

## Procurement of Civil Parking Enforcement Services

To: Highways and Transport Committee

Meeting Date: 04 July 2023

From: Executive Director of Place & Sustainability

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

Key decision: Yes

Forward Plan ref: 2023/050

Outcome: To seek authorisation to commence procurement of Civil Parking Enforcement Services (CPE) and delegate the authority to award the contract following a full procurement process to ensure a high-quality service at the best achievable cost; and

To consider an extension of the existing enforcement services contract for an additional year to facilitate that procurement process.

Recommendation: The Highways and Transport Committee is recommended to:

- a) Delegate the authority to extend the existing contract within the current contract terms and conditions to the Executive Director of Place & Sustainability in consultation with the Chair and Vice of the Committee, if and as required to meet operational demands from 01 August 2024 for a period of up to a year; and
- b) Note a report will be prepared in due course on the options for future procurement and seeking a decision on a preferred approach.

### Officer contact:

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### Member contacts:

Names: Councillor Alex Beckett and Councillor Neil Shailer  
Post: Chair/Vice-Chair of H&T Committee  
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## 1. Background

- 1.1 The current Civil Parking Enforcement (CPE) Contract was awarded to "Legion" OCS Group UK Ltd with a commencement date of 1<sup>st</sup> August 2015. The current contract expires 31 July 2024, with the option to extend for a further year. This arrangement cannot be extended further.
- 1.2 The service provides the enforcement of Traffic Regulation Orders within the Cambridge Special Enforcement Area, in the future this area will also cover the South Cambridgeshire District (SCD) area.
- 1.3 The cost of the Council's current contract with OCS Group UK Ltd is circa £725,000 per annum. There is the possibility for this to increase in its final year due to the expansion into the South Cambridgeshire District Area requiring additional resources. 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 from Penalty Charge Notices. Any surplus income is ringfenced and re-invested into specific services in accordance with the legislation laid out in section 55 of the Road Traffic Regulation Act 1984<sup>[1]</sup>. Details of previous surplus usage can be found in the County Council's annual parking reports<sup>[2]</sup>.

## 2. Main Issues

- 2.1 The objectives of Civil Parking Enforcement (CPE) are to manage parking to:
  - Reduce congestion
  - Support business and the communities by addressing inappropriate parking
  - Encourage correct, sensible and safe parking
  - Improve compliance with parking restrictions
  - Ensure designated parking spaces are used only by those they are intended for
  - Enable buses to operate more effectively
  - Improve air quality, health and the general environment
  - Reduce delays for emergency services
  - Keep Cambridgeshire moving
- 2.3 The opportunity to utilise the one-year extension option to the current contract will allow the Council to consider all the available options for the delivery of car parking enforcement. It will enable the assessment of the changing environment and have more detailed analysis of the market, as well as understand the implications of the extension of Car Parking Enforcement arrangements across the county.
- 2.4 We will look to engage further with the legal team in the coming months to seek advice regarding the alteration to the current contract to include the SCD area due to the increase in value and scope.

### 3. Alignment with ambitions

#### 3.1 Net zero carbon emissions for Cambridgeshire by 2045, and our communities and natural environment are supported to adapt and thrive as the climate changes

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

- Failure to adequately manage parking enforcement will increase congestion and undermine road safety.
- The management of parking enforcement assists journey times for public transport promoting this mode of travel.
- Parking enforcement is tied to incentives around the usage of environmentally friendly transport.

#### 3.2 Travel across the county is safer and more environmentally sustainable

There are no significant implications for this ambition.

#### 3.3 Health inequalities are reduced

There are no significant implications for this ambition.

#### 3.4 People enjoy healthy, safe, and independent lives through timely support that is most suited to their needs

There are no significant implications for this ambition.

#### 3.5 Helping people out of poverty and income inequality

There are no significant implications for this ambition.

#### 3.6 Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised

There are no significant implications for this ambition.

#### 3.7 Children and young people have opportunities to thrive

There are no significant implications for this ambition.

### 4. Significant Implications

#### 4.1 Resource Implications

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

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

- Failure to adequately manage parking enforcement will decrease compliance with on and off-street parking regulation leading to a substantial loss of revenue through paid for parking.
- Due to loss of revenue several other highways departments would have budgets significantly affected.

#### 4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

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

- The primary implication would be failure to award a new enforcement contract which 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.
  - All staff undertaking parking enforcement must be qualified and fully trained. The Transfer of undertakings (protection of employment) Act (TUPE) will apply to staff within the current contract and may move to a new provider with terms and conditions retained.

#### 4.3 Statutory, Legal and Risk Implications

The following bullet points set out details of significant 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.
  - All staff undertaking parking enforcement must be qualified and fully trained. The Transfer of undertakings (protection of employment) Act (TUPE) will apply to staff within the current contract and may move to a new provider with terms and conditions retained.

#### 4.4 Equality and Diversity Implications

There are no significant implications within this category.

#### 4.5 Engagement and Communications Implications

There are no significant implications within this category.

#### 4.6 Localism and Local Member Involvement

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

- Government seeks a partnership approach to Civil Parking Enforcement with Districts working with Counties to provide a joined-up parking enforcement service.
- There is the potential for maintaining a partnership working through a reciprocal arrangement for parking enforcement in City Council car parks.
- The new contract will support the future expansion of CPE to other Districts with the opportunity for partnership working, where this is agreed.

#### 4.7 Public Health Implications

There are no significant implications within this category.

#### 4.8 Climate Change and Environment Implications on Priority Areas

##### 4.8.1 Implication 1: Energy efficient, low carbon buildings.

Positive/neutral/negative Status: **Neutral**

Explanation:

##### 4.8.2 Implication 2: Low carbon transport.

Positive/neutral/negative Status: **Positive**

Explanation: Civil Parking Enforcement local authorities effectively manage and enforce on and off-street parking areas to prevent inconsiderate and obstructive parking which helps to ensure the relevant resources are available for use by those who need it. Within the service a low environmental impact will be supported through a continuation of modal shift with enforcement officers using bicycles and e-bikes. Where this is not viable, we will be looking to utilise electric vehicles.

##### 4.8.3 Implication 3: Green spaces, peatland, afforestation, habitats and land management.

Positive/neutral/negative Status: **Neutral**

Explanation:

##### 4.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.

Positive/neutral/negative Status: **Neutral**

Explanation: Through civil parking enforcement

##### 4.8.5 Implication 5: Water use, availability and management:

Positive/neutral/negative Status: **Neutral**

Explanation:

##### 4.8.6 Implication 6: Air Pollution.

Positive/neutral/negative Status: **Positive**

Explanation: Civil Parking Enforcement local authorities effectively manage and enforce on and off-street parking areas to prevent inconsiderate and obstructive parking which help to keep traffic moving and reduces vehicle emissions. Within the service a low environmental impact will be supported through a continuation of modal shift with enforcement officers using bicycles and e-bikes. Where this is not viable, we will be looking to utilise electric vehicles.

4.8.7 Implication 7: Resilience of our services and infrastructure and supporting vulnerable people to cope with climate change.

Positive/neutral/negative Status: **Neutral**

Explanation:

Have the resource implications been cleared by Finance? Yes

Name of Financial Officer: Sarah Heywood

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the Head of Procurement and Commercial? Yes

Name of Officer: Clare Ellis

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or Pathfinder Legal? Yes

Name of Legal Officer: Emma Duncan

Have the equality and diversity implications been cleared by your EqIA Super User?

Yes

Name of Officer: David Allatt

Have any engagement and communication implications been cleared by Communications?

Yes

Name of Officer: Sarah Silk

Have any localism and Local Member involvement issues been cleared by your Service Contact? Yes

Name of Officer: David Allatt

Have any Public Health implications been cleared by Public Health?

Yes

Name of Officer: Iain Green

If a Key decision, have any Climate Change and Environment implications been cleared by the Climate Change Officer?

Yes

Name of Officer: Emily Bolton

## 5. Source documents guidance

### 5.1 Source documents

1. Road Traffic Regulation Act 1984, section 55
2. Parking Services annual reports

### 5.2 Location

1. <https://www.legislation.gov.uk/ukpga/1984/27/section/55>

2. <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/parking-services/parking-services-annual-reports>