

Phil Norrey
Chief Executive

To: The Chair and Members of the
Procedures Committee

County Hall
Topsham Road
Exeter
Devon
EX2 4QD

(See below)

Your ref :
Our ref :

Date : 26 June 2018
Please ask for : Karen Strahan 01392 382264

Email: karen.strahan@devon.gov.uk

PROCEDURES COMMITTEE

Wednesday, 4th July, 2018

A meeting of the Procedures Committee is to be held on the above date at 10.30 am in the Committee Suite - County Hall to consider the following matters.


P NORREY
Chief Executive

AGENDA

6 Delegation of Off Street Parking Processing Functions (Pages 1 - 4)

Report of the County Solicitor, on proposed Delegation of Off Street Parking Processing Functions, attached.

Members are reminded that Part II Reports contain confidential information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Democratic Services Officer at the conclusion of the meeting for disposal.

Membership
Councillors C Chugg, J Hart, S Hughes, S Aves, F Biederman, A Connett, R Hannaford, N Way and C Wright
Declaration of Interests
Members are reminded that they must declare any interest they may have in any item to be considered at this meeting, prior to any discussion taking place on that item.
Access to Information
Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact Karen Strahan 01392 382264. Agenda and minutes of the Committee are published on the Council's Website and can also be accessed via the Modern.Gov app, available from the usual stores.
Webcasting, Recording or Reporting of Meetings and Proceedings
The proceedings of this meeting may be recorded for broadcasting live on the internet via the 'Democracy Centre' on the County Council's website. The whole of the meeting may be broadcast apart from any confidential items which may need to be considered in the absence of the press and public. For more information go to: http://www.devoncc.public-i.tv/core/
In addition, anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chair. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chair or the Democratic Services Officer in attendance so that all those present may be made aware that is happening.
Members of the public may also use Facebook and Twitter or other forms of social media to report on proceedings at this meeting. An open, publicly available Wi-Fi network (i.e. DCC) is normally available for meetings held in the Committee Suite at County Hall. For information on Wi-Fi availability at other locations, please contact the Officer identified above.
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In the event of the fire alarm sounding leave the building immediately by the nearest available exit, following the fire exit signs. If doors fail to unlock press the Green break glass next to the door. Do not stop to collect personal belongings, do not use the lifts, do not re-enter the building until told to do so.
Mobile Phones
Please switch off all mobile phones before entering the Committee Room or Council Chamber
If you need a copy of this Agenda and/or a Report in another format (e.g. large print, audio tape, Braille or other languages), please contact the Information Centre on 01392 380101 or email to: centre@devon.gov.uk or write to the Democratic and Scrutiny Secretariat at County Hall, Exeter, EX2 4QD.
 Induction loop system available

NOTES FOR VISITORS

All visitors to County Hall, including visitors to the Committee Suite and the Coaver Club conference and meeting rooms are requested to report to Main Reception on arrival. If visitors have any specific requirements or needs they should contact County Hall reception on 01392 382504 beforehand. Further information about how to get here can be found at: <https://new.devon.gov.uk/help/visiting-county-hall/>. Please note that visitor car parking on campus is limited and space cannot be guaranteed. Where possible, we encourage visitors to travel to County Hall by other means.

SatNav – Postcode EX2 4QD

Walking and Cycling Facilities

County Hall is a pleasant twenty minute walk from Exeter City Centre. Exeter is also one of six National Cycle demonstration towns and has an excellent network of dedicated cycle routes – a map can be found at: <https://new.devon.gov.uk/travel/cycle/>. Cycle stands are outside County Hall Main Reception and Lucombe House

Access to County Hall and Public Transport Links

Bus Services K, J, T and S operate from the High Street to County Hall (Topsham Road). To return to the High Street use Services K, J, T and R. Local Services to and from Dawlish, Teignmouth, Newton Abbot, Exmouth, Plymouth and Torbay all stop in Barrack Road which is a 5 minute walk from County Hall. Park and Ride Services operate from Sowton, Marsh Barton and Honiton Road with bus services direct to the High Street.

The nearest mainline railway stations are Exeter Central (5 minutes from the High Street) and St David's and St Thomas's both of which have regular bus services to the High Street. Bus Service H (which runs from St David's Station to the High Street) continues and stops in Wonford Road (at the top of Matford Lane shown on the map) a 2/3 minute walk from County Hall, en route to the RD&E Hospital (approximately a 10 minutes walk from County Hall, through Gras Lawn on Barrack Road).

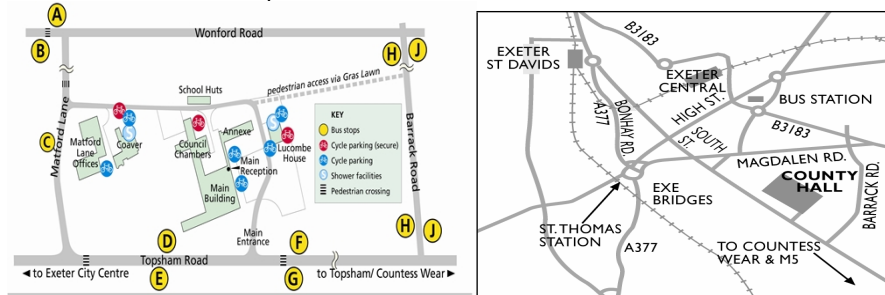
Car Sharing

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Car Parking and Security

There is a pay and display car park, exclusively for the use of visitors, entered via Topsham Road. Current charges are: Up to 30 minutes – free; 1 hour - £1.10; 2 hours - £2.20; 4 hours - £4.40; 8 hours - £7. Please note that County Hall reception staff are not able to provide change for the parking meters.

As indicated above, parking cannot be guaranteed and visitors should allow themselves enough time to find alternative parking if necessary. Public car parking can be found at the Cathedral Quay or Magdalen Road Car Parks (approx. 20 minutes walk). There are two disabled parking bays within the visitor car park. Additional disabled parking bays are available in the staff car park. These can be accessed via the intercom at the entrance barrier to the staff car park.



NB   Denotes bus stops

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First Aid

Contact Main Reception (extension 2504) for a trained first aider.

Delegation of Off Street Parking Processing Functions

Report of the County Solicitor

Please note that the following recommendation is subject to confirmation by Committee before taking effect.

Recommendations:

That the Committee agrees to the following delegation of function in relation to off-street parking and amend the Constitution accordingly:

The provision by the County Council of a fully managed service (utilising County Council staff and back office IT system) to process the Penalty Charge Notices issued by the City Council.

The specifics of this delegation are outlined in Appendix 1.

1. Introduction

Exeter City Council is responsible for off street parking pursuant to the Road Traffic Regulation Act 1984 and has a number of car parks for the purposes of providing off street car parking within its administrative boundary.

The County Council is responsible for on-street parking and has a team of officers providing back office support to its on-street car parking function.

The County Council and City Council would like to enter into a delegation agreement so that the County Council will undertake on behalf of the City Council certain parking services.

2. Background

As a single in-house service was formed in April 2014, the Authority benefited from significant economies of scale in delivering their parking enforcement service.

Devon County Council's Traffic Management Team are committed to sharing the benefits of this economy of scale by supporting other Authorities in delivery of their services where mutually beneficial.

3. Proposal

The opportunity has arisen to assist Exeter City Council in the processing and handling of penalty charge notices issued in their off street parking areas. A delegation is proposed to allow the County Council to provide services, including the handling of

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appeals, and debts. The frontline enforcement activity will still be conducted by Exeter City Councils staff.

There will be a three year agreement which will also be in respect of accommodation for DCC operations staff. The processing service provided will be of equal value to accommodation so effectively a nil financial transfer.

4. Constitution

In line with Articles 4 of the Constitution 'Functions of the full Council', the decision whether or not to accept a delegation of functions from another local authority is reserved to the Council.

5. Summary Conclusion

The purpose of this report is to obtain the necessary approval in relation to the delegation of the functions to Devon County Council.

JAN SHADBOLT

[Electoral Divisions: All]

Local Government Act 1972: List of Background Papers

Contact for Enquiries: K Strahan

Tel No: 01392 382264 Room: G31

<u>Background Paper</u>	<u>Date</u>	<u>File Reference</u>
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Nil

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Appendix 1

Specifically the County Council will:

(a) provide during the Agreement to the City Council Hardware for use by the City Council officers responsible for issuing Penalty Charge Notices;

(b) provide during the Agreement to the City Council adequate Consumables for use by the City Council Officers responsible for issuing Penalty Charge Notices;

(c) provide at all times during the Agreement via the Hardware a link back to the County Council's processing system;

(d) provide a telephony system so that all telephone enquiries relating to Penalty Charge Notices are directed away from the City Council front desk to the County Council;

(e) provide an appropriate number of processing staff in order to manage the above mentioned services, including dealing with telephone calls and correspondence, and the handling and processing of appeals;

(f) deal with all representations, correspondence and appeals arising from the issue of Penalty Charge Notices and any other charges, both informal and formal representation and appeals that are taken to the Adjudication Service after consent of the City Council.

(g) collect monies in respect of Penalty Charge Notices on behalf of the City Council and arrange transfer of such monies to the City Council;

(h) provide a debt recovery service including registry of debt to Traffic Enforcement Centre;

(i) the Parties are able to enter into this Agreement by virtue of Section 19 of the Local Government Act 2000 and the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 which enables one local authority to delegate Executive functions to another.

