

 <b>Executive Committee</b> <b>September 26<sup>th</sup> 2018</b>		<b>Agenda Item No. 6</b>
<b>Title</b>	Continual Maintenance of Pay on Foot Equipment	
<b>For further information about this report please contact</b>	Paul Garrison Project Manager – Car Parks 01926 456333	
<b>Wards of the District directly affected</b>	Clarendon	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	N/A	
<b>Background Papers</b>	Creation of additional car parking provision in Leamington, Executive 7 <sup>th</sup> February 2018	

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No
<b>Equality Impact Assessment Undertaken</b>	No
Not applicable	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	30/08/2018	Bill Hunt
Head of Service	30/08/2018	Rob Hoof
CMT	10/09/2018	
Section 151 Officer	30/08/2018	Mike Snow
Monitoring Officer	30/08/2018	Andy Jones
Finance	30/08/2018	Mike Snow
Portfolio Holder(s)	05/09/2018	Cllr Moira-Ann Grainger
Consultation & Community Engagement		
None		
Final Decision?		Yes
Suggested next steps		
An extension to the existing maintenance agreement will be formalised subject to Executive approval.		

## 1. **Summary**

- 1.1 The existing contract for the maintenance of the Pay on Foot equipment in the Covent Garden and St. Peter's multi-storey car parks (MSCP) is due to expire at the end of September 2018.

An extension to the existing maintenance contract has been previously granted by Procurement. An initial 6 months extension is proposed to the existing contract to assure the operational functionality of the Pay on Foot systems in the short-term pending a decision on the proposed redevelopment of Covent Garden MSCP and the potential implications of this decision on the future management of both the Covent Garden MSCP and St. Peter's MSCP.

This report summarises the reasons for the recommendation and outlines the budget implications of the decision.

This proposal does not affect the planned upgrade of the Pay and Display machines across the remaining off-street car parks in Warwick District with a phased installation planned to be completed by the end of the financial year.

## 2. **Recommendation**

- 2.1 That members approve a provisional 6-month extension to the existing Pay on Foot maintenance contract at Covent Garden MSCP and St. Peter's MSCP.

## 3. **Reasons for the Recommendation**

- 3.1 The existing contract for the maintenance of the Pay on Foot equipment in Covent Garden MSCP and St. Peter's MSCP expires at the end of September 2018.
- 3.2 Consideration is currently being given to proposals to close the Covent Garden MSCP for redevelopment in 2019 with a decision on this proposal anticipated to be made by the end of 2018. A plan to manage the displacement of users from Covent Garden MSCP is being developed subject to this decision.
- 3.3 The current version of the displacement plan proposes that the Pay on Foot equipment at Covent Garden MSCP and St. Peter's MSCP would be taken out of operation upon the closure of Covent Garden MSCP. A Pay and Display system would replace the equipment in St. Peter's car park on a temporary basis.
- 3.4 A short-term extension of the existing maintenance contract for the Pay on Foot equipment is needed to ensure the Pay on Foot equipment remains operationally functional until a decision has been taken with regards to the redevelopment of Covent Garden MSCP.
- 3.5 Existing suppliers, Parkare, have agreed in principle to extending the existing contract.
- 3.6 If a decision is taken not to redevelop the Covent Garden MSCP as per the current proposals a longer-term extension of the maintenance contract will be required. In this event a review of the Pay of Foot equipment and maintenance of the equipment will be undertaken in conjunction with Procurement.

#### 4. Policy Framework

##### 4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
<b>External</b>		
<b>Health, Homes, Communities</b>	<b>Green, Clean, Safe</b>	<b>Infrastructure, Enterprise, Employment</b>
<u>Intended outcomes:</u> None	<u>Intended outcomes:</u> None	<u>Intended outcomes:</u> Key town centre infrastructure is well maintained and functional
<b>Impacts of Proposal</b>		
None	None	Maintain town centre stakeholder and user satisfaction with facilities
<b>Internal</b>		
<b>Effective Staff</b>	<b>Maintain or Improve Services</b>	<b>Firm Financial Footing over the Longer Term</b>
<u>Intended outcomes:</u> Extension of service contract ensures operational staff (i.e. Rangers) are not unduly affected by equipment failures	<u>Intended outcomes:</u> Maintain key equipment	<u>Intended outcomes:</u> None
<b>Impacts of Proposal</b>		
Rangers are able to allocate their time elsewhere (i.e. parking management) ensuring a more effective use of their time	Less downtime ensures minimal loss of parking income	None

#### 5. Budgetary Framework

- 5.1 The extension of the maintenance contract for both car parks until the end of March 2019 will cost £7400.

#### 6. Risks

- 6.1 Procurement has advised that it is against policy to allow an exemption to a contract more than once. A formal request for exemption via Executive has been recommended in response to this.

**7. Alternative Option(s) considered**

- 7.1 The contract could be allowed to expire and repairs and maintenance could be paid on an ad-hoc basis. As the potential costs of work and response times are unknown in this scenario this option is not a preferred option.
- 7.2 A competitive tender for maintenance of the equipment could be put out to the wider market. However our experience is that suppliers tend only to maintain their own equipment so the existing supplier is likely to be either the only and/or best priced respondent in this scenario. As such a competitive tender is considered unnecessary if a short-term exemption can be applied.