Leeds CITY COUNCIL

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Report of: Director of Environment and Housing

Report to: Deputy Chief Executive

Date: 16th July 2014

Subject: Parking Services Hardware and Software procurement

Capital Scheme Number: 32139 / 000 / 000

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	No
Are there implications for equality and diversity and cohesion and integration?	No
Is the decision eligible for Call-In?	Yes
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	No

Summary of main issues

1. Parking Services utilise a range of ICT hardware and software to record, process and administer Parking Contravention Notices (PCNs) and permits for Resident Parking Zones (RPZs).

2. Current arrangements have been in place for a number of years and some of the hardware used is becomingly increasingly out of date. Some software used is also likely to become unsupported in the near future due to its age.

3. Parking Services issue approximately 150,000 PCNs per annum (including Bus Lane PCNs) and gross income is approximately £4.6 million.

4. A procurement exercise is needed to replace the existing arrangements and this is fundamentally about maintaining 'business as usual' and providing greater security and confidence that all stages of the PCN process are efficient and secure.

5. The report seeks approval to the commencement of a procurement exercise and to inject and authorise spend of £357,500 into the Capital Programme for the purchase and implementation of the required hardware and software to record, process and administer Parking Contravention Notices (PCNs) and administration of Resident Permit Zone (RPZ) schemes . The repayment of the capital funds will be met from the Parking Services revenue budget.

Recommendations

6. The Deputy Chief Executive is requested to:-

- Authorise a procurement exercise to replace a range of parking related hardware and software.

- Authorise the injection into the capital programme and give authority to spend of £357,500 to acquire the hardware and software for Parking Services.

1 Purpose of this report

1.1 To advise the Deputy Chief Executive of the need to replace a range of hardware and software used by Parking Services for the recording, issuing and administration of Parking Contravention Notices (PCNs) and administration of Resident Permit Zone (RPZ) schemes.

1.2 To seek approval to inject and authorise spend of £357,500 into the Capital Programme to fund the necessary hardware and software for Parking Services.

1.3 To confirm that the borrowing repayments of the capital funds will be from the Parking Service's existing revenue budget.

2 Background information

2.1 Leeds City Council has enforced a de-criminalised parking regime for 9 years.

2.2 One of the main elements of the regime is the issuing of Parking Contravention Notices (PCNs) for traffic contraventions identified by Civil Enforcement Officers (CEOs).

2.3 Leeds has one of the largest Local Authority parking enforcement operations and annually issues around 150,000 PCNs – this includes both on street PCNs and those relating to camera operated bus lanes. Gross income from this work is approximately £4.6 million. The work is sensitive and high profile and regularly the subject of both local and national scrutiny.

2.4 The current ICT support arrangements for the service have developed incrementally over recent years. The most recent element has been the introduction of a network of automated cameras for Bus Lane Enforcement (BLE).

3 Main issues

3.1 **Design Proposals and Full Scheme Description –** The proposed works involve the replacement of the main PCN Notice Processing System (NPS), provision of multi-function handheld devices for CEOs, and camera operated bus lane enforcement software. The chosen supplier(s) are expected to provide a user-friendly and efficient

combination of hardware and software that provides for robust data capture and storage. The desired outcome will provide an end to end solution that ensures the Council's data is kept secure and the income associated with this work is not put at risk. It is anticipated that the chosen solution may well involve a hosted IT solution but the project team are keeping an open mind on this and will test out this option via the tender evaluation exercise.

3.2 **Programme** – A dedicated project team has been established to manage the procurement exercise and key documents including business case, procurement plan and risk register have been drawn up. Key milestones for the procurement project are shown below:-

- Invitation to tender - 21/07/14

- Tenders returned - 09/09/14

- Contract award – 01/12/14

- Contract commence – 01/04/15

4   Corporate Considerations

4.1   Consultation and Engagement

4.1.1   Prior to commencing the procurement exercise market interest has been sought via a Request for Information (RFI) exercise. This has revealed a good level of market interest and also the potential for a single provider to supply most, if not all, of our requirements. Currently the arrangements that are in place are sourced from a number of different providers.

4.1.2   An options appraisal exercise has identified an external procurement exercise as the route most likely to deliver the best value solution to the Service's requirements.

4.1.3   The Executive Board Member for Environment and Parks was consulted on the 2nd June 2014 and has given his support to this procurement exercise. The ICT Commissioning Board has also given its approval following consideration at a meeting on 11th June.

4.2   Equality and Diversity / Cohesion and Integration

4.2.1   An Equality Impact Screening document has been produced in relation to this project. The conclusion is that the project has no significant implications in relation to equality, diversity, cohesion or integration.

4.3 Council policies and City Priorities

4.3.1 The effective and proportionate enforcement of parking regulations plays an important role in keeping the city's traffic moving including in bus lanes. The effective management of parking spaces, both off and on street, also encourages more people to visit the city centre and use retail and leisure facilities.

4.4 Resources and value for money

4.5 Capital Funding and Cash Flow.

Authority to Spend required for this Approval	TOTAL £000's	TO MARCH 2014 £000's	FORECAST				
			2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018 £000's
LAND (1)	0.0						
CONSTRUCTION (3)	0.0						
FURN & EQPT (5)	357.5		357.5				
DESIGN FEES (6)	0.0						
OTHER COSTS (7)	0.0						
TOTALS	357.5	0.0	357.5	0.0	0.0	0.0	0.0

Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2014 £000's	FORECAST				
			2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018 £000's
Departmental USB	357.5		357.5				
Total Funding	357.5	0.0	357.5	0.0	0.0	0.0	0.0
Balance / Shortfall =	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Revenue Effects

REVENUE EFFECTS	2014/15 £000's	2015/16 and SUBSEQUENT YEARS £000'S
EMPLOYEES		
PREMISES COSTS		
SUPPLIES & SERVICES	81.0	81.0
EXTERNAL INCOME GENERATED		

The alterations illustrated in this table are incorporated into the department's Revenue Budget.

4.6 Legal Implications, Access to Information and Call In

4.6.1 The decision to commence the procurement exercise is a Key Decision and has been placed on the forward plan. The decision is subject to call in.

4.7 Risk Management

4.7.1 A risk register has been drawn up and will be kept under review by the project team. The very high risks relate to the securing of sufficient resources to deliver the project on time. This has been addressed by the creation of a project team with appropriate expertise. The Council's procurement and project management methodologies will be employed as appropriate throughout the life of the project.

5   Conclusions

5.1   ICT hardware and software used by parking services is coming to the end of its useful life and in some cases will become unsupported in the near future.

5.2   The work carried out in relation to the issue and administration of PCNs is high profile and has significant financial implications in terms of the revenue collected.

5.3   The option appraisal work done has identified that an external procurement provides the best option to ensure the service's needs in terms of both hardware and software are met.

5.4   The RFI exercise carried out has identified a good level of market interest and also the potential for a single provider to be obtained.

6   Recommendations

The Deputy Chief Executive is requested to:-

6.1   Authorise a procurement exercise to replace a range of parking related hardware and software.

6.2   Authorise the injection into the capital programme and give authority to spend of £357,500 to acquire the necessary hardware and software for Parking Services.

7   Background documents[1]

- Business case

- Procurement plan

- Risk register

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[1] The background documents listed in this section are available for download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.