

<b>NAME OF COMMITTEE</b>	<b>Community Services</b>
<b>DATE</b>	<b>11<sup>th</sup> March 2014</b>
<b>REPORT TITLE</b>	<b>Off-street parking enforcement from 1<sup>st</sup> April 2014</b>
<b>Report of</b>	<b>Street Scene Manager</b>
<b>WARDS AFFECTED</b>	<b>All</b>

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**Summary of report:**

This report makes a recommendation in respect of the enforcement of off-street car parks from 1<sup>st</sup> April 2014, following the Devon County Council (DCC) decision to undertake on-street enforcement in-house.

**Financial implications:**

The recommendation to employ an additional 2 temporary Full Time Equivalent (FTE) Civil Enforcement Officers (CEOs) represents a cost-neutral solution to the authority. Each CEO will cost approximately £21,000 (including shift allowance and on-costs) but will generate approximately £26,000 of penalty charge fine income per annum.

This position will be reviewed regularly to ensure that a suitable level of enforcement is maintained through fines to sustain pay and display income and to rebalance the off street parking enforcement function following the disaggregation of the integrated on and off street enforcement service.

**RECOMMENDATIONS:**

It is recommended that, in the light of Devon County Council resolving to undertake on-street enforcement in-house, this Committee resolve to resource the off-street parking enforcement service with an additional 2 temporary FTE CEOs, 2 vehicles (and associated on-going costs) and Penalty Charge Notice software.

Further, it is recommended that this Committee agree to officers continuing to work with partners in other district authorities to achieve economies of scale in providing an off-street parking service.

**Officer contact:**

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## **1. BACKGROUND**

- 1.1 Since May 2008, West Devon Borough Council has undertaken on-street parking enforcement on behalf of Devon County Council, together with our own off-street enforcement, and this has allowed both the Borough Council and the County Council to take advantage of the economies of scale this joined-up service presented.
- 1.2 However, in December 2013, Devon County Council resolved to take the on-street service in-house with effect from 1<sup>st</sup> April 2014 and this means that we will revert to the position we were in prior to May 2008, when off-street enforcement was carried out in isolation.
- 1.3 Prior to May 2008, the Borough Council only employed one full-time Civil Enforcement Officer.
- 1.4 However, since that time, our off-street activity has increased as we now provide an enforcement service in Okehampton Hospital and Princetown car parks, in addition to our own Borough Council-owned car parks, Tavistock Town Council and Okehampton Town Council's car parks. In addition, the variety of duties has increased to include reporting fly-tips, waste issues (such as recycling banks being full) and will expand further this year to include Dog Control Order contraventions.

## **2. FUTURE STAFF RESOURCE**

- 2.1 In order to provide adequate off-street enforcement cover, it is recommended that the previous staffing level be increased, and that flexibility in respect of duties continues.
- 2.2 Therefore it is recommended that the current team be increased to three CEOs, who will also undertake other duties. All will work on a shift pattern, which will mean that we have adequate weekend cover without having to regularly top up with voluntary overtime work.
- 2.4 Whilst the above proposals represent an additional 2 temporary full-time equivalent (FTE) posts, the financial impact is reduced because the fine income generated by CEOs equates to approximately £26,000 per post (this is a cautious estimate based on an increased number of CEOs – the current income is approximately £35,000 per CEO).
- 2.5 This cost-neutral position will be closely monitored and annually reviewed so should CEO's cease to maintain a cost neutral position the resource can be reduced until a cost neutral position has been re-established.

## **3. VEHICLES**

- 3.1 Two of our current three vehicles are funded by DCC – those will be handed over to DCC on 1<sup>st</sup> April. In order to provide an acceptable level of service it will be necessary for a further two vehicles to be sourced, so that three vehicles are available to the team of CEOs and their supervisor.

3.2 Vehicles are required for all beat patterns, with the exception of Tavistock town, and, whilst CEOs may share transport as often as possible, the geography of the Borough make this difficult on most days. For example, when all CEOs are working, one may be covering Tavistock town centre, one in Okehampton, with another covering surrounding towns and villages, such as Princetown, Chagford and Hatherleigh. A further vehicle is used by the Monitoring Officer in her day-to-day duties, such as collecting stray dogs or investigating fly tips.

3.2 The cost of leasing a small vehicle is £2,880 per annum each and the fuel for each is approximately £1,500 per annum.

#### **4. SOFTWARE**

4.1 PCN software has been funded by DCC since May 2008, when the Civil Parking Enforcement agreement was introduced, and the Borough Council has benefitted from this. Initial indications are that the cost in future will be approximately £7,500 per annum for South Hams and West Devon, with the Borough Council's share being £1,500. However, we are working with Teignbridge District Council in order to reduce costs by sharing a system.

#### **5. FUTURE SERVICE**

5.1 In preparing the joint Council bid to carry out on-street enforcement on behalf of DCC, it became apparent that economies of scale could be gained by joined-up working with other districts in providing an off-street service and it is proposed that officers continue to develop this where feasible.

#### **6. LEGAL IMPLICATIONS**

6.1 The Council has power to provide off-street parking under the Road Traffic Regulation Act 1984 (as amended).

6.2 The Council has the power to deal with the provision, management and control of car parks.

6.3 Council has the powers to provide this service under the General Powers of Competence in the Localism Act 2011.

6.4 It is necessary for additional staffing resources to be agreed by this Committee.

#### **7. FINANCIAL IMPLICATIONS**

7.1 A cost pressure has been included in the 2014/ 15 budget of £30,000 to reflect the loss of economies of scale in providing the enforcement service.

7.2 Costs include:

- Vehicle lease and fuel cost
- PCN software
- Loss of PCN shortfall amount funded by DCC

7.3 The recommendation to employ an additional two temporary Civil Enforcement Officers (CEOs) represents a cost-neutral solution in terms of fine income collected funding the posts.

## 8. RISK MANAGEMENT

The Risk Management implications are shown at the end of this report in the Strategic Risks Template.

<b>Corporate priorities engaged:</b>	Community well-being; Access to services; Towards excellence; Customer first
<b>Statutory powers:</b>	As stated in paragraph 4
<b>Considerations of equality and human rights:</b>	An equality impact assessment has been carried out and, as a result, no further actions are required.
<b>Biodiversity considerations:</b>	None
<b>Sustainability considerations:</b>	None
<b>Crime and disorder implications:</b>	None
<b>Background papers:</b>	None
<b>Appendices attached:</b>	None

## STRATEGIC RISKS TEMPLATE

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
1	Impact on budget	If CEOs do not generate enough income to cover the cost of employing additional officers.	3	1	3	↓	Income to be closely monitored and the level of CEO resource to be reviewed annually.	C Aubertin

Direction of travel symbols ↓ ↑