



North Essex Parking Partnership

Joint Working Committee On-Street Parking

**Grand Jury Room, Colchester Town Hall,
High Street, Colchester, CO1 1PJ**

30 June 2016 at 1.30 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 30 June 2016 at 1.30 pm

Grand Jury Room, Colchester Town Hall, High Street, Colchester, Essex, CO1
1PJ

Agenda

Attendees

Executive Members:-

Susan Barker (Uttlesford)
Eddie Johnson (ECC)
Mike Lilley (Colchester)
Robert Mitchell (Braintree)
Danny Purton (Harlow)
Nick Turner (Tendring District Council)
Gary Waller (Epping Forest)

Non-Executive Member:-

Ray Howard (ECC)

Officers:-

Lou Belgrove (Parking Partnership)
Jonathan Baker (Colchester)
Trevor Degville (Parking Partnership)
Qasim Durrani (Epping Forest)
Gordon Glenday (Uttlesford)
Joe McGill (Harlow)
Hayley McGrath (Colchester)
Samir Pandya (Braintree)
Liz Burr (ECC)
Shane Taylor (Parking Partnership)
Ian Taylor (Tendring)
Alexandra Tuthill (Colchester)
Richard Walker (Parking Partnership)
Matthew Young (Colchester)

	Introduced by	Page
1. Welcome & Introductions		
2. Appointment of Chairman For the North Essex Parking Partnership Joint Committee to appoint a Chairman for the 2016/17 municipal year.		
3. Appointment of Deputy Chairman For the North Essex Parking Partnership Joint Committee to appoint a Deputy Chairman for the 2016/17 municipal year.		
4. Apologies and Substitutions		
5. Declarations of Interest The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.		
6. Have Your Say 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.		
7. Minutes To approve as a correct record the draft minutes of the meeting held 17 March 2016.		1-14
8. The Essex County Council (Uttlesford District) (Permitted Parking and Special Parking Area) (Amendment No.40) Order – Consideration of Objections To approve, reject or defer the restrictions advertised in The Essex County Council (Uttlesford District) (Permitted Parking and Special Parking Area) Order Amendment No. 40 proposals	Trevor Degville	15-27
9. Annual Review of Risk Management This report concerns the 2016/17 Risk Management Strategy and current strategic risk register for the partnership	Hayley McGrath	28-43

10. Annual Governance Review and Internal Audit	The report considers the Governance Review and Internal Audit of the North Essex Parking Partnership for the year 2015/16.	Hayley McGrath	44-65
11. Commuter Parking	To consider if NEPP should tender for consultants to investigate commuter parking issues at selected locations	Trevor Degville	66-67
12. ECC Scrutiny and extension of NEPP Agreement	This report describes the outcome of the Essex County Council Scrutiny Review of the Parking Partnerships with more information about the timescale of proposed actions	Richard Walker	68-92
13. NEPP On-Street financial position for 2015/2016	This report sets out the financial position to end of Financial Year 2016 of the North Essex Parking Partnership (NEPP) On-Street budget	Richard Walker/Lou Belgrove	93-96
14. NEPP Annual Report Data for 2015/2016	This report sets out the data required to be published as part of transparency requirements. A full report will be made to the October Meeting.	Richard Walker	97-102
15. Traffic Regulation Orders Update	To provide an update of the Technical Team activities	Trevor Degville	103-107
16. North Essex Parking Partnership Operational Update	This report provides Members with an update of operational progress since the last Operational Report in March 2016.	Lou Belgrove	108-110
17. Forward Plan 2016-17	This report concerns the Forward Plan of meetings for the North Essex Parking Partnership	Jonathan Baker	111-114
18. Urgent Items	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

17 March 2016 at 1.00pm

**Council Chamber, Uttlesford District Council, Saffron
Walden, Essex, CM11 4ER**

Executive Members Present:-

Councillor Susan Barker (Uttlesford District Council)
Councillor Anthony Durcan (Harlow District Council)
Councillor Dominic Graham (Colchester Borough Council)
Councillor Robert Mitchell (Braintree District Council)
Councillor Nick Turner (Tendring District Council)
Councillor Gary Waller (Epping Forest District Council)

Apologies:-

Councillor Eddie Johnson (Essex County Council)

Also Present: -

Michael Adamson (Parking Partnership)
Jonathan Baker (Colchester Borough Council)
Stephanie Barnes (Parking Partnership)
Lou Belgrove (Parking Partnership)
Liz Burr (Essex Highways)
Trevor Degville (Parking Partnership)
Qasim Durrani (Epping Forest District Council)
Joe McGill (Harlow District Council)
Samir Pandya (Braintree District Council)
Andrew Taylor (Uttlesford District Council)
Ian Taylor (Tendring District Council)
Alexandra Tuthill (Colchester Borough Council)
Richard Walker (Parking Partnership)
Matthew Young (Colchester Borough Council)

50. Declarations of Interest

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

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

51. Have Your Say!

Councillor Freeman, Castle Ward, Uttlesford District Council

Councillor Freeman highlighted the issues faced by residents in Museum Street, particularly in relation to the number of permits issued to residents compared to the number of parking spaces actually available.

Councillor Freeman also stated to the Committee that there were additional parking spaces on Museum Street that are currently used for parking outside of the Doctor's surgery for up to two hours. As the surgery has an additional site with parking the Parking Partnership may wish to consider changing these spaces to residents permit

parking to increase the number of spaces available to residents.

Councillor Freeman also commented that since the introduction of the On-Street parking it has created the issue of cars continually driving around the local area looking for available spaces.

Councillor Knapman, Chigwell and Loughton Broadway, Epping Forest District Council

Councillor Knapman urged the Committee to approve the Traffic Regulation Order 60076 for the Chigwell Park Estate to reduce the impact of commuter parking on residents.

Councillor Knapman highlighted that as Chigwell underground station had changed from zone 5 to zone 4, the number of commuters parking in the area has significantly increased. This has caused a number of issues for residents as the roads cannot cope with the influx commuters attempting to park.

Peter Riding, Castle Street Residents Group, Saffron Walden

Peter Riding highlighted the issues along Castle Street in Saffron Walden. Mr Riding stated that there are not enough spaces for residents to park as there are more residents' permits than parking spaces which cause significant issues on evenings and weekends. Mr Riding also highlighted that there are also 20 limited waiting bays on Castle Street. Mr Riding questioned whether the 20 waiting bays could be utilised on a shared usage basis.

In addition, Peter Riding asked the Parking Partnership whether it would consider reintroducing paper visitors permits for sale at Uttlesford District Council and whether it would sell visitors permits that lasted two hours rather than the current 24.

Judith Rodden, Castle Street Resident, Saffron Walden

Judith Rodden questioned the value of the residents parking permits as she had not seen regular patrols by Civil Enforcement Officers. In addition she request that an alternative provision of visitors permits be provided, as the MiPermit online system is not as flexible and not as visible.

Judith Rodden cited different authorities and the different costs for visitors' permits, as well as the provision of scratch cards in different areas.

Stephen Williams

Stephen Williams was concerned that the Partnership did not publicise the Joint Committee meetings enough to ensure that members of the public were aware that they were taking place.

Mr Williams stated that as a resident of Gold Street in Saffron Walden, there are currently more residents parking permits than spaces.

Stephen Williams also stated that the 24 hour visitor's permit was too long and questioned whether there was a possibility for residents to park in the Waitrose car park in Saffron Walden between 6pm and 8am.

Councillor Heather Asker, Saffron Walden Town Council and Mayor of Saffron

Walden

Councillor Asker stated that as Mayor she had received a number of complaints regarding parking in Saffron Walden, this included online permits and visibility of permits on windscreens. In addition Councillor Asker highlighted that some elderly residents may not be able to access all the amenities if there was a two hour restriction at Common Hill Car Park.

Councillor Jon Whitehouse, Epping Hemnall Ward, Epping Forest District Council

Councillor Whitehouse highlighted his support for the Traffic Regulation Order 60072 Allnutts Road, Charles Street, Crossing Road and Warren Field Epping, which will help to deal with the parking pressures caused by the area's proximity to Epping Station.

Councillor Whitehouse stated that he was pleased that this Residents Parking Zone had come to the Committee and that this would benefit those living in the area.

Joint Committee responses to comments made

In response to the issues raised as part of Have Your say by residents in Saffron Walden, Councillor Barker stated that there are a number of schemes across Saffron Walden that are to be advertised after Easter which will help to improve parking in the area. With regard to the proposed TRO for Museum Street contact had been made with District and County Councillors who were in support of the scheme. As the Town Council have voiced concern regarding the scheme, Councillor Barker stated that it would be best to defer the TRO. Councillor Barker requested that the Castle Street Residents group and Saffron Walden Town Council meet to discuss the issues with this particular scheme. Councillor Barker also highlighted that all Uttlesford District Council car parks are free from 5pm to 9am every day, however Councillor Barker clarified that it would not be possible to park in the Waitrose car park.

In response to the questions from Epping Forest District Council Councillors, Councillor Gary Waller stated that the TRO for Chigwell Park Estate is being put forward for approval as there is a significant issue around commuter parking in that area.

With regards to the scratch cards, Richard Walker stated that due to the significant cost of storage, postage and printing of the permits the Partnership agreed as part of its policy to promote the MiPermit system. The scratchcards are still available at cost from the North Essex Parking Partnership. Councillor Mitchell stated that this was part of a move to smarter working for the Partnership, and confirmed that the Partnership is able to assist those who are not digitally connected.

In response to the query around the information on the publication of the North Essex Parking Partnership meeting, it was confirmed that the agendas are published alongside the relevant dates for the meeting on the Parking Partnership website.

52. Minutes

Councillor Barker questioned the progress on the schools parking report that had been scheduled to come to the March NEPP meeting. In response Richard Walker stated that the South Essex Parking Partnership are currently holding a review of parking outside schools and once completed this will be used to influence a report for the NEPP.

RESOLVED that the minutes of the meeting of the Joint Committee for On Street

Parking of 17 December 2015 be confirmed as a correct record.

53. Traffic Regulation Orders Update, including those to be agreed

Trevor Degville introduced the Traffic Regulation Orders update to the Joint Committee.

Each partner authority recommended the schemes for approval, rejection or deferral. The decisions agreed can be found in Appendix 1.

The Committee heard that Epping Forest District Council will be reducing the number of TRO on its current list as soon as possible.

The Committee also clarified the process around Traffic Regulation Orders, in that the consultation on a TRO occurs prior to approval from the Joint Committee.

RESOLVED that:

- (a) The Joint Committee approve the Traffic Regulation Order decisions as recommended by the partner authorities as found in Appendix 1.
- (b) The Traffic Regulation Order update be noted.

54. Northbrook's Residents Permit Zone Petition and Consultation

Councillor Durcan, Harlow District Council, introduced the report on the Northbrook's Residents Permit Zone petition and consultation. The report requests that the NEPP considers the request from the petitioners to provide all permits at nil cost and or the revocation of the Northbrook's Permit zone.

Councillor Durcan stated that Harlow District Council had received a petition from members of the public requesting that the residents parking fees be cancelled. Following on from this Harlow District Council held a public meeting and carried out a consultation with residents. Councillor Durcan thanked Joe McGill and Richard Walker for their input to the meeting. The Committee heard that the consultation responses received indicated that a small majority of residents disagreed with the proposals to cease operating a permit zone in Northbrook's.

The Committee heard that the current Residents Parking Zone costs more to operate than it generates in income, with the enforcement provided in the area being subsidised.

Joe McGill, Harlow District Council, also highlighted to the committee that in the future there may be issues with residents parking zones as a result of utility companies permitting workers to take their vehicles home.

RESOLVED that the Northbrook's Residents Parking Permit zone remain in force.

55. Social Media Protocol

Alexandra Tuthill, Communications Business Partner for the Parking Partnership, introduced the Social Media Protocol for the Parking Partnership to consider and agree. This report follows the Joint Committee agreeing to increase its use of digital and social media.

Alexandra Tuthill stated that the protocol had been shared and approved by each of the partner authorities' communications teams, and clarified that the Communications

Business Partner mentioned in the Protocol is a role the Partnership pays for from the lead authority.

In response to questions from the Committee, Alexandra Tuthill confirmed that the Partnership will not engage with any abuse or harassment over social media and if necessary those responsible will be blocked and/or reported.

The Committee questioned how the social media protocol would be evaluated. Alexandra Tuthill stated that it is possible to obtain both qualitative and quantitative data from the social media to measure its effectiveness. The current blog postings have reached a total of 7,000 people in the last year, and it is also possible to track what has led them to the blog. Qualitative data is available in the form of likes, shares, comments and follows.

The Committee requested that each of the partner authorities' communications teams provides the Partnership's Communications Business Partner with a generic e-mail address for inclusion in the Protocol to ensure consistency across the Partnership.

RESOLVED that;

- a) Epping Forest District Council, Harlow District Council and Tendring District Council provide generic communications e-mail addresses for the NEPP Communication Partner contacts.
- b) The Social Media Protocol for the Parking Partnership be approved.

56. North Essex Parking Partnership (NEPP) On-Street Financial position at Period 10 2015/16

Richard Walker introduced the North Essex Parking Partnership On-Street Financial position at Period 10. The report is presented to the Joint Committee for information and Scrutiny.

Richard Walker highlighted that due to the good weather during winter and spring there was a higher than anticipated number of Penalty Charge Notices issued. In addition due to the good performance by the enforcement team and the improved debt collection agreement, it is likely that the Parking Partnership will achieve its total budget forecast.

The Committee heard that whilst the Parking Partnership had Civil Enforcement Officer vacancies, and that the Partnership had a good PCN issue rates, there would still need to be further recruitment to ensure that each of the areas were effectively covered by patrols.

With regard to the supplies and services, Richard Walker stated that the increase in the budget is due to the expenditure on the new handhelds that are funded from the NEPP reserves. In addition the uniform costs have increased to £15,000, and the lone worker devices budget has increased by £7,500. The savings over the past year have included the reduction in the number of mobile phone sim card contracts that are required, and where court fees have been recovered.

RESOLVED that the North Essex Parking Partnership (NEPP) On-Street Financial position at Period 10 2015/16 be noted.

57. North Essex Parking Partnership (NEPP) On-Street Budget 2016/17

Richard Walker introduced the North Essex Parking Partnership On-Street Budget for

2016/17. The report requests that members approve the On-Street budget for the Parking Partnership for 2016/17.

Richard Walker highlighted that the budget is set with the aim to fill the current Civil Enforcement Officer vacancies and to maintain the current parking reserve. Richard Walker also highlighted that the non-direct cost represent those that are charged by the lead authority to the Parking Partnership and are broken down within the report for the Committee to see.

In response to a question about the level of reserve left following the reduction in TRO funding from Essex County Council, Richard Walker confirmed that the reserve currently stood at c.£72,000, having reduced by £30,000 from the last reported figure of £102,000 due to the TRO funding having reduced.

RESOLVED that the On-Street Budget for 2016/17 be agreed.

58. North Essex Parking Partnership On-Street Operational Report

Lou Belgrove introduced the North Essex Parking Partnership On-Street Operational Report. The report requires the Committee note the contents.

Lou Belgrove highlighted the developments on the body worn cameras for the Civil Enforcement Officers with a go live date of 23 May 2016. In addition the ability of MiPermit to allow dispensations on the system has provided additional information to Civil Enforcement Officers as it can be delivered directly to their handheld computers.

The Committee requested an update on contactless machines pay and display machines. Matthew Young highlighted that the trial in St Mary's Car Park, Colchester had been successful. In addition the number of those using contactless in car parks had increased each month since the equipment was installed.

The Committee also questioned the reasons behind the difficulty in appointing Civil Enforcement Officers in the west area of the Parking Partnership. Michael Adamson, Parking Enforcement Area Manager, stated that the partnership does attract a good number of applicants but wants to recruit the best possible candidates for the role.

Matthew Young also highlighted that the Parking Partnership are looking into how it would be possible to adopt an 'Oyster Card' style system where car park users register a payment card at the beginning of a stay, but pay on return giving the same flexibility as a 'pay on foot' system.

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

59. North Essex Parking Partnership Commuter Parking Study – Initial verbal proposal

Matthew Young gave a verbal update to the Joint Committee regarding whether the North Essex Parking Partnership should undertake a study of commuter parking across the Parking Partnership.

Matthew Young stated that across the partnership there are a number of issues near train stations where installing certain types of traffic regulation order would only serve to move the problem to a different location in the same area. The aim of holding a parking study would be to identify solutions for local areas that allow for provision for

commuters but protect residents' needs as well.

Matthew Young stated that in implementing this plan there would have to be other resources identified as the technical team are currently full to capacity. The intention would be for a fully costed specification to be brought back to a future meeting of the North Essex Parking Partnership.

The Committee welcomed the suggestion of a Commuter Parking Study and the intention to bring a fully costed report to the next meeting. Client Officers from the partner authorities were asked to identify areas from their district that they would want included. The Committee also requested the inclusion of commuter parking for Stansted Airport.

RESOLVED that;

- (a) A report be brought back to the Joint Committee in June with the specification for the review
- (b) Partner Authorities provide information to the Lead Authority regarding areas that require review.

60. Forward Plan 2016/17

Councillor Mitchell introduced the Forward Plan for 2016/17, and highlighted that the forward plan includes the proposal to change the date of the next meeting to the 30 June 2016 with a start time of 1:30pm due to the EU Referendum taking place on the original date.

The Committee expressed their thanks to Andrew Taylor, Uttlesford District Council, for his hard work in assisting the Parking Partnership, as this was his last meeting before moving to a new role.

RESOLVED that;

- a) The next meeting of the North Essex Parking Partnership will take place on 30 June 2016 at 1:30pm.
- b) The forward plan 2016/17 be noted.

APPENDIX 1

Braintree District Council

Ref Number	Name of Scheme	Type of Restriction	Approve Defer Reject
20116	Wickham Crescent	Commuter Restriction of 1 hour both sides of the carriageway	Approve
20118	Bronte Road-Witham	Resident Permit	Reject
20120	Bridge Meadow-Feering	Resident Permit-Commuter restriction	Approve
20121	Guithavon Valley - Witham	Waiting Restrictions	Defer

20123	Pretoria Road-Halstead (and to include Morley Road, Saxon Close, Manfield, Head Street and parts of High Street)	Resident Permit	Approve
20124	Powers Hall End	Resident Permit	Reject
20125	Mill Lane Witham	Waiting restrictions	Defer
20126	Elm Bungalows-Braintree	Resident Permit	Reject
20127	Crofters Walk	Waiting restrictions	Reject
20128	Windmill Road, Halstead	Junction waiting restrictions	Reject
20129	Station Road, Kelvedon	Resident Permit	Approve

Colchester Borough Council

Ref Number	Name of Scheme	Type of Restriction	Approve Defer Reject
40088	Catchpool Road	Waiting restrictions/residents parking	Defer
40021	Tall Trees	Waiting restrictions	Defer
40104	High Street-Station Road-Wivenhoe	Waiting restrictions	Defer
40109.5	Northern Estate Roads	Resident Permit	Defer
40111	Thomas Wakley Close	Resident Permit	Defer
40118	Boxted Road	Football based parking	Defer
40119	Oatfield Close	Junction protection	Reject
40120	Colne Rise-Rowhedge	Junction protection	Approve
40121	London Rd-Copford	Waiting restrictions	Reject
40123	Oaklands Avenue	Junction protection	Reject
40124	Baden Powell Drive	Junction protection	Reject
40126	Lexden Road (by Crown Public House)	Waiting restrictions	Approve

Epping Forest District Council

Ref Number	Name of Scheme	Type of Restriction	Approve Defer Reject
60000	Algers Mead- Loughton	Resident Permit	Defer
60005	Rodings Garden-Loughton	Waiting Restrictions	Defer
60006	Loughton Station-main entrance	Waiting Restrictions	Approve
60007	Fairmeads-Loughton	Waiting Restrictions	Defer

60008	Audley Gardens-Loughton	Waiting Restrictions	Defer
60011	Norman Close-WA	Waiting Restrictions	Defer
60015	Beaconsfield Road-Epping	Waiting Restrictions	Defer
60016	Beaconsfield Avenue-Epping	Waiting Restrictions	Defer
60018	Queens Road-Buckhurst Hill	Change to P&D Machines Times	Defer
60019	Willow Tree Close-Abridge	Waiting Restrictions	Defer
60021	Hornbeam Road-Theydon Bois	Waiting Restrictions	Defer
60022	Green Walk - Ongar	Waiting Restrictions	Defer
60023	Purlieu Way/Theydon Park	Waiting Restrictions/Residents Parking	Defer
60025	Pike Way-North Weald	Waiting Restrictions	Defer
60028	Ongar Market	Relocate Market to Highway	Defer
60029	Taxi Bays (throughout district)	Introduce new sites	Defer
60030	The Uplands-Loughton	Waiting Restrictions	Defer
60031	Hartland Road-Epping	Waiting Restrictions	Defer
60035	Epping New Road(Boleyn Court)-Buckhurst Hill	Waiting Restrictions	Defer
60037	Brooklyn Parade-Loughton	Limited Waiting	Defer
60038	Hazelwood-Loughton	Adjust recently implemented restrictions	Defer
60039	Goldings Road-Loughton	Waiting Restrictions	Defer
60040	Tycehurst Hill-Loughton	Waiting Restrictions	Defer
60041	Forest Edge-Buckhurst Hill	Waiting Restrictions	Defer
60043.5	High Road – Chigwell (Station)	Commuter Parking	Defer
60044	Coppice Row – Theydon Bois	Commuter Parking	Defer
60045	Ivy Chimneys Road-Epping	Resident Permit	Defer
60046	Crossing Road-Epping	Resident Permit	Defer
60047	Hemnal Street-Epping	Resident permit parking/Limited waiting	Defer
60049	Lower Swaines-Epping	Restrictions to counter school based parking	Defer
60050	High Street -Epping	Loading Bay	Defer
60051	Pancroft – Abridge	Waiting restriction	Defer
60054	Monkswood Avenue/The Cobbins – Waltham Abbey	Verge Parking	Defer
60055	Harveyfields – Waltham Abbey	Resident Permit	Defer
60056	Stradbroke Grove – Buckhurst Hill	Change in restrictions to combat commuter parking	Defer
60057	Scotland Road –Buckhurst Hill	Waiting restrictions	Defer

60058	Crownfield – Lower Nazeing	Commuter restrictions/Resident permit parking	Defer
60059	Ladywell Prospect – Sheering	Waiting Restriction	Defer
60060	Church Mead – Roydon	Waiting Restriction	Defer
60061	Smarts Lane/Forest Road/High Beech Road – Loughton	Resident Permit	Approve
60062	High Gables – Loughton	Resident Permit	Defer
60063	Forest Drive - Theydon Bois	Pavement Parking	Defer
60064	High Road – Chigwell (School)	School based/Commuter Parking	Defer
60066	Knighton Lane – Buckhurst Hill	Waiting Restrictions	Defer
60067	Theydon Park Road – Theydon Bois	Revocation of waiting restriction	Defer
60068	Glebe Road – Ongar	Waiting restriction	Defer
60072	Allnuts Road/Charles Street/Crossing Road-Epping	Residents Parking Zone	Approve
60073	The Drive -Loughton	Conversion of SYL to DYL near Morrisons	Defer
60073.5	Whitehills Road-Loughton	Waiting restrictions on bend near to school	Defer
60074	Bridge Hill-Epping	Extension of waiting restrictions	Defer
60075	Albany Court-Epping	Restrictions to prevent commuter parking	Approve
60076	Chigwell Park Estate	Restrictions to prevent commuter parking	Approve
60078	Monkswood Avenue	Waiting restrictions	Defer
60079	Pancroft Abridge	Waiting restrictions to assist bus assist	Defer
60080	Ladywell Prospect-Lower Sheering	Waiting restrictions to deter commercial vehicle parking	Defer
60082	Eastbrook Road- Waltham Abbey	Resident Permit	Defer
60083	Borders Lane-St Nicholas Place-Loughton	Waiting restrictions	Defer
60085	Albion Hill-Loughton	Extension to waiting restrictions	Defer
60086	Queens Road-Buckhurst Hill (145)	Adjustment to parking bay	Defer
60087	Queens Road-Buckhurst Hill (102-104)	Adjustment to parking bay	Defer
60088	Cleland Path-Loughton	Waiting restrictions-junction/pavement parking	Defer
60089	Blackmore Road-Buckhurst Hill	Waiting restrictions-junction parking	Defer
60090	High Street-Ongar (St Martins Mews)	Adjustment of parking bay	Defer

60091	Theydon Grove-Epping	Extension to residents parking bays	Defer
60092	Lower Park Road-Loughton	Waiting restrictions	Defer
60093	Englands Lane-Loughton	Waiting restrictions	Defer
60094	Epping town centre	Inclusion of additional business in permit zone	Defer
60095	Hanbury Park estate	Waiting restrictions	Defer
60096	Wheeler's Farm Gardens-North Weald	Waiting restrictions	Defer
60097	Courtland Drive- Chigwell	Waiting restrictions	Defer
60099	Field Close-Abridge	Junction protection	Defer
60100	Lambourne Road-Chigwell	Junction protection	Defer
60101	Lower Road-Loughton	Resident Permit/Waiting Restrictions	Defer
60102	Green Glade/ Pakes Way-Theydon	Waiting restrictions	Approve
60103	Station Road-North Weald	Waiting restrictions	Defer
60104	Sheering Lower Road	Resident Permit	Defer
60105	Algers Mead-Algers Close-Loughton	Junction protection	Defer
60106	Riverside Ave-Broxbourne	Junction protection	Defer
60107	Church Hill-Epping	Change of restriction	Defer
60108	Raymond Gardens-Chigwell	Junction protection	Defer
60110	Sewardstone Road-Waltham Abbey	Waiting restrictions	Defer
60111	Sheering Lower Road-Ash Grove	Extension of commuter restriction	Defer
60113	Traps Hill-Loughton (doctors surgery)	Junction/entrance protection	Defer
60114	Gould Close-Moreton	Restriction lines	Defer
60115	Hillyfields-The Croft	Junction protection	Defer
60116	Amberley Road-Buckhurst Hill	Waiting restrictions	Defer
60117	Pyrles Lane-Loughton	Waiting restrictions	Defer
60118	Broomstick Hall Lane-Waltham Abbey	School restrictions	Defer
60122	Greenfields Close-Loughton	Waiting restrictions	Defer
60124	Osprey Road-Waltham Abbey	Waiting restrictions	Defer
60125	Fountain Place-Waltham Abbey	Resident parking	Defer
60126	High Rd-Chigwell (Shore Point)	Waiting restrictions	Defer
60127	Egg Hall-Epping	Commuter parking	Defer
60128	Beech Lane-Buckhurst Hill	Commuter parking	Defer
60129	Bansons Way-Onger	Resident Permit	Defer
60130	Park Hill-Loughton	Waiting restrictions	Defer
60131	Cloverly Road-Ongar	Junction protection	Defer
60132	Willow Close-Buckhurst Hill	Pavement parking	Defer
60133	High Meadows-Chigwell	Waiting restrictions	Defer

60134	Duck Lane-Thornwood	Waiting restrictions	Defer
60135	Crownfield-Old Nazeing Road	Resident Permit	Defer

Harlow District Council

Ref Number	Name of Scheme	Type of Restriction	Approve Defer Reject
30021	Colt Hatch	Requested parking scheme	Reject
30027	New Hall	Parking near football field	Reject
30028	Church Langley	Tesco access road and zebra crossing	Reject
30034	Harlow Mill Station	Pay and display	Defer
30035	College Square	Introduce short term P&D parking	Defer
30048	The Seeleys	RPZ-Waiting restrictions	Reject
30055	Kiln Lane – Roundabout	Waiting	Defer
30056	Parndon Mill Lane	Waiting	Defer
30057	Spencers Croft	Review of parking in area	Reject
30058	Market Street	Waiting	Reject
30060	Tunnemead	Waiting	Reject
30062	Pemberely Academy	Restrictions around school	Approve
30063	Tanys Dell School	Waiting	Approve
30064	Cooks Spinney	Resident Permit	Defer

Tendring District Council

Ref Number	Name of Scheme	Type of Restriction and brief summary	Approve Defer Reject
50004	School Road- Elmstead Market	School Restriction	Defer
50005	Pathfield Road-Clacton	School Restriction	Defer
50010	Primrose Road-Holland	School Restriction	Reject
50015	Main Road-Upper Dovercourt	Limited waiting bays	Accept
50017	Hordle Street-Harwich	Resident Permit	Reject
50032	Promenade Way- Brightlingsea	Waiting Restrictions	Defer
50034	Herbert/Key Road- Clacton	Resident Permit	Accept (for Key Road only)
50042	School Road – Great Oakley	School based parking	Accept
50057	Garden Road – Jaywick	Limited Waiting	Defer
50072	Watson Road-Herbert Road-Clacton	Resident Permit	Defer
50073	Highfield Avenue- Dovercourt	Residents parking, timed restriction, junction protection	Defer
50077	High Street-Manningtree	Waiting restrictions	Reject
50089	Church Rd-Thorrington	School restriction	Defer
50091.5	Wellesley Road	Permit Parking	Reject
50095	Blacksmiths Lane- Dovercourt	Waiting restriction	Defer
50096	Hughes Stanton Way	Waiting restrictions	Defer
50115	Windsor Court- Brightlingsea	Waiting restrictions	Defer
50116	Beckford Road-Mistley	Junction protection	Defer
50117.5	Bromley Rd-Old School Lane-Elmstead	Junction protection	Accept

Uttlesford District Council

Ref No	District/Borough	Name of Scheme	Type of restriction/Reason for Application	Approve Defer Reject
10025	Uttlesford	Hawthorne Close - Takely	Waiting restrictions	Defer
10054	Uttlesford	Museum Street-Saffron Walden	Change Limited waiting bays to shared use bays.	Defer
10055	Uttlesford	The Street-Manuden	Waiting restrictions	Reject
10056	Uttlesford	Stebbing/Braintree Road Felsted	Waiting and School Restrictions	Defer



North Essex Parking Partnership

NORTH ESSEX

June 30th 2016

Title: The Essex County Council (Uttlesford District) (Permitted Parking and Special Parking Area) (Amendment No.40) Order – Consideration of Objections

Author: Trevor Degville

1. Decision(s) Required

- 1.1. To approve, reject or defer the restrictions advertised in The Essex County Council (Uttlesford District) (Permitted Parking and Special Parking Area) Order Amendment No. 40 proposals

2.0 Introduction

- 2.1 The NEPP has a delegated authority from ECC to introduce Traffic Regulation Orders (TROs). There is a legal process that must be followed when permanent TROs are introduced which involves a formal consultation period of 21 days during which objections may be made to the proposals. Any objections that are received must be considered before any restrictions are introduced.
- 2.2 The Joint Committee delegated powers to the NEPP Group Manager to be able to consider objections that are received and to decide whether the advertised proposal should become a sealed order, should be amended or should not progress. The delegated powers enable NEPP officers to introduce restrictions more quickly, although the overall time it can take to introduce parking and waiting restrictions can still be substantial.
- 2.3 A proposal being considered has generated a large response, with the majority of correspondence being received objecting to the proposal.
- 2.4 It has been suggested that from a traffic management perspective these restrictions remain important as part of overall transport improvements to the town and improvements in air quality. In view of this it is not felt appropriate that officers decide the outcome of the proposals and that instead the responses are considered by the Joint Committee members before deciding whether the proposals should be progressed or not.

3.0 Saffron Walden Proposals

- 3.1 In January 2016 NEPP advertised a Notice of Intention for The Essex County Council (Uttlesford District) (Permitted Parking Area and Special Parking Area) (Amendment No. 40) Order. Maps showing the proposed restrictions can be found in Appendix C.

4.0 Objections

4.1 162 objections have been received. One of the objections contains a petition with 122 names and addresses against the proposal. 15 correspondences in support of the proposals have been received. Notices of Intention only give details of how to make an objection to the proposals rather than how to show support for schemes.

4.1 When considering objections, the Joint Committee do not have to decide based on the number objections or supporting comments but on the validity or otherwise of the arguments that have been made.

4.2 It is not possible to discuss in detail every objection and comment that has been received in the main body of the report. Nonetheless, a brief description of the correspondence can be found at the end of the report. Redacted copies of all correspondence received can be found in Appendix A and B to this report. All appendices can be found at https://www.parkingpartnership.org/north_proposals.asp. Direct links to Appendix A and B can be found below -

- Appendix A - <https://www.parkingpartnership.org/policies/Uttlesford%20District%20Council%20Amendment%2040%20Consideration%20of%20Objections%20Appendix%20A%20Optimised.pdf>
- Appendix B – <https://www.parkingpartnership.org/policies/Uttlesford%20District%20Council%20Amendment%2040%20Consideration%20of%20Objections%20Appendix%20B.pdf>

4.3 Correspondence in support of proposals has included the following themes and comments.

- Ashdon Road is a bottleneck due to parked cars. This is one of two roads that are used for access to Cambridge, Bishops Stortford and motorways. It is suggested that most of the population of Saffron Walden uses those routes and there is need for the restrictions as if introduced they would improve both traffic flow and air quality
- Vehicles that are currently parking on the roads should be directed to park in Swan Meadow car park
- Additional restrictions to those proposed are needed in Ashdon Road
- “I am delighted that you are intending to put restrictions on parking in several Saffron Walden streets. Saffron Walden has a medieval street layout and can’t cope with the heavy usage of vehicles”
- “I write in support of the parking restrictions proposed for Saffron Walden. They are long overdue, and I welcome them wholeheartedly”

4.4 The large majority of correspondences received have been objections. These include objections from Saffron Walden Town Council, Uttlesford District Councillors and Essex County Councillors. A petition objecting to the proposals has also been received with 122 signatures:

- The restrictions would have the effect of increasing the speed of traffic along residential roads. There will be less places for pedestrians to cross and the restrictions are generally designed purely for the benefit of motorists
- The removal of large amounts of on-street parking will adversely affect local residents, school users and commuters

- An urban clearway is not needed as delays are only for limited periods of the day during peak times (an urban clearway was not advertised but the principle of the objection would remain)
- NEPP has not followed its own procedures and so the scheme should be withdrawn
- Other actions are required instead of traffic regulation orders such as a by-pass being built
- Displacement of vehicles from those areas where restrictions are proposed will cause traffic flow problems and parking issues in other areas of the town
- Many residents who would no longer be able to park outside their properties live in Victorian terraced housing. The loss of on-street parking will cause problems for residents who have not got off-street parking or require visitors/deliveries.
- There will be a decrease in house values due to loss of parking
- Congestion only happens for a limited time at peak periods
- There has been no consultation with residents about the proposals
- The increase in the speed of traffic flow will make it more difficult to exit forecourts and driveways
- GPs and dentists have expressed concern about less parking for their patients

4.5 The WeAreResidents political group has published a response to the proposals which was available on the group's website during the consultation and also submitted as an objection. A copy of this objection can be found in Appendix D. <https://www.parkingpartnership.org/policies/Uttlesford%2040%20Consideration%20of%20Objections%20Appendix%20D.pdf>

5.0 Summary of Correspondence

Identification	Support/Object/Comment	Reasons
A	Support	Traffic flow - removal of bottle neck caused by parked cars
B	Support/Comment	More yellow lines and residents parking required than proposed
C	Support/Comment	Support but concerned about problems dropping off/collecting pupils at local schools
D	Support/Comment	Additional restrictions also required when joining Ashdon Road from Shepards Way
E	Support/Comment	Restrictions need to be patrolled. Request additional restrictions in Peal Road
F	Support	Removal of daytime parking is an excellent plan
G	Support	Improved traffic flow
H	Support	Would have preferred no waiting at any time on Borough Lane
I	Support	Improved traffic flow
J	Support/Comment	Support but concerned about pedestrians crossing on Peaslands Road
K	Support/Comment	Support but suggests a resident permit holder restriction on Springhill Road
L	Support	Suggests night time resident permits along Ashdon Road
M	Support/Comment	Support but suggests that there is a lack of safe areas to pick up and drop school pupils
N	Support	Currently inconsiderate parking causing problems. Parents not parking safely when collecting children
O	Support	Supports proposals affecting Mount Pleasant, Peaslands Road and Borough Lane
C1	Comment	Asks what provisions are being made for residents with no off-street parking
1	Objection	Town Council objections - various reasons including the proposed benefits are tenuous and ignore the nature of the roads in S.W.
2	Objection	Various reasons including the restrictions ignoring the nature of the roads, danger to pedestrians and increased traffic speeds
3	Objection	Various reasons including the proposals are unreasonable,

		disproportionate and unwanted
4	Objection	Parked cars do not cause any real problems. No proposal for displaced vehicles
5	Objection	Proposals unreasonable. Loss of amenity to residents and visitors to town. Failure to consider local plan
6	Objection	Traffic flow problems only occur at peak times. Local residents will be forced to park in other already congested areas.
7	Objection	Loss of parking spaces, increased vehicle speed, decreased house prices and needs of traffic being put above needs of residents
8	Objection	Increased vehicle speeds, displacement of vehicles causing problems, increased risk to pedestrians including school pupils
9	Objection	Loss of on-street parking but no off-street parking with property
10	Objection	Restricting parking in Ashdon Road is not necessary for current traffic flow and loss of parking spaces would adversely affect residents
11	Objection	Lose of resident parking, greater traffic speeds, will make it dangerous to exit some driveways
12	Objection	Increased vehicle speed near school, concerns about resident parking
13	Objection	Increased traffic speeds - parked vehicles slow vehicles down when travelling on Ashdon Road. Increased danger to pedestrians including school pupils
14	Objection	As above but also including concerns about displacement of vehicles into Hollyhock Road and Sheperds Way
15	Objection	Parking spaces being lost for residents with more new homes being built. Town being ruined, nothing like the town they moved to 27 years ago
16	Objection	Loss of resident parking on Ashdon Road. Already limited parking for those that do not have off-street parking with their properties
17	Objection	Loss of resident parking, loss of property value. Shortage of car parks in town anyway so will be harder for people to visit to carry out business
18	Objection	Will lose on-street parking spaces and increase traffic speeds
19	Objection	Traffic calming needed, concerned about losing on-street parking.
20	Objection	Loss of resident parking, problems caused by displacement, problems for residents getting out of drives and increased traffic flow
21	Objection	As above but also mentions that parked vehicles have a traffic calming effect
22	Objection	Increased traffic speeds - parked vehicles slow traffic down. Displacement into side roads will cause more problems
23	Objection	Will make life more difficult for residents and increase traffic flow
24	Objection	Roads are only busy during rush hour, loss of resident parking, increased traffic flow. Problems for school parent parking will be exacerbated
25	Objection	Traffic speed increases and loss of resident parking
26	Objection	Borough Lane - parked vehicles slow traffic speed
27	Objection	Increased traffic speeds, increased danger to pedestrians and school pupils. Loss of amenities for residents
28	Objection	Proposals not needed due to effect of traffic lights. Loss of parking with no off-street parking available at property in an area where there is already pressure for the available on street parking
29	Objection	Greater vehicle speed on roads used by schoolchildren. Many houses of architectural interest and listed which will be affected by higher speeds
30	Objection	Increased traffic flows. S.W. is a residential town and should stay that way
31	Objection	Loss of resident parking, increase in traffic speeds on roads used by schools. Proposals too far ranging and affect too many people
32	Objection	Concerns about displacement effects on Springhill Road caused by loss of parking in Borough Lane
33	Objection	Restrictions will prevent parking outside property. Proposals will increase traffic speeds making route more dangerous for pedestrians

34	Objection	Restrictions will increase traffic speed, making it dangerous for school pupils to cross the road
35	Objection	Measures should be put in place to slow traffic on Borough Lane not increase speeds
36	Objection	Loss of vital resident parking, concerns about increased traffic speeds near schools
37	Objection	Loss of on-street parking, increased traffic speeds, problems for primary school access
38	Objection	Concerns about the effect of traffic lights that have been installed, the consequences of increased traffic speeds near schools and problems entering/exiting driveways
39	Objection	Proposals will cause problems for parents parking near schools. Also concerns about increased traffic speeds
40	Objection	Displacement of vehicles will cause problems in Debden Road and adjacent side roads and will lead to further restrictions being introduced
41	Objection	Concerns about increased traffic speeds
42	Objection	Proposals will cause problems when collecting/dropping off pupils. Suggests a lesser restriction to prevent all day parking
43	Objection	Proposals are overkill, a limited time scheme would be better during peak times as this would still allow parking for residents and visitors
44	Objection	Request to extend restricted times opposite school gates
45	Objection	A ring road around the town is required
46	Objection	Proposals not required. Suggests that narrow streets are not suitable for the increased traffic due to the perceived bad decisions that have previously been made
47	Objection	Concerns about South Road, Victoria Avenue, long Hedges. Suggests that restrictions are not being monitored so no use putting in additional ones
48	Objection	Removal of parking on Borough Lane will enable road users to speed and disregard pedestrians. Fears over road safety will lead to more journeys by car
49	Objection	Problems caused in Shepherds Way due to proposal in Ashdon Road - traffic speed and lose of resident parking spaces
50	Objection	Traffic speed increases near schools. Increase in congestion on side streets caused by displacement of parked cars
51	Objection	Residential area will be turned into a race track during non-peak hours. Front gardens turned into parking places will damage a protected area
52	Objection	All are sensible suggestions but will only move problem along. A by-pass is essential
53	Objection	Concerns about displacement of vehicles causing problems for residents in nearby roads. Parked vehicles slow traffic down which is desirable
54	Objection	Proposals will lead to increased traffic speeds and which will endanger pedestrians including school pupils
55	Objection	Don't remove parking from Peasland Road as needed when dropping off pupils at school and motorist is unable to walk long distances
56	Objection	Higher traffic speeds, other roads nearby do not have the capacity to absorb displaced vehicles. Proposals will reduce parent parking points for nearby schools
57	Objection	Proposals do not go far enough. Additional restrictions needed in Ashdon Road or the pavements could be narrowed
58	Objection	Proposals prioritise vehicles over pedestrians, will increase traffic speeds and remove places for school parents to park
59	Objection	The proposals will mean that parents dropping off children in Peaslands Road for the nearby nursery will not be able to park
60	Objection	The proposals will lead to displacement of residents vehicles into other roads which may create a congested and chaotic situation
61	Objection	Objects to the proposals for Peasland Road as neither business staff or parents dropping off children will be able to park
62	Objection	Displacement of vehicles will cause further access issues in West Road because of displacement

63	Objection	General support but raises negative points around the effect of roads near schools and increased speed monitoring. Suggests no satisfactory solution without a ring road
64	Objection	Proposals will cause issues for parent parking, asks how parents are expected to park.
65	Objection	Proposals are ill considered, will create a chaotic and dangerous situation in South Road
66	Objection	Congestion is only an issue for a short period a day, proposals will increase traffic speeds. Will cause parking problems for residents with no off-street parking. Will cause problems for parents dropping off pupils to nearby schools
67	Objection	Oppose the increase in traffic speeds, put pressures on Springhill Road and asks about proposed development on east side of Thaxted Road
68	Objection	Proposal will increase traffic speeds and increase accidents, many properties do not have off-street parking, issues for parents dropping off at school
69	Objection	No off-street parking with property and recent traffic light installation mean that they cannot park near their house; this will be made worse by the proposals. There will be an increase in traffic speeds. No justification for the restrictions
70	Objection	Various reasons including loss of resident parking, increased traffic speeds and loss of primary school access for parents
71	Objection	Road safety due to increased traffic speed, lack of alternative parking options for school drop off and no alternatives for resident parking
72	Objection	Proposals will increase traffic speeds. Requests assurances that there will be additional traffic calming and pedestrian crossings installed
73	Objection	Increased traffic speeds due to removed parking places which will increase the risk of fatal accidents
74	Objection	Should allow parking as that will slow traffic speeds in urban pedestrianised areas. Roads affected are highly populated and have 3 schools in the local vicinity
75	Objection	Concerns about displacement of vehicles from Mount Pleasant Road will make will cause chaos. There are no provisions to drop off or collect school children
76	Objection	Proposals will have an adverse effect on the school that has a wide catchment area. The proposals provide no replacement parking for parents to park whilst picking up pupils from the school gates
77	Objection	Concerns about increased speed and lack of parking
78 (78i)	Objection	Concerns about the loss of parking spaces where, it is suggested, there is inadequate parking provision. No evidence to support the proposals
79	Objection	The proposals will increase traffic speeds in Peaslands Road and force parents to park further away to children. This will put children at risk, particularly when it is dark in the evenings
80	Objection	The proposals in Peaslands and Mount Pleasant Roads will result in drivers increasing their vehicle speed. The road is used to by pupils to travel to and from schools in the area
81	Objection	Proposals are not required, traffic flow is reasonable and at a safe speed most of the time. Parking for schools and deliveries is essential
82	Objection	The effect of the proposals will be to create a rat run in a residential area where children live and walk to schools
83	Objection	Parked vehicles act as traffic calming. No alternative resident parking is being offered, particularly for residents in older properties with no off-street parking. The proposals will create a race track around S.W.
84	Objection	Problems for Primary School access, the removal of parked vehicles will reduce road safety and increase traffic speed, loss of street parking for residents, Friends school weekend clubs issues not being dealt with and suggests this is the wrong priorities for the town
85	Objection	Loss of resident parking increased traffic speeds in roads used by parents and children. Suggests a 1pm to 2pm restriction to eliminate

		all day parking by town centre workers
86	Objection	Concerns about displacement of vehicles into Highfields and suggests limited waiting restrictions
87	Objection	School concerns about removing parking, particularly in Mount Pleasant and Peaslands
88	Objection	Increased traffic flow. Proposals will push motorists into already full side roads
89	Objection	No consideration has been made for residents without off-street parking. Parents need to be catered for when dropping off and collecting pupils. Increased traffic speeds
90	Objection	Proposals will prevent residents parking outside their property and so will be forced to park in nearby roads. Concerned about an increase in traffic speeds
91	Objection	No on-street parking near property which will cause problems for child minders. There is already a shortage of parking space in the surrounding area. Drivers will be less careful when they drive along Mount Pleasant Road
92	Objection	The proposals do not go far enough, other areas should also have no waiting restrictions
93	Objection	The proposals will remove 1.7km of on-street parking places, many historic properties do not have off-street parking places. There will be nowhere else for residents to park
94	Objection	Removing parking will result in residents parking in Holly Hock Road and Highfields adding to congestion in that area. Suggests the pavement in Ashdon Road should be reduced to improve traffic flow
95	Objection	Proposals will increase traffic speeds in an area where there is not a traffic problem. No evidence to support proposals.
96	Objection	Various - in summary does not agree that there is justification for the proposals that would be of limited benefit to residents and detriment to other residents
97	Objection	Creating parking restrictions moves the problem around, it does not solve them
98	Objection	"We write to oppose the parking restrictions"
99	Objection	"I add my disapproval to the proposed parking changes in Saffron Walden"
100	Objection	The proposal will create a fast paced ring road through the middle of S.W. and past 3 schools along the main route for children walking. Removing parking will push vehicles into overburdened areas which will increase frustration between residents and motorists
101	Objection	Removing parked vehicle will increase traffic speeds along very busy pedestrian used roads
102	Objection	Various - including properties having no off-street parking, roads are already used by motorists shopping and school parent parking. Delivery drivers park on the pavement and suggests an area of pavement is removed to allow parking
103	Objection	Knock on effect would lead to increased dangers for pedestrians and road users especially at school drop offs
104	Objection	Not in favour of proposals speeding up traffic, suggests 20mph speed limit
105	Objection	Proposals will cause parking problems as displaced vehicles will have to find somewhere else to park
106	Objection	Doctor concerned about having to park along way from residential properties, concerned that they will not be able to visit patients in a timely manner
107	Objection	Proposals will create a rat run in S.W. causing danger to cyclists and pedestrians
108	Objection	Loss of resident parking, concerns about increase in traffic flow due to loss of parked vehicles
109	Objection	Proposals will cause great difficulties to residents, businesses and parents. The road has natural obstacles and is totally unsuitable as a main thoroughfare
110	Objection	Many parents have no option but to drive to drop off pupils. Proposals will remove parking spaces. Increase in traffic speeds will be detrimental to child safety.

111	Objection	Objection suggests that the proposals are a ridiculous idea
112	Objection	The proposals will mean residents are unable to park, especially those who do not have good mobility
113	Objection	The proposal will mean faster traffic speed which will make the road more dangerous and noisy for residents and children walking to school
114	Objection	Parking around the town is limited and NHS practice staff and patients rely on local accessible parking
115	Objection	The proposal will create a dangerous and untenable situation on West Road as parents struggle to drop of school children. If proposal goes ahead requests permit parking
116	Objection	Parents must park somewhere and vehicles should be allowed to park to slow traffic down and makes some suggestions about how Swan Meadow car park could be utilised
117	Objection	Parked vehicles on Peaslands Road provide necessary speed restrictions. Without allowing parking it will be necessary and dangerous to walk young children along busy roads
118	Objection	Opposed to proposals in Mount Pleasant Road as the ban would push school parking traffic and residents onto neighbouring Victorian style housing already busy with parking. The parking currently reduces traffic speeds
119	Objection	The scheme between London Road and Thaxted Road is unnecessary and has been overtaken by planning refusal for developments at the east of S.W.
120	Objection	Proposed parking restrictions will result in people parking along Debden Road and Pleasant Valley. Alternative parking provision needs to be provided to avoid knock on affects
121	Objection	Against proposals as will increase traffic speed and problems caused for resident parking
122	Objection	Proposals are encouraging more speed and complaints that officers who have devised proposals do not live in S.W.
123	Objection	Objections about loss of primary school access for parents, loss of on-street parking and increased traffic speeds causing worse road safety
124	Objection	Objection as will not be able to park in Peaslands or Mount Pleasant Road when dropping off to nearby school and gives examples of the problems this will cause
125	Objection	4 questions asked, where are cars going to park, why evidence justifies change, what is the purpose of change and what alternative proposals have been considered
126	Objection	Proposals will simply move problem elsewhere. Residents to Ashdon Road have to park their vehicles somewhere
127	Objection	Concerns about increased dangers to small children having to travel further along the roads to get to schools in the area
128	Objection	Objection from parent of local school who advises that they would have to park on Debden Road or at the Lord Butler Leisure Centre and will then have to walk with 3 children to the school. Most of the route would be along the restrictions with high speed traffic
129	Objection	The proposed waiting restrictions will speed up traffic which is undesirable, other suggestions are made but these are mostly highway rather than parking suggestions.
130	Objection	Suggests the proposed changes in Ashdon Road are ludicrous and argues that the road was congested prior to the extensive housing being built
131	Objection	The loss of parking spaces will cause problems for patients at a dentist and staff. If patients are forced to drive into S.W. it will contribute to heavier traffic and air pollution
132	Objection	Cars parked in Peaslands and Mount Pleasant Road slow down traffic. The first priority should be a ring road around that part of S.W.
133	Objection	Objects to proposals and suggests a ring road or new town should be built
134	Objection	Concerns about the problems that will be caused for parents dropping off/collecting parents caused by the loss of parking places. Letter comes with petition

135	Objection	Concerns about the effects of displaced vehicles
136	Objection	Concerns about displacement of vehicles
137	Objection	Concerns that carers to residents in Borough Lane will not be able to park
138	Objection	The proposals will increase traffic speed, force parents to park further from schools and nurseries. There are not enough safe crossing places
139	Objection	Proposals will increase speeds, remove parking for residents, increased noise pollution and risks when driving in and out of property
140	Objection	Proposals will cause increased traffic speeds, lack of resident parking will cause displacement of vehicles. Suggests no parking restrictions during rush hour
141	Objection	Would agree to restrictions at peak times but fears the proposals will cause a race track
142	Objection	Displacement of vehicles onto nearby roads where parking is already scarce. Suggests permit parking
143 (143i)	Objection	Proposals will mean that the resident cannot park near their house. Fears about an increase in traffic speeds. Asks where parents of pupils and nursery school children will park.
144	Objection	No evidence to suggest restriction is necessary, delays only occur at peak times. Worst delays are caused by sports events at weekends
145	Objection	Residents without off-street parking cannot park near their property. There will be displacement of vehicles into nearby streets. Traffic speeds will increase and problems will be caused for parents and pupils at nearby schools. Property prices will be negatively affected.
146	Objection	Parking problems will be moved elsewhere. Residents have purchased properties in the expectation that they can park on street. Parked vehicles make the roads safer at peak times
147	Objection	Concerns about increased traffic speed and problems caused for parent/pupils at nearby schools
148	Objection	Proposals will increase traffic speed. Vehicles will be displaced into nearby roads. For most of the day most parked cars cause no problems to traffic flow
149	Objection	Inadequate parking will be worsened by proposals, vehicle speeds will increase, and parked vehicles will be displaced to unrestricted roads nearby. Most traffic problems occur at peak times only. The new restrictions will not be enforced
150	Objection	In Peaslands and Mount Pleasant Road the proposals will increase traffic and traffic speeds creating a safety hazard near schools and a nursery. A southern by-pass is needed
151	Objection	There are properties that do not have off-street parking - where will the residents and their visitor's park? The road can have restrictions but not for all day
152	Objection	The proposals will increase traffic speed and force residents and visitors to park away from their properties
153	Objection	Various including loss of on-street parking, increased road speeds, loss of primary school access for parents
154	Objection	Parking on Peaslands Road is not a problem at the moment but if removed will create a problem for many people. Example given of problems getting to child to nursery
155	Objection	No consideration has been made for residents without off-street parking. Parents need to be catered for when dropping off and collecting pupils. Increased traffic speeds
156	Objection	Broadly in favour of proposals but concerned about increased traffic speeds
157	Objection	Moved to Peaslands Road because it was quiet but will become both dangerous and difficult
158	Objection	Concerns about the use of nearby nursery car park and staff parking near property. Proposals will increase traffic speeds. S.W. needs a bypass. Consideration will need to be given to those residents without off-street parking. The proposal will have a detrimental effect on many aspects of life including living conditions, safety, house values and pollution

159	Objection	Removing vehicles will increase traffic speeds. Delays and congestion will be more of an issue at pinch points in the morning. SW needs an infrastructure upgrade and a ring road rather than “tinkering” with already established roads. Proposals will lead to speeding near two primary schools and resident parking problems.
160	Objection	Parking on Peaslands Road and surrounding area. Proposal does not serve the needs of the town or its residents. Peaslands Road currently used for overflow parking from Old Bell language school site where residents are unable to find anywhere to park. Loss of on street parking will mean residents will be forced to park in other unrestricted areas that are already clogged with cars. Proposal does nothing to improve the lives of anyone in the town or provide a single improvement to the town
161	Objection	Request to extend time of school keep clear restriction
162	Objection	WeareResidents response report. This document contains various points – document found in appendix D

6.0 Decision

6.1 Members are asked to consider the Objections to the schemes and other correspondences received and decide whether to progress the schemes.

Options available are:

- i-To withdraw the proposals on the basis of the strength of objections that have been received
- ii-To progress the proposals having considered the objectors concerns and seal the traffic order
- iii-To partially install some of the proposals, such as the school entrance marking proposals and junction protection waiting restrictions
- iv-To advise ECC as the Highway Authority that NEPP will not be progressing the proposals and to ask them to consider if restrictions are required alongside traffic calming or other measures

Important notes

General Duties when considering any parking scheme

It shall be the duty of every local authority so to exercise the functions conferred on them by the Road Traffic Regulation Act as (so far as practicable having regard to the matters specified below) to secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities on and off the highway.

The matters referred to are—

- a) the desirability of securing and maintaining reasonable access to premises;
- b) the effect on the amenities of any locality affected and (without prejudice to the generality of this paragraph) the importance of regulating and restricting the use of roads by heavy commercial vehicles, so as to preserve or improve the amenities of the areas through which the roads run;
- c) the strategy prepared under section 80 of the Environment Act 1995 (national air quality strategy);]
- d) the importance of facilitating the passage of public service vehicles and of securing the safety and convenience of persons using or desiring to use such vehicles; and
- e) any other matters appearing to the local authority to be relevant.

The duty imposed above is subject to the provisions of Part II of the Road Traffic Act 1991.



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SCALE	1 : 1250
DATE	27/07/2014
DRAWING No.	TRO5523-012
DRAWN BY	NEPP_14-03



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Peaslands Road, Saffron Walden

SCALE	1 : 2000
DATE	05/08/2014
DRAWING No.	TRO5523-015
DRAWN BY	MS
	NEPP_14-03



Essex County Council



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SCALE	1 : 1250
DATE	05/08/2014
DRAWING No.	TRO5523-014
DRAWN BY	MS
	NEPP_14-03

Mount Pleasant Road, Saffron Walden



Essex County Council



North Essex Parking Partnership

30 June 2016

Title: Annual Review of Risk Management

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

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

This report concerns the 2016/17 Risk Management Strategy and current strategic risk register for the partnership

1. Decision(s) Required

- 1.1 The Joint Committee is requested to endorse the Risk Management Strategy for 2016/17.
- 1.2 And review and comment on the risk register for the North Essex Parking Partnership.

2. Reasons for Decision(s)

- 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 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. Supporting Information

- 3.1 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 affect the achievement of objectives and develop actions to control or reduce those risks.
- 3.2 An effective risk management process is a continuous cycle of identification, controlling, monitoring and reviewing of potential risk issues.
- 3.3 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.

3.4 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. The strategic risks are reported to the joint committee and the operational risks are managed by the service.

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 2016/17 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 reported to this committee in June 2015. The register has since been reviewed with the Parking Services Manager and then by the partnership client officers to ensure that it continued to reflect the issues faced by the service.

5.3 The review added the following new items:

- Loss of funding from Essex County Council - to replace risk 1.7
- Review of off street parking arrangements – to replace risk 1.7
- Ensuring that investment return matches or exceeds the original investment
- Impact of the new £1 coin in 2017

5.4 Currently the highest ranking strategic risk is:

- 1.3 Change in political will of a partner.

5.5 The risk matrix is set out at appendix 3.

5.6 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.

5.7 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:

- Consider 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.

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.

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.

Head of Operational Services, Colchester Borough Council – Advising the Joint Committee on strategic risks and ownership of the service's operational risks.

North Essex Parking Partnership Manager – Control and reporting of the service's operational risks. Embedding a risk management culture in the service.

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.

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.

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

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.

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	December 2016	2	2	1		
1.2	Due to financial constraints, one of the partners challenges the 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 Note: Reduced down given the current financial position and no anticipated increases in contribution in the near future.	Chief Finance Officer	December 2016	6	2	3	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. Note: Score increased to reflect the renegotiation of ECC agreement.	Parking Partnership Manager	December 2016	16	4	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	December 2016	4	2	2		
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	December 2016	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	December 2016	3	1	3		

RISK No.	RISK	CONSEQUENCE	CONTROLS	BY WHOM	REVIEW	SCORE	Workings		Previous Workings	
							P	I	P	I
1.7	The Essex County Council three year review of decriminalised parking services across the county results in fundamental changes to the service. Close risk	Direct effect on the partnership as any changes could undermine confidence and alter the services that the partnership is 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. Note : replace with risks 1.17 & 1.18	Chair of the joint committee	December 2016	16	4	4		
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	December 2016	15	3	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	December 2016	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 responding to business need and demand, based on historical data in cttee reports.	Headline figures sway discussion, masking debate around project and solutions based improvements.	Ensure that committee reports contain relevant and timely data that is balanced with future solutions, which identify critical issues and root cause analysis not just headline performance.	Parking Partnership Manager	December 2016	12	3	4		
1.13	Central Government changes, from minor operational adjustments through to fundamental policy decisions, affect the ability of the partnership to deliver programmed services and meet its published financial and operational targets.	Increased challenge from the public - whose expectations are raised, increased costs of additional working, reduction in performance whilst changes bed in. With impacts as highlighted in 1.10 above.	Ensure all consultation is considered and responded to, ensure policies and procedures are aligned with any changes and future direction Note: The risk is not considered to have materialised as anticipated however there is still potential footway parking legislation.	Chair of the Joint Committee	December 2016	6	3	2	5	2
1.14	Selective media reporting of policy changes affects the ability of the partnership to deliver services.	Increased challenge from the public - expectations raised, costs of additional working, reduction in performance whilst changes bed in. Potential financial impact of having to refund PCN's issued in error.	Ensure a consistent understandable response is given and a co-ordinated approach is undertaken to make clear statements about the effect that the changes will (or won't) have on services. Note: the risk has not materialised as anticipated therefore recommended to reduce.	Parking Partnership Manager	December 2016	9	3	3	4	4

Suggested New Risks

RISK No.	RISK	CONSEQUENCE	CONTROLS	BY WHOM	REVIEW	SCORE	Workings		Previous Workings	
							P	I	P	I
1.15	Investment in innovation does not provide a return that matches or exceeds investment.	Loss of financial stability and partners lose confidence in the arrangements. The Service is not able to keep pace with competitors in off street parking and cannot meet customer expectations.	Ensure that there is a robust business case for all new investment, that considers all of the options and potential failures, with financial modelling of all scenarios. Development of formal monitoring processes for all investment - that identifies deviancies to the business plan at an early stage.	Chair of the Joint Committee	December 2016	12	3	4		
1.16	New £1 coin is issued in March 2017	Coin machines are not able to recognise the new coin resulting in a requirement for significant investment in new ticket machines. Failure of partners to upgrade machines leads to increased pressure on the partnership from public queries / complaints.	The implementation of the new coin will be monitored to assess the ability of the ticket machines to accept it. A joint approach, across the partners, should be taken to assessing the type and cost of replacement machines.	Parking Partnership Manager	December 2016	6	3	2		

RISK No.	RISK	CONSEQUENCE	CONTROLS	BY WHOM	REVIEW	SCORE	Workings		Previous Workings	
							P	I	P	I
1.17	Withdrawal of £150k of funding from Essex County Council from 2017/18 onwards.	Inability to deliver full service.	Financial forecasting for the partnership is undertaken on a regular basis and this along with the budget position should be reported to the Joint Committee as a standing item for each meeting, with specific reference to the impact of the loss of the funding.	Chair of the Joint Committee	December 2016	9	3	3		
1.18	The partner review of off-street parking arrangements could result in major changes to the arrangement.	Could undermine confidence and alter the services that the partnership is required to deliver, possibly resulting in resourcing and delivery issues.	Clear objectives for the review should be set at the start of the process and regular reporting of progress and issues should be made, to ensure that there is transparent process.	Chair of the Joint Committee	December 2016	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 2016
(pre committee consideration)

Low Risks	Medium Risks	High Risks
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Scoring 1-5

Risk Tolerance Line

Probability of Occurrence	5 Very High					
	4 High				3	
	3 Medium		13 16	14 17	12 15 18	9
	2 Low	1	4 5	2	10	
	1 Very Low			6		
		1 Very Low	2 Low	3 Medium	4 High	5 Very high
Severity of Impact						

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.
- 1.7 Essex County Council review of service - June 16



North Essex Parking Partnership

30 June 2015

Title: Annual Governance Review and Internal Audit

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

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

The report considers the Governance Review and Internal Audit of the North Essex Parking Partnership for the year 2015/16.

1. Decision(s) Required

- 1.1 The Joint Committee is requested to note the annual governance review of the North Essex Parking Partnership, and
- 1.2 Review and comment on the attached Internal Audit report for the North Essex Parking Partnership (NEPP) including the 'write-off' process.

2. Reason for Decision(s)

- 2.1 The service is provided by the lead authority on behalf of the partners and it is therefore appropriate that the joint committee is provided with assurance that the service is being appropriately managed.

3. Background Information

- 3.1 Previously the Accounts and Audit regulations required the Joint Committee to annually review the service's internal control arrangements and complete a governance statement and a small bodies return. However the minimum turn-over limits have been raised and the service no longer has a duty to complete these items.
- 3.2 However it is felt appropriate that the joint committee is still provided with an assurance about the effectiveness of the internal control arrangements and the internal audit review forms a significant part of the review.
- 3.3 All audit reports are given one of four assurance ratings – no assurance, limited assurance, substantial assurance or full assurance. This is based on the number and severity of the recommendations. A guide to assurance levels and recommendations is set out at appendix 1.

4. 2015/16 Governance Review

- 4.1 The small bodies return required the Committee to confirm that the service had complied with several areas of governance. Therefore the governance review has assessed the following areas:
- An adequate system of internal control was maintained including measures designed to prevent and detect fraud and corruption.
 - Risks were appropriately assessed and controlled.
 - Accounting records and control systems were subject to an effective system of internal audit.
 - Appropriate action was taken in respect of any external and internal audit recommendations.
- 4.2 Many of the systems that the service uses are managed by Colchester Borough Council and are subject to their internal control procedure and review processes. Colchester Borough Council has a duty to produce an Annual Governance Statement and this indicates that an effective system of control has been in operation during 2015/16.
- 4.3 Overall there are adequate systems of control in place in the North Essex Parking Partnership and the areas of concern have been highlighted in the Internal Audit report, which is outlined below.

5.0 2015/16 Audit Review

- 5.1 The audit was carried out in January 2016 and the final report was issued in March 2016. The results of the audit are contained in the report attached at appendix 2.
- 5.2 There were six recommendations - one level 1 and five level 2, which resulted in a limited assurance rating. The level 1 recommendation relates to the reconciliation of Colchester's bank account to the G4S income collection. This is specifically an issue for Colchester but the partners should ensure that their own processes are robust.
- 5.3 Recommendation 2.3 in the audit report refers to the documentation and approval of 'write-offs'. The parking function is described in the Traffic Management Act as an end-to-end process, including ultimately the registration of unpaid penalties as debts. The parking function has been delegated to the lead authority to carry out on behalf of the partners – including deciding all aspects of penalty charge notices.
- 5.4 Parking cases which remain unpaid are enforceable by bailiffs using a streamlined process (an electronic registration system at Northampton County Court, which is attached directly to the parking system).
- 5.5 In pursuit of transparency, a summary of the cases which have been registered as debt and later written off is given in Table 1. Further information regarding historical cases will be supplied to the client authorities in order to satisfy the Audit recommendation.
- 5.6 As can be seen from the table, whilst the number of cases written off in the last year, which were issued in the last year, is not high, the number of cases to bailiff does increase with age.

Table 1.0

Write-off decisions made about all parking cases issued during 2015/16.						
Off Street by District and all On Street for all areas.	Braintree	Colchester	Epping Forest	Harlow	Uttlesford	All on-Street
Write Off - Bailiff / Untraceable	1	9	-	2	-	34

5.7 Other than Colchester's off street, there were only three other cases written off from those issued during 2015/16. On Street cases which have been processed as part of that separate account are shown for completeness.

6.0 Conclusion and Recommendations

6.1 There have been no significant governance issues raised during the year and although the rating of the 15/16 audit has decreased to limited, the areas of concern do not fundamentally effect the overall control arrangements of the partnership.

6.2 The review has demonstrated that the governance arrangements for the partnership continue to be effective. However there are some internal controls that could be strengthened and these are set out as recommendations in the attached internal audit report.

6.3 Members are asked to consider the attached internal audit report and consider the partnership arrangements for write-offs.

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.

Key to Assurance Levels

Assurance Gradings

Internal Audit classifies internal audit assurance over four categories, defined as follows:

Assurance Level	Evaluation and Testing Conclusion
Full	There is a sound system of internal control designed to achieve the client's objectives. The control processes tested are being consistently applied.
Substantial	While there is a basically sound system of internal control, there are weaknesses, which put some of the client's objectives at risk. There is evidence that the level of non-compliance with some of the control processes may put some of the client's objectives at risk.
Limited	Weaknesses in the system of internal controls are such as to put the client's objectives at risk. The level of non-compliance puts the client's objectives at risk.
No	Control processes are generally weak leaving the processes/systems open to significant error or abuse. Significant non-compliance with basic control processes leaves the processes/systems open to error or abuse.

Recommendation Gradings

Internal Audit categories recommendations according to their level of priority as follows:

Priority Level	Staff Consulted
1	Major issue for the attention of senior management and the Governance Committee.
2	Important issues to be addressed by management in their areas of responsibility
3	Minor issues resolved on site with local management.



Colchester Borough Council
Final Internal Audit Report
Parking Partnership Services Including Income (Ref: 929)

February 2015

This report has been prepared on the basis of the limitations set out on page 19.

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1. Executive Summary

1.1. Introduction

This report details the results of the internal audit of the controls in place over the Parking Partnership including Income function and has been undertaken in accordance with the approved Internal Audit Plan for 2014/15. Our audit approach and a summary of the work undertaken are provided in the Audit Framework in Appendix 1.

1.2. Background

The North Essex Parking Partnership (NEPP) came into place in April 2011. A Joint Committee has been formed for the purpose of this Partnership, with Colchester Borough Council being the Lead Authority. Other authorities within the Partnership are Harlow District Council, Braintree District Council, Epping Forest District Council, Uttlesford District Council and Tendring District Council. The Partnership consists of on-street and off-street parking; Tendring District Council are not part of the off-street partnership and a limited service is provided to Harlow.

In October 2014, the Council outsourced the cash collection process to G4S. G4S now carry out the cash collection and banking on behalf of each authority. Prior to October 2014, the Parking Team at the Council was responsible for this process.

The fieldwork for this audit was undertaken in January and February 2015.

1.3. Audit Opinion

Audit Opinion & Direction of Travel	No Assurance	Limited Assurance	Substantial Assurance	Full Assurance
	We categorise our opinions according to the assessment of the controls in place and the level of compliance with those controls.			
			●	
			●	

Rationale Supporting Award of Opinion and Direction of Travel	<p>The audit work carried out by Internal Audit (the scope of which is detailed in Appendix 1) indicated that:</p> <p>While there is a basically sound system of internal control, there are weaknesses, which put some of the Council's objectives at risk and/or there is evidence that the level of non-compliance with some of the control processes may put some of the Council's objectives at risk.</p> <p>This opinion results from the fact that we have raised four priority 2 recommendations, full details of which can be found within the main body of the report.</p> <p>A previous systems audit was undertaken in February 2014 when a Substantial Assurance opinion was also given. Based on this opinion, there has been an unchanged direction of travel indicator.</p>
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1.4 Summary of Findings

Partnership Agreement

A signed agreement was confirmed to be in place for the NEPP. The agreement included details on the Joint Committee, that was formed as result of the Partnership, and the various responsibilities for the lead and partner authorities involved.

Discussions with the Parking Partnership Group Manager identified that as the Lead Authority, the Council provide assistance to the other authorities if required. One such example was the Council helping Braintree District Council in their review of their disabled parking facilities.

Policies and Procedures

The Parking Strategy and Development Plan outline the 5-year strategy for the Partnership. It includes details on the Partnership mission, future visions and expected benefits of the agreement. This strategy has been updated, covers the period 2013/14 to 2017/18 and was presented to the Joint Committee in June 2014.

Policies and procedures for the day-to-day operation of the Partnership were confirmed to be in place at the Council, and are available to relevant staff on the T-Drive. Guidance includes information on operational protocols, enforcement policies and cancellation of penalty charge notices (PCNs).

The Chipside system is used to administer the daily parking operations, including the issuing of PCNs. The system enables the Parking Team staff members to trace all parking information relating to any individual, including vehicle registration numbers, previous permits etc. A full price list for all car parks under the jurisdiction of the Partnership was also confirmed to be in place. All relevant staff has access to this list on the T-Drive and are informed of any price changes via email from one of the Parking Systems Team Leaders.

The Mi-Permit system has been introduced within the Colchester area, and a further roll-out to the other areas is planned. This system enables residents to purchase season tickets on line, using a code issued by the Council. The Mi-Permit system no longer requires residents to display permits in their vehicle, instead a number plate recognition system is used to detect unauthorised parking.

Accounting for Income

The Partnership Budget for the 2014/15 financial year including partner contributions was agreed and presented and approved to the Joint Committee in January 2014.

A walkthrough confirmed that all partner councils were invoiced on a quarterly basis for their Partnership contributions. All invoices were confirmed to have been raised on time, paid promptly and were present in the accounts of the relevant authority.

Braintree, Harlow, Epping Forest and Uttlesford District Councils' have delegated their off-street parking functions to the Council. All PCN and permit income is allocated to the appropriate authority through the use of codes. Codes are automatically set on Chipside to ensure income is then allocated correctly. The income from the off-street partnership is then returned to the relevant partner authority on a monthly basis. The Parking Business Manager also carries out a monthly reconciliation of PCN income.

A random sample of 25 daily PCN reconciliations was selected for testing. It was confirmed in 24 of the 25 cases that the daily reconciliation had been carried out. In the one remaining case, there was no evidence that the reconciliation (dated 7 May 2014) had been completed. When this reconciliation was requested, the file was found, however the 'prepared by' and 'reviewed by' dates were shown as January 2015, therefore this was not prepared in a timely manner. A recommendation has been raised (Recommendation 1).

Season Tickets

Testing of a random sample of 25 daily season ticket reconciliations identified two cases where there was no evidence of an independent review of the reconciliation. A recommendation has been raised (Recommendation 1).

Monthly reconciliations of season ticket income were also confirmed to be carried out by the Parking Business Manager. A selection of 25 season ticket transactions was tested and it was confirmed in 23 cases that the fee collected was correct according to the Permits and Season Ticket Price List. In the two remaining cases, evidence was provided that the fee collected was correct at the time of the transaction.

Partnership Costs

The Council are responsible for the administering of all parking expenditure as the Lead Authority within the Partnership. Testing confirmed that in all cases the expenditure was authorised appropriately by a member of staff at the Council. It was also confirmed that: the correct VAT code had been applied; expenditure had been charged to the correct account code for the relevant council; and the cost centres used were appropriate. Similarly, where expenditure is found to fall outside the remit of the partnership agreement, the relevant Council is invoiced for the cost.

Joint Committee

A Joint Committee was formed as a result of the establishment of the Partnership. The agreement states that the Committee should meet at least four times within the financial year and the forward plan of meetings confirms this is the case for 2014/15. All Partnership issues are raised and resolved through the Joint Committee, with the agenda for each meeting being released at least five working days before the meeting date.

Separate year-end accounts are published for the Joint Committee at the end of each financial year. The year-end accounts were last presented in June 2014 and were published on the Council and Partnership websites.

Management Information

The Parking Partnership Group Manager holds monthly meetings with the Service Accountant. These meetings cover the monthly budgets that are produced as well as salary monitoring and income. A business case for the Parking Partnership was also confirmed to have been developed which include information on the financial position at its time of inception, future year financial forecasts and any anticipated transitional issues due to the formation of the Partnership. An annual report is also produced at the end of each financial year.

Procedures for the Collection of Car Park Fees

Operational procedure documents covering the Partnership cash collection were confirmed to be in place and are available to all staff in hard copy format. Separate operational procedures are in place for the Council and Braintree District Council, with a joint procedure in place for Uttlesford District Council and Epping Forest District Council.

The Parking Operations Leaders carries out risks assessments on an annual basis, or more frequently if operational circumstances change. Risk assessment identifies the possible risks staff may face and any risks to the wider public. This had last been completed in June 2014.

Security and Accuracy of Car Park Income Collection

From October 2014 the Council is no longer involved in the cash collection process; G4S are now responsible for this. The cash is collected by G4S, counted and then banked. G4S provide the Council with the tickets from the car parking machines for each collection, along with a report showing the totals to be banked for each machine. Officers at the Council complete a cash collection sheet, reconciling the G4S report, by car park machine to the Cale Bri report, which details what the machine has recorded as its takings. The testing completed identified there are a number of issues with the information provided by G4S, making it difficult and time consuming to reconcile the machine takings, and also the banking. The Council is currently liaising with G4S to rectify this situation. As a result of the reporting issues, it was noted there is a backlog dating back to January 2015 of the cash collection reconciliations, however the money has been banked and is recorded in the ledger. A recommendation has been raised. (Recommendation 2).

Production and Review of Management Information including Variance Reporting

The Parking Team management receive a monthly report that breakdowns the expenditure and income for both the on and off street parking functions. The report shows the actual, budget and variance figures and details the forecast outturn and variance.

It was confirmed from discussions with the Business Manager that variance monitoring was completed during the period when the Council collected the money and that a new system has now been put in place. However due to the reporting issues with G4S, identified above, the reconciliation of income and the subsequent monitoring of any variance has been delayed. This is covered as part of Recommendation 2.

Debt Recovery Including Write Offs

There are procedures in place for the recovery of debt. These include the use of bailiffs when the debt reaches the appropriate recovery stage. A random sample of PCN's issued was selected to ensure that the agreed procedures had been followed. In all 25 cases tested, there were no issues arising as in all cases the correct procedure had been followed and the debt had either been recovered or recovery action escalated.

It was noted that after 12 months of the debt being with the bailiff, if no payment has been received, the bailiffs return the debt to the Council and the debt should be written-off. Currently, no debt is being written-off due to an issue with the authorisation procedure. The Council are currently working on this to ensure irrecoverable debt can be written-off. A recommendation has been raised (Recommendation 3).

Access to Car Park Pay Point Keys

A key register was confirmed to be in place at the Parking Offices, with details of all staff with access to keys at St John's Car Park, St Mary's Car Park and other surface car parks across the Partnership.

Debt Management Including Bailiffs

The Council currently use three bailiffs for the collection of non-paid PCNs; Equita, Marstons and Newlyn. It was noted from discussions with the Business Manager that a Service Level Agreement with the bailiffs has been produced but that none of the bailiffs have signed up to it at the current time. However, it was noted that the Parking Service is working with the Senior Procurement Specialist from the Essex Procurement HUB to complete this. A recommendation has been raised (Recommendation 4).

Equita payments are automatically updated on Chipside. Reports of the money paid are sent to the Parking Business Manager who checks receipt on the system and then disposes of the reports. Reports are received from Newlyn and Marstons on a weekly basis, which is shortly to be changed to monthly, as there are only a small number of payments received. The details for the payments are then manually updated to the correct account on the

system. Testing was completed on a random sample of cases from each bailiff and the payment details from the reports verified to Chipside. No anomalies were identified from the sample examined.

1.4. **Acknowledgement**

We would like to thank the staff of the North Essex Parking Partnership for their assistance during the audit.

2. Observations and Recommendations

The recommendations from the report are presented below to assist you with the implementation of change.

Adequacy and Effectiveness Assessments (definitions are found in Appendix 2)	Area of Scope	Adequacy of Controls	Effectiveness of Controls	Recommendations Raised		
				Priority 1	Priority 2	Priority 3
	Partnership Agreement	Adequate	Effective	0	0	0
	Policies and Procedures	Adequate	Effective	0	0	0
	Accounting for Income	Adequate	Partly Effective	0	1	0
	Season Tickets	Adequate	Partly Effective#	0	0	0
	Partnership Costs	Adequate	Effective	0	0	0
	Joint Committee	Adequate	Effective	0	0	0
	Management Information	Adequate	Effective	0	0	0
	Procedures for the Collection of Car Park Fees	Adequate	Effective	0	0	0
	Security and Accuracy of Car Park Income Collection	Adequate	Partly Effective	0	1	0
	Production and Review of Management Information Including Variance Reporting	Adequate	Partly Effective*	0	0	0
	Debt Recovery Including Write Offs	Adequate	Partly Effective	0	1	0
	Access to Car Park Keys	Adequate	Effective	0	0	0
	Debt Management Including Bailiffs	Adequate	Partly Effective	0	1	0
Total				0	4	0

Recommendation raised under the 'Accounting for Income' area.

* Recommendation raised under the 'Security and Accuracy of Car Park Income Collection' area.

Accounting for Income

2.1. Reconciliation Files

Priority 2

Recommendation	Rationale	Responsibility
Reconciliations of Parking Charge Notices (PCNs) and season ticket should be recorded within a spreadsheet, detailing the amounts and who has prepared and reviewed the reconciliation.	<p>Reconciliations should be checked and reviewed by two members of staff to ensure a segregation of duties, and to help enable the identification of discrepancies and/or issues.</p> <p>Testing of 25 PCN reconciliations was completed with one case being identified where the PCN reconciliation (dated 7 May 2014) had not been prepared and reviewed in a timely manner. In addition testing in relation to season ticket daily reconciliations also identified two cases, from the 25 examined, where there had been no independent review.</p> <p>The current process is for the reconciliation to be printed out and signed as agreed and reviewed. This is a paper intensive process and results in the need to store a large number of reconciliations. A spreadsheet should be used to record the reconciliation, this provides evidence the reconciliation has been completed, without the requirement to store the paper files.</p>	Business Manager and Team Leaders
Management Response		Deadline
We are more than happy to move this to a spreadsheet and will be actioned immediately. The current system requires us to store a large amount of paper work – so this recommendation works really well for us.		To be completed and actioned by end of Feb 2015

Security and Accuracy of Car Park Income Collection

2.2. G4S Reports

Priority 2

Recommendation	Rationale	Responsibility
<p>The reports received from G4S detailing the cash collections should be tailored to provide the information the Council requires.</p> <p>In addition, the backlog of reconciliations needs to be completed as soon as possible.</p>	<p>Relevant and appropriate information needs to be supplied by G4S to allow the Council to undertake their reconciliations.</p> <p>The current cash collection information that the Council receives from G4S is not in a user friendly format. The cash banked date is recorded but this can be some days after the money was collected, making the reconciliation process labour and time intensive. The monitoring of variances cannot be completed in a timely manner if the initial reconciliation is delayed.</p> <p>In the absence of relevant reporting there is an increased risk that income is not being correctly allocated to the appropriate car park, therefore potentially impacting on the management information that is produced. There is also a delay in identifying any variances meaning that any required investigation / remedial action is also delayed.</p>	Business and Technical Managers
Management Response		Deadline
<p>We have asked G4S to make the amendments necessary and will chase accordingly which is currently happening. We have asked for reports to be customised to fit our needs, but G4S have not been very forthcoming as many of their reports are automatically generated and therefore we have to work within the limits of these. We have adapted and whilst the way we are currently working is not ideal in regard to resources used we are managing. We recognise that the issue of variances is not currently being looked at, but this is being addressed within the department using existing resources.</p>		End of FY 14/15

Debt Recovery Including Write Offs

2.3. Approval of Write Offs

Priority 2

Recommendation	Rationale	Responsibility
The approval method for the parking write-offs should be formally agreed.	<p>The approval method for the parking write-offs needs to be approved so that the governance requirements expected by management are clearly defined.</p> <p>Two recommendations were raised as part of the Corporate Debt audit (2011/12) in relation to the documentation and approval of parking write-offs. Action has been taken to improve the process and a spreadsheet is now produced to record the write-offs, however, a final determination has not yet been made in relation to the approval of the write-offs.</p> <p>In the absence of an agreed protocol for parking write-offs there is an increased risk that write-offs are completed incorrectly and that the Council fails to comply with its Standing Financial Instructions.</p>	Group Manager and Business Manager
Management Response		Deadline
<p>The present system is time consuming and uses significant resources which has made the task more efficient, but time consuming. This will be re-examined to see if further efficiencies can be made.</p> <p>The issue of writing debt off on behalf of another authority has been brought up as an issue and needs further consideration. It is believed that the Agreement encompasses the delegated powers from the partner authorities required.</p> <p>A write-off process will be written relating to on-street and off-street debts and submitted to the Joint Committee meeting in June for agreement.</p>		Joint Committee meeting – June 2015

Debt Management Including Bailiffs

2.4. Service Level Agreements with Bailiffs

Priority 2

Recommendation	Rationale	Responsibility
The Service Level Agreements (SLAs) with the bailiffs should be signed by each of the bailiffs as soon as possible.	Signed SLAs define the agreement between all parties and set out service expectations. It was confirmed that a Bailiffs SLA had been produced but that the companies had not yet signed up to them. In the absence of signed SLAs there is an increased risk that service provision falls below expectations and there may be limited means of recourse in the event of service issues.	Business Manager and responsible Team Leader
Management Response		Deadline
This a work in progress and officers are currently working with procurement and the tender experts to join a framework which will allow bailiffs to be appointed accordingly. Once on the framework SLAs will be issued and signed.		April 2015

Direction of Travel

	Improved since the last audit visit. Position of the arrow indicates previous status.
	Deteriorated since the last audit visit. Position of the arrow indicates previous status.
	Unchanged since the last audit report.
No arrow	Not previously visited by Internal Audit.

Adequacy and Effectiveness Assessments

Please note that adequacy and effectiveness are not connected. The adequacy assessment is made prior to the control effectiveness being tested.

The controls may be adequate but not operating effectively, or they may be partly adequate / inadequate and yet those that are in place may be operating effectively.

In general, partly adequate / inadequate controls can be considered to be of greater significance than when adequate controls are in place but not operating fully effectively - i.e. control gaps are a bigger issue than controls not being fully complied with.

	Adequacy	Effectiveness
	Existing controls are adequate to manage the risks in this area	Operation of existing controls is effective
	Existing controls are partly adequate to manage the risks in this area	Operation of existing controls is partly effective
	Existing controls are inadequate to manage the risks in this area	Operation of existing controls is ineffective

Appendix 1 - Audit Framework

Audit Objectives

The audit was designed to assess whether management have implemented adequate and effective controls over the Parking Partnership Services Including Income.

Audit Approach and Methodology

The audit approach was developed with reference to the Internal Audit Manual and by an assessment of risks and management controls operating within each area of the scope.

The following procedures were adopted:

- identification of the role and objectives of each area;
- identification of risks within the systems, and controls in existence to allow the control objectives to be achieved; and
- Evaluation and testing of controls within the systems.

From these procedures we have identified weaknesses in the systems of control, produced specific proposals to improve the control environment and have drawn an overall conclusion on the design and operation of the system.

Areas Covered

Audit work was undertaken to cover the following areas:

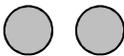
- Partnership Agreement;
- Policies and Procedures;
- Accounting for Income;
- Season Tickets;
- Partnership Costs;
- Joint Committee;
- Management Information;
- Procedures for the Collection of Car Park Fees;
- Security and Accuracy of Car Park Income Collection;
- Production and Review of Management Information Including Variance Reporting; and
- Access to Car Park Pay Point Keys

Appendix 2 - Definition of Audit Assurance

Assurance Gradings

For each audit, we arrive at a conclusion that assesses the audit assurance in one of four categories. These arise from:

- Our evaluation opinion: we assess the system of controls, which are in place to achieve the system objectives.
- Our testing opinion: we check whether the controls said to be in place are being consistently applied.

	Full Assurance	There is a sound system of internal control designed to achieve the Council's objectives. The control processes tested are being consistently applied.
	Substantial Assurance	While there is a basically sound system of internal control, there are weaknesses, which put some of the Council's objectives at risk. There is evidence that the level of non-compliance with some of the control processes may put some of the Council's objectives at risk.
	Limited Assurance	Weaknesses in the system of internal controls are such as to put the Council's objectives at risk. The level of non-compliance puts the Council's objectives at risk.
	No Assurance	Control processes are generally weak leaving the processes/systems open to significant error or abuse. Significant non-compliance with basic control processes leaves the processes/systems open to error or abuse.

The assurance gradings provided above are not comparable with the International Standard on Assurance Engagements (ISAE 3000) issued by the International Audit and Assurance Standards Board and as such the grading of 'Full Assurance' does not imply that there are no risks to the stated objectives.

Recommendation Gradings

In order to assist management in using our internal audit reports, we categorise our recommendations according to their level of priority as follows:

Priority Level	Definition
1	Major issues for the attention of senior management and the Governance Committee.
2	Important issues to be addressed by management in their areas of responsibility.
3	Minor issues resolved on site with local management.

Appendix 3 - Staff Consulted

Staff Consulted

- Richard Walker Parking Partnership Group Manager
- Christine Belgrove Parking Manager
- Trevor Degville Parking Systems Team Leader
- Emma Day Parking Business Manager
- Roy Anderson Income Officer
- Jason Butcher Parking Systems Team Leader

Draft Report Distribution

- Matthew Young Head of Operational Services
- Richard Walker Parking Partnership Group Manager

Final Report Distribution

- All of the above

Audit Team

- Hayley McGrath Internal Audit Manager
- Nicola Hallas Auditor

Appendix 4 - Audit Timetable and KPIs

	Dates	Target KPI	Days Taken
Planning meeting	10 December 2014		
Fieldwork start	26 January 2015		
Fieldwork completion	12 February 2015		
Exit meeting	13 February 2015		
Draft report issued to Council	13 February 2015	15 days	1 day
Management response received		15 days	
Final report issued		10 days	

	KPI for Annual Plan	Percentage for Audit
Percentage of FTE fully or partly CCAB/IIA qualified input	65%	100%
Percentage of recommendations accepted	95%	

Statement of Responsibility

We take responsibility for this report which is prepared on the basis of the limitations set out below.

The matters raised in this report are only those which came to our attention during the course of our work and are not necessarily a comprehensive statement of all the weaknesses that exist or all improvements that might be made. Recommendations for improvements should be assessed by you for their full impact before they are implemented. The performance of our work is not and should not be taken as a substitute for management's responsibilities for the application of sound management practices. We emphasise that the responsibility for a sound system of internal controls and the prevention and detection of fraud and other irregularities rests with management and work performed by us should not be relied upon to identify all strengths and weaknesses in internal controls, nor relied upon to identify all circumstances of fraud or irregularity. Even sound systems of internal control can only provide reasonable and not absolute assurance and may not be proof against collusive fraud. Our procedures are designed to focus on areas as identified by management as being of greatest risk and significance and as such we rely on management to provide us full access to their accounting records and transactions for the purposes of our work and to ensure the authenticity of such material. Effective and timely implementation of our recommendations by management is important for the maintenance of a reliable internal control system.



North Essex Parking Partnership

June 30th 2016

Title: Commuter Parking
Author: Trevor Degville/Shane Taylor
Presented by: Trevor Degville

- **To consider if NEPP should tender for consultants to investigate commuter parking issues at selected locations**

1. Decision(s) Required

- 1.1. Whether to tender for consultancy work to be undertaken which will review and assess the scale and impact of commuter parking in defined areas and seek to identify possible solutions.

2. Reasons for Decision(s)

- 2.1 The NEPP receives many applications for new traffic regulation orders. One of the main causes of these requests is perceived problems for residents from commuter parking. The tender would allow areas to be investigated to ascertain if there is a real problem caused by commuters and if there are any measures NEPP can introduce to improve the situation for residents. The tender would also provide information to help NEPP formulate commuter area policies for any future works.
- 2.2 At the March 2016 JPC a verbal proposal was made for NEPP to commission a study across NEPP into areas that suffer from high levels of commuter parking.
- 2.3 Due to the potential size of this piece of work it is considered that there is not the operational capacity in the NEPP Technical Team to undertake this project. It is also felt that NEPP officers should be focusing on the TROs that have been prioritised by the Joint Committee rather than undertaking this work.

3.0 Areas to be considered

- 3.1 The areas to be considered would principally be residential areas where it has been suggested that there is not enough road space to cope with the daily influx of commuters who park early and stay the whole day. This parking causes problems for residents and their visitors, such areas could include locations near train stations, airports or hospitals
- 3.2 Partner authorities have been asked to prioritise areas to be investigated and have nominated the following locations: Hatfield Peverel, Kelvedon, Marks Tey, Wivenhoe, Stansted airport, Manningtree and Thorpe, areas around tube stations in Epping and Roydon. Whilst this would mean that Epping Forest received more work than other

areas, due to its location the district does suffer from the worst commuter parking issues in the NEPP area.

4.0 Possible solutions to be considered

- 4.1 Increased on street signage to car parks (driver education)
Possible working with other partners to introduce overall traffic plans
Consideration of car park tariffs (although any alterations would be a decision for the car park owners rather than NEPP)
Access restrictions
Dual use bays
Permit Holder Parking
No waiting for limited times of the day (for example, one hour restriction)
Pay and display
- 4.2 In most situations parking restrictions should be one of the last considerations when other policies and procedures have failed to have the desired effect.

5.0 Questions for Consultants to Answer for each area

- Does the commuter parking really cause problems or is there enough space to absorb the vehicles?
- Is there a solution which NEPP has the power to implement?
- What will be the likely consequences of these actions? – will there be displacement of vehicles to other nearby unrestricted areas
- Would the consultants recommend that NEPP takes any action (design scheme or leave the area as it is)

6.0 Methodology to be used

- 6.1 We would expect any consultants appointed to carry out traffic surveys and produce reports containing both quantitative and qualitative information which could include:
- Recommendations and views of ward members
 - Distribution of paper questionnaires to residents and commuters
 - Face to face interviews with willing motorists
 - On-line questionnaires
 - Camera vehicles could be used to give the postcode of the vehicle owners to see how far vehicles are travelling to park.
 - Consideration of current restrictions in the area to see if they are still suitable or need to be amended (or removed)

7.0 Finance

- 7.1 The cost of the project will only be known when the tenders are returned but we anticipate a cost of between £100-150K. This could be allocated from the surplus generated in 2015/16, alternatively NEPP could decide to discontinue the project if costs are prohibitive.

8.0 Decision

- | |
|--|
| <p>8.1 a) Members are asked to agree to NEPP officers arranging a tender to take place.
b) If a is agreed, the Members to agree for the decision on whether to progress following the tender returns to be delegated to the NEPP Chairman.</p> |
|--|



North Essex Parking Partnership

30 June 2016

Title: ECC Scrutiny and extension of NEPP Agreement
Author: Richard Walker
Presented by: Richard Walker, NEPP Group Manager

This report describes the outcome of the Essex County Council Scrutiny Review of the Parking Partnerships with more information about the timescale of proposed actions

1 Decision(s) Required

- 1.1 To note the outcomes of the recent Essex County Council (ECC) Scrutiny Report into the Parking Partnerships and provide comments for the North Essex Parking Partnership (NEPP) Chairman to respond to the Scrutiny Chairman's accompanying letter, attached.
- 1.2 To note that the ECC Scrutiny Committee supports the extension of the Agreement.
- 1.3 To make arrangements and return to the October and December meetings with authority to make a decision on behalf of their district/borough about the Operating Agreement.

2 Reasons for Decision(s)

- 2.1 To respond to the ECC Scrutiny Committee, as requested.

3 Scrutiny Response

- 3.1 In order to respond to the ECC Scrutiny of NEPP, and set in motion the likely chain of events necessary to be in a position to agree an extension to the Agreement from 2018, Members are asked to comment so that the Chairman may respond to the attached letter.

4 Agreement Timescale

- 4.1 Any extension to the Agreement must be made by the end of March 2017. The Agreement already contains clauses on methods of extending the Agreement; it is likely that ECC will request an extension which must be agreed by the partner authorities.
- 4.2 This method of agreeing would involve Members engaging locally and consulting their district/borough cabinet members and colleagues in order to make arrangements to return to the October and December meetings with authority to make a decision on behalf of their own district/borough council.

5 Alternative Options

- 5.1 None. A letter and report are attached.

6 Recommendations

- 6.1 It is recommended that the details shown in the letter and report be noted and a response provided.
- 6.2 It is recommended that members co-ordinate with their own authorities in order to gain the necessary delegations to decide any proposed extension at a later meeting.



Essex County Council

To:
Councillor Robert Mitchell,
Chairman of the North Essex Parking Partnership Joint Committee

9 June 2016

Dear *Dear Robert,*

Scrutiny Report on the Future of the Essex Parking Partnerships

I am writing to you to confirm that on 26 May 2016 the Place Services and Economic Growth Scrutiny Committee endorsed the attached scrutiny report on 'The Future of the Essex Parking Partnerships'.

The scrutiny report sets out the conclusions that were reached by the Committee together with the following recommendations:

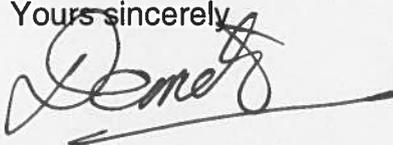
1. That the Essex Parking Partnerships and ECC Cabinet Member be advised that on balance the Committee support the proposed four year extension of the NEPP and SEPP agreements.
2. That the ECC Cabinet Member for Highways and Transport Delivery be advised that the Committee considers that the County Council should not withdraw its subsidy from the Parking Partnerships until such time as they are able to be wholly self-financing.
3. That the Essex Parking Partnerships be urged to provide greater clarity on the role of external funding upon the implementation of new schemes.
4. That the NEPP and SEPP publish a regular newsletter for all elected county and district councillors to ensure that they are kept informed of local parking issues and proposals within each Partner Authority area, and in addition circulate to those councillors all agenda and minutes associated with the Joint Committees together with current reports produced by the Partnerships.
5. That the Essex Parking Partnerships review current practice with a view to further improvements being made to raise public awareness of their role and activities.

6. That the Committee support the introduction of a job description for the Partner Authorities' representatives on the Joint Committee, and propose that it should include a responsibility for ensuring that all elected members of their respective administrative areas are kept informed in advance about NEPP/SEPP activity, and the dates of Joint Committee meetings.
7. It was requested that the Partnerships' formal response to these recommendations be forwarded to the Committee before any final decisions on their future are determined.

In addition the Committee wished to draw the Essex Parking Partnerships' attention to the ongoing concern of its membership on the current levels of parking enforcement for instance weekend and evening enforcement appeared is perceived as poor. It was suggested that the Partnerships should liaise with District Councils on how "off street" parking attendants might be utilised in respect of the enforcement of "on street" parking restrictions.

Please could you consider the seven recommendations and additional comment above, and respond formally to the Committee before any decisions on the future of the Parking Partnerships are finally reached.

Yours sincerely



Councillor Derrick Louis
Chairman of the Place Services and Economic Growth Scrutiny Committee

Copied to:

Councillor Eddie Johnson, Cabinet Member for Highways and Transport
Councillor Ron Pratt, Chairman of the South Essex Parking Partnership Joint Committee
Richard Webb, Group Manager North Essex Parking Partnership
Nick Binder, South Essex Parking Partnership Manager
Liz Burr, Head of Network and Safety/ Traffic Manager Highways, Essex County Council

From:
Councillor Derrick Louis
Members' Suite
PO Box 11
County Hall
Chelmsford
Essex CM1 1LX

Email: cllr.derrick.louis@essex.gov.uk

Scrutiny

Improving public services

Scrutiny Report on the Future of the Essex Parking Partnerships

**Report of the Place Services and Economic Growth
Scrutiny Committee**

Dated 26 May 2016

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Glossary

ECC	Essex County Council
NEPP	North Essex Parking Partnership
PCN	Penalty Charge Notice
PSEGSC	Place Services and Economic Growth Scrutiny Committee
SEPP	South Essex Parking Partnership
TRO	Traffic Regulation Order

Scrutiny Review on the Future of the Essex Parking Partnerships

May 2016

Executive Summary

The Place Services and Economic Growth Scrutiny Committee has scrutinised the Essex Parking Partnerships as part of the Executive Review on the future of those bodies.

Representatives from the Partnerships submitted evidence by way of background to both their operation and the findings of the Executive Review, and they were cross examined at two meetings. The Committee welcomed the positive way that the Partnerships engaged in its investigation, and wished to place on record its gratitude to the following contributors:

Essex County Council

- Councillor Eddie Johnson
- Liz Burr, Head of Network and Safety/Traffic Manager (Highways)

North Essex Parking Partnership (NEPP)

- Councillor Robert Mitchell, Chairman Joint Committee
- Richard Walker, Group Manager

South Essex Parking Partnership (SEPP)

- Councillor Ron Pratt, Chairman Joint Committee
- Nick Binder, South Essex Parking Partnership Manager

County Councillors welcomed the fact that the scrutiny review had provided them with a clearer understanding of the two Partnerships and, in turn, put forward recommendations to influence the executive decisions that would be taken upon their futures.

While both Partnerships are now producing small financial surpluses, in line with original objectives, it was apparent that their respective operations are still evolving as well as new avenues for more collaborative working. In addition the Partnerships' representatives reinforced their intention to embed improved ways of working by referring to various projects including online databases on new scheme proposals, and improved engagement with residents.

The Committee's conclusions and recommendations are set out in this report.

On balance the Committee supported the proposed four year extension of the Partnerships' Joint Committee Agreements, and agreed the following recommendations:

With particular reference to the Executive Review the Essex Parking Partnerships be recommended:

- 1. That the Essex Parking Partnerships and ECC Cabinet Member be advised that on balance the Committee support the proposed four year extension of the NEPP and SEPP agreements.**
- 2. That the ECC Cabinet Member for Highways and Transport Delivery be advised that the Committee considers that the County Council should not withdraw its subsidy from the Parking Partnerships until such time as they are able to be wholly self-financing.**
- 3. That the Essex Parking Partnerships be urged to provide greater clarity on the role of external funding upon the implementation of new schemes.**
- 4. That the NEPP and SEPP publish a regular newsletter for all elected county and district councillors to ensure that they are kept informed of local parking issues and proposals within each Partner Authority area, and in addition circulate to those councillors all agenda and minutes associated with the Joint Committees together with current reports produced by the Partnerships.**
- 5. That the Essex Parking Partnerships review current practice with a view to further improvements being made to raise public awareness of their role and activities.**
- 6. That the Committee support the introduction of a job description for the Partner Authorities' representatives on the Joint Committee, and propose that it should include a responsibility for ensuring that all elected members of their respective administrative areas are kept informed in advance about NEPP/SEPP activity, and the dates of Joint Committee meetings.**
- 7. It was requested that the Partnerships' formal response to these recommendations be forwarded to the Committee before any final decisions on their future are determined.**

Introduction

In Essex there are two Parking Partnerships that manage parking functions across the county under formal legal agreements.

At its meeting on 21 January 2016 (Minute 5) the Essex County Council's (ECC) Place Services and Economic Growth Scrutiny Committee (PSEGSC) gave some preliminary consideration of the Essex Parking Partnerships to develop its understanding of their formal arrangements and operation prior to fulfilling an invitation by the Cabinet Member to be given an opportunity to consider the outcomes of an Executive Review prior to any decisions being made (Minute 8/ March 2015).

The terms of reference agreed by the Committee for this scrutiny review are as follows:

‘To scrutinise the proposals arising from the Executive review of the North Essex (NEPP) and South Essex (SEPP) Parking Partnerships prior to a decision being reached on the future of those Partnerships.’

Background

The two Essex Parking Partnerships were established in April 2011 - one for South Essex and one for North Essex. They are formally constituted and governed by Joint Committees. The historical context for the establishment of the Partnerships is summarised in report PSEG/06/16 published with the PSEGSC agenda in March 2016.

The Parking function managed by the Partnerships covers two distinct elements:

- Off-street parking (car parks): While this is a borough/ city/ district council function, some of those councils have chosen to have the function managed by either the SEPP or NEPP.
- On-street parking: This is the formal responsibility of the County Council as the Highway Authority (also known as civil parking enforcement).

The North Essex Parking Partnership (NEPP) and South Essex Parking Partnership (SEPP) replaced earlier arrangements that are summarised in the slide below.

Previous Arrangements

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- From 2002 until March 2011 on-street parking management and enforcement was delivered separately by the 12 borough, city and district councils through ECC agency arrangements
- **All deficit was funded by ECC** – in 2008/9 this was over £800k and was projected to increase
- Any surpluses made were used within the authority where they arose

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The Partnerships were established formally on 1 April 2011 for a total of eleven years subject to the following caveats:

- Seven year initial term ending on 31 March 2018
- Four year extension available until 31 March 2022. However, agreement for the extension is required not less than fifteen months before the end of the seven year term ie by 31 December 2016.

The Joint Committee Agreement sets out clearly the governance arrangements and the responsibilities of the Joint Committee for each Partnership.

ECC has delegated to the Joint Committees the relevant responsibility for on street civil parking enforcement and charging, relevant signs and lines maintenance and the power to make relevant traffic regulation (TROs) to enable the Joint Committee to carry out a range of functions as set out in the legal Joint Committee Agreement. For example:

- Collection of charges for on street parking within the permitted parking area;
- the administration of residents' parking schemes and the collection of charges for permits;
- issue of Penalty Charge Notices;
- administration of all correspondence, appeals, adjudication and representations to the Traffic Tribunal;
- recovery of payments and charges due under these functions;
- determination of the levels and nature of fees and charges in respect of on street car parking provisions;
- managing the cost of the operation incurred under the Joint Committee Agreement;
- decisions on how any surplus is re-invested in parking services; and
- establish local parking policies, and ensuring that primary legislation obligations are met.

The Partnerships also manage some off street parking enforcement in some districts. Although subject to different legislation the on and off street parking processes are similar and can be enforced by the same patrol teams. However, the fines collected must be kept separate for accounting purposes.

The Partnerships publish full annual reports as required by law. These reports are published on the Partnerships' website and so provide a means for everyone to monitor their operation.

Each Joint Committee will meet four times a year and its meetings are open to the public. Each Partner Authority appoints one of its Members to be a member of the relevant Joint Committee, and that person must be an executive member in order to be able to vote. Each Partner Authority has one vote at meetings of the Joint Committee or any Sub-Committee. Any decision coming before the Joint Committee shall be decided by a simple majority of those present and voting.

All Partner Authorities are equal. The Lead Authority assumes some additional responsibilities on behalf of the Joint Committee, including that of employer to Partnership staff. In the SEPP that Authority is Chelmsford City Council, and Colchester Borough Council in the case of the NEPP.

The arrangements for withdrawal of a Partner Authority from the Joint Committee and the termination of the Joint Committee itself are covered within the formal Joint Committee Agreement. If a Partner Authority decides to withdraw from the Joint Committee on street parking functions would continue to be delivered within that geographical area by the Parking Partnership, but that Authority would no longer be represented on the Joint Committee. In practice a District Council can implement its own legislative responsibility for off street parking, but it would not have the legislative power to deliver an on street parking function that would remain the responsibility of the Highways Authority namely the County Council. If the Parking Partnerships are terminated completely, ECC would

need to find an alternative delivery model for those on street parking functions currently delegated.

- **The Executive Review of the Parking Partnerships**

In accordance with the provisions of the formal Agreements, an Executive Review was commissioned by the Partnerships to consider their future operation. The Review was intended to investigate Partner Councils' views on the partnership approach, the overall structure and operation of the NEPP and SEPP, and the way forward.

Detailed evidence on the Essex Parking Partnerships was considered by the Scrutiny Committee in January 2016, and was collated into an interim report that provided Members with some underlying evidence for taking forward consideration of the proposals that would emerge from the Executive Review. The information is not repeated in full in this report, but may be accessed [here](#).

When the Partnerships' representatives briefed the Committee in January 2016, Members took the opportunity to clarify details surrounding the delivery of the parking functions, and how they are being developed to overcome problems that may have existed in the past and to become both more effective and more efficient in the future. It is acknowledged that parking is area of activity where it is difficult to manage the competing expectations of residents, motorists, commuters, and elected councillors; the management of demands for waiting restrictions and the resources available to enforce those restrictions; and need to consider that the implementation of restrictions in one road may move a parking problem onto adjacent streets with an impact upon a new set of residents.

The Committee was reassured that a majority of the problems that were inherited by the Partnerships when they were set up have been addressed, and improvements are being implemented in the way that proposals are developed locally eg greater engagement with residents. Furthermore there is now greater resilience across the enforcement teams and steps have been taken to ensure that expensive processes are being made more efficient.

How did the Scrutiny Committee approach its consideration of the proposals emerging from the Executive Review?

The PSEGSC has maintained an ongoing interest in the Parking Partnerships since their inception, and the Executive Review provided an opportunity to reflect on those organisations and undertake some pre decision scrutiny of the proposals that emerge on their future operation.

The scrutiny review itself was planned and undertaken by the full Committee in two stages:

- In January 2016 it received a briefing designed to further understanding of the background to the Parking Partnerships and their operation, and
- in March 2016 it considered the outcomes of the Executive Review.

In both cases the Committee conducted a majority of its evidence gathering at formal meetings, and the following contributors shared in the delivery of presentations and answered Members' questions:

Essex County Council

- Councillor Eddie Johnson
- Liz Burr, Head of Network and Safety/Traffic Manager (Highways)

North Essex Parking Partnership (NEPP)

- Councillor Robert Mitchell, Chairman Joint Committee
- Richard Walker, Group Manager

South Essex Parking Partnership (SEPP)

- Councillor Ron Pratt, Chairman Joint Committee
- Nick Binder, South Essex Parking Partnership Manager

For ease of reference the following sources of information have been referred to during the course of the scrutiny review:

- Parking Partnerships Joint Agreements Dated March 2011
- Committee reports PSEG/01/16 and PSEG/ 06/16 that include scoping document and key lines of enquiry agreed by the Committee
- Parking Partnerships Briefing Papers and powerpoint presentations, dated January and March 2016, and audio broadcast of the Committee's formal meetings held on 21 January and 24 March 2016
- Braintree District Council Scrutiny Report dated March 2015

The Essex Parking Partnerships website provides information on the SEPP and NEPP such as policies, annual reports, resident permit schemes, TROs, and Joint Committee Meetings, as well as online facilities including a portal to challenge or pay a Penalty Charge Notice. The website address is www.parkingpartnership.org. Individual Partners also provide information on their own Council websites too and incorporate links to the aforementioned combined Partnership website.

- **County Council Role and Responsibilities**

The Committee discussed the possibility that a lack of understanding about the Partnerships and local engagement may lead to confusion about the role and responsibilities of the Highways Authority itself, so creating the impression that it may need to reinforce its authority.

The documents that were circulated to the Committee prior to the January meeting included the formal legal agreement that established the NEPP and SEPP, and a briefing paper produced for the meeting. These documents underline the fact that the County Council is working in partnership with the districts in both the NEPP and SEPP, and has delegated its responsibilities for civil parking enforcement to the Joint Committees including operational arrangements. Under the legislation ECC retains ultimate responsibility for the function itself by virtue of the fact it is the Highways Authority, and the agreement takes account of that fact in the way the Partnership arrangements have been established.

The formal agreements are legal documents that all the partners have signed, and so each partner is bound by its provisions. The Agreements set out the relationship between the partners and the Joint Committee as well as how the Joint Committee/ Partnership itself will operate. The County Council is one of the partners in the working partnerships that have been established, and it does not have overall control of the Partnerships. There is one ECC representative on each Joint Committee namely the relevant Cabinet Member.

- **Summary of the Executive Review**

On 24 March the Committee received an executive summary and presentation on the review from Parking Partnership representatives.

The ECC Cabinet Member and Joint Committee Chairmen have worked collaboratively as a Governance Group to take forward consideration of the scope and nature of the four-year extension, and have been supported by an officer working group. Consultants, Blue Marble, were also employed to provide support to the Parking Partnerships for the review.

The Governance Group has examined how the Parking Partnerships have operated to date, and begun to identify the opportunities for further collaboration, innovation and improvements that could be incorporated into an extension agreement.

The Officer Group has collected evidence through a series of workshops and other discussions between November 2015 and February 2016. It has shared the outcomes of its discussions with, and sought input from meetings with the SEPP and NEPP Joint Committees. One to one discussions have also been held with a selection of Local Highway Panel chairmen.

The Committee was advised of the key findings of the Executive Review as follows:

- **Parking partnership operation (initial 7 year term – ending 31 March 2018)**

Overall the new parking partnerships have delivered financial and operational advantages over the previous twelve agency agreement arrangements:

- £900,000 per annum ECC subsidy under agency agreements reduced to an ECC contribution of £150,000 per annum (between the two partnerships) by end of 2016/17 and with a discussion with the two partnerships to try to reduce this to zero by end of 2017/18 (subject to detailed business case).
 - The new partnership model has received national recognition through success at the national British Parking awards.
 - A range of operational and collaboration innovations have been implemented since partnership set up (for example, rationalised back office operations, joint policies, shared web site, on-line permit system, school parking initiative, staff training, enforcement and TRO management).
- **Parking partnership operation (4 year extension – ending 31 March 2022)**
- There is scope for a self-sufficient financial plan supported by further collaboration and innovation. Concepts that have been discussed and will now be taken to a more detailed feasibility stage including:
 - A single TRO operation (across ECC and the two parking partnerships), including on-line improvements to customer contact and a central on-line data-base and consolidated pipeline for better management and deployment of TRO resources.
 - A best value approach to signs and lines delivery.
 - Expansion of the migration to on-line enforcement activities (payments, permits and customer self-serve – including an on-line PCN challenger).
 - Additional income generation schemes (including additional pay and display, increased enforcement activity, reduction in limited waiting time schemes, and new TRO schemes).
 - ECC role should transition from a “subsidiser” into a “co-investor”:
 - This could include providing capital pump-prime funding against agreed income generation and efficiency business cases.
 - A return on investment element to be determined on a case-by-case basis.
 - The two partnerships and Joint Committee governance system to be retained. The preference of SEPP and NEPP is to retain the two partnership governance model supported by lead agency operations in Chelmsford and Colchester:

- The size of each partnership is small enough to retain informed decision making and local influence but large enough to provide operational economies of scale.
 - Both partnerships have worked successfully to bed in new arrangements. Keeping the same arrangements through the extension period will provide a secure base from which further benefits can be delivered.
 - Further strengthening to joint working and collaboration across the two lead agency operations (such as sharing of TRO and on-line innovations).
- The NEPP and SEPP Chairmen and the relevant ECC Cabinet Member should continue to meet regularly as a strategic leadership group to ensure:
 - Strengthened communications and understanding across the NEPP, SEPP and ECC.
 - Collaboration opportunities, business growth and efficiency proposals across the two partnerships are pursued.
 - Options are developed in good time before the four-year extension expires in 2022.
 - NEPP and SEPP should ensure that their Joint Committee members and lead officers operate effectively as liaison leads with their respective Local Highways Panel (LHP):
 - They should ensure that there is effective sharing of work programmes, meeting minutes and general information updates.
 - This should include the development of a clear role and responsibility descriptions.

All the forward financial *projections and assumptions* reflected in the work to date are draft, indicative and subject to detailed modelling and development of full business cases to be presented to the governance group before final decisions on the terms of the four-year extension are made.

The Partnerships' representatives emphasised that the key findings set out above are the output from the programme of discussions to date and did not represent the final set of recommendations to be considered by the SEPP and NEPP Joint Committees.

The Governance Group considered the interim report and draft proposals in February 2016. It had welcomed the outline proposals, and officers from SEPP, NEPP and ECC had been tasked to produce a plan and work through the detailed actions necessary to enable final decisions to be on the extension agreements to be in place by December 2016. It was intended that the Group would continue to meet regularly to oversee progress.

Scrutiny Analysis

The Committee was keen that any conclusions it reached should go beyond merely fulfilling councillors' own need to have a better understanding of the NEPP and SEPP, and to be able to influence any future development of those bodies. Consequently it was necessary to focus upon those matters where the Committee felt that action was necessary to ensure that positive improvements could be made and problems overcome.

While the Committee welcomed the fact that the NEPP and SEPP were now producing small financial surpluses, in line with original objectives, it was apparent that their respective operations are still evolving. Furthermore in their interaction with the Committee the two Partnerships have reinforced their intentions to embed improved ways of working by referring to various projects including improved engagement with residents. Nevertheless Members felt that more effective communication needed to take place with locally elected members.

Before reaching its conclusions the Committee considered in more depth a number of themes as set out below.

- **Financial Situation**

Under previous on street parking agency arrangements, a majority of districts and boroughs were operating at a loss. In the 2003/04 financial year ECC paid a total of £88,350 in deficit support that figure had increased to £815,000 in 2008/09. An investigation of the increasing deficit payments had revealed:

- Limited access to financial or management Information
- No ring-fenced budget at the Area Highway Offices
- Inconsistent parking operation
- Inconsistent approach to restrictions
- Inconsistent organisation structure and methodology
- Multiple software systems for Penalty Charge Notices (PCNs)
- Inconsistent roles & responsibilities for Parking Managers
- No Operational Flexibility
- High staffing levels (over 200 staff)

The Districts and Boroughs were vulnerable to fluctuations in staff levels, and overheads were greater than necessary. It was considered that the service could be operated more efficiently and at lower cost. In March 2009 ECC gave notice of the termination of all existing Agency Agreements to expire on 31 March 2011. In turn the Partner Local Authorities agreed to form a Joint Committee to manage a new parking management structure in Essex, which culminated in the formation of the NEPP and SEPP in accordance with various enabling legislation.

While the Partnerships have continued to deliver a similar level of service on the ground in comparison with previous district council arrangements, and there are benefits and increased efficiencies in the 'back office' operation. Both Partnerships implement their own business plans based on self-contained accounts, and are now able to break even

and produce modest surpluses. All surpluses are reinvested into the operation to develop efficiencies such as the implementation of improved technologies.

Strategically the Partnerships have proven to be innovative. They have improved their services at the same time as embedding increased efficiencies and effectiveness in their operation over the longer term. While modest surpluses may be generated at present, consideration is being given to other services that could be managed and/ or delivered by the Partnerships in order to generate income to cover the costs of their operation.

The Executive Review highlights the importance of identifying new streams of income generation, and it was confirmed that the Partnerships were already investigating potential opportunities in this sphere. Although a wide variety of options were under consideration it would be necessary to refer to what was or was not possible under existing legislation, and what could be delivered in practice based on the resources available.

Although the County Council continues to provide some subsidy to the Partnerships on a diminishing scale, it was intended that that situation should cease eventually. However, the Committee considered that any subsidy should not be wholly withdrawn until new income streams are in place and business plans can demonstrate that both the NEPP and SEPP are wholly self -financing. Coupled with this conclusion the Committee confirmed its support for the Partnerships to explore new streams of income aside from that derived from enforcement.

Another financial matter where the Committee considered that there should be greater clarity was around the subject of external funding contributions towards the implementation of particular parking schemes, for instance by parish, town and district councils. Members felt it was unclear how such requests for new schemes are handled and the potential impact of contributions upon the overall position of schemes on waiting lists. In addition there could be ramifications locally in term of how expectations would be managed for instance in the level of enforcement that would follow. The Partnerships confirmed that local councils are consulted upon proposals as a matter of course.

It was confirmed that as part of business planning moving forward, key performance indicators with SMART objectives will be implemented and begin to define schemes and activities.

With particular reference to performance it was understood that there is now greater resilience across the enforcement teams and steps have been taken to ensure that expensive processes have been reduced. However, attention was drawn to figures published by the NEPP that the number of PCNs issued in 2010/2011 had fallen from 13,000 to 10,000 last year in Epping Forest District representing a sum of around £0.5 million in lost income. In response it was confirmed that the NEPP had encountered problems in recruiting and training suitable traffic wardens for the Epping Forest area. It was explained that although traditionally it is an area where people appear to be more willing to park illegally and pay a fine, the NEPP must ensure that any PCNs that are issued are valid and that drivers are encouraged to move vehicles on as appropriate. When the District Council had agency arrangements managed parking enforcement, it had outsourced that operation to a private contractor.

- **Localism and Collaboration**

Aside from developing good practice across the whole of Essex, it was recognised that improvements to processes and procedures could also deliver efficiencies and contribute towards self sufficient financial plans.

The Committee supported the NEPP, SEPP and ECC intention to work more closely together, and collaborate on opportunities for business growth and efficiency proposals across the two Partnerships. By way of example all three bodies currently undertake the processing of new TROs, and it was considered that by consolidating the three bodies' resources into a single TRO operation it would be possible to implement better management of resources, as well as improvements to the way customers may engage with the service. It was noted that joined up working has already delivered a common Penalty Charge Notice (PCN) system.

Individual Partner Councils and their representatives bear some responsibility for the way that their particular Council engages in the NEPP or SEPP, and it was clear from the Committee's own membership that there is variation in ways of working across Essex. For instance the way that proposed schemes are chosen for inclusion in the local lists put forward for the consideration of the Joint Committees each year, and local communication with county/ district councillors and the public. The inclusion of additional schemes that may be funded by other means does not stop others being implemented. Locally some districts have longer scheme lists than others, and while some may leave all schemes on a list others have chosen to delete those that are not viable. It was acknowledged that there are differences across the Partnership areas partly due to the variety of local conditions that exist.

There was also a sense that set against public expectations it was necessary to encourage Councils to engage positively with the relevant Partnership, and to be realistic about both the local and overall workloads that can be delivered through the Partnerships' business plans, and resources available.

At the same time the Partnerships need to take ongoing steps to raise awareness locally of their management and operations as well as current issues. Attention was drawn to the importance of image and public relations. Some Members felt that the public perceive parking fines and finance to be a driving force behind the Partnerships' activity rather than resolving parking problems. This needs to be countered with highlighting the delivery of broader customer service, and performance to measure success or otherwise. Moving forward it is important that the any confusion about the NEPP and SEPP must be dispelled, and the website cannot be relied upon to ensure that people understand parking matters.

Aside from Joint Committee meetings, the Partnerships have held local meetings at Partner Authorities to explain their role, responsibilities and operation. While the Chairman of the NEPP drew attention to a meeting held at Braintree, which councillors had found useful, he pointed out that parking is a complex topic and one of a range of topics that individuals find frustrating and are inclined to blame other individuals and organisations for 'problems'.

The Partnerships' representatives drew attention to the liaison that already took place with the public on the design and promotion of new schemes, and the framework for residents to put forward proposals including an application form that requires the applicant to liaise with local councillors. Emphasis was being placed on taking forward more innovative ways of working to provide greater transparency that took account of broader public needs from competing demands for road space, to different modes of communication including telephone, written exchange, and online facilities. The Partnerships have published regularly their annual reports and business plans that provide an insight into their operation.

Steps are being taken to collaborate more effectively with the twelve Local Highways Panels across Essex. As part of the Executive Review consideration is being given to a future financial model; synergies with related areas such as the Local Highways Panels, commonalities between partnerships; operational innovation; and diversification opportunities.

The opportunity was taken to clarify parking policies around the suspension of parking restrictions when local events may be held and on bank holidays. TROs are legally binding, and formal steps would be taken to vary a TRO to exclude bank holidays from any restrictions on a permanent basis. If there are local events where there may be reasons for suspending waiting restrictions temporarily, then the organisers should liaise with the relevant Partnership in advance to discuss proposals.

- **Role of the Representatives on the Joint Committee**

At the January meeting the Parking Partnerships confirmed that the Executive Review would be considering the role and responsibilities of the Partners' executive representatives on the Joint Committees. Those representatives are an important conduit between the memberships of the individual Councils and the activities of the Partnerships, and it was necessary to review how those relationships could evolve to improve understanding of the NEPP and SEPP. Consequently consideration was being given to the introduction of a job description for Joint Committee representatives.

The Committee welcomed the introduction of a job description for the Partners' representatives as a way of raising their profile by defining their roles and responsibilities, and improving transparency around their actions. It was suggested that a description should include a reference to ensuring that the elected members of their respective councils are kept informed about NEPP/SEPP activity, and the dates of Joint Committee meetings.

- **Communication**

Based upon their individual experience Members considered that more effective communication was necessary to enhance understanding about the Partnerships' activities.

Over the past five years the Partnerships have made positive progress in the way that parking is managed across Essex, as well as taking steps to promote

transparency about their activities for instance enabling the public to address Joint Committee, a dedicated website, and clear channels for the public to put forward parking proposals.

Although the NEPP and SEPP publish a wide range of information about their activities on the Essex Parking Partnerships, and as well as providing online facilities for the public to manage PCNs and parking permits, the Committee considered that further improvements to the range of information available were necessary.

Aside from online PCN facilities the joint website includes information on the Joint Committees, Policies and Procedures, Annual Reports and Business Plans, and more recently regular blogs have been introduced to inform the public about current issues. While the website requires individuals to interrogate its content, there were some areas where the Committee considered that the website and current systems fail to keep all elected councillors aware of parking issues in their local areas, and where more steps could be taken to generate much more positive engagement with the public as well as Partners authorities.

A number of improvements are already underway. A database is being developed by the NEPP whereby individuals including the public will be able to interrogate the progress of TRO proposals online, and receive automatic updates in some cases.

Concern was raised as to how fit for purpose some aspects of the Partnerships' systems may be for the public to negotiate. One councillor drew attention to the difficulties he had encountered when attempting to lodge a complaint.

The Partnerships' representatives confirmed that two types of complaint are handled, and there provisions in the Traffic Management Act 2004 that have to be adhered to. There is a clearly defined challenge process against PCNs that have been issued, and a separate process for complaints about a service. The Joint Committee meetings also provide an opportunity for individuals to raise matters in a public setting. A system failure problem that had arisen in Harlow District relating to a complaint made online had been addressed and improvements made for users of the online facility. The Committee was reassured that while it is more efficient for complaints to be handled online and it is well used by the public, the Partnerships have maintained the ability for individuals to contact them using more traditional forms of communication including the telephone and written correspondence. The number of complaints received are published every year are published, albeit not the content of each one.

Attention was drawn to a monthly newsletter that was produced by the SEPP that Committee Member from the Brentwood area received that highlighted parking schemes and resident requests for new restrictions. It provided a useful mechanism for councillors to stay abreast with current parking issues. The Committee considered that it would be extremely helpful if all elected councillors both at county and district levels could be issued with a regularly monthly newsletter to not only inform them about local parking proposals but to raise awareness of the Partnerships' activity in general, and inter alia to provide another opportunity for councillors to be able to contribute to the consideration of new schemes.

Conclusions and Recommendations

Based upon the evidence considered, the Committee supported the ongoing operation of the Parking Partnerships for a further four year period.

In tackling the topic of parking it was acknowledged by the Committee and Partnerships alike that, in practice, it is difficult to balance often competing local demands and produce a scheme that is acceptable to both local residents and motorists. Nevertheless the NEPP and SEPP have fulfilled many of the objectives for which they were originally set up, with progress being made towards developing improved ways of working and overcoming the financial deficits that were being incurred across the county in some districts. The fact that there are two rather than one Parking Partnerships is supported as a strength of the current structure, because it underpins more localised governance at the same time as enabling more effective management of resources.

The Parking Partnerships have been in operation since April 2011 and have made much progress towards embedding ongoing improvements in the way parking functions are delivered in Essex. However, the Committee was of the opinion that there remains a need to enhance overall understanding of the role and responsibilities of the Partnerships, and how localism still plays an important role in the way that parking controls may be proposed and implemented across a district.

Although the NEPP and SEPP have been formally set up as separate organisations, the individual Partner Authorities need to be accountable for their contribution to the image and operation of the Partnerships. Aside from engagement with the public, the local council will influence the extent to which local district and county councillors feel more or less aware of parking issues, and in turn their attitudes towards the formally constituted Partnerships set up to deliver the on street and off street parking functions in Essex.

During the course of its review the Committee had the opportunity to develop a better understanding of the Partnerships' role and responsibilities, and through cross examination of witnesses how their operations are evolving. While welcoming the adoption of new and innovative ways to improve transparency on their activities, the Committee considered that communication remained an issue where it is essential to ensure that effective systems are in place to both inform the public and enable them to engage positively with the NEPP and SEPP.

NEPP has introduced a petitions pathway for residents seeking new schemes, and there is information published on the internet for the public. Similarly the SEPP was responsible for introducing an application form for people to submit proposals for new parking schemes. Furthermore a database is being developed for managing TRO requests, and it was intended that the public should be able to interrogate it to get up date progress on individual proposals.

In summary at a strategic level the NEPP and SEPP publish directly a lot of information on the joint website, and have been implementing improvements on an ongoing basis since their original set up to improve public relations through promoting transparency and understanding about their activity with the public. Furthermore Joint Committee meetings provide an opportunity for both the public

and councillors to submit their views in person, and reference was made to some surplus monies being invested in new technologies such as databases that will be capable of being interrogated by the public via the internet to find out how schemes are progressing.

Aside from the wider considerations of the Executive Review in terms of the future operation of the Parking Partnerships, there was genuine concern on the perceived lack of communication with county councillors on the work of the Joint Committees and parking schemes in their divisions, and a failure to consult them directly whether by the Parking Partnerships or via the individual District in the way proposals are handled locally. As the Committee's attention had been drawn to the useful monthly newsletter that SEPP was published for councillors, it was considered that the concept of a regular newsletter should be developed by the Partnerships to ensure that all councillors across Essex are kept informed of matters affecting their local areas.

With particular reference to the Executive Review the Essex Parking Partnerships be recommended:

- 1. That the Essex Parking Partnerships and ECC Cabinet Member be advised that on balance the Committee support the proposed four year extension of the NEPP and SEPP agreements.**
- 2. That the ECC Cabinet Member for Highways and Transport Delivery be advised that the Committee considers that the County Council should not withdraw its subsidy from the Parking Partnerships until such time as they are able to be wholly self-financing.**
- 3. That the Essex Parking Partnerships be urged to provide greater clarity on the role of external funding upon the implementation of new schemes.**
- 4. That the NEPP and SEPP publish a regular newsletter for all elected county and district councillors to ensure that they are kept informed of local parking issues and proposals within each Partner Authority area, and in addition circulate to those councillors all agenda and minutes associated with the Joint Committees together with current reports produced by the Partnerships.**
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informed in advance about NEPP/SEPP activity, and the dates of Joint Committee meetings.

- 7. It was requested that the Partnerships' formal response to these recommendations be forwarded to the Committee before any final decisions on their future are determined.**
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North Essex Parking Partnership

30 June 2016

Title: NEPP On-Street financial position for 2015/2016
Author: Richard Walker, Lou Belgrove
Presented by: Richard Walker, NEPP Group Manager and Lou Belgrove, NEPP Business Manager

This report sets out the financial position to end of Financial Year 2016 of the North Essex Parking Partnership (NEPP) On-Street budget

1 Decision(s) Required

1.1 The report summarises the financial position which is presented for information and scrutiny by the Joint Committee. Members are asked to note the financial position and decide the allocation of surplus to projects or reserves.

2 Reasons for Decision(s)

2.1 To ensure prudent financial management of the Partnership.

3 Alternative Options

3.1 As this review is part of good financial management no alternative options or decisions are required.

4 Supporting Information

4.1 The detailed budget figures are set out in Appendix 1.

5 Income

5.1 Operationally the Service has noticed the trend is for the financial risk to be located at the end of the year, therefore, the budget is set to achieve a likely income from a reduced issue rate if there were bad weather at the end of the year, from where otherwise it would be impossible to recover.

5.2 Where the winter weather is actually more favourable and enforcement can be carried out a better financial performance is more likely to be achieved, which has been the case this year.

5.3 Each year the accounts include an estimated amount to cover for Penalty Charge Notices (PCN) issued in year still to be recovered later (known as the debtor). The debtor for 15/16 amounted to £190k which was not included in the forecast reported at the last meeting; the possibility of improving forecasting to include this amount will be investigated further.

5.4 More Civil Enforcement Officers (CEO) have been recruited towards the end of the year helping with the effective issue of PCNs generally. The Debt Collection work being undertaken under the new agreement has continued to result in good recovery by the enforcement agents.

5.5 Since we last reported at the end of period 10 the income collected from PCN has continued to over recover against the budget and resulted in an over recovery of £175k.

- 5.6 Income from Resident Parking has performed above budget partly due to a number of new schemes being introduced across the NEPP and more resident and visitor permits being sold than predicted when the budget was set last year.
- 5.7 Income from Pay & Display areas improved fractionally due to a new scheme starting in Marks Tey within the year.

6 Expenditure

- 6.1 Expenditure on supplies and services overall has reduced year on year. Budgets in future years will be planned around the variances which officers have noted, e.g. telephones, uniform and training.
- 6.2 As stated previously we have completed recruitment and the forecast reflects a number of officers starting before the end of the year. Procurement of the replacement Park Safe vehicle has been carried over to the next financial year. A sustained effort has resulted in a reduction of costs in the other direct expenditure areas.
- 6.3 Non-direct costs are broadly as predicted except for the fleet management cost. A number of other smaller adjustments have been made across different service areas but none of any major significance. This can be seen in table 1.

7 Surplus Funds – future years

- 7.1 Essex County Council (ECC) has indicated that it will reduce its support of maintenance (previously £150k p.a.) to £120k in the current year, and the maintenance funding will be withdrawn from 2017/18. It is recommended that budget provision is made in order to support the future Work Programme at the time that schemes are approved, and this should be included in any future plans.
- 7.2 To this end, a sum of £90k to cover the costs (£60k) of making new Traffic Regulation Order schemes (TRO) and to provide for the shortfall in maintenance previously funded by ECC (£30k) as previously agreed has been allocated to the budget for the current year.
- 7.3 Provision has also been made to allocate £45k to the procurement of the new Park Safe car equipment, (the software, hardware, review terminal and secure operating and transfer systems), carried over from last year.
- 7.4 The TRO & Maintenance account has been integrated into the budget for 2016/17 and will need to be fully supported, having topped up the £120k in the current year to the £150k level previously provided by ECC, plus the provision of £60k for any new TRO schemes with effect from 2017/18.
- 7.5 In order to develop a longer term strategy, a new Development Plan should set out future priorities and bring in concepts and elements from the ECC Review for the period of the existing Agreement up to 2022, including any outstanding items from the current plan which runs to 2017/18.

8 Recommendations

- 8.1 The figures shown in the report and Appendix are noted.
- 8.2 A new Development Plan is created to carry the service up to 2022.
- 8.3 Any surplus funds are reinvested to be used in new Parking Schemes - the surplus will otherwise pass into reserves.

Appendix 1

Table 1

Analysis of non-direct budgets		Budget 15/16	On-street actual
	Fleet Management	55	65
	Head Of Operational Services	16	16
	Systems Team	7	7
	Health & Safety	5	6
	Corporate I C T	24	27
	Communications	18	21
	Estates Management	10	10
	Computer Holding Account	82	84
	Financial Management	20	20
	Internal Audit	6	7
	Insurance - Employees	9	8
	Insurance - General	21	19
	Income Team	6	7
	Customer Demand & Research	19	20
	Scanning Team	2	3
	Corporate Psu	8	7
	Engineering	0	10
	Legal Services	18	17
	Committee Services	12	12
	Human Resources	19	23
	Multi-Function Devices	7	5
	Telephones Holding Account	3	2
	Office Accommodation	30	29
	Messenger & Post Room	18	20
		415	445

Table 2 (year-end)

	A	B	C	D	
	2014/2015	2015/2016	2015/2016	2015/2016	
<i>Provisional Outturn</i>	Actual	Actual	Budget	Variance	Notes
On-street Account					
<u>Direct costs</u>					
Expenditure					
Employee costs:					
Management	63	62	57	5	Parking Services Mgt Team staff costs - Training and Uniform
CEOs & Supervision	992	976	1,258	(282)	Cost of enforcement staffing is under budget but not at deterimnet of PCN income
Back Office	265	259	274	(15)	Back Office staff costs - Transitional vacancies
TRO's	83	78	78	-	TRO team staff costs
Premises costs	19	16	13	3	R&M budget (small expenditure anticipated)
Transport costs (running costs)	36	35	38	(3)	Fuel, public transport etc
Supplies & Services	178	150	161	(11)	General expenditure
Third Party Payments	39	31	35	(5)	Chipside and TEC bureau costs
	1,674	1,606	1,913	(308)	
Income					
Penalty Charges (PCNs)	(1,512)	(1,778)	(1,603)	(175)	PCNs
Parking Permits/Season Tickets	(462)	(495)	(417)	(78)	Visitor Permits represents slight increase in fees
Parking Charges (P&D etc)	(157)	(188)	(180)	(8)	Pay & Display charges - including new Marks Tey scheme
Other income	(1)	(1)	-	(1)	Misc reimbursements from partners
	(2,133)	(2,462)	(2,200)	(262)	
Total Direct Costs	(458)	(857)	(287)	(570)	
Total Non-direct Costs	387	445	415	30	See table 1 - fleet
Sub total	(71)	(412)	128	(540)	
CCTV car - work not started in-year		45			
Contribution to Work Programme		90			As explained in 6.4 of report
Deficit / (Surplus)		(277)			



NORTH ESSEX

North Essex Parking Partnership

30 June 2016

Title: NEPP Annual Report Data for 2015/2016

Author: Richard Walker

Presented by: Richard Walker, NEPP Group Manager

This report sets out the data required to be published as part of transparency requirements. A full report will be made to the October Meeting.

1 Decision(s) Required

1.1 To note the details set out in the Appendix.

2 Reasons for Decision(s)

2.1 To comply with requirements regarding data publication.

3 Alternative Options

3.1 None.

4 Supporting Information

4.1 The details are set out in the Appendix.

5 Annual Report

5.1 Each year, parking enforcement authorities are required to publish data relating to the performance in the previous financial year.

5.2 These data will be published on the DataShare service in connection with transparency requirements and a full Annual Report will be presented at the October Meeting.

6 Recommendations

6.1 It is recommended that the figures shown in the Appendix, and their publication, be noted.

Table 1

ISSUED PCNs

Description	report year				2014/15 figures			2015/16 figures		
	With EFDC like for like				On Street 2014/15	Off Street 2014/15	CCTV (included in columns to the left)	On Street 2015/16	Off Street 2015/16	CCTV (included in columns to the left)
	Total 2012/13	Total 2013/14	Total 2014/15	TOTAL 2015/16						
Number of PCNs Issued	59,517	72,055	61,674	69,629	45,159	16,515	326	51,393	18,236	0
Number of higher level PCNs issued	38,056	43,060	37,789	45,095	36,226	1563	326	43,630	1465	0
Number of lower level PCNs issued	21,351	28,995	23,885	24,534	8,933	14,952	0	7,763	16,771	0
Percentage of higher level PCNs issued	53%	60%	61%	65%	80%	9%	100%	85%	8%	0%
Percentage of lower level PCNs issued	49%	40%	39%	35%	20%	91%	0%	15%	92%	0%
Number of Reg 9 PCNs issued	58,172	70,161	61,348	68,396	44,833	16,515	0	50,211	18,185	0
Number of Reg 10 PCNs issued	1145	1752	1609	1233	1522	87	326	1182	51	0

Table 2

PCNs PAID

Description	report year				2014/15 figures			2015/16 figures		
	With EFDC like for like				On Street	Off Street	CCTV	On Street	Off Street	CCTV
	Total 2012/13	Total 2013/14	Total 2014/15	TOTAL 2015/16	2014/15	2014/15	(included in columns to the left)	2015/16	2015/16	(included in columns to the left)
Number of PCNs paid	34,064	54,996	46,561	52,824	34,000	12,497	64	39,101	13,723	0
Number of PCNs paid which were issued at the lower band	7,138	22,852	18,549	18,847	7,138	11,411	0	6,178	12,669	0
Number of PCNs paid which were issued at the higher band	26,926	32,144	28,012	33,977	26,862	1086	64	32,923	1054	0
Percentage of PCNs paid which were issued at the lower band	33%	42%	40%	36%	21%	91%	0%	16%	92%	0%
Percentage of PCNs paid which were issued at the higher band	71%	58%	60%	64%	79%	9%	100%	84%	8%	0%
Number of PCNs paid at discount rate (i.e. within 14 days)	29,725	48,319	40,627	45,006	29,664	10,902	61	33293	11,713	0
Number of PCNs paid at full rate	3344	5141	4571	5675	3344	1227	0	4208	1467	0
Number of PCNs paid after Charge Certificate served (i.e. at increased rate)	977	1501	1342	2121	974	365	3	1583	538	0
Percentage of PCNs paid at Charge Certificate	2%	3%	3%	4%	3%	3%	5%	4%	4%	0%
Number of PCNs paid at another rate (e.g. negotiated with bailiff, etc).	18	31	21	22	18	3	0	17	5	0
Percentage of PCNs paid	57%	76%	75%	76%	75%	76%	20%	76%	75%	0%
Percentage of PCNs paid at discount rate	50%	88%	87%	85%	87%	87%	95%	85%	85%	0%

Table 3

PCNs CHALLENGED

Description	report year				2014/15 figures			2015/16 figures		
	With EFDC like for like				On Street 2014/15	Off Street 2014/15	CCTV (included in columns to the left)	On Street 2015/16	Off Street 2015/16	CCTV (included in columns to the left)
	Total 2012/13	Total 2013/14	Total 2014/15	TOTAL 2015/16						
Number of PCNs cancelled as a result of an informal or a formal representation	#REF!	5,174	4,129	4874	2215	1914	15	2691	2183	0
Number of PCNs against which an informal or formal representation was made	11,336	17,084	15,209	16654	9832	5377	24	10923	5731	0
Number of PCNs where informal representations are made	9,243	14,217	12,741	13501	7984	4757	4	8472	5029	0
Number of formal representations received		2,532	2,468	3153	1848	620	20	2451	702	0
No of NTOs issued	11,842	13,329	13,694	17757	10366	3328	0	13896	3861	0
Percentage of PCNs cancelled at any stage.	12%	7%	7%	7%	5%	12%	5%	5%	12%	0%
Number of PCNs written off for other reasons (e.g. CEO error or driver untraceable)	2,741	5,318	4,803	2951	3385	1418	244	2785	166	0
Number of vehicles immobilised	0	0	0	0	0	0	0	0	0	0
Number of vehicles removed.	0	0	0	0	0	0	0	0	0	0
Percentage of PCNs written off for other reasons (e.g. CEO error or driver untraceable)	10%	7%	8%	4%	8%	9%	14%	5%	1%	0%

Table 4

APPEALS TO THE TRAFFIC PENALTY TRIBUNAL

Description	report year				2014/15 figures			2015/16 figures		
	With EFDC like for like				On Street 2014/15	Off Street 2014/15	CCTV (included in columns to the left)	On Street 2015/16	Off Street 2015/16	CCTV (included in columns to the left)
	Total 2012/13	Total 2013/14	Total 2014/15	TOTAL 2015/16						
Number of appeals to adjudicators	25	58	103	88	71	32	0	72	16	0
Number of appeals refused	6	16	29	26	20	9	0	19	7	0
Number of appeals non-contested (i.e. NEPP does not contest)	12	24	50	42	31	19	0	34	8	0
Percentage of cases to appeal	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Percentage of formal representations that go to appeal		2%	4%	3%	4%	5%	0%	3%	2%	0%
Percentage of appeals allowed in favour of the appellant	52%	31%	23%	23%	28%	13%	0%	26%	6%	0%
Percentage of appeals dismissed	24%	28%	28%	30%	28%	28%	0%	26%	44%	0%
Percentage of appeals to Traffic Penalty Tribunal that are not contested and reasons	48%	41%	49%	48%	44%	59%	0%	47%	50%	0%

Table 5

OTHER

Description	report year				2014/15 figures			2015/16 figures		
	With EFDC like for like				On Street	Off Street	CCTV	On Street	Off Street	CCTV
	Total 2012/13	Total 2013/14	Total 2014/15	TOTAL 2015/16	2014/15	2014/15	(included in columns to the left)	2015/16	2015/16	(included in columns to the left)
Percentage of PCNs taken to Court Order	4%	4%	4%	0%	0%	0%	0%	0%	0%	0%
Number of CEOs employed	72	59	53	53	37	16	0.1	37	16	0
Average number of appeals per officer	0.3	1.0	1.9	1.7	1.92	2.0	0.0	1.9	1.0	0.0



North Essex Parking Partnership

June 30th 2016

Title: Traffic Regulation Orders Update
Author: Trevor Degville/Shane Taylor
Presented by: Trevor Degville

- To provide an update of the Technical Team activities

1. Decision(s) Required

- 1.1. For the Joint Committee to note.
2. Maintenance of road markings has recommenced. Updates on remarked locations will be provided in future reports. Notices of Variation were advertised in all areas to increase the resident permit prices in line with the development plan agreed at the June 2014 Joint Committee.
 - 2.1 Proposed traffic orders have been advertised in all areas. Whether the traffic orders are sealed or not depends on responses and objections that are made to the proposals. At the time of writing the objection period for each proposal had finished but decisions on whether to progress the proposals had not been made.

3.0 Braintree District

- 3.1 Amendment Number 66 has been advertised. The locations and type of restriction are shown below.
- 3.2

Location	Restriction Type
Stepfield, Witham	No Waiting
Wheaton Road, Witham	No Waiting
Perry Road, Witham	No Waiting
Freebournes Road, Witham	No Waiting
Crittall Road, Witham	No Waiting
Eastways, Witham	No Waiting
Moss Road, Witham	No Waiting
Laburnham Way, Witham	No Waiting
Yew Close, Witham	No Waiting
Elderberry Gardens, Witham	No Waiting
Mulberry Gardens, Witham	No Waiting
Cypress Road, Witham	No Waiting
Forest Road, Witham	No Waiting

Greenfields, Witham	No Waiting
St Peters Close, Braintree	No Waiting/Limited Waiting
St Peters Road, Braintree	Limited Waiting
Toulmin Road, Hatfield Peverel	Permit Holders
St Andrews Road Hatfield Peverel	No Waiting
Barleyfields Witham	Permit Holders
Greenfield Witham	Permit Holders

4.0 Colchester Borough

4.1 Amendment number 12 has been advertised. Locations and proposed restrictions are shown below

Church Street, Colchester	No Waiting/No Loading
Ireton Road, Colchester	No Waiting
Heath Road, Eight Ash Green	No Waiting
Wood Lane, Eight Ash Green	No Waiting
Lexden Road Service Road, Colchester	No Waiting
Sanders Drive, Colchester	No Waiting
Rosebery Avenue, Colchester	No Waiting/Permit Holders
Smythies Avenue, Colchester	No Waiting/Permit Holders
Cloverlands, Colchester	No Waiting
Mountain Ash Close, Colchester	No Waiting
Upland Drive, Colchester	No Waiting
St Christopher Road, Colchester	No Waiting
Nicholson Grove, Colchester	Permit Holders
Middle Mill, Colchester	Permit Holders

4.2 A traffic order concerning four parking bays on the south side of Colchester High Street has been put in place for Colchester Market. This additional work is being paid for by Colchester Borough Council

5.0 Epping Forest District

5.1 Amendments 49 and 50 have been advertised. Locations and proposed restrictions are shown below

Alderwood Drive, Abridge	No waiting
Pancroft, Abridge	No waiting
Field Close, Abridge	No waiting
Fir Trees, Abridge	No waiting
New Farm Drive, Abridge	No waiting
Sewardstone Road, Waltham Abbey	No waiting
Pentlow Way, Loughton	No waiting
Loughton Way, Loughton	No waiting

London Road/Potter Street	No waiting
Hillyfields, Debden	No waiting
Chester Road, Debden	No waiting
Pyrles Lane, Debden	No waiting
Hillcroft, Debden	No waiting
B172, Theydon Bois	No waiting
The Green, Theydon Bois	No waiting
Woburn Abbey, Theydon Bois	No waiting
Loughton Lane, Theydon Bois	No waiting
Merlin Way, North Weald	No Stopping (Clearway)
Trent Road, Buckhurst Hill	No waiting
Warren Court, Chigwell	Permit Holders only
Hoe Lane, Abridge	Permit Holders only/Limited waiting
Albert Road, Buckhurst Hill	Permit Holders only
Millwell Crescent, Chigwell	No waiting
Mount Pleasant Road, Chigwell	No waiting
Great Oaks, Chigwell	No waiting
Manor Road, Chigwell	No waiting
Smarts Lane, Loughton	Taxi parking
High Street, Epping	Taxi parking

5.2 Amendment 47 that was advertised in 2015 has been sealed and became operational on 4th May. This order made permanent temporary restrictions in Palmerston Road (Buckhurst Hill), South Access Road to Sun Street (Waltham Abbey), introduced pay and display parking to three additional parking areas in High Road (Loughton) and altered the resident permit zone that Hemnall Mews (Epping) falls within.

5.3 A temporary no waiting and no stopping on verge order has been sealed for The Broadway, Loughton. This additional TRO has been paid for by Epping Forest District Council.

6.0 Harlow District

6.1 Orders for the below locations have been advertised

Hodings Road/River Mill	No waiting/loading and limited waiting
Paringdon Road	No waiting/loading
Partridge Road	No waiting/loading
Tanys Dell	No waiting/loading
Tending Road	No waiting/loading

6.2 The urgent order that was approved by the Joint Committee at the JPC in December for Broadfields is operational.

7 Tendring District

7.1 Amendment 48 has been advertised. Locations and proposed restrictions are shown below

Victoria Place, Brightlingsea	Additional limited waiting and amendment to current limited waiting times
Stephenson Road, Clacton	No waiting
Station Road, Lawford	No waiting
Queensway, Lawford	No waiting
Victoria Crescent, Lawford	No waiting
Jubilee End, Lawford	No waiting
Old Ipswich Road, Ardleigh	No waiting/No Loading
Crown Lane, Ardleigh	No waiting
Holland Road, Clacton	No waiting/No Stopping (School Entrance Markings)
Deanhill Avenue, Clacton	No waiting
Clarendon Park, Clacton	No waiting
Unnamed Road, Clacton	No waiting
Lower Park Road, Brightlingsea	No stopping (School Entrance Markings)
Williamsburg Avenue, Harwich	No stopping (Clearway)
Carnavon Road, Clacton	No loading
Waterside, Brightlingsea	Amendments to limited waiting times
High Street, Brightlingsea	Amendment to limited waiting times
Queen Street, Brightlingsea	Amendment to limited waiting times

7.2 The tariffs at Harwich Quay on street pay and display area have been altered to match the tariff offer at the nearby Tendring District Council car park.

8 Uttlesford District

8.1 Amendments 46 and 47 have been advertised. Locations and proposed restrictions are shown below

B1256 Dunmow Road	Clearway (no stopping)
Chelmsford Road, Great Dunmow	No waiting
Maynard Close, Great Dunmow	No waiting
Knights Way, Great Dunmow	No waiting
Randall Close, Great Dunmow	No waiting
Church Road, Stansted	No waiting
St Mary's Drive, Stansted	No waiting

Priory Drive, Stansted	No waiting
Maitland Road, Stansted	No waiting
Mount Drive, Stansted	No waiting
Manor Road, Stansted	No waiting
Beehive Court, Hatfield Heath	No waiting
Lower Mill Field, Great Dunmow	Permit Parking
Bell Lane, Thaxted	No waiting/no loading
Margaret Street, Thaxted	No waiting/no loading
Carters Hill, Manuden	No Stopping (School Entrance Markings)
Mount Pleasant Road, Stansted	No waiting/No Stopping (School Entrance Markings)
Common Hill, Saffron Walden	Amendment to limited waiting times
Catons Lane, Saffron Walden	Permit Parking
East Street, Saffron Walden	Revoke pay and display and replace with permit holders. No waiting/no loading
Bridge Street, Saffron Walden	No waiting/no loading/limited waiting
Audley End Road, Saffron Walden	Limited waiting/No waiting/No loading

8.2 An increase in on-street pay and display tariffs (to 70 pence for 1 hour) has taken place to bring parity between the on street charges and the nearby car park tariffs.



North Essex Parking Partnership

30 June 2016

NORTH ESSEX

Title: North Essex Parking Partnership Operational Update

Author: Lou Belgrove, NE Parking Partnership

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

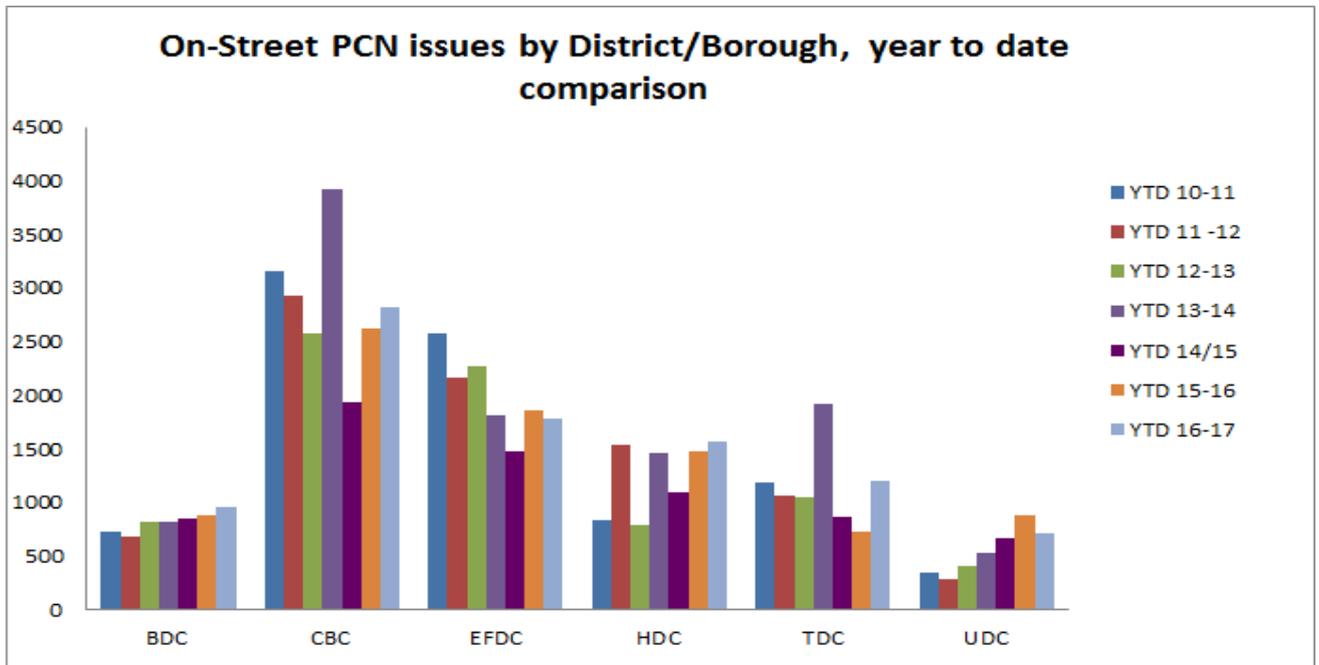
This report provides Members with an update of operational progress since the last Operational Report in March 2016.

1. Decision(s) Required

1.1. To note the content.

2. On - Street Performance measures

The following graph and data show the issue rate of all Penalty Charges for the on-street function, with a year to date comparison.



On Street PCNs by month, per District/Borough																						
	BDC	CBC	EFDC	HDC	TDC	UDC			BDC	CBC	EFDC	HDC	TDC	UDC			BDC	CBC	EFDC	HDC	TDC	UDC
Apr-10	369	1605	1142	446	424	159		Apr-13	444	1790	857	685	921	265		Apr-16	425	1376	762	709	553	335
May-10	359	1555	1437	391	767	177		May-13	373	2132	947	781	1002	263		May-16	522	1440	1018	853	643	378
YTD 10-11	728	3160	2579	837	1191	336		YTD 13-14	817	3922	1804	1466	1923	528		YTD 16-17	947	2816	1780	1562	1196	713
Jun-10	301	1471	1271	347	789	142		Jun-13	385	1519	802	858	736	324		Jun-16						
Jul-10	289	1293	1380	397	1108	172		Jul-13	446	1782	748	880	727	322		Jul-16						
Aug-10	262	1758	1143	380	734	199		Aug-13	337	1331	741	892	461	278		Aug-16						
Sep-10	321	1596	1283	386	607	207		Sep-13	382	1154	661	610	372	274		Sep-16						
Oct-10	323	1981	1284	473	738	249		Oct-13	351	1234	858	566	523	212		Oct-16						
Nov-10	339	2057	1554	897	617	293		Nov-13	359	1250	940	783	549	333		Nov-16						
Dec-10	235	1151	1105	490	314	94		Dec-13	360	1077	883	682	326	273		Dec-16						
Jan-11	286	1803	1448	692	506	132		Jan-14	423	984	854	583	338	423		Jan-17						
Feb-11	263	1464	1151	795	453	149		Feb-14	345	1191	659	522	301	250		Feb-17						
Mar-11	290	1360	1222	543	216	118		Mar-14	310	1224	768	630	484	283		Mar-17						
FY 10-11	3637	19094	15420	6237	7273	2091		FY 13-14	4515	16668	9718	8472	6740	3500								
Apr-11	298	1441	1081	700	593	139		Apr-14	368	910	729	453	367	307								
May-11	383	1483	1079	837	464	146		May-14	486	1021	746	633	500	362								
YTD 11-12	681	2924	2160	1537	1057	285		YTD 14/15	854	1931	1475	1086	867	669								
Jun-11	321	1449	1058	900	497	139		Jun-14	479	926	538	461	357	369								
Jul-11	344	1556	1154	853	747	149		Jul-14	339	927	747	671	434	345								
Aug-11	484	1340	1059	543	667	196		Aug-14	472	1285	624	565	612	402								
Sep-11	483	1257	1223	567	489	195		Sep-14	472	950	691	630	443	395								
Oct-11	467	1620	1250	670	588	214		Oct-14	491	1052	740	662	352	436								
Nov-11	364	1214	1319	751	437	186		Nov-14	479	1262	837	741	465	318								
Dec-11	314	1123	1404	703	364	163		Dec-14	426	1241	820	683	408	327								
Jan-12	403	1141	1287	679	445	164		Jan-15	447	1190	773	649	535	478								
Feb-12	246	843	1099	451	302	126		Feb-15	556	1171	740	618	442	449								
Mar-12	321	1157	1260	295	487	147		Mar-15	545	1208	745	540	451	559								
FY 11-12	4428	15624	14273	7949	6080	1964		FY 14-15	5560	13143	8730	7306	5366	4747								
Apr-12	434	1195	1074	362	566	194		Apr-15	360	1258	781	694	279	391								
May-12	379	1388	1200	422	484	202		May-15	520	1372	1072	785	452	482								
YTD 12-13	813	2583	2274	784	1050	396		YTD 15-16	880	2630	1853	1479	731	873								
Jun-12	389	1171	940	540	525	236		Jun-15	236	1161	798	679	441	295								
Jul-12	474	1225	1091	509	596	275		Jul-15	244	1259	717	648	561	320								
Aug-12	525	1249	1076	449	667	308		Aug-15	281	1102	963	725	701	246								
Sep-12	504	1375	723	369	361	261		Sep-15	381	1219	846	763	394	323								
Oct-12	448	1491	749	603	376	294		Oct-15	619	1314	937	775	368	393								
Nov-12	431	1631	656	818	432	312		Nov-15	640	1467	1027	888	611	465								
Dec-12	459	1515	603	760	539	209		Dec-15	440	1305	802	622	416	188								
Jan-13	467	1565	576	535	470	258		Jan-16	399	1441	777	602	437	277								
Feb-13	570	1799	723	545	575	262		Feb-16	524	1394	794	662	442	345								
Mar-13	437	1804	905	744	865	256		Mar-16	557	1103	849	803	380	519								
FY 12-13	5517	17408	10316	6656	6456	3067		FY 15-16	5201	15395	10363	8646	5482	4244								

3.0 Projects

As well as “business as usual” there are also a number of on-going projects which form the current and future work programme:

- Redesign of Website – Business Unit are working with Chipside and the CBC on-line team to develop the NEPP website with the long term goal to be a self-serve/front facing PCN and TRO interface.
- Park Safe car procurement – Order has been placed and SEA are now developing the software to install in a vehicle. CBC Fleet are now involved in regard to adapting current fleet to accommodate hardware.
- Body Worn Cameras – now in operation across NEPP.
- Social Media – Twitter account trial has been launched and will now be monitored by both Comms and NEPP officers.
- Recruitment Video – filming is now imminent.
- Payment system change (Sage Pay via Chipside) – Move from Capita system to Chipside hosted system which would allow off-street payments to be paid directly to Authority rather than coming through CBC first.
- Development of TRO database and tracking system – Business Unit are working with Chipside to develop a three tiered (input/logging, search and mapping/reporting) TRO record. Long term this will link with the newly designed website to create a self-serve portal for applicants.



North Essex Parking Partnership

30 June 2016

Title: Forward Plan 2016/2017

Author: Jonathan Baker

Presented by: Jonathan Baker

This report concerns the Forward Plan of meetings for the North Essex Parking Partnership

1. Decision(s) Required

1.1 To note the North Essex Parking Partnership Forward Plan for 2016/17.

2. Reasons for Decision(s)

2.1 The forward plan for the North Essex Parking Partnership Joint Committee is submitted to each Joint Committee meeting to provide its members with an update of the items to be tabled at each meeting.

3. Supporting Information

3.1 The Forward Plan is reviewed regularly to incorporate requests from Joint Committee members on issues that they wish to be discussed.

3.2 Meeting dates for the North Essex Parking Partnership have been uploaded to both the Parking Partnership website and Colchester Borough Council's committee management system.

**NORTH ESSEX PARKING PARTNERSHIP (NEPP)
FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS 2016-17**

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On/Off Street Parking (AGM)	26 May 2016 10-12pm Grand Jury Room, Town Hall Colchester	30 June 2016 1.30 pm Grand Jury Room, Town Hall, Colchester	<p>The Essex County Council (Uttlesford District) (Permitted Parking and Special Parking Area) (Amendment No.40) Order – Consideration of Objections</p> <p>Annual Review of Risk Management</p> <p>Annual Governance Review and Internal Audit</p> <p>Commuter Parking</p> <p>ECC Scrutiny and extension of NEPP Agreement</p> <p>NEPP On and Off Street Financial Position 2015/16</p> <p>NEPP Annual Report Data for 2015/16</p> <p>Traffic Regulation Orders Update</p> <p>North Essex Parking Partnership On and Off Street Operational Report</p> <p>Forward Plan 16/17</p>	<p>Trevor Degville (PP)</p> <p>Hayley McGrath (CBC)</p> <p>Hayley McGrath (CBC)</p> <p>Trevor Degville(PP)</p> <p>Richard Walker</p> <p>Lou Belgrove (PP)/Richard Walker (PP)</p> <p>Richard Walker (PP)</p> <p>Trevor Degville (PP)</p> <p>Lou Belgrove (PP)</p> <p>Jonathan Baker (CBC)</p>
Joint Committee for On/Off Street Parking	29 September 2016 S17, Rowan House 10-12pm	20 October 2016 1.00pm Epping District Council	<p>Budget Update: 6 month position</p> <p>Annual Report</p> <p>Scheme Updates</p>	<p>Lou Belgrove (PP)</p> <p>Richard Walker (PP)</p> <p>Trevor Degville/Shane Taylor (PP)</p>

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
	Colchester		TRO Schemes for approval Forward Plan 16/17	Trevor Degville/Shane Taylor (PP) Jonathan Baker
Joint Committee for On/Off Street Parking	24 November 2016 G3, Rowan House 10-12pm Colchester	15 December 2016 1.00pm Braintree District Council	NEPP Budget Update Period 8 Operational Report Forward Plan 16/17	Lou Belgrove (PP) Lou Belgrove (PP) Jonathan Baker (CBC)
Joint Committee for On/Off Street Parking	2 March 2017 G3, Rowan House 10-12pm Colchester	30 March 2017 1.00pm Tendring District Council	Finance Update Period 10 Budget 2016-17 TRO Schemes for approval Forward Plan 16/17	Richard Walker (PP) Richard Walker (PP) Trevor Degville/Shane Taylor (PP) Jonathan Baker (CBC)
Joint Committee for On/Off Street Parking	1 June 2017, S17, Rowan House, 10-12pm Colchester	22 June 2017 1.00pm Rowan House Colchester Borough Council	Annual Governance Review and Internal Audit Annual Review of Risk Management NEPP On and Off Street Financial Position 2015/16 Draft Annual Report Technical Team Update Operational Report Forward Plan 16/17	Hayley McGrath (CBC) Hayley McGrath (CBC) Lou Belgrove (PP)/Richard Walker (PP) Richard Walker (PP) Trevor Degville (PP)/Shane Taylor (PP) Lou Belgrove (PP) Jonathan Baker (CBC)

CBC / Parking Partnership Contacts

Parking Partnership Group Manager, Richard Walker
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North Essex Parking Partnership

Joint Working Committee Off-Street Parking

**Grand Jury Room, Colchester Town Hall,
High Street, Colchester, CO1 1PJ**

30 June 2016 at 1.30 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 30 June 2016 at 1.30 pm

Grand Jury Room, Colchester Town Hall, High Street, Colchester, Essex, CO1
1PJ

Agenda

Attendees

Executive Members:-

Susan Barker (Uttlesford)
Mike Lilley (Colchester)
Robert Mitchell (Braintree)
Danny Purton (Harlow)
Gary Waller (Epping Forest)

Officers:-

Lou Belgrove (Parking Partnership)
Jonathan Baker (Colchester)
Trevor Degville (Parking Partnership)
Qasim Durrani (Epping Forest)
Gordon Glenday (Uttlesford)
Joe McGill (Harlow)
Hayley McGrath (Colchester)
Samir Pandya (Braintree)
Liz Burr (ECC)
Shane Taylor (Parking Partnership)
Alexandra Tuthill (Colchester)
Richard Walker (Parking Partnership)
Matthew Young (Colchester)

	Introduced by	Page
1. Welcome & Introductions		
2. Appointment of Chairman For the North Essex Parking Partnership Joint Committee to appoint a Chairman for the 2016/17 municipal year.		
3. Appointment of Deputy Chairman For the North Essex Parking Partnership Joint Committee to appoint a Deputy Chairman for the 2016/17 municipal year.		
4. Apologies and Substitutions		
5. Declarations of Interest The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.		
6. Have Your Say 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.		
7. Minutes To approve as a correct record the draft minutes of the meeting held 17 March 2016.		1-3
8. NEPP Off-Street financial position for 2015/2016 This report sets out the financial position to end of financial year 2016 of the North Essex Parking Partnership (NEPP) Off-Street budget	Richard Walker/Lou Belgrove	4-7
9. Off-Street Operational Update This report gives Members an update of operational progress since the last Operational Report in March 2016.	Lou Belgrove	8-10

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR OFF-STREET PARKING

**17 March 2016 at 1.00pm
Council Chamber, Uttlesford District Council, Saffron
Walden, Essex, CM11 4ER**

Executive Members Present:-

Councillor Susan Barker (Uttlesford District Council)
Councillor Anthony Durcan (Harlow District Council)
Councillor Dominic Graham (Colchester Borough Council)
Councillor Robert Mitchell (Braintree District Council)
Councillor Gary Waller (Epping Forest District Council)

Also Present: -

Michael Adamson (Parking Partnership)
Jonathan Baker (Colchester Borough Council)
Stephanie Barnes (Parking Partnership)
Lou Belgrove (Parking Partnership)
Trevor Degville (Parking Partnership)
Qasim Durrani (Epping Forest District Council)
Joe McGill (Harlow District Council)
Samir Pandya (Braintree District Council)
Andrew Taylor (Uttlesford District Council)
Alexandra Tuthill (Colchester Borough Council)
Richard Walker (Parking Partnership)
Matthew Young (Colchester Borough Council)

17. Declaration of Interests

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

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

18. Minutes

RESOLVED that the minutes of the meeting of the Joint Committee for Off-Street Parking of 17 December 2015 be confirmed as a correct record.

19. NEPP Off-Street Financial Position at Period 10 2016/17

Richard Walker, Parking Partnership, introduced the report updating the Joint Committee on the Off Street Financial Position for Period 10 2015/16. The Joint Committee are requested to note the report and decide on a level of surplus provision in the balances to be maintained as well as the basis of the distribution of any surpluses between Partner Authorities.

Richard Walker highlighted that following the alteration of the split between the Off-Street and On-Street services during the year, a significant saving has been attributed to the Off-Street service due to the staffing vacancies. Richard Walker stated that it was for the

Committee to decide whether the Off-Street service retained an amount of the surplus for a reserve.

The Committee discussed the level of reserve for the Off-Street Partnership and favoured retaining £50,000 in reserve. With regard to the remaining surplus, the Committee agreed that it would provide each Partner Authority with information on the remaining proportion of the surplus. Some Committee members were keen that the proportion of the surplus returned to partner authorities should be used to invest and improve parking equipment and technology. Committee members agreed that the level of contributions in the next financial year should remain the same.

Committee members also requested a copy of the letter from Epping Forest District Council regarding their intention to withdraw from the Parking Partnership.

RESOLVED that

- (a) the NEPP Off-Street Financial Position 10 2015/16 be noted.
- (b) The Off-Street service retains a £50,000 reserve.
- (c) Partner authorities are informed of the level of surplus in the Off-Street account at the year-end.
- (d) The Epping Forest District Council letter to withdraw from the Off-Street Parking Partnership be circulated to members.

20. Parking Partnership Off-Street Budget 2016/17

Richard Walker introduced the Off-Street Budget for 2016/17; the report requests that the Joint Committee members decide the budget for the best achievement of the North Essex Parking Partnership priorities.

Richard Walker highlighted that the proposed contributions for the coming year remain unchanged from the previous year.

RESOLVED that the Parking Partnership Off-Street Budget 2016/17 be approved.

21. Off-Street Operational Report

Lou Belgrove introduced the Off-Street Operational Report, which is put to the Joint Committee to be noted.

Lou Belgrove highlighted the usage of MiPermit in pay and display machines, as well as the uptake contactless payments which the Parking Partnership is looking to extend. Currently in St Mary's Car Park Colchester 12% of the payments are contactless.

The Committee welcomed the information presented within the report, including the increase in the level of contactless payments in car parks and noted the levels of Penalty Charge Notices.

The Committee also noted that the North Essex Parking Partnership had received a request from Epping Forest District Council to withdraw from the Off-Street Partnership. Following receipt of the letter, Epping Forest District Council will cease to be part of the Off-Street Partnership from 1 April 2017. The Committee requested that a copy of the letter of the intention to withdraw be circulated to Members.

RESOLVED that

- (a) the Off-Street Operational be noted.
- (b) a copy of the letter from Epping Forest District Council regarding their intention to leave the Off-Street Partnership be distributed to all Members.



North Essex Parking Partnership

30 June 2016

Title: NEPP Off-Street financial position for 2015/2016
Authors: Richard Walker, Lou Belgrove
Presented by: Richard Walker, NEPP Group Manager, Lou Belgrove, NEPP Business Manager

This report sets out the financial position to end of financial year 2016 of the North Essex Parking Partnership (NEPP) Off-Street budget

1 Decision(s) Required

- 1.1 To note the current financial position.
- 1.2 To decide on a level of surplus provision in balances to be maintained as a Reserve.
- 1.3 To decide the basis of distribution of any surpluses between Partner Authorities.

2 Reasons for Decision(s)

- 2.1 To ensure prudent financial management of the Partnership.

3 Alternative Options

- 3.1 As this review is part of good financial management no alternative option or decisions are required.

4 Supporting Information

- 4.1 The detailed budget figures are set out in the Appendix to this report and comments on these are in the following paragraphs.

5 Income

- 5.1 A small amount of additional income was generated from work carried out outside the Agreement. This includes income received for repairs undertaken to machines to balance the expenditure incurred.

6 Expenditure

- 6.1 Overall savings in the staffing budgets last year total £79k as the out-turn is £275k against a full year budget expectation of £355k.
- 6.2 Members will recall that the On-Street to Off-Street split was altered during the year to better reflect the work carried out to date. It should be noted that the effect of vacancies is different for the On-Street and Off-Street accounts respectively. This has resulted in the saving being attributed to the Off-Street fund attributable to staffing vacancies which we have discussed previously.
- 6.3 Whilst transitional vacancy savings in the On-Street account are offset against income, the Off-Street account relies on a fixed contribution with any income going directly to the client authority – thus providing no risk to the Partnership; the Client Authority's income may therefore reduce, but this is without any consequent savings made to the contribution. The

changes described above therefore fairly offset the vacancy savings between the funds, resulting in the benefit being transferred back to the Client Authorities.

- 6.4 Expenditure carried out for Partners outside the Agreement is shown as a balancing “other income” figure – such as machine repair costs, for example, described above.
- 6.5 Whilst expenditure on supplies and services overall has reduced year on year, there has been an overspend against the budget last year, and this was explained at the last meeting. As this has been recognised, budgets for the coming year have been planned around the variances which officers have noted, e.g. telephones, uniform and training.

7 Non-Direct costs

- 7.1 These have been listed fully in Appendix 1 in Table 1. The budgeted non-direct recharges are summarised in Table 1 and reflect actual costs compared with the expected budget.
- 7.2 Non-direct costs are broadly as predicted except for a small increase in the fleet management cost. A number of other smaller adjustments have been made across different service areas but none of any major significance.

8 Recommendations

- 8.1 It is recommended that the figures and forecast shown in the report and Appendix be noted.
- 8.2 Members are reminded that the previous financial year closed with a small deficit of £4k in reserves. It is recommended that this deficit is first cleared, and then an agreed surplus position is maintained in reserves (£50k has been agreed previously as a reasonable amount to be kept in reserves).
- 8.3 It is recommended then that all in-year surpluses above that level are distributed fairly amongst the Off-Street Partners based, for instance, on a percentage of their contribution as shown in Table 3 in the Appendix.
- 8.4 The pro-rata split of the remaining surplus amount of £80k will be available for each of the authorities to draw down or reinvest (such as adaptations required by the new £1 coin or introducing wave & pay in their own car parks) as they see fit, either by being refunded or having the budget ring-fenced to work in their own car parks.

Appendix

Table 1

Analysis of non-direct budgets		Budget 15/16	Off-street actual
	Fleet Management	43	48
	Head Of Operational Services	4	4
	Systems Team	2	2
	Health & Safety	3	3
	Corporate I C T	12	14
	Communications	5	5
	Estates Management	2	3
	Computer Holding Account	42	43
	Financial Management	11	10
	Internal Audit	2	2
	Insurance - Employees	5	5
	Insurance - General	8	7
	Income Team	2	2
	Customer Demand & Research	5	5
	Scanning Team	1	1
	Corporate Psu	2	2
	Engineering	0	2
	Legal Services	5	4
	Committee Services	3	3
	Human Resources	10	12
	Multi-Function Devices	2	1
	Telephones Holding Account	2	1
	Office Accommodation	7	7
	Messenger & Post Room	4	5
		182	191

Table 2 (End of Year)

	A	B	C	D	
Off-street Account	2014/2015	2015/2016	2015/2016	2015/2016	
<u>Direct costs</u>	Actual	Actual	Budget	Variance	
Expenditure					
Employee costs:					
Management	17	16	15	1	Parking Services Mgt Team staff costs
CEOs & Supervision	280	275	355	(79)	CEOs & Supervisor staff costs
Back Office	113	111	117	(6)	Back Office staff costs
Off-street Account	435	206	182	24	Off-street car park workers / cash collectors
Premises costs	8	6	3	3	Premises work to be recharged to partners
Transport costs (running costs)	7	14	20	(7)	Fuel, public transport etc
Supplies & Services	296	392	303	88	General expenditure
Third Party Payments	17	13	15	(2)	Chipside and TEC bureau costs
	1,174	1,033	1,011	22	
Income					
Braintree District Council	(146)	(147)	(150)	3	BDC contribution
Epping Forest District Council	(280)	(272)	(278)	5	EFDC contribution
Harlow District Council	(68)	(68)	(70)	1	HDC contribution
Uttlesford District Council	(152)	(154)	(157)	3	UDC contribution
Other income	(54)	(41)	-	(41)	Work for partners outside of normal duties
Colchester Borough Council	(649)	(676)	(640)	(36)	CBC contribution (contribution adjusted in full at yr end)
	(1,349)	(1,359)	(1,295)	(65)	
Total Direct Costs	(175)	(325)	(284)	(43)	
<u>Non-direct costs</u>					
Other non-direct costs	179	191	179	12	See analysis below
Total Non-direct Costs	179	191	179	12	
Deficit / (Surplus)	4	(134)	(105)	(31)	Contribution to balances required to offset last year deficit

Table 3

Recommended share of surpluses, including the establishment of an off-street reserve.

Total Contribution	£ 1,281,000	
Area	2016/17	Proportion
Braintree	£ 147,000	11%
Colchester	£ 640,000	50%
Epping Forest	£ 272,000	21%
Harlow	£ 68,000	5%
Uttlesford	£ 154,000	12%
	£ 134,000	surplus
	-£ 50,000	to reserve
	£ 84,000	to share
Share of surplus		
Braintree	£ 9,639	11%
Colchester	£ 41,967	50%
Epping Forest	£ 17,836	21%
Harlow	£ 4,459	5%
Uttlesford	£ 10,098	12%
	£ 84,000	total



North Essex Parking Partnership

30 June 2016

Title: Off-Street Operational Update
Author: Lou Belgrove, NE Parking Partnership
Presented by: Lou Belgrove, Business Manager, NE Parking Partnership

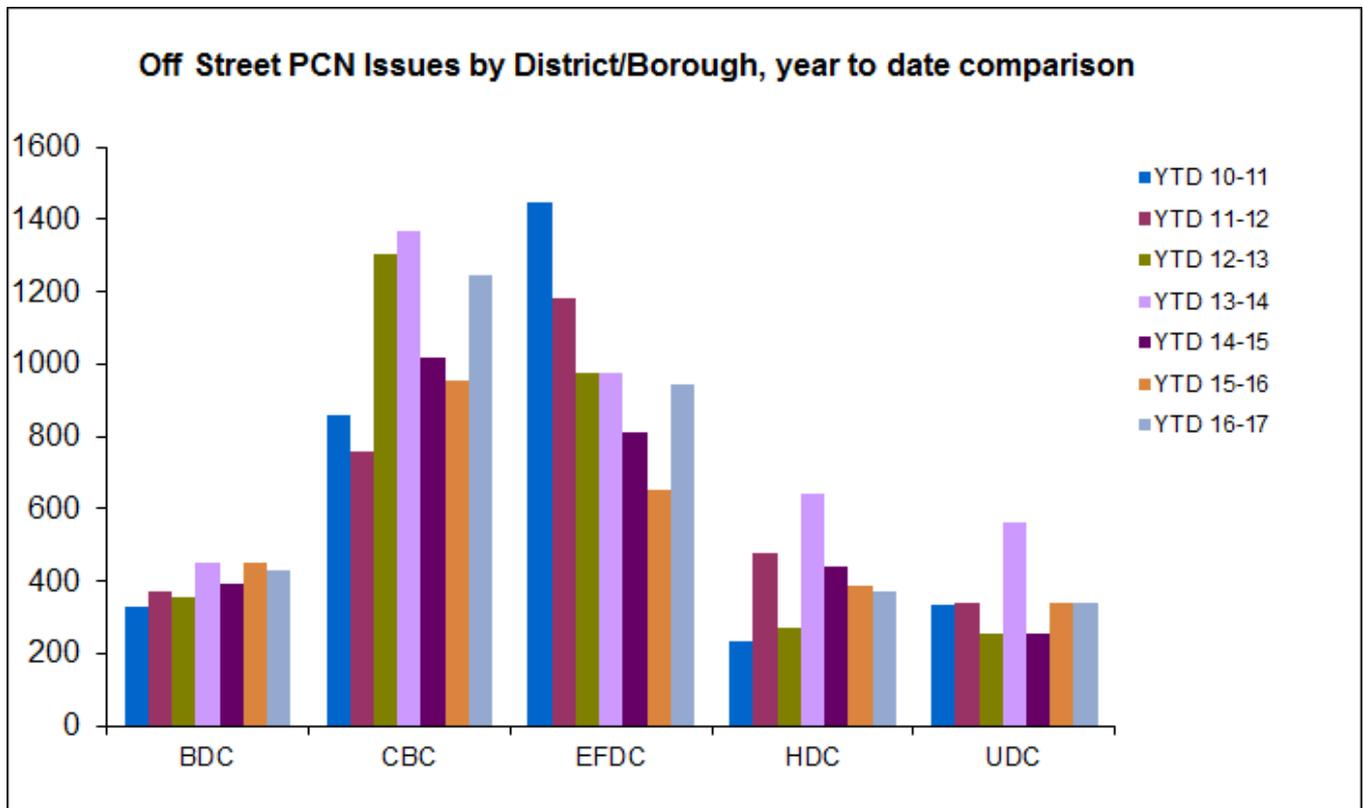
This report gives Members an update of operational progress since the last Operational Report in March 2016.

1. Decision(s) Required

1.1. To note the content.

2. Off-Street performance measure

The following graph and data show the issue rate of all Penalty Charges for the off-street function, with a year to date comparison.



Off Street PCNs by month, per District/Borough

	BDC	CBC	EFDC	HDC	TDC	UDC			BDC	CBC	EFDC	HDC	TDC	UDC			BDC	CBC	EFDC	HDC	TDC	UDC
Apr-10	178	382	757	131	0	182		Apr-13	246	596	507	280	0	233		Apr-16	181	639	422	146	0	162
May-10	152	477	690	103	0	155		May-13	206	770	466	360	0	331		May-16	247	609	520	224	0	179
YTD 10-11	330	859	1447	234	0	337		YTD 13-14	452	1366	973	640	0	564		YTD 16-17	428	1248	942	370	0	341
Jun-10	146	338	650	78	0	204		Jun-13	239	626	592	299	0	268		Jun-16						
Jul-10	157	306	782	89	0	231		Jul-13	281	696	427	367	0	315		Jul-16						
Aug-10	156	321	685	81	0	189		Aug-13	250	528	493	361	0	220		Aug-16						
Sep-10	158	232	653	81	0	229		Sep-13	240	439	456	196	0	294		Sep-16						
Oct-10	150	287	700	67	0	213		Oct-13	242	400	599	231	0	322		Oct-16						
Nov-10	147	339	631	139	0	209		Nov-13	266	423	588	222	0	294		Nov-16						
Dec-10	110	227	400	95	0	155		Dec-13	193	317	378	173	0	136		Dec-16						
Jan-11	118	319	587	110	0	131		Jan-14	163	348	511	192	0	186		Jan-17						
Feb-11	131	376	632	116	0	136		Feb-14	145	413	444	203	0	104		Feb-17						
Mar-11	124	410	662	103	0	145		Mar-14	143	468	459	258	0	124		Mar-17						
FY 10-11	1727	4014	7829	1193	0	2179		FY 13 - 14	2614	6024	5920	3142	0	2827								
Apr-11	144	355	599	202	0	135		Apr-14	164	520	319	220	0	109								
May-11	228	406	581	275	0	203		May-14	227	499	495	219	0	145								
YTD 11-12	372	761	1180	477	0	338		YTD 14-15	391	1019	814	439	0	254								
Jun-11	265	332	586	302	0	195		Jun-14	229	385	387	210	0	179								
Jul-11	279	363	629	342	0	250		Jul-14	178	476	416	225	0	180								
Aug-11	345	367	607	259	0	301		Aug-14	149	518	361	253	0	153								
Sep-11	276	281	623	223	0	285		Sep-14	131	444	324	171	0	158								
Oct-11	262	332	667	294	0	285		Oct-14	183	463	396	159	0	162								
Nov-11	218	239	771	217	0	266		Nov-14	181	493	376	156	0	127								
Dec-11	156	194	561	181	0	153		Dec-14	187	309	413	148	0	114								
Jan-12	185	456	653	164	0	210		Jan-15	230	417	362	143	0	167								
Feb-12	129	172	436	108	0	122		Feb-15	265	513	349	137	0	184								
Mar-12	133	477	546	151	0	154		Mar-15	297	484	332	105	0	223								
FY 11-12	2620	3974	7259	2718	0	2559		FY 14 - 15	2421	5521	4530	2146	0	1901								
Apr-12	167	535	414	100	0	134		Apr-15	212	477	317	180	0	162								
May-12	191	767	563	174	0	123		May-15	241	476	334	206	0	180								
YTD 12-13	358	1302	977	274	0	257		YTD 15-16	453	953	651	386	0	342								
Jun-12	195	578	532	188	0	194		Jun-15	159	501	318	206	0	120								
Jul-12	266	557	489	172	0	201		Jul-15	137	506	295	176	0	116								
Aug-12	281	627	506	187	0	199		Aug-15	127	481	589	194	0	107								
Sep-12	233	535	342	170	0	198		Sep-15	144	595	522	118	0	113								
Oct-12	255	541	293	161	0	210		Oct-15	230	656	565	171	0	151								
Nov-12	263	516	297	176	0	191		Nov-15	232	607	684	212	0	144								
Dec-12	260	527	269	180	0	187		Dec-15	189	393	310	176	0	78								
Jan-13	250	372	383	131	0	231		Jan-16	210	586	467	168	0	130								
Feb-13	266	403	485	148	0	264		Feb-16	251	541	491	122	0	147								
Mar-13	295	516	505	222	0	195		Mar-16	230	497	499	212	0	181								
FY 12-13	2922	6474	5078	2009	0	2327		FY 15-16	2362	6316	5391	2141	0	1629								

3.0 Projects

As well as “business as usual” there are also a number of on-going projects which form the current and future off-street work programme:

- MiPermit – new business (Colchester Institute) – NEPP & CBC have been approached to manage and operate the 600 space car park. An SLA will need to be established with the Institute to cover all aspects of the arrangement.
- Priory Street Redevelopment – Tenders have been received and work is due to commence over the coming months.
- Coggeshall – CPC have approached NEPP to ask them to arrange for Stoneham Street car park to be added back into the BDC car park Order to allow a tariff to be applied to the location and for NEPP to then enforce it. BDC are working with the Business Unit to develop a SLA to cover all aspects of the arrangement.

Many of the projects mentioned in the on-street update also apply to the off-street function and will assist in delivering the service in the future.