



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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Delegated Decisions

Delegated Executive/Officer Decisions

Delegated Executive and Officer decisions are published every week 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>

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 immediately.

Delegated Decisions

1. Councillor Richard Bingley, Leader of the Council:

1.1. Urgent Decision: Start for Life - Memorandum of Understanding **(Pages 1 - 16)**

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

2.1. Contract Award: Mayflower Street Phase 2, Highway Improvements **(Pages 17 - 30)**

EXECUTIVE DECISION

made by a Cabinet Member



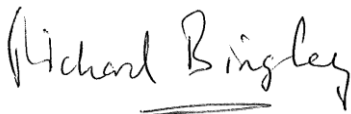
REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – L20 22/23

Decision				
1	Title of decision: Start for Life – Memorandum of Understanding			
2	Decision maker (Cabinet member name and portfolio title): Councillor Richard Bingley, Leader of the Council			
3	Report author and contact details: Emma Crowther, Strategic Commissioning Manager, emma.crowther@plymouth.gov.uk			
4	Decision to be taken: <ul style="list-style-type: none"> The MOU for the Start for Life/Family Hubs programme is agreed for signature by the Director of Children’s Services. See Appendix 1 of the briefing report for a copy of the MOU. Delegated authority is granted to the Director of Children’s Services for onward grant award/awards or variation of contracts where they do not already have authority to do so. Progress updates for the programme are provided to the Cabinet Member for Education, Skills and Children and Young People 			
5	Reasons for decision: To ensure that Plymouth City Council can receive funding from the Start for Life/Family Hubs programme to support projects and initiatives for the following: <ul style="list-style-type: none"> To support the development of 0-19 Family Hubs in the city To provide additional support for expectant parents and parents of children aged 0-2 This decision is in line with already stated and agreed intentions to open Family Hubs in Plymouth and improve the early help offer for families.			
6	Alternative options considered and rejected: To not sign up to the programme – would mean that available additional funding to support families would not be used.			
7	Financial implications and risks: The scope of the funding is set out in the Part 2 paper. This is additional grant funding, with the majority comprising revenue and small proportion for capital projects.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No 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

		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	Due to the recent notification of the decision to approve Plymouth's application (12 th December) and the timeline for when the funding for 2022/23 will be received and must be spent by, it was not possible to include this decision in the Forward Plan. Therefore an urgent decision is sought.		
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>Caring for People and Communities – the provision of effective early help and the best start in life for children:</p> <ul style="list-style-type: none"> • A friendly, welcoming city • Reduced health inequalities • People feel safe in Plymouth • Focus on prevention and early intervention • Keep children, young people and adults protected • Improved schools where pupils achieve better outcomes 		
10	Please specify any direct environmental implications of the decision (carbon impact)	This funding will support projects based within the city of Plymouth and to support local families, therefore reducing the need to seek support from further afield.		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes	x	(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No		(If no, go to section 13a)
12a	Reason for urgency: Signature of the MOU will trigger the first payment of grant funding to the local authority for 2022/23. This funding is required to be spent by the end of this financial year. Later signing of the MOU may jeopardise Plymouth's involvement in the programme and the ability to spend the funding for this year.			
12b	Scrutiny Chair Signature:	Agreed via email	Date	23 December 2022
	Scrutiny Committee name:	Education and Children's Social Care Overview and Scrutiny Committee		
	Print Name:	Councillor Jemima Laing		

Consultation				
I3a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	x	(If no go to section 14)
I3b	Which other Cabinet member's portfolio is affected by the decision?			
I3c	Date Cabinet member consulted			
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	Sharon Muldoon	
		Job title	Director of Children's Services	
		Date consulted	21/12/2022	
Sign-off				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS86 22/23	
		Finance (mandatory)	DJN.22.23.325	
		Legal (mandatory)	LS/39613/JP/221222	
		Human Resources (if applicable)	N/A	
		Corporate property (if applicable)	N/A	
		Procurement (if applicable)	N/A	
Appendices				
I7	Ref.	Title of appendix		
	A	Briefing report for publication – See Section 18		
Confidential/exempt information				
I8a	Do you need to include any confidential/exempt information?	Yes	x	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.
		No		
		Exemption Paragraph Number		

		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title: Start for Life MOU Briefing report			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
Cabinet Member 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	22/12/2022			
Print Name	Councillor Richard Bingley							

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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 – COD34 22/23


Decision	
1	Title of decision: Contract Award: Mayflower Street Phase 2, Highway Improvements
2	Decision maker: Paul Barnard, Service Director for Strategic Planning and Infrastructure
3	Report author and contact details: Karen Renshaw, Senior Project Manager, Strategic Projects Team, HR & OD
4a	Decision to be taken: To appoint South West Highways as the principal contractor for Phase 2 of the Mayflower Street Highway Improvement Scheme. The total contract value is £53,051.
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: L43 19/20
5	<p>Reasons for decision:</p> <ul style="list-style-type: none"> The Term Maintenance Contract (TMC) provides specifically for the delivery of transport projects in addition to the core highway maintenance activities and has already been through a competitive tendering assessment process; Using the TMC provides the optimum route for efficient and early delivery by securing early contractor involvement to assist in the development of the design, local knowledge and close working arrangements that the TMC Contractor has established with the Council's Highways Department; The Bill of Quantities for the construction costs have been subject to scrutiny and challenge by PCC's Highways Quantity Surveyor.
6	<p>Alternative options considered and rejected:</p> <p>To carry out a formal tendering process or through the use of an appropriate framework which would add delay to any appointment and impact on the potential delivery of the works and the funding deadlines</p>
7	<p>Financial implications and risks:</p> <p>Capital</p> <p>The scheme is funded through Transforming Cities Fund and local match funding.</p> <p>Revenue</p> <p>The opportunity will be taken to replace lighting columns (funded through Highways maintenance). The carriageway will be resurfaced and relined as part of the works. Overall the scheme is expected to be revenue neutral.</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 £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 project fully meet the corporate plan priorities below : <ul style="list-style-type: none"> • A green, sustainable city that cares about the environment • Create and varied, efficient, sustainable transport network 		
10	Please specify any direct environmental implications of the decision (carbon impact)	The construction of the scheme will directly lead to carbon emissions like any other construction project. However, materials will be reused where possible e.g. existing granite kerbs and paving etc. The project focuses on improving public transport provision to encourage people to reduce car use.		

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		Anthony Payne				
			Job title		Strategic Director for Place				
			Date consulted		20 December 2022				
Sign-off									
16	Sign off codes from the relevant departments consulted:		Democratic Support (mandatory)		DS85 22/23				
			Finance (mandatory)		pl.22.23.324				
			Legal (mandatory)		LS/39611/JP/211 222.				
			Human Resources (if applicable)		N/A				
			Corporate property (if applicable)		N/A				
			Procurement (if applicable)		SN/PS/663/ED/1222				
Appendices									
17	Ref.	Title of appendix							
	A	Briefing report for publication							
	B	EIA							
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	x					
			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	16 December 2022			
Print Name	Paul Barnard							

MAYFLOWER STREET HIGHWAY IMPROVEMENTS – PHASE 2

Briefing Report for Executive Decision



Summary

The Mayflower Street Highway improvement scheme is part of a Transforming Cities Fund project funded by Department for Transport and Plymouth City Council which has been in development over the last year. The Mayflower Street scheme aims to improve the public transport infrastructure, improve bus journey times and reduce congestion and emissions. It is being designed in conjunction with Royal Parade improvement scheme which has similar objectives.

Mayflower Street will see bus stop capacity improvements, allowing for a number of bus services that serve the city centre to operate from Mayflower Street rather than Royal Parade, and will improve the flow of traffic in Mayflower Street.

The overall scheme will result in:

- New bus stopping area to accommodate extra space for dropping off passengers;
- Currently there are two bus stops and one shelter. The new scheme will have two bus shelters and bus stops with space for three buses;
- Kerb adjustment to widen the carriageway so that buses and cars can pass by when other buses have stopped;
- Street furniture to be removed if surplus and relocated where necessary;
- Disabled bay relocated;
- Existing paving will be used where possible.

The construction works will be split into phases which are as follows:

- Phase 1 – north side, on Mayflower Street East for kerb realignment – now complete;
- Phase 2 – south side on Mayflower Street East for kerb realignment to create a new bus stopping area;
- Phase 3 – central part of Mayflower Street and at Armada Way crossing area for kerb realignment and new bus shelters;
- Phase 4 – Resurfacing and lining works for Mayflower Street;
- Phase 5 – Relocation of disabled space.

This contract award is to appoint South West Highways as principal contractor for Phase 2 of these works. Approval will be sought for the remaining phases in January 2023 when the remaining outstanding issues have been addressed.

Finance

This contract award is for Phase 2 of the scheme. The contract sum is £53,051 for Phase 2 under NEC Contract (Option A). It will be funded from the Transforming Cities Fund.

Delivery timescales

The planned start date is 4 January, with a finish date of 24 February


Member and stakeholder engagement

Public and stakeholder consultation was carried out in September 2021. The results of the consultation is available at [Royal Parade and Mayflower Street Public Consultation | PLYMOUTH.GOV.UK](https://www.plymouth.gov.uk/royal-parade-and-mayflower-street-public-consultation) Local stakeholders have been kept updated through the City Centre company and direct communication with Plymouth City Council.

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EQUALITY IMPACT ASSESSMENT – MAYFLOWER STREET HIGHWAY IMPROVEMENT SCHEME

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): This is the person completing the EIA template.	Karen Renshaw	Department and service:	Strategic Projects Team, HR&OD	Date of assessment:	01/11/22
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Philip Heseltine	Signature:		Approval date:	08/11/2022
Overview:	<p>Click here to enter text. The Royal Parade and Mayflower Street schemes aim to improve public transport in the city centre by making bus travel faster, easier and more reliable. They are part of a programme of investment through the Transforming Cities Fund (TCF) that collectively reduce congestion, improve air quality and help the city prosper by investing in infrastructure to improve public and sustainable transport connectivity on key commuter routes across the city. Further information on the TCF can be found using this link: https://www.plymouth.gov.uk/transformingcitiesfund.</p> <p>Mayflower Street will see bus stop capacity improvements allowing for a number of bus services, that currently serve the city centre, to operate from Mayflower Street and therefore take the pressure off Royal Parade. There is currently limited local bus provision north of the main shopping area (most are on Royal Parade in the south), and the road is conveniently located next to Plymouth coach station, and on the main pedestrian route from Plymouth train station and the city centre. In addition to the provision of new bus stops, the scheme will also provide additional carriageway space for buses to pass one another as they pull away from the stops, relieving a bottle neck and reducing delays.</p>				
Decision required:	Approve the Mayflower Street Highway Improvement Scheme – Phase I				

SECTION TWO: EQUALITY IMPACT ASSESSMENT 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		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
Age	<p>Plymouth</p> <ul style="list-style-type: none"> 16.4 per cent of people in Plymouth are children aged under 15. 65.1 per cent are adults aged 15 to 64. 18.5 percent are adults aged 65 and over. 2.4 percent of the resident population are 85 and over. <p>South West</p>	No adverse impact		

	<ul style="list-style-type: none"> • 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64. • 22.3 per cent are aged 65 and over. <p>England</p> <ul style="list-style-type: none"> • 17.4 per cent of people are aged 0 to 14. • 64.2 per cent of people are aged 15 to 64. • 18.4 per cent of people are aged 65 and over. <p>(Data sourced from the 2021 Census)</p>			
<p>Disability</p>	<p>10 per cent of our population have their day-to-day activities limited a lot by a long-term health problem or disability (2011 Census).</p>	<p>On street car parking which is free for blue badge holders will be removed as part of this project</p>	<p>4 disabled spaces retained on / close to Mayflower Street</p> <p>Proposed that the disabled bay currently located on Mayflower Street will be relocated to street close to Mayflower Street and two existing disabled</p>	<p>Estimated completion date of scheme is April 2023</p>

			<p>spaces on unnamed street will be enlarged to meet current standards. This location is deemed to be safer than being located on Mayflower Street as it is located further away from traffic</p> <p>Car parking available at two nearby car parks</p> <p>Removing the on street parking will make way for a bus stopping area which will enable more bus services to stop at mayflower Street – bringing more accessibility to users to this area of town</p>	
Gender reassignment	<p>There are no official estimates for gender reassignment at either national or local level (awaiting 2021 Census data).</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>	No adverse impact		
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</p>	No adverse impact		

	<p>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>			
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 1.70 children per woman in 2018 to 1.65 children per woman in 2019.</p>	No adverse impact		
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 (2011 Census).</p>	No adverse impact		
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,</p>	No adverse impact		

	Jewish or Sikh combined totalled less than 1 per cent (2011 Census).			
Sex	51 per cent of our population are women and 49 per cent are men (2021 Census).	No adverse impact		
Sexual orientation	There is no precise local data on sexual orientation in Plymouth (awaiting 2021 Census data).	No adverse impact		

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	No adverse impact		

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
Celebrate diversity and ensure that Plymouth is a welcoming city.	No adverse impact – see disability section		
Pay equality for women, and staff with disabilities in our workforce.	No adverse impact		
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024	No adverse impact		
Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner	No adverse impact		

organisations to achieve positive outcomes.			
Plymouth is a city where people from different backgrounds get along well.	No adverse impact		

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