

Record of Decisions

Award of Contract for Civil Enforcement System (Parking Notice and Permit Processing System)

Decision Taker

Cabinet on 25 April 2024.

Decision

That the Contract for Civil Enforcement System (Parking Notice and Permit Processing System) be awarded to the successful Applicant as set out in Exempt Appendix 1 to the submitted report.

Reason for the Decision

To ensure that the Council can continue to issue parking penalty charge notices and permits within Torbay.

Implementation

This decision will come into force and may be implemented on 7 May 2024 unless the call-in procedure is triggered (as set out in the Standing Orders in relation to Overview and Scrutiny).

Information

The Council has a requirement under Section 8 of the Traffic Management Act 2004 to enforce parking restrictions across Torbay.

An IT system is required to be able to issue parking penalty charge notices, (PCNs) ensure the system follows the legal process to make representations and appeal the issuing of the penalty charge and ensure recovery of unpaid penalty charge notices. The IT system is also used to manage the different types of permits to be used in car parks and on street in controlled parking areas.

The current contract for this system is due to expire on 31 March 2025, due to the requirement of an implementation period in the event of a new supplier being awarded a new contract, a formal procurement process was commenced in January 2024 and completed in March 2024 with the identification of the Council's preferred supplier as the most economically advantageous tender.

At the meeting Councillor Billings proposed and Councillor Jackie Thomas seconded a motion that was agreed unanimously by the Cabinet, as set out above.

Alternative Options considered and rejected at the time of the decision

There were two options considered:

Option 1 - award the contract to the preferred supplier, identified following a compliant procurement exercise, as the applicant who submitted the most economically advantageous tender. The contract would be for an initial period of three years with three optional extensions of 12 months each.

Option 2 - not to award the contract, allow the current contract to expire leaving the Council with no method to enforce parking restrictions across Torbay or to issue permits.

Is this a Key Decision?

No

Does the call-in procedure apply?

Yes

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None.

Published

29 April 2024

Signed: _____ Date: _____
Leader of Torbay Council on behalf of the Cabinet