


**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
Car Parking Pay Station Tender	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.)
DO/40/2024 (JW)	<ol style="list-style-type: none"> 1. 17th February 2024 - CL75 Recommendations from Cabinet and Other Committees - vi) Capital Budget 2024/25 - £300,000 budget for Car Parking Machine Upgrades. 2. Constitution - 3D OFFICER DELEGATIONS - Part A - General Delegations <ul style="list-style-type: none"> 3D.2 Financial Resources <ol style="list-style-type: none"> a) Incur normal expenditure up to the limit of provision within the budgets under his/her control, subject to compliance with contract standing orders, financial standing orders, financial regulations and financial instructions. b) Invite and accept tenders or quotations for contracts, subject to contract standing orders, financial standing orders, financial regulations and financial instructions. 3. Constitution - 3E OFFICER DELEGATIONS - Part B - Specific Delegations <ul style="list-style-type: none"> 3E.4 Assistant Director – Economy and Regeneration <ol style="list-style-type: none"> j) Manage the Council's car parks and resident parking schemes. 4. Delegated Officer Decision <p>Ref: DO/10/2024 (JW) Dated: 14th June 2024</p>

<p><u>DATE OF DECISION</u></p> <p>11th October 2024</p>	<p><u>DECISION MAKER (Name and Job Title)</u></p> <p>Jonathan White – Assistant Director – Economy and Regeneration</p> 
<p><u>RECORD OF THE DECISION</u></p> <p>a) The issue</p> <p>14th June 2024, a Delegated Officer Decision was made to invite tenders or quotations for contracts, subject to contract standing orders, financial standing orders, financial regulations and financial instructions for the car parking machine upgrade project.</p> <p>Following a further competition procurement via the ESPO framework, tenders have been received and evaluated and the most economically advantageous tender has been selected for award. The contract covers the supply and install of new car park machine equipment, ongoing servicing and maintenance and merchant costs (associated to the transactions made by users) for a period of 4 years with the option to extend for 12 months.</p> <p>b) The Decision</p> <p>To accept a tender and enter into a contract, subject to contract standing orders and financial standing orders to procure and install new car park machines and ongoing servicing and maintenance permitting the management of the Council's car parks.</p>	
<p><u>REASON FOR THE DECISION</u></p> <p>The upgrading of the machines will provide long-term cost saving and increase revenue providing a return on investment. A procurement process was undertaken and the most economically advantageous tender was selected for award.</p>	
<p><u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u></p> <ol style="list-style-type: none"> 1. Not to upgrade the machines – the machines are end of life and costly in terms of ongoing servicing and maintenance. They do not offer a range of payment solutions in line with modern payment standards. 2. To procure via a tender rather than a further competition via a framework – this carries higher risk from a procurement process as a framework agreement is a pre-procured route to market with a select list of approved suppliers. Furthermore, it makes the process more efficient due to the framework agreement already been procured in accordance with the Public Contract Regulations 2015. 	
<p><u>WARD RELEVANCE</u></p> <p>All</p>	

FINANCIAL AND BUDGET IMPLICATIONS

Contract Value - £171,578.09

CAM19 (Business Case reference) – budget profile of £300,000

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

Leader of the Council
Portfolio Holder – Cabinet Member for Business and Regeneration
Assistant Director – Democracy and Governance
Service Manager – Town Centres and Markets
Procurement Team
Finance Team
Programme Board and Corporate Programme Strategic Board (including officers involved/connected with the approval/governance process)

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

N/A

IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE (Note if the decision is a non-executive decision, no dispensation can be given).

N/A

EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)

A review was undertaken and advice was given to ensure the specification for the machines included:

Equality & Diversity considerations: All machines will need to meet the requirements to ensure full access and usage for any member of the public using the machines.

HUMAN RESOURCES IMPLICATIONS

Officer time to manage and implement, working with the appointed contractor/supplier.

FINANCIAL IMPLICATIONS

The upgrading of the system will provide long-term cost saving and increase revenue providing a return on investment within four years. This assumption is based on:

- Cost from Pre-market engagement exercise.
- Reduction in number of machines.
- Meetings/feedback received with neighbouring authorities as to their experiences of conducting similar procurement exercises and the impact on revenue and costs.
- Reduction in maintenance cost as a result of procuring new machines.

- Contained within the 2024 and 2025 budget is a capital sum of £300,000. The cost for the supply and installation of the machines falls within this cost (see FINANCIAL AND BUDGET IMPLICATIONS section above).
- Ongoing maintenance and servicing is accounted for in the budget but due to new equipment, there is a minimum of 12 month warranty on new equipment in any case. Merchant costs also form part of the budget. As above the supply and installation of the new equipment should provide a long-term cost saving and increase revenue providing a return on investment within four years.

HEALTH EQUALITIES IMPLICATIONS

N/A

SECTION 17 CRIME & DISORDER IMPLICATIONS

New machines may provoke vandalism but this will need to be carefully managed.

RISK MANAGEMENT IMPLICATIONS

Move away from cash payments to a full cashless solution – maybe some concern from customer uncomfortable with online payments but this can be mitigation but ensuring appropriate support on launch date.

SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS

The successful supplier is categorised as a Small to Medium Enterprise but are not based locally but are located in the UK.

ENVIRONMENTAL IMPLICATIONS

There will be some impact based on the installation of new car park machines however, the new machines are more energy efficient.

LEGAL IMPLICATIONS

Compliance with Public Contract Regulations 2015 and internal governance (Contract Procedure Rules)

ANY OTHER COMMENTS

This Delegated Officer Decision follows on from the previous decision ref: Ref: DO/10/2024 (JW), dated 14th June 2024.

PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER