

**MEETING OF THE SOUTH ESSEX PARKING PARTNERSHIP
JOINT COMMITTEE**

3 DECEMBER 2020
MICROSOFT TEAMS MEETING
COMMENCING AT 14.00

AGENDA

1. Welcome from Chairman
2. Apologies for absence and substitutions
3. Minutes of the Joint Committee meeting held on 10 September 2020
4. Minutes of the Sub Committee meeting to consider objections against an advertised TRO held on 24 September 2020
5. Public question time
6. Operational and Performance Report (Russell Panter)
7. Financial Report (Michael Packham)
8. Annual Business Plan 2021/22 (Nick Binder)
9. Review of the TRO process and time scales (Nick Binder)
10. Forward plan of meetings (Nick Binder)
11. Chelmsford proposal for allocation of funding
12. Date and time of next meeting

Joint Committee Meeting 4 March 2021, at 2pm.

MINUTES
of the
SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE
held on 10 September 2020 at 2pm

Members present:

Councillor J Cloke – Brentwood Borough Council
Councillor D Edfe – Rochford District Council
Councillor D Harrison – Basildon Borough Council
Councillor S Hart – Castle Point Borough Council
Councillor M Mackrory – Chelmsford City Council
Councillor R Mitchell – Essex County Council
Councillor L Wagland – Essex County Council

Officers present:

Nick Binder – Chelmsford City Council
Trudie Bragg – Castle Point Borough Council
William Butcher – Chelmsford City Council
Liz Burr - Essex County Council
Sue Green – Maldon District Council
James Hendry – Basildon Borough Council
Brian Mayfield – Chelmsford City Council
Michael Packham – Chelmsford City Council
Russell Panter – Chelmsford City Council

1. Welcome and Introductions

The Chair welcomed those present to the meeting of the Joint Committee.

2. Attendance and Apologies for Absence

The attendance of those present was confirmed. There were no apologies for absence.

3. Minutes of the Joint Committee Meeting on 2 July 2020

The minutes of the meeting on 2 July 2020 were confirmed as a correct record.

With regard to Minute Number 10 of that meeting, Russell Panter informed the Joint Committee that Billericay and Wickford high streets were patrolled by enforcement officers two or three times a day and that these and other high streets remained a high priority for enforcement. A number Blue Badge holders were parked in those roads but few contravened the restrictions.

Nick Binder informed members that he was not yet in a position to submit proposals for the review of the timeline for making permanent TROs and the procedure for doing so, as mentioned in Minute Number 16, but would report to the December meeting of the Joint Committee.

4. Public Question Time

No questions were asked or statements made by members of the public.

5. Operational and Performance Report

The Joint Committee was given an update on the following matters:

- Covid-19 precautions

All staff employed by the Partnership had been issued with Personal Protective Equipment. A work protocol had been adopted that involved staggered start times, a reduction of the numbers working in offices and the assignment of personnel to specific vans. The public response to the resumption of enforcement had generally been good.

- New structure

Two new Enforcement Team Leaders (ETLs) had been appointed and existing ETLs had helped to integrate them. Both had had an immediate impact in helping to review staffing arrangements for shift working, changes to rotas, team meetings and shadowing to improve efficiency and productivity.

- Orbis devices

The Partnership had moved from a Phone App to an Orbis 1000 personal safety device which incorporated a physical alarm fob, two-way communications, GPS and red and amber alerts. They had been well received by the Civil Enforcement Officers.

- Brentwood Service Level Agreement

This had now signed and was operational. All the necessary new equipment associated with it had been provided and the Brentwood and SEPP teams were working closely together. SEPP was utilising the Brentwood team where needed and the Brentwood team was doing their own late shifts. The joint initiative was still being carried out and a good relationship has been created, with staff working in a very professional, productive and efficient manner.

- Lease vehicles

About three quarters of the Partnership's vehicles were now being leased from a company called Riverside for leasing using Basildon Council's lease framework. The arrangement was working well and saved time and resource.

- CCTV Car, Basildon

The Roadflow software would shortly be upgraded and this would start the phasing in of the car patrolling permit zones. Work needed to be done with Chipside and MiPermit and a protocol developed for the operation of the system.

AGREED that the Operational and Performance report be noted.

(2.08pm to 2.16pm)

6. Financial Report

Michael Packham reported on the financial position of the South Essex Parking Partnership up to 26 August 2020. It showed a deficit of £129,468 for SEPP and a deficit of £189,617 for the TRO account, on a cash basis for the financial year to the 26th August 2020 before taking into account items funded from the Reserve. This resulted in an overall deficit position for the Partnership including the TRO account of £319,086. This was an improvement on the last reported deficit for the Partnership and TRO account of £59,463 and was largely due to income increasing again in July and August, with expenditure remaining relatively similar in trend as the earlier part of the financial year.

AGREED that the financial position of the Partnership for 2020/2021 to 26 August 2020 be noted.

(2.16pm to 2.18pm)

7. Update on Business Plan for 2020/21

The Joint Committee received an update on its Business Plan for the current year and progress with the achievement of financial projections. It showed that:

- The effect of the Covid-19 pandemic on income from PCNs had been significant, with little or no enforcement taking place during the period April to July 2020. The amount of PCNs issued across the Partnership was currently 69% down against the previous year and 70% down against the estimated figure in the Business Plan. Since the return to full enforcement patrols in July the level of PCNs had recovered and was currently 18% down compared to July last year, an indicator of a gradual recovery. Expenditure was as expected but income was currently 56% down compared to the period of April to July 2019. At the end of the financial year it was estimated that the total income would be 24% down compared to the previous year. However, the reserves held by the Partnership would sufficiently cover any financial shortfalls in 2020/21.
- It had been and would continue to be necessary to change the way in which the operation worked. The focus was on providing an enforcement service in line with central government guidance and advice and implementing new operational policy guidelines and changes to ensure the welfare and safety of the staff.

AGREED that progress against the Business Plan for 2020/2021 be noted.

(2.18pm to 2.26pm)

8. Review of Policies

The Joint Committee received an update on the results of the review of the Parking Partnership's Operational Protocols, the Parking Policy Framework, including the Partnership Enforcement Policy, and the Civil Parking Enforcement Discretion Policy. It had been concluded that all the policies continued to meet the requirements of the Partnership and legislation and did not need to be amended.

AGREED that the results of the review of the Partnership's policies be noted.

(2.26pm to 2.28pm)

9. Footway Parking Consultation

Nick Binder informed the meeting that the government was consulting on the parking of vehicles on footways in areas outside of London. It had put forward three options:

1. Improve the process for introducing Traffic Regulation Orders to ban parking on footways.
2. Decriminalise the obstruction of footways to allow both the police and enforcement authorities to enforce it.
3. Impose a complete ban on all footway parking.

It was noted that the consultation did not address the question of junction obstruction.

The Joint Committee shared Nick Binder's view that Option 2 was the best way to resolve the problem of parking on footways. The key issue was preventing obstruction and whilst a complete ban may appear attractive, there were occasions when it was necessary to mark out bays on footways to allow vehicles to park on them. To be effective, any decriminalisation measures would need to be accompanied by a clear policy and guidance on what constituted an obstruction and when enforcement was considered to be necessary. Councillor Mitchell said that the North Essex Parking Partnership (NEPP) operated a policy that required an available space for passage between the inside of a vehicle parked on the footway and the edge of the footway of 123cm or four feet.

AGREED that in response to the consultation the government be informed that it is the view of the Joint Committee that decriminalisation of the obstruction of footways to allow both the police and enforcement authorities to enforce it is the preferred option and that this must be supported by clear policy and guidance to ensure effective enforcement.

(2.28pm to 2.45pm)

Other Business

Joint Committees Agreement

Members were informed that the agreements between the County Council and the two Joint Committees was due to expire in March 2022. The County Council was looking at the options for the operation of parking functions beyond that date, particularly in the light of possible local government reorganisation, and the decision-making process involved. A letter from NEPP on the subject would be circulated to the Joint Committee and an informal meeting arranged of its members to discuss the matter.

Traffic Regulations Orders Sub-Committee

Councillor Hart confirmed his availability to attend a planned meeting of the Sub-committee on 24 September 2020.

10. Date and Time of Next Meeting

AGREED that the next meeting of the Joint Committee be on 3 December 2020 at 2pm.

The meeting closed at 2.51pm
Chair

MINUTES
of the
SOUTH ESSEX PARKING PARTNERSHIP
TRAFFIC REGULATION ORDERS SUB-COMMITTEE
held on 24 September 2020 at 10am

Members present:

Councillor J Cloke – Brentwood Borough Council (Chairman)
Councillor S Hart – Castle Point Borough Council
Councillor M Mackrory – Chelmsford City Council

Officers present:

Nick Binder – Chelmsford City Council
Trudie Bragg – Castle Point Borough Council
William Butcher – Chelmsford City Council
Andy Clay – Chelmsford City Council
Mike Dunn – Brentwood Borough Council
Brian Mayfield – Chelmsford City Council

1. Welcome and Introductions

The Chairman welcomed those present to the meeting of the Sub-Committee.

2. Attendance and Apologies for Absence

The attendance of those present was confirmed. There were no apologies for absence.

3. Minutes of Last Meeting

The minutes of the meeting on 5 December 2020 were confirmed as a correct record.

4. The South Essex Parking Partnership (Castle Point Brough) (Permitted Parking Area and Special Parking Area) (Amendment No. 43) Order 202*

The Sub-Committee considered representations on the above Order which proposed the introduction of parking restrictions on the junction of Avondale Road and Thundersley Park Road in Benfleet to improve sight lines for motorists exiting Avondale Road.

Six expressions of support and one objection had been received from the public following advertising of the proposed Order. Two written statements from members of the public expressing support for the scheme were read out at the meeting.

AGREED that

1. The South Essex Parking Partnership (Castle Point Borough) (Permitted Parking Area and Special Parking Area) (Amendment No.43) Order 201* insofar as it relates to Avondale Road and Thundersley Park Road, Benfleet be made as advertised; and
2. Those who made representations be advised accordingly.

(10.04am to 10.11am)

5. The Essex County Council (Brentwood Borough) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No.4) Order 202*

The Sub-Committee was informed that a proposal to vary the above Order to enable a disabled parking bay to be provided outside St Peter's Church in Weald Road, South Weald and to reduce the hours of operation of the parking restrictions in that road had attracted six objections and one expression of support. A further letter of objection from a local resident was read out at the meeting and a member of the public attended the meeting to speak against the proposed order.

In light of the representations, the Sub-Committee was informed that the vicar of St Peter's Church, who had originally asked for the scheme, had withdrawn the request after discussions with residents about arrangements which would enable blue badge holders to park on the road near the church when necessary.

AGREED that the proposed order in respect of Weald Road, South Weald not be proceeded with.

(10.11am to 10.22am)

6. The Essex County Council (Brentwood Borough) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No.4) Order 202*

The Sub-Committee considered a proposal to vary the above Order to introduce double yellow lines (junction protection) on the junction of Rayleigh Road and Goodwood Avenue, Hutton to prevent dangerous and obstructive parking.

Fourteen expressions of support and one objection had been received to the proposal. Two written statements from members of the public expressing support for the scheme were read out at the meeting and a local ward councillor spoke in favour of it.

AGREED that

1. The Essex County Council (Brentwood Borough) (Prohibition of Waiting, Loading and Stopping) and (On-street Parking Places) (Civil Enforcement Area) (Amendment No.4) Order 202* insofar as it relates to the junction of Rayleigh Road and Goodwood Avenue, Hutton be made as advertised; and
2. Those who made representations be advised accordingly.

(10.22am to 10.30am)

7. The Essex County Council (Chelmsford City) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No.13) Order 202*

The Sub-Committee considered representations on the above Order which proposed the introduction of

- 'No Waiting at Any time' in parts of Pentland Avenue and Broomfield Parade, Chelmsford
- Limited Waiting between the hours of 9am to 6pm, Monday to Saturday, 2 hours parking with no return within 4 hours in Broomfield Parade
- Limited Waiting between the hours of 9am to 6pm, Monday to Saturday, 4 hours parking with no return within 4 hours in Pentland Avenue

to prevent all day commuter and worker parking within the designated shop parking areas in those roads.

Twenty-one objections and five expressions of support had been received to the proposal and one written representation in favour of the proposed order was read out at the meeting.

The Sub-Committee was informed that the majority of the objections related to the effect the two hour parking restriction would have on the business and customers of the hairdressers on Broomfield Parade. Employees of businesses in the locality had also argued that they would be unable to park in the area. The Sub-Committee was informed that it had been agreed to issue permits to the hairdresser which would allow its customers to park for up to five hours in the roads affected by the order. Allowing parking for extended periods to employees of businesses in the area, however, would undermine the purpose and effectiveness of the order.

AGREED that

1. The Essex County Council (Chelmsford City) (Prohibition of Waiting, Loading and Stopping) and (On-street Parking Places) (Civil Enforcement Area) (Amendment No.13) Order 202* insofar as it relates to Pentland Avenue and Broomfield Parade, Chelmsford be made as advertised; and
2. Those who made representations be advised accordingly.

(10.30am to 10.38am)

8. The Essex County Council (Brentwood Borough) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No.3) Order 202*

Following a ECC safety audit and a SEPP parking review of Roman Road, High Street, Fryerning Lane, Market Place, The Limes, Stock Lane and Haslers Court, Ingatestone, a parking scheme was designed to improve the safety and access throughout the whole proposed area while maintaining as much available on street parking for customers, residents and local workers with time restrictions to prevent all day train commuter parking. .

Fifteen expressions of support and 32 objections had been received to the proposal. Three written representations from the public opposing the order were read out at the meeting. Two members of the public, one of whom was against the proposal and one in favour, attended the meeting. Those who objected to the order did so primarily on the grounds of road safety, pointing out that sufficient off-street parking was available in the area. Those who supported the proposal, however, said that it would improve road safety by improving visibility, reducing inconsiderate parking and prevent commuter parking.

Whilst noting the views of those who had objected to the proposed order, the Sub-Committee was of the view that, on balance, it presented the best available solution to the traffic and parking problems in the roads covered by it.

AGREED that

1. The Essex County Council (Brentwood Borough) (Prohibition of Waiting, Loading and Stopping) and (On-street Parking Places) (Civil Enforcement Area) (Amendment No.3) Order 202* insofar as it relates Roman Road, High Street, Fryerning Lane, Market Place, The Limes, Stock Lane and Haslers Court, Ingatestone be made as advertised; and
2. Those who made representations be advised accordingly.

(10.38am to 11.03am)

The meeting closed at 11.03am

Chair

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

3 December 2020

AGENDA ITEM 6

Subject	Operational and Performance Report
Report by	Enforcement Operations Manager

Enquiries contact: Russell Panter, Enforcement Operations Manager
Russell.panter@chelmsford.gov.uk

Purpose

This report provides an update on the operation of the South Essex Parking Partnership for period September to 24 November 2020.

Options

This report is for information.

Recommendation(s)

1. That the Joint Committee notes this report.

Consultees	Lead officers from each of the Partner Authorities as set out in Appendix C of the Joint Committee Agreement 2011
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1.0	<u>Introduction</u>
1.1	This report seeks to update the Joint Committee on the performance and operation of the South Essex Parking Partnership (SEPP).
2.0	<u>Operational</u>
2.1	Since the initial lockdown during the period March to June, the operation started to show promising signs of a recovery following the introducing of full patrol beats from 1 July 2020.

2.1	The recent lockdown starting at the beginning of November has impacted the initial recovery but the reduction in traffic volume and movement in and around town centre locations has enabled the teams to fully concentrate patrols on priority areas and schools.
2.2	During this period of uncertainty, the safety and welfare of the staff is a high priority and the Parking Partnership has implemented many safe working practices aligned to the Government Guidance on Covid -19. Rotas have been amended with staggered start and finish times to ensure social distancing can be maintained while reporting to the depots. All depots are well stocked with supplies of protective equipment such as gloves and masks and cleaning materials and hand sanitisers for personal use and for use in the vehicles.
2.3	The Parking Partnership is currently close to agreeing a dash-camera installation with a company called Vision-Techniques. This dash cameras are fitted into the SEPP vehicle fleet and will to used to monitor accidents and driving incidents. The SEPP vehicles cover a significant amount of mileage each year and unfortunately accidents occur which is are not always the fault of the SEPP employee and damage occurring when the vehicles are left unattended. These cameras will assist in insurance claims and provide the opportunity for future insurance cost savings.
2.4	The CCTV body cameras are currently coming to the end of the life cycle. The body cameras are essential pieces of equipment which offer many benefits and enhance the health and safety of the staff patrolling the streets. The operations manager is currently testing the market to gauge the best deal for replacements going forward.
2.5	The CCTV car software has now been upgraded and currently testing is taking place. The initial tests have been successful and the ANPR camera is effective at identifying valid permit holders and those vehicles that do not have a valid permit. The Enforcement Manager is now working with the teams to identify the most efficient and effective way of capturing and utilising the data and to inform the patrolling officers.
2.7	The Joint enforcement patrols are continuing at Brentwood and continue to be successful and productive, although the recent lockdown has reduced traffic in the High Street.
3.0	<u>Staffing</u>
3.1	The Parking Partnership currently has 10 vacancies for Civil Enforcement Officers. The Partnership was at the point of conducting interviews for these 10 positions just prior to the national lockdown. These positions were put on hold once the lockdowns were imposed and the savings on these positions has helped ease the financial impact during the lockdown period. The recovery of the business and the long-term parking habits will be monitored before filling all these positions. Where it is considered necessary to increase staff levels this is initially being achieved with the use of agency staff and overtime to mitigate any long-term financial risk. Currently four agency staff members have been approved and will be starting shortly in Brentwood and Basildon

3.3	The Team Leaders have settled well and have contributed to creating a more efficient and settled team of CEO's. The Team leaders continue to focus on efficiencies, working practice and performance and have been working very hard to ensure current resource covers all patrol beats and are working each day to monitor coverage and to utilise resource as efficiently as possible; using the periods of lockdown to focus on high profile enforcement in priority areas.
4.0	<u>Performance</u>
4.1	As expected, the number of Penalty Charge Notices issued in comparison to the same period last year last year (Apr to October) is currently down by 40%. When comparing the figures after the first lockdown period (July to October) the PCN issue rate is 18% down and is more reflective of the ongoing impact for the remainder of this financial year.
5	<u>Conclusion</u> During a very difficult period the operation has continued to provide a high level of service coverage. The operation started to experience a slight recovery following the lockdown period with full patrols in operation. The more recent lockdown has enabled the enforcement team to concentrate on know problem areas and increase the level of patrol coverage around priority areas such as schools. Staffing levels and vacant positions are being monitored against demand and any shortfall identified in staff coverage and essential patrols is being covered in the short term by the use of agency staff and overtime.
6.	<u>List of Appendices</u>
	Nil
6.1	<u>Background Papers</u>
	Nil

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

3rd December 2020

AGENDA ITEM 7

Subject	Financial Report
Report by	Service Accountant, Chelmsford City Council

Enquiries contact: Michael Packham, Service Accountant, 01245 606682,
michael.packham@chelmsford.gov.uk

Purpose

To report on the financial position of the South Essex Parking Partnership up to 23rd November 2020

Options

Recommendation(s)

That the report be noted.

Consultees	Service Accountant South Essex Parking Partnership Manager
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1.	<u>Introduction</u>
1.1	This report sets out the summary of the financial position for the South Essex Parking Partnership for the period covering 1 st April 2020 to 23 rd November 2020.
2.	<u>Financial summary</u>
2.1	Appendix 1 provides details of the actual costs incurred and income received, and is currently showing a surplus of £80,840 for SEPP (for the first time this year) and a deficit of £264,016 for the TRO account, on a cash basis for the financial year to the 23 rd November 2020 before taking into account items funded from the Reserve. This results in an overall deficit position for the Partnership including the TRO account of £183,176. This is an improvement on the last reported deficit for the Partnership and TRO account of £135,910. This improvement is again largely due to income picking up again throughout the Autumn, with expenditure remaining relatively similar in trend as the earlier part of the financial year, and vacant posts continuing to remain vacant to offset with the overall reduction in income.

	<p>PCN income has continued to recover as the year has progressed although the impact of the second lockdown is yet to be seen. At approximately the same point in time last financial year the partnership had received just over £1,044,000 worth of PCN income. To the 23rd November in this financial year, as can be seen in Appendix 1, the Partnership has received £545,496 worth of PCN income. This is a marked increase compared to the last time this Committee met, with over double the previous reported figure of £231,850 to the 26th August 2020. It is still probable that the Partnership will return a deficit in 20/21, however, the significant reserve balances the Partnership holds will be able to cover this deficit.</p> <p>When looking at the last full month of PCN income available for comparison, the PCN income figures are still getting closer to last years figures. In 2019/20 the Partnership received £141,733 worth of PCN income in the month of October, for the same month this financial year the Partnership received £106,519 worth of PCN income which represents just over 75% of the income received in October 2020. This compares to a figure of just over 55% when comparing July from this financial year to last as reported to the previous Committee in September.</p> <p>The ongoing impact of Coronavirus in terms of parking trends will be monitored as we move throughout the year in order to assess whether the Partnership will need to change it's approach to meet new levels of demand.</p>
2.2	<p>Several of the SEPP staff were furloughed for the early part of the financial year and the funding received for this is included in the Other Income line within Appendix 1.</p> <p>There are also a number of vacancies within the Partnership currently for Enforcement Officers. These have currently been placed on hold to limit any additional expenditure and will be reviewed throughout the year. Some of these posts may not be filled until the next financial year as the impact of the pandemic on parking trends begins to be realised.</p> <p>The expenditure on the items funded from the SEPP reserves are expected to be within requested funding. The Memorandum, Items funded from Reserves details the amounts committed to date that will be taken from reserves. These relate to £32,500 for design works for a Brentwood LHP scheme as part of their £116,000 allocation. A further £75,380 for replacement car park machines, a nuisance parking project, improved disabled access and road lining in Basildon as part of their £116,000 allocation. Finally, £16,000 has been committed to Public Right of Way improvements within Rochford as part of their £116,000 allocation. This is unchanged from the last report presented to this Committee.</p> <p>Once the £123,880 use of reserves is taken into account, the net position for the Partnership including the TRO account is a deficit of £307,056 as can be seen in Appendix 1.</p> <p>Whilst most costs reflect actual spend, where this is not specifically identifiable against an individual authority, the figures have been allocated based on the previously agreed method of allocation within the Annual Business Plan, and show the position for each Partner over the 1st April 2020 to 23rd November 2020 period. For example, central support is not allocated across the Partnership until the end of the financial year, and so a pro-rata up to the date mentioned above has been included.</p>
	<p><u>List of Appendices</u></p> <p>Appendix 1 - Financial summary @ 23/11/2020</p>
	<p><u>Background Papers</u></p> <p>Nil</p>

Appendix 1 South Essex Parking Partnership - Summary position @ 23/11/2020									
Actual 20/21	Chelmsford £	Brentwood £	Maldon £	Basildon £	Rochford £	Castle Point £	Total £	TROs £	Total £
Direct Expenditure									
- Employees	211,221	116,741	41,506	145,979	70,011	29,378	614,835	81,476	696,311
- Premises	0	0	0	0	0	0	0	0	0
- Supplies and Services	17,226	17,564	5,957	16,452	11,298	3,054	71,551	166,507	238,059
- Third Party Payments	37,025	27,509	6,251	20,015	9,500	8,249	108,549	0	108,549
- Transport costs	339	-230	2,727	9,992	1,791	-130	14,490	645	15,135
Total Direct Expenditure	265,812	161,584	56,441	192,437	92,600	40,551	809,426	248,628	1,058,054
Indirect Expenditure									
Central Support	33,945	22,759	4,914	18,686	6,918	5,948	93,172	15,388	108,560
Total Indirect Expenditure	33,945	22,759	4,914	18,686	6,918	5,948	93,172	15,388	108,560
Total Expenditure	299,757	184,343	61,355	211,123	99,518	46,500	902,597	264,016	1,166,614
Income received to 23/11/2020									
PCN's	182,026	129,960	34,095	106,641	49,719	43,055	545,496	0	545,496
Residents' Parking Permits	151,082	68,969	15,617	87,927	12,482	3,142	339,218	0	339,218
Pay & Display	6,616	31,769	0	0	0	0	38,385	0	38,385
Other (Including Furlough Grant Income)	33,369	12,726	1,288	9,573	1,830	1,552	60,338	0	60,338
Total Income	373,093	243,424	51,000	204,141	64,031	47,749	983,438	0	983,438
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	(73,336)	(59,081)	10,355	6,982	35,488	(1,249)	(80,840)	264,016	183,176

(a)

Memorandum: Items funded from Reserves

	Actuals £
Design works for Brentwood LHP scheme (part of £116,000 agreed allocation - spend committed)	32,500
Replacement Car Park Machines, Nuisance Parking Project, Improved Disabled Access and Road Lining in Basildon (part of £116,000 agreed allocation - spend committed)	75,380
Public Right of Way Improvements - Rochford District Council (part of £116,000 agreed allocation - spend committed)	16,000
	123,880
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves	183,176
Net After Use of Reserves	307,056

(a)

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

3 December 2020

AGENDA ITEM 8

Subject	Business Plan for 2021/22
Report by	South Essex Parking Partnership Manager

Enquiries contact: Nick Binder, Parking Partnership Manager, 01245 606303,
nick.binder@chelmsford.gov.uk

Purpose This report seeks the Joint Committee's approval of the South Essex Parking Partnership Business Plan 2021/22.	
Options The Joint Committee can approve, reject or amend the Business Plan.	
Recommendation(s)	
1.	That the Joint Committee approves the attached Business Plan for 2021/22 and the four specific recommendations listed below:
	<ul style="list-style-type: none"> ▪ agree the 2021/22 budgets and proposed actions and objectives ▪ agree to write off all specific Parking Authority deficits, including those over £10,000, should they arise. ▪ agree to maintain a reserve of £300,000 for financial year 2021/22 ▪ approve the risks identified and the action plan to address the top three risks in Appendix B.

Consultees	Lead officers from each of the Partner Authorities as set out in Appendix C of the Joint Committee Agreement 2011.
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1. Introduction

- 1.1 The Joint Committee Agreement (clause 23.15) sets out a requirement for the Joint Committee to develop an Annual Business Plan no later than 30th September 2011 with regards to the financial year 2012/13 and 31st December for each subsequent year.
- 1.2 Clause 23.22 of the Joint Committee Agreement sets out that the Treasurer shall prepare an annual budget, as part of the Annual Business Plan, to be presented to the Joint Committee for consideration, challenge and approval in accordance with the budgetary timetable of the Lead Authority.
- 1.3 The Business Plan 2021/22 (Appendix 1) provides the proposed annual budget and the business aims and objectives the Partnership sets out to achieve in the forthcoming year.

2 Business aims and objectives

- 2.1 Section 2, page 3 of the Business Plan sets out the long-term business aims and objectives of the Partnership and how they link into the requirements of the Traffic Management Act 2004.

3 Budget for 2021/22

- 3.1 The Budget has been based on the annual performance of the Partnership since its introduction in April 2011. The business model has been developed each year to ensure that the parking enforcement operational costs and the Traffic Regulation Order operational costs are fully funded by the Partnership account. In addition, the business plans have enabled the Partnership to maintain a reserve of £200,000 and produce an operational fund to invest back into essential areas of the operation without the need for any additional or capital funding from Partner Authorities. 2020 has been an unprecedented year with the Covid-19 pandemic and this has created a degree of uncertainty with the outcome of the 2020-21 financial account and the future operational model. This budget for 2021-22 has been set considering the reduction in the income during the current financial year, the vacant positions under review, and the future forecasts on the business recovery as the areas return to some form of normality.
- 3.2 Section 3.1, page 6 of the Business Plan details the proposed budget for the 2021/22 parking enforcement operation. The total direct and indirect expenditure is estimated at £1,624,980 and the total income is estimated to be £2,224,500.
- 3.3 Section 3.3, page 7 of the Business Plan shows the expected costs of £172,200 for the operational staffing resource of the TRO function.
- 3.4 Taking into consideration the expected outturn from the parking enforcement operation, the operational staffing cost for the TRO function and the allocated £200,000 funding for signs and lines maintenance and new TROs, the Partnership overall outturn for 2021/22 is expected to provide an operational fund in the region of £227,000.

- 3.5 A detailed breakdown of allocation of salaries and an explanation of the factors used to allocate total direct and indirect costs are contained as Appendix A on page 18 of the Business Plan.

4 Business objectives for 2021/21

- 4.1 Section 4, page 9 of the Annual Business Plan provides the business objectives and actions the Partnership aims to achieve in 2021/22. These objectives link into the longer term aims and objectives of the Partnership. The main area of focus will be to monitor the effects of the business recovery as lockdown measures ease and adjust the business case to ensure service provision meets demand.

4.4 Maintaining a reserve

- 4.5 It is an important part of the development of the business plan to consider the level and purpose of any reserves held by the Partnership. An assessment of the level of reserves will need to consider factors such as the risks facing the Partnership and the capacity to deal with in year budget pressures and other unforeseen events. However, there is no precise methodology to establish the correct level of reserves and this is a matter for judgement for the Partnership's Treasurer to propose to the Joint Committee.
- 4.6 At its meeting on 5 December 2019 the Joint Committee approved the Annual Business Plan for 2020/21 which included the recommendation to maintain a reserve of £200,000. Considering the impact of the account and loss of income during the Covid-19 pandemic and the uncertainty on how the account will perform as normality returns it is recommended that the level of reserve is increased to £300,000 for financial year 2021/22

4.7 The Operational Fund

- 4.8 Section 4.3 page 15 provides the current financial position of the SEPP operational fund / reserve and the revised cost to complete the outstanding areas of spend. Considering the outstanding items of spend, the Partnership has an operational fund of £1,529,000 to invest back into the operation and allocate funding which is in accordance with section 55 of the RTRA 1984

4.9 Recommendations for allocation of operational fund

- 4.10 The Current Joint Committee Agreement expires on 31 March 2022. Discussions between ECC, NEPP and SEPP will commence during 2021 to determine a new working arrangement. The Joint Committee had previously allocated the £200,000 funding from the reserve for the maintenance of signs and lines and new TRO's and this funding will be sufficient for the remainder of the current agreement. The Current operational reserve provides a positive operational fund to invest into and operate the function beyond the current 2022 agreement.

It is recommended that the Joint Committee do not commit any further funding until such time any new arrangements have been considered and agreed.

5 Review of Risks to the Partnership

- 5.1 A requirement of the annual business planning process is to review the risks to the Partnership. It is important that these risks are regularly monitored and the action plan implemented to ensure that the long-term business objectives are not compromised.

The risks were updated and approved by the Joint Committee in December 2016 to reflect the Parking Partnership decision to enter into the four-year extension of the Joint Committee Agreement and to recognise the withdrawal of the £150,000 sign and line maintenance funding provided by ECC.

The SEPP Lead officers have reviewed the Risks and the Risk Action Plan at a meeting on 19 November 2020 and agreed there are currently no further changes to be made and the Risks identified remain relevant to the current operation.

Appendix B, page 25, provides the identified risks and the updated Risk Action Plan.

It is recommended that the Joint Committee approve the risks identified and the action plan to address the top three risks.

6 Contract Register

- 6.1 The Partnership should ensure that key contractual arrangements are monitored annually to enable adequate time to be allowed to re-tender as appropriate. It is an important part of the business planning process that a contracts register should be monitored, to ensure that sufficient consideration is given to key contracts, expiry dates and ongoing requirements.

The table in section 6 page 16 provides details of the key contracts and expiry dates and current actions required

7 Summary

The Parking Partnership account is expected to remain in an overall surplus position and the expected combined outturn for the enforcement account and the TRO account for 2021/22 will provide an operational fund in the region of £227,320.

The business objectives for 2021/22 have been set to ensure the Partnership maintains the current level of performance and continues to provide a high level of service delivery.

The financial position of the Partnership and the budget set for 2021/22 has ensured that the enforcement operation, the TRO function and the funding for the signs and lines maintenance can be fully funded from the Partnership account with sufficient reserves to cover any shortfalls in an uncertain period for the operation.

For financial year 2021/22 there will be £200,000 funding available for maintenance of signs and lines and new TROs.

This Annual Business Plan sets out four key recommendations for approval by the Joint Committee.

- agree the 2021/22 budgets and proposed actions and objectives
- agree to write off all specific Parking Authority deficits, including those over £10,000, should they arise.
- agree to maintain a reserve of £300,000 for financial year 2021/22
- approve the risks identified and the action plan to address the top three risks in **Appendix B**.

List of Appendices

Appendix 1 South Essex Parking Partnership Business Plan 2021/22

Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2011

Appendix 1



South Essex Parking Partnership Business Plan 2021/22

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1: Introduction

The South Essex Parking Partnership (SEPP) has been operational since 1 April 2011. Governed by a Joint Committee, the Partnership has developed the Annual Business Plans to ensure that the parking enforcement operational costs and the Traffic Regulation Order operational costs are fully funded by the Partnership account. In addition, the business plans have enabled the Partnership to maintain a reserve of £200,000 and produce a surplus to invest back into essential areas of the operation without the need for capital funding.

The Partnership has now had the benefit of several years of operational costs, income and data and this has historically enabled the Parking Partnership Manager and Treasurer to the Partnership to provide robust estimates for the Annual Budget.

The Joint Committee Agreement (clause 23.15) sets out a requirement for the Joint Committee to develop an Annual Business Plan no later than 30 September 2011 with regards to the financial year 2012/13 and 31 December for each subsequent year.

Clause 23.22 of the Joint Committee Agreement sets out that the Treasurer shall prepare an annual budget, as part of the Annual Business Plan, to be presented to the Joint Committee for consideration, challenge and approval in accordance with the budgetary timetable of the Lead Authority.

This document has been created in consultation with all Partnership Lead Officers and provides the proposed annual budget for 2021/22 and the business aims and objectives the Partnership sets out to achieve in the forthcoming year.

2: Business aims and objectives

The following section specifies the long term business aims and objectives of the Partnership and how they link into the requirements of the Traffic Management Act 2004 (TMA 2004).

The business aims and objectives in this Annual Business Plan link into the longer term financial forecast.

The TMA 2004 provides the legislation and guidance as to how Civil Parking Enforcement should be managed and sets out the core principles that enforcement authorities should aspire to achieve. These principles are:

- Managing the traffic network to ensure expeditious movement of traffic
- Improving road safety
- Improving the quality and accessibility of public transport
- Meeting the needs of people with disabilities, some of whom will be unable to use public transport and depend entirely on the use of a car
- Managing and reconciling the competing demand for highway parking provision
- Providing suitable on street parking arrangements, considering the needs of local businesses and residents
- Supporting wider policies through incentivising behaviour.
- Encouraging compliance of parking restrictions
- Operating on street Civil Parking Enforcement to achieve a zero - deficit position
- Ensuring that the requirements of the Traffic Management Act 2004 are met
- Investing surplus back into Civil Parking Enforcement and traffic management schemes

The Business aims of the South Essex Parking Partnership are set out as follows;

- Support the core principles of TMA 2004
- Achieve an overall financial account to operate parking enforcement and the Traffic Regulation Order (TRO) function at zero deficit and to provide an operational fund to invest back into the operation.
- Maintain a reserve fund
- Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit
- Maintain signs and lines and TROs to an acceptable level ensuring suitable funding is available

3: Budget for 2021/22

Following the introduction of the South Essex Parking Partnership in April 2011 the operation has provided a modest year on year surplus for the Partnership account.

2020 has been an unprecedented year with the Covid-19 pandemic and this has created a degree of uncertainty with the outcome of the 2020-21 financial account and the future operational model. This budget for 2021-22 has been set considering the reduction in the current income during the current financial year and the future forecasts on the business recovery as the areas return to some form of normality.

The predicted end of year outturn for the current year and combined parking enforcement operation and TRO operational costs is expected to break even with the potential for a slight surplus in the region of £20,000 (down £350,000 on original estimate). The spend on items approved and allocated from the Partnership operational fund is expected to be £974,000, leaving an estimated 1.7 million of the operational funds remaining. The Budget for 2021/22 is predicting that three authority areas will deliver a surplus and three will deliver a deficit. Should an individual partnership area result in an overall deficit position, Appendix F of the Joint Committee Agreement sets out how deficits exceeding £10,000 are to be dealt with. Given the current uncertainty due to the Covid-19 pandemic and considering the amount of reserves held this Business Plan recommends that the Joint Committee agrees to write off all individual Partner Authority deficits, including those over £10,000, should they arise.

This Business Plan also links into the longer-term financial aims and objectives of the Partnership and has been developed to ensure the Partnership has sufficient budget during the final year of the current Joint Committee Agreement and is well placed to continue into any new arrangement after March 2022.

3.1: Parking Enforcement Budget 2021/22

20/21 SEPP Budgets	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	Total	
Management	£23,283	£16,106	£4,377	£16,106	£6,652	£4,377	£70,900	E
Civil Enforcement Supervision	£15,769	£10,790	£3,320	£11,620	£4,980	£2,822	£49,300	B
Back Office Staff	£115,289	£77,258	£16,649	£63,484	£23,657	£20,063	£316,400	D
Civil Enforcement Staff	£213,400	£175,600	£77,000	£160,600	£86,400	£45,900	£758,900	
Staffing Costs	£367,741	£279,754	£101,346	£251,809	£121,689	£73,162	£1,195,500	
Split of General Expenditure								
Cyclical Maintenance	£0	£3,500	£0	£0	£0	£0	£3,500	
New Equipment	£3,528	£2,414	£743	£2,599	£1,114	£631	£11,029	E
Equipment Repairs	£358	£245	£75	£264	£113	£64	£1,120	B
Clothing & Uniforms	£1,957	£1,339	£412	£1,442	£618	£350	£6,117	B
Printing & Stationery	£2,839	£1,942	£598	£2,092	£896	£508	£8,875	D
Advertising	£36	£24	£5	£20	£7	£6	£100	D
Postages	£4,768	£3,262	£1,004	£3,513	£1,506	£853	£14,906	D
Mobile Phones	£1,279	£875	£269	£943	£404	£229	£4,000	B
Radios	£0	£2,800	£0	£0	£0	£0	£2,800	
Insurance	£2,287	£1,565	£482	£1,686	£722	£409	£7,151	E
Audit Fees	£911	£610	£132	£502	£187	£159	£2,500	D
Bank Charges	£2,425	£1,659	£511	£1,787	£766	£434	£7,582	D
County Court Fees	£10,196	£7,578	£1,722	£5,512	£2,618	£2,274	£29,900	A
TPT	£5,230	£3,887	£884	£2,827	£1,343	£1,166	£15,338	A
System Development & Support	£14,651	£10,889	£2,475	£7,919	£3,762	£3,267	£42,962	D
Security Costs	£0	£5,400	£0	£0	£0	£0	£5,400	
Accommodation (Satellite Depots)	£0	£4,100	£2,000	£8,900	£6,100	£2,000	£23,100	
	£50,466	£52,092	£11,310	£40,005	£20,156	£12,350	£186,380	
Transport Costs								
Repairs	£300	£400	£200	£700	£300	£200	£2,100	C
Vehicle Insurance	£3,000	£4,000	£2,000	£7,000	£3,000	£2,000	£21,000	C
Fuel	£2,414	£3,219	£1,610	£5,633	£2,414	£1,610	£16,900	C
Vehicle Lease Charges	£8,429	£11,238	£5,619	£19,667	£8,429	£5,619	£59,000	C
	£14,143	£18,857	£9,429	£33,000	£14,143	£9,429	£99,000	
Total Direct Expenditure	£432,350	£350,702	£122,085	£324,814	£155,988	£94,941	£1,480,880	
Indirect Expenditure								
Central Support	£48,899	£32,769	£7,062	£26,926	£10,034	£8,510	£134,200	
Corporate Support	£3,607	£2,417	£521	£1,986	£740	£628	£9,900	D
Total Indirect Expenditure	£52,507	£35,186	£7,583	£28,913	£10,774	£9,138	£144,100	
Total Direct & Indirect Expenditure	£484,857	£385,889	£129,668	£353,727	£166,762	£104,078	£1,624,980	
Income								
PCN's	-£519,000	-£371,000	-£74,000	-£248,000	-£130,000	-£90,000	-£1,432,000	
Resident Permits/Visitor Tickets	-£270,000	-£185,000	-£26,000	-£150,000	-£16,000	-£3,100	-£650,100	
Pay & Display	-£95,200	-£42,000	£0	£0	£0	£0	-£137,200	
Other	-£5,200	£0	£0	£0	£0	£0	-£5,200	
Total Income	-£889,400	-£598,000	-£100,000	-£398,000	-£146,000	-£93,100	-£2,224,500	
Total Net Budget	-£404,543	-£212,111	£29,668	-£44,273	£20,762	£10,978	-£599,520	

3.2: Breakdown of budget costs 2021/22

A breakdown of the budget costs can be found in **Appendix A** (page 18). This information provides the Joint Committee with more detailed information regarding the predicted expenditure costs for 2021/22.

This covers the allocation of salaries, an explanation of the factors used to allocate total direct and indirect costs and a breakdown of known direct costs such as cyclical maintenance, accommodation and vehicle costs.

Information is also provided on the expected Penalty Charge Notice (PCN) income and PCN issue rates. Please note this information is based on historical performance and outcomes and considers the current performance during the Covid-19 pandemic and assumptions on business recovery. No PCN targets are set for staff and this estimate can fluctuate, depending on the level of parking compliance.

3.3: TRO operation cost budget 2021/22

The following table sets out the proposed budget for the 2021/22 TRO operational costs only (does not include sign and line maintenance funding and funding for new TROs)

TRO operational budget 2019/20	
Direct Expenditure	
- Employees	144,000
- Supplies and Services	Note A
- Third Party Payments	Note A
- Transport costs	2,200
Total Direct Expenditure	146,200
Indirect Expenditure	
Central Support	26,000
Total Indirect Expenditure	26,000
Total budget	172,200

Note A

These items of spend relate to the signs and lines maintenance and new TRO funding which is allocated from the operational fund. For 2021/22 the Joint Committee has allocated £200,000.

3.4: Outturn position for parking enforcement and TRO operational costs

The following table shows the TRO operational costs and the parking enforcement budgets combined and the estimated spend from the reserves for sign and line maintenance and new TROs. The overall estimated outturn position for the Parking Partnership will provide an operational fund in the region of £227,320 to be invested back into the operation.

Partnership outturn position 2019/20	
Parking Enforcement total budget	(599,520)
TRO operational total budget	172,200
Signs and Lines / New TROs	£200,000
Estimated outturn position	(£227,320)

3.5: Signs and lines maintenance and new TRO funding

The following table shows the available approved funding for the maintenance of signs and lines and new TROs.

2021/22 available funding	
2021/22 Annual sign and line maintenance (approved at December 2019 Joint Committee Meeting)	£150,000
2021/22 funding for new TROs (approved at December 2019 Joint Committee Meeting)	£50,000
Total funding	£200,000

4: Objectives and actions for 2021/22

The following section provides the objectives and actions proposed for the forthcoming year.

4.1: Business objectives for 2021/22

The following table provides the business objectives the Partnership aims to achieve in 2020/21

Objective for 2020/21	Linked to business aim	Action and measure
<p>1: Monitor the effects of the business recovery as lockdown measures ease and adjust the business case to ensure service provision meets demand.</p> <p>Gauge the potential long term operational and financial impact of the change of working patterns / environments and parking requirements following the easing of the lockdown measures.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Monthly performance and financial monitoring</p>
<p>2: Continued focus on performance and sickness absence management at a local level to ensure best use of staff resource and improve attendance levels and subsequently maintain expected levels of patrol coverage.</p> <p>Provide a professional service, ensuring full compliance with TMA 2004 and high levels of customer service.</p> <p>Key Performance Indicators:</p> <ul style="list-style-type: none"> • 75% of PCNs issued are successfully recovered • CEOs to achieve an average performance score of 33 • PCNs which have been cancelled due 	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Monthly 1to1 performance reviews with staff</p> <p>Identify training needs</p> <p>Manage sickness in accordance with Chelmsford City Council Sickness Management Policy</p> <p>Monthly PCN issue rates recorded and monitored against estimate</p> <p>Quarterly performance figures provided to lead officers</p> <p>Update on Business Plan to Joint Committee</p>

to an CEO error, not to exceed 0.8%		
<p>3: Ensure CEO patrol rotas are continually reviewed to ensure best use of staff time in key areas.</p> <p>Continue to provide ad-hoc out of hours enforcement to concentrate enforcement on known problem areas.</p> <p>Review enforcement outside of the core operational hours and review level of resource required to ensure staff have enough support during these periods</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Monthly 1to1 performance reviews with staff</p> <p>Monthly PCN issue rates recorded and monitored against estimate</p> <p>Quarterly performance figures provided to lead officers</p> <p>Update on Business Plan to Joint Committee</p> <p>Monitor SLAs with partner authorities to deliver out of hours enforcement on behalf of the Partnership</p>
<p>3: Partnership CEOs to support Castle Point, and Rochford at key times and to provide holiday cover.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Monthly 1to1 performance reviews with staff</p> <p>Monthly PCN issue rates recorded and monitored against estimate</p> <p>Quarterly performance figures provided to lead officers</p> <p>Update on Business Plan to Joint Committee</p>
<p>4: Maldon to continue additional CEO patrol coverage with the use of the Community Service Officers outside of normal working hours and during peak summer season.</p> <p>Maintain communications between the Council and the Partnership passing on intelligence regarding events (such as the Maldon Mud Race. Burnham Carnival etc.) when additional enforcement is required</p> <p>Introduce targeted action days to deal with Hot Spots (schools etc.) allocating Council resources in addition to the Partnership staff</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of</p>	<p>Monthly 1to1 performance reviews with staff</p> <p>Monthly PCN issue rates recorded and monitored against estimate</p> <p>Quarterly performance figures provided to lead officers</p> <p>Update on Business Plan to Joint Committee</p>

	individual deficit	
5: Continue to operate the service level agreement with Brentwood Borough Council to engage the services of the Brentwood Community Safety Officers to provide enforcement patrols to assist with weekend and out of hours coverage.	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>Monthly 1to1 performance reviews with staff</p> <p>Monthly PCN issue rates recorded and monitored against estimate</p> <p>Quarterly performance figures provided to lead officers</p> <p>Update on Business Plan to Joint Committee</p>
6: Review current operational expenditure and processes and determine if further efficiencies / improvements can be made	<p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Update on Business Plan to Joint Committee</p> <p>Ongoing action: Obtain competitive quotes for all services and supplies provided. Ensure best value for money is achieved.</p> <p>Explore alternative methods of delivering the service utilising digital and on-line technology</p>
7: Identify the proposed resident parking schemes, which are agreed and approved. Determine the additional income gained from the resident permit charges and adjust each area account to reflect the change.	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero</p>	<p>Review the outcome of consultations with residents and business. All schemes agreed at local level to be prioritised and submitted to the Sub Committee for approval. Review the first year of permit sales and adjust Partnership account to reflect additional income.</p>

	<p>deficit</p> <p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	Update on Business Plan to Joint Committee
<p>8: Identify and prioritise schemes in areas which provide the greatest benefit to the overall aims and objectives of the Parking Partnership</p> <p>Produce and implement a programme of essential maintenance works for signs and lines and TROs requiring attention.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p> <p>Maintain signs and lines and TROs to an acceptable level ensuring suitable funding is available</p>	<p>Review the outcome of consultations with residents and business. All schemes agreed at local level to be prioritised and submitted to the Sub Committee for approval.</p> <p>Submit essential maintenance schemes to the Signs and Lines funding Sub Committee for consideration and approval</p> <p>Update on Business Plan to Joint Committee</p>
<p>8: Ensure that new developments requiring parking related restrictions / schemes contribute to the implementation of the scheme via section 106 arrangements or the</p>	<p>Maintain signs and lines and TROs to an acceptable level ensuring suitable</p>	<p>Ongoing: Partnership lead officers to maintain local relationships with planning departments and Essex County Council Highways.</p>

Community Infrastructure Levy	funding is available	
9: Continue to develop and roll out the School Parking Initiative across all Partnership areas, to improve parking behaviours at school drop off and pick up times	Support the core principles of TMA 2004	Engage with as many schools as possible to promote the scheme. Develop and test new ideas and validate the schemes which are operational.
13. Meet with Officers from NEPP and ECC to determine the future working arrangements of the Parking Partnerships and determine a timeline of key decisions for ECC and Joint Committee Members.	Support the core principles of TMA 2004 Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit	Arrange meetings with relevant officers and start initial discussions.

4.2 Maintaining a reserve

It is an important part of the development of the business plan to consider the level and purpose of any reserves held by the Partnership. An assessment of the level of reserves will need to consider factors such as the risks facing the Partnership and the capacity to deal with in year budget pressures and other unforeseen events. However, there is no precise methodology to establish the correct level of reserves and this is a matter for judgement for the Partnership's Treasurer to propose to the Joint Committee.

At its meeting on 5 December 2019 the Joint Committee approved the Annual Business Plan for 2020/21 which included the recommendation to maintain a reserve of £200,000. Taking into account the impact of the account and loss of income during the Covid-19 pandemic and the uncertainty on how the account

will perform as normality returns it is recommended that the level of reserve is increased to £300,000 for financial year 2021/22 which will leave the Partnership with an operational fund of **£1,529,000**

4.3 Operational fund

The following table shows the current financial position of the SEPP operational fund / reserve and the revised cost to complete the outstanding areas of spend.

	Sub total
Parking reserve (1 April 2020)	£2,681,000
£28,000 remaining to provide full cost of launching 3PR in schools (zero cost to school)	£2,653,000
£758.000 committed spend to be invoiced for highway and car park improvements which are in accordance with section 55 (as amended) of the Road Traffic Regulations Act 1984 (RTRA 1984)	£1,895,000
£66,000 to cover costs until 2022 to provide additional out of hours and weekend enforcement patrols to cover known parking problems in Brentwood	£1,829,000
Maintain £300,000 reserve	£1,529,000
Total Partnership operational fund	£1,529,000

Considering the outstanding items of spend, the Partnership has an operational fund of **£1,529,000** to invest back into the operation and allocate funding which is in accordance with section 55 of the RTRA 1984

4.4 Recommendations for allocation of the operational fund

The Current Joint Committee Agreement expires on 31 March 2022. Discussions between ECC, NEPP and SEPP will commence during 2021 to determine a new working arrangement. The Joint Committee had previously allocated the £200,000 finding from the reserve for the maintenance of signs

and lines and new TRO's and this funding will be sufficient for the remainder of the current agreement. The Current operational reserve provides a positive operational fund to invest and operate the function beyond the current 2022 agreement.

It is recommended that the Joint Committee do not commit any further funding until such time any new arrangements have been considered and agreed.

5: Risks to the Partnership

From the outset of the Parking Partnership, the Joint Committee approved the action plan which identified the risks to the Partnership and requested that the Parking Partnership Manager undertake an annual review of the Partnerships risk in conjunction with the Business Plan.

It is important that these risks are regularly monitored, and the action plan implemented to ensure that the long-term business objectives are not compromised.

The risks were updated and approved by the Joint Committee in December 2016 to reflect the Parking Partnership decision to enter into the four-year extension of the Joint Committee Agreement and to recognise the withdrawal of the £150,000 sign and line maintenance funding provided by ECC.

The SEPP Lead officers have reviewed the Risks and the Risk Action Plan at a meeting on 18 November 2020 and agreed there are currently no further changes to be made and the Risks identified remain relevant to the current operation.

Appendix B, page 25, provides the identified risks and the Risk Action Plan

It is recommended that the Joint Committee approve the risks identified and the action plan to address the top three risks.

6: Contracts register

The Partnership should ensure that key contractual arrangements are monitored annually to enable adequate time to be allowed to re-tender as appropriate. It is an important part of the business planning process that a

contracts register should be monitored, to ensure that enough consideration is given to key contracts, expiry dates and ongoing requirements.

The following table provides details of the key contracts and expiry dates and current actions required

Contractor	Expiry date	Action required
<p>The Contractors for Sign and Line Maintenance Framework Agreement.</p> <p>Contractor included in the framework are:</p> <p>Auckland Ltd D Linemarkings Ltd Entire Surface Solutions Ltd Eurovia UK Ltd Highline Roadmarkings Ltd Signway Supplies Ltd W&H Romac Ltd</p>	<p>Expires on 2 July 2021. There is an option to extend for a further year until 2 July 2022 if required</p>	<p>A 6 month notice of intention to extend for a further year will be sent to the contractors by 31 January 2020</p>
<p>Chipside Ltd for the provision of Civil Enforcement Services (back office and frontline IT software and hardware systems and systems support)</p>	<p>Expires 30 November 2021</p>	
<p>Chipside Ltd for MiPermit cashless and virtual resident permit systems and support.</p>	<p>Expires 22 May 2022</p>	

7: Summary

The Parking Partnership account is expected to remain in an overall surplus position and the expected combined outturn for the enforcement account and the TRO account for 2021/22 will provide an operational fund in the region of £227,320.

The business objectives for 2021/22 have been set to ensure the Partnership maintains the current level of performance and continues to provide a high level of service delivery.

The financial position of the Partnership and the budget set for 2021/22 has ensured that the enforcement operation, the TRO function and the funding for the signs and lines maintenance can be fully funded from the Partnership account with sufficient reserves to cover any shortfalls in an uncertain period for the operation.

For financial year 2021/22 there will be £200,000 funding available for maintenance of signs and lines and new TROs.

This Annual Business Plan sets out four key recommendations for approval by the Joint Committee.

7.1: Recommendations for Joint Committee approval

- agree the 2021/22 budgets and proposed actions and objectives
- agree to write off all specific Parking Authority deficits, including those over £10,000, should they arise.
- agree to maintain a reserve of £300,000 for financial year 2021/22
- approve the risks identified and the action plan to address the top three risks in **Appendix B**.

Appendix A

Breakdown of budget costs 2021/22

Allocation of Salaries

MANAGEMENT

	hrs	Salary + on costs	Additions to basic		Total
Total	37	£70,900			£70,900

CEO MANAGEMENT

	Hrs	Salary + on costs	Additions to basic		Total
Total	37	£49,300			£49,300

CENTRAL BACK OFFICE

1 x Office Supervisor 7 x FTE Case Officers 1x projects officer 1 x School Parking Liaison Officer	Hrs	Salary + on costs	Additions to basic		Total
	370	£318,400			£316,400
CIVIL ENFORCEMENT OFFICERS					
CHELMSFORD					
1x Team Leader 9.5 FTE CEOs					
Total	388.5	£309,200			£213,400
BRENTWOOD					
5.5 FTE CEOs					
Total	201	£125,000			£175,600

BASILDON					
1x Team Leader 6 FTE CEOs					
Total	259	£198,100			£160,600
CASTLE POINT					
1.7 FTE CEOs					
Total	64	£49,100			£45,900
ROCHFORD					
3 FTE CEOs					
Total	111	£86,400			£86,400
MALDON					
2 FTE CEOs	64	£57,600			£57,600
Maldon Park Rangers	22	£19,400			£19,400
Total	84	£77,000			£77,000

Estimated Penalty Charge Notice (PCN) income

Estimated PCN income (£)	21/20 Estimate
Chelmsford	£519,000
Brentwood	£371,000
Maldon	£74,000
Basildon	£248,000
Rochford	£130,000
Castle Point	£90,000
TOTAL	£1,432,000

Factors applied to allocate total direct and indirect costs

The budget contains total direct and indirect costs that require apportioning across the six Partnership areas. This apportionment relies on four percentage factors dependant on what the expenditure relates too. These are explained below:

A. Percentage of PCNs issued.

It is estimated that 42,300 PCNs will be issued by the Partnership during 2021/22. The table illustrates the allocation split.

	Estimated PCN issue	% of PCN allocation
Chelmsford	16,000	37
Brentwood	10,000	24
Maldon	1,700	4
Basildon	8,500	20
Rochford	3,300	8
Castle Point	2,800	7

B. Percentage of Civil Enforcement Officers (CEOs)

The total number of CEOs working across the Partnership area is 29.7 Full Time Equivalent (FTE) officers

	No of CEOs	% of CEOs
Chelmsford	10.5	35
Brentwood	5.5	19
Maldon	2	7
Basildon	7	24
Rochford	3	9
Castle Point	1.7	6

C. Vehicle percentage

The total amount of enforcement vehicles in use across the Partnership area is 22 (including the CCTV vehicle).

	No of vehicles	% of vehicles
Chelmsford	3	14
Brentwood	4	18
Maldon	2	9
Basildon	8	36
Rochford	3	14
Castle Point	2	9

D. Percentage of total number of PCNs and resident permits issued

	PCNs	Resident permits	total	%
Chelmsford	16,000	4450	20,450	39
Brentwood	10,000	1900	11,900	23
Maldon	1,700	280	1,980	4
Basildon	8,500	2600	11,100	21
Rochford	3,300	150	3,450	8
Castle Point	2,800	50	2,800	5

E. Percentage of Civil Enforcement Officers and Back Office Staff

The total number of CEOs and Back office staff working across the Partnership area is 39.7 FTE officers

	No of staff	% of staff
Chelmsford	14	35
Brentwood	7.9	20
Maldon	2.5	6
Basildon	9.2	23
Rochford	3.8	10
Castle Point	2.3	6

Breakdown of 2021/22 known direct costs

Cyclical Maintenance		Annual cost
Chelmsford	Pay and display machine maintenance contract for 11 on street pay and display machines	£4,900
Brentwood	Pay and display machine maintenance contract for 7 on street pay and display machines	£3,500
	TOTAL	£8,400

Accommodation		
Brentwood 2 x Senior Enforcement Officers 4.5 x Civil Enforcement Officers	North Street Multi Storey Car Park office	£4,100
Maldon 2 x Civil Enforcement Officers	Maldon District Council Offices – Promenade depot	£2,000
Basildon 1 x Team Leader 7 x Civil Enforcement Officers	Barley Lands Depot. Also includes office for Enforcement Operations Manager. Dedicated secure CCTV data and viewing room. CCTV vehicle garage space.	£8,900
Rochford 3 x Civil Enforcement Officers	Hockley Road Council Offices, Rayleigh.	£6,100
Castle Point 1.7 x Civil Enforcement Officers	Farmhouse Canvey Island	£2,000
	Total	£23,100

Vehicle Lease costs		Annual cost
Chelmsford	3 x lease vehicles	£8,429
Brentwood	4 x lease vehicles	£11,238
Maldon	2 x lease vehicles	£5,619
Basildon	7 x lease vehicles 1 x CCTV vehicle owned by the partnership	£19,667
Rochford	3 x lease vehicles	£8,429
Castle Point	2 x lease vehicles	£5,619
	TOTAL	£59,000

APPENDIX B

South Essex Parking Partnership Risk Assessment Exercise 2021-2022

As part of the risk assessment exercise the group considered risks currently faced by the Partnership between 2020- 2021. Only non-operational risks were included (apart from 2B).

A detailed plan of action has been created for the top three risks: 1, 3B and 7, as seen below.

Likelihood	6				
	5		3B		
	4	8	11 3A	7 1	
	3		4		
	2	9	2A	2B 5	2C 10
	1	6			
		1	2	3	4
Impact					

Identified risks	Impact	Likelihood
1. Legislative changes If central government reduces levels of PCN charges. Change in enforcement legislation.	3 - Critical	4 – significant
2. Financial risk from a significant reduction of income due to: a. Consumers' behaviour b. Operational non-collection (e.g. staff sickness, weather) c. Deficit	2 – Marginal 3 – Critical 4 Catastrophic	2 – Very low 2 – Very low 2 – Very low
3. Political risks a. Committee not agreeing, e.g. the annual Business Plan b. Political change- political representation changing	2 –Marginal 2 –Marginal	4 – Significant 5 – High
4. A Partner authority of the Partnership leaves	2 – Marginal	3 – Low

Identified risks	Impact	Likelihood
If a Partner authority left, services would still be run in that area, but that local authority would not be represented and unable to influence local decisions. One-year notice period needs to be given.		
5. The Lead Authority leaves the partnership The Lead Authority, Chelmsford, would still need to give one year of notice period.	3- Critical	2 – Very low
6. Full compliance Currently the recovery rates are at a national average.	1 – Negligible	1 – Almost impossible
7. Inability to enforce due to lack of signs and lines	3 – Critical	4 - Significant
8. Business objectives not documented clearly For ease of reference these should be clearly defined and included in all the relevant documents.	1 – Negligible	4- Significant
9. Public response to changes in charges	1- Negligible	2 – Very low
10. Legal challenge to the way in which enforcement is being carried out / wrong legal advice	4-Catastrophic	2 –Very low
11. Economic impact on the partnership	2 – Marginal	4 – Significant

Likelihood and Impact Definitions

Impact Definitions

Score	1	2	3	4
Description	Negligible	Marginal	Critical	Catastrophic
Customer Experience	Reduced quality of customer experience - difficult to quality	Unsatisfactory customer experience - readily resolvable - short term effects.	Unacceptable customer service experience - management intervention - medium term effects	Unacceptable customer experience - continued ongoing problem. High level intervention
Objectives / Project	barely noticeable reduction in scope, quality or timeframe	Reduction in scope or quality of project; project objectives or schedule	Significant project over run or budget over spend.	Inability to meet project objectives, reputation of the organisation seriously damaged. Project Fails.
Service / Business Interruption	Interruption in a service which does not impact on the delivery of direct customer care or the ability continue to provide service	Some disruption in service with unacceptable impact on customer care.	Sustained loss of service which has serious impact on delivery of customer care resulting in major contingency plans being evoked	Permanent loss of core service of facility. Disruption to facility leading to a significant "knock on" effect.
Staffing and Competence	Short term low staffing level temporarily reduces service quality. No serious errors	Late delivery of key objective / service due to lack of staff. Ongoing problems with staffing levels. Moderate error due to ineffective training / inadequate skills.	Uncertain delivery of key objective / service. Major error due to ineffective training / inadequate skills.	Non-Delivery of key objectives / services due to lack of staff. Loss of key staff. Critical error due to ineffective training / implementation of training.
Financial - Capital	Minor organisational financial loss (£1 -£100k)	Significant organisational loss (£100k-£1m)	Major organisation loss (£1m - £10m)	Severe organisational financial loss (>£10m)
Financial - Revenue	Minor organisational revenue loss (<-£50k)	Significant organisational revenue loss (£50k-250k)	Major organisation revenue loss (£250k - £500k)	Severe organisational financial loss revenue (>£500k)
Inspection / Audit	Recommendations made which can be addressed by low level of management action	Challenging recommendations that can be addressed with appropriate action plan.	Enforcement action. Critical Audit report. Lower CPA rating.	Prosecution following an inspection. Severely critical audit report. Very poor CPA rating.

Likelihood Definitions

Score	1	2	3	4	5	6
Description	Almost Impossible	Very Low	Low	Significant	High	Very High
Probability	Practically impossible to occur	Can't believe this would happen - will only happen in exceptional circumstances.	Not expected to happen, but definite potential exists - unlikely to occur	May occur occasionally, has happened before on occasions - reasonable chance of occurring	Strong possibility that this could occur - likely to happen	This is expected to occur frequently / in most circumstances - more likely to occur than not.
Percentage of chance of something happening	< 2%	2% -25%	25% - 50%	50% - 75%	75% - 95%	> 95%

Mitigation Options

Treated	- through preventative measures management
Tolerated	- through ensuring adequate plans exist to respond to potentially disruptive events
Transferred	- through, as an example insurance or contractual arrangements
Terminated	- although in practice this is often not possible

Risk Management Action Plan

Likelihood	6				
	5				
	4			1	
	3				
	2				
	1				
		1	2	3	4
		Impact			

Risk Number	Current Risk Score	Target Risk Score	Description
1: Legislative changes	Significant / Critical	Significant/Critical Legislative changes will be determined by central government and therefore mitigating the risk is not possible. The Action is to ensure that any change in enforcement legislation is considered and the Annual Business Plans adjusted accordingly	Legislative changes If central government reduces levels of PCN charges. Change in enforcement legislation.

Action/controls already in place	Level of action/control to address risk	Required management action/control	Responsibility for action	Critical success factors & KPI's	Review frequency	Key dates
<p>An Annual Business Plan is produced and agreed annually and adjusted to reflect any changes in operational costs and income received</p> <p>A reserve of £200,000 is currently maintained and reviewed annually</p>	<p>Adequate</p> <p>Adequate</p>	<p>The Parking Partnership Manager and Partnership lead officers to be aware of any change in enforcement legislation.</p> <p>The Parking Partnership Manager in consultation with Lead Officers to provide a financial and operational impact assessment and agree individual area actions plans to be incorporated in the Annual Business Plan and the medium to long term financial forecast.</p>	<p>Partnership Lead Officers and Parking Partnership Manager</p>	<p>Business Plans adjusted to recognise changes in legislation and potential impact.</p> <p>Partnership Account remains in zero deficit position.</p>	<p>Annually</p> <p>Annually</p>	<p>December Joint Committee Meeting and approval of Annual Business Plans</p>

Risk Management Action Plan

Likelihood	6				
	5		3B		
	4				
	3				
	2				
	1				
		1	2	3	4
		Impact			

Risk Number	Current Risk Score	Target Risk Score	Description
3B Political change-political representation changing	High / Marginal	High/Marginal Political change will be determined by local elections and therefore mitigating the risk is not possible. The Action is to ensure that any new Joint Committee Member gains a full understanding of the Parking Partnership at the earliest opportunity	Political change (political representation changing)

Action/controls already in place	Level of action/control to address risk	Required management action/control	Responsibility for action	Critical success factors & KPI's	Review frequency	Key dates
The Partnership lead officer representing the area to notify the Clerk and the Parking Partnership Manager within a time period of one week following any change in political representation	Adequate	Partnership lead officers to be aware of any change in political representation and take the necessary action to notify the Clerk and Parking Partnership Manager	Partnership Lead Officers	The Clerk receives notification within one week of political change	Annually	Annual Council meetings and local elections
Parking Partnership Manager to arrange meeting with new representative and lead officer within one month of notification with the purpose of providing an overview of the Parking Partnership, the aims and objectives the Partnership wish to achieve and a full explanation of the relevant individual area action plan	Adequate	Parking Partnership Manager to arrange meeting within one month of notification of change with Lead Officer and new Joint Committee Member.	Parking Partnership Manager	New Joint Committee Member is fully informed of the Partnership aims and objectives within one month of notification of change	Annually	

Risk Management Action Plan

Likelihood	6				
	5				
	4			7	
	3				
	2				
	1				
		1	2	3	4
		Impact			

Risk Number	Current Risk Score	Target Risk Score	Description
7 Inability to enforce due to lack of signs and lines	Significant / Critical	Marginal / Low	Inability to enforce due to lack of signs and marks

Action/controls already in place	Adequacy of action/control to address risk	Required management action/control	Responsibility for action	Critical success factors & KPI's	Review frequency	Key dates
<p>Parking Partnership operates the TRO signs and lines function.</p> <p>Parking Partnership funding the TRO staff and operational costs.</p> <p>The Partnership currently allocates the funding, implements the works and ensures unenforceable areas are rectified.</p>	<p>Current funding is enough to address areas that are considered unenforceable but falls short when consideration is given to ongoing preventative maintenance of signs and lines and implementing new schemes</p> <p>Partnership lead officers and Joint Committee Members have full control over expenditure and allocation of works</p>	<p>Operate the function for a further four years after 31 March 2018 (the end of the seven-year period). The Joint Committee Members have confirmed that their Councils have agreed to the 4-year extension to operate the function until March 2022 ECC will withdraw the £150,000 sign and line funding for the new 4-year extension of the Joint Committee Agreement. The Parking Partnership has consistently achieved positive financial outturns and produced a sound 4-year financial forecast which demonstrates that the Partnership can provide the necessary funding for sign and line maintenance and new TROs while also maintaining a modest surplus to invest back into the operation</p>	<p>Parking Partnership Manager and Lead Officers</p>	<p>The Parking Partnership continues to operate the function with enough funding.</p> <p>90% of signs and lines are fully compliant and refreshed by 2020</p>	<p>Annually</p>	<p>March 31st 2018</p>

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

3 December 2020

AGENDA ITEM 9

Subject	Review of Traffic Regulation Order (TRO) processing time scale
Report by	South Essex Parking Partnership Manager

Enquiries contact: Nick Binder Parking Partnership Manager, Chelmsford. 01245 606303, nick.binder@chelmsford.gov.uk

Purpose

This report provides the outcome of the review into the timescales necessary to implement a new permanent TRO and provides options for the Joint Committee to consider where timescales within the current process can be improved.

Options

The Joint Committee can agree, reject or amend the proposals.

Recommendation(s)

Recommendation1: In accordance with clause 10.4 of the Joint Committee Agreement, the Joint Committee delegates its function to approve funding for new TROs to the South Essex Parking Partnership Manager in consultation with the Chairman and Vice Chairman of the Joint Committee.

Subject to the approval of Recommendation 1, the Joint Committee is asked to approve:

- the new terms of reference, **Appendix D**, which clearly sets out that decisions taken under this delegated authority by the South Essex Parking Partnership Manager will not exceed the level of funding agreed in the Annual Business Plan for the maintenance of signs and lines and new TROs and will be reported to the next available Joint Committee meeting
- the version changes, **Appendix C**, to the document setting out how the SEPP will deal with requests for parking restrictions requiring TROs

OR

Recommendation 2 The Sub Committee for the funding of sign and line maintenance and new TROs to remain with the current arrangements and in addition to the meetings held in June, September, December and March, the option to arrange a forward plan schedule of

on-line Sub Committee meetings that can be utilised when required to consider funding for new TROs.

And

Recommendation3: Include the flow chart, Appendix B (Actions and estimated time to process a permanent TRO) into the Policy on how SEPP consider requests for a New TRO.

Consultees	Lead officers from each of the Partner Authorities as set out in Appendix C of the Joint Committee Agreement 2011.
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1. Introduction

- 1.1 The Parking Partnership has a policy document setting out how the Parking Partnership will deal with requests for parking restrictions requiring a TRO. At its meeting on the 10 September 2020 a discussion took place on the topic of timescales to implement a TRO and the public perception regarding the time it takes to complete the process. The Parking Partnership Manager agreed to review the current process and time scales and report back to the Joint Committee with the findings and any recommendations for the Joint Committee to consider.

2 Review and findings of the current process and timescales

- 2.1 The TRO policy is a detailed document which clearly sets out the how the Parking Partnership will consider an application against the various policy criteria and the types of TRO available to achieve this. The current policy contains a flow chart (**Appendix A**) which sets out the various stages.

Stages 1, 2, 3 and 4 are the policy requirements agreed by the Joint Committee to approve schemes prior to formal publication; the Joint Committee has the option to review these stages and make changes if required. Stages 5, 6, and 7 are the statutory requirements in accordance with the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.

These stages were reviewed at a Lead Officer meeting held in November to identify where improvements to the process could be made.

- 2.2 Stages 1 and 2 are an important part of the process which ensures that on receipt of an application, the necessary sites visits are made to make an informed decision against the policy criteria. These site visits result in a report being produced which sets out the Technicians recommendation and at Stage 3 is sent for a local area decision by the Joint Committee Member and Lead Officer. It is important that each area maintains the local influence on decisions at this stage.

- 2.3 The Lead Officers identified and agreed that regular time delays can occur at stage 4 when the funding needs to be approved by the Sub Committee for signs and lines funding and new TROs. Timing issues with arranging convenient meeting dates, particularly before and after local elections has resulted in delays in the past and schemes that just miss the Sub Committee Meeting deadline cannot progress further until the next planned Sub Committee Meeting to consider the funding.
- 2.4 There is the option for the Joint Committee to improve any potential delays at stage 4 by either taking the same approach as the signs and lines maintenance funding (further details of this proposal are set out in section 3.1 to of this report), or considering the success of holding on-line Committee Meetings, set up a regular schedule of on-line Sub Committee Meetings to consider funding for proposed schemes which require a TRO.
- 2.5 The current flow chart (Appendix A) provides a good overview of the seven stages required to implement a new TRO but there is limited information regarding the timescales and process for each of these stages. There is a general perception that once an application is submitted, parking restrictions will be approved and implemented in a short time frame. It is important that at the earliest opportunity, the applicants have a good understanding of the full process and the time frame involved. The Lead Officers agreed that further information on the process would aid with this communication.
- 2.6 Appendix B contains a new flow chart (Actions and estimated time to process a permanent TRO) which provides more detail on the individual process and the time involved for each stage, it is proposed that this flow chart is included in the SEPP TRO policy.
- 2.7 This flow chart provides detail of the time required to complete each of the stages, but it is important to note that there will be factors which will increase these times, for example:
- Large volumes of applications compared to staff resource and budget available
 - Grouping approved schemes into area demographics to produce a single variation order rather than the less cost-effective option of creating several individual variation orders
 - Schemes being resubmitted and challenged after being declined against the policy criteria
 - Additional workflows, such as Temporary Traffic Regulation Orders to address emergency, safety and congestion issues, suspension of parking bays to accommodate essential works and general town centre road closures to support local events.

The work completed by the four Technicians during 2019/20 is as follows:

	Basildon	Brentwood	Castle Point	Chelmsford	Maldon	Rochford	Total
Number of lines and signs maintenance schemes processed	19	30	20	56	19	8	152
Requests for parking restrictions	25	19	13	47	15	18	137
No of residents informally consulted	599	1199	106	230	0	116	2250
No of TRO schemes completed	17	15	6	4	6	8	56
Suspensions implemented	14	39	4	49	4	3	113

The SEPP policy currently states that a TRO can take between 12 to 18 months to complete. Where applications meet the policy criteria, the Technicians currently aim to fully complete the process between 7 to 12 months. On receipt of an application the applicant is informed that a TRO can take up to 12 months to complete and they are kept updated on the progress as each key milestone is achieved. The policy will be updated to reflect these timescales.

3 Recommendations

- 3.1 The review of the TRO process has identified areas where improvements to the processing timescales and information provided to the public can be improved. The Joint Committee have the option to consider and approve these recommendations.

4 Recommendation 1

- 4.1 Clause 10.4 of the Joint Committee Agreement 2011 states that “the Joint Committee is authorised to delegate any of its functions (including for the avoidance of doubt the enforcement and/or cancellations of PCNs) to the South Essex Parking Partnership Manager or a nominated deputy of the Lead Authority”.
- 4.2 At its meeting on 9 June 2016 the Joint Committee identified potential delays in the funding being approved for the maintenance of signs and lines. It was agreed at this meeting to delegate the signs and lines maintenance funding to the South Essex Parking Partnership Manager in consultation with the Chairman and Vice Chairman of the Joint Committee and any decisions taken under this delegated authority by the South Essex Parking Partnership Manager are then reported at the next available Sub Committee meeting.

Currently under this arrangement the Sub Committee for funding Signs and Lines Maintenance and Traffic Regulation Orders is still required to consider the funding for new TROs.

- 4.3 To improve the process and to ensure all proposed schemes have the funding considered and approved at the earliest opportunity, it is recommended that the Joint Committee also delegate the funding of new TROs to the South Essex Parking Partnership Manager in consultation with the Chairman and Vice Chairman of the Joint Committee.

Under this delegated authority, the level of funding approved will not exceed the amount of budget agreed in the Annual Business Plan for the maintenance of signs and lines and new TROs and any decisions taken under this delegated authority by the South Essex Parking Partnership Manager are then reported at the next available Joint Committee Meeting.

By agreeing to this recommendation, the Sub Committee for the funding of signs and lines and New TROs will no longer be required and Version 5 of the Policy on how SEPP consider requests for a New TRO will be updated to Version 6 with the changes shown in **Appendix C**.

The terms of reference for this proposed delegation are attached as **Appendix D**

- 4.4 Approval of this recommendation will not affect the Sub Committee for considering objections against an advertised TRO. Approved schemes will continue to be formally published and advertised providing members of the public the opportunity to send in formal representations either for or against the proposed scheme(s) and the opportunity to attend the TRO Objections Sub Committee Meeting.

5 **Recommendation 2**

- 5.1 The Sub Committee for the funding of sign and line maintenance and new TROs to remain with the current arrangements and in addition to the meetings held in June, September, December and March, the option to arrange a forward plan schedule of on-line Sub Committee meetings that can be utilised when required to consider funding for new TROs.

6 **Recommendation 3**

- 6.1 Include the flow chart, Appendix B (Actions and estimated time to process a permanent TRO) into the Policy on how SEPP consider requests for a New TRO.

7 Conclusion

- 7.1 The South Essex Parking Partnership Manager in consultation with the area Lead Officers have reviewed the TRO implementation process and identified some areas where improvements can be made to the process and three recommendations have been proposed for the Joint Committee Members to discuss and approve. It is recommended that the Joint Committee approve:

Recommendation1: In accordance with clause 10.4 of the Joint Committee Agreement, the Joint Committee delegates its function to approve funding for new TROs to the South Essex Parking Partnership Manager in consultation with the Chairman and Vice Chairman of the Joint Committee.

Subject to the approval of Recommendation 1, the Joint Committee is asked to approve:

- the new terms of reference, **Appendix D**, which clearly sets out that decisions taken under this delegated authority by the South Essex Parking Partnership Manager will not exceed the level of funding agreed in the Annual Business Plan for the maintenance of signs and lines and new TROs and will be reported to the next available Joint Committee meeting
- the version changes, **Appendix C**, to the document setting out how the SEPP will deal with requests for parking restrictions requiring TROs

And

Recommendation3: Include the flow chart, Appendix B (Actions and estimated time to process a permanent TRO) into the Policy on how SEPP consider requests for a New TRO.

List of Appendices

Appendix A: Current TRO process

Appendix B: Actions and estimate time to process a permanent TRO

Appendix C: Version 6 changes to the document setting out how the SEPP will deal with requests for parking restrictions requiring TROs

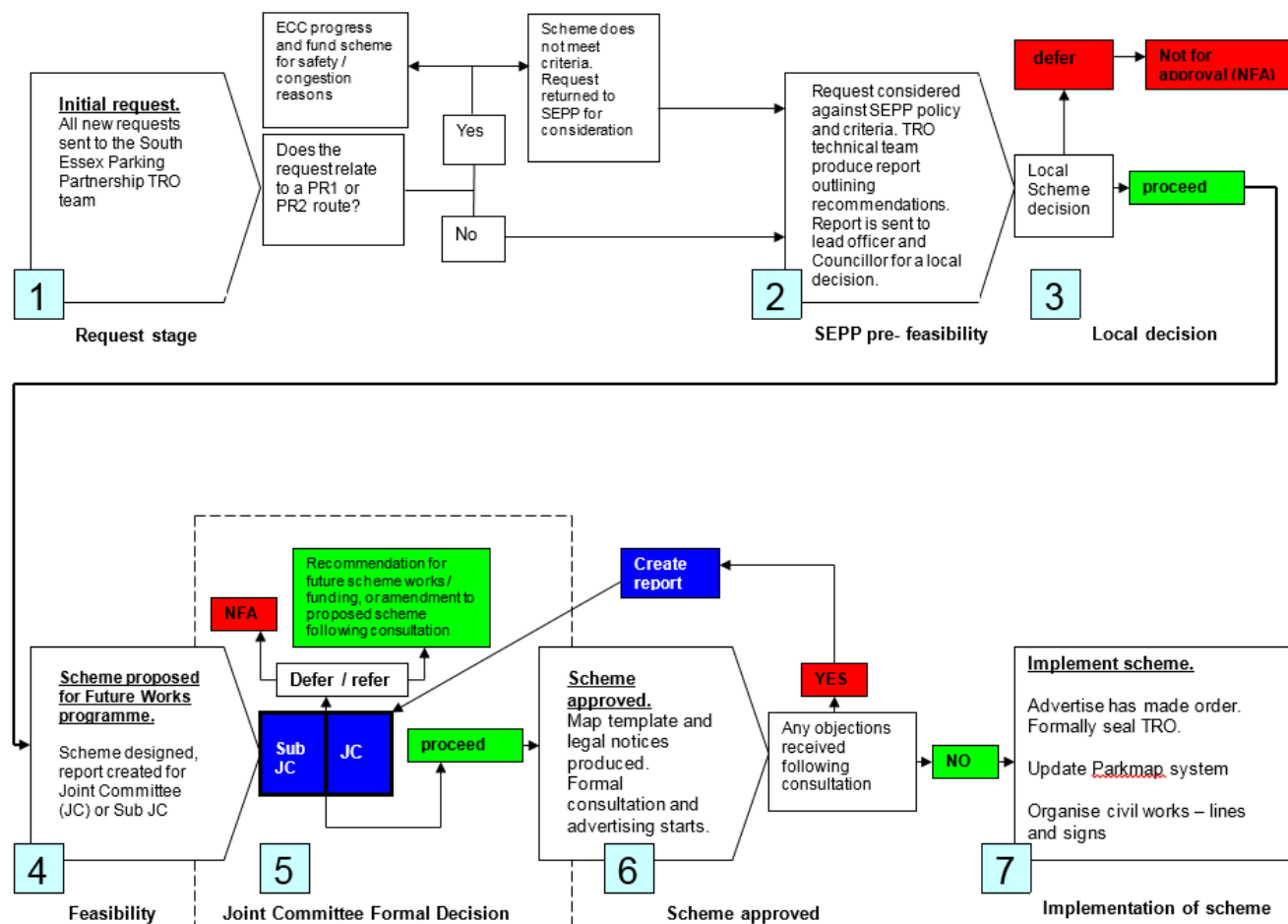
Appendix D: Terms of reference for TRO funding.

Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2011

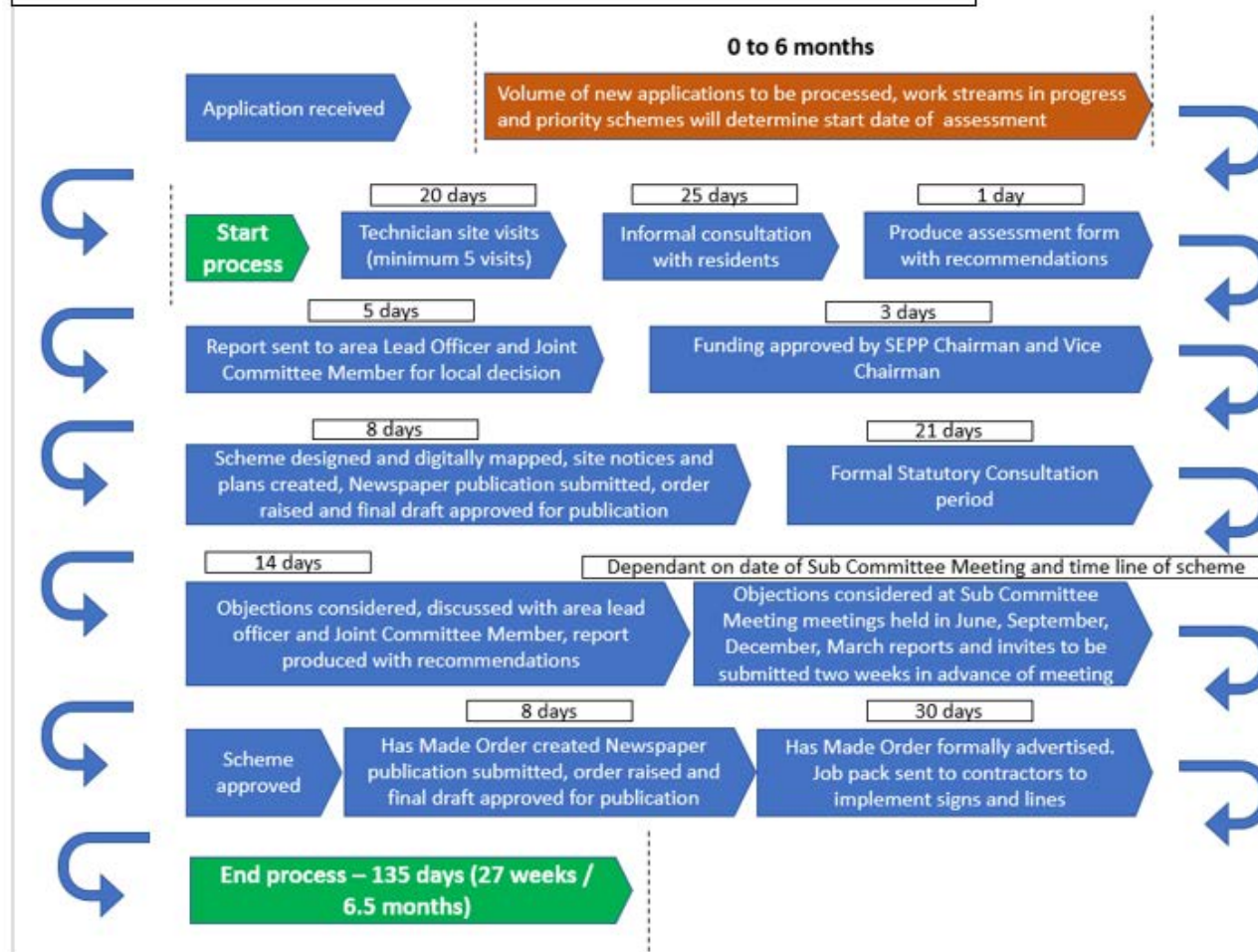
Document setting out how the SEPP will deal with requests for parking restrictions requiring TROs

Appendix A – TRO flow process



Appendix B -

Appendix 2 Actions and estimated time to process a permanent TRO



Appendix C: Amendments to current TRO policy Version 5 March 2019

Change 1

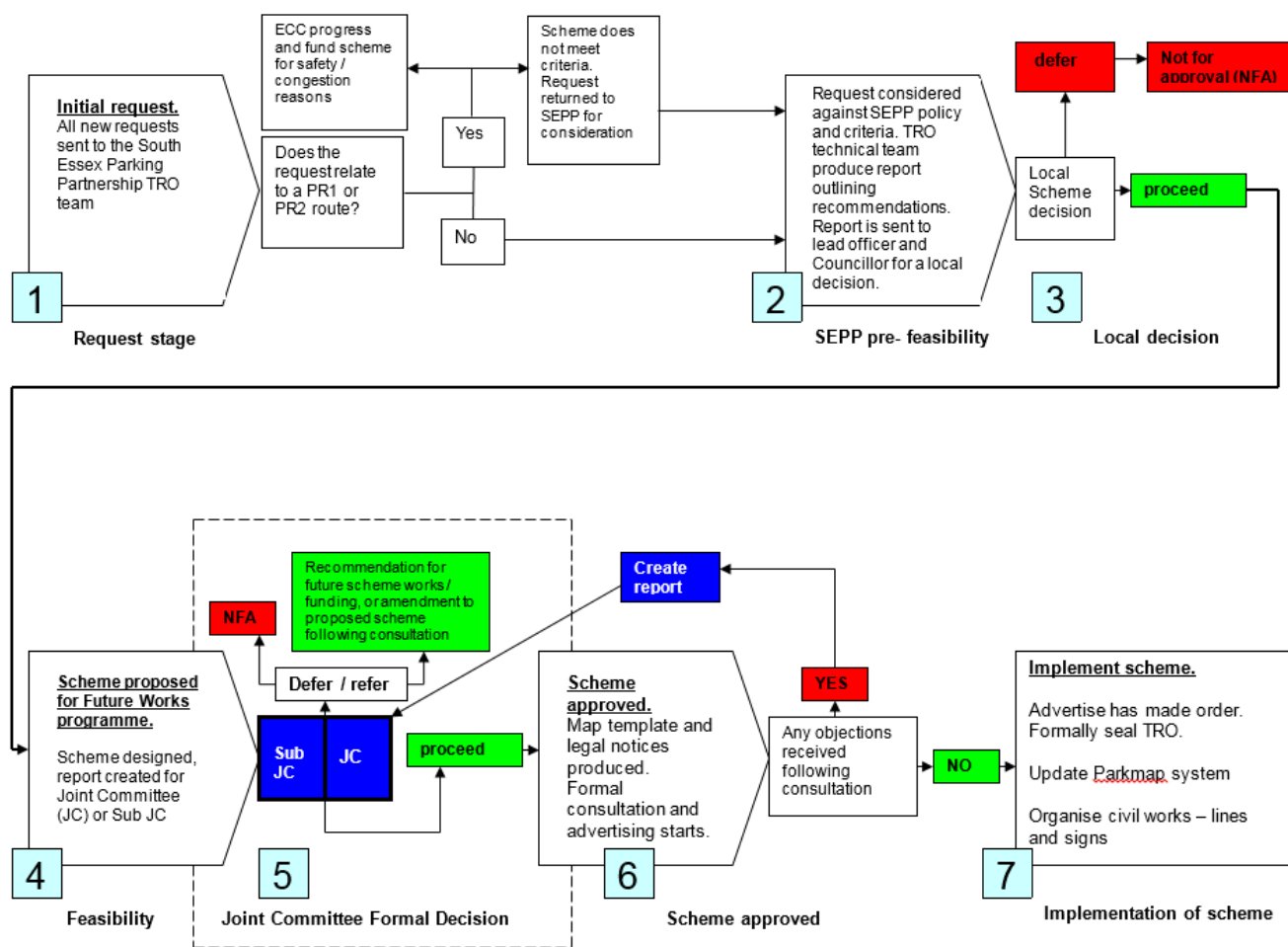
	<i>Current policy statement</i>
3.1	<p><i>It is worth stating that Permanent TROs are subject to the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. These impose various legal requirements prior to making an order. From receiving an initial request to full completion of the TRO process can take between 12 to 18 months to complete.</i></p> <p><i>The TRO flow process at APPENDIX 1 details the new arrangement.</i></p>
	Proposed change
3.1	<p>It is worth stating that Permanent TROs are subject to the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. These impose various legal requirements prior to making an order. From receiving an initial request to full completion of the TRO process can take between 7 to 12 months to complete.</p> <p>The TRO flow process at APPENDIX 1 details the new arrangement and an overview of the process and timescales are detailed in APPENDIX 2</p>

Change 2

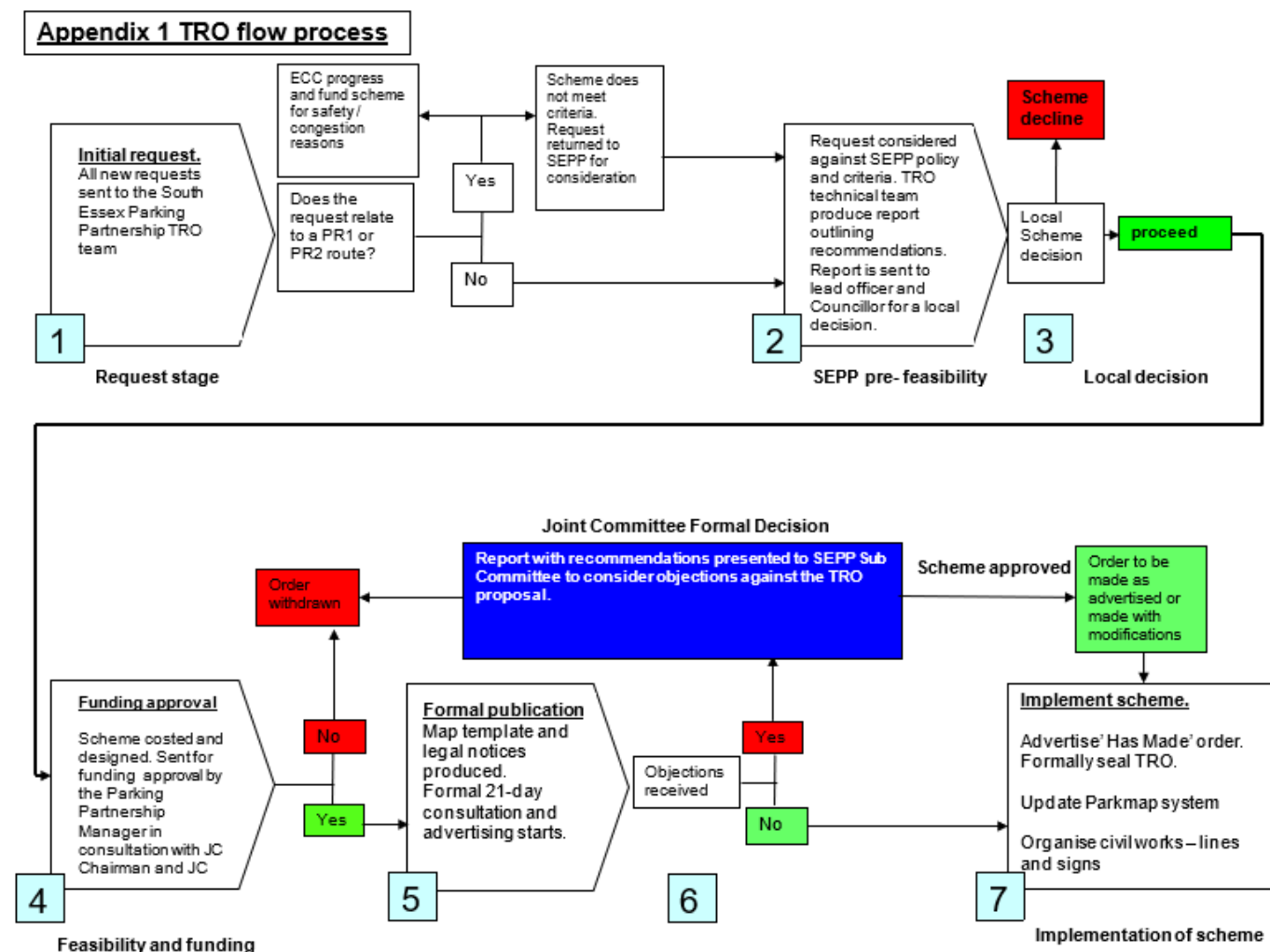
	<i>Current policy statement</i>
3.12	<i>All Schemes agreed locally to progress-will then be costed for submission to the Joint Committee or a relevant Sub-Committee to provide the necessary funding to proceed with a proposed Traffic Regulation Order.</i>
3.13	<i>A report will be created for the Joint Committee or a relevant Sub-Committee to consider and agree or defer/refer the scheme. Funding options for the implementation of new parking restrictions are outlined in section 8 of this document</i>
	Proposed change
3.12	All Schemes agreed locally to progress-will then be costed to provide the necessary funding to proceed with a proposed Traffic Regulation Order. A report will be created for South Essex Parking Partnership Manager in consultation with the Chairman and Vice Chairman of the SEPP Joint Committee to consider and agree the funding or defer/refer the scheme.
3.13	Funding options for the implementation of new parking restrictions are outlined in section 8 of this document

Change 3: Current Policy statement

Appendix 1 TRO flow process



Change 3: Proposed change



Appendix D

South Essex Parking Partnership **Approval of funding for signs and lines maintenance and new Traffic Regulation** **Orders (TROs)**

1. Terms of Reference

Funding of new traffic management schemes requiring a new TRO and maintenance of signs and lines

- In accordance with Clause 10.4 of the Joint Committee Agreement, the Joint Committee has delegated its function to approve funding for schemes requiring signs and lines maintenance and new Traffic Regulation Orders to the South Essex Parking Partnership Manager in consultation with the Chairman and Vice Chairman of the Joint Committee
- Decisions taken under this delegated authority by the South Essex Parking Partnership Manager will not exceed the level of funding agreed in the Annual Business Plan for the maintenance of signs and lines and new TROs and will be reported to the next available Joint Committee meeting.

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

3 DECEMBER 2020

AGENDA ITEM 10

Subject	Forward plan and meeting dates for 2021/22
Report by	The South Essex Parking Partnership Manager

Enquiries contact: Nick Binder, South Essex Parking Partnership Manager ,01245 606303, nick.binder@chelmsford.gov.uk

Purpose

The report sets out the forward plan of agenda items for approval by the Joint Committee and the proposed meeting dates for the Joint Committee for the 2021/22 municipal year.

Options

The Joint Committee can agree, reject or add items to the forward plan of agenda items and agree, reject or alter any of the proposed meeting dates.

Recommendation(s)

1. That the Joint Committee agrees the forward plan of agenda items
2. That the Joint Committee agrees the future meeting dates of 24 June 2021, 9 September 2021, 9 December 2021, 10 March 2022, each commencing at 2pm
3. That the Joint Committee agrees to hold those meetings at the Chelmsford City Council offices

Consultees

Lead officers from each of the Partner Authorities as set out in Appendix C of the Joint Committee Agreement 2011.

1.	<u>Introduction</u>
1.1	The consideration of the Forward Plan is a standing item of the Joint Committee's agenda.

1.2	The Joint Committee has one more meeting scheduled within this current municipal year on 4 March 2021. New dates are proposed for the municipal year 2021/22.
2.	<u>Forward Plan of Agenda Items</u>
2.1	An updated Forward Plan of Agenda Items for the scheduled meetings in 2021/22 has been prepared for consideration by the Joint Committee and is contained at Appendix A.
3.	<u>Meeting Dates for 2021/22</u>
3.1	Clause 18 of the Joint Committee Agreement sets out the arrangements for meetings. The first meeting of the Joint Committee shall be the annual meeting for the year and thereafter the first meeting held after 1 st April in any year shall be the annual meeting.
3.2	The Joint Committee shall meet at least four times a year and the dates for the meetings in any year shall be agreed at the annual meeting.
3.3	<p>The proposed dates for meetings of the Joint Committee are:</p> <ul style="list-style-type: none"> ▪ 24 June 2021 ▪ 9 September 2021 ▪ 9 December 2021 ▪ 10 March 2022 <p>commencing at 2pm</p>
3.4	All meetings of the Joint Committee have so far been held at the Chelmsford City Council offices. This venue seems to have worked well with free parking on-site and making it easier to provide the necessary legal and democratic support to the Committee. It is proposed that this arrangement continues for 2021/22.
3.	<u>Conclusion</u>
3.1	The Joint Committee will meet at least four times in any one year and dates for the 2021/22 municipal year are proposed. A Forward Plan of Agenda Items has been prepared to ensure that the Joint Committee is fulfilling the requirements as set out in the Joint Committee Agreement.
<u>List of Appendices</u>	
Appendix A Forward Plan of Agenda Items	
<u>Background Papers</u>	
South Essex Parking Partnership Joint Committee Agreement 2011	

APPENDIX A FORWARD PLAN OF AGENDA ITEMS

Standing items

Apologies and substitutions
 Minutes of previous meeting
 Matters arising
 Public Question Time
 Operational and Performance Report (Russell Panter)
 Financial Report (Michael Packham)
 Forward Plan (Nick Binder)

Date of meeting	Items	Lead
Thursday 4 March 2021	Progress on Business Plan 2020/21 Update – ECC -SEPP-NEPP new agreement post March 2022	Nick Binder Nick Binder
Thursday 24 June 2021	Financial Outturn 2020/21 Report Annual Report of the South Essex Parking Partnership (for the period 1 April 2020 to 31 March 2021) Update – ECC -SEPP-NEPP new agreement post March 2022	Michael Packham Nick Binder Nick Binder
Thursday 9 September 2021	Review of Policies <ul style="list-style-type: none"> ▪ Discretion policy ▪ Operational protocols ▪ Parking Policy Framework including Enforcement policy Progress on Business Plan 2021/22 Update – ECC -SEPP-NEPP new agreement post March 2022	Nick Binder Nick Binder Nick Binder
Thursday 9 December 2021	Update – ECC -SEPP-NEPP new agreement post March 2022 Business Plan 2022/23 Dates of Joint Committee meetings for 2022/23	Nick Binder Nick Binder

Thursday 10 March 2022	<p>Progress on Business Plan 2021/22</p> <p>Update – ECC -SEPP-NEPP new agreement post March 2022</p>	<p>Nick Binder</p> <p>Nick Binder</p>
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SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

3 December 2020

AGENDA ITEM 11

Subject	Chelmsford City Council proposal for the allocation of operational fund
Report by	Nick Binder, South Essex Parking Partnership Manager

Enquiries contact: Nick Binder 01245 606303, nick.binder@chelmsford.gov.uk

Purpose

- This report provides the Joint Committee with a proposal from Chelmsford City Council on how it intends to use the remaining part of its £116,000 allocation in accordance with Section 55 of the Road Traffic Regulation Act 1985.

Options

The Joint Committee can approve, amend or reject the proposal

Recommendation(s)

It is recommended that the Joint Committee;

- Approve the allocation of £86,000 for the Chelmsford City Council proposals.

Consultees	Lead Officers from each of the Partner Authorities as set out in Appendix C of the Joint Committee Agreement 2011.
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1. Introduction

- 1.1 At its meeting on 6 December 2018 the Joint Committee was presented with a report with a recommendation that the Joint Committee approves the allocation of £816,140 from the operational fund between the Partnership authorities for schemes and projects which are in accordance with Section 55 of the Road Traffic Regulation Act 1985.

The Joint Committee agreed to equally share the £816,000 between the seven Partner Authorities (£116,000 each) and the funding will be released to the Partnership Authorities subject to the following criteria:

Each partner authority will need to present a report to the Joint Committee providing details of the proposal which will demonstrate that the funding will be fully used as per the requirements of Section 55 of the Road Traffic Act 1984 and will complement the aims and objectives of the Parking Partnership. The funding will only be released subject to the approval of the proposal from the Joint Committee.

On 5 September 2019 the Joint Committee approved funding of £30,000 for road safety improvement at Broomfield Parade Chelmsford, leaving £86,000 to be further allocated

This report provides the Joint Committee with information on the proposals for how the remainder of the funding will be allocated.

The proposals listed below are subject to approval by the South Essex Parking Partnership. It is believed that the proposed improvements as drafted would meet the requirements of Section 55 of the Road Traffic Regulation Act 1984.

2 **Chelmsford City Council proposal 1**

2.2 **Further road safety and improved parking control measures at Broomfield Parade**

Background

Broomfield Parade is a busy service road which provides parking and access to the various shops which are situated in the Parade. The Junction at the point of Pentland Avenue and Broomfield Parade is heavily used and attracts many short-term parkers visiting the convenience stores.

£30,000 allocation of the fund has already been successfully used to improve the pavement access and surfaces and install bollards and large concrete planters to protect pedestrians from pavement parking.

The abuse of the double yellow lines and parking at the junction remains a problem and present high demand for enforcement patrols which is difficult to constantly achieve.

This area lends itself to the installation of a red route on the grounds of safety and congestion to protect the junction and approach to Broomfield Parade and Pentland Avenue. The installation of a deployable Camera located at this junction will enable CCTV enforcement of the area with the aim to improve the safety and traffic flow through this area.

2.3 Proposal

The funding will provide the Traffic Regulation Order to implement the red route and purchase the CCTV camera and associated back office software and viewing station. Once installed additional cameras can be added to known problem locations where enforcement can be justified with the use of red route restrictions. If the installation proves successfully, the funding will be also used to purchase a further camera to be added to the system and to monitor a new cycle lane which is subject to occasional parking obstruction but proves difficult to enforce with foot patrols

Amount Sought for Proposal: £76,000

3 Chelmsford City Council proposal 2

3.1 Implement a Traffic Regulation Order to ban verge parking on Main Road Rettendon.

Background

The Main Road Rettendon has a national speed limit of 70 mph. On one section of this road there is a car wash business, a car sales unit and a coach and lorry repair unit who have all utilised the grass central reservation and cycle lane /bridle way for convenient overspill parking. On occasions this area can be completely filled with vehicles. To access the areas vehicles are regularly crossing the verge and cycle lane / bridle way compromising the safety in the area



3.2 **Proposal**

The funding will be used to cover the cost of a new TRO and the installation of signage throughout the area to prevent verge parking.

Amount Sought for Proposal: £10,000

4 **How these proposals meet the requirements of the RTRA 1984 (s55):**

The above proposals meet the criteria of subsection 4 (d) (ii) of section 55 of the Road Traffic Regulation Act 1984 for the purpose of a highway or road improvement project in the local authority's area.

5 **Conclusion**

Chelmsford City Council is seeking approval from the Joint Committee for the allocation of surplus funding totalling £86,000 for safety improvements at Broomfield Parade, New Street Cycle Lane and Main Road Rettendon.

If the Joint Committee approves this funding Chelmsford will have been allocated with the full £116,000.

Appendices

None

Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2011.