

## Report to Cabinet

Thursday, 28 September 2023

By the Cabinet Member for Finance and Resources

### DECISION REQUIRED



**Horsham  
District  
Council**

Partially Exempt

Appendix 1 exempt under Paragraph 3 of Part 1 of  
Schedule 12A to the Local Government Act 1972

## Parking Automatic Number Plate Recognition (ANPR) Contract Award

### Executive Summary

This report is requesting authority for the Council to award the Parking Automatic Number Plate Recognition (ANPR) contract to the winning bidder following a procurement process.

The contract will commence on 1<sup>st</sup> November 2023 for a specified term.

### Recommendations

That the Cabinet is recommended:

- i) To approve the award of the contract for an Automatic Number Plate Recognition system to the highest scoring bidder on the terms contained in exempt Appendix A (“the contract”); and
- ii) To delegate authority to the Director of Resources in consultation with the Head of Legal & Democratic Services to finalise the terms and conditions of and enter into the contract.

### Reasons for Recommendations

- i) To facilitate the award of the ANPR contract to the relevant bidder

### Background Papers

No background papers

**Wards affected:** Town Centre Wards

**Contact:** Rob Leet, Parking Manager, [rob.leet@horsham.gov.uk](mailto:rob.leet@horsham.gov.uk)

## **Background Information**

### **1 Introduction and Background**

- 1.1 A new ANPR system is required owing to the expiry of the existing contract. This system will replace the current ANPR system that has been in place within the Piries Place, Swan Walk, Pavilions and Forum car parks since 2019. Accordingly, a procurement exercise was undertaken to source a supplier.
- 1.2 The previous 4-year contract for our ANPR system expired on 9<sup>th</sup> July 2023. In anticipation of the expiry, a rolling three-month contract was arranged with our current provider (Sagoss) until an appropriate procurement framework was developed for us to use.
- 1.3 An ESPO framework for ‘Parking Management Solutions’ became available at the end of July 2023 and the project team have undertaken a competitive procurement process within this framework to ascertain the best supplier for both price and quality.
- 1.4 The budget for the new system was agreed during the revenue and capital budget setting processes for 2023/24 and the tender prices fall within this.
- 1.5 The recommended supplier achieved a significantly high score in the quality aspect of the tender process. They demonstrated a clear understanding of the Council's requirements and proposed multiple solutions to enhance the existing system. Furthermore, they understood our future aspirations of extending ANPR solutions to rural areas, all while providing good value to the council.
- 1.6 After awarding the contract to the recommended supplier, the installation of new equipment will commence in car parks from October 2023.

### **2 Relevant Council policy**

- 2.1 The award of the contract would be consistent with section.3 of the 2019-2023 Corporate Plan - to provide quality, value for money services.

### **3 Details**

- 3.1 Since 2019, the implementation of ANPR technology in the town centre car parks has demonstrated remarkable success in managing parking facilities. With this contract award, we aim to build upon this success and leverage advancements in technology to further enhance the quality of service provided. This endeavour promises substantial benefits for both visitors to the town centre and the local businesses operating there. Moreover, the contract award recognises the potential for expanding ANPR solutions across the entire district, offering modern, efficient, and convenient parking options for customers. Additionally, it will allow the Council to conduct more precise analyses of visits, footfall, and income generation, contributing to better decision-making.

- 3.2 The continued use of ANPR technology promises several key benefits, including enhanced parking management with reduced congestion and improved visitor experiences. Leveraging technological advancements is expected to elevate the overall quality of service in town centre car parks. Visitors and local businesses stand to gain from more convenient parking and increased foot traffic, thanks to improved parking availability. The potential district-wide expansion of ANPR solutions could lead to widespread and efficient parking options for a larger population. Additionally, the ability to analyse visits, footfall, and income generation will empower the council to make data-driven decisions, ultimately enhancing its reputation for modern and efficient service delivery to the community.

## **4 Next Steps**

- 4.1 Completion of all necessary legal documentation and processes to facilitate the award of the ANPR contract to the relevant bidder.

## **5 Views of the Policy Development Advisory Group and Outcome of Consultations**

- 5.1 The proposal of replacing the ANPR system was taken to the Finance & Parking Policy Development Advisory Group on 16 January 2023 and the Finance and Resources PDAG was further updated on the process on 18 September 2023. The Group were comfortable with the approach of replacing the ANPR system using the proposed method of procurement.
- 5.2 The comments from the Director of Resources and the Monitoring Officer are included within the report to ensure financial and legal probity.

## **6 Other Courses of Action Considered but Rejected**

- 6.1 We could continue with our current rolling contract with Sagoss, but due to the value we would be acting contrary to the Procurement Regulations and the Council's Procurement Code. It would also not offer the long-term security that this contract provides.

## **7 Resource Consequences**

- 7.1 The winning tender falls within the 2023/24 capital budget for this project approved by Council in February 2023.
- 7.2 There is likely to be no impact on the annual revenue budget.
- 7.3 The new system is standalone and cloud hosted, which is the same as the current ANPR system. This requires no input from IT, nor other resource.

## **8 Legal Considerations and Implications**

- 8.1 The Monitoring Officer is satisfied that (i) the Council has effected a legally compliant procurement process, (ii) the Cabinet has the authority to approve the award of the contract to the winning bidder, and, (iii) the decision to procure the ANPR system sits within the Council's budget and policy framework.

## **9 Risk Assessment**

- 9.1 The risks associated with this contract award are no different to that of the previous contract. Therefore, no new formal risk assessment has been undertaken.

## **10 Procurement implications**

- 10.1 The Council has complied with all necessary Procurement Regulations and the Council's Procurement Code. The procurement processes have been overseen by the Council's Senior Procurement Manager and Senior Solicitor ensuring compliance.

## **11. Equalities and Human Rights implications / Public Sector Equality Duty**

- 11.1 It is not considered that this decision will have any impact on equalities and human rights.

## **12 Environmental Implications**

- 12.1 It is not considered that this decision will have any environmental implications.

## **13 Other Considerations**

- 13.1 There are no consequences of this proposed action in respect of Crime & Disorder or Sustainability.