

	<b>REPORT TO CABINET TO BE HELD ON 15 MAY 2018</b>	
	<b>Key Decision</b>	<b>No</b>
<b>Corporate priority Prosperous Quality Environment</b>	<b>Forward Plan Ref No</b>	<b>28</b>  <b>Cabinet Portfolio members</b> <b>Cllr Andrew Jenkinson</b>  <b>Cllr Sandra Turner</b>

**REPORT OF: THE DIRECTOR (LD) AND DIRECTOR (NE) – 18/104**

**WARDS AFFECTED: All**

**SUBJECT: Joint Working - Countywide Civil Parking Enforcement and Revenues**

**RECOMMENDATION (S):**

Cabinet is recommended to:

- (i) Approve authorisation to enter into separate service level agreements to continue to manage the off street parking enforcement and back office provision by Scarborough for Ryedale, Hambleton and Richmondshire District Councils. The agreements to be renewed for a three year period with an option to extend by officer decision for a period of two years;
- (ii) Approve authorisation to enter into a 3 year joint working agreement with Ryedale District Council for the Revenues service, and delegate the authority to enter into the agreement to the Director (LD).

**REASON FOR RECOMMENDATION (S):**

To enable off street enforcement to continue in Ryedale, Hambleton and Richmondshire on 30 May 2018 and allow a joint Revenues team to be established for Scarborough and Ryedale with effect from 1 June 2018.

**HIGHLIGHTED RISKS:** Failure to offer the Civil Parking Enforcement service would result in the disjointed enforcement of off and on street parking restrictions in the County.

Failure to enter into the Revenues Service joint working agreement would result in lost opportunities in terms of improved collection rates and increased Council Tax and Business Rates income.

## **1. INTRODUCTION**

The purpose of this report is to seek approval to renew Service Level Agreements (SLA's), which are already in place for the provision of a Civil Parking Enforcement service in the district council's off-street car parks and seek approval to enter into a new joint working agreement with Ryedale District Council for the provision of Revenues Services.

A service level agreement is currently in place between Scarborough Borough Council and the respective district councils for the provision of the Civil Parking Enforcement Service. Scarborough Borough Council is engaged through a Service Level Agreement which commenced on 30 May 2013. The initial period of the agreement was for three years with a two year option exercised extending the agreement through to 29 May 2018.

The Council provide civil enforcement officers to enforce the parking restrictions in the car parks. The role has a number of elements with CEO's able to provide information about the parking regulations and the local area, they act as a visible reminder to car park users that off-street parking is enforced and in the event of non-compliance with parking regulations they can then take enforcement action through the issue of Penalty Charge Notices (PCN).

The Council's back-office manages the enforcement and collection of Penalty Charge Notices (PCN) including responding to challenges to PCN's, managing and processing payments and any recovery action.

Officers are in advanced negotiations with Ryedale District Council in respect of a joint working agreement for Revenues Services across both Councils. The service would administer all Revenues functions including Council Tax and Business Rates billing, collection, administration and customer contact.

## **2. CORPORATE AIMS/PRIORITIES AND THE COMMUNITY PLAN**

The parking function relates to the following Corporate Aims:

- Aim 2: Prosperous
- Aim 4: Quality Environment

The revenues function contributes to all Corporate Aims by generating essential income to deliver Council services.

### **3. BACKGROUND AND ISSUES**

#### **CIVIL PARKING ENFORCEMENT (CPE)**

In May 2013 Civil Parking Enforcement was implemented in Hambleton, Richmondshire and Ryedale, this was part of County-wide introduction of CPE in North Yorkshire, excluding Scarborough and Harrogate where CPE already applied. Prior to the introduction of CPE the District Council carried out parking enforcement in its off-street car parks under the Road Traffic Regulation Act

A partnership approach to the County-wide CPE implementation was adopted involving North Yorkshire County (NYCC), the District Councils and North Yorkshire Police (NYP).

Following consideration of a number of enforcement models an agreement on extending the existing Harrogate and Scarborough CPE parking enforcement operations as set out below was adopted:

Scarborough Borough Council managing the on and off street enforcement operation in Hambleton, Richmondshire and Ryedale.

Harrogate Borough Council managing the on and off street enforcement operation in Craven and Selby.

The adopted enforcement model represented a balanced geographic split, utilising the experience and expertise of the existing CPE operations with the joint on and off-street enforcement preferred by Government and offered the most cost effective way of introducing CPE and providing consistency, clarity and transparency for the public.

An agreement to manage on street CPE remains in place with North Yorkshire County Council.

All off-street surplus income from pay and display parking, permits and Penalty charge Notices, after the costs of buying in this CPE service have been met, will remain with the district councils.

#### **REVENUES**

In recent years a number of highly successful joint working arrangements have been established between Scarborough Borough Council and Ryedale District Council (Ryedale) including examples such as the CPE arrangements covered within this report, the Procurement Partnership and the Home Improvement Agency.

In 2010 Ryedale changed their revenues IT package to the Northgate system, which is the same system used by Scarborough. Scarborough's existing Revenue's Manager was seconded to Ryedale on a part-time basis to help with the implementation of the new system, which means that the Northgate product is configured identically across both Councils. In addition Ryedale's current Revenue's Manager was employed by Scarborough prior to taking up their more senior role at

Ryedale and adopted similar working practices and processes when they moved authority.

Since 2010 both Managers have continued to work closely to develop and introduce best practice within the Revenue's Service, largely mirroring processes across both authorities. Given the synergies with the systems and working practices, along with the collaborative working that is already in place, it has long been recognised that the Revenues service would provide an ideal joint working opportunity, which could deliver significant benefits for both authorities.

The most recent joint working discussions have progressed quickly and senior officers at both authorities are now in advanced negotiations, with a view to commencing the arrangements on 1 June 2018 for an initial contract period of 3 years.

The joint working arrangements will be managed and operated from Scarborough and the proposal will see the secondment and relocation of 3 existing Ryedale employees to Scarborough for an interim 'trial' period of 12 months. This interim period will form part of the 3 year contract. Following the interim period it is envisaged that the employees will TUPE transfer to Scarborough's employment. The contract will only provide for termination after the initial 12 month period in the unlikely situation that there are unresolvable, fundamental issues with the service. This will provide assurance that both authorities are committed to the proposals for the longer term.

Ryedale will pay Scarborough a fixed annual contract sum (inflated each year) equivalent to the maximum salary grade of the staff transferred, and a recharge mechanism will be established to recover other associated costs (e.g. postage, printing).

The joint working proposal will benefit both authorities by creating staffing capacity within the merged team, with that capacity being utilised to provide additional resources for specialist debt recovery and property inspections. In turn this will improve collection rates and performance, maximise income, and deliver cashable savings for both councils.

Business Rates and Council Tax are the Council's main sources of income and will become increasingly important in future years as core grant funding continues to reduce and the government increases the share of business rates income that can be retained by local authorities. These joint working proposals will create a sustainable and skilled Revenues team which has the capacity to maximise these sources of income for both Councils over the contract period, and hopefully beyond.

## **4. CONSULTATION**

- 4.1 Consultation with North Yorkshire County Council and officers and members of the relevant districts has been undertaken.
- 4.2 Scarborough Borough Council Revenues employees are aware of the proposals and have embraced them. Ryedale's HR team are consulting with

their staff as appropriate and have provided an indication that the affected employees are in favour of the proposal.

## **5. IMPLICATIONS**

### **5.1 Policy**

There are no policy implications as a result of this Report.

### **5.2 Legal**

The Borough Council and the District Council are Local Authorities for the purposes of the Local Government Acts of 1972 and 2000.

Under Section 101 of the 1972 Act the District Council is empowered to arrange for the discharge of any of its non-executive functions by (inter alia) another local authority and under Part 1A of the 2000 Act is empowered to arrange for the discharge of any of its non-delegable functions by another local authority.

### **5.3 Financial**

There will be no direct costs to the Borough Council for the delivery of the CPE service. As a result of efficiencies provided within the existing function it is possible to offer this service with existing staffing numbers (back office). The council are be able to redistribute the costs of the existing service provision and other costs such as Software Licences therefore producing actual savings on previous budgets.

It is anticipated that the joint working arrangements for the Revenues service will deliver cashable financial savings in the form of increased business rates and Council Tax income for both authorities.

### **Equalities and diversity**

### **5.4 Staffing Implications**

In respect of the CPE Agreement a number of staff from the three districts were transferred, under TUPE to Scarborough Borough Council in May 2013 and remain employed.

The staffing implications for the Revenues proposals are set out within the body of the report.

I have considered whether the following implications arise from this report and am satisfied that there is no identified implication that will arise from this decision with regards to

Planning Implications, Crime and Disorder Implications, Health and Safety implications and Environmental implications.

## 6. ACTION PLAN

- 6.1 Throughout the CPE process officers have been working to an agreed action and implementation plan. On the 30 May 2018 Service Level Agreements will be signed with all the relevant parties to enable the recommencement of this function.
- 6.2 Subject to Cabinet agreeing to the joint working proposals for the Revenues Service officers will continue to finalise the negotiations with the aim of commencing the arrangements on the desired date of 1 June 2018.



Nicholas Edwards

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### Background Papers:

IF YOU HAVE ANY QUERIES ABOUT THIS REPORT OR WISH TO INSPECT ANY OF THE BACKGROUND PAPERS, PLEASE CONTACT STUART CLARK ON 01723 232453 e-mail [stuart.clark@scarborough.gov.uk](mailto:stuart.clark@scarborough.gov.uk) OR KERRY METCALFE ON 01723 383542 e-mail [kerry.metcalfe@scarborough.gov.uk](mailto:kerry.metcalfe@scarborough.gov.uk)