

Parking Enforcement & Permits System Procurement

To: Highways And Transport Committee

Meeting Date: 30/04/2024

From: Executive Director, Place and Sustainability

Electoral division(s): Cambridge City, South Cambridgeshire District

Key decision: Yes

Forward Plan ref: 2024/046

Executive Summary: The purpose of this report is to seek authority for the procurement of a Parking Information Technology (IT) System and to approve and delegate the authority to award the contract following a full procurement process.

Recommendation: The Highways and Transport Committee is recommended to:

- a) Authorise the procurement of Civil Parking Enforcement (CPE) services and a Parking Permit System for a term of two years from June 2025 with an option to extend for further two years, through the Eastern Shire Purchasing Organisation; and
- b) Delegate authority to the Executive Director of Place and Sustainability in consultation with the Chair and Vice Chair of the Committee to award and execute a contract for the provision of a Parking Information IT system and any extension periods.

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1. Creating a greener, fairer and more caring Cambridgeshire

1.1 The Parking Information IT System is a key pillar in the Council's toolkit to enforce parking regulations in Cambridgeshire. The enforcement of parking regulations aligns with several of the Council's ambitions. Through the management of the highway and related assets this aligns with ambitions 1 through 3 and ambitions 6 and 7, this is to say it helps the Council to proceed toward creating a sustainable travel network and reduce overall carbon emissions. Additionally, through management of the highway this helps boost the economy in Cambridge and raises the safety levels of all of those in Cambridgeshire.

2. Background

2.1 The current Information Technology contract for Civil Parking Enforcement was awarded to Conduent Parking Enforcement Solutions Limited in 2022, and its initial term is due to expire in June 2024, although there is the possibility to extend this contract by a further period of up to 2 years. Currently it is planned to undertake a 12-month extension bringing the expiry date to June 2025. Due to development in the sector and the extension of the Council's powers the current contract is not as appropriate for our needs as when originally procured. With a dynamic traffic management environment, a new contract would allow us to further utilise emerging technologies in line with newly adopted powers. This software facilitates the full process of issuing and recovering Penalty Charge Notices (PCNs) and the issuing of permits.

2.2 All costs will be met by income recovered from Penalty Charge Notices and Permits. These systems facilitate the Council's objectives to keep Cambridge moving and support the use of public transport and enforce restrictions.

3. Main Issues

3.1 The service provides the enforcement of on-street regulations as well as the enforcement of the City Council's off-street car parks (where agreed), and bus lane/gate enforcement via ANPR (Automatic Number Plate Recognition) cameras. A key aim of the procurement is to ensure we have an effective system which can manage the introduction of the Traffic Management Act 2004 (TMA), Part 6 (further powers to enforce moving traffic offences) and allows us to develop processes for environmental charging.

3.2 There are also other costs involved in providing parking services such as in-house staff, client costs and infrastructure costs. These costs are covered from the income generated by the Council's parking services.

3.3 The objectives of Civil Parking Enforcement are to manage parking to:

- reduce congestion, keep traffic flowing and keep Cambridgeshire moving
- support the use and expansion of Park & Ride
- ensure the priority of Public Transport by managing bus lanes and bus gates
- reduces delays for emergency services
- support Business and the Communities by addressing inappropriate parking
- encourages correct, sensible, and safe parking

- improve compliance with parking restrictions
- ensure designated parking spaces are used only by those they are intended for
- improves air quality, health, and the general environment.

3.4 A competition will be undertaken using Eastern Shires Purchasing Organisation (ESPO) Framework 509 (Parking Management Solutions Lot 4: Civil Enforcement Solutions). This framework is already compliant with all UK procurement legislation). Suppliers listed on the framework were assessed during ESPO's initial procurement process for their financial stability, track record, experience, and technical & professional ability, before being awarded a place on the framework. Quality and adaptability is a critical requirement, but we will ensure financial evaluation is also considered which meets the real needs of the financial environment of the authority.

4. Alternative Options Considered

4.1 There are a few alternatives that could be undertaken instead of the recommendations above. This would include the following options:

- a) doing nothing; and
- b) considering a different procurement route.

4.2 Alternative a) would not be recommended and would have serious consequences for the Council. If we were not to undertake this procurement it would effectively render the parking services department non-operational. Additionally, this means that parking enforcement within Cambridge and South Cambridgeshire could not be undertaken meaning we would not be fulfilling our duty to manage the highways under Civil Parking Enforcement and would lead to large financial deficit for the Council through a loss of income from recovered PCNs.

4.3 Alternative b) could be considered, however collaborative work has already been undertaken with the procurement team to establish that the recommended procurement path is suitable for this project.

5. Conclusion and reasons for recommendations

5.1 As laid out in this document the recommendations have been proposed as they align with the strategic framework to further the Council's progress towards its aims. Collaborative work has already been undertaken with the procurement team to identify an effective route for procurement of the service so has been put forward as a recommendation.

6. Significant Implications

6.1 Finance Implications

A Failure to renew the enforcement contract, Parking Permit System, and Parking Information Technology System carries the risk of the parking service ceasing to function, limiting the service's ability to enforce parking regulations and leading to a large loss of income for the Council. The costs will be met by income recovered from Penalty Charge

Notices and Permits

6.2 Legal Implications

The following bullet points set out details of implications identified by officers:

A failure to renew the enforcement contract carries the following risks:

- Failure to adequately manage parking enforcement will increase congestion and undermine road safety.
- Failure to adequately manage parking enforcement will undermine demand management and modal shift strategies.

Pathfinder Legal Services Ltd will be consulted before the signing of any contracts to ensure they are suitable and achieve the required aims. The ESPO framework will be reviewed to ensure it provides a compliant route for the Council.

The ESPO framework provides for further competition to select the most appropriate supplier to ensure the Council's requirements and the supplier's requirements are complied with.

6.3 Risk Implications

The following bullet point sets out details of implications identified by officers:

A failure to renew the enforcement contract carries the following risks:

- Failure to adequately manage parking enforcement will undermine road safety.

6.4 Equality and Diversity Implications

A failure to renew the enforcement contract carries several disbenefits that disproportionately affect those with protected characteristics related to disability, age and socio-economic background. The renewal of this contract will aid the authority in managing the road-traffic network which should lead to improved journey times and a better public transport offering.

For further details please see the attached EQIA assessment

6.5 Climate Change and Environment Implications (Key decisions only)

The following bullet points set out details of implications identified by officers:

A failure to renew the enforcement contract carries the following risks:

- Failure to adequately manage parking enforcement will increase congestion and undermine road safety.

- Failure to adequately manage parking enforcement will undermine demand management and modal shift strategies.
- Due to the failure of the above two points this could cause a potential long term decrease in air quality in and around Cambridgeshire due to an increase in greenhouse gas emissions

7. Source Documents

7.1

- Eastern Shire Purchasing Organisation Framework 509 (Parking Management Solutions Lot 4: Civil Enforcement Solutions).
- Traffic Management Act Enforcement Manual
- Traffic Management Act 1984
- Parking Services annual reports

7.2

- <https://www.espo.org/parking-management-solutions-509-23.html>
- https://www.cambridgeshire.gov.uk/asset-library/imported-assets/County_TMA_Enforcement_Manual_May_2015.pdf
- <https://www.legislation.gov.uk/ukpga/2004/18/contents>
- <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/parking-services/parking-services-annual-reports>