

Scrutiny Committee

Date: **Wednesday 30 March 2022**
Time: **10am**
Venue: **Council Chamber, County Hall, Martineau Lane,
Norwich NR1 2DH**

Supplementary Agenda

6. **Call in of Decision by the Norfolk Parking Partnership:
Finance Update** **Page A2**

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Date Agenda Published: 24 March 2022



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Scrutiny Committee

Item No: 6

Report Title: Call-in of Norfolk Parking Partnership Joint Committee Decision – Finance Update

Date of Meeting: 30 March 2022

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

Responsible Director: Tom McCabe (Executive Director of Community and Environmental Services)

Executive Summary

This paper sets out details of a call-in received regarding a decision taken by the Norfolk Parking Partnership Joint Committee. The decision formed part of the Finance update that was agreed by the Parking Partnership at the meeting held on the 8 March 2022. This paper also provides an outline of the formal meeting procedure for handling call-ins at the Scrutiny Committee.

1. Background and Purpose

- 1.1 This decision was taken as decision by the Norfolk Parking Partnership Joint Committee on Tuesday 8 March 2022. The decision notice and associated documents can be found [here](#).
- 1.3. Full details of the decision are included at **Appendix A**. For ease of reference, the recommendations as agreed by the joint committee are set out as below:

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.

2. Call-in and Meeting Procedure

2.1 Notification was received on Tuesday 15 March that Cllr Julie Brociek Coulton, supported by Cllrs Maxine Webb, Matt Reilly and Emma Corlett wished to call the decision in. The notice outlining the reasons behind the call-in is attached at **Appendix B**. The Chief Legal and Monitoring Officer has confirmed that it is valid under the requirements of the constitution. It will therefore be considered at the meeting of the Scrutiny Committee scheduled for the 30 March 2023.

2.2 The Chair and Vice-Chair of the Scrutiny Committee have agreed the below meeting procedure when handling the call-in. Please note that the Cabinet Member for Highways, Infrastructure and Transport will be attending only in their capacity as Chair of the Norfolk Parking Partnership Joint Committee, where the decision was taken through joint arrangements with partnering authorities.

- Those Councillors calling-in the decision will be given collectively 10 minutes introduction to explain their reasons for call-in.
- The Chair will ask the Cabinet Member and officers if they wish to add anything at this stage.
- Those Councillors calling-in the decision will then be given collectively 20 minutes to question the Cabinet Member and officers. They do not have the right to put forward recommendations; this right is reserved for Members or substitute Members of the Committee only.
- Members and substitute Members of the Committee will then question the Cabinet Member and officers (As the call-in does not relate to an education matter the Parent Governor and Church representatives may not put forward or vote on motions. They may still participate in the debate).
- Those Members who have called-in the decision will collectively have 5 minutes at the end of the debate to sum up their arguments.
- Following this, the Chair will sum up the debate and ask the Committee if they wish to make any proposals regarding the call-in. At this stage, only a limited number of proposals will be considered to be in order. The options available to the committee are as follows:
 - A. The Committee refers the decision back to the decision maker (in this case, Cabinet).
 - B. The Committee refers the decision to Full Council (the Committee should only use this power if the decision is deemed to be either i) contrary to NCC's policy framework; or ii) contrary to or not wholly in accordance with the budget).
 - C. The Committee notes the call-in, but takes no further action.

- 2.3 The Final list of witnesses to be invited to attend will be agreed by the Chair and presented to the Committee on the day.

3. Background Papers

- 3.1 Appendix A: Norfolk Parking Partnership – Finance Update
- 3.2 Appendix B: Call-in notice – Norfolk Parking Partnership – Finance Update

Officer Contact

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

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Norfolk Parking Partnership Joint Committee

Item No:

Report Title: Finance Update

Date of Meeting: 08 March 2022

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

Responsible Director: Grahame Bygrave - Director of Highways 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 forecasts a surplus outturn of £151,056, representing a slight improvement on the £142,178 surplus reported at Committee in February 2022. Conversely, the Norwich City (NC) CPE account position has slightly deteriorated, forecasting a deficit of £140,938 compared with a £128,971 deficit also reported at Committee in February.

The figures in this report are unlikely to change much during the last month of the current financial year and therefore provide a very robust and realistic set of outturns for 2021/22.

At the last Joint Committee (JC) meeting in February 2022, it was agreed that ongoing contributions to help cover district CPE net operating deficits would be made from Broadland District Council (£10,000/pa), South Norfolk Council (£2,462/pa) and Breckland District Council (£10,000/pa). Further discussion is to take place with North Norfolk District Council, who have requested NPP voting rights and more influence over enforcement in their area as conditions for paying their £5,281/pa contribution.

Agreement was also reached at the February JC to review NC and the NPP on-street pay and display and residents parking tariffs. Proposed new tariffs are presented in this report for review and consideration. Also described in this report is the proposed mechanism and process to enable tariffs to be automatically uplifted each year, aligned to the Retail Prices Index (RPI), to keep pace with the impact of inflationary cost increases.

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.**
- 3. To confirm 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. To review and agree 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. To discuss and agree on whether any Norwich City on-street pay and display tariff increases should be postponed for a further year to allow greater time for recovery from the pandemic.**

1. Background and Purpose

- 1.1 Following the February 2022 financial report, it was requested for a further financial update to be presented at this Committee meeting to give a more accurate forecast end of year position for the NPP and NC.
- 1.2 This report presents the latest forecast financial outturn position for both CPE accounts. There has been a small change from the February 2022 forecast (-£8,878 in NPP and +£11,967 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 £3,089 and a combined forecast net surplus of £10,118, close to the £13,207 net surplus forecast at the February JC.
- 1.3 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.
- 1.4 The February 2022 JC also agreed with the need to review and uplift the NPP and NC on-street pay and display and residents parking tariffs, as they have not increased since 2009 and 2018/19 respectively and have not kept pace with

increased enforcement and other inflationary costs. Both types of tariffs have been reviewed since the February meeting and proposals for new and increased tariffs are described in Section 4.4. Members are asked to review, comment and agree on the proposed new tariffs.

2. Proposal

- 2.1 **NPP CPE Account:** The latest forecast indicates an expected surplus outturn of £151,056 for the NPP CPE account. Members are asked to review and comment on the latest figures provided.
- 2.2 This forecast also includes a proposal to make a contribution of £118,000 to the Capital Replacement Fund at the end of the year, for both this year and last year (£59,000 per annum), when no contribution was made due to a lack of forecast surplus. Norfolk County Council is responsible for providing funding for capital assets used by the Borough/District Councils for the completion of parking partnership duties (eg P&D machines & hand held computers). So, it is important annual contributions are made to the Capital Replacement Fund so that future capital purchases can be covered without the need for additional funding from the Council.
- 2.3 **Norwich City CPE Account:** A deficit of £140,938 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 continues to indicate a small combined NPP/NC surplus despite a significant reduction in NC on-street P&D and PCN income, offset by better than forecast NPP income. 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 It is anticipated that filling of vacant NC CEO posts during Q2 & Q3 will bring their enforcement capacity to full strength during Q4 and this improvement in patrolled hours is already being reflected in increased PCN income during the final quarter, as described in 4.2.2 below, further increasing into 2022/23, and helping to improve the net outturn into a surplus position again.

- 3.4 Increasing the NPP and NC P&D and residents permit fees as proposed will help offset the historical eroding effects of inflation on increased enforcement costs and ensure that, in future, all fees continue to align and keep pace with inflation. On current volumes, the increased tariffs proposed are forecast to generate an additional £64,793/pa for the NPP CPE account and £225,492/pa for the NC CPE account.

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 a surplus of £151,056. This is an £8,878 improvement on the surplus of £142,178 reported at the previous Committee meeting in February 2022, due almost entirely to an £8,265 reduction in 'actual' enforcement costs at South Norfolk arising from a long-term CEO vacancy.
- 4.1.2 Small variations (less than +/- £400 each) occurred in On-Street Pay and Display and Resident Permit Scheme costs. PCN income is still forecast to be the same as reported in February 2022, at £547,435, tracking 86.5% of 2019-20 levels.

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. A total deficit of £140,938 is forecast, which is a slight deterioration of £11,967 from the previous deficit of £128,971 forecast in February 2022.
- 4.2.2 The key points to note from the £11,967 variation to the February forecast are:
- Due to filling CEO vacancies, on-street parking and resident permit enforcement costs have increased slightly (by £6,020 and £6,488 respectively).
 - This has been offset by an increase in PCN and residents parking income (by £7,035 and £8,465 respectively).
 - On-street P&D actual income was down slightly (by £6,644) from forecast to £409,290.
 - Bus Lane back-office costs increased slightly (by £3,211) and actual income reduced (by £5,739), leading to a deficit of £5,891 against a forecast £3,059 surplus.

4.3 NPP District Contributions

- 4.3.1 At the last JC meeting in February 2022, it was agreed that ongoing contributions to help cover district CPE net operating deficits would be made

from Broadland District Council (£10,000/pa), South Norfolk Council (£2,462/pa) and Breckland District Council (£10,000/pa).

- 4.3.2 At the last JC meeting in February, North Norfolk District Council requested NPP voting rights and more influence over the enforcement in their area as conditions for paying their £5,281/pa NPP contribution. The Member for North Norfolk was advised of how his Members may influence the daily taskings of the enforcement officers working within North Norfolk and has subsequently conveyed that process to his Local Members. Legal advice was sought in connection with the voting rights request and the current NPP agreements do not allow voting rights to NNDC nor the other non-operating District Councils (Broadland and Breckland). To facilitate this, new, successor agreements and terms would have to be written, to include additional councils with voting rights. It is proposed to make no changes at this time, but to commit to consider this as part of any future, wider review of the Delegation Functions Agreements. In the meantime, the non-operational district council areas of NNDC, Broadland and Breckland, will continue to be welcomed and encouraged to participate in the JC, and its' discussions/debates, even though they will not have voting rights over any decisions made. As the offer of funding from NNDC was conditional, this offer will need to be revisited with NNDC if this recommendation is agreed.

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

- 4.4.1 At the February 2022 meeting it was agreed to progress with a review of NPP and NC on-street pay and display and residents parking tariffs, as these were last increased in 2009 and 2018/19 respectively and have not kept pace with inflationary enforcement cost increases.
- 4.4.2 Officers have carefully reviewed and considered appropriate increases to each set of tariffs, based on a number of factors and their experience, including: historical inflation, area/location (socio-economic and demographic)/settlement type, parking volumes of residents, workers and visitors.
- 4.4.3 In consideration of 4.4.2 above, the following suggested new tariffs are separated out into Norfolk's three main delegated CPE enforcement areas that cover Norfolk's current 'estate' of chargeable on-street schemes: Borough Council of Kings Lynn & West Norfolk (BCKLWN), Great Yarmouth Borough Council (GYBC) and Norwich City Council (NC). In each area they are further split out into pay and display and residents parking tariffs.
- 4.4.4 If agreed and approved by the Committee, these new tariffs will be formalised and legalised in existing Traffic Regulation Orders (TROs). Clauses would be written into the TROs to allow automatic annual tariff increases (eg aligned to RPI) to be introduced without further intervention (eg with effect from 01 April 2023), which would simply be readvertised in appropriate locations and organised by the CPE operations teams.
- 4.4.5 **BCKLWN – Pay & Display (P&D)**

Based on anticipated annual quantities, the following table shows existing and proposed P&D tariffs (fees) and income for each current period of parking stay, together with the forecast annual gain for each (£6,900/pa total). The first hour free period has historically been extremely successful for short stay visits and parking turnover, so is proposed to continue. The Committee is asked to review and comment on these proposals.

BCKLWN	Old		New		Gain/PA	Qty/PA
P&D Stay	Fee	Total/PA	Fee	Total/PA		
Up to 1 Hour	Free	N/A	Free	N/A	N/A	N/A
Up to 2 Hours	£2.50	£18,953	£3.00	£22,743	£3,791	7,581
Up to 2.5 Hours	£3.00	£10,188	£3.50	£11,886	£1,698	3,396
Up to 3 Hours	£3.50	£9,881	£4.00	£11,292	£1,412	2,823
Up to 3.5 Hours	£4.00	£4,284	£4.50	£4,820	£536	1071
Up to 4 Hours (Max stay)	£4.50	£7,470	£5.00	£8,300	£830	1660
Totals		£50,776		£59,041	£8,267	16,531

4.4.6 BCKLWN – Residents (Permit) Parking

The table below shows a similar suite of information for the different types of parking permit available, and the forecast benefits are £2,630/pa. The increase from the current £40/pa and £130/pa permits to £50/pa and £150/pa has already been discussed at previous JC meetings and is widely seen as a fair and equitable increase, and still represents good value for money parking at less the £1 per week. The Committee is asked to review and comment on these proposals.

BCKLWN	Old		New		Gain/PA	Qty/PA
Permit Type	Fee	Total/PA	Fee	Total/PA		
Resident (Annual)	£40	£7,280	£50	£9,100	£1,820	182
Resident Visitor (Annual)	£40	£2,600	£50	£3,250	£650	65
Business (Annual)	£130	£780	£150	£900	£120	6
Business Visitor (Annual)	£40	£160	£50	£200	£40	4
Resident Visitor Vouchers	£1	£1,314	£1	£1,314	£0	1,314
Totals		£12,134		£14,764	£2,630	1,571

4.4.7 GYBC – Pay & Display (P&D)

The last 2 years have seen an unprecedented increase in tourist parking in Great Yarmouth due to the pandemic, therefore the table below is based on more typical 2019/20 annual quantities. Shown below are existing and proposed P&D tariffs (fees) and income for each current period of parking stay, where known. It is proposed that due to a more even tourist offer along the seafront, the tariffs for North Drive and South Beach Parade are harmonised to the new fees shown.

GYBC - 2019/20	Old	New	Gain/PA	Qty/PA
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P&D Stay	Fee	Total/PA	Fee	Total/PA		
Nth Drive Up to 4 Hours	£3.00	£19,497	£5.00	£32,495	£12,998	6,499
Nth Drive Over 4 Hours	£5.00	£10,815	£8.00	£17,304	£6,489	2,163
Marine Parade Up to 4 Hrs	£4.50	£49,266	New Tariff – See Below			10,948
Marine Parade Over 4 Hrs	£7.00	£21,714				3,102
South Beach Parade Up to 4 Hrs	£4.50	£114,948	£5.00	£127,720	£12,772	25,544
South Beach Parade Up Over 4 Hrs	£7.00	£50,659	£8.00	£57,896	£7,237	7,237
Totals		£266,899		£235,415*	£39,496*	55,493

* = Excludes Marine Parade new tariff income. To be forecast.

A new tariff/length of stay is proposed for Marine Parade to take account of its central location and adjacent off-street short-stay car parking, to encourage a more regular turnover of visitors to this area to support the local businesses and leisure facilities.

New P&D Stay	Fee
Marine Parade Up to 2 Hours	£3.00/Hour
Marine Parade Over 2 Hours (Max Stay 4 Hrs)	£3.50/Hour

As the above revision is untested, it is proposed to pilot the use of bay sensors to better understand the usage of these bays. It is proposed to utilise the County Council's LoRaWAN network to facilitate this with an estimated capital cost of £20,000.

As part of the review of the Great Yarmouth Residents' Zone, it is intended to introduce two new areas of P&D parking, as shown in the table below. The first will replace existing voucher parking and the second will support local businesses in the King Street area by encouraging short-term turnover in the parking bays.

New P&D Stay	Fee	Fee	Fee
Nelson/Apsley Road Area (Apr-Oct)	1 st Hour Free	Up to 2 Hours £2.50	Up to 3 Hours £4.00 (Max Stay)
Nelson/Apsley Road Area (Nov-Mar)	90 Mins Free	Up to 2 Hours £1.50	Up to 3 Hours £3.50 (Max Stay)
Deneside	90 Mins Free	Up to 2 Hours £1.50	Up to 3 Hours £3.50 (Max Stay)

The equipment to support this proposal will cost in the region of £20,000 as a one-off capital investment, with annual running costs of circa £1,000/pa. The Committee is asked to review and comment on these proposals.

4.4.8 GYBC – Residents (Permit) Parking

As per BCKKWN, the partner table below shows a similar suite of information for the different types of parking permit available (and larger volumes) and the forecast benefits of £12,710/pa. As in 4.4.6 above, the increase from the current £40/pa and £130/pa permits to £50/pa and £150/pa has already been discussed at previous JC meetings and is widely seen as a fair and equitable increase, and still represents good value for money parking at less than £1 per week. The Committee is asked to review and comment on these proposals.

GYBC	Old		New		Gain/PA	Qty/PA
Permit Type	Fee	Total/PA	Fee	Total/PA		
Resident (Annual)	£40	£22,600	£50	£28,250	£5,650	565
Resident Visitor (Annual)	£40	£19,520	£50	£24,400	£4,880	488
Business (Annual)	£130	£5,720	£150	£6,600	£880	44
Business Visitor (Annual)	£40	£5,200	£50	£6,500	£1,300	130
Health Org Day	£0.36	£1,971	£0.36	£1,971	£0	5,475
Hotel/Guest Hse/B&B Day	£0.36	£5,519	To be discontinued			15,330
Totals		£60,530		N/A	£12,710	22,032

4.4.9 Norwich City (NC) – Pay & Display (P&D)

Due to the impacts of the pandemic and various government restrictions, the last two years have significantly reduced the City's visitor and footfall numbers and corresponding P&D income. The charging structure for NC on-street P&D is quite complex compared to the NPP, as parking is charged with an initial parking fee and then a charge per 15 minutes. For band A this charge is currently 50p and Band B it is currently 30p. It is proposed that these charges are increased to 60p for Band A and 35p for Band B for each increment of 15 minutes.

Norwich City P&D	Old	New
Band A - up to 30 minutes	£1.50	£1.80
Band A – each additional 15 minutes	50p	60p
Band B - up to 30 minutes	£1.10	£1.30
Band B – each additional 15 minutes	30p	35p
Total Income/PA	£409,290	£491,148

Whilst an increase of £81,858 is projected, this is predicated on the same parking volumes, which are currently significantly subdued. Given the significantly reduced on-street P&D usage, and acknowledging, unlike the wider NPP area, the charges in Norwich were reviewed in 2019. Therefore, consideration needs to be given to the impact on recovery from the pandemic and the effect of more expensive short stay on-street parking on the local businesses. The Committee is asked to review and comment on these proposals and consider the impact of delaying any P&D changes a further year to allow the already significantly suppressed P&D income more time to recover.

4.4.10 Norwich City (NC) – Residents (Permit) Parking

As above, a simpler table is shown below due to the more complex NC charging structure. In line with the NPP proposals at BCKLWN and GYBC, the table shows the effect of an increase in all tariffs.

Norwich City	Old		New		Gain/PA	Qty/PA
Permit Type	Fee	Total/PA	Fee	Total/PA		
All Permits Combined		£830,653		£1,038,316	£207,663	

As distinct from NC on-street P&D, these increases impact a stable, residential customer base rather than the more volatile, mobility driven, short-stay customer base (e.g. workers, shoppers and visitors). By far the largest permit type currently purchased is the medium vehicle tariff at £37.20/pa. A proposed increase to £46.50 (+£9.30/pa) equates to just an additional 18p/week.

- 4.4.11 Projected benefits of all the foregoing proposed tariff increases have been calculated on current usage volumes, which are subject to change. They also show the maximum benefit of a full year's income. Due to implementation timescales and permits being renewed at differing times of year, the maximum benefits will only be realised from year 2 onwards.
- 4.4.12 Consideration was also given to county-wide tariff concessions for electric vehicles (EVs) and alternate fuel vehicles, but volumes of each at present have not made this a practical or viable option at the present time.

5. Alternative Options

- 5.1 A decision to not seek contributions from local District Councils could be considered although this may result in reduced enforcement activity in these areas. As such this is not recommended given the requirement to ensure enforcement is undertaken to effectively police compliant parking.
- 5.2 There is also an option to keep on-street pay and display and residents parking tariffs as they are and not review or comment on them, nor progress the proposals contained within this report. However, as all tariffs have not been reviewed for several years and are not keeping pace with inflation, this is not recommended.

6. Financial Implications

- 6.1 The detailed financial position is shown in Appendix A and B. For CPE across the whole of Norfolk, the County Council is currently forecasting an overall (NPP plus City) surplus of £10,118.
- 6.2 Given the continued recovery from the impacts of the pandemic, the significant variations in P&D income received, numerous CPE resource issues and lack of continued MHCLG funding support, this combined outturn represents a positive

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 Increasing the NPP and NC P&D and residents permit fees as proposed will help offset the historical eroding effects of inflation on increased enforcement costs and ensure that all future fees continue to align and keep pace with inflation. On current volumes, the increased tariffs proposed are forecast to generate an additional £64,793/pa for the NPP CPE account and from £225,492/pa for the NC CPE account.

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 have been consulted as part of the development of these proposals and have provided advice on the requirements relating to varying the current level of on-street charging and residents permits.
- 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 have been considered as part of this proposal. 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 the NPP CPE account, which is currently forecast to generate a net surplus at the end of the current financial year, including a contribution to the capital equipment replacement fund reserve funds.
- 9.2 The current forecast position for the Norwich City CPE account indicates an end of year deficit that would need to be met by Norfolk County Council reserves.

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.**
- 3. To confirm 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. To review and agree 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. To discuss and agree on whether any Norwich City on-street pay and display tariff increases should be postponed for a further year to allow greater time for recovery from the pandemic.**

12. Background Papers

12.1 [08.02.22 - NPP JC Report - Finance Update v1.docx \(sharepoint.com\)](#)

12.2 [08.02.22 - NPP JC Minutes](#)

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.

Norfolk Parking Partnership 2021/22 Forecast Outturn	19/20 Actuals	20/21 Actuals	21/22 Forecast (Feb)
On Street Parking Enforcement			
Kings Lynn & West Norfolk Enforcement Costs	£344,649	£377,384	£369,942
Kings Lynn & West Norfolk Notice Processing Costs	£182,444	£140,957	£174,389
South Norfolk Enforcement Costs	£18,797	£11,890	£10,524
Great Yarmouth Enforcement Costs	£272,053	£232,801	£273,248
NCC Parking Department	£72,491	£49,823	£85,000
Income			
Enforcement (PCNs)	-£622,276	-£392,869	-£547,435
Enforcement Surplus/Deficit - County	£268,158	£419,985	£365,668
On-Street Pay & Display			
Great Yarmouth On Street Pay & Display Costs	£30,345	£35,177	£53,395
Kings Lynn On-street Pay & Display Costs	£4,226	£4,531	£5,639
Income			
Great Yarmouth On Street Pay & Display Income	-£391,195	-£331,101	-£540,453
Kings Lynn On-street Pay & Display Income	-£58,796	-£24,951	-£69,385
On-Street Pay & Display - County	-£415,420	-£316,344	-£550,805
Resident Permit Scheme			
Great Yarmouth Resident Permit Scheme Costs	£4,601	£11,771	£25,575
Kings Lynn Resident Permit Scheme Costs	£6,607	£5,233	£6,156
Income			
Great Yarmouth Resident Permit Scheme Income	-£74,164	-£53,684	-£59,391
Kings Lynn Resident Permit Scheme Income	-£13,642	-£11,848	-£14,553
Resident Permit Scheme - County	-£76,598	-£48,527	-£42,213
NPP Subtotal	-£223,860	£55,114	-£227,350
External Contributions			
Capital Replacement Contribution	£59,000		£118,000
Contribution from other District Councils		-£80,000	-£12,461
MHCLG Loss of Income Claim		-£134,995	-£29,245
Subtotal	£59,000	-£214,995	£76,294
Latest Forecast (Surplus)/Deficit Outturn 2021/22	-£164,860	-£159,880	-£151,056

Norwich City Council CPE 2021/22 Forecast Outturn	19/20 Actuals	20/21 Actuals	21/22 Forecast (Feb)
On Street Parking Enforcement			
Enforcement Costs	£1,227,364	£1,001,477	£988,514
Notice Processing Costs	£146,713	£104,737	£124,739
Income			
Enforcement (PCNs)	-£700,375	-£383,529	-£475,234
Enforcement Surplus/Deficit - City	£673,702	£722,685	£638,019
On-Street Pay & Display and Permits			
On-Street Pay & Display Enforcement Costs	£272,802	£251,467	£110,591
Resident Permit Enforcement Costs	£531,446	£846,250	£953,810
Income			
On Street Pay & Display Income	-£633,575	-£250,291	-£409,290
Resident Permit Scheme Income	-£743,189	-£714,125	-£830,635
Dispensations Income	-£47,669	-£48,532	-£71,314
On-Street Pay & Display and Permits - City	-£620,184	£84,769	-£246,838
Bus Lane Enforcement			
Maintenance and back-office costs	£250,319	£194,972	£275,580
Income			
Enforcement	-£406,318	-£200,399	-£269,689
Bus Lane Enforcement - City	-£155,999	-£5,428	£5,891
City Subtotal	-£102,481	£802,026	£397,072
External Contributions			
Prior year adjustment	£0	£31,644	-£134,053
MHCLG Loss of Income Claim	£0	-£586,381	-£122,081
Capital Contribution	£35,640	£0	£0
Subtotal	£35,640	-£554,737	-£256,134
Latest Forecast (Surplus)/Deficit Outturn 2021/22	-£66,841	£247,289	£140,938



Call in Request Form

This form is to be completed and signed by any Member of the Council, with the support of at least 3 other Members and must be returned to Democratic Services at committees@norfolk.gov.uk within 5 working days of the Cabinet decisions being published or, if the decision has been taken by an individual member or Chief Officer, within five working days of the decision being published under the Access to Information Procedure Rules in Appendix 13 of the Constitution. Where education matters are involved, the Parent Governor and Church representatives together count as one Member.

Please telephone the Assistant Director of Governance on 01603 222949 or Democratic Services Manager on 01603 228913 to make them aware that the call-in form is on its way. You will receive a confirmation email once it has been received.

A Call-In request will only be valid if it has been received in person (by email) by the above people within the 5 working day deadline which will be specified in the decision letter.

Please note that the call-in procedure does not apply to urgent decisions.

Decision Title and minute number
5 Finance Update - decision notice

Decision taken by (i.e. Cabinet, Cabinet Member, Chief Officer)
Norfolk Parking Partnership

Date of Decision
8 March 2022

	Reasons for call in	Highlight which of the following apply and explain why you consider the process/principle has not been followed by the decision maker (as appropriate)
1.	The decision is not in accordance with the budget and policy framework	The status of the decision is unclear
2.	The decision is a key decision and it has not been taken in accordance with the Constitution.	
3.	There is evidence that the principles of decision-making (as set out in Article 10 of the Constitution) have not been complied with. These principles are:	
	a) Actions agreed will be in proportion with what the Council wants to achieve.	Council seeks to promote and sustain Norwich as a vibrant centre. While there is no objection in principle to price increases, the degree of increase without any

		staggering and at a time when there is pressure on households could have a serious negative effect on city business and residents.
	b) Appropriate consultation will have been carried out and decisions will take account of its results and any professional advice given by Officers.	There was no consultation with any member in an affected Norwich division or notification in accordance with the members information protocol
	c) Decisions will reflect the spirit and requirements of Equalities and Human Rights legislation.	
	d) The presumption that information on all decisions made by the Council, the Executive and Committees should be public with only those issues that need to be exempt by virtue of the Access to Information Rules will be taken in private.	
	e) Decisions will be clear about what they aim to achieve and the results that can be expected.	The decision was clear on the increase in charges but other than hoping income would increase there was no assessment of what the resultant effect would be on residents and businesses.

Detailed reasons for call in or any additional information in support of the call in that you wish to submit

The recommendation was

'5. To discuss and agree on whether any Norwich City on-street pay and display tariff increases should be postponed for a further year to allow greater time for recovery from the pandemic'

We understand Norwich City Council have been working with Peopletoo consultancy to develop a Strategy for the Council's Car Parks that will support the City's economy whilst maximising financial opportunities. The scope of work is

- '1. Review of existing usage data held in the off-street and multi-storey car parking systems to establish the current usage of each car park against the optimum usage.
2. Confirm the future provision of parking facilities by NCC, and working with the Service to confirm the future designation of car parks to establish the future provision of parking by NCC.
3. Develop an offer to the County for the future management of on-street parking and enforcement as the basis for negotiating a new agreement with the County for the service'

We understand the work completed to date includes

1. Confirming existing capacity, designation, charges and income for each of the City Council's Car Parks
2. Benchmarking our Car Parks against private sector competitors in the City in terms of charges and payment methods
3. Identifying future options for the Off Street Car Parks, including tariff review and disposal to generate Capital receipts / support redevelopment opportunities in the City Centre

It is clear car parking is an important aspect of the vibrancy and success of the city centre and should be considered as part of the overall policy. That requires collaborative working with the city council which

should not be undertaken against the backdrop of a big price increase that has not been factored in to the overall framework.

On the basis of the work being undertaken by the city council the decision of the Parking Partnership is unhelpful and premature. It could work against the stated objectives of the county council in working with partners and keep Norwich thriving.

Please use the space below to add any further comments. You may wish to consider:

- **The outcome you would like to see as a result of this decision being called in**
- **Any further information that the Scrutiny Committee might wish to consider when assessing this call in.***
- **Any Cabinet Members/Officers you would like to attend the meeting.***

* Please note this will be at the Chair of Scrutiny Committee's discretion

There is no argument with the need for an increase in the parking charges but this call in seeks reference back to as the Parking Partnership to

1. review the initial level of increase in the light of accelerating strains on household and business costs
2. Plan future price increases in collaboration with Norwich, and as a principle with other district councils for future increases in their area, to take account of wider plans to keep those areas affected thriving
3. Stagger any increases where prices have fallen behind inflation to reduce the impact on those affected
4. Ensure that local members affected my proposed increases are properly consulted in accordance with the Members Protocol before any increases are taken to the Partnership so their views can be considered.

Cllr Wilby as chair of the partnership

We are happy for the Executive Director to nominate suitable officers to attend and advice

Although it is not a constitutional requirement you are advised to speak to the Chair of Scrutiny Committee before submitting your call in. If you wish to record any comments from the Chair please insert them below

The chair is aware and has been involved in governance issues around this call in

Name (please print)	Signature	Date
Julie Brociek Coulton	Julie Brociek Coulton	22 March 2022

In accordance with the Constitution you must sign this form and obtain the signatures of at least three other Members of the Council:

Name (please print)	Signature	Date
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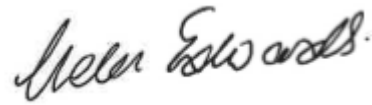
Maxine Webb	Maxine Webb	22 March 2022
Matt Reilly	Matt Reilly	22 March 2022
Emma Corlett	Emma Corlett	22 March 2022

I have considered the above call in and confirm that it is valid under the requirements of the Constitution.

In coming to this conclusion, I have not consulted the Chair of the Scrutiny Committee.

Signed by the Director of Governance and Monitoring Officer

Date 22/03/2022



Please return to Democratic Services at committees@norfolk.gov.uk