

East Herts Council Report

Executive

Date of meeting: Tuesday 8 July 2025

Report by: **Tim Hoskin** – Executive Member for Environmental Sustainability

Report title: Parking Enforcement Contract Award

Ward(s) affected: **All**

Summary

This report follows on from an earlier decision to proceed to tender for a new parking enforcement contract, given the existing contract runs out in January 2026. The procurement exercise is now complete and authority is sought to award the contract on behalf of East Herts Council, Stevenage Borough Council and Welwyn Hatfield Borough Council.

RECOMMENDATIONS FOR THE EXECUTIVE:

- a) That the Parking Enforcement Contract be awarded to bidder B, following a tender process, subject to Welwyn-Hatfield Council Cabinet also approving the outcome of the tender process.**

1.0 Proposals

- 1.1 That Executive Members agree to award the Parking Enforcement Contract to bidder B, following a tender process and evaluation that offers the three Councils the most economically advantageous position.
- 1.2 Stevenage Borough Council's Cabinet have already provided delegated authority to proceed with procurement and award.

Welwyn-Hatfield Council Cabinet are considering the outcome of the procurement process the 9th July.

2.0 Background

- 2.1 The current parking enforcement contract began in January 2018 and is a joint contract between East Herts Council, Stevenage Borough Council and Welwyn Hatfield Borough Council with East Herts acting as the lead authority. It expires in January 2026, following a two-year extension 2024.
- 2.2 In order to ensure a new contract is in place in good time a procurement process needed to start around 12 months prior to launch. With this in mind a decision to move ahead with a tender process was published on 14th February 2025: [East Herts District Council - Issue details - Parking Enforcement Contract Procurement - Authority to proceed to tender](#)
- 2.3 Following the tender an evaluation process was completed on 13 June. Three bids were submitted and scored as follows:

Tender	Quality Score Total	Quality Score Ranking	Price Score	Price Ranking	Social Value Score	Social Value Ranking	Total Score (Max 100%)	Ranking Total Score
A	24.00%	3	35.78%	3	6.25%	3	66.03%	3
B	38.00%	1	40.00%	1	6.87%	2	84.87%	1
C	34.00%	2	38.74%	2	7.42%	1	80.16%	2

- 2.4 Bidder B scored the highest through the tender process and the recommendation to Executive is to proceed with awarding the contract, subject to Welywn-Hatfield Borough Council Cabinet also approving.
- 2.5 The contract is for six years with the option of one additional extension period of three years, at the discretion of the Authorities. The contract covers:

- On-street enforcement of parking
- Off-street parking enforcement
- The provision support, licensing and management of a fully hosted web-based IT system for PCNs and permits
- A car park Pay and Display machine maintenance, cash collection, counting, and banking service.

3.0 Reason(s)

- 3.1 The bidder that provided the highest score was bidder B and accordingly offers the most economically advantageous tender for this contract.
- 3.2 The Executive is requested to approve the award of the parking management contract, which is due to go live on 17 January 2026.
- 3.3 In addition, the Council's LEAF priorities also include "implement our parking strategy" as part of the "Environmentally Focused" objective. The parking enforcement contract is a key element of enabling the delivery of that strategy.

4.0 Options

To not award the contact

4.1 East Herts Council has a statutory duty to deliver traffic management services in accordance with the Traffic Management Act 2004. By not awarding the contract we would have no capacity to deliver these functions from January 2026. This option is not recommended.

5.0 Risks

5.1 There is a risk of legal challenge from the bidders that were not successful. However we are confident that the tender process was robust and can be defended.

5.2 A failure to effectively manage parking on the public highway may lead to additional congestion, increased pollution, higher risk of accidents, and reduce the available kerbside parking for customers visiting local businesses, thus reducing footfall and negatively impacting on the economic vitality of the towns.

5.3 The Council's managed car parks require Civil Enforcement Officers (CEOs) to patrol and to issue Penalty Charge Notices to vehicles not complying with the terms and conditions of the Traffic Regulation Order.

5.4 A failure to effectively manage parking in car parks through Civil Parking Enforcement will result in reduced capacity, which can impact on residents and visitors in the context of their ability to enjoy the leisure and shopping facilities, leading to a reduction in income for the council and reduced quality of life for residents.

6.0 Implications/Consultations

None

Community Safety

No

Data Protection

Yes

The service provider must meet the requirements of the Information Commissioner for the retention and proper management of data and meet obligations under the Data Protection Legislation, the Freedom of Information Act 2000 and any other relevant regulations or legislation.

All data stored on the Parking Software solution will be owned by the Local Authority.

Equalities

Yes

The service provider must be committed to the application of the Equality Act 2010 and therefore has a legal duty to promote fairness, eliminate unlawful discrimination and promote good relations between people.

Environmental Sustainability

Yes

The service provider commits to supporting the take-up of more environmentally friendly vehicles and sustainable alternatives to driving. Within the specification of the contract, it is a requirement that all the enforcement vehicles deployed are pure electric.

Financial

Yes

The service provider, in delivering traffic management services, will ensure that the Council's assets (car parks) are effectively regulated in terms of the turnover of parking spaces thus preserving this income source to ensure the council receives a fair return and is able to continue funding the operating costs and providing an important amenity to the community and businesses.

The income generated from payments generated from Penalty Charge Notices issued on street and off street contributes towards the Council's operating costs in paying for Civil Parking Enforcement (CPE) traffic management services. Any additional income generated will be reported under Section 55 of the Road Traffic Regulation Act 1984.

Health and Safety

Yes

The service provider must ensure that personnel carrying out traffic management activities do so within the appropriate Health and Safety Legislation and in accordance with best industry practice.

Human Resources

Yes

The TUPE regulations would apply to any staff involved in a transfer from one service provider to another.

Human Rights

Yes

The service provider must comply with the Human Rights Act 1998.

Legal

Yes

Herts District Council undertook an open procedure procurement exercise via Find A Tender in compliance with the Public Contracts Regulations 2015, which applied at the time the Tender was released.

The Council's constitution authorises the Executive to accept the most economically advantageous tenders for contract awards.

Section 67 of the Public Contracts Regulations 2015 (PCR 2015) requires the Council to base the award of public contracts on the MEAT assessed according to the prescribed evaluation methodology.

The evaluation methodology was set out in the invitation to tender and the recommendations in this report ensure the Council meets this legal requirement.

Upon communication of acceptance of the MEATS for this contract the Council would need to observe a 10 clear day standstill period. Upon expiry of this period, the Council may then proceed to formally award contracts.

A failure to comply with PCR 2015 can result in consequences including financial penalties for contracting authorities, the award of damages to any operator which has suffered loss or damages because of a breach and reputational damage.

The process may be challenged by any bidder under Chapter 6 of the Public Contracts Regulations 2015 or by judicial review

Statutory Guidance issued in conjunction with the Traffic Management Act 2004 confirms the core purposes of Civil Parking Enforcement (CPE) as:

- Managing the traffic network to ensure the expeditious movement of traffic
- Improving road safety
- Improving the local environment
- Improving the quality and accessibility of public transport
- Managing and reconciling competing demands for kerb space.

Specific Wards

No

7.0 Background papers, appendices and other relevant material

Contact Member

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