

EXECUTIVE DECISION RECORD
Officer

REF No:102.23

A1 Service Area	Communities and Open Spaces
A2 Title	Parking – Paying by Phone Facility
A3 Decision Taken By	Chief Officer and Deputy Leader
A4 Chief Officer	Please print name: Mark Rizk Please sign name: (Approval by email 14/03/24)
A5 Leader / Deputy Leader consulted?	Please print name: Cllr D F Fletcher Please sign name: (Approval by email 17/03/24)
A6 Date of Decision	18 th March 2024

Confidentiality

A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
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Conflict of Interest

Are there any conflicts of interest to declare? No

(If “Yes” please contact the Chief Executive before making the Decision. A note of dispensation should be attached).

Scrutiny/Audit

A8 Which Committee should this decision be submitted to? *(Please tick as appropriate)*

Scrutiny (Value for Money Council) Committee ✓

<p>B1 What is the Decision?</p>	<p>To award the Contract for parking pay by phone payment method to Pay-By-Phone for a period of 1 year.</p>
<p>B2 What are the reasons for the Decision?</p> <p>B2 Alternative options considered and rejected?</p>	<p>The reason for this decision is that the Councils current contract ends in March 2024.</p> <p>Pay-By-Phone are the current supplier and listed with three other suppliers on the G-Cloud.</p> <p>All suppliers were considered through evaluating their product and costs and it was deemed both practical and financially viable for continuation of the PayByPhone service.</p>
<p>B3 What are the contributions to Corporate Priorities?</p>	<p>The provision of the pay by phone method supports one of the Council's Corporate priorities: Value for Money Council</p>
<p>B4 What are the Human Rights considerations?</p>	<p>There are no Human Rights issues arising from this decision.</p>

Financial Implications

<p>B5 What are the financial implications?</p>	<p>The purpose of the contract is to enable the public to purchase a car park ticket via telephone.</p> <p>This new contract with Pay-By-Phone is at the price of 0.083p per transaction compared with the old price of 0.033p with an additional 0.083p for an optional confirmation text message paid by the customer. The current contract started 1 April 2020 and is due to end 31 March 2024.</p> <p>Pay-By-Phone costs are charged against a Council budget, which funds all processing costs incurred and relating to Car Park Tickets. This budget, therefore, also funds the costs of maintaining the Council's ticket machines, which is an alternative way in which the public can pay for a ticket.</p> <p>This overall budget is £27,000 in 2023-24 and is currently forecast to overspend by £1,278. The Pay-By-Phone costs (which are one element within this overall budget) have grown by 50% each year in both 2022/23 and 2023/24 due to the volume of transactions via telephone. Therefore, an additional volume increase of 25% has been estimated for both 2024/25.</p> <p>The additional budget impact will have to met from existing resources in 2024/25. It is proposed that the contract will be re-evaluated in one year in line with wider parking strategy review: therefore the new contract would be for one year, from 1 April 2024 until 31 March 2025.</p>
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Revenue costs	2023/24 (Estimate)	2024/25 (Estimate)
Pay-By-Phone costs – Invoices, excluding VAT - (calls and text messages cover)	£19,947	-
Old Contract Rates (Assuming 25% growth in transaction volume each year)	-	£24,933
New Contract Rates (Assuming 25% growth in transaction volume each year)	-	£43,813
Additional Impact on MTFS (Compared with the previous contract)	-	£18,880

The finance section has been approved by the following member of the Financial Management Unit:	Please print name: James Hopwood Please sign name: (Approval by email 14/03/24)
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Policy Framework

B6 Is the Decision wholly in accordance with the Council's policy framework?	Yes
B6.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	N/A
B6.2 Has it got the appropriate approvals under those provisions?	N/A
B7 Is the Decision wholly in accordance with the Council's budget?	Yes
B7.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	N/A
B7.2 Has it got the appropriate approvals under those provisions?	N/A

Equalities Implications

B8 What are the Equalities implications:
B8.3 The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.

Risk Assessment

B9 What are the Risk Assessment implications:
B9.1 Positive (Opportunities/Benefits):
<ul style="list-style-type: none"> • Set up costs for Merchant account already in place • Advertising information for current provider is already in place on machines and social media • Current back office links between Stoke and CCE enforcement devices are already in place and linked to the notice processing of PCN's.
B9.2 Negative (Threats):
<ul style="list-style-type: none"> • Changes to pay by phone App provider will incur costs and could lose customer usage
B9.3 The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

Legal Considerations

B10 What are the Legal Considerations:

B10.1 The legal implications arising from this decision are:

The Council has procured the Service through the G-Cloud 11 Framework Agreement in accordance with its Terms and Conditions.
The Agreement will be by way of a Call-Off Contract from the Framework, and will be prepared by Legal Services

This section has been approved by the following member of the Legal Team

Please print name: Glen McCusker – Locum Solicitor and Deputy Monitoring Officer

Please sign name: (Approval by email 12/02/24)

Sustainability Implications

B11 What are the Sustainability implications:

B11.1 The proposal would not result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures).

Health & Safety Implications

B12 What are the Health & Safety implications:

B12.1 A Risk Assessment has not been carried out and entered into Safety Media for all significant hazards and risks because there are no significant hazards or risks arising from this decision.

Key Decision

B13 Is this a Key Decision? No

Note: A Key Executive Decision is one where:

- 1. REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000**
- 2. CAPITAL – Any capital project with a value in excess of £150,000**
- 3. A decision which significantly affects communities living or working in an area comprising two or more wards.**

B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	N/A
B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	N/A

NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to democratic.services@eaststaffsbc.gov.uk