

Decision Sheet

Reference: DPR/02/2023

Key Decision: No

Decision Sheet Re: OUTSOURCING OF PARKING ENFORCEMENT

Decision Maker: Councillor D Corfield, Cabinet Member for Highways and Public Realm

Wards affected: All

Contains exempt information: No

1. Decision

Following Full Council approval of March 6th 2023, Officers are authorised to outsource parking enforcement, as per the detail contained in this report and by completing the following steps:

To commence a procurement exercise as soon as possible, with a tender evaluation completed by the end of April 2023.

To award a contract and commence any TUPE process in May 2023.

To begin contract mobilisation during June 2023, with contract implementation at the end of July 2023.

2. Background

The Service

In July 2008, Civil Parking Enforcement powers were granted to the Council's Parking Services Team by the Secretary of State. Parking was de-criminalised and on-street enforcement of Traffic Regulation Orders, e.g. double yellow lines, was transferred from the local Police, to the Council's Civil Enforcement Officers (CEOs).

CEOs are responsible for the enforcement of off street car parks, on-street parking spaces that can be found in around our local centres and parking restrictions e.g. double yellow lines. Enforcement is undertaken by a budgeted establishment of 21 CEOs, but with 15 full time equivalents currently in post.

Civil Parking Enforcement Performance

The Parking Services budget is split into Car Parks and Civil Parking Enforcement with the total cost of the service for 2022/23 projected to be £1.36M against budget after income and expenditure.

Whilst the Civil Parking Enforcement operation budget assumes that fine income covers the cost of the service, the reality is different with a projected deficit of approximately £335k in 2022/23.

Management concerns exist regarding performance, both in terms of staff attendance but also in terms of the efficiency of the issuing of Penalty Charge Notices (PCNs). Recruitment and retention remain a challenge and sickness levels are high, circa 14 days per FTE.

Medium Term Financial Strategy (MTFS)

A review of parking enforcement was approved as part of the MTFS budget setting by Full Council on 6th March 2023.

Decision Sheet

Reference: DPR/02/2023

Key Decision: No

A benchmarking exercise has taken place with three comparator authorities. All were performing to a higher standard in terms of PCN issue rate per deployable hour and highlighted benefits such as enforcement activity only being paid for when staff are deployed, flexibility to increase or decrease operating hours and overall greater productivity.

Operating an effective and efficient Civil Parking Enforcement Service is important to ensuring fair access to parking, deterring inconsiderate and dangerous parking, keeping highways open for free flowing traffic, including emergency vehicles and improving safety outside schools.

Outsourcing of Parking Enforcement

Following approval by Full Council on 6th March 2023, a procurement exercise will be undertaken for the supply of a Civil Parking Enforcement service for a period of 4 years, with the possibility of extensions of 2 plus 2 years. Extensions will be granted subject to performance, which will be monitored using a set of KPIs at monthly contract meetings to ensure efficient and successful delivery of the contract. A contract will be awarded using the British Parking Association's model contract.

As part of the project plan, the following steps have been identified to allow for an outsourced operation to commence at the end of July 2023:

Open market tender - March/April 2023
Evaluation/Clarifications/Moderation - April 2023

The following steps have been identified post tender return:

- Staff Consultation and contract award process - May 2023
- TUPE (timescale to be agreed with contractor) - June and July 2023
- Contract commencement - 31st July 2023

Risk Management:

The Risk Management Framework has been referenced to identify and assess the significant risks and the severity level associated with this decision.

Risk Assessment and Management will be an on-going process. Where significant risks have been identified, arrangements are in place to review and manage them effectively.

Human Resources/Organisational Development:

Members of staff who currently undertake enforcement duties may be affected. These members of staff would be subject to the Council's HR processes around redundancy, redeployment and or TUPE as appropriate.

This requirement will be reviewed once tender submissions have been received and assessed.

Commercial/Procurement:

A benchmarking exercise has taken place with three comparator authorities. All were performing to a higher standard in terms of PCN issue rate per deployable hour.

Decision Sheet

Reference: DPR/02/2023

Key Decision: No

An external tender exercise will be used to find a suitable contractor to provide the service and a contract awarded using the British Parking Association's model contract.

Environment/Climate Change:

As part of the tender exercise, contractors have been asked to take into account that it is the Council's intention that where possible any fleet used for enforcement purposes use either hybrid or all electric vehicles as soon as possible. A pricing option has been included for that purpose and a decision will be made either during mobilisation or on subsequent contract annual meeting as to the appropriate time to move to a greener form of transport.

Council Priorities and Projects:

The award helps to ensure Council Priorities are achieved by supporting the Council to be financially sustainable and fit for the future.

3. Financial Implications

A review of parking enforcement was approved as part of the MTFs budget setting by Full Council on 6th March 2023.

Based on a comparator authority, outsourcing parking enforcement could result in savings of £50k per annum in enforcement costs whilst potentially enabling the service area to cover its costs.

4. Legal Implications

Section 111 of the Local Government Act 1972 empowers the Council to do anything that is incidental to or conducive to the discharge of its functions.

The Council is required to make contract standing orders under section 135 of the Local Government Act 1972.

The Council's Contract Standing Orders specify the requirements for Directors to obtain demonstrable value-for-money from procurement activities.

The Council are required to comply with The Public Contracts Regulations 2015 and Social Value Act 2012 as applicable.

Decision Sheet

Reference: DPR/02/2023

Key Decision: No

5. Equality Impact

An initial Equality Impact Assessment has been undertaken, and due to the universal nature of the service, no significant equality impacts are anticipated.

A full EIA may be required if outsourcing parking enforcement is considered to have a negative impact on staff. Continued communication with staff will need to take place in relation to this proposal.

There is no direct impact on children and young people.

6. Authorisation

Councillor D Corfield, Cabinet Member for Highways and Public Realm

Signed:

In consultation with:

Andy Vaughan, Interim Director of Public Realm

Signed:

Decision date: Thursday, 30 March, 2023

Prepared by: Ed Bradford

Associated documents and images

No documents have been associated with this decision
Cllr Damian Corfield & Andy Vaughan Signatures (pdf)