



**Oversight and Governance**

Chief Executive's Department

Plymouth City Council

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Published 16/03/22

## Delegated Decisions

### Delegated Executive/Officer Decisions

Delegated Executive and Officer decisions are published every Wednesday and are available at the following link - <https://tinyurl.com/ms6umor>

Cabinet decisions subject to call-in are published at the following link - <http://tinyurl.com/yddrql6>

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30 pm on Wednesday 23 03 2022. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

- on the Council's Intranet Site at <https://modgov/mgDelegatedDecisions.aspx>
- on the Council's website at <https://tinyurl.com/jhnax4e>

The decisions detailed below may be implemented on Thursday 24 03 2022 if they are not called-in and the officer decisions can be implemented immediately.

## **Delegated Decisions**

### **1. Councillor Jonathan Drean (Cabinet Member for Transport):**

- 1.a Southway to Plymbridge Road walking and cycling improvements scheme - phase 2 contract award **(Pages 1 - 14)**
- 1.b The City Of Plymouth (Traffic Regulation Orders) (Amendment Order No. 2022.2137274 - North Prospect Phase 3) Order **(Pages 15 - 30)**

### **2. Anthony Payne (Strategic Director for Place):**

- 2.a Purchase of Trees for Civic Square (Better Places Programme) **(Pages 31 - 50)**

### **3. Craig McArdle (Strategic Director for People):**

- 3.a Douglass House site development **(Pages 51 - 68)**

# EXECUTIVE DECISION

## made by a Cabinet Member



### REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER


Executive Decision Reference Number –T27 21/22

Decision	
1	<b>Title of decision:</b> Southway to Plymbridge Road walking and cycling improvements scheme - phase 2 contract award
2	<b>Decision maker (Cabinet member name and portfolio title):</b> Councillor Jonathan Drean (Cabinet Member for Transport)
3	<b>Report author and contact details:</b> Jim Woffenden, Transport Planning Officer 01752 307712 <a href="mailto:jim.woffenden@Plymouth.gov.uk">jim.woffenden@Plymouth.gov.uk</a>
4	<b>Decision to be taken:</b> To appoint South West Highways as the principal contractor for phase 2 of the Southway to Plymbridge Road walking and cycling improvements scheme, and delegate any future contract awards relating to Northern corridor strategic cycle network funds to the Service Director for Strategic Planning and Infrastructure.
5	<b>Reasons for decision:</b> Executive Decision L29 14/15 provided authorisation “to allow the development the Northern Corridor Strategic Cycle Network schemes ready for consultation and construction”. This project is now designed and ready to be constructed and therefore the contract award is required. The Term Maintenance Contract (TMC) provides specifically for the delivery of transport projects in addition to the core highway maintenance activities and has already been through a competitive tendering assessment process. Using the TMC provides the optimum route for early delivery by securing early contractor involvement to develop the design, by capitalising on the continuity of service provision, local knowledge and the close working arrangements that the TMC contractor has established with the Council’s Highways department.
6	<b>Alternative options considered and rejected:</b> To carry out a formal tendering exercise or through the use of an appropriate framework. Both would add delay to any appointment and impact on the potential delivery of the works.
7	<b>Financial implications and risks:</b> <b>Capital</b>

	<p>Phase 2 of the scheme delivery is entirely funded through the Northern Corridor Strategic Cycle Network programme.</p> <p><b>Revenue</b></p> <p>As part of the improvement works, existing signals will be replaced and substantial stretches of footway and carriageway will be resurfaced. Overall the scheme is expected to be revenue neutral.</p>																				
8	<table border="1"> <thead> <tr> <th data-bbox="225 376 759 465">Is the decision a Key Decision? (please contact <a href="#">Democratic Support</a> for further advice)</th> <th data-bbox="759 376 852 465">Yes</th> <th data-bbox="852 376 967 465">No</th> <th data-bbox="967 376 1495 465">Per the Constitution, a key decision is one which:</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 465 759 622"></td> <td data-bbox="759 465 852 622"></td> <td data-bbox="852 465 967 622">X</td> <td data-bbox="967 465 1495 622">in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total</td> </tr> <tr> <td data-bbox="225 622 759 763"></td> <td data-bbox="759 622 852 763"></td> <td data-bbox="852 622 967 763">X</td> <td data-bbox="967 622 1495 763">in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b></td> </tr> <tr> <td data-bbox="225 763 759 898"></td> <td data-bbox="759 763 852 898"></td> <td data-bbox="852 763 967 898">X</td> <td data-bbox="967 763 1495 898">is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.</td> </tr> <tr> <td data-bbox="225 898 759 1025">If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></td> <td colspan="3" data-bbox="759 898 1495 1025"></td> </tr> </tbody> </table>	Is the decision a Key Decision? (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	Per the Constitution, a key decision is one which:			X	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total			X	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>			X	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.	If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a>			
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9	<p><b>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</b></p> <p>This scheme forms part of the TCF tranche one Northern Corridor programme, which delivers the following benefits:</p> <p><b><u>Growing Plymouth</u></b></p> <p><i>Support the local economy and facilitate economic development</i></p> <p>The very strong BCR set out in the economic appraisal for the TCF tranche 1 programme of walking and cycling improvements indicates a substantial benefit to the economy. There are 13, 000 new jobs planned on the northern corridor by 2034 via major employment sites, including nationally significant medical and education facilities, the Science Park, Becton Dickinson and Plessey. This bid improves access to these employment sites, enterprise zones and development sites offering employment opportunities.</p> <p><i>Support housing delivery</i></p> <p>There are also 9,350 new houses planned on the corridor by 2034.</p> <p><i>Reduce carbon emissions by increasing the volume and proportion of journeys made by low carbon sustainable modes</i></p> <p>The whole corridor already experiences significant congestion with most junctions at or near to capacity at peak times. This will inevitably worsen, further impacting on reliability and attractiveness for all modes unless action is taken to improve the alternatives to the private car. This level of growth presents an opportunity to support that growth by dramatically increasing the use of healthy, low</p>																				

		<p>carbon, sustainable modes of transport and improving journey reliability.</p> <p><b><u>A Caring Council</u></b></p> <p>Two air quality management areas located on this corridor are expected to benefit.</p> <p>The benefits set out below can be expected to disproportionately benefit lower income groups:</p> <ul style="list-style-type: none"> <li>• Improved access to services, training and employment.</li> <li>• Encouraging modal shift away from the private car, thereby reducing congestion and accidents.</li> <li>• Reduced community severance</li> <li>• Reduced vehicle noise; several noise important areas are identified on the corridor.</li> </ul> <p>This scheme will also help address physical inactivity which is a major problem in Plymouth with just 18.6% of the adult population exercising for 30 minutes three times a week. Physical inactivity is estimated to cost the NHS £4.1 million pa with far greater costs to the wider economy.</p> <p><b><u>Climate emergency</u></b></p> <p>Plymouth City Council declared a Climate Emergency in March 2019, pledging the city to become carbon neutral by 2030. Road transport represents 28% of the city's carbon footprint, a proportion that is set to increase. Encouraging more trips to be made by walking and cycling is essential if the Council's commitments are to be met.</p>	
10	<p><b>Please specify any direct environmental implications of the decision (carbon impact)</b></p>	<p>The construction of the scheme will directly lead to carbon emissions like any other construction project. However, because the scheme helps make walking and cycling more attractive compared to travel by private car, it will encourage and enable people to travel more sustainably. With road transport representing 28% of carbon emissions, a proportion that is expected to increase, improving the attractiveness of sustainable transport options compared to driving is necessary if the council is to meet its commitments around Climate Emergency.</p>	
<b>Urgent decisions</b>			
11	<p><b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b></p>	<p><b>Yes</b></p>	<p>(If yes, please contact Democratic Support (<a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a>) for advice)</p>
		<p><b>No</b></p>	<p>X (If no, go to section 13a)</p>

<b>I2a</b>	<b>Reason for urgency:</b>		
<b>I2b</b>	<b>Scrutiny Chair Signature:</b>		<b>Date</b>
	<b>Scrutiny Committee name:</b>		
	<b>Print Name:</b>		
<b>Consultation</b>			
<b>I3a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>	
		<b>No</b>	<input checked="" type="checkbox"/> (If no go to section I4)
<b>I3b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>		
<b>I3c</b>	<b>Date Cabinet member consulted</b>		
<b>I4</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>	If yes, please discuss with the Monitoring Officer
		<b>No</b>	<input checked="" type="checkbox"/>
<b>I5</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Anthony Payne
		<b>Job title</b>	Strategic Director for Place
		<b>Date consulted</b>	<b>23/02/2022</b>
<b>Sign-off</b>			
<b>I6</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS I2I 21/22
		<b>Finance (mandatory)</b>	pl.21.22.285.
		<b>Legal (mandatory)</b>	MS/38153
		<b>Human Resources (if applicable)</b>	NA
		<b>Corporate property (if applicable)</b>	NA
		<b>Procurement (if applicable)</b>	SN/PS/620/ED/0222
<b>Appendices</b>			
<b>I7</b>	<b>Ref.</b>	<b>Title of appendix</b>	
	A	Briefing report for publication	

	B	Equalities Impact Assessment						
<b>Confidential/exempt information</b>								
18a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.  (Keep as much information as possible in the briefing report that will be in the public domain)				
		No	X					
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
18b	Confidential/exempt briefing report title:							
<b>Background Papers</b>								
19	Please list all unpublished, background papers relevant to the decision in the table below.  Background papers are <u>unpublished</u> 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. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
<b>Title of background paper(s)</b>		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Cabinet Member Signature</b>								
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given 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. For further details please see the EIA attached.							
<b>Signature</b>		<b>Date of decision</b>						
		11/03/2022						
<b>Print Name</b>	Councillor Jonathan Drea							

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**SOUTHWAY TO PLYMBRIDGE WALKING AND CYCLING IMPROVEMENTS – PHASE 2 CONTRACT AWARD**

Executive Decision briefing note

**PROJECT SUMMARY**

The complete Southway to Plymbridge scheme, part of the Transforming Cities Fund programme, provides 4.7 km of off-road strategic cycle network, connecting Southway, an area of deprivation to the Northern corridor and Eastern corridor growth areas along with leisure opportunities on the Plym Valley Trail. The first phase, completed in June 2021 consisted of walking and cycling improvements in Southway as well as substantial improvements to two shared use paths connecting Plymbridge Road to Miller Way.

This contract award is for the 2<sup>nd</sup> phase of the scheme which provides significant traffic free walking and cycling improvements along Plymbridge Road. This phase includes:

- Traffic free walking and cycling route along the south side of Plymbridge Road improving connectivity from the Estover industrial estate to the recently improved path alongside the eastern end of the former airport site connecting Plymbridge Road with Miller Way via Durris Gardens.
- Three new signalised pedestrian and cycle crossings of Plymbridge Road.
- improved crossings of side roads for pedestrians and cyclists.

**SCHEME OBJECTIVES**

Plymouth's population is forecast to reach 300,000 by 2034, an increase of 17%, with an accompanying increase in economic opportunity. Modelling forecasts show that by 2034, even with currently committed transport schemes and modal shift away from private car to sustainable transport of between 5 and 10%, congestion will worsen. Specifically, congestion is impacting on public transport reliability on the Northern corridor.

28% of Plymouth households do not have access to a vehicle, with this increasing to 45% in some neighbourhoods served by the northern corridor. An expanding and improving walking and cycling network, linking to new jobs in key growth areas will help create inclusive, low carbon growth, improve productivity and address unemployment which is currently 4.7% – 1.4% higher than the regional average, and 0.3% higher than the national average.

To address this sustainably, and help make Plymouth an attractive place in which to live, work and invest, the Joint Local Plan identifies that major infrastructure investments are needed. With 67% of Plymouth commuters working in the city, and with 38% of car journeys less than 2km, walking and cycling have a key role to play.

With transport representing around 28% of carbon emissions<sup>1</sup>, a proportion that is set to increase substantially, investment in walking and cycling to reduce overall car trips through a substantial transfer from private car is essential if we are to meet the Council's pledge to make Plymouth carbon neutral by 2030. This scheme will also help address physical inactivity which is a major problem in Plymouth with just 18.6% of the adult population exercising for 30 minutes three times a week. Physical inactivity is estimated to cost the NHS £4.1 million pa with far greater costs to the wider economy.

**TARGET COST AND FINANCE**

The 2<sup>nd</sup> phase of the scheme, that is the subject of this decision, is entirely funded from the Northern Corridor SCN Growth Deal funding award.

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<sup>1</sup> <http://naei.beis.gov.uk/>

## PROJECT COST

The project target price is £791,144 at the 2021/22 rates. The phase 2 scheme will be constructed in the 2022/23 financial year. However, the 2022/23 rates under the Council's Term Maintenance Contract with South West Highways have not yet been confirmed. Therefore a precautionary allowance of a 7.5% increase in the rates would increase the target cost to £850,480.

## DELIVERY TIMESCALES

The main works for the 2<sup>nd</sup> phase of the scheme is planned to start in April, 2022, with construction programmed to take 14 weeks.

## MEMBER AND STAKEHOLDER SUPPORT

The Cabinet Member for Strategic Planning and Infrastructure was consulted in late 2018 in advance of consultation with local Ward members. Wider public and stakeholder consultation was completed in January 2019 with 4,700 and local businesses and residents in the vicinity of the scheme. The results of the consultation have been summarised in a consultation report which is available at the [dedicated scheme webpage](#).

Further statutory consultation was then carried out on elements of the scheme requiring Traffic Regulation Orders. The delegated decision to approve the orders to enable the scheme to be implemented was made by the Cabinet member for Transport and Highways on 17<sup>th</sup> of November, 2021, details of which are available [here](#).

## PROCUREMENT APPROACH

The Council's Term Maintenance Contract (TMC) with South West Highways specifically provides for its use to deliver transport schemes and projects in addition to the core highway maintenance activities.

The scale and nature of the works required for the phase 2 scheme makes it an ideal candidate scheme for the TMC to be the delivery vehicle.

Early delivery is important to help meet the timescales required by the Climate Emergency Action Plan. The use of the TMC has a number of benefits that would support early delivery of the works:

- Capitalise on the collaborative working arrangements that the contractor has established with the Council's Highways department and other key stakeholders and partners
- Access to the competitive price list that was secured through the vigorous and robust tendering assessment that the Council carried out to award the TMC
- Local knowledge
- Co-ordination with other planned works on the local and strategic road networks
- Early contractor involvement to progress the design and identify value savings and reduce risks in both the design and construction stages
- Supports continuity of working between the Council and the contractor to help deliver improvements in performance over the term of the TMC
- Gives confidence to and supports the local economy, helping to safeguard existing jobs and create new ones

## ALTERNATIVES CONSIDERED

The alternative options to employing the TMC would be to either carry out a formal tendering exercise or use an appropriate framework. Both these options would add delay to any appointment, impacting on the delivery timescale of the works and do not have all of the benefits use of the TMC offers.

# TRANSFORMING CITIES FUND – TRANCHE I

Creating a world class sustainable transport system.



## STAGE 1: What is being assessed and by whom?

What is being assessed - including a brief description of aims and objectives?	Transforming Cities Fund – Tranche I
	<p><u>Aims:</u></p> <ul style="list-style-type: none"><li>• Improvements to walking and cycling, improving both the main north/south and east/west corridors and access to these corridors, thereby increasing the catchment area for access to the main cycle routes.</li><li>• An extension of real time information provision to encourage bus patronage and an improved journey experience, through new or upgraded Real Time Passenger Information screens, new bus shelters and web departure boards in key employment locations.</li><li>• A significant increase in Electric Vehicle chargepoints removing one of the barriers to drivers switching to EV and ensuring the city has the infrastructure to encourage and grow EV use.</li><li>• Improvements for the passenger experience at Plymouth Stations.<ul style="list-style-type: none"><li>○ Plymouth Station Tranche 1 bid will provide improvements to the concourse, including a new, wider Gateline which is currently a source of passenger delay and congestion.</li></ul></li></ul>

<b>STAGE 1: What is being assessed and by whom?</b>	
	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Support the local economy and facilitate economic development, for example by improving access to centres of employment, Enterprise Zones, and development sites that have the potential to create additional jobs, reducing congestion, or improving the reliability and predictability of journey times.</li> <li>• Reduce carbon emissions.</li> <li>• Support housing delivery.</li> <li>• Bring about improvements to air quality, particularly to support compliance with legal limits in those areas where NO2 exceedances have been identified and are in the process of developing plans.</li> </ul>
Responsible Officer	Sally Farley
Department and Service	Strategic Planning and Infrastructure
Date of Assessment	21/12/2018

<b>STAGE 2: Evidence and Impact</b>				
<b>Protected Characteristics (Equality Act)</b>	<b>Evidence and information (e.g. data and feedback)</b>	<b>Any adverse impact?</b>	<b>Actions</b>	<b>Timescale and who is responsible?</b>
Age	50+ Plymouth - 34.1% (nationally - 33.3%) • 75+ Plymouth -	The scheme is not anticipated to have any adverse impact on specific age groups.	N/A	N/A


<b>STAGE 2: Evidence and Impact</b>				
<b>Protected Characteristics (Equality Act)</b>	<b>Evidence and information (e.g. data and feedback)</b>	<b>Any adverse impact?</b>	<b>Actions</b>	<b>Timescale and who is responsible?</b>
	<p>7.6% (nationally - 7.5%)</p> <ul style="list-style-type: none"> <li>• 0-15 Plymouth - 17.5%</li> </ul> <p>(nationally - 20.2%)</p> <ul style="list-style-type: none"> <li>• Over 75's predicted to rise faster than any other group (19k in 2011 to 24k in 2021).</li> </ul>			
<b>Disability</b>	<p>31,164 people declared themselves having long term health problem or disability.</p>	<p>The scheme is not anticipated to have any adverse impact on specific disability groups.</p>	<p>Crossings and other facilities will be provided to support the visually and mobility impaired.</p>	
<b>Faith, Religion or Belief</b>	<p><b>Christian</b> 148,917 people (58.1%).</p> <p><b>Islam</b></p>	<p>The scheme is not anticipated to have any adverse impact on specific faiths, religions</p>	<p>N/A</p>	

<b>STAGE 2: Evidence and Impact</b>				
<b>Protected Characteristics (Equality Act)</b>	<b>Evidence and information (e.g. data and feedback)</b>	<b>Any adverse impact?</b>	<b>Actions</b>	<b>Timescale and who is responsible?</b>
	<p>2,078 people (0.8%).</p> <p><b>Buddhism</b> 881 people (0.3%).</p> <p><b>Hinduism</b> 567 people (0.2%) described their religion as Hindu.</p> <p><b>Judaism</b> 168 people (0.1%)</p> <p><b>Sikhism</b> 89 people (&lt;0.1%)</p>	<p>or beliefs.</p>		
<p>Gender - including marriage, pregnancy and maternity</p>	<p>50.6% of population are women.</p> <p>Of those aged 16 and over 90,765 (42.9%) people are married. 5,190 (2.5%) are separated and still legally married or legally in a same-sex civil partnership. 7</p> <p>34 Civil Partnership Formations in Plymouth in 2013</p>	<p>The scheme is not anticipated to have any adverse impact on specific faiths, religions or beliefs.</p>	<p>N/A</p>	

<b>STAGE 2: Evidence and Impact</b>				
<b>Protected Characteristics (Equality Act)</b>	<b>Evidence and information (e.g. data and feedback)</b>	<b>Any adverse impact?</b>	<b>Actions</b>	<b>Timescale and who is responsible?</b>
<b>Gender Reassignment</b>	0 Teenage conceptions in Derriford West & Crownhill in 2012.  26 referrals from Plymouth were made to the Newton Abbot clinic, in 2013/14 to February 6.	The scheme is not anticipated to have any adverse impact on specific gender reassignment.	N/A	
<b>Race</b>	92.9% of Plymouth's population identify themselves as White British.  7.1% identify themselves as Black and Minority Ethnic (BME) with White Other (2.7%), Chinese (0.5%) and Other Asian (0.5%) the most common ethnic groups.	The scheme is not anticipated to have any adverse impact on specific race.	N/A	
<b>Sexual Orientation -including Civil Partnership</b>	It estimated that there are 12,500 – 17,500 Lesbian, gay or bi-sexual people aged over 16.	The scheme is not anticipated to have any adverse impact on specific sexual	N/A	

STAGE 2: Evidence and Impact				
Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact?	Actions	Timescale and who is responsible?
		orientation group.		

STAGE 3: Are there any implications for the following? If so, please record 'Actions' to be taken				
Local Priorities	Implications	Timescale and who is responsible?		
Reduce the inequality gap, particularly in health between communities.	It is not anticipated to have an impact on the inequality gap, particularly in health between communities.	2019/2020 Head of Transport, Infrastructure & Investment.		
Good relations between different communities (community cohesion).	It is not anticipated to have an impact on good relations between communities.	2019/2020 Head of Transport, Infrastructure & Investment.		
Human Rights	It is not anticipated that people's human rights will be impacted upon by the scheme.	2019/2020 Head of Transport, Infrastructure & Investment.		

STAGE 4: Publication			
Director, Assistant Director/Head of Service approving EIA.		Date	
			22/05/2019



# EXECUTIVE DECISION

made by a Cabinet Member



## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – T29 21/22

Decision				
1	Title of decision: The City Of Plymouth (Traffic Regulation Orders) (Amendment Order No. 2022.2137274 – North Prospect Phase 3) Order			
2	<b>Decision maker (Cabinet member name and portfolio title):</b> Councillor Jonathan Drean, Cabinet Member for Transport			
3	<b>Report author and contact details:</b> Amy Neale, Senior Traffic Management Technician, email: <a href="mailto:amy.neale@plymouth.gov.uk">amy.neale@plymouth.gov.uk</a>			
4	<p><b>Decision to be taken:</b> To implement amendments to The City of Plymouth (Traffic Regulation and Street Parking Places) (Consolidation) Order 2004. (As amended). <b>The effect of the order shall be to amend the No Waiting at Any Time on lengths of the following roads:</b> Wordsworth Crescent, Wordsworth Road &amp; Wyatt Avenue</p> <p><b>As set out in the briefing report.</b></p>			
5	<p><b>Reasons for decision:</b> To reinstate sections of double yellow lines to prevent on-street kerbside car parking taking place within the vicinity of junctions thereby retaining inter-visibility in the interests of highway safety.</p>			
6	<p><b>Alternative options considered and rejected:</b> Alternative options would be to not re-instate waiting restrictions which would result in on-street kerbside car parking taking place in locations which would give rise to highway safety concerns. Therefore no other options were considered.</p>			
7	<p><b>Financial implications:</b> The Traffic Regulation Order (TRO) and associated works is being funded by Planning.</p>			
8	<p><b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)</p>	Yes	No	<p><b>Per the Constitution, a key decision is one which:</b>  in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total</p>
			x	

			x	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b>
			x	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
	<b>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></b>			
<b>9</b>	<b>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</b>	The Local Transport Plan (LTP) details the transport strategies and policies that the City Council has adopted and will be key in helping the city meet its Corporate Plan priorities, and growth agenda.		
<b>10</b>	<b>Please specify any direct environmental implications of the decision (carbon impact)</b>	n/a		

### Urgent decisions

<b>11</b>	<b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b>	<b>Yes</b>		(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		<b>No</b>	x	<b>(If no, go to section 13a)</b>

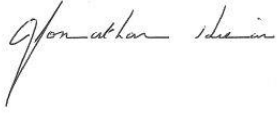
**12a Reason for urgency:**

<b>12b</b>	<b>Scrutiny Chair Signature:</b>		<b>Date</b>	
	<b>Scrutiny Committee name:</b>			
	<b>Print Name:</b>			

### Consultation

<b>13a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>		
		<b>No</b>	x	<b>(If no go to section 14)</b>
<b>13b</b>	<b>Which other Cabinet member's</b>			

	<b>portfolio is affected by the decision?</b>			
<b>I3c</b>	<b>Date Cabinet member consulted</b>			
<b>I4</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>		If yes, please discuss with the Monitoring Officer
		<b>No</b>	x	
<b>I5</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Anthony Payne	
		<b>Job title</b>	Strategic Director for Place	
		<b>Date consulted</b>	08/03/2022	
<b>Sign-off</b>				
<b>I6</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS127 21/22	
		<b>Finance (mandatory)</b>	pl.21.22.298.	
		<b>Legal (mandatory)</b>	LS/38220/JP/090 322.	
		<b>Human Resources (if applicable)</b>		
		<b>Corporate property (if applicable)</b>		
		<b>Procurement (if applicable)</b>		
<b>Appendices</b>				
<b>I7</b>	<b>Ref.</b>	<b>Title of appendix</b>		
	A	Briefing report		
	B	Equalities Impact Assessment		
<b>Confidential/exempt information</b>				
<b>I8a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is

		<b>No</b>	<input checked="" type="checkbox"/>	not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)				
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>18b</b>	<b>Confidential/exempt briefing report title:</b>							
<b>Background Papers</b>								
<b>19</b>	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> 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. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
<b>Title of background paper(s)</b>		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Cabinet Member Signature</b>								
<b>20</b>	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given 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. For further details please see the EIA attached.							
<b>Signature</b>			<b>Date of decision</b>	14/03/2022				
<b>Print Name</b>	Councillor Jonathan Drear							



## NORTH PROSPECT PHASE 3

### I. INTRODUCTION

This report seeks delegated authority to implement amendments to The City of Plymouth (Traffic Regulation and Street Parking Places) (Consolidation) Order 2004 (as amended) in association with the TRO for North Prospect phase 3.

### TRAFFIC REGULATION ORDERS REQUIRED

2.1 The elements that need a Traffic Regulation Order are as follows:

#### To Add:

##### **No Waiting At Any Time**

- (i) Wordsworth Crescent, the south-east side from its junction with Wordsworth Road (north junction) for a distance of 14.5 metres in a south westerly direction
- (ii) Wordsworth Crescent, the east side from its junction with Wyatt Avenue for a distance of 4 metres in a northerly direction and 3 metres in a southerly direction
- (iii) Wordsworth Crescent, the north side from its junction with Wordsworth Road (south junction) for a distance of 7 metres in a westerly direction
- (iv) Wordsworth Crescent, the north-west side from its junction with Wordsworth Road (north junction) for a distance of 16 metres in a south westerly direction
- (v) Wordsworth Crescent, the south side from its junction with Wordsworth Road (south junction) for a distance of 7.5 metres in a westerly direction
- (vi) Wordsworth Crescent, the west side from a point 3 metres north of the extended centre line of Wyatt Avenue for a distance of 6 metres in a northerly direction and 4 metres in a westerly direction
- (vii) Wordsworth Crescent, the west side from a point 3 metres south of the extended centre line of Wyatt Avenue for a distance of 8 metres in a southerly direction and 4m in a westerly direction.
- (viii) Wordsworth Road, the east side from its junction with Wyatt Avenue for a distance of 5 metres in a northerly direction and 5 metres in a southerly direction
- (ix) Wordsworth Road, the east side from its junction with Wolseley Road for a distance of 15 metres in a northerly junction
- (x) Wordsworth Road, the east side from a point 9 metres south of the extended centre line of Wordsworth Crescent (south junction) for a distance of 18 metres in a northerly direction
- (xi) Wordsworth Road, the east side from a point 12 metres south of the extended centre line of Wordsworth Crescent (north junction) for a distance of 24 metres in a northerly direction
- (xii) Wordsworth Road, the west side from its junction with Wyatt Avenue for a distance of 6 metres in a northerly direction and 5 metres in a southerly direction
- (xiii) Wordsworth Road, the west side from its junction with Wolseley Road to a point 3m to the north of its junction with Wordsworth Crescent (south junction)
- (xiv) Wordsworth Road, the west side from its junction with Wordsworth Crescent (north

junction) for a distance of 6 metres in a northerly direction and 6 metres in a southerly direction

- (xv) Wyatt Avenue, both sides from its junction with Wordsworth Road for a distance of 10 metres in an easterly direction
- (xvi) Wyatt Avenue, both sides from its junction with Wordsworth Crescent for a distance of 7 metres in an easterly direction
- (xvii) Wyatt Avenue, the north side from its junction with Wordsworth Road for a distance of 5.5 metres in a westerly direction
- (xviii) Wyatt Avenue, the south side from its junction with Wordsworth Road for a distance of 6.5 metres in a westerly direction

### **Revocations**

#### **No Waiting At Any Time**

- (i) Maunsell Close, the west side, from the junction with Woodville Close for a distance of 3 metres
- (ii) Wordsworth Crescent, the inner side, for the entire length
- (iii) Wordsworth Crescent, the south side, from the southern junction with Wordsworth Road for a distance of 14 metres in a westerly direction
- (iv) Wordsworth Road, the east side, from a point 138 metres north to a point 9 metres south of the junction with Woodville Close
- (v) Wordsworth Road, the west side, from a point 88 metres north of the southern junction with Wordsworth Crescent to the junction with Wolseley Road
- (vi) Wordsworth Road, the west side, from the northern junction with Wordsworth Crescent for a distance of 13 metres in a southerly direction

## **2. STATUTORY CONSULTATION**

### **Proposals**

The proposals for the North Prospect phase 3 TRO were advertised on street, in the Herald and on the Plymouth City Council website on 11<sup>th</sup> February 2022. Details were sent to the Councillors representing the affected ward and statutory consultees on 9<sup>th</sup> February 2022.

**There have not been any representations received relating to the Traffic Regulation Order proposals.**

## **4. RECOMMENDATION**

It is recommended to proceed with original proposals as advertised and make the Traffic Regulation Order.

## **5. LEGAL CONSIDERATIONS**

The lawful implications and consequences of the proposal have been considered and taken into account in the preparation of this report.

When considering whether to make a traffic order it is the Council's responsibility to ensure that all relevant legislation is complied with. This includes Section 122 of the Road Traffic Regulation Act 1984 (as amended) that sets out that it is the duty of a local authority, so far as practicable subject to certain matters, to secure the expeditious, convenient and safe movement of vehicular

and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities on and off the highway. It is considered that the proposals comply with Section 122 of the Act as they practically secure the safe and expeditious movement of traffic in and around Plymouth and provide for suitable and adequate associated parking facilities.

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# **EQUALITY IMPACT ASSESSMENT**

Policy and Intelligence Team



# EQUALITY IMPACT ASSESMENT TEMPLATE

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> This is the person completing the EIA template.	Scott Smy	<b>Department and service:</b>	Place – SP&I	<b>Date of assessment:</b>	08/03/22
<b>Lead Officer:</b> Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Philip Heseltine	<b>Signature:</b>		<b>Approval date:</b>	08/03/22
<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>	To implement amendments to The City of Plymouth (Traffic Regulation and Street Parking Places) (Consolidation) Order 2004. (As amended). <b>The effect of the order shall be to amend the No Waiting at Any Time on lengths of the following roads:</b> Wordsworth Crescent, Wordsworth Road & Wyatt Avenue  As set out in the briefing report.				
<b>Decision required:</b> Within this section, you must be clear on any decision being made and how/when, it will be taken.	To agree to implement amendments to The City of Plymouth (Traffic Regulation and Street Parking Places) (Consolidation) Order 2004. (As amended and outlined above)				

## SECTION TWO: EQUALITY IMPACT ASSESMENT SCREENING TOOL

<b>Potential external impacts:</b> Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	Yes		No	No
<b>Potential internal impacts:</b> Does the proposal have the potential to negatively impact Plymouth City Council employees?	Yes		No	No

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>	No
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	N/A			

### 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>
	<p>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.</p> <p>The boxes below provide examples of the types of data you may wish to use.</p>	<p>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.</p> <p>Where there is no adverse impact, please type 'not applicable'.</p>	<p>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.</p>	<p>Please use this column to provide the timeframe for implementing any mitigation activities. You must include the lead department.</p>
<b>Age</b>	The average age in Plymouth (39 years) is about the same as the rest of England (40 years) but less than the South West (44 years).	No adverse impacts		
<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		
<b>Gender reassignment</b>	There are no official estimates for gender reassignment at either national or local level.	No adverse impacts		

	<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>			
<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>	No adverse impacts		
<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		

<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.</p>	No adverse impacts		
<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		
<b>Sex</b>	50.2 per cent of our population are women and 49.8 per cent are men.	No adverse impacts		
<b>Sexual orientation</b>	<p>There are no official estimates for sexual orientation at a local level. There is no precise local data on sexual orientation in Plymouth.</p> <p>Data based on the ONS Annual Population Survey 2017 estimates, approximately 1.7 per cent of the UK population is lesbian, gay or bisexual (LGB).</p>	No adverse impacts		

**SECTION FOUR: HUMAN RIGHTS IMPLICATIONS**

<b>Human Rights</b>	<b>Implications</b>	<b>Mitigation Actions</b>	<b>Timescale and responsible department</b>
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.
	No adverse impacts	No adverse impacts	No adverse impacts

**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>	No adverse impacts		
<b>Pay equality for women, and staff with disabilities in our workforce.</b>	No adverse impacts		
<b>Supporting our workforce through the implementation of Our</b>	No adverse impacts		

<b>People Strategy 2020 – 2024</b>			
<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>	No adverse impacts		
<b>Plymouth is a city where people from different backgrounds get along well.</b>	No adverse impacts		

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# EXECUTIVE DECISION

made by a Council Officer



## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

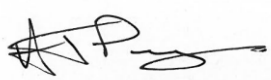
Executive Decision Reference Number – COD22 21/22

Decision	
1	<b>Title of decision:</b> Purchase of Trees for Civic Square (Better Places Programme)
2	<b>Decision maker (Council Officer name and job title):</b> Anthony Payne, Strategic Director for Place
3	<b>Report author and contact details:</b> Michelle Endacott <a href="mailto:Michelle.endacott@plymouth.gov.uk">Michelle.endacott@plymouth.gov.uk</a>
4a	<b>Decision to be taken:</b> It is recommended that a contract be awarded to Deepdale for the Purchase of Trees for Civic Square up to the Value Order of £40k. This award will be provisional and subject to the receipt of the satisfactory self-certification documents.
4b	<b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> L59 17 18
5	<b>Reasons for decision:</b> The Civic Square scheme is one of three projects being delivered under the Better Places Programme - Executive Decision Reference Number – L59 17/18. The transformative works to the square will help to deliver the vision for the regeneration of the City Centre set out in the City Centre Masterplan and adopted Joint Local Plan and delivering the objectives of Better Places Plymouth Public Realm Design Framework. This approval is for the purchase of trees to form part of a cohesive landscaping strategy to create a green and attractive public space that promotes walkability, supports biodiversity and meets the objectives of the Council's Plan for Trees.

6	<p><b>Alternative options considered and rejected:</b></p> <p>This tender was advertised on Supplying The Southwest and 4 suppliers submitted bids. All tenderers passed the Mandatory Requirement Stage, and progressed through to the Score Award Stage.</p>																
7	<p><b>Financial implications and risks:</b></p> <p>Financial provision has been made for this contract within the Civic Square allocated budget of £3.027m consisting of £2.009m TCF funding and £1.014m HAZ (Heritage Action Zone) and 0.004k local contribution.</p>																
8	<table border="1"> <thead> <tr> <th data-bbox="225 566 759 663">Is the decision a Key Decision? (please contact <a href="#">Democratic Support</a> for further advice)</th> <th data-bbox="759 566 852 663">Yes</th> <th data-bbox="852 566 1007 663">No</th> <th data-bbox="1007 566 1495 663">Per the Constitution, a key decision is one which:</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 663 759 826"></td> <td data-bbox="759 663 852 826"></td> <td data-bbox="852 663 1007 826">x</td> <td data-bbox="1007 663 1495 826">in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total</td> </tr> <tr> <td data-bbox="225 826 759 1012"></td> <td data-bbox="759 826 852 1012"></td> <td data-bbox="852 826 1007 1012">x</td> <td data-bbox="1007 826 1495 1012">in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b></td> </tr> <tr> <td data-bbox="225 1012 759 1155"></td> <td data-bbox="759 1012 852 1155"></td> <td data-bbox="852 1012 1007 1155">x</td> <td data-bbox="1007 1012 1495 1155">is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.</td> </tr> </tbody> </table>	Is the decision a Key Decision? (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	Per the Constitution, a key decision is one which:			x	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total			x	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>			x	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
Is the decision a Key Decision? (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	Per the Constitution, a key decision is one which:														
		x	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total														
		x	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>														
		x	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.														
8b	<p>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></p>	n/a															
9	<p><b>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</b></p>	<p>The project will look entirely at the public realm (streets and spaces) in the Civic Square and will pioneer new ways for these to function, attract social/cultural and commercial activity, reduce maintenance liabilities and explore opportunities for income generation and provide a green sustainable city that cares about the environment..</p> <p>The project will promote confidence in Plymouth by improving the attractiveness and usability of the city's streets and spaces for residence and visitors, making them feel safe in Plymouth.,enhancing community pride and supporting Plymouth as a destination of choice.</p> <p>The project will seek to enhance the ease of pedestrian cycle movement for people with all abilities by removing clutter and obstacles to movement. The specific needs of children, elderly, and mobility impaired has been carefully considered through the design process to enhance accessibility and enjoyment of the spaces by all.</p> <p>The outcome of this project will help support a growing city by encouraging inward investment in the retail, leisure and cultural offer of Plymouth city centre and supporting the</p>															

		<p>diversification of uses including residential and office.</p> <p>Providing aesthetically attractive spaces and inviting city centre streets and spaces that function better through the day and into evening will attract increased visitors to the city for prolonged period of time resulting in higher spend, more viable business and a more competitive city centre further establishing Plymouth's position as a premier retail and shopping destination for the South West.</p> <p>The project will support the creation of positive spaces for residents from across the city, supporting the achievement of health and wellbeing outcomes and reduce health inequalities.</p> <p>The project will directly support the growth of the city by encouraging visitors and enabling increased investment from the community and private sector.</p>		
<b>10</b>	<b>Please specify any direct environmental implications of the decision (carbon impact)</b>	<p>Response to the Council's declaration of a Climate Change Emergency and the City's Climate Emergency Action Plan and design in measures to reduce the environmental impact of the scheme as far as possible.</p> <p>Connecting to a wider network of walking and cycling infrastructure and to the main rail and bus hubs the scheme will enable and encourage travel by sustainable modes.</p>		
<b>Urgent decisions</b>				
<b>11</b>	<b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b>	<b>Yes</b>		(If yes, please contact <a href="#">Democratic Support</a> for advice)
		<b>No</b>	x	(If no, go to section 13a)
<b>12a</b>	<b>Reason for urgency:</b>			
<b>12b</b>	<b>Scrutiny Chair signature:</b>		<b>Date</b>	
	<b>Scrutiny Committee name:</b>			
	<b>Print Name:</b>			
<b>Consultation</b>				
<b>13a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>	x	
		<b>No</b>		(If no go to section 14)
<b>13b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>	<p>Councillor Nick Kelly (Leader)</p> <p>Councillor Jonathan Drean (Cabinet Member for Transport)</p> <p>Councillor Mrs Maddi Bridgeman (Environment and street scene)</p>		

<b>13c</b>	<b>Date Cabinet member consulted</b>	Councillor Drean 24/06/2021, 15/07/2021, 16/09/2021, 04/11/2021, Councillor Drean and Councillor Bridgeman 15/07/2021							
<b>14</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>		If yes, please discuss with the Monitoring Officer					
		<b>No</b>	x						
<b>15</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Anthony Payne						
		<b>Job title</b>	Strategic Director for Place						
		<b>Date consulted</b>	03.03.22						
<b>Sign-off</b>									
<b>16</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS128 21/22						
		<b>Finance (mandatory)</b>	pl.21.22.295.						
		<b>Legal (mandatory)</b>	LS/38218/JP/080322.						
		<b>Human Resources (if applicable)</b>							
		<b>Corporate property (if applicable)</b>							
		<b>Procurement (if applicable)</b>	SB/PS/622/ED/0222.						
<b>Appendices</b>									
<b>17</b>	<b>Ref.</b>	<b>Title of appendix</b>							
	A	Purchase of Trees for Civic Square – Contract Award Part 1							
	B	Purchase of Trees for Civic Square – Contract Award Part 2							
<b>Confidential/exempt information</b>									
<b>18a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>	X	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.					
		<b>No</b>							
		<b>Exemption Paragraph Number</b>							
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	
<b>18b</b>	<b>Confidential/exempt briefing report title:</b>			X					

	Purchase of Trees for Civic Square – Contract Award Part 2									
<b>Background Papers</b>										
<b>19</b>	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> 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. 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.</p>									
<b>Title of background paper(s)</b>				<b>Exemption Paragraph Number</b>						
				<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Council Officer Signature</b>										
<b>20</b>	<p>I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given 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. For further details please see the EIA attached.</p>									
<b>Signature</b>				<b>Date of decision</b>	03/03/2022					
<b>Print Name</b>	Anthony Payne									

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**PROCUREMENT GATEWAY 3 -  
CONTRACT AWARD REPORT - PART I  
OFFICIAL**



# **Purchase of Trees for Civic Square**

**Procurement Reference No.**

**21526**

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## 1. INTRODUCTION

This report is in relation to the process undertaken and recommendation related to the award of Contract for The purchase of Trees for Civic Square.

Contract Duration: The intended duration of the contract is for 16 months.

## 2. BACKGROUND

The approach has been to restore and strengthen the infrastructure of Lime Trees to Royal Parade and centrally by the café terrace whilst introducing a series of specimen oak trees connected to North America reflecting the connection between Plymouth, the square and the USA. We have also replaced the lost Honey Locust Trees once gifted to the Square in the 1970s. The tree species have been noted as adaptable to climate change and are appropriate for the coastal location.

There are two options to be costed

- Option 1 allows for the trees to be lifted this year and containerised allowing for the trees to be planted August/September 2022.
- Option 2 allows for the trees to be root balled to be planted in November 2022 – February 2023.

Purchase of trees in accordance with the Macgregor Smith Ltd Specification for Soft Landscape Works for Civic Square, Plymouth 1286-SP-01.

## 3. PROCUREMENT PROCESS

Following an options appraisal, in line with the council's Contract Standing Order's a technical request for quote (TRFQ) was carried. 4 suppliers showed an interest and submitted bids.

## 4. TENDER EVALUATION CRITERIA

### Overview of Process

Evaluation was undertaken in accordance with the overall evaluation strategy for the project.

The Council evaluated tender submissions as a two stage award process.

The first stage consisted of an assessment of the Tenderer's suitability in principle to deliver the Goods as detailed in the ITT document pack by meeting the Mandatory Requirements. Only Tenderers passing this first stage had their Tenders evaluated at the second stage.

The second stage considered the merits of the eligible Tenders in order to assess which was the most economically advantageous. In this stage only quality (including social value), and price criteria that are linked to the subject matter of the Contract were used.

### Stage I- Mandatory Requirement

Stage I assessments were made against the responses to the Mandatory Requirements questionnaire included at Schedule I in the ITT Return Document.

### Evaluation Criteria and Methodology

All Mandatory Requirement questions were evaluated on a PASS/FAIL basis. Each question clearly indicated what response constitutes as PASS and what response constitutes as FAIL. In the event of the Tenderer being awarded a 'fail' on any of the criteria, the remainder of the Tender would

not be evaluated and the Tender would be eliminated from the process. A Tenderer would've been disqualified if they did not submit these completed questions.

## Stage 2- AWARD

Tenderers passing all the pass/fail criteria in stage 1 had their responses made within Schedules 2-8 evaluated by the Council to determine the most economically advantageous Tender based on the quality (inclusive of social value), and price and criteria that are linked to the subject matter of the Contract.

### Award criteria

The high level award criteria was as follows:

Criteria	Weighting
Price	55%
Quality	40%
Social Value	5%
TOTAL	100%

Weightings for individual sub-criteria contained under each of the above are detailed below and in the return document.

### Evaluation Methodology

#### **PRICE**

Evaluation made against comparison of pricing schedules.

#### **PRI Total Tender Sum**

The Tenderer's Total Tender Sum was evaluated using the scoring system below:

$$\left( \frac{\text{Lowest Total Tender Sum}}{\text{Tenderer's Tender Sum}} \right) \times \text{Weighting} = \text{Weighted score}$$

The Tenderer with the lowest price was awarded the full score of 55 [55%], with the remaining Tenderers gaining pro-rata scores in relation to how much higher their prices are when compared to the lowest price.

The following table outlines how the above detail is to be managed, using the purchase price award criteria percentage of 55% in this illustration.

**Table A – Price evaluation model**

**Example below shows maximum points available = 55 (55%)**

<b>Weighting</b>	<b>% Split</b>
Purchase of Trees for Civic Square	55%

**A. Purchase of Trees for Civic Square**

<b>Tenderer</b>	<b>Price</b>	<b>Calculation</b>	<b>Final Score</b>
<b>1</b>	<b>£30,000</b>	<b>30,000/30,000 x 55</b>	<b>55.00</b>
2	£35,000	30,000/35,000 x 55	47.14
3	£40,000	30,000/40,000 x 55	41.25

<b>Tenderer</b>	<b>Total Score</b>	<b>Ranking</b>
<b>1</b>	<b>55.00</b>	<b>1</b>

**QUALITY**

Each quality question was clearly identified as being evaluated on a pass/fail or scored basis.

Tenderers were asked to provide a number of method statements responses within the ITT Return Document, which were intended to explain how they will meet specific requirements.

When responding to the method statement questions Tenderers had to make sure that, they answered what was being asked. Anything that was not directly relevant to the particular method statement question should not have been included, but wherever possible Tenderers should demonstrate how they will go further than what was being asked for, to add value.

Tenderers should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). It is useful to give examples or provide evidence to support their responses. The purpose should be to include as much relevant detail as required, so that the evaluation panel obtained the fullest possible picture.

Each method statement response was evaluated individually, one by one, and in order. When scoring each statement, no consideration was given to information included in other answers and Tenderer's were informed not cross reference to responses or information provided elsewhere in their tender submission.

Method statement responses were evaluated in accordance with the following sub-criteria and weightings:

Method Statements		
<b>Quality</b>		<b>45%</b>
MS1	Can you deliver the stock to Plymouth in the quantities and timescales specified in line with the schedule and specification?	25%
MS2	What measures do you have in place to mitigate the impact on the climate and can you demonstrate best practice in regards to sustainability?	10%
MS3	What measures do you have in place to meet biosecurity requirements?	5%
MS4	Please give details on social value within your organisation. For instance what percentage of your employees are local. What training do you as an organisation provide and how is staff welfare monitored	5%

Where individual questions carried either more or less importance than others they were grouped and weighted accordingly. Section weightings were identified at the top of each group of questions and sub-weightings were identified against individual questions. The question or group of questions were allocated a score and the appropriate weightings then applied. The weighted score was rounded to 2 decimal places.

Method statement responses were evaluated using the scoring system below:

Response	Score	Definition
Excellent	5	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement/outcomes and provides details of how the requirement/outcomes will be met in full.
Very good	4	Response is particular relevant. The response is precisely detailed to demonstrate a very good understanding of the requirements and provides details on how these will be fulfilled.
Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements/outcomes will be fulfilled.
Satisfactory	2	Response is relevant and acceptable. The response addresses a broad understanding of the requirements/outcomes but lacks details on how the requirement/outcomes will be fulfilled in certain areas.
Poor	1	Response is partially relevant and poor. The response addresses some elements of the requirements/outcomes but contains insufficient/limited detail and explanation to demonstrate how the requirements/outcomes will be fulfilled.
Unacceptable	0	No or inadequate response. Fails to demonstrate an ability to meet the requirement/deliver the required outcomes.

***Tenderers had to achieve an average score of 2 or more for each scored Quality item. Any scored criteria item receiving an average of less than 2 resulted in the Tender being rejected and Tenderer being disqualified from the process.***

## MODERATION

Moderation was only undertaken where there was a difference in evaluator scoring of more than 1 point. This was to ensure no errors have been made in the evaluation process. An example has been provided below:

E.g. Scores received of 3, 3 and 4= No moderation undertaken

Scores received of 2, 3 and 4= moderation undertaken

## 5. SUMMARY OF EVALUATION

The Invitation to Tender was published electronically via, The Supplying the South West Portal – the Council's chosen procurement portal on 11<sup>th</sup> January 2022 with a Tender submission date of 24<sup>th</sup> January 2022.

The received Tender submissions, were evaluated in accordance with the overall evaluation strategy set out above, and were independently evaluated by Council Officers, all of whom had the appropriate skills and experience, in order to ensure transparency and robustness in the process.

In order to ensure fairness of the process the evaluation of Quality and Price were split, with Price information being held back from the Quality evaluators.

The resulting quality and financial scores are contained in the confidential paper.

## 6. FINANCIAL IMPLICATIONS

Financial provision has been made for this contract within the project budget. Details of the contractual pricing are contained in the confidential paper.

## 7. RECOMMENDATIONS

It is recommended that a contract be awarded to the highest scoring Tenderer for the Supply of Trees for Civic Square. Details of the successful Tenderer have been set out in the confidential paper.

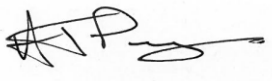
This award will be provisional and subject to the receipt from the highest scoring Tenderer of the satisfactory self-certification documents detailed within the Tender.

In the event the highest scoring Tenderer cannot provide the necessary documentation, the Council reserves the right to award the contract to the second highest scoring Tenderer.

## 8. APPROVAL

### Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)	
<b>Name:</b>	Michelle Endacott
<b>Job Title:</b>	Investment Officer
<b>Additional Comments (Optional):</b>	
<b>Signature:</b>	Michelle Endacott
<b>Date:</b>	01/03/2022
Head of Service / Service Director	
[Signature provides authorisation to this award report and award of Contract]	
<b>Name:</b>	Anthony Payne

<b>Job Title:</b>	Strategic Director for Place		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>		<b>Date:</b>	02/03/2022

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.

Document is Restricted

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# EXECUTIVE DECISION

made by a Council Officer



## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD23 21/22

Decision				
1	<b>Title of decision:</b> Douglass House site development			
2	<b>Decision maker (Council Officer name and job title):</b> Craig McArdle - Strategic Director for People			
3	<b>Report author and contact details:</b> Fiona Gordon – fiona.gordon@plymouth.gov.uk 01752 307190			
4a	<b>Decision to be taken:</b> To award the contract for the construction of the Douglass House respite bungalows, following a competitive procurement exercise. Details of the successful tenderer are set out in the Contract Award Report - Part 2			
4b	<b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> L52 20/21			
5	<b>Reasons for decision:</b> In accordance with the delegated authority granted by the Executive Decision made by the Leader, a procurement exercise has been undertaken and is now in a position to award the contract. See Contract Award Report.			
6	<b>Alternative options considered and rejected:</b> We currently have nowhere that is suitably located in Plymouth or of appropriate construction and design to support people in crisis. It is needed now, we have people going into crisis in the city and we have nowhere appropriate to support them.			
7	<b>Financial implications and risks:</b> Details of the financial funding are set out in the Part II Briefing Note.			
8	<b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	<b>Per the Constitution, a key decision is one which:</b>  in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			x	

			x	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b>
			x	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
8b	If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a>	N/a		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	See previous Douglass House Business Case that was agreed at the Capital Programme Board on the 28th September 2020.		
10	Please specify any direct environmental implications of the decision (carbon impact)	None for this grant		

#### Urgent decisions

11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact <a href="#">Democratic Support</a> for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			

#### Consultation

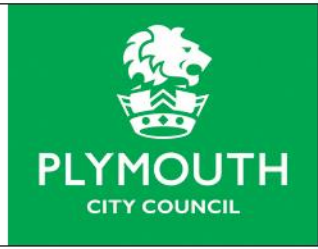
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	x	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	n/a		
13c	Date Cabinet member consulted	n/a		

14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer				
		No	x					
15	Which Corporate Management Team member has been consulted?	Name	Craig McArdle					
		Job title	Strategic Director for People					
		Date consulted	23/03/2021					
<b>Sign-off</b>								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS129 21/22					
		Finance (mandatory)	djn.21.22.301					
		Legal (mandatory)	MS/38279					
		Human Resources (if applicable)	n/a					
		Corporate property (if applicable)	n/a					
		Procurement (if applicable)	SN/PS/623/ED/0322					
<b>Appendices</b>								
17	Ref.	Title of appendix						
	A	Contract Award Report Part I						
<b>Confidential/exempt information</b>								
18a	Do you need to include any confidential/exempt information?	Yes	x	If yes, prepare a second, confidential ("Part II") briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.				
		No						
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
18b	Confidential/exempt briefing report title: Part 2 Contract Award				x			
<b>Background Papers</b>								
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> 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. 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.							
Title of background paper(s)		Exemption Paragraph Number					
		1	2	3	4	5	6
Council Officer Signature							
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given 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. For further details please see the EIA attached.						
<b>Signature</b>	approved by email		<b>Date of decision</b>		23/03/2022		
<b>Print Name</b>	Craig McArdle						

**PROCUREMENT GATEWAY 3 -  
CONTRACT AWARD REPORT - PART I**

21187 - Douglass Bungalows Construction



- 1. INTRODUCTION**
- 2. BACKGROUND**
- 3. PROCUREMENT PROCESS**
- 4. TENDER EVALUATION CRITERIA**
- 5. SUMMARY OF EVALUATION**
- 6. FINANCIAL IMPLICATIONS**
- 7. RECOMMENDATIONS**
- 8. APPROVAL**

## **I. INTRODUCTION**

This contract award report is in relation to the procurement of the construction of two respite dwellings including all services, external works and landscaping on land at Douglass House, Plymouth PL3 6NP.

Contract Duration: 26 weeks approx.

## **2. BACKGROUND**

Plymouth City Council has been allocated a £530,000 grant from NHSE to improve registered respite facilities in the city for people with highly complex needs (severe learning disabilities, autism). The successful conclusion to the 2 year project allows us to provide much needed discreet, specialist support in a safe environment for the most vulnerable citizens of Plymouth. Plymouth City Council has allocated the undeveloped grassed area land (0.25 ac) adjacent to Douglas House.

The project will be to build 2 bungalows which are fully wheelchair accessible. In order to satisfy the bid PCC will provide the value of the prime residential development site in its ownership as its contribution to the project. Both bungalows will incorporate a range of adaptations with their construction and design to ensure that the needs of people with high complex needs will be safely met.

Once the two bungalows have been developed PCC will own the freehold to both properties.

## **3. PROCUREMENT PROCESS**

A competitive procurement was run following the 'Request for Quotation' procedure as outlined in the Council's Contract Standing Orders. This is a one stage process incorporating both suitability assessment criteria and contract award criteria. Under this process a minimum of 3 suppliers must be invited to submit written quotations, 2 of whom should be local PL postcode suppliers. For this procurement, 6 suppliers were invited (whom 5 are local) to this opportunity.

## **4. TENDER EVALUATION CRITERIA**

Evaluation will be undertaken in accordance with the overall evaluation strategy for the project.

The Council will evaluate tender submissions as a two part process.

The first part will consist of an assessment of the Tenderer's suitability in principle to deliver the works as detailed in the ITT document pack and checking that all required documents are completed and submitted. Only Tenderers passing this first part will have their Tenders evaluated at the second part.

The second part is the award and considers the merits of the eligible Tenders in order to assess which is the most economically advantageous. In this part only quality, price and social value criteria that are linked to the subject matter of the contract are used.

### **Part I - Suitability Assessment - PAS9I**

Part I assessments are made against the responses to the suitability schedule included at Schedule (I).

For ease of completion, where a question has been informed by PAS9I and you have completed a PAS9I for a separate procurement process, provided the PAS9I remains valid and accurate, you may submit this previously completed document as part of your response to this procurement process.

If it is your intention to submit a previous PAS9I, where a question has been informed by PAS9I please insert 'SEE PAS9I' into the response box provided and detail the relevant section number.

Please Note: the submission guidance detailed above still applies to the PAS91 document and therefore you may be required to adapt your PAS91 as necessary.

Where the Council considers your PAS91 document as not providing a sufficient response to its question(s) you may be required to submit additional information.

#### Evaluation Criteria and Methodology

All Suitability Assessment questions will be evaluated on a PASS/FAIL basis. Each question will clearly indicate what response constitutes as PASS and what response constitutes as FAIL. In the event of the Tenderer being awarded a 'fail' on any of the criteria, the remainder of your Tender will not be evaluated and you will be eliminated from the process. Your company will be disqualified if you do not submit these completed questions.

Wherever possible the Council is permitting Tenderers to self-certify they meet the minimum PASS/FAIL requirements without the need to attached evidence or supporting information. However where the Council regards the review of certain evidence and supporting information, as critical to the success of the procurement this will be specifically requested.

The return document will clearly indicate whether 'Self-certification' is acceptable or whether 'Evidence is required' for each question.

Where Tenderers are permitted to self-certify, evidence will be sought from the successful Tenderer at contract award stage. Please note the successful Tenderer must be able to provide all evidence to the satisfaction of the Council at contract award stage within a reasonable period, if the successful Tenderer is unable to provide this information the Council reserves the right to award the contract to the next highest scoring Tenderer and so on.

## **Part 2 - AWARD**

Tenderers passing all the pass/fail criteria in part 1 will have their responses made to part 2 evaluated by the Council to determine the most economically advantageous Tender based on the quality, price and social value criteria that are linked to the subject matter of the contract.

#### Award criteria

The high level award criteria is as follows:

<b>Criteria</b>	<b>Weighting</b>
Price	60%
Quality	30%
Social Value	10%
<b>TOTAL</b>	<b>100%</b>

Weightings for individual sub-criteria contained under each of the above are detailed in the return document.

#### Evaluation Methodology

### **PRICE (Schedule 4)**

Evaluation made against comparison of pricing schedules.

### **PRI Total Tender Sum**



The Tenderer's Total Tender Sum will be evaluated using the scoring system below:

$$\left( \frac{\text{Lowest Total Tender Sum}}{\text{Tenderer's Tender Sum}} \right) \times \text{Weighting} = \text{Weighted score}$$

### QUALITY (Schedule 2 and Schedules 5-6)

Each question will be clearly identified as being evaluated on a pass/fail or scored basis.

**Pass/Fail Questions-** Questions identified as PASS/FAIL will be evaluated on a pass/fail basis. Each question will clearly indicate what response constitutes as PASS and what response constitutes as FAIL. In the event of the Tenderer being awarded a 'fail' on any of the criteria, the remainder of your Tender will not be evaluated and you will be eliminated from the process. Your company will be disqualified if you do not submit these completed questions.

**Scored Questions -** Questions identified as SCORED will be evaluated in accordance with the following sub-criteria and weightings:

Where individual questions carry either more or less importance than others they have been grouped and weighted accordingly. Section weightings are identified at the top of each group of questions and sub-weightings are identified against individual questions. The question or group of questions will be allocated a score and the appropriate weightings will then be applied. The weighted score will be rounded to 2 decimal places.

Questions identified as SCORED will be evaluated using the Scoring Table I below:

**Scoring Table I**

Response	Score	Definition
Excellent	5	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement/outcomes and provides details of how the requirement/outcomes will be met in full.
Very good	4	Response is particular relevant. The response is precisely detailed to demonstrate a very good understanding of the requirements and provides details on how these will be fulfilled.
Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements/outcomes will be fulfilled.
Satisfactory	2	Response is relevant and acceptable. The response addresses a broad understanding of the requirements/outcomes but lacks details on how the requirement/outcomes will be fulfilled in certain areas.
Poor	1	Response is partially relevant and poor. The response addresses some elements of the requirements/outcomes but contains insufficient/limited detail and explanation to demonstrate how the requirements/outcomes will be fulfilled.
Unacceptable	0	No or inadequate response. Fails to demonstrate an ability to meet the requirement/deliver the required outcomes.

***Tenderers must achieve an average score of 2 or more for each scored item. Any scored criteria item receiving an average of less than 2 will result in the Tender being rejected and Tenderer being disqualified from the process.***

Moderation will only be undertaken where there is a difference in evaluator scoring of more than 1 point. This is to ensure no errors have been made in the evaluation process. An example has been provided below:

E.g. Scores received of 3, 3 and 4= No moderation undertaken

Scores received of 2, 3 and 4= moderation undertaken

### **SOCIAL VALUE (Schedule 3)**

Social value commitments will be assessed based on a combination of quantitative and qualitative assessment. Weightings are contained within the Return Document.

#### **SVI- Total Social Value Commitment (£)**

The Tenderer's Total Social Value Commitment will be evaluated using the quantitative scoring system below:

$$\left( \frac{\text{Tenderer's Total Social Value Commitment (£)}}{\text{Highest Total Social Value Commitment (£)}} \right) \times \text{Weighting} = \text{Weighted score}$$

#### **SV2 – Social Value Method Statements**

The method statements submitted in support of the social value commitments made in SVI will be allocated a single score for all method statement and the appropriate weighting will then be applied. The weighted score will be rounded to 2 decimal places.

The qualitative responses will be evaluated using **Scoring Table 1**.

***Tenderers must achieve an average score of 2 or more for each scored item. Any scored criteria item receiving an average of less than 2 will result in the Tender being rejected and Tenderer being disqualified from the process.***

Moderation will only be undertaken where there is a difference in evaluator scoring of more than 1 point. This is to ensure no errors have been made in the evaluation process. An example has been provided below:

E.g. Scores received of 3, 3 and 4= No moderation undertaken

Scores received of 2, 3 and 4= moderation undertaken

## **5. SUMMARY OF EVALUATION**

The procurement documentation was issued electronically via the, Supplying The South West on 15<sup>th</sup> December 2021, with a tender submission date of 28<sup>th</sup> January 2022. Submissions were received from 3 suppliers.

The tender submissions were independently evaluated by Council Officers and external Consultants all of whom have the appropriate skills and experience, in order to ensure transparency and robustness in the process.

In order to ensure fairness of the process the evaluation of Quality and Price were split, with Price information being held back from the Quality evaluators.

#### **Suitability**

The pass/fail evaluation were undertaken by the Procurement Services Function. The minimum

pass/fail suitability questions were evaluated by the evaluation panel. The results are contained in the confidential paper.

### Quality

The tenders were evaluated by the evaluation panel all of whom had the appropriate skills and experience in order to ensure transparency and robustness in the process. The resulting scores are contained in the confidential paper.

### Price

Price clarifications were evaluated by the Consultant and managed through The Supplying the South West Portal. The financial scores are contained in the confidential paper.

## 6. FINANCIAL IMPLICATIONS

Financial provision has been made for this contract within the project budget. Details of the contractual pricing are contained in the confidential paper.

## 7. RECOMMENDATIONS



It is recommended that a contract be awarded to the highest scoring Tenderer on JCT IC 2016 Terms & Conditions.

This award will be provisional and subject to the receipt from the highest scoring supplier of the satisfactory self-certification documents detailed in the suitability assessment questionnaire.

In the event the highest scoring supplier cannot provide the necessary documentation the Council reserves the right to award the contract to the second highest scoring supplier.

## 8. APPROVAL

### Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)	
<b>Name:</b>	Fiona Gordon
<b>Job Title:</b>	Commissioning Officer
<b>Additional Comments (Optional):</b>	
<b>Signature:</b>	
<b>Date:</b>	23/02/2022
Service Director [Signature provides authorisation to this award report and award of Contract]	
<b>Name:</b>	Anna Coles
<b>Job Title:</b>	Service Director for Integrated Commissioning
<b>Additional Comments (Optional):</b>	
<b>Signature:</b>	
<b>Date:</b>	23/02/2022

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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.

Document is Restricted

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