

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

28 OCTOBER 2021
COUNCIL CHAMBER, CHELMSFORD CITY COUNCIL
COMMENCING AT 14.00

AGENDA

1. Welcome from Chairman
2. Apologies for absence and substitutions
3. Minutes of the Joint Committee meeting held on 24 June 2021
4. Public question time
5. Operational and Performance Report (Verbal update Russell Panter)
6. Financial Report (Michael Packham)
7. Update on Business Plan for 2021/22 (Nick Binder)
8. Review of Policies (Nick Binder)
 - Discretion Policy
 - Operational Protocols
 - Parking Policy Framework including Enforcement policy
9. Proposed new working arrangements for a new term of the Joint Committee Agreement (Nick Binder)
10. Date and time of next meeting

Joint Committee Meeting 9 December 2021, at 2pm.

MINUTES
of the
SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE
held on 24 June 2021 at 2pm

Members present:

Councillor Jon Cloke – Brentwood Borough Council
Councillor Daniel Efde – Rochford District Council
Councillor Simon Hart – Castle Point Borough Council
Councillor Carlie Mayes – Maldon District Council
Councillor Carole Morris – Basildon Borough Council
Councillor Andrew Sosin – Chelmsford City Council

Officers present:

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

1. Welcome and Introductions

Nick Binder welcomed those present to the meeting of the Joint Committee, including Councillor Carole Morris, who was attending her first meeting of the Committee.

2. Apologies for Absence

Apologies for absence had been received from Councillor Mike Mackrory, Chelmsford City Council, who had appointed Councillor Andrew Sosin as his substitute, and Matt Harwood-White, Rochford District Council.

3. Election of Chair

AGREED that Councillor Jon Cloke (Brentwood Borough Council) be elected as Chair of the Joint Committee for 2021/22.

4. Appointment of Vice Chair

AGREED that Councillor Mike Mackrory (Chelmsford City Council) be appointed Vice Chair of the Joint Committee for 2021/22.

5. Appointment of Sub-Committee (Objections to Traffic Regulation Orders)

The Joint Committee was requested to appoint members to serve on the Sub-Committee responsible for considering new proposals requiring a Traffic Regulation Order (TRO) to which objections had been received.

AGREED that a Sub-Committee comprising the Chair, Vice Chair and another member of the Joint Committee, representing the district with the greatest number of TROs under consideration at a particular meeting, be appointed for 2021/22.

6. Minutes of the Joint Committee Meeting on 4 March 2021

The minutes of the meeting on 4 March 2021 were confirmed as a correct record.

7. Public Question Time

A question was asked on whether any steps could be taken to prevent car transporters stopping on Westway outside of car dealerships and adding to the congestion on that road. The Joint Committee was informed that although Civil Enforcement Officers (CEOs) visited the area regularly, the transporters were parked where a loading concession was in place and provided they were in the process of loading or unloading vehicles, or were about to do so, enforcement was difficult. Consideration could be given to changing the restrictions but discussions with the car dealerships about the management of the transporters might be more fruitful.

8. Operational Report

A report was submitted on the performance and operation of the South Essex Parking Partnership. The Joint Committee was informed that:

- All vacant posts had been or were in the process of being filled. Some agency staff were still being employed and were generally of a good standard.
- Dash cams had now been installed in all vehicles, with the aim of promoting safe driving and reducing insurance claims. Their cost was being met as part of the leasing charges for the vehicles operated in Basildon.
- Body cameras and their software had been upgraded. Consideration would be given to acquiring a new system in 2022/23.
- The risk assessments for all staff had been reviewed and whilst no new hazards had been identified some new controls had been introduced.
- A new style, less formal, uniform had been procured for CEOs.

- SEPP continued to work with NEPP to share best practice, exchange information on operational issues and look at ways to work more closely together.
- Training continued for all staff, including new recruits and managers, to ensure that all were working to a high standard.
- The performance of SEPP was under constant review and measures were being taken to help its recovery after the pandemic. The Business Plan for 2021/22 included an objective of 3,000 PCNs a month on average and a promising start had been made to the current financial year.

In response to a question, Nick Binder said that temporary ad hoc dispensations had been granted to some people working from home during the pandemic. A long-term solution associated with the increased tendency for home working could involve the introduction of more residents parking.

AGREED that the report on the Partnership's operation be noted.

(2.12pm to 2.29pm)

9. Financial Report for 2021/22

The report to the meeting set out a summary of the financial position for the South Essex Parking Partnership for the period 1 April to 10 June 2021. The report showed a surplus of £68,196 for SEPP and a deficit of £89,198 for the TRO account on a cash basis for the financial year to 10 June 2021. There had been no spending from the Reserve. This resulted in an overall deficit for the Partnership, including the TRO account, of £21,003.

This represented a significant improvement over the position at the same time in 2020/21, when the Partnership had shown a total deficit of £378,549. Income to 10 June 2021 had been £326,857.

AGREED that the financial position of the Partnership at 11 June 2021 be noted.

(2.29pm to 2.30pm)

10. Financial Outturn for 2020/21

The Joint Committee considered a report on the financial position of South Essex Parking Partnership for the year ending 31 March 2021, which showed a cash-based deficit of £32,139 for SEPP and a deficit of £365,642 for the TRO account before taking into account items funded from the Reserve and the Government Sales, Fees and Charges (SFC) Compensation Scheme. This resulted in an overall deficit position of £397,781 when the TRO account was included.

A claim under the SFC had been submitted on behalf of the Partnership resulting in a provisional additional grant income of £450,637 in 2020/21. This figure was provisional but if confirmed the overall position would move into a surplus for 2020/21 of £52,856 before the use of reserves.

AGREED that the financial outturn of the Partnership for 2020/2021 be noted and approved.

(2.30pm to 2.35pm)

11. Annual Report of the South Essex Parking Partnership 2020/21

The Joint Committee received a draft of the Annual Report of the Partnership for 2020/2021. The report detailed the performance of the Partnership in the light of the Covid-19 pandemic and therefore was not typical of previous Annual Reports. It concluded, however, that the operation had demonstrated good resilience and adapted to the changing guidance and social distancing restrictions throughout the year to provide a fully functioning operation with high levels of customer service. Nick Binder expressed his appreciation for the work and support of the SEPP staff in helping the Partnership to weather that difficult period.

The impact of Covid-19 resulted in PCN issue rates falling by 48% and the overall income was down by 38%. The provisional Fees, Sales & Charges income compensation claim, if successful, would ease the deficit position and cover the cost of the TRO operation, resulting in a slight surplus position of £52,856.

Replying to a question on the school parking initiative, Nick Binder said that the Partnership was dealing with new requests from schools. Options for filling the vacant post of Schools Parking Officer, including the possibility of sharing it with NEPP, were being considered. Members were informed that enforcement of parking restrictions outside some schools by schools' CCTV cameras was not possible unless they were registered as surveillance operations. Enforcement by vehicles fitted with dash cams was not appropriate in all cases and a better solution was the provision of fixed cameras to cover areas where persistent parking problems existed.

On the issue of pavement parking, the Joint Committee was told that no timeframe had been provided by the government to decriminalise this and enable local authorities to enforce obstruction. The Partnership would be ready to carry out the enforcement role when allowed to do so but the challenge would be the resources needed for enforcement in those areas currently without parking restrictions.

AGREED that the Annual Report of the Partnership for 2020/10 submitted to the meeting be approved.

(2.35pm to 2.55pm)

12. Batch 18 Signs and Lines Maintenance and New Parking Schemes Requiring a TRO

The Committee received a report on the Batch 18 list of maintenance funding requirements, which were considered and approved by the SEPP Manager and the Chairman and Vice Chairman of the SEPP Joint Committee in May 2021. They included schemes where enforcement was proving difficult due to discrepancies with the signs and lines, and parking scheme where a new TRO was required.

The total funding required for the signs and lines schemes was estimated to be in the region of £74,500 and that for the new TROS in the region of £58,000. The funding available for the financial year 2021-22 after approval of those schemes was £67,500.

AGREED that the report on the funding of Batch 18 schemes be noted.

(2.55pm to 2.58pm)

13. Update on Joint Committee Agreement after March 2022

The Joint Committee was informed that a meeting would be held on 7 July between the County Council, SEPP and NEPP to finalise the terms of a new Joint Committee arrangement after March 2022. The terms would be discussed with partner councils before being submitted to the County Council's Cabinet in September. If agreed, they would be reported to the next Joint Committee meeting and councils would be asked to approve them before December.

AGREED that the position on the Joint Committee Agreement be noted.

(2.58pm to 3.03pm)

14. Date and Time of Next Meeting

AGREED that the next meeting of the Joint Committee be on 28 October 2021 at 2pm.

The meeting closed at 3.03pm

Chair

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

28th October 2021

AGENDA ITEM 6

Subject	Financial Report
Report by	Specialist Accountant, Chelmsford City Council

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

Purpose

To report on the financial position of the South Essex Parking Partnership up to 18th October 2021

Options

Recommendation(s)

That the report be noted.

Consultees	Specialist Accountant South Essex Parking Partnership Manager
-------------------	--

1. Introduction

- 1.1 This report sets out the summary of the financial position for the South Essex Parking Partnership for the period covering 1st April 2021 to 18th October 2021.

2. Financial summary

- 2.1 The post-lockdown recovery of the Partnership has continued in 21/22 with the Partnership showing a significant surplus (before TRO account and Reserves use) once more. This begins to highlight a more normal position for the partnership in the second half of the financial year.

Appendix 1 provides details of the actual costs incurred and income received, and is currently showing a surplus of £388,354 for SEPP and a deficit of £219,239 for the TRO account, on a cash basis for the financial year to the 18th October 2021 before taking into account items funded from the Reserve. This results in an overall surplus position for the Partnership including the TRO account of £169,114, an improvement of £190,117 since last reported to this Committee.

Looking at a comparison between this year and last year, the recovery of the partnership and the impact of the pandemic can be clearly seen. Looking at PCN income for the entirety of 20/21, the Partnership received a total of £817,747, whereas in 21/22 the Partnership has received a total of £667,393 to the 18th October 2021, just over 81% of the total income received last year with over 5 months remaining of the financial year.

PCN income has also increased gradually over the year with the last full month (September) showing total income of £113,385 compared to £96,138 for the first month of the year.

- 2.2 Reserve spend has been two amounts of £116,000 for two of the Partners, Essex County Council and Maldon District Council as part of their agreed allocations from the SEPP Reserves. After taking into account the £232,000 use of reserves, the total deficit stands at £62,886 as at the 18th October 2021.

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 2021 to 10th June 2021 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.

- 2.3 The Partnership has now received the full amount of income claimed from the Sales, Fees and Charges Compensation Scheme for loss of income in 20/21. The claim totalled to £450,637 in 20/21. This is still subject to the City Council's external auditors but has passed the necessary checks from the Government's point of view for them to make the payment.

The scheme also runs for the first quarter of the current financial year (April to June 2021) and so a further claim is in the process of being made currently. This should be in the region of around £130,000 for the Partnership.

A further update will be provided on this at the next Committee meeting if there are further developments.

List of Appendices

Appendix 1 - Financial summary @ 18/10/2021

Appendix 1 South Essex Parking Partnership - Summary position @ 18/10/2021									
Actual 21/22	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	Total	TROs	Total
	£	£	£	£	£	£	£	£	£
Direct Expenditure									
- Employees	176,091	106,103	33,145	129,587	60,252	30,322	535,500	70,540	606,041
- Premises	0	9,800	0	0	0	0	9,800	0	9,800
- Supplies and Services	24,199	17,264	3,855	27,137	5,856	4,577	82,889	143,103	225,992
- Third Party Payments	957	712	162	518	246	213	2,808	0	2,808
- Transport costs	3,081	5,856	2,121	7,251	3,081	2,054	23,445	578	24,022
Total Direct Expenditure	204,329	139,734	39,283	164,493	69,436	37,167	654,442	214,221	868,663
Indirect Expenditure									
Central Support	11,263	7,547	1,634	6,205	2,315	1,965	30,929	5,019	35,947
Total Indirect Expenditure	11,263	7,547	1,634	6,205	2,315	1,965	30,929	5,019	35,947
Total Expenditure	215,592	147,281	40,917	170,698	71,751	39,132	685,370	219,239	904,610
Income received to 18/10/2021									
PCN's	233,607	193,224	41,735	93,284	57,796	47,747	667,393	0	667,393
Residents' Parking Permits	158,492	74,409	13,951	75,915	12,426	3,049	338,242	0	338,242
Pay & Display	49,265	18,270	0	0	0	0	67,534	0	67,534
Other	175	117	25	111	36	90	555	0	555
Total Income	441,538	286,020	55,711	169,310	70,258	50,887	1,073,724	0	1,073,724
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	(225,947)	(138,739)	(14,794)	1,388	1,493	(11,755)	(388,354)	219,239	(169,114)

(a)

Memorandum: Items funded from Reserves

	Actuals
	£
Cost of New Car Parking Machines installation within Maldon District (£116,000 agreed allocation)	116,000
ParkMap Licences - ECC - (part of £116,000 agreed allocation)	16,000
Bus Lane/Gate Improvement Work - ECC (part of £116,000 agreed allocation)	100,000
	232,000
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves	(169,114)
Net After Use of Reserves	62,886

(a)

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

28 October 2021

AGENDA ITEM 7

Subject	Update on Business Plan for 2021/22
Report by	Parking Partnership Manager

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

Purpose

This report updates the Joint Committee on progress against the Business Plan approved for 2021/22.

Options

This report is for information.

Recommendation(s)

1. That the Joint Committee notes this report

Consultees

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

1. Introduction

1.1 At its meeting on 3 December 2020, the Joint Committee approved the South Essex Parking Partnership's Business Plan for 2021/22.

1.2 This Business Plan provided an estimated annual budget based on the operational data and financial outturns from the previous years of operation and considered the reduction in income during the Covid-19 pandemic and the future forecasts on the business recovery as the areas return to some form of normality.

1.3 This report provides the current progress to date against the approved Business Plan.

2 Current position against projected outturn.

2.1 The Business Plan 2021/22 estimated that the Partnership could expect an overall operational fund in the region of £227,000. This would take into account an estimated surplus of £599,000 from the parking enforcement operation which would contribute to the operational costs of Traffic Regulation Order (TRO) function, the necessary maintenance of signs and lines and the implementation of new traffic management schemes with an expected total cost to be in the region of £372,000. These projected outturns would be dependent on operating the function to the agreed expenditure costs and the amount of income received, in particular, PCN income which equates to 65% of the overall projected income.

2.2 The amount of PCNs issued across the Partnership is currently 16% down against the 2019-20 performance and 68% up on the 2020/21 performance. Currently the number of PCNs issued 6% down against the estimated figure in the Business Plan. Operating costs and expenditure are currently as expected. The Business Plan factored in a gradual replacement of vacant enforcement officer posts, being monitored against the recovery of the operations. As more staff are introduced to the operation the performance is expected to improve further.

2.3 The total overall income has reduced by 21% against the 2019-20 outturn and has, as expected, increased by 45% compared to the 2020/21 account. Currently the income is 13% down against the estimated figure in the Business Plan for 2021/22, but it is estimated that the operation will improve further into the second half of the financial year as the recovery from Covid-19 continues.

2.4 Included in the account for this financial year will be the cost of items where the Joint Committee has approved funding from the operational fund. These items will be reported as reserve items of spend and will also be included in the end of year account and will therefore reduce the projected outturn.

3 Business objectives for 2021/22

3.1 The Business Plan sets out the objectives the Partnership wishes to achieve in 2021/21. Appendix A, section 1, provides an update against each objective. Section 2 provides a comparison of PCN issue rates and patrol data across all Partnership areas, section 3 provides an overview of the income received and section 4 provides PCN issue rates for each individual area. Section 5 provides information on the recovery rates of the PCNs issued during the current financial year.

4 Appendix A, Section 4, provides the current recovery rates for the overall Parking Partnership and the individual areas.

The overall recovery rate for PCNs paid is currently 75% of the PCN issued. The expected outturn for the Partnership is in the region of 75% to 77%. In 2020/21 the outturn recovery rate was 75%. Taking into account that a high volume of PCNs issued between April and September are still within the initial recovery stage, the current recovery level is very good.

The rate of PCN cancellation (11%) remains within the expected level. The outturn position for cancellation rates in 2020/21 was 7%

5 Conclusion

The projected Partnership outturn for 2021-22, including the TRO operational costs, is expected to achieve an operational fund in the region of £227,000.

Overall, the operation has performed well in the first six months and the recovery of the operation following Covid-19 is progressing as estimated. Expenditure is currently as expected and the PCN issue rate and overall income is currently slightly down compared to the estimate in the 2021-22 business plan but it is estimated that the operation will improve further in the second half of the financial year as the recovery from Covid-19 continues.

The current financial position and the level of the performance to date provide a good indication that the Partnership will achieve the estimated outturn position of the 2020/21 Business Plan.

List of Appendices

Appendix A: Performance and update on the Business Plan objectives for 2021/22

Background Papers

South Essex Parking Partnership Business Plan 2021/22

APPENDIX A



Performance and update on Business Plan objectives for 2021/22

(April 2021 to September 2021)

Section	Index	Page
1	Business Plan aims and objectives update	3
2	Overall Partnership PCN comparison	7
2.1	Patrol statistics	9
3	Income statistics	9
4	Individual area performance	13
4.1	Basildon	13
4.2	Brentwood	14
4.3	Castle Point	15
4.4	Chelmsford	16
4.5	Maldon	17
4.6	Rochford	18
5	Recovery rates	19

1 Business Plan aims and objectives update

Objective for 2021/22	Linked to business aim	Action and measure
<p>1: Monitor the effects of the business recovery as lockdown measures ease and adjust the business case to ensure service provision meets demand.</p> <p>Gauge the potential long term operational and financial impact of the change of working patterns / environments and parking requirements following the easing of the lockdown measures.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>The number of PCNs issued, and the amount of PCN, Pay & Display and resident parking income is being compared to the actual outturn from 2019/20 (Pre-Covid), the outturn from 2020/21 and the current financial year.</p> <p>The level of recovery is being gauged against the Annual Business Plan 2021/22 which contains estimates based on the performance for the first six months as the public move from a period of lockdown into the second six months of the year when an assumption that life will return to some form of normality</p>
<p>2: Continued focus on performance and sickness absence management at a local level to ensure best use of staff resource and improve attendance levels and subsequently maintain expected levels of patrol coverage.</p> <p>Provide a professional service, ensuring full compliance with TMA 2004 and high levels of customer service.</p> <p>Key Performance Indicators:</p> <ul style="list-style-type: none"> • 75% of PCNs issued are successfully recovered • CEOs to achieve an average performance score of 33 • PCNs which have been cancelled due to an CEO error, not to exceed 0.8% 	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Monthly 1 to1 meetings are taking place between the Area Team Leaders and the Civil Enforcement Officers. These meetings provide an opportunity to discuss individual performance and how the performance is contributing to the overall Business Plan.</p> <p>In addition to these meetings, six monthly operational updates are provided by the Parking Partnership Manager. These inform staff of the progress against the agreed Business Plan. Monthly area performance updates are provided to each area depot on a monthly basis.</p> <p>CEOs are not set any targets regarding the amount of PCNs they should issue. The main focus of this work is to ensure that staff make best use of their time and maintain a sufficient level of patrol coverage throughout the many areas that require parking enforcement.</p> <p>The amount of PCNs issued across the Partnership is currently 16% down compared</p>

		<p>to 2019/20 (pre-covid). In comparison to the 2020/21 account the level of PCNs is up by 68% and 6% down in comparison against the estimated figure in the Business Plan for 2021/22.</p> <p>The current level of performance and expected continued recovery over the next six months is likely to achieve the overall outturn position as set out in the 2021/22 Business Plan</p>
<p>3: Ensure CEO patrol rotas are continually reviewed to ensure best use of staff time in key areas.</p> <p>Continue to provide ad-hoc out of hours enforcement to concentrate enforcement on known problem areas.</p> <p>Review enforcement outside of the core operational hours and review level of resource required to ensure staff have enough support during these periods</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Area Team Leaders are modifying staff rotas to meet the needs of changing parking habits. The focus of the team is to ensure that the staff are in the right place at the right time providing essential traffic management.</p> <p>There has been increased pressure to deal with parking issues at places of interest and recreation, such as country parks, rivers and locks, water attractions and as schools are returning to normality the demand for enforcement around schools is ever increasing. The team have adjusted working patterns to meet these demands.</p> <p>Each area continues to provide out of hours enforcement at known problem areas. The areas are identified from feedback and reports from Councillors, Lead Officers and members of the public.</p> <p>The Parking Partnership has arrangements in place with Maldon, Rochford and Brentwood for their staff to provide additional patrol coverage at known problem areas outside of the core hours.</p>
<p>3: Partnership CEOs to support Castle Point, and Rochford at key times and to provide holiday cover.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement</p>	<p>When resource permits, the partnership staff are being utilised to cover any staffing shortfalls due to holiday or sickness in these key areas.</p>

	<p>and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	
<p>4: Maldon to continue additional CEO patrol coverage with the use of the Community Service Officers outside of normal working hours and during peak summer season.</p> <p>Maintain communications between the Council and the Partnership passing on intelligence regarding events (such as the Maldon Mud Race. Burnham Carnival etc.) when additional enforcement is required</p> <p>Introduce targeted action days to deal with Hot Spots (schools etc.) allocating Council resources in addition to the Partnership staff</p>	<p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>Maldon Community Service Officers continue to provide additional support to the Parking Partnership to provide out of hours parking enforcement in the Resident Parking Zones and in the High Street outside of normal patrol hours. This arrangement is extended to provide additional enforcement during know events in the district.</p>
<p>5: Continue to operate the service level agreement with Brentwood Borough Council to engage the services of the Brentwood Community Safety Officers to provide enforcement patrols to assist with weekend and out of hours coverage.</p>	<p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>The SEPP enforcement Team and the Brentwood Community Safety team are working well in Partnership to address issues outside of core operational hours. Joint patrols have also been set up with the police to deal with issues of anti-social behaviour and parking contraventions. These patrols have proved to be very successful.</p>
<p>6: Review current operational expenditure and processes and determine if further efficiencies / improvements can be made</p>	<p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p>	<p>The operational expenditure is currently as expected and in line with the budget in the Annual Business Plan.</p>

	<p>Maintain a contingency reserve</p>	
<p>7: Identify the proposed resident parking schemes, which are agreed and approved. Determine the additional income gained from the resident permit charges and adjust each area account to reflect the change.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Resident permit schemes have been progressed and approved by the Sub Committee. Several new permit schemes have been introduced into the Partnership areas and the additional income received is reflected in the individual area financial outturn and contributes to the running of this schemes.</p>
<p>8: Identify and prioritise schemes in areas which provide the greatest benefit to the overall aims and objectives of the Parking Partnership</p> <p>Produce and implement a programme of essential maintenance works for signs and lines and TROs requiring attention.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Maintain signs and lines and TROs to an acceptable level ensuring suitable</p>	<p>Schemes requiring essential maintenance continue to be processed and agreed by the Sub Committee. A significant amount of work has been completed in this area ensuring parking restrictions remain enforceable.</p>

	funding is available	
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	After a period of inactivity due to Covid and social distancing at schools, the Partnership is starting to engage with interested schools again, and revisit schools who are currently in the initiative. We currently have a vacant post for a School Liaison Officer; this role is being re-evaluated to incorporate a dual role of School Parking and administration support for performance monitoring and new projects. Its hope this post will be filled by January 2022. The TRO team are currently dealing with the school parking liaison function
13. Meet with Officers from NEPP and ECC to determine the future working arrangements of the Parking Partnerships and determine a timeline of key decisions for ECC and Joint Committee Members.	Support the core principles of TMA 2004 Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit	Meetings have taken place and a joint working proposal has been agreed. A report setting out the proposal and the formal offer from ECC is being presented to the 28 October 2021 Joint Committee Meeting for approval.

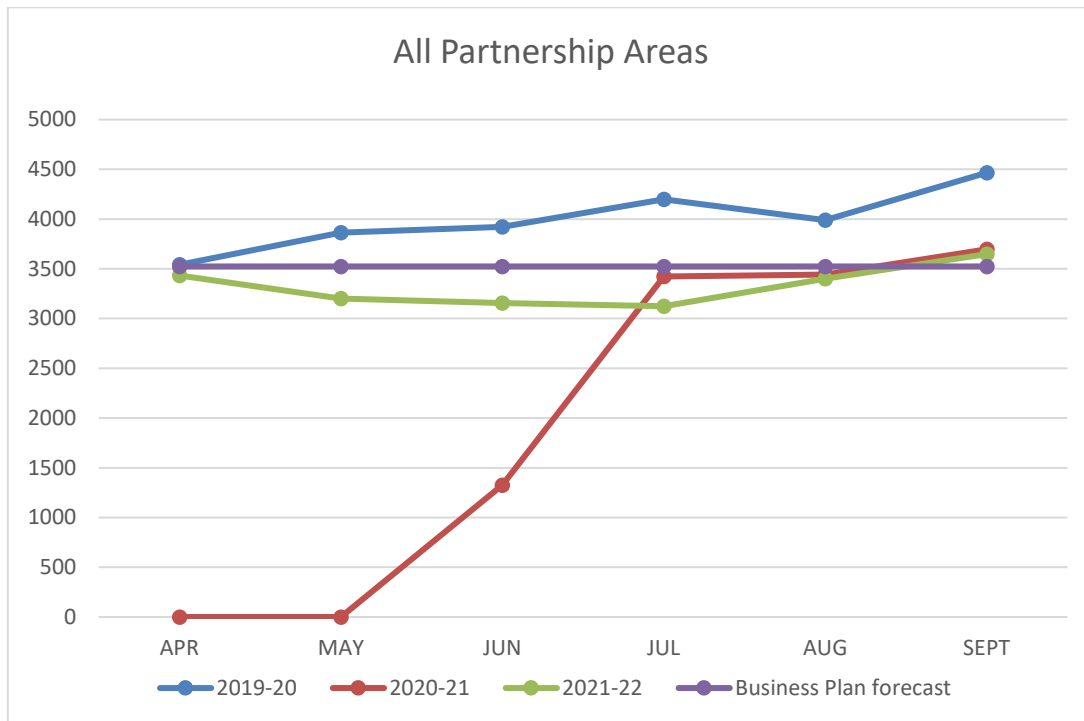
2 Overall Partnership PCN comparison

The income received from Penalty Charge Notices (PCNs) equates to 65% of the total income received. This income is not guaranteed and is dependent on the number of motorists who contravene a parking restriction and who are noted by an enforcement officer.

A reduction in this level of income will have a detrimental effect on the overall account and it is therefore important to monitor this effect. The amount of PCNs issued compared to the previous year of the operation is a good benchmark to determine how the operation is performing and recovering as lockdown measures have eased. The following table provides the current PCN issue rate compared to the operation in 2019/20 (pre-covid), the 2020/21 outturn and the Business Plan estimate.

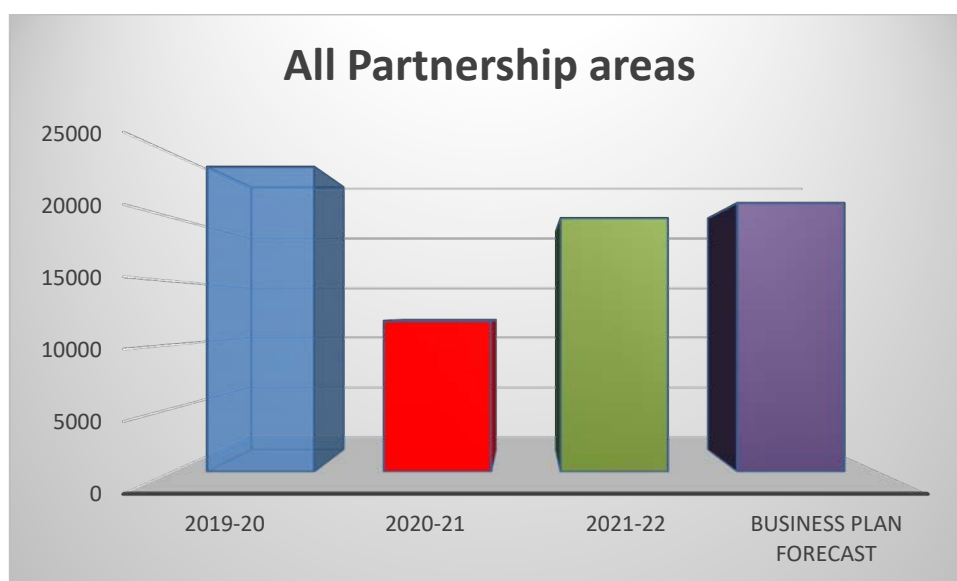
This relates to the period April 2021 to September 2021 for PCNs issued across all areas in the Parking Partnership

Monthly 2021/22 PCN issue rate comparison against 2019/2020 & 2020/21 operation and Business Plan estimate for 2021/22.



SEPP	2019-20	2020-21	2021-22	Business Plan forecast
APR	3541	0	3432	3524
MAY	3865	0	3200	3524
JUN	3923	1325	3157	3524
JUL	4199	3423	3124	3524
AUG	3989	3441	3400	3524
SEPT	4466	3696	3648	3524
Total	23983	11885	19961	21144

Overall Partnership PCN issue comparison figure for period April 2021 to September 2021



The amount of PCNs issued across the Partnership is currently 16% down against the 2019-20 performance, 68% up on the 2020/21 performance and currently 6% down against the estimated figure in the Business Plan.

2.1 Patrol statistics

The following tables provide the current number of patrols and observations compared against the previous two years of operation. This relates to the period April 2021 to September 2021.

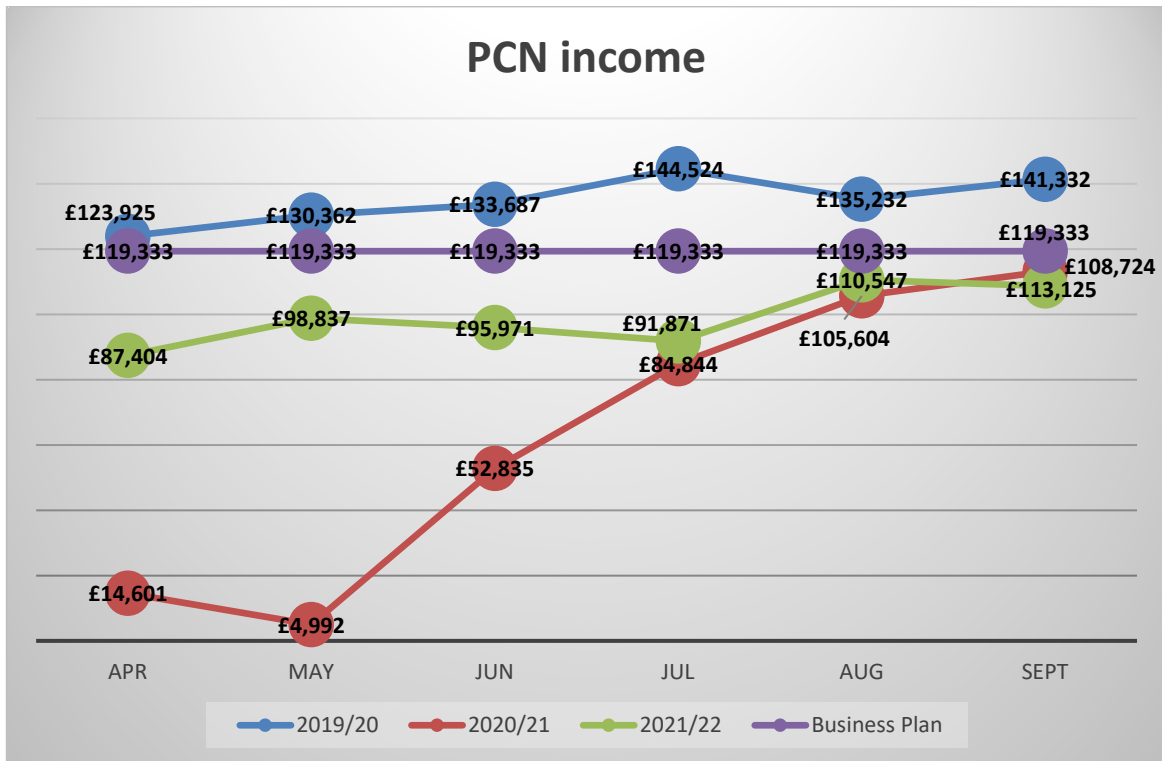
	2019/20	2020/21	2021/22
Visits to streets	94,031	26,430	86,649
Observations	69,799	14,775	70,648
PCNs issued	23,983	11,885	19,961

3 Income Statistics

The following tables provide the current levels of income compared to the operation in 2019/20 (pre-covid), the 2020/21 outturn and the Business Plan estimate for 2021/22

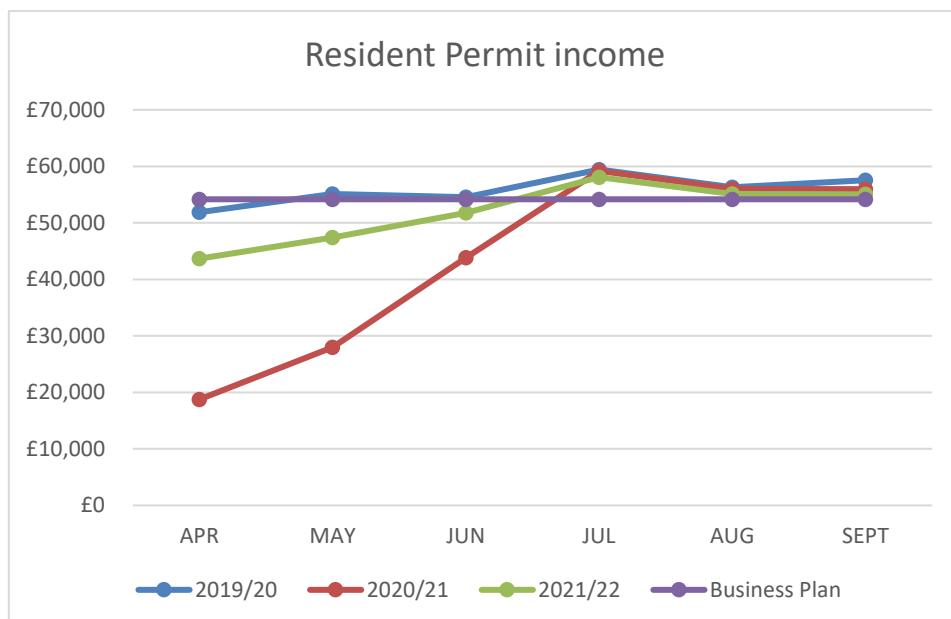
This relates to the period April 2021 to September 2021 for all partnership areas

Overall Partnership monthly PCN income comparison for period April 2021 to September 2021



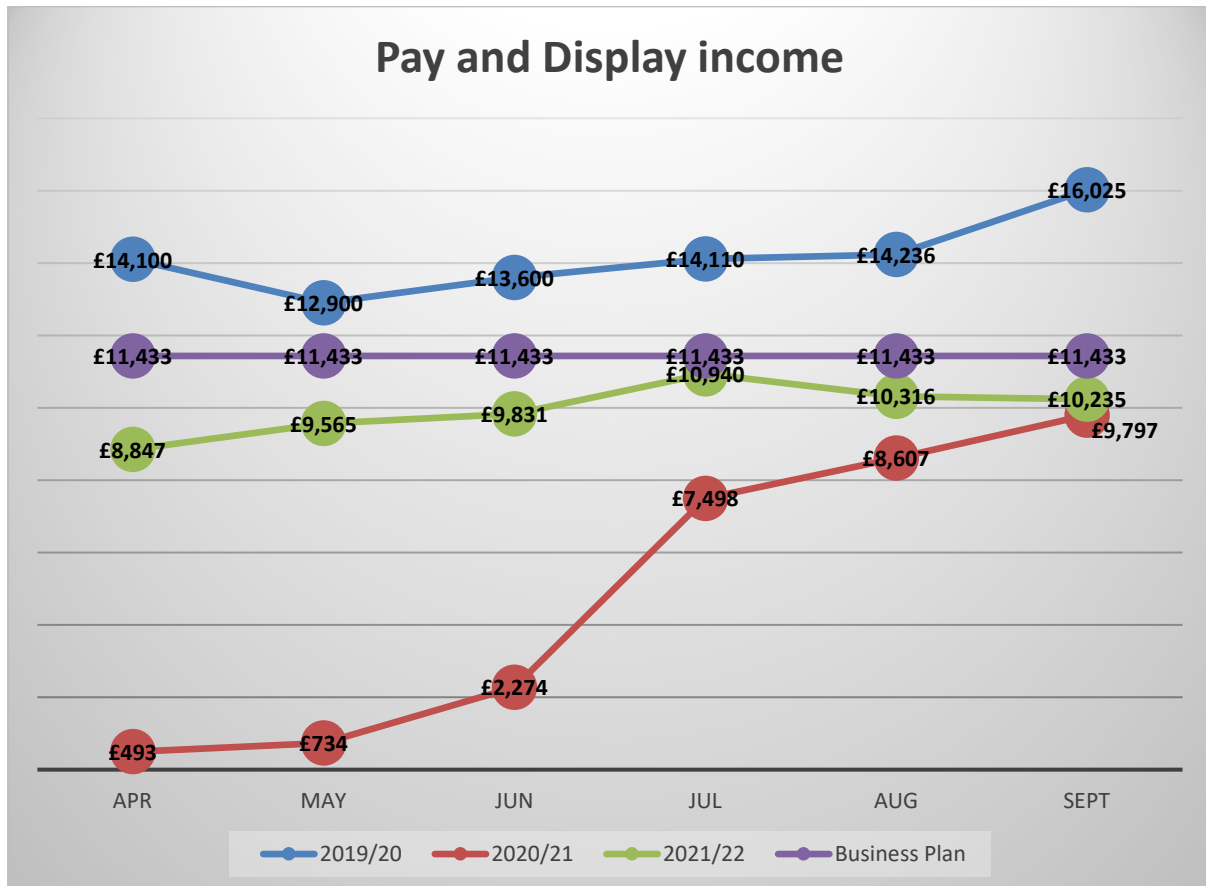
The overall PCN income has reduced by 27% against the 2019-20 performance and has increased by 58% compared to the 2020/21 performance and is currently 17% down against the estimated figure in the Business Plan for 2021/22.

Overall Partnership monthly resident permit income comparison for period April 2021 to September 2021



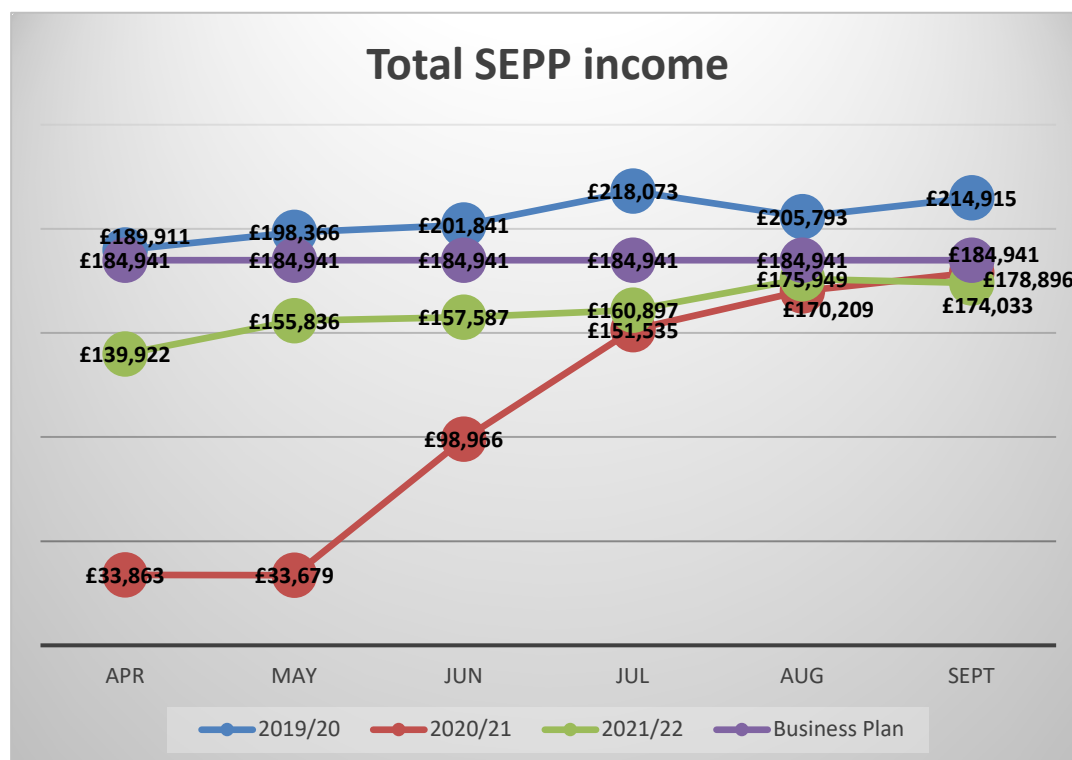
The overall resident parking income has reduced by 7% against the 2019/20 performance and has increased by 19% compared to the 2020/21 performance and is currently 4% down against the estimated figure in the Business Plan for 2021/22.

Overall Partnership monthly Pay and display income comparison for period April 2020 to July 2020



The overall PCN income has reduced by 29% against the 2019-20 performance and has increased by 103% compared to the 2020/21 performance and is currently 13% down against the estimated figure in the Business Plan for 2021/22.

Total Partnership monthly income comparison for period April 2021 to September 2021



All SEPP Income	2019/20	2020/21	2021/22	Business Plan
APR	£189,911	£33,863	£139,922	£184,941
MAY	£198,366	£33,679	£155,836	£184,941
JUN	£201,841	£98,966	£157,587	£184,941
JUL	£218,073	£151,535	£160,897	£184,941
AUG	£205,793	£170,209	£175,949	£184,941
SEPT	£214,915	£178,896	£174,033	£184,941
Total	£1,228,899	£667,148	£964,224	£1,109,646

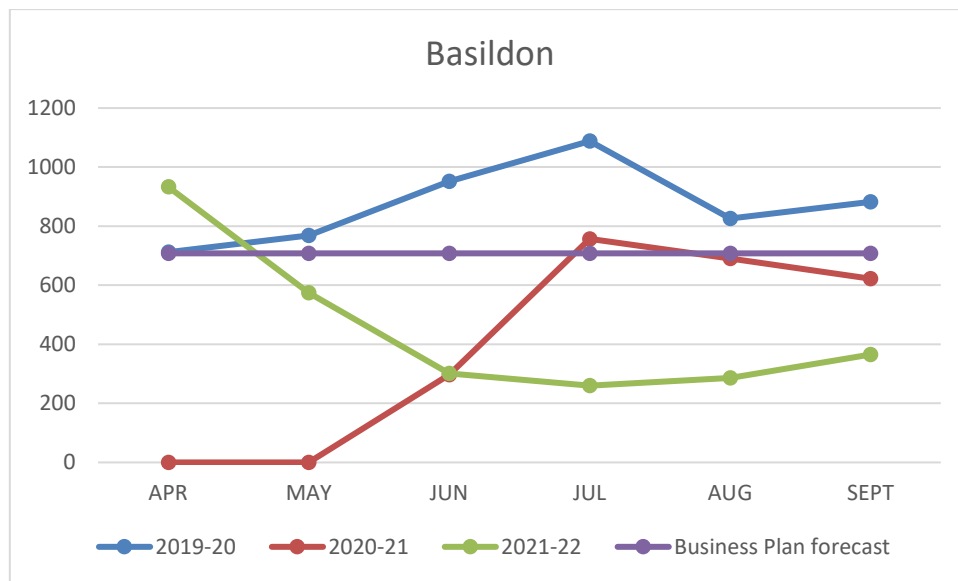
The total overall income has reduced by 21% against the 2019-20 performance and has increased by 45% compared to the 2020/21 performance and is currently 13% down against the estimated figure in the Business Plan for 2021/22.

4 Individual area PCN comparisons

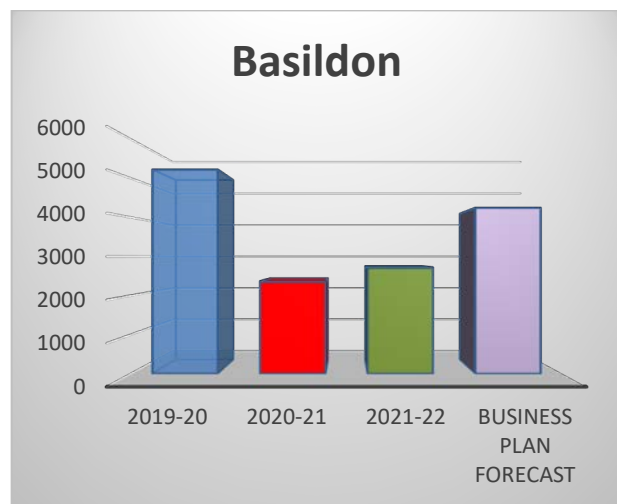
The following tables (pages 13 to 18) provides a comparison of the number of PCN issued against the previous two years of operation and the 21/22 Business Plan estimate

4.1 Basildon

Combined Basildon foot patrol & CCTV PCN issue comparison figure for period April 2021 to September 2021



Basildon	2019-20	2020-21	2021-22	Business Plan forecast
APR	712	0	933	708
MAY	769	0	574	708
JUN	952	297	301	708
JUL	1088	757	260	708
AUG	826	691	286	708
SEPT	882	622	365	708
Total	5229	2367	2719	4248

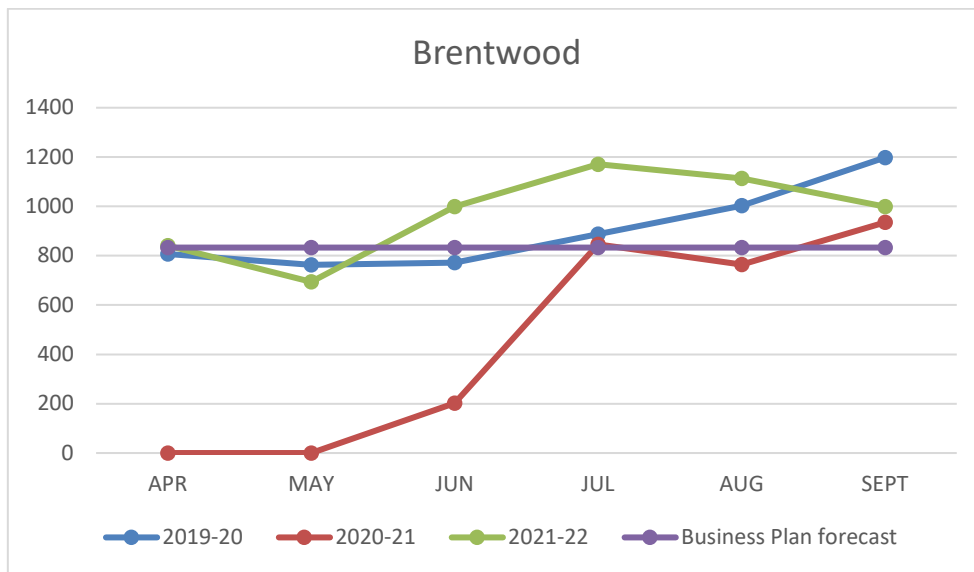


The number of PCNs issued in Basildon has reduced by 48% against the 2019-20 performance and has increased by 15% compared to the 2020/21 performance and is currently 36% down against the estimated figure in the Business Plan for 2021/22. Difficulty recruiting to the vacant enforcement

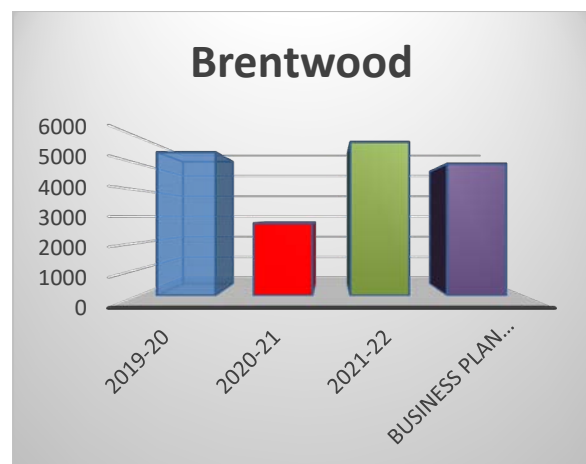
officer roles has been a contributing factor to the downturn in performance and it's expected that a full compliment of staff will be employed by January 2022.

4.2 Brentwood

PCN issue comparison



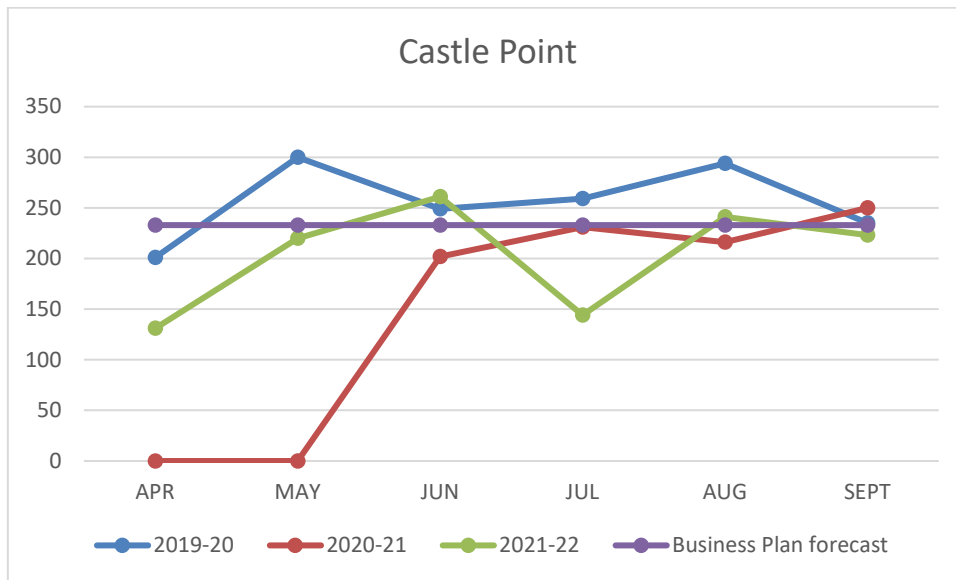
Brentwood	2019-20	2020-21	2021-22	Business Plan forecast
APR	807	0	841	833
MAY	763	0	694	833
JUN	772	202	999	833
JUL	887	846	1171	833
AUG	1003	764	1113	833
SEPT	1198	935	999	833
Total	5430	2747	5817	4998



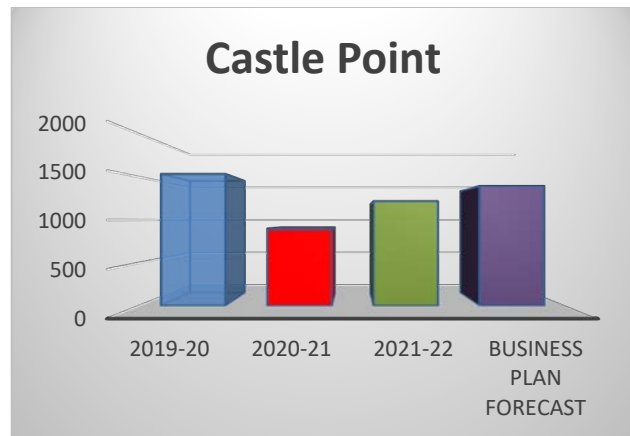
The number of PCNs issued in Brentwood has increased by 7% against the 2019-20 performance and has increased by 111% compared to the 2020/21 performance and is currently 16% up against the estimated figure in the Business Plan for 2021/22.

4.3 Castle Point

PCN issue comparison



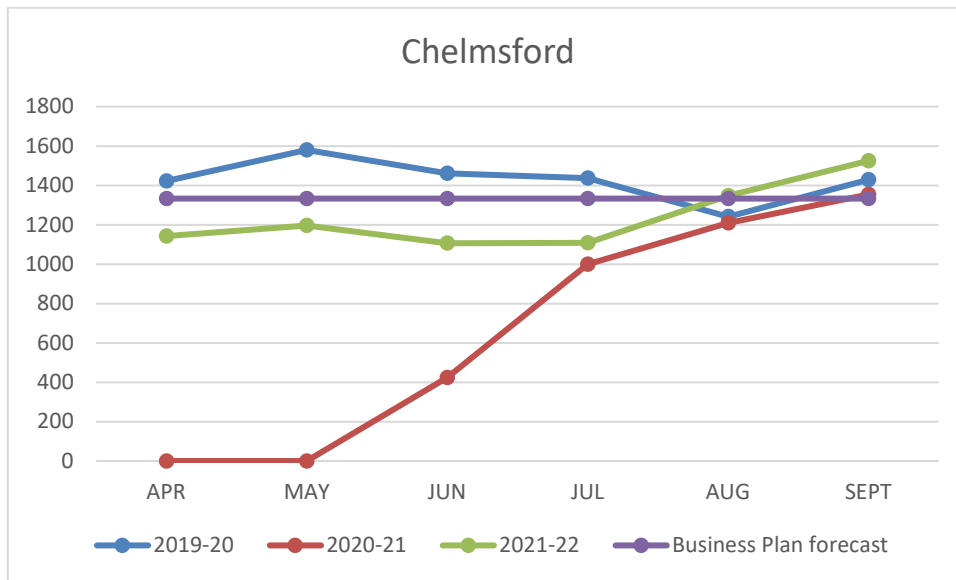
Castle Point	2019-20	2020-21	2021-22	Business Plan forecast
APR	201	0	131	233
MAY	300	0	220	233
JUN	249	202	261	233
JUL	259	231	144	233
AUG	294	216	241	233
SEPT	235	250	223	233
Total	1538	899	1220	1398



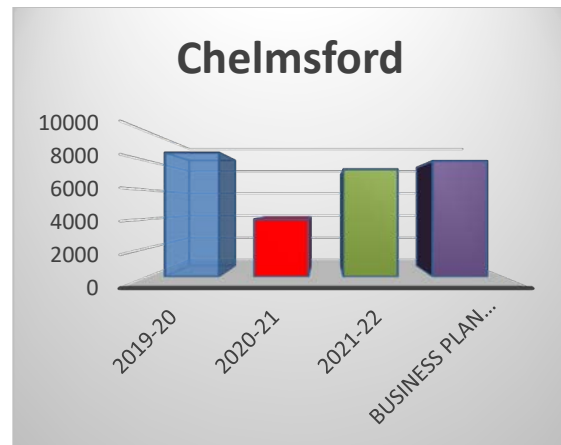
The number of PCNs issued in Castle Point has reduced by 21% against the 2019-20 performance and has increased by 36% compared to the 2020/21 performance and is currently 13% down against the estimated figure in the Business Plan for 2021/22.

4.4 Chelmsford

PCN issue comparison



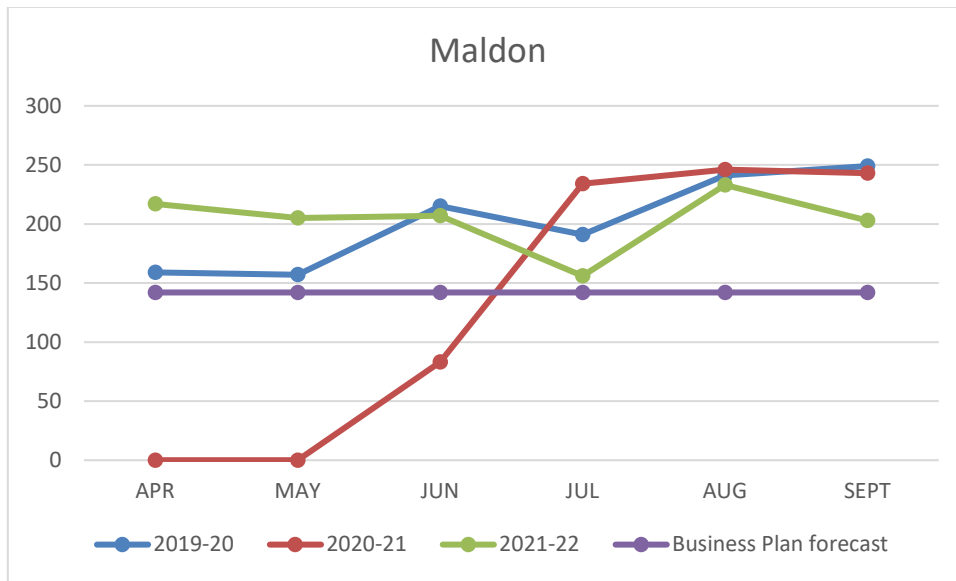
Chelmsford	2019-20	2020-21	2021-22	Business Plan forecast
APR	1422	0	1143	1333
MAY	1580	0	1196	1333
JUN	1461	423	1106	1333
JUL	1437	999	1108	1333
AUG	1241	1209	1348	1333
SEPT	1428	1354	1525	1333
Total	8569	3985	7426	7998



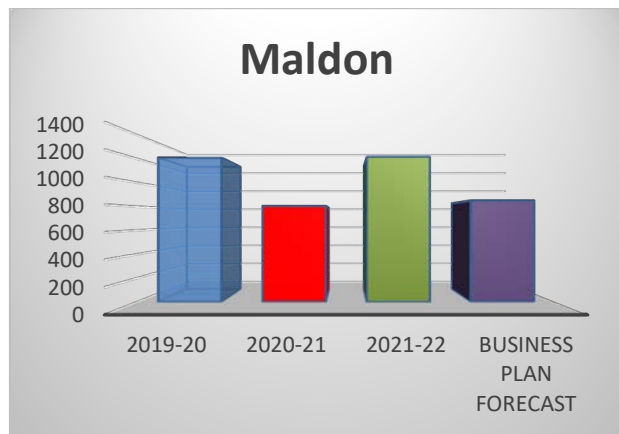
The number of PCNs issued in Chelmsford has reduced by 13% against the 2019-20 performance and has increased by 86% compared to the 2020/21 performance and is currently 7% down against the estimated figure in the Business Plan for 2021/22.

4.5 Maldon

PCN issue comparison



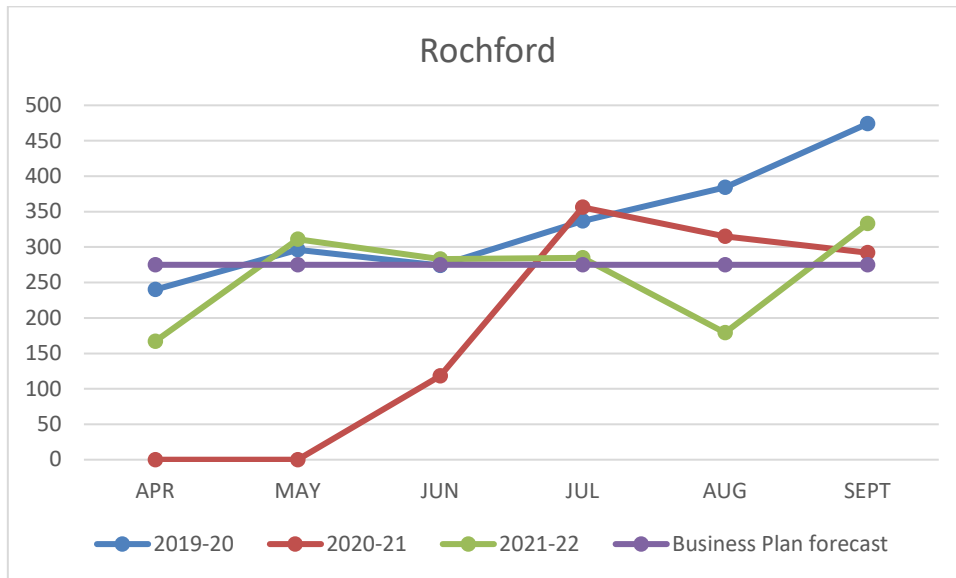
Maldon	2019-20	2020-21	2021-22	Business Plan forecast
APR	159	0	217	142
MAY	157	0	205	142
JUN	215	83	207	142
JUL	191	234	156	142
AUG	241	246	233	142
SEPT	249	243	203	142
Total	1212	806	1221	852



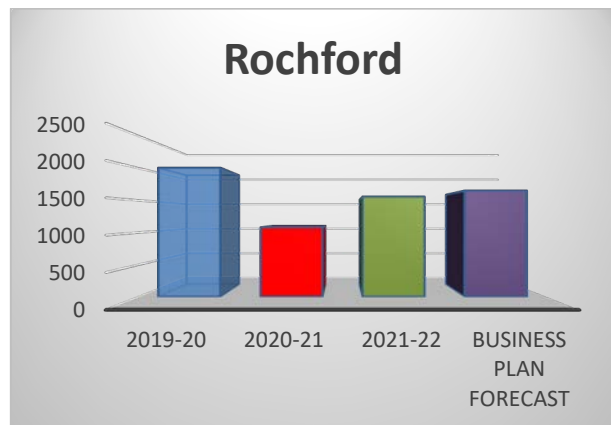
The number of PCNs issued in Maldon has increased by 1% against the 2019-20 performance and has increased by 51% compared to the 2020/21 performance and is currently 43% up against the estimated figure in the Business Plan for 2021/22.

4.6 Rochford

PCN issue comparison



Rochford	2019-20	2020-21	2021-22	Business Plan forecast
APR	240	0	167	275
MAY	296	0	311	275
JUN	274	118	283	275
JUL	337	356	285	275
AUG	384	315	179	275
SEPT	474	292	333	275
Total	2005	1081	1558	1650



The number of PCNs issued in Rochford has reduced by 22% against the 2019-20 performance and has increased by 44% compared to the 2020/21 performance and is currently 5% down against the estimated figure in the Business Plan for 2021/22.

5 Recovery rates

The following table shows the current recovery and cancellation rates across the Partnership and for each individual area. This data relates to the period 1 April 2021 to 31 September 2021.

Back Office PCN recovery rates April 2021 to September 2021								% of stage payment received from PCNs fully paid		
	PCNs Issued	Cases stopped	%	Outstanding	%	Fully Paid	%	Discount	Full amount	Surcharge Paid
Basildon	2,719	358	13	513	19	1848	68	87	11	2
Brentwood	5817	605	10	1024	18	4188	72	86	12	2
Chelmsford	7426	891	12	1370	18	5165	70	89	9	1
Castle Point	1220	140	11	112	9.2	968	79	88	10	2
Maldon	1221	137	11	143	12	941	77	91	9	1
Rochford	1558	102	7	183	12	1273	82	89	10	1
Partnership Total	19961	2233	11	3345	15	14383	75	88	10	2

The overall recovery rate for PCNs paid is currently 75% of the PCN issued. The expected outturn for the Partnership is in the region of 75% to 77%. In 2020/21 the outturn recovery rate was 75%. Considering that a high volume of PCNs issued are still within the initial recovery stage, the current recovery level is very good.

The rate of PCN cancellation (11%) remains within the expected level. The outturn position for cancellation rates in 2020/21 was 7%

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

28 October 2021

AGENDA ITEM 8

Subject	Review of Policies
Report by	South Essex Parking Partnership Manager

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

Purpose

This report provides an update on the review of the Parking Partnership Operational Protocols, Parking Policy Framework including the Partnership Enforcement Policy and the Civil Parking Enforcement Discretion Policy

Options

The report is for information

Recommendation(s)

1. That the Joint Committee notes this report

Consultees

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

1.	<u>Introduction</u>
1.1	This report provides the outcome of the review of the Parking Partnership Policies which consist of the Parking Partnership Operational Protocols, Parking Policy Framework including the Partnership Enforcement Policy and the Civil Parking Enforcement Discretion Policy.

2	<u>Policy Documents</u>
2.1	<p>The original documents were approved by the Joint Committee on the following dates;</p> <ul style="list-style-type: none"> ➤ Civil Parking Enforcement Discretion Policy, approved 16 June 2011 ➤ Parking Partnership Operational Protocols (POP), approved 22 September 2011 ➤ Parking Policy Framework including the Partnership Enforcement Policy (PEP), approved 15 December 2011 <p>Thereafter the policies have been reviewed annually or as and when there has been a fundamental change to policy or legislation.</p> <p>At its meeting on 10 September 2015, version changes were agreed to the Discretion policy to incorporate the changes to the legislation of the Traffic Management Act 2004.</p>
3	<u>2021 review of Policy Documents</u>
3.1	The three operational policies have been reviewed and it's recommended that no amendments to the POP, PEP or discretion policy documents is required. These documents remain relevant to the aims and objectives of the Parking Partnership and the legislation and operational guidance of the Traffic Management Act 2004
3.2	Copies of the policies are available at the following link: SEPP policies - Chelmsford City Council
3.3	The three policies will be reviewed again in 12 months' time and any changes reported to the Joint Committee.
<u>List of Appendices</u>	
<u>Background Papers</u>	
<p>Civil Parking Enforcement Discretion Policy Parking Partnership Operational Protocols Parking Policy Framework including the Partnership Enforcement Policy</p>	

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

28 October 2021

AGENDA ITEM 9

Subject	Proposed new working arrangements for a new term of the Joint Committee Agreement.
Report by	Parking Partnership Manager

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

Purpose

The current 11-year term of the Joint Committee Agreement ends on 31 March 2022. The purpose of this report seeks approval from the South Essex Parking Partnership (SEPP) Joint Committee Members to approve the new offer from Essex County Council (ECC) to continue the operation into a new term under a new Joint Committee Agreement, commencing on 1 April 2022.

Options

The Joint Committee can approve, amend or reject the proposals

Recommendation(s)

It is recommended that the Joint Committee;

- Agrees the proposed terms of the new offer from Essex County Council to enter into a new joint committee agreement from 1 April 2022
- Agrees that the Joint Committee Members go back to their respective Council to formally approve continued membership of the SEPP under the terms of the new offer and subject to the new Joint Committee Agreement being signed; and

provide written notice of this decision to the SEPP Manager by 31 January 2022

- Agrees that the SEPP Manager is authorised to agree the terms of the new Joint Committee Agreement in consultation with each of the SEPP partner authority lead officers and the lead authority (Chelmsford City Council) legal representative.

Consultees

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

Introduction

- 1 Essex County Council is the authority responsible for the enforcement of decriminalised on street parking contraventions. Since 2011, these functions have been discharged via two Joint Committees, the South Essex Parking Partnership and North Essex Parking Partnerships.
 - 1.1 The operations delivered by SEPP are governed by a Joint Committee Agreement signed up to by each of the partners – Basildon Borough Council, Brentwood Borough Council, Castle Point Borough Council, Maldon District Council, Rochford District Council, Essex County Council and Chelmsford City Council (the Lead Authority).
 - 1.2 The Joint Committee Agreement also provided the scope for the Partnerships to take responsibility for the maintenance of parking related signs and lines and the implementation of new parking related Traffic Regulation Orders. These additional functions have also been accepted by both the Parking Partnerships.
 - 1.3 The current Joint Committee Agreement which commenced on 1 April 2011 will expire on 31 March 2022 and a new agreement is required in order for the Partnership to continue delivering the operation from 1 April 2022 into a new term.

Background

- 2 When NEPP and SEPP were set up, the on-street parking enforcement arrangements were operating at an unsustainable deficit of around £900,000 with very little investment into the maintenance of parking related signs and lines and limited funds to implement essential traffic management schemes; one of the key aims was to change this outturn position moving to a cost neutral position, and ultimately a surplus position.
 - 2.1 The delegation of this function to the two Joint Committees had the benefit of the surplus remaining in the full control of the Joint Committees but also had the added risk of being responsible for any deficit to the account.
 - 2.1 To manage this risk, the long-term business aims of SEPP throughout the current term of the Joint Committee Agreement was to:
 - Support the core principles of the Traffic Management Act 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 in the region of £300,000

- Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of any individual deficit
 - Maintain signs and lines and TROs to an acceptable level ensuring suitable funding is available
 - Invest in innovation and initiatives to improve service delivery
- 2.2 To date the Partnership has exceeded its aims and ambitions and successfully developed an operational model which fully funds and delivers the core parking enforcement operation. The year on surplus achieved from this operation has enabled suitable funding to cover the cost of the TRO operational costs (£172,000) and provide an annual budget of £200,000 for the essential maintenance of parking related road signs and road markings and for the introduction of new parking schemes which require a new TRO.
- 2.3 The success of the Partnership has also enabled the Joint Committee to invest into new innovations and initiatives to improve the enforcement operation and customer experience. **Appendix B** provides more information on the funding and areas of investment and the benefits of Partnership working.
- 2.4 The operational and financial performance of the Partnership has provided a solid foundation to continue the operation and maintain the essential level of investment into a new agreement considering both the needs of ECC and the Partnership.
- 2.5 In November 2020 the SEPP and NEPP Chairmen received a letter from the Cabinet Member for highways setting out an initial proposal to set up a project team with the view to providing some recommendations for a new working model to take forward into a new agreement.
- 2.6 ECC acknowledged that the Parking Partnerships had been a great success and were keen to continue this working relationship with a new proposal that would specifically include:
- a surplus sharing model for the new arrangement
 - plans and ideas for innovation and technology
 - how cost efficiencies could be delivered in future
- 2.6 A project team consisting of nominate officers from ECC, NEPP and SEPP in consultation with the NEPP and SEPP Chairmen and the Cabinet Member for Highways, collectively agreed a new working proposal for a new term of a Joint Committee Agreement.
- 3 New working proposal – April 2022**
- 3.1 The agreed officer proposal for consideration of the Joint Committee is summarised as **Appendix A** to this report.
- 4 ECC Decision and formal offer**

- 4.1 On 21 September 2021, a report was presented to the ECC Cabinet with a proposal to agree to enter into joint committee agreements under which the Council (ECC) delegates civil parking enforcement to the two area Joint Committees with the same areas as the current joint committees under the terms of the proposal at **Appendix A** for a period of five years with an option to extend for a further twelve months on three consecutive occasions.
- 4.2 A formal letter of offer setting out this proposal was sent to the SEPP Chairman on 17 October 2021

5 **Partner Authority approval**

- 5.1 It is recommended that the Joint Committee approve the proposed new working arrangements and accepts the formal offer from ECC to enter into a new Joint Committee Agreement under the terms of the proposals contained in **Appendix A**.
- 5.2 It is also recommended that that the SEPP Manager is authorised to agree the terms of the new Joint Committee Agreement in consultation with each of the SEPP partner authority lead officers and the lead authority (Chelmsford City Council) legal representative.
- 5.3 If the Joint Committee agrees the proposal, each Joint Committee Member will be required to go back their respective council to formally approve continued membership of the SEPP under the terms of the new offer; this will also be subject to the new Joint Committee Agreement being signed. It is suggested that these decisions are taken by each partner council in December and no later than 31 January 2022. It is recommended that each partner council provides written notice of its decision, to the SEPP Manager, no later than 31 January 2022

6 **Conclusion**

The current Joint Committee Agreement which commenced on 1 April 2011 will expire on 31 March 2022 and a new agreement is required in order for the Partnership to continue delivering the operation from 1 April 2022 into a new term.

A project team consisting of nominate officers from ECC, NEPP and SEPP in consultation with the NEPP and SEPP Chairmen and the Cabinet Member for Highways, collectively agreed a new working proposal (**Appendix A**) for a new term of a Joint Committee Agreement.

It is recommended that the Joint Committee;

- Agrees the proposed terms of the new offer from Essex County Council to enter into a new joint committee agreement from 1 April 2022
- Agrees that the Joint Committee Members go back to their respective Council to formally approve continued membership of the SEPP under the terms of the new offer and subject to the new Joint Committee Agreement being signed; and

provide written notice of this decision to the SEPP Manager by 31 January 2022

- Agrees that the SEPP Manager is authorised to agree the terms of the new Joint Committee Agreement in consultation with each of the SEPP partner authority lead officers and the lead authority (Chelmsford City Council) legal representative.

List of Appendices

Appendix A: Proposed new working arrangements for a new term of the Joint Committee Agreement.

Appendix B: Benefits of partnership working

Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2011

Appendix A



Proposed new working arrangements for a new term of the Joint Committee Agreement.

1: Overview of recommended joint proposal

- 1.1 The proposals reflect a joint officer approach discussed by all partners for taking forward as the recommended approach for the future of on street parking arrangements in Essex.
- 1.2 The proposed operational model has been developed to introduce two financial models for different aspects of the services being provided. The first model applies to the current operational services being delivered by The South Essex Parking Partnership which are covered by the Joint Committee Agreement. The second model is for new Essex County Council (ECC) services that may be added to the Parking Partnership under separate arrangements such as a service level agreement.

2: Term of the new agreement

- 2.1 The proposed term is five years with the option to extend a further twelve months on three consecutive occasions.

3: Business model to deliver the current services covered by the Joint Committee Agreement.

For current services it is proposed that the surplus generated at the end of every financial year will be applied across three key areas split into three parts.

Part 1

- 3.1 The principle in Part 1 ensures the maintenance of a suggested deficit reserve of up to £400,000 per partnership (agreed by the Parking Partnership Managers). This level of reserve must be maintained (and topped up as appropriate) before any surplus is moved into the second and third parts. The level of reserve will be monitored through the quarterly meetings. Provided that this reserve is maintained (which is the priority), this minimises the deficit risk to all members of the partnership, which was an issue at the outset of the original joint committee agreements.

Any surplus generated after any calls to maintain the Part 1 deficit reserve at the agreed level will be split on the following basis between Part 2 (55%) and Part 3 (45%) subject to the conditions of part 2 below.

Part 2

- 3.2 Part 2 is used for local needs as set out in the annual business plan and specifically; a) the operational and funding costs for TROs and the essential maintenance of parking related signs and lines and; b) innovation around different ways to manage parking within each partnership. This reflects the

existing arrangements within the joint committee agreement. Any capital / innovation funds required above the level agreed in the annual business plan that cannot be contained within Part 2 can be bid for in Part 3 and will be considered on merit against other county-wide priorities.

3.3 It is recognised that there are fixed and ongoing commitments in relation to ongoing TRO costs therefore any in year surplus must cover the below costs (see **table 1** below, Part 2 Breakdown). Therefore, a priority is to ensure that these costs are always covered within the 55% split.

3.4 In the event that the 55% share does not cover the required costs in the table below, those costs will be covered but the remainder will be allocated to Part 3.

Table 1 -Part 2 breakdown	SEPP
a) TRO delivery (operational and funding costs plus essential maintenance of parking related signs and lines)	*£372,000
b) Innovation to manage on street parking	*£56,000
TOTAL ANNUAL CAP	*£428,000

*These figures will be reviewed on an ongoing basis and any changes will be agreed between ECC and the Lead Authority

Note: The surplus generated in one year will be allocated for spend in the subsequent year.

Part 3

3.5 The principle in **Part 3** is to cover Essex wider strategic highways priorities and is proposed to be governed through a new Strategic Panel. It is proposed the new Panel is led by the ECC cabinet member, with the two chairmen possibly with one other member from each of the three partners. Any surplus achieved in this area from NEPP and SEPP will be directed towards county-wide priorities within the respective areas, still in line with section 55 of the RTRA 1984. ECC will work with the two Lead Authorities to develop the assessment criteria for bids for this funding. Bids will be put forward by officers from both the partnerships and ECC.

4: SEPP Operational surplus - carry forward into new arrangement

4.1 Any surplus remaining at the end of the current Joint Committee Agreement will transfer into the new arrangement but will remain the sole responsibility of the SEPP Joint Committee to determine how this surplus is used and allocated in accordance with Section 55 of the RTRA 1984.

5: Management of deficit under the new arrangement

5.1 In the unlikely event that an operational deficit presents itself, which is not able to be contained by the current business plan (i.e. the deficit reserve or by cessation of spending in part 2 and part 3 or reducing any other part of operational

expenditure as appropriate), then the remaining deficit will be supported on an equal basis by each of the seven members of the SEPP Joint Committee.

5.2 The SEPP Annual Business Plan for 2022-23 to be presented to the Joint Committee at its meeting in December 2021 will recommend the allocation of £300,000 of the Joint Committee held reserve fund to mitigate any risk of a deficit position to the Partners and this level of reserve will be maintained throughout the term of the new agreement.

6: Service delivery of other functions and new initiatives on behalf of ECC

6.1 In addition to the functions covered in the Joint Committee Agreement there is the opportunity for the Partnership to deliver other functions and initiatives on behalf of ECC.

The additional functions that have jointly been agreed in principle with the parkingpartnerships are:

- the rollout of the Park Safe project (to promote safe parking outside school clearways, monitored in real time by civil enforcement officers (CEOs) viewing cameras located in optimum locations close to the school)
- additional on street Pay & Display (P&D) parking

The model for these projects is detailed in detailed in **Table 2** – these are not included within Parts 1, 2 and 3 above as they will be delivered under a separate arrangement to be agreed.

Table 2

Description	SEPP
On Street P&D Parking:	All expenditure and income remains in the SEPP account and contributes to parts 1,2&3
a) existing sites	
b) additional sites	Equipment investment and on-going maintenance costs funded by ECC
	Income (P&D) to ECC; No SEPP management or operational costs to be charged to ECC but SEPP will retain all PCN income
	Where ECC don't want to pursue any proposed new sites but the Joint Committee do, the Joint Committee will fund the implementation of the schemes and the income contribute to parts 1, 2 and 3 of the new working arrangements.
Park Safe (outside schools):	Camera equipment investment and maintenance cost, plus agreed SEPP management cost for SEPP to operate the function to be funded by ECC. ECC retain PCN income

7: Possible future initiatives

7.1 The agreement will also set out a basis for other activities to be incorporated in the future – e.g. discretionary disabled badge holder bays, enforcement on highways outside country parks, Traffic Management Act 2004 Part 6 moving traffic offences and electric vehicle charging points, should ECC wish to pursue any of the above. This list is not intended to be exhaustive and these will be reviewed on a case-by-case basis in line with the appropriate procurement and subject to separate arrangements.

This note provides an update on the benefits of Partnership working since launching on 1st April 2011.

1. Financial aims

- Reduce the 2010/11 £378,000 annual deficit under previous agency agreements
- Achieve an overall financial account to operate parking enforcement and the Traffic Regulation Order (TRO) function at zero deficit, while maintaining a high level of service provision and supporting the core principles of the Traffic Management Act 2004
- Maintain a reserve of £300,000
- Utilize any surplus in accordance with Section 55 RTRA 1984 to create an operational fund to invest back into the enforcement and TRO function and maintain the long-term business plan.

2. Allocation of operational fund to manage the TRO function

- Surplus carefully managed to date ensuring the cost of operating the TRO function could be realistically achieved without the risk of operating the overall function in a deficit position. Since 2015 this has enabled the withdrawal of financial support from ECC for the TRO function.
- Annual TRO operational costs of £172,000 and £200,000 budget allocated annually for the essential maintenance of signs and lines and the implementation of traffic management schemes which require a TRO
- Since 2015 a total of £1,624,000 from the SEPP account has been allocated to cover these costs.
- Level of reserve to be maintained, increased from £200,000 to £300,000 to offset any future risks to the account.

3. Joint Committee approved funding from SEPP operational fund.

- £14,000 for new Response Master System
- £120,000 for new handheld computer (HHC) equipment and printers for CEOs
- £18,000 for new CCTV car and associated equipment for Basildon
- £27,000 for new CCTV body worn cameras to improve CEO safety and wellbeing
- £85,000 for replacement of on-street pay and display
- £80,000 to launch and the on-going delivery of the new School Parking Initiative (3PR) at zero cost to the schools
- £150,000 to complete a review of all existing parking restrictions for compliance and the introduction of a new digital TRO mapping system.
- £76,000 to engage in partnership working arrangements with partner councils to provide additional enforcement coverage in known problem areas outside of normal core working hours.
- £816,000 allocated to the seven partner authorities (£116,000 each) to invest in local highway and car parking schemes within their respective areas in accordance with Section 55 of the RTRA 1984

4. Improvements and projects implemented

- A Partnership working model, ensuring partners maintain an influence on local parking matters.
- Response Master System installed and linked to the Partnership Discretion Policy providing a consistent outcome and response to letters of challenge against a Penalty Charge Notice
- New virtual resident permit system introduced across all Partnership areas, offering a quick, flexible and convenient method for residents to manage their permit allocation via an on-line account.
- Central back office, central TRO team and area-based CEOs - offering consistent working practices, across the Partnership areas
- Central policies providing consistency and transparency on how and why the Partnership operates parking enforcement
- Staff welfare improvements with the introduction of CCTV body worn cameras for CEOs
- New HHC equipment, issued to all CEOs, with built in camera and real time data, streamlining and improving the administration process.
- Good working practices shared between the North and South Partnerships.
- Dedicated staff resource introduced to manage new projects, review current, new and best practice, develop and maintain the website and support the various Partnership IT functions
- Introduction of the award-winning School Parking Initiative called 3PR, the 3 parking rules [3PR UC – Care, Caution & Consideration](#)
- MiPermit cashless payment solution available on all on-street pay and display machines
- New TRO digital mapping system, all TROs across the Partnership are now digital and mapped and checked for compliance and available to view on-line via the Traffweb portal
- Off-street parking enforcement arrangements with Chelmsford, Basildon and Castle Point to deliver enforcement coverage in public car parks offering greater staff resilience and patrol coverage.
- Service level agreements with Brentwood and Maldon to utilise their community safety officers to deliver parking enforcement on behalf of and in partnership with SEPP outside of core operational hours

5. Current enforcement projects

- Enforcement of resident permit zones using Automatic Number Plate Recognition (ANPR) equipment to validate permits
- Exploring the merits of parking bay sensors for a data led enforcement approach
- Implement wave and pay credit / debit card payments on pay and display machines to move to a totally cashless solution

6. Benefits of Partnership working

- Maintaining local influence on parking and enforcement matters
- Achieving an overall financial account to operate parking enforcement and the Traffic Regulation Order (TRO), maintaining a surplus position to invest back into the operation and essential traffic management schemes.
- Maintaining a high level of service provision and supporting the core principles of the Traffic Management Act 2004
- The provision of traffic management schemes which meet the aims and objectives of the Parking Partnership and are fit for purpose
- Greater consistency of the application of TROs across the Partner areas
- A higher level of consistency with maintaining signs and lines ensuring compliance for enforcement purposes.
- Partnership lead officers contributing to the development of the Annual Business Plans, the allocation of the operational fund and the implementation of essential traffic management schemes within their respective areas
- Partnership working with partner authority community safety teams to co-ordinate joint patrols

7. Risk if a partner authority withdraws from the Partnership

One of the key benefits of the Parking Partnership has been the ability for Joint Committee Members and Lead Officers to retain influence and input regarding parking matters within their respective areas. The success of SEPP to date has been the contribution of the Joint Committee Members and Lead Officers, from each partner area, providing valuable input into the development of the Annual Business Plans, formulating high level Risk Assessments and approving policies and procedures which meet the aims and objectives of the Parking Partnership. In addition, all new proposals for new Traffic Management Schemes are subject to local decision by the respective area officers and Joint Committee Members for final decision and approval.

The Joint Committee Members recognise the benefits of this Partnership working model and have indicated support to continue into a new Joint Committee Agreement from 1 April 2021. This will enable the Joint Committee to build on the successes achieved to date and to develop the Partnership further.

Appendix B: South Essex Parking Partnership achievements and benefits of Partnership working

If a Partner Authority decides to withdraw from SEPP at any time, the delegated functions for on-street parking enforcement, TROs and signs and lines maintenance would still be delivered within that geographical area by SEPP but without an elected Member from that Authority being part of the Joint Committee.