

**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>	
Invite tenders or quotations for contracts, subject to contract standing orders, financial standing orders, financial regulations and financial instructions – Car Parking Machine Upgrades	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.)
DO/10/2024 (JW)	Part 3E: Invite and accept tenders or quotations for contracts, subject to contract standing orders, financial standing orders, financial regulations and financial instructions. Constitution AD Delegated Authority AD – Economy Part 3E.4 26/01/2024 Approval of Business Plan by CAM19 and Capital Budget (February 2024 Cabinet and Council)
<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
14/06/2024	 Jonathan White Assistant Director –Economy & Regeneration

RECORD OF THE DECISION

a) The issue

The proposal is to upgrade pay stations operated within NBBC car parks, the existing solutions are 20 years old and outdated and only offer the end user a cash payment option. NBBC currently operate 39 pay and display machines across its surface and MSCP car parks it is proposed to reduce this number to 28.

b) The Decision

To invite tenders for the provision of new car parking payment solution. The proposal will require a capital investment from NBBC during the financial year 24/25. Following a Pre-market Engagement exercise it is estimated that the capital cost requirement will be £300,000, this figure includes a 10% contingency but doesn't include a provision for the Hotel and Abbey Street car park reinstatement which would be accounted for as part of the regeneration scheme costs.

REASON FOR THE DECISION

It is proposed that the solution to upgrade is based on the following grounds:

- Many of the existing machines are obsolete making on-going maintenance costly and problematic. We currently operate 19 Elite LS Pay & Display Machine and 20 Accent Pay and Display Machines with an annual cost of £18,528.00 up from 2019 cost of £15,026.80 due in most to the aging Accent Machines.
- We are experiencing intermittent system comms issues as the current solution only operates on 3G system that itself will soon become obsolete and require upgrading to ensure consistent comms are maintained. In December 2021 the government made an agreement with operators that 2G and 3G would be phased out by the end of 2023.
- Poor and inconsistent reporting system. NBBC operate two different systems making accurate and consistent reporting difficult. The data provided by both systems is difficult to translate into meaningful and reliable reports which can be further complicated by the poor and unreliable comms.
- Existing provision does not provide pay by card or contactless option providing a poor level of service to the end user and increasing maintenance costs.
- Upgrading the existing solution will reduce instances of ticket swapping and handle concession payment more efficiently supporting an increase in compliance and therefore income. The current solution makes it easy for end users to pass on tickets to other users as it does not link back to individual vehicle registrations. The system cannot effectively deal with concession rates such as that provided to Pure Gym leaving it open to abuse and loss of revenue.
- An upgraded solution will provide the end user with a better customer experience and greater choice of payment, which will potentially encourage longer stays.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION

1. Maintain existing provision. Not an economic option as outline above.

WARD RELEVANCE

All.

FINANCIAL AND BUDGET IMPLICATIONS

This project will incur a capital outlay to reduce revenue costs in the long-term with a short pay-back period of four years. The initial capital expenditure will be funded via internal borrowing or earmarked reserves.

The deliverability of this project is to ensure the outlined improvements and case for change are achieved. Ultimately new machines can contribute to savings through repairs and maintenance costs as well as energy costs from the use of solar powered machines. If the new machines are not installed, then the authority could continue to lose income from ticket swapping but also incur increased costs for repairs and maintenance and enforcement further down the line.

Capital Budget for 2024/25 includes provision for the this tender of £300,000

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

Strategic Director for Public Services
Strategic Director for Corporate Resources
Chief Executive
Finance Business Partner
Assistant Director – Finance
Assistant Director – Democracy and Governance
Car Parking Officers

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

None.

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).

Not applicable

EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)

None identified.
Noted that the specification for the machines will need to ensure compliance with the Equality Act to ensure members of the public can utilise the machines.

HUMAN RESOURCES IMPLICATIONS

Officer time to procure.

FINANCIAL IMPLICATIONS

Capital Budget for 2024/25 includes provision for the this tender of £300,000

Longer term reduction in maintenance costs and increase in revenue by improving car parking payment compliance. Furthermore, potential saving related to cash collection services.

HEALTH EQUALITIES IMPLICATIONS

None identified.

SECTION 17 CRIME & DISORDER IMPLICATIONS

None identified.

RISK MANAGEMENT IMPLICATIONS

Continued drop in footfall and car park usage That given the reduced offer and continued issues facing the high street that revenue may drop and with the existing machines aging cost will increase.

Not offering card payment option Increase in move to online and card payments, currently reduces dwell time and increases the need for enforcement and increases costs. Not introducing these payment options could continue to decrease revenue opportunities

SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

None identified.

LEGAL IMPLICATIONS

This decision ensures compliance with public procurement rules, the internal contract procedure rules and assists in the achievement to obtain value for money.

ANY OTHER COMMENTS

N/A

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