



**Oversight and Governance**

Chief Executive's Department

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## Delegated Decisions

### Delegated Executive/Officer Decisions

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

Cabinet decisions subject to call-in are published at the following link - <http://tinyurl.com/yddrql6>

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30pm on Wednesday 15 March 2023. 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 16 March 2023 if they are not called-in.

## **Delegated Decisions**

### **1. Councillor Richard Bingley, Leader of the Council:**

1a. Amendment of Decision L37 2019/20 (Allocation of Capital Funding for Car Park System Replacement) **(Pages 1 - 22)**

1b. Food Voucher Provider Business Case **(Pages 23 - 40)**

1c. Morlaix Drive Access Improvement Scheme - Budget Increase **(Pages 41 - 58)**

### **2. Councillor Jonathan Dreaan, Cabinet Member for Transport:**

2a. Parking Fees and Charges Review March 2023 **(Pages 59 - 88)**

### **3. Council Officer Decision - Sharon Muldoon, Director of Children's Services:**

3a. Commissioned Placement Sufficiency Plan 2022/23 – Award of contract for residential children’s home block contract “Caring in Partnership” **(Pages 89 - 110)**

# EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – L26 22/23

Decision			
1	<b>Title of decision:</b> Amendment of decision L37 2019/20 (Allocation of Capital Funding for Car Park System replacement)		
2	<b>Decision maker:</b> Councillor Richard Bingley, Leader of the Council		
3	<b>Report author and contact details:</b> Mike Artherton E: <a href="mailto:Mike.Artherton@plymouth.gov.uk">Mike.Artherton@plymouth.gov.uk</a>		
4	<b>Decision to be taken:</b> <ul style="list-style-type: none"> <li>• Approve the business case</li> <li>• Authorise the amendment of the executive decision published on 4 March 2020 (L37 19/20 - Capital Maintenance and Payment System Replacement Car Parks) to include all parking payments systems</li> <li>• Authorise the procurement process</li> <li>• To delegate to the Service Director for Street Services the authority to award the resulting contract(s) where he would not already have the authority to do so.</li> </ul>		
5	<b>Reasons for decision:</b> The payment systems require replacement as they are approaching end of life, incurring high levels of maintenance and increased risk to revenue.  The payment systems are required to convert to a cashless provision in 2023, in accordance with the Parking Modernisation and Environment Plan, approved by Cabinet in Nov 2022, the existing machines are either not capable of delivering this, or the changes are cost prohibitive.  That the cost effectiveness of the changes already approved and implemented have resulted in capacity within the original bid to change the full asset base.		
6	<b>Alternative options considered and rejected:</b>  The option of doing nothing was considered, however this was rejected on the potential risk to income and reduced parking availability and the economic wellbeing of the city.  Retain the original scope, this was rejected as a non-cost efficient model which would hinder the delivery of the Parking Modernisation and Environment Plan.		
7	<b>Financial implications and risks:</b>  There will be no change to the initial repayment plans through the Parking Trading Account.		
8	<b>Is the decision a Key Decision?</b>	<b>Yes</b>	<b>No</b>
			<b>Per the Constitution, a key decision is one which:</b>

	(please contact <a href="#">Democratic Support</a> for further advice)		x	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			x	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b>
			x	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
	If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a>	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:	An efficient transport network Economic growth A green and sustainable city that cares about its environment		
10	Please specify any direct environmental implications of the decision (carbon impact)	The changes will allow the development and implementation of a cashless parking service which will reduce carbon emissions by 8000kg per year through the removal of vehicle usage and processing equipment required to empty 160 machines across the city.  There will also be a significant reduction in the use of paper and ink consumables as the service will also become ticketless.		
<b>Urgent decisions</b>				
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 ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	

	<b>Scrutiny Committee name:</b>			
	<b>Print Name:</b>			
<b>Consultation</b>				
<b>I3a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>	<input checked="" type="checkbox"/>	
		<b>No</b>	<input type="checkbox"/>	<b>(If no go to section I4)</b>
<b>I3b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>	Councillor Jonathan Drean, Cabinet Member for Transport		
<b>I3c</b>	<b>Date Cabinet member consulted</b>	12 January 2023		
<b>I4</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>	<input type="checkbox"/>	If yes, please discuss with the Monitoring Officer
		<b>No</b>	<input checked="" type="checkbox"/>	
<b>I5</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Anthony Payne	
		<b>Job title</b>	Strategic Director for Place	
		<b>Date consulted</b>	21 Dec 2022	
<b>Sign-off</b>				
<b>I6</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS108 22/23	
		<b>Finance (mandatory)</b>	DJN.22.23.380	
		<b>Legal (mandatory)</b>	LS/1160/JP/160223	
		<b>Human Resources (if applicable)</b>		
		<b>Corporate property (if applicable)</b>		
		<b>Procurement (if applicable)</b>		
<b>Appendices</b>				
<b>I7</b>	<b>Ref.</b>	<b>Title of appendix</b>		
	A	Briefing report for publication		
	B	Equalities Impact Assessment		
	C	Executive Decision L37 19/20 (Capital Maintenance and Payment System Replacement Car Parks) - published 4 March 2020 <a href="#">Capital Maintenance and Payment System Replacement Car Parks Executive Decision</a>		

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.  (Keep as much information as possible in the briefing report that will be in the public domain)				
		No	x					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
Background Papers								
19	Please list all unpublished, background papers relevant to the decision in the table below.  Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
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 (2010) and those who do not. For further details please see the EIA attached.							
Signature		Date of decision	7 March 2023					
Print Name	Councillor Richard Bingley, Leader of Plymouth City Council							

# CAPITAL PAYMENT SYSTEM REPLACEMENT CAR PARKS (Amended)

Plymouth Highways



## 1. Introduction

- 1.1. This briefing report seeks Authority to broaden the scope of an existing capital approval for the purchase of parking payment machines, to deliver the Council decision to increase the options to pay for parking and remove cash as a payment option.
- 1.2. These changes, approved at Cabinet on 10<sup>th</sup> November, will deliver the following objectives:
  - Ensure a consistent approach to payment for parking between On Street and Off Street parking;
  - Enhance the customer experience through increasing accessibility via a greater range of options to pay for parking;
  - Respond to the climate emergency through reducing our carbon footprint in the city.

## 2. Background

- 2.1. All Plymouth City Council car parks have been cashless since June 2020, where customers have the option to pay via debit/credit, RingGo (via mobile app, telephone call or via web) and more recently, Android and Apple pay.
- 2.2. Unlike car parks, of the 200 parking machines On Street in the city, only 10 machines offer payment via debit/credit card. This means that if cash was not accepted On Street, the only option for motorists at the 190 locations would be RingGo (mobile app, telephone call or via web).
- 2.3. To increase the options for payment On Street requires the replacement of On Street parking meters, as many are over 15 years old and not able to offer further payment options.
- 2.4. The parking service has a current £400k allocation of Capital Borrowing to support the replacement of the payment systems in our Multi-Storey car parks. This funding was approved (Executive Decision L37) in 2019/20 in order to ensure the Council could continue to take payments where a number of car park systems were approaching end of serviceable life.
- 2.5. The delivery of these replacement systems was delayed due to Covid-19 and where more efficient systems were identified at a total cost of £79k. The remaining capital allocated was then proposed to be used to fund the replacement On Street payment systems, enabling the Council to deliver the objectives.

## 3. Current Position

- 3.1. Whilst the service has an existing and approved capital allocation for the replacement of parking payment systems, the original business case only named the existing multi-story car parks.

- 3.2. The remaining capital allocation of £321k is required to replace the city's On Street parking machines, in order to implement the Cabinet decision of 10<sup>th</sup> November, expanding the additional payment options and removal of cash payments.

#### 4. Proposal

- 4.1. It is the proposal of this report to broaden the original scope of the £400k supported borrowing to finance the procurement of both On Street and Off Street payment systems, above the original intention of the Off Street multistorey car parks listed in the original capital approval.

#### 5. Financial Implications

- 5.1. Whilst the replacement of the city's On Street parking meters will be subject to a formal procurement process, based on soft market testing the Council will be able to replace all of the required existing parking meters with the remaining £321k of supported borrowing.
- 5.2. The financial impact of replacing all parking meters, expanding payment options and the removal of cash (including the cessation of cash collecting and handling) has already been accounted for within the Parking Modernisation Plan approved at Cabinet on 10<sup>th</sup> November 2022.
- 5.3. The procurement activity will include the purchase of new parking meters as well as maintenance contracts required to ensure the continued operation of the meters. The revenue cost of such service contracts will be met through existing revenue budgets allocated to the maintenance of parking payment systems.

#### 6. Recommendation

- 6.1. It is the recommendation of this report to:

1. Approve for capital allocation L37 19/20 to include for the replacement of On Street parking machines;
2. Delegate the award of the contract to the Service Director for Street Services;
3. Authorise the procurement process of the capital replacement and required maintenance and service contracts.

- 6.2. In doing so this decision will:


- Enable the Service to implement the proposals as set out with the Parking Modernisation and Environment Plan approved at Cabinet on 10<sup>th</sup> November;
- Ensure a consistent approach to payment for parking between On Street and Off Street parking;
- Enhance the customer experience through increasing accessibility via a greater range of options to pay for parking;
- Respond to the climate emergency through reducing our carbon footprint in the city.



# EQUALITY IMPACT ASSESSMENT – CAPITAL ALLOCATION AMENDMENT

## ALLOCATION OF CAPITAL FUNDING FOR CAR PARK SYSTEM REPLACEMENT

### SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> This is the person completing the EIA template.	Darren Stoneman	<b>Department and service:</b>	Parking, CCTV & Marine Services, Place	<b>Date of assessment:</b>	02/03/2023
<b>Lead Officer:</b> Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Mike Artherton	<b>Signature:</b>		<b>Approval date:</b>	02/03/2023
<b>Overview:</b>	<p>The Implementation of 2022 Parking Fees and Charges Review (cashless parking amd)</p> <p>The review includes:</p> <ul style="list-style-type: none"> <li>• Increase to Cashless Parking offer across the city</li> <li>• New Improved parking systems across the city</li> </ul> <p>Changes to parking charges for both on-street and off-street parking will see an amendment to price and more importantly changes to the tariff / charge times which will see an positive impact on those people visiting Plymouth and staying overnight in our thriving hotelier / leisure sector. The changes will also allow for longer stays. The Changes will allow an increased level of flexibility for motorists to be able to transfer their parking session between like banded car parks and thus gain better value.</p> <p>These changes have been subject to a formal public consultation and in addition, further engagement was undertaken with those sectors of our city who may require further clarification, this includes but not limited to Tourism, Disability, Faith, Business, Residents, Business Improvement Districts.</p>				

	<p>The changes will ensure that robust, DDA compliant payment systems are installed across the city, to allow us to promote greater channel shift to digital payments, and also provide mini service terminals which are able to be programmed to offer other services both for the local authority, but also for a potential commercial opportunity.</p> <p>Cashless parking was first introduced in Plymouth in 2009 and expanded in 2020 to cover all Plymouth City Council Surface Carparks with the removal of cash as a payment option, in addition to this telephone or app payments are also available and increasing in popularity, the current provider in Plymouth is 'RingGo'. Mobile Phone Payment solutions provides an alternative to the traditional payment machines and offers significant advantages in convenience, environmental benefits and efficiency.</p> <p>Whilst it is accepted that these changes will impact on the general increase to the cost of living in the city, the fees and charges review offers a balance between increased costs and increased flexibility. The review will still leave Plymouth at the lower end of parking charge scale amongst both our local neighbours and across similar local authorities.</p>
<b>Decision required:</b>	To amend to use of the capital allocation L37 (19/20) to include all parking systems across Plymouth City Council Car Park Assets and on street parking systems

**SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL**

<b>Potential external impacts:</b> Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	<b>Yes</b>	Yes	<b>No</b>	
<b>Potential internal impacts:</b> Does the proposal have the potential to negatively impact Plymouth City Council employees?	<b>Yes</b>		<b>No</b>	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 three)	<b>Yes</b>	Yes	<b>No</b>	
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
<b>Age</b>	<p>All data is from the 2011 Census except for age and sex which has been updated with 2021 data. Data will be updated with the 2021 Census data as it becomes available.</p> <p>Plymouth</p> <ul style="list-style-type: none"> <li>• 16.4 per cent of people in Plymouth are children aged under 15.</li> <li>• 65.1 per cent are adults aged 15 to 64.</li> <li>• 18.5 percent are adults aged 65 and over.</li> <li>• 2.4 percent of the resident population are 85 and over.</li> </ul> <p>South West</p> <ul style="list-style-type: none"> <li>• 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64.</li> <li>• 22.3 per cent are aged 65 and over.</li> </ul> <p>England</p> <ul style="list-style-type: none"> <li>• 17.4 per cent of people are aged 0 to 14.</li> <li>• 64.2 per cent of people are aged 15 to 64.</li> <li>• 18.4 per cent of people are aged 65 and over.</li> </ul>	<p>Plymouth City Council are aware that there will be limited impact on older people with the implementation of the Parking Fees and Charges Review</p> <p>It is recognised that older people will be less likely to have a mobile phone or ability to set up an online account for online payment options.</p> <p>It is recognised that older people may experience difficulty with the concept of transferable parking sessions.</p> <p>It is likely that older customers will be less</p>	<p>Increased visibility of payment telephone numbers will be installed at all payment machines and on lamp columns</p> <p>Design of car park groups into names and colours which will be easily understood</p> <p>Civil Enforcement Officers will be supported with additional customer service training to support those experiencing difficulty</p> <p>All partners within the city, including City Centre Company, Plymouth Waterfront Partnership, Plymouth Area Disability Access</p>	<p>Mike Artherton June 2023</p>

	<p>(2021 Census)</p>	<p>inclined to make card or online payments, therefore Plymouth City Council will ensure that a link is on its website to alternative parking facilities in the City which will retain cash, these will be privately owned or operated,</p> <p>New Machines will be different and users may experience some short term difficulties, however all machines will be DDA compliant and have fill 'Plain English Instructions'</p> <p>All telephone payment options will remain through a local all number to ensure that no additional costs are borne by the customer</p> <p>The Ofcom 'Adults media use and attitudes report 2018' indicates that 78% of 65-74 year olds use a mobile phone with 72% of the over 74's. Whilst only 39% of the over 65's use a smartphone (up from 28% in 2016) it should be remembered that RingGo payments can be made via text or a phone call.</p>	<p>Network, AGEUK, and Access Plymouth will be engaged to support increased public awareness.</p> <p>All Civil Enforcement Officers will undergo enhanced Customer Service Training to include additional content on protected characteristics.</p> <p>The development of 'Social Care' permit will increase access options to those who receive in-home care and these permits designed for 'Social Care' sector to be promoted accordingly</p>	
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		<p>To mitigate the above figures, additional signage and assistance will be provided.</p> <p>A Smartphone is not an essential requirement for using this service.</p> <p>A bank account is an essential requirement for using the service. However, it should be noted that the UK government has helped launch fee-free bank accounts for people on low incomes, including the elderly. Most wages and state benefits are now paid directly into recipients' bank accounts which makes living without one and being able to run a vehicle most unlikely</p> <p>For those with difficulty in walking or consider the pay machines difficult to access or use, phone payments can be made easier</p> <p>Website <a href="https://www.parkopedia.com/">https://www.parkopedia.com/</a> contains details of all car parks in the city with which will accept cash,</p> <p>The Deloitte UK Smart Phone report 2019 shows 80% of over 55 year olds regularly use a Smart Phone</p>		
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		<p>The OFCOM Technology Tracker report 2020 shows usage of mobiles phones has increased over 87% of over 55s now regularly use a Mobile Phone increasing to 99% in younger age groups</p> <p>This policy and assessment will be regularly reviewed to ensure the impact is understood and mitigated ongoing, this will be achieved through</p> <p>Attendance at Disability Involvement Group meetings (PADAN)</p> <p>On-street surveys</p> <p>Engagement with customers through the Have Your Say function, Twitter, emails, phone calls, etc.</p> <p>Continue to monitor new accessibility changes from the cashless parking provider and improvements to machine technology.</p>		
<p><b>Disability</b></p>	<p>9.4 per cent of residents in Plymouth have their activities limited 'a lot' because of a physical or mental health problem.</p> <p>12.2 per cent of residents in Plymouth have their activities limited 'a little' because of a physical or mental health problem (2021 Census)</p>	<p>Plymouth City Council are aware that there will be limited impact on disabled people with the implementation of the Parking Fees and Charges Review</p>	<p>A full range of payment options including the use of Smartphone Apps, Payment by Text, along with Card Payments at machines will ensure</p>	<p>Darren Stoneman (Civil Enforcement Officer) July 2023</p>

		<p>It is recognised that disabled people may be less likely to have a mobile phone or ability to set up an online account for online payment options.</p> <p>There will be no change to the rights which allow disabled persons with Blue Badges will continue to be able to park for free in all on-street parking bays,</p> <p>Reading information notices and paying for parking using a mobile device may cause problems for some, including those with learning difficulties or physical impairments such as hearing loss.</p> <p>Any new parking technology both virtual and physical will be DDA compliant and will be demonstrated through our partners PADAN</p> <p>Mobile phone Technology is continually improving and phones are available for people with a range of disabilities, including voice amplification and hearing aid compatibility for those who have problems with hearing. One of the UK's largest hearing loss charities 'Action on Hearing Loss' states the following: - <b>"The increasing</b></p>	<p>the widest possible accessibility for most disabilities</p> <p>We will increase the promotion of the disabled parking accessibility permit, this negating the need for payment, this will be undertaken by seeking engagement through our local partners , PADAN, Age UK and Access Plymouth to advertise this through their newsletters and website.</p> <p>Free disabled parking is available in all on street locations and is not impacted by these proposals</p>	
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		<p><b>availability of smartphone apps for parking payments has been beneficial and helps to avoid situations where people with hearing loss are disadvantaged by not being able to make use of voice call payment systems or seeking assistance through help points”</b></p> <p>There are likely to be some people for whom the existing payment machines are currently considered inaccessible, either in distance or in operation. A cashless alternative may be particularly beneficial for this group of users. The ability to ‘top-up’ parking fees rather than returning to the vehicle to do this will benefit those with any walking difficulties.</p> <p>This policy and assessment will be regularly reviewed to ensure the impact is understood and mitigated ongoing, this will be achieved through</p> <ul style="list-style-type: none"><li>• Attendance at Disability Involvement Group meetings (PADAN)</li><li>• On-street surveys</li></ul>		
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		<ul style="list-style-type: none"> <li>Engagement with customers through the Have Your Say function, Twitter, emails, phone calls, etc.</li> </ul> <p>Continue to monitor new accessibility changes from the cashless parking provider and improvements to machine technology</p>		
<b>Gender reassignment</b>	0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census).	We have no reason to believe that the Parking fees and charges review would have a detrimental effect on people on account of their gender reassignment status	None	N/A
<b>Marriage and civil partnership</b>	40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married.  0.49 per cent of residents are, or were, married or in a civil partnerships of the same sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).	We have no reason to believe that the Parking fees and charges review would have a detrimental effect on people on account of their Marital status	None	N/A
<b>Pregnancy and maternity</b>	The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.	We have no reason to believe that the Parking fees and charges review would have a detrimental effect on people on account of their Pregnancy status	None	N/A

		<p>It could offer an increase in the perceived safety for women who, with RingGo, can pay from the comfort and security of their vehicles, rather than walk to a pay machine with cash or a bank card at night or when alone and negate the need to return for any required payment top-ups.</p> <p>The use of RingGo would negate the need for pregnant women and those with small children, to locate and walk to a payment machine with cash or a bank card and enable payment top-ups without the need to return to the vehicle</p> <p>This policy and assessment will be regularly reviewed to ensure the impact is understood and mitigated ongoing, this will be achieved through</p> <p>On-street surveys</p> <p>Engagement with customers through the Have Your Say function, Twitter, emails, phone calls, etc.</p>		
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		<p>Continue to monitor new accessibility changes from the cashless parking provider and improvements to machine technology</p>		
<p><b>Race</b></p>	<p>In 2021, 94.9 per cent of Plymouth’s population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census)</p> <p>People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census)</p> <p>92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).</p>	<p>We have no reason to believe that the Parking fees and charges review will generate an increased impact on individuals based on Race</p> <p>Anyone who does not speak English as a first language may have difficulty using the pay by phone parking system.</p> <p>Visitors will not necessarily have a RingGo account set-up (although this is a national system and has accounts all over the UK)</p> <p>Difficulties reading signage</p> <p>This policy and assessment will be regularly reviewed to ensure the impact is understood and mitigated ongoing, this will be achieved through</p> <ul style="list-style-type: none"> <li>• Unify Plymouth</li> <li>• On-street surveys</li> </ul>	<ul style="list-style-type: none"> <li>• The RingGo website offers information on how to use the system in over 80 different languages. This is more accessible for both visitors and non-English speakers than using the existing payment machines.</li> <li>• Existing pay machines will still be in place within the City Centre for those who use credit/debit cards.</li> </ul>	<p>Darren Stoneman (Civil Enforcement Manager)</p> <p>Ongoing</p>

		<ul style="list-style-type: none"><li>• Engagement with customers through the Have Your Say function, Twitter, emails, phone calls, etc.</li></ul> <p>Continue to monitor new accessibility changes from the cashless parking provider and improvements to machine technology</p>	<ul style="list-style-type: none"><li>• There are issues with legislative requirements in relation to street/road signage in order to provide information in other languages. The Department for Transport does not currently provide statutory road signs in languages other than in Wales and Cornwall and by application exception</li></ul> <p>The impact overall is likely to be negligible given that it is increasingly difficult to obtain a licence, legally buy a car, obtain annual insurance and pay car tax etc. in the UK by persons for whom English or reading is difficult.</p>	
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<p><b>Religion or belief</b></p>	<p>48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census).</p> <p>Those who identified as Muslim account for 1.3 per cent of Plymouth’s population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).</p>	<p>We have no reason to believe that the Parking fees and charges review would have any greater or lesser effect on people on account of their faith or beliefs.</p> <p>This policy and assessment will be regularly reviewed to ensure the impact is understood and mitigated ongoing, this will be achieved through</p> <ul style="list-style-type: none"> <li>• On-street surveys</li> <li>• Engagement with customers through the Have Your Say function, Twitter, emails, phone calls, etc.</li> </ul> <p>Continue to monitor new accessibility changes from the cashless parking provider and improvements to machine technology</p>	<p>None</p>	<p>Darren Stoneman (Civil Enforcement Manager)</p> <p>Ongoing</p>
<p><b>Sex</b></p>	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>	<p>We have no reason to believe that the Parking fees and charges review would have any greater or lesser effect on people on account of their Sex</p> <p>This policy and assessment will be regularly reviewed to ensure the impact is understood and mitigated ongoing, this will be achieved through</p> <ul style="list-style-type: none"> <li>• On-street surveys</li> </ul>	<p>None</p>	<p>Darren Stoneman (Civil Enforcement Manager)</p> <p>Ongoing</p>

		<ul style="list-style-type: none"> <li>Engagement with customers through the Have Your Say function, Twitter, emails, phone calls, etc.</li> </ul> <p>Continue to monitor new accessibility changes from the cashless parking provider and improvements to machine technology</p>		
<p><b>Sexual orientation</b></p>	<p>88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).</p>	<p>We have no reason to believe that the Parking fees and charges review would have any greater or lesser effect on people on account of their sexual orientation.</p> <p>This policy and assessment will be regularly reviewed to ensure the impact is understood and mitigated ongoing, this will be achieved through</p> <ul style="list-style-type: none"> <li>On-street surveys</li> <li>Engagement with customers through the Have Your Say function, Twitter, emails, phone calls, etc.</li> </ul> <p>Continue to monitor new accessibility changes from the cashless parking provider and improvements to machine technology</p>	<p>None</p>	<p>N/A</p>

**SECTION FOUR: HUMAN RIGHTS IMPLICATIONS**

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

**SECTION FIVE: OUR EQUALITY OBJECTIVES**

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
<b>Celebrate diversity and ensure that Plymouth is a welcoming city.</b>	There are no implications identified	None	
<b>Pay equality for women, and staff with disabilities in our workforce.</b>	There are no implications identified	None	
<b>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</b>	There are no implications identified	None	
<b>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</b>	There are no implications identified	None	
<b>Plymouth is a city where people from different backgrounds get along well.</b>	There are no implications identified	None	

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# EXECUTIVE DECISION

made by a Cabinet Member



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

Executive Decision Reference Number – L27 22/23

Decision	
1	<b>Title of decision:</b> Food Voucher Provider Business Case
2	<b>Decision maker (Cabinet member name and portfolio title):</b> Councillor Richard Bingley, Council Leader
3	<b>Report author and contact details:</b> Rachel Silcock, rachel.silcock@plymouth.gov.uk
4	<p><b>Decision to be taken:</b></p> <ul style="list-style-type: none"> <li>• To approve the business case;</li> <li>• To approve the commencement of a mini competition conducted in accordance with the Crown Commercial Services Payment Solutions framework agreement RM6248;</li> <li>• To delegate the award of contract to the Director of Public Health where they would not already have the authority to do so.</li> </ul>
5	<p><b>Reasons for decision:</b></p> <p>Continued funding from central government for the Household Support Fund (HSF) was confirmed in the Autumn Statement 2022, to support vulnerable households during the financial year 2023/24 for 12 months with food and energy costs. Specific government guidance on priority groups has not yet been received for this next round (Round 4) of HSF funding, however, families with children have been a priority for each previous round of HSF. In addition to this, research into food insecurity in the city (March 2022) has highlighted that families with children on low incomes are very vulnerable to food insecurity. The City Council has therefore previously committed funding from each round of HSF towards providing food for vulnerable families during the school holidays.</p> <p>The most effective way of distributing funds to vulnerable families to support with food costs is via e-vouchers and this method has been tried and tested over previous school holidays in Plymouth.</p> <p>The current contract for a provider of food vouchers expires on March 31<sup>st</sup> 2023. However, Crown Commercial Services have carried out a procurement and there is a new framework agreement in place that Plymouth City Council can access to procure a food voucher provider. A decision is needed to carry out a procurement process to select a provider from this framework to ensure there is a contract in place for a provider of eVouchers from April 2023 to March 2024, so that if the City Council again commits funding to Free School Meals families for this period there is an efficient method for delivering this support. The award of contract</p>

	needs to be delegated to the DPH to enable this to happen in the timescales required, particularly during a pre-election period.			
<b>6</b>	<p><b>Alternative options considered and rejected:</b></p> <p><b>Option 1: Do Nothing</b></p> <p>This is not an option as the Council has been awarded grant funding to support vulnerable households, of which families with children on low incomes are a target group based on local intelligence. To not use or accept this funding would be to the detriment of Plymouth families.</p> <p><b>Option 2: Deliver food parcels</b></p> <p>Food parcels - PCC (CATERed) does not have the capacity or capability to deliver a cost effective solution due to the practicalities that would be required to produce and distribute food parcels.</p> <p><b>Option 3: Provide cash payments or post office vouchers</b></p> <p>This option would require a significant amount of preparatory work which couldn't be carried out in time for May half-term. Additionally, the procurement of pre-payment cards would incur service charges.</p>			
<b>7</b>	<p><b>Financial implications and risks:</b></p> <p>There are no financial implications as the funding for food vouchers is delivered from a ring fenced grant, the government's Household Support Fund provided by the Department for Work and Pensions. The total grant for the Council for 2023/24 has not yet been confirmed but over the previous 3 years the Council has received a six monthly amount of £2,294,796.82, or around £4.6m annually. The annual spend on food vouchers has been around £2m.</p>			
<b>8</b>	<p><b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)</p>	<b>Yes</b>	<b>No</b>	<p><b>Per the Constitution, a key decision is one which:</b></p>
			x	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			x	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b>
			x	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
	<p><b>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></b></p>			
<b>9</b>	<p><b>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</b></p>	<p>This proposal links to the Child Poverty agenda for the city and also A Bright Future 2021 – 26 in supporting children to stay safe and well, through the provision of adequate nutrition.</p>		

10	Please specify any direct environmental implications of the decision (carbon impact)	None		
<b>Urgent decisions</b>				
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 ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
<b>Consultation</b>				
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	Ruth Harrell	
		Job title	Director of Public Health	
		Date consulted	17 February 2023	
<b>Sign-off</b>				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS109 22/23	
		Finance (mandatory)	DJN.22.23.381	
		Legal (mandatory)	MS/00001151/15.02.23	

		<b>Human Resources (if applicable)</b>	N/A
		<b>Corporate property (if applicable)</b>	N/A
		<b>Procurement (if applicable)</b>	

**Appendices**

<b>17</b>	<b>Ref.</b>	<b>Title of appendix</b>
	A	Food Voucher Provider Business Case
	B	Equalities Impact Assessment

**Confidential/exempt information**

<b>18a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)
		<b>No</b>	X	


		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

<b>18b</b>	<b>Confidential/exempt briefing report title:</b>							
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**Background Papers**

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

<b>Title of background paper(s)</b>	<b>Exemption Paragraph Number</b>						
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

<b>Cabinet Member Signature</b>			
<b>20</b>	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 (2010) and those who do not. For further details please see the EIA attached.		
<b>Signature</b>		<b>Date of decision</b>	7 March 2023
<b>Print Name</b>	Councillor Richard Bingley, Leader of Plymouth City Council		

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**BUSINESS CASE (REVENUE)**

Provision of Food Vouchers

**Contact Details**

<b>Responsible Officer:</b>	<b>Rachel Silcock</b>
<b>Job Title:</b>	<b>Community Empowerment Operational Lead</b>
<b>Service:</b>	<b>Public Health</b>
<b>Directorate:</b>	<b>Public Health</b>

**Project Details**

<b>Estimated Project Value:</b>	<b>£4,000,000 over 2 years</b>
<b>Source of Funding:</b>	<b>Household Support Fund (DWP)</b>
<b>Timescale:</b>	<b>April 1<sup>st</sup> 2023 for 1 year + option to extend for 1 further year</b>

**Executive Summary**

In December 2020 the government launched a Winter Grant scheme to fund Local Authorities to support families entitled to Free School Meals and other vulnerable children with food and essentials during the school holidays. The Winter Grant Scheme was replaced by the Household Support Fund (HSF) in October 2021 and funding has continued in 6 monthly payments since then. In the Autumn Statement, November 2022, the government announced a further extension of the HSF from April 2023 to March 2024.

From the start of the Winter Grant Scheme, the City Council has used a proportion of this grant funding to provide families entitled to Free School Meals and other vulnerable children (as nominated by schools) with a voucher to purchase food during each week of the school holidays.

The current contract for these eVouchers is ending on March 31<sup>st</sup> 2023. A procurement process is needed to ensure that there is a contract in place for a provider of food vouchers during the next HSF funding period and that the Council is receiving the best value for money from the provider of eVouchers.

## Project Information

In December 2020, during the emergency phase of the COVID-19 pandemic, the government recognised that families of Free School Meals children were not receiving any support towards the cost of food during the school holidays. Funding was therefore provided automatically to Local Authorities to cover this gap, firstly through the Winter Grant and then subsequently from October 2021 to the current financial year through the Household Support Fund.

Plymouth City Council currently has a contract with Wonde to provide food e-vouchers that can be cashed in a range of supermarkets. This contract ends on March 31<sup>st</sup> 2023.

The total number of children eligible for vouchers changes according to the number of children registered for free school meals each year. However, over the last 3 years this has been approximately 12,000 children. There are 13 school holiday weeks a year and in the year 2022 – 23 vouchers to the value of £13 per week per child have been provided for each week. The total cost of this is therefore around £2,028,000 per annum. The total amount paid by the Council for the vouchers depends on the agreement between the provider and the supermarkets. The provider will negotiate a price to bulk buy vouchers and is therefore able to pass on some of the savings to the City Council.

The government's Crown Commercial Services (CCS) have carried out a re-procurement process in 2022 which resulted in 5 providers of vouchers being placed on a new Framework. The proposal in this Business Case is to issue a Request for Quotation to these 5 providers and to select the one that offers best value for money as well as a good range of local supermarkets for families to choose to cash their vouchers. Another requirement will be to explore the possible use of Vouchers with local Community Larders/ Food Clubs in the City. Using the CCS framework gives assurance that these providers have achieved required Quality and Safety Standards, including obtaining relevant insurances.

This proposal links to the Child Poverty agenda for the city and also A Bright Future 2021 – 26 in supporting children to stay safe and well, through the provision of adequate nutrition.

## Objectives

Continued funding from central government for the Household Support Fund (HSF) was confirmed in the Autumn Statement 2022, to support vulnerable households during the financial year 2023/24 for 12 months with food and energy costs. Specific government guidance on priority groups has not yet been received for this next round (Round 4) of HSF funding, however, families with children have been a priority for each previous round of HSF. In addition to this, research into food insecurity in the city (March 2022) has highlighted that families with children on low incomes are very vulnerable to food insecurity. The City Council has therefore previously committed funding from each round of HSF towards providing food for vulnerable families during the school holidays.

The most effective way of distributing funds to vulnerable families to support with food costs is via e-vouchers and this method has been tried and tested over previous school holidays in Plymouth.

The goal is to ensure that there is a contract in place for a provider of eVouchers from April 2023 to March 2024, so that if the City Council again commits funding to Free School Meals families for this period there is a method for delivering this support.

This procurement does not prevent the City Council from deciding not to use the HSF funding in this way during the 2023 – 24 financial year.



## Scope

This will be a mini competition conducted in accordance with the Crown Commercial Services Payment Solutions framework agreement RM6248. The framework agreement has been set up in accordance with the Public Contract Regulations 2015. All Suppliers who are on the framework will have given the following assurances:-

- ISO/IEC 27001
- Cyber Essentials Plus
- Professional Indemnity Insurance with cover (for a single event or a series of events and in the aggregate) of not less than five million pounds
- Public Liability Insurance with cover (for a single event or a series of events and in the aggregate) of not less than five million pounds
- Employers Liability Insurance with cover (for a single event or a series of events and in the aggregate) of not less than five million pounds

The Request for Quotation (RFQ) will only be open to Suppliers who have been successfully elevated to the framework.

The RFQ will be evaluated by a team of evaluators from the City Council's Children and Young People's Commissioning team, Public Health and Finance teams. The evaluation and selection of the successful provider will be based on both price and quality. The aspects of quality being evaluated will include the timeliness of the service, the ease of using the platform including providing printed vouchers where people don't have access to online vouchers, the range of food suppliers and the social value offered by the provider

## Constraints

The new provider of food vouchers must be in place in time for vouchers to be issued by the May half-term in 2023. This will require the RFQ to be issued in March and evaluated in early April for a contract to be awarded by Mid-April 2023. The contract award needs to be delegated to the Director for Public Health in order for this timescale to be achieved, especially during a pre-election period.

## Options Appraisal

### **Option 1: Do Nothing**

This is not an option as the Council has been awarded grant funding to support vulnerable households, of which families with children on low incomes are a target group based on local intelligence. To not use or accept this funding would be to the detriment of Plymouth families.

### **Option 2: Deliver food parcels**

Food parcels - PCC (CATERed) does not have the capacity or capability to deliver a cost effective solution due to the practicalities that would be required to produce and distribute food parcels.

### **Option 3: Provide cash payments or post office vouchers**

This option would require a significant amount of preparatory work which couldn't be carried out in time for May half-term. Additionally, the procurement of pre-payment cards would incur service charges.

### **Option 4: Procurement of a new Voucher provider by RFQ**

This option would ensure that the system of food vouchers that has been in place for over 3 years and is familiar to families and schools would be able to continue, subject to the Council agreeing that food vouchers are included in the HSF framework for Round 4.

### Preferred Option: Option 4

#### Provide a brief explanation why this option is preferred

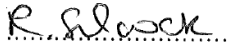
The government has recently confirmed that there will be a fourth round of HSF. Due to the current contract with the Voucher provider coming to an end on March 31<sup>st</sup> 2023, a new procurement process is required. It is important that a contract is let to cover the period of the next round of HSF from April 1<sup>st</sup> 2023 to March 31<sup>st</sup> 2024 to ensure there is a single provider of food vouchers for every school holiday and to avoid disruption and confusion for both Council and school staff. The process has to be well understood and in place in plenty of time before the school holidays to allow good communications between the schools and parents

### Recommended Decision

#### It is recommended to

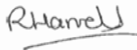
- To approve the business case
- To approve the commencement of a mini competition conducted in accordance with the Crown Commercial Services Payment Solutions framework agreement RM6248.
- To delegate the award of contract to the Director of Public Health

### Project Officer

<b>Name:</b>	Rachel Silcock		
<b>Job Title:</b>	Community Empowerment Operational Lead		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>		<b>Date:</b>	14 <sup>th</sup> February 2023

### Authorisation of Business Case

### Head of Service / Service Director

<b>Name:</b>	Ruth Harrell		
<b>Job Title:</b>	Director of Public Health		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>		<b>Date:</b>	17 <sup>th</sup> February 2023

# EQUALITY IMPACT ASSESSMENT – COMMUNITY

## COVID Winter Grant Scheme

<b>STAGE I: What is being assessed and by whom?</b>	
What is being assessed - including a brief description of aims and objectives?	<p>When considering this EIA it is important to have due regard to the public sector equalities duties imposed upon the Council by section 149 Equalities Act 2010.</p> <p>In Plymouth there are 9,900 (18.6%) children living in poverty, which is one in five. Data shows that 7,308 children under 16 are living in income deprived households with 79% living in workless households, indicating that they are more likely to be experiencing child poverty. For example, eight out of 10 children living in the Barne Barton neighbourhood are effected by income deprivation.</p> <p>The Household Support Grant has been agreed for the winter of 2022/23, to provide vulnerable people including households with families with support with food and fuel costs during the coldest months of the year.</p> <p>The Household Support Grant enables local authorities to provide extra support to the Free School Meals cohort, but also those families who have been identified by schools and early years settings as vulnerable to poverty.</p>
Responsible Officer	Ming Zhang, Service Director, Children, Young People and Families <a href="mailto:Ming.Zhang@plymouth.gov.uk">Ming.Zhang@plymouth.gov.uk</a>
Department and Service	Children's Services, Strategic Cooperative Commissioning
Date of Assessment	29 <sup>th</sup> September 2022
Author	Rachel Silcock, Community Empowerment Operational Lead

<b>STAGE 2: Evidence and Impact</b>				
<b>Protected Characteristics (Equality Act)</b>	<b>Evidence and information (e.g. data and feedback)</b>	<b>Any adverse impact?</b>	<b>Actions</b>	<b>Timescale and who is responsible?</b>
Age	There 60,200 CYP aged 0-19 in the city (22.9% 2015). Of the 16 SW authorities, we have the fifth highest percentage of children and young people (under 18). CYP under 18 account for 19.8 per cent of our population, within this 88.8 per cent are under 16. In Plymouth there are 9,900 (18.6%) children living in poverty, which is one in five. Data shows that 7,308 children under 16 are living in income deprived households with 79% living in workless households, indicating that they are more likely to be experiencing child poverty.	No. Our strategic intentions confirm the ambition to truly give every child “A Bright Future” by commissioning and providing place based Integrated Children, Young People and Families services covering wellbeing, physical and mental health, social care and education. Children, young people and families will be supported to stay safe, healthy, achieve and aspire. The Household Support Grant will support our ambitions, during these challenging times, which includes support to other vulnerable groups	Provide assistance and support for our most vulnerable children, young people and families in our society, across the full range of ages.	October 2022 – April 2023 Ming Zhang
Disability	There are 3,142 children with disability. Plymouth schools report that of every 1,000 children 17.5 have a learning difficulty. A total of 31,164 people (from 28.5 per cent of	No adverse disability related impact has been identified.		October 2022 – April 2023 Ming Zhang

<b>STAGE 2: Evidence and Impact</b>				
<b>Protected Characteristics (Equality Act)</b>	<b>Evidence and information (e.g. data and feedback)</b>	<b>Any adverse impact?</b>	<b>Actions</b>	<b>Timescale and who is responsible?</b>
	households) declared themselves as having a long-term health problem or disability (national figure 25.7 per cent of households), compared with the total number of people with disabilities in UK (11,600,000). 10% of our population have their day-to-day activities limited a lot by a long-term health problem or disability. 1,297 adults registered with a GP in Plymouth have some form of learning disability (2013/14). There are 27166 adults with a disability in work. There are 23,407 carers aged between 18 and 64 in Plymouth known to our services. There are 17,937 state pension age people with disability. 2011.			
Faith, Religion or Belief	There is no specific CYP data for this category. However, data shows 32.9% of the Plymouth population stated they had no religion. Those with a Hindi,	This projects & its work packages will not discriminate against faith, religion or belief as those affected will have social equality proactively		Ongoing. Policy and Intelligence Team  Commissioning team

<b>STAGE 2: Evidence and Impact</b>				
<b>Protected Characteristics (Equality Act)</b>	<b>Evidence and information (e.g. data and feedback)</b>	<b>Any adverse impact?</b>	<b>Actions</b>	<b>Timescale and who is responsible?</b>
	Buddhist, Jewish or Sikh religion combined totalled less than 1%. 58.1% of those who responded declared themselves Christian. 0.8% declared that they were of Islam, 0.3% Buddhist; 0.2% Hindu; 0.1% Jewish; 0.1% Sikh. 0.5% of the population had a current religion that was not Christian, Islam, Buddhism, Hinduism, Judaism, or Sikh such as Paganism or Spiritualism.	enhanced. The in-scope services and functions affected will work with vulnerable children, and families, irrespective of faith, religion or belief.		
Gender - including marriage, pregnancy and maternity	Analysis from the Office for National Statistics shows that one in five women (compared to 4% of men) have experienced some type of sexual assault since the age of 16. Survey results have shown that 59% of girls aged 13-21 have faced some form of sexual harassment at school or college in the past year and almost a third (29%) of 16-18 year old girls have experienced unwanted sexual touching at school.	The project and its work packages will not discriminate against gender, as those affected will have social equality proactively enhanced. The services affected by the requirements of the project and its work packages will work with all vulnerable CYP and families, irrespective of gender.		Ongoing. Policy and Intelligence Team/Public Health England Child Health Profiles

<b>STAGE 2: Evidence and Impact</b>				
<b>Protected Characteristics (Equality Act)</b>	<b>Evidence and information (e.g. data and feedback)</b>	<b>Any adverse impact?</b>	<b>Actions</b>	<b>Timescale and who is responsible?</b>
Gender Reassignment	There is no specific CYP data for this category, but the average age for presentation for reassignment of male-to-females is 40-49. For female-to-male the age group is 20-29, it is anticipated the number of CYP affected in the city is small.	No gender reassignment related impact has been identified. The services affected by the project and its work packages will work with all vulnerable CYP and families, regardless of gender reassignment.		Ongoing. Policy and Intelligence Team/Public Health England Child Health Profiles
Race	White British boys are less likely to do well than most Black and Minority Ethnic Communities (BAME) pupils. Pupils from Indian and Chinese communities outperform White British pupils whilst children from Black Afro Caribbean, Pakistani, and Bangladeshi communities do less well. Roma and Irish Traveller children do least well. Some areas of the city are more diverse than others: the area around the university, the city centre, Stonehouse and the East End are among the most diverse.	The in-scope services and functions affected will work with all vulnerable CYP and families, irrespective of race.	PCC will ensure service accessibility via on-going commissioning management.  Appropriate measures need to be put in place to ensure that language barriers do not adversely affect person centred assessments and support.	Ongoing. Policy and Intelligence Team/Public Health England Child Health Profiles

<b>STAGE 2: Evidence and Impact</b>				
<b>Protected Characteristics (Equality Act)</b>	<b>Evidence and information (e.g. data and feedback)</b>	<b>Any adverse impact?</b>	<b>Actions</b>	<b>Timescale and who is responsible?</b>
Sexual Orientation -including Civil Partnership	There is no precise local data on numbers of Lesbian, Gay and Bi-sexual (LGB) CYP in Plymouth.	No adverse impact has been identified in services affected by the project or its work packages.		October 2022 – April 2023 Ming Zhang

<b>STAGE 3: Are there any implications for the following? If so, please record 'Actions' to be taken</b>		
<b>Local Priorities</b>	<b>Implications</b>	<b>Timescale and who is responsible?</b>
<b>Reduce the inequality gap, particularly in health between communities.</b>	<p>The actions identified above will positively impact on vulnerable CYP and families. This project aims to minimise the impact on outcomes of COVID, the winter season and rises in the cost of living, by delivering food support to those that most need it.</p> <p>Vulnerable CYP and families will experience improved support, not only during the winter months, but beyond.</p> <p>Commissioning strategies, action plans and workforce development will continue to focus on innovation and integration between all the services that support vulnerable CYP &amp; their families.</p>	October 2022 – April 2023 Ming Zhang
<b>Good relations between different communities (community cohesion).</b>	No adverse impact on community cohesion has been identified, as statutory requirements will enable vulnerable CYP and families to access good quality support and services whatever their circumstances.	October 2022 – April 2023 Ming Zhang



<b>STAGE 3: Are there any implications for the following? If so, please record 'Actions' to be taken</b>		
<b>Local Priorities</b>	<b>Implications</b>	<b>Timescale and who is responsible?</b>
<b>Human Rights</b>	It is important that all CYP and families are treated fairly, their views are taken into account and that their human rights have been respected. No adverse impact on human rights has been identified.	October 2022 – April 2023 Ming Zhang

<b>STAGE 4: Publication</b>			
<b>Director, Assistant Director/Head of Service approving EIA.</b>	<b>Ming Zhang</b>	<b>Date</b>	<b>29<sup>th</sup> September 2022</b>
Director, Assistant Director/Head of Service approving EIA.	Ming Zhang	Date	29 <sup>th</sup> September 2022

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# EXECUTIVE DECISION

made by a Cabinet Member



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

Executive Decision Reference Number – L25 22/23

Decision	
1	<b>Title of decision:</b> Morlaix Drive Access Improvement Scheme – Budget increase
2	<b>Decision maker (Cabinet member name and portfolio title):</b> Councillor Richard Bingley, Leader of the Council
3	<b>Report author and contact details:</b> Robin Bevan, Transport Planning Officer (01752) 307799 robin.bevan@plymouth.gov.uk
4	<b>Decision to be taken:</b> To allocate an additional £0.48m for the project into the 2022/23 Capital Programme to be funded by Integrated Transport Block capital funding
5	<p><b>Reasons for decision:</b></p> <p>Following the decision to award the contract for delivery of the scheme to South West Highways in December 2021, construction commenced in January 2022. Since then there have been a number of factors that have resulted in the forecast outturn cost of the scheme increasing above the budget that was available at the start of construction. These include:</p> <ul style="list-style-type: none"> <li>• unprecedented high levels of inflation impacting the economy and in particular, the construction industry</li> <li>• additional retaining structures required that were not in the original design scope due to ground conditions differing substantially from those anticipated from survey information, this has extended the construction programme</li> <li>• deeper excavations required than those in the original design scope due to ground conditions differing substantially from those anticipated from survey information; this has extended the construction programme</li> <li>• requirement for additional utility diversions (including private services) beyond those determined at the start of construction, and backlog of works of utility companies; this has extended the construction programme</li> <li>• additional project management costs to cover extended construction programme</li> </ul> <p>As the scheme is currently in the latter stages of construction, additional funding is sought to enable the full scheme to be delivered / completed. This will ensure the scheme provides the benefits and outcomes as intended, and therefore demonstrating to external funding partners the Council's commitment to delivering the Plymouth &amp; South West Devon Joint Local Plan (JLP).</p>
6	<b>Alternative options considered and rejected:</b> Ceasing construction activities was considered and rejected, as this would leave an unfinished piece of infrastructure (that is located partly on land owned by University Hospitals Plymouth NHS Trust) that

could not be used by the public and staff /visitors to the hospital, and would be contrary to the Council's commitment to delivering the JLP. Leaving works incomplete would also pose many risks to the safety of the public.

Reducing the scope of the works was also considered and rejected, as the full scheme needs to be delivered in order to ensure it provides the full benefits and outcomes as intended, being one of the key strategic infrastructure measures identified as essential to the sustainable delivery of the JLP. The scheme is not scalable and changing the scope of the design at a late stage of construction would be likely to incur significant costs.

Choosing not to complete or deliver the full scheme would reduce its benefits which consequently would affect the ability of the Council to deliver the JLP as planned.

The Council secured £3.3m of funding through competitive bidding via the National Productivity Investment Fund towards the cost of the scheme in 2017. This funding would be put at risk if the scheme was not completed as per the scope of the original funding bid.

## 7 Financial implications and risks:

### Capital

The Executive Decision to add £4.734m to the Council's Capital Programme for the Morlaix Drive Access Improvement Scheme and delegate the award of any subsequent contract to the Director for Place was signed in January 2018.

Subsequent to this a further £94,000 contribution from PCC Highways for resurfacing works on Brest Road that are included in the project was added to the scheme budget in 2020/21. A further £100,000 of revenue to capital contribution was approved by S151 Officer in 2021/22 prior to the start of construction, in order to ensure the scheme was still affordable before construction commenced. An additional £140,000 of revenue to capital contribution (Strategic Transport) was approved by S151 Officer in the current financial year to cover some of the rising costs of the scheme, bringing the total budget value to £5.068m.

### Current scheme budget

Funding source	Amount
Corporate borrowing un-ringfenced	£1,420,000
DfT NPIF S131 Grant	£3,314,000
PCC Highways resurfacing contribution	£94,000
Revenue to capital from Strategic Transport (2021/22)	£100,000
Revenue to capital from Strategic Transport (2022/23)	£140,000
<b>Total</b>	<b>£5,068,000</b>

The current overall project cost estimate has now risen to **£5.548m**. This includes a contingency amount for risk based on a quantified assessment of identified residual risks.

It is proposed that **£0.48m be added to the capital programme from the Integrated Transport Block** funding (which is provided by Department for Transport to support local authorities for transport capital improvements) to make up the shortfall between the current scheme budget and the latest cost estimate.

The scheme is programmed to substantially complete by the end of the 2022/23 financial year, although there are some minor works that will be completed in 2023/24. As there is uncertainty in terms of the exact profile of spend it is proposed that £0.48m be added to the capital programme in year, with any remaining funds in the budget at the end of 2022/23 rolling forward to be available for use in 2023/24.


<p>Since this increase in the scheme budget will utilise existing unallocated Integrated Transport Block capital funds it does not require any additional Council capital funding or corporate borrowing, and therefore does not create any additional capital budget pressures.</p> <p><b>Revenue</b></p> <p>The decision does not require additional corporate borrowing and as such there is no direct impact on revenue costs in terms of interest payments.</p> <p>Morlaix Drive is owned by University Hospitals Plymouth NHS Trust. The scheme will deliver improvements to both Morlaix Drive and Brest Road to adoptable highway standards and upon completion of the scheme, Morlaix Drive will be dedicated as highway and adopted (as per an existing planning obligation upon the NHS Trust).</p> <p>The scheme provides new infrastructure and therefore limited maintenance is expected in the first 10 years post opening. Following this, Morlaix Drive will become part of the Authority's maintenance liability, however the estimated average annual maintenance is relatively small at approximately £9,000 and this would be expected to be accommodated from within existing transport maintenance budgets.</p> <p>An element of the scheme is a change to the junction of Morlaix Drive with Brest Road, including new traffic signals. There will also be a limited maintenance implication of this although again this would be expected to be accommodated from within existing transport maintenance budgets.</p>				
8	<p><b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)</p>	<b>Yes</b>	<b>No</b>	<b>Per the Constitution, a key decision is one which:</b>
			x	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			x	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>
		x	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.	
<p><b>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></b></p>				

<p><b>9</b></p>	<p><b>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</b></p>	<p>The project is identified as a part of the strategic transport infrastructure required to support the significant numbers of new homes and jobs that are planned for the north of the city over the lifespan of the Plymouth and South West Devon Joint Local Plan. The Morlaix Drive scheme directly supports the following Joint Local Plan policies: SPT1; SPT9; SPT10; SPT12; PLY38; and PLY47.</p> <p>Investment to the Morlaix Drive scheme will support improved reliability of buses in the area and provide benefits for traffic using the A386. Optimising and enhancing the existing transport network resulting in improved journey times and reliability allows large scale development to come forward in the Derriford area and along the Northern Corridor. The scheme is part of a package of recently delivered major transport infrastructure improvements in the north of the city including Derriford Transport Scheme, Derriford Hospital Interchange, Marjons Link Road and the soon to be opened Forder Valley Link Road. Improvements for pedestrians and cyclists will also be maximised within the scheme in order to encourage more sustainable journeys.</p> <p>This scheme will provide a key piece of infrastructure required to help facilitate a proportion of the 4,000 new homes planned for the wider Derriford Growth Area. This scheme is principally concerned with providing improved transport links which will help to give confidence to developers and will therefore help to create the conditions for growth and kick-start development.</p> <p>This scheme will improve infrastructure required to help facilitate a proportion of the 100,180 m2 of employment space (including a new district shopping centre) planned for the Derriford area.</p> <p>The planned investment in targeted infrastructure projects can play its part in stimulating growth and encourage further investment. This scheme in addition to other major transport improvements planned and undertaken in the area will enable major development proposals to be delivered in the north of the city.</p> <p>Successful delivery of this scheme will give further confidence to national and regional funding decision makers that Plymouth is a city that can deliver large scale investment projects that will make a real difference in driving forward growth and the local economy. Being able to cite recent examples for the project such as Derriford Hospital Interchange and Marjons Link Road has helped secure DfT NPIF funding for this scheme; successful delivery of the project will give the same confidence when the Council is seeking funding for other future major projects.</p>
<p><b>10</b></p>	<p><b>Please specify any direct environmental implications of the decision (carbon impact)</b></p>	<p>The scheme is already on the Council's capital programme and in construction and this decision does not have any direct environmental implications. Delivery of the full scheme will ensure it provides the full benefits and outcomes as intended, as one of the key strategic infrastructure measures identified as essential to the sustainable delivery of the JLP, thereby encouraging more public transport and active travel trips to</p>

		the north of the city and helping to reduce transport carbon emissions.	
<b>Urgent decisions</b>			
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 ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		No	x (If no, go to section 13a)
12a	Reason for urgency:		
12b	Scrutiny Chair Signature:		Date
	Scrutiny Committee name:		
	Print Name:		
<b>Consultation</b>			
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	x
		No	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Jonathan Drean (Cabinet Member for Transport)	
13c	Date Cabinet member consulted	9 February 2023	
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	22 February 2023
<b>Sign-off</b>			
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS107 22/23
		Finance (mandatory)	pl.22.23.389
		Legal (mandatory)	MS/00001231/28.02.23

		<b>Human Resources (if applicable)</b>	N/A						
		<b>Corporate property (if applicable)</b>	N/A						
		<b>Procurement (if applicable)</b>	SN/PS/670/ED/0223						
<b>Appendices</b>									
<b>17</b>	<b>Ref.</b>	<b>Title of appendix</b>							
	A	Morlaix Drive Access Improvement Scheme: Budget Increase – Briefing Report							
	B	Morlaix Drive Access Improvement Scheme: Budget Increase - Equalities Impact Assessment							
<b>Confidential/exempt information</b>									
<b>18a</b>	<b>Do you need to include any confidential/exempt information?</b>		<b>Yes</b>		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)				
		<b>No</b>	x						
			<b>Exemption Paragraph Number</b>						
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>18b</b>	<b>Confidential/exempt briefing report title:</b>								
<b>Background Papers</b>									
<b>19</b>	Please list all unpublished, background papers relevant to the decision in the table below.  Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.								
<b>Title of background paper(s)</b>			<b>Exemption Paragraph Number</b>						
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Cabinet Member Signature</b>									
<b>20</b>	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 (2010) and those who do not. For further details please see the EIA attached.								



<b>Signature</b>		<b>Date of decision</b>	7 March 2023
<b>Print Name</b>	Councillor Richard Bingley, Leader of Plymouth City Council		

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**MORLAIX DRIVE ACCESS IMPROVEMENT SCHEME -  
BUDGET INCREASE**

Executive Decision Briefing Note

**BACKGROUND**

The Morlaix Drive Access Improvement Scheme is one of the Council's strategic transport schemes identified to support delivery of the Plymouth & South West Devon Joint Local Plan.

The scheme will widen the existing narrow road that links Brest Road to Derriford Hospital, allowing for a constant flow of two-way traffic, including buses, and an upgrade of the existing narrow footway to a shared pedestrian and cycle path. The junction of Morlaix Drive with Brest Road will operate under new traffic signals (with new pedestrian crossings) and the northbound Brest Road entry on to Derriford Roundabout will be for buses, cyclists and emergency vehicles only. A new shared use path will also be provided along Brest Road on the east side between Morlaix Drive and William Prance Road.

The scheme was awarded £3.314m in section 31 National Productivity Investment Funding (NPIF) from the Department for Transport in 2017, which is ring-fenced to this project.

The contract for the construction of the project was awarded through the Council's Term Maintenance Contract (TMC) with South West Highways in December 2021.

The scheme was originally planned to commence construction in 2020, however due to the pandemic and the proximity of the scheme to Derriford Hospital, construction did not commence until January 2022, with a planned completion date of December 2022.

**CURRENT PROBLEMS**

Morlaix Drive is currently a narrow, 300m stretch of road linking Brest Road with Derriford Hospital and provides access to the ambulance station, Brest Way, and the hospital's large multi-storey car park. At present Morlaix Drive is, in part, too narrow for two-way use and is therefore only used as an informal access to the hospital site for staff, visitors and patients. Existing facilities for cyclist and pedestrians on Morlaix Drive and Brest Road are poor.

Large scale growth is proposed in the Derriford and Northern Corridor Growth Area which will generate increased demand for travel and place greater pressure on the transport network. Morlaix Drive is identified in the Plymouth & South West Devon Joint Local Plan as a critical part of the transport network to support increased travel by bus and thus the sustainable growth of the city.

Morlaix Drive needs to be widened and upgraded to local highway standards to support two-way traffic, including buses, with the junctions improved at Brest Road and the Derriford Hospital end. Once upgraded, buses from the south and east of the city serving the Derriford Hospital Interchange will be able to avoid the congested A386 Derriford Roundabout resulting in reduced journey times and improved reliability.

**BENEFITS OF THE SCHEME**

The Morlaix Drive Access Improvement Scheme will widen Morlaix Drive along its entire length, providing better access, including for buses, to Derriford Hospital and improve reliability for bus services in the north of the city.

The Morlaix Drive scheme is one of a number of infrastructure improvements needed to allow sustainable growth in the north of the city to happen. It will become a key strategic route for buses, allowing direct access to the hospital via the new Forder Valley Link Road for future bus services from the east of the city. The improved walking and cycling facilities will help to encourage trips to be made by more sustainable modes and improve links between communities as well as forming part of the 'Seaton Arc'.

The scheme compliments other nearby and recently delivered strategic transport projects including Derriford Transport Scheme, Derriford Hospital Interchange and Marjon Link Road. These infrastructure projects are needed to support the significant number of new homes and jobs planned for the north of the city over the next 20 years.

## PROJECT COST

The scheme was entered onto the Council's Capital Programme in January 2018 following approval by the City Council Investment Board (CCIB) and the associated Executive Decision (reference L42 17/18) to add £4.734m to the Council's Capital Programme for the scheme and delegate the award of any subsequent contract to the Director for Place. At that time, which was at the feasibility design stage, the scheme budget was £4.734m, with the balance of £1.42m coming from corporate borrowing.

Subsequent to this a further £94,000 contribution from PCC Highways for resurfacing works on Brest Road that are included in the project was added to the scheme budget in 2020/21. Due to the scheme being put on hold as a result of COVID-19, inflation costs had placed additional pressure on the scheme budget. As a result a further £100,000 of revenue to capital contribution was approved by S151 Officer in 2021/22 prior to the start of construction, in order to ensure the scheme was still affordable before construction commenced. This brought the total scheme budget at the start of construction to £4.928m.

Following the decision to award the contract for delivery of the scheme to South West Highways in December 2021, construction commenced in January 2022. Since then there have been a number of factors that have resulted in the forecast outturn cost of the scheme increasing above the budget that was available at the start of construction. These include:

- unprecedented high levels of inflation impacting the economy and in particular, the construction industry
- additional retaining structures required that were not in the original design scope due to ground conditions differing substantially from those anticipated from survey information, this has extended the construction programme
- deeper excavations required than those in the original design scope due to ground conditions differing substantially from those anticipated from survey information; this has extended the construction programme
- requirement for additional utility diversions (including private services) beyond those determined at the start of construction, and backlog of works of utility companies; this has extended the construction programme
- additional project management costs to cover extended construction programme

An additional £140,000 of revenue to capital contribution (Strategic Transport) was approved by S151 Officer in the current financial year to cover some of the rising costs of the scheme, bringing the **total budget** value to **£5.068m**.

As a result of the factors outlined above, the current **overall project cost estimate has now risen to £5.548m**. This includes a contingency amount for risk based on a quantified assessment of identified residual risks.

## FUNDING

The scheme budget is currently funded as follows, with the majority of funding being provided through the Department for Transport's National Productivity and Investment Fund (NPIF).

Funding source	Amount
Corporate borrowing un-ringfenced	£1,420,000
DfT NPIF S131 Grant*	£3,314,000
PCC Highways resurfacing contribution	£94,000
Revenue to capital from Strategic Transport (2021/22)	£100,000
Revenue to capital from Strategic Transport (2022/23)	£140,000
<b>Total</b>	<b>£5,068,000</b>

\*The DfT NPIF grant funding is subject to the condition that it may only be spent on this project.

**It is proposed that £0.48m be added to the capital programme from the Integrated Transport Block funding** (which is provided by Department for Transport to support local authorities for transport capital improvements) to make up the shortfall between the current scheme budget and the latest cost estimate.

The scheme is programmed to substantially complete by the end of the 2022/23 financial year, although there are some minor works that will be completed in 2023/24. As there is uncertainty in terms of the exact profile of spend it is proposed that £0.48m be added to the capital programme in year, with any remaining funds in the budget at the end of 2022/23 rolling forward to be available for use in 2023/24.

Since this increase in the scheme budget will utilise existing unallocated Integrated Transport Block capital funds it does not require any additional Council capital funding or corporate borrowing, and therefore does not create any additional capital budget pressures.

## **PROCUREMENT**

As the scheme is being delivered through the existing Term Maintenance Contract (TMC) with South West Highways there is no requirement for any additional procurement exercise. Increases in construction cost are being dealt with in accordance with the TMC, which is a hybrid NEC3 Term Service Contract, with the scheme being delivered under Option C of the TMC.

## **DELIVERY TIMESCALES**

Construction of the Morlaix Drive Access Improvement Scheme commenced in January 2022 and is planned to substantially complete by the end of March 2023.

## **MEMBER AND STAKEHOLDER SUPPORT**

Members were consulted through the City Council Investment Board (CCIB) and the Business Case approved in December 2017. The subsequent Executive Decision was signed in January 2018, placing £4.734m of funding onto the Council's Capital Programme. The Executive Decision included the decision to delegate the award of any subsequent contract to the Director of Place.

The Cabinet Member for Transport was consulted with on 19 November 2021 and approval was secured to progress and deliver the scheme as planned. Ongoing consultation has taken place during construction, most recently in February 2023 regarding the budget increase that is the subject of this briefing note.

Public and ward member consultation was carried out in summer 2019, with the results fed into the development of the final design for the scheme.

## **RECOMMENDATION**

It is recommended that an additional £0.48m for the project is added into the Council's 2022/23 Capital Programme to be funded by Integrated Transport Block capital funding.

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# EQUALITY IMPACT ASSESSMENT – MORLAIX DRIVE BUS PRIORITY & ACCESS IMPROVEMENT SCHEME

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> This is the person completing the EIA template.	Jack Pope	<b>Department and service:</b>	Strategic Place & Infrastructure Strategic Transport	<b>Date of assessment:</b>	2 March 2023
<b>Lead Officer:</b> Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Philip Heseltine	<b>Signature:</b>		<b>Approval date:</b>	2 March 2023
<b>Overview:</b>	<p><b>Morlaix Drive Scheme</b></p> <p><u>Aim:</u></p> <p>The Morlaix Drive scheme aims to improve bus journey times and reliability and provide the capacity for additional services to be accommodated in the future through widening the existing road connecting Brest Road to the Derriford Hospital Interchange. This will allow its use as an effective route for buses avoiding Derriford Roundabout and will help to provide the conditions for sustainable growth by encouraging mode shift and ensuring that the bus becomes a more attractive option for journeys to and from the Derriford area.</p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> <li>1. Improve journey times and reliability for public transport through the Derriford Hospital Interchange.</li> <li>2. Provide greater capacity for growth in the number of buses serving Derriford Hospital.</li> <li>3. Improve accessibility to employment, education and leisure facilities in the Derriford area particularly by bus.</li> </ol>				
<b>Decision required:</b>	To allocate an additional £0.48m for the project into the 2022/23 Capital Programme to be funded by Integrated Transport Block capital funding				

**SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL**

<p><b>Potential external impacts:</b> Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?</p>	Yes		No	X
<p><b>Potential internal impacts:</b> Does the proposal have the potential to negatively impact Plymouth City Council employees?</p>	Yes		No	X
<p>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 three)</p>	Yes	X	No	
<p>If you do not agree that a full equality impact assessment is required, please set out your justification for why not.</p>	This is a capital allocation for an existing scheme.			

**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
<b>Age</b>	<p>Plymouth</p> <ul style="list-style-type: none"> <li>16.4 per cent of people in Plymouth are children aged under 15.</li> <li>65.1 per cent are adults aged 15 to 64.</li> <li>18.5 percent are adults aged 65 and over.</li> <li>2.4 percent of the resident population are 85 and over.</li> </ul> <p>South West</p>	<p>The scheme is not anticipated to have any adverse impact on specific age groups.</p>	<p>Street lighting facilities will be upgraded to LED to improve accessibility, road safety and community safety.</p> <p>Crossing facilities will be upgraded to support all users.</p>	



	<ul style="list-style-type: none"> <li>15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64.</li> <li>22.3 per cent are aged 65 and over.</li> </ul> <p>England</p> <ul style="list-style-type: none"> <li>17.4 per cent of people are aged 0 to 14.</li> <li>64.2 per cent of people are aged 15 to 64.</li> <li>18.4 per cent of people are aged 65 and over.</li> </ul> <p>(2021 Census)</p>			
<b>Disability</b>	<p>9.4 per cent of residents in Plymouth have their activities limited ‘a lot’ because of a physical or mental health problem.</p> <p>12.2 per cent of residents in Plymouth have their activities limited ‘a little’ because of a physical or mental health problem (2021 Census)</p>	The scheme is not anticipated to have any adverse impact on specific disability groups.	<p>Street lighting facilities will be upgraded to LED to improve accessibility, road safety and community safety.</p> <p>Crossing facilities will be upgraded to support the visually and mobility impaired.</p>	
<b>Gender reassignment</b>	<p>0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census).</p>	The scheme is not anticipated to have any adverse impact on this group.	<p>Street lighting facilities will be upgraded to LED to improve accessibility, road safety and community safety.</p> <p>Crossing facilities will be upgraded to support all users.</p>	

<p><b>Marriage and civil partnership</b></p>	<p>40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married.</p> <p>0.49 per cent of residents are, or were, married or in a civil partnerships of the same sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).</p>	<p>The scheme is not anticipated to have any adverse impact on this group.</p>	<p>Street lighting facilities will be upgraded to LED to improve accessibility, road safety and community safety.</p> <p>Crossing facilities will be upgraded to support all users.</p>	
<p><b>Pregnancy and maternity</b></p>	<p>The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.</p>	<p>The scheme is not anticipated to have any adverse impact on this group.</p>	<p>Street lighting facilities will be upgraded to LED to improve accessibility, road safety and community safety.</p> <p>Crossing facilities will be upgraded to support all users.</p>	
<p><b>Race</b></p>	<p>In 2021, 94.9 per cent of Plymouth's population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census)</p> <p>People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census)</p> <p>92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).</p>	<p>The scheme is not anticipated to have any adverse impact on this group.</p>	<p>Street lighting facilities will be upgraded to LED to improve accessibility, road safety and community safety.</p> <p>Crossing facilities will be upgraded to support all users.</p>	

<p><b>Religion or belief</b></p>	<p>48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census).  Those who identified as Muslim account for 1.3 per cent of Plymouth’s population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).</p>	<p>The scheme is not anticipated to have any adverse impact on specific faiths, religions or beliefs.</p>	<p>Street lighting facilities will be upgraded to LED to improve accessibility, road safety and community safety.  Crossing facilities will be upgraded to support all users.</p>	
<p><b>Sex</b></p>	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>	<p>The scheme is not anticipated to have any adverse impact on this group.</p>	<p>Street lighting facilities will be upgraded to LED to improve accessibility, road safety and community safety.  Crossing facilities will be upgraded to support all users.</p>	
<p><b>Sexual orientation</b></p>	<p>88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).</p>	<p>The scheme is not anticipated to have any adverse impact on this group.</p>	<p>Street lighting facilities will be upgraded to LED to improve accessibility, road safety and community safety.  Crossing facilities will be upgraded to support all users.</p>	

**SECTION FOUR: HUMAN RIGHTS IMPLICATIONS**

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
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	It is not anticipated that people’s human rights will be impacted by the scheme.		
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**SECTION FIVE: OUR EQUALITY OBJECTIVES**

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
<b>Celebrate diversity and ensure that Plymouth is a welcoming city.</b>	No adverse implications anticipated.		
<b>Pay equality for women, and staff with disabilities in our workforce.</b>	No adverse implications anticipated.		
<b>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</b>	No adverse implications anticipated.		
<b>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</b>	No adverse implications anticipated.		
<b>Plymouth is a city where people from different backgrounds get along well.</b>	No adverse implications anticipated.		

# EXECUTIVE DECISION

made by a Cabinet Member



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

Executive Decision Reference Number – T21 22/23

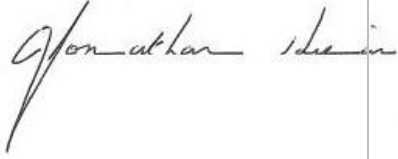
Decision	
1	<b>Title of decision:</b> Parking Fees and Charges Review March 23
2	<b>Decision maker:</b> Councillor Jonathan Drean, Cabinet Member for Transport
3	<b>Report author and contact details:</b> Mike Artherton, <a href="mailto:Mike.artherton@plymouth.gov.uk">Mike.artherton@plymouth.gov.uk</a>
4	<p><b>Decision to be taken:</b></p> <p>i. To agree the implementation of the following:</p> <ul style="list-style-type: none"> <li>• Inflationary increases to On Street parking charges with effect from 1<sup>st</sup> April 2023 and to parking permits with effect from 10<sup>th</sup> April, as set out in Figure 1 at section 4.1 of the briefing report;</li> <li>• Inflationary increases to Off Street parking charges with effect from 10<sup>th</sup> April 2023, as set out in Figure 2 at section 4.1 of the briefing report;</li> <li>• Charges will apply to motorcycles parking within chargeable parking bays within Council car parks with effect from 1<sup>st</sup> April 2023;</li> <li>• Charges to apply to motorcycles parking within On Street pay and display bays upon completion of the current replacement of On Street payment systems (<i>expected by June 2023</i>);</li> </ul> <p>ii. To agree to:</p> <p>advertise and consult proposed new charges within Lawrence Road, at the Life Centre and Mountbatten, Devils Point, Jennycliff and Strand Street car parks as detailed within the briefing report and then to present a report to the Cabinet Member with responsibility for Parking, to consider all representations received during consultation, to determine whether to implement these proposals.</p>
5	<p><b>Reasons for decision:</b></p> <p>To implement inflationary increases to current fees and charges so that service charges seek to maintain pace with the cost of providing services;</p> <p>To apply charges to motorcycles to ensure a consistent approach to charges for parking and bring Plymouths charges more in line with other Councils;</p> <p>To consult on proposals that are aimed at:</p> <ul style="list-style-type: none"> <li>• Demonstrating our values as a Responsible Council in responding to the climate emergency.</li> <li>• Supporting the Councils £9.8M investment in mobility hubs as part of a wider £58.8M; Transforming Cities investment to encourage modal shift and a step change in our sustainable transport offer;</li> <li>• Apply the principals of cost recovery and apply charges to a number of car parks and deliver a range of improvements to improve the customer experience;</li> <li>• Seeking to respond to the increasing costs of providing services, seeking to maintain pace with the costs of delivery services, and to protect income streams that are critical to the delivery of</li> </ul>

	key services.			
<b>6</b>	<p><b>Alternative options considered and rejected:</b></p> <p>Not to implement inflationary increases is rejected as this would impair the Councils ability to seek to maintain pace with increasing costs of delivering services and place pressures on key services reliant on income from parking;</p> <p>Not to apply charges to motorcyclists is rejected as this would not apply a consistent approach to charging and not bring Plymouth more in line with other Councils;</p> <p>Not to consult is rejected as this would not support our ambition to:</p> <ul style="list-style-type: none"> <li>• Demonstrate our values as a Responsible Council in responding to the climate emergency.</li> <li>• Support the Councils £9.8M investment in mobility hubs as part of a wider £58.8M Transforming Cities investment to encourage modal shift and a step change in our sustainable transport offer.</li> <li>• Remove the requirement for the Council to subsidise a number of leisure car parks and create the opportunity for investment to improve customer experience across these car parks.</li> </ul>			
<b>7</b>	<p><b>Financial implications and risks:</b></p> <p>There are costs of £5k associated with undertaking consultation on the proposed inflationary increases to Off Street charges, permits and the proposed introduction of charges to leisure car parks.</p> <p>All of the proposals within this report are expected to realise £463k of income (gross) in 2023/24; a net benefit of £423k factoring in costs of £40k to implement these proposals.</p> <p>The proposed inflationary increases to On Street charges, Off Street charges, permits and charges to motorcycles is expected to generate £350k in 2023/24.</p> <p>The remaining £113k is expected to be generated from the proposed inflationary increases to permits, off street parking and the proposed introduction of charges in leisure car parks in 2023/24. These specific proposals will be subject to a further Executive Decision, in consideration to any representations received during the consultation, in order to determine whether these proposals are implemented.</p>			
<b>8</b>	<p><b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)</p>	<p><b>Yes</b></p>	<p><b>No</b></p>	<p><b>Per the Constitution, a key decision is one which:</b></p>
			x	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			x	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b>
			x	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
	<p><b>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></b></p>	N/A		
<b>9</b>	<p><b>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the</b></p>	<p>These proposals support our Corporate Plan, specifically:</p> <p>Support a green, sustainable city that cares about the environment;</p> <p>Create a vibrant economy, developing quality jobs and</p>		

	<b>revenue/capital budget:</b>	skills; Create a varied, efficient, sustainable transport network; Create a friendly welcoming city.		
<b>10</b>	<b>Please specify any direct environmental implications of the decision (carbon impact)</b>	The report sets out a range of proposals aimed at reducing our carbon footprint and encouraging modal shift and a step change in our sustainable transport offer. The proposals support the Councils commitment to be carbon neutral by 2030.		
<b>Urgent decisions</b>				
<b>11</b>	<b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b>	<b>Yes</b>		(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		<b>No</b>	x	<b>(If no, go to section 13a)</b>
<b>12a</b>	<b>Reason for urgency:</b>			
<b>12b</b>	<b>Scrutiny Chair Signature:</b>		<b>Date</b>	
	<b>Scrutiny Committee name:</b>			
	<b>Print Name:</b>			
<b>Consultation</b>				
<b>13a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>		
		<b>No</b>	x	<b>(If no go to section 14)</b>
<b>13b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>			
<b>13c</b>	<b>Date Cabinet member consulted</b>			
<b>14</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>		If yes, please discuss with the Monitoring Officer
		<b>No</b>	x	
<b>15</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Anthony Payne	
		<b>Job title</b>	Strategic Director for Place	

		<b>Date consulted</b>	<b>24/01/2023</b>					
<b>Sign-off</b>								
<b>16</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS111 22/23					
		<b>Finance (mandatory)</b>	PL.22.23.407					
		<b>Legal (mandatory)</b>	LS/0836/JP/060323					
		<b>Human Resources (if applicable)</b>	N/A					
		<b>Corporate property (if applicable)</b>	N/A					
		<b>Procurement (if applicable)</b>	N/A					
<b>Appendices</b>								
<b>17</b>	<b>Ref.</b>	<b>Title of appendix</b>						
	A	Briefing Report - Parking Fees and Charges March 2023						
	B	EIA - Parking Fees and Charges March 2023						
<b>Confidential/exempt information</b>								
<b>18a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)				
		<b>No</b>	x					
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>18b</b>	<b>Confidential/exempt briefing report title:</b>							
<b>Background Papers</b>								
<b>19</b>	Please list all unpublished, background papers relevant to the decision in the table below.  Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
<b>Title of background paper(s)</b>				<b>Exemption Paragraph Number</b>				



		1	2	3	4	5	6	7
<b>Cabinet Member Signature</b>								
<b>20</b>	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act (2010) and those who do not. For further details please see the EIA attached.							
<b>Signature</b>				<b>Date of decision</b>	08/03/2023			
<b>Print Name</b>	Councillor Johnathan Drear							

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**BRIEFING REPORT****I. INTRODUCTION**

1.1. This report sets out inflationary increases to current On Street and Off Street parking fees and charges aligned to the Councils Fees and Charge Policy, together with several additional opportunities that compliment work delivered as part of the Parking Modernisation and Environment Plan of December 2022. These proposals are intended to:

- Demonstrate our values as a Responsible Council in responding to the climate emergency;
- Support the Councils £9.8M investment in mobility hubs as part of a wider £58.8M Transforming Cities investment to encourage modal shift and a step change in our sustainable transport offer;
- Protect income that is critical to the delivery of key services through applying the principals of cost recovery and ensure service charges keep pace with the cost of providing services.

1.2. The proposals support our Councils values: -

- **Democratic** – Plymouth is a place where people can have their say about what is important to them and where they are empowered to make change happen;
- **Responsible** – We are responsible for our actions; we are accountable for their impact on others and the environment and expect others to do the same;
- **Fair** – We will be honest and open in how we act. We will treat everyone with respect, champion fairness and create opportunities;
- **Collaborative** – We will provide strong community leadership, working with residents, communities, and businesses to deliver our common ambition.

1.3. The proposals support our corporate priorities, specifically:

- Support a green, sustainable city that cares about the environment;
- Create a vibrant economy, developing quality jobs and skills;
- Create a varied, efficient, sustainable transport network;
- Create a friendly welcoming city.

**2. BACKGROUND**

2.1. The Councils Parking Service generates income to the Council, covering all service costs and contributing a key income stream to support the delivery our Highway Services; this includes the maintenance of the city's roads and streets.

2.2. Historically the Council has not applied inflationary increases to Parking, where the Councils 'Fees and Charges' policy sets out services should seek to apply inflationary increases to keep pace with the cost of delivering services.

2.3. Since 2018/19 operating costs have increased by over £600k through increases across to the costs of goods and services, utilities and workforce. The service has sought to mitigate increases through activities such as replacing car park lighting with new energy efficient led lighting to reduce energy use and re-procuring goods and services to seek greater value, however it has not been possible to offset increased costs over this time.

2.4. On 1<sup>st</sup> December 2022 the Council implemented a suite of changes to parking as part of the Parking Modernisation and Environment Plan (PMEP). The changes set out to provide support local businesses within the cities district car parks, improve access to parking through expanding payment choice and support visitors and shoppers to the city through enabling unused parking time to be used in other

locations and new all day parking options. The PMP implemented several changes to fees and charges, changes which sought to bring Plymouth's fees more in line with others benchmarked and sought to re-establish income levels experienced pre Covid-19; income critical to the delivery of key services.

### 3. CURRENT POSITION

#### ***Cost of Delivery Services***

- 3.1. The Cabinet decision of 10<sup>th</sup> December 2022 set out that, in accordance with the Councils 'Fees and Charges' policy, parking fees and charge should be subject to annual inflationary increases.
- 3.2. Looking ahead to 2023/24, the service faces a number of continued challenges as we continue to experience increased operating costs and reduced levels of income. Whilst the PMP sought to restore levels of income back to levels more in line with pre Covid-19, no fee increases have been implemented to offset the increases in operating costs.
- 3.3. To better understand current trends and markets, benchmarking was undertaken (Appendix A) in January 23 with 25 other Councils as part of the 'Key Cities' group in relation to On Street, Off Street and Residents Parking (*Birmingham, Blackpool, Bournemouth, Brighton, Bristol, Cambridge, Canterbury, Cardiff, Coventry, Derby, Doncaster, Exeter, Liverpool, Manchester, Newcastle, Newham, Norwich, Nottingham, Oxford, Poole, Portsmouth, Reading, Southampton, Torbay, Wolverhampton*)
- 3.4. The benchmarking identified that, as of January 23, Plymouth's On Street charge of £2 per hour was lower than 17 other Councils, the same as 4 other Councils and higher than 4 other Councils. In respect to Off Street charges, the benchmarking identified that in comparing the maximum cost of an hour's parking, Plymouth's charges were lower than 17 Councils, the same as 3 Councils and higher than 2 Councils (*3 Councils did not provide the option of an hour's parking*).

#### ***Cost Recovery***

- 3.5. There are a number of car parks where it is free to park and, to varying degrees, where costs, such as maintenance and upkeep, are subsidised placing pressures on the Council. Whilst a number of these car parks are district shopper's car parks, the Council has already made a commitment to supporting free parking whereby such free parking supports local shops and businesses.
- 3.6. There are a number of further car parks to which this does not apply, car parks which support leisure-based activities. These include Jennycliff, Mount Batten, Devils Point and Strand Street car parks. A number of these car parks are in poor condition where it is not possible to deliver investment without adding further budget pressures to the Council.

#### ***Management of Parking Places – Life Centre & Strand Street***

- 3.7. The Council has announced proposals to introduce charges at the George, Milehouse and Coypool car parks which is currently subject to consultation. Should the Council decide to implement charge at Milehouse car park, there would likely be a migration of motorists to the Life Centre car park where the parking is currently free.
- 3.8. Strand Street car park is located close to the Mount Edgecombe ferry crossing and has historically been a popular choice for people wishing to visit Mount Edgecombe, whilst also enabling overnight parking for local residents. Unfortunately, as a result of no restrictions and being free to use, vehicles frequently park for excessive periods of time meaning visitors are rarely able to use the car park.

#### ***Consistency of Charges***

- 3.9. There is an inconsistent approach to applying car parking charges to motor vehicles in the city. A motorcycle can currently park within a pay and display bay without payment, whereas any other motor

vehicle is required to pay. In some areas of the city, such as Plymouths West End, traders have voiced concern that motorcycles occupying pay and display bays prevent other shoppers from parking.

- 3.10. Plymouths Traffic Orders do not exempt motorcycles from parking charges when parking within pay and display bays; however, the Council has historically not applied charges to motorcycles as payment options were limited and challenges with the requirement to display tickets on bikes.
- 3.11. To better understand the position on charging motorcycles within pay and display bays, benchmarking was undertaken in January 23 with 26 other Councils (**Appendix A**) as part of the 'Key Cities' group in relation to On Street, Off Street and Residents Parking (Birmingham, Blackpool, Bournemouth, Brighton, Bristol, Cambridge, Canterbury, Cardiff, Coventry, Derby, Doncaster, Exeter, Liverpool, Manchester, Newcastle, Newham, Norwich, Nottingham, Oxford, Poole, Portsmouth, Reading, Southampton, Torbay, Wolverhampton, Worcester). The benchmarking identified 15 of the 26, Authorities also applied parking charges to motorcycles (Appendix A)

## 4. PROPOSALS

### Cost of Delivering Services

- 4.1. In accordance with the Councils Fees and Charges policy, and in accordance with the decision approved at Cabinet on 10<sup>th</sup> November 2022, all parking fees are to be subject to annual CPI (Consumer Prices Index) increases to seek to keep pace with the cost of delivering services. In accordance with the Councils Fees and Charges policy increases are proposed to be implemented in practical monetary values that make sense to customers. The proposed charges are:

Figure 1 – Inflationary Increases to On Street Parking Fees and Services

Service / Tariff	Current Charge	New Charge
On Street Parking	£2 per hour	<b>£2.20</b>
On Street Overnight Fee	£2	<b>£2.20</b>
On Street All Day Parking	£15	<b>£16.50</b>
Residents Parking Permit	£41	<b>£45</b>
Residents Daily Visitor Ticket	£2	<b>£2.20</b>
Resident Visitor Ticket (1 <sup>st</sup> Book)	£20	<b>£22</b>
Resident Visitor Ticket (2 <sup>nd</sup> Book)	£35	<b>£38.50</b>
Resident Visitor Ticket (3 <sup>rd</sup> Book)	£45	<b>£49.50</b>
Hotel & Guest House Tickets	£7	<b>£7.70</b>
Business Permits – Long Stays	£400	<b>£440</b>
Business Permits – Short Stays	£200	<b>£220</b>
Business Visitor Permit	£2	<b>£2.20</b>
Health & Home Care – Long Stay	£150	<b>£165</b>
Health & Home Care – Short Stay	£100	<b>£110</b>

Figure 2 – Inflationary Increases to Off Street Parking Fees

Group	Car Parks	Tariff	Current Charge	New Charge
Group A Car Parks	Derry's Cross*, Elphinstone*, Exchange St, Guildhall, Mayflower House Court*, Mayflower St (East)*, North Hill*, Regent St*, St Andrews and Theatre Royal *	2 hours	£2.80	£3.00
		3 hours	£3.50	£3.80
		4 hours	£4.80	£5.20
		6 hours	£6	£6.60
		24 hours	£12	£13
		*Weekly	£50	£55
		*Monthly	£150	£165
Group B Car Parks	Bretonside (B), Bretonside (C), Civic Centre, Colin Campbell Court, Cornwall St East and West, Courtney Street, Marks and Spencer, Mayflower St (West)	(Daytime)		
		1 hour	£1.50	£1.65
		2 hours	£2.70	£2.90
		3 hours	£3.50	£3.85
		(Evening)		
		1 hour	£1.50	£1.65
		2 hours	£2.70	£2.90
Over 2 hours	£3.50	£3.85		
Group C Car Parks	Western Approach	1 hour	£1	£1.10
		2 hours	£2	£2.20
		3 hours	£3	£3.30
		4 hours	£4	£4.40
		24 hours	£5	£5.50
		Weekly	£25	£27.50
		Monthly	£50	£55
Car Parks - Others	Plymouth City Market	(Daytime)		
		15 mins	25p	30p
		30 mins	50p	60p
		45 mins	75p	80p
		1 hour	£1	£1.10
		2 hours	£2	£2.20
		(Evening)		
		1 hour	50p	55p
		2 hours	£1	£1.10
		Over 2 hours	£1.50	£1.65
	Martin Street	1 hour	£1.20	£1.30
		2 hours	£2.40	£2.65
		3 hours	£3.60	£4
		24 hours	£4	£4.40
		Monthly	£79	£87
		Quarterly	£199	£219
		Semi-annually	£349	£385
	Annually	£679	£714	
	Mutley Barracks	2 hours	Free	Free
		3 hours	£3	£3.30
		4 hours	£4	£4.40
	Napier Terrace	2 hours	Free	Free
		3 hours	£3	£3.30
4 hours		£4	£4.40	
Daily		£5	£5.50	
Monthly		£50	£55	
Broadway (Long Stay)	Daily	£3	£3.30	
	Annual	£400	£440	
Meavy Way	1 hour	£1	£1.10	
	2 hours	£2	£2.20	
	Daily	£3	£3.30	
	Monthly	£40	£44	

	Lipson Road	3 hours Daily Monthly	Free £5 £50	Free £5.50 £55
	City Business Park	1 hour 5 hours Daily	£1 £2 £3	£1.10 £2.20 £3.30
	East End Business Park	1 hour 5 hours Daily	£1.50 £3 £4	£1.65 £3.30 £4.40
	William Prance Road	12 hours	£2	£2.20

- 4.2. When deciding upon proposed changes to parking on 10<sup>th</sup> November 2022, Cabinet did not approve proposals to remove Annual Visitor Permits but set out that the cost for an Annual Visitor Permit was to be brought in line with the cost of Annual Residents Permits to ensure consistency, fairness, and equity in resident parking. It is therefore proposed to increase the cost of the Annual Visitor Permits so they are always charged the same rate as Annual Residents Permits.

### **COST RECOVERY & INVESTMENT**

- 4.3. Considering the principal of cost recovery, is it proposed to introduce 'low level' charges within a number of the city's leisure car parks, where it is proposed to:

#### **Mount Batten, Jennycliff and Devils Point Car Parks**

- 4.4. To introduce charges (see figure 3) within the Mount Batten, Devils Point and Jennycliff car parks. In doing so it is also proposed that the Council commit to establishing a programme of investment to deliver a range of improvements to these car parks.
- 4.5. It is reasonable to assume that the introduction of charges within the Mount Batten car parks alone, would increase demand/encourage migration to On Street parking where charges do not apply. Lawrence Road currently has no restrictions and vehicles are known, on occasion, to inconsiderately which adversely impacts on access routes for local bus services. It is therefore proposed to introduce pay and display parking along Lawrence Road, within clearly demarked pay and display bays, helping to deter inconsiderate parking and keep bus routes accessible.

Figure 3 – Proposed charges Mount Batten, Jennycliff, Devils Point and Strand Street

Type	Location/Car Park	Tariff	New Charge
On Street	Lawrence Road	Hourly charge	£2.20 per hour
Leisure Car Parks	Mount Batten Beach, Mount Batten Pier, Jennycliff and Strand Street car parks	2 hours 4 hours 24 hours	£1.50 £3 £4
	Devils Point car park	2 hours 4 hours 24 hours	Free £3 £4

- 4.6. A number of these car parks are known to be in poor condition. Through introducing charges to these car parks, it is proposed that the Council commits to delivering a range of improvements within these car parks to raise customer experience.

#### **Strand Street Car Park**

- 4.7. To support visitors currently unable to use the car park it is proposed to apply charges consistent with proposals for other Leisure car parks, deter vehicles which park for extended periods as it is free to do so.

It is also proposed to support residents through an exemption of charges for resident zone T permit holders between the hours of 6pm and 9am, enabling residents to use the car park without payment.

## **CONSISTENCY OF CHARGES**

### **Motorcycle Parking**

- 4.8.** There are now a number of ways in which a motorist can pay for parking and a number of car parks have already migrated to 'ticket less' parking, where you do not need to display any tickets. Works are also underway, as part of the Parking Modernisation and Environment Plan, to replace aging On Street payment systems with new systems, that offer further payment options and ticketless parking. It is therefore proposed to: -
- 4.8.1.** To require motorcycles to pay for parking in all pay and display bays, within all car parks, with effect from 1<sup>st</sup> April 2023 where all car parks will be 'ticketless'.
  - 4.8.2.** To require motorcycles to pay for parking within all On Street pay and display bays upon completion of works to replace all On Street payment meters, offering further ways to pay and ticketless operation. This is currently expected to be completed from June 2023.
  - 4.8.3.** That the charges only apply to motorcycles parking within pay and display bays, no charges will apply within dedicated motorcycle parking locations.
  - 4.8.4.** The Council reviews current motorcycle parking provision to consider where it may be feasible to introduce additional motorcycle parking within the city centre.

## **PARKING MANAGEMENT**

### **Life Centre Car Park**

- 4.9.** It is proposed to introduce charges at the Life Centre that are consistent with charges proposed at the Milehouse car park, a charge of £1 for 24 hours parking. Whilst introducing a charge of £1 for Life Centre customers, this charge will help to prevent non-Life Centre users from migrating to the Life Centre car park, creating challenges for Life Centre users.

### **Strand Street Car Park**

- 4.10.** It is proposed to introduce charges, charges consistent with the proposed charges for leisure car parks (see figure 4), within Strand Street car park. Introducing charges will ensure the churn of vehicles and enable more visitors to use the car park. To support residents of Residents Zone T, it is also proposed to exempt Zone T permit holders from charges between the period of 6pm and 9am each day.

Figure 4 – Proposed charges Strand Street

<b>Location</b>	<b>Tariff</b>	<b>New Charge</b>
Strand Street car park	2 hours	£1.50
	4 hours	£3
	24 hours	£4

## **5. NEXT STEPS**

- 5.1.** The Council will publish a notice of variation setting out that, not less than 21 days from the date of the notice publication, new charges will apply to On Street parking, parking permits and to Off Street parking fees.



- 5.2. The proposed introduction of new On Street and Off Street charges will be subject to an amendment to the On Street and Off Street Parking Traffic Orders, where the Council will undertake statutory consultation.

## 6. FINANCIAL IMPLICATIONS

- 6.1. Changes implemented from December 2022 under the Parking Modernisation and Environment Plan sought to restore levels of income to those experienced pre Covid-19, to protect key services reliant on income from parking. Proposals as set out within this report seek to drive new net income to mitigate increases in the cost of delivering services, where net income from parking is critical to the delivery of key services.
- 6.2. Whilst it is not possible to accurately forecast the impact of all these proposals, as it is not possible to pre-determine customer behaviour, all of the proposals set out within this report are expected to realise £463k of income (gross) in 2023/24; a net benefit of £423k factoring in costs of 40k to implement these proposals (advertisings, system configuration, signing and new payment systems). The costs to implement these proposals will be met through income received following the implementation of the proposals.
- 6.3. The proposed inflationary increases to On Street charges, Off Street charge, permits and charges to motorcycles is expected to generate £350k in 2033/24.
- 6.4. The remaining £113k is expected to be generated from the proposed introduction of charges in leisure car parks in 2023/24. These proposals will be subject to a further Executive Decision, a decision taken in consideration to any representations received during the consultation, to determine whether these proposals are implemented.

## 7. RECOMMENDATIONS

- 7.1. It is the recommendation of this report:
- 7.1.1. Implement inflationary increases to On Street pay and display charges with effect from 1<sup>st</sup> April 23;
  - 7.1.2. Implement inflationary increases to Off Street charges and parking permits from 10<sup>th</sup> April 23;
  - 7.1.3. To advertise and consult on proposed new charges within Lawrence Road and Mount Batten, Devils Point, Jennycliff and Strand Street car parks
  - 7.1.4. Motorcycles to be required to pay for parking, when parked within chargeable parking bays within Council car parks, from 1<sup>st</sup> April;
  - 7.1.5. Motorcycles to be required to pay for parking, when parked within On Street pay and display bays, upon completion of the current replacement of On Street parking meters, currently expected to be by 1<sup>st</sup> June 2023;
- 7.2. Upon conclusion of the statutory consultation for the proposed introduction of new charges, to present a report to the Cabinet Member with responsibility for Parking, to consider all representations received during consultation, to determine whether to implement these proposals.



## APPENDIX A – BENCHMARKING

Street Parking	
Council	1 hour
Blackpool	£1.50
Portsmouth	£1.70
Wolverhampton	£1.80
Torbay	£1.90
Coventry	£2.00
Doncaster	£2.00
Exeter	£2.00
<b>Plymouth</b>	<b>£2.00</b>
Southampton	£2.00
Bournemouth	£2.10
Cardiff	£2.10
Poole	£2.10
Derby	£2.30
Newham	£2.30
Canterbury	£2.40
Liverpool	£2.40
Nottingham	£2.40
Norwich	£2.50
Newcastle	£2.70
Reading	£2.70
Manchester	£3.00
Birmingham	£3.60
Cambridge	£3.60
Bristol	£4.00
Brighton	£5.10
Oxford	£6.00


Off Street Parking	
Council	1 hour
Poole	£1.00
Torbay	£1.40
Blackpool	£1.50
Doncaster	£1.50
<b>Plymouth</b>	<b>£1.50</b>
Wolverhampton	£1.50
Portsmouth	£1.60
Southampton	£1.60
Derby	£2.00
Coventry	£2.00
Newcastle	£2.00
Norwich	£2.00
Cardiff	£2.10
Reading	£2.30
Newham	£2.30
Liverpool	£2.40
Bristol	£3.00
Bournemouth	£3.00
Cambridge	£3.00
Canterbury	£4.00
Manchester	£4.50
Oxford	£4.50
Brighton	£5.00
Exeter	N/A
Birmingham	N/A
Nottingham	N/A

Motorcycle Charging	
Council	Yes / No
Birmingham	No
Blackpool	Yes
Bournemouth	Yes
Brighton	No
Bristol	Yes
Cambridge	Yes
Canterbury	Yes
Cardiff	Yes
Coventry	Yes
Derby	Yes
Doncaster	No
Exeter	Yes
Liverpool	Yes
Manchester	Yes
Newcastle	Yes
Newham	No
Norwich	No
Nottingham	No
Oxford	No
<b>Plymouth</b>	<b>No</b>
Poole	Yes
Portsmouth	No
Reading	No
Southampton	Yes
Torbay	Yes
Worcester	Yes
Wolverhampton	Yes

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# EQUALITY IMPACT ASSESSMENT – PARKING FEES AND CHARGES MARCH 2023

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> This is the person completing the EIA template.	Zoe Anning (Parking Operations Manager)	<b>Department and service:</b>	Parking Service, Plymouth Highways	<b>Date of assessment:</b>	01/03/2023
<b>Lead Officer:</b> Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Mike Artherton (Head of Plymouth Highways)	<b>Signature:</b>		<b>Approval date:</b>	08/03/2023
<b>Overview:</b>	Inflationary increases to current On Street and Off Street parking fees and charges aligned to the Councils Fees and Charge Policy, together with several additional opportunities that compliment work delivered as part of the Parking Modernisation and Environment Plan of December 2022.				
<b>Decision required:</b>	To agree the implementation of the following: <ul style="list-style-type: none"> <li>▪ Inflationary increases to On Street parking charges with effect from 1<sup>st</sup> April 2023 and to parking permits with effect from 10<sup>th</sup> April, as set out in Figure 1 at section 4.1 of the briefing report;</li> <li>▪ Inflationary increases to Off Street parking charges with effect from 10<sup>th</sup> April 2023, as set out in Figure 2 at section 4.1 of the briefing report;</li> <li>▪ Charges will apply to motorcycles parking within chargeable parking bays within Council car parks with effect from 1<sup>st</sup> April 2023;</li> <li>▪ Charges to apply to motorcycles parking within On Street pay and display bays upon completion of the current replacement of On Street payment systems (<i>expected by June 2023</i>);</li> </ul> ii. To agree to advertise and consult proposed new charges within Lawrence Road and Mountbatten, Devils Point, Jennycliff and Strand Street car parks as detailed within the briefing report.				

## SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

<b>Potential external impacts:</b> Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	<b>Yes</b>	X	<b>No</b>	
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<b>Potential internal impacts:</b> Does the proposal have the potential to negatively impact Plymouth City Council employees?	<b>Yes</b>	X	<b>No</b>	
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)	<b>Yes</b>	X	<b>No</b>	
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
<b>Age</b>	<p>All data is from the 2011 Census except for age and sex which has been updated with 2021 data. Data will be updated with the 2021 Census data as it becomes available.</p> <p>Plymouth</p> <ul style="list-style-type: none"> <li>16.4 per cent of people in Plymouth are children aged under 15.</li> <li>65.1 per cent are adults aged 15 to 64.</li> <li>18.5 percent are adults aged 65 and over.</li> <li>2.4 percent of the resident population are 85 and over.</li> </ul> <p>South West</p> <ul style="list-style-type: none"> <li>15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64.</li> <li>22.3 per cent are aged 65 and over.</li> </ul> <p>England</p>	<p>Plymouth City Council are aware that there will be limited impact on older people with the implementation of the Parking Fees and Charges Review</p> <p>It is recognised that older people will be less likely to have a mobile phone or ability to set up an online account for online payment options.</p> <p>It is likely that older customers will be less inclined to make card or online payments, therefore Plymouth City Council will ensure that a link is on its</p>	<p>Increased visibility of payment telephone numbers will be installed at all payment machines and on lamp columns.</p> <p>Design of car park groups into names and colours which will be easily understood.</p> <p>Civil Enforcement Officers will be supported with additional customer service training to support those experiencing difficulty.</p>	<p>Mike Artherton March/April 2023</p>

	<ul style="list-style-type: none"> <li>• 17.4 per cent of people are aged 0 to 14.</li> <li>• 64.2 per cent of people are aged 15 to 64.</li> <li>• 18.4 per cent of people are aged 65 and over.</li> </ul> <p>(2021 Census)</p>	<p>website to alternative parking facilities in the City which will retain cash, these will be privately owned or operated,</p> <p>All telephone payment options will remain through a local all number to ensure that no additional costs are borne by the customer.</p> <p>The Ofcom ‘Adults media use and attitudes report 2018’ indicates that 78% of 65-74 year olds use a mobile phone with 72% of the over 74’s. Whilst only 39% of the over 65’s use a smartphone (up from 28% in 2016) it should be remembered that RingGo payments can be made via text or a phone call.</p> <p>To mitigate the above figures, additional signage and assistance will be provided.</p> <p>A Smartphone is not an essential requirement for using this service.</p> <p>A bank account is an essential requirement for using the service. However, it should be noted that the UK government has helped launch fee-free bank accounts for people on low incomes, including the elderly. Most wages and state benefits are now paid directly into recipients’ bank accounts which makes living without one and</p>	<p>All partners within the city, including City Centre Company, Plymouth Waterfront Partnership, Plymouth Area Disability Access Network, AGEUK, and Access Plymouth will be engaged to support increased public awareness.</p> <p>All Civil Enforcement Officers will undergo enhanced Customer Service Training to include additional content on protected characteristics.</p> <p>The development of ‘Health Care’ permit will increase access options to those who receive in-home care and these permits designed for ‘Health Care’ sector to be promoted accordingly</p>	
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		<p>being able to run a vehicle most unlikely.</p> <p>For those with difficulty in walking or consider the pay machines difficult to access or use, phone payments can be made easier.</p> <p>Website <a href="https://www.parkopedia.com/">https://www.parkopedia.com/</a> contains details of all car parks in the city with which will accept cash,</p> <p>The Deloitte UK Smart Phone report 2019 shows 80% of over 55-year-olds regularly use a Smart Phone</p> <p>The OFCOM Technology Tracker report 2020 shows usage of mobiles phones has increased over 87% of over 55s now regularly use a Mobile Phone increasing to 99% in younger age groups.</p> <p>This policy and assessment will be regularly reviewed to ensure the impact is understood and mitigated ongoing; this will be achieved through:</p> <ul style="list-style-type: none"><li>▪ Attendance at Disability Involvement Group meetings (PADAN)</li><li>▪ On-street surveys</li><li>▪ Engagement with customers through the Have Your Say function, Twitter, emails, phone calls, etc.</li></ul>		
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		<ul style="list-style-type: none"> <li>Continue to monitor new accessibility changes from the cashless parking provider and improvements to machine technology.</li> </ul>		
<p><b>Disability</b></p>	<p>9.4 per cent of residents in Plymouth have their activities limited ‘a lot’ because of a physical or mental health problem. 12.2 per cent of residents in Plymouth have their activities limited ‘a little’ because of a physical or mental health problem (2021 Census)</p>	<p>Plymouth City Council are aware that there will be limited impact on disabled people with the implementation of the Parking Fees and Charges Review</p> <p>It is recognised that disabled people may be less likely to have a mobile phone or ability to set up an online account for online payment options.</p> <p>There will be no change to the rights which allow disabled persons with Blue Badges will continue to be able to park for free in all on-street parking bays,</p> <p>Reading information notices and paying for parking using a mobile device may cause problems for some, including those with learning difficulties or physical impairments such as hearing loss.</p> <p>Any new parking technology both virtual and physical will be DDA compliant and will be demonstrated through our partners PADAN.</p> <p>Mobile phone Technology is continually improving, and</p>	<p>A full range of payment options including the use of Smartphone Apps, Payment by Text, along with Card Payments at machines will ensure the widest possible accessibility for most disabilities.</p> <p>We will increase the promotion of the disabled parking accessibility permit, this negating the need for payment, this will be undertaken by seeking engagement through our local partners, PADAN, Age UK and Access Plymouth to advertise this through their newsletters and website.</p> <p>Free disabled parking is available in all on street locations and is not impacted by these proposals.</p>	<p>Darren Stoneman (Civil Enforcement Manager) March/April 2023</p>

		<p>phones are available for people with a range of disabilities, including voice amplification and hearing aid compatibility for those who have problems with hearing. One of the UK's largest hearing loss charities 'Action on Hearing Loss' states the following: - "The increasing availability of smartphone apps for parking payments has been beneficial and helps to avoid situations where people with hearing loss are disadvantaged by not being able to make use of voice call payment systems or seeking assistance through help points".</p> <p>There are likely to be some people for whom the existing payment machines are currently considered inaccessible, either in distance or in operation. A cashless alternative may be particularly beneficial for this group of users. The ability to 'top-up' parking fees rather than returning to the vehicle to do this will benefit those with any walking difficulties.</p> <p>This policy and assessment will be regularly reviewed to ensure the impact is understood and mitigated ongoing, this will be achieved through:</p>		
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		<ul style="list-style-type: none"> <li>▪ Attendance at Disability Involvement Group meetings (PADAN)</li> <li>▪ On-street surveys</li> <li>▪ Engagement with customers through the Have Your Say function, Twitter, emails, phone calls, etc.</li> </ul> <p>Continue to monitor new accessibility changes from the cashless parking provider and improvements to machine technology</p>		
<p><b>Gender reassignment</b></p>	<p>0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census).</p>	<p>We have no reason to believe that the Parking fees and charges review would have any greater or lesser effect on people on account of their gender position.</p> <p>This policy and assessment will be regularly reviewed to ensure the impact is understood and mitigated ongoing, this will be achieved through:</p> <ul style="list-style-type: none"> <li>▪ On-street surveys</li> <li>▪ Engagement with customers through the Have Your Say function, Twitter, emails, phone calls, etc.</li> <li>▪ Continue to monitor new accessibility changes from the cashless parking provider and improvements</li> </ul>	<p>Not applicable.</p>	<p>Not applicable.</p>
<p><b>Marriage and civil partnership</b></p>	<p>40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed,</p>	<p>We have no reason to believe that the Parking fees and charges review would have a detrimental effect on people</p>	<p>Not applicable.</p>	<p>Not applicable.</p>

	<p>with 2.5 per cent are separated but still married.</p> <p>0.49 per cent of residents are, or were, married or in a civil partnerships of the same sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).</p>	<p>on account of their marital status.</p> <p>This policy and assessment will be regularly reviewed to ensure the impact is understood and mitigated ongoing, this will be achieved through:</p> <ul style="list-style-type: none"> <li>▪ On-street surveys</li> <li>▪ Engagement with customers through the Have Your Say function, Twitter, emails, phone calls, etc.</li> <li>▪ Continue to monitor new accessibility changes from the cashless parking provider and improvements to machine technology.</li> </ul>		
<p><b>Pregnancy and maternity</b></p>	<p>The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.</p>	<p>We have no reason to believe that the Parking fees and charges review would have a detrimental effect on people on account of their pregnancy status.</p> <p>This policy and assessment will be regularly reviewed to ensure the impact is understood and mitigated ongoing, this will be achieved through:</p> <ul style="list-style-type: none"> <li>▪ On-street surveys</li> <li>▪ Engagement with customers through the Have Your Say function, Twitter, emails, phone calls, etc.</li> </ul>	<p>Not applicable.</p>	<p>Not applicable.</p>

		<p>Continue to monitor new accessibility changes from the cashless parking provider and improvements to machine technology.</p>		
<p><b>Race</b></p>	<p>In 2021, 94.9 per cent of Plymouth’s population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census)</p> <p>People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census)</p> <p>92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).</p>	<p>We have no reason to believe that the Parking fees and charges review will generate an increased impact on individuals based on Race.</p> <p>Anyone who does not speak English as a first language may have difficulty using the pay by phone parking system.</p> <p>Visitors will not necessarily have a RingGo account set-up (although this is a national system and has accounts all over the UK)</p> <p>Difficulties reading signage.</p> <p>This policy and assessment will be regularly reviewed to ensure the impact is understood and mitigated ongoing, this will be achieved through</p> <ul style="list-style-type: none"> <li>▪ Unify Plymouth</li> <li>▪ On-street surveys</li> <li>▪ Engagement with customers through the Have Your Say function, Twitter, emails, phone calls, etc.</li> </ul> <p>Continue to monitor new accessibility changes from the cashless parking provider and</p>	<ul style="list-style-type: none"> <li>▪ The RingGo website offers information on how to use the system in over 80 different languages. This is more accessible for both visitors and non-English speakers than using the existing payment machines.</li> <li>▪ Existing pay machines will still be in place within the City Centre for those who use credit/debit cards.</li> <li>▪ There are issues with legislative requirements in relation to street/road signage in order to provide information in other languages. The Department for Transport does not currently provide statutory road signs in languages other than in Wales and Cornwall and by application exception.</li> <li>▪ The impact overall is likely to be negligible given that it is</li> </ul>	<p>Darren Stoneman (Civil Enforcement Manager)</p>

		improvements to machine technology	increasingly difficult to obtain a licence, legally buy a car, obtain annual insurance and pay car tax etc. in the UK by persons for whom English or reading is difficult.	
<b>Religion or belief</b>	<p>48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census).</p> <p>Those who identified as Muslim account for 1.3 per cent of Plymouth’s population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).</p>	<p>We have no reason to believe that the Parking fees and charges review would have any greater or lesser effect on people on account of their faith or beliefs.</p> <p>This policy and assessment will be regularly reviewed to ensure the impact is understood and mitigated ongoing; this will be achieved through:</p> <ul style="list-style-type: none"> <li>▪ On-street surveys</li> <li>▪ Engagement with customers through the Have Your Say function, Twitter, emails, phone calls, etc.</li> </ul> <p>Continue to monitor new accessibility changes from the cashless parking provider and improvements to machine technology.</p>	Not applicable.	Not applicable.
<b>Sex</b>	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>	<p>We have no reason to believe that the Parking fees and charges review would have a detrimental effect on people on account of their gender.</p> <p>It could offer an increase in the perceived safety for women who, with RingGo, can pay from</p>	Not applicable.	Not applicable.

		<p>the comfort and security of their vehicles, rather than walk to a pay machine with cash or a bank card at night or when alone and negate the need to return for any required payment top-ups.</p> <p>The use of RingGo would negate the need for pregnant women and those with small children, to locate and walk to a payment machine with cash or a bank card and enable payment top-ups without the need to return to the vehicle.</p> <p>This policy and assessment will be regularly reviewed to ensure the impact is understood and mitigated ongoing; this will be achieved through:</p> <ul style="list-style-type: none"> <li>▪ On-street surveys</li> <li>▪ Engagement with customers through the Have Your Say function, Twitter, emails, phone calls, etc.</li> <li>▪ Continue to monitor new accessibility changes from the cashless parking provider and improvements to machine technology.</li> </ul>		
<p><b>Sexual orientation</b></p>	<p>88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of</p>	<p>We have no reason to believe that the Parking fees and charges review would have any greater or lesser effect on people on account of their sexual orientation.</p> <p>This policy and assessment will be regularly reviewed to ensure</p>	<p>Not applicable.</p>	<p>Not applicable.</p>

	residents describe their sexual orientation using a different term (2021 Census).	<p>the impact is understood and mitigated ongoing, this will be achieved through:</p> <ul style="list-style-type: none"> <li>▪ On-street surveys</li> <li>▪ Engagement with customers through the Have Your Say function, Twitter, emails, phone calls, etc.</li> <li>▪ Continue to monitor new accessibility changes from the cashless parking provider and improvements</li> </ul>		
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**SECTION FOUR: HUMAN RIGHTS IMPLICATIONS**

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	No adverse impacts on human rights are expected from this decision.	N/A	N/A

**SECTION FIVE: OUR EQUALITY OBJECTIVES**

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
<b>Celebrate diversity and ensure that Plymouth is a welcoming city.</b>	Plymouth City Council remains committed to celebrating the diversity of the city.	Not applicable.	Not applicable.
<b>Pay equality for women, and staff with disabilities in our workforce.</b>	Plymouth City Council is committed to equal opportunities and the fair treatment of its workforce. As an employer, we have a clear policy of paying employees equally for the same or equivalent work regardless of gender or disability. The Council operates a comprehensive job evaluation scheme to ensure that rates of	In line with our current policies, we will continually review our employees' wellbeing.	



	pay are fair and are based wholly on the role being undertaken		
<b>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</b>	Our People Strategy 2020 – 2024 sets out our approach towards ensuring that the Council’s workforce can adapt and meet the ever changing needs of the Council and our residents.	Not applicable.	Not applicable.
<b>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</b>	The Council is committed to reducing and tackling hate crime and ensuring that victims are treated in a trauma informed manner to ensure that they get the outcome which is most appropriate for them. The Council works closely with the Safer Plymouth Partnership, the community safety partnership for the city. Hate crime data is monitored.	Not applicable.	Not applicable.
<b>Plymouth is a city where people from different backgrounds get along well.</b>	The Council is committed to promoting cohesion within the city.	Not applicable.	Not applicable.

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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 – COD42 22/23

Decision	
1	<p><b>Title of decision:</b></p> <p>Commissioned Placement Sufficiency Plan 2022/23 – Award of contract for residential children’s home block contract “Caring in Partnership”</p>
2	<p><b>Decision maker:</b></p> <p>Sharon Muldoon, Director of Children’s Services.</p>
3	<p><b>Report author and contact details:</b></p> <p>Emma Crowther, Strategic Commissioning Manager, <a href="mailto:emma.crowther@plymouth.gov.uk">emma.crowther@plymouth.gov.uk</a> 01752 304009</p>
4a	<p><b>Decision to be taken:</b></p> <p>To award the contracts to the residential children’s home providers listed in the Part I Report for a period of 3 + 1 +1 years from the 3<sup>rd</sup> April 2023.</p>
4b	<p><b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b></p> <p>Cabinet 8<sup>th</sup> March 2022 – agreed for procurement to proceed and for delegation of contract award to the Director of Children’s Services</p>
5	<p><b>Reasons for decision:</b></p> <p>Plymouth City Council has a statutory duty to provide sufficient local placements of good quality for children and young people in the care of the local authority. These placements are sourced from a range of providers, including Ofsted registered residential children’s homes.</p> <p>This decision relates to the outcome of a tender for a block contract to secure the local availability of residential children’s home placements for children and young people in the care of Plymouth City Council.</p> <p>The report describes the process used and recommends the successful providers for contract award.</p>
6	<p><b>Alternative options considered and rejected:</b></p> <p><b>Opening our own provision</b> – this option is continuing to be explored, particularly for children where local provision is needed but not readily available due to their specialist needs. This option would not offer the scale of provision needed to support the cohort of children needing residential care locally.</p> <p><b>Ceasing the contract</b> – as the need to commission placements from residential children’s home providers is ongoing, this would mean reverting wholly to the spot purchase of individual placements.</p>

	<p>This would be at a higher weekly cost and also require quality assurance each time a new placement was made.</p> <p>A residential children's home block contract has been in place in Plymouth for the last 5 year and been successful in either supporting children to be able to remain in the city when they require residential care or to return to Plymouth from out of area placements. The outcomes for children from the local homes are positive and the quality of provision is high, with all the homes on the current contract graded 'Good' by Ofsted.</p>			
<b>7</b>	<p><b>Financial implications and risks:</b></p> <p>The spend on the current residential block contract is £4,128,674 from a total residential budget of £17.8m.</p> <p>The majority of placement providers have for several months been signalling their increasing cost pressures in terms of their ability to attract and retain residential staff. Weekly wages for residential care staff are broadly comparable with those paid by larger supermarkets, and the COVID-19 pandemic also led to a number of the workforce reconsidering their work/life balance and career opportunities. Providers have also flagged the rising cost of travel and utilities in operating residential homes.</p> <p>Residential care is a key part of achieving the Council's statutory sufficiency duty – for those children with the most complex needs linked to their experiences of trauma. Work is ongoing to only use residential care for those children and young people who need it, and only for the shortest period of time possible, to enable them to be able to return to living in a family based placement such as foster care.</p> <p>For this contract the providers are guaranteed payment for placements from the point at which they first accept a Plymouth child into a residential bed and they are then ongoing through the block contract arrangement. In exchange for this level of security providers offer placements at discounted rates against market fees.</p> <p>The financial implications of the award of contract are set out more fully in the Part 2 paper which includes commercially confidential information.</p>			
<b>8</b>	<p><b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)</p>	<b>Yes</b>	<b>No</b>	<p><b>Per the Constitution, a key decision is one which:</b></p>
			√	<p>in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total</p>
		√		<p>in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b></p>
			√	<p>is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.</p>
<b>8b</b>	<p><b>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></b></p>	11 January 2023		
<b>9</b>	<p><b>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy</b></p>	<p>This proposal links to the Child Poverty agenda for the city and also A Bright Future 2021 – 26 in supporting children to stay safe, and in having adequate provision of good quality</p>		

	<b>framework and/or the revenue/capital budget:</b>	local placements for children in the care of the local authority.		
<b>10</b>	<b>Please specify any direct environmental implications of the decision (carbon impact)</b>	By seeking to work with providers who can deliver high quality residential children's homes, children will be able to settle into their placements, engage with education and support services.		
<b>Urgent decisions</b>				
<b>11</b>	<b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b>	<b>Yes</b>		(If yes, please contact <a href="#">Democratic Support</a> for advice)
		<b>No</b>	X	(If no, go to section 13a)
<b>12a</b>	<b>Reason for urgency:</b>			
<b>12b</b>	<b>Scrutiny Chair signature:</b>		<b>Date</b>	
	<b>Scrutiny Committee name:</b>			
	<b>Print Name:</b>			
<b>Consultation</b>				
<b>13a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>		
		<b>No</b>	x	(If no go to section 14)
<b>13b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>	N/A		
<b>13c</b>	<b>Date Cabinet member consulted</b>	N/A		
<b>14</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>		If yes, please discuss with the Monitoring Officer
		<b>No</b>	x	
<b>15</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Sharon Muldoon	
		<b>Job title</b>	Director of Children's Services	
		<b>Date consulted</b>	7 March 2023	
<b>Sign-off</b>				
<b>16</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS110 22/23	
		<b>Finance (mandatory)</b>	DJN.22.23.408	

		<b>Legal (mandatory)</b>	MS/00001270/06.03.23
		<b>Human Resources (if applicable)</b>	N/A
		<b>Corporate property (if applicable)</b>	N/A
		<b>Procurement (if applicable)</b>	SS/SC/022/CA/0323

### Appendices

<b>17</b>	<b>Ref.</b>	<b>Title of appendix</b>
	A	Commissioned Placement Sufficiency Plan 2022/23 – Award of contract for residential children’s home block contract “Caring in Partnership”
	B	Equalities Impact Assessment

### Confidential/exempt information

<b>18a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>	<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 <b>18b</b> below.
		<b>No</b>	<input type="checkbox"/>	

#### Exemption Paragraph Number


		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>18b</b>	<b>Confidential/exempt briefing report title:</b> Commissioned Placement Sufficiency Plan 2022/23 – Award of contract for residential children’s home block contract “Caring in Partnership” – Part 2 report			X				

### Background Papers

<b>19</b>	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
<b>Title of background paper(s)</b>		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

### Council Officer Signature

<b>20</b>	I agree the decision and confirm that it is not contrary to the Council’s policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council’s duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between
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	people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.		
<b>Signature</b>		<b>Date of decision</b>	7 March 2023
<b>Print Name</b>	Sharon Muldoon		

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# RESIDENTIAL CHILDREN'S HOMES

Award of block contract – PART ONE REPORT



## 1. PURPOSE

The purpose of this paper is to provide an update on a procurement to put in place a new contract to block purchase residential children's homes. At Cabinet in March 2022, agreement was given to proceed with the procurement as part of proposals to support placement sufficiency in 2022/23, with the contract award decision delegated to the Director of Children's Services.

This paper sets out the procurement process, the outcome and impact of the tender and recommendations for contract award as a delegated decision. This is based on analysis of both the quality and price (commercial aspects) of the submissions. Further detail of the commercial evaluation are set out in a separate Part 2 report.

It is recommended that the following providers are awarded a contract, for a period of 3 years (from 3<sup>rd</sup> April 2023 – 31<sup>st</sup> March 2026 with the option to extend for 2 further years on a 1+1 basis. The listed providers have successfully met the requirements for the tender:

- Keys Group – Lot 1 and Lot 2
- Beaufort Care – Lot 1 and Lot 2
- Five Rivers – Lot 2

## 2. BACKGROUND

12% of children and young people in Plymouth's care are placed in residential children's homes. These placements provided by externally commissioned Ofsted registered providers. Residential care is used for children and young people with the most complex needs, although over the last year a lack of available foster placements has occasionally led to children with fostering needs being placed for a period of time in residential care. Modern children's homes are very different from more institutional models of care used in the past; homes tend to be small (less than 4 beds and often no more than 2) with a homely feel and a dedicated staff team working with the child. The largest home in Plymouth offers 3 beds.

The use of commissioned children's home placements has been rising over the last 8 years, partly due to a rise in the number and complexity of children coming into care particularly as teenagers and challenges with recruiting foster carers able to care for children with more complex needs:

- April 2014: 26
- April 2022: 52
- February 2023: 62

Work is underway to reverse this trend with more robust scrutiny of care planning for children who are already in residential care, alongside reviewing the reasons why children come into care during their adolescence, to see what further preventative measures to support families can be put in place.

### Current contractual arrangements

Residential children's home placement are commissioned via three routes against a current budget of £17.8m:

- Block contract – Plymouth beds (£4.1m)
- Peninsula children's home Flexible Purchasing system (framework contract) (£3m)
- Spot purchasing (£10.7m)

The preference is to be able to access local beds, provided by organisations working closely in partnership with the Council. This has been a success story for the city over recent years in terms of the availability of local homes but there is more to do to support local growth of provision:



In 2012 there was one children's home within the Plymouth City Council boundary, run by a provider of adult services. This two bedded home was very rarely offered to Plymouth children as the provider felt unable to meet their needs. Plymouth children requiring residential care were placed out of the city, sometimes at significant distance. This impacted on the ability of social workers and commissioners to have robust oversight of the quality of the provision, and often led to higher placement costs.

To tackle this issue, Strategic Commissioning and Children's Social Care worked together to encourage children's home providers with a track record of proving good quality care to move to the city. Three children's home providers (one national organisation and two locally owned providers) subsequently opened homes in Plymouth. This included a range of solo and two-bedded homes, as this model of care best suits the needs of complex Plymouth children. These beds were available to any child in care, whether placed by Plymouth or another local authority.

The Plymouth homes are based on a model of being as close to a family home as possible, sited in semi-detached or terraced houses in communities, with a skilled staff team providing 24 hour care. Each home has its own manager, who is accountable to Ofsted for the quality of the provision.

In 2017 a procurement was carried out to take another step and secure a number of local beds through a block contract, at preferential weekly rates.

The Caring in Partnership residential block contract began on 1<sup>st</sup> March 2018 with Keys, Cambian, Beaufort Care and Priory Group (no longer on the contract). The contract was the outcome of a procurement to identify children's home providers; either already operating within 20 miles of Plymouth (Lot 1), or those interested in opening homes in or near to Plymouth during the lifetime of the contract (Lot 2). This contract is due to expire on 31<sup>st</sup> March 2023.

The contract has enabled the number of local beds on the block contract to grow by 5 since 2018 with 17 Plymouth beds now available. 2 are commissioned from Cambian and 15 from Keys. All are registered for emotional and behavioural difficulties.

To support growth, providers work with the Council to describe the home they would like to open. If that meets local needs, a price is agreed and the provision is added to the block contract from when children start to be placed. This has given providers the security they need to open a new home (the estimated cost of setting up a new home is between £500k and £1m) and enables the Council to shape any new provision to meet the needs of Plymouth children.

### Current contract performance

All 9 homes (17 beds) on the block contract are graded Good by Ofsted.

Outcomes for children have been positive, enabling children experiencing breakdown of foster placements to stabilise without needing to bond with a new family, and for others to return to the city, to step forward into fostering, return home and move on into independent living. The approach is relational, rather than transactional, with an emphasis on caring for “our children” together. Keys (15 beds on the current contract) has cared for 29 Plymouth children over the last 2 years, with the following outcomes:

- Four children progressed to foster or family placement.
- Eight children stepped to post 16+ homes and three 18-year-olds supported to leave care.

Key to the success of the contract are regular group meetings, attended by the providers together with commissioners, and representatives from the Virtual School, Children in Care Camhs team manager, NHS Devon ICB (Designated Nurse), Livewell Southwest (LAC nurse) and Children’s Social Care. Representatives of the child focused policing team are also invited to meetings. Partnership working is particularly strong between the providers and the Permanency service.

Regular meetings are in place with the providers and CYPF managers with commissioners to discuss any vacant beds and the current referrals. Fortnightly conversations take place with commissioners and Keys to ensure that any issues are raised and addressed promptly.

The Plymouth home managers also self-organise a forum across the block and framework beds, with partner organisations invited to attend. In addition the home managers are invited to meet with the DCS and Service Director twice a year, to be able to share any issues and achievements direct.

### 3. NEW CONTRACTUAL APPROACH

As the current contract has performed well in terms of outcomes for children and growth of locally available beds, the approach to procurement was very similar for the new contract. The procurement had two Lots:

- Lot 1 – Existing provision in and near to Plymouth
- Lot 2 – Homes to be added to the contract at a later date

The requirement was split into lots to allow providers that currently do not have current provision in Plymouth or within 10 miles of the Council boundary to be able to apply for Lot 2 – this will enable them to consider opening provision in or near to Plymouth during the lifetime of the contract. It was intended to award a maximum of 20 beds to Lot 1 for the tender, with additional beds able to be added at a later stage.

### Procurement process

An Open Procedure tender exercise was conducted for this procurement. The opportunity was advertised via the [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) portal and the following evaluation criteria were published in the Invitation to Tender (ITT) documents. The Terms and Conditions applicable to this contract are PCC Services Terms and Conditions + Special Conditions.

### Supplier Suitability Assessment (SA)

Section	Title	Type of Question	Evaluation
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1	Supplier information	Information only	Not evaluated and scored
2	Grounds for Mandatory Exclusion	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.
3	Grounds for Discretionary Exclusion	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.
4	Economic and Financial Standing	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.
5	Parent Company Details	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.
6	Technical & Professional Ability	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.
7	Modern Slavery Act Requirements	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.
8	Additional Questions		
8.1	Insurances	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.
8.2	Health & Safety	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.
8.3	Equality and Diversity	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.
8.4	Business Capability	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.
8.5	Safeguarding	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.
8.6	Data Protection	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.

### Supplier Award Criteria (ITT Stage)

If any of the following applied the tender would be disqualified:

- Delivery of all elements of the specification not included

- Schedule 1 to 7 certificates not completed and/ signed
- Price above Affordability Criteria
- Price breakdown (costs) unrealistic and service not sustainable
- Proposed staffing insufficient
- Unacceptable amendments to Terms and Conditions

### Affordability Criteria

The Council reserved the right to not award a contract for individual placements if the weekly placement fee is considered unreasonably high, i.e. The following maximum pricing thresholds applied to both Lots 1 and Lot 2:

Price per bed in a Solo bed placement:	£7,200 per week
Price per bed in a Multi-bed placement:	£6,000 per week

### Tender evaluation

Tenders were evaluated using the following scoring framework:

Weighting %	Evaluation Criteria	Breakdown of criteria
<b>COMMERCIAL RESPONSE</b>		
40%	Price (Lot 1) / Indicative Price (Lot 2)	Separate Solo and Multi bed weekly prices; comparative evaluation between tenders
<b>QUALITY RESPONSE – METHOD STATEMENTS</b>		
<b>PASS/FAIL</b>	Collaborations / Partnerships	Details of any Collaboration or Partnerships arrangements
25%	Transitions	Details of involvement, preparation and support for child/young person moving on from residential care
25%	Understanding Needs	Demonstration of an understanding of the needs of Plymouth Children requiring residential care and how these will be met.
<b>SOCIAL VALUE RESPONSE</b>		
5%	Social Value Commitment	Monetary value of TOMs offer; comparative evaluation between tenders
5%	Social Value Method Statements	Description of how TOMs will be met

Three bids were received and evaluated by a team of evaluators from Commissioning and the Children, Young People and Families Service – all bids achieved the required standard for the tender. For detail on the respective scores for commercial, quality and social value please see the Part 2 paper. This contains commercially confidential information.

### TUPE Considerations

There are no known TUPE implications associated with the award of this contract.

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

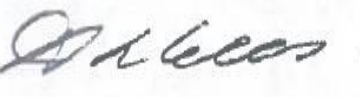
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# EQUALITY IMPACT ASSESSMENT TEMPLATE

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> This is the person completing the EIA template.	Emma Crowther	<b>Department and service:</b>	Strategic Commissioning	<b>Date of assessment:</b>	14 <sup>th</sup> February 2022
<b>Lead Officer:</b> Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Anna Coles	<b>Signature:</b>		<b>Approval date:</b>	21/02/2022
<b>Overview:</b> Please use this section to provide a concise overview of the proposal being assessed including: <ul style="list-style-type: none"> <li>▪ Aims and objectives (including rationale for decision)</li> <li>▪ Key stakeholders</li> <li>▪ Details of any engagement activities</li> </ul>	<p>The proposal is to carry out a range of strategic commissioning activity via procurements and engagement with the placement provider market to secure and develop good quality placements for Plymouth children and young people in care.</p> <p>Children and young people in care need to be able to access a range of placements able to meet their needs, including provision such as foster placements and children's homes. For older young people, it is important to also be able to offer placements which focus on developing independent living skills, as preparation for adulthood. The aim of the procurement is to work with the current providers who offer good quality provision, and attract others to work with us to support Plymouth young people. It is also a key aim to increase the number of locally available placements, within the Plymouth city boundary or within commutable distance.</p> <p>We will ensure that we consult with placement providers as part of the co-design of any commissioning activity and future contracts, with a focus on achieving positive outcomes for children. This will also include, where appropriate, gathering the views of children and young people in care to ensure that commissioned provision meets their needs. We will also consider as part of any service design the recommendations from the Independent Review of Children's Social Care when the report is published, as this is expected to make some recommendations about the commissioning of children's placements.</p>				
<b>Decision required:</b> Within this section, you must be clear on any decision being made and how/when, it will be taken.	Permission is being sought from Cabinet on the 8 <sup>th</sup> March 2022 to proceed with a range of activity to increase the availability and quality of placements for children and young people in the care of Plymouth City Council.				

**SECTION TWO: EQUALITY IMPACT ASSESMENT SCREENING TOOL**

<p><b>Potential external impacts:</b> Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?</p>	<p><b>Yes</b></p>		<p><b>No</b></p>	<p>X</p>
<p><b>Potential internal impacts:</b> Does the proposal have the potential to negatively impact Plymouth City Council employees?</p>	<p><b>Yes</b></p>		<p><b>No</b></p>	<p>X</p>
<p>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)</p>	<p><b>Yes</b></p>		<p><b>No</b></p>	<p>X</p>
<p>If you do not agree that a full equality impact assessment is required, please set out your justification for why not.</p>	<p>The proposal aims to ensure that the needs of the child in care population are more fully understood by placement providers, supporting them to have stability and being able to engage with education, health services and social networks. Nevertheless, I have set out some of the key data in respect of this cohort below to provide assurance.</p>			

**SECTION THREE: FULL EQUALITY IMPACT ASSESMENT**

<p><b>Protected characteristics (Equality Act, 2010)</b></p>	<p><b>Evidence and information (e.g. data and consultation feedback)</b></p>	<p><b>Adverse impact</b></p>	<p><b>Mitigation activities</b></p>	<p><b>Timescale and responsible department</b></p>
<p><b>Age</b></p>	<p>There are currently 492 children and young people in care in Plymouth as at 14 February 2022. This equates to a rate of 92.3 per 10,000 compared to the England average rate of 67.0 per 10,000 (published figure for 31 March 2021).</p>	<p>No adverse impact</p>	<p>Any procurement and engagement with the provider market will aim to increase the supply of suitable placements, offering greater choice in meeting the needs of children and young people at all ages.</p>	<p>Strategic Commissioning – by the time of any tender launches. Social worker/Personal Adviser to monitor progress through care planning/pathway planning.</p>

<p><b>Disability</b></p>	<p>A proportion of young people in care will have a diagnosed disability such as a learning disability. Some will have an undiagnosed disability. It is important that young people with a disability are not disadvantaged by using the service.</p> <p>On 14/02/2022, 22.2% of the children in care had a 'disability' according to classifications. For care leavers this figure was reported at 21.7%</p>	<p>No adverse impact</p>	<p>Ensure that the specification and service delivery reflect the full range of needs of the children and young people using the service so that this is well understood.</p>	<p>Strategic Commissioning – by the time of any tender launches.</p> <p>Social worker/Personal Adviser to monitor progress through care planning/pathway planning.</p>
<p><b>Gender reassignment</b></p>	<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>Providers selected by any procurements will understand the need to support children and young people into the next phase of their life. Providers will also need to understand the range of support services in the city.</p>	<p>Strategic Commissioning – by the time of any tender launches.</p> <p>Social worker/Personal Adviser to monitor progress through care planning/pathway planning.</p>
<p><b>Marriage and civil partnership</b></p>	<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>Providers selected by any procurements will understand the need to support children and young people into the next phase of their life. Providers will also need to understand the range of support services in the city.</p>	<p>Strategic Commissioning – by the time of any tender launches.</p> <p>Social worker/Personal Adviser to monitor progress through care planning/pathway planning.</p>
<p><b>Pregnancy and maternity</b></p>	<p>Young people in care and care leavers will require support with a range of issues, including pregnancy for a small proportion prior to their 19th birthday.</p>	<p>No adverse impact</p>	<p>Providers selected by the procurements will understand the need to support young people into the next phase of their life.</p>	<p>Strategic Commissioning – by the time of any tender launches.</p> <p>Social worker/Personal Adviser to monitor progress</p>

			Providers will also need to understand the range of support services in the city to facilitate effective pathway planning.	through care planning/pathway planning.
<b>Race</b>	<p>The SSDA903 return to DfE showed that 92.8% of the Plymouth children in care population define themselves as White (as at 31/03/2021)</p> <p>Those identifying as White British or White English equated to 88.2% of the Plymouth children in care population. This figure excludes those identifying White Irish or White Other.</p>	No adverse impact	Ensure that the specification and service delivery reflect the full range of needs of the children and young people using the service so that this is well understood	<p>Strategic Commissioning – by the time of any tender launches.</p> <p>Social worker/Personal Adviser to monitor progress through care planning/pathway planning.</p>
<b>Religion or belief</b>	Young people in care may follow a range of religions or faiths. It is important that they are supported by placement providers to practice their beliefs and engage with religious and faith communities as they wish.	No adverse impact	Ensure that the specification and service delivery reflect the full range of needs of the children and young people using the service so that this is well understood.	<p>Strategic Commissioning – by the time of any tender launches.</p> <p>Social worker/Personal Adviser to monitor progress through care planning/pathway planning.</p>
<b>Sex</b>	50.2 per cent of our population are women and 49.8 per cent are men.	No adverse impact	Any procurement and engagement with the provider market will aim to increase the supply of suitable placements, offering greater choice in meeting the needs of all children and young people in care.	<p>Strategic Commissioning – by the time of any tender launches.</p> <p>Social worker/Personal Adviser to monitor progress through care planning/pathway planning.</p>
<b>Sexual orientation</b>	There are no official estimates for sexual orientation at a local level. There is no precise local data on sexual orientation in Plymouth.	No adverse impact	Providers selected by any procurements will understand the need to support children and young people into the next phase of their life. Providers will	<p>Strategic Commissioning – by the time of any tender launches.</p> <p>Social worker/Personal Adviser to monitor progress</p>

	<p>Data based on the ONS Annual Population Survey 2017 estimates, approximately 1.7 per cent of the UK population is lesbian, gay or bisexual (LGB).</p> <p>Young people in care and care leavers are likely to mirror the wider population, with a range of sexual orientation.</p>		<p>also need to understand the range of support services in the city.</p>	<p>through care planning/pathway planning.</p>
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#### 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>Not applicable</p>	<p>Not applicable</p>	<p>Not applicable</p>

#### SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
<p><b>Celebrate diversity and ensure that Plymouth is a welcoming city.</b></p>	<p>The proposals aim to ensure that Plymouth children and young people in care are safe, supported and feel welcomed in their home city, with care providers having a full understanding of their needs</p>	<p>Not applicable</p>	<p>Not applicable</p>
<p><b>Pay equality for women, and staff with disabilities in our workforce.</b></p>	<p>Not applicable</p>		

<p><b>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</b></p>	<p>Not applicable – relates to externally commissioned services</p>	<p>Not applicable</p>	<p>Not applicable</p>
<p><b>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</b></p>	<p>The proposals aim to ensure that Plymouth children and young people in care are safe, and supported by carers who understand the services available in the city and would encourage them to report any hate crimes they or others experience</p>	<p>Not applicable</p>	<p>Not applicable</p>
<p><b>Plymouth is a city where people from different backgrounds get along well.</b></p>	<p>The proposals aim to ensure that Plymouth children and young people in care are safe, supported and feel welcomed in their home city, with care providers having a full understanding of their needs, but also that children and young people understand their role as they grow older in helping Plymouth to be a tolerant and caring city</p>	<p>Not applicable</p>	<p>Not applicable</p>