



**Oversight and Governance**

Chief Executive's Department

Plymouth City Council

Ballard House

Plymouth PL1 3BJ

T 01752 305155

[www.plymouth.gov.uk/democracy](http://www.plymouth.gov.uk/democracy)

Published 01/06/22

## 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 Friday 10 June 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 decision detailed below may be implemented on Monday 13 June 2022. The Council Officer Decision can be implemented immediately.

## **Delegated Decisions**

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

- 1.1. The City of Plymouth (Traffic Regulation Orders) (Amendment Order No. 2022.2137276 - Engineering Bays) Order **(Pages 1 - 12)**

**2. Council Officer Decision - Paul Barnard (Service Director for Strategic Planning and Infrastructure):**

- 2.1. Contract Award - Bulk Purchase of Granite Materials for the Council's Better Places Programme of Public Realm Improvements Covering: Old Town Street, New George Street and The Civic Square **(Pages 13 - 30)**

# EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – T30 21/22

Decision				
1	<b>Title of decision:</b> THE CITY OF PLYMOUTH (TRAFFIC REGULATION ORDERS) (AMENDMENT ORDER NO. 2022.2137276 – Engineering Bays) 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, Traffic Management Technician, email: <a href="mailto:trafficmanagementinbox@plymouth.gov.uk">trafficmanagementinbox@plymouth.gov.uk</a>			
4	<p><b>Decision to be taken:</b> To implement the following amendments to The City of Plymouth (Traffic Regulation and Street Parking Places) (Consolidation) Order 2004</p> <p><b>The effect of the order shall be to add No Waiting at Any Time on lengths of the following roads:</b> Cattedown Roundabout, Derriford Roundabout, Exeter Street, Haye Road South, Manadon Roundabout, Novorossiysk Road, Sandy Road, Shapters Road, Southway Drive, Tamerton Foliot Road, Tavistock Road</p>			
5	<p><b>Reasons for decision:</b></p> <p>Following issues with vehicles parking in PCC engineering bays across the city, we are proposing to carry out a scheme to introduce double yellow lines to all these bays, to enable access whenever needed by staff.</p>			
6	<p><b>Alternative options considered and rejected:</b></p> <p>The alternative option would be to do nothing. This option was discounted on the basis that these changes are needed for safety improvements of PCC employees.</p>			
7	<p><b>Financial implications and risks:</b></p> <p>The Traffic Regulation Order (TRO) and associated works is being funded by Plymouth Highways Traffic Signal Team.</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></p> <p>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		
<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 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>
<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>		
		<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>	
<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>	23/03/2022
<b>Sign-off</b>			
<b>I6</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS139 21/22
		<b>Finance (mandatory)</b>	pl.21.22.314.
		<b>Legal (mandatory)</b>	LS/38331/JP/040422
		<b>Human Resources (if applicable)</b>	N/A
		<b>Corporate property (if applicable)</b>	N/A
		<b>Procurement (if applicable)</b>	N/A
<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>			
<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 not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>I8b</b> below.  (Keep as much information as possible in the briefing report that will be in the
		<b>No</b>	

										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>	<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>Cabinet Member 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>	30/05/2022					
<b>Print Name</b>	Councillor Jonathan Drear, Cabinet Member for Transport									



## ENGINEERING BAYS

### 1. INTRODUCTION

This report seeks delegated authority to implement amendments to The City of Plymouth (Traffic Regulation and Street Parking Places) (Consolidation) Order 2004 in association with the Engineering Bay TRO.

### 2. 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) Cattedown Roundabout, the inner side from a point 7.5 metres east of its extended east junction point of Cromwell Road for a distance of 10 metres in an easterly direction
- (ii) Derriford Roundabout, the outer side south side, from its junction with Tavistock Road (northbound) to its junction with Tavistock Road (southbound)
- (iii) Derriford Roundabout, the outer side north side, from its junction with Tavistock Road (northbound) to its junction with Tavistock Road (southbound)
- (iv) Exeter Street, the north side (westbound) from a point 4 metres west of the western boundary of 154 Exeter Street for a distance of 14 metres in a westerly direction
- (v) Haye Road South, the north-east side from its junction with Stanborough Road for a distance of 20 metres in a south easterly direction
- (vi) Manadon Roundabout, the outer side from its junction with Mannamead Road (southbound) to its junction with Mannamead Road (northbound)
- (vii) Manadon Roundabout, the outer side west side, from its junction with A38 (Slip - westbound) to its junction with A38 (Slip - eastbound)
- (viii) Novorossiysk Road, the south-east side from its northern extended kerb line of Miller Way for a distance of 18 metres in a southerly direction
- (ix) Sandy Road, the east side from a point 7 metres north of its southern extended kerblines of Ridgeway for a distance of 23 metres in a northerly direction
- (x) Shapters Road, the east side (Slip) from a point 15 metres north east of its junction with Clovelly Road for a distance of 12 metres in a northerly direction
- (xi) Southway Drive, the south side (eastbound) from a point 18 metres west of its junction with The George junction for a distance of 22 metres in a westerly direction
- (xii) Tamerton Foliot Road, both sides from a point 92.5 metres south of its junction with Picklecombe Drive to a point 209 metres north
- (xiii) Tavistock Road, the north side (Park & Ride) from a point 12 metres east of its junction with Tavistock Road for a distance of 20 metres in an easterly direction

- (xiv) Tavistock Road, the north-west side (southbound) from a point 19 metres south of its junction with Sendall's Way for a distance of 15 metres in a southerly direction
- (xv) Tavistock Road, the north-west side (southbound) from a point 26 metres north of its junction with William Prance Road for a distance of 14 metres in a northerly direction

### **3. STATUTORY CONSULTATION**

#### **Proposals**

The proposals for the Powisland Drive TRO were advertised on street, in the Herald and on the Plymouth City Council website on 1<sup>st</sup> March 2022. Details of the proposals were sent to the Councillors representing the affected wards and statutory consultees on 24<sup>th</sup> February 2022.

**There have been no representations received relating to the proposals included in the Traffic Regulation Order.**

### **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.




# **EQUALITY IMPACT ASSESSMENT**

Policy and Intelligence Team



# EQUALITY IMPACT ASSESSMENT

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> This is the person completing the EIA template.	Amy Neale	<b>Department and service:</b>	Traffic Management Team – Plymouth Highways	<b>Date of assessment:</b>	23/03/2022
<b>Lead Officer:</b> Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Mike Artherton	<b>Signature:</b>		<b>Approval date:</b>	24/03/2022
<b>Overview:</b> Please use this section to provide a concise overview of the proposal being assessed including: <ul style="list-style-type: none"> <li>▪ Aims and objectives (including rationale for decision)</li> <li>▪ Key stakeholders</li> <li>▪ Details of any engagement activities</li> </ul>	Following issues with vehicles parking in PCC engineering bays across the city, we are proposing to carry out a scheme to introduce double yellow lines to all these bays, to enable access whenever needed by staff.				
<b>Decision required:</b> Within this section, you must be clear on any decision being made and how/when, it will be taken.	To implement the following amendments to The City of Plymouth (Traffic Regulation and Street Parking Places) (Consolidation) Order 2004 <b>The effect of the order shall be to add No Waiting at Any Time on lengths of the following roads:</b> Cattedown Roundabout, Derriford Roundabout, Exeter Street, Haye Road South, Manadon Roundabout, Novorossiysk Road, Sandy Road, Shapters Road, Southway Drive, Tamerton Foliot Road, Tavistock Road				

## SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

<b>Potential external impacts:</b> Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	Yes		No	√
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<b>Potential internal impacts:</b> Does the proposal have the potential to negatively impact Plymouth City Council employees?	<b>Yes</b>		<b>No</b>	√
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>	√
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	We are proposing to add DYLS to engineering bays where vehicles should not be parking anyway. Consultation has taken place and we received no comments to the proposal as set out in the briefing report.			

### 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>	No issues raised in consultation			
<b>Disability</b>	No issues raised in consultation			
<b>Gender reassignment</b>	No issues raised in consultation			
<b>Marriage and civil partnership</b>	No issues raised in consultation			

<b>Pregnancy and maternity</b>	No issues raised in consultation			
<b>Race</b>	No issues raised in consultation			
<b>Religion or belief</b>	No issues raised in consultation			
<b>Sex</b>	No issues raised in consultation			
<b>Sexual orientation</b>	No issues raised in consultation			

#### 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'.	No adverse impact has been identified.		

**SECTION FIVE: OUR EQUALITY OBJECTIVES**

<b>Equality objectives</b>	<b>Implications</b>	<b>Mitigation Actions</b>	<b>Timescale and responsible department</b>
<b>Celebrate diversity and ensure that Plymouth is a welcoming city.</b>	No adverse impact has been identified.		
<b>Pay equality for women, and staff with disabilities in our workforce.</b>	No adverse impact has been identified.		
<b>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</b>	No adverse impact has been identified.		
<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 impact has been identified.		
<b>Plymouth is a city where people from different backgrounds get along well.</b>	No adverse impact has been identified.		

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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 – COD03 22/23

Decision	
1	<p><b>Title of decision:</b> Contract Award - Bulk Purchase of Granite Materials for the Council's Better Places Programme of Public Real Improvements covering: Old Town Street, New George Street and The Civic Square</p>
2	<p><b>Decision Maker :</b> Paul Barnard, Service Director SP&amp;I</p>
3	<p><b>Report author and contact details:</b> : Catherine Arthurs, Design and Delivery Co-ordinator, Tel: 01752 305440 catherine.arthurs@plymouth.gov.uk</p>
4a	<p><b>Decision to be taken:</b></p> <p>To award the contract for the supply of granite paving in respect of the Council's Better Places Programme of public realm improvements – Old Town Street New, George Street and the Civic Square to the engaged supplier. Details of the engaged supplier are set out in the Contract Award Report.</p> <p>It is intended to award the contract using the negotiated procedure without prior publication in accordance with the Public Procurement Regulations 2015. - Regulation 32(2)(c). A VEAT notice (Voluntary Ex-Ante Transparency Notice) setting out the justifications for the contract award decision is published alongside this decision.</p>
4b	<p><b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b></p> <p>Executive Decision L43 19/20 03.07.20</p>
5	<p><b>Reasons for decision:</b></p> <p>The supply of granite materials are urgently required to enable the timely completion of the Better Places Public Realm projects.</p> <p>The Better Places Programme seeks to address years of underinvestment in city centre streets and spaces; to transform the look and feel of the city centre; to support and lever in further inward investment in retail, leisure, employment and housing.</p> <p>Award of the granite is deemed necessary in order for the Council to maintain its commitments to expended central government grant money that is time restricted; and to complete the construction of its extensive programme of public realm improvements within Plymouth City Centre in a timely fashion, minimising disruption to the public and its retail partners.</p> <p>Old Town Street, New George Street and the Civic Square are identified as a priority projects which</p>

	reinforce the Council's actions to regenerate key areas of Plymouth's city centre and support significant inward investment by British land and Urban Splash.			
<b>6</b>	<p><b>Alternative options considered and rejected:</b></p> <p><b>Option 1: Do Nothing and not purchase granite-</b> If the Council doesn't order the granite directly, serious delays will result to the construction programme for the projects.</p> <p>Not completing the schemes in a timely manner may lead to the loss of external funding for the project and will seriously damage the current good reputation the Council has established for the delivery of high quality public realm schemes.</p> <p><b>Option 2: Purchase granite via a framework</b> – Three frameworks were identified that permit direct awards of building materials but none could supply the materials and quantities required. All of the frameworks also have a further competition options but these were ruled out as there is not sufficient time for a competitive process.</p> <p><b>Option 3: Purchase granite through the main contractor</b> – The main contractor is currently being procured. If we were to wait for the main contractor to be appointed before procuring the granite through them, the projects would be delayed and the grant funding potentially withdrawn.</p>			
<b>7</b>	<p><b>Financial implications:</b></p> <p>£9.935m of funding been secured for the project from the Transforming Cities Fund which needs to be spent by March 2023 or returned to the funder.</p>			
<b>8</b>	<p><b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)</p>		No	<b>Per the Constitution, a key decision is one which:</b>
			No	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
			No	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>
			No	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>8b</b>	<b>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></b>	n/a		
<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>	<p>Growing Plymouth - The outcomes 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 diversification of uses including residential and office.</p> <p>Providing aesthetically attractive and inviting city centre streets and spaces that function better through day and into evening will attract increased visitors to the city centre for prolonged periods of time resulting in higher spend, more viable businesses and a more competitive city centre</p>		



		<p>further establishing Plymouth's position as a premier retail and shopping destination for the South West.</p> <p>Caring Plymouth - The project will support the creation of positive spaces for residents from across the city, supporting the achievement of health and wellbeing outcomes and promoting social inclusion.</p> <p>This 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>The project aims to deliver significant environmental improvements to the city centre including a net increase in trees and tree canopy cover, biodiversity net gain through the introduction of new species including those that support pollinating insects. The scheme will deliver a new Sustainable Urban Drainage (SUDs) system that will form part of a wider strategic network in the city centre. The SUDs systems includes 'rain gardens' which integrate the drainage system with the cities green infrastructure to make the best use of surface water. Construction materials have been selected for long-term robustness and durability to reduce lifecycle carbon footprint.</p>


#### 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 <a href="#">Democratic Support</a> for advice)
		<b>No</b>	No	(If no, go to section 13a)
<b>12a</b>	<b>Reason for urgency: n/a</b>			
<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>		Cllr Mark Shayer (consulted 01.06.2022)
				(If no go to section 14)
<b>13b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>	None		
<b>13c</b>	<b>Date Cabinet member consulted</b>			

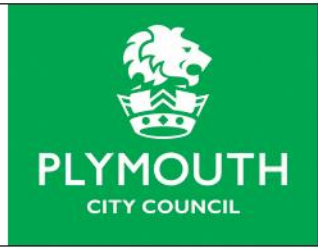
14	Has any Cabinet member declared a conflict of interest in relation to the decision?			If yes, please discuss with the Monitoring Officer				
		No						
15	Which Corporate Management Team member has been consulted?	Name		Paul Barnard				
		Job title		Service Director SP&I				
		Date consulted		31.05.22				
<b>Sign-off</b>								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)			DS05 22/23			
		Finance (mandatory)			pl.22.23.17.			
		Legal (mandatory)			MS/38670			
		Human Resources (if applicable)			N/A			
		Corporate property (if applicable)			N/A			
		Procurement (if applicable)			SN/PS/631/ED/05 22			
<b>Appendices</b>								
17	Re f.	Title of appendix						
	A	Equalities Impact Assessment ( <i>not required</i> )						
	B	Contract Award Report Part I						
<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.				
		<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: Contract Award Report Part 2			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	7
<b>Council Officer 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>		01.06.22		
<b>Print Name</b>	Paul Barnard, Service Director SP&I						

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

Supply of Granite: Better Places Public Realm - 21941



**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 granite for the Old Town Street/New George Street and Civic Square projects.

The scope of the requirement includes: Supply of granite paving and walling materials.

Contract Duration: 12 months

## **2. BACKGROUND**

This report seeks approval of an award to a supplier of granite paving and walling materials, linked to the Old Town Street/New George Street and Civic Square public realm enhancement projects. These projects form part of the Better Places Programme.

## **3. PROCUREMENT PROCESS**

A procurement was run using the negotiated procedure without prior publication in accordance with Regulation 32(2)(c) of the Public Contracts Regulations 2015.

The use of this procedure is permitted under the regulations where insofar as is strictly necessary, for reasons of extreme urgency brought about by events unforeseeable by the contracting authority, the time limits for the open or restricted procedures or competitive procedures with negotiation cannot be complied with

## **4. TENDER EVALUATION CRITERIA**

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

The Council evaluated the supplier's submission as a two stage process. The first stage is known as the suitability assessment stage and the second as the award stage.

The first stage consists of an assessment of the Supplier's suitability in principle to deliver the goods and checking that all required documents are completed and submitted. Only if the Supplier passes this first stage will they have their quotation evaluated at the second stage.

The award stage considers the merits of the quotation and only technical and pricing criteria that are linked to the subject matter of the contract are used.

### Stage I - Suitability Assessment

The suitability assessment criteria is as follows:

- Potential supplier information
- Grounds for mandatory exclusion
- Grounds for discretionary exclusion
- Economic and financial standing
- Insurance
- Environmental management

- Quality management
- Sustainability
- Technical ability including: experience, business continuity and meeting the requirements of the Modern Slavery Act.

The scoring methodology used was as follows:

Response	Resulting action
Meets minimum expectations	PASS -proceed with procurement
Some minor concerns	CLARIFY- concerns discussed and response resubmitted
Major/unacceptable concerns	FAIL- end procurement process

### Stage 2- Award

The award criteria is as follows:

- The ability of the supplier to supply all requirements and to the standard required
- The capacity of the supplier to fulfil the contract within the required timescales
- Acceptance of a set of mutually agreed Terms and Conditions
- Price ( within Budget)

The scoring methodology used was as follows:

Response	Resulting action
Meets minimum expectations	PASS -proceed with procurement
Some minor concerns	CLARIFY- concerns discussed and response resubmitted
Major/unacceptable concerns	FAIL- end procurement process

## **5. SUMMARY OF EVALUATION**

A full submission was submitted by the supplier and independently evaluated by Council Officers, all of whom have the appropriate skills and experience, in order to ensure transparency and robustness in the process.

The outcome of this review is contained within the confidential Part II paper.

## **6. FINANCIAL IMPLICATIONS**

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

## **7. RECOMMENDATIONS**


It is recommended that a contract be awarded to the engaged supplier. Details of the engaged supplier have been set out in the confidential Part II paper.



This award is subject to the outcome of any challenge made during the standstill period.

## 8. APPROVAL

### Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)			
<b>Name:</b>	Catherine Arthurs		
<b>Job Title:</b>	Project Delivery Officer		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>	<i>C Arthurs</i>	<b>Date:</b>	24.05.2022
Service Director [Signature provides authorisation to this award report and award of Contract]			
<b>Name:</b>	Paul Barnard		
<b>Job Title:</b>	Service Director SP&I		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>		<b>Date:</b>	1.6.22

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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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