

EXECUTIVE DECISION

made by a Cabinet Member




REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – DL05 22/23

Decision	
1	Title of decision: To procure Maintenance and Data services for Plymouth City Council Owned Parking Machines
2	Decision maker (Cabinet member name and portfolio title): Councillor Mark Shayer, Deputy Leader of the Council
3	Report author and contact details: Darren Stoneman, Civil Enforcement Officer, 01752304194, Darren.stoneman@plymouth.gov.uk
4	Decision to be taken: <ul style="list-style-type: none"> To approve the procurement process for the maintenance of Plymouth City Council owned and operated parking machines To delegate the award of the contract to the successful tenderer to the Service Director for Street Services
5	Reasons for decision: To allow Plymouth City Council to continue to operate parking services under the Traffic Management Act 2004 to ensure that all parking devices remain operable, and well maintained to support all users of parking services within Plymouth. The parking machines generate income of approximately £2m to the council via a number of methods including cash and card, and the machines have to be maintained and serviced to provide the required level of compliance with financial regulations.
6	Alternative options considered and rejected: No alternative was considered as these services are vital to allow the machines operate effectively and protect the revenue generation in these areas,
7	Financial implications and risks: The parking infrastructure generates a significant level of income to support the delivery of the Highway Maintenance Contract. Failure to maintain the machines would result in a drop in service and associated income and lead to the machines becoming non-compliant with financial and banking (PCI) regulations.

8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			X	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
		X		in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million
			X	
	If yes, date of publication of the notice in the Forward Plan of Key Decisions	19 July 2022		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	The decision will enable the council to tender for and appoint a contractor to maintain the Councils Parking Payment Machines, ensuring that they remain operational and legislatively compliant. This will help to protect the generation of revenue. This Decision is separate to the consultation on parking charges.		
10	Please specify any direct environmental implications of the decision (carbon impact)	There will be no impact on the environment.		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			

Consultation			
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	x
		No	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Jonathan Drean, Cabinet Member for Transport	
13c	Date Cabinet member consulted	18 July 2022	
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes	If yes, please discuss with the Monitoring Officer
		No	X
15	Which Corporate Management Team member has been consulted?	Name	Philip Robinson
		Job title	Service Director Place
		Date consulted	04 July 2022
Sign-off			
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS41 22/23
		Finance (mandatory)	djn.22.23.91
		Legal (mandatory)	MS/38874
		Human Resources (if applicable)	N/A
		Corporate property (if applicable)	N/A
		Procurement (if applicable)	N/A
Appendices			
17	Ref.	Title of appendix	
	A	20220401 Machine Maintenance Business Case	
	B	20220621 Parking Machine Maintenance Contract Equalities Impact Assessment	
	C	Briefing Report	
Confidential/exempt information			
18a		Yes	

	Do you need to include any confidential/exempt information?	No	x	<p>If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.</p> <p>(Keep as much information as possible in the briefing report that will be in the public domain)</p>				
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
Background Papers								
19	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Cabinet Member Signature								
20	<p>I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.</p>							
Signature				Date of decision	22/08/22			
Print Name	Councillor Mark Shayer							