

SCHEDULE 2

Parking Enforcement Services - Summary

The following is a tabulated summary of the Civil Parking Enforcement duties and responsibilities within the District of Huntingdonshire as detailed in the Agency Agreement.

DESCRIPTION	RESPONSIBILITY
Undertaking of Civil Parking Enforcement of static contraventions On and Off street	Huntingdonshire District Council
Undertaking of Civil Parking Enforcement of moving contraventions On and Off street (when legislated)	Cambridgeshire County Council
The introduction and making of all Traffic Regulation Orders of all types	Cambridgeshire County Council
The introduction and making of all Off street parking places orders of all types on areas not controlled by CCC.	HDC
The maintenance and continuous updating and upkeep of all records of Traffic Regulation Orders in a digitised format	CCC
The maintenance and continuous updating and upkeep of all records of Off Street Parking Places Orders in a digitised format	HDC
The administration of all Penalty charge notices issued on and off street under CPE including at all stages, all financial aspects and debt collection.	HDC
Setting of parking charges on street including permit charges	CCC
Provision and upkeep of an on street parking enforcement policy	CCC
Pay and display machine maintenance (on and off street)	HDC
Cash collection (on and off street)	HDC
Provision and maintenance of the IT software for the administration of the penalty charge notices	HDC
The setting of the initial level and discounts of the Penalty Charge amount	CCC (in agreement with HDC)
Financial administration and reporting	HDC
Administration of Permits, dispensations and suspension of parking bays (on street)	CCC
Signs and lines maintenance on street	CCC
Fault reporting of on street assets	Either Party
Cashless parking system (on street)	CCC
Membership of the Traffic Penalty Tribunal (Parking & Traffic Regulations Outside London Adjudication Joint Committee).	Both Parties
Maintenance of accurate financial records	HDC & CCC
Provision of a CPE annual report in line with legislation	HDC & CCC
Provision of funds to cover operational deficits excluding those incurred post agreement as a result of CCC requiring extra enforcement and administration of new or amended schemes	HDC
Working in accordance with this Agency Agreement	Both Parties
Instigation of Termination	Either Party