



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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Delegated Decisions

Delegated Executive/Officer Decisions

Delegated Executive and Officer decisions are published every 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>

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

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

The decision detailed below may be implemented immediately.

Delegated Decisions

I. Council Officer Decision - Anthony Payne, Strategic Director for Place:

- I.1. Contact Award: Derriford Community Park Phase 4 – Hayloft Renovations **(Pages 1 - 22)**

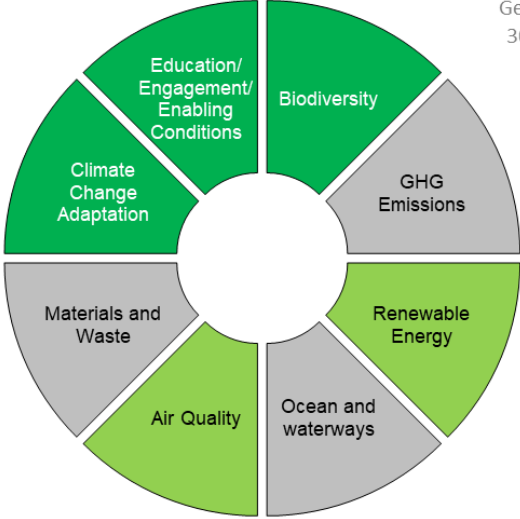
EXECUTIVE DECISION

made by a Council Officer

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

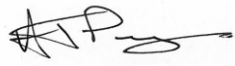
Executive Decision Reference Number – COD50 22/23

Decision				
1	Title of decision: Contact Award: Derriford Community Park Phase 4 – Hayloft Renovations			
2	Decision maker: Anthony Payne, Strategic Director for Place			
3	Report author and contact details: Chris Avent, Green Estate Manager E: Chris.avent@plymouth.gov.uk			
4a	Decision to be taken: Authorise Contract Award to TEC Construction Ltd. as set out in Contract Award Report to the value of £201,572.25			
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: L57 17/18			
5	Reasons for decision: Delivery of Derriford Community Park is a policy objective under the Joint Local Plan (PLY041) and PCC have secured funding through the Urban Innovation Action (UIA) fund to progress work on renovating one of the existing farm buildings at Poole Farm. This will enable work towards fulfilling the Masterplan for the site to progress.			
6	Alternative options considered and rejected: Do nothing, do not utilise the UIA and S106 funds to progress delivery.			
7	Financial implications and risks: <u>Expenditure</u> Contract award value = £201,572.25 <u>Income - Grant funding secured</u> UIA fund (Capital) 2023/2024 = £158,950.30 S106 funding (on existing capital programme) = £42,621.95 The risk that the award presents is low as all funding is secured and provides for all capital items against the scope of the contract.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			x	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			x	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of

			<p>£1 million</p> <p>x</p> <p>is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.</p>
<p>8b</p>	<p>If yes, date of publication of the notice in the Forward Plan of Key Decisions</p>	<p>n/a</p>	
<p>9</p>	<p>Please specify how this decision is linked to the Council’s corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</p>	<p>Corporate Plan</p> <ul style="list-style-type: none"> A green, sustainable city that cares about the environment <p>Joint Local Plan</p> <ul style="list-style-type: none"> PLY04I Derriford Community Park <p>Plymouth Plan</p> <ul style="list-style-type: none"> SOI – Delivering a healthy city HEA7 - Optimising the health and wellbeing benefits of the natural environment 	
<p>10</p>	<p>Please specify any direct environmental implications of the decision (carbon impact)</p>	<p>This programme of works aligns with and supports the delivery of the Plymouth Net Zero Action Plan by delivering a programme of works that will enable communities to engage and learn about; Climate change Adaptation, Education/Engagement/Enabling conditions, Biodiversity and Ocean and Waterways. All these elements are PCC commitments to being a carbon neutral organisation by 2030.</p> <p>Climate Wheel</p>  <p>Generated 30/03/23 v0.1</p> <p>PCC has committed to being a carbon neutral organisation by 2030 (6 years and 9 months away).</p>	

Urgent decisions			
I 1	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes	(If yes, please contact Democratic Support for advice)
		No	x (If no, go to section I 3a)
I 2a	Reason for urgency:		
I 2b	Scrutiny Chair signature:		Date
	Scrutiny Committee name:		
	Print Name:		
Consultation			
I 3a	Are any other Cabinet members' portfolios affected by the decision?	Yes	
		No	x (If no go to section I 4)
I 3b	Which other Cabinet member's portfolio is affected by the decision?		
I 3c	Date Cabinet member consulted		
I 4	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes	If yes, please discuss with the Monitoring Officer
		No	x
I 5	Which Corporate Management Team member has been consulted?	Name	Anthony Payne
		Job title	Strategic Director for Place
		Date consulted	29 March 2023
Sign-off			
I 6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS137 22/23
		Finance (mandatory)	DJN.23.24.01
		Legal (mandatory)	MS/00001406/30.03 .23
		Human Resources (if applicable)	N/A

		Corporate property	S2044.DW.20230 405						
		Procurement (if applicable)	SN/PS/677/ED/0323						
Appendices									
17	Ref.	Title of appendix							
	A	Briefing report for publication – <i>Contract Award Report – 230329 DCP_Hayloft_Contract Award Report_Part I</i>							
	B	Equalities Impact Assessment 230403 DCP_Hayloft_EqIA JG (2021 census version)							
Confidential/exempt information									
18a	Do you need to include any confidential/exempt information?		Yes	<input checked="" type="checkbox"/>	If yes, prepare a second, confidential ("Part II") briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.				
			No	<input type="checkbox"/>					
			Exemption Paragraph Number						
			1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:				<input checked="" type="checkbox"/>				
	230329 DCP Hayloft_Contract Award Report_Part2								
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
Council Officer Signature									
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act (2010) and those who do not. For further details please see the EIA attached.								

Signature		Date of decision	30 March 2023
Print Name	Anthony Payne		

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PROCUREMENT GATEWAY 3 - CONTRACT AWARD REPORT - PART I

Hayloft Renovations at Poole Farm



- 1. INTRODUCTION**
- 2. BACKGROUND**
- 3. PROCUREMENT PROCESS**
- 4. TENDER EVALUATION CRITERIA**
- 5. SUMMARY OF EVALUATION**
- 6. FINANCIAL IMPLICATIONS**
- 7. RECOMMENDATIONS**
- 8. APPROVAL**

I. INTRODUCTION

This contract award report is in relation to the procurement of Hayloft Renovations at Poole Farm. The scope of the requirement includes:

- 1) Stripping out the existing Hayloft and demolishing the lean-to store
- 2) Remove the existing 1st floor structure and insert new steel bracing works
- 3) Construction of a new rear lean-to as a WC block with a ramped entrance
- 4) Renovations to the Hayloft's roof and fascias. Minor repairs to external stone walls
- 5) New windows and doors
- 6) Providing a level internal floor and minor internal wall and floor finishes
- 7) Kitchenette with worktop
- 8) New surface and foul water drainage connection. New water and electrical connections.
- 9) New small power, data, general and 'feature' lighting and lift safety systems
- 10) Invertebrate box/ bee bricks/ bat boxes/ swift nests and sparrow ledge

The duration of the Contract is for 1st May 2023 to 28th July 2023. (Subject to project completion)

2. BACKGROUND

Delivery of Derriford Community Park is a policy objective under the Joint Local Plan (PLY041) and PCC have secured funding through the Urban Innovation Action (UIA) fund to progress work on renovating one of the existing farm buildings – the hayloft - at Poole Farm.

The hayloft is currently unusable so renovating and bringing it back into being an active building enables work towards fulfilling the Masterplan for the site to progress.

3. PROCUREMENT PROCESS

A competitive procurement was run following the 'Request for Quotation' procedure, in line with the Council's Contract Standing Orders in 'Key Thresholds Table 1 – Quotation and Tendering Thresholds'. This is a one stage process incorporating both suitability assessment and contract award criteria. The opportunity was issued via Supplying the South West.

4. TENDER EVALUATION CRITERIA

Suitability (Schedule 1)

All suitability questions will be evaluated on a PASS/FAIL basis. Each schedule/section/question will clearly indicate what response constitutes as PASS and what response constitutes as FAIL. In the event of the Supplier being awarded a 'fail' on any of the criteria, the remainder of your Quotation will not be evaluated and you will be eliminated from the process. Your company will be disqualified if you do not submit these completed questions.

Wherever possible the Council is permitting Tenderers to self-certify they meet the minimum PASS/FAIL requirements without the need to attached evidence or supporting information. However where the Council regards the review of certain evidence and supporting information, as critical to the success of the procurement this will be specifically requested.

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

Where Supplier are permitted to self-certify, evidence will be sought from the successful Supplier at contract award stage. Please note the successful Supplier must be able to provide all evidence to the satisfaction of the Council at contract award stage within a reasonable period, if the successful Supplier is unable to provide this information the Council reserves the right to award the contract to the next highest scoring Supplier.

Part 2 – Award

Pricing (Schedule 2)

Suppliers passing all the pass/fail criteria in part I will have their Tender evaluated by the Council to determine the most economically advantageous Tender based on price criteria only.

The high level award criteria is therefore as follows:

Criteria	Weighting
Price	100%
TOTAL	100%

Evaluation made against comparison of Tenderers' Total Tender Sum

The Tenderers Total Tender Sum will be evaluated using the scoring system below:

$$\left(\frac{\text{Lowest Total Tender Sum}}{\text{Tenderer's Total Tender Sum}} \right) \times 100\% = \text{Weighted score}$$

5. SUMMARY OF EVALUATION

The procurement documentation was issued electronically via Supplying the South West on 13th February 2023, with a tender submission date of 19th March 2023. Submissions was received from 5 suppliers.

The tender submissions were independently evaluated by a Council Officer and two external Consultants all of whom have the appropriate skills and experience, in order to ensure transparency and robustness in the process.

Suitability

The pass/fail evaluation were undertaken by the Procurement Services Function. The minimum pass/fail suitability questions were evaluated by the evaluation panel. The results are contained in the confidential paper.

Price

Price clarifications were evaluated by the Consultant and managed through The Supplying the South West Portal. The financial scores are contained in the confidential paper.

6. FINANCIAL IMPLICATIONS

Financial provision has been made for this contract within the project budget. Details of the contractual pricing are £201,572.25. Details of further financial information is contained within Part 2 paper.'


7. RECOMMENDATIONS


It is recommended that a contract be awarded to TEC Construction Ltd on **JCT Minor Works Building Contract with contractor's design 2016** Terms & Conditions.

This award will be provisional and subject to the receipt from the highest scoring supplier of the satisfactory self-certification documents detailed in the suitability assessment questionnaire.

8. APPROVAL

Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)	
Name:	Chris Avent
Job Title:	Green Estate Manager
Additional Comments (Optional):	
Signature:	
Date:	29/03/2023
Head of Service / Service Director [Signature provides authorisation to this award report and award of Contract]	
Name:	Anthony Payne
Job Title:	Strategic Director for Place

Additional Comments (Optional):			
Signature:		Date:	30 March 2023

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

Document is Restricted

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EQUALITY IMPACT ASSESSMENT – [DERRIFORD COMMUNITY PARK – THE OLD HAYLOFT RENOVATION]

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): This is the person completing the EIA template.	Chris Avent and Jerry Griffiths	Department and service:	Environmental Planning	Date of assessment:	03/04/2023
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Anthony Payne	Signature:		Approval date:	30 March 2023
Overview:	<p>Delivery of Derriford Community Park is a policy objective under the Joint Local Plan (PLY041) and PCC have secured funding through the Urban Innovation Action (UIA) fund to progress work on renovating one of the existing farm buildings – the Hayloft - at Poole Farm.</p> <p>This will enable work towards fulfilling the Masterplan for the site to progress and provide a valuable community asset.</p>				
Decision required:	Approval of Contract Award for renovations to the Hayloft building at Poole Farm				

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

Potential external impacts: Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	Yes		No	x
Potential internal impacts: Does the proposal have the potential to negatively impact Plymouth City Council employees?	Yes		No	x

Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)	Yes		No	x
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	There is no negative impact to service users, communities or residents with protected characteristics, nor any PCC employees, the project is open to all, and delivery of the Derriford Community Park will contribute to the health and wellbeing of residents and communities across Plymouth			

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
Age	Plymouth <ul style="list-style-type: none"> 16.4 per cent of people in Plymouth are children aged under 15. 65.1 per cent are adults aged 15 to 64. 18.5 percent are adults aged 65 and over. 2.4 percent of the resident population are 85 and over. South West <ul style="list-style-type: none"> 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64. 22.3 per cent are aged 65 and over. 	n/a		

	<p>England</p> <ul style="list-style-type: none"> • 17.4 per cent of people are aged 0 to 14. • 64.2 per cent of people are aged 15 to 64. • 18.4 per cent of people are aged 65 and over. <p>(2021 Census)</p>			
Disability	<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>	n/a		
Gender reassignment	<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>	n/a		
Marriage and civil partnership	<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>	n/a		

Pregnancy and maternity	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.	n/a		
Race	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) 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) 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).	n/a		
Religion or belief	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).	n/a		
Sex	51 per cent of our population are women and 49 per cent are men (2021 Census).	n/a		
Sexual orientation	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	n/a		

	residents describe their sexual orientation using a different term (2021 Census).			
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SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	n/a		

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
Celebrate diversity and ensure that Plymouth is a welcoming city.	n/a		
Pay equality for women, and staff with disabilities in our workforce.	n/a		
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024	n/a		
Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.	n/a		
Plymouth is a city where people from different backgrounds get along well.	n/a		

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