



Norfolk County Council

Norfolk Parking Partnership Joint Committee

Date: 7 September 2022

Time: 14:00

**Venue: Council Chamber, County Hall,
Martineau Lane, Norwich, Norfolk, NR1 2DH**

Advice for members of the public:

This meeting will be held in public and in person.

It will be live streamed on YouTube and, in view of Covid-19 guidelines, we would encourage members of the public to watch remotely by clicking on the following link:

https://www.youtube.com/channel/UCdyUrFjYNPq5psa-LFIJA/videos?view=2&live_view=502

However, if you wish to attend in person it would be most helpful if, on this occasion, you could indicate in advance that it is your intention to do so. This can be done by emailing committees@norfolk.gov.uk where we will ask you to provide your name, address and details of how we can contact you (in the event of a Covid-19 outbreak). Please note that public seating will be limited.

As you will be aware, the Government is moving away from COVID-19 restrictions and towards living with COVID-19, just as we live with other respiratory infections. To ensure that the meeting is safe we are asking everyone attending to practise good public health and safety behaviours (practising good hand and respiratory hygiene, including wearing face coverings in busy areas at times of high prevalence) and to stay at home when they need to (if they have tested positive for COVID 19; if they have symptoms of a respiratory infection; if they are a close contact of a positive COVID 19 case). This will help make the event safe for all those attending and limit the transmission of respiratory infections including COVID-19.

Persons attending the meeting are requested to turn off mobile phones.

Membership

County Councillors

Cllr Martin Wilby (Chairman) *Substitute: Cllr Andrew Jamieson*

District Councillors

Cllr Richard Elliott

Substitute: Cllr Lisa Neal

South Norfolk District Council

Cllr Brian Long

Substitute: Cllr Paul Kunes

Borough Council of King's Lynn
and West Norfolk

Cllr Graham Plant (Vice-Chairman)

Great Yarmouth Borough Council

Non-Voting District Councillors

Cllr Paul Hewett	<i>Substitute: Cllr Phil Cowen</i>	Breckland District Council
Cllr Eric Seward	<i>Substitute: Cllr Tim Adams</i>	North Norfolk District Council
Cllr Mike Stonard		Norwich City Council
Cllr Jo Copplestone	<i>Substitute: Cllr Peter Bulman</i>	Broadland District Council

**For further details and general enquiries about this Agenda
please contact the Committee Officer:**

Hollie Adams on 01603 223029
or email committees@norfolk.gov.uk

Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately respected.

Agenda

1. To receive apologies and details of any substitute members attending

2. Minutes

Page 6

To confirm the minutes of the meeting held on 14 July 2022.

3. Declarations of Interest

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an **Other Interest** in a matter to be discussed if it affects, to a greater extent than others in your division

- Your wellbeing or financial position, or
- that of your family or close friends
- Any body -
 - Exercising functions of a public nature.
 - Directed to charitable purposes; or
 - One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);

Of which you are in a position of general control or management. If that is the case then you must declare such an interest but can speak and vote on the matter.

4. Any items of business the Chairman decides should be considered as a matter of urgency

5. Annual Report 2021-2022

Page 9

A report by the Director of Highways, Transport and Waste

6. Norfolk Parking Partnership Governance arrangements

Page 19

A report by the Assistant Director of Governance

Tom McCabe
Head of Paid Service
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Date Agenda Published: 30 August 2022



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Norfolk County Council & District Councils Norfolk Parking Partnership Joint Committee

**Minutes of the Meeting Held on Thursday, 14 July 2022
at 3pm in the Council Chamber, County Hall**

Voting Members Present:

Cllr Martin Wilby (Chair)

Cllr Brian Long

Norfolk County Council

Borough Council of King's Lynn and West Norfolk

Non-Voting Members Present

Cllr Mike Stonard

Norwich City Council

Officers Present:

Ralph Burton

Martin Chisholm

Ian Gregory

Kat Hulatt

Miranda Lee

Breckland District Council

Borough Council of King's Lynn and West Norfolk

Better Parking Strategy Manager, Norfolk County Council

Head of Legal Services

Great Yarmouth Borough Council

1. Apologies for absence

- 1.1 Apologies were received from Cllr Jo Copplestone, Joanne Deverick, David Disney, Michele Earp, Cllr Richard Elliott, Cllr Paul Hewett, Cllr Lisa Neal, Cllr Graham Plant and Karl Rands.

2. Minutes

- 2.1 The minutes of the meetings held on 8 March and 15 June 2022 were **AGREED** as an accurate record.

3. Declarations of Interests

- 3.1 No interests were declared.

4. Items of Urgent Business

- 4.1 No urgent business was discussed.

5. Finance Update

- 5.1.1 The Joint Committee received the report detailing the latest and most up-to-date forecast outturns for both the Norfolk Parking Partnership and Norwich City Council Civil Parking Enforcement operations.
- 5.1.2 The Better Parking Strategy Manager, Norfolk County Council, introduced the report to the Joint Committee:

- Appendices A and B of the report showed improvement throughout the year with a surplus of £180,556.
- The Norwich City Council account had significantly improved with a forecast surplus of £50,226.
- A combined net surplus of £230,782 was now forecast.
- Figures shown in the report were very accurate within £1500 of the final declared account. Quarter 4 data had been received from partners. A full year-end report would be presented to the Joint Committee in September 2022.
- The proposed increase in pay and display and resident parking tariffs had now been approved via a Delegated Cabinet Member decision report.

5.2 The following points were discussed and noted:

It was noted that the figures reported in the appendices were positive.

- Ralph Burton asked for an update on North Norfolk District Council's partnership contribution. The Better Parking Strategy Manager, Norfolk County Council, replied that two formal requests had been made to the district and a response was being waited for. The contribution would continue to be sought.
- Ralph Burton asked what had contributed to the significant swing seen in the figures since the last report. The Better Parking Strategy Manager, Norfolk County Council, replied that officers had been pessimistic in their forecasting. Additionally, a sum had been put aside in the account for losses which were originally predicted, but as the loss was not as great as predicted an accrual was brought back into the account, offsetting deficits.
- Partners providing forecasts on a regular basis had been helpful in for forecasting.
- Martin Chisholm discussed that the PCN (Penalty Charge Notice) income year to date was lower in 2021-22 than in 2020-21 which was not unusual due to the current economic climate. 2022-23 may also be difficult for PCN income due to the increasing cost of fuel impacting on people's travel habits and the economic climate causing people to be more compliant with parking rules.
- The Chair noted that the good weather could also encourage more visitors to Norfolk.
- Miranda Lee reported that Great Yarmouth were expecting a busy summer season which would lead to a good outturn.
- Mike Stonard reported that a good footfall was being seen in Norwich which was better than the average seen across the UK. Open book accounting work had allowed changes in the way resources were managed by Norwich City Council. Improvements were needed to reach pre-pandemic levels of visitors in Norwich.

5.3 The Joint Committee:

1. **Reviewed and commented** on the latest 2021/22 forecast outturn for the NPP CPE Account.
2. **Reviewed and commented** on the latest 2021/22 forecast outturn for the Norwich City CPE Account.

5.4 The Joint Committee discussed the Terms of Reference, appended to the Agenda at page 19-22:

- Cllr Long discussed the meeting on 15 June 2022 where the Chair and his substitute had been unable to attend, meaning the meeting had been unable to go ahead. He queried whether the terms of reference could be reviewed, with regard to the chairing provisions, so that in future situations like this someone else on the Joint Committee could chair the meeting. The Chair noted that this had been an unusual set of circumstances and that usually either himself or his

substitute would be present at meetings. He was happy to discuss this at the following meeting when the terms of reference was due to be discussed.

- The Head of Legal Services noted that it was always useful to refresh terms of references of Committees and asked Joint Committee Members to send any suggestions to her to help inform the report on governance of Norfolk Parking Partnership Joint Committee being brought to the meeting in September 2022.

The meeting concluded at 12.25

Chairman



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Norfolk Parking Partnership Joint Committee

Item No: 5

Report Title: Annual Report 2021-2022

Date of Meeting: 7 September 2022

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

Responsible Director: Grahame Bygrave - Director of Highways, Transport and Waste

Is this a Key Decision? No

If this is a Key Decision, date added to the Forward Plan of Key Decisions: N/A

Executive Summary / Introduction from Cabinet Member

The Norfolk Parking Partnership (NPP) is in its tenth year of operation. As part of its duties, the NPP is required to produce an annual report of Civil Parking Enforcement (CPE) operational and financial performance.

This report summarises the operational performance and financial outturns for the 2021-22 financial year and sees a robust recovery from the impacts of the prior-year's Covid-19 pandemic, with performance close approaching 2019-20 pre-pandemic levels again.

The year-end position of the NPP CPE account shows a surplus outturn of £180,415, almost identical to the £180,556 surplus reported at the last NPP Joint Committee (JC) in July. The Norwich City (NC) year-end CPE account position shows a surplus of £50,226 - exactly as forecast at the July JC. A detailed narrative and explanation of the outturns for both accounts was provided in the July JC report, therefore, only the account summaries are included in this report (as appended), for information and completeness.

An annual update on the work of the Blue Badge Investigator is also included in this report, as the post supports the work of the parking partnership and is funded from the income generated by Norfolk's on-street parking and enforcement.

Recommendations:

- 1. To note the positive financial performance and surplus outturns of both the NPP and NC CPE year-end accounts.**
- 2. To note the positive NPP and NC operational performance over the last 12-month reporting period.**
- 3. To note the positive work undertaken and achievements made by the Blue Badge Investigator over the last 12-month reporting period.**
- 4. To note the introduction of sign and line maintenance contributions to both the NPP and NC 2022/23 Business Plans**

1. Background and Purpose

- 1.1 This report presents the year-end 2021-22 financial outturn position for both CPE accounts. The NPP CPE account attached as Appendix A shows a surplus outturn of £180,415, which is only £141 less than the forecast £180,556 surplus reported at the last NPP Joint Committee (JC) in July. This was due to slightly less actual South Norfolk Council enforcement costs than forecast. The NC year-end CPE account attached as Appendix B shows a surplus of £50,226 - exactly as reported at the July JC. As a detailed narrative and explanation of the outturns for both accounts was provided at the July JC, no further details are included in this report, with the year-end account summaries appended for completeness and confirmation of the annual outturns.
- 1.2 This report also summarises the operational performance of the NPP and NC in the form of a draft of the statutory statistics that are required to be submitted to the Department for Transport (DfT) each year.
- 1.3 An annual update on the work of the Blue Badge Investigator is also included in this report, as the post supports the work of the parking partnership and is funded from the income generated by Norfolk's on-street parking and enforcement.

2. Proposal

- 2.1 This report provides NPP Committee Members with the relevant performance and financial information to enable effective monitoring and improvements in the ongoing delivery of the CPE service across Norfolk through the current partnership arrangement.
- 2.2 The report also informs the NPP JC of the ongoing work and achievements of the Blue Badge Investigator.

3. Impact of the Proposal

- 3.1 The impact of this report is to inform the NPP JC of the operational and financial performance of the CPE service over the last 12-month reporting period and to create the required statistical return for the DfT.

4. Evidence and Reasons for Decision

- 4.1 The County Council is required by the DfT to publish annual reporting statistics which summarise the operational performance of its CPE service.
- 4.2 In addition, the CPE service year-end financial outturns and a summary of the work of the Blue Badge Investigator have historically been reported at the September NPP JC Meeting, to collectively make up an NPP JC Annual Report.

4.3 NPP Operational Performance – 2021-22

- 4.4 Table 1 below is a summary of the operational statistics required by the DfT

Table 1

NPP DfT Statistical Return 2021-22								2020-21	Y/Y
Indicator	South Norfolk	North Norfolk	Breckland	Great Yarmouth	Broadland	King's Lynn & West Norfolk	County Total (Excl Norwich City)	County Total (Excl Norwich City)	Year on Year Difference
Number of Higher Level PCNs Served	283	2,116	912	5,871	263	3,300	12,745	9,208	3,537
Number of Lower Level PCNs Served	96	1,370	647	1,189	59	1,189	4,550	3,171	1,379
Total PCNs Served	379	3,486	1,559	7,060	322	4,489	17,295	12,379	4,916
% of NPP Total Served	2.2%	20.2%	9.0%	40.8%	1.9%	26.0%	100.0%		
Number of PCNs Paid	318	2,951	1,209	4,616	271	3,525	12,890	9,031	3,859
% of NPP Total Paid	83.9%	84.7%	77.5%	65.4%	84.2%	78.5%	74.5%	73.0%	1.6%
Number of PCNs Paid at Discount Rate	271	2,533	1,001	3,675	239	3,009	10,728	7,611	3,117
% Total PCNs Served Paid at Discount Rate	71.5%	72.7%	64.2%	52.1%	74.2%	67.0%	62.0%	61.5%	0.5%
Number of PCNs With Representations Made	66	656	219	1,024	91	909	2,965	2,659	306
% of Total PCNs Served With Representations	17.4%	18.8%	14.0%	14.5%	28.3%	20.2%	17.1%	21.5%	-4.3%
Number of PCNs Cancelled Via Representations	16	221	74	362	23	372	1,068	949	119
% of Total PCNs Served Cancelled	4.2%	6.3%	4.7%	5.1%	7.1%	8.3%	6.2%	7.7%	-1.5%
Number of PCNs Written Off	15	105	79	476	11	238	924	548	376
% of Total PCNs Served Written off	4.0%	3.0%	5.1%	6.7%	3.4%	5.3%	5.3%	4.4%	0.9%
Number of Vehicles Immobilised	0	0	0	0	0	0	0	0	0
Number of Vehicles Removed	0	0	0	0	0	0	0	0	0

- 4.5 17,295 Penalty Charge Notices (PCNs) were issued in the 2021-22 year compared to 12,379 in the previous 12-month period (a 40% increase). Not surprisingly, this reflects the return to more normal levels of enforcement

operations compared to 2020-21, which was heavily impacted by the Government's Covid-19 pandemic restrictions and series of national lockdowns.

- 4.6 The largest proportion of PCNs issued (41% of the NPP total and 46% last year) was still in the area covered by Great Yarmouth Borough Council, which is a major tourist resort attracting a great number of visitors and has the largest number of on-street parking restrictions and parking spaces (free, pay & display and residents parking) of all the NPP Borough and District areas.
- 4.7 The other council areas remain almost identical in terms of the percentage of PCNs issued when compared to 2020-21.
- 4.8 The percentage of PCNs being paid remains very similar compared to last year and is between 65% and 85% across the authority areas, with a slight reduction in South Norfolk to 84% from 91% the previous year, despite continued low cancellations and write offs at 4%.
- 4.9 Numbers of both informal and formal appeals (representations) have increased from 2,659 to 2,965, and this is reflective of the increased number of PCNs issued this year. The percentages issued in each area have remained broadly the same and are also mirrored in a similar number of PCN cancellations.
- 4.10 PCNs written off due to technical issues (untraceable driver, signing/lining defects, staff error etc) have remained proportionally the same as 2020-21 and are still all under 7%.

4.11 Norwich City Operational Performance – 2021-22

4.12 Table 2 below is a summary of the operational statistics required by the DfT

Table 2

Norwich City DfT Statistical Return 2021-22				
Indicator	2020-21	2021-22	Year on Year Difference	NPP 2021-22 Totals
Number of Higher Level PCNs Served	8,132	12,214	4,082	9,208
Number of Lower Level PCNs Served	5,624	8,188	2,564	3,171
Total PCNs Served	13,756	20,402	6,646	12,379
Number of PCNs Paid	9,695	14,924	5,229	9,031
% of Total Paid	70.5%	73.1%	2.7%	73.0%
Number of PCNs Paid at Discount Rate	6,640	11,905	5,265	7,611
% Total PCNs Served Paid at Discount Rate	48.3%	58.4%	10.1%	61.5%
Number of PCNs With Representations Made	4,334	5,960	1,626	2,659
% of Total PCNs Served With Representations	31.5%	29.2%	-2.3%	21.5%
Number of PCNs Cancelled Via Representations	2,106	2,836	730	949
% of Total PCNs Served Cancelled	15.3%	13.9%	-1.4%	7.7%
Number of PCNs Written Off	722	382	-340	548
% of Total PCNs Served Written off	5.2%	1.9%	-3.4%	4.4%
Number of Vehicles Immobilised	0	0	0.0%	0
Number of Vehicles Removed	0	0	0.0%	0

- 4.13 20,402 PCNs were issued in the 2021-22 year compared to 13,756 in 2020-21. Again, this reflects the return to more normal levels of enforcement operations compared to during the prior year, which was heavily impacted by the Government's Covid-19 pandemic restrictions and series of national lockdowns.
- 4.14 The percentage of PCNs paid remains very similar at 73.1%, although 10% more this year were paid at the discounted rate for prompt payment (within 14 days) than during the prior pandemic year.
- 4.17 Numbers of both informal and formal appeals have increased, and this is reflective of the increased number of PCNs issued this year. However, the percentage of appeals made has remained very similar and is mirrored in a similar percentage of PCN cancellations.
- 4.18 The number of PCNs written off due to technical issues (untraceable driver, signing/lining defects, staff error etc) was higher last year by 340, which was due to a technical problem with the virtual permit system. This resulted in PCNs being incorrectly issued for no permits showing on the system, when in fact permits had been purchased. These PCNs were therefore written off. Normal levels of write-offs have resumed this year and are also mirrored by the lower percentage written off.

4.19 Blue Badge Investigator – 2021-22 Achievements

- 4.20 The Blue Badge Investigator is directly employed by the County Council, but as the post supports the work of the parking partnership, it is funded from the income generated by Norfolk's on-street parking and enforcement. This service is popular with Blue Badge users who are disadvantaged by misuse and is held in high regard regionally for its positive work.
- 4.21 In the financial year 2021-22, the Blue Badge Investigation service received 103 reports of misuse which is almost twice as many as 2020-21 (which were lower due to the Covid-19 lockdowns) but is in line with prior financial years.
- 4.22 The 103 reports in 2021-22 resulted in:
- 7 prosecutions at Court;
 - 55 cases where warnings or advice were given (verbally/letter);
 - 41 where no further action could be taken e.g. on private land where the authority has no jurisdiction; would have required a PCN to be issued at the time; had insufficient information to carry out an investigation; were reports related to eligibility for a badge, or where information was forwarded to the local parking team for their action – such as observations.
- 4.23 Fines totalling £2,100 were issued to those prosecuted and the County Council was awarded £3,470 in costs.

In addition:

- 55 Blue Badges were seized
- 22 were returned where the holder was unaware of the misuse occurring

4.24 This year (2022/23) the Blue Badge Investigator continues to support NPP/NC Civil Enforcement Officers (CEOs) with training, as well as sharing best practice regionally with other local authorities who are embarking on their own blue badge investigations.

4.25 Also this year, we are investigating cases where the blue badge holder remains in the vehicle with their badge on display whilst a non-badge holder takes advantage of that concession, e.g. when someone uses the blue badge to park to shop for the holder and the holder never leaves the vehicle. We believe this to be a relatively common occurrence and it is likely to be a misunderstanding of the rules. A period of warnings and advice is ongoing in order to educate rather than enforce against blue badge holders who find themselves in this position.

5. Alternative Options

5.1 None, as this paper is reporting annual outturns, figures and achievements only.

6. Financial Implications

6.1 The end of year NPP/NC CPE account financial positions are shown in Appendix A and B respectively. For CPE across the whole of Norfolk, the Council's combined 2021-22 financial position is a net surplus of £230,641.

6.2 As reported at the July NPP JC, given the continued recovery from the impacts of the pandemic, CPE resource issues and lack of continued MHCLG funding support, this combined outturn represents a positive position. Open-book account meetings are continuing with NC colleagues to identify any further savings and efficiencies and their recent recruitment to a full team of CEOs has positively increased patrolled hours and PCN income.

6.3 In addition, for several years there has been no contribution to the Council from either the NPP or NC account for maintaining signs and lines associated with the CPE service. These are critical to a successful CPE operation. The 2022/23 Business Plan has therefore introduced a £90k contribution from the NPP account and £30k contribution from the NC account to NCC. These details have already been shared with NPP/NC partner colleagues as part of the 2022-23 CPE annual business planning.

7. Resource Implications

7.1 Staff: None

7.2 Property: None

7.3 IT: None

8. Other Implications

8.1 Legal Implications: None

8.2 Human Rights Implications: None

8.3 Equality Impact Assessment (EqIA)

8.3.1 Service delivery by the NPP has a positive impact on protected groups by ensuring the highway network is accessible to all and that the benefits provided through the blue badge scheme are not misused.

8.4 Data Protection Impact Assessments (DPIA): Not required

8.5 Health and Safety implications: None

8.6 Sustainability implications: None

8.7 Any Other Implications: None identified.

9. Risk Implications / Assessment

9.1 No financial risk is currently identified for both the NPP and NC CPE accounts, which have both generated a net surplus at the end of the current financial year, including an NPP contribution to the capital equipment replacement fund.

10. Select Committee Comments

10.1 Not applicable.

11. Recommendations

11.1 To note the positive financial performance and surplus outturns of both the NPP and NC CPE year-end accounts.

11.2 To note the positive NPP and NC operational performance over the last 12-month reporting period.

- 11.3 To note the positive work undertaken and achievements made by the Blue Badge Investigator over the last 12-month reporting period.**
- 11.4 To note the introduction of sign and line maintenance contributions to both the NPP and NC 2022/23 Business Plans**

12. Background Papers

12.1 [14.07.22 - NPP JC Report - Finance Update](#)

12.2 [29.09.21 - NPP JC Report - Annual Report](#)

Officer Contact

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

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Appendix A

Norfolk Parking Partnership 2021/22 Year-End Actual Outturn	19/20 Actuals	20/21 Actuals	21/22 Actuals
On Street Parking Enforcement			
Kings Lynn & West Norfolk Enforcement Costs	£344,649	£377,384	£384,031
Kings Lynn & West Norfolk Notice Processing Costs	£182,444	£140,957	£168,040
South Norfolk Enforcement Costs	£18,797	£11,890	£10,665
Great Yarmouth Enforcement Costs	£272,053	£232,801	£271,540
NCC Parking Department	£72,491	£49,823	£85,000
Income			
Enforcement (PCNs)	-£622,276	-£392,869	-£535,400
Enforcement Surplus/Deficit - County	£268,158	£419,985	£383,876
On-Street Pay & Display			
Great Yarmouth On Street Pay & Display Costs	£30,345	£35,177	£50,697
Kings Lynn On-street Pay & Display Costs	£4,226	£4,531	£5,155
Income			
Great Yarmouth On Street Pay & Display Income	-£391,195	-£331,101	-£588,245
Kings Lynn On-Street Pay & Display Income	-£58,796	-£24,951	-£65,075
On-Street Pay & Display - County	-£415,420	-£316,344	-£597,467
Resident Permit Scheme			
Great Yarmouth Resident Permit Scheme Costs	£4,601	£11,771	£25,496
Kings Lynn Resident Permit Scheme Costs	£6,607	£5,233	£5,550
Income			
Great Yarmouth Resident Permit Scheme Income	-£74,164	-£53,684	-£61,781
Kings Lynn Resident Permit Scheme Income	-£13,642	-£11,848	-£12,033
Resident Permit Scheme - County	-£76,598	-£48,527	-£42,768
NPP Subtotal	-£223,860	£55,114	-£256,359
External Contributions			
Capital Replacement Contribution	£59,000		£118,000
Contribution from other District Councils		-£80,000	-£22,461
MHCLG Loss of Income Claim		-£134,995	-£19,595
Subtotal	£59,000	-£214,995	£75,944
Latest Forecast (Surplus)/Deficit Outturn 2021/22	-£164,860	-£159,880	-£180,415

Appendix B

Norwich City Council CPE 2021/22 Year-End Actual Outturn	19/20 Actuals	20/21 Actuals	21/22 Actuals
On Street Parking Enforcement			
Enforcement Costs	£1,227,364	£1,001,477	£988,447
Notice Processing Costs	£146,713	£104,737	£122,160
Income			
Enforcement (PCNs)	-£700,375	-£383,529	-£525,710
Enforcement Surplus/Deficit - City	£673,702	£722,685	£584,898
On-Street Pay & Display and Permits			
On-Street Pay & Display Enforcement Costs	£272,802	£251,467	£129,883
Resident Permit Enforcement Costs	£531,446	£846,250	£874,563
Income			
On Street Pay & Display Income	-£633,575	-£250,291	-£410,205
Resident Permit Scheme Income	-£743,189	-£714,125	-£824,734
Dispensations Income	-£47,669	-£48,532	-£72,264
On-Street Pay & Display and Permits - City	-£620,184	£84,769	-£302,757
Bus Lane Enforcement			
Maintenance and back office costs	£250,319	£194,972	£212,105
Income			
Enforcement	-£406,318	-£200,399	-£276,829
Bus Lane Enforcement - City	-£155,999	-£5,428	-£64,724
City Subtotal	-£102,481	£802,026	£217,417
External Contributions			
Prior year adjustment	£0	£31,644	-£144,842
MHCLG Loss of Income Claim	£0	-£586,381	-£122,801
Capital Contribution	£35,640	£0	£0
Subtotal	£35,640	-£554,737	-£267,643
Latest Forecast (Surplus)/Deficit Outturn 2021/22	-£66,841	£247,289	-£50,226

Norfolk Parking Partnership Joint Committee

Item No: 6

Report Title: Norfolk Parking Partnership Governance arrangements

Date of Meeting: 7 September 2022

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

Responsible Director: Kat Hulatt Assistant Director Governance (Legal Services)

Is this a Key Decision? Yes

If this is a Key Decision, date added to the Forward Plan of Key Decisions: N/A

Executive Summary

Following some queries raised by Members of the Joint Committee it was agreed that the Terms of Reference for this Joint Committee should be reviewed. An email was sent on the 4th July 2022 explaining this to Committee members and requesting any feedback or areas for debate that they felt were particularly in issue.

Recommendations:

1. That the Committee consider the Terms of Reference with track changes at Annex A
2. That Terms of Reference are agreed

1. Background and Purpose

- 1.1 As is often the case with Committees, on occasion issues come up which, on reflection might be better dealt with should a change in the terms of reference be discussed.

- 1.2 The catalyst for this particular issue has been around the issues of voting rights, chairing and quorum.

2. Proposal

- 2.1 In terms of quorum, there was some tension in the terms of reference between the number of members to be present and whether one must be a County member. Clearly, due to the budgetary position, it is important the County Council is involved in discussions, so provision has been made for further substitute members, and an exceptional basis where with written permission of the County Chairman the meeting can go ahead.
- 2.2 In terms of voting rights, these may only be exercised by members of the Committee however there is clearly some discussion to be had outside of this meeting regarding entry to that agreement, although this is not considered appropriate in respect of the terms of reference. In order to become a Member Council's must be part of the legal agreement governing the Committee. Otherwise, as set out in the terms of reference, other Councils will be invited to play a role as appropriate but will not be given voting rights.

3. Impact of the Proposal

- 3.1 This will make it possible to hold meetings if the County Committee Chairman is not present.

4. Evidence and Reasons for Decision

- 4.1 It is rare that the County Chairman is not able to be present, however these changes will deal with those circumstances.

5. Alternative Options

- 5.1 do nothing – this could lead to a position where the County Chairman is not present and meetings have to be cancelled.

6. Financial Implications

- 6.1 None

7. Resource Implications

7.1 Staff: None

7.2 Property: None

7.3 IT: None

8. Other Implications

8.1 Legal Implications: set out in the report

8.2 Human Rights Implications: none

8.3 Equality Impact Assessment (EqIA) (this must be included): none

8.4 Data Protection Impact Assessments (DPIA): None

8.5 Health and Safety implications (where appropriate): n/a

8.6 Sustainability implications (where appropriate): n/a

8.7 Any Other Implications: n/a

9. Risk Implications / Assessment

9.1 There is very little risk to this approach

10. Select Committee Comments

10.1 N/A

11. Recommendations

1. That the Committee consider the Terms of Reference with track changes at Annex A
2. That Terms of Reference are agreed

12. Background Papers

12.1 Legal agreement for the NPP

Officer Contact

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

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Email: Katrina.Hulatt@norfolk.gov.uk



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Schedule 1

Norfolk Parking Partnership Joint Committee

Terms of Reference

1 Membership

1.1 The Joint Committee shall consist of one executive member from each Council, appointed by the executive of the respective Council.

1.2 Each Council shall appoint a named substitute member. Substitute members will be an executive member of the appointing Council.

4.21.3 The County Council will name up to 4 substitute members to ensure that the Committee can go ahead.

4.31.4 A member shall cease to be a member of the Joint Committee on ceasing to be an executive member of the appointing Council, but otherwise shall hold office at the discretion of the executive of the appointing Council.

4.41.5 A quorum shall be two executive members. One of which must be a member of the County Council

1.6 The Chairman of the Joint Committee shall be the member for the County Council. In his or her absence the County Council named substitute members may~~will~~ take the Chair.

4.51.7 In exceptional circumstances the meeting may go ahead without a County Council member where the County Council Chairman of the Committee has agreed in writing that the meeting should go ahead in their absence.

4.61.8 The Joint Committee may invite or allow other District Councils in Norfolk to attend meetings where appropriate to understand the

enforcement being or to be carried out in their respective administrative areas and to hear their representations from time to time. However this shall be a right of representation only and confers no voting rights on those District Councils unless and until such time as they themselves become a party to this Agreement. Furthermore, the Councils may ask those District Councils to leave the meeting when any confidential or commercially (or otherwise) sensitive information is to be discussed.

2 Voting Rights

- 2.1 Any matter will be decided by a simple majority of those members voting.
- 2.2 If there are equal numbers of votes for and against, the chairman will have a second and casting vote.
- 2.3 There shall be no restriction on how the chairman chooses to exercise their casting vote.
- 2.4 Any decision as to funding or the budget to be taken from time to time shall be solely for the County Council.

3 Roles and Responsibilities

- 3.1 To carry out through the Councils the functions as laid down in the legal Agreement for the Joint Provision of Civil Parking Enforcement Services and the Functions currently in force.
- 3.2 Agree annually a set of targets as contemplated in and permitted by the Operational Guidance in relation to the Functions and shall review performance against such targets. This will include adopting key performance measures for use by the Councils to enable best value and best practice to be achieved.

- 3.3 Adopt general policies, strategies and guidance for the introduction and on-going operation of CPE in Norfolk including producing a handbook for use by the Civil Enforcement Officers.
- 3.4 Adopt key performance measures for use by the Councils to enable best value and best practice to be achieved through target setting and benchmarking.
- 3.5 Assist in policies and produce guidance or representations to feed back to the County Council for the implementation of:-
 - (i) Residents' Parking Schemes (within the Residents' Parking Zone Policy);
 - (ii) On-street pay and display and related charges.
- 3.6 Set Parking Charge Notice Levels to be applied across the Area in accordance with best practice.
- 3.7 Where deemed appropriate, respond to consultations relevant to CPE and make representations to government departments and others in respect of CPE issues.
- 3.8 Receive and consider performance and financial reports concerning CPE.
- 3.9 To assist the Councils in the efficient management of the Functions.
- 3.10 To evaluate and monitor the Business Plan.
- 3.11 To report the activities of The Norfolk Parking Partnership to their respective Councils.
- 3.12 To appoint internal Audit.

- 3.13 To approve its financial regulations.
- 3.14 To appoint support service advisors and to seek the advice, expertise and assistance of officers from the Councils as they may consider appropriate from time to time.
- 3.15 To design and implement internal controls and risk management systems.
- 3.16 To keep under review the effectiveness of its internal controls and risk management systems.
- 3.17 The Joint Committee and the Councils shall provide the County Council with all information reasonably required to enable it to fulfil its obligations as Traffic Authority including, but not limited to making available in so far as is reasonable, its most appropriate officer(s) for personal interview

4 Conduct of Members

- 4.1 The appointing Councils shall be responsible for the conduct of their respective Members of the Joint Committee.

5 Scrutiny Arrangements

- 5.1 Each Council will undertake its own scrutiny role, as appropriate.

6 Urgent Matters

- 6.1 Where matters of an urgent nature arise a meeting of the Joint Committee shall be called, subject to the Chairman's agreement.

7 Legal Agreement

- 7.1 These Terms of Reference shall be read in conjunction with the Agreement for the Joint Provision of Civil Parking Enforcement Services currently in force within which these Terms of Reference are incorporated.