

TO: THE MONITORING OFFICER (TOM CLARK, SOLICITOR TO THE COUNCIL)

RECORD OF ACTION TAKEN BY A CABINET MEMBER UNDER DELEGATED POWERS

Subject: Parking Services Enforcement Surplus 2017/18

Cabinet Member: Cllr Gary Marsh, Cabinet Member for Service Delivery

Has the Cabinet Member received a report prior to taking the decision?

Y

In the case of a key decision and where the Cabinet Member has received a report

- **Date a copy of the report was made available to the Chair of the Performance and Scrutiny Committee and placed in the public domain.**

Alternative options considered and rejected

The proposals below are considered to provide the best opportunity to use the ring fenced enforcement surplus to improve service delivery during 2018/19.

Record of decision taken

That the 2017/18 parking enforcement surplus is used to:

- Purchase 7 tablets and 3 year data costs to improve efficiency and service delivery.
- Lease a fifth enforcement vehicle over 4 years to improve deployment and performance.

Statement of reasons for making the decision

As part of the enforcement contract with West Sussex County Council (WSSC), 30% of any operational surplus is retained by Mid Sussex District Council, to be ring-fenced for reinvestment into enforcement.

As at the end of 2017/18, the MSDC operational surplus is confirmed as £23,513. It is proposed that the surplus is used to invest in new technology and an additional vehicle that will improve service delivery.

The purchase of seven operational tablets and data cards will enable the enforcement teams to access online resources such as the Traffic Regulation Order portal whilst on patrol. This will reduce the need for time consuming calls back to the office, thus improving efficiency and service delivery.

The cost of purchasing seven tablets is a one off cost of £5603, the annual SIM card costs total £840, and it is proposed that these are costed from the enforcement surplus for a period of three years.

During 2017, the enforcement team piloted alternative deployment patterns to utilise resources in a more efficient way. This resulted in the regular deployment of a fourth team to concentrate on rural areas.

The emergence of a regular fourth patrol team requires the addition of an extra vehicle to enable the Senior team to continue with their role of supporting suspensions, responding to p&d machine faults and providing support to the crews across the District.

It is proposed that a fourth Kia Rio is leased to extend the fleet for a four year period. The annual cost of the lease is £2368, with a total 4 year lease costing £9472.

Additional running costs of the vehicle will be met by the enforcement operational budget.

Total Costs:

Investing in new technology and service improvements will enable Parking Services to continue to improve the enforcement service it provides.

The proposed costs include one off investment and ongoing costs as highlighted below:

	One off costs	Ongoing costs	Total
Tablets - purchase	£5603		
Ongoing data costs – 3 years		£2520	
New vehicle – 4 years		£9472	
	£5603	£11,992	£17,595

Based on the surplus of £23,513, the above expenditure would leave a balance of £5918 to be ring fenced for further investment into enforcement during 2018/19.

Date of decision:- 1 May 2018

Is the decision to be protected from call-in? (i.e.if any delay would seriously prejudice the Council's or the public's interest) - see

Scrutiny Procedure Rule 14 (M)	
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If so:-	
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**Signed
Cabinet Member**



This record must be forwarded immediately to the Monitoring Officer (TC) and copied to the relevant Cabinet Member.

For Monitoring Officer

Date of publication of Member Information Services	
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Date of decision can be implemented (on the Thursday after publication of the Member Information Service unless already protected from call-in)	
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REPORT TO CABINET MEMBER FOR SERVICE DELIVERY

Parking Services Enforcement Surplus 2017/18

REPORT OF Judy Holmes, Assistant Chief Executive

Contact Officer Claire Onslow, Business Unit Leader- Parking Services
E: claire.onslow@midsussex.gov.uk Tel: 01444 477586

Wards affected All Wards

Key decision No

Report date: 29 April 2018

1. Recommendations

The Cabinet Member for Service Delivery is asked:

- 1.1. To agree the purchase of 7 tablets and 3 year data costs to improve efficiency and service delivery.
- 1.2. To agree a 4 year lease of a fifth enforcement vehicle to improve deployment and performance.

2. Background

- 2.1. As part of the enforcement contract with West Sussex County Council (WSCC), 30% of any operational surplus is retained by Mid Sussex District Council, to be ring-fenced for reinvestment into enforcement.
- 2.2. The 2016/17 surplus of £25,126 was used to contribute towards the procurement of the new IT platform, Chipside, a service improvement installed in January 2018.
- 2.3. As at the end of 2017/18, the MSDC operational surplus is confirmed as £23,513.
- 2.4. Parking Services would like to utilise the surplus to invest in new technology and improve service delivery in 2018.

3. Business Case

3.1. Operational Tablets

- 3.1.1. The Civil Enforcement Officers (CEOs) enforce the restrictions of a sealed Traffic Regulation Order (TRO) and report any suspected abandoned vehicles to the Senior CEOs. Currently, if the CEO needs to check the validity of a TRO they have to contact the Senior CEO, who checks the status of the TRO on the online portal and rings the officer back.
- 3.1.2. If the CEO suspects an abandoned vehicle, the details are passed to the Senior CEO to check for a valid MOT / Road Fund Licence via the Gov.uk website, if it isn't taxed/ MOT'd then the Senior CEO reports the vehicle via the Operation Crackdown website.
- 3.1.3. When the Senior CEOs are out on site, neither the TRO nor abandoned vehicle details can be verified quickly leading to unnecessary delays in enforcement and service delivery. In addition, when the Senior CEOs are making site visits, they are unable to record line faults directly onto a portal and view the P&D machine portal online.
- 3.1.4. There are 3 options for corporately approved tablets dependant on screen size, with costs ranging from £536 - £865, with ongoing costs being £10.00 per unit per month for 5GB data.
- 3.1.5. The proposal is to purchase 7 tablets; 4 x 10.5" screens for each patrol vehicle and 3 x 12.9" screens for the Senior team, with 3 year data costs also funded from the surplus. Thereafter the costs would be absorbed by the operational enforcement budget

Description of iPad	Total Cost of Ipads	Total annual Sim card costs
iPad Pro 10.5" (£752)	£3008	£480
iPad Pro 12.9" (£865)	£2595	£360
	£5603	£840

3.2. Additional Patrol Vehicle

- 3.2.1. During 2017 the team have reviewed deployment methods to utilise resources to achieve optimum enforcement across the District. This has involved piloting the regular deployment of a fourth patrol team

concentrating on rural areas.

- 3.2.2. Parking Services currently lease 4 automatic vehicles; 3 x Kia Rios and a larger Kia Cee'd. These vehicles are used for the daily patrols in the three towns and surrounding areas and by the Senior team to manage suspensions, respond to faults and to support the crews out on patrol. The current lease is due to expire in October 2019.
- 3.2.3. The regular deployment of a fourth patrol team has left the Seniors without a vehicle on a regular basis which impacts their ability to respond to p&d machine faults and support the crews on patrol. Whilst workloads can be managed to some extent by deploying vehicles according to enforcement need, it does restrict the team's ability to provide the reactive, intelligence-led enforcement service that we strive to deliver.
- 3.2.4. Based on the success of the regular deployment of an additional patrol team, Parking Services would like to lease a fourth vehicle. Ideally, another Kia Rio with a full maintenance schedule including road fund licence and an estimated mileage of 12,000 per annum. This would ensure all fleet vehicles have a similar operating system making it familiar for the team to switch between vehicles on a regular basis and to manage mileage.
- 3.2.5. In a sustainability context the Nissan Leaf has also been investigated as a comparison vehicle and annual costs are estimated to be in the region of £3500. The team have previously leased these vehicles and found that the charge was not lasting for a full day of patrols, especially when heaters, windscreen wipers and lights were in use. Whilst it is acknowledged that sustainable technology has improved, there are currently a limited number of chargers in the District and the team believe that a diesel vehicle would serve the needs of the team more effectively at this time.
- 3.2.6. The annual cost of a Kio Rio lease is £2368, with the total 4 year lease costing £9472.
- 3.2.7. There will be additional running costs but these will be absorbed by the enforcement operational budget – estimated to be in the region of c£2500 pa which the enforcement budget can absorb.
- 3.2.8. It should be noted that at the end of lease, vehicles need to be returned with any damage repaired. Whilst the vehicles are regularly monitored these costs have previous been c£1500 per car.

Total lease costs – over 4 years	£9472
	£9472

4. **Conclusion**

4.1. Investing in new technology and service improvements will enable Parking Services to continue to improve the enforcement service it provides.

4.2. The proposed total costs of the items highlighted above are:

	One off costs	Ongoing costs	Total
Tablets - purchase	£5603		
Ongoing data costs – 3 years		£2520	
New vehicle – 4 years		£9472	
	£5603	£11,992	£17,595

4.3. The above costs include one off purchase costs and ongoing operational costs for the specified period. It is anticipated that there will be sufficient funds in the ring-fenced enforcement surplus budget to fund these ongoing service developments.

4.4. Based surplus of £23,513, this would leave a balance of approximately £5,918 to be ring fenced for further investment into enforcement during 2018/19.

4.5. The above proposals have been discussed and approved by WSCC in full.