

<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. 04/02/15</b>

**JOINT PARKING COMMITTEE**  
**4 FEBRUARY 2015**  
**CPE PROGRESS REPORT FOR THE PERIOD OCTOBER – DECEMBER 2014**

**1 Purpose of Report**

- 1.1 To provide Members with an update on the progress of Civil Parking Enforcement in the third quarter of the financial year 2014-2015.

**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**

#### **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 2014 – 30<sup>th</sup> June 2014 [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 2014 – 30<sup>th</sup> September 2014 [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 2014 – 31<sup>st</sup> December 2014 [page 7].
- 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 2014 – 31<sup>st</sup> March 2015 – Tables 1 and 2 [page 8].
- 5.5 Figures given in the tables in Appendix 1, Appendix 2, Appendix 3 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 The figures in Appendix 3 show an average cancellation rate of 18% for the third quarter, of which 7.75% were cancelled for Blue Badge Holders who had failed to display their badges correctly. As previously described the Staffordshire countywide policy states that where Blue Badge Holders have displayed their badge incorrectly, they will have the first offence cancelled.
- 5.7 In comparison with the second quarter of the current year (2014/15) the number of PCN's issued has decreased from 1621 to 1520, a decrease of 101. This could be attributed to more compliance by motorists and also free parking initiatives in the lead up to Christmas.

**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 2014 – 30<sup>th</sup> June 2014)  
Table 2 = Summary of PCN's cancelled (1<sup>st</sup> April 2014 – 30<sup>th</sup> June 2014)
- Appendix 2: Table 1 = Summary of PCN's issued (1<sup>st</sup> July 2014 – 30<sup>th</sup> September 2014)  
Table 2 = Summary of PCN's cancelled (1<sup>st</sup> July 2014 – 30<sup>th</sup> September 2014)
- Appendix 3: Table 1 = Summary of PCN's issued (1<sup>st</sup> October 2014 – 31<sup>st</sup> December 2014)  
Table 2 = Summary of PCN's cancelled (1<sup>st</sup> October 2014 – 31<sup>st</sup> December 2014)
- Appendix 4: Table 1 = Summary of PCN's issued (1<sup>st</sup> January 2015 – 31<sup>st</sup> March 2015)  
Table 2 = Summary of PCN's cancelled (1<sup>st</sup> January 2015 – 31<sup>st</sup> March 2015)
- Appendix 5: Table 1 = Summary of PCN's issued (1<sup>st</sup> April 2014 – 31<sup>st</sup> March 2015)  
Table 2 = Summary of PCN's cancelled (1<sup>st</sup> April 2014 – 31<sup>st</sup> March 2015)

**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 2014 to 30<sup>th</sup> June 2014.

	April 2014		May 2014		June 2014		Total	
PCN's Issued	598	100%	549	100%	515	100%	1662	100%
Productive PCN's	500	84%	440	80%	420	82%	1360	82%
Cancelled PCN's	98	16%	109	20%	95	18%	302	18%

Table 2. Breakdown of all cancelled tickets from 1<sup>st</sup> April 2014 to 30th June 2014.

	April 2014		May 2014		June 2014		Total	
PCN's Issued	598	100%	549	100%	515	100%	1662	100%
Cancellation Reason								
Displaying of Blue Badge	43	7%	54	10%	42	8.25%	139	8.5%
Displaying of P&D Ticket	28	5%	20	3.75%	25	5%	73	4.25%
Equipment Faults	2	0.25%	4	0.75%	3	0.5%	9	0.5%
Signs & Lines & TRO's	1	0%	3	0.5%	1	0%	5	0.25%
Loading & Unloading	3	0.5%	6	1%	6	1%	15	1%
Miscellaneous Reasons	14	2.25%	16	3%	14	2.75%	44	2.5%
Equipment Test Tickets (PCN's)	0	0%	0	0%	1	0%	1	0%
CEO Ticket (PCN) Errors	7	1%	6	1%	3	0.5%	16	1%
Cancelled PCN's Total	98	16%	109	20%	95	18%	302	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 2014 to 30<sup>th</sup> September 2014.

	July 2014		August 2014		September 2014		Total	
PCN's Issued	545	100%	541	100%	535	100%	1621	100%
Productive PCN's	438	80%	459	85%	419	78.5%	1316	81%
Cancelled PCN's	107	20%	82	15%	116	21.5%	305	19%

Table 2. Breakdown of all cancelled tickets from 1<sup>st</sup> July 2014 to 30<sup>th</sup> September 2014.

	July 2014		August 2014		September 2014		Total	
PCN's Issued	545	100%	541	100%	535	100%	1621	100%
Cancellation Reason								
Displaying of Blue Badge	39	7.25%	43	8%	51	9.5%	133	8.25%
Displaying of P&D Ticket	22	4%	18	3.25%	29	5.5%	69	4.25%
Equipment Faults	3	0.75%	0	0%	6	1.25%	9	0.5%
Signs & Lines & TRO's	1	0.25%	0	0%	1	0%	2	0.25%
Loading & Unloading	1	0.25%	1	0%	1	0%	3	0.25%
Miscellaneous Reasons	40	7.25%	13	2.25%	22	4.25%	75	4.5%
Equipment Test Tickets (PCN's)	0	0%	5	1%	1	0%	6	0.5%
CEO Ticket (PCN) Errors	1	0.25%	2	0.5%	5	1%	8	0.5%
Cancelled PCN's Total	107	20%	82	15%	116	21.5%	305	19%

**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 2014 to 31<sup>st</sup> December 2014.

	October 2014		November 2014		December 2014		Total	
PCN's Issued	558	100%	536	100%	426	100%	1520	100%
Productive PCN's	446	80%	457	85%	348	82%	1251	82%
Cancelled PCN's	112	20%	79	15%	78	18%	269	18%

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

	October 2014		November 2014		December 2014		Total	
PCN's Issued	558	100%	536	100%	426	100%	1520	100%
Cancellation Reason								
Displaying of Blue Badge	43	7.5%	30	5.5%	42	9.75%	115	7.75%
Displaying of P&D Ticket	24	4.25%	16	3%	19	4.25%	59	4%
Equipment Faults	3	0.5%	1	0.25%	4	1%	8	0.5%
Signs & Lines & TRO's	1	0.25%	2	0.5%	0	0%	3	0.25%
Loading & Unloading	5	1%	2	0.5%	3	0.75%	10	0.75%
Miscellaneous Reasons	35	6.25%	18	3.25%	10	2.25%	63	4%
Equipment Test Tickets (PCN's)	0	0%	0	0%	0	0%	0	0%
CEO Ticket (PCN) Errors	1	0.25%	10	2%	0	0%	11	0.75%
Cancelled PCN's Total	112	20%	79	15%	78	18%	269	18%

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 2014 to 31<sup>st</sup> March 2015.

	Total	Total
PCN's Issued	4803	100%
Productive PCN's	3927	82%
Cancelled PCN's	876	18%

Table 2. Breakdown of all cancelled tickets from 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015

	Total	Total
PCN's Issued	4803	100%
Cancellation Reason		
Displaying of Blue Badge	387	8%
Displaying of P&D Ticket	201	4%
Equipment Faults	26	0.5%
Signs & Lines & TRO's	10	0.25%
Loading & Unloading	28	0.5%
Miscellaneous Reasons	182	3.75%
Equipment Test Tickets (PCN's)	7	0.25%
CEO Ticket (PCN) Errors	35	0.75%
Cancelled PCN's Total	876	18%