

**Oversight and Governance**

Chief Executive's Department

Plymouth City Council

Ballard House

Plymouth PL1 3BJ

T 01752 305155

[www.plymouth.gov.uk/democracy](http://www.plymouth.gov.uk/democracy)

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## Delegated Decisions

### Delegated Executive/Officer Decisions

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

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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>

## **Delegated Decisions**

### **1. Councillor Mark Shayer, Acting Leader:**

1.1. Urgent Key Decision - Household Support Fund Round 4 **(Pages 1 - 16)**

### **2. Council Officer Decision - Anthony Payne, Strategic Director for Place:**

2.1. Contract Award: Derriford Community Park – Seaton Valley Path additional works and wildlife enclosure works **(Pages 17 - 48)**

# URGENT EXECUTIVE DECISION

made by a **Cabinet Member**



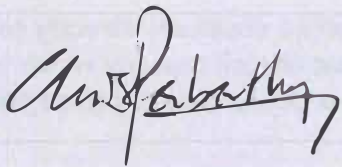
## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – SPHC04 22/23

Decision				
1	<b>Title of decision:</b> Household Support Fund Round 4			
2	<b>Decision maker:</b> Councillor Mark Shayer, Deputy Leader (acting leader)			
3	<b>Report author and contact details:</b> Rachel Silcock, Community Empowerment Operational Lead, 01752 307176			
4	<b>Decision to be taken:</b> To approve the distribution of Household Support Fund monies through the proposed Framework for Round 4			
5	<b>Reasons for decision:</b> Funding from central government for the Household Support Fund (HSF) round 4 was confirmed to extend support for vulnerable households during the period 2023/24. This is a full year's funding with slightly extended criteria. This funding round has been publicised to start from April 1 <sup>st</sup> 2023 to March 31 <sup>st</sup> 2024. The previous round of funding ended on 30 <sup>st</sup> March 2023. The DWP require a delivery plan to be submitted by the 17 <sup>th</sup> May 2023. A decision now needs to be approved for the new grant to allow the delivery plan to be submitted on time.			
6	<b>Alternative options considered and rejected:</b> <b>Option 1: Do Nothing</b> This is not an option as the Council has been awarded grant funding to support vulnerable households during the winter. To not use or accept this funding would be to the detriment of Plymouth households at a time of rising energy costs. <b>Option 2: Provide cash payments or post office vouchers directly to claimants</b> This option would require a significant amount of staff capacity which wouldn't be in place in time to deliver the funding. Additionally, the procurement of pre-payment cards would incur service charges.			
7	<b>Financial implications:</b> The funding for this contract is provided by the Department for Work and Pensions. The total grant for the Council is £4,589,594, to cover the period of 2023/24.			
8	<b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)	<b>Yes</b>  <input type="checkbox"/>	<b>No</b>  <input checked="" type="checkbox"/>	<b>Per the Constitution, a key decision is one which:</b>  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>excess of <b>£3million</b> in total</p> <p>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></p> <p>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>
	<p>If yes, date of publication of the notice in the <b>Forward Plan of Key Decisions</b></p>	<p>The Monitoring Officer has confirmed that this can be considered to be an Urgent Key Decision, due to the need to submit the delivery plan to the DWP by the 17<sup>th</sup> May. As central government funding was not announced until the 20<sup>th</sup> February, it has not been practicable to include the decision in the Forward Plan.</p>
9	<p>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</p>	<p>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	<p>Please specify any direct environmental implications of the decision (carbon impact)</p>	<p>None</p>


#### Urgent decisions

11	<p>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</p>	<p>Yes</p>	<p>✓</p>	<p>(If yes, please contact Democratic Support (<a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a>) for advice)</p>
		<p>No</p>		<p>(If no, go to section 13a)</p>
12a	<p><b>Reason for urgency:</b></p> <p>This decision is urgent because of the late confirmation of funding by the Government (20 February 2023). There is an urgent need to approve and submit a delivery plan for the funding to the DWP by the 17 May 2023 and to ensure that comms are in place for the general public who are anticipating this funding being available.</p>			
12b	<p>Scrutiny Chair Signature:</p>		<p>Date</p>	<p>27<sup>th</sup> APRIL 2023</p>
	<p>Scrutiny Committee name:</p>	<p>PERFORMANCE, FINANCE &amp; CUSTOMER EXPERIENCE</p>		
	<p>Print Name:</p>	<p>CHRIS PENBERTHY</p>		

#### Consultation

13a	<p>Are any other Cabinet members' portfolios affected by the decision?</p>	<p>Yes</p>		
				<p>(If no go to section 14)</p>

	<b>portfolio is affected by the decision?</b>	Councillor Rebecca Smith						
<b>I3c</b>	<b>Date Cabinet member consulted</b>	27/04/2023						
<b>I4</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>I5</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Ruth Harrell					
		<b>Job title</b>	Director of Public Health					
		<b>Date consulted</b>	20 February 2023					
<b>Sign-off</b>								
<b>I6</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS145 22/23					
		<b>Finance (mandatory)</b>	pl.23.24.11.					
		<b>Legal (mandatory)</b>	LS/00001312/AC/26/4/23					
		<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>I7</b>	<b>Ref.</b>	<b>Title of appendix</b>						
	A	Plymouth Project Plan HSF 4 (2023-24) - Final						
	B	FINAL Household Support Fund (2023-2024) Delivery Plan Template - Plymouth						
<b>Confidential/exempt information</b>								
<b>I8a</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>I8b</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>	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							
<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>	<p>I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.</p>							
<b>Signature</b>				<b>Date of decision</b>		28 April 2023		
<b>Print Name</b>		Councillor Mark Shayer (Deputy Leader)						

# Statement of grant usage, Household Support Fund (4). April 2023 to March 2024



## Statement of grant usage - Household Support fund (4) April 2023 to March 2024

### 1. Background

Following the Chancellor's Autumn Budget Statement, it was announced that there will be a fourth round of the Household Support Fund to cover the period from April 2023 to March 2024, with a further £1 billion (£842m for England) being released to councils, to support those most in need with the cost of food, energy and water bills, phone, broadband and clothing and in exceptional cases, housing costs. This funding is for a whole year as opposed to previous versions which have been for six months only.

This funding to councils on behalf of the Department for Work and Pensions (DWP) is made under section 31 of the Local Government Act 2003, who will administer the scheme and provide direct assistance to vulnerable households and families with children particularly affected by the increase in the cost of living.

### 2. Period Covered

This further extension to the Household Support Fund will enable Plymouth City Council to provide support to vulnerable households and individuals from April 2023 to 30 March 2024.

### 3. Household Support Fund

#### 3.1 Funding available

Plymouth City Council will receive a grant of £4,589,594 in arrears and based on four management information (MI) returns in; July 2023, October 2023, January 2024 and April 2024 and the amounts committed at the point of their return.

#### 3.2 Types of Support (DWP summary of expectations)

- Can be used to assist households with the costs of;
  - ENERGY - gas/electricity,
  - FOOD - water, food,
  - ESSENTIALS - phone/broadband, essential household items (e.g. white goods, beds/bedding, clothing, baby/sanitary products) and housing costs (in exceptional circumstance) and advice.
- Monies are no longer ringfenced to any proportion of funding for any particular cohort of people.
- The fund can be used to provide supplementary advice services to award recipients, including debt and benefit advice, but should not be the primary function.
- Consider those groups who may not have benefitted from any of the recent cost of living support.
- No application is needed if households requiring assistance can be determined in advance.
- Every local authority must, at least in part, have an application basis grant provision i.e. residents should have the opportunity to come forward to ask for support
- Individuals, regardless of their immigration status are eligible to ensure a basic safety net of support
- Cannot be used for advice or mortgage related costs.
- The scheme must also be adequately advertised.

### 3.2.1 Types of Support (detail)

- Energy and water: The Fund should primarily be used to support energy bills for any form of fuel that is used for the purpose of domestic heating, cooking, or lighting, including oil or portable gas cylinders. It can also be used to support water bills including for drinking, washing, cooking, as well as for sanitary purposes and sewerage.
- Food: The Fund can be used to provide support with food, whether in kind or through vouchers or cash.
- Essentials linked to energy and water: The Fund can be used to provide support with essentials linked to energy and water (for example warm clothing, blankets, the purchase of equipment such as fridges, freezers, ovens, slow cookers), in recognition that a range of costs may arise which directly affect a household's ability to afford or access energy, food and water. In particular, it is encouraged considering supporting households on low incomes to repair or replace white goods and appliances with more energy efficient ones, or to invest in simple energy efficiency measures which will pay back quickly, such as insulating a hot water tank, fitting draft excluders to a front door, or replacing inefficient lightbulbs or white goods. The intention of this is to provide sustainable support which could result in both immediate and long-lasting savings for the household.
- Wider essentials. The Fund can be used to support wider essential needs not linked to energy and water. These may include, but are not limited to, support with other bills including broadband or phone bills, clothing, period and hygiene products, essential transport-related costs such as repairing a car, buying a bicycle, or paying for fuel. This list is not exhaustive.
  - Advice services. The Fund may be used to provide supplementary advice services to award recipients, including debt and benefit advice, where appropriate. The primary intention of The Fund is to provide crisis support for households, and it is expected any advice services to complement this. It is not expected that a large portion of funding to be spent on advice services. There needs to be a connection between the funding provided for advice services and the practical support provided under HSF. We anticipate that a significant proportion of this will be through signposting to existing advice services funded through other routes, such as the Help to Claim scheme which supports those making a claim to Universal Credit.
  - Housing costs. The Fund can be used to support housing costs. However, where eligible, ongoing housing support for rent must be provided through the Housing cost element of UC and HB rather than The Fund. In addition, eligibility for DHPs must first be considered before housing support is offered through The Fund. The Authority must also first consider whether the claimant is at statutory risk of homelessness and therefore owed a duty of support through the Homelessness Prevention Grant (HPG). It is expected that the focus of support should be on bills and that support for housing costs should only be given where existing housing support schemes do not meet need. Beyond this, Authorities have discretion to determine the most appropriate Fund for their area, based on their understanding of local need and with due regard to equality considerations.
    - Households in receipt of HB, UC, or DHPs can still receive housing cost support through The Fund if it is deemed necessary by their Authority. However, The Fund should not be used to provide housing support on an ongoing basis or to support unsustainable tenancies.
    - Individuals in receipt of some other form of housing support could still qualify for the other elements of The Fund, such as food, energy, water, essentials linked to energy and water and wider essentials.
    - The Fund cannot be used to provide mortgage support, though homeowners could still qualify for the other elements of The Fund (such as energy, food, water, essentials linked to energy and water and wider essentials). Where a homeowner is

having difficulty with their mortgage payments, they should contact their lender as soon as possible to discuss their circumstances as lenders will have a set procedure to assist. Those who are in receipt of or treated as receiving a qualifying benefit could be entitled to [Support for Mortgage Interest](#).

- The Fund can exceptionally and in genuine emergency be used to provide support for historic rent arrears built up prior to an existing benefit claim for households already in receipt of UC and HB. This is because these arrears are excluded from the criteria for DHPs. However, support with rent arrears is not the primary intent of the fund and should not be the focus of spend.

### 3.3 DWP Eligibility Criteria suggestions (Summary)

- ❖ Households with at least one child under 18 who resides in the property on a permanent basis
- ❖ Households on low incomes who are not able to receive/ eligible for cost of living payments;
- ❖ Families with children on low incomes, including single parent households
- ❖ Single adults on low incomes, in particular those living in private rented/ HMOs
- ❖ People with physical disabilities and serious health/mental illness on low incomes
- ❖ Households where someone has reached pension age
- ❖ Households with an unpaid carer
- ❖ Households with an care leaver
- ❖ People at risk of homelessness or in temporary accommodation
- ❖ Households who are eligible for children's Free School Meals
- ❖ Households with very vulnerable families (Children's Social Care, Refugee organisations, Young Parents service)
- ❖ Single homeless and private sector tenant support service

### 3.4 Implementation of fund

***It is important to note that this fund can be used to support groups who are vulnerable to rising prices even though they are supported through existing schemes – Cost of Living Payments included. (DWP Guidance pg 2) Support is not restricted only to vulnerable households in receipt of benefits (DWP Guidancepg4)***

- Can be used for existing schemes and other support which deliver the same outcomes and where the need is greatest, but need to be mindful of possible funding overlaps
- Can be provided in cash, vouchers and/or advise.
- Distribution of grants can be made using the voluntary/third sector.
- A proportion of the funds can be used for administration; however these costs should be kept to a minimum, in order to maximise the overarching funds available to support our most vulnerable citizens. Due to the approach being adopted in the deployment of these funds, the administration cost is expected to be in the region of £145,000 (3% of total funding)

### 3.5 Reporting structure

All public authorities must comply with the Public Sector Equality Duty and MI is required to be kept and maintained by the relevant organisations and provided to the Council to report on delivery of agreed objectives and actual spend.

### 3.6 Receipt of funds

The grant will be paid in arrears and based on MI quarterly returns. Payment will be made in arrears after each interim MI returns and the final MI return at the end of April 2024.

### 3.7 What the Household Support fund it NOT

The Household support fund should not be confused with the Governments **“Cost of Living Payments.”**

The Cost of living payment is three payments totalling up to £900 for those eligible and on means-tested benefits, such as Universal Credit or Pension Credit, in 2023/24. This follows the £650 Cost of Living Payment made to over eight million people in 2022. There will also be further payments worth £150 for eligible disabled people and £300 for pensioners due later this year, meaning the most vulnerable can receive up to £1,350 in direct payments. The £301 payment will be sent out automatically and directly to recipients, meaning those eligible do not need to apply or do anything to receive it. The payment reference for bank accounts will be DWP COLP, along with the claimant's National Insurance number.

### 4. Grant Usage - The Household Support Fund will be used to support the following PLYMOUTH Households/Individuals most in need:

- i. People who are entitled to but not claiming qualifying benefits
- ii. People who are claiming Housing Benefit (HB) only and people who begin a claim or return to payment of a benefit after the relevant qualifying date
- iii. Large families or single-income families with children of all ages- Particularly those entitled to Free School Meals
- iv. Low income families – also including single people
- v. Pensioners,
- vi. Unpaid carers,
- vii. Care leavers
- viii. Disabled People with physical disabilities and or serious health/mental illness on low incomes people especially those where the illness and disability is causing people to experience financial difficulties and advice is required.
- ix. People with No Resource to Public Funds

### 5. PLYMOUTH criteria - Households/Individuals

- Households with 'Gross income of less than £30,000.00 per annum; or less than £20,000.00 per annum once annual housing costs have been deducted' Annual housing costs will itemised as the 2 x following financial liabilities: total cost of annual mortgage or rent and total cost of annual council tax.
- Household with essential medical device in the home, or medicine that needs refrigeration
- Household with physical disabilities and or serious health/mental illness in need of financial support and advice
- Lone parent household with child under 19 in the home
- Single person households with or without children
- Households with Care Leavers and Foster Carers
- Households with an unpaid Carer in the household
- Households at risk of fuel poverty. ie - unable to afford their ongoing energy bills due to high need for energy and / or low income
- Households at risk of food poverty. ie - unable to afford their ongoing food bills
- Unable to self-refer to Citizen's Advice Plymouth's HSF scheme independently
- Families entitled to Free School Meals
- Have savings less than £10,000

### 6. Priority will be given to Plymouth Household/People who:

- 1) Have not benefited from previous Household support grants
- 2) Are entitled to but not claiming benefits
- 3) Are Low income Households/people that demonstrate that they are at risk of fuel or food poverty.
- 4) Temp accommodation

**Grant Usage – Summary of Criteria**

The table below shows the proposed criteria for each Household/Individual.

<b>Award</b>	<b>Criteria</b>
i. Focus on people who are entitled to but not claiming qualifying benefits, particularly those who may not be eligible for the other support government has recently made available but who are nevertheless in need and who require crisis support	Plymouth households who meet the criteria for qualifying benefits. Households must also demonstrate that they are at risk of fuel or food poverty. Household should be Low income households (Less than £30K per year) and in need, with children of all ages, pensioners, unpaid carers, care leavers, and people with disabilities.
ii. Target people who are claiming Housing Benefit (HB) only and people who begin a claim or return to payment of a benefit after the relevant qualifying date.	Plymouth households who are currently entitled to and claiming Housing Benefit ONLY. Must have started and application or be in receipt of Housing Benefit on the 1 <sup>st</sup> April 2023, and not be in receipt of any other related benefit.
iii. Large families or single-income families, with children of all ages (under 19) Particularly those entitled to Free School Meals (All Plymouth residents who are entitled to and are currently claiming Free School Meals for a Child or Children).	Households must demonstrate that they are at risk of fuel or food poverty. Be low income households (Less than £30K pa) in need, including families with children of all ages, pensioners, unpaid carers, care leavers, and people with disabilities. Targeted support for 2 to 16+ who receive Free School Meals and/or Pupil Premium over all school holidays within the financial year 2023/24
iv. low income households in need also including single people	Households must demonstrate that they are at risk of fuel or food poverty. Be low income households (Less than £30K pa) in need
v. Pensioners Additional need above DHP CTS Pensioner Additional Support	All Plymouth residents of pensionable age who are entitled to or are currently claiming Pension Credit, Council Tax Support
vi. Unpaid carers – people with caring duties -	All Plymouth Residents who are known unpaid carers in 2023/34
vii. Care Leavers and Foster Children payments	All Children on Plymouth City Council's Social Care system who are currently care leavers or in Foster care.
viii. Support for disabled households	To provide emergency support to : <ul style="list-style-type: none"> <li>Disabled people.</li> </ul> Households must demonstrate that they are at risk of fuel or food poverty to enable people to manage their conditions, remain independent and avoid becoming socially isolated. For example, some disabled people may have increased utility bills due to the usage of equipment, aids or adaptations associated with their disability. They may also have additional heating, water or transport costs
ix. Targeted support to assist those with No Resource to Public Funds (including Syrian/ Afghanistan Refugees and Asylum Seekers households known directly to PCC).	People identified as having no resource to Public Funds

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### Guidance for completing the Delivery Plan for Household Support Fund 4

Before completing this template, please refer to the 'Delivery Plan reporting requirements' section of the detailed guidance document.

Please ensure you complete the following tabs:

- 1 - Governance
- 2 - Anticipated Spend
- 3 - Anticipated Volumes
- 4 - Anticipated No of Households
- 5 - Planned Activities

The delivery plan should cover the anticipated value of grants for vulnerable households.

**You need to return the delivery plan by 17 May 2023.**

When submitting your delivery plan to DWP; please attach and name the excel spreadsheet as follows -

Filename: HSF4DP\_RRR\_MMY (where RRR is your LA code and date of return is in MMY format) for example Brighton & Hove Unitary Authority's May 2023 return would be labelled **HSF4DP\_007\_0523.xlsx**.

Send the completed delivery plan, **including the name of your LA in the subject line** to the DWP to:

[lawelfare.pdt@dwp.gov.uk](mailto:lawelfare.pdt@dwp.gov.uk)

Your delivery plan must include your Cabinet Member's name and email address. The aim of this process is to provide assurance the delivery plan is accurate. **We also require you to copy the email of your Cabinet Member into the email sent to DWP when you return the delivery plan.**

Reasonable administration costs are funded as part of the grant.

### Traffic Light Guidance System

The Traffic Light Guidance System is used throughout the delivery plan to help inform the user and the Cabinet Member of any outstanding required inputs.

The green circle with a white tick indicates that the adjacent table is compliant:



The red circle with a white cross indicates that the adjacent table is non-compliant:



## HSF4 Delivery plan



## 1) LA details

Local authority	LA code	Has the return been completed in full?
Plymouth UA	#NAME?	

## Notes

To complete the Governance tab, please ensure to:  
a) choose your Local Authority name in Table 1  
b) enter the return date in Table 2 (dd/mm/yyyy)  
c) complete all cells in Table 3

A summary and explanation of the traffic light system is included below and in the guidance tab. It details how the system is applied throughout the template.

When a green circle with a white tick appears next to Tables 1 to 3, the tables are compliant.

When a green circle with a white tick appears in Table 1 'Has the return been completed in full?', the delivery plan is compliant and ready for submission.

## 2) Reporting period

Reporting period	Report type	Return date (dd/mm/yyyy)
01/04/2023 - 31/03/2024	Delivery Plan	16/05/2023

## 3) Governance

Cabinet Member (name)	Cabinet Member's email	Is the Cabinet Member copied into the return email? (dropdown)	Section 151 Officer (name)	Section 151 Officer's email	Is the Section 151 Officer/CFO copied into the return email?
Cllr Rebecca Smith	<a href="mailto:Rebecca.Smith@Plymouth.gov.uk">Rebecca.Smith@Plymouth.gov.uk</a>	Yes	David Northey	<a href="mailto:David.Northey@Plymouth.gov.uk">David.Northey@Plymouth.gov.uk</a>	Yes

## 4) Totals

Anticipated spend for vulnerable households (£)	Anticipated admin costs (£)	Anticipated total LA spend (£)	Allocation (£)	Percentage of allocation accounted for in delivery plan (%)
£ 4,589,594.00	£ 145,000.00	£ 4,734,594.00	#NAME?	

## Traffic Light Guidance System

The traffic light guidance system is used throughout this workbook to help inform the user, Cabinet Member and Section 151 officer of any outstanding required inputs. The icons can be found next to each table.

The green circle with a white tick indicates that the adjacent table is compliant:



The red circle with a white cross indicates that the adjacent table is non-compliant:



## For LA-PED use only:

Governance	
Spend	
Volumes	
Households helped	
Planned activities	

End

01/04/2023 - 30/06/2023  
01/04/2023 - 30/09/2023  
01/04/2023 - 31/12/2023  
01/04/2023 - 31/03/2024

HSF4 Anticipated spend

Notes

The totals cells which autopopulate have been greyed out and locked for editing. Please only input into the green cells.

The totals in the autopopulated cells of tables 6 to 9 must be the same for the return to be compliant.

Please input values in full (e.g. 120,000.00) to enable us to process the return accordingly. Only numbers (eg 123.00) can be entered into each cell. If any other format is inputted an error message will appear.

The traffic light system will help you ensure the template is completed in full. For the return to be compliant, all traffic lights must be green with a white tick.

If there is no anticipated spend to report, in order to enable the green light with white tick next to each table, the cells should still be completed with 0 (zero as a numerical value rather than typing out 'NIL', for example). This will help us process the return promptly for you.

Has the spend tab been completed correctly? - the traffic light will turn green with a white tick once Tables 5 to 9 are compliant.

The acronym FSM used in the tables below refers to Free School Meals.

5) Anticipated admin spend

Admin spend

£145,000.00

Traffic light check

Has the anticipated spend tab been completed correctly?

6) Anticipated spend (£) split by household composition

Households with children (£)	Households with pensioners (£)	Households with a disabled person (£)	Other households (£)	Anticipated total spend (by household composition) (£)
£2,791,954.00	£286,155.00	£648,191.00	£863,294.00	£4,589,594.00

7) Anticipated spend (£) split by category

Food (excluding FSM support in the holidays) (£)	FSM support in the holidays (£)	Energy and water (£)	Essentials linked to energy and water (£)	Wider essentials (£)	Housing costs (£)	Advice services (£)	Anticipated total spend (by category) (£)
£357,594.00	£1,716,000.00	£1,629,753.00	£294,800.00	£124,514.00	£155,644.00	£311,289.00	£4,589,594.00

8) Anticipated spend (£) split by types of support

Vouchers (£)	Cash awards (£)	Third party organisations (£)	Tangible items (£)	Other (£)	Anticipated total spend (by types of support) (£)
£3,620,000.00	£245,002.00	£319,998.00	£404,594.00	-	£4,589,594.00

9) Anticipated spend (£) split by access routes

Application-based support (£)	Proactive support (£)	Other (£)	Anticipated total spend (by access routes) (£)
£934,594.00	£3,655,000.00		£4,589,594.00

End

HSF4 Anticipated volumes

Notes  
The totals cells which autopopulate have been greyed out and locked for editing. Please only input into the blue cells.  
  
Please only input whole numbers. If any other format is inputted an error message will appear.  
  
The traffic light system will help you ensure the template is completed in full. For the return to be compliant, all traffic lights must be green with a white tick.  
  
If there are no anticipated volumes to report, in order to enable the green light with white tick next to each table, the cells should still be completed with 0 (zero as a numerical value rather than typing out 'NIL', for example).  
  
The acronym FSM used in the tables below refers to Free School Meals.

10) Anticipated volume of awards split by household composition

Households with children	Households with pensioners	Households with a disabled person	Other households	Anticipated total volume of awards (by household composition)
44681	3590	7181	10867	66319

11) Anticipated volume of awards split by category

Food (excluding FSM support in the holidays)	FSM support in the holidays	Energy and water	Essentials linked to energy and water	Wider essentials	Housing costs	Advice services	Anticipated total volume of awards (by category)
6468	36800	13352	3362	1334	1667	3336	66319

12) Anticipated volume of awards split by types of support

Vouchers	Cash awards	Third party organisations	Tangible items	Other	Anticipated total volume of awards (by types of support)
41541	1188	22306	1284	0	66319

13) Anticipated volume of awards split by access routes

Application-based support	Proactive support	Other support	Anticipated total volume of awards (by access routes)
16692	49627	0	66319

End

HSF4 Anticipated number of households helped

Notes

The totals cells which autopopulate have been greyed out and locked for editing. Please only input into the blue cells.

Please only input whole numbers. If any other format is inputted an error message will appear.

The traffic light system will help you ensure the template is completed in full. For the return to be compliant, all traffic lights must be green with a white tick.

If there are no anticipated numbers to report, in order to enable the green light with white tick next to each table, the cells should still be completed with 0 (zero as a numerical value rather than typing out 'NIL', for example).

The acronym FSM used in the tables below refers to Free School Meals.

14) Anticipated number of households helped split by household composition

Households with children	Households with pensioners	Households with a disabled person	Other households	Anticipated total number of vulnerable households helped (by household composition)
16192	3101	6202	9398	34893

15) Anticipated number of households helped split by category

Food (excluding FSM support in the holidays)	FSM support in the holidays	Energy and water	Essentials linked to energy and water	Wider essentials	Housing costs	Advice services	Anticipated total number of vulnerable households helped (by category)
5316	9200	11888	2848	1187	1484	2970	34893

16) Anticipated number of households helped split by types of support

Vouchers	Cash awards	Third party organisations	Tangible items	Other	Anticipated total number of vulnerable households helped (by types of support)
11235	1134	21394	1130	0	34893

17) Anticipated number of households helped split by access routes

Application-based support	Proactive support	Other	Anticipated total number of vulnerable households helped (by access routes)
14862	20031	0	34893

End

## HS&amp;A Planned activities

## Notes

All grey boxes require a written response.

If there is nothing to report in a cell, write "Nil". Only use "Nil" where you have no reported spend for that category. For example, if you have reported a spend of £ for tangible items, you will record "Nil" in the box below "Tangible items".

Any sections which have had a reported spend in previous tabs needs a written explanation.

The traffic light system will help you ensure the template is completed in full. [For this return to be completed, all traffic lights must be green with a white tick.](#)

You must refer to the full guidance document when completing this tab to ensure you have provided all necessary information.

## 10 Planned activities - Categories

Food (including FSM support in the holidays)	FSM support in the holidays	Energy and water	Essentials linked to energy and water	Wider essentials	Housing costs	Advice services
To be distributed through Local VCS organisations e.g. Citizens Advice, Food Banks etc and the Council's homelessness service. Anticipated volume based on grants made to households in VCS in previous months.	Vouchers 1 per eligible child per week of summer (8 weeks). Credit for term, Christmas, February half term. Approx 12,000 per week 2023.	To be distributed through Local VCS organisations e.g. Citizens Advice, Plymouth Energy Community etc, and the Council's homelessness service. Anticipated volume based on grants made to households in previous months.	To be distributed through Local VCS organisations e.g. Citizens Advice, Plymouth Energy Community etc, and the Council's homelessness service. Anticipated volume based on grants made to households in previous months.	To be distributed through Local VCS organisations e.g. Citizens Advice, Plymouth Energy Community etc, and the Council's homelessness service. Anticipated volume based on grants made to households in previous months.	x	x

## 10 Planned activities - Types of Support

Vouchers	Cash awards	Third party organisations	Tangible items	Other
Vouchers are being used for free school meals holidays and by children's school days.	There will be some cash provision, mainly for emergency food and costs such as travel.	There are allocations to key partners such as Citizens Advice and Plymouth Energy Community and a wide range of other TPOs such as food banks.	The only tangible items being distributed by the Council will be for vulnerable families and young carers - e.g. clothing, bedding, warmth items etc.	x

## 20 Planned activities - Access Routes

Application-based support	Proactive support	Other
People can self-refer into Citizens Advice who will make an award based on need.	Support will be provided proactively to a wide range of vulnerable people including FSM children, people at risk of homelessness, people with disabilities and prisoners, for Council and TPOs.	x

## 21 Planned activities - Further information

Please refer to guidance document for questions to respond to using this field

# EXECUTIVE DECISION

made by a Council Officer

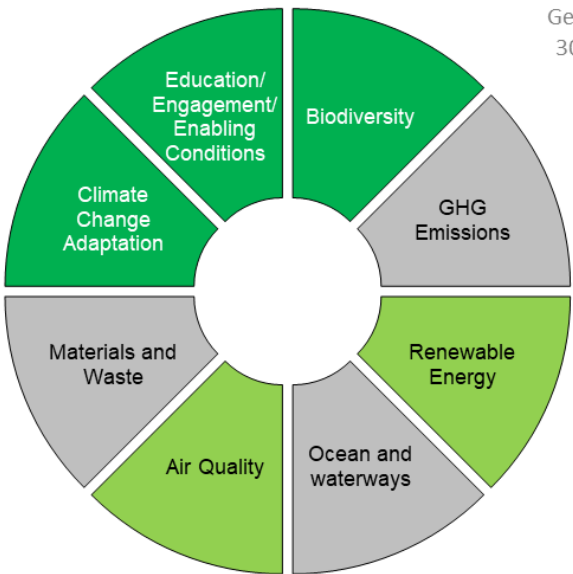


## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD55 22/23

Decision	
1	<b>Title of decision:</b> Derriford Community Park – Seaton Valley Path additional works and wildlife enclosure works
2	<b>Decision maker (Council Officer name and job title):</b> Anthony Payne, Strategic Director for Place
3	<b>Report author and contact details:</b> Jerry Griffiths, Natural Infrastructure Officer <a href="mailto:jerry.griffiths@plymouth.gov.uk">jerry.griffiths@plymouth.gov.uk</a>
4a	<b>Decision to be taken:</b> Authorise Contract Award to Avon Construction Ltd. As set out in the Contract Award Reports to the value of £217,490.55
4b	<b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> L63 16/17 / & L24 14/15
5	<p><b>Reasons for decision:</b> The delivery of Derriford Community Park (DCP) 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 the Green minds programme that includes improving access networks within DCP, habitat enhancements, improvements to infrastructure and facilities, species re-introductions and re-connecting people to nature. This will enable work towards fulfilling the Masterplan for the site to progress.</p> <p>The Council is committed to delivering Derriford Community Park in line with the 2012 masterplan through Section 106 commitments and planning obligations from the Seaton Neighbourhood planning agreement as well as the lease agreement that the Council holds with the landowner KDR. It also fulfils the Council's ambition to deliver the objectives of the Joint Local Plan and to ensure that the Derriford Growth Area is sustainable by providing enhanced public open space providing access routes for walking and cycling, high quality landscape and wildlife value, local food growing and environmental learning facilities and activities.</p> <p><b>Access network</b> - The Council has a requirement to deliver this phase of the access networks to ensure that the new housing development connects effectively to the park and works alongside the developer to maximise their contribution to delivering a high quality path network that connects the new housing and existing neighbourhoods. The recently completed construction of the Seaton Valley path in 2021 has provided 2.4 km of new public access to the Park for healthy activity in a natural space, supports the delivery of the Plymouth strategic cycle network and provides five new entrance ways into the Community Park site. The additional works comprise phase two of the project and will bring the project to completion.</p> <p>These additional works will utilise Section 106 funding to provide repairs to damaged areas of the path caused by flooding, link up the SVP with a new path created by Persimmon from the Palmerston Heights estate to the north and improve the eastern entrance to the path. Linking livestock drinking troughs to the mains supply will enable cattle to graze in the valley after the Seaton Valley Path removed access for livestock to the river for drinking.</p>

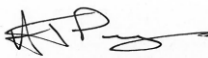
	<b><u>Improvements to access and wildlife enclosure:</u></b> This work will utilise external funding to provide improvements to fencing of the wildlife enclosure and 2 crossing points of the Bircham Stream enabling safer access routes for visitors in and around the Lower Bircham Local Nature Reserve.			
<b>6</b>	<b>Alternative options considered and rejected:</b> <u>Do nothing:</u> Plymouth City Council will be unable to utilise the EU UIA Green Minds and S106 funds to progress delivery.			
<b>7</b>	<b>Financial implications and risks:</b> <u>Expenditure</u> Contract award value = £217,490.55 <u>Income - Grant funding secured</u> UIA fund (Capital) 2023/2024 = £107,844.59 S106 funding (on existing capital programme) = £109,645.96 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.			
<b>8</b>	<b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)	<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>£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.
<b>8b</b>	<b>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></b>	N/A		
<b>9</b>	<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>	<u>Corporate Plan</u> A green, sustainable city that cares about the environment  <u>Joint Local Plan</u> - PLY041 Derriford Community Park  <u>Plymouth Plan</u> - SO1 – Delivering a healthy city - HEA7 - Optimising the health and wellbeing benefits of the natural environment		

10	<p><b>Please specify any direct environmental implications of the decision (carbon impact)</b></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><u>Climate wheel</u></p>  <p>Generate 30/03/2020 v0.</p> <p>PCC has committed to being a carbon neutral organisation by 2030 (6 years and 9 months away).</p>
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### Urgent decisions

11	<p><b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b></p>	Yes		(If yes, please contact <a href="#">Democratic Support</a> for advice)
		No	x	(If no, go to section 13a)
12a	<p><b>Reason for urgency:</b></p>			
12b	<p><b>Scrutiny Chair signature:</b></p>		<p><b>Date</b></p>	
	<p><b>Scrutiny Committee name:</b></p>			
	<p><b>Print Name:</b></p>			

Consultation				
I3a	Are any other Cabinet members' portfolios affected by the decision?	Yes	x	
		No		(If no go to section I4)
I3b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Bill Wakeham, Cabinet Member for Environment and Street Scene		
I3c	Date Cabinet member consulted	02/02/2023		
I4	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	x	
I5	Which Corporate Management Team member has been consulted?	Name	Anthony Payne	
		Job title	Strategic Director of Place	
		Date consulted	29/03/2023	
Sign-off				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DSI43 22/23	
		Finance (mandatory)	DJN.23.24.10	
		Legal (mandatory)	MS/00001547/24.04.23	
		Human Resources (if applicable)	NA	
		Corporate property (if applicable)	NA	
		Procurement (if applicable)	SN/PS/679/ED/0423	
Appendices				
I7	Ref.	Title of appendix		
	A	Wildlife Enclosure Contract Award Part I		
	B	Seaton Valley Path – Additional Works, Contract Award Report Part I		
	C	Equality Impact Assessment		
Confidential/exempt information				
I8a	Do you need to include any confidential/exempt information?	Yes	x	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for

		<b>No</b>	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>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> Wildlife Enclosure Contract Award Part 2			x				
	Seaton Valley Path – Additional Works, Contract Award Report Part 2			x				
<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>Council Officer 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 and those who do not. For further details please see the EIA attached.							
<b>Signature</b>				<b>Date of decision</b>		24.4.23		
<b>Print Name</b>		Anthony Payne						

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

23057 – Wildlife Enclosure works at Derriford Community Park



## **1. INTRODUCTION**

## **2. BACKGROUND**

## **3. PROCUREMENT PROCESS**

## **4. TENDER EVALUATION CRITERIA**

## **5. SUMMARY OF EVALUATION**

## **6. FINANCIAL IMPLICATIONS**

## **7. RECOMMENDATIONS**

## **8. APPROVAL**

## 1. INTRODUCTION

This contract award report is in relation to the procurement of Wildlife Enclosure Works at Derriford Community Park. The scope of the requirement includes:

- 1) The design of the enclosure in accordance with the specification documents attached to this tender. This will include submitting the design to the Council's technical advisors and obtaining approvals to progress.
- 2) Taking full responsibility for the Flood Defence Consent process, including preparing and submitting the application, responding to queries and obtaining full permissions.
- 3) Planning approval may be required (a pre-app has been submitted whose results will be known by the time this appointment is made). If required, the winning bidder will be required to take responsibility for the planning process to achieve necessary consents.
- 4) Following completion of the above activities, to construct the final design and obtain necessary sign-offs as required in the specification.

The intended duration of the Contract is for four months, depending on planning requirements (Subject to project completion).

## 2. BACKGROUND

This procurement is for the construction and installation of fencing and trash screens to facilitate a wildlife enclosure at Derriford Community Park. This is an externally funded project as part of the EU/Urban Innovative Action - Green Minds Project.

## 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 I – Quotation and Tendering Thresholds'. This is a one stage process incorporating both suitability assessment and contract award criteria. The opportunity was advertised nationally via Supplying the South West and published on Contracts Finder.

## 4. TENDER EVALUATION CRITERIA

### Suitability (Schedule I)

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

### **Method Statements (Schedule 2)**

Suppliers passing all the pass/fail criteria in part 1 will have their responses made to part 2 evaluated by the Council to determine the most economically advantageous Tender based on the quality and price criteria that are linked to the subject matter of the contract.

The high level award criteria is as follows:

Criteria	Weighting
Price	30%
Quality	70%
TOTAL	100%

Each question will be clearly identified as being evaluated on a pass/fail or scored basis.

**Pass/Fail Questions-** Questions identified as PASS/FAIL will be evaluated on a pass/fail basis. Each question will clearly indicate what response constitutes as PASS and what response constitutes as FAIL. In the event of the Tenderer being awarded a 'fail' on any of the criteria, the remainder of your Tender 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.

**Scored Questions -** Questions identified as SCORED will be evaluated in accordance with the following sub-criteria and weightings:

Where individual questions carry either more or less importance than others they have been grouped and weighted accordingly. Section weightings are identified at the top of each group of questions and sub-weightings are identified against individual questions. The question or group of questions will be allocated a score and the appropriate weightings will then be applied. The weighted score will be rounded to **2** decimal places.

Questions identified as SCORED will be evaluated using the Scoring Table 1 below:

**Scoring Table 1**

Response	Score	Definition
Excellent	5	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement/outcomes and provides details of how the requirement/outcomes will be met in full.
Very good	4	Response is particular relevant. The response is precisely detailed to demonstrate a very good understanding of the requirements and provides details on how these will be fulfilled.
Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements/outcomes will be fulfilled.
Satisfactory	2	Response is relevant and acceptable. The response addresses a broad understanding of the requirements/outcomes but lacks details on how the requirement/outcomes will be fulfilled in certain areas.
Poor	1	Response is partially relevant and poor. The response addresses some elements of the requirements/outcomes but contains insufficient/limited detail and explanation to demonstrate how the requirements/outcomes will be fulfilled.
Unacceptable	0	No or inadequate response. Fails to demonstrate an ability to meet the requirement/deliver the required outcomes.

Moderation will only be undertaken where there is a difference in evaluator scoring of more than 1 point. This is to ensure no errors have been made in the evaluation process. An example has been provided below:

E.g. Scores received of 3, 3 and 4= No moderation undertaken

Scores received of 2, 3 and 4= moderation undertaken

### **PRICE (Schedule 4) – 30% weighting**

Evaluation made against comparison of Suppliers' Total Tender Sum

The Supplier's Total Tender Sum will be evaluated using the scoring system below:

$$\left( \frac{\text{Lowest Total Tender Sum}}{\text{Supplier's Total Tender Sum}} \right) \times 30\% = \text{Weighted score}$$

## 5. SUMMARY OF EVALUATION

The procurement documentation was issued electronically via Supplying the South West on 6<sup>th</sup> May 2022, with a tender submission date of 24<sup>th</sup> May 2022. A submission was received from 1 supplier.

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

In order to ensure fairness of the process the evaluation of Quality and Price were split, with Price information being held back from the Quality evaluators.

Due to the time that has elapsed since the original submission, a re-assessment was carried out in March 2023.

### **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.

### **Quality**

The tenders were evaluated by the evaluation panel all of whom had the appropriate skills and experience in order to ensure transparency and robustness in the process. The resulting scores 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 £134,846.52. Details of further financial information is contained within Part 2 paper.

## 7. RECOMMENDATIONS

It is recommended that a contract be awarded to the highest scoring Tenderer on **Plymouth City Council Works 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)			
<b>Name:</b>	Jerry Griffiths		
<b>Job Title:</b>	Natural Infrastructure Officer		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>		<b>Date:</b>	13 <sup>th</sup> April 2023
Head of Service / Service Director [Signature provides authorisation to this award report and award of Contract]			
<b>Name:</b>	Kat Deeney		
<b>Job Title:</b>	Head of Environmental Planning		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>		<b>Date:</b>	14/04/23

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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# PROCUREMENT GATEWAY 3 - CONTRACT AWARD REPORT - PART I

24747 Derriford Community Park – Seaton Valley Path additional works



## I. INTRODUCTION

This contract award report is in relation to the procurement of Avon Construction Ltd. to the value of £82,644.03 for the delivery of additional works to complete Derriford Community Park – Seaton Valley Path project. The estimated contract duration is 12 months.

This will enable work towards fulfilling the DCP Masterplan and provide a valuable community asset.

Access network and play facility - The Council has a requirement to deliver this phase of the access networks to ensure that the new housing development connects effectively to the park and works alongside the developer to maximise their contribution to delivering a high quality path network that connects the new housing and existing neighbourhoods. The recently completed construction of the Seaton Valley path in 2021 has provided 2.4 km of new public access to the Park for healthy activity in a natural space, supports the delivery of the Plymouth strategic cycle network and provides 5 new entrance ways into the Community Park site. The additional works comprise phase 2 of the project and bring the project to completion.

These additional works will utilise Section 106 funding to provide repairs to damaged areas of the path caused by flooding, link up the SVP with a new path created by Persimmon from the Palmerston Heights estate to the north and improve the eastern entrance to the path. Linking livestock drinking troughs to the mains supply will enable cattle to graze in the valley after the SVP removed access for livestock to the river for drinking.

## 2. BACKGROUND

### SCHEME OBJECTIVES

Plymouth's population is forecast to reach 300,000 by 2034, an increase of 17%, with an accompanying increase in economic opportunity. Modelling forecasts show that by 2034, even with currently committed transport schemes and modal shift away from private car to sustainable transport of between 5 and 10%, congestion will worsen. Specifically, congestion is impacting on public transport reliability on the Northern corridor.

28% of Plymouth households do not have access to a vehicle, with this increasing to 45% in some neighbourhoods served by the northern corridor. An expanding and improving walking and cycling network, linking to new jobs in key growth areas will help create inclusive, low carbon growth, improve productivity and address unemployment which is currently 4.7% – 1.4% higher than the regional average, and 0.3% higher than the national average.

To address this sustainably, and help make Plymouth an attractive place in which to live, work and invest, the Joint Local Plan identifies that major infrastructure investments are needed. With 67% of Plymouth commuters working in the city, and with 38% of car journeys less than 2km, walking and cycling have a key role to play.

With transport representing around 28% of carbon emissions<sup>1</sup>, a proportion that is set to increase substantially, investment in walking and cycling to reduce overall car trips through a substantial transfer from private car is essential if we are to meet the Council's pledge to make Plymouth carbon neutral by 2030. This scheme will also help address physical inactivity which is a major problem in Plymouth with just 18.6% of the adult population exercising for 30 minutes three times a week. Physical inactivity is estimated to cost the NHS £4.1 million pa with far greater costs to the wider economy.

The scheme will also realise a long held corporate aspiration which was initially developed by the Derriford and Southway Area Planning Framework in 2005, which was then embedded in the Plymouth Core Strategy, Derriford and Seaton Area Action Plan and finally began to become a reality as a result of the Seaton Neighbourhood Planning Application. The Derriford Community Park Masterplan produced in 2012 set out the vision for the Park and was agreed in wide consultation with the public.

Successful delivery of a new park is an important part of the Joint Local Plan as the site is one of 6 Strategic Green Spaces. Significant steps have already been made towards achieving many of the social and environmental outcomes of the project as well as beginning to ensure that the capital investment on the project is developing a sustainable financial future for the Park. The project aligns with the delivery of many national objectives including the government's 25 year Plan for the Environment and Children in Nature programme.

### **STAKEHOLDER SUPPORT**

Initial project scoping discussions identified the existing primary and secondary access points to the Community Park site and were, along with the management plan for the Local Nature Reserves (LNRs), used to form the basis for stakeholder engagement and public consultation on how the existing provision could be expanded upon to improve the permeability and enjoyment of the site in a manner compatible with the sensitive nature of the land as designated LNR.

Public consultation events were undertaken in January 2018 in the communities which surrounded the Derriford Community Park site as below:-

- Thursday 11 January – Widey Court Primary School,
- Monday 15 January – St Matthews Primary School
- Wednesday 17 January – Crownhill Methodist Church
- Saturday 20 January – Poole Farm
- Thursday 25 January – Estover Community College

Posters and flyers were erected in community hubs in the target areas along with press coverage and the public were able to view the plans online where they could also comment on the Limehouse consultation portal which was available between the 8th to the 29th January 2018. A Paper copy of the online survey was also available and used at events and distributed to key stakeholders of Poole Farm.

A total of 52 responses were received and these were carefully considered to sense check initial proposals and identify opportunities to inform scheme development to an outline design phase.

**This scheme forms part of the TCF tranche one Northern Corridor Sustainable Transport Corridor programme, which delivers the following benefits:**

#### **Climate emergency**

Plymouth City Council declared a Climate Emergency in March 2019, pledging the city to become carbon neutral by 2030. Transport represents 28% of the city's carbon footprint, a proportion that

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<sup>1</sup> <http://naei.beis.gov.uk/>

is set to increase to 48% of the residual emissions under the net zero scenario even with an 80% reduction in emissions from transport. Encouraging more trips to be made by walking and cycling is essential if the Council's commitments are to be met.

### **Growing Plymouth**

The very strong BCR set out in the economic appraisal for the TCF tranche 1 programme of walking and cycling improvements indicates a substantial benefit to the economy. There are 13,000 new jobs planned on the northern corridor by 2034 via major employment sites, including nationally significant medical and education facilities, the Science Park, Becton Dickinson and Plessey. This bid improves access to these employment sites, enterprise zones and development sites offering employment opportunities. These growth areas include major employers Derriford Hospital, Plymouth Science Park, the International Medical and Technology Park, Marjons University and high-profile businesses, as well as some of the most deprived neighbourhoods in the south-west, that suffer from poor health and low levels of physical activity.

### **Support housing delivery**

There are also 9,350 new houses planned on the corridor by 2034. The whole corridor already experiences significant congestion with most junctions at or near to capacity at peak times. This will inevitably worsen, further impacting on reliability and attractiveness for all modes unless action is taken to improve the alternatives to the private car. This level of growth presents an opportunity to support that growth by dramatically increasing the use of healthy, low carbon, sustainable modes of transport and improving journey reliability.

### **A Caring Council**

Two air quality management areas located on this corridor are expected to benefit.

The benefits set out below can be expected to disproportionately benefit lower income groups:

- Improved access to services, training and employment.
- Encouraging modal shift away from the private car, thereby reducing congestion and accidents.
- Reduced community severance
- Reduced vehicle noise; several noise important areas are identified on the corridor.

This scheme will also help address physical inactivity which is a major problem in Plymouth with just 18.6% of the adult population exercising for 30 minutes three times a week. Physical inactivity is estimated to cost the NHS £4.1 million pa with far greater costs to the wider economy.

## **3. PROCUREMENT PROCESS**

A procedure in line with the Council's Contract Standing Orders have been followed in order to procure a contractor to undertake the works required.

## **4. TENDER EVALUATION CRITERIA**

Following on from the original procurement and assessment that was undertaken, back in 2021, a re-assessment has been carried out where necessary. This included the following evaluation criteria:

The assessment criteria is as follows:

- Supplier Details

- Financial information
- Insurances
- Health and safety
- Environmental Management
- Quality Management
- Modern Slavery
- Technical Ability
- Acceptance of a set of mutually agreed Terms and Conditions
- Price ( within Budget)

The scoring methodology used was as follows:

Response	Resulting action
Meets minimum expectations	PASS -proceed with procurement
Some minor concerns	CLARIFY- concerns discussed and response resubmitted
Major/unacceptable concerns	FAIL- end procurement process

## 5. SUMMARY OF EVALUATION

Responses have been reviewed by Procurement, Council Officers and an external consultant, all of whom have the appropriate skills and experience.

The outcome of this review is contained within the confidential Part II paper.

## 6. FINANCIAL IMPLICATIONS

Financial provision has been made for this contract within the project budget. The contract pricing is £82,644.03 which will be funded outside of PCC budgets by using Section 106 monies.

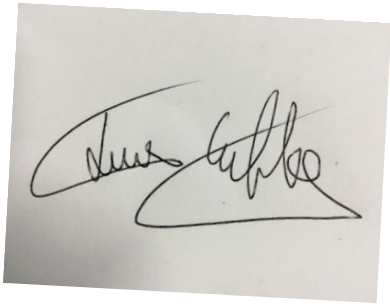
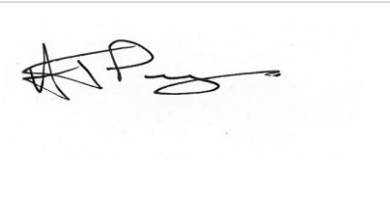
## 7. RECOMMENDATIONS

It is recommended that a contract be awarded to Avon Construction on Plymouth City Council Low Value Works Terms and Conditions.

## 8. APPROVAL

### Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)	
<b>Name:</b>	Jerry Griffiths
<b>Job Title:</b>	Natural Infrastructure Officer
<b>Additional Comments (Optional):</b>	

Signature:		Date:	25 <sup>th</sup> April 23
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:	27.4.23

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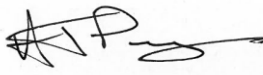
The following relates to exempt or confidential matters (Para(s) 3 of Part 1, Schedule 12A of the Local Govt Act 1972). Any breach of confidentiality could prejudice the Council/person/body concerned & might amount to a breach of the councillors /employees codes of conduct.

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# EQUALITY IMPACT ASSESSMENT – DERRIFORD COMMUNITY PARK – SEATON VALLEY PATH ADDITIONAL WORKS AND WILDLIFE ENCLOSURE WORKS

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> This is the person completing the EIA template.	Jerry Griffiths	<b>Department and service:</b>	Environmental Planning	<b>Date of assessment:</b>	21/04/2023
<b>Lead Officer:</b> Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Anthony Payne	<b>Signature:</b>		<b>Approval date:</b>	24.4.23
<b>Overview:</b>	<p>Delivery of Derriford Community Park (DCP) is a policy objective under the Joint Local Plan (PLY041).</p> <p>The Council is committed to delivering Derriford Community Park in line with the 2012 masterplan through Section 106 commitments and planning obligations from the Seaton Neighbourhood planning agreement as well as the lease agreement that the Council holds with the landowner KDR. PCC have secured funding through the EU's Urban Innovation Action (UIA) fund to progress Improvements to access networks and wildlife enclosure via the Green Minds Project. Derriford Community Park also fulfils the Council's ambition to deliver the objectives of the Joint Local Plan and to ensure that the Derriford Growth Area is sustainable by providing enhanced public open space providing access routes for walking and cycling, high quality landscape and wildlife value, local food growing and environmental learning facilities and activities.</p> <p><u>Access network and play facility</u> - The Council has a requirement to deliver this phase of the access networks to ensure that the new housing development connects effectively to the park and works alongside the developer to maximise their contribution to delivering a high quality path network that connects the new housing and existing neighbourhoods. The recently completed construction of the Seaton Valley path in 2021 has provided 2.4 km of new public access to the Park for healthy activity in a natural space, supports the delivery of the Plymouth strategic cycle network and provides 5 new entrance ways into the Community Park site. The additional works comprise phase 2 of the project and bring the project to completion.</p> <p>These additional works will utilise Section 106 funding to provide repairs to damaged areas of the path caused by flooding, link up the SVP with a new path created by Persimmon from the Palmerston Heights estate to the north and improve the eastern entrance to the path. Linking livestock drinking troughs to the mains supply will enable cattle to graze in the valley after the SVP removed access for livestock to the river for drinking.</p>				

	<p>This work will utilise external funding to provide improvements to fencing of the wildlife enclosure and 2 crossing points of the Bircham Stream enabling safer access routes for visitors in and around the Lower Bircham Local Nature Reserve.</p> <p>This will enable work towards fulfilling the Masterplan for the site to progress and provide a valuable community asset.</p>
<b>Decision required:</b>	Authorise Contract Award to Avon Construction Ltd. As set out in the Contract Award Reports to the value of ££217,490.55

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>		<b>No</b>	X
<b>Potential internal impacts:</b> Does the proposal have the potential to negatively impact Plymouth City Council employees? - <b>No</b>	<b>Yes</b>		<b>No</b>	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)	<b>Yes</b>		<b>No</b>	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	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
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<b>(Equality Act, 2010)</b>	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.			
<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> <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>	n/a		
<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</p>	n/a		

	physical or mental health problem (2021 Census)			
<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).	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).	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.	n/a		
<b>Race</b>	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,	n/a		

	Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).			
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 residents describe their sexual orientation using a different term (2021 Census).	n/a		

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

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