

Decision Maker: ENVIRONMENT AND COMMUNITY SERVICES PORTFOLIO
HOLDER

For Pre-Decision Scrutiny by the Environment & Community Services
PDS Committee on:

Date: Wednesday 28 August 2019

Decision Type: Non-Urgent Executive Non-Key

Title: CIVIC CENTRE MULTI-STOREY CAR PARK – REPLACEMENT
OF PARKING MANAGEMENT SYSTEM

Contact Officer: Chloe Wenbourne, Interim Head of Parking Services
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Chief Officer: Colin Brand: Director of Environment and Public Protection

Ward: (All Wards);

1. Reason for report

This report makes recommendation for the modernisation of the Civic Offices Car Park to enhance the customer experience and encourage people to visit Bromley Town Centre.

2. **RECOMMENDATIONS**

That the Portfolio Holder agrees:

- 2.1 That Option 3 be implemented - the car park be modernised to an ANPR parking solution and to give officers permission to go to the market to procure a new system, with delegated authority given to the Director of Environment and Public Protection to make the final selection.
- 2.2 To fund the one-off £181.5k implementation costs from (i) the £110k release of provision no longer required and (ii) the remaining £71.5k funded from the Earmarked reserve for Member Initiatives (Environment Projects).
- 2.3 To fund the on-going equipment maintenance costs of £11.6k (£80.9k over 7 years) from the Earmarked reserve for Member Initiatives (Environment Projects).

Impact on Vulnerable Adults and Children

1. Summary of Impact: Minimal impact, larger spaced disabled bays will still be available for those motorists who are Disabled Badge Holders and they will still be able to park for free. No on site attendant will be present to assist with any problems, however a help intercom will be linked up to a call centre who will be able to provide support and remotely open the barriers when necessary. The attendant from the Hill Car Park will be able to come to the Civic Offices Car Park if required.
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Corporate Policy

1. Policy Status: Existing Policy: Supporting business in the Town Centre
 2. BBB Priority: Quality Environment Vibrant, Thriving Town Centres Regeneration
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Financial

1. Cost of proposal: One-off costs £181.5k
 2. Ongoing costs: Estimated annual savings of £28.9k, provided the annual maintenance costs of the new equipment (£11.6k p.a) are funded from the Earmarked Reserve for Environment Projects.
 3. Budget head/performance centre: Parking Services & Earmarked reserve for Member Initiatives
 4. Total current budget for this head: £110k and £437k
 5. Source of funding: Release of provision no longer required and Earmarked reserve for member Initiatives (Environment Projects)
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Personnel

1. Number of staff (current and additional): 14.5 FTEs
 2. If from existing staff resources, number of staff hours: n/a
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Legal

1. Legal Requirement: Non-Statutory - Government Guidance:
 2. Call-in: Applicable
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Procurement

1. Summary of Procurement Implications: See Section 15 below.
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): All existing car park users, including Civic Centre staff and visitors, along with all visitors to Bromley Town Centre.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors comments: Cllr Harmer as ward member and chair of ECS PDS, Cllr Morgan as cabinet member responsible for town centres and Cllr Terry as vice chair of ECS PDS. All are supportive of the proposal.

3. COMMENTARY

- 3.1 The Civic Centre car park is a structurally sound and well-presented car park with public and staff parking areas that can be segregated. However, the existing equipment is over 12 years old, does not provide fast and efficient parking for the customer, is liable to fail and is therefore coming to the end of its economic life.
- 3.2 Demand for the Civic Offices car park has decreased over the last few years, although it should be noted that the Civic Offices car park still hits its full capacity at various times throughout the month.
- 3.3 As well as being available for visitors to the town centre, the Civic Centre car park is the main car park that is linked with the Council building and for most visitors to the Council this is their first impression of the Council and the services that are offered.
- 3.4 Officers have researched other local car parks in Bromley Town centre: the Glades shopping mall and the NCP car park, and they have both introduced new car parking systems complete with all new machines, and have added the option of contactless payments and number plate recognition technology.
- 3.5 Officers have investigated three options for modernising the Civic Centre car park to encourage customers to use the car park, enhancing the busy town centre by the Council providing the best service possible as well as operationally and financially benefitting the Council. The purpose of this exercise is to define and explore a number of factors affecting both town centre parking provision and issues related to staff parking.
- 3.6 The three options for upgrading the car park are as follows:
- **Option 1** – Pay on Foot (the same system as currently in operation in this car park)
 - **Option 2** – Pay and Display (as used in a number of smaller, surface car parks around the Borough)
 - **Option 3** – ANPR (automatic number plate recognition) where the exit barrier will raise as the vehicle approaches, so long as payment has been made
- 3.7 Option 3, ANPR, is recommended by Officers as providing the best customer service, and for other reasons set out in this report.

4. Option 1 – Pay on Foot Solution

- 4.1 The first option is to keep the car park with an upgraded version of the same operational system that is currently in place and continue to have APCOA Parking responsible for the maintenance of this car park.
- 4.2 The four working machines would have a full service, where possible, parts would be replaced/fixed to ensure the machines are in a good working order. If this were not possible, new machines would be purchased by our current parking contract APCOA Parking, as this is included in the current specification.
- 4.3 There are currently two Pay on Foot Machines that have been out of order for a number of months, officers would recommend that both these be removed from the estate so that there are just 4 fully functional machines in the car park. These old machines can be kept for spare parts.
- 4.4 One machine will be moved to the lower level of the car park to assist payment to customers, especially those with disabilities or prams.

- 4.5 The kiosk would remain in the car park and an attendant would be on site between 7:00 hours and 21:00 hours Monday to Saturday and 8:00 hours to 19:00 hours on a Sunday.
- 4.6 Outside of these times, an attendant will be available for remote operation within 15 minutes of being called until midnight on Monday and Saturdays and until 22:00 on Sundays.
- 4.7 The Advantages and Disadvantages of Option 1 are listed below:

Advantages of exiting solution	Disadvantages of exiting solution
<p>Ticket System</p> <ul style="list-style-type: none"> Reliability of the entry ticket ensures customers can always enter the car park. No need for customer to know their vehicle registration to pay and exit the car park. <p>Staff Parking</p> <ul style="list-style-type: none"> Staff parking area that allows access to the car park via their pass ID cards. <p>Customer Experience</p> <ul style="list-style-type: none"> Pay on exit, no risk of getting a Penalty Charge Notice for not paying to park or overstaying. <p>Enforcement</p> <ul style="list-style-type: none"> No need for Civil Enforcement Officers to patrol the car park as payment will be essential before exiting the car park. <p>Kiosk Staff</p> <ul style="list-style-type: none"> Kiosk staff will be available to assist customers with any problems or enquiries at peak times. <p>Disabled Badge Holders</p> <ul style="list-style-type: none"> Free access once car park attendant authorise exit. 	<p>Customer Experience</p> <ul style="list-style-type: none"> Risk of losing entry ticket and being charged a higher rate for their parking sessions. Possibility of queue on entering and exiting the car park whilst waiting for tickets to be produced. Possibility of queues at machines to pay for parking. Limited payment options cash and credit/debit cards facilities only. <p>Competitors</p> <ul style="list-style-type: none"> The competitors' car parks in the Town centre have modernised their car parks for a more enjoyable customer experience.

Financial Information for Option 1

- 4.8 Under the current parking Contract, APCOA Parking are responsible for all the maintenance of the machines and barriers within the car park, therefore if the service on the equipment meant new parts or new machines were needed, the contractor would meet the cost.
- 4.9 The only cost that the Council would need to meet in this Option would be the removal of the two old Pay on Foot machines £1,500 and the cost of moving one of the existing machines to a new location, £1,600.
- 4.10 There would be no additional on-going costs.

4.11 The table below summarises the costs for Option 1:-

One-Off costs	£
Removal of two old machines	1,500
Relocation of one existing machine	1,600
Total One-off costs for Option 1	<u>3,100</u>

5. Option 2 – Pay and Display car park

- 5.1 After discussions with the Portfolio Holder for Environmental and Community Services, the Portfolio Holder for Renewal, Recreation and Housing and some Ward Councillors, it has been agreed that this option was not desirable as it will have a negative impact on the Town Centre, however the details of this option are still included in this report.
- 5.2 The second option would be to change the car park to a Pay and Display car park similar to most other car parks in the Borough.
- 5.3 This proposal would need the parking barriers and old Pay on Foot machines to be removed, new pay and display machines to be purchased and new tariff signs erected.
- 5.4 The exiting staff parking would remain unchanged, although a new process would be required.
- 5.5 The Advantages and Disadvantages of Option 2 are listed below:

Advantages of a Pay and Display solution	Disadvantages of a Pay and Display solution
<p>Customer Experience</p> <ul style="list-style-type: none"> • Payment required at the time of parking, therefore customer knows how much they pay up front. • Option to pay at machine using cash or credit/debit card or on the cashless RingGo app. • No queues to enter or exit the car park as no need to wait for barriers to open. <p>Kiosk</p> <ul style="list-style-type: none"> • Removes the need for the Kiosk and the Kiosk staff. 	<p>Customer Experience</p> <ul style="list-style-type: none"> • Customers may overpay to ensure enough time is purchased to reduce the risk of receiving a Penalty Charge Notice for over staying. • Risk of receiving a Penalty Charge Notice for overstaying their parking time. • Risk of receiving a Penalty Charge Notice for not clearly displaying their pay and display ticket correctly. • Risk of paying for the wrong vehicle registration on the RingGo app, risking a Penalty Charge Notice being issued. <p>Enforcement</p> <ul style="list-style-type: none"> • Daily and multiple enforcement by Civil Enforcement Officers would be required. <p>Competitors</p> <ul style="list-style-type: none"> • The competitors’ car parks in the Town centre has modernised their car parks for a more enjoyable customer experience.

Financial Information for Option 2

- 5.6 The cost of removing the Pay on Foot machines and the existing barriers would be £4,158. The purchase and installation of the Pay & Display machines would be £45,502 and £7,280 for

the changes to signage. In addition the Council would need to meet the redundancy cost of the kiosk staff £14,306 and the mobilisation/management cost of Apcoa £4,793. The £76,039 costs could be funded from the release of a provision of £110k that is no longer required relating to the old parking contract.

- 5.7 In order to maximise revenue savings, the annual maintenance cost of the new machines over the remaining 7 years of the contract, could be funded from the earmarked reserve for member initiatives relating to Environment projects, totalling £80,897.
- 5.8 Option 2 would enable a cashless solution to be introduced for customers, using the RingGo system which is used for on and off street parking throughout the Borough.
- 5.9 Based on current RingGo statistics relating to the usage across the Borough, Option 2 would provide savings of £8k per annum on Debit/Credit card charges, and the Council could receive up to £30k from the convenience charges.
- 5.10 The table below summarises the one-off costs, including a 10% contingency and funding, along with the on-going costs and savings for Option 2: -

One-Off Costs	£	
Purchase and installation of P & D machines	45,502	
Car Park signage and installation	4,280	
Removal & Disposal of Parkare equipment & barriers	4,158	
Kiosk staff redundancy costs	14,306	
Mobilisation & project management	4,793	
Contingency 10%	7,304	
	<u>80,343</u>	
Funded from the release of a provision no longer required	-80,343	
Revenue costs and savings	£	£
Existing costs		
Equipment maintenance	8,890	
Existing Dr/Cr card charges	18,000	
Kiosk staff	42,626	
	<u>69,516</u>	
Proposed costs and income		
Litter picks	14,400	
Management of enforcement of car park	57,633	
0.5fte Civil Enforcement Officer	12,710	
Dr/Cr charges for RingGo payments	10,000	
Income from convenience charges	-30,000	
	<u>64,743</u>	
Net annual saving from Option 2		<u>-4,773</u>
On-going maintenance costs		
Equipment maintenance for remaining 7 years of contract	80,897	
Funded from the Earmarked Reserve for Member Initiatives (Environment Projects)	-80,897	

6. Option 3 – ANPR Solution

- 6.1 The third option is to modernise the technology within the car park by using an ANPR ‘Pay on Exit’ solution for both the Public and Staff parking areas.

- 6.2 This proposal would require a completely new system, including new pay on foot machines, new barriers, new ANPR cameras, and new information signs as well as a new server for the ICT platform.
- 6.3 The principle behind the ANPR solution is to give the customer a much better experience of using the car park, allowing a much quicker and seamless experiences.

The Customer Journey

- 6.4 The customer would drive up to the entrance barriers and once stopped, the ANPR cameras would capture the vehicle registration, and then allow the vehicle to enter the car park. This will take a few seconds.
- 6.5 No ticket would be issued to the customer, they would simply need to enter the car park and park their vehicle.
- 6.6 When the customer wished to leave the car park, they can choose to pay via one of the four pay stations within the car park or by the cashless app.
- 6.7 As no ticket will be issued on entry of the car park, the customer would need to input their vehicle registration into the pay station, the machine will calculate the payment due and then the customer can pay by cash (coins and notes) or credit / debit card by either a contactless payment and or by using a chip and pin payment.
- 6.8 If a customer were to input their registration incorrectly, 'fuzzy technology' would look at the registration inputted and match it to a valid registration within the car park. The customer can then select the correct vehicle registration from a list of possible matches and then pay for their parking session.
- 6.9 If the customer prefers, they can pay for their parking session via a parking cashless application. The customer would need to download the application and register their details, once this has been completed they would simply input their vehicle registration and the application will work out the payment amount due. The customer can then pay by using their credit / debit card.
- 6.10 Once the customer has paid, they simple drive up to the exit barrier, briefly stop to allow the ANPR camera to read their registration, confirm they have paid for their parking session and raise the barrier allowing the vehicle to exit the car park. This process will only take a few seconds.

Cashless Payments

- 6.11 The Council already has a cashless provider via the Apcoa contract which is available in all surface run car parks. Unfortunately RingGo does not have the facility to work in car parks that are pay on exit.
- 6.12 It is therefore proposed that a new cashless application is introduced in the Civic Offices Car Park, this would have the same terms and conditions as RingGo, where there would be a 20p convenience fee payable by the customer.
- 6.13 As with the current cashless solution, this application would allow 3.6p of the convenience fee paid, to be passed directly to the Council.

Remote Assistant

- 6.14 With this option the car park would no longer need to be manned by the Car Park Attendants, instead an intercom system for remote customer assistance could be used.
- 6.15 If a customer required assistance or is a Disabled Badge Holder required free entry, they would press the intercom button by the barrier and this would link directly to a control room. From this room, a customer advisor would have full access to controlling the barriers to fully assist the customer.
- 6.16 Currently the barriers in the car park are manned by an attendant between the hours of 7am and 9pm Monday to Saturday and 8am to 7pm hours on a Sunday. With the facility of the 'Remote Assistant', the barriers could be closed 24/7, stopping any customer possibly avoiding payment.
- 6.17 The Hill Car Park will still be manned by an attendant, therefore in cases of an emergency the Car Park Attendant from the Hill could be contacted and come to the Civic Offices Car Park to assist a customer, if required.

Staff Parking

- 6.18 Staff that park in the segregated staff entrance currently have to scan their work pass at the barrier to enter and exit the car park. With the use of the ANPR cameras, this would no longer be required as the staff vehicle registrations could be added to a 'white list' to allow automatic entry.
- 6.19 There would be the facility for staff to be able to link multiple vehicles against their name so that they could take different cars to work, however the system would only let one vehicle into the car park at one time.
- 6.20 Another advantage of the ANPR option is that there would be the facility to link specific days and times to match with an employees working hours. This will allow the Council to have more control over the use of these parking sessions and help with the pressure of more parking spaces being allocated to staff than is currently available, this also fits within the Councils Transformation Accommodation Agenda.

Permits/Pre Booked Sessions

- 6.21 The system would be able to link with the Councils existing permit systems to allow season tickets holders to seamlessly enter and exit the car park.
- 6.22 This proposal provides the Council with a platform capable of integrating special-offers, encouraging local retailers and hotel/leisure facilities to recommend the use of the Civic Centre car park to their customers. This is operated via the issuance of barcodes by the retailer/hotel that can be scanned and redeemed at the proposed payment terminals, reducing the required payment in line with the agreed offer.
- 6.23 The Advantages and Disadvantages of Option 3 are listed below:

Operational Advantages of an ANPR solution	Operational Disadvantages of an ANPR solution
Ticketless system: <ul style="list-style-type: none">• Decreased stationary costs• No lost tickets, therefore no risk of the customer being charged a full days	Bad Weather <ul style="list-style-type: none">• In extreme weather conditions (such as snow), the ANPR cameras may have difficulties reading the vehicle registration.

<p>parking.</p> <ul style="list-style-type: none"> • Stops maintenance faults with jammed tickets. <p>Payment:</p> <ul style="list-style-type: none"> • Coins, Credit/Debit Cards chip and pin and Contactless payments accepted at machines. • Payment can be made by a parking cashless system. • Reduces the amount of Pay on Foot machines required, decreasing the Councils cost on purchasing, installing and maintenance. • Less cash collections will be required as customers will be encouraged to use cards. • Better security and risk as less cash received. • More robust systems than exiting equipment, less machine downtime, increasing revenue. <p>Customer Journey</p> <ul style="list-style-type: none"> • A more modern and enjoyable customer journey. • No need to queue at machines or look for change. • More payment options, including a cashless payment system. • Faster Vehicle throughput as no waiting time at barriers, reducing the carbon footprint . • Pay on exit, no risk of getting a Penalty Charge Notice for not paying to park or overstaying. <p>Staff Parking</p> <ul style="list-style-type: none"> • Staff vehicles registrations can be added to a white list, no need to have their staff passes. • Can have multiple vehicles linked to a member of staff but only one vehicle can enter at one time. • Can set specific days and times that car entry is allowed to match working patterns. <p>Reporting</p> <ul style="list-style-type: none"> • Real time and historic reporting of the usages of the car park, peak times and staff usage by a web based reporting system. <p>Kiosk</p> <ul style="list-style-type: none"> • Removes the need for the Kiosk and the Kiosk staff. Live cameras can be linked up to a control room to allow for 24-hour access and support. 	<p>Vehicle Registrations</p> <ul style="list-style-type: none"> • The customer will need to remember their vehicle registration to pay for their parking session. The system will allow for a mismatch of up to two characters. <p>On site staff</p> <ul style="list-style-type: none"> • No need for onsite attendants would be reliant on remote assistance. <p>Disabled Badge Holders</p> <ul style="list-style-type: none"> • Disabled Badge holders can still park free, however they would need to Request remote assistance when exiting the car park.
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<p>Payment Validation</p> <ul style="list-style-type: none"> • Opportunities for the Council to allow retailers to validate parking in the car park if the customer uses their facilities. <p>Enforcement</p> <ul style="list-style-type: none"> • No need for Civil Enforcement Officers to patrol the car park as payment will be essential before exiting the car park. <p>Future of enforcement of ANPR</p> <ul style="list-style-type: none"> • Currently Local Authorities are not permitted to enforce car parks by ANPR, however private car parks are. London Councils are reviewing this and if agreed in the future, parking services would be equipped to issue Penalty Charge Notices via ANPR. There would be no need for barriers as the Council would rely on the cameras to capture the vehicles registrations and PCNs would be sent in the post to any motorist who did not pay to park. 	
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Financial Information for Option 3

- 6.24 The Civic Offices car park maintenance and Kiosk staffs are part of the APCOA Parking contract, therefore if the car park was to be changed to an ANPR solution there would be some savings on the existing contract price.
- 6.25 The Parking Contractor has approached the market on the Council's behalf and the below is the most competitive price to install the new solution and details of how this would impact the existing contract price.
- 6.26 The estimated cost of the equipment and installation is £141,768. As in Option 2, there are costs of £4,158 for the removal of the Parkare equipment and barriers, £14,306 for redundancy costs and £4,793 for the project management and mobilisation costs. A 10% contingency sum has also been added.
- 6.27 It is proposed that the £181,528 one-off costs are funded from the release of a provision of £110k that is no longer required relating to the old parking contract and the remaining balance of £71.5k, funded from the earmarked reserve for member initiatives relating to Environment projects.
- 6.28 In order to maximise revenue savings, the annual maintenance cost of the new machines over the remaining 7 years of the contract, could be funded from the earmarked reserve for member initiatives relating to Environment projects, totalling £80,897.
- 6.29 The table below summarises the one-off costs and funding, along with the on-going costs and savings for Option 2: -

One-Off Costs	£	£
ANPR units	28,471	
Barrier/intercom equipment	44,396	
Pay on Exit machines	21,081	
Equipment installation & networking	27,258	
Signage	7,280	
PermitSmarti integration	11,550	
Software Licence	1,732	
Removal & Disposal of Parkare equipment & barriers	<u>4,158</u>	
		145,926
Kiosk staff redundancy costs		14,306
Mobilisation & project management		4,793
Contingency 10%		<u>16,503</u>
		<u>181,528</u>
Funded by:		
Release of a provision no longer required	-110,000	
Earmarked Reserve for member Initiatives - Env Projects	<u>-71,528</u>	
		-181,528
Revenue costs and savings	£	£
Existing costs		
Equipment maintenance	8,890	
Existing Dr/Cr card charges	18,000	
Kiosk staff	<u>42,626</u>	
		69,516
Proposed costs and income		
Litter picks	14,400	
Remote Assist	8,250	
Existing Dr/Cr card charges	<u>18,000</u>	
		<u>40,650</u>
Net annual saving from Option 3		<u>-28,866</u>
On-going maintenance costs		
Equipment maintenance for remaining 7 years of contract		80,897
Funded from the Earmarked Reserve for member Initiatives - Env Projects		-80,897

7. Conclusion

- 7.1 The three options for this car park all have different advantages and disadvantages to the customer as well as the Council.
- 7.2 Officers are aware that the current facilities are not up to a high standard and will potentially stop customers from returning to use the car park again, therefore the equipment needs to be updated to make the customer experience a more pleasant one and to assist with the maintenance of the old machines breaking down.
- 7.3 Officers recommend that Option 3 be implemented as it would be the most beneficial option to the thriving town centre as well as the Council.

8. Timescales

- 8.1 It is proposed that if this recommendation is agreed, that the Go Live date for these changes would be the 1st April 2020. This will leave sufficient time for mobilisation of these changes with a minimal impact to the car park. There would be no need to close the car park, therefore there will be no lost income to the Council.

9. The Hill Car Park

- 9.1 There is an opportunity to move some of the more reliable pay stations from the Civic Offices car park to the Hill car Park, improving the customer experience in this car park at the same time.
- 9.2 There are on-going discussions on the future of the Hill Car Park; however the equipment is also old and coming to the end of its lifespan. If it is agreed to keep the Hill as a car park to the public (possibly after redevelopment), the equipment would also need to be refreshed in keeping with the above proposal.
- 9.3 If the ANPR solution were approved, this would allow the Hill Car Park to be added to the same system, which would reduce the implementation costs for this car park.

10. IMPACT ON VULNERABLE ADULTS AND CHILDREN

- 10.1 Minimal impact, larger spaced disabled bays will still be available for those motorists who are Disabled Badge Holders and they will still be able to park for free. No on site attendant will be present to assist with any problems, however a help intercom will be linked up to a call centre who will be able to provide support and remotely open the barriers when necessary. The attendant from the Hill car Park will be able to come to the Civic Offices Car Park if required.

11. POLICY IMPLICATIONS

- 11.1 The Parking Strategy (2011) sets out Bromley's parking policies.

12. FINANCIAL IMPLICATIONS

- 12.1 Officers are recommending that the Portfolio Holder agrees to implement Option 3, the ANPR solution for the Civic Centre car Park.
- 12.2 It is proposed to fund the one-off costs of £181.5k from the release of a provision of £110k, which is no longer required for the old parking contract and £71.5k from the Earmarked Reserve for Member Initiatives for Environment Projects. This reserve currently has an unallocated balance of £437k, after allowing for the £54k to be allocated for the idling enforcement, detailed in a report elsewhere on this agenda.
- 12.3 Option 3 provides annual savings of £28.9k, if it is agreed to fund the on-going equipment maintenance costs for the next 7 years from the Environment Projects Earmarked Reserve. If this is not agreed, the annual saving will be £17.3k.

13. PERSONNEL IMPLICATIONS

- 13.1 There is no proposed impact on the employment of the existing staff, however it should be noted that officers will have more control over the parking facilities for the staff who currently park in the Civic Offices car park, which will help with the pressure of more parking spaces being allocated to staff than is currently available, this also fits within the Councils Transformation Accommodation Agenda.

14. LEGAL IMPLICATIONS

- 14.1 Advice has been sought from Bromley Legal who has confirmed that the proposal from APCOA Parking to implement an ANPR solution within the Civic Offices car park can be agreed via the existing contract, although a Change Control Notice would need to be completed and signed by both parties.

15. PROCUREMENT IMPLICATIONS

- 15.1 Following Approval, the requirement for an ANPR solution to be provided by APCOA must be applied via a suitable Change Control Notice, as specified in the contract.
- 15.2 The actions identified in this report are provided for within the Council’s Contract Procedure Rules, and the proposed actions can be completed in compliance with their content and the requirements of the Public Contracts Regulations 2015.

Non-Applicable Sections:	N/A
Background Documents: (Access via Contact Officer)	