

Operational Decision Record

Publication Date 24/03/2023	Decision Reference Number 4897
Decision Title	
Access control & CCTV system for Nottingham cycle parking hubs	
Decision Value	
£45,695	
Revenue or Capital Spend?	
Revenue	
Department	
Transport Strategy	
Contact Officer (Name, job title, and contact details)	
Ciaran Meyers Senior Transport Planner ciaran.meyers@nottinghamcity.gov.uk	
Decisions Taken	
<ol style="list-style-type: none">1. To extend the CPA for Oracle Surveillance for 12-months to cover the maintenance of the Access Control & CCTV systems for Nottingham Cycle Parks.2. To accept funding from Broxtowe, Gedling and Rushcliffe Borough Councils.3. To close the Cycle Park at Colwick Park and Ride.4. To increase the user charges for Nottingham Cycle Parks. <p>These decisions were taken to the PH meeting on 13/03/23 for information and agreed.</p>	
Reasons for Decision and Background Information	
Background information <p>Nottingham Cycle Parks is a network of 23 cycle parking hubs in Nottingham and in some parts of Nottinghamshire which provide more secure cycle parking and help encourage more people to cycle. Nottingham City Council manages all 23 Cycle Parks- including those situated outside of the city boundary. A new cycle park with capacity for over 100 bikes has been created in the New Broad Marsh Bus Station and is scheduled to open in summer 2023.</p>	

The annual charge for the card is £7.50 but for those paying by annual direct debit the charge is £5.25. Further details about Nottingham Cycle Parks are available via [Park Your Bike](#).

Each Cycle Park has a card-operated access control system and a CCTV system to ensure users can store their bikes securely and their safety is monitored whilst in the Cycle Park. The systems were installed by and are maintained by Oracle Surveillance Ltd.

The Cycle Parks use an access control system called VOLO which allows registered card holders to access each cycle park. Each cycle park and the 2 admin units requires an airtime license and a server connection. In 2022/23 the cost for all the airtime licenses and a server connections was £10,800.

The access control and CCTV systems need to be maintained to ensure they are functioning correctly and that the hubs can be accessed by users who wish to store their bikes securely. There is an agreement with Oracle Surveillance Ltd to maintain the access control / CCTV systems for all of the Cycle Parks and the admin units. Each Cycle Park and admin unit is serviced every other month. In 2022/23 the cost for maintenance of the systems and the cycle parks themselves was £24,387.

The supplier also carries out remedial repairs to the access control and CCTV systems which are identified via the bi-monthly servicing. The supplier also on-call in the case of emergencies such as system breakdowns, which could compromise the security of bikes stored by users, or potentially user safety, should a system fault prevent users from leaving the facility.

The cost of such work varies depending on the nature and scale of the repairs required. The estimated cost of remedial repairs to system/hubs is a maximum of £1,000 each month, or £12,000 for 12-months.

The current access control / CCTV system is coming to the end of its usable life and requires replacement. The intention was for a new system to be implemented in 2022/23. A new system would also enable the introduction of technological improvements in access control- such as users being able to access the facilities via an App, rather than a plastic card. A new system would also help to alleviate pressure on staff resources caused by the age of the existing system. Discussions were held with procurement with a view to procure a new system before the end of March 2023, but procurement have recommended delaying procurement of a new system until a new access control and CCTV framework has been set up (currently under development and likely to be in Summer 2023).

Decision 1. Extend the CPA for Oracle Surveillance

Given procurement of a new system has been delayed a temporary, 12-month extension of the CPA is the most pragmatic decision. If the Cycle Park at Colwick P&R closes the maximum value of the CPA for Oracle Surveillance Ltd for 2023/24 would be £45,695 made up of the following:

- £10,368 - 24 x VOLO airtime licenses & VOLO server connections (22 Cycle Parks + 2 admin hubs)
- £23,327 - Annual servicing of Cycle Parks
- £12,000 - remedial repairs to system/hubs

Reasons for decision:

- NCC Procurement have recommended new access control and CCTV systems are procured via a new framework which is scheduled to be ready in Summer 2023 (see additional information on page 6/7).
- Oracle Surveillance installed the systems and have been maintaining them for several years. The systems has been heavily customised to meet our requirements, so bringing in a new supplier to maintain the system would be challenging.

Decision 2. Accept funding from Broxtowe, Gedling & Rushcliffe Borough Councils

Nottinghamshire County Council has removed the funding it has previously provided Nottingham City Council for the maintenance and operation of the Nottingham Cycle Parks facilities located in Nottinghamshire. The Cycle Parks in Arnold, Beeston and West Bridgford were at risk of closure, however, Gedling Borough Council, Broxtowe Borough Council and Rushcliffe Borough Council respectively, have agreed to fund these facilities for 2023/24 (£2k per hub per year).

Reasons for decision:

- Nottinghamshire CC have withdrawn funding for the maintenance and operation of the Cycle Parks located in the county. Broxtowe, Gedling and Rushcliffe BCs have offered to fund the Cycle Parks in their area providing £6k of the shortfall.
- Accepting the funding will allow NCC to keep the Cycle Parks at Arnold, Beeston and West Bridgford open without needing to subsidise the shortfall.

Decision 3. To close the Cycle Park at Colwick Park and Ride

The cycle park at Colwick Park & Ride has very low levels of use, which means the cost of operating and maintaining the hub far outweigh the benefits it offers its users. Closing the cycle park will save at least £1,492 (£432 for the licence/server connection & £1,060 on scheduled maintenance).

Reasons for decision:

- Saving of at least £1.5k per year
- Very low usage.

Decision 4. Increase the user charges for Nottingham Cycle Parks

From 1st April 2023 it is proposed that user charges are increased as follows:

- One-time-payment customers from £7.50 to £12.00.
- Replacement cards from £6.00 to £10.50.
- Direct debit customers from £5.25 to £9.75.

Reasons for decision:

- Reduces level of subsidy from Workplace Parking Levy (WPL).
- The annual charges for Nottingham Cycle Parks have not changed since they were introduced.
- Current charges are lower than secure cycle parking facilities in other parts of the UK, such as those in Leeds (£1.50 per day) and Manchester (£10 per month).

Other Options Considered and why these were rejected

Not to extend the CPA for Oracle Surveillance

This would require the immediate closure of all the Nottingham Cycle Parks in the city, as well as those located in the county. It would remove the option of secure cycle parking to users who have already paid an annual fee to be able to store their bikes securely in any one of the Cycle Parks. Closing the Cycle Parks would mean users would no longer receive a service they had paid for and refunds would need to be provided to those who have paid for a card. This would be likely to cause reputational damage to NCC and would be very resource intensive.

Not to accept funding from Broxtowe, Gedling & Rushcliffe Borough Councils

This would either require the immediate closure of the Cycle Parks at Arnold, Beeston and West Bridgford, or for Nottingham CC to contribute to the upkeep of these facilities instead, a total subsidy of £6k. The former would be detrimental to the relationships we are building with the borough councils following Nottinghamshire CCs withdrawal of funding and would also be unpopular with scheme users, whilst the latter would not offer best value to NCC or residents.

To keep the Cycle Park at Colwick P&R open

If the Cycle Park remains open the maximum value of the CPA for Oracle Surveillance Ltd for 2023/24 would need to be £47,187 made up of the following:

- £10,800 - 25 x VOLO airtime licenses & VOLO server connections (23 Cycle Parks + 2 admin hubs)
- £24,387 - Annual servicing of Cycle Parks
- £12,000 - remedial repairs to system/hubs

Decision 4. Keep user charges for Nottingham Cycle Parks the same

If NCC keeps user charges at the same level, the income generated by the scheme will remain roughly the same, as will the level of subsidy needed from WPL. Whilst the increase may result in some users discontinuing their membership, it is expected that overall the income generated will increase.

Reasons why this decision is classified as operational

- This decision is to support existing access control / CCTV systems.
- This decision does not require additional budget or commit the Council to activity which is not already being performed.

- The decision has a value between £25,000 and £150,000.

Additional Information

You should consider:

- obtaining and recording advice if necessary from legal, finance or other colleagues
- informing relevant ward councillors if a decision particularly affects their ward
- whether an EIA, DPIA, Carbon Impact assessment or consultation exercise is required for this decision
- for capital spend, confirmation that the decision has been through the appropriate capital approval processes
- referring to any related previous decisions
- risks of the decision and any mitigation of those risks
- if the decision is approving capital spend, please include confirmation that the Chief Finance Officer has agreed to it.

Procurement:

Extending the current arrangement and CPA does not pose any significant risk to the Council as the amount is within the PCR 2015 and enables service to continue without interruption to customers.

Work is underway to create a CCTV and Entry System framework across the Council to aggregate spend and create a standardised solution. This requirement will be incorporated into that framework based on the information above.
(Holly Fisher, Lead Procurement Officer, 13 March 2023)

Decision Maker (Name and Job Title)

Sajeeda Rose - Corporate Director, Development

Scheme of Delegation Reference Number

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Date Decision Taken

24/03/2023