



**Oversight and Governance**

Chief Executive's Department  
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## **CABINET**

Thursday 11 August 2022  
3.30 pm  
Council House, Plymouth

**Members:**

Councillor Bingley, Chair  
Councillor Shayer, Vice Chair  
Councillors Drean, Carlyle, Dr Mahony, Patel, Smith, Stoneman and Wakeham.

Members are invited to attend the above meeting to consider the items of business overleaf.

This meeting will be webcast and available on-line after the meeting. By entering the Warspite room, councillors are consenting to being filmed during the meeting and to the use of the recording for the webcast.

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**Tracey Lee**

Chief Executive

# Cabinet

## Agenda

### Part I (Public Meeting)

#### 1. Apologies

To receive apologies for absence submitted by Cabinet Members.

#### 2. Declarations of Interest

Cabinet Members will be asked to make any declarations of interest in respect of items on this agenda.

#### 3. Minutes (To Follow)

To sign and confirm as a correct record the minutes of the meeting held on 7 July 2022.

#### 4. Questions from the Public

To receive questions from the public in accordance with the Constitution.

Questions, of no longer than 50 words, can be submitted to the Democratic Support Unit, Plymouth City Council, Ballard House, Plymouth, PL1 3BJ, or email to [democraticsupport@plymouth.gov.uk](mailto:democraticsupport@plymouth.gov.uk). Any questions must be received at least five clear working days before the date of the meeting.

#### 5. Chair's Urgent Business

To receive reports on business which, in the opinion of the Chair, should be brought forward for urgent consideration.

#### 6. Leader's Announcements: (Verbal Report)

#### 7. Cabinet Member Updates: (Verbal Report)

#### 8. Finance and Capital Monitoring Report Month 3: (To Follow)

#### 9. Modern Slavery Update: (Pages 1 - 30)

#### 10. Community Equipment Service Contract Award Report: (Pages 31 - 48)

#### 11. Exempt Business

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000. At the time this agenda is published no representations have been made that this part of the meeting should be in public. (Members of the public to note that, if agreed, you will be asked to leave the meeting).

**Part II (private meeting) Agenda**

MEMBERS OF THE PUBLIC TO NOTE that under the law, members are entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.

**12. Community Equipment Service Contract Award Report: (Pages 49 - 50)**

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# Cabinet



Date of meeting:	11 August 2022
Title of Report:	<b>Modern Slavery Update</b>
Lead Member:	Councillor Rebecca Smith (Cabinet Member for Homes & Communities)
Lead Strategic Director:	Giles Perritt (Assistant Chief Executive)
Author:	Laura Hill, Policy and Intelligence Advisor
Contact Email:	Laura.hill@plymouth.gov.uk
Your Reference:	MS 11.08.22
Key Decision:	No
Confidentiality:	Part I - Official

## Purpose of Report

This report provides an update to Cabinet on the ongoing work within the Council to tackle and prevent modern slavery. The Council has made a commitment to tackle modern slavery and publish a modern slavery statement annually and review the Council's Modern Slavery Policy.

## Recommendations and Reasons

The paper asks Cabinet to:

- Note the progress made on the delivery of the Modern Slavery Action Plan (21/22) and the next steps required to further tackle modern slavery.
- Agree the updated Modern Slavery Statement.
- Agree the refreshed Modern Slavery Policy.

## Alternative options considered and rejected

The option to do nothing has been rejected as the Council has made a commitment to combat modern slavery within its supply chains. A failure to publish an up-to-date Modern Slavery Statement and take action to prevent modern slavery could lead to the council incurring financial and legal penalties and could cause reputational damage.

## Relevance to the Corporate Plan and/or the Plymouth Plan

The Council's Corporate Plan sets out our ambition to be one of Europe's most vibrant waterfront cities, where an outstanding quality of life is enjoyed by everyone. Taking action to eradicate modern slavery either within our own supply chains or within the wider community aligns with all our corporate values;

- Democratic – we will empower people to make change happen
- Responsible – we are accountable for our actions and the impact we have on others
- Fair – we will treat everyone with respect and champion fairness
- Collaborative – we will provide strong community leadership and work together.

**Implications for the Medium Term Financial Plan and Resource Implications:**

No financial costs will be incurred by approving the updated modern slavery statement. Any resource requirements will be met from existing staff resources.

**Financial Risks**

No financial risks are anticipated by approving this paper.

**Carbon Footprint (Environmental) Implications:**

There are no implications for the Council's Carbon Footprint.

**Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:**

*\* When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.*

There are no anticipated equality impacts associated with this decision. An equality impact assessment will be published alongside the final paper to demonstrate that the Council has given 'due regard' to equality under its PSED.

**Appendices**

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Modern Slavery Action Plan 2021-22 update							
B	Modern Slavery Statement 2021-22							
C	Modern Slavery Policy (July 2022)							
D	Modern Slavery Equality Impact Assessment							

**Background papers:**

*\*Add rows as required to box below*

*Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.*

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
	1	2	3	4	5	6	7

**Sign off:**

Fin	pl.22. 23.86.	Leg	LS/39 030/A C/3/8 /22	Mon Off		HR	KB01 0820 22	Asset s		Strat Proc	HG/PS/64 7/CP/0822
Originating Senior Leadership Team member: Giles Perritt (Assistant Chief Executive)											
Please confirm the Strategic Director(s) has agreed the report? Yes Date agreed: 03/08/2022											
Cabinet Member approval: Councillor Rebecca Smith (Cabinet Member for Homes & Communities) approved verbally. Date approved: 19/07/2022											

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# MODERN SLAVERY UPDATE 2021/22

Cabinet - 11 August 2022



## 1. SUMMARY

This paper sets out the progress made against the Modern Slavery Action Plan 21/22 and asks Cabinet to note the progress made in tackling and preventing modern slavery within the Council. Building on the success of the Modern Slavery Action Plan (21/22) this paper sets out a new Modern Slavery Statement for this financial year which includes further steps that we plan to take to combat modern slavery and a refreshed Modern Slavery Policy.

The Modern Slavery Statement provides an update on our progress to combat modern slavery to date along with our planned activity for the coming year. The Modern Slavery Policy remains largely the same, only minor changes have been made. These include new references to safeguarding and equality and diversity.

## 2. BACKGROUND

Modern slavery is defined by the Government as 'the recruitment, movement, harbouring or receiving of children, women or men through the use of force, coercion, abuse of vulnerability, deception or other means for the purpose of exploitation. It includes holding a person in a position of slavery, servitude forced or compulsory labour, or facilitating their travel with the intention of exploiting them soon after.' Modern Slavery is a crime under the Modern Slavery Act 2015<sup>1</sup>.

The Modern Slavery Act (2015) (MSA) sets out a range of measures on how modern slavery and human trafficking should be dealt with in the UK. As reported last year, in January 2019, the Home Office published its Second Interim Report from the Independent Review of the MSA, covering transparency in supply chains. In summary the review called for current legislation to be strengthened.

The recommendations made from the review centred on seven areas, including the recommendation that Section 54\* should be extended to the public sector:

- Local government, agencies and other public authorities should publish a statement if their annual budget exceeds £36 million.
- Government should strengthen its public procurement processes to make sure that non-compliant companies in scope of section 54 are not eligible for public contracts.
- Crown Commercial Service should keep a database of public contractors and details of compliance checks and due diligence carried out by public authorities. The database should be easily accessible to public authorities for use during the procurement process.

(\* Section 54 of the Modern Slavery Act 2015 requires commercial organisations carrying out business in the UK, with a turnover of at least £36 million, to prepare and publish a slavery and human trafficking statement for each and every financial year).

Taking on board the recommendations and following a consultation period, the Government announced in September 2020 future changes to the reporting requirements for modern slavery statements, that would help to ensure there is transparency in supply chains, but these changes have not yet come into effect.

However, in May 2022 the Government set out the Modern Slavery Bill within the Queen's Speech which reflects the recommendations. The Bill aims to strengthen the protection and support for victims of human trafficking and modern slavery. It also aims to increase the accountability of

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<sup>1</sup> Definition of modern slavery via Public Health England, (2017) Research and analysis Modern slavery (Online) Available at: <https://www.gov.uk/government/publications/modern-slavery-and-public-health/modern-slavery-and-public-health#definition-of-modern-slavery>

companies and other organisations to tackle modern slavery in their supply chains. The main elements of the Bill include:

- Strengthening the requirements on businesses with a turnover of £36 million or more to publish an annual modern slavery statement which sets out steps taken to prevent modern slavery in their operations and supply chains.
- Mandating the reporting areas to be covered in modern slavery statements; requiring organisations to publish their statements on a government-run registry, extending these requirements to public bodies and introducing civil penalties for organisations that do not comply with the requirements.
- Strengthening the operation of Slavery and Trafficking Prevention Orders and Slavery and Trafficking Risk Orders, which place conditions on an individual, to prevent and disrupt modern slavery crimes and better protect victims. These will be backed up by criminal sanctions for any breaches.

### **3. MODERN SLAVERY NATIONALLY**

The National Referral Mechanism (NRM) and Duty to notify (DtN) statistics covering quarter 1 2022 were released on Thursday 12 May. The statistical bulletins provide a summary of the number of potential victims of modern slavery referred to the NRM from 01 January to 31 March 2022. The statistics show that:

- 3,777 potential victims of modern slavery were referred to the Home Office in quarter 1 2022, representing a 13% increase compared to the preceding quarter (3,334) and a 29% increase from quarter 1 2021
- the number of referrals received this quarter is the highest since the NRM began in 2009 (the previous highest number was 3,343 in quarter 4 2019)
- 77% (2,906) were male and 23% (870) were female
- 54% (2,036) of potential victims claimed exploitation in the UK only and 35% (1,340) claimed exploitation overseas only
- the number of potential victims that claimed exploitation overseas this quarter is the highest since the NRM began (the previous highest number was 1,173 in quarter 3 2021)
- 54% (2,054) of referrals were for potential victims who claimed exploitation as adults and 39% (1,471) claimed exploitation as children
- adult potential victims most commonly claimed labour exploitation (33%; 681), whereas child potential victims were most often referred for criminal exploitation (46%; 670)
- the most common nationalities referred this quarter were Albanian, UK and Eritrean.

### **4. MODERN SLAVERY IN PLYMOUTH**

Modern slavery is relatively uncommon in Plymouth. Throughout 2022, Plymouth City Council has been involved with two enquiries / investigations relating to modern slavery. The most common forms of modern slavery in the city are sexual exploitation and labour exploitation.

Despite the low levels of modern slavery in the city, the Council is committed to combatting modern slavery. We are committed to ensuring the safety of women and girls in the city following the publication of the Violence Against Women and Girls Commission's report earlier this year. We are involved in extensive partnership work and work closely with partners such as the Police and Unseen who have extensive experience in this area. A Senior Safer Communities Officer from Plymouth City Council chairs Plymouth's Local Anti-Slavery Partnership and also represents Plymouth on the Regional Anti-Slavery Partnership alongside Devon & Cornwall Police's Modern Slavery Crime Lead.

Over the past 12 months, the Community Connections Department within Plymouth City Council has been involved in the National Crime Agencies Operation Aidant. This is a proactive engagement across the city following nationally set themes. Most recently, Operation Aidant focused on takeaways and restaurants delivery as part of a national project. Just under a hundred takeaways and restaurants were visited in a two-week period. The next Operation Aidant will focus on Child Trafficking and will take place in late 2022. The intelligence gathered during these Operations helps to shape our understanding of the modern slavery risks within the city.

The support provided to victims of modern slavery varies however, there is always a strong focus on the safety and wellbeing of the victim(s) and where appropriate, this includes the provision of temporary accommodation, access to support services, food and clothing provision and consideration if a referral into the National Referral Mechanism is required.

We have acknowledged the risk of modern slavery facing people fleeing from the war in Ukraine and have put process in place with our partners to mitigate this risk. An employment pathway is in place for people when they arrive in Plymouth to try to mitigate the risk of modern slavery by ensuring they are connected with the appropriate agencies and are supported to search for legal employment independently. In addition, working with providers we carry out wellbeing and property checks which helps us identify any red flags.

## 5. OUR PROGRESS AND MODERN SLAVERY STATEMENT

In 2021, the Council agreed on an organisational approach to tackle modern slavery. The Council has made progress in delivering against the Modern Slavery Action Plan (21/22) in the last 12 months, though further work is required.

The progress is focused on some key areas of work, specifically around ensuring that our supply chains are transparent, the most vulnerable members of our community are safeguarded and our employees are supported to identify and tackle modern slavery.

Examples of our activities during the past 12 months include;

- Provided training to procurement colleagues on ethical procurement.
- Continuing to require tendered contractors where applicable, to adopt a whistle-blowing policy.
- Developing modern slavery performance monitoring.
- Devoting a substantial part of 'Safer Plymouth Week' to raise awareness of modern slavery.
- Developing a modern slavery e-learning course.

Further detail on our progress is set out in **Appendix A**.

We now want to reiterate our commitment to tackling modern slavery and build upon our progress to date by publishing our Modern Slavery Statement for 2022/23.

Our new Modern Slavery Statement sets out our position and progress to date and can be found in **Appendix B**. It covers the six areas that the [Home Office's statutory guidance](#) recommends that we cover in our Statement:

1. Organisation structure and supply chains
2. Policies in relation to slavery and human trafficking
3. Due diligence processes
4. Risk assessment and management
5. Key performance indicators to measure the effectiveness of steps being taken
6. Training on modern slavery and trafficking

The Statement also sets out some of our next steps and these are reflected in our annotated Modern Slavery Action Plan (21/22).

In line with our commitment to review our Modern Slavery Policy annually, this has been done and minor changes have been made. The updated Modern Slavery Policy can be found in **Appendix C**.

## APPENDIX A: MODERN SLAVERY ACTION PLAN (APRIL 2021- MARCH 22) UPDATE

The table below sets out the actions we committed to taking in our Modern Slavery Action Plan between April 2021 and March 2022 and provides an update on our progress to date. It also sets out the next steps that we will take to further combat modern slavery within our organisation and city. These next steps will form the basis of our 2022/23 Modern Slavery Action Plan.

Principle	Action	Update	Next Steps	Responsible Dept.
Training and development	Provide annual training for staff of Corporate Procurement Service and Strategic Commissioning to understand modern slavery through the Chartered Institute of Procurement and Supply's (CIPS) online course on Ethical Procurement and Supply.	We provided training to all Corporate Procurement Service and Strategic Commissioning colleagues.	We will provide refreshed training to procurement and commissioning colleagues.  We will also create a modern slavery procurement guide to help officers understand modern slavery risks during their procurement activities.	Procurement Service & Strategic Commissioning
	Provide specific training and awareness for staff and partners in high-risk areas to address and highlight the requirements of the Modern Slavery Act.	Colleagues in Community Connections and other high-risk areas have been offered training in the in the financial year 21/22. A substantial amount of time during 'Safer Plymouth Week' was dedicated to modern slavery.	The next steps for 2022/23 will include rolling out training to Disabled Facilities Grant contractors. We will also aim to provide training to business areas in high-risk sectors such as delivery drivers.	Community Connections in partnership with Safer Plymouth
	Work with HROD to develop Modern Slavery awareness e-learning module as part of wider Safeguarding training.	We have developed a Modern Slavery e-learning course for our employees.	We will roll out our Modern Slavery e-learning course to our	HROD and Procurement Service

			employees and will promote this using our internal communication channels.	
	Continue to monitor national and local trends to target focused training sessions 'Identifying the Signs and Making Referrals'. Conduct Safer Plymouth training events with key partners to increase the awareness.	We have continued to work with our partners to monitor national modern slavery trends. In Plymouth, sexual exploitation and labour exploitation are the most common forms of modern slavery. A substantial amount of time during 'Safer Plymouth Week' was dedicated to modern slavery.	This action is part of our business as usual activity. We will continue to work with our partners to monitor national and local trends to inform the development of further focused training sessions throughout 2022/23.	Community Connections in partnership with Safer Plymouth
<b>Referrals</b>	Continue to promote the referral mechanisms for staff, suppliers and those in our communities for reporting any concerns around modern slavery.	There are generally low levels of modern slavery in Plymouth, however we have continued to promote the referral mechanism. A member of the Community Connections Department has worked closely with the Police to ensure that any issues which have been raised are reported and dealt with quickly and effectively.	We will continue to promote referral mechanisms as this action is part of our business as usual activity. We have included it here so that we do not lose oversight of all the work taking place to tackle modern slavery.	Community Connections in partnership with Safer Plymouth
	Complete referrals into the National Referral Mechanism which is the framework for identifying and referring potential victims of modern slavery and	We make referrals into the National Referral Mechanism where	This action is part of our business as usual activity. We will make	Community Connections in

	ensures they receive appropriate support and protection.	appropriate. This year we have not needed to make any referrals into the National Referral Mechanism.	refers into the National Referral Mechanism when appropriate. We have included this action here so that we do not lose oversight all of the work taking place to tackle modern slavery.	partnership with Safer Plymouth
	Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.	Procurement Service in the financial year 21/22 has not referred any suppliers to the National Crime Agency due to modern slavery concerns.	This action will move forward in 22/23 and will become the shared responsibility of Procurement and responsibility of the contract managers to report any emerging concerns. We will explore putting in place a process for contract managers to feedback their concerns to a central point for the appropriate action to be taken.	Procurement Service, Strategic Commissioning & Policy Team
	Continue to work with Police and other key partners through the National Police operation Aidant by targeting key locations across the city to proactively identify victims and offer support to them before their vulnerabilities are exploited and work with businesses most effective.	Community Connections has been involved in the National Crime Agencies Operation Aidant. This is a proactive engagement across the city following nationally set themes. Most recently, Operation Aidant focused on takeaways and restaurants delivery as part	The next Operation Aidant will focus on Child Trafficking and will take place in late 2022. The intelligence gathered during these Operations will continue to help shape our understanding of the	Community Connections in partnership with Safer Plymouth

		of a national project. Just under a hundred takeaways and restaurants were visited in a two-week period.	modern slavery risks within the city.	
<b>Procurement</b>	<p>I. Take account of ethical and modern slavery considerations in our procurement activities</p> <p>a. Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for noncompliance.</p> <p>b. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.</p> <p>c. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.</p>	<p>a. A pass/fail question about Modern Slavery Act 2015 compliance is included as part of our standard tender templates, to be used where applicable. We have not had to reject any tenders/request to participate in procurement activity due to non-compliance with this act.</p> <p>Reference to compliance to relevant legislation is also included within our standard Terms &amp; Conditions.</p> <p>To the Procurement Service's knowledge, no contracts have been terminated due to breaches with the act.</p> <p>b. Challenging abnormally low tenders has been built into our standard procurement approach.</p> <p>c. Reference to compliance to relevant legislation is</p>	<p>These actions are part of our business as usual activity. We have included them here so that we do not lose oversight of all the work-taking place to prevent modern slavery within our supply chains.</p> <p>Capturing contract termination as a result of non-compliance will be included in the proposed process above.</p>	Procurement Service, Strategic Commissioning & Policy Team



		also included within our standard Terms & Conditions.		
	<p>2. Review its contractual spending regularly to identify any potential issues with modern slavery.</p> <p>a. MODERN SLAVERY ASSESSMENT TOOL (MSAT) Registry and utilisation - The Government has developed MSAT – a free modern slavery risk identification and management tool for public bodies to use with their suppliers. The tool gives suppliers tailored good practice recommendations to improve their anti-slavery activity, from how they conduct risk assessments to ensuring their due diligence helps prevent debt bondage. MSAT can provide an individual supplier with a maximum of 35 tailored recommendations based on the six themes in the Home Office’s modern slavery guidance.</p>	We have registered for the Modern Slavery Assessment Tool and are exploring the implications for the Councils supplier base.	We will put forward a proposal to management for use of the tool.	Procurement Service & Strategic commissioning
	<p>3. Take account of ethical and modern slavery considerations in our contractual arrangements and as part of contract management.</p> <p>a. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.</p> <p>b. work in partnership with existing suppliers to improve protections and reduce the risk of exploitation of workers in their supply chains through use of the MSAT tool.</p>	<p>a. We have modern slavery website pages within the Procurement pages highlighting the importance of modern slavery to our suppliers.</p> <p>b. We have registered for the Modern Slavery Assessment Tool and are exploring the implications for the Councils supplier base.</p>	We will put forward a proposal to management for use of the tool.	Procurement Service & Strategic commissioning

<b>Whistleblowing</b>	Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.	We have published our Whistle-blowing Policy for our employees and have shared communication on this.	We will further raise awareness of our Whistle-blowing Policy.	Policy Team & Corporate Communications
	Require tendered contractors where applicable to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.	We have required our tendered contractors to adopt a whistle blowing policy. This is included within our standard Terms & Conditions.	This action is part of our business as usual activity. We have included it here so that we do not lose oversight of all the work-taking place to prevent modern slavery within our supply chains.	Procurement Service & Strategic commissioning
<b>Transparency</b>	Report publicly on the implementation of this policy annually.	We have reviewed our Modern Slavery Policy and have made minor amendments to it.	We will review our Modern Slavery Policy next year and where appropriate update it as required.	ALL
	Through our wider responsibilities, Plymouth City Council will work together with our group of companies.	The Procurement Service procure on behalf of a number of Council owned companies, the pass/fail question about Modern Slavery Act 2015 compliance is included when relevant.  We are also actively supporting these organisations in the development of their own	This action is part of our business as usual activity. We have included it here so that we do not lose oversight of all the work-taking place to prevent modern slavery within our supply chains.	Procurement Service & Policy Team

		policies which also consider modern slavery.		
	Develop robust set of KPIs to measure effectiveness of steps being taken.	We have started to develop a set of KPIs to measure our performance.	We will further develop our KPIs and use these to monitor our progress. We will report by exception where we have made formal modern slavery referrals.	All

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## APPENDIX B: MODERN SLAVERY STATEMENT 2022

Policy and Intelligence Team



### 1. INTRODUCTION

This is Plymouth City Council's Modern Slavery Statement for the financial year ending March 31, 2022. This Statement meets the voluntary requirements of Section 54 of the Modern Slavery Act (2015). It explains the steps that the Council took in the past year to identify, prevent and mitigate modern slavery in its operations and supply chains.

Plymouth City Council and its group of companies acknowledge the risk that modern slavery poses to individuals and communities. It supports the implementation of the Modern Slavery Act (2015) and welcomes the forthcoming strengthening of the legislation as set out in the Queen's Speech in May 2022. This will place a stronger emphasis on transparency in combatting modern slavery and ensuring the provision of support for victims.

Plymouth City Council is committed to eliminating the practices and conditions which may allow modern slavery to occur. The Council is part of the [Anti-Slavery Partnership](#) and works with partners and agencies across the South-West Peninsula and takes a collaborative approach to tackling the issue of modern slavery.

Progress has been made in addressing the content required within this Statement as recommended by the Home Office. We have made several commitments within this statement to ensure that we continue to monitor and take steps to tackle modern slavery within the city and our supply chains.

### 2. OUR POLICIES AND PROCEDURES

Our commitment and overarching approach to tackling modern slavery is set out in our *[Modern Slavery Policy]*. The Council also has several policies and processes which promote transparency and accountability when combatting modern slavery, such as our *[safeguarding]* and *[whistleblowing policies]*.

We encourage our staff to blow the whistle on any suspected examples of modern slavery. The Council's *[Whistleblowing Policy]* can be found on the Council's website. It was publicised at the point of publication of our Modern Slavery Statement. To encourage further use of the policy, it will be regularly publicised internally alongside information on how to spot modern slavery.

### 3. OUR PROCUREMENT ACTIVITY AND SUPPLY CHAINS

Plymouth City Council is an organisation with over 2,000 employees with an annual contracted spend of approximately £200m across both a local and national supply chain of over 3,500 different organisations. The Council, alongside its family of companies, deliver a range of services and support to our residents, communities and businesses.

The Council works in partnership with Destination Plymouth, Plymouth Waterfront Partnership, Plymouth City Centre Company, Plymouth Science Park amongst others to bring investment into the city and to support our visitor economy.

During the financial year 21/22, to minimise the risk of modern slavery within our supply chains we have:

- Required contractors to comply fully with the Modern Slavery Act (2015), wherever it applies – this is set out within Plymouth City Council (PCC) terms and conditions, which cover the large majority of our procurement activity.
- Required our contractors to adopt a whistle-blowing policy so that they can blow the whistle on any suspected examples of modern slavery.
- Challenged abnormally low tenders as part of our standard procurement approach.
- Carried out an illicit activity risk assessment for the Plymouth and South Hams Freeport to identify the risk of modern slavery from the initiative.
- Highlighted to our suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.
- Registered for the Modern Slavery Assessment Tool.
- Required procurement colleagues to complete the CIPS Ethical Procurement and Supply training module.

To further combat the risk of modern slavery within our supply chains in the financial year 22/23 we will:

- Fully understand the Modern Slavery Assessment Tool and its potential impacts to the supplier base.
- Work with our group of companies to ensure compliance with the Modern Slavery Act (2015).

#### **4. OUR EMPLOYEES AND MEMBERS**

Our corporate values of being democratic, responsible, fair and collaborative alongside our commitment to the Nolan Principles of Public Life minimises the likelihood of modern slavery occurring within the Council. We have rigorous HR policies and procedures in place and expect high standards and behaviour from all our employees. We acknowledge the important role that our employees and members have in tackling modern slavery.

Our People Strategy 2020 - 2024 sets out our vision for how we will work successfully, both with those who currently work for us and our future colleagues and partner organisations. We are committed to ensuring an equitable, transparent and fair approach to rewarding our employees and are proud of our adoption of the principles of the Foundation Living Wage which sit alongside our job evaluation and grading system. We have recently reviewed our approach to recruitment and selection to ensure that it is fair and accessible for everyone, reflecting our ongoing commitment to equality and diversity.

During the financial year 21/22, to minimise the risk of modern slavery within our organisation we have:

- Ensured the effective implementation and monitoring of our HR policies.
- Provided an employee assistance programme (EAP) to help support employees to deal with difficult and distressing situations including modern slavery.
- Required employees and members to conduct themselves in accordance with the 'Officers Code of Conduct' and 'Councillor's Code of Conduct' respectively.
- Developed a modern slavery e-learning course for all employees which will be rolled out in the coming year.
- Provided specific training and awareness for staff and partners in high-risk areas to address and highlight the requirements of the Modern Slavery Act.
- Followed our safeguarding policy and process when appropriate.

To further reduce the risk of modern slavery within our organisation in the financial year 22/23 we will:

- Continue to raise awareness of modern slavery and promote the referral mechanisms for employees, suppliers and those in our communities for reporting any concerns around modern slavery.
- Refresh the Council's modern slavery webpages.
- Refresh the Modern Slavery Tool Kit and share it with employees and partners.
- Roll out our e-learning modern slavery course to all employees and explore mandating this as part of the induction process for new starters.
- Provide training to members on how to identify and report suspected modern slavery.
- Create a modern slavery procurement guide to help officers understand modern slavery risks during their procurement activities.

- Report by exception on tender submissions which have been omitted due to the tenderer failing on modern slavery exclusion grounds within our standard procurement documentation.

## **5. UNDERTAKING DUE DILIGENCE AND MANAGING RISK AND PERFORMANCE**

This statement recommits us to continue to tackle modern slavery within our organisation and supply chains. This can be found on our website. We will ensure that progress against this statement is tracked and that the take up of any learning and development opportunities is closely monitored.

The Council is prioritising steps to achieve greater supply chain visibility. By increasing the visibility of our supply chains, the council will gain a better understanding of how and where to target our due diligence activity and what measures and goals we will need to set for ourselves in the future.

From an operational perspective, the Council has collaborated extensively with partners to identify and address modern slavery in the city - supporting the identification of victims and working to disrupt offenders.

## **6. REPORTING CONCERNS**

If you suspect that someone is in immediate danger, always contact Devon and Cornwall Police on telephone 999.

If an employee suspects modern slavery they should contact their line manager at their earliest opportunity and report their concerns.

Further information, help and assistance in combatting modern slavery can be found on our website.

Modern Slavery Act: <http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>

## **7. APPROVALS**

**This Statement was approved by Plymouth City Council's Cabinet on:  
Councillor Richard Bingley, Leader Plymouth City Council**

**This statement was approved by Plymouth City Council's Corporate  
Management Team on:**

**Tracey Lee, Chief Executive**



## APPENDIX C: MODERN SLAVERY POLICY

Updated July 2022



### INTRODUCTION

Plymouth City Council and its family of companies support the implementation of the Modern Slavery Act 2015 and are committed to eliminating practices and conditions which may foster modern slavery to occur.

Plymouth City Council expects its owned group of companies, joint venture partnerships, contractors, suppliers, and its staff, falling in scope of this legislation, to be aware of and comply with the requirements of the Act. We are committed to encouraging fair pay and working conditions in our own operations as well as within our wider supply chain and to eliminate modern slavery and human trafficking.

### WHAT IS MODERN SLAVERY?

The UK Modern Slavery Act was enacted in 2015 to create more transparency throughout organisational supply chains to uncover modern slavery abuses and human trafficking. Public bodies which have a budget of £36 million or more, including local authorities in England and Wales, will be required to regularly report on the steps they have taken to prevent modern slavery in their supply chains (<https://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>).

Modern slavery is a serious and often hidden crime in which people are exploited for criminal gain. The impact can be devastating for the victims.

Modern slavery takes many different forms in the UK, including:

- Forced labour; victims are forced to work against their will, often working very long hours for little or no pay in dire conditions under verbal or physical threats of violence.
- Debt bondage: victims are forced to work to pay off debts that realistically they never will be able to.
- Sexual exploitation: victims are forced to perform non-consensual or abusive sexual acts against their will, such as prostitution, escort work and pornography. Adults are coerced often under the threat of force, or another penalty.
- Criminal exploitation: often controlled and maltreated, victims are forced into crimes such as cannabis cultivation or pick pocketing against their will.
- Domestic servitude: victims are forced to carry out housework and domestic chores in private households with little or no pay, restricted movement, very limited or no free time and minimal privacy often sleeping where they work.
- Child trafficking: young people (under 18) are moved internationally or domestically so they can be exploited.
- Organ harvesting; where persons are trafficked in order to sell their body parts and organs for transplants – includes eggs, kidneys and eyes.

### OUR COMMITMENT

We want to ensure that all council staff, including those in our family of companies can recognise and call out modern slavery and that we do everything we can to ensure modern slavery is not occurring within our supply chains. We will do this through training and development and open communications.

This Policy commits the Council to work in partnership to support the operational response to modern slavery and collaborate with our family of companies to ensure we are tackling modern slavery together.

The Council will produce a [Modern Slavery Statement](#) which will explain the steps that Plymouth City Council took in the previous financial year to identify, prevent and mitigate modern slavery in our operations and supply chains. It will cover the following six areas:

- Organisation structure and supply chains
- Policies in relation to slavery and human trafficking
- Due diligence processes
- Risk assessment and management
- Key performance indicators to measure effectiveness of steps being taken
- Training on modern slavery and trafficking.

## OUR PRINCIPLES

The Council has adopted the following overarching set of principles which should be used to help guide our practice and help inform the action we take.

### 1. Training and development

The Council will; (1) ensure that all staff working in high-risk service areas are appropriately trained to understand, recognise and call out modern slavery, (2) that training opportunities are provided to our partners working in high-risk roles and (3) continue to work with partners to develop responses in line with the need of victims.

### 2. Referrals

The Council will continually re-enforce through appropriate communications the referral mechanisms for staff, suppliers and communities for reporting any concerns around modern slavery.

### 3. Procurement

The Council will take account of ethical and modern slavery considerations in our procurement processes and our contractual arrangements, requiring its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies.

### 4. Whistleblowing

The Council will support its staff to blow the whistle on any suspected examples of modern slavery and will require its tendered contractors to adopt a whistle-blowing policy.

### 5. Openness and transparency

The Council will, with involvement from its partners, report publicly and be open and honest about its progress in tackling modern slavery.

### 6. Collaboration

The Council will work extensively with partner organisation, including the Police to identify and tackle modern slavery in the city and will take enforcement action where necessary.

This Policy should be read in conjunction with Plymouth City Council's documents:

- Equality and Diversity Policy
- Multi-agency adult safeguarding manual
- Ensuring the right support, at the Right time, for children, young people & families in Plymouth
- Whistleblowing policy
- Annual Modern Slavery Statement

This policy will be reviewed annually in line with the publication of our Modern Slavery Statement.

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# EQUALITY IMPACT ASSESSMENT – MODERN SLAVERY

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> This is the person completing the EIA template.	Laura Hill, Policy and Intelligence Advisor	<b>Department and service:</b>	Policy and Intelligence Team	<b>Date of assessment:</b>	01/08/22
<b>Lead Officer:</b> Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Giles Perritt, Assistant Chief Executive Officer	<b>Signature:</b>	Giles Perritt, Assistant Chief Executive Officer	<b>Approval date:</b>	02/08/22
<b>Overview:</b>	This report provides an update to Cabinet on the ongoing work within the Council to tackle and prevent modern slavery. The Council has made a commitment to tackle modern slavery and publish a modern slavery statement annually and review the Council's Modern Slavery Policy.				
<b>Decision required:</b>	<p>A paper will be going to Cabinet on 11 August which asks Cabinet to:</p> <ul style="list-style-type: none"> <li>▪ Note the progress made on the delivery of the Modern Slavery Action Plan (21/22) and the next steps required to further tackle modern slavery.</li> <li>▪ Agree the updated Modern Slavery Statement.</li> <li>▪ Agree the refreshed Modern Slavery Policy.</li> </ul> <p>The Modern Slavery Statement has been refreshed for this year. It provides an update on our progress to combat modern slavery to date along with our planned activity for the coming year. The Modern Slavery Policy remains largely the same, only minor changes have been made. These include new references to safeguarding and equality and diversity.</p> <p>No adverse equality impacts are anticipated from the decision to approve and publish the Modern Slavery Statement and refreshed Modern Slavery Policy.</p>				

**SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL**

<b>Potential external impacts:</b> Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	<b>Yes</b>		<b>No</b>	x
<b>Potential internal impacts:</b> Does the proposal have the potential to negatively impact Plymouth City Council employees?	<b>Yes</b>		<b>No</b>	x
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section two)	<b>Yes</b>		<b>No</b>	x
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.				

**SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT**

<b>Protected characteristics (Equality Act, 2010)</b>	<b>Evidence and information (e.g. data and consultation feedback)</b>	<b>Adverse impact</b>	<b>Mitigation activities</b>	<b>Timescale and responsible department</b>
	All data is from the 2011 Census except for age and sex which has been updated with 2021 data. Data will be updated with the 2021 Census data as it becomes available.	.		
<b>Age</b>	Plymouth <ul style="list-style-type: none"> <li>16.4 per cent of people in Plymouth are children aged under 15.</li> <li>65.1 per cent are adults aged 15 to 64.</li> <li>18.5 percent are adults aged 65 and over.</li> <li>2.4 percent of the resident population are 85 and over.</li> </ul> South West	No adverse impacts are anticipated.	Not applicable	Not applicable

	<ul style="list-style-type: none"> <li>15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64.</li> <li>22.3 per cent are aged 65 and over.</li> </ul> <p>England</p> <ul style="list-style-type: none"> <li>17.4 per cent of people are aged 0 to 14.</li> <li>64.2 per cent of people are aged 15 to 64.</li> <li>18.4 per cent of people are aged 65 and over.</li> </ul> <p>(Data sourced from the 2021 Census)</p>			
<b>Disability</b>	10 per cent of our population have their day-to-day activities limited a lot by a long-term health problem or disability (2011 Census).	No adverse impacts are anticipated.	Not applicable	Not applicable
<b>Gender reassignment</b>	<p>There are no official estimates for gender reassignment at either national or local level (awaiting 2021 Census data).</p> <p>However, in a study funded by the Home Office, the Gender Identity Research and Education Society (GIREs) estimate that between 300,000 and 500,000 people aged 16 or over in the UK are experiencing some degree of gender variance.</p>	No adverse impacts are anticipated.	Not applicable	Not applicable
<b>Marriage and civil partnership</b>	<p>There were 234,795 marriages in England and Wales in 2018.</p> <p>In 2020, there were 7,566 opposite-sex civil partnerships formed in England and Wales, of which 7,208 were registered in England and 358 were registered in Wales.</p>	No adverse impacts are anticipated.	Not applicable	Not applicable

	There were 785 civil partnerships formed between same-sex couples in England and Wales in 2020, of which 745 were registered in England and 40 were registered in Wales.			
<b>Pregnancy and maternity</b>	<p>There were 640,370 live births in England and Wales in 2019, a decrease of 2.5 per cent since 2018. The mid-year 2019 population estimates show that there were 2,590 births in Plymouth.</p> <p>The total fertility rate (TFR) for England and Wales decreased from 1.70 children per woman in 2018 to 1.65 children per woman in 2019.</p>	No adverse impacts are anticipated.	Not applicable	Not applicable
<b>Race</b>	<p>92.9 per cent of Plymouth's population identify themselves as White British. 7.1 per cent identify themselves as Black, Asian or Minority Ethnic.</p> <p>Census data suggests at least 43 main languages are spoken in the city, showing Polish, Chinese and Kurdish as the top three (2011 Census).</p>	No adverse impacts are anticipated.	Not applicable	Not applicable
<b>Religion or belief</b>	<p>Christianity is the biggest faith in the city with more than 58 per cent of the population (148,917). 32.9 per cent (84,326) of the Plymouth population stated they had no religion (2011 Census).</p> <p>Those who identified as Muslim were just under 1 per cent while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2011 Census).</p>	No adverse impacts are anticipated.	Not applicable	Not applicable



<b>Sex</b>	51 per cent of our population are women and 49 per cent are men (2021 Census).	No adverse impacts are anticipated.	Not applicable	Not applicable
<b>Sexual orientation</b>	There is no precise local data on sexual orientation in Plymouth (awaiting 2021 Census data).	No adverse impacts are anticipated.	Not applicable	Not applicable

## SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	Not applicable	Not applicable	Not applicable

## SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
<b>Celebrate diversity and ensure that Plymouth is a welcoming city.</b>	Not applicable	Not applicable	Not applicable
<b>Pay equality for women, and staff with disabilities in our workforce.</b>	Not applicable	Not applicable	Not applicable
<b>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</b>	Not applicable	Not applicable	Not applicable
<b>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</b>	Not applicable	Not applicable	Not applicable

<b>Plymouth is a city where people from different backgrounds get along well.</b>	Not applicable	Not applicable	Not applicable

# Cabinet



Date of meeting: 11 August 2022

Title of Report: **Community Equipment Service Contract Award Report**

Lead Member: Councillor Dr John Mahony (Cabinet Member for Health and Adult Social Care)

Lead Strategic Director: Craig McArdle (Strategic Director for People)

Author: Emma Crowther & Karlina Hall

Contact Email: [Emma.crowther@plymouth.gov.uk](mailto:Emma.crowther@plymouth.gov.uk) & [Karlina.hall@plymouth.gov.uk](mailto:Karlina.hall@plymouth.gov.uk)

Your Reference: CES CAR 2022

Key Decision: Yes

Confidentiality: Part I - Official

## Purpose of Report

This contract award report is in relation to the procurement of Plymouth Community Equipment Services (CES) for the period between 2023 and 2026. The current contract has been in place since 1st April 2015. Between 16,000 and 18,000 people are supported by the service every year with equipment to enable them to live as independently as possible.

The proposal is to award a contract for three years, with three further extension options of 1+1+1.

## Recommendations and Reasons

It is recommended that a contract be awarded to provide a service to Plymouth to NRS as the highest scoring tenderer. The contract award decision is subject to approval by both Plymouth City Council Cabinet and NHS Devon ICB, as joint funders of the contract.

The contract will be awarded on Plymouth City Council Services Terms & Conditions which were published in the invitation to tender documents.

The successful tenderer scored the highest in the method statements for quality. They performed particularly well in the method statement questions covering performance, Trusted Assessor (Plymouth only), staffing and key activities (delivery and collection timescales).

## Alternative options considered and rejected

Extend the current contract:

All available contract extensions have been used and as there are providers able to deliver a new service there is no legal basis for further extension.

Cease the service:

The service provides essential support to adults and children in Plymouth to enable them to manage either short term illnesses or longer term health conditions. Ceasing the service would risk the wellbeing

of existing service users but also mean that those with future health needs are unsupported. In turn this would risk increasing demand on other health and social care services as an alternative means of support.

### Relevance to the Corporate Plan and/or the Plymouth Plan

Relevant to Caring for People and Communities: Keeping people in Plymouth safe and well, and focusing on prevention and early intervention, and reducing health inequalities.

### Implications for the Medium Term Financial Plan and Resource Implications

The contract value for 2023/24 is £2.24m. This is higher than the current budget for 2022/23 of £2.18m; this increase will be funded from within existing resources/within the service. This is because the budget for the service has been rebased in light of actual spend on the contract in previous years and is also linked more realistically to demand for services and the costs of equipment. The budget is held in Strategic Commissioning and is jointly funded by the Council and NHS Devon CCG.

### Financial Risks

In the new contract, the financial risks of rising prices has been mitigated by product prices being fixed for 12 months and activity prices (such as cleaning of returned equipment) remaining firm for 36 months from the contract start date. Where an extension to the contract is available, pricing will be agreed between the provider and the Council 3 months prior to the end of the contract and shall not exceed the average CPI of prior 12 months, on the date of the review. Once agreed, pricing will be held for the extension period.

### Carbon Footprint (Environmental) Implications

The contract provides equipment to people living in Plymouth or those outside Plymouth with a Plymouth GP. A local depot will service the contract, to minimise travel as much as possible. In addition, the contract supports the recycling and reuse of previously loaned equipment. The contract includes an equipment credit target of 82%, linked to the return and cleaning of equipment.

### Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:

*\* When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.*

An Equality Impact Assessment has been completed and included together with the Contract Award Report

### Appendices

*\*Add rows as required to box below*

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Plymouth CES Contract Award Report Part 1							
B	EIA CES Tender FINAL							
C	Plymouth CES Contract Award Report Part 2 FINAL			X				

**Background papers:**

\*Add rows as required to box below

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable)						
	If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.						
	1	2	3	4	5	6	7
Procurement CES Contract Award Technical Report FINAL			X				

**Sign off:**

Fin	pl.22. 23.67.	Leg	MS/3 8857	Mon Off		HR	N/A	Assets	N/A	Strat Proc	PB/SC/012 /CAB/062 2
Originating Senior Leadership Team member: Anna Coles (Service Director for Integrated Commissioning)											
Please confirm the Strategic Director(s) has agreed the report? Yes Date agreed: 28/06/2022											
Cabinet Member approval: Councillor Dr John Mahony (Cabinet Member for Health and Adult Social Care) Date approved: 20/06/2022											

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# CONTRACT AWARD REPORT

Community Equipment Services - Part I



## PLYMOUTH COMMUNITY EQUIPMENT SERVICES -PEO21018

### I. INTRODUCTION

This contract award report is in relation to the procurement of Plymouth Community Equipment Services (CES) for the period between 2023 and 2026. The current contract has been in place since 1<sup>st</sup> April 2015 and between 16,000 and 18,000 people are supported by the service every year.

There were a number of strategic and operational drivers to review the community equipment service, including the increase in demand on services with Devon's growing and aging population and the increase in number of young people with complex disabilities reaching adulthood and living in the community. In the future more people with increasingly complex needs are likely to need to be enabled to live in their own homes for a longer period of time.

This review allowed an opportunity to:

- Analyse the activity undertaken;
- Consider different ways of working;
- Scrutinise the current provision to see what is no longer required and start to align products, practice and quality requirements across Plymouth and Torbay Councils;
- Review the funding arrangements and mechanisms to manage spend against the contract;
- Further develop and shape the market;
- Ensure sustainability of provision;
- Work with providers to support innovation in the manufacture and supply of equipment;

The preferred option was a joint procurement by Plymouth City Council and Torbay Council in partnership with NHS Devon CCG, to procure Community Equipment Services within each local authority area. The opportunity was split into two Lots with a separate contract to be awarded for each local authority area. The procurement did not preclude awarding both contracts to the same provider:

- Lot 1 - Community Equipment Service for Plymouth City Council
- Lot 2 – Community Equipment Service for Torbay Council

Tenderers were invited to bid for either Lot or both of the Lots above in separate bids. The benefits of a shared procurement with 2 Lots were identified as:

- Alignment of core service specification plus tailored requirements for each Lot;
- Alignment of method statements (apart from one specific question for each Lot) and evaluation criteria;
- Shared resource and expertise for project management, financial modelling, clinical expertise and tender evaluations;

- Single streamlined procurement process may encourage providers to bid for both opportunities rather than choosing one over the other;
- Reduced duplication for providers by using a single evaluation of Supplier Questionnaires where tenderers bidding for both Lots and preparation of ITT documents;
- Alignment of standards and performance measures.

This contract award report describes the process and contract award recommendation for Lot 1 – Plymouth. The contract is proposed for three years, with the option to extend by a further three years on the basis of 1 + 1 + 1. The proposal is to award the contract to NRS as the highest scoring bidder.

## 2. BACKGROUND

Plymouth requires a Community Equipment Service (CES) for adults and children within the Plymouth City Council area or those on the outskirts if registered with a GP in Plymouth.

This service provides equipment relating to a prescribed, clinical need to support a person in their own home. This includes equipment such as beds, mattresses and mobility aids. Equipment may be provided to support someone with a short term need, while they recover from illness, or longer term or permanent ill health. Referrals to the service are made by prescribing organisations such as Livewell Southwest, University Hospitals Plymouth NHS Trust, St Luke's Hospice and Practice Plus Group Hospitals. The contract for Plymouth includes the delivery of equipment and cleaning of returned equipment and deals with a large volume of equipment, as shown below:

**Table 1 – Number of Service Users**

Period	Number of Service Users	Number of items delivered	*Number of items collected	Average recycle rate for the year
2017/2018	17,330	48,186	18,475	80%
2018/2019	17,429	49,392	18,281	83%
2019/2020	16,691	46,318	17,011	84%
2020/2021	15,212	40,155	17,650	81%
2021/2022	17,589	40,089	16,218	86%

\*Not necessarily pertaining to the same financial year

CES includes the provision of a range of Core Stock equipment which is most frequently used, more specialist Non-Stock equipment ordered on an ad-hoc basis and Minor Adaptations. It is a requirement that the service is supported by a comprehensive web based IT platform for the provider and those referring to the service.

The key service objectives of CES are:

- To provide services that are safe, sustainable, cost efficient and effective for the benefit of all Service Users.
- To contribute to the prevention of inappropriate hospital admission, reduce the use of domiciliary care, care home placement, residential children's placement through provision of timely and safe Community Equipment and Minor Adaptations.
- To support safe and timely hospital discharge.



- To reduce the number of separate visits to individual service users' homes by offering a co-ordinated holistic Service delivered by a multi-skilled workforce.
- To support Carers and prevent Carer breakdown.
- To support end of life care, within the individual's chosen environment.
- The service shall be provided in a manner that meets the principles of best value, including but not limited to value for money, service quality, service performance, high levels of service user care and communications.
- Equipment issued following assessment of need by clinician will be loaned to the service user for the duration of their clinical need.

In addition to the above, the key objectives of the Service specific to Children are:

- To deliver community equipment appropriate to children and young people living in and accessing the community, enabling them to carry out daily living tasks, access their home and community environments as safely and appropriately as possible.
- Provide a vital gateway to growth, development, independence, dignity and well-being for children and young people living in the community.

### 3. PROCUREMENT PROCESS

A background paper titled "Contract Award Technical Report Community Equipment Services – Part 2" details the procurement and evaluation process used to select a successful provider for Plymouth (Lot 1). Four bids were received for the tender, all from providers experienced in delivering these types of services.

The tender was weighted as 55% for quality, 40% for price and 5% for Social Value.

### 4. FINANCIAL IMPLICATIONS

The financial implications for the procurement and contract award are described in the Part 2 paper.

### 5. TIMETABLE

The contract award decision is subject to approval by both Plymouth City Council Cabinet and NHS Devon ICB, as joint funders of the contract.

The current timetable from contract award to contract implementation is set out below, but is subject to change to support a smooth transition of service.

Key actions	Start Date	End Date
CABINET Decision (Plymouth)	11/08/2022	11/08/2022
NHS Devon ICB Decision	17/08/2022	17/08/2022
Call in	12/08/2022	21/08/2022
Implement decision - notify tenderers & provide feedback to unsuccessful tenderers	12/09/2022	12/09/2022
PCR 2015 Mandatory Standstill	13/09/2022	22/09/2022
Request policies and procedures from top tenderer	12/09/2022	13/09/2022

Evaluate policies and procedures	13/09/2022	22/09/2022
Award contract to successful tenderers	26/09/2022	26/09/2022
Submit OJEU Contract Award notice	26/09/2022	26/10/2022
Close Technical Equivalent Equipment verification	31/10/2022	03/11/2022
Lead - in / transition	27/09/2022	28/02/2023
<b>Contract Start</b>	<b>01/03/2023</b>	<b>01/03/2023</b>

Torbay Council will consider their contract award decision on the 30<sup>th</sup> August.

The successful provider submitted a comprehensive implementation plan as part of their response to Method Statement 10: Transition Arrangements. This included how mobilisation would be managed such as property, stock management, communication and engagement, operational management and TUPE of staff.


## 6. APPROVAL

### Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)			
<b>Name:</b>	Emma Crowther		
<b>Job Title:</b>	Strategic Commissioning Manager		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>		<b>Date:</b>	22 June 2022
Head of Service / Service Director [Signature provides authorisation to this award report and award of Contract]			
<b>Name:</b>	Anna Coles		
<b>Job Title:</b>	Service Director of Integrated Commissioning		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>		<b>Date:</b>	22 June 2022

# EQUALITY IMPACT ASSESSMENT TEMPLATE

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> This is the person completing the EIA template.	Karlina Hall	<b>Department and service:</b>	People Strategic Co-operative Commissioning	<b>Date of assessment:</b>	May 2022
<b>Lead Officer:</b> Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Anna Coles, Service Director of Integrated Commissioning	<b>Signature:</b>		<b>Approval date:</b>	30/05/2022
<b>Overview:</b> Please use this section to provide a concise overview of the proposal being assessed including: <ul style="list-style-type: none"> <li>▪ Aims and objectives (including rationale for decision)</li> <li>▪ Key stakeholders</li> <li>▪ Details of any engagement activities</li> </ul>	<p>Plymouth City Council is tendering for the provision of a Community Equipment Service (CES) for adults and children within the Plymouth City Council boundary or those on the outskirts if registered with a Plymouth GP.</p> <p>The Service will include the provision of a range of Core Stock equipment, Non-Stock equipment ordered on an ad-hoc basis and Minor Adaptations as a single seamless service for adults and children. The service will be supported by a comprehensive web based IT platform which allows the Service Provider and Prescribers to deliver high quality services.</p> <p>This service is for the provision of equipment relating to <b>prescribed, clinical and independent daily living needs</b>, to support a person in their own home. This is expected to be at the heart of all the Service Providers' actions, especially when dealing with our service users.</p> <p>Eligibility criteria for the service is defined as:</p> <p><u>Adults</u></p> <p>An individual whose needs meet The Care and Support (Eligibility Criteria) Regulations 2014, as set out in the Care Act 2014, in order to receive the Services, namely if:</p> <ol style="list-style-type: none"> <li>The adult's needs arise from or are related to a physical or mental impairment or illness;</li> <li>As a result of the adult's needs the adult is unable to achieve two or more of the outcomes specified in paragraph 2 of the Regulations; and</li> <li>As a consequence there is, or is likely to be, a significant impact on the adult's well-being.</li> </ol>				

	<p>Any services received following a care or support Assessment and recommendation from an appropriately qualified health and social care professional will be free of charge to the Service User, where the solution recommended provides a preventative benefit or meets Care Act 2014 Eligibility Criteria and it achieves Best Value for Commissioners.</p> <p><u>Children</u></p> <p>Eligibility to receive services will be determined by an appropriately qualified health and social care professional following a needs based assessment. Children eligible to receive services from physiotherapy or occupational therapy services will be eligible to access the Service, where there has been an assessed and identified clinical need.</p>
<p><b>Decision required:</b></p> <p>Within this section, you must be clear on any decision being made and how/when, it will be taken.</p>	<p>This EIA will accompany the Contract Award Report for the Community Equipment Service tender for Plymouth, which will be considered by Plymouth City Council Cabinet.</p>

## SECTION TWO: EQUALITY IMPACT ASSESMENT SCREENING TOOL

<p><b>Potential external impacts:</b></p> <p>Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?</p>	<b>Yes</b>	Potentially, if the service is not delivered appropriately	<b>No</b>	
<p><b>Potential internal impacts:</b></p> <p>Does the proposal have the potential to negatively impact Plymouth City Council employees?</p>	<b>Yes</b>		<b>No</b>	No
<p>Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section two)</p>	<b>Yes</b>	Yes	<b>No</b>	
<p>If you do not agree that a full equality impact assessment is required, please set out your justification for why not.</p>				

**SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT**

<b>Protected characteristics (Equality Act, 2010)</b>	<b>Evidence and information (e.g. data and consultation feedback)</b>  Provide examples of the data that you have used to inform your decision. Examples include census data, service feedback, consultation responses and information collected via demographic monitoring etc.  The boxes below provide examples of the types of data you may wish to use.	<b>Adverse impact</b>  Please use this column to identify where your decision may cause an adverse impact on those with protected characteristics. You can read the EIA Toolkit for guidance on how to make judgement.  Where there is no adverse impact, please type 'not applicable'.	<b>Mitigation activities</b>  Please use this column to detail any mitigation action you plan to take to limit any identified adverse impacts. Where it is not possible to mitigate against an adverse impact you must make this clear. You can read the EIA Toolkit for guidance.	<b>Timescale and responsible department</b>  Please use this column to provide the timeframe for implementing any mitigation activities. You must include the lead department.
<b>Age</b>	<p>Community equipment is used by both older and younger people to support them in their daily lives and help them to live at home. Data from the 2022 Pen Profiles stated:</p> <p>Average age in Plymouth (38.6 years) is below the England average (40 years), and the South West (44.1 years).</p> <p>Children and young people under 18 account for 20% of our population, with 18% being under 16.</p> <p>The proportion of the working age population (aged 15 – 64 years) is higher at 64.3% than regionally (61.1%) but similar to the national proportion (64.5%).</p> <p>16.3% are aged 65 or over in Plymouth (Census 2011) which is in line with England.</p> <p>There is a projected 32.7% increase in the number of people aged 65 or over between 2016 and 2034 (an additional 15,400</p>	<p>Community equipment is used by people of all ages to support them in their daily lives and help them to live at home.</p> <p>No adverse impact.</p> <p>As part of PCC tender/commissioning process providers are asked to demonstrate their understanding of Equality &amp; Diversity and demonstrate policies, procedures, process are in place.</p>	<p>None.</p>	<p>N/A</p>

	individuals) in Plymouth by 2034. Older people, especially those aged 65+, are among the largest users of our health and social care services therefore an ageing population suggests an increasing need for care and support services.			
<b>Disability</b>	<p>Community equipment helps carers (both paid and unpaid) to support family members and clients in their own homes, when otherwise this might not be possible.</p> <p>Community equipment supports service users who have a disability, including some people with quite complex needs who might not be able to remain in their own homes without this service.</p> <p>A total of 31,164 people (from 28.5% of households) declared themselves as having a long term health problem or disability (national figure 25.7% of households), compared with the total number of people with disabilities in UK (11,600,000) (2011 Census).</p> <p>10% of our population have their day-to-day activities limited a lot by a long-term health problem or disability (2011 Census).</p> <p>In the 2011 census, there were 22,146 people aged 65 and over with a long term health problem or disability of which 11,266 recorded that their day-to-day activities were limited a lot and 10,880 reported their day-to-day activities were limited a little.</p> <p>There are 3,142 children with disability in Plymouth.</p>	<p>Impact is based on whether a need has been identified.</p> <p>Community equipment supports service users who have a disability, including some people with quite complex needs who might not be able to remain in their own homes without this service.</p> <p>Requirement for site office to be accessible to service users.</p> <p>As part of PCC tender/commissioning process providers are asked to demonstrate their understanding of Equality &amp; Diversity and demonstrate policies, procedures, process are in place.</p>	<p>Ensure appropriate supervision and training of the suitably qualified person undertaking the needs assessment.</p> <p>The data from the 2021 Census will be used to inform the changes in the Plymouth population over the past 10 years and predict the population over the contract period.</p>	Ongoing
<b>Gender reassignment</b>	<p>Needs for the Community Equipment service are assessed by a suitably qualified person and the service will only be available if eligible needs have been identified.</p> <p>There are no official estimates for gender reassignment at either national or local level.</p> <p>However, in a study funded by the Home Office, the Gender Identity Research and Education Society (GIREs) estimate that</p>	<p>Impact is based on whether a need has been identified.</p> <p>As part of PCC tender/commissioning process providers are asked to demonstrate their understanding of Equality &amp; Diversity and demonstrate policies, procedures, process are in place.</p>	<p>Ensure appropriate supervision and training of the suitably qualified person undertaking the needs assessment.</p> <p>The data from the 2021 Census will be used to inform the changes in the Plymouth population over</p>	Ongoing

	<p>between 300,000 and 500,000 people aged 16 or over in the UK are experiencing some degree of gender variance.</p> <p>There is no specific CYP data for this category, but given the average age for presentation for reassignment of male-to-females is 40-49. For female-to-male the age group is 20-29, it is anticipated the number of CYP affected in the city is small.</p> <p>The 2021 Census included for the first time questions asking respondents to indicate their sexual orientation and gender identity. The collection of this information will provide a much clearer picture of the profile of this community going forward and the issues that they face. We anticipate that this will go some way in allowing us to understand the data at a local level.</p>		the past 10 years and predict the population over the contract period.	
<b>Marriage and civil partnership</b>	<p>There were 234,795 marriages in England and Wales in 2018.</p> <p>In 2020, there were 7,566 opposite-sex civil partnerships formed in England and Wales, of which 7,208 were registered in England and 358 were registered in Wales.</p> <p>There were 785 civil partnerships formed between same-sex couples in England and Wales in 2020, of which 745 were registered in England and 40 were registered in Wales.</p>	<p>Impact is based on whether a need has been identified.</p> <p>As part of PCC tender/commissioning process providers are asked to demonstrate their understanding of Equality &amp; Diversity and demonstrate policies, procedures, process are in place.</p>	<p>Ensure appropriate supervision and training of the suitably qualified person undertaking the needs assessment.</p> <p>The data from the 2021 Census will be used to inform the changes in the Plymouth population over the past 10 years and predict the population over the contract period.</p>	Ongoing
<b>Pregnancy and maternity</b>	<p>There were 640,370 live births in England and Wales in 2019, a decrease of 2.5 per cent since 2018. The mid-year 2019 population estimates show that there were 2,590 births in Plymouth.</p> <p>The total fertility rate (TFR) for England and Wales decreased from 1.70 children per woman in 2018 to 1.65 children per woman in 2019.</p>	<p>Impact is based on whether a need has been identified.</p> <p>As part of PCC tender/commissioning process providers are asked to demonstrate their understanding of Equality &amp; Diversity and</p>	<p>Ensure appropriate supervision and training of the suitably qualified person undertaking the needs assessment.</p> <p>The data from the 2021 Census will be used to inform the changes in the Plymouth population over</p>	Ongoing

	<p>In 2014, approximately 30 girls aged under 18 conceived for every 1,000 women aged 15-17 years in this area. This is higher than the regional average (approximately 19 per 1,000). The area has a higher teenage conception rate compared with the England average (approximately 23 per 1,000), although there is a downward trend in under 18 conceptions in Plymouth.</p> <p>In 2013 there were an estimated 831,282 conceptions to women of all ages (15-44 years) in England compared with 842,202 in 2012, a decrease of 1.3%. In Plymouth the number has fallen from 3,928 in 2012 to 3,833 in 2013, a decrease of 2.4%. In terms of rates per 1,000 women aged 15-44 years both areas have also seen a decrease; Plymouth from 73.2 to 71.8 and England from 78.8 to 78.0 between 2012 and 2013. Nationally conception rates in 2013 increased for women aged 35 years and over, and decreased for those aged under 35 years compared to 2012 (Sexual Health Needs Assessment 2015).</p> <p>Research from the Equality and Human Rights Commission found that three in four mothers reported a negative or possibly discriminatory experience during pregnancy, maternity leave and/or return from maternity leave.</p>	demonstrate policies, procedures, process are in place.	the past 10 years and predict the population over the contract period.	
<b>Race</b>	<p>Needs are assessed by a suitably qualified person and service will only be available if needs have been identified. Data from the 2022 Pen Profiles unless other stated:</p> <p>92.9 per cent of Plymouth's population identify themselves as White British. 7.1 per cent identify themselves as Black, Asian or Minority Ethnic. Our ethnic minority communities are diverse with the Polish, Chinese and Kurdish communities amongst the largest. We also have a small resident Gypsy and Traveller community. Census data suggests at least 43 main languages are spoken in the city, showing Polish, Chinese and Kurdish as the top three, and over 100 different languages spoken in our schools. At the time of the 2001 census, 97 per cent of Plymouth's population was White British, by 2011 this had decreased to 93 per cent. Our ethnic minority</p>	<p>Impact is based on whether a need has been identified.</p> <p>As part of PCC tender/commissioning process providers are asked to demonstrate their understanding of Equality &amp; Diversity and demonstrate policies, procedures, process are in place.</p>	<p>Ensure appropriate supervision and training of the suitably qualified person undertaking the needs assessment.</p> <p>The data from the 2021 Census will be used to inform the changes in the Plymouth population over the past 10 years and predict the population over the contract period.</p>	Ongoing



	<p>communities are diverse with the Polish, Chinese and Kurdish communities amongst the largest. We also have a small resident Gypsy and Traveller community. The Census records that there are at least 43 main languages spoken in the city, and over 100 different languages spoken in our schools</p> <p>Some areas of the city are more diverse than others: the area around the university, the city centre, Stonehouse and the East End are among the most diverse.</p> <p>Plymouth is a dispersal area for asylum seekers and around 350 people will be accommodated in the city at any given time.</p> <p>According to a report by the King's Fund, people from ethnic minority groups are more likely to report limiting long-term illness and poor health than White British people, in particular people from Pakistani and Bangladeshi groups and those identifying as White Gypsy and Irish Traveller.</p>			
<b>Religion or belief</b>	<p>Needs are assessed by a suitably qualified person and service will only be available if needs have been identified.</p> <p>There is no specific CYP data for this category. However, data shows 32.9% of the Plymouth population stated they had no religion. Those with a Hindu, Buddhist, Jewish or Sikh religion combined totalled less than 1%. 58.1% of those who responded declared themselves to be Christian. 0.8% declared that they were of Islam, 0.3% Buddhist; 0.2% Hindu; 0.1% Jewish; 0.1% Sikh. 0.5% of the population had a current religion that was not Christian, Islam, Buddhism, Hinduism, Judaism, or Sikh such as Paganism or Spiritualism.</p>	<p>Impact is based on whether a need has been identified.</p> <p>As part of PCC tender/commissioning process providers are asked to demonstrate their understanding of Equality &amp; Diversity and demonstrate policies, procedures, process are in place.</p>	<p>Ensure appropriate supervision and training of the suitably qualified person undertaking the needs assessment.</p> <p>The data from the 2021 Census will be used to inform the changes in the Plymouth population over the past 10 years and predict the population over the contract period.</p>	Ongoing
<b>Sex</b>	<p>Needs are assessed by a suitably qualified person and service will only be available if needs have been identified.</p> <p>Overall 50.3 per cent of our population are female and 49.7 per cent are male: this reflects the national figure of 50.6 per cent females and 49.4 per cent males (ONS MYE 2019).</p>	<p>Impact is based on whether a need has been identified.</p> <p>As part of PCC tender/commissioning process providers are asked to demonstrate their understanding of Equality &amp; Diversity and</p>	<p>Ensure appropriate supervision and training of the suitably qualified person undertaking the needs assessment.</p> <p>The data from the 2021 Census will be used to</p>	Ongoing

	Life expectancy at birth in Plymouth is 78.8 for males and 82.5 for females (OHID 2018-2020).  Healthy life expectancy in Plymouth is 61.8 for males and 58.3 for females (OHID 2018-2020).	demonstrate policies, procedures, process are in place.	inform the changes in the Plymouth population over the past 10 years and predict the population over the contract period.	
<b>Sexual orientation</b>	There are no official estimates for sexual orientation at a local level. There is no precise local data on sexual orientation in Plymouth.  Findings from the annual population survey have revealed the number of people identifying as lesbian, gay or bisexual in the UK has increased from 1.9% in 2015 to 2.7% in 2019, an increase of more than a third.  The 2021 Census will include for the first time a question asking respondents to indicate their sexual orientation. The collection of this information will provide a much clearer picture of the profile of this community going forward and the issues that they face. We anticipate that this will go some way in allowing us to understand the data at a local level.	Impact is based on whether a need has been identified.  As part of PCC tender/commissioning process providers are asked to demonstrate their understanding of Equality & Diversity and demonstrate policies, procedures, process are in place.	Ensure appropriate supervision and training of the suitably qualified person undertaking the needs assessment.  The data from the 2021 Census will be used to inform the changes in the Plymouth population over the past 10 years and predict the population over the contract period.	ongoing

## SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
If your proposal may impact on the Council's ability to ensure human rights, please specify the relevant article in the boxes below – add more rows if required. Only complete this section if it is relevant to your decision. If it is not relevant, please type 'not applicable'.	Please use this column to identify where your decision may cause a negative impact on the Council's ability to ensure human rights. Where there is no impact, please type 'not applicable'.	Please use this column to detail any mitigation action you plan to take to limit any negative impacts. Where it is not possible to mitigate against a negative impact you must make this clear.	Please use this column to provide the timeframe for implementing any mitigation activities. You must include the lead department.
	N/A		

**SECTION FIVE: OUR EQUALITY OBJECTIVES**

<b>Equality objectives</b>	<b>Implications</b>	<b>Mitigation Actions</b>	<b>Timescale and responsible department</b>
	Please use this column to identify where your decision may cause a negative impact on the Council's ability to meet its equality objectives. Where there is no impact, please type 'not applicable'.	Please use this column to detail any mitigation action you plan to take to limit any negative impacts. Where it is not possible to mitigate against a negative impact you must make this clear.	Please use this column to provide the timeframe for implementing any mitigation activities. You must include the lead department.
<b>Celebrate diversity and ensure that Plymouth is a welcoming city.</b>	N/A		
<b>Pay equality for women, and staff with disabilities in our workforce.</b>	N/A		
<b>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</b>	N/A		
<b>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</b>	N/A		
<b>Plymouth is a city where people from different backgrounds get along well.</b>	N/A		

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The following relates to exempt or confidential matters (Para(s) 3 of Part 1, Schedule 12A of the Local Govt Act 1972). Any breach of confidentiality could prejudice the Council/person/body concerned & might amount to a breach of the councillors /employees codes of conduct.

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