



North Essex Parking Partnership

Joint Working Committee Off-Street Parking

**Council Chamber, Council Offices,
Thorpe Road, Weeley, CO16 9AJ**

29 October 2015 at 1.00 pm

The vision and aim of the Joint Committee is to provide a merged parking service that provides a single, flexible enterprise of full parking services for the Partner Authorities.

North Essex Parking Partnership

Joint Committee Meeting – Off-Street

Thursday 29 October 2015 at 1.00 pm

Council Chamber, Council Offices, Thorpe Road, Weeley, CO16 9AJ

Agenda

Attendees

Executive Members:-

Susan Barker (Uttlesford)
Anthony Durcan (Harlow)
Dominic Graham (Colchester)
Eddie Johnson (ECC)
Robert Mitchell (Braintree)
Gary Waller (Epping Forest)

Non-Executive Members:

Ray Howard (ECC)

Officers:-

Lou Belgrove (Parking Partnership)
Jonathan Baker (Colchester)
Trevor Degville (Parking Partnership)
Qasim Durrani (Epping Forest)
Joe McGill (Harlow)
Paul Partridge (Braintree)
Liz Burr (ECC)
Andrew Taylor (Uttlesford)
Shane Taylor (Parking Partnership)
Alexandra Tuthill (Colchester)
Richard Walker (Parking Partnership)
Matthew Young (Colchester)

	Introduced by	Page
1. Welcome & Introductions		
2. Apologies		
3. Declarations of Interest The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.		
4. Have Your Say The Chairman to invite members of the public or attending councillors if they wish to speak either on an item on the agenda or a general matter.		
5. Minutes To approve as a correct record the Minutes of the 18 June 2015 meeting.		1-2
6. Operational Report To consider and note the Operational Report for Off-Street Parking.	Lou Belgrove	3-5
7. NEPP Off Street \Financial Position 6 2015/16 To note the six monthly financial position on the North Essex Parking Partnership (NEPP) Off-street budget	Matthew Young	6-7

**NORTH ESSEX PARKING PARTNERSHIP
JOINT COMMITTEE FOR OFF-STREET PARKING**

**18 June 2015 at 1.00pm
Grand Jury Room, Town Hall, Colchester Borough Council,
Colchester**

Executive Members Present:-

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

Non-Executive Members Present:-

Councillor Ray Howard (Essex County Council)

Apologies: -

Councillor Eddie Johnson (Essex County Council)

Also Present: -

Jonathan Baker (Colchester Borough Council)
Lou Belgrove (Parking Partnership)
Liz Burr (Essex Highways)
Trevor Degville (Parking Partnership)
Steve Heath (Colchester Borough Council)
Hayley McGrath (Colchester Borough Council)
Samir Pandya (Braintree District Council)
Shane Taylor (Parking Partnership)
Alexandra Tuthill (Colchester Borough Council)
Richard Walker (Parking Partnership)
Matthew Young (Colchester Borough Council)

Apologies:-

Qasim Durrani (Epping Forest District Council)
Joe McGill (Harlow District Council)
Paul Partridge (Braintree District Council)
Andrew Taylor (Uttlesford District Council)

1. Election of Chairman

RESOLVED that Councillor Mitchell (Braintree District Council) be elected as Chairman for the Joint Working Committee for Off-Street Parking 2015/16.

2. Election of Deputy Chairman

RESOLVED that Councillor Durcan (Harlow District Council) be elected as Deputy Chairman for the Joint Working Committee for Off-Street Parking 2015/16.

3. Declaration of Interests

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

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

4. Minutes

RESOLVED that the minutes of the meeting of the Joint Committee for Off-Street Parking of 12 March 2015 be confirmed as a correct record.

18. NEPP Off-Street financial position at year end 2014/15

Matthew Young, Colchester Borough Council, introduced the NEPP Off-Street financial position at year end 2014/15. The report asked for the committee to note the financial position, and the £4,000 deficit.

As the £4,000 deficit falls within the £50,000 surplus/deficit limit agreed at the January 2014, this will be held in a ring-fenced account by the lead authority and be the offset against any surplus from previous or future financial years.

Councillor Mitchell questioned why a budget was not included for other income from work undertaken for partners outside of normal duties (Traffic Regulation Orders). In response Richard Walker stated that this was difficult to predict as there has been no indication of work expected. Councillor Mitchell stated that this could be an area where the North Essex Parking Partnership has an opportunity to sell its services and look more business-like.

RESOLVED that the NEPP Off-Street financial position at year end 2014/15 be noted.

5. Operational Report

Lou Belgrove, Parking Partnership, introduced the Off-Street Operational Report for the Committee to note. The report included information which highlighted the use of MiPermit, particularly for commuters and the long stay.

RESOLVED that the Operational Report be noted.



North Essex Parking Partnership

18 June 2015

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

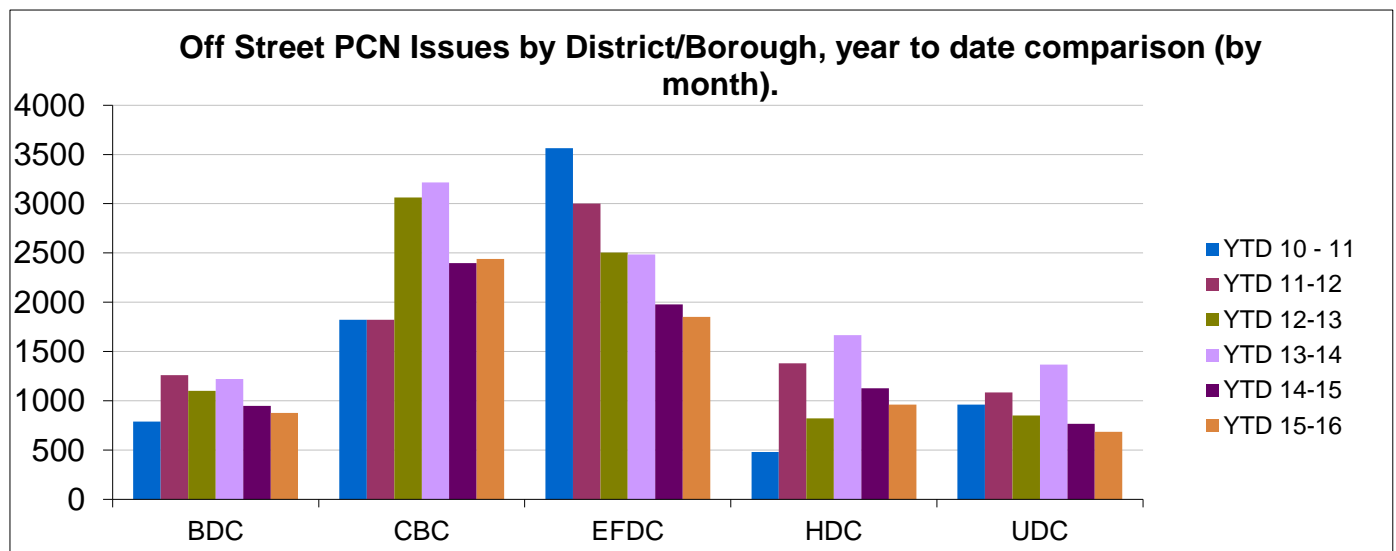
Updates Members of operational progress since the last meeting in June 2015.

1. Decision(s) Required

1.1. To note the content of the report.

2. Off-Street performance measure

2.1. The following graph (supported by data in Appendix 1) shows the issue rate of all Penalty Charges for the off-street function, with a year to date comparison.

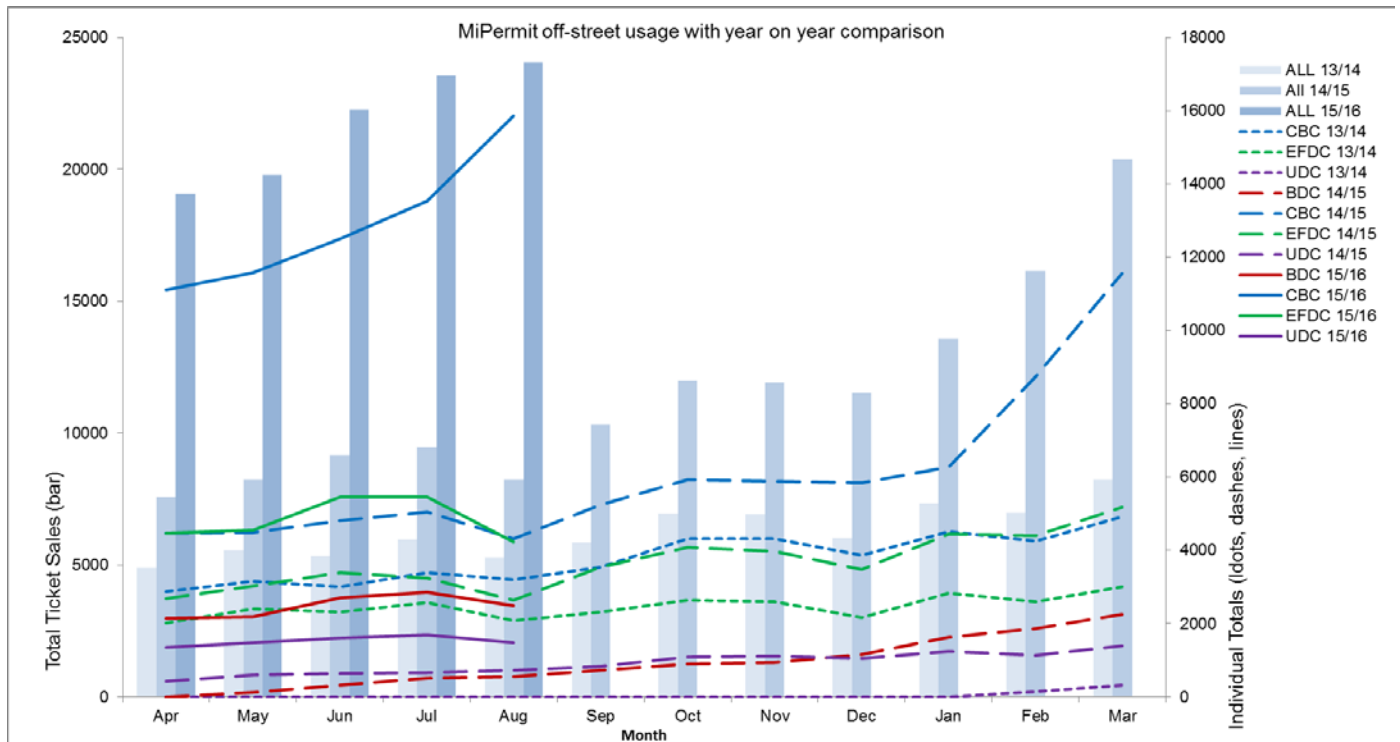


2.2. Across all districts there has been a decline in the number of PCNs issued off-street. As with on-street enforcement, this is linked to a decline in actual CEOs available to enforce and should be addressed following the further recruitment of staff.

3. MiPermit

3.1. Cashless parking continues to operate in all NEPP operated car parks (with the exception of Harlow).

3.2. The chart below shows the continuing growth in popularity of MiPermit as a payment option across the Partnership. NB – data not available in 2013/14 for BDC and UDC as system not active in these areas at this time.



3.3. MiPermit continues to prove to be a popular way to pay in all car parks. Colchester has seen a significant spike in usage due to both MSCPs being converted from Pay on foot to Pay and Display.

4. Future Work

4.1. The issues outlined at the last meeting, and discussed with Client Officers recently, make up the future work of the NEPP. The focus will remain on generating further efficiency in office systems and patrol deployment through “smarter enforcement” in order to reduce costs.

Appendix 1 – Off-Street Operational Report

Off Street PCNs by month, per District/Borough														
	BDC	CBC	EFDC	HDC	TDC	UDC			BDC	CBC	EFDC	HDC	TDC	UDC
Apr-10	178	382	757	131	0	182		Apr-13	246	596	507	280	0	233
May-10	152	477	690	103	0	155		May-13	206	770	466	360	0	331
Jun-10	146	338	650	78	0	204		Jun-13	239	626	592	299	0	268
Jul-10	157	306	782	89	0	231		Jul-13	281	696	427	367	0	315
Aug-10	156	321	685	81	0	189		Aug-13	250	528	493	361	0	220
YTD 10 - 11	789	1824	3564	482	0	961	7620	YTD 13-14	1222	3216	2485	1667	0	1367
Sep-10	158	232	653	81	0	229		Sep-13	240	439	456	196	0	294
Oct-10	150	287	700	67	0	213		Oct-13	242	400	599	231	0	322
Nov-10	147	339	631	139	0	209		Nov-13	266	423	588	222	0	294
Dec-10	110	227	400	95	0	155		Dec-13	193	317	378	173	0	136
Jan-11	118	319	587	110	0	131		Jan-14	163	348	511	192	0	186
Feb-11	131	376	632	116	0	136		Feb-14	145	413	444	203	0	104
Mar-11	124	410	662	103	0	145		Mar-14	143	468	459	258	0	124
FY 10-11	1727	4014	7829	1193	0	2179		FY 13 - 14	2614	6024	5920	3142	0	2827
Apr-11	144	355	599	202	0	135		Apr-14	164	520	319	220	0	109
May-11	228	406	581	275	0	203		May-14	227	499	495	219	0	145
Jun-11	265	332	586	302	0	195		Jun-14	229	385	387	210	0	179
Jul-11	279	363	629	342	0	250		Jul-14	178	476	416	225	0	180
Aug-11	345	367	607	259	0	301		Aug-14	149	518	361	253	0	153
YTD 11-12	1261	1823	3002	1380	0	1084	8550	YTD 14-15	947	2398	1978	1127	0	766
Sep-11	276	281	623	223	0	285		Sep-14	131	444	324	171	0	158
Oct-11	262	332	667	294	0	285		Oct-14	183	463	396	159	0	162
Nov-11	218	239	771	217	0	266		Nov-14	181	493	376	156	0	127
Dec-11	156	194	561	181	0	153		Dec-14	187	309	413	148	0	114
Jan-12	185	456	653	164	0	210		Jan-15	230	417	362	143	0	167
Feb-12	129	172	436	108	0	122		Feb-15	265	513	349	137	0	184
Mar-12	133	477	546	151	0	154		Mar-15	297	484	332	105	0	223
FY 11-12	2620	3974	7259	2718	0	2559		FY 14 - 15	3368	7919	6508	3273	0	2667
Apr-12	167	535	414	100	0	134		Apr-15	212	477	317	180	0	162
May-12	191	767	563	174	0	123		May-15	241	476	334	206	0	180
Jun-12	195	578	532	188	0	194		Jun-15	159	501	318	206	0	120
Jul-12	266	557	489	172	0	201		Jul-15	137	506	295	176	0	116
Aug-12	281	627	506	187	0	199		Aug-15	127	481	589	194	0	107
YTD 12-13	1100	3064	2504	821	0	851	8340	YTD 15-16	876	2441	1853	962	0	685
Sep-12	233	535	342	170	0	198								
Oct-12	255	541	293	161	0	210								
Nov-12	263	516	297	176	0	191								
Dec-12	260	527	269	180	0	187								
Jan-13	250	372	383	131	0	231								
Feb-13	266	403	485	148	0	264								
Mar-13	295	516	505	222	0	196								
FY 12-13	2922	6474	5078	2009	0	2328								



North Essex Parking Partnership

29 October 2015

Title: NEPP Off-Street financial position at period 6 2015/2016
Author: Matthew Young, Head of Operational Services
Presented by: Matthew Young, Head of Operational Services

This report sets out the six monthly financial position on the North Essex Parking Partnership (NEPP) Off-street budget

1. Decision(s) Required

1.1 The report summarises the financial position and issues to date which are presented for information and scrutiny by the Joint Committee.

2. Reasons for Decision(s)

2.1 To ensure prudent financial management of the Partnership

3. Alternative Options

3.1 There is no alternative as this review is part of good financial management

4. Supporting Information

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

5. Income

5.1 A small amount of additional income is generated from work carried out outside the Agreement. This includes the Client Officer function for Colchester and income received for repairs undertaken to machines.

6. Expenditure

6.1 Overall savings in the staffing budgets to date total £105k and are mainly down to the current vacancies in Civil Enforcement Officer (CEO) posts and a restructure in the Business Unit. A sustained effort continues to also reduce costs in both direct and indirect expenditure areas, and these are presently in line with expectations.

7. Recommendations

7.1 It is recommended that the figures and forecast shown in the report and Appendix be noted. Officers will maintain a close watch on the finances and will report back to future meetings with a further update.

NEPP: Outturn Forecast 2015/2016		Period 6							
	2014/2015 Actual to date	2015/2016 Actual to date	2015/2016 Budget to date	2015/2016 Variance to date	2015/2016 Forecast	2015/2016 Annual budget	2015/2016 Projected variance	Note	
Off-street Account									
Expenditure									
Direct costs									
Employee costs:									
Management	9	9	7	1	17	14	2	Parking Services Mgt Team staff costs	
CEOs & Supervision	192	141	242	(101)	384	484	(100)	CEOs & Supervisor staff costs	
Back Office	54	54	59	(4)	109	117	(9)	Back Office staff costs	
Off-street Account	257	103	91	12	206	182	24	Off-street car park workers / cash collectors	
Premises costs	3	2	2	1	5	3	1	Premises work to be recharged to partners	
Transport costs (running costs)	9	6	10	(4)	13	20	(7)	Fuel, public transport etc	
Supplies & Services	86	163	149	13	337	302	36	General expenditure	
Third Party Payments	7	1	6	(5)	2	15	(13)	Chipside and TEC bureau costs	
	617	479	566	(87)	1,072	1,137	(66)		
Non-direct costs									
Accommodation	7	5	5	-	10	10	-	Accommodation	
Other Support Services	28	36	36	-	59	59	-	Accountancy, HR, insurance, HoS, etc	
Cash Office & Receipting & Postage	15	3	3	-	6	6	-	Cash Office & postage	
Communications	2	2	2	-	5	5	-	Communications	
Fleet contract hire	12	12	12	-	43	43	-	Fleet costs	
IT	8	28	28	-	56	56	-	IT costs	
	73	86	86	-	179	179	-		
Total Expenditure	690	565	652	(87)	1,251	1,316	(66)		
Funded by:									
Braintree District Council	(73)	(74)	(75)	1	(147)	(150)	3	BDC contribution	
Colchester Borough Council	-	(3)	-	(3)	(639)	(663)	24	CBC contribution (contribution adjusted in full at yr end)	
Epping Forest District Council	(140)	(136)	(139)	3	(272)	(278)	6	EFDC contribution	
Harlow District Council	(34)	(34)	(35)	1	(68)	(70)	2	HDC contribution	
Uttlesford District Council	(76)	(77)	(78)	2	(154)	(157)	3	UDC contribution	
Other income	(10)	(7)	-	(7)	(14)	-	(14)	Work for partners outside of normal duties	
Total Income	(333)	(331)	(327)	(3)	(1,294)	(1,318)	24		
Deficit / (Surplus)	357	233	325	(90)	(43)	(2)	(42)	c. £33k surplus needed to cover deficit in LYR a/c	