

**CORPORATE SERVICES DEPARTMENT**  
Director – Caroline Holland



**Democracy Services  
London Borough of Merton  
Merton Civic Centre  
London Road  
Morden SM4 5DX**

**Direct Line: 0208 545 3357  
Email:  
democratic.services@merton.gov.uk**

***Date: 4 August 2021***

Dear Councillor

Notification of a Decision taken by the **Chief Executive and Director of Environment & Regeneration**

The attached **Key decision** has been taken by the **Chief Executive and Director of Environment and Regeneration**, with regards to the **Procurement of Parking Terminals** and will be implemented at **noon on Monday 9 August 2021** unless a call-in request is received.

The [call-in](#) form is attached for your use if needed and refers to the relevant sections of the constitution.

Yours sincerely

**Democracy Services**

## KEY DECISION TAKEN BY AN OFFICER UNDER DELEGATED AUTHORITY

See over for instructions on how to use this form – all parts of this form must be completed. Type all information in the boxes. The boxes will expand to accommodate extra lines where needed.

**1. Title of report**

Procurement of Parking Terminals

**2. Reason for exemption (if any)**

N/A

**3. Decision maker**

Chris Lee (Director Environment & Regeneration)

**4. Date of Decision**

4th August 2021

**5. Date report made available to decision maker**

28<sup>th</sup> June 2021

**6. Decision**

Approved

**7. Reason for decision**

Procurement necessary in order that the Council can modernise parking infrastructure to allow for easier card payment and also to facilitate emission based charging in line with the Cabinet decision made in January 2021

**8. Alternative options considered and why rejected**

Do nothing - the existing on street infrastructure would be unable to accept cashless payments nor accurately identify the user's vehicle and the council would be unable to move to modern, digital parking infrastructure therefore this option was discounted.

Adopt a machineless approach where the existing on and off street payment terminals are removed and replaced with signage directing users to the mobile and on line apps for payment, allied to a network of PayPoint outlets for cash payments. Whilst this remains an aspiration for Merton, the ability to provide a seamless transition for customers remains a priority and this option would represent a significant change from the existing payment provision.

**9. Documents relied on in addition to officer report**

Parking report: [Parking report](#)

EIA: [Equalities Assessment](#)

Cabinet: [8th January - Emissions Based Charging \(Papers\)](#)

**10. Declarations of Interest**

N/A

**11. Signature**



Signature: Chris Lee

Date: 4 August 2021



Signature: Hannah Doody

Date: 4 August 2021

**12. Publication of this decision and call in provision**

Send this form and the officer report to [democratic.services@merton.gov.uk](mailto:democratic.services@merton.gov.uk) for publication. Publication will take place within two days. The call-in deadline will be at Noon on the third working day following publication.

IMPORTANT – this decision should not be implemented until the call-in period has elapsed.

# Chief Officer Key Decision

**Date: 27<sup>th</sup> July 2021**

Wards: All

## **Subject: Procurement of Parking Terminals**

Lead officer: Chris Lee, Director of Environment & Regeneration

Lead members: Cllr Rebecca Lanning Cabinet Member for Adult Social Care and Public Health; Cllr Martin Whelton, Cabinet Member for Housing, Regeneration and Climate Emergency

Contact officer: Ben Stephens, Head of Parking Services

---

### **Recommendations:**

- A. To award the contract for the supply of parking terminals to Flowbird Group UK for a period of 3 years with the option to extend for a further 2 years with a total contract cost of £882,144.00.

#### **1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1. In January 2021 Cabinet approved the introduction of emission based charging across the borough, it was noted within the report that the current infrastructure was not capable of calculating the appropriate charges and as a result a procurement would need to be undertaken to address this.
- 1.2. On 12<sup>th</sup> July 2021 Cabinet approved a subsequent report that set out the scope of this procurement which included a requirement for 78 new terminals.
- 1.3. The purpose of this report is to seek approval for awarding the contract to the winning bidder in order that the terminals can be installed and emission based charging be applied.

#### **2 DETAILS**

- 2.1. The parking service were advised to procure the terminals from an ESPO Framework as this ensures that any selected supplier will have met the minimum industry standards.
- 2.2. There were seven suppliers listed on the framework so it was recommended that a mini-competition took place to ensure that the council obtained best value. Two suppliers submitted similar bids but one bidder was discounted as they failed to meet the required security requirements.
- 2.3. The one remaining bidder was the council's incumbent and passed moderation on the 19<sup>th</sup> July.

#### **3 ALTERNATIVE OPTIONS**

- 3.1. Merton Council will be the first London Borough to base their charging on the ULEZ (Ultra-Low Emission Zone) structure used by TfL and as such only three of the seven suppliers listed on the framework were able to support this capability within the council's timeframes. One of the bidders failed to meet an essential security requirement and as a result were non-compliant,

we have yet to receive a response from the other supplier that may explain why they did not bid.

#### **4 CONSULTATION UNDERTAKEN OR PROPOSED**

- 4.1. It was not considered necessary to undertake a formal consultation in respect of the procurement of parking terminals as these will provide an improved user experience with additional functionality.

#### **5 TIMETABLE**

- 5.1. A date was agreed at the beginning of the year, with Lead Members and the Director of Environment and Regeneration, for the introduction of emission based charging of 1<sup>st</sup> October 2021. In order to meet this deadline we will need to award the contract in the 1<sup>st</sup> week of August 2021.

#### **6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS**

- 6.1. Capital funding of £500k was approved for the procurement of the new terminals and an annual revenue budget set aside of £100k, the successful bid therefore falls within the defined resources.

#### **7 LEGAL AND STATUTORY IMPLICATIONS**

- 7.1. Parking services will be following our statutory obligations in respect of amending and publishing the relevant traffic management orders which will inform members of the public of our intention to replace some of the existing P&D Machines with new parking terminals.

#### **8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS**

- 8.1. Parking services have consulted with a number of equalities groups in respect of the changes that will arise from the installation of the terminals and accommodated their feedback where it was possible to do so.

#### **9 CRIME AND DISORDER IMPLICATIONS**

- 9.1. The new parking terminals are significantly more secure than Merton's existing P&D Machines and include a number of design features that reduce the risk of vandalism.

#### **10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**

- 10.1. The programme of P&D machine removal and installation of the new terminals will be undertaken by a single supplier being the successful bidder. All the appropriate health and safety measures will be undertaken and the supplier will follow their established risk management procedures which will include an individual risk assessment at each site.

#### **11 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT**



Parking terminals  
price calculation.xls\Implementation Plan



4. Project



Strada PAL  
Brochure.pdf

#### **12 BACKGROUND PAPERS**

- 12.1. [Parking Infrastructure and Modernisation Cabinet report 12-07-21](#)

12.2. [Equalities Impact Assessment](#)

12.3. [Cabinet: 8th January - Emissions Based Charging \(Papers\)](#)

## Merton Council - call-in request form

### 1. Decision to be called in: (required)

--

### 2. Which of the principles of decision making in Article 13 of the constitution has not been applied? (required)

Required by part 4E Section 16(c)(a)(ii) of the constitution - tick all that apply:

(a) proportionality (i.e. the action must be proportionate to the desired outcome);	
(b) due consultation and the taking of professional advice from officers;	
(c) respect for human rights and equalities;	
(d) a presumption in favour of openness;	
(e) clarity of aims and desired outcomes;	
(f) consideration and evaluation of alternatives;	
(g) irrelevant matters must be ignored.	

### 3. Desired outcome

Part 4E Section 16(f) of the constitution- select one:

(a) The Panel/Commission to refer the decision back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns.	
(b) To refer the matter to full Council where the Commission/Panel determines that the decision is contrary to the Policy and/or Budget Framework	
(c) The Panel/Commission to decide not to refer the matter back to the decision making person or body *	
* If you select (c) please explain the purpose of calling in the decision.	

**4. Evidence which demonstrates the alleged breach(es) indicated in 2 above (required)**

Required by part 4E Section 16(c)(a)(ii) of the constitution:

**5. Documents requested**

**6. Witnesses requested**

**7. Signed (not required if sent by email): .....**

**8. Notes – see part 4E section 16 of the constitution**

Call-ins must be supported by at least three members of the Council.

The call in form and supporting requests must be received by 12 Noon on the third working day following the publication of the decision.

The form and/or supporting requests must be sent:

- **EITHER** by email from a Councillor’s email account (no signature required) to [democratic.services@merton.gov.uk](mailto:democratic.services@merton.gov.uk)
- **OR** as a signed paper copy to the Head of Democracy and Electoral Services, 1<sup>st</sup> floor, Civic Centre, London Road, Morden SM4 5DX.

For further information or advice contact the Head of Democracy and Electoral Services on 020 8545 3409