



North Essex Parking Partnership

17 December 2015

Title: NEPP On-Street financial position at period 8 2015/2016
Author: Matthew Young, Richard Walker
Presented by: Richard Walker, Group Manager, North Essex Parking Partnership

This report sets out the eight monthly financial position to end of November 2015 on the North Essex Parking Partnership (NEPP) On-street budget

1 Decision(s) Required

1.1 The report summarises the financial position and issues to date which are presented for information and scrutiny by the Joint Committee.

2 Reasons for Decision(s)

2.1 To ensure prudent financial management of the Partnership.

3 Alternative Options

3.1 As this review is part of good financial management no alternative options or decisions are required.

4 Supporting Information

4.1 The detailed budget figures are set out in Appendix 1, Table 2 to this report and comments on these are in the following paragraphs.

4.2 As requested at the Joint Committee meeting on 29th October the period 6 figures up until the end of September 2015 have been resubmitted as Appendix 2 and the errors in the calculations corrected. The errors related to an incorrect percentage split between the on and off-street accounts in regard to enforcement cost forecast which has now been rectified.

5 Income

5.1 The income collected from Penalty Charge Notices (PCN) is presently £17,000 below budget at the end of period 8 which is an improvement of £38,000 on period 6. This is due to the Debt Collection work being undertaken under a new Agreement and the recruitment of CEOs.

5.2 Based on historic trends it is likely that the issue rate of PCNs could fall during the winter months and so a forecast has been made taking this into account; this indicates that the full budget may not be achieved. This will be closely monitored during the coming months.

5.3 Income from Resident Parking remains above budget as more resident and visitor permits have been sold than predicted when the budget was set last year.

5.4 Income from Pay & Display areas has also improved and now is predicted to exceed the budgeted figure by the end of the year. The new Mi-Permit area at Marks Tey Rail Station has proven popular and this is now contributing to this income line.

6 Expenditure

- 6.1 Overall savings in the on-street staffing budgets to date total just over £179,000 following the correction of the error in the previous period 6 accounts and are mainly due to the previous vacancies in Civil Enforcement Officer (CEO).
- 6.2 The out-turn variances will depend upon actual salaries and the variance is currently projected to reduce; transitional vacancy savings will be kept under close review. A sustained effort continues to also reduce costs in the other direct expenditure areas.
- 6.3 As noted in the Reserves Report, the initial TRO Fund has now been exhausted. In order to maintain the current rate of work, especially with the completion of the agreed Future Work Programme in mind, it would be prudent to commit funds to a new TRO (Future Work Programme) Fund in order to support the current c. £60k p.a. additional spending.
- 6.4 TRO staff costs are already covered from the On Street Fund. An additional line has been added to illustrate this, and will be included in future budgets.

7 Non-Direct costs

- 7.1 These have been listed fully in Appendix 1 in Table 1 below. The budgeted non-direct recharges that are summarised in Table 1 will be updated to reflect actual costs as part of the 15/16 closure of accounts process, and a comparison between the budgeted and actual position will be reported to the Committee as part of the outturn report, detailing the reasons for any significant movements.

8 Recommendations

- 8.1 It is recommended that the figures and forecast shown in the report and Appendix be noted. Officers will maintain close monitoring of the Partnership finances and will report back to future meetings with a further update.

Appendix 1

Table 1

Analysis of non-direct budgets	Budget 2014/15	Outturn 2014/15	Budget 2015/16
	On-street	On-street	On-street
Fleet Management	69	65	55
Head Of Operational Services	16	16	16
Systems Team	-	5	7
Unison Representative	0	0	0
Health & Safety	-	6	5
Policy & Projects	1	-	-
Corporate I C T	13	27	24
E M T	4	-	-
Communications	18	14	18
Estates Management	-	6	10
Computer Holding Account	-	86	82
Computer Holding Account - Des	42	-	-
Financial Management	21	19	20
Internal Audit	1	7	6
Insurance - Employees	6	8	9
Insurance - General	19	19	21
Income Team	9	6	6
Customer Demand & Research	-	-	19
Scanning Team	1	2	2
Corporate PSU	-	7	8
Engineering Services	-	9	-
Legal Services	2	18	18
Committee Services	12	12	12
Human Resources	58	24	19
Central Stationery	1	0	0
Multi-Function Devices	1	6	7
Telephones Holding Account	11	2	3
Customer Service Centre	4	0	-
Office Accommodation	58	27	30
Members & Staff Car Parks	0	0	0
Messenger & Post Room	22	23	18
Repairs And Maintenance - PPM	-	0	0
	391	413	415

Table 2 (P8)

	A	B	C	D	E	F	G	
<i>Period 8</i>	2014/2015 Actual to date	2015/2016 Actual to date	2015/2016 Budget to date	2015/2016 Variance to date	2015/2016 Forecast out- turn	2015/2016 Annual budget	2015/2016 Projected variance	Notes
On-street Account								
<i>Direct costs</i>								
Expenditure								
Employee costs:								
Management	39	43	38	5	59	58	1	Parking Services Mgt Team staff costs
CEOs & Supervision	722	659	838	(179)	1,073	1,129	(56)	CEOs & Supervisor staff costs; CEO transitional vacancy
Back Office	188	169	182	(14)	262	274	(12)	Back Office staff costs
TRO's	53	52	52	-	77	78	(1)	TRO team staff costs
Premises costs	9	9	9	1	13	13	-	R&M budget (small expenditure anticipated)
Transport costs (running costs)	20	22	25	(3)	44	37	7	Fuel, public transport etc
Supplies & Services	116	76	99	(24)	190	161	29	General expenditure; includes ParkSafe car IT costs
Third Party Payments	32	26	21	6	35	35	-	Chipside and TEC bureau costs
	1,178	1,055	1,264	(208)	1,753	1,785	(32)	
Income								
Penalty Charges (PCNs)	(1,056)	(985)	(1,002)	17	(1,513)	(1,603)	91	PCNs - revised due to CEO recruitm't (£1,512 Last Yr)
Parking Permits/Season Tickets	(268)	(312)	(278)	(34)	(449)	(417)	(32)	Visitor Permits / Season tickets
Parking Charges (P&D etc)	(105)	(128)	(120)	(8)	(210)	(180)	(30)	Pay & Display charges
Other income	-	(1)	-	(1)	(15)	-	(15)	Misc reimbursements from partners
	(1,429)	(1,425)	(1,400)	(26)	(2,187)	(2,200)	14	
Total Direct Costs	(251)	(370)	(136)	(234)	(434)	(415)	(18)	
Total Non-direct Costs	274	287	287	-	415	415	-	See analysis in table 1
Sub total	23	(83)	151	(234)	(18)	0	(18)	
					out-turn			
Contribution to Work Programme					(18)	-	-	Future provision of up to £60k for works already agreed in the TRO Forward Programme
Deficit / (Surplus)					-			
					surplus/deficit			

Appendix 2
Table 3 (P6)

	A	B	C	D	E	F	G	
<i>Period 6</i>	2014/2015 Actual to date	2015/2016 Actual to date	2015/2016 Budget to date	2015/2016 Variance to date	2015/2016 Forecast out- turn	2015/2016 Annual budget	2015/2016 Projected variance	Notes
On-street Account								
<u>Direct costs</u>								
Expenditure								
Employee costs:								
Management	36	32	28	4	59	58	1	Parking Services Mgt Team staff costs
CEOs & Supervision	449	497	629	(131)	1,073	1,129	(56)	CEOs & Supervisor staff costs
Back Office	125	127	137	(10)	262	274	(12)	Back Office staff costs
TRO's	41	39	39	-	78	78	-	TRO team staff costs
Premises costs	8	9	7	2	13	13	-	R&M budget (small expenditure anticipated)
Transport costs (running costs)	16	16	19	(3)	44	37	7	Fuel, public transport etc
Supplies & Services	46	58	75	(16)	190	161	29	General expenditure; includes ParkSafe car IT costs
Third Party Payments	15	2	15	(12)	25	35	(10)	Chipside and TEC bureau costs
	737	781	948	(166)	1,745	1,785	(41)	
Income								
Penalty Charges (PCNs)	(549)	(680)	(746)	65	(1,512)	(1,603)	91	PCNs - revised due to CEO recruitm't (£1,512 Last Yr)
Parking Permits/Season Tickets	(219)	(236)	(209)	(28)	(449)	(417)	(32)	Visitor Permits / Season tickets
Parking Charges (P&D etc)	(80)	(76)	(90)	14	(150)	(180)	30	Pay & Display charges
Other income	-	(0)	-	-	(15)	-	(15)	Misc reimbursements from partners
	(847)	(992)	(1,044)	51	(2,126)	(2,200)	74	
Total Direct Costs	(111)	(211)	(96)	(115)	(382)	(415)	33	
Total Non-direct Costs	203	222	222	-	415	415	-	See analysis below
Deficit / (Surplus)	92	11	127	(115)	34	0	33	
					out-turn			



North Essex Parking Partnership

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This report sets out the six monthly financial position on the North Essex Parking Partnership (NEPP) Off-street budget

1 Decision(s) Required

1.1 The report summarises the financial position and issues to date which are presented for information and scrutiny by the Joint Committee.

2 Reasons for Decision(s)

2.1 To ensure prudent financial management of the Partnership.

3 Alternative Options

3.1 As this review is part of good financial management no alternative option or decisions are required.

4 Supporting Information

4.1 The detailed budget figures are set out in the Appendix 1, Table 2 to this report and comment on these are in the following paragraphs.

4.2 As requested at the Joint Committee meeting on 29th October the period 6 figures up until the end of September 2015 have been resubmitted as Appendix 2 and the errors in the calculations corrected. The errors related to an incorrect percentage split between the on and off-street accounts in regard to enforcement forecasts which has now been rectified.

5 Income

5.1 A small amount of additional income will be generated from work carried out outside the Agreement. This includes income received for repairs undertaken to machines.

6 Expenditure

6.1 Overall savings in the staffing budgets to date total £50,000 following the correction of the error in the previous period 6 accounts and are mainly due to the current vacancies in Civil Enforcement Officer (CEO) posts. A sustained effort continues to also reduce costs in the other direct expenditure areas.

7 Non-Direct costs

7.1 These have been listed fully in Appendix 1 in Table 1. The budgeted non-direct recharges that are summarised in Table 1 will be updated to reflect actual costs as part of the 15/16

closure of accounts process, and a comparison between the budgeted and actual position will be reported to the Committee as part of the outturn report, detailing the reasons for any significant movements.

8 Recommendations

- 8.1 It is recommended that the figures and forecast shown in the report and Appendix be noted. Officers will maintain a close watch on the finances and will report back to future meetings with a further update.

Appendix

Table 1

Analysis of non-direct budgets	Budget 2014/15	Outturn 2014/15	Budget 2015/16
	Off-Street	Off-Street	Off-Street
Fleet Management	42	51	43
Head Of Operational Services	4	4	4
Systems Team	-	1	2
Unison Representative	0	0	0
Health & Safety	-	3	3
Policy & Projects	0	-	-
Corporate I C T	3	14	12
E M T	1	-	-
Communications	5	4	5
Estates Management	-	1	2
Computer Holding Account	-	44	42
Computer Holding Account - Des	11	-	-
Financial Management	5	10	11
Internal Audit	0	2	2
Insurance - Employees	4	5	5
Insurance - General	9	8	8
Income Team	24	1	2
Customer Demand & Research	-	-	5
Scanning Team	0	0	1
Corporate PSU	-	2	2
Engineering Services	-	2	-
Legal Services	0	4	5
Committee Services	3	3	3
Human Resources	14	12	10
Central Stationery	0	0	0
Multi-Function Devices	0	1	2
Telephones Holding Account	3	1	2
Customer Service Centre	1	0	-
Office Accommodation	14	7	7
Members & Staff Car Parks	0	0	0
Messenger & Post Room	6	6	4
Repairs And Maintenance - PPM	-	0	0
	151	187	179

Table 2 (P8)

	A	B	C	D	E	F	G	
<i>Period 8</i>	2014/2015 Actual to date	2015/2016 Actual to date	2015/2016 Budget to date	2015/2016 Variance to date	2015/2016 Forecast out- turn	2015/2016 Annual budget	2015/2016 Projected variance	Notes
Off-street Account								
<i>Direct costs</i>								
<i>Expenditure</i>								
Employee costs:								
Management	10	11	10	1	16	14	2	Parking Services Mgt Team staff costs
CEOs & Supervision	309	187	237	(50)	303	484	(181)	CEOs & Supervisor staff costs
Back Office	80	72	78	(6)	112	117	(5)	Back Office staff costs
Off-street Account	266	138	121	17	177	182	(5)	Off-street car park workers / cash collectors
Premises costs	2	3	2	-	4	4	-	Premises work to be recharged to partners
Transport costs (running costs)	11	9	14	(5)	23	20	3	Fuel, public transport etc
Supplies & Services	87	224	199	25	314	303	11	General expenditure
Third Party Payments	14	11	9	2	15	15	-	Chipside and TEC bureau costs
	780	655	670	(16)	964	1,139	(175)	
<i>Income</i>								
Braintree District Council	(106)	(111)	(113)	2	(147)	(150)	3	BDC contribution
Epping Forest District Council	(195)	(204)	(208)	4	(272)	(278)	6	EFDC contribution
Harlow District Council	(50)	(51)	(52)	1	(68)	(70)	2	HDC contribution
Uttlesford District Council	(111)	(115)	(118)	2	(154)	(157)	3	UDC contribution
Colchester Borough Council	-	-	-	-	(640)	(640)	-	CBC contribution (contribution adjusted in full at yr end)
Other income	12	(7)	-	(7)	(12)	-	(12)	Work for partners outside of normal duties
	(449)	(488)	(491)	2	(1,293)	(1,295)	2	
<i>Total Direct Costs</i>	331	167	179	(14)	(329)	(156)	(173)	
<i>Non-direct costs</i>								
Other non-direct costs	119	130	130	-	179	179	-	See analysis in table 1
<i>Total Non-direct Costs</i>	13	(198)	(182)	(19)	179	179	-	
Deficit / (Surplus)	344	(32)	(3)	(33)	(150)	24	(173)	Contribution to balances required to offset last year deficit
					out-turn			

**Appendix 2
Table 3 (P6)**

	A	B	C	D	E	F	G	
<i>Period 6</i>	2014/2015 Actual to date	2015/2016 Actual to date	2015/2016 Budget to date	2015/2016 Variance to date	2015/2016 Forecast out- turn	2015/2016 Annual budget	2015/2016 Projected variance	Notes
Off-street Account								
Direct costs								
Expenditure								
Employee costs:								
Management	9	9	8	1	16	14	2	Parking Services Mgt Team staff costs
CEOs & Supervision	192	141	178	(37)	303	484	(181)	CEOs & Supervisor staff costs
Back Office	54	54	59	(4)	112	117	(5)	Back Office staff costs
Off-street Account	257	103	91	12	177	182	(5)	Off-street car park workers / cash collectors
Premises costs	3	2	2	-	4	4	-	Premises work to be recharged to partners
Transport costs (running costs)	9	7	10	(3)	23	20	3	Fuel, public transport etc
Supplies & Services	86	167	149	18	314	303	11	General expenditure
Third Party Payments	7	1	6	(5)	15	15	-	Chipside and TEC bureau costs
	617	484	502	(18)	964	1,139	(175)	
Income								
Braintree District Council	(73)	(74)	(75)	1	(147)	(150)	3	BDC contribution
Epping Forest District Council	(140)	(136)	(139)	3	(272)	(278)	6	EFDC contribution
Harlow District Council	(34)	(34)	(35)	1	(68)	(70)	2	HDC contribution
Uttlesford District Council	(76)	(77)	(78)	2	(154)	(157)	3	UDC contribution
Colchester Borough Council	(320)	-	-	-	(640)	(640)	-	CBC contribution (contribution adjusted in full at yr end)
Other income	(10)	(7)	-	(7)	(12)	-	(12)	Work for partners outside of normal duties
	(653)	(328)	(327)	-	(1,293)	(1,295)	2	
Total Direct Costs	(36)	157	175	(18)	(329)	(156)	(173)	
Non-direct costs								
Other non-direct costs	73	86	86	-	179	179	-	See analysis in Table 1
Total Non-direct Costs	(946)	(92)	(66)	(25)	179	179	-	
Deficit / (Surplus)	(983)	65	109	(43)	(150)	24	(173)	
					out turn			