

WELWYN HATFIELD BOROUGH COUNCIL  
CABINET – 11<sup>th</sup> JULY 2023  
REPORT OF THE EXECUTIVE DIRECTOR (PLACE)

PARKING ENFORCEMENT AGREEMENT

**1 Executive Summary**

- 1.1 The Parking Service is carrying out several functions that comprise predominantly of car parks management and maintenance, review, implementation and maintenance of parking restrictions and operation of parking enforcement services.
- 1.2 The Council is part of a consortium of three councils (East Herts District Council, Stevenage Borough Council and Welwyn Hatfield Borough Council) delivering parking enforcement services.
- 1.3 There is a Service Level Agreement (SLA) between this Council and East Herts District Council to deliver car park enforcement services. The initial term of the SLA expires on 16<sup>th</sup> January 2024 and there is an optional two year extension.

**2 Recommendation(s)**

- 2.1 That the SLA with East Herts District Council is extended by 2 years to expire on 15<sup>th</sup> January 2026.

**3 Explanation**

- 3.1 The initial term SLA with East Herts District Council expires on 15<sup>th</sup> January 2024 and includes the following services:

Service	How delivered
On street and car park enforcement	By the Contractor, APCOA through a contract with East Herts. Welwyn Hatfield have an SLA with East Herts
Back office processing of penalty notices	Through an SLA with East Herts

- 3.2 The lead authority is East Herts District Council, who have a contract with APCOA to deliver on street and car park enforcement for the three councils as well as delivering back office services directly to the three councils. There are separate SLA's between East Herts and Welwyn Hatfield and East Herts and Stevenage to deliver the services.
- 3.3 A benchmarking exercise to compare the current contract costs with delivering the services directly has been undertaken and the costs, as shown in section 5

(financial implications) are similar and there is no immediate financial case to bring the service 'in house'.

- 3.4 The current contract is working within the current specification and Key Performance Indicators. In the last year:
- Over 16,000 Penalty Control Notices (PCN's) have been issued.
  - Over 13,000 enforcement hours have been deployed.
  - The error issue rate of PCN's has fallen for the fourth consecutive year.
  - All scheduled school patrol visits achieved.
- 3.5 The two year extension will allow officers to consider how the services can be delivered in the future, including the impact of the use of Automatic Number Plate Recognition technology on the whole service and a further report on the service delivery will be produced towards the end of 2023. At this time, East Herts District Council would need to know if this council would want to agree to a new SLA and be involved in subsequent contracts.

### **Implications**

#### **4 Legal Implication(s)**

- 4.1 The recommendations within this report are in accordance with the Public Contracts Regulations 2015, especially Regulation 12 (Award of contracts to controlled persons) and Regulation 38 (Occasional Joint Procurement).

#### **5 Financial Implication(s)**

- 5.1 Using the costs incurred in 2022-23 and applying an inflationary uplift, the estimated cost of the current enforcement service in 2023-24, is £618,000.
- 5.2 The estimated cost of delivering the service in house is £623,000.
- 5.3 The estimated cost of mobilisation of the service in house is £96,000 including cost of a project manager who will likely be required and cost of one off capital investment
- 5.4 The income received through the enforcement service in 2022-23, was £691,600.
- 5.5 After the costs of the enforcement service are met, any surplus income is included within the wider Parking budgets, which includes income and expenditure relating to all Parking services, including review, implementation, and maintenance of parking restrictions across the borough.

#### **6 Risk Management Implications**

- 6.1 There are not considered to be any additional risks as a result of this recommendation.

#### **7 Security and Terrorism Implication(s)**

- 7.1 There are not considered to be any additional Security and Terrorism implications as a result of this recommendation.

**8 Procurement Implication(s)**

8.1 See legal implications.

**9 Climate Change Implication(s)**

9.1 There are not considered to be any additional Climate Change implications as a result of this recommendation.

**10 Human Resources Implication(s)**

10.1 There are not considered to be any additional Human Resources implications as a result of this recommendation.

**11 Health and Wellbeing Implication(s)**

11.1 There are not considered to be any additional Health and Wellbeing Implications as a result of this recommendation.

**12 Communication and Engagement Implication(s)**

12.1 There are not considered to be any additional Security and Terrorism implications as a result of this recommendation.

**13 Link to Corporate Priorities**

13.1 The subject of this report is linked to the Council's Corporate Priority 'A well-run council which puts our customers first'.

**14 Equality and Diversity**

14.1 An EqIA was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.

Name of authors	Andrew Harper / Eliska Robova
Title	<i>Procurement Manager / Parking and Playground Services Manager</i>
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