MEETING OF THE SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

5 DECEMBER 2019
MARCONI ROOM, CIVIC CENTRE,
CHELMSFORD CITY COUNCIL.
COMMENCING AT 2PM

AGENDA

1. Welcome from Chairman

2. Apologies for absence and substitutions

3. Minutes of the Joint Committee meeting held on 5 September 2019

4. Minutes of the Sub Committee Meetings to consider objections against an advertised TRO held on:

    - 5 September 2019
    - 19 September 2019
    - 3 October 2019

5. Minutes of the Sub Committee Meeting for sign and line funding held on 5 September 2019

6. Public Question Time

7. Operational and Performance Report (Russell Panter – verbal update)

8. Financial Report (Michael Packham)

9. Update on the new TRO mapping system (presentation)

10. Update on the School Parking Initiative (presentation)

11. Business Plan for 2020/21 (Nick Binder)

12. Audit recommendations (Nick Binder)

13. Forward Plan (Nick Binder)

14. Date and time of next meeting

    5 March 2020 at 2pm in the Council Chamber

MINUTES

of the

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

on 5 September 2019 at 2pm

Present:

Councillor M. Steptoe (Chairman)	Rochford District Council
Councillor J. Cloke	Brentwood Borough Council
Councillor M. Durham	Maldon District Council
Councillor D. Harrison	Basildon Borough Council
Councillor M. Mackrory	Chelmsford City Council
Councillor P Varker	Castle Point Borough Council

In attendance:

Nick Binder	Chelmsford City Council
William Butcher	Chelmsford City Council
Liz Burr	Essex County Council
Ryan Lynch	Castle Point Borough Council
Brian Mayfield	Chelmsford City Council
Michael Packham	Chelmsford City Council
Russell Panter	Chelmsford City Council
Hugh Reynolds	Basildon Borough Council

1. Welcome and Introductions

The Chairman welcomed everyone present to the meeting of the South Essex Parking Partnership Joint Committee.

2. Apologies for Absence and Substitutions.

Apologies for absence had been received from Councillor R. Mitchell (Essex County Council) , Trudie Bragg (Castle Point), James Hendry (Basildon) and Tracey Lillie (Brentwood.

3. Minutes of the Joint Committee Meeting on 27 June 2019

The minutes of the meeting held on 27 June 2019 were confirmed as a correct record and signed by the Chairman.

4. **Public Question Time**

Mr Costen spoke in support of the scheme detailed in the report at Item 10 on the agenda which proposed road safety and parking control measures in Broomfield Parade, Chelmsford. He said that inappropriate parking in connection with the Tesco Express and KFC drive-thru had caused problems in the area in recent years and the proposed measures would go some way to alleviating them.

5. **Operational and Performance Report**

Officers reported that:

- Health and Safety training would be taking place for Civil Enforcement Officers later this year.
- Consultation was planned with residents of Hamilton Gardens, Oak Walk, Leamington Road and Cheltenham Road on a PREDAS scheme which would help with the obstruction of private driveways near the local school.
- A new van leasing scheme with Basildon Council and Riverside was working well.
- Joint enforcement patrols in Brentwood continued to be productive and the associated Service Level Agreement between the Lead Authority and Brentwood was nearly complete.
- The use of biodegradable bags for PCNs was being explored. They would be more environmentally friendly than the existing plastic bags and could be produced in different colours, such as the blue colour scheme used by SEPP.
- Risk assessments were being reviewed.
- The use of dash-cams on Partnership lease vehicles was being considered.
- Four of the five vacancies for Civil Enforcement Officers (CEOs) had been filled through recruitment, and agency workers were being used to temporarily fill any others. An agency staff policy was currently being discussed with the Partnership's agency staff provider.

The Joint Committee agreed that, in view of their environmental benefits and the fact that they cost only a little more than the current plastic bags, biodegradable bags should be used for PCNs, although the yellow and black colour scheme should be retained.

Members referred to concerns among some members of the public about the lack of enforcement by CEOs in evenings and at weekends. Nick Binder said that the Business Plan to be considered by the Joint Committee in December would recommend an increase in the number of CEOs to address not only the increase in the number of contraventions but to extend enforcement outside of core times. In the meantime, information from the public would continue to be used to identify the problem areas; the possibility of extending the scheme in Brentwood which enabled other local authority staff to carry out enforcement duties would be explored; and discussions would continue about changes to the law which would allow local authorities to take on enforcement duties currently performed by the police.

AGREED that the report on the Partnership's operation be noted and that the proposed move to the use of biodegradable bags for PCNs, in the present colours, be endorsed.

(2.06pm to 2.39pm)

6. **Financial Report**

Michael Packham reported on the financial position of the South Essex Parking Partnership up to 20 August 2019. It showed a surplus of £322,261 for SEPP and a deficit of £93,958 for the TRO account on a cash basis. Taking into account the cost of equipment and the use of reserves, the current surplus was £144,702.

AGREED that the financial position of the Partnership for 2019/2020 to 20 August 2019 be noted.

(2.39pm to 2.41pm)

7. **Update on Business Plan for 2019/2020**

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 issue rate of PCNs was 5% down compared to the same period in the last financial year, but 7% above the figure estimated in the Business Plan.
- Operating costs and expenditure were as expected.
- The average number of days lost through sickness had decreased by 17 per month compared with the same period last year.
- The number of visits by CEOs to streets had decreased slightly, largely due to vacancies.
- The performance in terms of the number of PCNs issued in the various districts varied but was generally improving as vacancies in some areas were filled and sickness absence reduced.
- The recovery rate for PCNs was slightly lower than last year whilst the cancellation rate remained the same, both figures being satisfactory.

AGREED that progress against the Business Plan for 2019/2020 be noted.

(2.41pm to 2.47pm)

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.

(2.47pm to 2.49pm)

9. **Castle Point Borough Council Proposal for Allocated Funding**

The Joint Committee received a report detailing a proposal from Castle Point Borough Council on how it intended to use the £116,000 allocated to it from the operational fund in accordance with Section 55 of the Road Traffic Regulation Act 1985. The proposal consisted of £77,000 for the resurfacing of a car park at the John H Burrows Recreation Ground and £39,000 for improvements to the car park on Canvey Island seafront.

AGREED that the proposed use of the allocation of £116,000 by Castle Point Borough Council for the schemes detailed in the report be approved.

(2.49pm to 2.53pm)

10. **Chelmsford City Council Proposal for Allocated Funding**

The Joint Committee received a report detailing a proposal from Chelmsford City Council on how it intended to use part of the £116,000 allocated to it from the operational fund in accordance with Section 55 of the Road Traffic Regulation Act 1985. The proposal involved road safety and improved parking control measures in Broomfield Parade at an estimated cost of £30,000.

AGREED that the proposed use of part of the allocation of £116,000 by Chelmsford City Council for the scheme detailed in the report be approved.

(2.57pm to 2.59pm)

11. **Date and Time of Next Meeting**

It was noted that the next meeting of the Joint Committee would be on 5 December 2019 at 2pm at the Chelmsford City Council offices.

(2.54pm to 2.55pm)

12. **Other Business**

Reinstatement of lines and road markings

In response to a question, Liz Burr explained the arrangements for the reinstatement of yellow lines and other road markings following the completion of road works by contractors. She said that the Specification for the reinstatement of highways stated that anyone who executed work on the highway, whether they be utilities or those carry out work for the Highways Authority, must reinstate it to a required permanent standard within six months of its completion. An inspection regime supported that arrangement.

The meeting closed at 3.10pm

Chairman

MINUTES

of the

SOUTH ESSEX PARKING PARTNERSHIP (TRAFFIC REGULATION ORDERS) SUB-COMMITTEE on 5 September 2019 at 3.20pm

Present:

Councillor Jon Cloke (Chairman)	Brentwood Borough Council
Councillor Mike Mackrory	Chelmsford City Council
Councillor Michael Steptoe	Rochford District Council

In attendance:

Nick Binder	Chelmsford City Council
William Butcher	Chelmsford City Council
Andrew Clay	Chelmsford City Council
Brian Mayfield	Chelmsford City Council

1. **Welcome and Minutes and Matters Arising**

The Chairman welcomed those present.

The minutes of the meeting of the Sub-Committee on 14 February 2019 were confirmed as a correct record.

There were no matters of business arising.

2. **Apologies and Substitutions**

There were no apologies for absence.

3. **The South Essex Parking Partnership (Chelmsford City Council) (Waiting, Loading and Parking Consolidation) (Variation No. 79) Order 201* Part 2**

The Sub-Committee considered representations on the above Order which proposed the variation of the Borough of Chelmsford (Waiting, Loading and Parking Consolidation) Order 2009 to introduce a resident permit parking scheme in Warren Close, Chelmsford from Monday to Friday between 9am and 5pm.

Three objections had been received following advertising of the Order. One member of the public attended the meeting to speak in favour of the Order.

AGREED that:

1. South Essex Parking Partnership (Chelmsford City Council) (Waiting, Loading and Parking Consolidation) (Variation No. 79) Order 201* Part 2 insofar as it relates to Warren Close, Chelmsford be made as advertised; and

2. those who made representations be advised accordingly.

(3.21pm to 3.28pm)

4. **South Essex Parking Partnership (Chelmsford City Council) (Waiting, Loading and Parking Consolidation) (Variation No. 79) Order 201* Part 2**

The Sub-Committee considered representations on the above Order which proposed the variation of the Borough of Chelmsford (Waiting, Loading and Parking Consolidation) Order 2009 to introduce a residents parking scheme in Exeter Road and Torrington Close, Chelmsford. It had originally been proposed that the scheme operate from Monday to Friday between 9am and 5pm but following representations to the advertised Order, which had attracted 30 objections, three expressions of support and one comment, the recommendation before the Sub-Committee was that it operate from 11am to 12 noon on those days.

Four members of the public attended to speak on the proposed amended Order. Three referred to the difficulties an 11am to 12 noon Order would cause the local church and businesses and suggested that it be amended to operate between 2pm and 3pm. The other speaker expressed concern about the effect of displaced parking on nearby roads.

The Sub-Committee recognised the problems the proposed restriction would cause in the mornings and agreed that it should apply to the afternoons instead. It was informed that the situation in nearby roads would be monitored following the introduction of the residents parking scheme to see whether any displacement occurred.

AGREED that:

1. South Essex Parking Partnership (Chelmsford City Council) (Waiting, Loading and Parking Consolidation) (Variation No. 79) Order 201* Part 2 insofar as it relates to Exeter Road and Torrington Close, Chelmsford be made as advertised, subject to the times of its operation being amended to 2pm to 3pm Monday to Friday; and

2. those who made representations be advised accordingly.

(3.28pm to 3.44pm)

5 **South Essex Parking Partnership (Chelmsford City Council) (Waiting, Loading and Parking Consolidation) (Variation No. 79) Order 201* Part 2**

The Sub-Committee considered representations on the above Order which had originally proposed the variation of the Borough of Chelmsford (Waiting, Loading and Parking Consolidation) Order 2009 to replace part of the residents permit parking scheme in Mildmay Road, Chelmsford opposite Gladstone Court with a prohibition of waiting at all times restriction.

There has been 12 objections and 21 expressions of support for the proposal and two residents attended the meeting to speak against it. The officers felt that the effect of reducing the number of residents parking spaces in an area already short of suitable parking needed to be assessed and thought given to finding possible replacements for those spaces

being lost. The Sub-Committee was therefore asked to defer consideration of this proposal pending completion of that assessment.

AGREED that consideration of the South Essex Parking Partnership (Chelmsford City Council) (Waiting, Loading and Parking Consolidation) (Variation No. 79) Order 201* Part 2 insofar as it relates to Mildmay Road, Chelmsford be deferred.

(3.44pm to 3.51pm)

6. **South Essex Parking Partnership (Chelmsford City Council) (Waiting, Loading and Parking Consolidation) (Variation No. 82) Order 201***

The Sub-Committee considered representations on the above Order which proposed the variation of the Borough of Chelmsford (Waiting, Loading and Parking Consolidation) Order 2009 to introduce a residents parking scheme in Ravensbourne Drive, Nabbott Road, Benedict Drive, St Peter's Road, St Catherine's Road, Dane Road, Abbess Close and Beeches Road, Chelmsford which would operate Monday to Friday 10am to 11am.

Five objections and forty expressions of support had been received following advertising of the Order. Four local residents and two ward councillors attended the meeting to speak in favour of the proposed Order.

AGREED that:

1. the South Essex Parking Partnership (Chelmsford City Council) (Waiting, Loading and Parking Consolidation) (Variation No. 82) Order 201* insofar as it relates to Ravensbourne Drive, Nabbott Road, Benedict Drive, St Peter's Road, St Catherine's Road, Dane Road, Abbess Close and Beeches Road, Chelmsford be made as advertised; and

2. those who made representations be advised accordingly.

(3.51pm to 4.08pm)

The meeting closed at 4.08pm.

Chairman

MINUTES

of the

SOUTH ESSEX PARKING PARTNERSHIP (TRAFFIC REGULATION ORDERS) SUB-COMMITTEE on 19 September 2019 at 2pm

Present:

Councillor Michael Steptoe (Chairman)	Rochford District Borough Council
Councillor Jon Cloke	Brentwood Borough Council
Councillor David Harrison	Basildon Borough Council

In attendance:

Nick Binder	Chelmsford City Council
William Butcher	Chelmsford City Council
Andrew Clay	Chelmsford City Council
Brian Mayfield	Chelmsford City Council
Hugh Reynolds	Basildon Borough Council

1. **Welcome**

The Chairman welcomed those present.

The minutes of the meeting of the Sub-Committee on 5 September 2019 were confirmed as a correct record.

There were no matters of business arising.

2. **Apologies and Substitutions**

There were no apologies for absence.

3. **Minutes and Matters Arising**

The minutes of the meeting on 5 September 2019 were confirmed as a correct record. There were no matters arising.

4. **The South Essex Parking Partnership (Various Roads, Borough of Basildon) (Parking and Waiting) Amendment No. 100 Order 201***

The Sub-Committee considered representations on the above Order which proposed the variation of the Essex County Council (Basildon District) (Parking and Waiting) Consolidation Order 2008 to introduce a resident permit parking scheme in Brackendale Avenue, St Michaels Avenue and Mountfields, Pitsea, Basildon from Monday to Saturday between 9am and 5pm.

Thirty expressions of support and 44 objections had been received, leading to a recommendation that the Order be reduced in its extent and that it now apply from Monday to Friday, 11am to 12 noon.

AGREED that:

1. the South Essex Parking Partnership (Various Roads, Borough of Basildon) (Parking and Waiting) Amendment No. 100 Order 201* insofar as it relates to Brackendale Avenue, St Michaels Avenue and Mountfields, Pitsea, Basildon be made as advertised but amended to the extent that it will apply from Monday to Friday between 11am and 12 noon; and

2. those who made representations be advised accordingly.

(3.21pm to 3.28pm)

5. **The South Essex Parking Partnership (Various Roads, Borough of Basildon) (Parking and Waiting) Amendment No. 100 Order 201***

The Sub-Committee considered representations on the above Order which proposed the variation of the Essex County Council (Basildon District) (Parking and Waiting) Consolidation Order 2008 to introduce a residents parking scheme in Raven Lane (Nos 2-23), Raven Close, Raven Crescent, Ian Road, St Helens Walk, Pauline Gardens, Upland Road, Upland Close, Upland Drive, St Peters Walk and Hallam Court, Billericay, Basildon.

Nine objections and 59 expressions of support had been received following advertising of the proposed Order.

AGREED that:

1. the South Essex Parking Partnership (Various Roads, Borough of Basildon) (Parking and Waiting) Amendment No. 100 Order 201* insofar as it relates to Raven Lane (Nos 2-23), Raven Close, Raven Crescent, Ian Road, St Helens Walk, Pauline Gardens, Upland Road, Upland Close, Upland Drive, St Peters Walk and Hallam Court, Billericay, Basildon be made as advertised; and

2. those who made representations be advised accordingly.

(3.28pm to 3.44pm)

6. **The South Essex Parking Partnership (Various Roads, Borough of Basildon) (Parking and Waiting) Amendment No. 100 Order 201***

The Sub-Committee considered representations on the above Order which proposed the variation of the Essex County Council (Basildon District) (Parking and Waiting) Consolidation Order 2008 to introduce a residents parking scheme in Laurel Avenue, Lilac Avenue, St Peters Terrace, Almond Avenue and Laburnum Avenue, Wickford.

There has been 14 objections and 18 expressions of support for the proposal.

AGREED that:

1. the South Essex Parking Partnership (Various Roads, Borough of Basildon) (Parking and Waiting) Amendment No. 100 Order 201* insofar as it relates to Laurel Avenue, Lilac Avenue, St Peters Terrace, Almond Avenue and Laburnum Avenue, Wickford be made as advertised; and

2. those who made representations be advised accordingly.

(3.28pm to 3.44pm)

7. **The South Essex Parking Partnership (Various Roads, Borough of Basildon) (Parking and Waiting) Amendment No. 104 Order 201***

The Sub-Committee considered representations on the above Order which proposed the variation of the Essex County Council (Basildon District) (Parking and Waiting) Consolidation Order 2008 to introduce a residents parking scheme in Eastley and Rantree Fold, Basildon which would operate from Monday to Saturday, 9am to 5pm.

There has been 12 objections and 10 expressions of support for the proposal.

AGREED that:

1. the South Essex Parking Partnership (Various Roads, Borough of Basildon) (Parking and Waiting) Amendment No. 104 Order 201* insofar as it relates to Eastley and Rantree Fold, Basildon be made as advertised; and

2. those who made representations be advised accordingly.

(3.28pm to 3.44pm)

8. **The South Essex Parking Partnership (Various Roads, Borough of Basildon) (Parking and Waiting) Amendment No. 104 Order 201***

The Sub-Committee considered representations on the above Order which proposed the variation of the Essex County Council (Basildon District) (Parking and Waiting) Consolidation Order 2008 to extend the No Waiting Monday to Saturday 8am to 6pm restriction on both sides of Perry Street, Billericay up to Uplands Road.

Five objections and 12 expressions of support for the proposal had been received.

AGREED that:

1. the South Essex Parking Partnership (Various Roads, Borough of Basildon) (Parking and Waiting) Amendment No. 104 Order 201* insofar as it relates to Perry Street, Billericay be made as advertised; and

2. those who made representations be advised accordingly.

(3.28pm to 3.44pm)

9. **The South Essex Parking Partnership (Various Roads, Borough of Basildon) (Parking and Waiting) Amendment No. 104 Order 201***

The Sub-Committee considered representations on the above Order which proposed the variation of the Essex County Council (Basildon District) (Parking and Waiting) Consolidation Order 2008 to introduce a residents parking permit scheme in Wick Glen, Billericay which would operate from Monday to Friday, 9am to 5pm.

One objection and six expressions of support for the proposal had been received.

AGREED that:

1. the South Essex Parking Partnership (Various Roads, Borough of Basildon) (Parking and Waiting) Amendment No. 104 Order 201* insofar as it relates to Wick Glen, Billericay be made as advertised; and

2. those who made representations be advised accordingly.

(3.28pm to 3.44pm)

10. **The South Essex Parking Partnership (Various Roads, Borough of Basildon) (Parking and Waiting) Amendment No. 100 Order 201***

The Sub-Committee considered representations on the above Order which proposed the variation of the Essex County Council (Basildon District) (Parking and Waiting) Consolidation Order 2008 to introduce double yellow lines restrictions in Stock Road and Oakwood Drive, Billericay.

One objections and five expressions of support for the proposal had been received.

AGREED that:

1. the South Essex Parking Partnership (Various Roads, Borough of Basildon) (Parking and Waiting) Amendment No. 100 Order 201* insofar as it relates to Stock Road and Oakwood Drive, Billericay be made as advertised; and

2. those who made representations be advised accordingly.

(3.28pm to 3.44pm)

10. **The South Essex Parking Partnership (Various Roads, Borough of Basildon) (Parking and Waiting) Amendment No. 104 Order 201***

The Sub-Committee considered representations on the above Order which proposed the variation of the Essex County Council (Basildon District) (Parking and Waiting) Consolidation Order 2008 to introduce double yellow lines restrictions at the junction of Wood Green and Burnet Mills Road, Basildon.

Three objections to the proposal had been received following advertising of the Order. These had been considered but were not felt to be of sufficient weight not to make the Order.

AGREED that:

1. the South Essex Parking Partnership (Various Roads, Borough of Basildon) (Parking and Waiting) Amendment No. 104 Order 201* insofar as it relates to

Wood Green and Burnt Mills Road, Basildon be made as advertised; and

2. those who made representations be advised accordingly.

(3.28pm to 3.44pm)

12. **The South Essex Parking Partnership (Various Roads, Borough of Basildon) (Parking and Waiting) Amendment No. 100 Order 201***

The Sub-Committee considered representations on the above Order which proposed the variation of the Essex County Council (Basildon District) (Parking and Waiting) Consolidation Order 2008 to introduce double yellow lines restrictions on the junction of Morris Avenue and Outwood Common Road, Billericay.

Three objections to the proposal had been received following advertising of the Order. These had been considered but were not felt to be of sufficient weight not to make the Order.

AGREED that:

1. the South Essex Parking Partnership (Various Roads, Borough of Basildon) (Parking and Waiting) Amendment No. 100 Order 201* insofar as it relates to Morris Avenue and Outwood Common Road, Billericay be made as advertised; and

2. those who made representations be advised accordingly.

(3.28pm to 3.44pm)

The meeting closed at 4.08pm.

Chairman

MINUTES

of the

SOUTH ESSEX PARKING PARTNERSHIP (TRAFFIC REGULATION ORDERS) SUB-COMMITTEE on 3 October 2019 at 2pm

Present:

Councillor Michael Steptoe (Chairman)	Rochford District Borough Council
Councillor Jon Cloke	Brentwood Borough Council
Councillor Mike Mackrory	Chelmsford City Council

In attendance:

Nick Binder	Chelmsford City Council
William Butcher	Chelmsford City Council
Andrew Clay	Chelmsford City Council
Brian Mayfield	Chelmsford City Council

1. **Welcome**

The Chairman welcomed those present.

2. **Apologies and Substitutions**

There were no apologies for absence.

3. **Minutes and Matters Arising**

The minutes of the meeting on 19 September 2019 were confirmed as a correct record. There were no matters arising.

4. **The South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 39) Order 201* - Hammond Lane, Warley**

The Sub-Committee considered representations on the above Order which proposed the variation of the Borough of Brentwood (On Street Parking and Waiting Restrictions) Order No. 131 to introduce in Hammond Lane, Warley a Resident Permit Parking Area which would operate from Monday to Friday 9am to 5pm in Zone F and to extend the existing double yellow lines on the northeast side to include the bend.

One expression of support and 22 objections had been received. Most of the objections related to the extension of the double yellow lines. However, the officers believed that this was a necessary measure as part of the order to preserve access for large vehicles, including emergency vehicles.

AGREED that:

1. the South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 39) Order 201* insofar as it relates to Hammond Lane, Warley be withdrawn; and

2. those who made representations be advised accordingly.

(3.21pm to 3.28pm)

5. **The South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 39) Order 201* - Woodman Road, Warley**

The Sub-Committee considered representations on the above Order which proposed the variation of the Borough of Brentwood (On Street Parking and Waiting Restrictions) Order No. 131 to extend the current length of double yellow lines in Woodman Road, Warley from five metres either side of the junction with The Chase to 10 metres either side.

Thirty-one objections had been received following advertising of the proposed Order. Notwithstanding the points made by the objectors, the Sub-committee was of the view that the benefits of the proposal outweighed the perceived difficulties and that the Oder should be made.

AGREED that:

1. the South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 39) Order 201* insofar as it relates to Woodman road, Warley be made as advertised; and

2. those who made representations be advised accordingly.

(3.28pm to 3.44pm)

6. **The South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 39) Order 201* - Linden Rise, Conifer Drive, Blackthorn Way and Gifford Place, Warley**

The Sub-Committee considered representations on the above Order which proposed the variation of the Borough of Brentwood (On Street Parking and Waiting Restrictions) Order No. 131 to introduce a Resident Permit Parking Area in Lindon rise and Conifer Drive, Warley to operate from Monday to Friday 10-11am in Zone F and double yellow lines on the roundabout and junctions. There was insufficient support from local residents for a scheme that included Blackthorn Way and Gifford Place.

There has been 35 objections and 5 expressions of support for the proposal. Most of the objections related to the double yellow lines, but officers were of the view that these were essential as part of the proposal to prevent disruption to large vehicles using the roads and obstruction by cars parked on the roundabout. The Sub-Committee agreed with that view.

AGREED that:

1. the South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 39) Order 201* insofar as it relates to

Lindon Rise and Conifer Drive, Warley be made as advertised; and

2. those who made representations be advised accordingly.

(3.28pm to 3.44pm)

7. **The South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 39) Order 201* - Britannia Road and Wellington Place, Warley**

The Sub-Committee considered representations on the above Order which proposed the variation of the Borough of Brentwood (On Street Parking and Waiting Restrictions) Order No. 131 to introduce a residents parking scheme in Britannia Road and Wellington Place, Warley which would operate from Monday to Saturday, 10am to 11am except in signed bays.

There has been one objection and seven expressions of support for the proposal.

AGREED that:

1. the South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 39) Order 201* insofar as it relates to Britannia Road and Wellington Place, Warley be made as advertised; and

2. those who made representations be advised accordingly.

(3.28pm to 3.44pm)

8. **The South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 39) Order 201* - Canterbury Way, Ashbeam Close and Birchwood Close, Warley**

The Sub-Committee considered representations on the above Order which proposed the variation of the Borough of Brentwood (On Street Parking and Waiting Restrictions) Order No. 131 to revoke a single yellow line (Monday to Friday 10-11am) in Canterbury Way, Ashbeam Close and Birchwood Close, Warley and replace it with a Resident Permit Parking Area which would operate from Monday to Friday 9am-5pm in Zone F.

One objection to the proposal had been received.

AGREED that:

1. the South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 39) Order 201* insofar as it relates to Canterbury Way, Ashbeam Close and Birchwood Close, Warley be made as advertised; and

2. those who made representations be advised accordingly.

(3.28pm to 3.44pm)

9. **The South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 39) Order 201* - Warley Hill, Warley**

The Sub-Committee considered representations on the above Order which proposed the variation of the Borough of Brentwood (On Street Parking and Waiting Restrictions) Order No. 131 to introduce Limited Waiting 2 hours No Return 4 hours 8am-8pm on the unrestricted length of road outside the shops in Warley Hill, Warley near the junction with The Drive.

One objection to the proposal had been received. Having reviewed the proposal, the officers recommended that the Order should be withdrawn and redesigned by reducing the length of double yellow lines, which would still allow for the original proposed length of Limited Waiting bays and also have 5 metres of unrestricted parking to allow for the resident who had objected to park near their property. The Sub-Committee agreed that the scheme should be re-advertised on that basis.

AGREED that:

1. the South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 39) Order 201* insofar as it relates to Warley Hill, Warley be withdrawn and re-advertised on the basis described above; and

2. those who made representations be advised accordingly.

(3.28pm to 3.44pm)

10. **The South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 39) Order 201* - The Grove, Brentwood**

The Sub-Committee considered representations on the above Order which proposed the variation of the Borough of Brentwood (On Street Parking and Waiting Restrictions) Order No. 131 to amend the current single yellow line in The Grove, Brentwood to a Resident Permit Parking Area operating from Monday to Friday 9am to 5pm in Zone M and to include the remaining length of the road, which was unrestricted, in the scheme.

Three objections and 14 expressions of support for the proposal had been received.

AGREED that:

1. the South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 39) Order 201*insofar as it relates to The Grove, Brentwood be made as advertised; and

2. those who made representations be advised accordingly.

(3.28pm to 3.44pm)

11. **The South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 39) Order 201* - Shenfield Green, Shenfield**

The Sub-Committee considered representations on the above Order which proposed the variation of the Borough of Brentwood (On Street Parking and Waiting Restrictions) Order No. 131 to amend the current single yellow line in Shenfield Green, Shenfield (Monday to Friday 10-11am & 2-3pm) to double yellow lines.

Two objections and nine expressions of support to the proposal had been received following advertising of the Order.

AGREED that:

1. the South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 39) Order 201* insofar as it relates to Shenfield Green, Shenfield be made as advertised; and

2. those who made representations be advised accordingly.

(3.28pm to 3.44pm)

12. **The South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 44) Order 201* - Copperfield Gardens and Sycamore Drive, Brentwood**

The Sub-Committee considered representations on the above Order which proposed the variation of the Borough of Brentwood (On Street Parking and Waiting Restrictions) Order No. 131 to introduce double yellow lines restrictions on the junction of Copperfield Gardens and Sycamore Drive, Brentwood.

Two objections to the proposal had been received following advertising of the Order. These had been considered but were not felt to be of sufficient weight not to make the Order.

AGREED that:

1. the South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 44) Order 201* insofar as it relates to of Copperfield Gardens and Sycamore Drive, Brentwood be made as advertised; and

2. those who made representations be advised accordingly.

(3.28pm to 3.44pm)

13. **The South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 44) Order 201* - Copperfield Gardens, Brentwood**

The Sub-Committee considered representations on the above Order which proposed the variation of the Borough of Brentwood (On Street Parking and Waiting Restrictions) Order No. 131 to introduce double yellow lines restrictions outside the shop and on the double bend in Copperfield Gardens, Brentwood.

Two objections to the proposal had been received following advertising of the Order. These had been considered but were not felt to be of sufficient weight not to make the Order.

AGREED that:

1. the South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 44) Order 201* insofar as it relates to of Copperfield Gardens, Brentwood be made as advertised; and

2. those who made representations be advised accordingly.

(3.28pm to 3.44pm)

14. **The South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 44) Order 201* - Doddinghurst Road and St Kilda's Road, Brentwood**

The Sub-Committee considered representations on the above Order which proposed the variation of the Borough of Brentwood (On Street Parking and Waiting Restrictions) Order No. 131 to extend the current double yellow lines near the junction of Doddinghurst Road and Robin Hood Road and tidal single yellow lines (Monday to Saturday 10-11am and Monday to Saturday 2-3pm) as well as including double yellow lines on the junction of Doddinghurst Road and St Kilda's Road and bus stops in Doddinghurst Road.

Two objections and one representation of support to the proposal had been received following advertising of the Order. The objections had been considered but were not felt to be of sufficient weight not to make the Order.

AGREED that:

1. the South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 44) Order 201* insofar as it relates to of Doddinghurst Road and St Kilda's Road, Brentwood be made as advertised; and

2. those who made representations be advised accordingly.

(3.28pm to 3.44pm)

15. **The South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 44) Order 201* - Margaret Avenue and Shorter Avenue, Shenfield**

The Sub-Committee considered representations on the above Order which proposed the variation of the Borough of Brentwood (On Street Parking and Waiting Restrictions) Order No. 131 to amend the current single yellow line (Monday to Friday 10-11am & 2-4pm) to a double yellow line in Margaret Avenue and to amend the single yellow line (Monday to Friday 10-11am & 2-3pm) to double yellow lines in Shorter Avenue on the junction with Margaret Avenue.
Seventeen objections and three representations of support to the proposal had been received following advertising of the Order. The Officers felt that the objections were of sufficient merit to justify withdrawing the proposed scheme and include the area in the forthcoming informal consultation on roads to the north of Hutton Road.

AGREED that:

1. the South Essex Parking Partnership (Borough of Brentwood) (Waiting, Loading and Parking Consolidation) (Variation No. 44) Order 201* insofar as it relates to of Margaret Avenue and Shorter Avenue, Shenfield be withdrawn; and

2. those who made representations be advised accordingly.

   (3.28pm to 3.44pm)

The meeting closed at 4.08pm.

Chairman

MINUTES

of the

SOUTH ESSEX PARKING PARTNERSHIP (SIGNS AND LINES) SUB- COMMITTEE

on 5 September 2019 at 4.15pm

Present:

Councillor Jon Cloke (Chairman)	Brentwood Borough Council
Councillor Mark Durham	Maldon District Council
Councillor Paul Varker	Castle Point Borough Council

In attendance:

Nick Binder	Chelmsford City Council
William Butcher	Chelmsford City Council
Ryan Lynch	Castle Point Borough Council
Brian Mayfield	Chelmsford City Council

1. **Welcome and Minutes of Last Meeting**

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

The minutes of the meeting on 7 March 2019 were confirmed as a correct record.

2. **Apologies**

There were no apologies for absence.

3. **Funding Approval for Batch 16 Sign and Line Maintenance Schemes**

The Sub-Committee considered a report on the latest areas (Batch 16) for sign and line maintenance work which had been approved by the SEPP Manager in consultation with the SEPP Chairman and Vice-Chairman. The schemes were for roads where the maintenance of signs and lines was required to address known enforcement problems. The proposed funding for Batch 16 schemes, as outlined in Appendix A of the report before the Sub-Committee, amounted to £84,430. It was noted that if this batch were to be approved in full, the total remaining funding available for the financial year 2019/20 would be £146,380.

AGREED that the schemes submitted at Appendix A of the report before the Sub-Committee to deal with signs and lines maintenance be noted.

4. **Consideration of Funding for Schemes which require a Traffic Regulation Order**

Requests had been received for a number of new parking restrictions in areas where a continuing parking problem was felt to exist. The 22 schemes in Appendix A to the report to the meeting were considered to be essential and had been agreed locally with the Lead Officer and the relevant Joint Committee member. Formal approval to prepare the traffic regulation orders (TROs) associated with the schemes was sought. The Sub-Committee was referred to an additional scheme that had not been included in the original papers for the meeting. It proposed the introduction of a residents parking scheme in Hillary Close, Chelmsford at an estimated cost of £3,000.

The Sub-Committee was advised that, if approved, the funding needed for these TRO schemes was approximately £40,000. If this funding were to be allocated in full, the total amount of funding available for future schemes for the remainder of the year would be £106,380.

A member of the public attended the meeting to speak in support of the scheme for Darrel Close.

AGREED that the schemes in Appendix A of the report before the Sub-Committee which had been agreed at local level, including that for Hillary Close, Chelmsford be approved for funding.

The meeting closed at 4.27pm

Chairman

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE **5th December 2019** AGENDA ITEM 8

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 22nd November 2019
Options
Recommendation(s)
That the report be noted.

Consultees	Service Accountant South Essex Parking Partnership Manager

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 1st April 2019 to 22nd November 2019.

2. Financial summary

2.1 Appendix 1 provides details of the actual costs incurred and income received, and is currently showing a surplus of £452,437 for SEPP and a deficit of £226,488 for the TRO account, on a cash basis for the financial year to the 22nd November 2019 before taking into account items funded from the Reserve. This results in an overall surplus position for the Partnership including the TRO account of £225,949.

PCN income continues to remain high with both Chelmsford and Basildon having received over 80% of the budgeted income for PCN's this financial year. Expenditure is largely in line with the expected costs at this point of the financial year.

The projection is that the TRO account will be fully funded by the rest of the Partnership and there will be a surplus at the end of this financial year but that this surplus will be less than last year.

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 the replacement of on-street pay and display machines at a cost of £78,000 and further mapping costs to validate TROs against on-street signs and lines at a cost of £9,800. A new item to be funded from reserves has been included this month which relates to part of Chelmsford City Council's allocation of £116,000 for parking control measures in Broomfield Parade. The £10,700 worth of expenditure is for an initial order for the concrete planters on the parade.

Once the £98,500 use of reserves is taken into account, the net position for the Partnership including the TRO account is a surplus of £127,449 as can be seen in Appendix 1.

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 2019 to 22nd November 2019 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.

List of Appendices

Appendix 1 – Financial summary @ 22/11/19

Background Papers

Nil

Appendix 1

South Essex Parking Partnership - Summary position @ 22/11/2019

Actual 19/20	**Chelmsford £**	**Brentwood £**	**Maldon £**	**Basildon £**	**Rochford £**	**Castle Point £**	**Total £**	**TROs £**	**Total £**	
Direct Expenditure										
- Employees	257,484	166,341	45,209	176,562	75,412	41,827	**762,836**	77,655	**840,492**	
- Premises	142	2,182	0	31	0	8	**2,363**	0	**2,363**	
- Supplies and Services	39,762	22,717	5,721	26,785	8,694	5,071	**108,750**	33,759	**142,509**	
- Third Party Payments	36,732	33,348	6,026	18,108	14,531	9,359	**118,104**	100,610	**218,715**	
- Transport costs	7,958	13,218	5,000	22,171	5,535	1,919	**55,802**	299	**56,101**	
Total Direct Expenditure	**342,078**	**237,807**	**61,957**	**243,657**	**104,171**	**58,185**	**1,047,856**	**212,324**	**1,260,179**	
Indirect Expenditure										
Central Support	49,704	11,782	2,382	8,692	3,992	1,610	**78,162**	14,164	**92,326**	
Total Indirect Expenditure	**49,704**	**11,782**	**2,382**	**8,692**	**3,992**	**1,610**	**78,162**	**14,164**	**92,326**	
Total Expenditure	**391,782**	**249,590**	**64,339**	**252,349**	**108,163**	**59,795**	**1,126,017**	**226,488**	**1,352,505**	
Income received to 22/11/2019										
PCN's	369,308	249,413	58,152	213,665	88,128	65,586	**1,044,252**	0	**1,044,252**	
Residents' Parking Permits	157,928	127,680	19,136	102,448	11,020	3,063	**421,274**	0	**421,274**	
Pay & Display	74,009	32,854	0	0	0	0	**106,863**	0	**106,863**	
Other	6,065	0	0	0	0	0	**6,065**	0	**6,065**	
Total Income	**607,310**	**409,947**	**77,288**	**316,112**	**99,148**	**68,649**	**1,578,454**	**0**	**1,578,454**	
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	**(215,528)**	**(160,358)**	**(12,949)**	**(63,763)**	**9,015**	**(8,854)**	**(452,437)**	**226,488**	**(225,949)**	(a)

Memorandum: Items funded from Reserves

	Actuals £
Replacement on-street pay and display machines	78,000
Funds to validate TROs against on-street signs and lines and map electronically	9,800
Parking Control measures in Broomfield Parade - Chelmsford City Council (part of £116,000 agreed allocation)	10,700
	98,500
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves	**(225,949)** (a)
Net After Use of Reserves	**(127,449)**

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

5 December 2019

AGENDA ITEM 11

Subject	Business Plan for 2020/21
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 2020/21.

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 2020/21 and the six specific recommendations listed below:

- agree the 2020/21 budgets and proposed actions and objectives
- approve two new additional Civil Enforcement Officers for the Chelmsford operation.
- agree to write off all specific Parking Authority deficits, including those over £10,000, should they arise.
- agree to maintain a reserve of £200,000 for financial year 2020/21
- approve £200,000 from the operational fund of £780,000 for operational costs as shown in section 4.4 on page 17
- 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.

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 2020/21 (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 2020/21 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 2020/21

3.1 The Budget for 2020/21 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. The operational model and budget for 2020/21 remain consistent with the previous year of operation.

3.2 Section 3.1, page 6 of the Business Plan details the proposed budget for the 2020/21 parking enforcement operation. The total direct and indirect expenditure is estimated at £1,782,455 and the total income is estimated to be £2,413,200.

3.3 Section 3.3, page 7 of the Business Plan shows the expected costs of £157,200 for the operational staffing resource of the TRO function.

3.4 Taking into consideration the expected outturn from the parking enforcement operation and the operational staffing cost for the TRO function, the Partnership overall outturn for 2020/21 is expected to provide an operational fund in the region of £463,000.

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 19 of the Business Plan.

4 Business objectives for 2019/20

4.1 Section 4, page 9 of the Annual Business Plan provides the business objectives and actions the Partnership aims to achieve in 2020/21. These objectives link into the longer term aims and objectives of the Partnership.

4.2 Additional Civil Enforcement Officers (CEOs) for the Chelmsford Operation

4.3 Since the introduction of the Parking Partnership in 2011, the number of additional resident parking schemes and 'No Waiting' parking restrictions in Chelmsford has increased. In addition, school parking and short-term invasive parking around the Train Station, convenient stores and more demand for enforcement outside of core operational hours has put added pressure on the enforcement resource. To meet this additional demand, it is proposed that two new enforcement officers are introduced into the Chelmsford operation.

Section 4.2 page 13 of the Business Plan provides the business case for an additional two CEOs. The addition of two new staff members will increase the level of patrol coverage and frequency and based on the calculations and the assumption that two new CEOs will issue an average of 8 PCNs per day, the Partnership can expect to receive an additional £46,600 income after associated costs.

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 take into account 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 7 December 2017 the Joint Committee approved the Annual Business Plan for 2018/19 which included the recommendation to maintain a reserve of £200,000. This level of reserve considered the additional cost of the TRO function and the signs and lines maintenance funding. It is recommended that £200,000 is also maintained for the financial year 2019/20.

4.7 The Operational Fund

4.8 Section 4.4 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 £780,000 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 term of the current Joint Committee Agreement is until 31 March 2022. During this period the operation will require £200,000 to cover the costs of the annual sign and lines maintenance and the introduction of new schemes which require a TRO. The allocation of these funds is shown in the table on page 16 of the Business Plan.

It is recommended that the Joint Committee approves the £200,000 allocation of funds. If this funding is approved the operational account will have a surplus amount of £580,000. It is expected that the Partnership will continue to make a surplus in the region of £380,000 to £460,000 in financial years 2020/2021 and 2021/22 which will provide a positive operational fund to operate the function beyond the current 2022 agreement.

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 14 November 2019 and agreed there are currently no further changes to be made and the Risks identified remain relevant to the current operation.

Appendix B, page 27, 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 18 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 2020/21 will provide an operational fund in the region of £463,000.

The business objectives for 2020/21 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 2020/21 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, while also ensuring a surplus and reserve is available to invest into future operational requirements.

For financial year 2020/21 there will be £200,000 funding available for maintenance of signs and lines and new TROs.

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

- agree the 2020/21 budgets and proposed actions and objectives
- approve two new additional Civil Enforcement Officers for the Chelmsford operation.
- agree to write off all specific Parking Authority deficits, including those over £10,000, should they arise.
- agree to maintain a reserve of £200,000 for financial year 2020/21
- approve £200,000 from the operational fund of £780,000 for operational costs as shown in section 4.4 on page 17
- 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 2020/21

Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2011

Appendix 1

South Essex Parking Partnership Business Plan 2020/21

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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. This has enabled the Parking Partnership Manager and Treasurer to the Partnership to provide robust estimates for the proposed budget in 2020/21 considering the Partnership's performance to date and outcomes achieved.

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 2020/21 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 2020/21

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.

This budget for 2020/21 is based on the previous year and current financial year performance which provides a good indication of the expected outturn.

The predicted end of year outturn for the combined 2020/21 parking enforcement operation and TRO operational costs is an overall surplus position in the region of £463,000 on a cash basis. It is predicted that all six authorities will deliver a surplus. 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 measures taken to date in improving the deficit positions, 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 4 -year extension of the Joint Committee Agreement and cover the additional financial commitment (£150,000) of the signs and lines maintenance funding which previously was funded by Essex County Council (ECC)

3.1: Parking Enforcement Budget 2020/21

20/21 SEPP Budget	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	Total	
Management	£21,477	£14,856	£4,037	£14,856	£6,136	£4,037	**£65,400**	E
Civil Enforcement Supervision	£15,034	£10,286	£3,165	£11,077	£4,747	£2,690	**£47,000**	B
Back Office Staff	£124,289	£83,290	£17,949	£68,440	£25,503	£21,629	**£341,100**	D
Civil Enforcement Staff	£333,300	£165,000	£65,900	£205,800	£82,500	£44,700	**£897,200**	
Staffing Costs	**£494,099**	**£273,432**	**£91,051**	**£300,173**	**£118,887**	**£73,057**	**£1,350,700**	
Split of General Expenditure								
Cyclical Maintenance	£0	£3,500	£0	£0	£0	£0	**£3,500**	
New Equipment	£4,134	£2,829	£870	£3,046	£1,305	£740	**£12,924**	G
Equipment Repairs	£413	£283	£87	£305	£131	£74	**£1,292**	G
Clothing & Uniforms	£2,260	£1,546	£476	£1,665	£714	£404	**£7,065**	G
Printing & Stationery	£3,307	£2,263	£696	£2,437	£1,044	£592	**£10,339**	G
Advertising	£73	£49	£11	£40	£15	£13	**£200**	D
Postages	£5,512	£3,771	£1,160	£4,061	£1,741	£986	**£17,232**	G
Mobile Phones	£1,279	£875	£269	£943	£404	£229	**£4,000**	B
Radios	£0	£2,800	£0	£0	£0	£0	**£2,800**	
Insurance	£2,646	£1,810	£557	£1,950	£836	£473	**£8,271**	G
Audit Fees	£911	£610	£132	£502	£187	£159	**£2,500**	D
Bank Charges	£2,811	£1,923	£592	£2,071	£888	£503	**£8,788**	G
County Court Fees	£10,230	£7,604	£1,728	£5,530	£2,627	£2,281	**£30,000**	A
TPT	£6,671	£4,959	£1,127	£3,606	£1,713	£1,488	**£19,564**	F
System Development & Support	£18,680	£13,884	£3,155	£10,097	£4,796	£4,165	**£54,778**	F
Security Costs	£0	£5,400	£0	£0	£0	£0	**£5,400**	
Accommodation (Satelite Depots)	£0	£4,100	£2,000	£8,900	£6,100	£2,000	**£23,100**	
	£58,929	**£58,206**	**£12,861**	**£45,153**	**£22,500**	**£14,107**	**£211,755**	
Transport Costs								
Repairs	£286	£381	£190	£667	£286	£190	**£2,000**	C
Vehicle Insurance	£3,000	£4,000	£2,000	£7,000	£3,000	£2,000	**£21,000**	C
Fuel	£2,429	£3,238	£1,619	£5,667	£2,429	£1,619	**£17,000**	C
Vehicle Lease Charges	£7,857	£10,476	£5,238	£18,333	£7,857	£5,238	**£55,000**	C
CCTV Vehicle Lease	£0	£0	£0	£4,000	£0	£0	**£4,000**	
	£13,571	**£18,095**	**£9,048**	**£35,667**	**£13,571**	**£9,048**	**£99,000**	
Total Direct Expenditure	**£566,600**	**£349,734**	**£112,959**	**£380,993**	**£154,958**	**£96,211**	**£1,661,455**	
Indirect Expenditure								
Central Support	£44,090	£29,546	£6,367	£24,278	£9,047	£7,673	**£121,000**	D
Total Indirect Expenditure	**£44,090**	**£29,546**	**£6,367**	**£24,278**	**£9,047**	**£7,673**	**£121,000**	
Total Direct & Indirect Expenditure	**£610,689**	**£379,279**	**£119,327**	**£405,271**	**£164,005**	**£103,884**	**£1,782,455**	
Income								
PCN's	-£570,000	-£395,000	-£90,000	-£300,000	-£140,000	-£105,000	**-£1,600,000**	
Resident Permits/Visitor Tickets	-£270,000	-£185,000	-£26,000	-£150,000	-£16,000	-£3,100	**-£650,100**	
Pay & Display	-£110,000	-£48,000	£0	£0	£0	£0	**-£158,000**	
Other	-£5,100	£0	£0	£0	£0	£0	**-£5,100**	
Total Income	**-£955,100**	**-£628,000**	**-£116,000**	**-£450,000**	**-£156,000**	**-£108,100**	**-£2,413,200**	
Total Net Budget	**(£344,411)**	**(£248,721)**	**£3,327**	**(£44,729)**	**£8,005**	**(£4,216)**	**(£630,745)**	

3.2: Breakdown of budget costs 2020/21

A breakdown of the budget costs can be found in **Appendix A** (page 20). This information provides the Joint Committee with more detailed information regarding the predicted expenditure costs for 2020/21.

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. 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 2020/21

The following table sets out the proposed budget for the 2020/21 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	133,000
- Supplies and Services	Note A
- Third Party Payments	Note A
- Transport costs	2,200
Total Direct Expenditure	**135,200**
Indirect Expenditure	
Central Support	22,000
Total Indirect Expenditure	**22,000**
Total budget	**157,200**

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 2020/21 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. The overall estimated outturn position for the Parking Partnership will provide an operational fund of £463,745 to be invested back into the operation and to include sign and lines maintenance and new TRO schemes.

Partnership outturn position 2019/20	
Parking Enforcement total budget	(630,745)
TRO operational total budget	167,000
Estimated outturn position	**(£463,745)**

3.5: Signs and lines maintenance and new TRO funding

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

2020/21 available funding	
2020/21 Annual sign and line maintenance (approved at December 2018 Joint Committee Meeting)	£150,000
2020/21 funding for new TROs (approved at December 2018 Joint Committee Meeting)	£50,000
Total funding	£200,000

4: Objectives and actions for 2020/21

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

4.1: Business objectives for 2020/21

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
1: 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. **Provide a professional service, ensuring full compliance with TMA 2004 and high levels of customer service.** **Key Performance Indicators:** • **75% of PCNs issued are successfully recovered** • **CEOs to achieve an average performance score of 33** • **PCNs which have been cancelled due to an CEO error, not to exceed 0.8%**	Support the core principles of TMA 2004 Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit Maintain a contingency reserve	Monthly 1to1 performance reviews with staff Identify training needs Manage sickness in accordance with Chelmsford City Council Sickness Management Policy Monthly PCN issue rates recorded and monitored against estimate Quarterly performance figures provided to lead officers Update on Business Plan to Joint Committee
2: Ensure CEO patrol rotas are continually reviewed to ensure best use of staff time in key areas. **Continue to provide ad-hoc out of hours enforcement to concentrate enforcement on known problem areas.** **Review enforcement outside of the core operational hours and review level of resource required to ensure staff have sufficient support during these periods**	Support the core principles of TMA 2004 Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit Maintain a contingency reserve	Monthly 1to1 performance reviews with staff Monthly PCN issue rates recorded and monitored against estimate Quarterly performance figures provided to lead officers Update on Business Plan to Joint Committee

3: Partnership CEOs to support Castle Point, and Rochford at key times and to provide holiday cover.	Support the core principles of TMA 2004 Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit Maintain a contingency reserve	Monthly 1to1 performance reviews with staff Monthly PCN issue rates recorded and monitored against estimate Quarterly performance figures provided to lead officers Update on Business Plan to Joint Committee
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. **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** **Introduce targeted action days to deal with Hot Spots (schools etc.) allocating Council resources in addition to the Partnership staff**	Support the core principles of TMA 2004 Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit Maintain a contingency reserve Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit	Monthly 1to1 performance reviews with staff Monthly PCN issue rates recorded and monitored against estimate Quarterly performance figures provided to lead officers Update on Business Plan to Joint Committee
5: 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.	Support the core principles of TMA 2004 Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit Maintain a contingency reserve Partnership lead officers take all	Monthly 1to1 performance reviews with staff Monthly PCN issue rates recorded and monitored against estimate Quarterly performance figures provided to lead officers Update on Business Plan to Joint Committee

	reasonable steps to ensure individual Partnership areas reduce the level of individual deficit	
6: Review current operational expenditure and processes and determine if further efficiencies / improvements can be made	Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit Maintain a contingency reserve	Update on Business Plan to Joint Committee Ongoing action: Obtain competitive quotes for all services and supplies provided. Ensure best value for money is achieved. Explore alternative methods of delivering the service utilising digital and on-line technology
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.	Support the core principles of TMA 2004 Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit Maintain a contingency reserve Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit	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. Update on Business Plan to Joint Committee
8: Identify and prioritise schemes in areas which provide the greatest benefit to the overall aims and objectives of the	Support the core principles of TMA 2004 Achieve an overall	Review the outcome of consultations with residents and business. All schemes agreed at local level to be prioritised and

Parking Partnership **Produce and implement a programme of essential maintenance works for signs and lines and TROs requiring attention.**	financial account to operate parking enforcement and the TRO function at zero deficit Maintain a contingency reserve 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	submitted to the Sub Committee for approval. Review the first year of permit sales and adjust Partnership account to reflect additional income. Update on Business Plan to Joint Committee
8: Ensure that new developments requiring parking related restrictions / schemes contribute to the implementation of the scheme via section 106 arrangements or the Community Infrastructure Levy	Maintain signs and lines and TROs to an acceptable level ensuring suitable funding is available	Ongoing: Partnership lead officers to maintain local relationships with planning departments and Essex County Council Highways.
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	Continue to build and improve the dedicated website. 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	Arrange meetings with relevant officers and start initial discussions.

	TRO function at zero deficit Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit	
14. Employ two additional Civil Enforcement Officers to ensure that there is sufficient patrol coverage for the increase in new resident parking schemes and No Waiting parking restrictions.	Support the core principles of TMA 2004 Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit	Employ two new staff members in advance of the new financial year to ensure full patrol coverage is viable

4.2 Additional CEOs for the Chelmsford Operation

Since the introduction of the Parking Partnership in 2011, the number of additional resident parking schemes and 'No Waiting' parking restrictions in Chelmsford has increased. In addition, school parking and short-term invasive parking around the Train Station, convenient stores and more demand for enforcement outside of core operational hours has put added pressure on the enforcement resource. To meet this additional demand, it is proposed that two new enforcement officers are introduced into the Chelmsford operation.

The introduction of new staff in any department of the Parking Partnership operation will need to be subject to a business case and included in the Annual Business Plan.

Proposal

The salary and salary on-cost for a Civil Enforcement Officer (CEO), plus the equipment, uniform, vehicle costs, training etc. equates to £16.45 per hour, £31,649 per year. The average daily Penalty Charge Notice's (PCNs) issued per enforcement officer in Chelmsford is currently 11 PCNs.

An additional Enforcement Officer would need to issue 989 PCNs (4.5 PCNs per day) to cover the additional operational cost. This equation takes into consideration the expected recovery and cancellation rate of any PCNs issued.

The break-even point of 4.5 PCNs per day per CEO is very achievable and any additional PCNs issued above that range will result in additional income for the Partnership account. Any surplus can be invested back into the operation to contribute to the SEPP Traffic Regulation Order Function and the implementation of new traffic management schemes and the maintenance of parking restriction signs and lines.

Potential additional income per staff member based on the number of PCNs issued per day off set by operational costs

Average PCNs issued per day per annum	
4.5	Break even
5	£2,700
6	£9,600
7	£16,300
8	£23,300
9	£30,200
10	£37,100
11	£44,000

Based on the calculations and the assumption that two new CEOs will issue an average of 8 PCNs per day, the Partnership can expect to receive an additional £46,600 income after associated costs. The additional staff costs have been included into the budget as shown on page 6 of this Business Plan.

It is recommended that the Joint Committee approves the allocation of an additional two Civil Enforcement Officers for the Chelmsford operation.

4.3 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 take into account 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 6 December 2018 the Joint Committee approved the Annual Business Plan for 2019/20 which included the recommendation to maintain a reserve of £200,000. This level of reserve considered the additional cost of the TRO function and the signs and lines maintenance funding which is no longer funded by Essex County Council. It is recommended that £200,000 is also maintained for financial year 2020/21 which will leave the Partnership with an operational fund of **£780,000**

4.4 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 2019)	£2,438,000
£85,000 to invest in replacement on-street pay and display machines	£2,353,000
£57,000 remaining to provide full cost of launching 3PR in schools (zero cost to school). £450 - £500 per schools – covers approx. 168 schools	£2,296,000
£150,000 allocated in financial year 2019/20 for the sign and line maintenance	£2,146,000
£50,000 allocated in financial year 2019/20 for implementing new schemes which require a TRO	£2,096,000
£816.000 Shared between the 7 Partnership Authorities for highway and car park improvements which are in accordance with section 55 (as amended) of the Road Traffic Regulations Act 1984 (RTRA 1984)	£1,280,000
£150,000 to be allocated in financial year 2020/21 for the sign and line maintenance	£1,130,000
£50,000 allocated in financial year 2020/21 for	£1,080,000

implementing new schemes which require a TRO	
£100,000 to cover costs until 2022 to provide additional out of hours and weekend enforcement patrols to cover known parking problems in Brentwood	£980,000
Maintain £200,000 reserve	£780,000
Total Partnership operational fund	**£780,000**

Considering the outstanding items of spend, the Partnership has an operational fund of **£780,000** to invest back into the operation and allocate funding which is in accordance with section 55 of the RTRA 1984

4.5 Recommendations for allocation of the operational fund

The total operational fund available for the Parking Partnership to invest back into the function is £780,000

The term of the current Joint Committee Agreement is until 31 March 2022. During this period the operation will require a further £200,000 to invest back into the operation. The allocation of funds is shown in the table below

Amount	Sub total
Parking operational fund	£780,000
£150,000 to be allocated in financial year 2021/22 for the maintenance of signs and lines	£630,000
£50,000 allocated in financial year 2021/22 for implementing new schemes which require a TRO	£580,000
Total Partnership operational fund	**£580,000**

It is recommended that the Joint Committee approves the £200,000 allocation of funds. If this funding is approved the operational account will have a surplus

amount of £580,000. It is expected that the Partnership will continue to make a surplus in the region of £380,000 to £460,000 in financial years 2020/2021 and 2021/22 which will provide a positive operational fund to operate the function beyond the current 2022 agreement.

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 14 November 2019 and agreed there are currently no further changes to be made and the Risks identified remain relevant to the current operation.

Appendix B, page 26, 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 sufficient 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
The Contractors for Sign and Line Maintenance Framework Agreement. Contractor included in the framework are: Auckland Ltd D Linemarkings Ltd Entire Surface Solutions Ltd Eurovia UK Ltd Highline Roadmarkings Ltd Signway Supplies Ltd W&H Romac Ltd	Expires on 2 July 2020, with an option to extend for a year until 2 July 2021. There is an option to extend for a further year until 2 July 2022 if required	A 6 month notice of intention to extend for a further year will be sent to the contractors by 31 December 2019
Chipside Ltd for the provision of Civil Enforcement Services (back office and frontline IT software and hardware systems and systems support)	Expires 30 November 2021	
Chipside Ltd for MiPermit cashless and virtual resident permit systems and support.	Expires 22 May 2022	

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 2020/21 will provide an operational fund in the region of £463,000.

The business objectives for 2020/21 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 2020/21 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, while also ensuring a surplus and reserve is available to invest into future operational requirements.

For financial year 2020/21 there will be £200,000 funding available for maintenance of signs and lines and new TROs.

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

7.1: Recommendations for Joint Committee approval

- agree the 2020/21 budgets and proposed actions and objectives
- approve two new additional Civil Enforcement Officers for the Chelmsford operation.
- agree to write off all specific Parking Authority deficits, including those over £10,000, should they arise.
- agree to maintain a reserve of £200,000 for financial year 2020/21
- approve £200,000 from the operational fund of £780,000 for operational costs as shown in section 4.4 on page 17
- approve the risks identified and the action plan to address the top three risks in **Appendix B.**

Appendix A

Breakdown of budget costs 2020/21

Allocation of Salaries

MANAGEMENT

	hrs	Salary + on costs	Additions to basic		Total
Total	37	£65,400			**£65,400**

CEO MANAGEMENT

	Hrs	Salary + on costs	Additions to basic		Total
Total	37	£47,000			**£47,000**

CENTRAL BACK OFFICE

1 x Office Supervisor 7.8 x FTE Case Officers 1x projects officer 1 x Projects engagement officer	Hrs	Salary + on costs	Additions to basic		Total
	363	**£341,100**			**£341,100**
CIVIL ENFORCEMENT OFFICERS					
CHELMSFORD					
1x Team Leader 1 x Senior CEO 9.5 FTE CEOs					
Total	407	**£333,300**			**£333,300**
BRENTWOOD					
2 x Senior CEO 4.5 FTE CEOs					
Total	238	**£165,000**			**£165,000**

BASILDON					
1x Team Leader 7 FTE CEOs					
Total	259	**£205,800**			**£205,800**
CASTLE POINT					
1.7 FTE CEOs					
Total	64	**£44,700**			**£44,700**
ROCHFORD					
3 FTE CEOs					
Total	111	**£82,500**			**£82,500**
MALDON					
2 FTE CEOs	62	**£46,570**			**£45,255**
Maldon Park Rangers	22	**£19,330**			**£19,330**
Total	84	**£65,900**			**£65,900**

Estimated Penalty Charge Notice (PCN) income

Estimated PCN income (£)	18/19 actual	19/20 Expected outturn	19/20 Estimate
Chelmsford	578,890	573,700	570,000
Brentwood	446,720	388,000	395,000
Maldon	98,200	88,600	90,000
Basildon	270,790	334,400	300,000
Rochford	119,460	134,800	140,000
Castle Point	101,900	100,000	105,000
TOTAL	1,615,960	1,619,500	1,600,000

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 48,100 PCNs will be issued by the Partnership during 2020/21. The table illustrates the allocation split.

	Estimated PCN issue	% of PCN allocation
Chelmsford	17,000	35
Brentwood	11,400	24
Maldon	2,500	5
Basildon	10,000	21
Rochford	4,000	8
Castle Point	3,200	7

B. Percentage of Civil Enforcement Officers (CEOs)

The total number of CEOs working across the Partnership area is 32.7 Full Time Equivalent (FTE) officers

	No of CEOs	% of CEOs
Chelmsford	11.5	35
Brentwood	6.5	21
Maldon	2	6
Basildon	8	24
Rochford	3	9
Castle Point	1.7	5

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	17,000	4450	21,450	37
Brentwood	11,400	1900	13,300	23
Maldon	2,500	280	2,780	5
Basildon	10,000	2600	12,600	22
Rochford	4,000	150	4150	7
Castle Point	3,200	50	3250	6

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 43.5 FTE officers

	No of staff	% of staff
Chelmsford	15.3	35
Brentwood	9.2	21
Maldon	2.5	6
Basildon	10.2	23
Rochford	3.8	9
Castle Point	2.5	6

Breakdown of 2020/21 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**

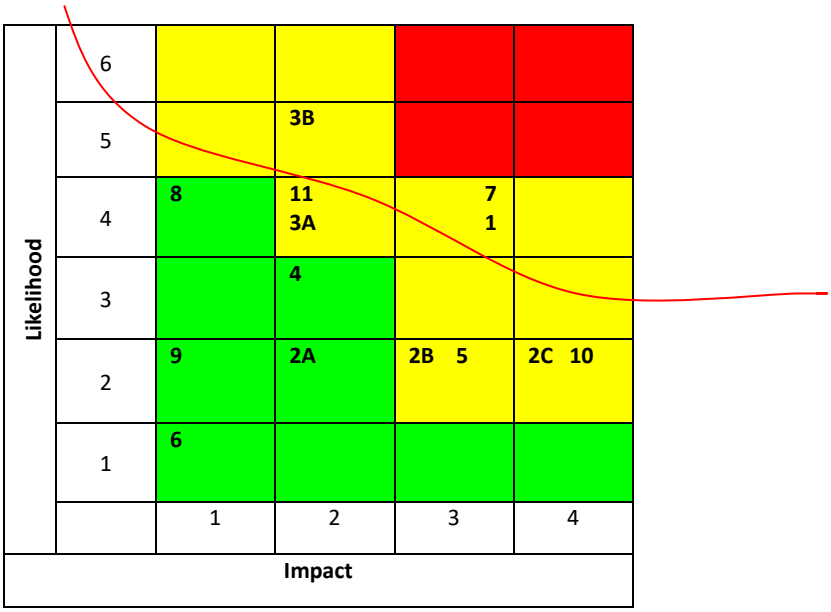
Vehicle Lease costs		Annual cost
Chelmsford	3 x lease vehicles	£7,255
Brentwood	4 x lease vehicles	£9,671
Maldon	2 x lease vehicles	£4,833
Basildon	7 x lease vehicles 1 x CCTV vehicle owned by the partnership	£16,921
Rochford	3 x lease vehicles	£7,255
Castle Point	2 x lease vehicles	£4,833
	TOTAL	**£50,768**

APPENDIX B

South Essex Parking Partnership
Risk Assessment Exercise 2020-2021

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.



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				
	I	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
An Annual Business Plan is produced and agreed annually and adjusted to reflect any changes in operational costs and income received A reserve of £200,000 is currently maintained and reviewed annually	Adequate Adequate	The Parking Partnership Manager and Partnership lead officers to be aware of any change in enforcement legislation. 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.	**Partnership Lead Officers and Parking Partnership Manager**	Business Plans adjusted to recognise changes in legislation and potential impact. Partnership Account remains in zero deficit position.	Annually Annually	December Joint Committee Meeting and approval of Annual Business Plans

Risk Management Action Plan

Likelihood					
	6				
	5		**3B**		
	4				
	3				
	2				
	1				
		I	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				
	I	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
Parking Partnership operates the TRO signs and lines function. Parking Partnership funding the TRO staff and operational costs. The Partnership currently allocates the funding, implements the works and ensures unenforceable areas are rectified.	Current funding is sufficient 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 Partnership lead officers and Joint Committee Members have full control over expenditure and allocation of works	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	**Parking Partnership Manager and Lead Officers**	The Parking Partnership continues to operate the function with sufficient funding. 90% of signs and lines are fully compliant and refreshed by 2020	Annually	March 31st 2018

PARKING PARTNERSHIP
SOUTH ESSEX

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

5 December 2019

AGENDA ITEM 12

Subject	SEPP Audit recommendations
Report by	South Essex Parking Partnership Manager

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

Purpose

This report provides an update on the recommendations made following the internal audit of the SEPP operation

Options

The Joint Committee note the report.

Recommendation(s)

1. The Joint Committee note the report.

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

1.0 Introduction

1.1 At its meeting on 7 March 2019 the Joint Committee were presented with a report regarding external audit arrangements. The Audit Commission Action 1998 (section 2 and Schedule 2) required joint committees to prepare accounts and undergo an audit separate from their constituent bodies. However, under the Local Audit and Accountability Act 2014; Joint Committees no longer have a statutory obligation to submit accounts for External Audit review from 1 April 2015. This change was made to avoid duplication of work by external auditors.

The Joint Committee agreed to discontinue the separate external audit of South Essex Parking Partnership (SEPP) and instead obtain limited assurance via Chelmsford City's Internal Audit review of controls and systems; and statutory external audit of Chelmsford City Council's accounting arrangements

1.2 This reports provides the Joint Committee with the recommendations made following the internal audit of the SEPP operations.

2.0 Internal Audit Final Report 2019/20

2.1 Appendix A – Internal Audit Final Report sets out the 5 medium risks and 1 low risk identified following the Audit of the Partnerships governance, reporting and management. The recommendations and the Partnership response and agreed actions are included in the report

3.0 Conclusion

Chelmsford City Council has completed the internal audit of the governance, reporting and management of the Parking Partnership and the outcomes and agreed actions are available for the Joint Committee to note and make comment.

4.0 List of Appendices

Appendix A Internal Audit Final Report

5.0 Background Papers

Nil

Internal Audit Final Report 2019/20

SEPP (South Essex Parking Partnership) – Ref SC19_1

1. Executive Summary

Directorate: Sustainable Communities
Audit Owner: Nick Binder - SEPP Manager

Distribution List: Nick Binder - SEPP Manager; Phil Reeves - Chief Accountant; Alison Chessell - Procurement and Risk Services Manager; David Green - Director of Sustainable Communities (final report only); Nick Eveleigh - Chief Executive (final report only)

Overall Opinion

MODERATE ASSURANCE

Number of issues relating to Control Design		Number of issues relating to Controls Operating in Practice	
0	Critical	0	Critical
0	High	0	High
0	Medium	5	Medium
0	Low	1	Low

Scope of the Review/ Limitations: The scope of this audit covered the SEPP partnership arrangement including governance, reporting and management of the partnership.

Overview

The South Essex Parking Partnership (SEPP) carries out the on-street parking enforcement in Chelmsford, Basildon, Brentwood, Castle Point, Maldon and Rochford, on behalf of Essex County Council (ECC), the highways authority, through delegated responsibilities under a Joint Agreement signed by all partner authorities in 2011. Signs and lines maintenance and new TRO's (Traffic Regulation Orders) are also provided by the Partnership. The Partnership has operated successfully, in accordance with the Traffic Management Act 2004 (TMA 2004), including timely production of an Annual Report and agreed Business Plan, and generation of a surplus during each year of operation.

Overall, we identified that a good level of control is in operation. The medium findings identified in this report, regarding the scope of the agreed KPI's, governance and oversight, are intended to improve the current operation and provide opportunity for further improvement.

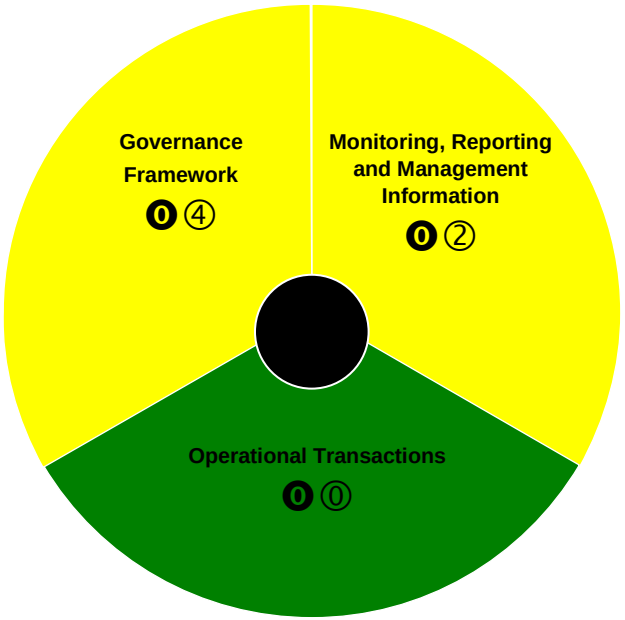
Critical and High Priority Findings

No critical or high priority findings were identified in this review.

Areas of good practice identified

A clear framework of operation has been agreed, underpinned by annually agreed documentation. The Partnership Operational Protocols have been built into the parameters of the case management system, Chipside, which provided clear evidence for any PCN/s and associated decisions.

An effective performance management process for CEOs, designed to maintain quality, ensure coverage / rota for patrols, and ensure best use of resources is in place.



Each of the objectives for this review are shown as segment s of the wheel. The key to the colours on the wheel are as follows:

- No / Low priority issues identified
- Medium priority issues identified
- High priority issues identified
- Critical priority issues identified

Auditor: Jo Russell, Senior Auditor **Fieldwork commenced:** 23rd April 2019 **Fieldwork completed:** 13th June 2019 **Draft report issued:** 18th July 2019 **Management comments:** 10th September 2019 **Final report issued:** 11th September 2019 **Signed:** Elizabeth Brooks, Audit Services Manager	**Risk Register Updates:** It is recommended that management consider including the unregistered risks identified below in the service's risk register.

Issues raised and officers responsible for implementation

Name	Critical	High	Medium	Low	Total	Agreed
Nick Binder, SEPP Manager			5	1	6	6

Risks Reviewed

(As per agreed Terms of Reference issued 08/05/2019 – copy available on request)

Risk Ref	Risk	Risk managed
1A	Poor governance arrangements, including clarity regarding roles and responsibilities, adequate and up to date policies, procedures and framework of operation, agreement of strategic aims, and defined decision-making processes, may result in poor service delivery, failure to adhere to legislation, failure to meet the aims of the partnership, and ultimately in breakdown of the partnership agreement.	●
1B	The partnership may fail to develop and agree an adequate Business Plan, to document the strategy and aims of the partnership, including allocation of any surplus and recovery of any deficit, which may cause the objectives of the partnership to be misaligned or unachieved.	●
1C	Committee and sub-committee meetings may not take place with agreed and appropriate frequency, resulting in a lack of adequate oversight of strategic and operational delivery, and potential failure to meet the requirements of the partnership. This may lead to reputational damage, financial loss and adverse scrutiny from the public, partner authorities, or other external bodies.	●
1D	Appropriate processes for tender review, contractor selection and contract award may not be established or followed, resulting in potential challenge, financial loss and reputational damage.	●
2A	Inadequate, out of date or inaccurate record keeping may hinder timely and effective collation of data, and the production of effective monitoring reports. This may result in ineffective oversight, and poor decision making. Appropriate oversight of budgets may not be achieved.	●
2B	Failure to effectively oversee the operation, through the circulation and review of prompt, sufficiently detailed, and reliable management information (including comparison of actual outturns to Business Plan estimates), may lead to poor decision making and potential dispute.	●
2C	Locally set fees and charges (applicable to each Partnership area) are based on erroneous reporting and management information, resulting in a failure to account to achieve a profit or break-even position for the account.	n/a
2D	Relevant and measurable performance indicators may not be established, to enable effective and directed monitoring of performance, identification of variances between estimated targets and actuals, comparison across the Partnership areas, and remedial action where required. This may lead to differing performance outcomes, failures to meet the planned objectives, or ineffective use or allocation of resources, and lead to dispute within the Partnership.	●
3A	Income due or collected may not be adequately recorded; failure to maintain appropriate oversight of refunds, write offs or adjustments may result in financial loss. Fraud or error may occur without detection.	●
3B	The Partnership may fail to recover income, in accordance with agreed targets, resulting in uncollected arrears and unplanned write offs.	●
3C	Direct and indirect expenditure may not be appropriately charged to the relevant authority, resulting in inaccurate surplus/deficit calculation.	●

2. Detailed Findings, Recommendations and Action Plan

Ref	Matters Arising	Potential Risk Implications	Recommendations	Priority	Management Response and agreed actions
1	**Governance** The Partnership operates within a defined framework, directed through the requirements of the Traffic Regulation Act 1984 and the Joint Partnership Agreement in place. The SEPP Manager advised that there are some specific reporting requirements, which are included within the SEPP Annual Report. Additionally, a Forward Plan is in place, which documents standing items and presentation or agreement of specific items to the Committee. An Operational Report is included as a recurring agenda item; this is presented orally and noted in meeting minutes. Although monitoring and decision-making arrangements are incorporated in the Agreement and Committee structure established, and the aims of the Partnership are documented in the annual Business Plan, progress against the objectives and operational reporting noted from review of minutes was sometimes limited or presented in high level format. The Chipside case management software has a wide range of reports available, which are used locally by managers to maintain oversight. It is not clear whether more detailed data regarding some areas of performance is supplied to the Joint Committee. This includes the validation of TRO's (Traffic Regulation Orders) and electronic mapping project,	The Joint Committee may fail to have adequate oversight or operational detail regarding all aspects of the Partnership operation, which may lead to poor decision making and not meeting agreed objectives and aims.	The scope of reporting to the Joint Committee should be considered, to determine whether the current narrative style can be supported by system generated monitoring report or extracts. Consideration should also be given to expanding the scope of reporting, to enable oversight of all functions within the Partnership to be routinely included.	● Medium	**Agreed:** Yes **Action to be taken:** The Partnership Lead officers have agreed that the level of reporting detailed in the Annual Report, the update of the Business Plan (presented to September and March Joint Committees) and the update / progress of the signs and lines and new TRO funding report (presented to March Joint Committee Meeting) remain satisfactory and provide the Joint Committee Members with the level of operational detail required. It is agreed that where allocation of the operational fund has already been made, will be reported back to the Joint Committee Members. These reports will be presented when the schemes have been completed and will include an overview of the project, the final cost / revision to complete the project and the outcome of the project. **Responsible Officer:** Nick Binder **Target Date:** 5 December 2019 Joint Committee Meeting

Ref	Matters Arising	Potential Risk Implications	Recommendations	Priority	Management Response and agreed actions
	spend/progress on agreed projects funded by the operational surplus, and back office activity.				
2	**<u>Progress on Allocation of Funds</u>** The use of any surplus funds is governed by Section 55 (as amended) of the Road Traffic Regulation Act 1984 (RTRA 1984). Any surplus in the parking account, after the cost of running the partnership, can be spent on: • Providing additional parking facilities • Public transport schemes • Highway improvements • Road maintenance • Environmental improvements Internal Audit noted that the Partnership has built up a surplus during its operation. This has accrued through achieving a 'modest surplus position in each year of operation'. The 2017/18 Annual Report details that this net surplus position accrued as follows: 2011 – 2015 £864,150 2015/16 £485,710 2016/17 £331,810 2017/18 £389,980 However, there has been a significant delay in planning to spend the accumulated surplus accrued during 2011-2015 (as agreed at Joint Committee in December 2016), and to initiate subsequent earmarked projects for	The aims of the Partnership, including outcomes derived from allocation of accrued surpluses, may not be achieved. Funding earmarked for investment may not be utilised promptly or effectively, resulting in unachieved aims and potential for adverse scrutiny or criticism.	Processes for the allocation of surplus monies to specific projects should be strengthened. At the approval stage, there should be clarity regarding the purpose of the allocation (including timescales and scope), to enable effective monitoring of progress. Similarly, progress for each project should be reported, including spend and slippage against targets. Reporting should include individual projects, plus oversight of payment of the surplus balance, to provide a clear record of progress against this agreed aim. The Financial Report should include all agreed / budgeted spend, and actuals, to give clarity on the status of the accrued operational surplus. These measures will enable partners to more easily determine the progress, and to allow any issues to be noted.	● Medium	**Agreed:** Yes **Action to be taken:** Future reports requesting allocation of operational fund will include firmer timescales and a project plan to enable effective monitoring of progress. Progress reports will be presented back to the Joint Committee at the appropriate Joint Committee Meetings. The current Financial Report will continue to include the reserve spend as a footnote. Basildon, Castle Point and Rochford have already presented reports setting out the proposed schemes for their allocation of the operational fund at the Joint Committee Meetings held in June and September 2019. **Responsible Officer:** Nick Binder **Target Date:** Ongoing

Ref	Matters Arising	Potential Risk Implications	Recommendations	Priority	Management Response and agreed actions
	surpluses generated in the following years. Internal Audit reviewed the 2017/18 SEPP Annual Report and noted that it demonstrated how the 2011-18 surplus totalling £2,071,640 is allocated; many of these allocations, for investment and spend, were approved by Joint Committee in December 2016 and September 2017. However, slippage in spending the surplus or progress of the identified projects is not readily apparent from subsequent minutes and reports reviewed. While it was noted that the allocations are mentioned within the operational report, or Business Plan Progress report (albeit only in narrative form), this may not constitute a sufficient overview, particularly given some of the possible delays demonstrated between approval of spend and contract award for the projects. However, the Systems Accountant has subsequently advised that a footnote has been incorporated to recent Financial Monitoring Reports, to show spend of some of these earmarked reserves. It was agreed at the 6th December 2018 Joint Committee meeting that the unallocated surplus balance of £816,140 would be made available to partners on an equal basis. However, to access these funds, there is a requirement to present a proposal during 2019/20. At the time of the review, none had been received.				

Ref	Matters Arising	Potential Risk Implications	Recommendations	Priority	Management Response and agreed actions
3	**Contract Processes** Internal Audit noted from discussion with the SEPP Projects Officer that, although formal contracts are now in place (for main areas of expenditure, such as the Chipside Civil Enforcement System, Cashless Payment Solutions, Signs & Lines Maintenance, and a Consultant for Traffic Regulation Order Review and Mapping), many were subject to delay or did not exist until sometime after commencement of services, when a review of contractors was undertaken and decision made for the need for formal tenders. Internal Audit reviewed the following contracts: Chipside Civil Enforcement System (4 years from December 2017, signed January 2018), and Cashless Parking Chelmsford (4 years from May 2018, signed February 2018). It was noted that comprehensive supporting documentation had been retained by the Project Officer and it was advised that the tender arrangements had been supported by the Procurement and Funding Strategy Officer. The Project Officer advised that the duration of contracts in place had been aligned to the duration of the Partnership arrangement, scheduled for expiry in 2022. However, it was not evident from review of the Joint Committee minutes whether a formal Contracts Register was in place, or specific reporting regarding contract management and monitoring, to enable	Appropriate contractual arrangements may not be in place, or may not be renewed with sufficient notice, resulting in financial loss to the Partnership, and inability to undertaken appropriate contract management.	The Partnership should ensure that contractual arrangements are monitored, to enable adequate time to be allowed to re-tender as appropriate. A contracts register should be monitored by the Joint Committee, to ensure that sufficient consideration is given to the Partnership contracts, expiry dates and ongoing requirements, particularly as the end of the current Partnership arrangement nears.	● Medium	**Agreed:** Yes **Action to be taken:** A report setting out the contracts register will be presented on an annual basis to the Joint Committee. **Responsible Officer:** Nick Binder **Target Date:** 5 December 2019 Joint Committee Meeting

Ref	Matters Arising	Potential Risk Implications	Recommendations	Priority	Management Response and agreed actions
	Partners to have a clear awareness of the contracts in place, their expiry dates / requirements to retender, or whether any operational / performance activity had occurred.				
4	**<u>Oversight of Operation</u>** Internal Audit noted that regular financial monitoring is undertaken by the SEPP Manager and financial reporting issued to the Joint Committee is compiled by the Council's Systems Accountant. However, it was not evident whether liaison occurs between Finance and SEPP to discuss the financial position and performance, although there was some retained email communication regarding compilation of the budget and year end outstanding fines. Audit review of the 2017/18 Annual Report, indicated that the costs of the 2016/17 TRO function were subtracted from the following year's operational fund. The Systems Accountant advised that this is not the case but is a consequence of labelling errors in the report. There is no review by the Systems Accountant of the financial details in the Annual Report prior to publication. It was further noted that reporting within the Joint Committee minutes does not extend to detail regarding the outstanding fines (other than % recovery rate, against a target of 75%). While the Business Plan Progress Report includes a table showing current recovery and cancellation rates, there is no subsequent detail or quantification of lost income, write offs,	Failure to have periodic liaison between the SEPP and Accountancy may result in lack of shared understanding, errors and omissions in financial reporting, and inefficiency. This could result in poor decision making, and potential dispute between partners.	Regular liaison between the SEPP Manager and Systems Account should occur regularly, to review the current financial position, any variances to the agreed budget, progress on spend of allocated surpluses, and the content of the Annual Report. This will ensure shared knowledge, and oversight, and also reduce the risk of error or omission. It may also help to identify potential issues or aspects of activity that may be prudent to be reported to the Joint Committee.	● Medium	**Agreed:** Yes **Action to be taken:** Liaison between SEPP Manager and Systems Account to be increased as per recommendation. **Responsible Officer:** Nick Binder **Target Date:** September 2019

Ref	Matters Arising	Potential Risk Implications	Recommendations	Priority	Management Response and agreed actions
	reason for non-collection, detail of timescales for recovery, or any administrative cost in collecting outstanding fines monies.				
5	**<u>Key Performance Indicators</u>** Internal Audit noted that business objectives are included within the SEPP annual Business Plan and are reported upon in the subsequent progress reports on a narrative basis. The SEPP Manager advised that the KPI's are historic. The KPI's within both the 2018/19 and 2019/20 Business Plans were: • 75% of PCN's issues are successfully recovered • Civil Enforcement Officer performance scores (27 and 33 respectively) • PCN's cancelled due to CEO error not to exceed 0.8%. Progress reports also focus on performance by area, and sickness absence management at a local level. However, it was noted that other aspects of performance are not specifically included in the published KPI's. For example, narrative within the 2017/18 SEPP Annual Report detailed that back-office correspondence received and processed had increased by 7% but the number of items of correspondence (e.g. informal challenges), nor the timescales to respond, are not reported.	Adequate, relevant and measurable KPI's may not be established, resulting in a failure to monitor and maximise performance of all aspects of the Partnership.	The adequacy of KPI's in current monitoring processes should be reviewed, to ascertain whether additional measures can be added to provide a more holistic overview of the Partnership performance. Although some narrative is included in the Operational Reports, and oversight maintained via 121 meetings, this should be formalised to record successes achieved and to highlight where further improvement can be made.	● Medium	**Agreed:** Yes **Action to be taken:** A review of the KPIs that are reported to the Joint Committee will be conducted with the lead officers of the Partnership. The Joint Committee Agreement clearly sets out the roles of the Joint Committee and The Lead Authority and we will need to determine if the level of detail used at an operational level is required as a reporting mechanism for the Joint Committee. **Responsible Officer:** Nick Binder **Target Date:** March 2020

Ref	Matters Arising	Potential Risk Implications	Recommendations	Priority	Management Response and agreed actions
	The Parking Office Supervisor advised that the office had fallen behind with this task, due to redeployment of staff and absence. This operational detail is not covered in any reporting noted.				
6	**Publication of Joint Committee Minutes** Although Joint Committee meetings take place per the agreed timetable published in the Forward Plan, Internal Audit noted that the minutes are not readily / easily accessible in one place, which may affect the transparency to Partners. The Democratic Services Manager advised that editorial responsibility for some of the content falls to the Web Team, rather than his area of responsibility.	Failure to publish minutes in a transparent manner, which aids retrieval for all meetings, may lead to reputational damage	It is suggested that the completeness and ease of access to Partnership minutes is improved through central monitoring, and liaison with the Web Teams and Democratic Services as necessary.	● Low	**Agreed:** Yes **Action to be taken:** The issue with minutes appearing on the correct areas of the web page has been resolved **Responsible Officer:** Nick Binder **Target Date:** Completed

3. Basis of our opinion and assurance statement

Risk rating	
Critical ●	Life-threatening or multiple serious injuries or prolonged work place stress. Severe impact on morale and service performance. Mass strike actions etc. Critical impact on the reputation or brand of the organisation which could threaten its future viability. Intense political and media scrutiny i.e. front-page headlines, TV. Possible criminal, or high profile, civil action against the Council, Members or officers. Cessation of core activities. Strategies not consistent with government's agenda. Trends show service is degraded. Failure of major projects. Elected Members are required to intervene. Major financial loss. Significant, material increase on project budget/cost. Statutory intervention triggered. Impact across the whole Council. Critical breach in laws and regulations that could result in material fines or consequences.
High ●	Serious injuries or stressful experience requiring medical many workdays lost. Major impact on morale and performance of staff. Significant impact on the reputation or brand of the organisation. Scrutiny required by external agencies. Unfavourable external media coverage. Noticeable impact on public opinion. Significant disruption of core activities. Key targets missed; some services compromised. Management action required to overcome medium-term difficulties. High financial loss. Significant increase on project budget/cost. Service budgets exceeded. Significant breach in laws and regulations resulting in significant fines and consequences.
Medium ●	Injuries or stress level requiring some medical treatment, potentially some workdays lost. Some impact on morale & performance of staff. Moderate impact on the reputation or brand of the organisation. Scrutiny required by internal committees or internal audit to prevent escalation. Probable limited unfavourable media coverage. Significant short-term disruption of non-core activities. Standing Orders occasionally not complied with, or services do not fully meet needs. Service action will be required. Medium financial loss. Small increase on project budget/cost. Handled within the team. Moderate breach in laws and regulations resulting in fines and consequences
Low ●	Minor injuries or stress with no workdays lost or minimal medical treatment. No impact on staff morale. Internal review, unlikely to have impact on the corporate image. Minor impact on the reputation of the organisation. Minor errors in systems/operations or processes requiring action or minor delay without impact on overall schedule. Handled within normal day to day routines. Minimal financial loss. Minimal effect on project budget/cost. Minor breach in laws and regulations with limited consequences.
Level of assurance	
Substantial ●	There is a sound control environment with risks to key service objectives being reasonably managed. Any deficiencies identified are not cause for major concern. Recommendations will normally only be advice and best practice.
Moderate ●	An adequate control framework is in place but there are weaknesses which may put some service objectives at risk. There are Medium priority recommendations indicating weaknesses but these do not undermine the system's overall integrity. Any Critical recommendation will prevent this assessment, and any High recommendations would need to be mitigated by significant strengths elsewhere.
Limited ●	There are a number of significant control weaknesses which could put the achievement of key service objectives at risk and result in error, fraud, loss or reputational damage. There are High recommendations indicating significant failings. Any Critical recommendations would need to be mitigated by significant strengths elsewhere.
No ●	There are fundamental weaknesses in the control environment which jeopardise the achievement of key service objectives and could lead to significant risk of error, fraud, loss or reputational damage being suffered.

4. Auditors' responsibilities

It is management's responsibility to develop and maintain sound systems of risk management, internal control and governance and for the prevention and detection of irregularities and fraud. Internal audit work should not be seen as a substitute for management's responsibilities for the design and operation of these systems. Internal Audit shall endeavour to plan its work so that there is a reasonable expectation of detecting significant control weaknesses and, if detected, Internal Audit shall carry out additional work directed towards identification of consequent fraud or other irregularities. However, Internal Audit procedures alone, even when carried out with due professional care, do not guarantee that fraud will be detected. Accordingly, the examinations of Internal Audit should not be relied upon solely to disclose fraud, defalcations or other irregularities which may exist, unless Internal Audit is requested to carry out a special investigation for such activities in a particular area.

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

5 DECEMBER 2019

AGENDA ITEM 13

Subject	Forward plan and meeting dates for 2020/21
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 2020/21 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 25 June 2020, 10 September 2020, 3 December 2020, 4 March 2021, 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 5 March 2020. New dates are proposed for the municipal year 2020/21.
2.	Forward Plan of Agenda Items
2.1	An updated Forward Plan of Agenda Items for the scheduled meetings in 2020/21 has been prepared for consideration by the Joint Committee and is contained at Appendix A.
3.	Meeting Dates for 2020/21
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 1st 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	The proposed dates for meetings of the Joint Committee are: ▪ 25 June 2020 ▪ 10 September 2020 ▪ 3 December 2020 ▪ 4 March 2021 commencing at 2pm
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 2020/21.
3.	Conclusion
3.1	The Joint Committee will meet at least four times in any one year and dates for the 2020/21 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.
List of Appendices Appendix A Forward Plan of Agenda Items	
Background Papers South Essex Parking Partnership Joint Committee Agreement 2011	

APPENDIX A FORWARD PLAN OF AGENDA ITEMS

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

Date of meeting	Items	Lead
Thursday 5 March 2020	Progress on Business Plan 2019/20 Review of the TRO implementation policy Signs and lines and TRO progress report	Nick Binder Nick Binder Nick Binder
Thursday 25 June 2020	Financial Outturn 2019/20 Report Annual Governance Statement Annual Report of the South Essex Parking Partnership (for the period 1 April 2019 to 31 March 2020)	Michael Packham Michael Packham Nick Binder
Thursday 10 September 2020	Review of Policies ▪ Discretion policy ▪ Operational protocols ▪ Parking Policy Framework including Enforcement policy Progress on Business Plan 2020/21	Nick Binder Nick Binder
Thursday 3 December 2020	Business Plan 2021/22 Dates of Joint Committee meetings for 2021/22	Nick Binder Nick Binder
Thursday 4 March 2021	Progress on Business Plan 2020/21 Review of the TRO implementation policy Signs and lines maintenance and TRO progress report	Nick Binder Nick Binder Nick Binder