

# EXECUTIVE DECISION

made by a **Cabinet Member**



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


Executive Decision Reference Number – SP15 23/24

Decision	
1	<b>Title of decision:</b> For the Provision of Integrated IT Parking Management Solutions and Penalty Charge Notice Processing
2	<b>Decision maker:</b> Councillor Mark Coker (Cabinet Member for Strategic Planning and Transport)
3	<b>Report author and contact details:</b> Zoe Anning (Parking Operations Manager) Tel: 01752 305568 – <a href="mailto:zoe.anning@plymouth.gov.uk">zoe.anning@plymouth.gov.uk</a>
4	<b>Decision to be taken:</b> <ol style="list-style-type: none"> <li>1. To approve the Business Case;</li> <li>2. To authorise the commencement of a competitive procurement process to award a new five-year contract for the provision of an Integrated IT Parking Management Solutions and Penalty Charge Notice Processing;</li> <li>3. To delegate the authority to award the contract to the Service Director for Street Services, where they do not already have the authority to do so.</li> </ol>
5	<b>Reasons for decision:</b> <p>The current contract for Integrated IT Parking Management Solution and Penalty Charge Notice Processing is set to expire on 31 May 2024. To ensure the continuity of service for Plymouth City Council, it is crucial to award a new contract promptly. This continuity enables the council to effectively exercise its civil parking enforcement powers, which were granted under the Traffic Management Act 2004. By maintaining a seamless transition between contracts, the council can continue enforcing parking regulations.</p> <p>During 2022/23, Plymouth City Council demonstrated its commitment to enforcing parking and bus lane regulations by issuing 52,393 Penalty Charge Notices. This significant number highlights the importance and effectiveness of the current contract in supporting the council's objectives. By enforcing parking regulations, the council aims to ensure the smooth flow of traffic, enhance pedestrian safety, and foster an overall efficient transportation system within the city.</p> <p>The income received from Penalty Charge Notices plays a vital role in covering the costs associated with the delivery of civil enforcement and also contributes to the overall funding of essential services provided by the council.</p>

<p><b>6</b></p>	<p><b>Alternative options considered and rejected:</b></p> <p><b>Option 1: Do nothing</b></p> <p>This option was rejected as services relate to key systems required for business continuity and would entail a significant income. Without the contract in place, the efficient processing of Penalty Charge Notices and associated IT support would be compromised. This could result in a decrease in compliance with parking and bus lane regulations, as well as a decline in revenue generated from Penalty Charge Notices. The absence of enforcement measures would likely lead to a higher number of parking and bus lane contraventions, ultimately impacting the safety and efficiency of the city's transportation system.</p> <p>If no action is taken, there would be a loss of revenue that could impact the council's ability to fund essential services.</p> <p><b>Option 2: Awarding a new contract to the preferred supplier following a competitive procurement process.</b></p> <p>After careful consideration, the option of awarding a new contract to the preferred supplier following a competitive procurement process was recommended as the most viable course of action. This option provides several significant benefits and ensures the continuity and effectiveness of essential enforcement services for Plymouth City Council.</p> <p>By awarding a new contract, the council can maintain its ability to exercise its civil enforcement powers effectively, ensuring compliance with parking and bus lane regulations. This helps to deter contraventions and contributes to upholding a safe and efficient environment for residents and visitors in Plymouth.</p> <p>By awarding a new contract with the preferred supplier, the council can continue to rely on the expertise and resources of a trusted partner, ensuring the smooth operation of enforcement processes and the collection of necessary penalty charges.</p> <p>The competitive procurement process ensures transparency, fairness, and accountability in the decision-making process. By following this process, the council can select the most qualified supplier who best meets the requirements and objectives of the contract. This promotes healthy competition and ensures that the chosen supplier can deliver high-quality services in line with the council's expectations.</p> <p>This revenue is crucial for funding the operations associated with parking enforcement, including the delivery of Parking Services. Additionally, the income generated from Penalty Charge Notices contributes to the overall funding of essential services provided by the council.</p>			
<p><b>7</b></p>	<p><b>Financial implications and risk:</b></p> <p>The contract is projected to incur a cost of £500k per annum over 5 years and will be funded from the existing budget within the Parking Trading Account. This investment is expected to yield significant returns based on the current performance.</p>			
<p><b>8</b></p>	<p><b>Is the decision a Key Decision?</b> <b>(Please contact <a href="#">Democratic Support</a> for further advice)</b></p>	<p><b>Yes</b></p>	<p><b>No</b></p> <p>X</p>	<p><b>Per the Constitution, a key decision is one which:</b></p> <p>in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total</p>

		X	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b> annually.
		X	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
	<b>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></b>	N/A	
<b>9</b>	<b>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:</b>	<p>This decision links to the Corporate Plan priorities:</p> <ul style="list-style-type: none"> <li>• Providing Quality Public services</li> <li>• Spending Money Wisely</li> </ul> <p>This decision links to the Plymouth Plan:</p> <ul style="list-style-type: none"> <li>• Delivering quality services for Plymouth Residents</li> </ul> <p>The income recovered from Penalty Charge Notices plays a vital role in providing funding for local authorities to deliver essential services to the community. The efficient collection of debt resulting from these notices enables local authorities to consistently offer a wide range of services that benefit the wider community.</p>	
<b>10</b>	<b>Please specify any direct environmental implications of the decision (carbon impact)</b>	<p>There are no direct adverse environmental implications of this decision. Enforcing bus lane regulations and parking restrictions; improves bus reliability / frequency which in turn allows those without access to a car to be able to access work, shops, family and friends.</p> <p>Encourages motorists to switch their mode of transport from car to bus.</p> <p>This contributes to reducing pollution which in turn improves resident's health and allows blue disabled badge holders to access vital services. It also assists in making pavements safer for those with visual impairments and wheelchair users.</p>	
<b>Urgent decisions</b>			
<b>11</b>	<b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b>	<b>Yes</b>	(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		<b>No</b>	<b>X</b> <b>(If no, go to section 13a)</b>
<b>12</b> <b>a</b>	<b>Reason for urgency:</b>	N/A	

<b>I2 b</b>	<b>Scrutiny Chair Signature:</b>		<b>Date</b>	
	<b>Scrutiny Committee name:</b>			
	<b>Print Name:</b>			
<b>Consultation</b>				
<b>I3a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>		
		<b>No</b>	X	<b>(If no go to section I4)</b>
<b>I3b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>	N/A		
<b>I3c</b>	<b>Date Cabinet member consulted</b>	N/A		
<b>I4</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>		If yes, please discuss with the Monitoring Officer
		<b>No</b>	X	
<b>I5</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Philip Robinson	
		<b>Job title</b>	Service Director for Street Services	
		<b>Date consulted</b>	06/02/2024	
<b>Sign-off</b>				
<b>I6</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DSI02 23/24	
		<b>Finance (mandatory)</b>	CH 07.02.24 I523	
		<b>Legal (mandatory)</b>	2304/09022024	
		<b>Human Resources (if applicable)</b>	N/A	
		<b>Corporate property (if applicable)</b>	N/A	
		<b>Procurement (if applicable)</b>	KK/PS/716/ED/0224	

Appendices									
<b>17</b>	<b>Ref.</b>	<b>Title of appendix</b>							
	A	Briefing report for publication							
	B	Equalities Impact Assessment							
Confidential/exempt information									
<b>18a</b>	<b>Do you need to include any confidential/exempt information?</b>		<b>Yes</b>		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 <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)				
		<b>No</b>	X						
			Exemption Paragraph Number						
			1	2	3	4	5	6	7
<b>18b</b>	<b>Confidential/exempt briefing report title:</b>								
Background Papers									
<b>19</b>	Please list all unpublished, background papers relevant to the decision in the table below.  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.								
<b>Title of background paper(s)</b>			Exemption Paragraph Number						
			1	2	3	4	5	6	7
Procurement Gateway I – Business Case									
Cabinet Member Signature									
<b>20</b>	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.								
<b>Signature</b>			<b>Date of decision</b>	28/02/2024					
<b>Print Name</b>	Councillor Mark Coker (Cabinet Member for Strategic Planning and Infrastructure)								