

Notice of Non-Key Executive Decision

Subject Heading:	Approval to vary Cashless Parking Contract (RingGo)
Decision Maker:	Imran Kazalbash Director of Environment
Cabinet Member:	Councillor Mugglestone Cabinet Member for Environment
ELT Lead:	Imran Kazalbash Director of Environment
Report Author and contact details:	Helen O'Dea, Business Analyst 01708 432057 Helen.odea@havering.gov.uk
Policy context:	Parking Strategy
Financial summary:	The Budget Provision Allocation must be increased and contract varied to cover the remaining term of the contract, with anticipated costs through to April 2026 estimated at £0.180m
Relevant Overview & Scrutiny Sub Committee:	Place
Is this decision exempt from being called-in?	The decision will be exempt from call in as it is a Non key Decision

Non-key Executive Decision

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

People - Supporting our residents to stay safe and well

X Place - A great place to live, work and enjoy

Resources - Enabling a resident-focused and resilient Council

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

For the reasons set out in the report, the Director of Environment is recommended to agree to vary the contract with RingGo and increase the value by £0.180m.

AUTHORITY UNDER WHICH DECISION IS MADE

3.3.3 Powers common to all Strategic Directors

2. Expenditure

2.1 To incur expenditure for their allocated directorate within the revenue and capital budgets as approved by the Council, or as otherwise approved, subject to any variation permitted by the Council's contract and financial procedure rules.

4. Contracts

4.2 To award all contracts with a total contract value of below £1,000,000 other than contracts covered by Contract Procedure Rule 16.3. This delegation shall include the ability to extend or vary a contract up to and including a value of £1,000,000 (provided that the extension is in line with the existing contractual provisions.)

This power was delegated to the Director of Environment from 3rd April 2024.

STATEMENT OF THE REASONS FOR THE DECISION

The Council procured a contract for cashless parking in March 2024 through the G Cloud 13 Framework. Under the terms of the contract the Council is liable to pay the service charges as well as a commission at a rate of 3% against all transactions raised.

At the time the contract was entered into, the Council specified what charges were liable to pay and the rate of those charges. Based on previous years spend the Council estimated that the value of the contract would be £0.245m. However, due to an increase in the number of customers using the cashless parking system the Council's spend has increased. The parties are not proposing to amend the terms of the contract or change the charges.

If the value of the contract is not increased to reflect the increase in use the Council will not be able to pay the invoices raised and will be in breach of contract to RingGo

Non-key Executive Decision

OTHER OPTIONS CONSIDERED AND REJECTED

Do nothing – we will be in breach of the contract if we fail to pay the invoices raised.

PRE-DECISION CONSULTATION

None

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

Name: Helen O'Dea

Designation: Business Analyst

Signature: *Helen O'Dea*

Date: 19/03/2026

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

This report seeks to vary the contract between the Council and RingGo as a result of an increase in the number of customers now utilising cashless parking. Under the terms of the contract the Council is required to pay a service charge per transaction which is a set amount as well as commission on each transaction at 3% of the value of the transaction.

This is a contract for services that was procured using the G Cloud 13 Framework. G Cloud 13 was a Public Contracts Regulation 2015 (PCR) compliant framework. Therefore, any proposed variation must also comply with Regulation 72 PCR. In accordance with Regulation 72(1)(e) and 72(8) the proposed modification is not substantial as the transaction charges remain unchanged, the economic balance between the parties remains unchanged, the nature of the contract is not materially different. Therefore, for the reasons set out above the value of the contract can be increased to reflect the increase in use of the cashless parking system.

FINANCIAL IMPLICATIONS AND RISKS

This report seeks approval to increase the Budget Provision Allocation (BPA) for the RingGo cashless parking contract by £0.180m, bringing the total contract value to £0.670m. The additional cost will be met from the existing Parking Services revenue budget and has been reflected in the latest revenue forecast position.

The increase is driven by higher than anticipated transaction volumes and associated commission charges, primarily due to the April 2024 parking tariff changes and continued uptake of the parking app.

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

There are no HR implications.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

There are no equalities or social implications.

ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

There are no environmental or climate change implications.

Non-key Executive Decision

HEALTH AND WELLBEING IMPLICATIONS AND RISKS

There are no health and wellbeing implications.

BACKGROUND PAPERS

None

APPENDICES

Appendix A	<i>detail</i>	<i>Open</i>
Appendix B	<i>detail</i>	<i>Open</i>
Appendix C	<i>detail</i>	<i>Open</i>

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

Proposal agreed

Details of decision maker

Signed



Imran Kazalbash
Director of Environment

27th March 2026

Lodging this notice

The signed decision notice must be delivered to Committee Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on _____

Signed _____