

North Yorkshire Council

Selby & Ainsty Area Constituency Committee

28 April 2023

Civil Parking Enforcement Service Level Agreements

Report of the Corporate Director of Environment

1.0 PURPOSE OF REPORT

- 1.1 To apprise the Selby & Ainsty Area Constituency Committee of the practical application of the Service Level Agreement with the former Harrogate Borough Council for on-street Civil Parking Enforcement in the Selby District

2.0 BACKGROUND

- 2.1 Civil Parking Enforcement (CPE) has been operational in Harrogate since 2002, introduced by the former Borough Council when it managed the highway network under an agency agreement. On termination of that agreement and highway responsibility returning to the former North Yorkshire County Council, as highway authority, working in partnership with all of the District and Borough Councils introduced countywide on-street and off-street CPE in 2011 to provide a consistent method and programme of enforcement in each of its seven districts.
- 2.2 At the time of setting up CPE operations, four potential models of operations were developed, these were:
1. Countywide joint operation with centralised enforcement operation with back office managed by one local authority.
 2. Extension of the existing enforcement and back-office operations in Harrogate and Scarborough to cover the remaining five districts.
 3. Extension of existing enforcement and back-office operations in Harrogate and Scarborough with the addition of a third enforcement and back-office operation.
 4. Individual enforcement operations within each authority with a centralised back-office Penalty Charge Notice (PCN) process unit managed by one local authority.
- 2.3 Having subjected each proposed model to business case (development) and financial appraisals a decision was taken to operate Option 2 on the basis it provided the most cost-effective transition to countywide CPE. This model has been operational since 2013.
- 2.4 On approval of the Option 2 operational model, Service Level Agreements were signed with both Harrogate and Scarborough Borough Councils. See Appendix A – Deeds of Arrangement with Harrogate Borough Council.
- 2.5 Harrogate Borough Council were responsible for CPE in the Harrogate Borough, Craven and Selby Districts. Scarborough Borough Council were responsible for CPE in Scarborough Borough, Ryedale, Hambleton and Richmondshire districts.

- 2.6 At the time of establishing CPE operations in the county, a prioritisation matrix was used to identify the locations with the greatest need, see Appendix B. Naturally, the larger, busier towns in the county received the greatest level of enforcement activity having the largest and most regular levels of parking demand and management methods, e.g. Pay and Display, Disc Parking.
- 2.7 A lack of parking enforcement would result in drivers parking for longer than permitted and reducing parking opportunity and turnover of spaces needed to allow visitors and shoppers etc to access the town centre services and retailers and contributing to the local economy.
- 2.8 The deeds of arrangement did not prevent additional deployment being carried out at lower priority sites should there be the need, whether it be to deal with an isolated incident or event, or on a shorter term need to dissuade emerging parking habits that are in contravention of the local restrictions. Any redeployment is to the detriment of enforcing at the priority sites.

3.0 CPE SERVICE LEVEL AGREEMENT

- 3.1 The Committee will note that in Appendix B, locations in the Selby District that have parking restrictions are prioritised. Selby was classified as a high priority location, with Tadcaster classified as Medium and Sherburn in Elmet, South Milford and Thorpe Willoughby classed as low priority enforcement locations
- 3.2 The agreed service level for enforcement in the Selby district is two Civil Parking Enforcement Officers, each working 37 hours per week. Of that time, each officer is committed to delivering 9.43 hours to off-street car parks and the remaining 27.57 hours dedicated to on street parking enforcement.
- 3.3 The above commitment is subject to full time employment of the CEO post. During times when a post is not filled or during times of sickness or leave, the level of enforcement will reduce accordingly.
- 3.4 Notwithstanding the above, this time not fixed and should additional on-street enforcement be required, it can be arranged with costs for the additional hours claimed as part of operational cost for that period.

4.0 CONTRIBUTION TO COUNCIL PRIORITIES

- 4.1 CPE plays a critical role in the Council discharging its statutory duties set out in the traffic of the Traffic Management Act 2004, to provide a safe and efficient highway network and reduce congestion and delay.
- 4.2 It is also a key element supporting Local Transport Plan objectives, not only from highway network management, but in support of economic growth and place making by ensuring parking management measures are not abused and allowing parking opportunity and accessibility for visitors, shoppers etc.

5.0 FINANCE

- 5.1 For traffic management purposes, on-street parking charges are in operation in Harrogate, Knaresborough, Scarborough, Filey, Whitby and Northallerton. As a consequence of these charges and other income received through the administration of CPE, after operational costs have been met, a surplus is generated.

- 5.2 The permitted uses for any surplus arising from CPE are set out in Section 55 (as amended) of the Road Traffic Regulation Act 1984. The Act limits how local authorities can spend any surplus income in respect of parking places, once expenditure and the costs of the enforcement operation have been met. The surplus can be used for parking, or alternatively where the provision of further off-street parking accommodation is unnecessary or undesirable, the surplus can be used for public transport, highway or road improvement projects or environmental improvements. The surplus can be spent anywhere in North Yorkshire as the whole county is a designated Civil Enforcement Area.
- 5.3 The Deeds of Arrangement governing the CPE operation with the former Harrogate and Scarborough Borough Councils included a provision whereby the County Council was required to invite proposals from the Borough Councils for expenditure of the surplus. There was then a requirement to prioritise the proposals and communicate the decision to the Borough Councils. This requirement has now ceased as a result of the formation of North Yorkshire Council.
- 5.4 The allocation of surplus income funds a range of highways projects and services across the county. Details of which can be found in the Allocation of the Civil Parking Enforcement Surplus Report, approved by the Corporate Director of Business & Environmental Services (now Director of Environment) in consultation with Cllr Keane Duncan, Executive Member for Highways & Transportation, in October 2022.

6.0 IMPACT ON OTHER SERVICES/ORGANISATIONS

- 6.1 A significant change to parking management is brought about through Local Government Reorganisation that came into effect on 01 April 2023. The creation of the unitary authority means responsibility for both on and off street parking is now wholly within the remit of North Yorkshire Council replacing the previous split arrangement of on-street being the responsibility of the former County Council and Off-street local authority car parks and parking being the responsibility of the district and borough councils.
- 6.2 Operationally, there will be no immediate change with North Yorkshire Council ensuring the delivery of the service is 'safe and legal' from vesting day. However, the opportunity does arise to review the service and strategic approach to managing both on and off-street parking and the development of an inclusive new parking strategy.

7.0 ALTERNATIVE OPTIONS CONSIDERED

- 7.1 Through the Local Government Reform process, a significant amount of work was carried out to ensure CPE could continue legally and safely. At this time, there are no alternative options to consider, though parking services as a whole and including CPE will be subject to review over the course of the next 12 to 18 months.

8.0 FINANCIAL IMPLICATIONS

- 8.1 There are no financial implications arising directly from this report as it is to provide information to the committee on application of CPE services in the former Selby District and note the plan for a future strategic review of parking management and CPE operations

9.0 LEGAL IMPLICATIONS

- 9.1 There are no legal implications resulting from this report which provides information to the committee on application of CPE services in the Selby District and plan for a future strategic review of parking management and CPE operations.

- 9.2 Any recommendations for change however, this will be subject to the appropriate governance process as required at that time and assessment of the legal implications

10.0 EQUALITIES IMPLICATIONS

- 10.1 There are no equalities implications resulting from this report which provides information to the committee on application of CPE services in the Selby District and plan for a future strategic review of parking management and CPE operations
- 10.2 Any recommendations for change resulting from that review will be subject to the appropriate governance process including an as required at that time. See Appendix C.

11.0 CLIMATE CHANGE IMPLICATIONS

- 11.1 There are no climate change implications resulting from this report which provides information to the committee on application of CPE services in the Selby District and plan for a future review. Any recommendations for change resulting from that review will be subject to the appropriate governance process including a climate change assessment. See Appendix D.

12.0 POLICY IMPLICATIONS

- 12.1 There are no direct policy implications resulting from this report which provides information to the committee on application of CPE services in the Selby District, though the planned review of parking management and CPE will result in strategic and policy changes. These changes will be subject to the appropriate governance process as required at that time.

13.0 REASONS FOR RECOMMENDATIONS

- 13.1 The reasons the recommendations set out below, is to ensure CPE services continue in a safe and legal capacity, allowing the council to meet its statutory duty to reduce delay and congestion on its network, delivered in part through CPE operations.

14.0 RECOMMENDATION(S)

- i) The committee note the detail of this report setting out the rational for the existing CPE arrangements
- ii) The committee also notes the intention for a full review of CPE and parking operations in the county and development of a new parking strategy.

APPENDICES:

Appendix A – Deeds of Arrangement with Scarborough Borough Council
Appendix B – Table of CPE Prioritised Locations
Appendix C – Equalities Impact Assessment
Appendix D – Climate Impact Assessment

BACKGROUND DOCUMENTS:

Karl Battersby
Corporate Director – Environment
County Hall

Northallerton

Report Author – David Kirkpatrick – Traffic Engineering Team Leader

Presenter of Report – David Kirkpatrick – Traffic Engineering Team Leader

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

THIS DEED OF ARRANGEMENT is made the 12Th day of ~~September~~ 2013 BETWEEN

- (1) NORTH YORKSHIRE COUNTY COUNCIL of County Hall, Northallerton,
North Yorkshire DL7 8AD

(the "County Council")

and

- (2) THE COUNCIL OF THE BOROUGH OF SCARBOROUGH of Town Hall, St
Nicholas Street, Scarborough, North Yorkshire YO11 2HG

(the "Borough Council")

RECITALS

- (1) The County Council and the Borough Council are local authorities constituted by the Local Government Act 1972.
- (2) By virtue of Section 121A of The Road Traffic Regulation Act 1984 as amended the County Council is the local traffic authority for all roads in the County of North Yorkshire other than those for which the Secretary of State is the traffic authority.
- (3) By virtue of Part 2 of Schedule 8 to the Traffic Management Act 2004 ("the 2004 Act") the Borough Council is the Enforcement Authority for off-street car parks and the County Council is the Enforcement Authority for on-street parking.
- (4) Pursuant to Section 43 and Schedule 3 of the Road Traffic Act 1991, the Secretary of State has made the 2007 Designation Order which has designated the County of North Yorkshire as a permitted parking area and a special parking area as therein defined and which allows the County Council to carry out civil parking enforcement on the highway.
- (5) Pursuant to paragraph 8(1) of Schedule 8 and paragraph 3(1) of Schedule 10 to the 2004 Act the Secretary of State has made the 2013 Designation Order which has designated the County of North Yorkshire as a civil enforcement area for parking contraventions and as a special enforcement area as therein defined and which allows the County Council to carry out civil parking enforcement on the highway.

- (6) By virtue of Section 101 of the Local Government Act 1972, a local authority may arrange for the discharge of any of its functions by any other local authority.
- (7) By virtue of Section 1 of the Local Authorities (Goods and Services) Act 1970, a local authority may enter into an agreement for the provision by another local authority of any administrative or professional services.
- (8) The County Council and the Borough Council have agreed with effect from the Commencement Date to arrange for the discharge by the Borough Council of the functions of the County Council as set out in Schedule 1 hereto (hereinafter called "the County Functions") in the Borough of Scarborough, the District of Hambleton, the District of Richmondshire and the District of Ryedale.

THIS DEED ARRANGES THAT

1 DEFINITIONS

In this Agreement, the following expressions have the meanings stated:-

- 1.1 "Account" means the account referred to in clause 4.1
- 1.2 "Agreement" means this Agreement.
- 1.3 "2007 Designation Order" means the Road Traffic (Permitted Parking Area and Special Parking Area) (County of North Yorkshire) (Borough of Scarborough) Order 2007 (SI 2007/1902)
- 1.4 "2013 Designation Order" means The Civil Enforcement of Parking Contraventions Designation Order 2013
- 1.5 "The Director" means the Corporate Director of Business and Environmental Services or Acting Corporate Director of Business and Environmental Services of the County Council and any successor post should the post title be changed during the operation of this Agreement.
- 1.6 "Financial Year" means the twelve calendar months commencing 1 April each year.
- 1.7 "Guidance" means Guidance on Civil Parking Enforcement outside London published by HMSO
- 1.8 "Commencement Date" means 30 May 2013

2 INTERPRETATION

In this Agreement:-

- 2.1 The clause and paragraph headings are for the benefit of the parties only and do not affect the construction or interpretation of this Agreement;
- 2.2 Any reference to a clause, schedule or paragraph is a reference to a clause, schedule or paragraph in this Agreement;
- 2.3 The male gender also includes the female gender, and vice-versa; and
- 2.4 Any agreement not to do an act or thing also includes an agreement not to permit an officer of the local authority, a member of a local authority or any other person to do that act or thing.

3 ARRANGEMENT

- 3.1 In exercise of the powers contained in Section 19 of the Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000, the County Council hereby agrees and arranges with the Borough Council that from the Commencement Date until the termination of this Agreement under clause 6, the Borough Council will discharge on behalf of the County Council the enforcement function conferred on the County Council by virtue of the 2007 and the 2013 Designation Orders and within the special parking area defined in those Orders in the Borough of Scarborough, the District of Hambleton, the District of Richmondshire and the District of Ryedale.
- 3.2 The enforcement function will include appropriate patrol resources, equipment and transport, accommodation and supervision. The Borough Council will undertake all administrative and legal work associated with the enforcement function including issue of and appearance in legal proceedings, arising out of and incidental to the discharge of the on-street enforcement function. For the avoidance of doubt this includes the exercise of powers arising under the Civil Enforcement of Parking Contraventions (England) General Regulations 2007 in so far as they may be legally exercised by the Borough Council.

- 3.3 Performance of the Services provided under this Agreement will be reviewed by reference to the Service Standards set out in Schedule 2.

4 FINANCIAL PROVISIONS

- 4.1 The Borough Council will keep an Account in accordance with section 55 of the 1984 Act .
- 4.2 Account Monitoring information in the format required by the County Council shall be submitted to the County Council by the Borough Council at quarterly intervals.
- 4.3 The Borough Council may charge to the Account agreed costs for the administration of the on-street enforcement functions covered by this Agreement, including staff costs, supplies and services, equipment, regulatory signs/markings and transport costs.
- 4.4 Any surplus in the Account may be applied by the County Council to make good any deficit in the Account arising in the previous 4 year period.
- 4.5 If there is a surplus in the Account after essential costs are met as set out in clause 4.3 then the Corporate Director of Business and Environmental Services will invite proposals from the Borough Council upon purposes within the Borough Council's area for which the surplus may be applied under Section 55(4) of the 1984 Act (the "Proposals").
- 4.6 The Borough Council will develop proposals following consultation with its Area Committees or such other Committee structures as it maintains from time to time to promote the development of work with the Local Strategic Partnership and Parish Councils.
- 4.7 Upon receipt of the Proposals the County Council will prioritise the Proposals in accordance with Section 55(4) of the 1984 Act and determine how any surplus income will be applied and communicate their decision in writing to the Borough Council.
- 4.9 For the avoidance of doubt the parties agree that:

- (a) s55(4)(b) of the 1984 Act includes costs arising from the operation of Park and Ride bus transport to facilitate the use of Park and Ride off street car parks, and
- (b) s55(4)(d) of the 1984 Act includes concessionary fares

5. DISPUTE RESOLUTION

- 5.1 Any dispute arising from this Agreement other than a dispute arising from the provisions of clause 4.7 above shall be referred to the Chief Executive of the County Council and the Chief Executive of the Borough Council to be determined jointly.
- 5.2 In the event that any dispute arising under any provision of this Agreement cannot be resolved in accordance with clause 5.1 it shall be determined by an arbitrator to be appointed by agreement between the County Council and the Borough Council or in default of such agreement by the President of the Institution of Civil Engineers.
- 5.3 If any dispute arises from the termination of the Agreement the parties hereto agree that it be referred to non-binding mediation before any arbitrator is appointed. In the event that the Borough Council intends to seek arbitration following the receipt of a notice of termination the County Council is to be informed in writing of this intention within two months of the date of issue of that notice.

6. TERMINATION

- 6.1 In the event that:-
- 6.1.1 The Borough Council fail to discharge any of the functions conferred by this Agreement to the satisfaction of the County Council; and
- 6.1.2 The County Council gives notice of any default to the Borough Council; and
- 6.1.3 The Borough Council, within three months of the notice being served, fail to rectify the default; and

6.1.4 The County Council gives the Borough Council not less than one years' notice in writing which shall expire on the 2nd April in any year;

then this Agreement shall terminate at the end of the notice period.

6.2 If either party gives to the other three years' notice in writing, this Agreement shall terminate at the end of that notice period.

6.3 Both the County Council and the Borough Council shall take all steps necessary to mitigate all costs associated with the application of this clause 6.

6.4 Any termination of this agreement under clauses 6.1 or 6.2 shall not affect the rights and duties of the County or Borough Council under Clause or the Borough Council's power to continue to regulate and control off-street parking pursuant to Section 32(1)(a) and 35 of the 1984 Act.

IN WITNESS of which the parties have executed this deed and delivered it upon dating the day and year first above written

The Common Seal of the NORTH)
YORKSHIRE COUNTY COUNCIL)
Was hereunto affixed in the presence of:-)



AUTHORISED
SIGNATORY

The Common Seal of the)
COUNCIL OF THE BOROUGH)
OF SCARBOROUGH was hereunto)
affixed under the authentication of:-)

~~Head of Legal and Democratic
Services and Monitoring Officer~~



Rebecca Jackson, Solicitor
Legal Services Manager



SCHEDULE 1

The County Functions

- 1 The enforcement and consequential administration of all Traffic Regulation Orders relating to the control of on-street parking in the County of North Yorkshire in accordance with the powers conferred by the 2007 and the 2013 Designation Orders.

- 2 The exercise of the powers of the County Council under Sections 1(1), 2(1), (2) and (3), 3(2) and 4(2), 4(3), 32(1), 35(1), 45 to 49 (inclusive), 51 to 53 (inclusive) and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984 and of all other enabling powers.

SCHEDULE 2

Service Standards

1 On-street parking policy and standards

1.1 Policy

- (a) The Agreement will be carried out in accordance with the policies approved by the County Council and the County Council's Constitution and have regard to the objectives set out in the Guidance. Where no such policies have been agreed the Borough Council shall be at liberty to carry out this Agreement and enforce Penalty Charge Notices issued thereunder in accordance with its interpretation of the legislation.
- (b) Subject to prior consultation with the Borough Council on any matters affecting the Agreement new policies or policy revision may be implemented by the County Council from time to time and any resulting changes of methods or arrangements for the operation of the Agreement shall be implemented by the Borough Council after consultation with the County Council.

2 Performance Requirements and Standards

- 2.1 The Borough Council is to monitor its performance in carrying out the undertakings required by the Agreement and prepare appropriate reports, the scope, format and timescale of which are to be agreed with the County Council. The County Council may from time to time carry out its own performance and financial audits of the Borough Council's work.
- 2.2 Letters to and from the public. The Borough Council shall be able to demonstrate that it has complied with the County Council's performance standards concerning response to letters from the public.
- 2.3 The Borough Council shall maintain appropriate technical and organisational security measures to secure personal data in accordance with the Data Protection Act 1998.

3 Borough Council's Staffing

- 3.1 The Borough Council shall provide a sufficient number of suitably qualified and experienced staff to meet the requirements of the Agreement.

4 Systems and databases

- 4.1 The Borough Council shall ensure that sufficient information is collected and recorded to enable the undertakings to be properly managed and audited. This information is to be made available to the County Council on request.
- 4.2 The Borough Council shall maintain separate, self-contained off-street and on-street accounts for the Account. All appropriate costs arising from those members of staff and items of equipment employed on both off-street and on-street operations are to be apportioned between the two accounts according to the length of time spent on each. These proportions are to be agreed with the County Council and may be adjusted from time to time by mutual consent. Other overheads applied by the Borough Council are also to be agreed in advance with the County Council.

5 Responsibilities under this Agreement

- 5.1 The Borough Council shall be responsible for:
- (a) the procurement secure storage and issue of pay and display tickets.
 - (b) the procurement and maintenance of approved pay and display machines including energy charges.
 - (c) the enforcement of on-street parking in Permitted Parking Areas and Special Parking Areas set up under the Designation Orders in the Borough of Scarborough, the District of Hambleton, the District of Richmondshire and the District of Ryedale to meet a compliance level, which is to be agreed between the Borough Council and the County Council.
 - (d) the collection and reconciliation of monies from on-street pay and display machines.
 - (e) the procurement, secure storage and issue of other approved parking tickets in connection with the Agreement e.g. for lorry/coach parking.
 - (f) the issuing and processing of penalty charge notices and recovery of payments due.

- (g) financial accounting for the on-street parking function.
- (h) the procurement, secure storage and issue of such parking permits and waivers as may be allowed in the Traffic Regulation Orders, including if appropriate checking that applicants meet any agreed criteria in respect of these permits and waivers.
- (i) monitoring the performance of Civil Enforcement Officers against a compliance level which is to be agreed.
- (j) day to day advertising and publicity considered necessary to maintain the level of service. Large scale promotions will be agreed with the County Council beforehand.
- (k) dealing with representations from motorists wishing to contest liability for a penalty charge notice.
- (l) administering an appeals procedure with the Traffic Penalty Tribunal.

- 5.2 The County Council shall be responsible for:
- (a) monitoring the financial and administrative audit reports prepared by the Borough Council to ensure that the County Functions are being discharged in accordance with the terms of the Agreement, and that all agreed compliance levels are being met;
 - (b) determining tariffs and permit charges for on-street parking subject to prior consultation with the Borough Council;
 - (c) advertising and making any appropriate Traffic Regulation Orders.
- 5.3 For each type of on-street parking undertaken, the Borough Council shall supply to the County Council annually each October a statement of proposed expenditure and income for the forthcoming financial year together with any associated statistical returns, and a forecast of the revised expenditure and income for the current financial year, in a form and to the guidelines notified by the County Council.
- 5.4 The County Council shall formally agree with the Borough Council by 31 December each year the on-street parking charges to be made together with the budget of income and expenditure for the forthcoming financial year for each type of on-street parking undertaken.
- 5.5 The Borough Council shall monitor performance and shall report to the County Council with returns of expenditure and income in an agreed format for each type of on-street parking undertaken, which must be submitted at quarterly intervals normally to be received in the County Council's office by the fifteenth of the month following, except that the final report each year covering the period to 31 March must be received by 23 April.
- 5.6 Settlement of the Account surplus must be made within 60 days of the end of each Financial Year.
- 5.7 The Borough Council shall make available to the County Council's authorised staff and to the external auditor when required, any relevant documents relating to the undertakings

- 5.8 Unless otherwise agreed representatives of the County Council and Borough Council shall meet at least twice during each Financial Year in order to discuss progress and forthcoming issues related to the Agreement.
- 5.9 The provision, erection and maintenance of all traffic signs, posts and road markings associated with the Traffic Regulation Orders for the control of on-street parking are to be effected by the County Council.

On-street enforcement priorities									
District	Market towns and large settlements (largest 38 in NY)	Population size	Scale of parking restrictions	Contribution to LTP Objectives					Enforcement priority
				Local economies	Environment and climate change	Safety and healthier travel	Access to services	Quality of life	
Craven	Skipton	H		H	M	M	M	L	H
	Settle	L		H	M	M	M	L	M
	Bentham	L		M	L	L	M	L	L
	Glusburn and Crosshills	L		M	M	M	M	M	L
	Grassington	L		H	M	M	M	M	L
	Ingleton	L		M	L	M	M	L	L
	Malham			M	M	L	L	M	L
Hambleton	Northallerton	H		H	M	M	L	M	H
	Thirsk	M		H	M	M	M	L	M
	Bedale	L		M	L	M	M	L	L
	Stokesley	L		M	L	M	M	L	L
	Easingwold	L		M	L	M	M	L	L
	Great Ayton	L		M	L	M	M	M	L
	Osmotherley	L		M	M	M	L	M	L
	Leeming Bar / Aiskew	L		M	M	M	L	M	L
Ryedale	Malton and Norton	H		H	M	M	M	M	H
	Pickering	M		M	M	M	M	M	M
	Helmsley	L		M	M	M	M	M	M
	Kirkbymoorside	L		M	M	M	L	L	L
	Hutton Le Hole	L		M	M	M	L	M	L
	Thornton le Dale	L		M	M	M	L	M	L
Selby	Selby	H		H	M	M	M	M	H
	Tadcaster	M		M	M	M	M	M	M

APPENDIX B

[illegible]

Appendix C - Initial equality impact assessment screening form			
<p>This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.</p>			
Directorate	Environment		
Service area	Highways		
Proposal being screened	Deeds of Arrangement between the former North Yorkshire County Council and former Scarborough Borough Council for on-street CPE services in Selby district.		
Officer(s) carrying out screening	David Kirkpatrick		
What are you proposing to do?	Advise the Selby and Ainsty Area Constituency Committee of the Deeds of Arrangement for CPE services in the Selby district		
Why are you proposing this? What are the desired outcomes?	The committee are understanding of the Deeds of Arrangement for on-street CPE services in the Selby district		
Does the proposal involve a significant commitment or removal of resources? Please give details.	No		
<p>Is there likely to be an adverse impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYCC's additional agreed characteristics?</p> <p>As part of this assessment, please consider the following questions:</p> <ul style="list-style-type: none"> To what extent is this service used by particular groups of people with protected characteristics? Does the proposal relate to functions that previous consultation has identified as important? Do different groups have different needs or experiences in the area the proposal relates to? <p>If for any characteristic it is considered that there is likely to be a significant adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your Equality rep for advice if you are in any doubt.</p>			
Protected characteristic	Yes	No	Don't know/No info available
Age		X	
Disability		X	
Sex (Gender)		X	
Race		X	
Sexual orientation		X	
Gender reassignment		X	
Religion or belief		X	
Pregnancy or maternity		X	
Marriage or civil partnership		X	
NYCC additional characteristic			
People in rural areas		X	
People on a low income		X	
Carer (unpaid family or friend)		X	
Does the proposal relate to an area where there are known inequalities/probable impacts (e.g. disabled people's access to public transport)? Please give details.	No.		

APPENDIX C

Will the proposal have a significant effect on how other organisations operate? (e.g. partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.	No.			
Decision (Please tick one option)	EIA not relevant or proportionate:	<input checked="" type="checkbox"/>	Continue to full EIA:	
Reason for decision	This is an information only report to the Selby and Ainsty ACC on the civil parking enforcement arrangements for the Selby district. There are no impacts on people with protected characteristics.			
Signed (Assistant Director or equivalent)	Barrie Mason			
Date	19 April 2023			



Climate change impact assessment

The purpose of this assessment is to help us understand the likely impacts of our decisions on the environment of North Yorkshire and on our aspiration to achieve net carbon neutrality by 2030, or as close to that date as possible. The intention is to mitigate negative effects and identify projects which will have positive effects.

This document should be completed in consultation with the supporting guidance. The final document will be published as part of the decision making process and should be written in Plain English.

If you have any additional queries which are not covered by the guidance please email climatechange@northyorks.gov.uk

Please note: You may not need to undertake this assessment if your proposal will be subject to any of the following:

Planning Permission
Environmental Impact Assessment
Strategic Environmental Assessment

However, you will still need to summarise your findings in in the summary section of the form below.

Please contact climatechange@northyorks.gov.uk for advice.

Title of proposal	Civil Parking Enforcement (CPE) Deeds of Arrangement
Brief description of proposal	CPE operation in Selby district
Directorate	Environment
Service area	Traffic Engineering
Lead officer	David Kirkpatrick
Names and roles of other people involved in carrying out the impact assessment	David Kirkpatrick
Date impact assessment started	11.04.23

Options appraisal

Were any other options considered in trying to achieve the aim of this project? If so, please give brief details and explain why alternative options were not progressed.

None

What impact will this proposal have on council budgets? Will it be cost neutral, have increased cost or reduce costs?

Please explain briefly why this will be the result, detailing estimated savings or costs where this is possible.

The report sets out the current Deeds of Arrangement for the delivery of on-street CPE operations in the Selby district. This arrangement has been in place since 2012. On-street CPE raises a surplus after all operational costs are met which is reinvested in highways and transportation projects and services and subject to separate approval. The continuation of this arrangement is required pending future review.

APPENDIX D

How will this proposal impact on the environment?					Explain why will it have this effect and over what timescale?	Explain how you plan to mitigate any negative impacts.	Explain how you plan to improve any positive outcomes as far as possible.
N.B. There may be short term negative impact and longer term positive impact. Please include all potential impacts over the lifetime of a project and provide an explanation.		Positive impact (Place a X in the box below where	No impact (Place a X in the box below where	Negative impact (Place a X in the box below where	Where possible/relevant please include: <ul style="list-style-type: none"> • Changes over and above business as usual • Evidence or measurement of effect • Figures for CO₂e • Links to relevant documents 		
Minimise greenhouse gas emissions e.g. reducing emissions from travel, increasing energy efficiencies etc.	Emissions from travel	X			<p>The CPE Surplus subsidises public transport fares, making it cheaper for passengers to travel by bus encouraging fewer trips by private car.</p> <p>The surplus also contributes to the operation Park and Ride facilities and the development of major highway projects to reduce congestion, journey times and provision of active travel infrastructure to encourage walking, cycling and other modes of sustainable travel.</p>		
	Emissions from construction		X		The impact of construction of highway infrastructure is negated by the long term benefit of improving travel and encouraging modal shift to sustainable travel options.		

APPENDIX D

How will this proposal impact on the environment?		Positive impact (Place a X in the box below where)	No impact (Place a X in the box below where)	Negative impact (Place a X in the box below where)	Explain why will it have this effect and over what timescale? Where possible/relevant please include: <ul style="list-style-type: none"> • Changes over and above business as usual • Evidence or measurement of effect • Figures for CO₂e • Links to relevant documents 	Explain how you plan to mitigate any negative impacts.	Explain how you plan to improve any positive outcomes as far as possible.
	Emissions from running of buildings		X				
	Other		X				
Minimise waste : Reduce, reuse, recycle and compost e.g. reducing use of single use plastic			X				
Reduce water consumption			X				
Minimise pollution (including air, land, water, light and noise)		X			Allocating funding to existing sustainable travel options and developing other improvement projects contributes to the reduction of vehicle usage and associated pollution from emissions and noise.		

APPENDIX D

How will this proposal impact on the environment? N.B. There may be short term negative impact and longer term positive impact. Please include all potential impacts over the lifetime of a project and provide an explanation.	Positive impact (Place a X in the box below where	No impact (Place a X in the box below where	Negative impact (Place a X in the box below where	Explain why will it have this effect and over what timescale? Where possible/relevant please include: <ul style="list-style-type: none"> • Changes over and above business as usual • Evidence or measurement of effect • Figures for CO₂e • Links to relevant documents 	Explain how you plan to mitigate any negative impacts.	Explain how you plan to improve any positive outcomes as far as possible.
Ensure resilience to the effects of climate change e.g. reducing flood risk, mitigating effects of drier, hotter summers	X			Using this surplus to fund highway improvement projects to reduce congestions, delay and encourage modal shift to sustainable travel options contributes to fewer vehicle miles and emissions and reduced environmental impact		
Enhance conservation and wildlife		X				
Safeguard the distinctive characteristics, features and special qualities of North Yorkshire's landscape	X			Reducing congestion, delay and traffic volume benefits the highway environment and interfacing environments		
Other (please state below)		X				

Are there any recognised good practice environmental standards in relation to this proposal? If so, please detail how this proposal meets those standards.

None

Summary Summarise the findings of your impact assessment, including impacts, the recommendation in relation to addressing impacts, including any legal advice, and next steps. This summary should be used as part of the report to the decision maker.

It is considered that there are no negative impacts within the assessment, as the proposal is to allocate the CPE surplus for the improvement of the highway network and encourage sustainable modes of travel.

Sign off section

This climate change impact assessment was completed by:

Name	David Kirkpatrick
Job title	Traffic Engineering Team Leader
Service area	Highways & Transportation
Directorate	BES
Signature	D.Kirkpatrick
Completion date	14.04.23

Authorised by relevant Assistant Director (signature): Barrie Mason

Date: 19/04/2023