



ADUR & WORTHING
COUNCILS

**Record of Officer
Executive Decision**
Decision Ref: DforDS&R/019/21-22
Date of Decision: 21 February 2022

If you have any questions about this decision please contact Democratic Services on 01903 221006 or email democratic.services@adur-worthing.gov.uk

Record of Decision: DforDS&R/019/21-22 Award of Civil Parking Enforcement Contract

Decision taken by: Director for Digital Sustainability & Resources

Declaration of Disclosable Pecuniary Interests:

I do not have a disclosable pecuniary interest, or conflict of interest.

Delegated authority:

The Joint Strategic Committee made the following decisions on the 9th November 2021:

1. authorised Adur District Council and Worthing Borough Council entering into a new agency agreement with West Sussex County Council, on the terms set out in this Agreement, for the delivery by the Councils of Civil Parking Enforcement services for West Sussex County Council, to commence 1st April 2022;
2. authorised officers to procure services for a Civil Parking Enforcement Supplier to carry out those Services; and
3. delegated authority to the Director of Digital, Sustainability & Resources to enter into a contract with the most economically advantageous supplier from the tender process to commence on 1st April 2022 for a term of 5 years with the option to extend for a further 2 years.

Decision:

The Council has carried out an over the threshold open procurement process. As a result, the Council would like to award the contract for the provision of the Civil Parking Enforcement services to Marston Holdings Limited (MHL).

Key Decision: Yes

Reason For Decision:

To provide civil parking enforcement services and Controlled Parking Zone management in the council areas and for the contract to start 1st April 2022 and will fulfill the following:

- On and Off-street enforcement
- Pay and Display machine maintenance

- Pay and Display cash collection
- On-Street permit management (including bay suspensions and dispensations)
- Season ticket processing

MHL is a leading expert in providing Civil Parking Enforcement services and has been an incumbent since 2007.

Alternative Options Considered:

None as a fully compliant open tender was undertaken for the procurement of Civil Parking Enforcement Services.

Other Matters Considered:

| | | | |
|-------------------------|---|-----------------------------|---|
| Legal Advice and Issues | x | Financial Advice and Issues | x |
| Sustainability Issues | x | Equality Issues | x |
| Community Safety Issues | x | Human Rights Issues | x |
| Reputation | x | Risk Assessment | x |
| Health & Safety Issues | x | | |

Consultation:

Consultation was undertaken with key officers internally from Parking Services, Finance, Procurement

Background Papers:

- [JSC Report Agenda Item 6 \(9 November 2021\)](#)

Call-in: The call-in deadline for this decision will be 5:00pm on 28 February 2022

Signed: 

Dated: 21 February 2022

Name: Paul Brewer - Director for Digital Sustainability & Resources

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