

**SUBMISSION TO ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW  
AND SCRUTINY) COMMITTEE**

**Date: 16<sup>th</sup> June, 2015**

**Agenda Item: 9**

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**SUBMISSION BY PORTFOLIO HOLDER FOR THE ECONOMY**

**FIT FOR THE FUTURE REVIEW – CAR PARKS MANAGEMENT**

**1. Purpose of Report**

- 1.1 To inform the Committee of a review under the Fit for the Future Programme of the Council's Car Parks Management arrangements.

**2. Summary of Policy Development**

- 2.1 The Council manages a portfolio of car parks within the District intended to meet customer's needs and support the local economy. As part of the Fit for the Future Programme all Council services are being reviewed to ensure that they are continuing to meet the needs of existing users, are cost-effective and going forward are capable of serving their intended purpose in an ever changing environment.
- 2.2 To commence the review a Project Initiation Document (PID) has been produced – this document sets out the intended aims of the review, what matters will be addressed together with the expected outputs and outcomes. A draft PID is attached at **Appendix 1**
- 2.3 Following the PID being agreed, a Project Management Plan will be produced which will set out the details of the approach to the review, who will be involved in the review and the timescales for reporting.

**3. Community Benefits**

- 3.1 Car Parks are an important service meeting the needs of local residents, businesses and visitors to the District. Suitable management of the Council's car parks is essential to ensure that customer's needs are met.

**4. Recommendation**

- 4.1 That the Committee considers the PID attached at Appendix 1 including the scope of the review and agrees this as the basis for taking the review forward.

**5. Financial Implications**

- 5.1 None from this report however there may be financial implications that arise out of the review. These will be reported to the Committee as part of its normal business.

**6. District Plan for Lichfield Implications**

6.1 The District Plan for Lichfield recognises the importance of supporting the District's centres and providing the right tools for economic growth and sustainability. The provision of appropriate levels of car parking, charged at the right price and meeting the needs of customers is a key objective.

**7. Sustainability and Climate Change Issues**

7.1 Car parks are an integral part of sustainable town centres and communities requiring appropriate social and community infrastructure

**8. Human Rights Issues**

8.1 None

**9. Crime and Community Safety Issues**

9.1 None

**10. Risk Management Issues**

<b>Risk</b>	<b>Likelihood/ Impact</b>	<b>Risk Category</b>	<b>Countermeasure</b>	<b>Responsibility</b>
The review does not suitably address the relevant issues	Low/High	Reputational, financial, organisational	The PID sets out the scope of the review.	Strategic Director – Democratic, Development and Legal Services, Car Parks Project Board

**Background Documents:**

**- Car Parks Management Review – Project Initiation Document (PID) June 2015**

Report checked and approved:

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Strategic/Corporate Director

## Car Parks Management Review – draft Project Initiation Document (PID)

<b>PROJECT INITIATION DOCUMENT (PID)</b>
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**Purpose of this document:** Purpose of this document: The PID sets out the rationale and purpose of the project, and provides a summary of the intended objectives and outcomes so that the Leadership Team has the necessary information to assess and approve the initiation of the project.

The PID must be endorsed by the relevant Cabinet member and approved by Leadership Team before being submitted to the relevant Overview and Scrutiny Committee for challenge and comment.

A detailed 'Project Plan' will then be prepared that sets out how the project will be delivered.

<b>Project Name: Car Parks Management Review</b>
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<b>Project details:</b>	
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Project Sponsor:	Leadership Team
Proposed Project Manager:	Craig Jordan
Proposed Project Team:	John Roobottom, Craig Jordan, Richard King, Helen Cook, Elizabeth Thatcher
Lead Councillor:	Cllr Ian Pritchard
Proposed Challenge Director:	tbd

<b>Document details:</b>	
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Version:	1
Version date:	18/05/15
Status:	Draft
Approved by Leadership Team:	
Source file location:	

<b>Project description:</b>	
Description:	<p>To review the method of operation of the car parks in the ownership of Lichfield District Council.</p> <p>The review will need to focus on service delivery, on financial matters and on ensuring that the Authority is providing the right offer to customers in a cost effective manner whilst at the same time complying with the aims of the agreed strategic plan.</p>
Rationale and summary business case:	<p>As well as being a major income generator for the Authority an appropriate provision of car parking is important to the economy of Lichfield City, Burntwood and the wider district.</p> <p>It is important that the car parking operation provides for the parking needs of town centre businesses and visitors and also continues to ensure the important financial contribution to the district Councils funding structure.</p>
Objectives and outcomes:	<p>The review should seek to confirm that the service is achieving its stated aims and that due consideration is being given to possible new working practices which could make it more efficient, both in terms of the service delivered to customers and the financial return on the considerable investment made by the Authority in its parking facilities.</p>
Scope of the project:	<p>The project will look at all aspects of the way in which car parks in Lichfield District and under the control of the District Council are operated.</p> <p>In particular the following areas/issues will be considered:</p> <ol style="list-style-type: none"> <li>1. Does the Council have the right amount of car parks and car parking spaces for the future in accordance with the Local Plan and based on a need assessment which is independently verified?</li> <li>2. That there are clear proposals as to which , if any car parks should be closed if it is shown that there is an over-capacity issue</li> <li>3. A full assessment of current occupancy levels and the growth they can currently accommodate</li> <li>4. The impact of any future development proposals for Bird Street</li> <li>5. The way in which car parks are paid for – ie pay and display, pay on exit, pay by phone</li> <li>6. Technological improvements on occupancy and directing people to the right car parks</li> <li>7. Charging policies an assessment of financial impact</li> <li>8. Maintenance programme and associated costs over at least a ten year period</li> <li>9. That there are clear proposals and assessment of the impact of friarsgate</li> <li>10. That CCTV issues are addressed in relation to car park use and safety</li> <li>11. The Council's approach in the longer term on car park enforcement</li> </ol>

<b>Project timescales:</b>	
Anticipated start date:	June 2015
Anticipated completion date:	March 2016

<b>Assumptions and dependencies:</b>	
Assumptions:	That the car parks will continue to be owned by Lichfield District Council and that parking where charged for will continue to be chargeable.
Dependencies:	The project will reference the ongoing development of a parking policy for Lichfield.

<b>Constraints and risks:</b>	
Constraints:	Due to the fact that the limited team of people carrying out the review are also involved in the development of a parking policy and are likely to be heavily involved in preparation for the implementation of the Friarsgate project there is the possibility of some delays occurring in the project. As far as is possible these will seek to be avoided.
Risks:	<p>The need to commit to other projects which are not programmed or which emerge without notice may affect timetabling.</p> <p>A potential change in operating requirements following on from the parking policy document could change the nature of the service which we deliver.</p>

<b>External / additional resource requirements:</b>
It is anticipated that this review will be delivered within our current resource structure.