

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

<b>Reference Number:</b>	2194
<b>Author:</b>	Celia Lyn Jenkins
<b>Department:</b>	Communities
<b>Contact:</b>	Celia Lyn Jenkins (Job Title: Processing and Enforcement Manager, Email: <a href="mailto:celia.jenkins@nottinghamcity.gov.uk">celia.jenkins@nottinghamcity.gov.uk</a> , Phone: 01158761525)
<b>Subject:</b>	Creation of posts in Processing and Enforcement
<b>Total Value:</b>	£46,520 including on costs (Type: Revenue)
<b>Decision Being Taken:</b>	(1) To approve the creation of 3 new posts within Processing and Enforcement (Non-executive officer decision under Scheme of Delegation reference 16) 1 x 18.5 hour Processing and Enforcement Officer - Parking Permits post at Grade 6D 2 x full time Permit Assistant posts at Grade 6C. (2) To approve the budget of £46,520 for the above posts (Portfolio Holder decision)

**1. Processing and Enforcement Officer - Parking Permits**

As Nottingham City Council has now launched the Crossing the Line campaign it is important that we develop our enforcement strategy to address the misuse and abuse of Blue Badges.

The Department for Transport has recognised the importance of enforcing misuse and abuse of Blue Badges and has therefore provided funding for Local Authorities to carry out this important work.

It has become clear that abuse and misuse of Blue Badges and Permits has increased due to increased parking charges and limited kerb space therefore, as an Authority it is important to address this and ensure that we are managing our highway effectively.

We need to ensure that those who are eligible to park within a residential parking bay have the opportunity to do so and spaces are not taken up by those who are using invalid permits.

Our Parking Enforcement Officer works closely with Civil Enforcement, Community Protection Officers, Police Authority and other Local Authorities and outside agencies to control the misuse and abuse of Permits and Blue Badges. It is important that in the Officer's absence there is another point of contact to ensure continuity of service.

In addition to partnership working there is a requirement to act on information provided by members of public. The new post will ensure that essential information is recorded and cascaded to relevant officers.

Due to the Crossing the Line campaign we have seen an increase in the number of potential prosecutions however, due to workload it is not possible for the Parking Enforcement Officer to carry out their duties and prepare these cases.

The decision has been made to create this post due to the increased workload within the section. It is important that the highway network is managed, that we enforce misuse and abuse of Blue Badges and on street permits as it is important that we uphold the value of the schemes. If enforcement is not effective then it can cause hostility towards other road users and undermines the benefits of the schemes. As the Department for Transport has recognised the importance of Blue Badge enforcement by providing funding the Authority has a responsibility to use this funding according to the purpose for which it is meant.

The Crossing the Line Campaign developed by the Parking Enforcement Officer has been successful and has raised awareness of the misuse and abuse of Blue Badges however, further development is required. To do this administration and enforcement support is needed.

With the extension of the tram and Work Place Parking levy, additional residential parking schemes may be introduced to combat displaced parking. This will increase the potential for misuse and abuse of residential parking permits which will impact on service delivery.

The support of this officer will increase the number of prosecutions in respect of Blue Badges and ensure that citizen concerns are addressed in a timelier manner.

## 2. Permit Assistants

Due to the Permit Assistant's job description being amended some of their duties involving the issuing of permits have been absorbed by the Permit Assistants which has resulted in an increase in the time it takes to process applications. In addition to this, due to the implementation of the R7 permit to allow access to the Clear Zone, the extension of the tram and transferring responsibility to issue permits for the Market Square the existing team of 3 Permit Assistants and One Permit Officer is not able to deal with this extra demand. At present the team deal with Blue Badges and a variety of on street parking permits i.e. for residential parking schemes, restricted access permits for disabled and business who deal with perishable goods, workshop permits and residential dispensation. This totals approximately 24,000 permits at present and it is envisaged that not only will the issuing of the permit increase but also associated telephone queries. The decision to create these posts is to ensure that permits are dealt with in a timely fashion, to assist in the management of the Network, increase revenue, reduce the number of complaints to the section and Councillors which may result in negative publicity for the Authority

**Other Options Considered:**

**1. Processing and Enforcement Officer - Parking Permits**  
 Do nothing - this would result in abuse and misuse of permits continuing and result in disabled motorists not being able to park near to shops or amenities. This would result in complaints and have a negative impact on the reputation of the Authority and potentially increase the workload of Councillors. Also we would not be able to develop our 'Crossing the Line' campaign.

**2. Permit Assistants**  
 Do nothing - this would have an adverse effect on the service delivery resulting in Penalty Charge Notices being issued when permits have not been issued. It would also have a negative impact on the Authority's reputation and potentially increase Councillors' workload due to complaints.

Not to implement additional residential schemes will result in displaced parking .Not to introduce the R7 permit which will have a negative impact on managing the network and on revenue to the Authority

**Background Papers:**

**Published Works:**

**Affected Wards:**

Citywide

**Colleague / Councillor Interests:**

**Consultations:**

**Date: 22/07/2015**

**Other: Jo Hill from HR**

No negative comments. Need to follow the process for recruiting including Project People and People Plus

**Date: 23/07/2015**

**Chief Finance Officer: Michelle Pullen**

Funding available

Those not consulted are not directly affected by the decision.

**Crime and Disorder Implications:**

Enforcing the misuse and abuse of blue badges as per the Department for Guidance to Local Authorities.

**Equality:** EIA not required. Reasons: This is not an equality issue as it is creating new posts therefore does not have a negative affect on existing members of staff.

**Decision Type:** Portfolio Holder

**Subject to Call In:** Yes

**Call In Expiry date:** 14/10/2015

**Advice Sought:** Legal, Finance, Human Resources

**Legal Advice:**  
**Legal Observations (employment law)**  
 Under Section 7 of the Local Government and Housing Act 1989, any appointments to the proposed posts should be made on merit.  
 John Bernard-Carlin  
 Team Leader  
 Housing, Employment & Education Team  
 Legal Services Advice provided by John Bernard-Carlin (Team Leader) Advice provided by John Bernard-Carlin (Team Leader) on 13/08/2015.

**Finance Advice:**

**The total cost of this decision is £46,520**  
**This is made up of 1/2 FTE Grade D post and 2 x FTE Grade C posts, assuming that all posts will commence on the bottom of the scale and the SUPN scheme will apply.**

**The Parking Permits post - Grade D 18.5 hours will cost £10,210 per annum**  
**This is funded by an existing budget from Department for Transport which is permanent. This means that there is little or no risk associated with this post and there is no impact to the MTFP.**

**The Permits posts x 2 - Grade C 37 hours per post will cost £36,310 per annum**  
**One post will be funded from income raised through dispensation fees and residential parking permits. Due the success of this scheme, Residential Services have seen an increase in the income that is generated. This has also resulted in the increase to the workload and the requirement for an additional post. As this is an income funded role, there is the risk that should income fall, the post will no longer be affordable. This risk is extremely small however due to introduction of the new tram service and future investments planned.**

**The second grade C post is to be funded from 3 different areas**  
**50% - Work Place Levy**  
**25% - Events**  
**25% - Traffic Management**

**Both WPL and Events are able to provide funding of a permanent nature but the costing must be shown in their individual accounts. Traffic Management's contribution is of a fragile nature. The risk is that this funding may end in the near future. To mitigate any immediate risks, it has been agreed that this will be monitored on an annual basis around September of each year to give both departments enough warning should decisions need to be made that will impact the next financial year.**

**7th August 2015 Advice provided by Michelle Pullen (Senior Accounts Assistant) on 07/08/2015.**

**HR Advice:**

**An increase in the workforce will help to meet an increase demand for service and mitigate delays to citizens'.**

**Management will need to ensure that job evaluation is complete and that recruitment is conducted through the appropriate agreed processes, including Project People. There will also need to be appropriate support and development for the new post holder once appointed. Advice provided by Wendy Tutin (Service Redesign Consultant) on 23/07/2015.**

**Signatures**

<b>Nicola Heaton (Portfolio Holder for Community Services)</b>
<b>SIGNED and Dated: 07/10/2015</b>
<b>Andrew Vaughan (Corporate Director Commercial and Operations)</b>
<b>SIGNED and Dated: 02/10/2015</b>