



Oversight and Governance

Chief Executive's Department

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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 Thursday 04 August 2022. Copies of the decision 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 Friday 05 August 2022 if it is not called-in.

Delegated Decisions

I. Council Officer Decision- Paul Barnard, Service Director for Strategic Planning and Infrastructure:

- I.1. Contract Award for the Supply, Installation and Maintenance of Bus Shelters and Information Panels Including Right to Display Advertising on Bus Shelters and Information Panels in the City of Plymouth **(Pages 1 - 32)**

EXECUTIVE DECISION

made by a Council Officer



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

Executive Decision Reference Number – COD16 22/23

Decision	
1	<p>Title of decision:</p> <p>Contract Award for the Supply, Installation and Maintenance of Bus Shelters and Information Panels Including Right to Display Advertising on Bus Shelters and Information Panels in the City of Plymouth</p>
2	<p>Decision maker (Council Officer name and job title):</p> <p>Paul Barnard, Service Director for Strategic Planning and Infrastructure</p>
3	<p>Report author and contact details:</p> <p>Debbie Newcombe, Sustainable Transport Co-ordinator</p> <p>Email: debbie.newcombe@plymouth.gov.uk</p> <p>Tel: 01752 307868</p>
4a	<p>Decision to be taken:</p> <p>To approve the award of a contract to Clear Channel UK Limited, the highest scoring Tenderer for the Supply, Installation and Maintenance of Bus Shelters and Information Panels Including Right to Display Advertising on Bus Shelters and Information Panels in the City of Plymouth.</p>
4b	<p>Reference number of original executive decision or date of original committee meeting where delegation was made:</p> <p>Cabinet – 10 March 2020</p>
5	<p>Reasons for decision:</p> <p>To ensure continuity in bus shelter provision for the City's bus users through the replacement of existing bus shelters with new, more modern shelter configurations and using new technologies where appropriate</p> <p>To ensure that all bus shelter and information panel infrastructure is kept clean and well maintained, presenting a good image of the City and encouraging greater use of public transport services</p> <p>To generate an income to the Council through a share of the advertising revenue</p>
6	<p>Alternative options considered and rejected:</p> <p>The following options have been considered and rejected:</p> <p>Option 1: Do Not Award the Contract</p> <p>This option has been rejected as the current contract will end resulting in either the removal of existing bus shelter infrastructure by the current provider or unmaintained and uncleaned infrastructure being</p>

	<p>left to deteriorate, presenting a poor image of the City's public transport infrastructure and City as a whole. This option would also mean that the Council would not be able to achieve its budgeted income target.</p> <p>Option 2: Extend the Current Contract</p> <p>This option has been rejected because the current contract terms would not allow the Council to receive a share of the advertising revenue, and the current provider has indicated the contract would need to be funded in the event of any further contract extensions in terms of business rates and cleaning and maintenance. This would also mean that the current infrastructure is not upgraded.</p>																
7	<p>Financial implications and risks:</p> <p>There are no financial risks associated with this contract.</p> <p>The new contract will be awarded at zero cost to the Council. Though the total contract value is £70,000,000 over the term of the Contract this reflects the costs and benefits to the successful tenderer in undertaking the concession contract.</p> <p>The successful Tenderer will upgrade bus shelters and associated highway infrastructure with more modern configurations where appropriate using the latest technological solutions and materials that support the Council's Climate Emergency Action Plan.</p> <p>Cleaning and maintenance of bus shelters and associated highway infrastructure have also been incorporated into the Tenderer's response.</p> <p>The new contract will generate an income for the Council.</p>																
8	<table border="1"> <thead> <tr> <th>Is the decision a Key Decision? (please contact Democratic Support for further advice)</th> <th>Yes</th> <th>No</th> <th>Per the Constitution, a key decision is one which:</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>X</td> <td>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</td> </tr> <tr> <td></td> <td>X</td> <td></td> <td>in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million</td> </tr> <tr> <td></td> <td>X</td> <td></td> <td>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.</td> </tr> </tbody> </table>	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:			X	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		X		in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million		X		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.
Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:														
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	X		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.														
8b	<p>If yes, date of publication of the notice in the Forward Plan of Key Decisions</p>	1 June 2022															
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 revenue/capital budget:</p>	<p>Growing Plymouth</p> <p>This contract will ensure shelters are clean and well maintained contributing to a clean and tidy City. Upgraded and well-maintained bus shelters and associated modern infrastructure will enhance the</p>															

		<p>public transport offer encouraging people to use buses instead of cars thereby contributing to an efficient transport system.</p> <p>New bus shelters will need to meet particular environmental standards so through both their design and function they will contribute to a green, sustainable city that cares about the environment.</p> <p>Caring Plymouth</p> <p>Provision of modern, clean and well-maintained bus shelters will encourage use of public transport making Plymouth's transport network less congested, creating a safer environment for the City's residents, as well as contributing to making Plymouth a welcoming city.</p> <p>Plymouth Plan & Joint Local Plan</p> <p>In providing these facilities the Council will be supporting the use of sustainable transport modes as set out in the Adopted Joint Local Plan specifically policies SPT9, principles 5, where it states that the local Planning and highway authorities with key stakeholders will deliver: "realistic sustainable transport choices and increasing the integration of transport modes so that people have genuine alternative ways to travel., " 6, which seeks to get the most out of our existing network and encourage behavioural change, 9 (delivering transport projects which provide a safe and effective transport system) and 10 (taking control of our transport future, embracing localism and generating independent resources to transform transport investment and embracing changes in travel technology) and policy PLY6 through facilitating the economic development of the city centre.</p> <p>Enhanced bus shelters will also contribute to policy objective HEA6 (PP) of the Plymouth Plan – Delivery of a safe, accessible, sustainable and health-enabling transport system and Policy GRO 4 – Using transport investment to drive growth.</p>
10	<p>Please specify any direct environmental implications of the decision (carbon impact)</p>	<p>The successful Tenderer has clearly set out in their response how the new bus shelters and advertising panels will meet specified environmental standards, ensuring that through both their design and functionality they will contribute to a green and sustainable City.</p> <p>The successful Tenderer has set out how their organisation can help Plymouth achieve its ambition to become carbon neutral by 2030 through product design, materials used, power usage, cleaning material and disposal of redundant infrastructure. They will be providing living roofs at 21 City</p>

		Centre locations and are keen to provide solar powered shelters at non-advertising sites across the City where it is practical to do so.		
Urgent decisions				
I 1	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support for advice)
		No	X	(If no, go to section I 3a)
I 2a	Reason for urgency:			
I 2b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
I 3a	Are any other Cabinet members' portfolios affected by the decision?	Yes	X	
		No		(If no go to section I 4)
I 3b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Jonathan Drean, Cabinet Member for Transport		
I 3c	Date Cabinet member consulted	19 May 2022		
I 4	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	
I 5	Which Corporate Management Team member has been consulted?	Name	Anthony Payne	
		Job title	Strategic Director for Place	
		Date consulted	22 April 2022	
Sign-off				
I 6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS28 22/23	
		Finance (mandatory)	djn.22.23.33	
		Legal (mandatory)	MS/38629	
		Human Resources (if applicable)	N/A	
		Corporate property (if	N/A	

		applicable)	
		Procurement (if applicable)	PW/PS/629/ED/0522

Appendices

17	Ref.	Title of appendix
	A	Procurement Gateway 3 – Contract Award Report – 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: Procurement Gateway 3 – Contract Award Report - Part 2			X				

Background Papers

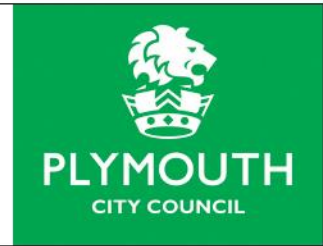
19	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>
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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	27/07/2022
Print Name	Paul Barnard		

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



**Supply, Installation and Maintenance
of Bus Shelters and Information
Panels Including Right to Display
Advertising on Bus Shelters and
Information Panels in the City of
Plymouth**

**Procurement Reference No.
19440**

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I. INTRODUCTION

This contract award report is in relation to the procurement of Supply, Installation and Maintenance of Bus Shelters and Information Panels Including Right to Display Advertising on Bus Shelters and Information Panels in the City of Plymouth.

This contract will be executed under a specifically tailored Contract for the Supply, Installation and Maintenance of Bus Shelters and Information Panels Including Right to Display Advertising on Bus Shelters and Information Panels in the City of Plymouth.

Contract Duration: Duration of the contract is 10 years, with the option to extend by a further 2 periods of 5 years each at the discretion of the Council.

2. BACKGROUND

This procurement seeks to secure a new contract for the provision and maintenance of bus shelters and associated highway advertising infrastructure (information panels). The new contract will see the investment and modernisation of public transport infrastructure together with delivery of an income stream for the Council through the sale of commercial advertising using the latest technical solutions both digital and non-digital.

The key objectives of this tender are to:

- Seek income for the Council through the sale of commercial advertising
- Invest in the modernisation of public transport infrastructure

The outcomes and benefits of this proposal are:

- The replacement of existing bus shelters with new, more modern shelter configurations using new technologies where appropriate
- Clean and well maintained public transport and associated advertising infrastructure, presenting a good image of the City and encouraging greater use of public transport services
- The Council receiving a share of the advertising revenue

The contract will stipulate that bus shelter infrastructure, maintenance and cleaning are provided at no cost to the Council with the supplier covering their costs through the sale of commercial advertising. There will therefore be no cost to the Council, over and above staff time, which is already funded, and therefore no additional Council funding is required.

3. PROCUREMENT PROCESS

In line with the Council's Contract Standing Orders, this requirement is classed as a High Value / High Risk Procurement, and as such, the estimated value exceeds the relevant World Trade Organisation (WTO) Agreement on Government Procurement (GPA) thresholds and is subject to the full public procurement regime as set out in the Public Concession Contract Regulations 2016 (CCR 2016).

Whilst CCR2016 does not stipulate different procurement procedures, subject to compliance with certain key principles and requirements it provides the Council with a level of freedom to choose how to organise its procurement.

Following a procurement options appraisal, it was determined that a competitive procurement exercise was undertaken utilising the 'Open' Procedure in accordance with the Public Contracts Regulations 2015. The 'Open' Procedure is a one-stage process comprising of an Invitation to Tender (ITT), which incorporates a suitability assessment and contract award criteria. Under this

process, any prospective supplier expressing an interest to participate in the procurement activity can submit a Tender.

4. TENDER EVALUATION CRITERIA

The following information concerning the evaluation criteria and scoring methodology was included in the ITT instructions.

A suitability assessment (also known as the selection stage) and an award stage.

Suitability Assessment

This section assessed the Tenderer's suitability to undertake the contract requirement. The questions included in this Schedule, as advised in PPN Action Note 8/16 9th September 2016, have been informed by the Crown Commercial Services Standard Selection Questionnaire (SQ), previously known as the Pre-Qualification Questionnaire.

Suitability Assessment Evaluation Methodology

For Information Only Schedules

The following schedules were for information only and were not evaluated.

Schedule - Suitability Assessment

- SA Section 1: Tenderer Information
- SA Section 5: Parent Company
- SA Section 8.2: Health and Safety: SA8.2.8
- SA Section 8.6: Business Capability
- SA Section 8.7: Safeguarding SA8.7.3 and SA8.7.4

Pass/Fail Questions

The following Schedules and questions were evaluated on a pass or fail basis. In the event of the Tenderer being awarded a 'fail' on any of the below criteria, the remainder of the Tender would not be evaluated and the Tenderer would be eliminated from the process. The Tender would be disqualified if a Tenderer failed submit these completed Schedules and questions.

Wherever possible the Council permitted Tenderers to self-certify they met the minimum PASS/FAIL requirements without the need to attach evidence or supporting information. However where the Council regarded the review of certain evidence and supporting information, as critical to the success of the procurement this would be specifically requested.

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

Where Tenderers were permitted to self-certify, evidence would be sought from the successful Tenderer at contract award stage. Please note the successful Tenderer must to 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.

Schedule - Suitability Assessment

- SA Section 2: Grounds for Exclusion 1
- SA Section 3: Grounds for Exclusion 2
- SA Section 4: Economic and Financial Standing
- SA Section 6: Technical and Professional Ability

- SA Section 7: Modern Slavery Act 2015
- SA Section 8.1: Insurance
- SA Section 8.2: Health and Safety SA8.2.1 – SA8.2.7
- SA Section 8.3: Equality and Diversity
- SA Section 8.4: Environmental Management
- SA Section 8.5: Quality Management
- SA Section 8.7: Safeguarding – SA8.7.1 and SA8.7.2

Award Evaluation Criteria and Methodology

Tenderers satisfactorily meeting the Suitability Assessment evaluation had their Tender responses 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.

This section assessed how the Tenderer proposed to deliver the required service as detailed in the specification.

The Council intends to award any Contract based on the most economically advantageous offer.

The Council would not be bound to accept the lowest price of any Tender submitted.

All responses were assessed against the Evaluation Criteria set out below:

High-Level Award Criteria

The high-level award criteria for the project was as follows:

EVALUATION CRITERIA	WEIGHTING
Price (Fixed Payments & % Revenue Share)	50%
Quality	40%
Social Value	10%

A Tender may not have been accepted if it significantly failed to satisfy any specific criterion, even if it scored relatively well against all other criteria.

In the event that evaluating officers, acting reasonably, considered that a Tender is fundamentally unacceptable on any issue, then regardless of the Tender's other merits or its overall score, and regardless of the weighting scheme, that Tender may have been rejected.

PRI Price (Fixed Payments & % Revenue Share) - 50% Total Weighting

Tenderers were required to complete both worksheets within Appendix C – Bus Shelter Concession – Price Schedule. One inclusive of TUPE costs and one excluding TUPE costs.

Evaluation was undertaken against comparison of pricing schedules excluding TUPE costs.

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

PRI.1 Fixed Annual Payment Total – 30% Weighting

Tenderer's **Fixed Annual Payment Total** scores were calculated based upon the highest fixed annual payment total submitted by Tenderers.

$$\left(\frac{\text{Tenderer's Fixed Annual Payment Total}}{\text{Highest Fixed Annual Payment Total}} \right) \times \text{Weighting} = \text{Weighted score}$$

PRI.2 Percentage Revenue Share Per Year – 20% Weighting

Tenderer's **Percentage Revenue Share Per Year** scores were calculated based upon the highest percentage revenue share per year submitted by Tenderers.

$$\left(\frac{\text{Tenderer's \% Revenue Share Per Year}}{\text{Highest \% Revenue Share Per Year}} \right) \times \text{Weighting} = \text{Weighted score}$$

Tenderer's total scores for both Fixed Annual Payment Total and Percentage Revenue Share Per Year were added together to give the overall financial weighted score total out of 50% and relative ranking in order of overall competitiveness.

Section B: Additional Equipment was for information only and was not evaluated.

Please note: Should the proposed service be deemed unsustainable based on the Tender Sums provided, then any Tender may have be disqualified.

Quality – Pass / Fail Questions

The following Schedules and questions were evaluated on a pass or fail basis. In the event of the Tenderer being awarded a 'fail' on any of the below criteria, the remainder of their Tender would not be evaluated and they would be eliminated from the process. A Tenderer would be disqualified if they did not submit these completed Schedules.

Schedule 3 – Method Statements

- MS1: Compliance with Technical Specification
- MS2: Contract Management

Schedule 5 – Form of Tender

Schedule 6 – Declaration of Direct or Indirect Interest

Quality – For Information Only Questions

The following schedules were for information only and were not evaluated.

Schedule 3 – Method Statements

- MS3: Collaboration, Partnerships and Sub-Contracting
- MS4: Retrofitting of Help Points

Quality – Scored - 40% Total Weighting

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

Each method statement was scored on a scale of 0 to 5 points, in accordance with the following scheme:

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 particularly 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 a weighted score of 2 or more for each scored item. Any scored criteria item receiving less than 2 would result in the Tender being rejected and Tenderer being disqualified from the process.

Tenderers scores for each method statement were multiplied by the relevant weighting to result in a 'weighted score' for that method statement. The weighted scores were then totalled, with the total expressed as an overall score out of 40.

Method Statement	Weighting	
	Tier 1	Tier 2
MS5 – Programme / Construction	9.00%	
MS5.1 – Programme / Construction		9.00%
MS6 – Infrastructure Design	19.00%	
MS6.1 – Overall Infrastructure Design		16.00%
MS6.2 – Technology		3.00%
MS7 – Cleaning and Maintenance	6.00%	
MS7.1 – Cleaning and Maintenance Regime		6.00%
MS8 – Environmental Policies	6.00%	
MS8.1 – Environmental Policies		6.00%
Total		40%

Social Value – 10% Total Weighting

Social value commitments were assessed based on a combination of quantitative and qualitative assessment.

SV1- Total Social Value Commitment (£) – 5.00%

The Tenderer's Total Social Value Commitment was 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 – 5.00%

The method statements submitted in support of the social value commitments made in SV1 was allocated a single score **for all method statements** and the appropriate weighting then applied. The weighted score was rounded to **2** decimal places.

The qualitative responses were evaluated in accordance with the scoring table detailed above.

Tenderers had to achieve a weighted score of 2 or more for each scored item. Any scored criteria item receiving less than 2 would result in the Tender being rejected and Tenderer being disqualified from the process.

Total Evaluation Methodology (100% of weighting)

To determine the overall total score and corresponding ranking for each Tenderer, it was necessary to add the total weighted price points score with the total weighted Quality points, and total weighted Social Value points.

Moderation

The Council decided to take a '**consensus**' scoring evaluation approach to this procurement. This means that, following the independent evaluation of submissions, where there was a difference in individual evaluator scoring for one or more individual questions, a moderation session took place to arrive at an agreed, consensus score. In the event that the evaluators could not agree on a final score, the score awarded by the majority would be the consensus score.

5. SUMMARY OF EVALUATION

A Concession Notice ref: 2022/S 000-005345 was published on the 25th February 2022 within the Find a Tender Service (FTS).

The Invitation to Tender was published electronically via, The Supplying the South West Portal – the Council's chosen procurement portal on 25th February 2022 with an initial Tender submission date of 1200hrs, 14th April 2022. Due to a late amendment to TUPE information the Tender submission date was subsequently amended to 1200hrs, 20th April 2022, to allow Tenderers more time to compile a Tender offer taking into consideration this amendment.

The Tender opportunity received a good level of interest, with 15 organisations registering an interest, of which 2 submitted Tenders, 3 opted out and a further 10 not providing a Tender response.

The received Tender submissions, were evaluated in accordance with the overall evaluation strategy set out above, and were independently evaluated by Council Officers and an external

consultant, 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, Social Value and Price were split, with Price information being held back from the Quality evaluators.

The resulting quality, social value 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, who is Clear Channel UK Ltd, for the Supply, Installation and Maintenance of Bus Shelters and Information Panels Including Right to Display Advertising on Bus Shelters and Information Panels in the City of Plymouth. The estimated value of this contract in its entirety is £70,000,000 for the full term of the Contract.

This award will be provisional and subject to the receipt from Clear Channel UK Ltd of the satisfactory self-certification documents detailed in the suitability assessment questionnaire.

In the event Clear Channel UK Ltd cannot provide the necessary documentation, the Council reserves the right not to award the Contract.

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

8. APPROVAL

Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)	
Name:	Debbie Newcombe
Job Title:	Sustainable Transport Coordinator, Strategic Planning & Infrastructure
Additional Comments (Optional):	None
Signature:	<i>Debbie Newcombe</i>
Date:	20 May 2022
Head of Service / Service Director [Signature provides authorisation to this award report and award of Contract]	
Name:	Paul Barnard
Job Title:	Service Director – Strategic Planning & Infrastructure
Additional Comments (Optional):	
Signature:	
Date:	20 May 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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EQUALITY IMPACT ASSESSMENT TEMPLATE AND GUIDANCE

Policy and Intelligence Team



EQUALITY IMPACT ASSESSMENT TEMPLATE

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): This is the person completing the EIA template.	Debbie Newcombe	Department and service:	Sustainable Transport, Strategic Planning and Infrastructure	Date of assessment:	17 May 2022
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Paul Barnard	Signature:		Approval date:	20 May 2022
Overview: Please use this section to provide a concise overview of the proposal being assessed including: <ul style="list-style-type: none"> ▪ Aims and objectives (including rationale for decision) ▪ Key stakeholders ▪ Details of any engagement activities 	<p>This assessment covers the award of the Council's contract for the Supply, Installation and Maintenance of Bus Shelters and Information Panels Including Right to Display Advertising on Bus Shelters and Information Panels in the City of Plymouth.</p> <p>The key objectives of this contract are to:</p> <ul style="list-style-type: none"> • Seek income for the Council through the sale of commercial advertising • Invest in the modernisation of public transport infrastructure <p>The outcomes and benefits of this proposal are:</p> <ul style="list-style-type: none"> • The replacement of existing bus shelters with new, more modern shelter configurations using new technologies where appropriate • Clean and well maintained public transport and associated advertising infrastructure, presenting a good image of the City and encouraging greater use of public transport services • The Council receiving a share of the advertising revenue 				
Decision required: Within this section, you must be clear on any decision being made and how/when, it will be taken.	<p>To approve the award of a contract to the highest scoring Tenderer for the Supply, Installation and Maintenance of Bus Shelters and Information Panels Including Right to Display Advertising on Bus Shelters and Information Panels in the City of Plymouth.</p> <p>This decision will be taken following final consultation with the Cabinet Member for Transport on 7 June.</p>				

SECTION TWO: EQUALITY IMPACT ASSESMENT SCREENING TOOL

Potential external impacts: Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	Yes	X	No	
Potential internal impacts: Does the proposal have the potential to negatively impact Plymouth City Council employees?	Yes		No	X
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section two)	Yes	X	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

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
	<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>
Age	<p>With people living longer the proportion of elderly people in the population is increasing. Plymouth currently has 44,552 concessionary passes issued to its residents on the grounds of age. This contract will ensure bus shelters are</p>	<p>Changes to the public transport infrastructure at some sites in the City could be perceived by users as a reduction, rather than an improvement in provision.</p>	<p>There will be no reduction in boarding opportunities as a result of this contract award. Bus shelters that are being replaced under the new contract will see much improved,</p>	<p>This programme will be led by the Sustainable Transport Team who will work with both the current and new providers to ensure the replacement programme is as</p>

	<p>provided that are suitable for use by those of all ages including the elderly who may have mobility issues and other disabilities associated with advanced years.</p>		<p>more modern shelters with glass roofs and improved lighting to improve public safety. Improved seating will also feature as will new environmental features at some sites such as living roofs and solar power. The programme for bus shelter delivery through the new contract will be co-ordinated with the current shelter provider to ensure that residents are only inconvenienced for a very short period of time whilst shelters are replaced.</p>	<p>seamless as possible to minimise any impact on bus users.</p>
<p>Disability</p>	<p>There are more people living with a disability now as a result of the fact that we are living longer and medical advances enable people to manage long-term health problems. Plymouth currently has 4,192 disabled passholders in addition to the elderly passholders detailed above.</p> <p>This will include conditions which can result in people being unable to drive. They are therefore reliant upon public transport to access their place of work, employment or</p>	<p>Changes to the public transport infrastructure at some sites in the City could be perceived by users as a reduction, rather than an improvement in provision.</p>	<p>There will be no reduction in boarding opportunities as a result of this contract award. Bus shelters that are being replaced under the new contract will see much improved, more modern shelters with glass roofs and improved lighting to improve public safety. Improved seating will also feature as will new environmental features at some sites such as living</p>	<p>This programme will be led by the Sustainable Transport Team who will work with both the current and new providers to ensure the replacement programme is as seamless as possible to minimise any impact on bus users.</p>

	<p>education opportunities, health and related services, or to go shopping.</p> <p>The bus shelter contract will ensure shelters meet accessibility requirements so that the needs of those with disabilities are catered for.</p>		<p>roofs and solar power. The programme for bus shelter delivery through the new contract will be co-ordinated with the current shelter provider to ensure that residents are only inconvenienced for a very short period of time whilst shelters are replaced.</p>	
Gender reassignment	All the bus shelters are available for use by men and women and therefore there should be no discrimination on the basis of gender reassignment.	No potential direct impact has been identified	None	N/A
Marriage and civil partnership	All bus shelters are available for use by men and women, irrespective of whether they are in an opposite sex or same sex marriage or civil partnership	No potential direct impact has been identified	None	N/A
Pregnancy and maternity	All of the bus shelters provided through the contract are equally accessible for those who are pregnant or travelling with children	No potential direct impact has been identified	None	N/A
Race	The bus shelters being provided are accessible for use by everyone regardless of race.	No potential direct impact has been identified	None	N/A
Religion or belief	The bus shelters provided through the contract are accessible	No potential direct impact has been identified	None	N/A

	for use by all regardless of their faith, religion or belief.			
Sex	All of the bus shelters provided through the contract are equally accessible for use by men and women.	No potential direct impact has been identified	None	N/A
Sexual orientation	The bus shelters provided through the contract are accessible for use by all regardless of their sexual orientation.	No potential direct impact has been identified	None	N/A

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

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

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
	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	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	Please use this column to provide the timeframe for implementing any mitigation activities. You must include

	impact, please type 'not applicable'.	against a negative impact you must make this clear.	the lead department.
Celebrate diversity and ensure that Plymouth is a welcoming city.	Not applicable	Not applicable	Not applicable
Pay equality for women, and staff with disabilities in our workforce.	Not applicable	Not applicable	Not applicable
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024	Not applicable	Not applicable	Not applicable
Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.	Not applicable	Not applicable	Not applicable
Plymouth is a city where people from different backgrounds get along well.	Not applicable	Not applicable	Not applicable

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