

Appendix 2. Advantages, Risks and Mitigating Actions

Advantages	Risks	Mitigations
Removes on-street deficit liability.	Different enforcement officers for on- and off-street parking.	<ul style="list-style-type: none"> <li>• The officers will be TUPEd over from NSL and as such, will have knowledge of both Rushcliffe's on- and off-street parking.</li> <li>• County on-street officers can continue to use the Bridgford Road portacabin which supports sharing of information across on- and off-street officers.</li> <li>• Broxtowe, who will be managing the Rushcliffe-employed enforcement officers, have a joint model in place with both County on-street officers and Broxtowe off-street officers, which works very well.</li> </ul>
<p>£7k to £13k potential saving per annum on enforcement costs.</p> <p>£11,158 per annum saving on cash collection costs.</p>	<p>Risks associated with TUPE: compliance timeframes are tight, liabilities fully disclosed essential, staff resign during TUPE process, new staff cannot start on agreed date due to e.g., sickness, accident, transferred staff do not turn up on the transfer date and TUPE staff resign shortly after starting at Rushcliffe.</p> <p>Impact of the above and also standard in-house staff sickness, holidays, leaving/hiring could reduce staff capacity to monitor and</p>	<ul style="list-style-type: none"> <li>• Legal have advised on the contractual agreements and will be involved in TUPE.</li> <li>• HR have been advised of TUPE and will support the process.</li> <li>• External expert support can also be provided.</li> <li>• Back-up process 1 in place: County re-tendering the services under a framework and if the Council needed more time for the transition, Rushcliffe could call off a year's enforcement provision.</li> <li>• Back-up process 2 in place: Broxtowe can source agency enforcement officers to cover TUPE difficulties, while Rushcliffe goes to direct recruitment (approximately 3 months). Agency costs are not higher than current provider costs.</li> <li>• Back-up process 3 being explored: Short-term call off from other direct award frameworks experienced at providing enforcement officers, e.g., NHS Framework.</li> <li>• Back-up process 4 to be explored: link in staff capacity and resiliency with the WISE pilot (if the pilot becomes permanent).</li> </ul>

	enforce off-street parking.	<ul style="list-style-type: none"> <li>• Broxtowe have substantial of experience in recruiting and training CEOs.</li> <li>• Initial discussions with NSL are planned for Quarter 1 2021 so general TUPE issues can be discussed well in advance.</li> </ul>
Continue to use County processing unit under a separate agreement.	County increase the service costs.	<ul style="list-style-type: none"> <li>• Negotiate a service agreement which mitigates the risks.</li> <li>• Broxtowe have confirmed that they would be able to set up a processing unit and offer the service to Rushcliffe at a comparable fee within six months. This would provide a back-up option.</li> </ul>
Remove on-street management fee; a saving of £20,000 per annum.	No risk.	No mitigating actions required.
Broxtowe Borough Councils cash collection service procurement has been undertaken in accordance with the Council's Standing Orders.	Contractor staff capacity.	<ul style="list-style-type: none"> <li>• The contractor has demonstrated capacity during the procurement process for the additional Rushcliffe services.</li> <li>• The contractor will be given a minimum of three months advance notice allowing time for staff capacity adjustments.</li> <li>• Staff TUPEd actually completed the cash collections across Rushcliffe and can be used as a back-up.</li> </ul>
Enforcement Officers with an extended role supporting the community at no additional cost.	No risk.	No mitigating actions required.
No additional management fee for Broxtowe's operational control of enforcement officers.	No risk.	No mitigating actions required.