

**NOTICE OF DELEGATION OF DECISION TO CABINET MEMBER BY STRONG LEADER**

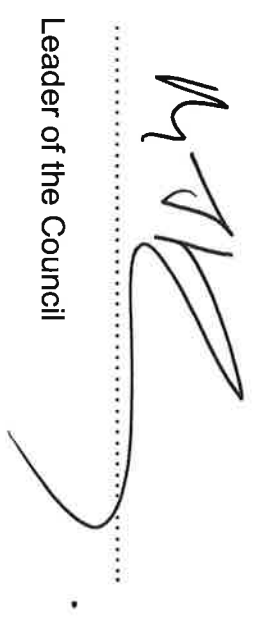
Section 15(4) of the Local Government Act 2000, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1<sup>st</sup> December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

I, Cllr Marcus Hart, as Strong Leader, delegate the decision Rationalisation and Replacement Programme Car Parking Machines 2014, to the Cabinet Member detailed below:

Cabinet Member for Operational Services

Dated:

Signed:

  
.....  
Leader of the Council

**FORM 2****NOTICE OF DECISION OF CABINET MEMBER**

Pursuant Section 15(4) of the Local Government Act 2000, as amended by section 63 of the Local Government and Public Involvement in Health Act 2007, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1<sup>st</sup> December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

In accordance with the authority delegated to me, I have made the following decision:

<b>Subject</b>	<b>Decision</b>	<b>Reason for decision</b>	<b>Date for Decision to be taken</b>
Rationalisation and Replacement Programme Car Parking Machines 2014	Following a review and rationalisation exercise 19 new car park payment machines will be installed in identified District Car Parks at a cost of £95, 000 which is contained within the Capital approved budget.	The existing cash machines are in need of replacement and are creating operational difficulties in terms of breakdowns and loss of revenue.  During the latter part of 2013 officers investigated alternative suppliers and undertook a pilot with a fully automated cash machine that allowed improved ease of use and payments options including debit and credit card payments.  The decision ensures better compliance with Equality Act requirements.  The new machines will be procured as part of the Council's contract procurement procedures.	1 August 2014

I confirm that the appropriate statutory officer consultation has taken place with regard to this decision.

**FORM 2**

Dated: 30/7/2014

Signed: H.E. Dyke.....

Councillor: H.E. Dyke.....  
Cabinet Member

To: **Cabinet Member for Operational Services**

From: **Director of Community Well Being and Environment**

Date: 24 July 2014

## **Rationalisation and Replacement Programme Car Parking Machines 2014**

### **1. PURPOSE**

To undertake a rationalisation and replacement programme for car parking machines in the Council owned and managed car parks.

To replace machines with more modern, efficient facilities that includes the ability to accept payment by card.

### **2. RECOMMENDATION**

It is recommended that the replacement schedule contained within this report is procured to ensure the most economically sound method for replacement and best value is obtained.

### **3. BACKGROUND**

The Council is responsible for the operation and maintenance of 23 pay and display parking facilities located in the District, as outlined in the Wyre Forest District Council (Off Street Parking Places) (Consolidation) Order 2009 (Variation No 4) Order 2011.

The machines have been installed over 20 years and are in need of updating and modernising.

As noted above our existing cash machines are in need of replacement and are creating operational difficulties in terms of breakdowns and loss of revenue. During the latter part of 2013 officers investigated alternative suppliers and undertook a pilot with a fully automated cash machine that allowed improved ease of use and payments options including debit and credit card payments.

Although the single pilot machine was only operated in Bewdley feedback from customers was positive in terms of the machine and its simple layout. The new machine allowed payments both by cash and card and provided wider management information with its back office function.

The proposed replacement scheme will maintain some core principles and learning from the trial and will include:

- Alternative payment options for cash / card payments
- Enable simple and clear user instructions
- Remove requirement for alphanumeric coding as this proves unnecessary and is not DDA friendly
- Combine payment machines with simplified tariff boards to create customer information points with flexibility to provide any operational amendments

#### **4. FINANCIAL IMPLICATIONS**

The Capital Programme approved as part of the 2014/17 Medium Term Financial Plan (MTFP) includes £159,280 in 2014/15 for the upgrade of the existing parking machines. This is fully funded from a payment to the Council made under a Contractual Agreement for Parking Facilities.

The estimated costs, subject to the procurement exercise are £95,000 for the replacement programme.

#### **5. SECTION 151 OFFICER'S COMMENTS**

These are incorporated into the body of the report following consultation with the 151 Officer.

#### **6. LEGAL AND POLICY IMPLICATIONS**

The proposed procurement using a framework agreement complies with the Council's Contract Procedure Rules

The terms and conditions of the Framework Agreement will need to be approved by the Solicitor prior to the agreement being used.

The successful tender submission will be required to enter into a formal contract prepared by the Director of Legal Services. WFDC will reserve its right to act independently to the Consortium, contracting separately from the other members of the Consortium in order that it may optimise its own position.

Procurement is available to the Council via the nationally agreed supplier's framework ESPO. The preferred supplier will be chosen from the most economically advantageous option whilst taking consideration of the quality of the product and service.

**7. CONCLUSION**

It is recommended that following the rationalisation programme and learning from the trial period, new machines as per the schedule included within this report are procured and the replacement programme commences.

**8. RISK MANAGEMENT**

As procurement is available to the Council via the nationally agreed supplier's framework ESPO this mitigates any risk associated with a full tender process.

**9. EQUALITY IMPACT NEEDS ASSESSMENT**

The replacement schedule takes account of issues identified following an impact assessment. The new machines will comply with DDA requirements and be located in easily accessible locations. The new machines remove the need for alphanumeric coding which is not DDA friendly.

**10. CONSULTEES**

Cabinet  
Disability Action Wyre Forest  
CLT  
Legal  
Procurement Team

**11. BACKGROUND PAPERS**

Cabinet/CLT Briefing paper March 2014.

## Car Parks Pay and Display Rationalisation and Replacement Programme June 2014

Capital Budget available 2014/15      £159,280

Car Park	Existing Number of Pay and Display Machines	Number of Replacement Machines all with card payment facility	Total Cost – approx	Notes
Bromsgrove Street	Originally 4	3	£15k	Future potential disposal of asset for Eastern Gateway
Pike Mills	2 @ Pike Mills plus 1 @ Aldi	2	£10k	Require new signage. Aldi store extension proposals accounted for.
Market Street	2	2	£10k	
Severn Meadows	3	3	£15k	
Dog Lane	3	3	£15k	
Gardeners Meadow	1	1	£5k	
Load Street	1	1	£5k	When new medical centre built propose further machine with coin and card facility for long stay in addition to short stay cash only machine.
Comberton Place	1	1	£5k	Replacement of stolen machine
Weavers Wharf*	5	3	£15K	*Subject to existing management agreement
<b>Total</b>	<b>23</b>	<b>19</b>	<b>£95k</b>	