

East Herts Council Report

Date of Report: 7 February 2025

Report by: Dominique Kingsbury, Parking Services Manager,
Operations Department

Report title: Parking Enforcement Contract Procurement –
Authority to proceed to tender

Ward(s) affected: All

Summary

- This report provides information to support the decision to proceed to the procurement stage for a new parking enforcement contract that will commence on 17 January 2026.
- Parking Services are essential to ensure vehicle users and non-vehicle users are enabled to travel within East Herts with reasonable access to parking and to facilitate the flow of traffic and minimise congestion.
- The service will ensure the economic vitality of the area, discourage unnecessary car use, e.g. for short journeys, and encourage the transition to more sustainable modes of transport and greener vehicles.
- The recommendation of this report is consistent with the Council's corporate strategy, priorities, budget, Air Quality Action Plan, and emerging Parking Strategy.

RECOMMENDATION FOR THE EXECUTIVE MEMBER FOR ENVIRONMENTAL SUSTAINABILITY:

To authorise the procurement of a Parking Enforcement contract for a period of 6 years, with an option to extend for a further 3 years.

1.0 Proposal(s)

1.1 This report reviews and recommends the re-procurement of the

Parking Enforcement contract.

2.0 Background

2.1 The current Parking Enforcement contract commenced on 17th January 2019 for a term of five years with option to extend for a further two years, which was granted taking the contract term to 16 January 2026.

3.0 Reason(s)

3.1 The Council has a statutory duty under the Traffic Management Act to manage its traffic demands and parking.

3.2 Since January 2005 East Herts has delivered traffic management services using delegated Civil Enforcement Powers in respect of on-street and car parks.

3.3 The current parking enforcement contract will end on 16th January 2026.

4.0 Options

4.1 Option 1 – Do nothing.

4.2 This is not an option as it would result in the failure of the Council to deliver a statutory obligation and lead to congestion and unsafe streets and car parks. The loss of parking enforcement within the Council's car parks would result in a loss of revenue as enforcement is essential to maintain the integrity of the system in terms of regulating parking and the deterrent effect of non-compliance.

4.3 Option 2 – Procure the services of a specialist parking enforcement contractor to deliver services including patrolling resources in the form of Civil Enforcement Officers and full utilisation of the back-office case management IT system.

5.0 Risks

5.1 A failure to deliver traffic management services will be a breach of the council's statutory duty to manage the road network, regulate parking, reduce congestion and improve road safety, in

accordance with the Traffic Management Act 2004.

6.0 Implications/Consultations

6.1 The tender process is open and transparent. The council has developed a specification and contract that may be shared, and bidders will present their proposals and costs for assessment in accordance with the procurement rules.

Data Protection

Data protection rules are enshrined in legislation and bidders must fully comply.

Equalities

All bids will be assessed objectively and scored in accordance with agreed formulas by officers with considerable experience in the parking service industry.

Environmental Sustainability

The contract specification includes a commitment that contractors seek to reduce their carbon footprint and encourages the use of greener technologies, including electric vehicles for civil enforcement patrols.

Financial

The total cost of the contract over the maximum term in respect of traffic management services delivered will be shared under the terms of the contract, with East Herts being the signatory, and East Herts two clients: Stevenage Borough Council and Welwyn Hatfield Borough Council, under Service Level Agreement.

Health and Safety

N/A

Human Resources

There are TUPE considerations involving staff from the current parking enforcement contract, in respect of Apcoa, that will be addressed in accordance with the legislation.

Human Rights

N/A.

Legal

The new parking enforcement contract will be procured using a competitive procurement exercise conducted in accordance with the Public Contracts Regulations 2015 or the Procurement Act 2025 (if the procurement is launched after the Act comes into force). The procurement documents will be accompanied by a draft written contract which seeks to protect the Council's interest in the eventual contract. A separate agreement will be put in place between the Council, Stevenage Borough Council and Welwyn Hatfield Borough Council to regulate the roles, responsibilities and obligations of each of the authorities in relation to this new contract.

A decision to approve the procurement of a new parking enforcement contract is a key decision in accordance with section 3.35.6 of the Constitution as it is likely to result in new expenditure of more than £200,000 in relation to the Council's budget.

Specific Wards

All

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