

## OFFICER DECISION RECORD SHEET

**Name of decision maker:** Stefania Horne

**Officer title:** Strategic Director, Neighbourhood Operations

**Service Area:** Neighbourhood Management

**Title of Decision:** Extension of Parking Enforcement Services contract (Lots 1 and 2) for a period of six-months

### Decision made and reasons:

#### Decision:

To extend the current contract for Parking Enforcement Services (Lots 1 and 2) with SABA Park Services Ltd for a period of six-months (April 2025 to September 2025) when the current contract ends in March 2025.

#### Reason:

The Council is in the process of procuring a new contract but due to slippages on the project plan and milestones, an extension is required to enable the contract to be procured allowing a robust and considered approach.

#### Background:

The Council's Parking Enforcement Services contract (Lots 1 and 2) was awarded in 2018 for a 5-year period (expiry in March 2023) with the option to extend for up to a further 5-years. In early 2023 the contract was extended for a period of 2-years. There is provision within the terms of the current contract to make a further six-month extension.

### Reports considered: (here reference can be made to specific documents)

PMO exception report presented to SLT on the Thursday 18 July and Commercial Board on Thursday 25 July.

### Officers/Councillors/Ward Councillors/Stakeholders Consulted:

Catherine Silva Donayre – Strategic Director Corporate and Commercial (Programme Sponsor)

Stefania Horne – Strategic Director Neighbourhood Operations (Project Sponsor)

Ben Hosier – Head of Commercial Development

Dan Rodger – Parking Services Manager

#### Deputy Monitoring Officer comments:

I can see no legal or procurement problems in allowing this short term contract extension given the circumstances.

#### Chief Financial Officer comments:

Extending the existing parking contract will provide sufficient time for a fully transparent and effective re procurement of the service and

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	provide better value for money. The short term extension of 6 months is within financial expectations within the MTFS for this service.
<b>Implications:</b>	
<b>Risk:</b>	If the contract is not extended, the Council will likely find itself in a position whereby the existing contract expires and having either no enforcement presence or existing enforcement staff employed by the contractor transferring to the Council. Both of which have negative financial implications for the Council.
<b>Value for Money:</b>	SABA Park Services Ltd. have agreed to continue the contract during the extension period on the same terms and conditions as the current extension – this will include an inflationary uplift in April 2025 which will vary depending on the inflationary indexation at that point and any increases made to staff salaries.
<b>Options Considered and reasons for rejection:</b>	
	Two other options were considered as alternatives to the recommended decision:  <ol style="list-style-type: none"><li>1. Continuing with the procurement exercise on the original timetable – this was rejected for the reasons outlined in the risk section of this document.</li><li>2. Extend the existing contract with SABA Park Services Ltd. for a period of twelve months (1 April 2025 until 31 March 2026) but with the ability to give a three month notice to terminate from the 1 October 2025 onwards – this was rejected on the basis that the revised timetable with a six-month extension allows adequate time to undertake a robust procurement exercise.</li></ol>
<b>Officer's Signature:</b>	
<b>Date:</b>	
<b>Details of any interests declared and any dispensations given by the Standards Committee:</b>	
<b>For Member Support Officer use only</b>	
Date Decision Record Sheet received from Officer:	
Date Decision Published:	Decision No: