

## Action Plan for delivery of off street parking

Purpose of Project: To procure alternative deliver arrangements for the off street parking in all 18 Council car parks

Project Team: Peter Lowe (RTAA), Kim Durrani, Amanda Hoadley, Karen Simister, Shane McNamara, Fareeza Sheikh, Angelo Stephen, Jarek Trykozko, Rona Carroll, Wendy Gains, Simon Alferd

No	Activity	Objective	Action	Responsible person	Current Status	Target Completion	Red, Amber Green	Next step
1	Tender Specifications	Prepare tender set of documents to include specs for: Off street enforcement, cash collections and first line maintenance for all 18 car parks	Develop specifications, schedule of rates showing hours of deployment	RTAA	in progress	May-16	Amber	
2	Enforcement in Lee Valley Regional Park Authority Car Park in Waltham Abbey	To consider to take over enforcement in LVRP car park in Waltham Abbey, if business case is viable	Seek Cabinet approval for inclusion of the car park in this procurement	Kim Durrani/Amanda Hoadley	Decision required	Jun-16	Amber	Cabinet
3	Procurement Methodology	To decide Open or restricted procedure	Cabinet decision seeking guidance	Project Team	Decision required	09-Jun	Amber	Cabinet
4	First draft set of contract documents	To prepare a full set of contract documents for tender	EFDC specific specifications/Conditions of Contract, Technical Specification	RTAA/Team		mid may 2016	Amber	
5	Tender evaluation methodology	Agree this before the tenders are invited, who will evaluate and evaluation criteria score	develop methodology and get approval from Cabinet	Kim Durrani/Amanda Hoadley		09-Jun	Amber	Cabinet
6	Length of contract	to agree the length of contract	develop methodology and get approval from Cabinet	Kim Durrani/Amanda Hoadley		09-Jun	Amber	Cabinet
7	Staffing restructure	to be managed in house	Review staffing requirements and restructure the Car Parking Team, Administration and back office challenges	Kim Durrani/Peter Lowe		Cabinet 14 July	Green	
8	Hardware	by the provider	include in the tender	Peter Lowe		mid May 2016	Green	
9	Software	by the provider	include in the tender	Peter Lowe		mid May 2016	Green	
10	IT systems	hosted by the provider	include in the tender	Peter Lowe		mid May 2016	Green	
11	Legal authority of EFDC to enforce DPE in car parks	Check how EFDC derived authority to enforce DPE in off street car parks	to check with DFT	Peter Lowe		mid April 2016	Amber	
12	Cashless payments, which system are we using	MiPermit etc.		Peter Lowe		mid April 2016	Green	
13	Virtual permits			Peter Lowe		mid April 2016	Green	
14	Online case management	ability for PCNs to be paid on line	to add to the specifications	Peter Lowe		mid May 2016	Green	
15	Service enhancements, value added services	what else can they offer						
16	TUPE	will it be covered and how	NEPP and G4S will have to be contacted, at what stage?	Fareeza Sheikh			Red	EFDC to ask NEPP for potential Tupe List
17	List of questions for NEPP	what we need to ask	data migration, chipside etc.	Peter Lowe			Green	
18	Pension strain	will it apply from NEPP to EFDC TUPE		Fareeza Sheikh			Green	
19	ICT hosted systems	options to pay on the phone, online etc.	what options are available	Angelo			Green	
20	Data management	responsibility for data	when does the data become EFDC responsibility, e.g. PCN information passed between provider and EFDC	Angelo			Green	
21	MiPermit	keep them or get a new one	talk to them about migration to EFDC	Kim Durrani		mid May 2016	Amber	
22	Fall back option	in house is only considered when the bids are not within the budget envelope	if we do not a get a good bid then get a temporary arrangement in place with a provider by SLA providing CEOs etc.	Kim Durrani/Peter Lowe		October	Red if this becomes the case, due to cost risks	
23	Policies and strategies	to ensure policies and strategies are in place	ask bidders to provide enforcement policies	Peter Lowe/Amanda Hoadley		mid May 2016	Green	
24	Policies and strategies		strategies for dealing with cash less and other policies and strategies	Peter Lowe/Amanda Hoadley		mid May 2016	Green	
25	Appeals process	engage with TPT/TEC and DVLA	To be able to deal with pcn challenges	A Hoadley/Fareeza			Amber	
26	Location plan and TRO for all car parks	to ensure the car park location and area is clear	include clear maps of location of car parks and the off street places parking order from NEPP	Amanda Hoadley		mid May 2016	Green	