



**NOTTINGHAM CITY COUNCIL**  
**OVERVIEW AND SCRUTINY - CALL IN PANEL**

**Date:** Thursday, 11 September 2014

**Time:** 11.00 am (there is a pre-meeting at 10.30 for call-in panel councillors only)

**Place:** LB32 - Loxley House, Station Street, Nottingham, NG2 3NG

**Councillors are requested to attend the above meeting to transact the following business**

**Acting Corporate Director for Resources**

**Constitutional Services Officer:** Angelika Kaufhold **Direct Dial:** 0115 8764296

**AGENDA**

**Pages**

<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>2</b>	<b>DECLARATIONS OF INTERESTS</b>	
<b>3</b>	<b>CONFIRMATION OF VALIDITY OF CALL-IN</b> Report of Head of Democratic Services	3 - 16
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IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE CONSTITUTIONAL SERVICES OFFICER SHOWN ABOVE, IF POSSIBLE BEFORE THE DAY OF THE MEETING

CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT LEAST 15 MINUTES BEFORE THE START OF THE MEETING TO BE ISSUED WITH VISITOR BADGES

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<b>OVERVIEW AND SCRUTINY COMMITTEE - CALL-IN PANEL</b>
<b>11 SEPTEMBER 2014</b>
<b>CONFIRMATION OF VALIDITY OF CALL-IN REQUEST RELATING TO DELEGATED DECISION 1605 - WORKPLACE PARKING LEVY (WPL) FIXED CAMERA TRIAL PROJECT</b>
<b>REPORT OF HEAD OF DEMOCRATIC SERVICES</b>

**1. Purpose**

A call-in request relating to Delegated Decision 1605 WPL fixed camera trial project has been received. The purpose of this agenda item is to consider the validity of this call-in request.

**2. Action required**

The Committee is asked to confirm that the call-in request relating to Delegated Decision 1605 is valid.

**3. Background information**

- 3.1 The Council's call-in procedure is set out in the Council's Constitution. A guide to the call-in process is attached as an appendix to this report.
- 3.2 Delegated Decision 1605 – WPL fixed camera trial project was published on 7 August 2014, and the last date for call-in was 14 August 2014. A copy of the delegated decision is attached as an appendix to this report.
- 3.3 The Call-In Request Form was received by the Democratic Services Team on 14 August 2014 and signed by Councillors Culley, Steel and Spencer. A copy of the Call-In Request Form is attached as an appendix to this report. The Call-In Request Form identified the reasons for call-in as:

- Inadequate consultation relating to the decision
- Relevant information not considered
- Viable alternatives not considered

Further information on the reasons for the call-in request is detailed on the Call-In Request Form.

- 3.4 On the basis of the information provided, the Head of Legal Services has confirmed the validity of some of the call-in request but the following has been excluded:

- Consider ending the Workplace Parking Levy

The Call-In Panel is asked to endorse this view.

4. **List of attached information**

The following information can be found in the appendices to this report

**Appendix 1** – Overview and Scrutiny: Guide to Call-In

**Appendix 2** – Delegated Decision 1605 – Workplace Parking Levy fixed camera trial project

**Appendix 3** – Call-In Request Form

5. **Background papers, other than published works or those disclosing exempt or confidential information**

None

6. **Published documents referred to in compiling this report**

Council Constitution

7. **Wards affected**

All

8. **Contact information**

Contact colleague

Angelika Kaufhold

Overview and Scrutiny Review Co-ordinator

[angelika.kaufhold@nottinghamcity.gov.uk](mailto:angelika.kaufhold@nottinghamcity.gov.uk)

0115 87 64296



## overview and scrutiny: guide to call-in

### what is call-in

Call-in is a mechanism for scrutinising Executive decisions. Overview and scrutiny has the power to ask for an Executive decision to be reconsidered if, during the five working days immediately following an Executive decision, valid concerns are raised about the way in which the decision has been taken, for example that relevant information was not considered. This power is set out in national legislation and arrangements for putting it into practice are in the Council's Constitution.

### making a request to call-in a decision

All Executive decisions are published on the Council's website. Following publication of an Executive decision there is a period of five working days during which non-executive councillors can request that the decision be called-in. The decision is not allowed to be implemented until the period of five working days has expired.

Decisions that can be called-in are those of:

- The Executive Board
- A committee of the Executive Board
- An individual Portfolio Holder
- Executive decision made by an Area Committee
- Executive decisions (£10,000 or more) made by an officer under authority delegated by the Leader, Executive Board or a committee of the Executive Board or by an officer to officer sub-delegation of powers within the Council's Scheme of Delegation

with the exception of decisions made under the urgency procedure, which cannot be called-in.

Requests to call-in a decision must be made in writing using the Call-In Request Form and signed by three non-executive councillors. Copies of the Call-In Request Form are available from the Overview and Scrutiny Team (contact details at the end of this Guide) and on the Councillor Resource Centre intranet pages.

When requesting a decision is called-in, at least one of the following reasons must be cited, along with further explanation for the reason(s) given:

- The decision is outside the Council's policy and/or budgetary framework
- Inadequate consultation relating to the decision
- Relevant information not considered
- Viable alternatives not considered
- Justification for the decision to be open to challenge on the basis of the evidence considered.

## **what happens when a request to call-in a decision is received**

The Head of Democratic Services is responsible for assessing the validity of call-in requests. If any doubt remains the Director of Legal and Democratic Services (the Council's Monitoring Officer) will make the decision on whether the request is valid or not. Defamatory and frivolous requests will be rejected.

At this time, the relevant decision-maker, Portfolio Holder, Director and contact colleague will be informed that implementation of the decision is suspended until the outcome of the call-in has been determined. If the suspended decision relates to a contract or other procurement issue, the Contract Procurement Manager should also be notified.

The Call-In Panel (a sub-committee of the Overview and Scrutiny Committee) is responsible for considering call-in requests. Therefore once a request is considered to be valid, a meeting of the Panel will be scheduled. This meeting must be held within seven working days of the receipt of the request, or at a later date if agreed by the Chair of Overview and Scrutiny.

## **meetings of the Call-In Panel**

The purpose of the Call-In Panel meeting is to:

- a) Agree that the call-in is valid as set out in the Council's Constitution
- b) Consider whether the Executive decision should be referred back to the decision-maker for further consideration or whether it can be implemented.

## **Suggested procedure to be followed**

When the meeting begins the Chair will:

1. Ask the Panel to agree whether the call-in is valid and agree the parameters for the discussion.
2. Ask the relevant Portfolio Holder to briefly outline details of, and reasons for their decision [suggested time: 10 minutes]
3. Ask a representative of the councillors who requested the call-in to briefly outline their concerns and reasons for these [suggested time: 10 minutes]
4. Ask the Portfolio Holder (and their supporting colleagues) to briefly respond to the points raised [suggested time: 10 minutes]

Members of the Call-In Panel will then discuss the call-in request, the decision and invite the Portfolio Holder and the councillors who requested the call-in to respond to any questions raised by the Panel.

The Chair will invite the Portfolio Holder and a representative of the councillors who requested the call-in to sum up any final comments [suggested time: 5 minutes each]. Following this, the Portfolio Holder (and their supporting colleagues) and the councillors who requested the call-in may leave the meeting if they chose to as they are not required to remain at the meeting during the deliberations.

Focusing on the reasons for the call-in as given in the Call-In Request Form, and based on the evidence from the Portfolio Holder and the councillors who requested the call-in, the Panel will then decide to either:

- a) Require that the decision is reconsidered, and make recommendation(s) as to what should be taken into consideration; or
- b) Agree that the decision does not need to be reconsidered and can be implemented.

In both cases, reasons will be given by the Panel for its decision.

If the Panel agrees that the decision should be reconsidered it can:

- a) Refer the decision back to the decision-maker for reconsideration; or
- b) Refer the decision to full Council if they feel that the decision made is contrary to the Council's policy and/or budgetary framework.

In addition, the Panel can make other relevant recommendations which will be referred to the relevant Portfolio Holder, or the Executive Board for response.

### **what happens following the meeting of the Call-In Panel**

Following the meeting, the relevant decision-maker Portfolio Holder, Director and contact colleague will be informed of the outcome of the meeting.

If the Panel decides that the decision does not need to be reconsidered, then it can be implemented immediately.

If the Panel refers the decision back to the decision-maker then it will be reconsidered in light of comments made by the Panel. The decision-maker can decide whether to amend the original decision or not before adopting a final decision. This final decision cannot be subject to further call-in.

Additional recommendations made by the Panel will be treated in the same way as any other recommendations made by overview and scrutiny, and referred to the relevant Portfolio Holder or Executive Board. They will be asked to provide a response to say whether they agree to implement the recommendation(s) and how they intend to do so. Progress on implementation will then be reviewed at a later date. If they decline to implement a recommendation they will be asked to explain why.

### **contact information**

For further information about call-in, or any other matters related to overview and scrutiny, contact the Overview and Scrutiny Team

Jane Garrard            0115 8764315  
Angelika Kaufhold    0115 8764296

[jane.garrard@nottinghamcity.gov.uk](mailto:jane.garrard@nottinghamcity.gov.uk)  
[angelika.kaufhold@nottinghamcity.gov.uk](mailto:angelika.kaufhold@nottinghamcity.gov.uk)

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Rec'd  
14/08/14  
4.57pm  
LW

**Nottingham City Council**  
**Executive Decision Call-In Request Form**

This form should be submitted to the Head of Democratic Services, Legal and Democratic Services, Resources by midnight on the fifth working day after the decision publication date. The signed form should be submitted in original hard copy. If the form is being submitted after the office has closed on the fifth working day, it should be signed, scanned and emailed to all of the following individuals:

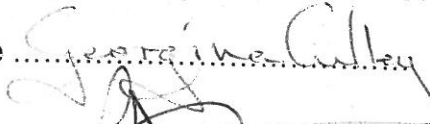


- Head of Democratic Services  
[debra.lamola@nottinghamcity.gov.uk](mailto:debra.lamola@nottinghamcity.gov.uk)
- Overview and Scrutiny Review Co-ordinators  
[jane.garrard@nottinghamcity.gov.uk](mailto:jane.garrard@nottinghamcity.gov.uk)  
[noel.mcmenamin@nottinghamcity.gov.uk](mailto:noel.mcmenamin@nottinghamcity.gov.uk)

The original hard copy of the form must then be provided to the Head of Democratic Services on the following morning.

For further information about the call-in procedure please see the Overview and Scrutiny Guide to Call-In and/ or contact the Overview and Scrutiny Review Co-ordinators on 0115 8764315 or 0115 8764304

Date of decision publication:	07/08/2014
Portfolio Holder Decision reference number:	1605
or Executive Board minute number:	.....
or Executive Board Sub Committee minute number:	.....
Description of decision:	WORKPLACE PARKING LEVY (WPL) FIXED CAMERA TRIAL PROJECT

The following signatories request that the above decision be called in.

- Signature  Print name GEORGINA CULLEY
- Signature  Print name ROGER STEEL
- Signature  Print name TIM SPENCE

**Validation Check:**  
**Head of Democratic Services**

Date of publication: ..... Date of call-in: ..... In time: YES / NO

Office checks that call-in is valid against requirements as set out in the Constitution:  
YES / NO

Reason:.....  
.....  
.....  
.....  
.....

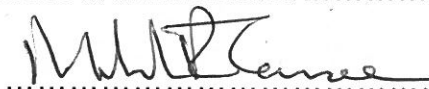
Completed by: ..... (signature)  
..... (name)

Date: ..... Time: .....

**Validation Check: (if necessary)**  
~~Director of Legal and Democratic Services~~ Head of Legal Services

Valid: YES / ~~NO~~ as regards points 1, 2, 3 + 4 but not ~~5~~ 5

Reason: The call in request raises issues that could have been  
addressed in the decision form but were not done so either  
fully or in some cases at all eg. administrative savings.

Completed by:  ..... (signature)  
Malcolm R. Townroe ..... (name)

Date: 15/8/14 ..... Time: 9.43 am

**Referrals:**

Date copied to Corporate Director / Portfolio Holder .....

Name of Corporate Director .....

Name of Portfolio Holder .....

Date copied to Chair of Overview and Scrutiny Committee: .....

The request for call-in must be based on one or more of the following reasons (tick appropriate box or boxes), **details of which must be given** below:

The decision is outside the policy / budgetary framework	
Inadequate consultation relating to the decision	✓
Relevant information not considered	✓
Viable alternatives not considered	✓
Justification for the decision open to challenge on the basis of evidence considered	

Please provide the reasons for the call-in request below (append an additional sheet if necessary):

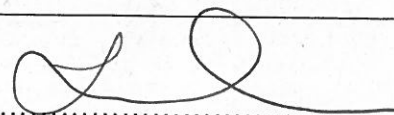
1. - THE DECISION DOES NOT INDICATE ANY CONSULTATION WITH BUSINESSES THAT WILL BE AFFECTED BY THIS TRIAL
2. - THE DECISION DOES NOT INDICATE ANY CONSULTATION WITH BUSINESSES REGARDING THEIR VIEWS ON FURTHER LCTV ENFORCEMENT
3. - INADEQUATE EVIDENCE OF ADMINISTRATIVE SAVINGS TO BOTH THE COUNCIL AND AFFECTED BUSINESSES
4. - INADEQUATE EVIDENCE THAT THE 'DO NOTHING' OPTION IS UNTENABLE
5. X DOES NOT CONSIDER THE CESSATION OF THE WORKPLACE PARKING LEVY AS AN ALTERNATIVE OPTION

Please list proposals for action by the Call-In Panel (if any):

- CONSULTATION WITH AFFECT BUSINESSES AHEAD OF PHD APPROVAL
- MORE EVIDENCE OF ADMINISTRATIVE SAVINGS / COSTS PROVIDED
- CONSIDER ENDING THE WORKPLACE PARKING LEVY

For office use only:

Received on behalf of the Head of Democratic Services by: .....

  
(signature)

Name: LAURA WILSON

Date: 14/08/2014

Time: 4.57pm

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# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:	1605
Author:	Robert Adkin
Department:	Communities
Contact:	Robert Adkin (Job Title: Senior Project Manager, Email: robert.adkin@nottinghamcity.gov.uk, Phone: 01158763407)
Subject:	Workplace Parking Levy (WPL) Fixed Camera Trial Project
Total Value:	£66,516 (Type: Revenue)
Decision Being Taken:	<p>(1) To approve the trial of Automatic Number Plate Recognition (ANPR) fixed camera technology to reduce the WPL administration requirements on businesses based at large multi-occupancy car parks and streamline WPL processes at these sites, which currently includes the use of an ANPR vehicle and WPL officer checks.</p> <p>(2) To grant dispensation from Contract Procedure Rule 5.1.2 in accordance with paragraph 3.29 of Financial Regulations to enable the use of Traffic Enforcement Systems (TES) and Cognetix, who developed the WPL systems, and to approve expenditure of £66,516 from the WPL operational budget for the purchasing of equipment for trial which can be re-used elsewhere.</p>

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**Reasons for the Decision(s)**

**Compliance of employers who provide liable WPL workplace parking places remains at 100% and has done since the scheme was first introduced in 2012.**

**As the WPL is the first scheme of its kind to be developed in the UK, we continue to look at ways to improve the scheme to streamline processes, to ensure that it runs as efficiently and smoothly as possible.**

**The scheme objectives are to minimise the administrative burden on employers whilst providing an efficient and enforceable scheme. It is therefore desirable for efficient and effective use of resources to use technology to gather the information required at high-occupancy sites. Any reduction in operational costs through the use of this technology will enable additional income to be reinvested back into the public transport improvements the WPL funds.**

**The cameras under consideration would help to gather information more cost-effectively whilst reducing the administration burden on employers and the WPL team, who would otherwise have to continue to manually gather this information to identify the number of workplace parking places being provided.**

**TES and Cognetix have provided expert advice, support and equipment during the implementation of the scheme. Both companies have been instrumental in the development and operation of WPL equipment and systems, and their expertise has enabled us to further develop our bespoke system.**

**Other Options Considered:**

**Doing nothing was rejected as the existing process is manually labour intensive both for the employers and WPL team as all evidence is gathered by individuals and needs to be analysed as part of a desk-based exercise. The scheme objectives are to minimise the administrative burden on employers whilst providing an efficient and enforceable scheme. It is therefore desirable for efficient and effective use of resources to use technology to gather the information required at high-occupancy sites.**

**use existing processes - this is not suitable. See 'do nothing ' response above.**

**Deliver a fixed camera based trail for these high-occupancy employment sites to minimise administrative burden on employers and the WPL team. In order to help us do this consistently we would like to use the services of TES and Cognetix, who have provided advice, support and equipment during the implementation of our existing unique WPL scheme.**

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**Background Papers:**

**Published Works:**

**(1) Portfolio Holder Decision Form Ref 874 Purchase of Automatic Number Plate Recognition (ANPR) Vehicle**  
**(2) Delegated Decision Ref 1378 Warranty extension to the WPL ANPR vehicle and back office systems**

**Affected Wards:**

**Citywide**

**Colleague / Councillor  
Interests:**

**Dispensation from Financial  
Regulations:**

**Yes**

**Consultations:**

**Those not consulted are not directly affected by the decision.**

**Crime and Disorder  
Implications:**

**None**

**Equality:**

**EIA not required. Reasons: An EIA is not required because an EIA was previously submitted in respect of the WPL scheme**

**Social Value  
Considerations:**

**None**

**Decision Type:**

**Portfolio Holder**

**Subject to Call In:**

**Yes**

**Call In Expiry date:**

**14/08/2014**

**Advice Sought:**

**Legal, Finance, Procurement, Human Resources, Equality and Diversity**

**Legal Advice:**

**This report does not raise significant legal issues. The value of the proposed contracts are below the relevant EU financial threshold. If the pilot is successful the contracts should not be extended to meet the requirements of any future roll out without further consideration of the procurement issues if that proposal would take the contract values above the EU financial threshold. Advice provided by Andrew James (Team Leader Contracts and Commercial) on 16/07/2014.**

**Finance Advice:**

**The cost of this decision is £66,515 which will all be incurred in 2014/15. There is sufficient provision in the workplace parking levy budget to meet this cost.**

**Under the circumstances outlined in the decision, the dispensation from contract procedure rules appears reasonable.**

**Advice provided by Ian Greatorex (Finance Business Partner) on 09/07/2014.**

**Procurement Advice:**

Having discussed the situation with the Major programmes team I am satisfied that due to the specialist nature of this requirement an exemption represents best value for money to the Council.

A plan is in place to address the long term requirements for this area. Advice provided by John Watson (Category Manager) on 07/07/2014.

**HR Advice:**

HR advice is not required for this decision  
Advice provided by Carolyn Owen (Senior Coordinator) on 08/07/2014.

**Equality and Diversity Advice:**

There are no significant equality issues regarding this proposal. Advice provided by Adisa Djan (Equalities and Diversity Consultant) on 10/07/2014.

**Signatures**

Jane Urquhart (Portfolio Holder Planning and Transport)
SIGNED and Dated: 07/08/2014
John Kelly (Corporate Director Community Services)
SIGNED and Dated: 06/08/2014
Geoff Walker (Acting Head of Strategic Finance) - Dispensation from Financial Regulations
SIGNED and Dated: 06/08/2014
Chief Financial Officer's Comments:



<b>OVERVIEW AND SCRUTINY – CALL IN PANEL</b>
<b>11 SEPTEMBER 2014</b>
<b>CONSIDERATION OF CALL-IN REQUEST REGARDING DELEGATED DECISION 1605 – WORKPLACE PARKING LEVY FIXED CAMERA TRIAL PROJECT</b>
<b>REPORT OF HEAD OF DEMOCRATIC SERVICES</b>

**1. Purpose**

To consider the call-in request relating to Delegated Decision 1605 Workplace Parking Levy fixed camera trial project.

**2. Action required**

2.1 The Committee is asked to:

- a) consider the information provided in relation to Delegated Decision 1605 and the reasons given below for requesting a call-in of that decision and use that information to inform questioning and discussion; and**
  - (i) the decision does not indicate any consultation with businesses that will be affected by this trial;**
  - (ii) the decision does not indicate any consultation with businesses regarding their views on further CCTV enforcement;**
  - (iii) inadequate evidence of administrative savings to both the Council and affected businesses;**
  - (iv) inadequate evidence that the ‘do nothing’ option is untenable**
- b) focusing on the reasons for the call-in as given in the call-in request form, and based on the evidence from the Portfolio Holder, her supporting colleagues, and the councillors who requested the call-in, decide to either:**
  - i) require that the decision is reconsidered, and make recommendation(s) as to what should be taken into consideration; or**
  - ii) agree that the decision does not need to be reconsidered and can be implemented.**

**3. Background information**

3.1 The Delegated Decision 1605 – Workplace Parking Levy fixed camera trial project was published on 7 August 2014. Councillor Urquhart, as the decision-taker, supported by Jason Gooding, Parking Manager, Commercial Development, as the named contact colleague, have been invited to attend the meeting to outline details of, and reasons for the decisions and answer questions from the Panel regarding this. Additional information has also been

requested regarding the decisions and this will be made available to Panel members for the meeting.

- 3.2 The call-in request form was signed by Councillors Culley, Steel and Spencer. These councillors have been invited to attend the meeting to outline the reasons for requesting the call-in and to answer questions from the Panel regarding this.
- 3.3 Focusing on the reasons for the call-in as given in the call-in request form, and based on the evidence from the Portfolio Holder, supporting colleagues, and the councillors who requested the call-in, the Panel needs to decide to either:
- a) require that the decisions are reconsidered, and make recommendation(s) as to what should be taken into consideration; or
  - b) agree that the decision does not need to be reconsidered and can be implemented.

In both cases, the Panel needs to provide reasons for its decision.

- 3.4 If the Panel agrees that the decision should be reconsidered it can:
- a) refer the decisions back to the Portfolio Holder for reconsideration; or
  - b) refer the decisions to full Council if it feels that the decision made is contrary to the Council's policy and/or budgetary framework.
- 3.5 In addition, the Panel can make other relevant recommendations which will be referred to the relevant Portfolio Holder, or the Executive Board for response.

4. **List of attached information**

None

5. **Background papers, other than published works or those disclosing exempt or confidential information**

None

6. **Published documents referred to in compiling this report**

Delegated Decision 1605 – Workplace Parking Levy fixed camera trial project  
Call-In Request Form regarding Delegated Decision 1605

7. **Wards affected**

All

8. **Contact information**

Contact colleague  
Angelika Kaufhold, Overview and Scrutiny Co-ordinator  
[angelika.kaufhold@nottinghamcity.gov.uk](mailto:angelika.kaufhold@nottinghamcity.gov.uk)  
0115 87 64296

<b>OVERVIEW AND SCRUTINY COMMITTEE – CALL IN PANEL</b>
<b>11 SEPTEMBER 2014</b>
<b>WORKPLACE PARKING LEVY FIXED CAMERA TRIAL PROJECT</b>
<b>REPORT OF CORPORATE DIRECTOR FOR COMMUNITY SERVICES</b>

**1. Purpose**

To provide additional information requested in relation to the call in request received regarding delegated decision Ref No. 1605, Workplace Parking Levy Fixed Camera Trial Project.

**2. Action required**

This report is for clarification purposes.

**3. Background information**

The Workplace Parking Levy was introduced in October 2011 to fund a range of transport improvements in the city including the extension of Nottingham’s tram network and the redevelopment of Nottingham Station – both of which are in the top three transport priorities which local businesses tell us are vital to theirs and the city’s future economic vitality.

The introduction of the levy followed a public consultation and an Examination in Public conducted by an independent examiner in 2007, following the Council exploring and subsequently discounting other options to raise the necessary revenue, The options discounted were road user charging, a supplementary business rate, Business Improvement Districts, Local Authority business growth initiative, core cities business rate retention, sale of land or other assets, prudential borrowing, increased council tax, European grants, local developer contributions and the introduction of a local lottery.

3.1 The call in raised 5 points of which 1-4 were confirmed as valid and point 5 was declined as an invalid reason. Therefore we have provided as background responses to 1-4 below to provide additional evidence to support the DDM 1605.

3.2 Point 1. The decision does not indicate any consultation with businesses that will be affected by this trial

Under the legislation applicable to the WPL scheme there is no legal requirement to undertake consultation with employers on how the scheme is administered and enforced. The primary and secondary legislation (Transport Act 2000 and WPL Regulations) gives the necessary authority to the Council’s duly authorised officers to gather evidence to ensure the scheme is enforceable and the camera trial would be part of this process.

However, the WPL team has an ongoing relationship and dialogue with employers in the City, working with them to ensure they are licensed

correctly and are fully aware of compliance processes, and if the fixed camera trial were to go ahead, the intention would be to engage with employers regarding the trial following completion of the DDM procedure.

3.3 Point 2. The decision does not indicate any consultation with businesses regarding their views on further CCTV enforcement?

As outlined above, while the Council is not legally obliged to consult with employers regarding the operational methods of how the scheme is enforced, if the trial were to go ahead the WPL Team will liaise with all employers on the proposed camera trial location (the Riverside Retail Park) and the land agents.

It is important to be clear that no CCTV enforcement has ever been undertaken by the WPL team as they do not use CCTV cameras as part of the schemes compliance and enforcement regime. The WPL team utilise Automatic Number Plate Recognition (ANPR) cameras not CCTV. Fixed cameras are merely a different utilisation of ANPR technology that is already in use as part of the scheme.

The cameras being used are ANPR cameras which capture the Vehicle Registration Marks only and not images of any vehicle occupants.

No individual drivers will be identified using fixed cameras; the purpose of the trial is to monitor the number of vehicles that are parking on site, rather than the owners or users. Neither the ANPR cameras nor the WPL database are linked in any way to any other databases, such as the DVLA's or Police National Computer. No personal details of the vehicles owner are required as the WPL is a levy on employers, not individuals. All data collected is stored and disposed of in accordance with Council policy.

3.4 Point 3. Inadequate evidence of administrative savings to both the Council and affected businesses?

As the WPL scheme has evolved it has become apparent that compliance checking at large multi-occupancy car park sites, of which there are approximately six sites in the city, involves significant officer time spent engaging with each employer to manually check licensing information supplied, being able to gather and analyse this data automatically means less checking would be required with employers and so would therefore reduce administrative bureaucracy for them and also potentially providing savings on WPL administration.

Although it is difficult to accurately estimate the potential savings which could be made to WPL administration costs without first conducting the trial, initial indications would suggest that there is a potential to save approximately £312,000. Conducting a Compliance Survey (CS) costs approximately £9,000 per retail park site in officer time gathering and

subsequently analysing the data collected. The cost to survey the six retail parks is therefore approximately £54,000.

The camera equipment which would be purchased under the DDM would cost £66,516, and if the trial proves successful it is intended that the same equipment could be reused and moved between the six sites to carry out compliance checks. As the equipment has a seven year lifecycle, there is a potential to save approximately £312,000 over seven years.

As the WPL is self-funding, any savings made to the administration costs of the scheme can be reinvested back into public transport initiatives.

3.5 Point 4. Inadequate evidence that the 'Do Nothing' option is untenable?

The delegated decision does not state that the 'do nothing' option is untenable. It states that it is merely desirable, as part of the ongoing evolution of the WPL scheme, to look at new ways gather information more efficiently and effectively than at present with the resources and technology currently available to them.

The Council would be negating its duty to employers if it were to ignore new ways of more efficiently and effectively administering the scheme.

4. **List of attached information**

None

5. **Background papers, other than published works or those disclosing exempt or confidential information**

None

6. **Published documents referred to in compiling this report**

None

7. **Wards affected**

All

8. **Contact information**

Jason Gooding  
Parking Manager  
Parking Commercial Development  
Telephone : 0115 8763132  
Email: [Jason.gooding@nottinghamcity.gov.uk](mailto:Jason.gooding@nottinghamcity.gov.uk)

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