



## Operational Officer Decision Record

Where the decision has a financial value of between £100k - £350k and does not have a **significant** impact on two or more wards

**1. Subject and details of the matter** (to include reasons for the decision and detail of any previous cabinet decision)

Local authorities have a duty to manage dangerous parking and the Traffic Management Act 2004 allows councils to enforce certain contraventions by CCTV Camera, these include School "Keep Clear" zones, Bus Lanes and Bus stop clearways. EQUANS on behalf of North East Lincolnshire Council, invited companies to tender using the open procedure for an unattended CCTV camera solution that can enforce parking restrictions. The cameras system will need to be Vehicle Certification Agency (VCA) approved to enforce parking restrictions and to provide software to record and review footage to create an evidence pack to produce a Penalty Charge Notice. These cameras are to be used when enforcement on foot has not worked and to improve safety around schools.

The manual deployment of Civil Enforcement Officers to enforce school keep clears is problematic and offers a short-term fix. Whilst the emphasis should be placed on education and a fair approach to enforcement, there is increasing evidence that the problem at some schools requires a much more long-term solution to change driver behaviour and improve compliance.

The tender shall ensure that the Service contributes to the Authority's priorities of stronger economy and stronger communities, whilst also supporting the following outcomes:

All people in NEL feel safe and are safe

- number of children killed or seriously injured on NEL roads

## **2. Decision being taken**

The decision to be taken is to award the contract for the unattended enforcement CCTV.

The Assistant Director for Housing, Highways, Transportation and Planning and the Assistant Director for Environment considered a tender report which outlined all the tender submissions.

This procurement was conducted in line with procedure. The tender was published on 12 August 2021 and ended on 12 October 21. Two tender bids were received, and the tenders were evaluated on 40/60 quality/price. The successful tender was received from Marston Holdings Ltd for the sum of £132,670.00, of which a cost for additional packages for the sum of £12,650 is included. The additional packages will be omitted at award of the contract and therefore the cost for the five years will be £120,020.

All costs for the first three years at £85,852 will be funded by the LTP allocation 2021/22, as detailed below.

There will be costs totalling £17,084 for year four and year five payable. These costs include 4G comms/Sim cards, data hosting solution, standard annual maintenance and DVLA look up charges.

The first three years are funded from LTP, this would allow a revenue pot to be generated to fund years four and five.

The cameras do not require maintenance, but they may experience damage through vandalism. Any maintenance cost/remedial repairs would be funded through the revenue budget which is generated from the additional PCN income.

## **3. Anticipated outcome(s)/benefits**

Proceed with awarding of the contract to Marston Holdings Ltd, for a period of five years, and the LTP allocation will be utilised.

Issue award letter and commence with a project initiation meeting.

The cameras can be relocated to other sites once compliance has been achieved and behaviours changed. If compliance has been seen and there is no interest in pursuing camera enforcement outside of schools, then the contract can be terminated after five years. The outcome would be to reduce the number of drivers who park illegally directly outside of schools creating a potentially dangerous situation.

**4. Details of any alternative options considered and rejected by the officer when making the decision**

N/A

**5. Background documents considered** (web link to be included or copies of documents for publishing)

N/A

**6. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No.

**7. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

N/A

**8. Monitoring Officer Comments (Monitoring Officer or nominee)**

The procurement exercise has been conducted so as to comply with the Council's policy and legal obligations, specifically in compliance with the Council's Contract Procedure Rules and the Public Contracts Regulations 2015 and supported by relevant officers. Legal Services will support the completion of the contractual documentation on award.

**9. Section 151 Officer Comments (Deputy S151 Officer or nominee)**

The capital costs of the procurement will be funded from Local Transport Plan grant funding and the revenue costs are to be met through additional income generation from enforcement activities.

**10. Human Resource Comments (Head of People and Culture or nominee)**

There are no direct HR implications contained within this ODR

**11. Risk Assessment (in accordance with the Report Writing Guide)**

We have no contract with an incumbent supplier. The implementation and a go live date will be agreed and align with the road safety teams choice of sites.

Any known risks and new/emerging risks will be reviewed via the weekly implementation meetings. Where required risks will be escalated for guidance/decision.

This is a highly efficient automated solution that is proven at over 200 sites within the UK.

There is a pre-developed and live interface to the Council's Penalty Charge Notice processing system from ZatPark – which minimises the project deployment timescale (no new development required).

**12. If the decision links to a previous one taken by Cabinet, has the Cabinet Tracker been updated?**

N/A

**13. Decision Maker(s):**

Name: Carolina Borgstrom  
Title: Assistant Director for  
Environment

Signed: REDACTED

Dated: 19/01/2022

**14. Consultation carried out with  
Portfolio Holder(s):**

Name: Councillor Stewart Swinburn

Title: Portfolio Holder for Environment  
and Transport

Signed: REDACTED

Dated: 1<sup>st</sup> February 2022