

Report to:	Cabinet	Date of Meeting:	1 September 2016
Subject:	Tender for Provision of Enforcement Services	Wards Affected:	All
Report of:	Head of Regulation & Compliance		
Is this a Key Decision?	Yes	Is it included in the Forward Plan?	Yes
Exempt/Confidential	No		

Purpose/Summary

To seek Cabinet approval to invite tenders through the appropriate procurement route for the provision of parking and environmental enforcement services.

Recommendation(s)

That Cabinet:

1. Approves the tender process to procure the provision of enforcement services as outlines in the report.
2. Authorises the contract period of 3 years from 1st April 2017 to 31st March 2020 with an option to extend for 2 one year periods.
3. Gives delegated authority to the Head of Regulation and Compliance to award the Contract resulting from the procurement

How does the decision contribute to the Council's Corporate Objectives?

	<u>Corporate Objective</u>	<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		*	
2	Jobs and Prosperity	*		
3	Environmental Sustainability	*		
4	Health and Well-Being	*		
5	Children and Young People		*	
6	Creating Safe Communities	*		
7	Creating Inclusive Communities		*	
8	Improving the Quality of Council Services and Strengthening Local Democracy	*		

Reasons for the Recommendation:

To secure delivery of the Councils statutory responsibility to enforce parking restrictions in Sefton. The contract will also include environmental enforcement and ambassadorial duties.

Alternative Options Considered and Rejected:

None

What will it cost and how will it be financed?

(A) Revenue Costs

The size of the contract is such that it requires an OJEU compliant procurement process. At this stage it is not anticipated that the currently approved budget provision in respect of the cost of delivering the service or the associated income will require adjustment following this process.

(B) Capital Costs

Nil

Implications:

The following implications of this proposal have been considered and where there are specific implications, these are set out below:

Financial - The total estimated cost of the contract will be in the region of £1m per annum.	
Legal - As determined by the Councils Contract Procedures Rules, the contract will need to be sealed as its total value will be in excess of £100,000	
Human Resources – None	
Equality	
1. No Equality Implication	<input type="checkbox"/>
2. Equality Implications identified and mitigated	<input type="checkbox"/>
3. Equality Implication identified and risk remains	<input type="checkbox"/>

Impact of the Proposals on Service Delivery:

The new contract will emphasise not only the Car Park Enforcement requirements but the responsibility to enforce for a range of environmental offences. This step, it is anticipated will have a positive impact on the general experience of the Sefton environment.

What consultations have taken place on the proposals and when?

The Head of Corporate Resources (FD.4264/16) has been consulted and notes from the report any costs can be met from existing budgets and anticipated enforcement revenue.

The Head of Regulation and Compliance (LD.3547/16.) has also been consulted and has no comments on the report

Implementation Date for the Decision

Following the expiry of the “call-in” period for the Minutes of the Cabinet Meeting

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Background Papers:

There are no background papers available for inspection

1. Introduction/Background

- 1.1 The current contract for the provision of parking enforcement services expires on 31st March 2017.
- 1.2 It is proposed that the new contract will commence on the 1st April 2017 and will also include enforcement of environmental offences such as littering and dog fouling as well as an increased focus on the ambassadorial role of the officers as a point of information. The ambition is for this contract in particular to support an improved environmental experience for those living, working and visiting Sefton
- 1.3 This approach has been endorsed by the Senior Leadership Board borne of a desire to enhance the 'Place' in which we work, rest and play by working in smarter ways to improve productivity and deliver more with our existing resources. This will result in Council officers and / contractors taking an increased responsibility for the quality of environment they are working in on a day to day basis

The contract will include the following:

- Enforcement of parking contraventions and environmental offences including littering & dog fouling
- Community Support by assisting with directions, public transport information, etc
- Providing intelligence for the Council to act upon including pavement hazards (A boards / café overspill), broken street furniture, broken street lighting, exposed utility works, fly posting, potholes, overhanging trees, skips / scaffolding, etc
- Reporting 'Fresh Issues' (where quick action required) such as fly tipping
- Acting as a signpost for Council services and activities and encouraging participation. This could include health promotions, the leisure and cultural offer, events, etc

2.0 Procurement Process

- 2.1 It is proposed that the process to be followed will be an open competition through the North west Opportunities portal 'The Chest'.
- 2.2 An Invitation To Tender (ITT) document will be created and issued to all providers who express an interest. A number of assessment criteria will be developed in order to determine Contractors' ability to deliver a contract of this nature. These will include
 - Working Relationships
 - Customer Care Practices and Policies
 - The Ambassadorial Role
 - Implementation Proposals

- Operational Management
- Use of Operational Policy and Procedures
- Contract Commencement and TUPE
- Performance Indicators and Monitoring
- Future Developments
- Cash Collection, Counting and Banking

2.3 Tenders will subsequently be invited and assessed using a 'cost/quality' methodology. As the principle costs involved for the contractor will be staff wages and these will be based on the living wage, it is anticipated that the cost element of the tenders will be of a broadly similar nature. Officers consider that the quality element of the tender will be of greater importance due to the ambassadorial role that the contractor will be asked to undertake.

2.4 When the contract was last let it was on the basis of a 70% cost / 30% quality split. In view of the above it is suggested that the quality element of the assessment will now be of much greater importance and the contract should be let on a 40% cost / 60% quality split.