

RECORD OF OFFICER DECISION

Local Government (Executive Arrangements) (Meetings and Access to Information) (England)
Regulations 2012.

Decision Date – 25/10/2023

Decision Maker: Executive Director of Development and City Services

Decision status: Is Key decision? No

Is subject to call in? No

Decision details:

Decision 1: To enter into a variation of the current agreement with Norfolk County Council for the discharge of parking enforcement functions such that frontline functions are retained and other functions are taken back by the County Council.

Decision 2: To enter into a delegation agreement with the Borough Council of King's Lynn and West Norfolk (BCKLWN) to provide back office functions to support the provision of civil parking enforcement (CPE) in relation to off street parking.

Previously, Norfolk County Council has taken a decision to taken to transfer all Civil Parking Enforcement back-office functions, including Penalty Charge Notice processing and the administration of permitting schemes (with the exception of multi-storey car park season ticketing), from Norwich City Council to BCKLWN.

This decision necessitates the varying of the current Civil Parking Enforcement agreement for on-street parking with Norfolk County Council. Norwich City Council will retain responsibility for delivering frontline parking enforcement.

Technical work on the varied agreement has now been completed, back office transfer procedures agreed, and a date for implementation of 1st November 2023 set. The revised agreement with County Council so that Norwich City Council will retain responsibility for delivering frontline parking enforcement can now be signed.

Furthermore, a second decision has been taken to enter into a new delegation agreement with BCKLWN to provide the back-office functions for Norwich City Council's off-street car parks. The projected costs to the City Council will be largely offset by savings in staff time and IT systems currently required to deliver the service.

Determining arrangements for off-street CPE is an executive function and as such, it falls under the executive scheme of delegation. This supplies the Executive Director of Development and City Services authority for all functions relating to off-street CPE.

In reaching these decisions, the Director has considered the business cases and options appraisal developed as part of the project's governance, the views of the Council's legal team and feedback from key services.

Publication date: 14/11/ 2023

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