



NOTTINGHAM CITY COUNCIL
COMMISSIONING AND PROCUREMENT SUB-COMMITTEE

Date: Wednesday, 11 January 2017

Time: 2.00 pm

Place: LB 31 - Loxley House, Station Street, Nottingham, NG2 3NG

Councillors are requested to attend the above meeting to transact the following business

Corporate Director for Strategy and Resources

Governance Officer: Zena West, Governance Officer **Direct Dial:** 01158764305

AGENDA

Pages

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| 1 | APOLOGIES FOR ABSENCE | |
| 2 | DECLARATIONS OF INTEREST | |
| 3 | MINUTES
Of the meeting held on 14 December 2016 (for confirmation). | 3 - 6 |
| 4 | VOLUNTARY AND COMMUNITY SECTOR UPDATE | Verbal |
| 5 | NOTTINGHAM CITY COUNCIL PRINTING FRAMEWORK - KEY DECISION
Report of the Corporate Director for Strategy and Resources / Assistant Chief Executive | 7 - 12 |
| 6 | DEBT MANAGEMENT SYSTEM - KEY DECISION
Report of Corporate Director Commercial and Operations | 13 - 16 |
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ALL ITEMS LISTED 'UNDER EXCLUSION OF THE PUBLIC' WILL BE HEARD IN PRIVATE. THEY HAVE BEEN INCLUDED ON THE AGENDA AS NO REPRESENTATIONS AGAINST HEARING THE ITEMS IN PRIVATE WERE RECEIVED

IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE GOVERNANCE OFFICER SHOWN ABOVE, IF POSSIBLE BEFORE THE DAY OF THE MEETING

CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT LEAST 15 MINUTES BEFORE THE START OF THE MEETING TO BE ISSUED WITH VISITOR BADGES

CITIZENS ARE ADVISED THAT THIS MEETING MAY BE RECORDED BY MEMBERS OF THE PUBLIC. ANY RECORDING OR REPORTING ON THIS MEETING SHOULD TAKE PLACE IN ACCORDANCE WITH THE COUNCIL'S POLICY ON RECORDING AND REPORTING ON PUBLIC MEETINGS, WHICH IS AVAILABLE AT WWW.NOTTINGHAMCITY.GOV.UK. INDIVIDUALS INTENDING TO RECORD THE MEETING ARE ASKED TO NOTIFY THE GOVERNANCE OFFICER SHOWN ABOVE IN ADVANCE.

NOTTINGHAM CITY COUNCIL

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE

MINUTES of the meeting held at LB 31 - Loxley House, Station Street, Nottingham, NG2 3NG on 14 December 2016 from 14.01 - 14.16

Membership

Present

Councillor Alex Norris (Chair)
Councillor David Mellen
Councillor Nicola Heaton
Councillor Dave Trimble

Absent

Councillor Jon Collins
Councillor Jane Urquhart

Colleagues, partners and others in attendance:

Christine Oliver - Head of Commissioning, Resources and Strategy
Lucy Putland - Commissioning Manager, Crime and Drugs Partnership
Maria Ward - Networks Officer, Nottingham Community and Voluntary Service (NCVS)
Catherine Ziane-Pryor - Governance Officer

Call-in

Unless stated otherwise, all decisions are subject to call-in and cannot be implemented until 23 December 2016.

38 APOLOGIES FOR ABSENCE

Councillor Jane Urquhart – personal
Councillor Jon Collins – other Council business
Dave Robinson (NCVS)

39 DECLARATIONS OF INTERESTS

None.

40 MINUTES

The minutes of the meeting held on 16 November were confirmed as a true record and signed by the Chair.

41 VOLUNTARY AND COMMUNITY SECTOR UPDATE

Maria Ward, Networks Officer at NCVS delivered a verbal update on the key areas of activity since the last meeting as follows:

- (a) In terms of safeguarding training, NCVS have been working with the Women's Centre to deliver women only safeguarding sessions.

Training is also being delivered on request to Voluntary Community Sector organisations across the City with specific training session in Areas 4 and 6,

providing basic Safeguarding training, including: 'Introduction to Safeguarding Children', 'Introduction to Safeguarding Adults', 'Level 2 Safeguarding Children' and Level 2 Safeguarding Adults'.

During February 2017, 'Every Colleague Matters' will focus on making safeguarding personal. Trainers will be available to organisations with further sessions to be held in February, June and September.

Councillor David Mellen commented that it was a concern that it appeared not to be widely known that the Safeguarding Board also offer safeguarding training to voluntary sector organisations. Maria Ward, Network Officer at NCSV will record the training provided and report it to the Nottingham City Safeguarding Children Board;

- (b) The Health and Wellbeing Plan will be promoted across the voluntary sector and organisations will be encouraged to consider and monitor their involvement in the Plan. Mechanisms will need to be established to easily enable smaller groups to report their activity.

The Chair's offer to meet with voluntary groups and help them understand their role in the Health and Wellbeing Plan was welcomed by NCVS;

- (c) The Cold Weather Plan is being promoted to ensure that organisations and citizens are aware of what to do, including directing citizens to where low cost food is available – such as community cafés, and where to refer rough sleepers;
- (d) The NCVS Annual Network Event was a great success with a multitude of support, information and workshops promoted by and to city organisations on a variety of issues including mental health, transforming care for people with learning disabilities and autism, child development review and personal budgets. A total of 93 organisations were represented and a film illustrating the diverse services provided by NCVS and how they can assist to deliver public services to citizens is likely to be available during January;
- (e) It is important that the voluntary sector remain involved with Sustainability and Transformation Plan (STP) and the development of every action with the STP, specifically regarding workforce;

A summary sheet of the update will be circulated with the initial publication of the minutes.

RESOLVED to

- (1) thank Maria Ward for the informative update;**
- (2) request that the Networks Officer at NCVS keep a record and report safeguarding training undertaken by voluntary organisations in Nottingham to the Nottingham City Safeguarding Children and Adults Boards;**

- (3) circulate the Voluntary Sector Update with the initial publication of the minutes;
- (4) note the Chair's offer to meet with voluntary groups and help them understand their role in the Health and Wellbeing Plan.

42 CRIME AND DRUGS PARTNERSHIP CONTRACT APPROVAL

Lucy Putland, Commissioning Manager, Crime and Drugs Partnership, presented the report of the Assistant Chief Executive and Corporate Director of Strategy and Resources which requests that the Committee consider an extension of an existing Crime and Drugs Contract. Christine Oliver, Head of Commissioning for Strategy and Resources, was also available to respond to the Committee's questions.

RESOLVED to approve an extension of the current contract as set out within the exempt appendix.

Reason for recommendation

An extension to the existing contract referred to in the exempt appendix would allow time to engage in local partnership discussions as set out in exempt appendix A. Efficiencies have already been negotiated within the existing contract and the level of financial risk reduced.

Other Options Considered

As referred to within the exempt Appendix.

43 EXCLUSION OF THE PUBLIC

RESOLVED to exclude the public from the meeting during consideration of the remaining items in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighed the public interest in disclosing the information, as defined in paragraph 3 of part 1, Schedule 12A of the Act.

44 CRIME AND DRUGS PARTNERSHIP CONTRACT APPROVAL - EXEMPT APPENDIX

RESOLVED to note the current Crime and Drugs Partnership contract as set out in the exempt appendix.

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COMMISSIONING AND PROCUREMENT SUB-COMMITTEE – 11/01/16

Subject:	Nottingham City Council Printing Framework		
Corporate Director(s)/ Director(s):	Candida Brudenell, Corporate Director for Strategy and Resources / Assistant Chief Executive		
Portfolio Holder(s):	Councillor Alex Norris, Portfolio Holder for Adults and Health		
Report author and contact details:	Ruby Bhattal, Head of Communications and Marketing ruby.bhattal@nottinghamcity.gov.uk ; 0115 87 63340		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total value of the decision: £2,400,000 (over a four year period)			
Wards affected: all.	Date of consultation with Portfolio Holder(s): 20/12/2016		
Relevant Council Plan Key Theme:			
Strategic Regeneration and Development	<input type="checkbox"/>		
Schools	<input type="checkbox"/>		
Planning and Housing	<input type="checkbox"/>		
Community Services	<input type="checkbox"/>		
Energy, Sustainability and Customer	<input type="checkbox"/>		
Jobs, Growth and Transport	<input type="checkbox"/>		
Adults, Health and Community Sector	<input type="checkbox"/>		
Children, Early Intervention and Early Years	<input type="checkbox"/>		
Leisure and Culture	<input type="checkbox"/>		
Resources and Neighbourhood Regeneration	<input checked="" type="checkbox"/>		
Summary of issues (including benefits to citizens/service users):			
<p>The current print arrangements are due to expire in March 2017. The current annual spend is above the EU threshold of £176,000 and requires a competitive tender exercise to ensure compliance.</p> <p>Print is an important element in communicating council business and service information to stakeholders, particularly citizens. Using print to communicate council business and service information is not exclusive to marketing and promotional activities. Corporate expenditure on print has decreased by 50% since the previous tender exercise and we expect to further decrease council expenditure on print throughout the life of this framework as a result of increased usage of digital channels.</p> <p>There is also an opportunity to further aggregate the council's expenditure with the addition of bus literature and vehicle graphics which will now be procured through the corporate framework and ensure consistency of contracts and the consolidation of all the requirements through the design and print team. We will continue to collaborate with Nottingham City Homes (NCH) to maintain buying power and deliver savings to across both organisations</p>			
Exempt information:			
None.			

Recommendation(s):

- | | |
|----------|--|
| 1 | To undertake an EU compliant tendering process for the procurement of a multi-supplier framework for print services, through the council's tendering system, noting that this framework is for four years and has an estimated value of £2,400,000. |
| 2 | To delegate authority to the Corporate Director for Strategy and Resources / Assistant Chief Executive to approve the outcome of the tendering process and delegate the formal award of the contracts to the Head of Service for Communications and Marketing. |

1 REASONS FOR RECOMMENDATIONS

- 1.1 This council wide print framework will continue to seek to include the requirements of Nottingham City Homes together with print requirements across the City Council. A single corporate print framework will facilitate the overall embedding of the corporate standard for print across the Council and reduce print production where possible.
- 1.2 The procurement process has the potential to increase opportunities for local suppliers as far as the procurement rules allow. The framework is to be divided into a number of lots for differing printing requirements. This is a method of making the requirement more attractive to small and medium, enterprises (SMEs) and is an important focus in the new EU Procurement Directive as a preferred procurement route.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 The estimated council wide spend on print on average is £600,000 per annum.
- 2.2 Efforts are ongoing to manage all print procurement through the Communications and Marketing service. This procurement process will allow the council to procure bus literature and vehicle graphics through this framework to consolidate all print requirements through one contract.
- 2.3 In the current economic climate it is necessary to continually look for ways to improve the efficiency of the service and value for money to the Council.
- 2.4 An internal communications exercise will be undertaken to make it clear to all council services that all print must be sourced through the new framework contract which will support quality assurance and the required approval from the corporate Communications and Marketing function to ensure (where necessary) information is accessible to all citizens.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 There is an option to extend the current contract, but this would not provide a solution for bus literature or vehicle graphics. In addition some of these suppliers on the existing framework have gone into administration and therefore there is not enough resilience to sustain all services through the existing framework for a further two years (the extension period). Therefore this option was rejected.

4 FINANCE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 4.1 The Council currently spends approximately £600,000pa on print services this includes bus literature and vehicle graphics.
- 4.2 Undertaking a tender exercise for a framework arrangement will also ensure that the Council receives value for money by testing the market.
- 4.3 Whilst this report seeks approval for a 4 years framework, there is no commitment of value or volume to any supplier. As part of budget reviews and the Medium Term Financial Plan there will be no penalty to the authority should a future decision be taken to reduce the spend on printing.

5 LEGAL AND PROCUREMENT COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

- 5.1 This procurement gives rise to no significant legal concerns provided the Public Contract Regulations 2015 are followed because the agreement to be procured is above the relevant value threshold. Legal are available to support and advise Communication & Marketing and Procurement and to produce the legal documentation.

6 SOCIAL VALUE CONSIDERATIONS

- 6.1 The framework agreement will be split into lots to encourage SME providers to bid for the specific parts of the requirements that they specialise in.
- 6.2 The framework agreement will also incorporate the Business Charter as per corporate guidelines.

7 REGARD TO THE NHS CONSTITUTION

- 7.1 Not applicable

8 EQUALITY IMPACT ASSESSMENT (EIA)

- 8.1 Has the equality impact of the proposals in this report been assessed?

No

An EIA is not required because:
(Please explain why an EIA is not necessary)

Yes

Attached as Appendix 1, and due regard will be given to any implications identified in it.

9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

- 9.1 NONE

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

10.1 NONE

11 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

11.1 Rosalie Parkin, Category Manager Products, 0115 8764181.

Equality Impact Assessment Form (Page 1 of 2)

Title of EIA/ DDM: Nottingham City Council Printing Framework
Department: Strategy and Resources
Service Area: Communications and Marketing
Author (assigned to Covalent):

Name of Author: Marie McGlinchey
Director: Candida Brudenell
Strategic Budget EIA Y/N (please underline)

Brief description of proposal / policy / service being assessed:

Nottingham City Council to undertake an EU compliant tendering process for the procurement of an SME friendly multi-supplier framework for print services (through the council's tendering system), noting that this framework is for four years and has an estimated value of £2,400,000 in total.

Information used to analyse the effects on equality: Profile of bidding suppliers and final contractors.

Page	Could particularly benefit X	May adversely impact X	How different groups could be affected (Summary of impacts)	Details of actions to reduce negative or increase positive impact (or why action isn't possible)
1				
People from different ethnic groups.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Provide details for impacts / benefits on people in different protected groups.</p> <p>Note: the level of detail should be proportionate to the potential impact of the proposal / policy / service. Continue on separate sheet if needed (click and type to delete this note)</p> <p>SME's from diverse and under-represented protected groups e.g. BME should have the opportunity to submit a tender for the procurement of print services, especially those unaware and unable to use the portal.</p>	<p>What will be done to reduce negative or increase positive impact. Actions should be SMART (Specific, Measurable, Achievable, Realistic, Timebound) and correspond to identified impacts. Actions will need to be uploaded on Covalent.</p> <p>Contact will be made with all known diverse local SMEs supplier.</p> <p>New and existing contacts will be emailed about the print tender before 18th January 2017 by the Design and Print Manager and Procurement Team</p> <p>Six months prior to the end of the contract review the diversity of the previous tender responses will be analysed.</p> <p>Where deficits have occurred positive action workshops with a range of</p>
Men	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Women	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Trans	<input type="checkbox"/>	<input type="checkbox"/>		
Disabled people or carers.	<input type="checkbox"/>	<input type="checkbox"/>		
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>		
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input type="checkbox"/>		
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input type="checkbox"/>		
Older	<input type="checkbox"/>	<input type="checkbox"/>		
Younger	<input type="checkbox"/>	<input type="checkbox"/>		
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).	<input type="checkbox"/>	<input type="checkbox"/>		
<i>Please underline the group(s)</i>				

/issue more adversely affected or which benefits.

organisations regarding the renewal of the print framework (if required) will be conducted on or around 31/10/2020

Outcome(s) of equality impact assessment:

- No major change needed •Adjust the policy/proposal •Adverse impact but continue
- Stop and remove the policy/proposal

Arrangements for future monitoring of equality impact of this proposal / policy / service:

Six months prior to the end of the contract review the diversity of the previous tender responses and conduct positive action workshops with a range of organisations regarding the renewal of the print framework (if required).

Approved by (manager signature):

Marie McGlinchey

Marie.mcglinchey@nottinghamcity.gov.uk

0115 8763328

Date sent to equality team for publishing:

29th December 2016

Send document or link to:

equalityanddiversityteam@nottinghamcity.gov.uk

Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:

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1. Read the guidance and good practice EIA's
<http://www.nottinghamcity.gov.uk/article/25573/Equality-Impact-Assessment>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly when this is going to happen.
7. Clearly cross referenced your impacts with SMART actions.

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE - 11 Jan 2017

Subject:	Parking Debt Management System		
Corporate Director(s)/ Director(s):	Andy Vaughan, Corporate Director Commercial and Operations		
Portfolio Holder(s):	Councillor Nicola Heaton, Portfolio Holder for Community Services		
Report author and contact details:	Pete Mitchell, Chief Community Protection Officer 07984605440 Pete.mitchell@nottinghamshire.pnn.police.uk		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			<input checked="" type="checkbox"/> Revenue <input checked="" type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total value of the decision: exempt			
Wards affected: all	Date of consultation with Portfolio Holder(s): 23 Nov 2016		
Relevant Council Plan Key Theme:			
Strategic Regeneration and Development			<input type="checkbox"/>
Schools			<input type="checkbox"/>
Planning and Housing			<input type="checkbox"/>
Community Services			<input checked="" type="checkbox"/>
Energy, Sustainability and Customer			<input type="checkbox"/>
Jobs, Growth and Transport			<input type="checkbox"/>
Adults, Health and Community Sector			<input type="checkbox"/>
Children, Early Intervention and Early Years			<input type="checkbox"/>
Leisure and Culture			<input type="checkbox"/>
Resources and Neighbourhood Regeneration			<input type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
<p>The report details proposals for procurement of a parking debt management system because the current system needs to be re-tendered due to a contract expiration in 2017.</p> <p>The current need to tender for a new system has offered the opportunity to review the requirements for the foreseeable future and to work across the department to develop and extend the system that automates the administration processes for a number of service areas.</p> <p>The department also needs a new system that has the capacity and will assist with developing the service further, for example if the Council was to deliver services for other Local Authorities similar to that offered to Leicester City Council for bus lane contraventions.</p>			
<u>Current System</u>			
<p>The parking debt management system handles the payment and legal progression of static Penalty Charge Notices (PCNs) issued in Nottingham under the Traffic Management Act 2004. This is over 100,000 PCNs. In addition it is the platform for the resident and business permits, bus lane access permits, and Leicester City Council bus lane PCNs</p>			
<u>Proposed system</u>			
<p>The new system will allow other Council IT systems to interface with it, allowing for a more integrated administrative process. The new system will allow a more customer friendly version of web representations, which should enable customers to view the system, either to pay, challenge or query.</p>			

Hardware

The proposed procurement exercise also includes a requirement within the specification for the supply of hardware equipment in the form of handheld devices and printers for use by Civil Enforcement Officers.

Exempt information:

The appendix to this report is exempt from publication under paragraph three of Schedule 12A to the Local Government Act 1972 because it contains information relating to terms proposed or to be proposed by the authority in the course of negotiations for a contract for the acquisition of property or the supply of goods or services. Having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

It is not in the public interest to disclose this information because it discloses the budget available for the project prior to a competitive tendering exercise being undertaken.

The contract value and financial information is included in the exempt appendix.

Recommendation(s):

- 1** To go out to tender for a debt management system and hardware up to the total value set out in the exempt appendix to this report.
- 2** To delegate authority to the Corporate Director of Commercial and Operations, to authorise the winning provider resulting from the tender process and to enter into a contract for the provision of a new debt management system and associated equipment.

1 REASONS FOR RECOMMENDATIONS

- 1.1 The contract is due to expire in January 2017.
- 1.2 The current need to tender for a new system has offered the opportunity to review the system requirements for the future and to work across the department to develop a system that automates the PCN process. The department is also taking the opportunity to require the integration of the new system with the Council's Firm Step CRM software and offer a more customer focused approach.
- 1.3 The Authority is required in accordance with Councils constitution to award the contract to the winning provider.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 The parking debt management system cuts across 2 service areas. It is used within Processing and Enforcement to manage the case management of the PCNs issued by Civil Enforcement Officers (Traffic Wardens) and by Traffic Management to generate the bus lane PCNs and interface with the debt management system. These bus lane PCNs are then managed by Processing and Enforcement.
- 2.2 Parking Enforcement need to purchase 30 new handhelds and mobile printers to enable the staff to carry out the parking enforcement function.
- 2.3 The new system will also administrate and progress Fixed Penalty Notices, as well as up to 30,000 different vehicle permits.

- 2.4 The proposed contract is for 10 years. This is to allow any potential data migration costs to be spread over 10 years and to make the tender more attractive to potential firms and will therefore reduce the cost to us.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Not to complete a competitive re-tender process. If we do not re-tender we will be out of contract. Due to the value of the project a competitive tender procedure is required in accordance with EU procurement regulations. For these reasons, this option was rejected.

4 FINANCE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 4.1 The contract we are tendering for is 10 years. The current license and support costs are spread across two service areas, Processing and Enforcement and Traffic Management. There is budget for this cost within both service areas.
- 4.2 The specification will include a requirement to supply 5 x bus lane enforcement cameras each year at a total cost of £0.10m per annum, and as the contract is for 10 years the spend will exceed £1m over the life of the contract. There is budget for the cameras within Traffic Management, from the income generated by the current bus lane enforcement cameras.
- 4.3 The Council proposes to lease the 30 PCN handhelds and printers from the successful provider at a cost of £0.001m per unit per year. This is a more flexible option than purchasing the equipment up front, with the associated system upgrades and replacement costs. There is budget for this within Parking Enforcement
- 4.4 The value of the individual elements of the tender are set out in the confidential appendix

5 LEGAL AND PROCUREMENT COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

- 5.1 Procurement colleagues have been consulted to ensure compliance with the Council's financial regulations and contract procedure rules. A tender will be conducted in order to secure best value for the Council and the citizens it represents. On this basis there are no procurement concerns with the approach - . Comments provided by Rosalie Parkin Category Manager Products 29.11.16

6 SOCIAL VALUE CONSIDERATIONS

- 6.1 Nil

7 REGARD TO THE NHS CONSTITUTION

- 7.1 Nil

8 EQUALITY IMPACT ASSESSMENT (EIA)

- 8.1 An EIA is not required because the debt management IT system is being purchased in line with Traffic Management Act 2004 legislation. This is about procuring equipment in the form of cameras, handheld and printers and a back office system, not the policy of deploying and locating cameras or parking enforcement policy.

9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

- 9.1 None

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

- 10.1 None

11 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

- 11.1 Rosalie Parkin, Category Manager Products – 0115 8764181
- 11.2 Connie Green, Solicitor, Contracts and Commercial. Contact: 0115 87 64294.
- 11.3 Claire Brown, Customer Service Programme Manager, Portfolio and Performance Transformation. Contact: 0115 8763207.
- 11.4 Caroline Nash, Service Manager, Traffic Policy and Delivery Traffic and Safety. Contact: 0115 87 65243

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