

Agenda Item 4

SHEFFIELD CITY COUNCIL

Waste & Street Scene Policy Committee

Meeting held 19 July 2024

PRESENT: Councillors Joe Otten (Chair), Minesh Parekh (Deputy Chair), Christine Gilligan Kubo (Group Spokesperson), Sue Alston, David Barker, Peter Gilbert, Tim Huggan, Mary Lea and Mark Rusling

3. APOLOGIES FOR ABSENCE

3.1 No apologies for absence were received.

4. EXCLUSION OF PRESS AND PUBLIC

4.1 It was noted that the appendix to the report at item 13 on the agenda was not available to the public or press because it contained exempt information under Section 100A of the Local Government Act 1972 [as amended]. If Members wished to discuss the exempt information, the Committee would ask the members of the public and press to kindly leave for that part of the meeting and the webcast would be paused.

5. DECLARATIONS OF INTEREST

5.1 No declarations of interest were received.

6. MINUTES OF PREVIOUS MEETING

6.1 The Minutes of the meetings of the Committee held on 13 March and 15 May, 2024 were approved as a correct record.

7. PUBLIC QUESTIONS AND PETITIONS

7.1 A petition had been received from Ibrar Hussein which had received 184 signatures:

We the undersigned Sheffield taxi badge holder's hereby raise our serious concerns proposed for consideration of Annual Fees review on 19th July 2024 by Waste & Streetscene Policy Committee we are requesting as follows:

- Defer this policy report until detailed discussion is held with trade reps,
- Forensic audited accounts are made available with full breakdown immediately,
- in depth breakdown is given to trade reps to the proposed increases as outlined in the report,
- licensing service needs to demonstrate fully its ability to serve the taxi trade as its stakeholders,
- licensing service head and chief licensing service need to explain as follows:

- A) why enforcement has failed
- B) IT provision is a total failure
- C) Staniforth Road, Licensing Office why still closed after covid to date and savings achieved,
- D) Give full breakdown of its officers dealing with service,
- E) Savings achieved from Hub One Point Service delivery,
- F) what consultation licensing service had with its stakeholders,
- G) Full Risk and Impact assessment is carried out independently of SCC on the implication of these increases and especially to BAME Sheffield licensed driver's and to their families,

We ask that a proper term of reference is set up so all the information as requested is made available and head of licensing service with a senior role commits to facilitate to be transparent and accountable with access to all information to satisfy trade requirements and trade reps.

We are alarmed and distressed with such high increases proposed ill thought through and unacceptable.

We wish to work with Sheffield City council and licensing service team, however it must be mutual and with equal respect.

Licensing service has failed the taxi trade in Sheffield and as part of this petition we now have an opportunity to ask that full independent review is very much necessary to assess whether current service is fit for purpose or not.

Current licensing service is not working to standards and delivery to its stakeholders in taxi and private hire sector of its responsibility and provision its failed.

It seems and looks from the outside and stakeholders viewpoint licensing service only collects revenue and information only.

Please defer this report and give serious consideration to the above immediately.

The Chair thanked the petitioner for attending and explained that a pre-consultation meeting was held with trade representatives (ADCU, STTA and GMB), Thursday 11th July.

There had been no increases in taxi fees since 2016, despite the costs to operate the service increasing over the last eight years. The council was subsidising the cost of operating Taxi licensing on average of £146,000 per year based on the last 3 years costs and income.

Should members of the Committee determine to make changes to the current taxi licensing fees, then, in line with legislation, a 28-day public consultation will be held shortly after.

During the consultation period, all stakeholders would have the opportunity to make formal representations regarding any proposed changes to taxi licensing fees.

The Licensing Service have worked with Finance to establish fees on a full-cost recovery basis in line with national regulations. This has been established using a model to identify inputs and project activity to come to a price that recovers all costs in administering the Taxi Licensing process, including overheads. The memorandum account is split between Driver, Vehicle and Operator to show that no cross subsidy is happening. This is to ensure compliance with Sections 53 and 70 of the Local Government (Miscellaneous Provisions) Act 1976.

Proposed fees are detailed within the report. As stated previously, the Licensing Service have worked with Finance to establish fees on a full-cost recovery basis.

The function of licensing is the protection of the public.

Legislation imposes a Statutory Duty upon the Local Authority to Administer and Enforce the legislation as well as the terms and conditions of a licence.

We will work with all stakeholders to ensure this duty is carried out effectively

The Licensing Service undertakes regular enforcement. This includes not only on-street enforcement, but also regular compliance checks as required law and the statutory standards, such as DBS, DVLA, and medical checks.

In the period, 1st April 2023 to 31st March 2024, the Licensing Service has:

- Issued 304 Warnings
- Issued 1,138 Defects
- Dealt with 110 taxi-specific complaints
- Issued 240 DBS Suspensions
- Reviewed 27 Driver Licences

Taxi licensing use a nationally recognised database system, which is also utilised by other local authorities around the county. There aren't regular failures of the system. However, the customer facing experience of using the system could be improved, therefore a review of the online information, advice and guidance is underway as part of the Digital Transformation Programme of activity. The focus is on improving the customer experience, through reviewing all the information we have online (website, online forms and policy documents). Content is being reviewed and rewritten in places so that it is easier to understand, up to date and will provide clearer pathways to enable licence holders to better self-serve.

The online application system, Big Change, is being phased out, with a move towards Council supported systems. The trade will be invited to test new systems before release.

The reception at Staniforth Road is still open. It's now open on an appointment-based system for those who require face to face assistance or wish to collect documents. In the last 12 months we have handled over 600 face to face appointments, answered 20,000 phone calls and processed 3,500 licence applications.

We are working on self-service options for customers so that they can do more

online to make applying for licences quickly and easily.

We are aware that neighbouring South Yorkshire Licensing Services do not have a dedicated licensing reception, and instead offer pre-arranged appointments at a centralised office.

Direct staffing and other Council services provide support and input, including Human Resources, Finance, Legal, Digital and ICT, as well as corporate services such as Licensing and Waste and Street Scene Committees. These have been factored into the costs of running the service ('service costs').

The Licensing Service has:

- Chief Licensing Officer
- Policy and Strategy Officers
- Enforcement Officers
- Hub – Admin and support officers

Developing the Hub has provided resilience in the licensing service that wasn't in place previously. Now, when there are staff absences through ill health, critical work can be supported by staff from other teams in the Hub. For example certain tasks are undertaken by officers outside of the licensing hub to allow the for continual processing of taxi badge and plate applications in order to meet deadlines within the month. This extends to providing phone cover when staff levels within the team are reduced due to unforeseen absence.

Pre-consultation meeting held with trade representatives (ADCU, STTA and GMB), Thursday 11th July.

The full consultation period will run from 1 August, should the Waste & Street Scene Committee approve the report to initiate consultation, and run to 28 August. Then any feedback will be considered in a further report before any fees are confirmed.

A full Equality Impact Assessment has been undertaken. Results are included in the published report.

7.2 One question had been received from Sheffield Action on Plastic. A representative did not attend the meeting to ask their question therefore a written response would be provided.

7.3 Lee Ward attended the meeting and asked the following questions:

My name is Lee Ward and I represent the Sheffield licensed drivers who are members of Unite the Union.

Why has this report been put to this committee and how can you possibly vote on a report that is so lacking with detail?

The report mentions the case law of Rehman v Wakefield and yet the report does

not supply the income and expenditure for the bank details for each of the four licenses as required by Rehman v Wakefield.

The report mentions the case law of Hemming v Westminster yet fails to give a pre and post cost breakdown of each license fee in the report.

West Suffolk Council give a complete and transparent break down of each license fee including how many minutes are taken on verifications such as DBS and the right to work, how many minutes to process and issue a license, inspection of premises, staff travel time and so on.

All this is broken down into the cost depending on what band of pay a member of staff is on.

Yet all we get is a figure that has no supportive documentation or evidence, why?

Why are there no details in what the licensing service has done for the past year to support the 170,000 that they state is required to run the department for taxi licensing alone?

Why do drivers not have an option of a 2-year license when a driver may not be able to afford a 3 year one?

Why do operators not have an option of a 2-, 3- or 4-year license if they cannot afford a 5 year one?

Why are operators banded up-to 50 cars in the first band when 55 from the 73 have 15 or less cars, and 50 of those 55 are one-man bands?

As much as this goes against every fibre of my body, we also have to consider that this could be the straw that breaks the proverbial camel's back.

This potential rise in costs could quite easily see licenses migrate to Wolverhampton where the driver and vehicle licenses would cost just £125.00 for the vehicle a year, 98.00 for a 3 year badge and the option of the vehicle being up-to the age of 10 years for its first license and not 4 like Sheffield will have next year saving around £12,000 and no permanent signage as Sheffield are aiming for. These savings would also include test fees and much lower insurance premiums.

The operator license would be just £500.00 for 5 years.

The trade has had no support in fighting cross border to protect both the driver's income or the public's safety from the licensing department or this council, and if you want to implement these kind of increases in license fee's then that has to change, and change very quickly.

Defer this decision today until a more detailed report is presented.

The Chair thanked Mr Ward for his question and explained that the Licensing Service have worked with Finance to establish fees on a full-cost recovery basis in line with national regulations.

This has been established using a model to identify the inputs and projected activity that results in a price that recovers all costs in administering the Taxi Licensing process, including overheads.

The memorandum account is split between Driver, Vehicle and Operator to show that no cross subsidy is happening. This is to ensure compliance with Sections 53 and 70 of the Local Government (Miscellaneous Provisions) Act 1976.

The projected budget summary - memorandum account is one of the appendices in the report. It is not appropriate to go into detail regarding posts etc as this would distract from the aim of the report which is to approve the commencement of consultation.

The budget summary - memorandum of accounts is shown at Appendix B.

The memorandum account is split between Driver, Vehicle and Operator to show that no cross subsidy is happening. This is to ensure compliance with Sections 53 and 70 of the Local Government (Miscellaneous Provisions) Act 1976.

The Licensing Service have worked with Finance to establish fees on a full-cost recovery basis in line with national regulations.

This has been established using a model to identify the inputs and projected activity that results in a price that recovers all costs in administering the Taxi Licensing process, including overheads.

Pre- and post-costs have been factored into each licence as required; however, this has not been included in the report but is available on request should individuals wish to view.

£172,564 is the deficit of the Taxi Licensing Service for the financial year 2023/24 (1st April 2023 through to 31st March 2024)

Licensing Service records show that applications for 2-year new and renewal driver licences have accounted for around 10% of all driver applications over the last 6 years. Given the low demand for the 2-year licence, we believe that consolidating the number of available licence lengths will simplify the application process for both applicants and the staff who administer these applications.

The Service also continues to see a small minority of applicants paying the incorrect licence fee on application, necessitating refunds or additional payments which increase both time and administrative costs. By removing the 2-year licence, we aim to reduce the risk of this.

Furthermore, this change also brings Sheffield City Council into line with most other core local authorities who also do not offer a 2-year driver licence, ensuring consistency and efficiency in our operations.

We understand that affordability is a concern, and we are continually looking for

ways to make our services as accessible as possible. However, based on the information available, we believe this to be the best approach moving forward.

Licensing Service records show that applications for 3-year and 4-year new and renewal private hire operator licences have accounted for around 18% of all private hire operator applications over the last 6 years. Given the low demand for these licences, we believe that consolidating the number of available licence lengths will simplify the application process for both applicants and the staff who administer these applications.

While Licensing Service records do indicate some demand for 2-year new and renewal private hire operator licences over the last 6 years, take up of the 1-year and 5-year licences remains strong. By removing the option of a 2-, 3- and 4-year licence, this again brings Sheffield City Council into line with most other core local authorities who also do not offer these licence lengths.

The proposed changes to the private hire operator bandings are designed to create a fairer system for all operators and to enable the Service to proportionally charge fees based on the size of each private hire operator. By grouping operators with up to 50 cars in the first banding, the Service can more accurately reflect the administrative and enforcement costs associated with these operators.

It is important to note that the administration and enforcement time and costs for all private hire operators with fewer than 50 vehicles are relatively similar, regardless of whether an operator has 10 or 40 vehicles. This uniformity in costs justifies the banding structure, ensuring that all operators within this range contribute fairly to the regulatory expenses incurred by the Service. Consequently, this new banding approach enhances fairness and ensures a more balanced distribution of costs amongst small, medium and large sized private hire operators.

- 7.4 One question had been received from Abdul Raheem. Mr Raheem did not attend the meeting to ask their question therefore a written response would be provided.
- 7.5 One question had been received from Arshad Mahmood. Mr Mahmood did not attend the meeting to ask their question therefore a written response would be provided.
- 7.6 Mr Afsar queried why his question had not been presented at the committee meeting and it was explained that his submission had been categorised as a statement and circulated to the group spokespersons in advance of the meeting. The Chair read the statement to the committee.

8. REVIEW OF TAXI LICENSING FEES AND CHARGES

- 8.1.1 The report set out to review a proposed increase to fees and charges for applications made under the Local Government (Miscellaneous Provisions) Act 1976 and Town Police Clauses Act 1847, namely:
- Hackney Carriage and Private Hire Driver Licences
 - Hackney Carriage Vehicle Licences

- Private Hire Vehicle Licences
- Private Hire Operator Licences

8.1.2 Officers emphasised that this decision gave them permission to start the consultation process on changes to the fees and charges and that it was very important for them to hear the views of the trade and all stakeholders. Every request or comment submitted during the consultation process would be considered. Members requested that more financial details be provided prior to the consultation for clarity.

8.1.3 Additional items were suggested for the committee's work programme relating to this matter including;

- Vehicle door signage requirements
- A review of vehicle standards

8.2 **RESOLVED UNANIMOUSLY:** That the Waste and Street Scene Policy Committee approves for public consultation, as per the statutory requirements, that the Taxi and Private Hire Licence Fees and Charges for 2024-25, as set out in Appendix C to the report, to take effect from 1st October 2024, should no objections be received.

8.3 **Reasons for Decision**

8.3.1 Increasing fees as per the proposal will ensure the Licensing Service recovers its reasonable costs in administering and ensuring compliance with the Hackney Carriage and Private Hire licensing regime.

8.4 **Alternatives Considered and Rejected**

8.4.1 Not approving the proposed increase in licence fees. This will require continued subsidy or reductions in quality/timeliness of service to remain within budget.

8.4.2 Approving a lower licence fee to that proposed. This will require continued subsidy or reductions in quality/timeliness of service to remain within budget.

8.4.3 Phasing in the new level of fees over a two or three year period. This would reduce the burden on licensees but would require continued subsidy, albeit at a reduced rate.

9. **MEMBERS' QUESTIONS**

9.1 Councillor Mark Rusling submitted two questions to the committee. Written responses would be provided as the subject of the questions did not directly relate to the remit of the Waste and Street Scene Policy Committee.

10. **WORK PROGRAMME**

10.1.1 The Principal Democratic Services Officer submitted a report containing the Committee's Work Programme which detailed all known, substantive agenda items for forthcoming meetings of the Committee to enable this Committee, other

Committees, officers, partners and the public to plan their work with and for the Committee.

10.1.2 It was requested that the “Get Home Safely” campaign principles be incorporated into the requirements for licensed venues. Officers explained that this was not something they could enforce but that it could potentially be included in the local policy. The policy was due for review next year when there would be a full consultation.

10.1.3 Members asked that a briefing be provided on fly tipping and particularly the issues around recycled clothing bins. Officers also offered to deliver a briefing on home composting.

10.2 **RESOLVED UNANIMOUSLY:** That the Waste and Street Scene Policy Committee agrees:-

1. The Committee’s work programme, as set out in Appendix 1, including any additions and amendments identified in Part 2;
2. That consideration be given to any further issues to be explored by officers for inclusion in the next work programme report, for potential addition to the work programme; and
3. That any referrals from Council (petition and resolutions) detailed in Section 2 of the report be noted and the proposed responses set out be agreed.

10.3 **Reasons for Decision**

10.3.1 To give the committee members an opportunity to consider the direction of the work programme, align it with their key priorities and create a manageable workload for the committee.

10.4 **Alternatives Considered and Rejected**

10.4.1 It was determined that the work programme presented by officers did not meet member priorities and required further consideration in terms of the workload of the committee.

11. **2023-24 FINAL OUTTURN BUDGET MONITORING REPORT**

11.1 Members of the committee considered a report presenting the Council’s final outturn position for 2023/24.

11.2 **RESOLVED UNANIMOUSLY:** That the Waste and Street Scene Policy Committee agreed to note the updated information and management actions on the 2023/24 Revenue Budget Outturn as described in the report.

11.3 **Reasons for Decision**

11.3.1 To record formally changes to the Revenue Budget.

11.4 Alternatives Considered and Rejected

- 11.4.1 The Council is required to both set a balance budget and to ensure that in-year income and expenditure are balanced. No other alternatives were considered.

12. WASTE POLICY COMMITTEE – 2024/25 THE YEAR AHEAD, REPORT OF LEAD EXECUTIVE/STRATEGIC DIRECTOR

- 12.1 The report outlined a forward agenda for the Waste & Street Scene Policy Committee for the 2024/25 year, setting out the key steps the committee needed to take to build on the progress made last year and to deliver the Council Plan.

- 12.2 **RESOLVED UNANIMOUSLY:** That the Waste and Street Scene Policy Committee;

1. Notes the progress made in 2023/24, recognising the work of Elected Members, officers and partners to deliver against our objectives and support strong strategic foundations for the organisation.
2. Considers the key issues identified in section 3 of the report as part of our forward agenda for 2024/25.
3. Agrees to work across Policy Committees to ensure the opportunities and issues identified in section 3 are taken forward as part of the Council Plan in 2024/25.

12.3 Reasons for Decision

- 12.3.1 The recommendations support the continued strategic development of the organisation and will enable the delivery of our Council Plan by agreeing the key issues that this Committee needs to address in the 2024/25 year

12.4 Alternatives Considered and Rejected

- 12.4.1 Not set out a forward agenda for 2024/25 – this was rejected because having agreed a new Council Plan, we need to set out for citizens the things we want to achieve in 2024/25.

13. REVIEW OF GENERAL LICENSING FEES AND CHARGES

- 13.1 Members of the committee considered a report which set out a review of fees and charges in the Licensing Service based on full cost recovery. The report proposed an increase to fees and charges made under relevant legislation for licensable activities where the Council has the discretion to set fees locally.

- 13.2 **RESOLVED UNANIMOUSLY:** That the Waste and Street Scene Policy Committee, following consultation with the Council's Finance and Legal Services, agree that for the licensable activities identified in section 1.1.1 of the report, to increase fees as set out in Appendix A:Table 1. This is based on an in-depth analysis and reflects the actual costs of processing licence applications and the subsequent enforcement activity necessary to ensure compliance with each

licensing regime.

13.3 Reasons for Decision

13.3.1 Increasing fees as per the proposal will ensure the Licensing Service recovers its reasonable costs in administering and ensuring compliance with the various different licence regimes under the 'General' Licensing area. For the fees set nationally, there is a considerable loss to Sheffield City Council in administering the scheme so we propose to take that up nationally.

13.4 Alternatives Considered and Rejected

13.4.1 Not approving the proposed increase to licence fees and maintaining 2016 levels, however the Licensing Service would not be recovering the full costs incurred for delivering the individual licence regimes. This will require continued subsidy or reductions in quality/timeliness of service to remain within budget

13.4.2 Approving lower licence fees to those proposed. This would reduce the current deficit but would still require continued subsidy.

14. FUTURE WASTE COLLECTION SERVICE OPTIONS FOR CONSULTATION

14.1.1 The committee heard that the Environment Act 2021 seeks to reform the recycling system across England to make recycling simpler and consistent across the country ('Simpler Recycling') by mandating the collection of certain materials. Each local authority is empowered to make decisions on how the requirements of the Act are implemented. For Sheffield City Council, this will require the collection of certain materials that are not currently collected to be incorporated into collection services, such as plastic pots, tubs and trays and cartons by 31 March 2026 and plastic films by 31 March 2027.

14.1.2 This report sought approval to conduct a public and stakeholder consultation to help inform SCC's future waste and recycling strategy to ensure compliance with the Act and to improve certain service areas such as paper and card collection. This proposed Public Consultation and Stakeholder Engagement Strategy is set out in Appendix 4.

14.1.3 The outcome of the consultation will be used alongside the results of commercial discussions with Veolia and the independent modelling carried out by the Waste and Resources Action Programme to inform a report to be brought to a future Strategy and Resources Committee meeting. This report will seek approval to implement a new waste and recycling collection service that ensures compliance with the requirements of the Environment Act.

14.1.4 Discussion took place about how to reach as many people as possible during the consultation and it was suggested that information be sent out with the waste collection calendars that are delivered to residents.

14.1.5 During the discussion of the above item the Committee agreed, in accordance with Council Procedure Rules, that as the meeting was approaching the two hours and 30 minutes time limit, the meeting should be extended by a period of 30 minutes

14.2 **RESOLVED UNANIMOUSLY:** That Waste and Street Scene Policy Committee approves the proposed public and stakeholder consultation strategy set out in this report. The consultation will include two sets of questions around current and future waste and recycling: one aimed at residents in houses, the second aimed at residents in flats.

Subject to approval of this recommendation, Officers will produce the consultation questions which will be presented to a Waste and Street Scene Briefing session for comment prior to a public launch in August 2024

14.3 **Reasons for Decision**

14.3.1 It is recommended that the Waste and Street Scene Committee approves the proposed public and stakeholder consultation strategy. This strategy will see the delivery of two consultations, one focused at houses the second at flats, with the questions focussed on the areas set out in this report (section 1.34 to 1.48)

14.3.2 The delivery of the proposed public and stakeholder consultation strategy will enable members of the public and other stakeholders to provide their views and feedback to inform future waste and recycling service options changes to ensure compliance with the Simpler Recycling requirements of the Environment Act 2021.

14.3.3 The outcome of the consultation will be used alongside the results of the commercial discussions with Veolia and the independent modelling carried out by WRAP to inform a report to be brought to a future Strategy and Resources Committee meeting, seeking approval to implement a new waste and recycling collection service that ensures compliance with the new 'Simpler Recycling' requirements of the Environment Act.

14.4 **Alternatives Considered and Rejected**

14.4.1 This report seeks approval to carry out a public and stakeholder consultation exercise. This will run concurrently with the commercial discussions taking place with Veolia and the independent modelling being carried out by the Waste and Resources Action Programme, to compare the costs, projected recycling performance and carbon impact associated with a range of service delivery options.

14.4.2 The alternative option would be to delay the public and stakeholder consultation until after the commercial discussions and independent carbon impact modelling with WRAP have been completed. This option has been discounted, for the following reasons:

- Carrying out the consultation prior to the completion of the commercial and

performance modelling has the benefit of allowing the service options and commercial discussions to be adapted and shaped according to the feedback received from the public consultation; and

- The early completion of the public consultation will enable a quicker decision process through the Committee process. This will provide a longer lead in time and greater resilience to accommodate a 12- month delivery time for new collection vehicles and the need to implement the service change, and commence collections of the additional materials (plastic pots, tubs, trays and cartons) by 31 March 2026

15. CAMERA ENFORCEMENT PROCUREMENT

15.1 Members considered a report seeking approval to purchase 20 new automatic numberplate recognition (ANPR) enforcement cameras and a new ANPR enforcement camera for a car to enforce new moving traffic restrictions and new schemes as part of the Transforming Cities Fund. The Council also wishes to commission a 4-year maintenance contract as outlined in this report.

15.2 **RESOLVED UNANIMOUSLY:** That Waste and Street Scene Policy Committee approves;

- a) the Council purchasing 20 new ANPR enforcement cameras
- b) the Council purchasing a new ANPR enforcement camera for a car
- c) the Council commissioning a 4-year contract to cover the maintenance for the new ANPR enforcement cameras, including the cameras for the camera car
- d) the current 15 cameras being incorporated into this new contract, in relation to their maintenance, when the current contract expires, for the remaining 3 years of the new contract

All as outlined in this report and Appendix 1.

15.3 Reasons for Decision

15.3.1 It is recommended that the Council purchase new cameras and commission a new maintenance contract as outlined in this report to ensure that the Parking Services operate business as usual and continue to keep bus lanes clear for public transport.

15.3.2 There are benefits that can be derived from a greater level of enforcement, to ensure the safe and efficient use of the highway for all road users, specifically in relation to road safety and network management principles. In addition to this, introducing enforcement via the cameras will help relieve pressure on local Police resources. Moving traffic enforcement would provide us with the ability to protect highway users from unlawful vehicle manoeuvres and allow us to target and protect specific locations where routine dangerous movements are occurring.

15.4 **Alternatives Considered and Rejected**

- 15.4.1 Option 1 – Do nothing and allow the existing contract to expire in March 2025 – This is not an option as all current enforcement cameras would then no longer be in service. This would mean the Council's bus lanes would no longer be enforceable. This would also mean the Council wouldn't be able to secure new cameras for all of the Council's future schemes.

16. **PROCUREMENT OF PARKING BACK OFFICE**

- 16.1 The purpose of the report is to seek approval to commission a new system for Civil Road Traffic and Clean Air Zone (CAZ) Enforcement and Processing from an external provider as outlined in this report. The report explains the current system and its importance to the Council. The report describes this system and its potential benefits to the Council.

- 16.2 **RESOLVED UNANIMOUSLY:** That Waste and Street Scene Policy Committee approves the commissioning of a new Civil Road Traffic Enforcement and Processing system from an external Provider for a period of 5 years with an estimated value of £850,000, as set out in this report. The system would also be required to enable processing for Clean Air Zone enforcement and exemptions.

16.3 **Reasons for Decision**

- 16.3.1 It is recommended that the Waste and Street Scene approves the commission of a new system for Civil Road Traffic and Clean Air Zone Enforcement and Processing from an external provider. This will allow;
- a) Civil Enforcement officers to issue parking PCNs, to improve road safety, keep traffic flowing freely, and help make sure parking is safer and spaces better managed.
 - b) Bus Lane enforcement which aims to support bus service reliability, reduce public transport journey times and reduce congestion.
 - c) Moving Traffic enforcement which aims to improve road safety, improve traffic movement, and have a positive impact on the local environment.
 - d) Processing of PCN appeals.
 - e) Processing of payments and debt management
 - f) Processing of CAZ PCNs which is aimed at reducing public exposure to nitrogen dioxide (as mandated by central government); this enforcement is aimed at placing restrictions on the highest polluting vehicles, encouraging the use of cleaner vehicles and encouraging use of sustainable transport.
 - g) Processing of parking permits and exemptions for CAZ and moving traffic restrictions
 - h) Processing of dispensations

Surplus parking, bus lane and moving traffic PCN income will be ringfenced as detailed in The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022. These include;

- Environmental improvement in the enforcement authority's area
- Provision, operation of facilities for public transport services
- Highway improvement projects

The use of that any net proceeds from Clean Air Zone enforcement can be used for are detailed in Sheffield Clean Air Zone Charging Order 2023 and include supporting public transport use, enhancing the walking, and cycling network and initiatives that support the use of zero emission vehicles. We cannot deliver the mandated CAZ scheme without the back-office system in place.

16.4 **Alternatives Considered and Rejected**

- 16.4.1 Do nothing – This option has been excluded. There is a requirement to ensure there is a continuous provision for enforcement of Parking, Bus Lane, Clean Air Zone, Moving Traffic and for issuing permits, exemptions and dispensations. Failure to do this leaves the council exposed to significant financial, legal and reputation damage/loss.
- 16.4.2 Self-Deliver –This is not an option, as there are no alternative inhouse functions, there will always be a need for an external supplier to support the needs of the domains for Parking Services. Without an external back-office system, it leaves the council exposed to significant financial, legal and reputation damage/loss.

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