

Oversight and Governance

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Delegated Decisions

Delegated Executive/Officer Decisions

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

Cabinet decisions subject to call-in are published at the following link -http://tinyurl.com/yddrqll6

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30 pm on Wednesday 08 November 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 decision detailed below may be implemented immediately.

Delegated Decisions

- I. Council Officer Decision Phillip Robinson (Service Director, Street Services):
 - I.I. COD21 23/24- Street Lighting Central Management System (Pages I 24)
 Contract Award

EXECUTIVE DECISION

made by a Council Officer



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

Executive Decision Reference Number - COD 21 23/24

| Dec | ision |
|-----|---|
| I | Title of decision: Street Lighting Central Management System Contract Award |
| 2 | Decision maker: Philip Robinson – Service Director, Street Services |
| 3 | Report author and contact details: Philip Bellamy |
| | Phil.Bellamy@plymouth.gov.uk, 01752306947 |
| 4a | Decision to be taken |
| | To award a contract for the design, supply and installation of a street lighting central management system to South West Highways (SWH) via the Council's existing Highways Term Maintenance Contract (TMC). This will cover both the procurement and installation of the system, which accounts for the full £2.5M allocation. |
| 4b | Executive Decision Reference Number – L21 22/23, 08/02/2023. |
| 5 | Reasons for decision: The introduction of the system will allow the Council an opportunity to save a significant amount of |

The introduction of the system will allow the Council an opportunity to save a significant amount of energy and carbon emissions. In turn the Council will be able to reduce its costs, contributing towards the savings required both for the 23/24 financial year and, if possible, in the current financial year. The significant energy savings from a full system installation are listed in Appendix B, the Business Case, at Section 2 of the document. It should be noted that energy consumption from lighting is a substantial part of an organisation's total energy liability. The energy used is obviously proportionate to Co2 emissions.

6 Alternative options considered and rejected:

The alternative option:

I) Retain existing switching – Photo-Electric Cells are used at present – these switch at 35:18 lux and operate on a dusk to dawn arrangement

Reason for rejection – Based on the use of the current switching the Council is profiled to exceed its revenue allocation by £800,000.00 a year due to increase in energy costs. It also does not allow the Council to have the ability to control lighting in order to contribute towards its ambitions to around reduction in Co2 emissions.

2) Switch off Lighting

Reason for rejection – Risk to public health and safety. It will result in unlit roads giving rise to a possible hazard for motorists and pedestrians alike. It will result in unlit pathways, reducing the safety of individuals who are on foot and making hazards difficult to see.

7 Financial implications and risks:

The project will be funded through £1M support from Service Borrowing, combined with £1.5M of existing capital allocation, derived from DFT Challenge fund (set in 21/22 budget – rolled to 22/23)

This decision will enable the Council to reduce its energy costs, contributing towards the savings required both for the 23/24 financial year and, if possible, in the current financial year.

Risks: Procurement/Installation delays would result in reduced in year saving potential.

| 8 | Is the decision a Key Decision? (please contact Democratic Support | Yes | No | Per the Constitution, a key decision is one which: | | |
|----|---|--|--|--|--|--|
| | for further advice) | | x | in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total | | |
| | | | x | in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million | | |
| | | | x | is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority. | | |
| 8b | If yes, date of publication of the notice in the Forward Plan of Key Decisions | N/A | | | | |
| 9 | Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the | local promo | energy otion of | rting the development of resilient, efficient markets through the identification and local opportunities for SMART energy hat helps to balance local supply and demand. | | |
| | revenue/capital budget: | manag contin target manag | ing clima uing to p s (net-zer ement, a | oing and promoting our contribution to ate change and sea level rise through oursue ambitious carbon reduction emission to by 2030) and proactive natural network and putting in place infrastructure to enable take the transition to a low carbon economy | | |
| 10 | Please specify any direct environmental implications of the decision (carbon impact) | The procurement of the system allows the Council the opportunity to achieve a reduction on energy utilisation, reduction of Light Pollution and reduction of carbon emissions. | | | | |

Urgent decisions

| 11 | Is the decision urgent and to be implemented immediately in the | Yes | | (If yes, please contact <u>Democratic</u> <u>Support</u> for advice) |
|-------------------------------------|---|-----|---|--|
| interests of the Council or public? | | No | x | (If no, go to section 13a) |

12a Reason for urgency:

| I2b | | itiny Chair ature: | | | | te | | | |
|-------|---|--|---------------|--|-------|-----------------------------------|-----------------------|--------------------|--|
| | Scru | ntiny Committee | | | | | | | |
| | Prin | t Name: | | | | | | | |
| Cons | ultati | on | | | | | | | |
| 13a | | any other Cabinet | | Yes | | | | | |
| | porti | folios affected by t | ne decision: | No | x | | (If no go to section | on 14) | |
| I3b | Which other Cabinet member's portfolio is affected by the decision? | | | Counc | | | oker (Cabinet Memort) | ber for Strategic | |
| I3c | Date | Cabinet member | consulted | 26/10/2 | 2023 | | | | |
| 14 | | any Cabinet memb | | Yes | | | If yes, please disco | | |
| | decision? | | | No | x | | 6 2 22 | | |
| 15 | | ch Corporate Man | | Name Phillip | | Phillip Robinson | Phillip Robinson | | |
| | I ean | n member has bee | en consulted? | Job title S | | Service Director, Street Services | | | |
| | | | | Date o | consu | lted | 14/10/2023 | | |
| Sign- | off | | | | | | | | |
| 16 | _ | off codes from the rtments consulted | | Democratic Support (mandatory) | | | DS 68 23/24 | | |
| | | | | Finance (mandatory) | | | ory) | DJN-23.24.118 | |
| | | | | Legal | (man | datory | () | LS/02540/JP/271023 | |
| | | | | Human Resources (if applicable) | | | | | |
| | | | | Corporate property (if applicable) | | | | | |
| | | | | Procu | reme | nt (if a | applicable) | HG/PS/701/ED/1023 | |
| Арр | endic | es | | | | | | | |
| 17 | Ref. | Title of appendix | | | | | | | |
| | Α | Equalities Impact As | sessment | | | | | | |
| | В | Contract Award Re | port, Part I | | | | | | |
| Conf | identi | al/exempt informa | ation | | | | | | |
| 18a | | ou need to include dential/exempt inf | | Yes x If yes, prepare a second, confidential ('I briefing report and indicate why it is no | | | | , | |

| | | No | of | the Loca | by virtue of Part 1of Schedule al Government Act 1972 by tick at box in 18b below. | | | |
|------|---|----------------------------|-----------------------------|------------------------|---|---------------------|-----------------------|-----------------|
| | | Exemption Paragraph Number | | | | | | |
| | | ı | 2 | 3 | 4 | 5 | 6 | 7 |
| 18b | Confidential/exempt briefing report title: Contract Award Report Part II | | | x | | | | |
| Back | ground Papers | | | | | | | |
| 19 | Please list all unpublished, background paper | rs relevan | t to the | decision | in the tal | ole below | '. | |
| | Background papers are <u>unpublished</u> works, disclose facts or matters on which the repo the information is confidential, you must incord Schedule 12A of the Local Government Act | rt or an i | mportan it is not | t part of t for pub | the work lication b | is based | . If some | /all of |
| | Title of healt-mound nonew(s) | | | | | | | |
| | Title of background paper(s) | | Exe | emption | Paragra | aph Nur | nber | |
| | Title of background paper(s) | ı | 2 Exe | emption 3 | Paragra 4 | aph Nur 5 | mber 6 | 7 |
| | Title of background paper(s) | ı | | 1 | | | | 7 |
| | Title of background paper(s) | ı | | 1 | | | | 7 |
| Cour | ncil Officer Signature | 1 | | 1 | | | | 7 |
| Cour | | ot contrar | y to the ve given liscrimin | Council' due rega | s policy a and to the | nd budge Council | 6 et framew s duty to | vork, etween |

Philip Robinson

Print Name

STREET LIGHTING CENTRAL MANAGEMENT SYSTEM CONTRACT AWARD BRIEFING PAPER- PARTI



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

I. INTRODUCTION

This officer executive decision contract award briefing paper is in relation to the procurement of a street lighting central management system.

The scope of the requirement includes the design, supply and installation of a Central Management System to control the Council's street lighting infrastructure to deliver the Council's Variable Profiling lighting strategy.

2. BACKGROUND

Creating a Variable Profiling lighting strategy offers Plymouth City Council an opportunity to save a significant amount of energy and carbon emissions, BMJ have carried out detailed survey across the UK to study the effects of adoption on strategy, comparing Traffic Collision and Crime Data sourced from police data across 62 local authorities.

The data indicates an overall reduction on traffic collisions, interestingly, a reduction of Burglary, Robbery, Vehicle and Violence is evidenced when such profiling is adopted.

The argument is so pressing, especially if reduction of energy usage, CO² emission and Light Pollution is augmented into the reasoning, that many Local Authorities have already adopted or are moving towards such an arrangement, this includes our immediate neighbours (Cornwall, Devon and Exeter) as well as scalable city comparisons – (Bristol & Milton Keynes) it is reported that 85% of all local authorities now dim their street lighting installations.

This strategy must however be based upon consideration of many variables which detailed below, these considerations are laid out in BS5489, ILP:TR27, as well as DFT Transport Analysis Guidance (TAG)

There are four types of lighting requirements for street lighting within this consideration:- residential, commercial, retail and Main Road Networks.

The purpose of carrying out an assessment is to support the proposed dimming profiles that are to be applied and endorse the regime that is then selected for the variable lighting levels. It is recommended in TR25 that the profile regime is reflected across all classifications of roads, to this end, a review of ADT has been averaged across all road types to generate a picture of traffic movement without turning our street lighting installation 'off'

This approach has been benchmarked against industry standards and has been reviewed by an industry expert, Matthew Lugg OBE- Head of Profession at WSP (President of the Chartered Institute of Highways and Transportation CIHT (2018-2019)). And supported by Devon & Cornwall Police The system is based on 'Open Protocol' communication arrangement which enables other applications to the CMS system, including Emergency Services adaptation during emergencies, Monitoring of Air Quality, Road Temperature Sensors for Gritting optimisation, Traffic Data Capture, V2X communication for semi-autonomous future proofing to be added at a future date and this is linked to our TCF2 initiative

3. PROCUREMENT PROCESS

The Council chose to use its Highways Terms Maintenance Contract (TMC) with South West Highways as the procurement route for both the purchase of the central management system and the associated design and installation as approved by the Service Director for Street Services on 25th September 2023 in accordance with the options set out the TMC and the Council's Contract Standing Orders.

4. EVALUATION CRITERIA

Design and Installation

It was proposed that the design and installation of the system be directly delivered by South West Highways in accordance with the existing TMC. Supplier selection and award criteria was assessed when the contract was originally awarded and remains sufficient for this contract.

Central Management System (IT)

It was proposed that the IT system be purchased by South West Highways via the TMC from 'Telensa' following a competitive two stage procurement process.

The procurement process in question was undertaken by Ringwood (part of the SWH group) on behalf of Milton Keynes City Council which concluded in Telensa being awarded the contract as the supplier offering the most economically advantageous tender.

The Council proposed to award off the back of this process, subject to undertaking the necessary due diligence required to ensure the supplier is suitable to deliver the Council contract and will deliver the contract to the required standard.

The criteria set to undertake this due diligence was as follows:

Suitability Criteria

- Experience of working on projects of a similar nature and size
- Holding the necessary policies and certifications ISO 9001 and ISO 27001 certified
- Demonstrating a sufficient level of competence in relation to health and safety To include Health & Safety Officers, a Health & Safety Committee, a Health & Safety policy, Fire Marshalls, First Aiders, comprehensive safety training for all permanent building users and adequate safety guidelines for temporary building users
- Demonstrating a sufficient level of competence in relation to quality management to ISO
 9001 certification for the production of tele-cells and base stations

Award Criteria

- Competitive pricing
- Agreement to proposed Terms and Conditions
- The ability to perform all supplies, services and works requirements
- The capability to deliver the specification to the required standard
- The capacity to fulfil the contract within the required timescales

5. SUMMARY OF EVALUATION

Design and Installation

Supplier selection and award criteria was assessed when the TMC contract was originally awarded and remains sufficient for this contract.

Central Management System (IT)

Copies of the Milton Keynes tender documentation, including Telensa's winning tender, was requested as well as an up-to-date proposal from Telensa addressing any Plymouth-specific elements of the requirement.

The documentation was evaluated by Council Officers and South West Highways' & Linc technical support team, all of whom have the appropriate skills and experience, in order to ensure transparency and robustness in the process.

The outcome of this due diligence is contained within the part 2 paper.

6. FINANCIAL IMPLICATIONS

Financial provision has been made for this contract within the project budget.

The total cost of the Contract and roll out: £2.5M

7. RECOMMENDATIONS

It is recommended that a contract for the design, supply and installation of a street lighting central management system be awarded to South West Highways through the existing TMC for a value of £2,500,000.00

8. APPROVAL

Authorisation of Contract Award

| Author (Responsible Officer / Project Lead) | | | | | |
|---|--|-------|-----------|--|--|
| Name: | Philip Bellamy | | | | |
| Job Title: | Act Head of Highways | | | | |
| Additional Comments (Optional): | | | | | |
| Signature: | A STATE OF THE STA | Date: | 29/9/2023 | | |
| Head of Service | Head of Service / Service Director | | | | |

| [Signature provides authorisation to this award report and award of Contract] | | | | | |
|---|----------------------------|-------|------------|--|--|
| Name: | Philip Robinson | | | | |
| Job Title: | Director – Street Services | | | | |
| Additional Comments (Optional): | | | | | |
| Signature: | De priser | Date: | 30/10/2023 | | |



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

Document is Restricted



EQUALITY IMPACT ASSESSMENT — INSTALLATION OF CMS TO CONTROL STREET LIGHTING INSTALLATION

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

| Author(s): This is the person completing the EIA template. | Paul German | Department and service: | Street Services - Highways | Date of assessment: | 24/8/23 | | | | | |
|--|---|----------------------------------|---------------------------------|---------------------|--|--|--|--|--|--|
| Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA. | Phil Bellamy a.HOS | Signature: | | Approval date: | 29/9/23 | | | | | |
| Overview: | The scope of the requirement includes the design, supply and installation of a Central Management System to control the Council's street lighting infrastructure to deliver the Council's Variable Profiling lighting strategy. The CMS system will reduce Energy and Carbon Emission impact from the City's Street Lighting installation | | | | | | | | | |
| Decision required: | Executive decision to approve the | e Business Case and provide Corp | orate Funding procurement and i | nstallation of the | Executive decision to approve the Business Case and provide Corporate Funding procurement and installation of the system | | | | | |

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

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

| xls a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three) | Yes | | No | x |
|---|--|--|-----------|---|
| | See below, although no full EIA required (element are N/A), pertinent sections completed | | (elements | |

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

| Protected characteristics (Equality Act, 2010) | Evidence and information (e.g. data and consultation feedback) | Adverse impact | Mitigation activities | Timescale and responsible department |
|--|---|----------------|-----------------------|--------------------------------------|
| Age | Plymouth 16.4 per cent of people in Plymouth are children aged under 15. 65.1 per cent are adults aged 15 to 64. 18.5 percent are adults aged 65 and over. 2.4 percent of the resident population are 85 and over. South West 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64. 22.3 per cent are aged 65 and over. England 17.4 per cent of people are aged 0 to | None | N/A | N/A |

| | 64.2 per cent of people are aged 15 to 64. 18.4 per cent of people are aged 65 and over. (2021 Census) | | | |
|---------------|--|------|-----|-----|
| Plymouth City | It is estimated that 26 per cent of the homeless population in the UK have care experience. In Plymouth there are currently 7 per cent of care leavers open to the service (6 per cent aged 18-20 and 12 per cent of those aged 21+) who are in unsuitable accommodation. The Care Review reported that 41 per cent of 19-21 year old care leavers are not in education, employment or training (NEET) compared to 12 per cent of all other young people in the same age group. In Plymouth there are currently 50 per cent of care leavers aged 18-21 Not in Education Training or Employment (54 per cent of all | None | N/A | N/A |
| | those care leavers aged 18-24 who are open to the service). There are currently 195 care leavers aged 18 to 20 (statutory service) and 58 aged 21 to 24 (extended offer). There are more care leavers aged 21 to 24 who could return for support from services if they wished to. | | | |
| Disability | 9.4 per cent of residents in Plymouth have their activities limited 'a lot' because of a physical or mental health problem. 12.2 per cent of residents in Plymouth have their activities limited 'a little' because of a | None | N/A | N/A |

| | physical or mental health problem (2021 Census) | | | |
|--------------------------------|--|------|-----|-----|
| Gender reassignment | 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). | None | N/A | N/A |
| Marriage and civil partnership | 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. | None | N/A | N/A |
| | 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). | | | |
| Pregnancy and maternity | The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5. | None | N/A | N/A |
| Race | In 2021, 94.9 per cent of Plymouth's population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census) | None | N/A | N/A |
| | People with a mixed ethnic background comprised 1.8 per cent of the population. I 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). | | | |
|-----------------------|---|------|-----|-----|
| 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). | None | N/A | N/A |
| Sex | 51 per cent of our population are women and 49 per cent are men (2021 Census). | None | N/A | 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). | None | N/A | N/A |

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

| Human Rights | Implications | Mitigation Actions | Timescale and |
|--------------|--------------|--------------------|------------------------|
| | | | responsible department |

| This service recognises Article 14 of Human Rights Act – The right to receive Equal Treatment and prohibits discrimination including sex, race, religion and economic and social status in conjunction with the Equalities Act which includes age and disability. | N/A | N/A |
|---|-----|-----|
| All staff and service users will be treated fairly and that their human rights will be respected. | | |
| No adverse impact on human rights has been identified. | | |

SECTION FIVE: OUR EQUALITY OBJECTIVES

| Equality objectives | Implications | Mitigation Actions | Timescale and responsible department |
|--|---|---|--|
| Celebrate diversity and ensure that Plymouth is a welcoming city. | Commuting between Plymstock and commuter routes south and east of the city of Plymouth would suffer diversionary routes and sever delays via the A38 should the bridge structure fail | Reduction of loading upon the bridge structure and carry out required intervention activity as recommended by consultant inspectors | 6 month duration — Highways |
| Pay equality for women, and staff with disabilities in our workforce. | None | N/A | N/A |
| Supporting our workforce through the implementation of Our People Strategy 2020 – 2024 | None | N/A | 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. | Reduction of Lighting Levels | Profiles set to ensure compliance with BS5498, Night Time Economy environment receiving separate evaluation to ensure lighting levels are complementary to activities | 2 year roll out by Highways department |

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| 23 |

| Plymouth is a city where people from | None | N/A | N/A |
|---------------------------------------|------|-----|-----|
| different backgrounds get along well. | | | |

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