

## Notice of Non-key Executive Decision

<b>Subject Heading:</b>	Approval of in year amendments to parking permit charges
<b>Decision Maker:</b>	Imran Kazalbash, Assistant Director Environment
<b>Cabinet Member:</b>	Councillor Barry Mugglestone, Cabinet Member for Environment
<b>SLT Lead:</b>	Neil Stubbings, Strategic Director, Place
<b>Report Author and contact details:</b>	Mark Hodgson, Head of Highways, Traffic and Parking mark.hodgson@havering.gov.uk
<b>Policy context:</b>	Parking Policy
<b>Financial summary:</b>	The amendment to the parking permit fees and charges reduces income by approximately £0.2m per year (within cost centre A24670).
<b>Relevant OSC:</b>	Places
<b>Is this decision exempt from being called-in?</b>	Yes, it is a Non Key Decision

**Non-key Executive Decision**

**The subject matter of this report deals with the following Council Objectives**

People - Things that matter for residents

X Place - A great place to live, work and enjoy

Resources - A well run Council that delivers for People and Place.

## Part A – Report seeking decision

### **DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION**

The Assistant Director of Environment is recommended to approve amended parking fees and charges in-year (as shown attached), implemented with immediate effect, for 2023/24. Residents who have purchased products at the higher charges will be refunded the difference automatically.

### **AUTHORITY UNDER WHICH DECISION IS MADE**

#### 3.4 Powers of Second Tier Managers

Second Tier Managers are those managers directly reporting to a SLT Director. Second Tier Managers all have delegated authority to act as follows within the assigned service, subject to the general provisions and limitations set out in section 3.1 above.

#### General powers

To take any steps necessary for proper management and administration for their allocated portfolios.

#### Financial responsibilities

(c) To implement approved fees, charges, rents etc. and to ensure that proper arrangements exist for their collection.

### **STATEMENT OF THE REASONS FOR THE DECISION**

To support residents and businesses within the borough the Council offers a range of parking products such as parking permits, visitor vouchers, business permits and season tickets.

In 2022/23 work was completed to review the current parking charges and make recommendations for new charges to be included in the 2023/4 budget. Members were engaged throughout this process.

#### This work considered

- Historical price tariffs and increases
- Benchmarking tariffs from other similar Local Authorities
- Contribution of income to running of parking services
- Management of parking demand and space utilisation
- Parking incomes contribution to achieving a balanced budget

### Non-key Executive Decision

The annual budget setting process involves presenting a draft budget to Overview & Scrutiny Committee (OSC) and Cabinet before final approval at Full Council.

The draft budget was considered at OSC on 7 February 2023. Unfortunately, due to an administration error, an incorrect earlier draft of parking tariffs was submitted to OSC at this meeting. This showed only a slight increase in parking permit charges, rather than a higher increase as planned.

Prior to the Cabinet meeting of the 8 February 2023, the error was identified and an addendum was added to the Cabinet Budget Report. The addendum included an updated parking tariff, reflecting the original proposed higher increases. The draft budget, including the addendum, was approved at Cabinet. The budget, including the same updated higher tariff, was presented to, and approved at, Full Council on 1 March 2023.

The new charges, as per the addendum and as agreed at Full Council, were then implemented.

It has now been acknowledged that the 7 February 2023 OSC did not have full oversight proposed parking tariffs. Accordingly, the Administration has requested those lower charges, as presented to OSC, be the charges be set for 2023/4.

The recommendations in this Executive Decision reflect this request.

The charges to be implemented for 2023/4 are set out in Appendix 1 and replace those made at Full Council. Refunds to residents/customers who paid the higher charges have now been made.

The decision results in approximately £0.2m reduction in income to the Council. Whilst this is a substantial amount of public money it is negligible when considered against the councils budget overall. The decision will not result in a budget virement but the reduced income will be shown as a pressure against cost centre A24670.

The constitution provides for ongoing budget management and review throughout the year, hence this decision can be made via Executive Decision, which will be subject to call-in.

### **OTHER OPTIONS CONSIDERED AND REJECTED**

Option 1 - to do nothing. Whilst the higher parking charges were legitimately ratified, the Administration do not wish to proceed with those increases where the charges have not been subject to proper scrutiny.

**Non-key Executive Decision**

**PRE-DECISION CONSULTATION**

N/A

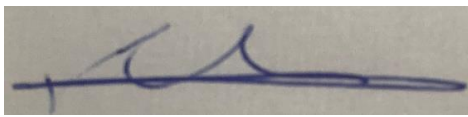
**NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER**

Name: Mark Hodgson

Designation: Head of Highways, Traffic and Parking

Signature:

Date: 08/08/2023

A handwritten signature in blue ink, appearing to read 'M. Hodgson', is written over a light-colored rectangular background.

## Part B - Assessment of implications and risks

### LEGAL IMPLICATIONS AND RISKS

None as a result of the recommendations in this report.

### FINANCIAL IMPLICATIONS AND RISKS

The impact of this decision is estimated to reduce the Council's income by £0.2m. The initial impact will be a pressure on the revenue budget. The service will develop action plans through the year to mitigate this and any other emerging pressures on their budget

The Council recognised in the budget report that it was possible that not all savings would be fully realised. A prudent provision of £2.0m was included in the budget against the savings agreed. The Council will firstly aim to recover any overspend through prudent cost control and other initiatives but will use this provision if the loss of revenue cannot be mitigated from other income streams.

### HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

There are no HR implications or risks in this decision.

### EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

There are no Equalities and Social Inclusion implications or risks in this decision.

### ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

There are no Environment and Climate change implications or risks for this decision.

### BACKGROUND PAPERS

Overview and Scrutiny Board – Council Tax – 7 February 2023

<https://democracy.havering.gov.uk/ieListDocuments.aspx?CId=532&MId=7345&Ver=4>

Cabinet Meeting – Council Tax – 8 February 2023

<https://democracy.havering.gov.uk/ieListDocuments.aspx?CId=153&MId=7369>

Meeting of Council – Council Tax – 1 March 2023

<https://democracy.havering.gov.uk/ieListDocuments.aspx?CId=127&MId=7351>

**Non-key Executive Decision**

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**APPENDICIES**

Appendix 1 – Permit Charges to be Implemented 2023/24

Non-key Executive Decision

**Part C – Record of decision**

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

**Decision**

Proposal agreed

*Delete as applicable*

Proposal NOT agreed because

**Details of decision maker**

Signed

Name:

Cabinet Portfolio held:

CMT Member title:

Head of Service title

Other manager title:

Date:

**Lodging this notice**

The signed decision notice must be delivered to Democratic Services, in the Town Hall.

**For use by Committee Administration**

This notice was lodged with me on \_\_\_\_\_

Signed \_\_\_\_\_