



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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Delegated Decisions

Delegated Executive/Officer Decisions

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

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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 decision detailed below may be implemented immediately.

Delegated Decisions

I. Council Officer Decision - Dr Ruth Harrell, Director of Public Health:

I.1. Bereavement Infrastructure Project - Enabling Phase 3

(Pages 1 - 28)

EXECUTIVE DECISION

made by a Council Officer



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

Executive Decision Reference Number – COD01 22/23

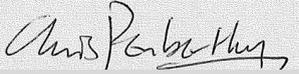
Decision	
1	<p>Title of decision: Bereavement Infrastructure Project – Enabling Phase 3</p>
2	<p>Decision maker (Council Officer name and job title): Ruth Harrell, Director of Public Health</p>
3	<p>Report author and contact details: John London, 307781 or john.london@plymouth.gov.uk</p>
4a	<p>Decision to be taken: To appoint Kier Construction Ltd via the Pre-Construction Services Agreement to provide a third phase of Enabling Works to the new Plymouth Crematorium and also for the procurement of long lead in items ahead of a formal Main Contractor Award. These works have a value of £4,013,124.77. Also to increase the PCSA Purchase Order by £407,813.32 which will cover stage 5 Design which has now transferred to the main contractor Kiers as part of the design and build package.</p>
4b	<p>Reference number of original executive decision or date of original committee meeting where delegation was made: Executive Decision Ref L10 18/19 dated 23 July 2018</p>
5	<p>Reasons for decision: The new crematorium is currently completing re-design as part of a value engineering process ahead of the main contractor award. An initial enabling package (£268,545.42) was awarded under the Pre-Construction Services Agreement for site set-up. A second enabling package was awarded (£2,600,905.10) in July 2021 to commence works on site including constructing the access road and junction onto the site, creating the car parks and central road to give access to the key areas and also bringing utilities on to the site.</p> <p>third phase of enabling works enables the following:</p> <ul style="list-style-type: none"> • Form Bunds across the Site • Cut and Fill Across the Site • Drainage • Form Attenuation Ponds and Swales • Groundworks

	<p>Early Procurement of the following:</p> <ul style="list-style-type: none"> • Steelwork Design • Steelwork • Glulam • Stonework • Bricks <p>A Pre-Construction Services Agreement is already in place following a competitive procurement process where Kier Construction were successful and awarded the PCSA.</p>			
6	<p>Alternative options considered and rejected:</p> <p>Kiers would therefore decant from site and potentially have to move key personnel onto other jobs. It will take time for Kiers to return to site, depending on what work people are moved onto. This would shift the programme considerably plus we would miss the long lead in times for critical items which potentially could mean that they are sat waiting for delivery and PCC would be paying them. The end result would be a new crematorium being delivered much later and further increased costs. The existing cremators at Weston Mill and Efford are beyond their life, delaying the scheme increases the risk of these failing and thus incurring potential significant loss to the Authority if cremations cannot be undertaken in the City. The political fallout from this is likely to be considerable.</p>			
7	<p>Financial implications and risks:</p> <p>This approval is for £4,013,124.77 for the Enabling 3 package and £407,813.32 for the PCSA increase for design fees. Costs related to this are to be met from the approved budget for the new Crematorium facility as detailed on the Capital Programme, this work has been budgeted for and is included in that budget. A detailed breakdown of the cost is provided in the briefing report.</p>			
8	<p>Is the decision a Key Decision? (please contact Democratic Support for further advice)</p>	<p>Yes</p> <p>x</p>	<p>No</p> <p>X</p> <p>X</p>	<p>Per the Constitution, a key decision is one which:</p> <p>in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total</p> <p>in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million</p> <p>is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.</p>
8b	<p>If yes, date of publication of the notice in the Forward Plan of Key Decisions</p>			
9	<p>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the</p>	<p>The Council is committed to delivering quality public services and as part of that commitment the Bereavement Service seeks to ensure it provides high quality remembrance and cremation service fit for the future.</p>		

	<p>revenue/capital budget:</p>	<p>The Bereavement Service delivers on the Corporate Plan values and priorities in the following ways:</p> <ul style="list-style-type: none"> • It is Democratic by engaging with the funeral industry and increasing community engagement opportunities through open days and events as well as strengthening work with local schools and charities. • It is Responsible by caring about its impact on the customers and the funeral industry retaining the choice of funeral service locations. • It is Fair by creating a variety of opportunities for remembrance across a range of locations and costs • It demonstrates Plymouth City Council's is committed to being Co-operative by working with our partners in the funeral industry and developing stronger ties with local bereavement charities • It is a Caring Council that reduces health inequality by providing a modern facility that is fit for purpose meeting the needs of the whole city with sensitivity to differing faith requirements • The project supports economic growth as part of a Growing City that benefits as many people as possible • It will also support a Growing City by investing in facilities that we can be proud to offer and become a destination of choice for remembrance • A Growing City that is green and sustainable by providing modern cremators with the latest abatement technology that meets emissions requirements and also provides alternative memorialisation offers such as green burial <p>The Plymouth Plan sets out a single vision for the city to 2034 with a clearly stated ambition to grow Plymouth's population to 300,000 as well as new developments on our urban fringes such as Sherford Community, crematoria and burial capacity are recognised as a key infrastructure requirement for a growing city.</p>
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<p>10</p>	<p>Please specify any direct environmental implications of the decision (carbon impact)</p>	<p>The current and future cemetery and crematoria provision can contribute to Policy 25 Reducing Carbon Emissions by replacing old cremators with modern technology. Furthermore the cemeteries maintained by the Bereavement Service total 40 hectares of green space and are integral to the achievement of Policy 24 Delivering Plymouth's Natural Network providing for the needs of people, wildlife and businesses from funeral directors, florists and masons and their associated supply chains.</p>
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<p>Urgent decisions</p>				
<p>11</p>	<p>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</p>	<p>Yes</p>	<p>x</p>	<p>(If yes, please contact Democratic Support for advice)</p>
		<p>No</p>		<p>(If no, go to section 13a)</p>

I2a	Reason for urgency:		
	The contractor is currently working on site completing an initial phase of enabling works. If this decision is not taken urgently the contractor will decant from site and potentially have to move key personnel onto other jobs. This would shift the programme considerably plus we would miss the long lead in times for critical items. The new crematorium would then be delivered much later and at higher costs.		
I2b	Scrutiny Chair signature:		Date 25 May 2022
	Scrutiny Committee name:	Performance, Finance and Customer Focus Overview and Scrutiny Committee	
	Print Name:	Councillor Chris Penberthy	
Consultation			
I3a	Are any other Cabinet members' portfolios affected by the decision?	Yes	<input checked="" type="checkbox"/>
		No	<input type="checkbox"/> (If no go to section I4)
I3b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Pat Patel, Cabinet member for Customer Services, Culture, Leisure and Sport	
I3c	Date Cabinet member consulted	24 May 2022	
I4	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes	<input type="checkbox"/>
		No	<input checked="" type="checkbox"/>
I5	Which Corporate Management Team member has been consulted?	Name	Ruth Harrell
		Job title	Director of Public Health
		Date consulted	5 April 2022
Sign-off			
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS01 22/23
		Finance (mandatory)	PL.22.23.10
		Legal (mandatory)	MS/38433
		Human Resources (if applicable)	N/A
		Corporate property (if applicable)	N/A
		Procurement (if applicable)	
Appendices			
I7	Ref.	Title of appendix	

	A	Bereavement Briefing Paper (Part I)						
	B	Equalities Impact Assessment						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes	<input checked="" type="checkbox"/>	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.				
		No	<input type="checkbox"/>					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title: Plymouth Bereavement Centre Contract Award Report (Part II)			x				
Background Papers								
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.							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
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.							
Signature					Date of decision		05/05/2022	
Print Name		Ruth Harrell						

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BEREAVEMENT INFRASTRUCTURE BRIEFING PAPER PART I



Kier Construction Ltd and our appointed designers Aecom are currently finalising the design of the new Crematorium for the City to achieve Value Engineering savings. This process will result in a final main contractor price but has become protracted and therefore a final contract sum has not yet been agreed. This is expected to be agreed shortly.

Following a competitive procurement exercise, on 14th September 2020, Plymouth City Council approved the award of the Pre-Construction Services Agreement to Kier Construction Ltd to supply pre-construction services and enabling works for Bereavement Centre ahead of the main contractor award.

On 8th March 2021 a further decision was taken to award Kier Construction Ltd Phase I enabling works via the Pre-Construction Services Agreement. Awarding pre-construction/enabling works to Kier Construction is permitted as a result of the procurement exercise undertaken. This enabling works package awarded to Kier under this Pre-Construction Services Agreement included site set up, vegetation clearance, hedgerow removal and soil sampling etc. Executive Decision C30 20/21 dated 8 March 2021 approved this.

A second enabling works package was then approved and awarded to Kier Construction Limited as part of the Pre-construction Services Agreement on the 23 July 2018 under reference L10 18/19. This second enabling works contract covered the works outside the site to change the junction into the site, the site entrance, the main road through the site, car park works, utility diversion works and groundworks.

The intention is to extend the agreement to provide for an additional third enabling works package for key lead in items to include:

- Form Bunds across the Site
- Cut and Fill Across the Site
- Drainage
- Form Attenuation Ponds and Swales
- Groundworks

Early Procurement of the following:

- Steelwork Design
- Steelwork
- Glulam
- Stonework
- Bricks

In addition this will maintain Kiers presence on site and continue to move the project forward. Also there are a number of very long lead in items which fall on the critical path for delivery of the scheme, these lead in times have dramatically increased as a direct result of Covid-19, Brexit and the war in Ukraine. This approval enables Kiers to place early orders for these items.

All costs have been scrutinised and third party checked and queried by our appointed Quantity Surveyors at Aecom to ensure value for money. A general check for completeness has also been undertaken by our appointed Project Managers at Ward Williams Associates.

Decision

To appoint Kier Construction Ltd via the Pre-Construction Services Agreement already in place to provide a third phase of Enabling Works to the new Plymouth Crematorium and also for the procurement of long lead in items ahead of a formal Main Contractor whilst also providing fees to cover the design elements.

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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EQUALITY IMPACT ASSESSMENT

Bereavement Infrastructure Project



STAGE 1: What is being assessed and by whom?

What is being assessed - including a brief description of aims and objectives?	New crematorium facilities on a new site within the City to include crematory and new cremators, two chapels, offices, car parks, memorial gardens, new road, new pathways and café/function suite
Responsible Officer	Katrina Houghton
Department and Service	Public Health, Bereavement Service
Date of Assessment	15 March 2018

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?
Age	<p>We do not have a detailed age profile of our customers from our surveys but 2011 Census data % of Population is: -</p> <p>0-4 years 6</p> <p>5-9 years 5</p>	The facility will provide accommodation that is suitable for use by all ages in terms of accessibility, welfare and use of the facilities.	<p>Planning and Building control approval to be obtained.</p> <p>Consultation to take place with stakeholders, staff and customers.</p> <p>Accessible toilets will be</p>	<p>2018 – Project Manager</p> <p>2018 – Project Manager/ Responsible Officer</p>

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?
	10-14 5		provided for customers and staff. Baby changing facilities will be provided on site.	
	15-19 7			
	20-24 10			
	25-29 7	Due to the topography of the site some external areas may be more difficult to access and may be some distance from the main entrance, car parks and main buildings.	The site will have accessible pedestrian access which will be suitable for all ages along with wheelchairs, buggies and pushchairs. This will include appropriate paving, benches for rest points and appropriate signage.	
	30-34 6			
	35-39 6			
	40-44 7			
	45-49 7			
	50-54 6			
	55-59 5			
	60-64 6			
	65-69 5			
	70-74 4			
	75-79 3			
	80-84 2			
	85+ 2			

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?
	The enhanced facilities will be used by people in the City of all ages and will have differing requirements.			
Disability	<p>30,000 people in Plymouth will have some form of Mental Health issue.</p> <p>0.8% (2118) of those registered with a GP is listed on the mental health register.</p> <p>A total of 31164 people declared themselves as having a long-term health problem or disability in the 2011 Census.</p> <p>1224 adults currently registered with a GP in Plymouth have some form of a Learning Disability.</p> <p>The new facility will be accessible to all.</p>	<p>The new facility is in a more rural area that is not centrally located for easy access, particularly in relation to pedestrians.</p> <p>No adverse impact</p>	<p>The new facility will provide car parking with disabled spaces. Drop off points will be provided for easy access to the main crematorium.</p> <p>Favourable early discussions have taken place with the Transport Team in relation to diverting a bus route via the site.</p> <p>The design of the facilities will take into account the accessibility requirements of all and ensure that appropriate design is included.</p>	<p>2020 – Responsible Officer</p> <p>2020 – Responsible Officer</p> <p>2020 – Responsible Officer</p>

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?
			<p>The design of the new facility will take into account improvements in relation to the movement of coffins to improve the impact on staff. This will include increased space for turning, reduced amount of turning required, level access etc</p> <p>Hearing loops are to be provided in the public areas.</p>	<p>2020 – Responsible Officer</p> <p>2020 – Responsible Officer</p>
Faith, Religion or Belief	<p>92.9% of Plymouth’s population identify themselves as White British. The other ethnic groups are a mixture of religions.</p> <p>The facility will have a mixture of staff and customers with a variety of different faiths, religions and beliefs. The facilities will be open to all.</p>	No adverse impact	The new facility will need to be faith neutral with the flexibility to be able to cater for a variety of faiths, religions and beliefs.	2020 – Responsible Officer

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?
Gender - including marriage, pregnancy and maternity	The facilities are to be open to all.	No adverse impact	The completed building will be accessible for all.	2020 – Responsible Officer
Gender Reassignment	The facilities are to be open to all.	No adverse impact	Non-gender specific facilities will be provided within the building including accessible toilets and showers.	2020 – Responsible Officer
Race	The racial composition of the City is changing and not all residents and visitors understand English.	No adverse impact	New signage where proposed to be assessed for ease of understanding and shall incorporate appropriate	Dec 2020 – Responsible Officer
Sexual Orientation - including Civil Partnership	The facilities are to be open to all.	No adverse impact	No action required	N/A

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 gap in average hourly pay between men and women by 2020.	Construction works are anticipated to create a number of jobs locally. In addition changes to staffing of the facility may change over time. In all instances genders are to be paid the same rate.	2018 to 2020 - Responsibility for ensuring this takes place is with the Project manager and the Main Contractor when appointed.

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?
Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2020.	Positive Impact – Faith/Religion neutral facility to be provided which has flexibility to meet the demands of different people. Promoting the fact that everyone is different and ensuring that the service meets the needs of individuals (at a sensitive time).	2020 – Responsible Officer
	Ensuring that staff are appropriately trained as a customer focused service to deal with these types of issues.	2020 – Responsible Officer
Good relations between different communities (community cohesion).	Positive impact – improved public spaces within the City will promote increased use by all sectors of the community	2020 - Responsible Officer.
	Reassure the communities of the existing facilities that those facilities will continue to be looked after and respected and that PCC has a plan for the future.	2020 – Responsible Officer
	Seek opportunities to identify ways of promoting the new facility and establishing its own community. To be started as part of the consultation.	2018 – Responsible Officer
Human Rights	The facility will support and respect the right for private and family life. Staff will be trained to recognise, address and promote this philosophy, while the facilities will include private areas away from general visitors, a private viewing area and specialist areas for families to mourn privately.	2020 – Responsible Officer
	Contractors will be assessed against Human Rights	2018 – Project Manager

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?
	<p>compliance in relation to modern slavery, degrading treatment of others and equalities.</p> <p>Our charging policy will continue to be fair and accessible and not differentiate on any grounds that we cannot objectively justify.</p>	2020 – Responsible Officer

STAGE 4: Publication			
Director, Assistant Director/Head of Service approving EIA.		Date	29 th January 2018

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