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Our reference: GN/TS/UB72
Your reference:

Councillor Gilbert,
Chairman of the Overview
and Scrutiny Committee.

HEAD OF DEMOCRATIC SERVICES

Town Hall
Dalton Square
Lancaster
LA1 1PJ

DX 63531

10th July 2009

Dear Councillor,

URGENT BUSINESS – Civil Parking Enforcement

Members are requested to consider the attached report, which identifies the procurement options for the operation Civil Parking Enforcement (CPE) after the expiry of the current Agency Agreement with Lancashire County Council in September 2009.

Members of Cabinet and Overview and Scrutiny Committee recently received a Cabinet Briefing Note on the arrangements for Civil Parking Enforcement (CPE) that are due to change in September. The note outlined the current position with the procurement options for the provision of various off-street parking services. A copy of the briefing note is attached to the report at **Appendix A**.

Team Lancashire and Lancashire County Council have now confirmed their preferred options and contractors and officers have evaluated the operational and financial implications of each procurement exercise. This report provides further information on these proposals and evaluations.

The background to this report is outlined in the earlier briefing note. A decision now needs to be made on which option is to be chosen for the provision of off-street car park enforcement, back office notice processing services and cash in transit (CIT) arrangements to coincide with the current contractual arrangements terminating in September. This is when the County Council assumes responsibility for the on-street element of parking enforcement in the Lancaster district.

An urgent business decision is required to enable the contractor and service providers to introduce their arrangements by September. Any delays in implementing the urgent business decision will make it extremely difficult to guarantee that the necessary arrangements will in place by the required deadline.

The recommendations are:-

- (1) That the County Council be selected for the provision of off-street parking enforcement and back office services including Cash in Transit from September 2009 subject to County wide consultation and there being no significant changes in agreeing the final level of charges.**
- (2) That the Corporate Director (Regeneration) in consultation with the Head of Legal and Human Resources, Head of Property Services and Head of Financial Services be authorised to enter into the necessary contracts to ensure the delivery of the above services from September 2009.**
- (3) That the County Council provides appropriate levels of enforcement in residents parking zones and liaises with the City Council's parking team over this requirement.**
- (4) That the Overview & Scrutiny Chairman be consulted with a view to waiving call in, in accordance with Overview & Scrutiny Procedure Rule 17, to enable immediate implementation.**

The approval of the Chief Executive, in consultation with the Leader and relevant Cabinet Member has been sought to this action.

Subject to this approval, I would be grateful if you could consider the immediate implementation of this course of action and agree to waive the right of call-in, in accordance with Overview and Scrutiny Committee Procedure Rule 17(a). Please complete the attached slip signifying your decision and return it to the Town Hall as soon as possible. In the meantime, could you please telephone Tom Silvani on 582132, or e-mail tsilvani@lancaster.gov.uk with your decision.

Yours sincerely,

HEAD OF DEMOCRATIC SERVICES

Enc.

URGENT BUSINESS – Civil Parking Enforcement

~~I agree~~/do not agree (***please delete as appropriate**)

To this matter being treated as a matter of urgency in accordance with Overview and Scrutiny Committee Procedure Rule 17(a) and therefore not being subject to call-in.

Signed: John Gilbert

Dated: 13th July 2009

Chief Executive Decision

~~I agree~~/do not agree (***please delete as appropriate**) to this matter being treated as a matter of urgency in accordance with Overview and Scrutiny Committee Procedure Rule 17(a) and therefore not being subject to call-in.

Signed: Mark Cullinan-----
Chief Executive

Dated: 13th July 2009-----

Please return to: Tom Silvani
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Town Hall,
Dalton Square,
LANCASTER. LA1 1PJ
Ref: UB72