



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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www.plymouth.gov.uk/democracy

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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 Wednesday 24 August 2022. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

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

The decisions detailed below may be implemented on Thursday 24 August 2022 if they are not called-in.

Delegated Decisions

- 1. Councillor Mark Shayer, Deputy Leader of the Council:**
 - 1.1. The implementation of Microprocessor Optimised Vehicle Actuation (MOVA) at Marsh Mills Roundabout **(Pages 1 - 12)**

- 2. Council Officer Decision - Paul Barnard (Service Director for Strategic Planning and Infrastructure):**
 - 2.1. Contract Award - Appointment of Morgan Sindall to provide Pre-Construction Design Services for the Armada Way 'Better Places' public realm improvements project. **(Pages 13 - 32)**

- 3. Council Officer Decision - Anna Coles (Service Director of Integrated Commissioning):**
 - 3.1. Contract Award: Translation and Interpretation Services **(Pages 33 - 54)**

- 4. Council Officer Decision - Andy Ralphs (Strategic Director of Customer and Corporate Services):**
 - 4.1. Contract Award: Transportation of Bodies on behalf of HM Coroner **(Pages 55 - 68)**

EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – DL03 22/23

Decision	
1	Title of decision: The implementation of Microprocessor Optimised Vehicle Actuation (MOVA) at Marsh Mills Roundabout
2	Decision maker (Cabinet member name and portfolio title): Councillor Mark Shayer, Deputy Leader of the Council
3	Report author and contact details: Nigel Taylor – Traffic Signal Engineer 01752 304198
4	<p>Decision to be taken:</p> <ul style="list-style-type: none"> • Approves the Business Case • Allocates £255,000 for the project into the Capital Programme funded by S106 funding • Authorises the procurement process • Delegates the award of the contract to Service Director for Street Services
5	Reasons for decision: As part of the planning permission (ref 07/01094/OUT) granted to Persimmon Homes for the development of Saltram Meadow it was agreed that traffic mitigation measures would need to be put in place at Marsh Mills Roundabout for the extra traffic the site would attract. This was also a requirement for the site by National Highways and it was agreed that it would be done with Section 106 funding and that Plymouth City Council would carry out works to enable MOVA traffic signal operation at the roundabout.
6	Alternative options considered and rejected: If the works aren't carried out the Saltram Meadow development will have to stop and this will reflect badly on Plymouth City Council for not carrying out our own requirements as laid down in the planning permission.
7	<p>Financial implications and risks:</p> <p>The Section S106 funding has been received from the Saltram Meadow development. This funding has been specifically secured from the developer for this purpose. There is no other Plymouth City Council funding required for this project.</p>

8	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 £1 million
		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.	
	If yes, date of publication of the notice in the Forward Plan of Key Decisions	N/A		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	I. Helps provide a varied, efficient, sustainable traffic signal network.		
10	Please specify any direct environmental implications of the decision (carbon impact)	None		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	X	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	X	
		No		(If no go to section 14)

I3b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Jonathon Drean, Cabinet Member for Transport		
I3c	Date Cabinet member consulted	28 June 2022		
I4	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes	<input type="checkbox"/>	If yes, please discuss with the Monitoring Officer
		No	<input checked="" type="checkbox"/>	
I5	Which Corporate Management Team member has been consulted?	Name	Phillip Robinson	
		Job title	Service Director for Street Services	
		Date consulted	28 June 2022	
Sign-off				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS35 22/23	
		Finance (mandatory)	BA22.23.70	
		Legal (mandatory)	MS/39024	
		Human Resources (if applicable)	N/A	
		Corporate property (if applicable)	N/A	
		Procurement (if applicable)	N/A	
Appendices				
I7	Ref.	Title of appendix		
	A	Business Case		
Confidential/exempt information				
I8a	Do you need to include any confidential/exempt information?	Yes	<input 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 I8b below. (Keep as much information as possible in the briefing report that will be in the public domain)
		No	<input checked="" type="checkbox"/>	

		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
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 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Cabinet Member Signature								
20	<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>							
Signature				Date of decision		15 August 2022		
Print Name	Councillor Mark Shayer, Deputy Leader of the Council							

CAPITAL INVESTMENT BUSINESS CASE

The Implementation of MOVA at Marsh Mills Roundabout



EXECUTIVE SUMMARY

The Executive Summary is a short summary of the Business Case and should be the last section you complete, this will enable you to extract or only the key facts from relevant sections i.e. 'project on a page'. The summary is a 'snapshot' of the business case which will need to tell the story and sell the proposal.

key notes

As part of the planning permission (ref 07/01094/OUT) granted to Persimmon Homes for the development of Saltram Meadow it was agreed that traffic mitigation measures would need to be put in place at Marsh Mills Roundabout for the extra traffic the site would attract. This was also a requirement for the site by National Highways and it was agreed that it would be done with Section 106 funding and that Plymouth City Council would carry out works to enable MOVA traffic signal operation at the roundabout.

key risks

If the works aren't carried out the Saltram Meadow development will have to stop and this will reflect badly on Plymouth City Council for not carrying out our own requirements as laid down in the planning permission.

SECTION I: PROJECT DETAIL

Project Value (indicate capital or revenue)	£340,644 Total £84,644 S106 Previously Approved £255,000 – This approval – S106 funded	Contingency (show as £ and % of project value)	£65,644
Programme	Low Carbon	Directorate	Place
Portfolio Holder	Jonathon Drean	Service Director	Philip Robinson
Senior Responsible Officer (client)	Phil Bellamy	Project Manager	Nigel Taylor
Address and Post Code		Ward	Citywide

Current Situation: *(Provide a brief, concise paragraph outlining the current situation and explain the current business need, problem, opportunity or change of circumstances that needs to be resolved)*

Marsh Mills Roundabout is a very busy gyratory which deals with large volumes of traffic every day. At present the roundabout has aging traffic signal infrastructure and works on a selection of fixed time traffic signal plans designed to deal with the average daily traffic patterns. The equipment is all past its design life and doesn't use any of the new technologies available to reduce energy use, increase traffic flow and increase safety using extra low voltage equipment. It is also now a requirement that all junctions/gyratory's that are located at the end of National Highways slip roads are put under MOVA (Microprocessor Optimised Vehicle Actuation) control, and the Section 106 money given to us will be used to correct all the issues on the site.

Proposal: (Provide a brief, concise paragraph outlining your scheme and explain how the business proposal will address the current situation above or take advantage of the business opportunity) **and** (What would happen if we didn't proceed with this scheme?)

It is proposed to spend the Section 106 monies from Persimmon Homes to completely refurbish the whole of Marsh Mills Roundabout, putting in new Extra Low Voltage equipment, with LED traffic signal heads and to have the site operating on MOVA control. Plymouth City Council would be left with a roundabout that would be fit for future use, would allow for greater traffic flow to pass through the site, would provide a greater level of safety for the public and would satisfy our own planning conditions and that of National Highways.

If we didn't proceed with the scheme the Saltram Meadow development would have to stop due to the installation of MOVA at Marsh Mills being a planning condition imposed by us on Persimmon Homes.

Milestones and Date:

Contract Award Date	Start On Site Date	Completion Date
August 2022	January 2023	March 2023

SECTION 2: PROJECT RISK, OUTCOMES AND BENEFITS

Risk Register: The Risk Register/Risk Log is a master document created during the early stages of a project. It includes information about each identified risk, level of risk, who owns it and what measures are in place to mitigate the risks (cut and paste more boxes if required).

Potential Risks Identified		Likelihood	Impact	Overall Rating
Risk		Low	Low	Low
Mitigation		Low	Low	Low
Calculated risk value in £ (Extent of financial risk)	£0			

Outcomes and Benefits

List the outcomes and benefits expected from this project.

(An **outcome** is the result of the change derived from using the project's deliverables. This section should describe the anticipated outcome)

(A **benefit** is the measurable improvement resulting from an outcome that is perceived as an advantage. Benefits are the expected value to be delivered by the project, measurable whenever possible)

Financial outcomes and benefits:	Non-financial outcomes and benefits:
New traffic signal infrastructure paid by others saving the local authority in the region of £325k Cost savings in energy due to new ELV and LED equipment	MOVA implementation giving up to 13% improvement in traffic flows Reduction in congestion New 15-20 year lifespan of all new equipment.

Low Carbon	
What is the anticipated impact of the proposal on carbon emissions	Reduction in carbon emissions with new Extra Low Voltage equipment and reduction in congestion with MOVA
How does it contribute to the Council becoming Carbon neutral by 2030	<p>The implementation of MOVA and LED technology is part of our CCRP plan and will impact positively on the reduction of both NOx and CO2 per year.</p> <p>Corporate Carbon Reduction Plan (2019-21)</p> <p>On 8 March 2019 the Council declared a Climate Emergency and produced a number of key actions to make Plymouth carbon neutral by 2030. The Corporate Carbon Reduction Plan (2019-21) set out the ambitions to:</p> <ul style="list-style-type: none"> - Reduce the corporate CO2 emissions and to “deliver the Council’s Carbon Management plan”; - A green, sustainable city that cares about the environment. <p>Plymouth’s Climate Emergency Action Plan (2019)</p> <p>On 18 March 2019 the City of Plymouth councillors voted unanimously to declare a climate emergency, committing to meet the most significant challenge facing the city and our planet through achieving carbon neutrality by 2030.</p> <p>The latest report by the Intergovernmental Panel on Climate Change is very clear that limiting global warming to 1.5°C by 2030 is necessary to prevent significant global worsening of floods, droughts and extreme heat. Plymouth recognises the opportunity we have to lead on the de-carbonisation agenda, providing local vision and delivery.</p> <p>Annually, Transport accounts for 28% of the CO2 in the city. For Plymouth to achieve our reduction target by 2030 we need to act three times faster than envisaged by the current government policies. Whilst the Council is committing additional resources to tackle the climate emergency, we also recognise the need to maximise the funding from other sources such as developers and government.</p> <p>Our vision for what a carbon neutral city looks like is as follows:</p> <ul style="list-style-type: none"> - All cars will have zero emissions and there will be charging points on every street and car park - All parts of the city will have good air quality - Our transport system will be providing people with high quality public transport... better connecting us locally and nationally - Ferries and boats will be battery powered with zero emissions.
Have you engaged with Procurement Service?	Yes
Procurement route options considered for goods, services or works	<p>S106</p> <p>Reduction in risk – PCC is responsible for the design and construction of the scheme, meaning PCC are able to control</p>

	<p>risks and programming / delivery by use of our in house Traffic Management team</p> <p>Cost certainty – the moneys received from the S106 condition are adequate to cover the quoted cost with a reasonable contingency.</p> <p>Value Engineering – earlier involvement of contractors in the design process would allow their involvement in value engineering if needed. Pre-design has been carried out and approval given by our National Highways partner</p> <p>Disadvantages</p> <p>Inflexibility – there would be only limited scope for PCC to make changes to the requirements as the allowed budget is capped, A firm and robust set of client requirements, otherwise there may be significant costs in changing the design.</p> <p>Design quality – A high quality design has been developed with pre site investigative work and partnership scheme development with SP&I to allow for lane widening at this location – works at this location after installation could damage and/or affect ducting and cabling arrangements</p> <p>Plymouth City Council Term Maintenance Contract (TMC) x 2 Plymouth City Council has an existing term maintenance contract with contractor Dynniq (Swarco) which has been used for the successful delivery of a range of major junction upgrades</p>
Procurements Recommended route.	Continue using Maintenance Contractor Dynniq (Swarco)
Who is your Procurement Lead?	Kim Kingdom, Category Lead. Commercial Finance
Is this business case a purchase of a commercial property	No
If yes then provide evidence to show that it is not 'primarily for yield'	
Which Members have you engaged with and how have they been consulted (<i>including the Leader, Portfolio Holders and Ward Members</i>)	Developed with oversight from Councillor Jonathon Drean – Cabinet Member for Strategic Planning and Infrastructure

SECTION 4: FINANCIAL ASSESSMENT

FINANCIAL ASSESSMENT: *In this section the robustness of the proposals should be set out in financial terms. The Project Manager will need to work closely with the capital and revenue finance teams to ensure that these sections demonstrate the affordability of the proposals to the Council as a whole.*

CAPITAL COSTS AND FINANCING

Breakdown of project costs including fees surveys and contingency	Prev. Yr.	22/23	23/24	24/25	25/26	26/27	Future Yrs.	Total
	£	£	£	£	£	£	£	£
Replace of Equipment		£260,000						£260,000
Project Management		£15,000						£15,000
Contingency		£65,644						£65,644
Total capital spend		£340,644						£340,644

Provide details of proposed funding: Funding to match with Project Value

Breakdown of proposed funding	Prev. Yr.	22/23	23/24	24/25	25/26	26/27	Future Yrs.	Total
	£	£	£	£	£	£	£	£
Previous developer funding		£85,644						£85,644
SI06		£255,000						£255,000
Total funding		£340,644						£340,644

Which external funding sources been explored	SI06 funding - 7238/0114/0701094
Are there any bidding constraints and/or any restrictions or conditions attached to your funding	N/A
Tax and VAT implications	
Tax and VAT reviewed by	Sarah Scott

REVENUE COSTS AND IMPLICATIONS**Cost of Developing the Capital Project (To be incurred at risk to Service area)**

Total Cost of developing the project	
Revenue cost code for the development costs	
Revenue costs incurred for developing the project are to be included in the capital total, some of the expenditure could be capitalised if it meets the criteria	N
Budget Managers Name	

Ongoing Revenue Implications for Service Area

	Prev. Yr.	22/23 £	23/24 £	24/25 £	25/26 £	26/27 £m	Future Yrs.
Service area revenue cost							
Other (eg: maintenance, utilities, etc)							
Loan repayment (terms agreed with Treasury Management)							
Total Revenue Cost (A)							
Service area revenue benefits/savings							
Annual revenue income (eg: rents, etc)							
Total Revenue Income (B)							
Service area net (benefit) cost (B-A)							
Has the revenue cost been budgeted for or would this make a revenue pressure							
Which cost centre would the revenue pressure be shown					Has this been reviewed by the budget manager	Y/N	
Name of budget manager							
Loan value £		Interest Rate	%	Term Years		Annual Repayment £	
Revenue code for annual repayments							
Service area or corporate borrowing							
Revenue implications reviewed by							

Version Control: (The version control table must be updated and signed off each time a change is made to the document to provide an audit trail for the revision and update of draft and final versions)

Author of Business Case	Date	Document Version	Reviewed By	Date
Nigel Taylor	11/07/2022	v 1.0	Ruth Didymus	11/07/2022
	00/00/2022	v 2.0		00/00/2022

SECTION 6: RECOMMENDATION AND ENDORSEMENT

Recommended Decision

It is recommended that the Leader of the Council:

- Approves the Business Case
- Allocates £255,000 for the project into the Capital Programme funded by S106 funding
- Authorises the procurement process
- Delegates the award of the contract to Service Director for Street Services

[Councillor Mark Shayer, Deputy Leader of the Council]		Service Director Philip Robinson	
Either email dated:	<i>Date 15 August 2022</i>	Either email dated:	<i>Date – 28 June 2022</i>
Or signed:		Signed:	
Date:		Date:	
		Service Director	
		<i>[Name, department]</i>	
		Either email dated:	<i>date</i>
		Signed:	
		Date:	

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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 – COD18 22/23

Decision	
1	Title of decision: Contract Award - Appointment of Morgan Sindall to provide Pre-Construction Design Services for the Armada Way 'Better Places' public realm improvements project.
2	Decision Maker: Paul Barnard, Service Director SP&I
3	Report author and contact details: Martin Ivatt, City Centre Regeneration Co-ordinator, Tel: 01752 398434 martin.ivatt@plymouth.gov.uk
4a	Decision to be taken: To award a contract to Morgan Sindall Construction and Infrastructure LTD, to provide pre-construction design services to the value of £447,701, in respect of the Armada Way 'Better Places' public realm improvements project. Details of the engaged supplier are set out in the Contract Award Report. It is intended to award the contract using the SCAPE Framework.
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: Executive Decision L43 19/20 03.07.20
5	<p>Reasons for decision: The Better Places Programme seeks to address years of under-investment 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>Undertaking the phase of enabling works is necessary in order for the Council to maintain its commitments to expended central government grant money that is time restricted; and to progress 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>Armada Way is identified as a priority project which reinforces the Council's actions to regenerate key areas of Plymouth's city centre. The project has a total value of £12.7m, with £2.7m of this being TCF funds to be spent by March 2023, with the remainder being majority PCC match-funding (as part of both Better Places and wider TCF schemes match funding) and a small amount from CIL.</p>
6	<p>Alternative options considered and rejected:</p> <p>Option 1: Do Nothing- This is not an option as Armada Way is a key element of the transformation of the City Centre through the Better Places programme</p> <p>Option 2: Do Nothing and await the award of the main contract- If the Council doesn't commence these works now, serious delays will result to the construction programme for the project.</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.		
7	Financial implications and Risks: The value of the pre-construction design activities are £447,701. £2,751,524 of funding has been secured for the project from the Transforming Cities Fund which needs to be spent by March 2023 or returned to the funder. A risk register has been produced and risks have been considered within the budget.		
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No
			X
		X	
		X	
		Per the Constitution, a key decision is one which:	
		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	
		in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million	
		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	If yes, date of publication of the notice in the Forward Plan of Key Decisions		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	<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 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>	
10	Please specify any direct environmental implications of the decision (carbon impact)	The project aims to deliver significant environmental improvements to the city centre and futureproof it for future generations. The scheme will allow for improved bio-resilience and climate change through appropriate tree	

		planting for a city centre environment, and will include 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' and swales 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. Reuse of some existing materials from Armada Way will be integrated into the design to reduce the carbon footprint of hard surfacing.		
Urgent decisions				
I1	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 I3a)
I2a	Reason for urgency: n/a			
I2b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
I3a	Are any other Cabinet members' portfolios affected by the decision?	Yes	X	Councillor Johnathan Drear (Cabinet Member for Transport)
		No		(If no go to section I4)
I3b	Which other Cabinet member's portfolio is affected by the decision?			
I3c	Date Cabinet member consulted	10/08/2022		
I4	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	
I5	Which Corporate Management Team member has been consulted?	Name	Anthony Payne	
		Job title	Strategic Director for Place	
		Date consulted	10/08/2022	

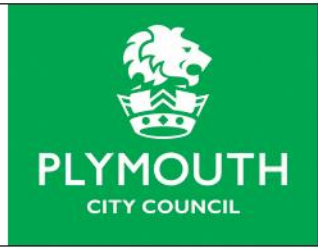
Sign-off									
16	Sign off codes from the relevant departments consulted:		Democratic Support (mandatory)			DS37 22/23			
			Finance (mandatory)			pl.22.23.99			
			Legal (mandatory)			MS/39098			
			Human Resources (if applicable)			N/A			
			Corporate property (if applicable)			N/A			
			Procurement (if applicable)			KK/PS/648/ED/0822			
Appendices									
17	Ref.	Title of appendix							
	A	Contract Award Report Part 1							
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 1 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: Contract Award Report Part 2				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 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
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.								

Signature		Date of decision	11.8.22
Print Name	Paul Barnard, Service Director SP&I		

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

Armada Way Public Realm



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 Armada Way public realm and entering into the pre-construction phase of the project to undertake pre-construction design services. The scope of the requirement includes: providing design services up to RIBA Stage 4 including the following disciplines:

- Architecture and Landscape Architecture
- Mechanical & Electrical Engineering Services
- Civil & Structural Engineering Services
- Ecological and Arboriculture Services
- Project Management and Quantity Surveying Services

RIBA Stage 2-3 commencing 8th August 2022 completing 5th September 2022

RIBA Stage 4 commencing 3rd October completing 25th November 2022

Contract Duration: 8 Months

2. BACKGROUND

The Better Places Programme seeks to address years of under-investment 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.

The contractor is being procured via the SCAPE framework and there is an option to undertake pre-construction design services via a Pre-construction Services Contract prior to the main construction contract commencing. This is necessary in order to develop more detailed designs for the scheme and for the Council to maintain its commitments to expend central government grant money that is time restricted; and to progress 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.

Armada Way is the priority project within the Better Places programme of work, which reinforces the Council's objectives to regenerate key areas of Plymouth's city centre.

3. PROCUREMENT PROCESS

The SCAPE Construction Framework is being utilised to procure this requirement, which is specifically for public sector bodies' use. The chosen framework delivery partner is Morgan Sindall, via a direct award appointment. Morgan Sindall is a delivery partner on the construction framework for projects valued up to £75 million.

This framework route has been chosen, following a thorough review of the procurement options available for this project. This review concluded that the best option is to utilise the SCAPE Construction framework.

SCAPE is a public-sector partnership. This framework enables construction works suited to the requirement of this project.

The applicable terms and conditions for this stage of the project will be NEC4 Engineering and Construction Short Contract 2017 (with necessary amendments)

4. TENDER EVALUATION CRITERIA

This procurement path will ensure value for money as the SCAPE framework is an OJEU compliant procurement process, which was subject to EU wide competition when it was set up.

Framework delivery partners have already been suitability pre-qualified and are performance monitored on a regular basis.

SCAPE have a project process map which outlines all the necessary steps and documentation that need to be completed throughout the procurement process.

5. SUMMARY OF EVALUATION

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 the pre-construction design services phase of the project be awarded to Morgan Sindall.

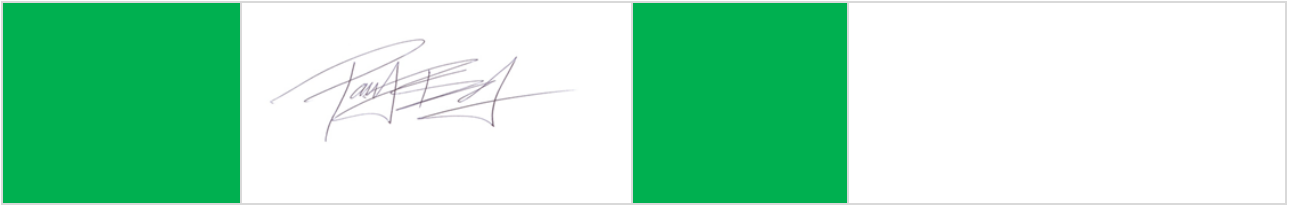
The Construction Phase (works) contract will be subject of a separate award report.

There is no guarantee Morgan Sindall will be awarded the construction contract, however, under this procurement process, provided Morgan Sindall meet all the necessary requirements, the Council can direct award the construction contract to them.

8. APPROVAL

Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)			
Name:	Martin Ivatt		
Job Title:	City Centre Regeneration Coordinator		
Additional Comments (Optional):			
Signature:	<i>Martin Ivatt</i>	Date:	11.08.22
Service Director [Signature provides authorisation to this award report and award of Contract]			
Name:	Paul Barnard		
Job Title:	Service Director SP&I		
Additional Comments (Optional):			
Signature:		Date:	11.08.22



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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.

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EXECUTIVE DECISION

made by a Council Officer



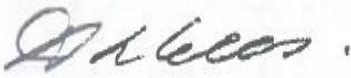
REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD20 22/23

Decision	
1	Title of decision: Contract Award: Translation and Interpretation Services
2	Decision maker (Council Officer name and job title): Anna Coles, Service Director of Integrated Commissioning
3	Report author and contact details: Emma Crowther, Strategic Commissioning Manager, emma.crowther@plymouth.gov.uk , 01752 304009
4a	Decision to be taken: Award of contract to Oncall Interpreters Ltd to supply the Council with interpretation and translation services over 5 years at an estimated cost of £475,000
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: N/A
5	Reasons for decision: Plymouth City Council requires a translation and interpretation service to support the needs of clients working with or contacting the local authority. This is required to meet the needs of a broad range of clients, from Childrens Social Care to Coroners, providing an agile response to written and verbal translation including face to face and virtual means. This supports the Council in delivering its equality duties.
6	Alternative options considered and rejected: The current contract was due to expire and a number of options were considered: Do nothing – rejected as this would leave the Council without an essential service to support equality of access, increase spot purchase, potentially at higher cost, lead to a lack of a co-ordinated service offer to staff, leaving officers to have to make ad hoc arrangements, risk of a drop in quality and consistency of services Extend current contract – rejected as this would have missed the opportunity to refresh the specification and pricing for the service. There was also an urgent need to ensure that the provision of British Sign Language (BSL) was built into the service, as this has historically been spot purchased by departments, which can lead to inconsistency of service.
7	Financial implications and risks:

	<p>The value of this contract is estimated as £475,000 over a 5 year period, including the provision of BSL.</p> <p>The overall spend for this service is monitored in Strategic Commissioning but the budgets are held in each service area. As part of their management information the service provider will deliver reports on departmental level spend and the type of service being commissioned, for example face to face or virtual services. This enables localised conversations about spend and usage of the service to take place.</p> <p>The financial implications of the tender are set out in the Part 2 paper.</p>			
8	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 £1 million
		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	If yes, date of publication of the notice in the Forward Plan of Key Decisions	Not applicable		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	This decision is linked to the Corporate Plan in caring for people and communities, and ensuring that our citizens have equality of access to Council services through the provision of translation and interpretation services, available face to face, virtually or via written means.		
10	Please specify any direct environmental implications of the decision (carbon impact)	The intention is to reduce the reliance on face to face support unless necessary, and maximise the use of virtual translation and interpretation, building on the new ways of working during the Covid-19 pandemic. This should in turn reduce the amount of travel for interpreters, lowering the number of journeys taken and also the cost of travel for the public purse.		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support for advice)
		No	X	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair signature:		Date	

Scrutiny Committee name:				
Print Name:				
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	<input checked="" type="checkbox"/>	
		No	<input type="checkbox"/>	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Dr John Mahony		
13c	Date Cabinet member consulted	9 August 2022		
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes	<input type="checkbox"/>	If yes, please discuss with the Monitoring Officer
		No	<input checked="" type="checkbox"/>	
15	Which Corporate Management Team member has been consulted?	Name	Craig McArdle	
		Job title	Strategic Director for People	
		Date consulted	10 August 2022	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS38 22/23	
		Finance (mandatory)	djn.22.23.97	
		Legal (mandatory)	MS/15.08.22	
		Human Resources (if applicable)	N/A	
		Corporate property (if applicable)	N/A	
		Procurement (if applicable)	PB/SC/013/ED/0822	
Appendices				
17	Ref.	Title of appendix		
	A	Contract Award – Translation and Interpretation – 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: Contract Award – Translation and Interpretation Part 2			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 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
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		10 August 2022		
Print Name	Anna Coles							

**CONTRACT AWARD REPORT:
TRANSLATION AND
INTERPRETATION SERVICES PART I**



I. EXECUTIVE SUMMARY

Plymouth City Council requires a translation and interpretation service to support the needs of clients working with or contacting the local authority. This is required to meet the needs of a broad range of clients, from Childrens Social Care to Coroners, providing an agile response to written and verbal translation including face to face and virtual means.

In February 2022 a business case was approved for the Council to join a tender led by University Hospitals Plymouth NHS Trust (Derriford Hospital), to procure a new translation and interpretation contract for both the Hospital and the Council. While the procurement would be led by the Hospital, each party would award their own contract, using the Crown Commercial Services framework terms and conditions.

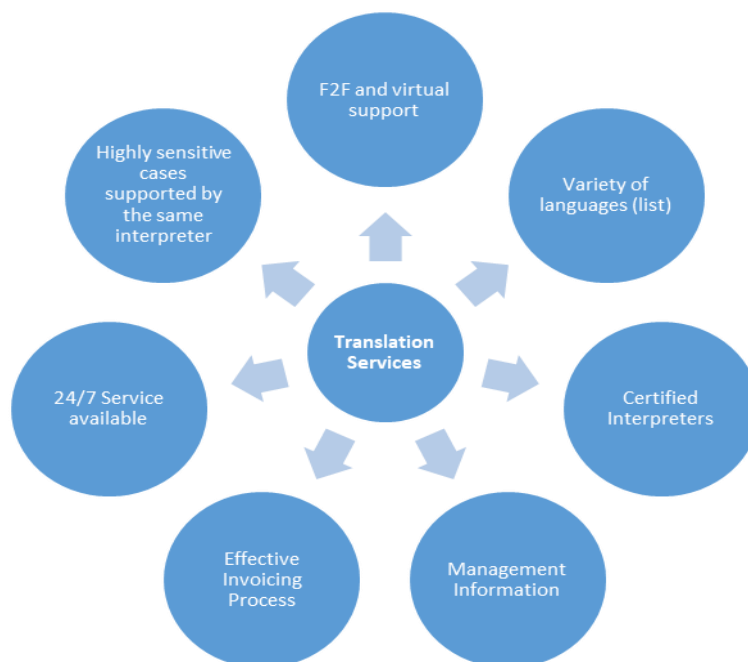
This mirrors the current arrangement, which has worked well, with the Hospital and Council coming together to work with the service provider to raise and address any issues with the performance of the contract.

As part of the procurement it was intended to include the provision of British Sign Language as this was a gap in the current service offer and spot purchased by individual departments, risking a lack of equality for citizens needing support.

The new service will include:

- Face to Face
- Telephone Interpreting
- Video Interpreting
- Written Translation
- British Sign Language

The aims of the new service are set out in the diagram below:



The incumbent provider is the Big Word, which has delivered the service for the Council and hospital since August 2019.

The estimated contract value for a 5 year period is £475,000 and the provider recommended for contract award is Oncall Interpreters Ltd. The contract start date is the 1st September 2022, until 31st August 2025 initially, but with options to extend on a 1+1 basis until 31st August 2027. The current contract with the Big Word has been extended from June 2022 until the end of September, to allow for a suitable handover period with Oncall Interpreters.

2. PROCUREMENT PROCESS


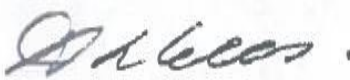
The tender opportunity was offered to providers who are already part of the Crown Commercial Services Framework and was run as a Mini Competition under NHS SBS Interpretation and Translation Services framework reference: SBS/21/NL/ZWV/10127 – LOT 6.

The providers were assessed on their responses to the specific questions set out in Appendix 1 with the tender weighted at 50% for technical and 50% for commercial. Representatives from Plymouth City Council and University Hospitals Plymouth NHS Trust evaluated the tender response. The respective provider scores for the tender are set out in the Part 2 report, which contains commercially confidential information.

3. CONTRACT IMPLEMENTATION

Meetings are planned with Oncall Interpreters to implement the new contract. This will include the delivery of familiarisation sessions for Council staff, for those who regularly use the service. This will support them to understand the new booking system and the services the provider offers. Pages on Staff Room will also be updated to reflect the new provider and their offer and contact details.

Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)			
Name:	Emma Crowther		
Job Title:	Strategic Commissioning Manager		
Additional Comments (Optional):			
Signature:		Date:	9 th August 2022
Name: Anna Coles			
Job Title: Service Director for Integrated Commissioning			
Additional Comments (Optional):			
Signature:		Date:	10 th August 2022

APPENDIX I – EVALUATION CRITERIA

Section	Title	Grade	Type of Question	Weighting (%)	Overall weighting
Commercial	Costs for delivery of the service, including face to face, telephone, video and written translation and British Sign Language	Essential	Scored	N/A	50%
Technical: Accreditations, qualifications and references:	Confirmation of accreditation Provision of 2 references Confirmation of recognised qualifications for those supporting the contract	Essential	Pass/fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.	N/A
Technical: Contract Deliverables	Ability to invoice electronically	Essential	Pass/fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.	N/A
	Confirmation of any aspects of the specification that cannot be delivered	Desirable	Scored	25%	35%
	Confirmation that monthly management information can be provided	Desirable	Scored	25%	
	Proposed timescales for service delivery: Emergency Less than 1 day 1-3 days 4-14 days	Desirable	Scored	25%	
	Acceptance of a fulfillment target of 85% for the first 6 months and stretch	Desirable	Scored	25%	

	targets after that period				
Technical: Technology	Confirmation of suitable and reliable technology to deliver the service	Essential	Pass/fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.	N/A
	Ability to supply devices to support the delivery of the contract	Desirable	Scored	50%	20%
	Ability to offer App services to support delivery of the contract	Desirable	Scored	50%	
Technical: Legislation	Confirmation of meeting the public sector duties of the Equality Act 2010 Confirmation of meeting the requirements of the Data Protection Act 2018 and the Freedom of Information Act 2000 and any amendments Confirmation of meeting the legislative requirements described in the specification	Essential	Pass/Fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.	N/A
Technical: Implementation	Proposed implementation plan for contract start of 1 st June 2022	Desirable	Scored	100%	5%
Technical: Historical Performance	Declaration of any significant or persistent deficiencies in service delivery	Desirable	Scored	16.6%	30%
	Declaration of convictions in the last 5 years	Desirable	Scored	16.6%	
	Further information if answered yes to the above	Desirable	Scored	16.6%	

	Further reassurance measures if answered yes to the above	Desirable	Scored	16.6%	
	Declaration in respect of any breach of obligations related to the payment of tax or social security contributions	Desirable	Scored	16.6%	
	Further information if answered yes to the above	Desirable	Scored	16.6%	
Technical: Added Value/Social Value	Added Value – technology/innovation	Desirable	Scored	20%	10%
	Added Value – financial	Desirable	Scored	20%	
	Social considerations – Social Value Act 2012	Desirable	Scored	20%	
	Environmental considerations – Social Value Act 2012	Desirable	Scored	20%	
	Economic considerations – Social Value Act 2012	Desirable	Scored	20%	
Technical: Contractual details	Employers Liability insurance cover Professional Indemnity insurance cover	Essential	Pass/fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.	N/A
	Details of any upheld insurance of legal claims against the organisation in the last 36 months	For info	Not scored	N/A	N/A
Technical: Administrative	Details of Suppliers contract manager Details of where notices served on the contract should be delivered Details for Dispute Resolution Confirmation of	Essential	Pass/fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.	N/A

	<p>participation in annual contract review meetings</p> <p>Confirmation of presentation of management information at contract review meetings</p>				
<p>Technical: Confidentiality and commercially sensitive controls</p>	<p>Acceptance of information as commercially confidential</p> <p>Confirmation of a fully audit trail and user activity reports</p> <p>Confirmation of provision of granular authorisation, e.g. limiting access to safeguarding records</p>	Essential	Pass/fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.	N/A
	<p>Declaration in relation to information which is considered exempt from Freedom of Information Act and or Environmental Information Regulations 2004</p>	For info	Not scored	N/A	N/A
<p>Technical: Compliance</p>	<p>Confirmation of understanding and acceptance of key documents</p>	Essential	Pass/fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.	N/A

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

Document is Restricted

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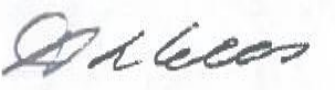
**EQUALITY IMPACT ASSESSMENT TEMPLATE
AND GUIDANCE**

Policy and Intelligence Team



EQUALITY IMPACT ASSESMENT TEMPLATE

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): This is the person completing the EIA template.	Emma Crowther, Strategic Commissioning Manager	Department and service:	People Strategic Co-operative Commissioning	Date of assessment:	August 2022
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Anna Coles, Service Director of Integrated Commissioning	Signature:		Approval date:	10/08/2022
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>Plymouth City Council requires a translation and interpretation service to support the needs of clients working with or contacting the local authority. This is required to meet the needs of a broad range of clients, from Childrens Social Care to Coroners, providing an agile response to written and verbal translation including face to face and virtual means.</p> <p>The current service contract expires in summer 2022 and there is a need to make sure there is a service in place going forward. This Equality Impact Assessment has been prepared to support the procurement and contract award of the new service, including a refresh of the specification and consideration of what needs to be included as part of the service offer.</p>				
Decision required: Within this section, you must be clear on any decision being made and how/when, it will be taken.	This EIA will accompany the Contract Award Report for the translation and interpretation service which will be awarded as a decision by a Council Officer.				

SECTION TWO: EQUALITY IMPACT ASSESMENT SCREENING TOOL

Potential external impacts:	Yes		No	X
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Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?				
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		No	X
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	<p>The ongoing provision of a translation and interpretation service will support the Council to be able to respond to the broadest possible range of needs for those seeking support from services whether due to their language needs or disability (specifically for those with hearing loss). The service will offer a range of provision, from face to face interpretation, to virtual support and written translation. It will also include the provision of British Sign Language so that there is a consistent offer for staff to be able to draw upon to support citizens requiring support.</p> <p>The performance of the service will be monitored by Strategic Commissioning to understand the range of services being used, including where requests for support have not been able to be fulfilled (for example very specific languages) and work with the provider to ensure that this need is met going forward (with recruitment of more translators to meet our local needs, or ensuring Council teams know how to maximise the service, for example using virtual interpretation tools).</p>			

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	N/A			
Disability	N/A			
Gender reassignment	N/A			
Marriage and civil partnership	N/A			
Pregnancy and maternity	N/A			
Race	N/A			
Religion or belief	N/A			
Sex	N/A			
Sexual orientation	N/A			

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

Human Rights	Implications	Mitigation Actions	Timescale and responsible department

<p>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'.</p>	<p>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'.</p>	<p>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.</p>	<p>Please use this column to provide the timeframe for implementing any mitigation activities. You must include the lead department.</p>
	N/A		

SECTION FIVE: OUR EQUALITY OBJECTIVES

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

Plymouth is a city where people from different backgrounds get along well.	N/A		

EXECUTIVE DECISION

made by a Council Officer



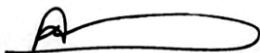
REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD21 22/23

Decision	
1	Title of decision: Contract Award: Transportation of Bodies on behalf of HM Coroner
2	Decision maker (Council Officer name and job title): Andy Ralphs, Strategic Director of Customer and Corporate Services
3	Report author and contact details: Cheryl Spear Cheryl.spear@plymouth.gov.uk
4a	<p>Decision to be taken:</p> <p>During the award phase of the Procurement activity and prior to issuing of the award notification letters and Mandatory Standstill period commencing, the Council were notified that Chapter Response Ltd had ceased trading; consequently, their Tender was rejected in accordance with the ITT Instruction Document, Section 4.2 Rejection of Tender.</p> <p>As a result, the Tender response from the second highest scoring Tenderer, First Care Ambulance Ltd is now recommended for award of contract.</p>
4b	<p>Reference number of original executive decision or date of original committee meeting where delegation was made:</p> <p>CCLS01 21/22 COD29 21/22</p>
5	Reasons for decision: To award a contract to ensure statutory duties are fulfilled on behalf of HM Coroner.
6	Alternative options considered and rejected: None - PCC has to fulfil statutory duties on behalf of HM Coroner.
7	<p>Financial implications and risks:</p> <p>A 5 year Contract at £130,000 per year (totalling £650,000).</p> <p>We anticipate an increase in expenditure for the transportation of bodies for both Plymouth and Torbay and we will quantify this over the next few months. The number of collections vary on a year to year basis and the new contract will be delivered part year for 2022/2023.</p> <p>The new service arrangements will provide continuity of service to the Coronial function and it is proposed to effectively mirror the current arrangements in terms of specification and outputs. This will be the first year of a combined approach to the transportation of bodies</p>

	across the Coronial jurisdiction.			
8	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.	
8b	If yes, date of publication of the notice in the Forward Plan of Key Decisions	N/A		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	The renewal of this Contract will enable effective delivery of our priority within the Corporate Plan of being a Caring Council ensuring statutory duties are fulfilled on behalf of HM Coroner.		
10	Please specify any direct environmental implications of the decision (carbon impact)	None directly arising from the decision to renew a Contract to transport the deceased on behalf of the Coroner.		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			

Consultation			
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	
		No	x (If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?		
13c	Date Cabinet member consulted		
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes	If yes, please discuss with the Monitoring Officer
		No	x
15	Which Corporate Management Team member has been consulted?	Name	Andy Ralphs
		Job title	Strategic Director of Customer and Corporate Services
		Date consulted	22 July 2022
Sign-off			
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS40 22/23
		Finance (mandatory)	Ba.22.23.15
		Legal (mandatory)	MS/38558
		Human Resources (if applicable)	N/A
		Corporate property (if applicable)	N/A
		Procurement (if applicable)	PW/PS/627/ED/0522
Appendices			
17	Ref.	Title of appendix	
	A	Briefing report for publication	
	B	Equalities Impact Assessment	
Confidential/exempt information			
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.
		No	
		Exemption Paragraph Number	

		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
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 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Council Officer Signature								
20	<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>							
Signature				Date of decision	15 August 2022			
Print Name	Andy Ralphs							

BRIEFING PAPER

Transportation of Bodies on behalf of HM Coroner



1. BACKGROUND

The Coroner for Plymouth, Torbay and South Devon is required to arrange the removal of bodies from the place of death or body holding area to the designated mortuary in order to allow the investigation of sudden unexpected death, unnatural deaths and those required to be reported to the Coroner under the Coroner's Act. This service is a statutory service in which the Coroner needs to work closely with police and other statutory agencies such as the Health and Safety Executive to preserve the evidence and establish the identity of the deceased to an appropriate level, and establish the cause of death. Removal of the body by an undertaker to a public mortuary or designed holding place is required by the Local Authority to comply with Public Health legislation especially where it is a destitute body.

Plymouth is the relevant authority for the combined coronial jurisdiction for Plymouth, Torbay and South Devon. Torbay Council also has a contract for body removals, which ceases at the same time as Plymouth's current Contract. As part of the Service Level Agreement arrangement, Torbay's contract is the only legal contract that they hold in their own right and it was agreed that any new contract going forward reflects the whole Coroner area. Plymouth has agreed to take the lead on any new procurement process.

2. PROJECT SUMMARY

The project will provide a 5-year Contract for contractors to provide a service to transport deceased persons between the place of death to the Coroner's chosen destination(s). The majority of bodies are currently transported to the Department of Anatomical Pathology at University Hospitals Plymouth NHS Trust in Plymouth. In some cases, bodies may need to be transported to other locations including long distance transfers within the UK for forensic and non-forensic post mortems.

In certain cases when there is a sudden death other than by natural causes, it is the responsibility of the Coroner to examine the cause of death. This may result in a post mortem examination being carried out. It is also the Coroner's responsibility to remove bodies from the scene of death to the mortuary, pending investigation into the death.

The current Contract expires 31 August 2022 and has one contractor.

3. PROCUREMENT PROCESS

Following a procurement options appraisal, it was determined that a competitive procurement exercise should be undertaken utilising the 'Open' Procedure in accordance with the Public Contracts Regulations 2015.

The Tender opportunity received a good level of interest, with 9 organisations registering an interest, of which 2 submitted Tenders, 1 opted out and a further 6 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, 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.

During the award phase of the Procurement activity and prior to issuing of the award notification letters and Mandatory Standstill period commencing, the Council were notified that Chapter Response Ltd had ceased trading; consequently, their Tender was rejected in accordance with the ITT Instruction Document, Section 4.2 Rejection of Tender.

As a result, the Tender response from the second highest scoring Tenderer, First Care Ambulance Ltd is now recommended for award of contract.

4. FINANCIAL POSITION

We anticipate an increase in expenditure for the transportation of bodies for both Plymouth and Torbay and we will quantify this over the next few months. The number of collections vary on a year to year basis and the new contract will be delivered part year for 2022/2023.

The new service arrangements will provide continuity of service to the Coronial function and it is proposed to effectively mirror the current arrangements in terms of specification and outputs. This will be the first year of a combined approach to the transportation of bodies across the Coronial jurisdiction.

5. RECOMMENDATION

Therefore, it is recommended that a contract be awarded to the second highest scoring Tenderer, **First Care Ambulance Ltd** for Services on Behalf of HM Coroner within Plymouth, Torbay and South Devon. Plymouth City Council. The estimated value of this contract in its entirety is £1,300,000 (Inclusive of Torbay Council) for the full term of the Contract.

This award will be provisional and subject to the outcome of any challenge made during the mandatory standstill period and subject to the receipt of the satisfactory self-certification documents detailed in the Suitability assessment questionnaire.


**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.	Cheryl Spear	Department and service:	Customer & Corporate Services – Coroner’s Service	Date of assessment:	1 May 2022
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Andy Ralphs	Signature:		Approval date:	1 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>The project will look to renew a Contract for contractors to provide a service to transport deceased persons between the place of death to the Coroner’s chosen destination(s). The majority of bodies are currently transported to the Department of Anatomical Pathology at University Hospitals Plymouth NHS Trust in Plymouth. In some cases, bodies may need to be transported to other locations including long distance transfers within the UK for forensic and non-forensic post mortems.</p> <p>The Coroner for Plymouth, Torbay and South Devon is required to arrange the removal of bodies from the place of death or body holding area to the designated mortuary in order to allow the investigation of sudden unexpected death, unnatural deaths and those required to be reported to the Coroner under the Coroner’s Act. This service is a statutory service in which the Coroner needs to work closely with police and other statutory agencies such as the Health and Safety Executive to preserve the evidence and establish the identity of the deceased to an appropriate level, and establish the cause of death. Removal of the body by an undertaker to a public mortuary or designed holding place is required by the Local Authority to comply with Public Health legislation especially where it is a destitute body.</p> <p>The new service arrangements will provide continuity of service to the Coronial function and it is proposed to effectively mirror the current arrangements in terms of specification and outputs.</p>				
Decision required: Within this section, you must be clear on any decision being made and how/when, it will be taken.	A joint procurement exercise with Torbay Council will ensure that any new contract for the transportation of bodies reflects the whole Coroner area (Plymouth, Torbay and South Devon) and supports the Service Level Agreement arrangement.				

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

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

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

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	The average age in Plymouth (39 years) is about the same as the rest of England (40 years) but less than the South West (44 years).	No adverse impact. The service is provided regardless of age.		
Disability	10 per cent of our population have their day-to-day activities limited a lot by a long-	No adverse impact. The service is provided regardless of disability.		

	term health problem or disability (2011 Census).			
Gender reassignment	<p>There are no official estimates for gender reassignment at either national or local level.</p> <p>However, in a study funded by the Home Office, the Gender Identity Research and Education Society (GIRES) estimate that between 300,000 and 500,000 people aged 16 or over in the UK are experiencing some degree of gender variance.</p>	<p>No adverse impact.</p> <p>The service is provided regardless of gender reassignment.</p>		
Marriage and civil partnership	<p>There were 234,795 marriages in England and Wales in 2018.</p> <p>In 2020, there were 7,566 opposite-sex civil partnerships formed in England and Wales, of which 7,208 were registered in England and 358 were registered in Wales.</p> <p>There were 785 civil partnerships formed between same-sex couples in England and Wales in 2020, of which 745 were registered in England and 40 were registered in Wales.</p>	<p>No adverse impact.</p> <p>The service is provided regardless of marriage.</p>		
Pregnancy and maternity	<p>There were 640,370 live births in England and Wales in 2019, a decrease of 2.5 per cent since 2018. The mid-year 2019 population estimates show that there were 2,590 births in Plymouth.</p> <p>The total fertility rate (TFR) for England and Wales decreased from</p>	<p>No adverse effect.</p> <p>The service is provided regardless of gender, marriage, pregnancy or maternity.</p>		

	1.70 children per woman in 2018 to 1.65 children per woman in 2019.			
Race	<p>92.9 per cent of Plymouth's population identify themselves as White British. 7.1 per cent identify themselves as Black, Asian or Minority Ethnic.</p> <p>Census data suggests at least 43 main languages are spoken in the city, showing Polish, Chinese and Kurdish as the top three.</p>	<p>No adverse effect.</p> <p>The service is provided regardless of race.</p>		
Religion or belief	<p>Christianity is the biggest faith in the city with more than 58 per cent of the population (148,917). 32.9 per cent (84,326) of the Plymouth population stated they had no religion (2011 Census).</p> <p>Those who identified as Muslim were just under 1 per cent while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2011 Census).</p>	<p>No adverse impact.</p> <p>The service is provided regardless of faith/religion or belief</p>	<p>Wherever possible, Coroners will take into account your faith and cultural needs and preferences.</p>	
Sex	<p>50.2 per cent of our population are women and 49.8 per cent are men.</p>	<p>No adverse impact.</p> <p>The service is provided regardless of gender.</p>		
Sexual orientation	<p>There are no official estimates for sexual orientation at a local level. There is no precise local data on sexual orientation in Plymouth.</p> <p>Data based on the ONS Annual Population</p>	<p>No adverse effect.</p> <p>The service is provided regardless of regardless of sexual orientation.</p>		

	Survey 2017 estimates, approximately 1.7 per cent of the UK population is lesbian, gay or bisexual (LGB).			
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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		

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 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.
Celebrate diversity and ensure that Plymouth is a welcoming city.	Not applicable		

<p>Pay equality for women, and staff with disabilities in our workforce.</p>	<p>Not applicable</p>		
<p>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</p>	<p>Not applicable</p>		
<p>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</p>	<p>Not applicable</p>		
<p>Plymouth is a city where people from different backgrounds get along well.</p>	<p>Not applicable</p>		

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