

OFFICER DELEGATION SCHEME RECORD OF DECISION

Date: 14/08/26	Ref No: PLACE BGI277
Responsible Officer: Liz Gudgeon, Major Projects Manager (Prestwich)	
Title/Subject matter: Prestwich Village Regeneration Project: Appointment of APCOA Parking (UK) Limited as operator of the Prestwich Travel Hub.	
Budget/Strategy/Policy/Compliance:	
(i) Is the decision within an Approved Budget?	Yes
(ii) Is the decision in conflict with the Council's policies, strategies or relevant service plans?	No
(iii) Does the decision amend existing or raise new policy issues?	No
Is publication still required? (see guidance)	Yes

Details of Operational Decision Taken:

On 11th March 2026, Cabinet approved a report seeking delegated authority to appoint a third-party operator for the Prestwich Travel Hub. This approval formed a key milestone in ensuring that appropriate operational management arrangements would be in place ahead of the facility becoming fully operational.

The link to the Cabinet minute is here: [Decision - Prestwich Village Regeneration Project: Delegated Authority to Appoint the Third-Party Operator for Phase 1A \(Travel Hub\) - Bury Council](#)

Following this approval, and subsequent completion of a compliant procurement process, the Council has progressed through to contract award stage and has entered into contract with the preferred third-party operator APCOA Parking (UK) Limited as the operator of the Prestwich Travel Hub. Early and swift entry into contract was crucial to maintain the delivery timescale of APCOA's mobilisation programme to be ready to open the facility once the building has been handed over to the Council. This is currently scheduled to be by the end September 2026.

In line with the approval at Cabinet, this Operational Decision Form is recording the approval of the Executive Director of Place, the Director of Regeneration and Project Delivery, Director of Law and Governance and Director of Finance.

There is a further Cabinet report on the Forward Plan for 9th September 2026 that will formally acknowledge APCOA Parking (UK) Limited as the appointed third-party operator for the Prestwich Travel Hub.

This operational decision form will ensure a clear and transparent audit trail of decision-making, in accordance with governance and accountability requirements.

To confirm, the contract has been agreed for an initial term of three years, with the option to extend for a further two years (as set out in the invitation to tender document), subject to satisfactory performance and ongoing service requirements. This structure provides both stability in the early years of operation and flexibility for the Council to review performance and future needs over the longer term.

The appointment of APCOA Parking (UK) Limited represents a significant step in the delivery of the Prestwich Travel Hub, ensuring that a robust and experienced operational partner is in place to support the successful launch and ongoing management of this key piece of infrastructure within the wider Prestwich regeneration programme.

Approval to recruit to newly created vacancies

NB: Chief Officer graded roles require AD HR and AD Finance approval

Not Applicable

Decision made by:	Signature:	Date:
Director:		26/08/26
Executive Director:		18/08/26
Advised by HR Business Partner		
Chief Officer – Jacqui Dennis		26/08/2026
Advised by Finance Business Partner	Alison Bennett	19/08/26
Chief Officer graded roles: Assistant Director of HR		
Chief Officer graded roles: Advised by Assistant Director Finance / Chief Accountant		
Member Consulted (only if applicable) [see note 4 below]		

Notes

1. In most cases a single signature is required in accordance with the Table below.
2. The form must be published if expenditure is over £100K. However, this must be after all the required contract documentation has been completed. This is to avoid publishing exempt confidential information.
3. A report to Cabinet must be made if expenditure is over £500K.
4. In a small number of cases in accordance with the requirements of the Officer Delegation Scheme, consultation is required from the appropriate Cabinet Member who must sign the form to confirm that they have been consulted and that they agree with the proposed action. Please refer to the Guidance.
5. This form must not be used for urgent decisions.
6. Where there is any doubt officers should always err on side of caution and seek advice from Democratic Services, the Monitoring Officer or Corporate Procurement where applicable.

EXPENDITURE APPROVAL TABLE

Approval Limit	Approval By (in consultation with Finance & HR Business Partner)	
Over £500,000	Cabinet.	
Over£250,000 to £500,000	Chief Executive	
Over£100,000 to £250,000	Executive Director	
Over £50,000 to £100,000	Director/Assistant Director	
Over £10,000 to £50,000	Head of Service	
Up to £10,000	Service Lead	

For Chief Officer Graded Roles:

Assistant Director HR Approval
Director Finance / Chief Accountant Approval
Director Legal