

Notice of KEY Executive Decision containing exempt information

This Executive Decision Report is part exempt, and Appendix 1 is not available for public inspection as it contains or relates to exempt information within the meaning of paragraph 3 and 5 of Schedule 12A to the Local Government Act 1972. It is exempt because it refers to information relating to the financial or business affairs of any particular person (including authority holding that information) and information in respect of which claim to legal professional privilege could be maintained in legal proceedings, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information

Subject Heading:	Approve the procurement and award of contract for Cashless Parking services through the ESPO Parking Management Solutions Framework
Decision Maker:	Imran Kazalbash, Director of Environment.
Cabinet Member:	Councillor Barry Mugglestone, Cabinet Member for Environment
ELT Lead:	Imran Kazalbash, Director of Environment.
Report Author and contact details:	Mel Gadd Project Lead 01708 433533
Policy context:	Parking strategy - the cashless parking service is critical for delivering effective traffic management and positively contributes to environmental aspects
Financial summary:	The value of the contract would be no more than £0.975m, dependent upon usage. The initial term will be 2 years, with an optional 12-month extension.

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	This is covered within cost centre A24670
Reason decision is Key	(a) Expenditure or saving (including anticipated income) of £500,000 or more (b) Significant effect on two or more Wards
Date notice given of intended decision:	24 February 2026
Relevant Overview & Scrutiny Committee:	Place
Is it an urgent decision?	No
Is this decision exempt from being called-in?	No

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

People - Supporting our residents to stay safe and well

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

Resources - Enabling a resident-focused and resilient Council

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

This report is seeking approval from the Director of Environment to agree to

- Direct award a contract for cashless parking payment functionality services to RingGo Limited for a period of two years from 1st May 2026 until 30 April 2028 with an option to extend for 12 months through the ESPO Parking Management Solutions Framework Lot 3.
- To note that the council will continue to cover the convenience cost/transaction fee within the tariff

This contract will ensure continuity of service and avoidance of any costs associated with change whilst the Council considers the longer-term strategy.

AUTHORITY UNDER WHICH DECISION IS MADE

PART 3 RESPONSIBILITY FOR FUNCTIONS

3: FUNCTIONS DELEGATED TO OFFICERS

Scheme 3.3.3 Powers common to all Strategic Directors

4. Contracts

4.1 To approve commencement of a tendering process for all contracts below a total contract value £1,000,000.

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.)

On 3rd April 2024, the Strategic Director of Place delegated 4. above to the Director of Environment.

STATEMENT OF THE REASONS FOR THE DECISION

The Council has provided its residents and visitors with a cashless option for paying to park in its car parks and on street since 2018. The current cashless parking contract with RingGo expires in April 2026.

Adoption of cashless payments has grown significantly over recent years. Usage and revenue have increased year-on-year, with the service aligning to the Council's digital strategy by increasing online transactions.

It has been determined that using the ESPO Framework provides the Council with the option of accessing an established framework, in which the operational specification,

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main terms and conditions and commercial arrangements are already set. It provides the flexibility to negotiate on costs thereby delivering a best value solution.

During the term of the contract the Council aims to review how this service operates and is recommending a short-term two-year contract, with an option to extend for 12 months, to ensure continuity of service until the further review is achieved.

Utilising the ESPO framework and appointing RingGo, is deemed to be in the Council's and customers best interests. It will avoid any confusion and inconvenience to motorists who are used to the RingGo cashless facility.

RingGo Limited are Havering's incumbent provider and therefore there will be no additional costs to implement this new contract. All signage on-street, and in car parks, will remain applicable.

Using the ESPO framework and appointing RingGo will provide continuity of service, avoid the need for residents to change supplier and enable options to be kept open so that the National Parking Platform (NPP) can be fully appraised and assessed.

A 90-day termination clause will be included in the ESPO call off contract, which will allow the Council to terminate the contract early without penalty if a move to the NPP is required within the RingGo contract term.

It should be noted that whilst rates in the contract are fixed for the term of the contract, including the optional extension period, the cost to the Council will vary depending on customer/transaction numbers, and the cost of the sessions purchased (which could change resulting from any Council set tariff changes). Accordingly, the value stated is a best estimate based on current and forecast volumes and charges. At the time of this report, annual pay and display income is approximately £3m and all costs incurred through the contract are met by this income.

Current Arrangements

Under the current RingGo contract Havering absorb the service/convenience charge per parking session for all transactions made via RingGo. This includes service/convenience charges for any free parking sessions utilised. These charges are met from the pay & display income. The service charge is a fixed percentage of the session cost so will vary per transaction. However, the rates payable by the Council will remain the same throughout the contract term.

The customer pays 20p for all SMS charges. These charges are optional. The revenue from these charges is split 50/50 between RingGo and the Council.

Ongoing Arrangements

A 2-year term with an option to extend will provide the Council with sufficient time to assess the benefits and implications of transitioning to the NPP, should it decide to do so. During this period the service will continue to operate in line with existing arrangements, and the Council will continue to cover the transaction charges.

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The current tariff structure has been set on the basis that these transaction costs are absorbed by the Council, and this assumption is built into annual budget setting.

The inclusion of a 90-day termination for convenience clause provides flexibility, enabling the Council to move to the NPP at any point during the contract should such a decision be made.

OTHER OPTIONS CONSIDERED AND REJECTED

Option 1 – The National Parking Platform (NPP)

This option is not recommended.

Although the NPP would offer significant cost savings and flexible parking options, it is not recommended because it does not align with Havering's current cost and delivery model. Transitioning to this platform would require all charges with the exception of the processing fee to be absorbed by the customer. This is inconsistent with the current approach.

Option 2 – Mini competition via a Framework

This option is not recommended.

This option involves conducting a procurement exercise through an established framework to select a parking solution provider. At this stage, the exact costs and supplier are unknown and will depend on the chosen supplier and solution.

This option offers a streamlined and compliant route to market but would attract significant procurement costs and be resource intensive.

Option 3 – G Cloud framework

This option is not recommended as it does not provide the flexibility to negotiate on pricing, and the costs are fixed within the terms of the framework.

Option 4 - Direct Award to RingGo under ESPO Lot 3 framework

This option provides a compliant procurement route and reduces the administrative burden compared to running a full tender process. RingGo is a pre-approved supplier, which ensures quality standards and legal compliance.

This option provides Havering with the flexibility for a defined period to maintain service continuity while reviewing its position on charges and identifying the most operationally and cost-effective solution going forward.

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PRE-DECISION CONSULTATION

Director, Business Partners, Gateway, Lead Member

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

Name: Mel Gadd

Designation: Project Lead

Signature: Mel Gadd

Date: 19/03/2026

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

The Council has the power to procure a contract for services under Section 111 of the Local Government Act 1972, which allows the Council to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions. The Council also has a general power of competence under Section 1 of the Localism Act 2011 to do anything an individual can do, subject to any statutory constraints on the Council's powers. None of the constraints on the Council's Section 1 power are engaged by this decision.

The proposed contract value could approach an estimated at £975k which is above the services contract threshold of £207,720 (inc. of VAT) in the Procurement Act 2023 (PA23). The procurement of the contract must comply with PA23 and the Council's Contract Procedure Rules

The body of this report confirms that officers will direct award a contract via Lot 3 of ESPO Parking Management Solutions (509) in accordance with the rules of that framework, which was procured in compliance with the Public Contracts Regulations 2015. The proposed award complies with the Council's Contract Procedure Rules as it is a direct award through a framework that was set up in accordance with Regulation 33 of the Public Contracts Regulations (2015). For the reasons set out above, the Council may award the contract as set out in the body of this report.

FINANCIAL IMPLICATIONS AND RISKS

This report recommends that the Council enters a new two-year contract with an optional year extension via the ESPO Lot 3 Framework to award a Cashless Parking Contract to RingGo from the 1st of May 2026.

Failure to procure this contract will leave the Council without a cashless parking offer for its car parks and on-street parking. Not only would this result in a risk to revenue generation it would also be a reputational risk to the organisation as it would likely result in significant disruption to the people who live, work and visit the Borough.

Further information is set out within the confidential appendix.

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

There are no HR resource implications.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

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The impact against protected characteristics has been considered and as there is no change in supplier there will be no impact or risk to users equally. For those who do not have mobile devices or choose not to use the cashless facility, those users will still have the ability to use contactless payment methods at P&D machines. Parking provisions for Blue Badge provisions will remain the same and where free charges apply for Blue Badge holders there will be no increase or alteration to this.

An EQIA has not been carried out as this is not a new provision or a change to provisions and therefore there is no additional impact to users.

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

The Council is committed to all 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 socioeconomics and health determinants.

HEALTH AND WELLBEING IMPLICATIONS AND RISKS

Under the Health and Social Care Act 2012 the Council is responsible for improving and protecting the health and wellbeing of local residents. This commitment is set out in the Health and Wellbeing strategy and includes addressing the social, economic and environmental factors (wider health determinants) which shape our health.

Health in all Policies (HIAP) has been adopted as the main approach to driving health improvement, protecting health and reducing health inequality. All council's public policies and decisions should systematically take into account the implications on people's health and well-being and seek to avoid or minimise any harmful impact whilst maximising the positive impact.

This decision relates to the renewal of an existing cashless parking service and does not introduce changes to how users' access or pay for parking. As such, no negative health or wellbeing impacts are anticipated.

- **Mental health and wellbeing**

Retaining the same provider avoids unnecessary disruption or confusion for motorists, contributing to a more predictable and less stressful parking experience.

Overall, this is considered to have a neutral to positive impact on health and wellbeing.

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ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

Cashless parking provision removes the need for cash collections from machines, reducing the Council's carbon footprint.

BACKGROUND PAPERS

None

APPENDICES

Appendix 1 - Exempt

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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

Delete as applicable

Proposal NOT agreed because

Details of decision maker

Signed

Name: **Imran Kazalbash**

Cabinet Portfolio held:

ELT Member title: Director of Environment

Head of Service title

Other manager title:

Date:

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 _____

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