

Report to:	Cabinet	Date of Meeting:	Thursday 5 October 2017
Subject:	Tender for Enforcement Services		
Report of:	Head of Regulation and Compliance	Wards Affected:	(All Wards);
Portfolio:	Cabinet Member - Regulatory, Compliance and Corporate Services		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

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 outlined in the report.
2. Authorises the contract period of 5 years from 1st April 2017 to 31st March 2020.
3. Gives delegated authority to the Head of Regulation and Compliance, in consultation with the Cabinet Member – Regulatory, Compliance and Corporate Services, to award the Contract resulting from the procurement.

Reasons for the Recommendation(s):

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: (including any Risk Implications)

The option to insource the service has been considered and discounted on the basis of the flexibility, economies of scale, expertise and cost benefits available from using an external supplier.

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 of the Proposals:

<p>Resource Implications (Financial, IT, Staffing and Assets):</p> <p>The total cost of the contract will be kept within existing budget provisions</p>
<p>Legal Implications:</p> <p>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</p>
<p>Equality Implications:</p> <p>There are no equality implications.</p>

Contribution to the Council's Core Purpose:

Protect the most vulnerable: not applicable
Facilitate confident and resilient communities: not applicable
Commission, broker and provide core services: Only the Council can undertake parking and environmental enforcement through commissioning an external provider of the service
Place – leadership and influencer: Minimising parking and environmental contraventions / offences will help provide an efficient transport system and cleaner environment for all.
Drivers of change and reform: The extension of the contract to include environmental enforcement and the ambassadorial role will improve the environment for Sefton residents
Facilitate sustainable economic prosperity: parking enforcement will help ensure the free flow of traffic on the Sefton road network, thus minimise delays and costs to business.
Greater income for social investment: the contract will ensure the income stream from parking charges is maintained
Cleaner Greener: By taking action against those who litter the Council will be ensuring a cleaner and greener Borough is maintained.

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD 4846/17.) and Head of Regulation and Compliance (LD.4130/17) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

Not applicable

Implementation Date for the Decision

Immediately following the Committee / Council meeting.

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Appendices:

There are no appendices to this report

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 2018.
- 1.2 It is proposed that the new contract will commence on the 1st April 2018 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 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.