

<b>Report of:</b>	<b>Head of Housing and Waste Management</b>
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<b>Portfolio Leader:</b>	<b>Environment</b>
<b>Key Decision:</b>	<b>No</b>
<b>Report Track:</b>	<b>J.P.C. 29/04/14</b>

**JOINT PARKING COMMITTEE****29 APRIL 2014****CPE PROGRESS REPORT FOR THE PERIOD JANUARY – MARCH 2014****1 Purpose of Report**

- 1.1 To provide Members with an update on the progress of Civil Parking Enforcement in the fourth quarter of the financial year 2013-2014.

**2 Recommendation**

- 2.1 That the contents of the report be noted.

**3 Key Issues and Reasons for Recommendation**

- 3.1 Civil Parking Enforcement (CPE) was introduced under the Traffic Management Act 2004 and transferred the responsibility for the enforcement of non-endorsable on-street parking offences from the police to the local traffic authority. This enabled Staffordshire County Council to apply to the Secretary of State for orders for Civil Parking Enforcement within the areas of Cannock, Lichfield, South Staffordshire and Tamworth thus covering the whole of the county area (the tranche 1 authorities having gone live in 2008).
- 3.2 In 2008, the four Tranche 2 authorities signed a Partnership Agreement with the County Council, which imposed the responsibility for the delivery of CPE in Southern Staffordshire, including; front line enforcement, undertaken by a team of Civil Enforcement Officers (CEO's) from APCOA Parking UK Limited, the selected enforcement provider; and, back office notice processing contracted to Stoke on Trent City Council, who are working in partnership across Staffordshire. The CPE service commenced on 23<sup>rd</sup> March 2009 enabling the Council's to enforce both on and off street parking contraventions.

- 3.3 Tranche 2 CPE authorities are Cannock Chase District Council along with three partner authorities – Lichfield District Council, South Staffordshire District Council and Tamworth Borough Council.
- 3.4 Cannock Chase Council undertakes the role of Lead Authority for the Partnership to ensure that the contract is administered correctly for all partners.
- 3.5 The CPE process live date was on 23<sup>rd</sup> March 2009.

#### **4 Relationship to Corporate Priorities**

- 4.1 Civil Parking Enforcement is a function of Staffordshire County Council which is undertaken by Cannock Chase District Council on their behalf.

#### **5 Report Detail**

- 5.1 Results of the CPE process i.e. Penalty Charge Notices (PCN's) issued and cancelled are summarised in Appendix 1 for the period 1<sup>st</sup> April 2013 – 30<sup>th</sup> June 2013 [page 5].
- 5.2 Results of the CPE process i.e. Penalty Charge Notices (PCN's) issued and cancelled are summarised in Appendix 2 for the period 1<sup>st</sup> July 2013 – 30<sup>th</sup> September 2013 [page 6].
- 5.3 Results of the CPE process i.e. Penalty Charge Notices (PCN's) issued and cancelled are summarised in Appendix 3 for the period 1<sup>st</sup> October 2013 – 31<sup>st</sup> December 2013 [page 7].
- 5.4 Results of the CPE process i.e. Penalty Charge Notices (PCN's) issued and cancelled are summarised in Appendix 4 for the period 1<sup>st</sup> January 2014 – 31<sup>st</sup> March 2014 [page 8].
- 5.4 Results of the CPE process i.e. Penalty Charge Notices (PCN's) issued and cancelled are summarised in Appendix 5 for the period 1<sup>st</sup> April 2013 – 31<sup>st</sup> March 2014 – Tables 1 and 2 [page 9].
- 5.5 Figures given in the tables in Appendix 1, Appendix 2, Appendix 3, Appendix 4 and Appendix 5 are taken from the CITRIX back office system on the 15<sup>th</sup> day of each month following or as near to that date as is practical to meet the committee deadline. This date was agreed to enable all partners in tranche 2 to be consistent in their reporting.
- 5.6 Figures given in Appendix 5 show the number of PCN's issued in year 2013/14 quarter 4 are 7112 compared to 5739 in the previous year, an increase of 1373.

- 5.7 The Joint Parking Committee on 22<sup>nd</sup> October 2013 and 28<sup>th</sup> January 2014 were advised that the County Council had undertaken a review of Civil Parking Enforcement in Staffordshire and had decided to seek new arrangements for the delivery of CPE after 31<sup>st</sup> March 2015. Formal notice to terminate the existing agreement has now been given by the County Council. A report was presented to Cannock Chase District Councils Cabinet on 20<sup>th</sup> March 2014 and Cabinet determined that “The Council ceases to undertake Civil Parking Enforcement on behalf of Staffordshire County Council with effect from 31<sup>st</sup> March 2015”.

The decision by the Council not to continue to deliver CPE after 31<sup>st</sup> March 2015 may impact on the future of the Joint Parking Committee. An update on this matter will be provided by the County Council at the next Joint Parking Committee on 17<sup>th</sup> July 2014.

## **6 Implications**

### **6.1 Financial**

There are no direct Financial Implications to the Council from this report, as any surplus or deficits go through Staffordshire County Council.

### **6.2 Legal**

None

### **6.3 Human Resources**

None

### **6.4 Section 17 (Crime Prevention)**

None

### **6.5 Human Rights Act**

None

### **6.6 Data Protection**

None

### **6.7 Risk Management**

Close monitoring is required of CPE performance against the budget.

**6.8 Equality & Diversity****6.9 Best Value**

None

**7 Appendices to the Report**

- Appendix 1: Table 1 = Summary of PCN's issued (1<sup>st</sup> April 2013 – 30<sup>th</sup> June 2013)  
Table 2 = Summary of PCN's cancelled (1<sup>st</sup> April 2013 – 30<sup>th</sup> June 2013)
- Appendix 2: Table 1 = Summary of PCN's issued (1<sup>st</sup> July 2013 – 30<sup>th</sup> September 2013)  
Table 2 = Summary of PCN's cancelled (1<sup>st</sup> July 2013 – 30<sup>th</sup> September 2013)
- Appendix 3: Table 1 = Summary of PCN's issued (1<sup>st</sup> October 2013 – 31<sup>st</sup> December 2013)  
Table 2 = Summary of PCN's cancelled (1<sup>st</sup> October 2013 – 31<sup>st</sup> December 2013)
- Appendix 4: Table 1 = Summary of PCN's issued (1<sup>st</sup> January 2014 – 31<sup>st</sup> March 2014)  
Table 2 = Summary of PCN's cancelled (1<sup>st</sup> January 2014 – 31<sup>st</sup> March 2014)
- Appendix 5: Table 1 = Summary of PCN's issued (1<sup>st</sup> April 2013 – 31<sup>st</sup> March 2014)  
Table 2 = Summary of PCN's cancelled (1<sup>st</sup> April 2013 – 31<sup>st</sup> March 2014)

**Previous Consideration**

Cabinet Report

**Background Papers**

None

APPENDIX 1

Table 1. The table below provides information relating to Penalty Charge Notices (PCN's) that have been issued for both on and off street contraventions from 1<sup>st</sup> April 2013 to 30th June 2013.

	April 2013		May 2013		June 2013		Total	
PCN's Issued	631	100%	569	100%	622	100%	1822	100%
Productive PCN's	529	84%	441	78%	521	84%	1491	82%
Cancelled PCN's	102	16%	128	22%	101	16%	331	18%

Table 2. Breakdown of all cancelled tickets from 1<sup>st</sup> April 2013 to 30th June 2013.

	April 2013		May 2013		June 2013		Total	
PCN's Issued	631	100%	569	100%	622	100%	1822	100%
Cancellation Reason								
Displaying of Blue Badge	46	7.5%	58	10%	55	9%	159	9%
Displaying of P&D Ticket	26	4%	34	6%	25	4%	85	4.5%
Equipment Faults	3	0.5%	3	0.5%	3	0.5%	9	0.5%
Signs & Lines & TRO's	0	0%	0	0%	2	0.25%	2	0%
Loading & Unloading	4	0.5%	6	1%	5	0.75%	15	0.75%
Miscellaneous Reasons	8	1%	21	3.5%	4	0.5%	33	1.75%
Equipment Test Tickets (PCN's)	6	1%	0	0%	0	0%	6	0.25%
CEO Ticket (PCN) Errors	9	1.5%	6	1%	7	1%	22	1.25%
Cancelled PCN's Total	102	16%	128	22%	101	16%	331	18%

APPENDIX 2

Table 1. The table below provides information relating to Penalty Charge Notices (PCN's) that have been issued for both on and off street contraventions from 1<sup>st</sup> July 2013 to 30th September 2013.

	July 2013		August 2013		September 2013		Total	
PCN's Issued	714	100%	688	100%	702	100%	2104	100%
Productive PCN's	580	81.5%	562	81.5%	601	85.5%	1743	83%
Cancelled PCN's	134	18.5%	126	18.5%	101	14.5%	361	17%

Table 2. Breakdown of all cancelled tickets from 1<sup>st</sup> July 2013 to 30th September 2013.

	July 2013		August 2013		September 2013		Total	
PCN's Issued	714	100%	688	100%	702	100%	2104	100%
Cancellation Reason								
Displaying of Blue Badge	62	8.5%	71	10.5%	50	7.5%	183	8.75%
Displaying of P&D Ticket	27	3.5%	23	3.5%	14	2%	64	3%
Equipment Faults	6	1%	2	0%	4	0.5%	12	0.5%
Signs & Lines & TRO's	1	0%	1	0%	3	0.5%	5	0.25%
Loading & Unloading	5	1%	7	1%	1	0%	13	0.5%
Miscellaneous Reasons	30	4%	17	2.5%	21	3%	68	3%
Equipment Test Tickets (PCN's)	0	0%	0	0%	0	0%	0	0%
CEO Ticket (PCN) Errors	3	0.5%	5	1%	8	1%	16	1%
Cancelled PCN's Total	134	18.5%	126	18.5%	101	14.5%	361	17%

**APPENDIX 3**

Table 1. The table below provides information relating to Penalty Charge Notices (PCN's) that have been issued for both on and off street contraventions from 1<sup>st</sup> October 2013 to 31<sup>st</sup> December 2013.

	October 2013		November 2013		December 2013		Total	
PCN's Issued	677	100%	509	100%	415	100%	1601	100%
Productive PCN's	547	81%	410	81%	320	77%	1277	80%
Cancelled PCN's	130	19%	99	19%	95	23%	324	20%

Table 2. Breakdown of all cancelled tickets from 1<sup>st</sup> October 2013 to 31<sup>st</sup> December 2013.

	October 2013		November 2013		December 2013		Total	
PCN's Issued	677	100%	509	100%	415	100%	1601	100%
Cancellation Reason								
Displaying of Blue Badge	56	8.25%	50	10%	37	9%	143	9%
Displaying of P&D Ticket	32	4.75%	29	5.5%	15	3.5%	76	4.75%
Equipment Faults	6	1%	1	0%	0	0%	7	0.5%
Signs & Lines & TRO's	2	0.25%	0	0%	0	0%	2	0%
Loading & Unloading	4	0.5%	4	0.75%	6	1.5%	14	0.75%
Miscellaneous Reasons	21	3%	14	2.75%	33	8%	68	4.25%
Equipment Test Tickets (PCN's)	0	0%	0	0%	0	0%	0	0%
CEO Ticket (PCN) Errors	9	1.25%	1	0%	4	1%	14	0.75%
Cancelled PCN's Total	130	19%	99	19%	95	23%	324	20%

**APPENDIX 4**

Table 1. The table below provides information relating to Penalty Charge Notices (PCN's) that have been issued for both on and off street contraventions from 1<sup>st</sup> January 2014 to 31<sup>st</sup> March 2014.

	January 2014		February 2014		March 2014		Total	
PCN's Issued	479	100%	541	100%	565	100%	1585	100%
Productive PCN's	350	73%	453	84%	465	82%	1268	80%
Cancelled PCN's	129	27%	88	16%	100	18%	317	20%

Table 2. Breakdown of all cancelled tickets from 1<sup>st</sup> January 2014 to 31<sup>st</sup> March 2014.

	January 2014		February 2014		March 2014		Total	
PCN's Issued	479	100%	541	100%	565	100%	1585	100%
Cancellation Reason								
Displaying of Blue Badge	53	11%	36	6.75%	42	7.5%	131	8.25%
Displaying of P&D Ticket	37	7.75%	25	4.5%	30	5.25%	92	6%
Equipment Faults	2	0.5%	0	0%	1	0.25%	3	0.25%
Signs & Lines & TRO's	0	0%	0	0%	1	0.25%	1	0%
Loading & Unloading	6	1.25%	3	0.5%	1	0.25%	10	0.5%
Miscellaneous Reasons	25	5.25%	13	2.25%	19	3.5%	57	3.5%
Equipment Test Tickets (PCN's)	0	0%	0	0%	0	0%	0	0%
CEO Ticket (PCN) Errors	6	1.25%	11	2%	6	1%	23	1.5%
Cancelled PCN's Total	129	27%	88	16%	100	18%	317	20%

Table 1. The table below provides information relating to Penalty Charge Notices (PCN's) that have been issued for both on and off street contraventions from 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014.

	Total	Total
PCN's Issued	7112	100%
Productive PCN's	5779	81%
Cancelled PCN's	1333	19%

Table 2. Breakdown of all cancelled tickets from 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014

	Total	Total
PCN's Issued	7112	100%
Cancellation Reason		
Displaying of Blue Badge	616	8.75%
Displaying of P&D Ticket	317	4.5%
Equipment Faults	31	0.5%
Signs & Lines & TRO's	10	0.25%
Loading & Unloading	52	0.75%
Miscellaneous Reasons	226	3.25%
Equipment Test Tickets (PCN's)	6	0%
CEO Ticket (PCN) Errors	75	1%
Cancelled PCN's Total	1333	19%