECOMMENDATION**

- 2.1 That Warwick District Council will undertake the enforcement of its own off-street car parks from 1st November 2014.
- 2.2 That the process to be followed to allow WDC to operate its own off-street parking enforcement as set out in Appendix 1 of the report is agreed.
- 2.3 To inform Warwickshire County Council of the decision to operate our own off-street enforcement from November 2014.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 The tender specification that WCC is producing is geared to the delivery of on-street parking enforcement rather than for off-street parking enforcement which is what WDC requires.
- 3.2 Currently the majority of the staff employed to deliver the joined up service would expect to be subject to TUPE arrangements and transfer across to the successful contractor when WCC appoints them later this year.
- 3.3 However WDC will need to employ staffs to operate in the off-street car parks. Some of the staff currently employed may wish to work for WDC rather than the new contractor. Details are set out in Appendix 1 of the process which needs to take place so this can happen.

4. **POLICY FRAMEWORK**

- 4.1 **Policy Framework** – the decision to continue to operate our own off-street enforcement is not in conflict with our policy framework.
- 4.2 **Fit for the Future** – operating our own off-street enforcement in our own off-street car parks is in line with making Warwick District a great place to live, work and visit.

5. **BUDGETARY FRAMEWORK**

- 5.1 In 2007 WDC entered into a partnership agreement with WCC regarding the enforcement of on and off-street parking regulations. That agreement allowed for all of the costs of delivering the service that were included in the "shared account" to be paid for on the basis of the % of PCN income generated. As a result since 2009 WCC has paid over 80% of those shared costs and WDC the remainder.
- 5.2 Those arrangements will cease in November 2014 when WCC externalises on-street enforcement. Whilst the costs to be paid by WDC and WCC will be adjusted to reflect the new operational costs associated with delivering separate on and off-street enforcement all the support services costs will be paid for by WDC.

- 5.3 Officers are already working up how the off-street service will be delivered from November 2014. A final report will be produced once discussions have been concluded with other Districts / Boroughs regarding the delivery of a joint back office for off-street enforcement. This report is planned for May 2014.
- 5.4 Officers looked at the likely impact of operating separate on and off-street enforcement in June 2013. At the time it was calculated that this would have a negative impact on the budget and £212k was included in the Medium Term Financial Strategy to allow for this. This figure is now calculated to be £182k.
- 5.5 Officers have now reviewed the figures. Based on WDC operating our own off-street enforcement it is expected that the expenditure of running the off-street service from November 2014 will be £2,163k for a full year. This is based on operating with one parking supervisor, seven enforcement staff and 1 in the back office to enforce the off-street car parks located across the District. The current cost of providing off-street enforcement is currently £2,140k.
- 5.6 The recharge WDC is able to make to WCC for "shared costs" element of the service is £159k. That recharge will not be able to be made from November 2014.
- 5.7 As a result a review of the support service functions is required to identify where there is the potential to deliver further savings. The outcome of this review will inform a separate report to the report identified in 5.4.

6. ALTERNATIVE OPTION CONSIDERED

- 6.1 To include in the tender that WCC is putting together for their on-street enforcement across the whole County a section for off-street parking enforcement that takes place across Warwick District.
- 6.2 This option has been rejected on the basis that the on-street tender being put together by WCC does not include the requirements that WDC would wish to include in any tender. This includes a lack of detail as how day to day enforcement would be managed and no suitable Key Performance Indicators which could be used to monitor the quality and performance of the contractor.
- 6.3 In addition there are concerns that a new contractor will focus on the on-street enforcement required by the County Council rather than off-street enforcement on behalf of WDC. This would result to the immediate issue of a PCN rather than to allow a five minute observation period that is currently allowed.
- 6.4 As a result there is a significant risk, supported by the Town Councils and Chambers of Trade that the quality of the off-street enforcement would not be up to the current standards. This would lead to a reduction in the off-street parking income that is generated which currently totals just over £2.5m.

7. BACKGROUND

- 7.1 Since 2007 Warwick District Council has provided the enforcement of on-street parking regulations across Warwick District on behalf of Warwickshire County Council via a partnership agreement. That on-street enforcement has taken place alongside the enforcement of the off-street parking regulation which Warwick District Council has been delivering since 1974.

- 7.2 Feedback from local the three Chambers of Trade and Town Councils has been positive about how the joined up service has been managed and delivered by WDC over the last five years. Indeed there was support for WDC to continue to deliver the service from these organisations.
- 7.2 Since 2007 the cost of delivering the on and off-street parking enforcement service has been "shared" between WCC and WDC on the basis of % of Penalty Charge Notice income generated. Currently WCC pays over 80% of the total shared costs. WCC also pays 80% of the support service costs associated with the delivery of on and off-street enforcement.
- 7.3 In early 2013 Warwickshire County Council announced that they were looking at the possibility of externalising the enforcement of on-street parking regulations.
- 7.4 Following a review of on-street parking enforcement by a WCC Member Working Group the WCC Cabinet took the decision in November 2013 to externalise the on-street parking enforcement element of the joined up service.
- 7.5 Since that time WDC has been working with WCC to establish if the tender being put together for on-street enforcement could be used to deliver the off-street parking enforcement that WDC would require if a joined up service enforcement was to continue to be delivered across Warwick District.
- 7.3 WCC is about to issue the tender document to the market. Whilst the tender would allow for the possible inclusion of off-street enforcement in the future there are no specific references to the way an off-street enforcement service should be managed.
- 7.4 As a result officers believe it would be a significant risk to WDC to include our off-street enforcement in the tender. Officers believe it would be far more prudent to operate our own off-street enforcement from November 2014.
- 7.5 WDC will then be able to review the performance of the contractor employed to deliver the on-street service. If the quality and cost of that service is in line with what WDC is seeking it can at that stage investigate if it would be appropriate to include off-street enforcement alongside on-street enforcement.

Appendix 1

Indicative Timescale for Recruitment / Structure

Briefing/Consultation with Staff	February 2014
Executive Meeting	12 th February 2014
New Posts Evaluated Hay Panel	26 th February 2014
Special Employment Committee	wc 3 rd March 2014
Recruitment to New Posts	April 2014
New Structure Commences	November 2014