



**Oversight and Governance**

Chief Executive's Department

Plymouth City Council

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Published 24/05/23

## Delegated Decisions

### Delegated Executive/Officer Decisions

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

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

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30 pm on Wednesday 1 June 2023. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

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

The Executive decision detailed below may be implemented on Friday 2 June 2023 if it is not called-in;

The non-key Officer Decisions detailed below may be implemented immediately.

## Delegated Decisions

**1. Leader of the Council: Councillor Tudor Evans OBE:**

1.1. L02 23/24 - Derriford District Centre (Pages 1 - 38)

**2. Council Officer Decision: Anthony Payne, Strategic Director For Place:**

2.1. COD 01 23/24 - Relocation of Staff and Services from Midland House to Ballard House – Contract Award (Pages 39 - 62)

**3. Council Officer Decision: Paul Barnard, Service Director for Strategic Planning and Infrastructure:**

3.1. COD 02 23/24 - Woolwell to The George Transport Scheme - Vickery Holman Contract Award (Pages 63 - 86)

# EXECUTIVE DECISION

## made by a Cabinet Member




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

Executive Decision Reference Number – L 02 23/24

Decision				
1	<b>Title of decision:</b> Derriford District Centre			
2	<b>Decision maker:</b> Councillor Tudor Evans OBE, Leader of Plymouth City Council			
3	<b>Report author and contact details:</b> Matt Ward, <a href="mailto:matt.ward@plymouth.gov.uk">matt.ward@plymouth.gov.uk</a> 07966 717018			
4	<b>Decision to be taken:</b> It is recommended that the Leader of the Council: <ul style="list-style-type: none"> <li>• Approves the Business Case</li> <li>• Allocates an additional £1,036,196 for the project into the Capital Programme funded by service borrowing</li> </ul>			
5	<b>Reasons for decision:</b> In order to allow the development of a new district centre for Derriford on land owned by the Council at Seaton Barracks. The development will create new jobs, safeguard existing jobs, help to deliver Policy PLY38 of the Joint Local Plan and generate income for the Council.			
6	<b>Alternative options considered and rejected:</b> Do nothing, do minimum, viable alternative option - see attached business case.			
7	<b>Financial implications and risks:</b> As set out in detail in the attached business case.			
8	<b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	<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>If yes, date of publication of the notice in the <u>Forward Plan of Key Decisions</u></b>			
<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>	The proposal helps to deliver the aspirations of Policy PLY38 of the Plymouth & South West Devon Joint Local Plan, whilst also creating new jobs, safeguarding existing jobs and providing an income for the Council		
<b>10</b>	<b>Please specify any direct environmental implications of the decision (carbon impact)</b>	The proposal includes various measures to reduce carbon, including minimum of 12 electric vehicle charging points, provision to promote sustainable transport and energy efficient buildings		
<b>Urgent decisions</b>				
<b>11</b>	<b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b>	<b>Yes</b>		(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		<b>No</b>	x	<b>(If no, go to section 13a)</b>
<b>12a</b>	<b>Reason for urgency:</b>			
<b>12b</b>	<b>Scrutiny Chair Signature:</b>		<b>Date</b>	
	<b>Scrutiny Committee name:</b>			
	<b>Print Name:</b>			
<b>Consultation</b>				
<b>13a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>		
		<b>No</b>	X	<b>(If no go to section 14)</b>
<b>13b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>			
<b>13c</b>	<b>Date Cabinet member consulted</b>			
<b>14</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>		If yes, please discuss with the Monitoring Officer
		<b>No</b>	x	
<b>15</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Anthony Payne	
		<b>Job title</b>	Strategic Director for Place	

		<b>Date consulted</b>	17 May 2023					
<b>Sign-off</b>								
16	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS 02 23/24					
		<b>Finance (mandatory)</b>	DJN.23.24.19					
		<b>Legal (mandatory)</b>	LS/00001312/AC/22/5/23					
		<b>Human Resources (if applicable)</b>						
		<b>Corporate property (if applicable)</b>						
		<b>Procurement (if applicable)</b>						
<b>Appendices</b>								
17	<b>Ref.</b>	<b>Title of appendix</b>						
	A	Briefing report for publication (Part I)						
	B	Equalities Impact Assessment						
	C	Appendix 1: CGI 1						
	D	Appendix 2: CGI 2						
	E	Appendix 3: Site Plan						
<b>Confidential/exempt information</b>								
18a	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>	x	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)				
		<b>No</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>
18b	<b>Confidential/exempt briefing report title:</b>			x				
	Briefing report not for publication (Part II)							
	Part 2 BC Appendix 1 Derriford NPV			x				

	Part 2 BC Appendix 2 Comparison of Appraisals				x					
	Part 2 BC Appendix 3 Revised Scheme Appraisal				x					
<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>
n/a										
<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>	23/05/2023					
<b>Print Name</b>	Cllr Tudor Evans OBE, Leader of Plymouth City Council									

# EXECUTIVE DECISION

made by a Cabinet Member

## Briefing Paper Part I



### 1.0 Executive summary

1.1 A Leader's executive decision was signed on 22 October 2021 approving £17,860,000 of funding for the development of a new district centre at Derriford.

1.2 The district centre will include a new M&S foodstore, an ALDI foodstore, a gym, restaurant and drive-through, two additional retail units, electric vehicle charging spaces and a new bus and pedestrian route connecting William Prance Road with Derriford Hospital via Derriford Business Park.

1.3 In December 2021 the Council completed a forward funding agreement with developer, ADC Kimberley (Derriford) Ltd. The development now has detailed planning permission and the developer has agreed a price with a contractor to construct the project. However, as a result of the general increase in build costs since 2021, the agreed price is higher than originally envisaged.

1.4 The developer has therefore negotiated higher rents with the various tenants so that these rents can cover the additional build costs. Agreement is required from the Council to provide additional funding.

1.5 A plan showing the approved site layout and CGIs are attached to this report as Appendix I.

### 2.0 Purpose of the report

This report and Business Case (attached as an appendix to the Part II paper) seek approval to provide additional funding of £1,036,196 to allow the project to proceed.

### 3.0 Further information

3.1 This is a forward funding project on land owned by Plymouth City Council. The Council procured the developer to deliver the project and the Council will retain ownership of the site and receive the rents from the various tenants once the project has been completed.

3.2 The project will see the development and regeneration of the majority of the former Seaton Barracks site, which is one of the last undeveloped plots within Plymouth International Medical & Technology Park. The delivery of a new district centre for Derriford on this site is an important strategic objective for the Council, with the site having been designated as the preferred site for the district centre in the Joint Local Plan, which was adopted in March 2019.

3.3 The project will deliver the following:

- Two new food stores (M&S and ALDI), each of around 20,000ft<sup>2</sup>;
- A 1,800ft<sup>2</sup> café and drive-through;
- A 2,000ft<sup>2</sup> retail unit, with 12,000ft<sup>2</sup> gym alongside and above;
- One smaller retail unit of around 1,000ft<sup>2</sup>;
- 12 electric vehicle charging points;
- The southern section of the "Seaton Arc" – a strategic bus, cycle and pedestrian route connecting the Tavistock Road / William Prance Road junction with Derriford hospital; and
- An east-west pedestrian and cycle route along the site's northern boundary.

3.4 The completed development is expected to create 102 FTE jobs and safeguard a further 57 FTE jobs. It is also estimated that 120 construction jobs will be generated during the development phase. The consultant team also includes a number of local firms based in Plymouth.

3.5 The completed scheme will be retained by PCC and held as part of the Property & Regeneration Fund (PRF).

#### **4.0 Decision required**

4.1 The decision required is approval for the additional funding required for the development.

#### **5.0 Recommendation**

5.1 It is recommended that the Leader of the Council:

- Approves the Business Case
- Allocates an additional £1,036,196 for the project into the Capital Programme funded by service borrowing



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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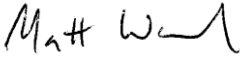
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# EQUALITY IMPACT ASSESSMENT – BRICKFIELDS

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> This is the person completing the EIA template.	Matt Ward	<b>Department and service:</b>	Strategic Development Projects, Economic Development	<b>Date of assessment:</b>	17 May 2023
<b>Lead Officer:</b> Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Matt Ward	<b>Signature:</b>		<b>Approval date:</b>	22 May 2023
<b>Overview:</b>	<p>A Leader's executive decision was signed on 22 October 2021 approving £17,860,000 of funding for the development of a new district centre at Derriford.</p> <p>The district centre will include a new M&amp;S foodstore, an ALDI foodstore, a gym, restaurant and drive-through, two additional retail units, electric vehicle charging spaces and a new bus and pedestrian route connecting William Prance Road with Derriford Hospital via Derriford Business Park.</p> <p>In December 2021 the Council completed a forward funding agreement with developer, ADC Kimberley (Derriford) Ltd. The development now has detailed planning permission and the developer has agreed a price with a contractor to construct the project. However, as a result of the general increase in build costs since 2021, the agreed price is higher than originally envisaged.</p> <p>The developer has therefore negotiated higher rents with the various tenants so that these rents can cover the additional build costs. Agreement is required from the Council to provide additional funding.</p> <p>Approval is now sought to provide additional funding of £1,036,196 to allow the project to proceed.</p>				
<b>Decision required:</b>	<p>It is recommended that the Cabinet Member for Finance:</p> <ul style="list-style-type: none"> <li>• Approves the Business Case</li> <li>• Allocates an additional £1,036,196 for the project into the Capital Programme funded by service borrowing</li> </ul>				

## SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

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

**SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT**

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
<b>Age</b>	<p>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> </ul>	No adverse impact.		

	<ul style="list-style-type: none"> <li>• 22.3 per cent are aged 65 and over.</li> </ul> <p>England</p> <ul style="list-style-type: none"> <li>• 17.4 per cent of people are aged 0 to 14.</li> <li>• 64.2 per cent of people are aged 15 to 64.</li> <li>• 18.4 per cent of people are aged 65 and over.</li> </ul> <p>(2021 Census)</p>			
<b>Disability</b>	<p>9.4 per cent of residents in Plymouth have their activities limited 'a lot' because of a physical or mental health problem.</p> <p>12.2 per cent of residents in Plymouth have their activities limited 'a little' because of a physical or mental health problem (2021 Census)</p>	No adverse impact.	Scheme includes provision of disabled parking spaces. The design of the outdoor and indoor spaces has been carefully considered to ensure it is suitable for disabled residents.	
<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).	No adverse impact.		
<b>Marriage and civil partnership</b>	<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>	No adverse impact.		

<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.	No adverse impact		
<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, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).	No adverse impact.		
<b>Religion or belief</b>	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).	No adverse impact.		
<b>Sex</b>	51 per cent of our population are women and 49 per cent are men (2021 Census).	No adverse impact		
<b>Sexual orientation</b>	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	No adverse impact		



	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
	None		

**SECTION FIVE: OUR EQUALITY OBJECTIVES**

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
<b>Celebrate diversity and ensure that Plymouth is a welcoming city.</b>	Positive opportunities to promote diversity	The project and all of its constituent parts will help to create a welcoming environment for all	
<b>Pay equality for women, and staff with disabilities in our workforce.</b>	Positive opportunities to promote diversity	Employers on the site will pay staff fairly without reference to gender or disability	
<b>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</b>	None		
<b>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</b>	Positive opportunities to promote diversity	The project and all of its constituent parts will help to create a welcoming environment for all	
<b>Plymouth is a city where people from different backgrounds get along well.</b>	Positive opportunities to promote diversity	The project and all of its constituent parts will help to create a welcoming environment for all	

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Aerial View



M&S and Aldi from site roundabout

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Do not scale from this drawing

Rev.	Description	Date	By
P.01	Issued for Planning	16/12/21	IW
P.02	Gym logo updated	19/01/22	IW
P.03	Updated following Urban Design comments	06/05/22	IW
P.04	Visuals updated following Urban Design comments	10/06/22	IW
P.05	Brise soleil omitted	30/01/23	IW

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Status: **PLANNING** A4

Client: **Acquisition & Development Consultancy Ltd**

Project: **Derriford Commercial Centre**

Title: **Visual Sheet 1**

Drawn: **HM** Date: **September 2021**

Check: **IW** Scale: @A3

Drawing No.: PROJECT-ORIGINATOR-ZONE-LEVEL-TYPE-ROLE-NUMBER  
**479001-FC-XX-ZZ-VS-A-0730** Rev: **P.05**

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Gateway from William Prance Road roundabout



Coffee Drive Through and Units 5 & 6

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Rev.	Description	Date	By
P.01	Phase 2 Tenant logos removed	01/10/21	IW
P.02	Issued for Planning	16/12/21	IW
P.03	Gym logo updated	19/01/22	IW
P.04	Updated following Urban Design comments	06/05/22	IW
P.05	Visuals updated following Urban Design comments	10/06/22	IW
P.06	Brise soleil omitted	30/01/23	IW



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Status: **PLANNING** A3

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Client: **Acquisition & Development  
Consultancy Ltd**

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Project: **Derriford Commercial Centre**

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Title: **Visual Sheet 2**

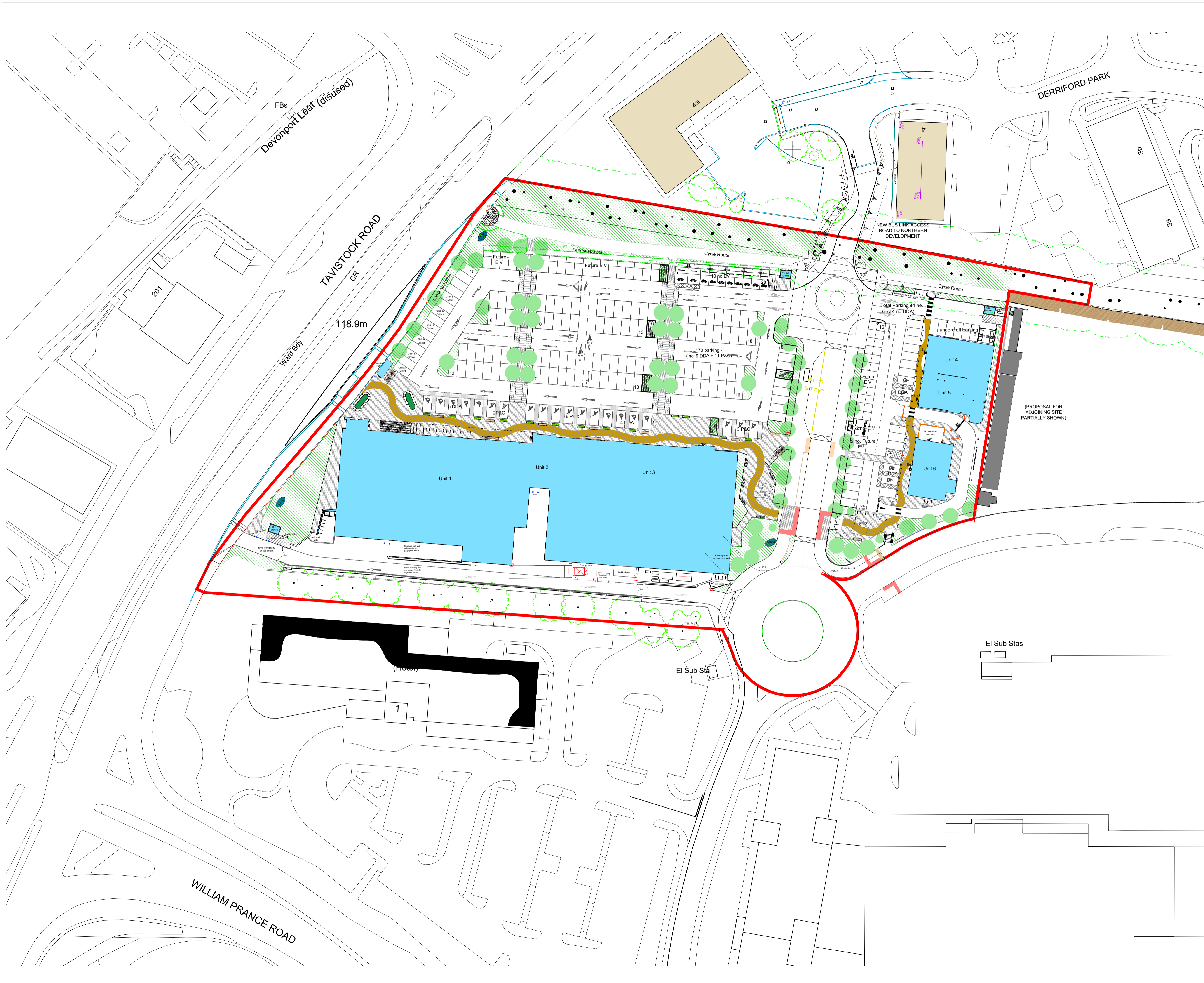
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Drawn: <b>HM</b>	Date: <b>September 2021</b>
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Drawing No.: <b>PROJECT-ORIGINATOR-ZONE-LEVEL-TYPE-ROLE-NUMBER</b>	Rev:
<b>479001-FC-XX-ZZ-VS-A-0731</b>	<b>P.06</b>

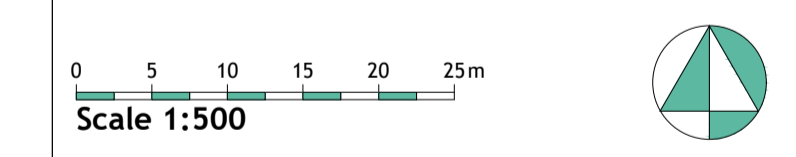
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Rev	Description	Date	By
P01	Issued for Planning	17.12.21	IW
P02	Internal layouts and vehicle tracking omitted.	13.01.22	IW
P03	Aldi GIA noted as part two storey	19.01.22	IW
P04	Red boundary line made clearer	03.02.22	AA
P05	Parking reduced - moved from western gateway; SAA amended to AWP layout.	12.05.22	gm
P06	Western gateway updated to landscape architect's layout.	16.05.22	IW
P07	Western gateway further updated to landscape architect's layout. Eastern side - LL Switch & bin store relocated.	07.06.22	gm
P08	SAA updated following 28/6/22 Highways meeting	01.07.22	IW
P09	Tree locations centred on pedestrian walkways. Retaining walls from planting areas omitted. Eastern side substation location changed.	10.03.23	IW
P10	Electric bikes relocated by Unit 3, with planter moved to front of store.	14.04.23	IW

Construction Design Management Regulations 2015



Status: **PLANNING**  
 Client: **Acquisition & Development Consultancy Ltd**

Project: **Derriford Commercial Centre**

Title: **Proposed Site Plan**

Drawing No.: **497001-XX-ZZ-DR-A-0705** Rev.: **P10**

Scale: 1:500@A1 Date: Dec 2021  
 Drawn: IW Check: GM

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# EXECUTIVE DECISION

made by a Council Officer



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

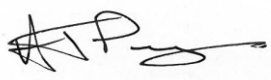
Executive Decision Reference Number – COD 01 23/24

Decision	
1	<p><b>Title of decision:</b> Relocation of Staff and Services from Midland House to Ballard House – Contract Award</p>
2	<p><b>Decision maker:</b> Anthony Payne, Strategic Director for Place</p>
3	<p><b>Report author and contact details:</b> John London: Tel 01752 307781, john.london@plymouth.gov.uk</p>
4a	<p><b>Decision to be taken:</b> To appoint Ryearch Ltd. as the main contractor to undertake works to Ballard House Ground Floor to enable the move of staff from Midland House, for the contract sum of £620,138.</p>
4b	<p><b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> <a href="#">L39 21/22</a></p>
5	<p><b>Reasons for decision:</b> This decision seeks approval to award the contract to undertake essential works to Ballard House to enable the permanent relocation of staff, partners and services from Midland House to Ballard House. The decision to relocate staff, partners and services from Midland House to Ballard House was taken by the Leader of the Council on 2 March 2022 and can be viewed in the link in 4b above.  Note: It was approved in the business case for this scheme that the delegated decision for the contract award was delegated to the Strategic Director of Customer and Corporate Services. Following the deletion of this post, this delegation now falls to the Strategic Director for Place.</p>
6	<p><b>Alternative options considered and rejected:</b> Alternative options considered and rejected: Not to award the contract.  This would mean that the alterations to Ballard House could not proceed and staff / functions from Midland House could not relocate, leaving the Council with an ongoing maintenance liability.</p>
7	<p><b>Financial implications and risks:</b> The contract sum is to be paid for from the approved capital budget as agreed and approved in the previous business case. All other associated costs are to be paid from the same budget.</p>

8	Is the decision a Key Decision? (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	<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.
8b	If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a>			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	The decision supports the Council's <a href="#">Accommodation Framework 2020-23</a> as it will enable the vacation and disposal of Midland House.		
10	Please specify any direct environmental implications of the decision (carbon impact)	The vacation and disposal of Midland House will reduce the size of the Council's corporate estate, with associated carbon reduction.		
<b>Urgent decisions</b>				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact <a href="#">Democratic Support</a> for advice)
		No	X	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
<b>Consultation</b>				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	X	
		No		(If no go to section 14)



<b>I3b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>	Councillor Chris Penberthy						
<b>I3c</b>	<b>Date Cabinet member consulted</b>	18/5/23						
<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>	Anthony Payne					
		<b>Job title</b>	Strategic Director for Place					
		<b>Date consulted</b>	10/5/23					
<b>Sign-off</b>								
<b>I6</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS 03 23/24					
		<b>Finance (mandatory)</b>	DJN.23.24.17					
		<b>Legal (mandatory)</b>	MS/00001643					
		<b>Human Resources (if applicable)</b>						
		<b>Corporate property (if applicable)</b>						
		<b>Procurement (if applicable)</b>	HG/PS681/ED/0523					
<b>Appendices</b>								
<b>I7</b>	<b>Ref.</b>	<b>Title of appendix</b>						
	A	Contract Award Report briefing note Part I						
	B	Equalities Impact Assessment						
<b>Confidential/exempt information</b>								
<b>I8a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>	X	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>I8b</b> below.				
		<b>No</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>I8b</b>	<b>Confidential/exempt briefing report title:</b> Contract Award Report briefing note Part II				X			

<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>Council Officer 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 (2010) and those who do not. For further details please see the EIA attached.</p>									
<b>Signature</b>				<b>Date of decision</b>	16/5/23					
<b>Print Name</b>	Anthony Payne									

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

23320 – Refurbishment of Ballard House Ground Floor Centre and East Wing



- 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 refurbishment of the Ground Floor main entrance and the East Wing of Ballard House to enable the Children, Young People and Families (CYPF) customer facing service to relocate from Midland House.

Contract Duration: approx. 6 months

## **2. BACKGROUND**

The case for change relating to Midland House forms part of the Accommodation Framework whose vision is “to rationalise our need for accommodation, modernise our estate and grow our shared and income generating assets”. The Framework was approved by Cabinet in October 2020.

Ballard, Windsor and Midland House were identified for priority focus with an options appraisal mandated to explore alternative accommodation for Children, Young Peoples and Families (CYPF) staff and services currently located at Midland House.

The initial options appraisal was inconclusive with any temporary decant out of Midland House to allow for refurbishment being prohibitively costly and disruptive to the service. A further mandate was received to explore a permanent relocation for CYPF staff and services.

A primary requirement for the services was that back office and customer facing activity was not split between locations. This narrowed the search considerably and Ballard House demonstrated the only feasible option that would allow for the accommodation footprint required.

An Executive Decision was approved by the Leader of the Council on 2<sup>nd</sup> March 2022 (document [here](#)) to proceed with alterations to Ballard House to accommodate staff and functions from Midland House.

## **3. PROCUREMENT PROCESS**

A competitive procurement was run following the Invitation to Tender procedure in accordance with the Council’s Contract Standing Orders. This is a one stage process incorporating both suitability assessment criteria and contract award criteria. Under this process a minimum of 3 suppliers must be invited to submit written quotations. For this procurement, 5 suppliers were invited to this opportunity.

## **4. TENDER EVALUATION CRITERIA**

Evaluation will be undertaken in accordance with the overall evaluation strategy for the project.

The Council will evaluate tender submissions as a two part process.

The first part will consist of an assessment of the Tenderer’s suitability in principle to deliver the goods, services and works as detailed in the ITT document pack and checking that all required documents are completed and submitted. Only Tenderers passing this first part will have their Tenders evaluated at the second part.

The second part is the award and considers the merits of the eligible Tenders in order to assess which is the most economically advantageous. In this part only quality, price and social value criteria that are linked to the subject matter of the contract are used.

### **Part I - Suitability Assessment - PAS9I**

Part I assessments are made against the responses to the suitability schedule included at Schedule #(1).

For ease of completion, where a question has been informed by PAS91 and you have completed a PAS91 for a separate procurement process, provided the PAS91 remains valid and accurate, you may submit this previously completed document as part of your response to this procurement process.

If it is your intention to submit a previous PAS91, where a question has been informed by PAS91 please insert 'SEE PAS91' into the response box provided and detail the relevant section number. Please Note: the submission guidance detailed above still applies to the PAS91 document and therefore you may be required to adapt your PAS91 as necessary.

Where the Council considers your PAS91 document as not providing a sufficient response to its question(s) you may be required to submit additional information.

#### Evaluation Criteria and Methodology

All Suitability Assessment questions 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.

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

#### **Part 2 - AWARD**

Tenderers 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, price and social value criteria that are linked to the subject matter of the contract.

#### Award criteria

The high level award criteria is as follows:

<b>Criteria</b>	<b>Weighting</b>
Price	50%
Quality	45%
Social Value	5%
<b>TOTAL</b>	<b>100%</b>

Weightings for individual sub-criteria contained under each of the above are detailed in the return document.

#### Evaluation Methodology

**PRICE (Schedule 4)**

Evaluation made against comparison of pricing schedules.

**PRI Total Tender Sum**

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

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

**QUALITY (Schedule 2 and Schedules 3, 5-6)**

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 I below:

**Scoring Table I**

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.
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***Tenderers must achieve a score of 2 or more for each scored item. Any scored criteria item receiving a score less than 2 will result in the Tender being rejected and Tenderer being disqualified from the process.***

Moderation will be undertaken where there is a difference in evaluator scoring of more than 1 point. Moderation may also be undertaken where the Council deems it necessary. 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

### **SOCIAL VALUE (Schedule 3)**

Social value commitments will be assessed based on a combination of quantitative and qualitative assessment. Weightings are contained within the Return Document.

#### **SVI- Total Social Value Commitment (£)**

The Tenderer's Total Social Value Commitment will be evaluated using the quantitative scoring system below:

$$\left( \frac{\text{Tenderer's Total Social Value Commitment (£)}}{\text{Highest Total Social Value Commitment (£)}} \right) \times \text{Weighting} = \text{Weighted score}$$

#### **SV2 – Social Value Method Statements**

The method statements submitted in support of the social value commitments made in SVI will be allocated a single score **for all method statements** and the appropriate weighting will then be applied. The weighted score will be rounded to **2** decimal places.

The qualitative responses will be evaluated using **Scoring Table I**.

## **5. SUMMARY OF EVALUATION**

The procurement documentation was issued electronically via the, The Supplying The South West on 27<sup>th</sup> February 2023, with a tender submission date of 31<sup>st</sup> March 2023. Submissions were received from 2 suppliers.

The tender submissions were independently evaluated by Council Officers 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.

#### **Suitability**

The pass/fail evaluation were undertaken by Procurement Services. 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 Council's Quantity Surveyor 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 contained within the part II document.

The form of contract to be used for the main contract works is 2016 JCT Minor Works with Contractor Design contract. Changes to the contract are possible through contract variations. It is anticipated that further value engineering options may be identified which would change the contract sum but these would be covered through these variations that the contract allows.


Further financial information is contained within the confidential report.

## 7. RECOMMENDATIONS

It is recommended that a contract be awarded to Ryearch Ltd on 2016 JCT Minor Works with Contractor Design contract Terms & Conditions.

## 8. APPROVAL

### Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)			
<b>Name:</b>	John London		
<b>Job Title:</b>	Senior Project Manager		
<b>Additional Comments (Optional):</b>	N/A		
<b>Signature:</b>		<b>Date:</b>	10.05.23
Service Director [Signature provides authorisation to this award report and award of Contract]			
<b>Name:</b>	Anthony Payne		
<b>Job Title:</b>	Strategic Director for Place		
<b>Additional Comments (Optional):</b>	N/A		
<b>Signature:</b>	<i>Anthony Payne</i>	<b>Date:</b>	16.05.23

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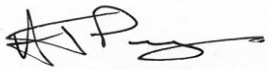
The following relates to exempt or confidential matters (Para(s) 3 of Part 1, Schedule 12A of the Local Govt Act 1972). Any breach of confidentiality could prejudice the Council/person/body concerned & might amount to a breach of the councillors /employees codes of conduct.

Document is Restricted

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# EQUALITY IMPACT ASSESSMENT – RELOCATION OF STAFF AND SERVICES FROM MIDLAND HOUSE TO BALLARD HOUSE – CONTRACT AWARD

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> This is the person completing the EIA template.	Nathan Sanders	<b>Department and service:</b>	Transformation, Customer & Corporate Services	<b>Date of assessment:</b>	16/5/23
<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>	16/5/23
<b>Overview:</b>	Works are to be carried out to the ground floor east wing of Ballard House to enable the move of the remaining Children, Young People & Families staff and functions from Midland House to Ballard House.				
<b>Decision required:</b>	To award the contract for the works to Ryearch Ltd.				

## 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>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.	This Executive Decision is for the contract award in connection with a project that has previously been approved. The Executive Decision that previously approved this project to move staff and services from Midland House to Ballard House was taken on 2 March 2022. This decision was accompanied by two Equalities Impact Assessments which considered the impact of the proposal. These can be viewed here: <a href="#">L39 21/22</a>
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**SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT**

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
<b>Age</b>	<p>All data is from the 2011 Census except for age and sex which has been updated with 2021 data. Data will be updated with the 2021 Census data as it becomes available.</p> <p>Plymouth</p> <ul style="list-style-type: none"> <li>• 16.4 per cent of people in Plymouth are children aged under 15.</li> <li>• 65.1 per cent are adults aged 15 to 64.</li> <li>• 18.5 percent are adults aged 65 and over.</li> <li>• 2.4 percent of the resident population are 85 and over.</li> </ul> <p>South West</p> <ul style="list-style-type: none"> <li>• 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64.</li> <li>• 22.3 per cent are aged 65 and over.</li> </ul> <p>England</p>			

	<ul style="list-style-type: none"> <li>• 17.4 per cent of people are aged 0 to 14.</li> <li>• 64.2 per cent of people are aged 15 to 64.</li> <li>• 18.4 per cent of people are aged 65 and over.</li> </ul> <p>(2021 Census)</p>			
<b>Disability</b>	<p>9.4 per cent of residents in Plymouth have their activities limited ‘a lot’ because of a physical or mental health problem.</p> <p>12.2 per cent of residents in Plymouth have their activities limited ‘a little’ because of a physical or mental health problem (2021 Census)</p>			
<b>Gender reassignment</b>	<p>0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census).</p>			
<b>Marriage and civil partnership</b>	<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>			
<b>Pregnancy and maternity</b>	<p>The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total</p>			

	fertility rate (TFR) for Plymouth in 2021 was 1.5.			
<b>Race</b>	<p>In 2021, 94.9 per cent of Plymouth’s population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census)</p> <p>People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census)</p> <p>92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).</p>			
<b>Religion or belief</b>	<p>48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census).</p> <p>Those who identified as Muslim account for 1.3 per cent of Plymouth’s population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).</p>			
<b>Sex</b>	51 per cent of our population are women and 49 per cent are men (2021 Census).			
<b>Sexual orientation</b>	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).			



**SECTION FOUR: HUMAN RIGHTS IMPLICATIONS**

Human Rights	Implications	Mitigation Actions	Timescale and responsible department

**SECTION FIVE: OUR EQUALITY OBJECTIVES**

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

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# EXECUTIVE DECISION

made by a Council Officer



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

Executive Decision Reference Number – *COD 02 23/24*

Decision	
1	<b>Title of decision:</b> Woolwell to The George Transport Scheme - Vickery Holman Contract Award
2	<b>Decision maker:</b> Paul Barnard, Service Director for Strategic Planning and Infrastructure
3	<b>Report author and contact details:</b> Lucy Pascoe Lucy.pascoe@plymouth.gov.uk
4a	<b>Decision to be taken:</b> To award a contract to Vickery Holman to provide project management support for PCC and parties affected by the CPO for phases 1 and 2 of the Woolwell to the George project for a total value of £167,000.
4b	<b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> 09/11/2021 cabinet - Minute 201
5	<p><b>Reasons for decision:</b></p> <p>The Woolwell to the George Scheme (WTTG) Transport Improvements Scheme will alleviate congestion at the notorious pinch-point between Woolwell and The George junction, on the A386 Tavistock Road. More than 30,000 vehicles use this section of road each day and there are regularly queues and delays at peak times, caused by traffic having to merge over very short distances. The impact of this congestion extends far beyond the immediate Woolwell area, affecting the A386 Tavistock Road as far south as Manadon Roundabout and also disrupts the reliability of the bus network. The route also has poor provision for pedestrian and cyclists and crossing the A386 in particular is very difficult in busy periods.</p> <p>Undertaking the WTTG Transport Scheme is necessary for the Council to maintain its commitment to expend central government grant money that is time restricted; and to progress the objectives of growth in the north of the City.</p> <p>With significant growth planned for the north of the city and traffic forecast to increase along this route, it is vital to provide improvements that will encourage more walking, cycling and bus travel, as well as minimise congestion and delays for general traffic. With future growth that is allocated to the Northern Corridor, the performance of the network is forecast to deteriorate further, with worsening journey times and reliability.</p> <p>The work to be undertaken by Vickery Holman will continue the valuation, surveying and</p>

	negotiations of land required for the project within Phase 2 of the scheme which is funded by the LUF programme and is time critical for the spend of central government funding.			
<b>6</b>	<p><b>Alternative options considered and rejected:</b> Competitive Tender and frameworks.  Framework: No appropriate framework available</p> <p>Competitive tender: Due to the sensitive nature of the project, Vickery Holman's previous experience and critical timescales, it is proposed that direct award is the most appropriate option. There are also limited options for competitive tender as numerous other companies have been employed by residents/businesses within the scheme area to act on their behalf.</p>			
<b>7</b>	<p><b>Financial implications and risks:</b> The contract award value is £167,000. External funding (Levelling Up Fund), risk of loss of funding and reputational damage if work not completed by the funding deadline</p>			
<b>8</b>	<p><b>Is the decision a Key Decision?</b>  <p>(please contact <a href="#">Democratic Support</a> for further advice)</p> </p>	<b>Yes</b>	<b>No</b>	<b>Per the Constitution, a key decision is one which:</b>
			X	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			X	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>
			X	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
<b>8b</b>	<p>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></p>			
<b>9</b>	<p><b>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</b></p>	<p>WTTG is linked to the following objectives/policies in the Joint Local Plan:</p> <p>Policy Ply47 – Strategic Infrastructure measures for Derriford and Northern Corridor growth Area</p> <p>Strategic Objective SO4 – Derriford and Northern Corridor Growth Area</p> <p>Policy PLY44 – Woolwell Sustainable Urban Extension</p>		
<b>10</b>	<p><b>Please specify any direct environmental implications of the decision (carbon impact)</b></p>	<p>This decision itself has no environmental implications no known impact this is a service provision</p>		

Urgent decisions			
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes	(If yes, please contact <a href="#">Democratic Support</a> for advice)
		No	X (If no, go to section 13a)
12a	Reason for urgency:		
12b	Scrutiny Chair signature:		Date
	Scrutiny Committee name:		
	Print Name:		
Consultation			
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	X
		No	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Drean (ex-Cabinet Member for Transport)  Councillor Coker (Cabinet member for Strategic Planning and Transport)	
13c	Date Cabinet member consulted	03/03/2022 & 24/05/2023	
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes	If yes, please discuss with the Monitoring Officer
		No	X
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne
		Job title	Strategic Director for Place
		Date consulted	24/05/2023
Sign-off			
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS 04 23/24
		Finance (mandatory)	DJN.23.24.18
		Legal (mandatory)	LS/0001312-

		I/AC/23/5/23
	<b>Human Resources (if applicable)</b>	
	<b>Corporate property (if applicable)</b>	
	<b>Procurement (if applicable)</b>	HG/PS683/ED/0523

### Appendices

<b>17</b>	<b>Ref.</b>	<b>Title of appendix</b>
	A	Woolwell to The George: Vickery Holman Briefing Note
	B	Equalities Impact Assessment


### Confidential/exempt information

<b>18a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>	<input checked="" type="checkbox"/>	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.						
		<b>No</b>	<input type="checkbox"/>							
				<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>			x						

### Background Papers

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

**Council Officer Signature**

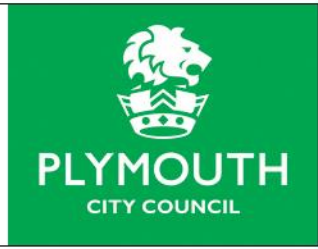
<b>20</b>	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between 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>	24.05.2023
<b>Print Name</b>	Paul Barnard, Service Director for Strategic Planning and Infrastructure		

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# BRIEFING REPORT

Woolwell to The George: Vickery Holman Contract Award



## **I. INTRODUCTION**

- 1.1. This Executive Decision approves the appointment of Vickery Holman to act as surveyors on the Woolwell to The George (WTTG) scheme.
- 1.2. The work will involve surveys, valuations, negotiation and purchase of land and property required to support delivery of the WTTG scheme to be secured either by agreement with landowners or included within a proposed Compulsory Purchase Order (CPO).
- 1.3. The proposed procurement approach is to direct award to Vickery Holman.

## **2. BACKGROUND**

- 2.1. The Woolwell to the George (WTTG) Transport Improvements Scheme will alleviate congestion at the notorious pinch-point between Woolwell and The George junction, on the A386 Tavistock Road. More than 30,000 vehicles use this section of road each day and there are regularly queues and delays at peak times, caused by traffic having to merge over very short distances. The impact of this congestion extends far beyond the immediate Woolwell area, affecting the A386 Tavistock Road as far south as Manadon Roundabout and also disrupts the reliability of the bus network. The route also has poor provision for pedestrian and cyclists and crossing the A386 in particular is very difficult in busy periods.
- 2.2. With significant growth planned for the north of the city and traffic forecast to increase along this route, it is vital to provide improvements that will encourage more walking, cycling and bus travel, as well as minimise congestion and delays for general traffic. The scheme is needed to ensure that the additional travel demand generated by future developments can be accommodated. It will deliver targeted capacity improvements to address existing congestion problems and ensure that the transport network does not become a constraint to new developments coming forward.
- 2.3. The WTTG scheme will be delivered in three phases:
  - Phase 1 – New signal junction at Woolwell Crescent/Tavistock Road, cycle facilities on Tavistock Road (north of Woolwell Roundabout) and pedestrian/cycle improvements on Woolwell Road. Phase 1 has secured £5m from the Transforming Cities Fund (TCF)
  - Phase 2 – Woolwell Roundabout upgraded to a signalised junction and widening of the existing carriageway between Woolwell Roundabout and The George Junction in order to provide two lanes in each direction. Phases 2 and 3 have secured over £19m from the Levelling Up Fund (LUF)
  - Phase 3 - Increased parking capacity at the George Park and Ride site (500 additional spaces); including 100 spaces with Electric Vehicle charge points.
- 2.4. The carriageway widening to be delivered as part of Phase 2 will require the acquisition of a number of land plots from third party land owners and occupiers. Vickery Holman's services are being secured to assist the Council by undertaking surveys, valuations and negotiations in relation to affected land plots.

## **3. PROCUREMENT STRATEGY PROCESS**

- 3.1. The proposed procurement route is a direct award to Vickery Holman. The following points set out why a direct award has been chosen as the most appropriate way to award the Woolwell to the George valuation work:

- Vickery Holman were previously appointed to support the WTTG scheme via a procurement framework which has now expired;
- Vickery Holman's experience means that they have the full history and background, along with an understanding of the sensitivity and confidential nature of the scheme;
- The project is highly sensitive as it requires the acquisition of land and property through either negotiation or compulsory purchase. At least 30 land plots are affected by the project and a direct award protects confidentiality and avoids the need for wider circulation of sensitive information to other companies;
- Due to the numbers of plots involved in the scheme the pool of companies that can undertake the work in the local area is decreasing as individuals and commercial properties look to appoint their own surveyors. Affected parties have been supplying information to the council as to who is acting on their behalf and four other local companies are now engaged in the project acting for affected parties which could lead to potential conflict of interest issues;
- The project is time critical, due to the funding timescales of TCF and LUF. Therefore having a team on board that already knows the project will allow them to hit the ground running and minimise any time lost in getting up to speed; and
- Vickery Holman have already established a good working relationship with the project team and have had ongoing contact with affected parties. Continuity through the process for residents/business affected by the scheme is considered to be an important consideration.

#### **4. REQUIRED PROJECT APPROVALS**

- 4.1. The WTTG Scheme Approval & In Principle CPO Resolution Cabinet Report was approved at the Plymouth City Council Cabinet meeting on the 9<sup>th</sup> November 2021.
- 4.2. Cabinet approved:
  - in principle to compulsorily acquire land and rights by way of a compulsory purchase order (CPO) for the Scheme
  - for the progression of documents required to make a side roads order (SRO); and
  - to place the necessary funding required for the Scheme onto the capital programme
- 4.3. Cabinet will be asked to consider a final scheme approval and CPO Resolution report at a future date. The work undertaken by Vickery Holman will continue to support the process of securing land by agreement if possible or through the CPO process if required.

#### **5. CONTRACT PROGRAMME**

- 5.1. It is expected that the contract period will run for up to 18 months. This is to allow enough time for negotiated sales, the CPO element of the scheme to be completed and any valuations/compensation claims to be dealt with following the CPO being granted should it go to Inquiry.

#### **6. CONTRACT MANAGEMENT**

- 6.1. Vickery Holman have provided a tender document setting out the work they will undertake and their fees. They have agreed, in writing, to undertake their work under Plymouth City Council's standard terms and conditions.

## **7. FINANCIAL IMPLICATIONS**

- 7.1. This contract award is for the surveys, valuations and negotiations associated with the land negotiation and CPO element of the Woolwell to the George Transport Scheme.
- 7.2. The total contract value under this award is £167,000.
- 7.3. The funding for this award has already been accounted for within the approved WTTG budget.

## **8. RECOMMENDED DECISION**

- 8.1. It is recommended that the Service Director (SP&I):
  - directly awards the contract for undertaking surveys and valuations to Vickery Holman, for the land negotiation/CPO element of the Woolwell to The George Transport Scheme.


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 – WOOLWELL TO THE GEORGE

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> This is the person completing the EIA template.	Lucy Pascoe	<b>Department and service:</b>	Strategic Planning and Infrastructure	<b>Date of assessment:</b>	16.05.2023
<b>Lead Officer:</b> Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Philip Heseltine	<b>Signature:</b>		<b>Approval date:</b>	23.05.2023
<b>Overview:</b>	<p>Aim: To increase capacity, reduce journey times and improve journey time reliability and to assist with accessing the George Park and Ride for public transport users whilst also bringing with it welcome benefits to cyclists and those who walk. A faster, more reliable road network will improve connectivity and unite local communities. The improvements that have been specifically identified are: 1. Road widening on the A386 between the George Junction and Woolwell Roundabout. 2. Removal of current roundabout to be replaced with a signal control junction. 3. Improvements to Woolwel Crescent, allowing new right turns out and left turns in.</p> <p>Objectives: 1. Reduce congestion 2. Support the Strategic Road Network 3. Support all road users 4. Support housing delivery 5. Support economic growth and rebalancing</p>				
<b>Decision required:</b>	To award the contract for undertaking valuation, surveys and negotiations on land required for Phase 2 of the scheme to Vickery Holman.				

## 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>	no
<b>Potential internal impacts:</b> Does the proposal have the potential to negatively impact Plymouth City Council employees?	<b>Yes</b>		<b>No</b>	no

Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)	<b>Yes</b>		<b>No</b>	no
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.				

**SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT**

<b>Protected characteristics (Equality Act, 2010)</b>	<b>Evidence and information (e.g. data and consultation feedback)</b>	<b>Adverse impact</b>	<b>Mitigation activities</b>	<b>Timescale and responsible department</b>
<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> </ul>	The scheme is not anticipated to have any adverse impact on specific age groups	None	N/A



	<ul style="list-style-type: none"> <li>64.2 per cent of people are aged 15 to 64.</li> <li>18.4 per cent of people are aged 65 and over.</li> </ul> <p>(2021 Census)</p>			
<b>Disability</b>	<p>9.4 per cent of residents in Plymouth have their activities limited 'a lot' because of a physical or mental health problem.</p> <p>12.2 per cent of residents in Plymouth have their activities limited 'a little' because of a physical or mental health problem (2021 Census)</p>	The scheme is not anticipated to have any adverse impact on specific disability groups.	Formal crossing facilities will be upgraded to support the visually and mobility impaired.	Project Manager
<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).	The scheme is not anticipated to have any adverse impact on gender reassignment	None	N/A
<b>Marriage and civil partnership</b>	<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>	The scheme is not anticipated to have any adverse impact on marriage and/or civil partnership	None	N/A
<b>Pregnancy and maternity</b>	The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.	The scheme is not anticipated to have any adverse impact on pregnancy and maternity	None	N/A

<b>Race</b>	<p>In 2021, 94.9 per cent of Plymouth's population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census)</p> <p>People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census)</p> <p>92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).</p>	The scheme is not anticipated to have any adverse impact on race	None	N/A
<b>Religion or belief</b>	<p>48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census).</p> <p>Those who identified as Muslim account for 1.3 per cent of Plymouth's population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).</p>	The scheme is not anticipated to have any adverse impact on religion or belief	None	N/A
<b>Sex</b>	51 per cent of our population are women and 49 per cent are men (2021 Census).	The scheme is not anticipated to have any adverse impact on Sex	None	N/A
<b>Sexual orientation</b>	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).	The scheme is not anticipated to have any adverse impact on sexual orientation	None	N/A

**SECTION FOUR: HUMAN RIGHTS IMPLICATIONS**

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	It might not be possible to deliver the necessary improvements without land outside the Council's ownership, however impact on private landowners will be minimised as much as possible and every effort will be made to secure any necessary land through agreement.	<p>The design of the scheme has taken as little land from private landowners, and a redesign has taken place to further remove as much private property where possible.</p> <p>Throughout the scheme development regard has and must continue to be had to the fair balance that has to be struck between the competing interests of the individual and those of the community as a whole.</p> <p>Consultation and negotiation will take place with potentially affected landowners.</p>	Head of Transport 2025/2026

**SECTION FIVE: OUR EQUALITY OBJECTIVES**

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
<b>Celebrate diversity and ensure that Plymouth is a welcoming city.</b>	No adverse impact has been identified		
<b>Pay equality for women, and staff with disabilities in our workforce.</b>	No adverse impact has been identified		
<b>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</b>	No adverse impact has been identified		

<b>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</b>	No adverse impact has been identified		
<b>Plymouth is a city where people from different backgrounds get along well.</b>	No adverse impact has been identified		