

**Meeting:** Cabinet **Date:** 10<sup>th</sup> January 2023

**Wards affected:** All Wards

**Report Title:** Award of Contract for Parking Notice and Permit Processing System

**When does the decision need to be implemented?** 1<sup>st</sup> April 2023

**Cabinet Member Contact Details:** Mike Morey, Cabinet Member for Infrastructure, Environment and Culture, mike.morey@torbay.gov.uk

**Director/Divisional Director Contact Details:** Alan Denby, Divisional Director Economy, Environment & Infrastructure Place.

## 1. Purpose of Report

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- 1.1 To award a contract to the current supplier, for a period of up to two years, to enable the Council to issue parking penalty charge notices and permits. This system ensures parking penalty charge notices are issued to vehicles parking in contravention, an appeals service and recovery of unpaid penalty charge notices in line with legislation. The system also provides a permit module to issue all parking permits to park in either car parks or on street. The value exceeds £50,000. Torbay act as the lead authority on procuring this system with South Hams, West Devon and Mid Devon.
- 1.2 The current Contract was awarded via a Framework and there is no scope to extend this existing contract. Therefore, a new contract will need to be entered into with the current supplier through a direct award via a waiver.

## 2. Reason for Proposal and its benefits

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- 2.1 The reason for this proposal is to ensure the most cost effective way to re-procure a parking notice processing and permit system via a Direct Award to the current provider for up to 2 years to allow full market engagement to ensure new and emerging products for these types of systems are included in the procurement process.

## 3. Recommendation(s) / Proposed Decision

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1. That a direct award for a new contract with the current supplier Taranto from the 1<sup>st</sup> April 2023 for one year with the option to extend for a further year be approved.

## **Appendices**

Appendix 1: Schedule of Fees for the System.

## **Background Documents**

None

# Supporting Information

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## 1. Introduction

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- 1.1 The Council have a contract in place with Taranto. This contract ceases on the 31<sup>st</sup> March 2023.
- 1.2 In January 2022 in liaison with the Procurement Team and other departments across the Council meetings took place on the commencement of the process to procure a contract from the 1<sup>st</sup> April 2023 for a PCN and permit system. After meetings, officers attending a dedicated parking exhibition where new systems are emerging onto the market and further discussions a direct award is the preferred option via a waiver for one year with the option for a further year. This will ensure a full procurement process can be managed to include market engagement and implementation of a new system (if that were the outcome) with new suppliers of this type of system to be included.

## 2. Options under consideration

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- 2.1 Issuing a tender opportunity to the market is not an option at the present time due to the resources required to conduct market testing, procure, test, set up, implement a new system and migrate data within the timescale.
- 2.2 With agreement for up to a further two years this will provide time to ensure resources are available to support a procurement project which will include setting up a Project Board and market testing. Market testing will ensure that the best solution for the Council is procured to include systems which are new to the market.

## 3. Financial Opportunities and Implications

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- 3.1 The funding is approved as part of the yearly budget setting process for the hosting, support, maintenance and licences. The cost for replacement equipment is managed by ensuring an annual amount is placed in a reserve to cover costs for replacement kit which includes handhelds when required. There are sufficient funds to cover the replacement handhelds in this reserve fund.

## 4. Legal Implications

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- 4.1 None.

## 5. Engagement and Consultation

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- 5.1 Procurement and colleagues in various council departments who support the running of this system have been consulted and provided information and advice on resources required from their teams for a full procurement option.

## 6. Purchasing or Hiring of Goods and/or Services

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- 6.1 Not applicable in this instance.

## 7. Tackling Climate Change

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- 7.1 The award of this contract continues with the use of electronic/virtual methods to appeal and to obtain permits where appropriate
- 7.2 Where legislation allows electronic methods are used to be able to appeal the issuing of the notice.

## 8. Associated Risks

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- 8.1 If approval is not granted the existing contract will cease on the 31<sup>st</sup> March 2023 and the Council will have no method to enforce parking restrictions across Torbay or to issue permits.

## 9. Equality Impacts - Identify the potential positive and negative impacts on specific groups

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	Positive Impact	Negative Impact & Mitigating Actions	Neutral Impact
Older or younger people			There is no differential impact
People with caring Responsibilities			There is no differential impact
People with a disability			There is no differential impact

Women or men			There is no differential impact
People who are black or from a minority ethnic background (BME) (Please note Gypsies / Roma are within this community)			There is no differential impact
Religion or belief (including lack of belief)			There is no differential impact
People who are lesbian, gay or bisexual			There is no differential impact
People who are transgendered			There is no differential impact
People who are in a marriage or civil partnership			There is no differential impact
Women who are pregnant / on maternity leave			There is no differential impact
Socio-economic impacts (Including impact on child poverty issues and deprivation)			There is no differential impact
Public Health impacts (How will your proposal impact on the general health of the population of Torbay)			There is no differential impact

## 10. Cumulative Council Impact

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10.1 None

## 11. Cumulative Community Impacts

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11.1 None