

Norfolk County Council

Record of Individual Cabinet Member Decision

Responsible Cabinet Member: Cllr Graham Plant (Cabinet Member for Highways, Infrastructure & Transport)

Background and Purpose:

Following termination of the Norwich City Highways Agency Agreement (City Agency Agreement), a new delegated functions agreement was drawn up between Norfolk County Council (the Council) and Norwich City Council (the City Council) for the City Council to continue to undertake Civil Parking Enforcement (CPE) in Norwich, on behalf of the Council.

The initial agreement ran for the period 1 April 2020 to 11 June 2022 with the option to extend by a further three years. Following a Delegated Director Decision made on 31 May 2022, this agreement was extended for a second term until March 2024.

It is proposed to extend this agreement for a third term until 31 March 2025, to allow for the seamless transfer of the Norwich City CPE back-office function to the Borough Council of Kings Lynn & West Norfolk (BCKLWN) in October 2023, and for any legacy/follow-on work to be completed.

Decision:

- 1. For the Cabinet Member for Highways, Infrastructure & Transport to approve an extension of the current Civil Parking Enforcement (CPE) Agreement between Norwich City Council and Norfolk County Council until 31 March 2025.**

Is it a key decision? Yes

Is it subject to call-in? Yes

If Yes – the deadline for call-in is: 4pm, Thursday 29 February 2024

Impact of the Decision:

To ensure the legal and operational continuation of the CPE service in Norwich beyond the one-year extension period and minimise cost and resource risk to the County Council.

Evidence and reason for the decision:

As set out in the attached report.

Alternative options considered and rejected:

As set out in the attached report.

Financial, Resource or other implications considered:

As set out in the attached report.

Record of any conflict of interest:

None.

Background documents:

- [10 March 2023 - Executive Director Decision Report & Record](#)

Date of Decision: 22 February 2024

Publication Date of Decision: 22 February 2024

Signed by Cabinet Member:

I confirm that I have made the decision set out above, for the reasons also set out.

Signed: 

Print name: Cllr Graham Plant

Date: 21/02/2024

Accompanying documents:

- The attached report

Once you have completed your internal department clearance process and obtained agreement of the Cabinet Member, send your completed decision notice together with the report and green form to committees@norfolk.gov.uk

Individual Cabinet Member Decision Report

Item No:

**Report Title: Extension of Civil Parking Enforcement Powers
Delegated to Norwich City Council**

Date of Meeting: N/A

Responsible Cabinet Member: Cllr Graham Plant (Cabinet Member for Highways, Infrastructure & Transport)

Responsible Director: Grahame Bygrave (Interim Executive Director of Communities & Environmental Services)

Is this a Key Decision? Yes

If this is a Key Decision, date added to the Forward Plan of Key Decisions: 23 January 2024

Executive Summary / Introduction from Cabinet Member

Civil Parking Enforcement (CPE) in Norwich is undertaken by Norwich City Council on behalf of the County Council, via a delegated functions agreement. The initial agreement ran for the period 1 April 2020 to 11 June 2022 with the option to extend by a further three years.

Following a Delegated Director Decision made on 31 May 2022, this agreement was extended for a second term until March 2023. The agreement was then extended for a third term until 31 March 2024, to allow for the transfer of the Norwich City CPE back-office function to the Borough Council of Kings Lynn & West Norfolk (BCKLWN) in November 2023, and for any legacy and follow-on work to be completed.

As the on-street Civil Enforcement Officer function still remains with Norwich City Council, it will be necessary to extend the term of the current agreement beyond 31 March 2024, into a fourth term in order to continue the legal (Traffic Management Act 2004) and operational CPE service in Norwich. Therefore, it is proposed to extend the current agreement to 31 March 2025 via a Cabinet Member Delegated Decision.

Recommendations:

- 1. For the Cabinet Member for Highways, Infrastructure and Transport to approve an extension of the current Civil Parking Enforcement (CPE) Agreement between Norwich City Council and Norfolk County Council until 31 March 2025.**

1. Background and Purpose

- 1.1 The former County Council Highways Agency Agreement with the City Council (City Agency Agreement) was terminated on 31 March 2020, which had included CPE, bus lane enforcement and other highways-related functions.
- 1.2 On termination of the City Agency Agreement, the highways functions reverted back to the County Council. However, it was agreed that the CPE function would be delegated back to the City Council for continuity of service in undertaking this operational service.
- 1.3 The initial agreement ran for the period 1 April 2020 to 11 June 2022 with the option to extend by a further three years. Following an Executive Director Decision made on 31 May 2022, this agreement was extended for a second term until 31 March 2023.
- 1.4 The agreement was then extended for a third term until 31 March 2024, to allow for the seamless transfer of the Norwich City CPE back-office function to the Borough Council of Kings Lynn & West Norfolk (BCKLWN) in November 2023, and for any legacy and follow-on work to be completed.
- 1.5 As the on-street Civil Enforcement Officer function still remains with Norwich City Council, it will be necessary to extend the term of the current agreement beyond 31 March 2024, into a fourth term in order to continue the legal (Traffic Management Act 2004) and operational CPE service in Norwich. Therefore, it is proposed to extend the current agreement to 31 March 2025 via a Cabinet Member Delegated Decision.

2. Proposal

- 2.1 As described in section 1 above, to allow the CPE service to continue to be provided in Norwich by the City Council, it is necessary to extend the current agreement, which expires on 31 March 2024. By extending it a further year, until 31 March 2025, this will allow sufficient time for the back-office transfer to have bedded into, required legacy work to have been completed and to explore further efficiency savings with City colleagues.

3. Impact of the Proposal

- 3.1 There will be little or no impact on the level of service provided as CPE operations within Norwich City will continue smoothly with the general public not seeing any change.
- 3.2 A further year's extension of the current City Council delegated functions agreement not only offers the County Council the opportunity to complete the post back-office legacy work, but greater time to investigate opportunities for

CPE efficiencies for the Norfolk Parking Partnership (NPP) and the City CPE operations and county-wide service provided.

4. Evidence and Reasons for Decision

- 4.1 An extension to the current City delegated functions agreement is required to ensure legal and operational continuity of the CPE service.

5. Alternative Options

- 5.1 There are no alternative options at the current time.

6. Financial Implications

- 6.1 The budget for delivering CPE is contained within the Highways Operations element of the Highways budget, and forms part of the overall budget allocation presented to Cabinet as part of the budget and policy framework. Accordingly, there is no resulting additional expenditure as a consequence of an extension to the City agreement to 31 March 2025.
- 6.2 The County Council would be exposed to financial risk by not extending the current delegated functions agreement in that it would be required to find an alternative CPE provider at short notice. There may also be a loss of any surplus generated by the service area.

7. Resource Implications

7.1 **Staff:** N/A

7.2 **Property:** N/A

7.3 **IT:** N/A

8. Other Implications

8.1 Legal Implications:

Nplaw have been engaged to provide advice and have drafted an extension to current City delegated functions agreement.

Not implementing an extension to the current City delegated functions agreement will result in a period of no enforcement of parking restrictions. This could result in reduced compliance of parking restrictions/ highway network management issues, a reduction in pay and display and other on-street generated revenues and erosion of public respect for parking restrictions elsewhere in Norfolk.

8.2 Human Rights Implications:
None

8.3 Equality Impact Assessment (EqIA) (this must be included):

Parking is universally available to all no matter their characteristics but needs to be policed for it to be fair and equitable to all.

Part of the duties of Civil Enforcement Officers (CEOs) is to undertake checks and enforcement of Blue Badge legislation. Should enforcement be stopped then this important area will not be covered increasing risk of abuse of the system and potentially denial of service for legitimate users if spaces are used inappropriately.

8.4 Data Protection Impact Assessments (DPIA):
N/A

8.5 Health and Safety implications (where appropriate):
None

8.6 Sustainability implications (where appropriate):

CPE forms an important part of highway network management by assisting in the safe and efficient movement of traffic. Inappropriate parking can contribute to congestion and therefore an increase in CO2 emissions. Efficient management of on-street parking can help to contribute to a reduction in CO2 emissions.

8.7 Any Other Implications:
None

9. Risk Implications / Assessment

- 9.1 Without extending the current City CPE delegated functions agreement, the County Council is exposed to the risk of having to undertake the function itself or allow unrestricted parking.
- 9.2 This extension presents an opportunity for the County Council to assess the current CPE arrangement in the city with arrangements within the NPP, to identify further opportunities and efficiencies.

10. Select Committee Comments

10.1 **N/A**

11. Recommendations

- 1. **For the Cabinet Member for Highways, Infrastructure and Transport to approve an extension of the current Civil Parking Enforcement (CPE)**

**Agreement between Norwich City Council and Norfolk County Council
until 31 March 2025.**

12. Background Papers

12.1 [10 March 2023 - Executive Director Decision Report & Record](#)

Officer Contact

If you have any questions about matters contained within this paper, please get in touch with:

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If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.