



Norfolk County Council

Norfolk Parking Partnership Joint Committee

Date: 15 June 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

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.

A g e n d a

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

2. Election of Vice-Chair

3. Minutes

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To confirm the minutes of the meeting held on 8 March 2022

4. 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.

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

6. Finance Update

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A report by the Assistant Director, Highways and Waste

Annex: Norfolk Parking Partnership Joint Committee Terms of Reference

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Tom McCabe
Head of Paid Service
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NR1 2DH

Date Agenda Published: 7 June 2022



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Norfolk County Council & District Councils Norfolk Parking Partnership Joint Committee

**Minutes of the Meeting Held on Tuesday, 08 March 2022
at 2pm in the Council Chamber, County Hall**

Voting Members Present:

Cllr Martin Wilby (Chair)	Norfolk County Council
Cllr Graham Plant	Great Yarmouth Borough Council
Cllr Brian Long	Borough Council of King's Lynn and West Norfolk
Cllr Richard Elliott	South Norfolk Council

Non-Voting Members Present

Cllr Mike Stonard	Norwich City Council
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Officers Present:

Martin Chisholm	Borough Council of King's Lynn and West Norfolk
David Disney	South Norfolk District Council
Ian Gregory	Better Parking Strategy Manager, Norfolk County Council
Miranda Lee	Great Yarmouth Borough Council
Karl Rands	Highway Services Manager, Norfolk County Council
Rebekka Roberts	Norwich City Council
Tim Young	Project Engineer (Network Policy & Performance), Norfolk County Council

1. Apologies for absence

- 1.1 Apologies were received from Cllr Eric Seward, Cllr Jo Copplestone and Cllr Paul Hewett. Apologies were also received from Ralph Burton.

2. Minutes

- 2.1 The minutes of the meetings held on 8 February 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 presenting the latest and most up-to-date forecast financial outturn position for Norfolk Parking Partnership (NPP) Civil Parking

Enforcement (CPE) account and separate Norwich City CPE account

5.1.2 The Better Parking Strategy Manager introduced the report to the Joint Committee:

- The report contained the latest information and an update on forecast which detailed that little had changed as expected with just over £3k net difference. The Norfolk Parking Partnership outturn was £151,056 which was up £9k, with the city forecast down by £12k to £140,938 as a few adjustments had been made. This left the surplus at £10k as opposed to £13k at the last update.

5.1.3 The following points were discussed and noted:

- The current NPP voting rights and contributions sought from North Norfolk DC, Breckland DC, Broadland DC and South Norfolk Council would be maintained, as proposed, until any future formal amendments were required and agreed.
- The aim of the report was to progress towards levelling the charges across the county for on-street and residents parking, with Officers working on a more consistent and collaborative county-wide approach, which collectively covers the inflationary increases in enforcement costs and the associated equipment costs.
- The proposed on-street parking charges, particularly in the City centre, were also aimed at correctly and fairly balancing the convenience and charges to short-stay parkers with those of long-stay, off street parkers; and also to encourage the use of cheaper and greener alternative long-stay options such as park and ride.
- Cllr Stonard contended that on-street parking tariffs had been kept under review in the City centre and were designed to protect the local economy, and that a proposed 20% increase in tariffs was above the rate of inflation over the 4 years since the tariffs were last reviewed. He added that, although there were pressures on the CPE budget, the Covid pandemic had meant that the City centre economy had suffered massively, but it would recover and needed some time for this to happen. He also cited the open book accounting process where Officers were looking at what further savings and efficiencies could be made to help offset the current City CPE deficit.
- The Committee felt that, as the whole County had suffered from the impacts of the Covid pandemic and not just the City centre, the tariff increases needed to be applied county-wide, especially given that, despite the City tariffs being last reviewed in 2018/19, they were still far cheaper than the NPP (remainder of Norfolk). The proposed increases would also help to better align tariffs across the county whilst automatically linking them to a recognised inflation index (eg RPI).

5.2 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.
3. Agreed that the voting membership rights within the Delegated Functions Agreements should not be amended at this time and to commit to a reconsideration of this matter as and when any future formal amendments are considered.

4. Agreed on the proposed new on-street pay and display and residents parking permit fees, which reflect current enforcement costs and account for the effect of inflation.
5. Agreed that Norwich City on-street pay and display tariff increases should not be postponed for a further year to allow greater time for recovery from the pandemic.

The meeting concluded at 14:25

Chairman



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Norfolk Parking Partnership Joint Committee

Item No: 6

Report Title: Finance Update

Date of Meeting: 15 June 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

A financial update is provided in this report, detailing the latest and most up-to-date forecast outturns for both the Norfolk Parking Partnership and Norwich City Council Civil Parking Enforcement (CPE) operations.

The latest figures for the Norfolk Parking Partnership (NPP) CPE account shows a surplus outturn of £180,556, representing a moderate improvement on the forecast £161,056 surplus reported at Committee in March. Whereas the Norwich City (NC) CPE account position has significantly improved, forecasting a surplus of £50,226 compared with a £140,938 deficit, also reported at the March Committee.

The figures in this report are unlikely to vary much from those stated as year-end accounts are nearing completion, and therefore provide a very robust and realistic outturn for 2021/22.

Since the last Joint Committee (JC) meeting in March 2022, agreed contributions to help cover district CPE net operating deficits have been made by Breckland District Council (£10,000/pa), Broadland District Council (£10,000/pa) and South Norfolk Council (£2,462/pa). Further discussions are continuing with North Norfolk District Council regarding their £5,281/pa contribution.

Proposed increased on-street pay and display (P&D) and residents parking tariffs were also discussed at the March Committee. The JC agreed to support the proposals and the formal decision has been made in a Delegated Decision report.

Recommendations:

- 1. Review and comment on the latest 2021/22 forecast outturn for the NPP CPE Account.**
- 2. Review and comment on the latest 2021/22 forecast outturn for the Norwich City CPE Account.**

1. Background and Purpose

- 1.1 This report presents the latest forecast financial outturn position for both CPE accounts. There have been notable improvements from the March 2022 forecast (-£29,500 in NPP and -£191,164 in NC) and these movements are explained in more detail in Sections 4.1 and 4.2. This gives a movement across both CPE operations of -£220,664 and a combined forecast net surplus of £230,782, an improvement on the previous £13,207 net surplus forecast.
- 1.2 Whilst the enforcement costs in the North Norfolk, South Norfolk, Broadland and Breckland District Council areas continue to run at a net loss, the NPP JC will continue to seek annual contributions from these authorities to help offset this. It is hoped that, over time, chargeable on-street parking schemes will be considered and rolled out in these areas to help reduce the net enforcement deficits and ultimately return surpluses, so that no further contributions are required, and a sustainable position is reached.
- 1.3 The March 2022 JC also discussed and supported the proposed uplifts and annual RPI increases to the NPP and NC on-street pay and display (P&D) and residents parking tariffs and agreed to refer them for approval via a Cabinet Member Delegated Decision report.

2. Proposal

- 2.1 **NPP CPE Account:** The latest forecast indicates an expected surplus outturn of £180,556 for the NPP CPE account. Members are asked to review and comment on the latest figures provided.
- 2.2 The forecast also includes a proposal (agreed at the March JC) to make a contribution of £118,000 to the Capital Replacement Fund, covering both this year and last year (£59,000 per annum each), when no contribution was made due to a lack of forecast surplus. As the Council is responsible for funding the capital assets used by the Borough/District Councils for the completion of parking partnership duties (eg P&D machines & hand-held computers), it is important that annual contributions are made to this fund to finance such capital purchases without the need for additional funding from the Council. The NPP/City Capital Replacement programmes for 2022/23 are currently being prepared and will be included with the next Financial Update in the September 2022 JC report.

- 2.3 **Norwich City CPE Account:** A surplus of -£50,226 is currently forecast for NC's CPE account. Members are asked to review and comment on the latest figures provided.
- 2.4 These figures are based on the most up to date information available at the time from our CPE partners and are anticipated to be accurate and reliable forecast outturns for 2021/22 given the closeness to year end and absence of any known significant variations to be factored in.

3. Impact of the Proposal

- 3.1 The latest forecast position indicates both a NPP and NC surplus, arising from reductions in some forecast expenditure as well as increases in forecast incomes. This is also against a backdrop of significantly reduced MHCLG support income and a contribution to the capital replacement equipment fund.
- 3.2 NPP Contributions from the local Districts Councils to cover 50% of the enforcement deficit for their respective areas will continue to bolster funds further, including general and capital reserves.
- 3.3 The filling of vacant NC CEO posts during Q2 & Q3 has increased their enforcement capacity during Q4 and this improvement in patrolled hours has been positively reflected in increased PCN income during the final quarter, as described in 4.2.2 below, helping to improve the net outturn into a surplus position again.

4. Evidence and Reasons for Decision

4.1 NPP CPE Account – 2021/22 Forecast

- 4.1.1 Appendix A shows the latest 2021-22 financial forecast position for the NPP CPE accounts alongside the prior 2 years actual outturns. This provides a more complete picture of the impact of the Covid pandemic and the recovery towards 2019-20 pre-Covid levels. The current projected outturn for 2021-22 is based on actual end-of-year figures already received from Kings Lynn and Great Yarmouth (South Norfolk to follow) and indicates a surplus of £180,556. This is a £29,500 improvement on the £151,056 surplus reported at the previous Committee meeting in March 2022.
- 4.1.2 Key points to note from the £29,500 variation to the February forecast are:
- Kings Lynn and West Norfolk enforcement costs were slightly higher (by £14,088) due to the cost of covering long-term vacancies.
 - Enforcement (PCN) income is £12,000 less than the March forecast, but still tracking 86% of 19/20 levels. This is also reflected in the £6,300 less Notice Processing costs.

- Gt Yarmouth on-street P&D income saw a marked increase of £47,791 on the February forecast, which is a 50.4% increase on 19/20 outturns, due to post-pandemic increased visitor numbers in the town and increased use of cashless payments.
- There were also small variations (<=£2,500) in resident permit costs and income.
- This has produced an NPP subtotal of £256,500, £29,151 (12.8%) higher than the February forecast.
- In External Contributions, £10,000 has been received from Breckland DC as their 2021-22 NPP enforcement deficit contribution, bringing the total to £22,461.
- The MHCLG loss of income claim was also adjusted down by £9,650 to reflect the improved overall financial outturn.
- This gives rise to a Latest Forecast Outturn of £180,556, a £29,500 (19.3%) improvement on the February forecast and a £15,696 (9.5%) increase on the 19/20 outturn.

4.2 Norwich City CPE Account – 2021/22 Forecast

- 4.2.1 The latest 2021-22 forecast for the Norwich City CPE account is shown in Appendix B which also shows the 2-prior year “actuals” for completeness. Whilst the NC year-end accounts are being finalised, a ‘May 21/22’ surplus of £50,226 is forecast, which is a marked improvement of £190,444 from the previous £140,218 deficit forecast in February 2022. This is due principally to a £126,076 reduction in overall running costs, coupled with a £53,579 overall increase in income.
- 4.2.2 The key points to note from the £190,444 variation to the February forecast are:
- Due to filling a number of CEO vacancies during Q2 and Q3, Enforcement (PCN) income has increased significantly by £50,475 to £525,710, a 10.62% improvement.
 - The split between on-street P&D and residents permit overhead costs has been re-apportioned by NC since the February forecast, resulting in a £19,292 increase in P&D costs and a £79,247 saving in residents permit costs.
 - Residents permit income received was slightly less than forecast, at £824,734, down £5,901 from February.
 - Bus lane maintenance and back-office costs have reduced by £63,475 to £212,105 due to a combination of reduced service costs and a slight overbudget in February’s forecast costs.
 - Bus Lane enforcement (PCN) income increased slightly (by £7,140) to £276,829.
 - This has produced a reduced City subtotal deficit of £217,417, £179,654 (45.24%) less than the February forecast of £397,072.
 - The prior year adjustment (NCC deficit accrual) was also reduced by £10,789 to reflect the City’s improved financial position, giving rise to an improved Latest Forecast Outturn surplus of £50,226, a £190,444 (379%) improvement

on the February forecast and only £16,615 less than the 19/20 £66,841 outturn.

4.3 Review of On-street Pay and & Display (P&D) and Residents Parking Tariffs

- 4.3.1 At the March 2022 Committee meeting the JC discussed and supported the proposed uplifts and annual RPI increases to the NPP and NC on-street pay and display (P&D) and residents parking tariffs. This has now been approved via a Cabinet Member Delegated Decision report.

4.4 Review of Recharges

- 4.4.1 A recent review has concluded that the recharge made to the NPP CPE account for Council officer time in connection with CPE should be increased to cover all reasonable costs incurred. In addition, a charge should be made to the NC CPE account. This should include officer time involved in managing and monitoring both the NPP & NC CPE accounts. These adjustments have been added to the Council's 2022/23 Business Plan.

5. Alternative Options

- 5.1 A decision to not seek increased contributions from the NPP and NC CPE accounts could be considered but this would not reflect time spent on Norfolk's CPE related duties.
- 5.2 All partner parking authorities in the NPP and NC regularly review their 'reasonable operating costs' and recharge the Council accordingly via the respective CPE accounts. The County Council has not reviewed its costs since April 2020 when the City CPE function was 'delegated' to NC.

6. Financial Implications

- 6.1 The detailed financial position is shown in Appendix A and B. For CPE across the whole of Norfolk, the Council is currently forecasting an overall (NPP plus City) movement of -£220,664 and a combined forecast net surplus of £230,782, an improvement on the £13,207 net surplus forecast at the March JC.
- 6.2 Given the continued recovery from the impacts of the pandemic, numerous CPE resource issues and lack of continued MHCLG funding support, this combined outturn represents a satisfactory position, under the circumstances. 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 impacted patrolled hours and PCN income.

- 6.3 The March 2022 JC discussed and supported the proposed uplifts and annual RPI increases to the NPP and NC on-street pay and display (P&D) and residents parking tariffs, and these have been approved via a Cabinet Member Delegated Decision report.

7. Resource Implications

7.1 Staff: None

7.2 Property: None

7.3 IT: None

8. Other Implications

8.1 Legal Implications:

- 8.1.1 NPLaw staff were consulted as part of the development of the proposed uplifts to P&D and residents parking tariffs and have provided advice on the requirements to change these.
- 8.1.2 Changes to pay and display tariffs can be made by way of a 21-day published notice which is also displayed at relevant locations.
- 8.1.3 Residents within currently operating permit schemes would need to be contacted to inform them of the change in permit pricing in conjunction with again a published 21-day notice.
- 8.1.4 Wider substantive changes to current relevant Traffic Regulation Orders (TRO) would be required to follow existing legislation and local policy. These can take several months to complete.

8.2 Human Rights Implications: None

8.3 Equality Impact Assessment (EqIA)

- 8.3.1 The needs of people with protected characteristics were considered as part of the proposal to uplift P&D and residents parking tariffs. Residents of permit zones who qualify for a blue badge may receive a free or discounted resident permit. Companies that provide care can still do so using a carers' permit or the residents own visitors permit. Residents can have support in applying for a permit by calling the relevant Council's customer contact teams, who can assist them through the process.
- 8.3.2 Blue badge holders also have the concession of being able to park for 3 hours on double or single yellow lines. They also have concession within time limited parking bays and pay and display bays.

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 are forecast to generate 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 N/A

11. Recommendations

- 1. Review and comment on the latest 2021/22 forecast outturn for the NPP CPE Account.**
- 2. Review and comment on the latest 2021/22 forecast outturn for the Norwich City CPE Account.**

12. Background Papers

12.1 [08.03.22 - NPP JC Report - Finance Update v2.docx](#)

12.2 [08.03.22 - NPP JC Report - Minutes](#)



2011 11 25 NPP JC
Terms of Reference - !
12.3 NPP JC Terms of Reference

Officer Contact

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

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Telephone no.: 01603 222311

Email: ian.gregory@norfolk.gov.uk



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Appendix A

Norfolk Parking Partnership 2021/22 Forecast Outturn	19/20 Actuals	20/21 Actuals	21/22 Forecast (Mar)
On Street Parking Enforcement			
King's 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	£10,524
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	£383,735
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	-£256,500
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	-£180,556

Appendix B

Norwich City Council CPE 2021/22 Forecast Outturn	18/19 Actuals	19/20 Actuals	21/22 Forecast (May)
On Street Parking Enforcement			
Enforcement Costs	£1,050,489	£1,227,364	£988,447
Notice Processing Costs	£121,000	£146,713	£122,160
Income			
Enforcement (PCNs)	-£734,760	-£700,375	-£525,710
Enforcement Surplus/Deficit - City		£673,702	£584,898
On-Street Pay & Display and Permits			
On-Street Pay & Display Enforcement Costs	£294,590	£272,802	£129,883
Resident Permit Enforcement Costs	£711,870	£531,446	£874,563
Income			
On Street Pay & Display Income	-£682,421	-£633,575	-£410,205
Resident Permit Scheme Income	-£996,759	-£743,189	-£824,734
Dispensations Income	-£49,174	-£47,669	-£72,264
On-Street Pay & Display and Permits - City	-£721,893	-£620,184	-£302,757
Bus Lane Enforcement			
Maintenance and back office costs	£194,573	£250,319	£212,105
Income			
Enforcement	-£261,296	-£406,318	-£276,829
Bus Lane Enforcement - City	-£66,723	-£155,999	-£64,724
City Subtotal	-£788,616	-£102,481	£217,417
External Contributions			
Prior year adjustment	£0	£0	-£144,842
MHCLG Loss of Income Claim	£0	£0	-£122,801
Capital Contribution	£35,640	£35,640	£0
Subtotal	£35,640	£35,640	-£267,643
Latest Forecast (Surplus)/Deficit Outturn 2021/22	-£752,976	-£66,841	-£50,226

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.
- 1.3 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.
- 1.4 A quorum shall be two executive members.
- 1.5 The Chairman of the Joint Committee shall be the member for the County Council. In his or her absence the County Council named substitute member will take the Chair.
- 1.6 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.