

POLICY AND RESOURCES COMMITTEE - 17 JUNE 2019

PART I – NOT DELEGATED

5. PROPOSED ADDITIONAL RESOURCE IN THE PARKING AND TRANSPORT TEAM TO ENABLE PROVISION OF PARKING AND SUSTAINABLE TRANSPORT PROJECTS.

(DCES)

1 Summary

- 1.1 The report details a proposed staffing review of the current transport and parking related roles to enable the service to continue to provide a high quality and efficient service with experienced and knowledgeable officers. It would also enable a continued focus on the current and future projects associated with commercialisation of the parking service.

2 Details

- 2.1 There are currently 2 Officer roles within the Council that specifically handle traffic, parking and sustainable transport related areas of work, although one of these roles is a full-time secondment role which ends in August 2019.

Senior Transport Planner– The role controls and oversees a number of parking and sustainable transport related projects with associated budgets. This role was created following a previous restructure and is an essential role in the Parking and Transport Team.

Projects Assistant (secondment) – since June 2018 a Projects Assistant role has existed within the team. This was initially filled on a part-time basis (2 days a week) but from December 2018 was increased to full time. This secondment has been filled internally by staff from the Customer Services Centre and paid for from the CSC salary budget. A copy of the job description is attached at Appendix A.

- 2.2 The Senior Transport Planner provides the lead on the day to day running of the team both in terms of parking and sustainable transport including implementation of a wide portfolio of schemes to improve parking, cycling and walking, highway enhancements and retail parade revitalisation, as well as promoting supported bus routes, providing liaison with HCC on highway matters, managing the traffic order database and fulfilling various other roles relating to planning applications. It is a wide remit with responsibility for a number of revenue and capital budgets. From April 2018 this Officer has also taken a lead role in the management of the parking enforcement partnership arrangements with Hertsmere Borough Council, especially the work of the Traffic Engineer, and led on the introduction of the short-term parking charges and the ongoing monitoring that has been required.
- 2.3. The continued Council focus on parking services and commercialisation of the service has resulted in significant workload for the team with the implementation of sustainable transport projects and annual work programmes such as the Parking Programme and the Parking Bay/Verge Hardening Programme only possible with the support of the Projects Assistant role. Progress on a number of projects has increased since the full-time secondment was made available.
- 2.4 The Project Assistant role supports the work of the Senior Transport Planner but with a focus on project development and implementation. The Officer has been tasked with progressing aspects of parking projects and also for progressing and delivering independent projects including provision of new bus shelters, local identity schemes

including welcome signage and wayfaring street name plates and other priority schemes outlined below. A key focus is on the promotion of the new schemes that have been delivered, to create better public and Member awareness of the value added to our local objectives.

2.5 Since the full-time secondment commenced, the following projects have been progressed by the Officer in post:

- Local worker Permit – carrying out surveys, research and scheme development to support the final proposal
- Rickmansworth West Parking Study – analysis of the consultation responses and preparation of information and maps to help Councillors to understand the issues and to create the next stage consultation.
- Retail Parade refurbishment consultation - designed, analysed and report produced.
- Welcome Signage in Carpenders Park – implemented and arranged marketing
- Wayfaring signage project, Croxley Green
- Bus shelters (3 to be provided early summer 2019)
- Mapping verge hardening areas in South Oxhey to provide a definitive dataset to allow new controls to be introduced
- Management of installation of lighting in Leavesden Country Park (due to be installed early summer 2019)

2.6 The support of the full-time Projects Assistant has enabled the Senior Transport Planner to focus on specific projects, particularly revenue generating proposals and further progress these.

3 Options and Reasons for Recommendations

3.1 The proposal for the permanent role of Projects Assistant (option 1) or alternatively an extension of the full-time secondment role for at least 12 months (option 2) would allow continued progress on a variety of parking and sustainable transport related projects and enable the prioritisation of schemes such as local workers permits in Rickmansworth and Chorleywood, on and off street permit schemes and large scale parking programme schemes. Also imminent is the award of the Parking Strategy work to an external consultants which will need to be managed and the continued support to the Parking Partnership with Hertsmere Borough Council. All of this strongly supports local objectives and effective exploitation of revenue generation opportunities.

3.2 The retention of an additional resource in the team would also provide resilience in the service. This has been particularly necessary with the introduction of new parking charges and the ongoing issues with P&D machines and the level of both customer and Hertsmere BC contact regarding the machines. This often requires immediate Officer support which cannot be delivered with only one Officer.

3.3 In 2019/20 the Station Approach car park in South Oxhey will have car park charges reintroduced and later in 2019 it is expected to introduce new permit parking opportunities in the Ferry car park, Chorleywood and off street permits in Croxley Green and Kings Langley Officers are also continuing the investigation of local workers permits in Rickmansworth and Chorleywood. These projects and the subsequent income will be delayed without the support of additional officer resource.

- 3.4 Financially supporting this additional post from the CSC budget has resulted in limitations on new activity in the CSC service as they have been unable to recruit to their vacant post. As it is a parking service role being requested it should be paid for from the relevant budget to be fully accountable and auditable.

4 Policy/Budget Reference and Implications

- 4.1 The recommendations in this report are not within the Council's agreed budgets. However, the additional post will result in an increased capacity in the team to support existing transport and parking projects and policies.

5 Legal, Equal Opportunities, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website.

- 5.1 None specific.

6 Financial Implications

- 6.1 The revised income budget for 2018/19 for the parking service was £438k. The end of year income exceeded this by £50k. Approximately £100k of this income came from the new parking charges in the short-term car parks in Rickmansworth introduced in April 2018, with enforcement commencing in May 2018.
- 6.2 The 2019/20 income budget is currently £618k. This income target relies on the introduction of a number of new revenue generating schemes, as outlined in 2.10 and the identification and investigation of further such schemes.
- 6.3 This post was funded on a temporary basis from Customer Service Centre budgets previously till May 2019. This arrangement has been further extended for 3 months until August 2019.
- 6.4 The additional cost of appointing the project assistant on a full-time basis is £32,000. Following the extension of the secondment from CSC, the additional budget requirement for 2019/20 is £18,670.
- 6.5 For this post to extend beyond August 2019, there will be an additional cost to the Council as there is no budget provision for this post.
- 6.6 The necessity of this post would need to be reviewed once the new parking initiatives are implemented.

7 Staffing Implications

- 7.1 An existing member of staff is currently seconded to the team. This Officer will be eligible to apply for any permanent position or further secondment. If there is no position offered or they are not successful the Officer would return to their original role at the Council.

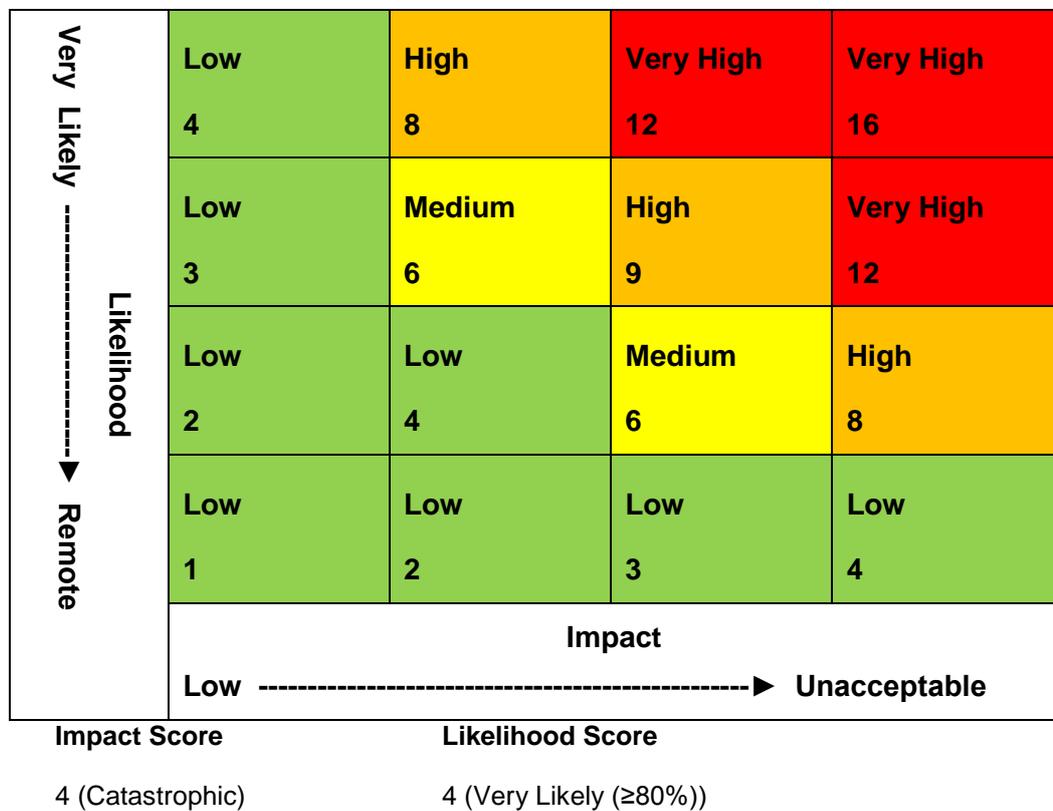
8 Risk and Health & Safety Implications

- 8.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

8.2 The subject of this report is covered by the Regulatory Services Service Plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this plan.

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
Team is under resourced/ lack of resilience in the team	Delay in delivery of transport and parking related schemes and associated revenue not realised. Absence of Officer support when required.	Additional temporary or permanent resource in the team	Treat	Currently 9 – High. The risk reduces if the recommendation is accepted 4 - Low

8.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.



3 (Critical)	3 (Likely (21-79%))
2 (Significant)	2 (Unlikely (6-20%))
1 (Marginal)	1 (Remote (≤5%))

8.4 In the officer's opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

9 Recommendation

That Members agree:

Option 1:

Creation of a new full-time post, Projects Assistant (scale 5)

Alternatively:

Option 2:

Extension of the existing full-time secondment post for a 12 month period (scale 5)

The new post to be implemented following due procedures and consultation requirements.

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APPENDICES / ATTACHMENTS

Appendix A – job description for Projects Assistant.