



# **North Essex Parking Partnership Annual Report**

## **2015/16**



North Essex Parking Partnership  
Annual Report 2015/16

**Issue 1.0** (final version)

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*This report follows guidance issued by the Department for Transport, British Parking Association and The Traffic Penalty Tribunal.*

Version date:  
11 October 2016

## Annual Report 2015/16

### Executive Summary

This Annual Report of the North Essex Parking Partnership considers the financial year ending 31 March 2016, providing an overview of operational performance. This report includes all financial and statistical data, which is recommended in the operational guidance issued under TMA2004.

As I have said in previous years, the Parking Partnership has taken great care always to base its service on the core principles of fairness, transparency and consistency operating in a fair, reasonable and responsible manner with each case being treated individually on its own merits. In particular, enforcement action is focussed on dangerous, careless and negligent parking.

These principles were the basis of the legislative changes which took effect early in 2015 and we have contributed to consultative approach led by Department for Transport in those changes and the Partnership has planned carefully and continuously its service so that few changes were necessary to update our policy in line with latest guidance.

2015 was another year of consolidation and preparation for the forthcoming Essex County Council (ECC) Review of the service which, it is hoped, will result in an extension to our successful Agreement for a further four years from 2018/19.

The Partnership has continued to operate its enforcement service without any financial support and we have been able, once again, to invest in technology and hardware to ensure the future performance of the operations.

The overall Partnership performance during the year was successful with a small surplus being saved for future years and the operation is again set to continue to deliver efficient services in the North Essex area.



Cllr Robert Mitchell

**Chair,**

**North Essex Parking Partnership**

Deputy Cabinet Member for Place, Braintree District Council

October 2016

## Introduction

This report includes the main details of changes to the service, projects being undertaken and plans for the future.

The service's Development Plan follows contains much of the information previously carried in the Annual Report preface, and can be found online, at [www.parkingpartnership.org](http://www.parkingpartnership.org)

## Main Issues from 2015/16 and Projects undertaken

### Review of the Service – looking ahead

The original NEPP Agreement was for 11 years split into an initial term of seven years, followed by an extension of four years which would need to be agreed at the fifth year.

When NEPP was formed in 2011 it adopted a three-year Business Plan; this set out how the service would operate and become financially independent by the end of the third financial year. Following that, a Development Plan was implemented to take the service forward to the end of 2017/18.

In order to review the service, a group was formed by ECC, to meet during the winter of 2015/16 in order to prepare a report for ECC Scrutiny Committee. Consultants Blue Marble were employed by ECC in order to facilitate these meetings.

A Development Plan will be produced in order to take forward some other recommendations from the review group to be implemented by NEPP.

A new Development Plan will be produced to accompany the decision to extend the service based on the ECC Review, and will be presented to the Joint Committee Meeting in December 2016.



### Partnership Working

During the year a joint school patrol with Tendring DC was trialled and reviewed. The trial was extended into 2016/17 with a view to developing a specification which could enable the partnership to continue, if deemed a success.

### Lone Worker systems

The lone-worker system was replaced and upgraded during the year, and an external contract awarded. A project to procure body-worn cameras for enforcement staff was started and all certification processes completed.

### Projects Planned

A number of other projects were started in order to complement the ECC Review and provide a platform for extending services and for our web-based systems to become more self-serve in future.

## Park Safe Car

The initial ParkSafe car trial provided sufficient data to enable a further report to be prepared to be considered during 2015 for a permanent NEPP vehicle to be purchased and operated by the Partnership. A project to provide the first NEPP-owned ParkSafe car was started during 2015/16 and projected to take 12-18 months to complete.

The ParkSafe car's job is to provide a more effective deterrent against motorists taking the chance of parking on school zig-zag markings. Being mobile, it can cover more sites more effectively, and has been marketed effectively – if a motorist contravenes safety restrictions outside schools, the car raises the chance of being caught.



## MiPermit – Online Parking Account

# MIPERMIT

MiPermit is an online parking account which is accessible using telephone landline, mobile phone, smart phone and Internet through a computer or tablet.

## The MiPermit Project

The NEPP MiPermit project was completed during 2015/16 with the roll-out of online resident and visitor permits to all areas being completed. All residential permits are now administered through the online system.

It was agreed that scratch-cards would continue to be available although at a price differential representing the additional costs of production, storage, handling and postage. The price of visitor permits covers both the true costs of provision and represents the value of parking in residential areas. There is a small ongoing demand for scratch-cards around 12-15% of total sales.

## Financial Matters

The committee decided to make no changes in the forthcoming financial year, and the out-turn showed that the service continued to provide a small in-year surplus.

## Communications

The continuing drive towards greater inclusion has continued to draw from a number of Focus Groups in addition to the usual management meetings, team meetings, staff 1 to 1s and appraisals. The Communications Focus Group which has produced material for internal and external newsletters and the blog.

NEPP continues to be supported by a part time Communications officer who has developed a project plan to cover regular communication activities and projects – alongside the usual reactive media responses. The popular Parking Blog has continued, culminating in being nominated for an award. NEPP responded to a number of media enquiries during the year.



Beside the Press Releases issued, and Reactive Media Enquiries, the Communications Officer also assists with the service's other Social Media presence including posting items on *Twitter*. (@YourColchester), *Facebook*: (Enjoy Colchester), the NEPP's *Linked In* account.

Anna's Blog can be read at <https://northessexparkingpartnership.wordpress.com/>

## Staffing

The service continued to focus on People, Performance, Policy and Process. It has been important to focus on all four of these areas in order to maintain a balanced and achieving service.

A recruitment “Assessment Day” is held at every round to give prospective staff a flavour of the service prior to holding interviews. A recruitment video has been commissioned.

The North Essex Parking Partnership has filled a number of vacancies in the year, although the overall enforcement team still needs to fill further vacant posts.

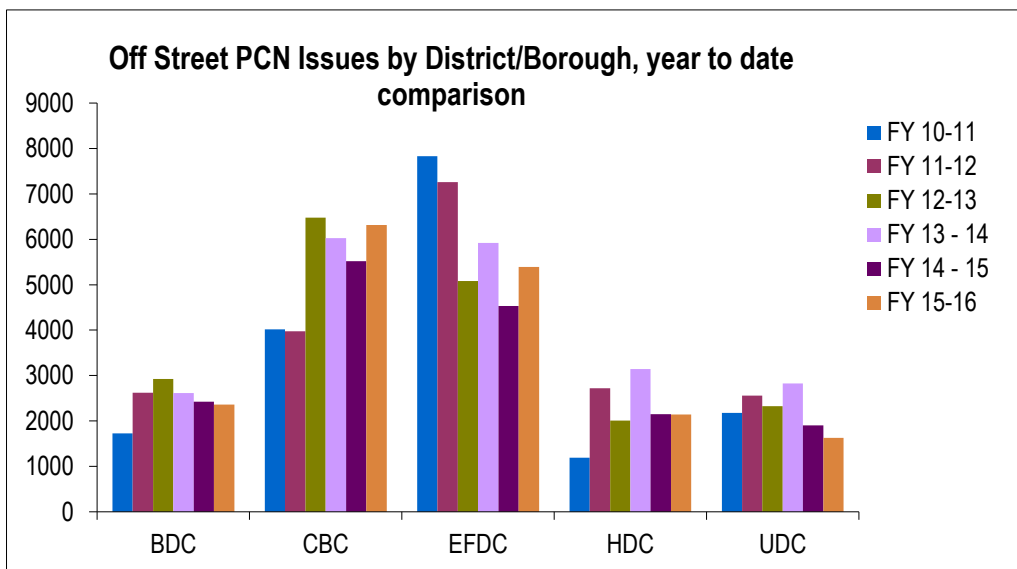
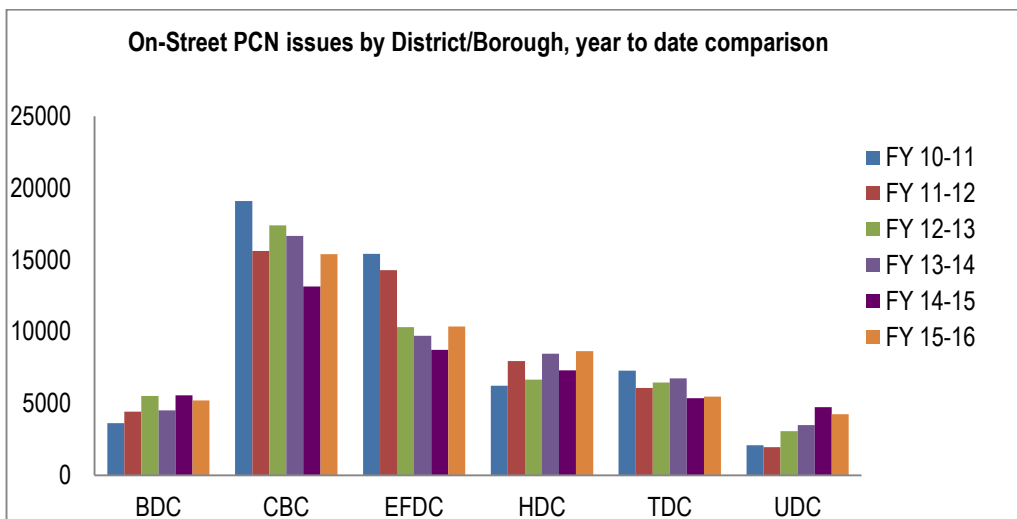
## Traffic Regulation Orders (TROs)

The TRO service has processed a large number of schemes in the time since formation. The full details are listed in our Joint Committee Reports.

Beside the NEPP work an amount of external work has been started, including the work for Epping Forest District Council to review its Loughton Broadway area parking strategy.

## Penalty Charge Notices

The following Table shows the number of PCNs issued by area over the last six years.



## **NEPP Work Programme**

The forward programme includes the following pieces of work:

- To complete the project for Body-Worn Cameras to be implemented by June 2016
- To continue dialogue with the County council over the bus lane enforcement bus lane process, which is not managed by NEPP.
- To work with the British Parking Association and Department for Transport over enforcement issues such as parking close to junctions (junction protection) about the need to mark and make a Traffic Regulation Order for these locations, and associated issues which NEPP would happily take over, such as enforcement of footway parking and obstruction parking.
- Work with District clients on the implementation of the upcoming new £1 Coin.
- Work on improvements to the website to enable a new challenge system, a new TRO database and other clearer information on a number of issues.

## Parking Returns

Local Authority parking providers are now required to publish statistics relating to the number of bays, charges and income. Where these are available, a summary is shown for the Partnership and its client authorities, below. Some authorities publish their own off-street information separately.

### Braintree Off-Street Car Park Returns

Table 1.	2015/16	2014/15	2013/14	2012/13
Revenue collected from off-street parking (i.e. fees and charges from tickets at the machine, permits or season tickets)	£	Not given	Not given	Not given
Revenue collected from off-street parking enforcement notices (i.e. Penalty Charge Notices)	£	Not given	Not given	Not given

Table 2.	2015/16	2014/15	2013/14	2012/13
The number of marked out <b>controlled</b> off street parking spaces.	1,456	1,456	1,456	Not given
The number of <b>free</b> parking spaces provided directly by the local authority.	0	0	0	Not given

### Colchester Off-Street Car Park Returns

Table 1.	2015/16	2014/15	2013/14	2012/13
Revenue collected from off-street parking (i.e. fees and charges from tickets at the machine, permits or season tickets)	£	Not given	Not given	Not given
Revenue collected from off-street parking enforcement notices (i.e. Penalty Charge Notices)	£	Not given	Not given	Not given

Table 2.	2015/16	2014/15	2013/14	2012/13
The number of marked out <b>controlled</b> off street parking spaces.	3,948	3,948	3,948	Not given
The number of <b>free</b> parking spaces provided directly by the local authority.	125	125	125	Not given



## Epping Forest Off-Street Car Park Returns

Table 1.	2015/16	2014/15	2013/14	2012/13
<b>Revenue collected</b> from off-street parking (i.e. fees and charges from tickets at the machine, permits or season tickets)	£	Not given	Not given	Not given
Revenue collected from off-street <b>parking enforcement notices</b> (i.e. Penalty Charge Notices)	£	Not given	Not given	Not given

Table 2.	2015/16	2014/15	2013/14	2012/13
The number of marked out <b>controlled</b> off street parking spaces.	1,513	1,513	1,754	Not given
The number of <b>free</b> parking spaces provided directly by the local authority.	149	149	0	Not given

## Harlow Off-Street Car Park Returns

Table 1.	2015/16	2014/15	2013/14	2012/13
<b>Revenue collected</b> from off-street parking (i.e. fees and charges from tickets at the machine, permits or season tickets)	£	Not given	Not given	Not given
Revenue collected from off-street <b>parking enforcement notices</b> (i.e. Penalty Charge Notices)	£	Not given	Not given	Not given

Table 2.	2015/16	2014/15	2013/14	2012/13
The number of marked out <b>controlled</b> off street parking spaces.	698	698	698	
The number of <b>free</b> parking spaces provided directly by the local authority.	0	0	0	

## Uttlesford Off-Street Car Park Returns

Table 1.	2015/16	2014/15	2013/14	2012/13
<b>Revenue collected</b> from off-street parking (i.e. fees and charges from tickets at the machine, permits or season tickets)	£	£975,856	£943,861	£928,570
Revenue collected from off-street <b>parking enforcement notices</b> (i.e. Penalty Charge Notices)	£	£48,124	£77,208	£55,310

Table 2.	2015/16	2014/15	2013/14	2012/13
The number of marked out <b>controlled</b> off street parking spaces.	1,112	1,112	1,112	Not given
The number of <b>free</b> parking spaces provided directly by the local authority.	0	0	0	Not given

## Highway Parking Returns – across the whole of North Essex

Table 1.	2015/16	2014/15	2013/14	2012/13
Revenue collected from on-street parking (i.e. fees and charges from tickets at the machine, permits or season tickets)	£684,000	£619,000	£595,000	£540,000*
Revenue collected from on-street parking enforcement notices (i.e. Penalty Charge Notices)	£1,778,000	£1,512,000	£1,649,000	£1,482,000*

\* - Epping Forest operations merged with NEPP mid-2012/13, bringing more streets into NEPP operations, which had previously been shown separately (i.e. the NEPP PCN issues and income reflects a larger area in 2013/14 onwards).

Table 2.	2015/16	2014/15	2013/14	2012/13
The number of marked out <b>controlled</b> on street parking spaces.	2,968* 8,334†	2,968* 8,334†	2,968* 8,334†	
The number of <b>free</b> parking spaces provided on the highway directly by the local authority.	660* 4,365†	660* 4,365†	660* 4,365†	

Breakdown of <b>how revenue from parking charges is spent or used</b>	Parking Income is used for the funding of Parking Operational Services, Maintenance of machines, and the Resident Parking Service with any additional funds passing to a ring-fenced fund.
Breakdown of <b>how revenue from enforcement activities is spent or used</b>	Enforcement Income is used for the funding of Operational Enforcement Services, with any additional funds passing to a ring-fenced fund.

## On-Street Parking (Highway) Returns for North Essex

Type of bay / Number of bays	Braintree District	Colchester Borough	Epping Forest District	Harlow District	Tendring District	Uttlesford District	Total
Free of charge (includes limited wait and Blue Badge)	432	660	603	394	1972	304	4,365
Controlled bays (paid-for bays, including permit places)	901	2,968	787	2,872	561	245	8,334

## More information

### Correspondence and the Business Unit

The Partnership processed 26,055 items of correspondence including 10,887 web challenges, 2,603 paper challenges, 365 web reps, 2,639 scanned representations (this includes those for where the registered keeper was not the owner of the vehicle at the time of the contravention, lease companies replying, etc).

There were 49,977 items of correspondence sent out relating to PCNs including 10,048 Charge Certificates, 16,547 Notices to Owners, 7,249 Orders for Recovery and 1210 Postal PCNs.

### Traffic Penalty Tribunal “Appeal” statistics

The table below describes the 84 cases which were decided at Appeal (by an Independent Parking Adjudicator) and the outcomes of the cases. Just 0.12% of all PCNs issued (84 out of 69,629) ended up at formal Appeal.

Authority	Total to Appeal	Allowed	No Contest	Dismissed	Appeal Withdrawn	Pending
Braintree	19	3	10	4	2	0
Colchester	12	4	5	3	0	0
Harlow	16	1	7	7	1	0
Tendring	9	4	4	1	0	0
Uttlesford	6	0	3	2	0	1
Epping	22	4	10	7	1	0
<b>Totals</b>	<b>84</b>	<b>16</b>	<b>39</b>	<b>24</b>	<b>4</b>	<b>1</b>

Totals

for motorist	55	for council	28
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### Statistical information for Bus Lane and Moving Traffic PCNs

It is not required to report on these since this organisation does not undertake any of the enforcement described.

### Statistical Returns for Enforcement Activity

Local Authority parking providers are required to publish statistics relating to their enforcement activity. The rows shown in bold blue text are statutory indicators, and the rows in black text are additional indicators recommended to be given.

These details are given in the tables on the pages below.

The statistics, when balanced out by the number of employees, have remained quite static for a third year.

Table 1

**ISSUED PCNs**

Description				
	Total 2012/13	Total 2013/14	Total 2014/15	TOTAL 2015/16
<b>Number of PCNs Issued</b>	<b>59,517</b>	<b>72,055</b>	<b>61,674</b>	<b>69,629</b>
<b>Number of higher level PCNs issued</b>	<b>38,056</b>	<b>43,060</b>	<b>37,789</b>	<b>45,095</b>
<b>Number of lower level PCNs issued</b>	<b>21,351</b>	<b>28,995</b>	<b>23,885</b>	<b>24,534</b>
Percentage of higher level PCNs issued	53%	60%	61%	<b>65%</b>
Percentage of lower level PCNs issued	49%	40%	39%	<b>35%</b>
Number of Reg 9 PCNs issued	58,172	70,161	61,348	<b>68,396</b>
Number of Reg 10 PCNs issued	1145	1752	1609	<b>1233</b>

2014/15 figures			2015/16 figures		
On Street	Off Street	CCTV (included in columns to the left)	On Street	Off Street	CCTV (included in columns to the left)
<b>45,159</b>	<b>16,515</b>	<b>326</b>	<b>51,393</b>	<b>18,236</b>	<b>0</b>
<b>36,226</b>	<b>1563</b>	<b>326</b>	<b>43,630</b>	<b>1465</b>	<b>0</b>
<b>8,933</b>	<b>14,952</b>	<b>0</b>	<b>7,763</b>	<b>16,771</b>	<b>0</b>
80%	9%	100%	<b>85%</b>	<b>8%</b>	<b>0%</b>
20%	91%	0%	<b>15%</b>	<b>92%</b>	<b>0%</b>
44,833	16,515	0	<b>50,211</b>	<b>18,185</b>	<b>0</b>
1522	87	326	<b>1182</b>	<b>51</b>	<b>0</b>

Table 2

**PCNs PAID**

Description				
	Total 2012/13	Total 2013/14	Total 2014/15	TOTAL 2015/16
<b>Number of PCNs paid</b>	<b>34,064</b>	<b>54,996</b>	<b>46,561</b>	<b>52,824</b>
Number of PCNs paid which were issued at the lower band	7,138	22,852	18,549	18,847
Number of PCNs paid which were issued at the higher band	26,926	32,144	28,012	33,977
Percentage of PCNs paid which were issued at the lower band	33%	42%	40%	36%
Percentage of PCNs paid which were issued at the higher band	71%	58%	60%	64%
<b>Number of PCNs paid at discount rate (i.e. within 14 days)</b>	<b>29,725</b>	<b>48,319</b>	<b>40,627</b>	<b>45,006</b>
Number of PCNs paid at full rate	3344	5141	4571	5675
Number of PCNs paid after Charge Certificate served (i.e. at increased rate)	977	1501	1342	2121
Percentage of PCNs paid at Charge Certificate	2%	3%	3%	4%
Number of PCNs paid at another rate (e.g. negotiated with bailiff, etc).	18	31	21	22
Percentage of PCNs paid	57%	76%	75%	76%
Percentage of PCNs paid at discount rate	50%	88%	87%	85%

2014/15 figures			2015/16 figures		
On Street	Off Street	CCTV (included in columns to the left)	On Street	Off Street	CCTV (included in columns to the left)
<b>34,000</b>	<b>12,497</b>	<b>64</b>	<b>39,101</b>	<b>13,723</b>	<b>0</b>
7,138	11,411	0	6,178	12,669	0
26,862	1086	64	32,923	1054	0
21%	91%	0%	16%	92%	0%
79%	9%	100%	84%	8%	0%
<b>29,664</b>	<b>10,902</b>	<b>61</b>	<b>33293</b>	<b>11,713</b>	<b>0</b>
3344	1227	0	4208	1467	0
974	365	3	1583	538	0
3%	3%	5%	4%	4%	0%
18	3	0	17	5	0
75%	76%	20%	76%	75%	0%
87%	87%	95%	85%	85%	0%

Table 3

**PCNs CHALLENGED**

Description					2014/15 figures			2015/16 figures		
	Total 2012/13	Total 2013/14	Total 2014/15	TOTAL 2015/16	On Street	Off Street	CCTV (included in columns to the left)	On Street	Off Street	CCTV (included in columns to the left)
<b>Number of PCNs cancelled as a result of an informal or a formal representation</b>	3,071	5,174	4,129	4874	2215	1914	15	2691	2183	0
<b>Number of PCNs against which an informal or formal representation was made</b>	11,336	17,084	15,209	16654	9832	5377	24	10923	5731	0
Number of PCNs where informal representations are made	9,243	14,217	12,741	13501	7984	4757	4	8472	5029	0
Number of formal representations received	2,093	2,532	2,468	3153	1848	620	20	2451	702	0
No of NTOs issued	11,842	13,329	13,694	17757	10366	3328	0	13896	3861	0
Percentage of PCNs cancelled at any stage.	12%	7%	7%	7%	5%	12%	5%	5%	12%	0%
<b>Number of PCNs written off for other reasons (e.g. CEO error or driver untraceable)</b>	2,741	5,318	4,803	2951	3385	1418	244	2785	166	0
<b>Number of vehicles immobilised</b>	0	0	0	0	0	0	0	0	0	0
<b>Number of vehicles removed.</b>	0	0	0	0	0	0	0	0	0	0
Percentage of PCNs written off for other reasons (e.g. CEO error or driver untraceable)	10%	7%	8%	4%	8%	9%	14%	5%	1%	0%

Table 4

**APPEALS TO THE TRAFFIC PENALTY TRIBUNAL**

Description				
	Total 2012/13	Total 2013/14	Total 2014/15	<b>TOTAL 2015/16</b>
Number of appeals to adjudicators	25	58	103	<b>88</b>
Number of appeals refused	6	16	29	<b>26</b>
Number of appeals non-contested (i.e. NEPP does not contest)	12	24	50	<b>42</b>
Percentage of cases to appeal	0%	0%	0%	<b>0%</b>
Percentage of formal representations that go to appeal	1%	2%	4%	<b>3%</b>
Percentage of appeals allowed in favour of the appellant	52%	31%	23%	<b>23%</b>
Percentage of appeals dismissed	24%	28%	28%	<b>30%</b>
Percentage of appeals to Traffic Penalty Tribunal that are not contested and reasons	48%	41%	49%	<b>48%</b>

2014/15 figures			2015/16 figures		
On Street	Off Street	CCTV (included in columns to the left)	On Street	Off Street	CCTV (included in columns to the left)
71	32	0	<b>72</b>	<b>16</b>	<b>0</b>
20	9	0	<b>19</b>	<b>7</b>	<b>0</b>
31	19	0	<b>34</b>	<b>8</b>	<b>0</b>
0%	0%	0%	<b>0%</b>	<b>0%</b>	<b>0%</b>
4%	5%	0%	<b>3%</b>	<b>2%</b>	<b>0%</b>
28%	13%	0%	<b>26%</b>	<b>6%</b>	<b>0%</b>
28%	28%	0%	<b>26%</b>	<b>44%</b>	<b>0%</b>
44%	59%	0%	<b>47%</b>	<b>50%</b>	<b>0%</b>

Table 5

**OTHER**

Description				
	Total 2012/13	Total 2013/14	Total 2014/15	TOTAL 2015/16
Percentage of PCNs taken to Court Order	4%	4%	4%	0%
Number of CEOs employed	72	59	53	53
Average number of appeals per officer	0.3	1.0	1.9	1.7

2014/15 figures			2015/16 figures		
On Street	Off Street	CCTV (included in columns to the left)	On Street	Off Street	CCTV (included in columns to the left)
0%	0%	0%	0%	0%	0%
37	16	0.1	37	16	0
1.92	2.0	0.0	1.9	1.0	0.0



	A	B	C	D	
	2014/2015	2015/2016	2015/2016	2015/2016	
<i>Provisional Outturn</i>	Actual	Actual	Budget	Variance	Notes
<b>On-street Account</b>					
<i>Direct costs</i>					
<b>Expenditure</b>					
Employee costs:					
Management	63	62	57	5	Parking Services Mgt Team staff costs - Training and Uniform
CEOs & Supervision	992	976	1,258	(282)	Cost of enforcement staffing is under budget but not at deterimnet of PCN income
Back Office	265	259	274	(15)	Back Office staff costs - Transitional vacancies
TRO's	83	78	78	-	TRO team staff costs
Premises costs	19	16	13	3	R&M budget (small expenditure anticipated)
Transport costs (running costs)	36	35	38	(3)	Fuel, public transport etc
Supplies & Services	178	150	161	(11)	General expenditure
Third Party Payments	39	31	35	(5)	Chipside and TEC bureau costs
	1,674	1,606	1,913	(308)	
<b>Income</b>					
Penalty Charges (PCNs)	(1,512)	(1,778)	(1,603)	(175)	PCNs
Parking Permits/Season Tickets	(462)	(495)	(417)	(78)	Visitor Permits represents slight increase in fees
Parking Charges (P&D etc)	(157)	(188)	(180)	(8)	Pay & Display charges - including new Marks Tey scheme
Other income	(1)	(1)	-	(1)	Misc reimbursements from partners
	(2,133)	(2,462)	(2,200)	(262)	
<b>Total Direct Costs</b>	<b>(458)</b>	<b>(857)</b>	<b>(287)</b>	<b>(570)</b>	
<b>Total Non-direct Costs</b>	<b>387</b>	<b>445</b>	<b>415</b>	<b>30</b>	See table 1 - fleet
<b>Sub total</b>	<b>(71)</b>	<b>(412)</b>	<b>128</b>	<b>(540)</b>	
CCTV car - work not started in-year		45			
Contribution to Work Programme		90			As explained in 6.4 of report
<b>Deficit / (Surplus)</b>		<b>(277)</b>			

	2015/16 On Street Last Year Budget	2016/2017 On-Street Budget	Notes
<b>Direct costs</b>			
<b>Expenditure</b>			
Employee costs:			
Management	58	47	Parking Services Management costs (uniform budget moved)
CEOs & Supervision	1,129	1,145	CEOs & Supervisor staff costs
Back Office	274	285	Back Office staff costs
TRO's	78	83	TRO team staff costs
Premises costs	13	13	R&M budget (small expenditure anticipated)
Transport costs (running costs)	38	38	Fuel, public transport etc
Supplies & Services	161	223	General expenditure; (inc. ParkSafe car)
Third Party Payments	35	35	Chipside and TEC bureau costs
TROs	-	210	TRO Rep & Maint - £120k ECC/£30k reserve/£60k budget
Repairs & Renewals tri-annual budget	-	20	CEO Computers/BWV/cameras etc.
	1,785	2,099	
<b>Income</b>			
Penalty Charges (PCNs)	(1,603)	(1,660)	PCNs
Parking Permits/Season Tickets	(417)	(500)	Visitor Permits; increase covers increased costs
Parking Charges (P&D etc)	(180)	(200)	Pay & Display charges; two new areas implemented
Other income	-	(150)	ECC funding £120k /allocation of reserve £30k
	(2,200)	(2,510)	
<b>Total Direct Costs</b>	<b>(415)</b>	<b>(411)</b>	
<b>Total Non-direct Costs</b>	<b>415</b>	<b>411</b>	See analysis in separate table
<b>Deficit / (Surplus)</b>	<b>0</b>	<b>0</b>	

	A	B	C	D	
<b>Off-street Account</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>2015/2016</b>	<b>2015/2016</b>	
<i>Direct costs</i>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	
<b>Expenditure</b>					
Employee costs:					
Management	17	16	15	1	Parking Services Mgt Team staff costs
CEOs & Supervision	280	275	355	(79)	CEOs & Supervisor staff costs
Back Office	113	111	117	(6)	Back Office staff costs
Off-street Account	435	206	182	24	Off-street car park workers / cash collectors
Premises costs	8	6	3	3	Premises work to be recharged to partners
Transport costs (running costs)	7	14	20	(7)	Fuel, public transport etc
Supplies & Services	296	392	303	88	General expenditure
Third Party Payments	17	13	15	(2)	Chipside and TEC bureau costs
	<u>1,174</u>	<u>1,033</u>	<u>1,011</u>	<u>22</u>	
<b>Income</b>					
Braintree District Council	(146)	(147)	(150)	3	BDC contribution
Epping Forest District Council	(280)	(272)	(278)	5	EFDC contribution
Harlow District Council	(68)	(68)	(70)	1	HDC contribution
Uttlesford District Council	(152)	(154)	(157)	3	UDC contribution
Other income	(54)	(41)	-	(41)	Work for partners outside of normal duties
Colchester Borough Council	(649)	(676)	(640)	(36)	CBC contribution (contribution adjusted in full at yr end)
	<u>(1,349)</u>	<u>(1,359)</u>	<u>(1,295)</u>	<u>(65)</u>	
<b>Total Direct Costs</b>	<b>(175)</b>	<b>(325)</b>	<b>(284)</b>	<b>(43)</b>	
<b>Non-direct costs</b>					
Other non-direct costs	179	191	179	12	See analysis below
<b>Total Non-direct Costs</b>	<b>179</b>	<b>191</b>	<b>179</b>	<b>12</b>	
<b>Deficit / (Surplus)</b>	<b>4</b>	<b>(134)</b>	<b>(105)</b>	<b>(31)</b>	Contribution to balances required to offset last year deficit

	2015/16 Off-Street Last Year Budget	2016/2017 Off-Street Budget	Notes
<b><u>Direct costs</u></b>			
<b>Expenditure</b>			
Employee costs:			
Management	14	20	Parking Services Management costs (uniform budget moved)
CEOs & Supervision	484	487	CEOs & Supervisor staff costs
Back Office	117	122	Back Office staff costs
Off-street Account	182	188	Off-street car park workers / cash collectors
Premises costs	3	4	R&M budget (small expenditure anticipated)
Transport costs (running costs)	20	17	Fuel, public transport etc
Supplies & Services	303	292	General expenditure
Third Party Payments	15	15	Chipside and TEC bureau costs
	<b>1,139</b>	<b>1,145</b>	
<b>Income</b>			
Braintree District Council	(147)	(147)	BDC contribution
Colchester Borough Council	(663)	(663)	CBC Contribution
Epping Forest District Council	(272)	(272)	EFDC contribution
Harlow District Council	(68)	(68)	HDC contribution
Uttlesford District Council	(154)	(154)	UDC contribution
	<b>(1,304)</b>	<b>(1,304)</b>	
<b><u>Total Direct Costs</u></b>	<b>(165)</b>	<b>(159)</b>	
<b><u>Total Non-direct Costs</u></b>	<b>179</b>	<b>159</b>	See analysis in separate table
<b>Deficit / (Surplus)</b>	<b>14</b>	<b>(0)</b>	

## Use of Financial Reserves

As reported to the Committee during December 2015, the various reserve funds which the Partnership administers are set out below.

Four funds were established at the commencement of the Partnership.

- **Start Up Fund:** An initial amount of funding from the previous operation with a balance of £47,871 at the start of 2015/16.
- **Cash-flow Reserve:** An amount of £100,000 to cover cash-flow issues to be kept and repaid to the county council at the end of the Agreement. In certain circumstances, and if other reserves have been exhausted, this amount may be used to fund Traffic Regulation Orders (TRO) but only with the consent of the ECC Cabinet Member.
- **TRO Backlog Fund:** This was a single payment of £250,000 at the start of the Partnership in 2011/12, to fund changes to TROs, and make changes needed to resolve any outstanding issues or requests. This fund was exhausted during 2014/15.
- **TRO Fund:** This is where amounts from the £150,000 annual allowance are placed. In the last two years this amount has been fully spent so money has been drawn down to meet the demand from the agreed schemes.
- **Civil Parking Reserve:** This is the total net surplus from all previous years which can be either retained or spent on NEPP or transport-related projects. The amount is rolled up at the end of each financial year.

The Traffic Regulation Orders (TRO) funding was fully committed during the year, as it has in the previous two financial years.

Approximately £60k p.a. over and above the ECC Maintenance funding of £150k is spent annually on the Work Programme.

A £35k balance was carried over in the Backlog Fund in 2014/15 but the remaining funds have diminished each year, and this was expected to be exhausted during 2015/16.

Funding for the replacement Park Safe Car was included in 2015/16 budget forecasts, and an amount was committed to pay for replacement of one third of the Handheld Computers (£19k), which is also already included in 2015/16 budget forecasts.

Essex CC has indicated that £120k (a reduction of £30k) would be granted during 2016/17, and that would be the last of such annual support, leaving NEPP to find the funds from within its budget in coming years. NEPP has agreed to incorporate the TRO fund fully into its budgets from 2017/18.

At its December 2015 meeting, the Joint committee committed the following amounts and approved the Civil Parking Reserve as follows:

**1:** To commit the whole balance of the Start-Up Fund (£48k) to body-worn video to support Enforcement Operations and a small balance to support a Bay Sensor trial. This would leave the Start-up Fund fully spent.

Summary of Commitments from **Start-up fund** (£):

Start-up Fund Opening Balance .....	<b>+47,871</b>	B0
i. Body Worn Video (provisional sum) .....	-35,000	B1
ii. Bay Sensor Trial .....	-12,871	B2
Sub Total.....	-47,871	B
Start-up Fund Closing Balance .....	<b>0</b>	

The **Start-up fund** was exhausted and closed during the year.

**2:** To transfer from the Parking Reserve (£171k) to support the making of TRO at existing levels an amount of £24k and commit a further £45k to support the purchase of new Handheld Computers.

Summary of Commitments and Transfers from **Civil Parking Reserve** (£):

Civil Parking Reserve Opening Balance..	<b>+171,347</b>	F
i. Handhelds - commitment .....	-45,000	A
ii. Transfer additional funds to TRO fund ...	-24,222	H
Civil Parking Reserve Closing Balance ...	<b>+102,125</b>	E2

Making these transfers therefore left the desired c.£100k in the **Civil Parking Reserve**.

A summary of the fund balances before and after these changes is shown below:

a) **In-Year Summary of Reserves** 2015/16 (£):

Parking Reserves, comprising:

Start-up Fund .....	+47,871	B0
Civil Parking Reserve .....	+171,347	F
TRO Fund.....	+35,778	G

Sub Total opening balance .....

	<b>+254,996</b>	E1
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In-year Commitments 2015/16:

i. Commitments 2015/16 – net change....-152,871  
..... A+B+C (TRO net inclusive)

Civil Parking Reserve closing balance.....**+102,125** E2

b) **Summary of TRO Fund** 2015/16 (£):

TRO Fund Opening Balance .....

	<b>+35,778</b>	F
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ii. Transfer Reserve funds to TRO fund ....+24,222 H

iii. ECC Maintenance fund contribution..... 150,000

iv. In-year TRO commitments 2015/16.....-60,000 C

v. TRO & Maintenance commitments.....-150,000

TRO Fund closing balance .....

	<b>0</b>	E3
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The TRO Fund was fully committed during the year, and supplemented by an amount from reserves.

The **Backlog fund** was exhausted and closed during the year.

The **Cash-flow Fund** remained unchanged at £100,000. Specific rules apply to the use of this account.

A surplus on the year's operation was also made in-year, which will be rolled up into the **Civil Parking Reserve** at the year end.