



Notice of Non-key Executive Decision

Subject Heading:	Procurement of Pay & Display machines with Contactless Payment
Cabinet Member:	Cllr Dervish, Cabinet Member for Environment
SLT Lead:	Sue Harper, Director of Neighbourhoods
Report Author and contact details:	Lorraine Delahunty, Lorraine.Delahunty@havering.gov.uk Tel: 01708432618
Policy context:	Parking Strategy (Dec 2018), Review will seek a consistent approach to charging in the various town centres in the borough, including the approach and availability of P&D machines.
Financial summary:	The initial purchase and installation of 120 pay and display machines carries an estimated cost of £0.620m, this will be funded from the Capital allocation of £1.2m (A3001).
Relevant OSC:	Environment
Is this decision exempt from being called-in?	No

The subject matter of this report deals with the following Council Objectives

Communities making Havering	[X]
Places making Havering	[X]
Opportunities making Havering	[X]
Connections making Havering	[X]

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

The need to review update the pay and display (P&D) machines to include additional capabilities such as contactless payments, and discussion undertaken with Members. We have analysed the weekly operations of the 207 machines, across the borough.

Recommendation

The Director of Neighbourhoods is asked to approve:

1. the commencement of a procurement exercise for the initial purchase of 120 new P&D machines that provide both cash, card and contactless means of payment.
2. Also, with an option to purchase further P&D machines as and when required.

Proposed approach:

The intention is to dispose 120 of the existing machines, and procure 120 new machines (with cash, card & Contactless payment) predominately in the high use areas across the borough. Furthermore, we intend to keep 87 (63 & 24) of the existing machines mainly in local shopping parade areas. If one of the existing machines breaks down and cannot be repaired, we will consider whether to replace with a new machine, or remove the broken machine and convert it to 'Pay by Phone' payment only. We have indicated the location of the new P&D machines as green & orange colour dots in Appendix A.

Funding for the new 120 P&D machines will be through capital funding. The indicative cost for the purchase and installation of 120 machines is £0.600m this is a one off capital investment. Each machine estimated cost of £4,500 plus £500 per installation but does not include on-going maintenance, which will be a revenue cost. The estimated Capital cost of this option is £0.620m.

AUTHORITY UNDER WHICH DECISION IS MADE

Part 3 [Responsibility for Functions], section 3.4 Powers of Members of the Senior Leadership Team

Contracts Powers

(a) To approve commencement of a tendering process for all contracts above a total contract value of £500,000.

Part 3 [Responsibility for Functions], section 3.8 Neighbourhoods Directorate (3.8.3 Assistant Director, Environment delegated authority)

Street care

(s) To authorise minor alterations to traffic management orders to enable implementation of approved proposals or continuation of traffic management schemes.

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STATEMENT OF THE REASONS FOR THE DECISION

The aim is to inform Members of the current financial matters in regards to the 207 P&D machines currently operating, where some are near the end of their life cycle.

OTHER OPTIONS CONSIDERED AND REJECTED

The option had been to remove all 207 P&D machines in the borough as part of a phased approach and introduce Pay by Phone only with specific locations i.e. Romford, Upminster and Hornchurch contactless payment options alongside cash card payment. This option has since been reviewed and considered not fair on the motorist who would need to have a phone to pay for parking.

PRE-DECISION CONSULTATION

None

NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

Name: Dipti Patel

Designation: Assistant Director for Environment

Signature:



Date: 27-8-2019

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

1. In line with the Council's Constitution and its Contract Standing Orders, this report seeks authority to commence a procurement exercise for the provision of pay and display (P&D) machines; and to amend the existing method of payment and any associated TRO. The relevant background; and the proposed procurement process are as set out within the body of this report and its appendices.
2. The Council is a local authority as defined by section 270 of the Local Government Act 1972 and a local traffic authority under the Road Traffic Regulations Act 1984 (the "RTRA") and the Local Government Act 1985.
3. The Council has a general power under section 1 of the Localism Act 2011 to do anything that individuals generally may do including the matters set out in this report. The Council also has power to regulate traffic and make charges for parking, under section 6 of the RTRA.
5. In line with section 46(2)(a) of RTRA the Council has, by Traffic Regulation Order (TRO), made provision for regulating the times at which and the method by which charges for vehicles left in a parking place designated by the TRO are to be paid. Subject to consultation, the Council is proposing to amend the existing method of payment and any associated TRO.

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6. In addition to the requirements to publicise TROs, the Local Authorities Traffic Orders (Procedure) (England & Wales) Regulations 1996 oblige local traffic authorities to consult certain specified persons likely to be affected by any provision in the order as it thinks it appropriate regarding proposed permanent TROs.

7. In considering any responses received during the consultation period, the Council must ensure that full consideration of all representations is given. The Council must be satisfied that any objections to the proposals are fully taken into account.

8. In line with Appendix 4 [Contract Standing Orders], paragraph 9, of the Council's Constitution, officers is in the process of obtaining Gateway (Checkpoint) Stage 01 approval to commence the procurement process.

9. The Local Government Act 1999 requires the Council to make arrangements to achieve best value in the exercise of its functions. The proposed use of an OJEU-compliant framework will satisfy the Public Contracts Regulations 2015 requirement for genuine competition.

FINANCIAL IMPLICATIONS AND RISKS

The initial purchase and installation of 120 pay and display machines carries an estimated cost of £0.620m, this will be funded from the Capital allocation of £1.2m A3001.

There is a saving attached MTFs to the rationalisation of P&D of £0.166m in the complete removal of P&D machines and other related efficiencies for the period 19/20. However as we are no longer pursuing this option, it is unlikely that this saving will be achieved.

Ongoing maintenance will be from the current revenue budget of A24670 which is used for maintenance of the existing P&D machine stock.

HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

It is anticipated that the enforcement activities required for these proposals can be met from within current staff resources.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:

- (i) The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (ii) The need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- (iii) Foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are age, sex, race, disability, sexual orientation,

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marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

It is both Council policy and recently renewed SLT direction/expectation that EqHIAs (Equality and Health Impact Assessments) are carried out when appropriate and in sufficient time to enable informed decision-making. As a basic rule, one should be undertaken whenever staff, service users, or the wider public are impacted by decisions or the intended or planned activity.

Note: The relevant template with guidance is available from diversity@haverling.gov.uk and the intranet. The purpose is to ensure a systematic approach to the task and to evidence that due regard is paid to any adverse impact on affected parties with protected characteristics. Additionally, the assessment will look at matters pertaining to health and socio-economics, respectively. Another accepted way to demonstrate due regard is to produce minutes of meetings which clearly show equality implications of the intended activity were fully discussed and understood by decision-makers.

We have not undertaken an equality assessment due to :

- That the introduction of 'Contactless payment', is where we plan to replace old 120 P&D machines with 120 new machines and these are across the borough, which should enhance and offer the addition of 'contactless' payment. The new 120 machines will still have cash, card and now with Contactless payment.
- Therefore, it is a change of method of payment, and these again are across the borough. And we still allowing short stay parking.

Consultation responses will be carefully considered prior to a further course of action being recommended. There will be some visual impact from further signing and lining works.

BACKGROUND PAPERS

Appendix A



Non-Key Executive Decision

Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

I the Director of Neighbourhoods agree the recommendations in this report.

Proposal agreed

Details of decision maker

Signed



Name: Sue Harper, Director of Neighbourhoods

Cabinet Portfolio holder: Councillor Osman Dervish
CMT Member title: Dipti Patel
Head of Service title: Vacant
Other manager title: Lorraine Delahunty

Date: 27-8-2019

Lodging this notice

The signed decision notice must be delivered to the proper officer, Debra Marlow, Principal Committee Officer in Democratic Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on 23/9/2019

Signed J. J. R.