

# **Cherwell District Council**

## **Executive**

**5 September 2022**

## **Car Parking Agency Agreement**

### **Report of Assistant Director Environment Services**

This report is public

#### **Purpose of report**

The purpose of this report is to seek approval to move into an Agency Agreement with Oxfordshire County Council to cover enforcement of the Council's off street car parks

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To approve entering into an agency agreement for five years with an option to extend for up to a further five years with Oxfordshire County Council regarding car parking. There will be an option to cease the agreement with twelve months notice on either side
- 1.2 To give delegated authority to the Corporate Director Communities in conjunction with the Monitoring Officer to agree the details of the agency agreement

#### **2.0 Introduction**

- 2.1 The contract with Apcoa for the provision of car parking management services has been extended until the end of November 2022. A new way of managing the car parks must be in place by the end of November 2022.
- 2.2 In November 2021 Civil Parking Enforcement (CPE) was implemented in a joint project with Oxfordshire County Council, South Oxfordshire District Council and Vale of White Horse District Council. This has proved a success with enforcement action against vehicles parked on double yellow lines and in other prohibited areas. The incidence of vehicles causing an obstruction in the three urban centres has reduced since the introduction of civil parking enforcement.
- 2.3 The end of the car parking contract gave three possible options. These options were insourcing, re tender the service or enter into an agency agreement with Oxfordshire County Council. The insource option is probably undeliverable due to a lack of in- house expertise. Retendering the service is unlikely to deliver a significant reduction in costs. The preferred option is to enter into an agency arrangement with the County Council. This option will deliver a good service but at a

lower cost than the current arrangements. With one set of enforcement officers covering both on-street and off-street parking, cost savings are expected to be significant and have been added to the Medium-Term Financial Plan.

- 2.4 In addition, the County Council already run a back office for processing Parking Charge Notices (PCNs). A number of other benefits are expected from the close working relationships built up between this Council and the County Council during the development of plans for CPE and its subsequent implementation.
- 2.5 The Car Parking Officer for this Council will manage the agency agreement with the County Council using Key Performance Indicators to ensure a good service is delivered.

### **3.0 Report Details**

- 3.1 This Council runs a number of car parks in Banbury and in Bicester. It also runs one car park in Kidlington. The income from these car parks generates an income of around £2 million.
- 3.2 In 2017 a contract was let with Apcoa to manage the car parks on a day to day basis, inspecting all car parks and carrying out enforcement against vehicles parking outside parking bays or staying beyond the time on pay and display tickets.
- 3.3 Increasingly the car parks, where feasible, are moving to pay on exit. Currently there are two pay on exit car parks, but it is hoped that this will increase during 2023 to four. These car parks are popular with residents as they pay for the time parked rather than estimating their stay before arrival. For enforcement purposes pay on exit car parks require less patrols as pay and display tickets are not present so do not need to be inspected so frequently
- 3.4 The car parking contract with Apcoa has run well with a strong working relationship between the Council and Apcoa. During the life of the contract a car parking strategy has been developed and implemented. In addition, an action plan for the delivery of this strategy has been followed. This action plan has delivered a number of benefits including electric charging points installed at five car parks, two pay on exit car parks and LED lighting, which should be installed at most sites this autumn.
- 3.5 The agency agreement will pass the powers to the County Council for enforcement on this Council's car parks. However, this Council will set the procedure and the guidance for enforcement officers to follow in carrying out enforcement activities.
- 3.6 The Council will retain a large degree of control over its own car parks with income being directly paid into the Council's account. The car parking officer will continue to monitor the performance of the car parks including Key Performance Indicators.
- 3.7 In initial meeting with Oxfordshire County Council a number of ideas were discussed to improve the operation of the car parks including speed of payment which currently on some car parking machines is too slow. Enhancing this speed will be a priority under the new arrangements.

- 3.8 The new arrangements with the County Council will mean one enforcement team will exist covering on street parking and this Council's car parks. This change will mean a significant saving for the Council.
- 3.9 The agency agreement will allow twelve months' notice to be given by either party for the termination of this agency agreement.
- 3.10 The new arrangements will lead to a similar or even enhanced service for a lower cost. The existing Apcoa enforcement staff will TUPE transfer over to Oxfordshire County Council's contractor.
- 3.11 The current annual value contract with Apcoa is circa £450k/year. The predicted annual spend on the new arrangements with Oxfordshire County Council is predicted to be less than £350k/year, delivering a £100k saving on the current contract.

## **4.0 Conclusion and Reasons for Recommendations**

- 4.1 The current car parking contract has been extended until the end of November 2022. From the 1<sup>st</sup> December new arrangements must be put in place.
- 4.2 Having considered the options, entering into an agency agreement with the County Council will deliver a very good service with a significant reduction in service delivery cost

## **5.0 Consultation**

Consultation has taken place with Apcoa and Oxfordshire County Council

## **6.0 Alternative Options and Reasons for Rejection**

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To adopt the recommendations.

Option 2: To reject the recommendations and ask officers to reconsider the overall project

## **7.0 Implications**

### **7.1 Financial and Resource Implications**

The 2022/23 budget has been set on the basis that the Council would generate a £100k/year revenue saving regards the Car Parking Agency Agreement. This proposal will meet the ongoing MTFs assumptions but will generate an in-year pressure which the service will need to look for options to mitigate.

Comments checked by Michael Furness, Assistant Director of Finance. Tel: 01295 221845. [michael.furness@cherwell-dc.gov.uk](mailto:michael.furness@cherwell-dc.gov.uk)

## 7.2 Legal Implications

The contract with Apcoa for the provision of car parking management services will end on 30 November 2022. A new way of managing the car parks must be in place by that time.

Comments checked by Helen Lolas, Team Leader, Legal Services. Tel: 07801 400941 [Helen.Lolas@Cherwell-DC.gov.uk](mailto:Helen.Lolas@Cherwell-DC.gov.uk)

## 7.3 Risk Implications

There is a risk in changing service provision but, this will be managed through the service's operational risk register and escalated to the Leadership Risk Register as and when necessary.

Comments checked by Celia Prado-Teeling, Interim Assistant Director – Customer Focus. Tel: 01295 221556, [Celia.prado-teeling@cherwell-dc.gov.uk](mailto:Celia.prado-teeling@cherwell-dc.gov.uk)

## 7.4 Equalities & Climate Implications

There are no direct impacts on equalities from this change of service delivery provider

Comments checked by Celia Prado-Teeling, Interim Assistant Director – Customer Focus. Tel: 01295 221556, [Celia.prado-teeling@cherwell-dc.gov.uk](mailto:Celia.prado-teeling@cherwell-dc.gov.uk)

## 8.0 Decision Information

### Key Decision Yes

**Financial Threshold Met:** Yes

**Community Impact Threshold Met:** No

### Wards Affected

All

### Links to Corporate Plan and Policy Framework

An enterprising economy with strong and vibrant local centres

### Lead Councillor

Councillor Dan Sames Portfolio Holder for Cleaner & Greener Communities.

## **Document Information**

### **Appendix number and title**

None

### **Background papers**

None

### **Report Author and contact details**

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