

## **Divisions Affected – All**

### **CABINET MEMBER FOR HIGHWAYS MANAGEMENT**

**14 December 2023**

### **Procurement of a replacement Enforcement Permit System Contract**

### **Report by Corporate Director of Environment and Place**

#### **RECOMMENDATION**

1. The Cabinet Member is **RECOMMENDED** to:
  - a) Authorise officers to enter into contract for a replacement Permit System
  - b) Delegate the award of the contract to the Corporate Director of Environment and Place.
  - c) Delegate approval for any contract extension to the Corporate Director of Environment and Place

#### **Executive Summary**

2. Oxfordshire County Council carries out Civil Enforcement under the Traffic Management Act throughout the whole County. The Council enforces parking restrictions, bus lanes and some other moving traffic contraventions.
3. Parking restrictions can include residents parking where permits are issued to residents and their visitors to park in the area. The Council's current enforcement contractor provides a back-office system to manage such permits however, this contract cannot be used to provide a complete virtual permits solution or provide the complex permit solution for the new Traffic Filters project.
4. The new permit system contract is valued at £1.1m.

#### **Background**

5. The existing permit back-office system is currently provided by the Council's enforcement contractor and was procured as part of the enforcement contract in 2019. The current system does provide a virtual permit solution to resident

parking permits however it cannot provide a virtual solution for visitor permits, which are issued as blocks of 25 permits that are valid for one day.

6. On 29 November 2022 Cabinet considered a Key Decision on the Traffic Filters project. The project's budget was agreed which covered both the capital and revenue budgets based on estimated contract costs. The Key Decision approved officers to pursue the necessary Experimental Traffic Regulation Order and approved an estimate budget for the development and implementation of the infrastructure and supporting systems required for the Traffic Filters. The Enforcement Permit System will provide virtual permits for the residents parking scheme but will be vital in managing the permits to be issued for the Traffic Filters scheme.
7. The Enforcement Permit System tender has now closed, and contract value is £1.1m. This contract is split between revenue and capital budgets. The value of the revenue part of the contract has the potential to reach £1.004m over the period of the contract.
8. The contract final price is dependent on several factors such as whether the Traffic Filters project is made permanent and on the number of applications for permits (residential and Traffic Filters). The maximum price of the contract is £1.1m. At this value, the contract value exceeds the £500k revenue threshold and therefore requires a Key Decision to allow offers to enter into the contract.

## **Corporate Policies and Priorities**

9. The permit system not only supports modern parking enforcement through the use of digital, but also supports the introduction of the Traffic Filters project.
10. The project will support all the council's nine priorities, but particularly helps to deliver:
  - Put action to address the climate emergency at the heart of our work.
  - Invest in an inclusive, integrated and sustainable transport network.
11. In July 2022, Oxfordshire County Council adopted its new Local Transport and Connectivity Plan (LTCP) which sets a clear vision to deliver a net-zero transport system that enables Oxfordshire to thrive, protects the environment and makes the county a better place to live for all residents. This includes ambitious targets to:
  - replace or remove 1 in 4 car trips in Oxfordshire by 2030
  - deliver a net-zero transport network by 2040, and

- have zero, or as close as possible, road fatalities or life-changing injuries by 2050.
12. To help deliver the LTCP vision, the emerging Central Oxfordshire Travel Plan proposes a set of 22 actions to support a more sustainable and reliable transport system across the central Oxfordshire area, including proposals for Traffic Filters which are required to address several challenges, including the need to:
- reduce exposure to air pollution and rapidly reduce carbon emissions from all transport related activities.
  - reduce congestion and its negative impacts on bus services and economic productivity and vitality.
  - encourage more sustainable development, making greater use of limited road space and prioritising public transport, walking and cycling.
  - improve health and wellbeing and reduce health inequalities.

### **Network Management Plan**

13. The delivery of a new permit system also supports the overall ambitions of the Network Management Plan.

### **Financial and Staffing Implications**

14. The Traffic Filters key decision report on 29 November 2022 stated that the scheme will result in significant ongoing operational expenditure (permit administration, processing of penalty charges, systems and infrastructure maintenance, and communications). These costs were estimate in the Business Case as:

<b>Table 1: Temporary operational expenditure and funding, 2023/24 – 2025/26, £000</b>				
	2023/24	2024/25	2025/26	Total
Traffic filters trial expenditure	586	1173	293	2052
Traffic filter trial penalty charge income	540	2159	509	3208
Deficit/(Surplus)	+46	-986	-216	-1156

15. The proposed use of the surplus from penalty charges to cover part of the scheme's capital costs is permitted under Section 55 of the Road Traffic Regulation Act 1984.
16. At the time of the November Key Decision the permit software element was estimated at £200,000 for the trial period of the Traffic Filters. The Residents Parking Permits element of the software was to be funded through Parking Team budgets.
17. The tendered price of the whole contract covers a 4-year period and enables the Traffic Filters project to end after the trial or be made permanent. The period of the contract also allows virtual parking permits to be implemented and maintained. The value of the whole contract is above the threshold for a Key Decision which is £500,000 for revenue spend.
18. The permit system has a contract length of 4 years and is split between revenue and capital costs if the Traffic Filters project is made permanent at the end of the trial.  
  
Revenue - £1.004m  
Capital - £0.103m
19. This revenue cost will be funded through Penalty Charge Notices that have been issued. The Capital element will be funded through the approved capital business case for this scheme.

Comments checked by: Rob Finlayson – Finance Business Partner.

## **Legal Implications**

20. The Council has powers under the Traffic Management Act 2004 to manage road networks and to enforce parking and traffic contraventions. A permit system is needed to ensure that the Council can provide permits so that

residents and those exempt from enforcement are not issued with Penalty Charge Notices.

21. The value of the contract over its lifetime as mentioned in paragraph 7 above is in excess of the threshold for contracts for services and the award of the Contract is therefore governed by the Public Contracts Regulations 2015 (the "Regulations"). The procurement process undertaken is compliant with the requirements of the Regulations as well as with the Council's Contract Procedure Rules. Officers across services are engaged with the procurement process to ensure such compliance.
22. The Council will continue to comply with the Regulations including in relation to the minimum 10 calendar day stand still period and debrief requirements before contract award.

Comments checked by: Jennifer Crouch – Head of Law and LBP  
Environmental Legal Services and Busola Akande, Solicitor, Contracts and Conveyancing Legal Services.

## **Procurement Implications**

23. The procurement undertaken is a compliant procurement process, with associated contract and terms and conditions.

Comments checked by: Melissa Sage Head of Procurement Contract Management

## **Equality & Inclusion Implications**

24. The proposed permit system supports the Traffic Filters project. Annex 14 of the Cabinet Key Decision provided an EIA.

## **Consultations**

25. This is purely a procurement exercise, and as such no public consultation is required.

Bill Cotton – Corporate Director Environment and Place

Contact Officer:

Keith Stenning [keith.stenning@oxfordshire.gov.uk](mailto:keith.stenning@oxfordshire.gov.uk)  
075884581214 or John Charlton  
[john.charlton@oxfordshire.gov.uk](mailto:john.charlton@oxfordshire.gov.uk)

2023