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Date: **09 November 2018**
Our ref: **Executive Scrutiny Panel/Supplementary Agenda**
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EXECUTIVE, POLICY & COMMUNITY SAFETY SCRUTINY PANEL

13 NOVEMBER 2018

A meeting of the Executive, Policy & Community Safety Scrutiny Panel will be held at **7.00 pm on Tuesday, 13 November 2018** in the Council Chamber - Council Offices.

Membership:

Councillor G Coleman-Cooke (Chairman); Councillors: Curran (Vice-Chairman), Bambridge, Campbell, Dixon, L Potts, Rusiecki and Wright

SUPPLEMENTARY AGENDA

Item
No

Subject

8. **EXECUTIVE SCRUTINY PANEL CALL-IN OF CABINET MEMBER DECISION - DIGITAL PARKING PILOT PROJECT** (Pages 3 - 12)



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EXECUTIVE SCRUTINY PANEL CALL-IN OF CABINET MEMBER DECISION – DIGITAL PARKING PILOT PROJECT

Executive, Policy & Community Safety Scrutiny Panel **13 November 2018**

Report Author **Senior Democratic Services Officer**

Portfolio Holder **Councillor Ashbee, Cabinet Member for Corporate Governance & Coastal Development**

Status **For Recommendation**

Classification: **Unrestricted**

Key Decision **No**

Reasons for Key **N/A**

Ward: **Thanet Wide**

Executive Summary:

The purpose of this covering report is to introduce a call-in regarding the Cabinet Member decision made relating to the 'Digital Parking Pilot Project.' This decision together with the related report, are attached as Annex 1 and Annex 2 to this covering report. As an Individual Cabinet Member decision is subject to call in by the Executive, Policy & Community Safety Scrutiny Panel.

Recommendation(s):

Members guidance is sought on the following; whether:

1. The Panel wishes to forward some recommendations to the Cabinet Member for Corporate Governance & Coastal Development or;
2. Members wish to take no further action.

CORPORATE IMPLICATIONS

Financial and Value for Money	There are no implications arising directly from this report. However there are financial implications as a result of the Cabinet Member decision referred to in this report. Any revenue generated through the pilot project would contribute to the Council budget.
Legal	In exercising the right to call-in an executive decision the Panel ought to satisfy itself that some or all of the principles of decision making at reflected in Article 13 of the Council Constitution have not been adhered to. These include the following:

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	<p>(a) the presumption in favour of openness and transparency;</p> <p>(b) the need for due consultation;</p> <p>(c) the need to take account of relevant professional advice from appropriate staff;</p> <p>(d) the need for clarity of aims and desired outcomes;</p> <p>(e) the need to identify the range of options considered;</p> <p>(f) the need to give reasons and explanation for a decision;</p> <p>(g) the need to ensure that all necessary requirements of legality and confidence are observed.</p>								
Corporate	There are no direct corporate risks associated with this report.								
Equality Act 2010 & Public Sector Equality Duty	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td style="width: 80%;">Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td style="width: 20%;"></td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td></td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td></td> </tr> </table> <p>There no equity and equalities issues arising directly from this report. However there may be equity and equalities implications arising directly from the decision attached as Annex 1 to the report.</p> <p>The Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure service delivery matches these.</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		Advance equality of opportunity between people who share a protected characteristic and people who do not share it		Foster good relations between people who share a protected characteristic and people who do not share it.	
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CORPORATE PRIORITIES (tick those relevant) ✓	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	

CORPORATE VALUES (tick those relevant) ✓	
Delivering value for money	
Supporting the Workforce	
Promoting open communications	✓

1.0 Introduction and Background

1.1 The Cabinet Member for Corporate Governance & Coastal Development made a decision on implementing a pilot project on Digital Parking and it was published on

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Friday, 02 November 2018, giving Executive Scrutiny Panel members five working days to call-in the decision if they deemed it necessary.

- 1.2 On 06 November, having been requested by other Panel members, the Panel Chairman asked that the cabinet member decision be called-in and advised Democratic Services to add the item to the Panel agenda for the November meeting.

2.0 Reasons for Call-in

- 2.1 The Panel Chairman cited that he felt the decision did not meet the following decision making principle as set out in article 13 of the Council's constitution:

(d): the need for clarity of aims and desired outcomes

- 2.2 Specifically that the decision did not include information regarding the timescale of the project or the expected revenue return.

3.0 Options

- 3.1 Members could choose one of the following options either:

1. Whether the Panel wishes to forward some recommendations to the Cabinet Member for Corporate Governance & Coastal Development or;
2. The Panel wishes to take no further action.

4.0 Next Steps

- 4.1 If Members agree to take no further action, then the decision becomes implementable from the day of the Panel meeting.
- 4.2 If the Panel refers some recommendations to the Cabinet Member for Corporate Governance & Coastal Development for consideration, then such recommendations will have to be taken into account when the Portfolio Holder makes a final decision on the matter.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext: 57186
Reporting to:	Nick Hughes, Committee Services Manager, Ext: 57208

Annex List

Annex 1	Digital Parking Pilot Project Individual Cabinet Member decision notice
Annex 2	Related Decision notice Report

Background Papers

Title	Details of where to access copy
None	N/A

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Corporate Consultation

Finance	Matt Sanham, Financial Services Manager
Legal	Tim Howes, Director of Corporate Governance

Ref:	Called in	Yes/No
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THE THANET DISTRICT COUNCIL

DECISION OF INDIVIDUAL CABINET MEMBER

Name of Cabinet Member:

Relevant Portfolio:

Date of Decision:

Subject:

Key Decision In Forward Plan

Brief summary of matter:

To provide the public with a very simple digital parking experience, in support of feedback received from car park users as part of the Customer Insight programme performed in July 2018.

Decision made:

To fund the delivery of the initial pilot car park project from Capital Receipts to the sum of £95K which includes the cost of location readiness (civils), ANPR equipment, software development and delivery.

Reasons for decision:

The location of pilot was identified following customer Insight Programme output.

The identified project benefits are:

- Improved user experience with modern technology;
- Online portal to streamline payments increasing ability for non-cash transactions;
- Improved ways to pay for parking;
- Secure environment through the use of barriers, cameras and back office software supporting monitoring of incoming and outgoing traffic;
- Reduces need for enforcement.

Alternatives considered and why rejected:

To terminate and not continue with the project would result in us not realising the project benefits and outcomes identified such as identified in the reasons for decision.

Details of any conflict of interest declared by any executive Member who has been consulted and of any dispensation granted by the Standards Committee:

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Annex 1

Author of Officer report:

Lorraine Smith, Digital Projects Manager

Background papers

Digital Parking Member Report

Statement if decision is an urgent one and therefore not subject to call-in:

None

Last date for call-in:

9 November 2018

Digital Parking Pilot Project

Report Author	Hannah Thorpe - Head of Communications and Digital
Portfolio Holder	Councillor Ash-Ashbee, Cabinet Member for Corporate Governance and Coastal Development
Status	For Decision
Classification:	Unrestricted
Key Decision	No
Ward:	Margate Central

Executive Summary:

Thanet District Council's (TDC) Digital team is working in collaborative partnership with the Digital Team at Canterbury City Council (CCC) to deploy Automatic number plate recognition (ANPR) and digital solution capability for a pilot car park in Thanet. Identified as a priority project, successful deployment will take place by March 2019.

The opportunity is to provide the public with a very simple digital parking experience, in support of feedback received from car park users as part of the Customer Insight programme performed in July 2018. Post installation evaluation will be performed as part of the pilot with a view to inform future strategies.

TDC is named in an Official Journal of the European Union (OJEU) and subsequent tender process performed by Canterbury City Council.

Recommendation(s):

To fund the delivery of the initial pilot car park project from Capital Receipts to the sum of £95K which includes the cost of location readiness (civils), ANPR equipment, software development and delivery.

CORPORATE IMPLICATIONS

Financial and Value for Money

A bid was submitted and approved by CMT as part of the council's Capital Programme, it was agreed to fund the delivery of the initial pilot car park project from Capital Receipts to the sum of £95K. This will enable all works required to ensure delivery of the initial pilot car park. Costs will include:

- Civils for car park readiness;
- ANPR equipment (barriers, cameras and payment machines);
- Leading edge software development and delivery providing improved back office management;
- Reduced need for on-site enforcement;

Any additional works linked to ANPR will need to go back to CMT for consideration, although the pilot will help inform future financial decision making.

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Annex 2

Legal	Legal Instruction Form completed and details of OJEU, Tender and TDC expectations have been shared with Legal Services to initiate contract development.								
Corporate	This project has been identified as a corporate priority project.								
Equality Act 2010 & Public Sector Equality Duty	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, sex, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td style="width: 80%;">Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td style="width: 20%;"></td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td></td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td style="text-align: center;">X</td> </tr> </table> <p>It is therefore proposed to seek a Cabinet Member Decision to use the identified funding to deliver on this project</p> <p>A robust Customer Insight Programme was performed by members of the Digital Team in July 2018 to help us better understand how residents and visitors use our car parks. A series of questions were asked via face to face surveys and the data analysed and car park user profiles developed.</p> <p>The analysis confirmed that the project deliverables will deliver outcomes in line with the Customer Insight Programme.</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		Advance equality of opportunity between people who share a protected characteristic and people who do not share it		Foster good relations between people who share a protected characteristic and people who do not share it.	X
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Advance equality of opportunity between people who share a protected characteristic and people who do not share it									
Foster good relations between people who share a protected characteristic and people who do not share it.	X								

CORPORATE PRIORITIES (tick those relevant)✓	
A clean and welcoming Environment	✓
Promoting inward investment and job creation	
Supporting neighbourhoods	✓

CORPORATE VALUES (tick those relevant)✓	
Delivering value for money	✓
Supporting the Workforce	
Promoting open communications	

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Annex 2

1.0 Introduction and Background

- 1.1 Deployment of a pilot barrier controlled ANPR car park has been identified as a corporate priority project. The Digital Team conducted a robust Customer Insight Programme of face to face surveys of users of our car parks to understand how they currently use our car parks and what changes they would like to see.
- 1.2 2018/19 deployment timing enables TDC to benefit from collaborative working with the digital team at CCC to realise the project deliverables and outcomes. This is following a full tender exercise led by CCC with TDC as a named party on the OJEU notice. The TDC business lead is an integral member of the project team. CCC is in the process of converting 20 car parks to ANPR following a successful pilot for the past two years with proven benefits to the Council and residents. Project completion for CCC is planned for early 2019.
- 1.3 By deploying one pilot car park initially, TDC has the opportunity to monitor and measure the benefits this style of car park and associated back office solution could have within the district. The pilot will also provide fact based data to inform future parking strategies.

2.0 Project Deployment

- 2.1 Delivery of the project will provide a benefit for residents and visitors by providing:
- improved user experience with modern technology;
 - online portal to streamline payments increasing ability for non-cash transactions;
 - improved ways to pay for parking;
 - secure environment through the use of barriers, cameras and back office software supporting monitoring of incoming and outgoing traffic.
- 2.2 The specific location, Trinity Square, Margate, which has been identified for the initial pilot, will still be in operation during civils works conducted in readiness and installation of equipment to operate ANPR. During the works certain restrictions may be in place which will reduce the number of bays available for parking whilst the works are undertaken. The estimated timeline for works is two weeks for readiness (Civils) and one week for equipment installation (ANPR hardware and software).
- 2.3 Disabled bays will not be affected during the works. Bays directly adjacent to where the new equipment will be installed will be removed and relocated to where the outgoing equipment is currently located.

Contact Officer:	Lorraine Smith, Digital Projects Manager
Reporting to:	Joe Brackenborough, Digital Transformation Manager

Annex List

None	N/A
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Annex 2

Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation

Finance	Matthew Sanham, Corporate Finance Manager (Service Support)
Legal	Sophia Nartey, Interim Head of Legal Services & Deputy Monitoring Officer