



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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Delegated Decisions

Delegated Executive/Officer Decisions

Delegated Executive and Officer decisions are available at the following link -

<https://tinyurl.com/ms6umor>

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Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30 pm on Wednesday 13 December 2023. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

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

The decisions detailed below may be implemented on Thursday 14 December 2023 if they are not called-in.

Delegated Decisions

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

1a. L32 23/24 Department for Transport Zero Emission Bus Regional Areas Scheme (ZEBRA 2) **(Pages 1 - 68)**

1b. L35 23/24 Plymouth Upper Tier COMAH Sites External Emergency Plan **(Pages 69 - 196)**

2. Councillor Chris Penberthy, Cabinet Member for Housing, Cooperative Development and Communities:

2a. HCDC01 23/24 Commitment on Cap to Resettle those through Home Office Safe and Legal Routes in 2025 **(Pages 197 - 212)**

EXECUTIVE DECISION

made by a Cabinet Member



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

Executive Decision Reference Number – L32 23/24

Decision	
1	Title of decision: Department for Transport Zero Emission Bus Regional Areas scheme (ZEBRA 2)
2	Decision maker (Cabinet member name and portfolio title): Councillor Tudor Evans OBE (Leader of Plymouth City Council)
3	Report author and contact details: Rosemary Starr (Sustainable Transport Manager) (T) 01752 305514 (E) rosemary.starr@plymouth.gov.uk
4	<p>Decision to be taken: It is recommended that the Leader:</p> <ol style="list-style-type: none"> 1. Approves the submission of a Plymouth bid to the Department for Transport's Zero Emission Bus Regional Areas scheme (ZEBRA 2) 2. Approves the business case supporting the bid. 3. Grant authority to the Service Director for Strategic Planning and Infrastructure to approve the application to be submitted to the Department for Transport's Zero Emission Bus Regional Areas scheme (ZEBRA 2), where they do not already have authority to do so. 4. Grant authority to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, to accept all ZEBRA 2 funding (from both the Department for Transport, (the grant funder) and Cornwall Council (a funding bid partner)), should the application (in part or full) be successful, where they do not already have authority to do so. 5. Grant authority to the Service Director for Strategic Planning and Infrastructure, to take all such action as necessary to implement the project (including funding decisions) following grant award by the Department for Transport, should the application be successful (in part or full), where they do not already have authority to do so.
5	<p>Reasons for decision:</p> <p>If successful the bid will see the introduction of 50 zero emission, electric, double decker buses on routes operating in Plymouth and the Rame Peninsula as well as the necessary associated electric charging infrastructure at the Plymouth Citybus depot, Milehouse.</p> <p>The acquisition of the electric buses will not only enhance the routes which they will operate on</p>

but will also allow the cascade of existing Euro 6 diesel buses displaced from the electrified routes onto other services in Plymouth and South-East Cornwall, thereby modernising the entire Plymouth Citybus fleet operating in the Plymouth Travel to Work Area.

Improvements to the quality of public transport in Plymouth and our Travel to Work Area will support the delivery of equality outcomes. These will be delivered through increased accessibility of the buses funded by the bid, improvements in the quality of transport to places of work, education, leisure and healthcare and improvements in air quality.

1. *Approves the submission of a Plymouth bid to the Department for Transport's Zero Emission Bus Regional Areas scheme (ZEBRA 2)*

Approval is needed to allow Plymouth City Council to submit a bid to the Department for Transport's Zero Emission Bus Regional Areas Scheme (ZEBRA 2) by the Department for Transport's (DfT's) deadline of the 15th of December. A condition of the funding is that bid's must be led by Local Transport Authorities and hence only Plymouth City Council are able to submit the Plymouth bid.

2. *Approves the business case supporting the bid.*

Approval of the Business Case is required in order to allow the Plymouth bid to be submitted as it will secure the local financial contribution, from Plymouth City Council, which needs to be form part of the Council's submission to the Fund.

3. *Grant authority to the Service Director for Strategic Planning and Infrastructure to approve the application to be submitted to the Department for Transport's Zero Emission Bus Regional Areas scheme (ZEBRA 2), where they do not already have authority to do so.*

Granting authority to the Service Director for Strategic Planning and Infrastructure to approve the application to be submitted to the Department for Transport's Zero Emission Bus Regional Areas scheme is required in recognition that demanding bid timescales mean that Plymouth's submission may not be finalised until after the Decision to submit the bid has been made.

4. *Grant authority to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, to accept all ZEBRA 2 funding (from both the Department for Transport, (the grant funder) and Cornwall Council (a funding bid partner)), should the application (in part or full) be successful, where they do not already have authority to do so.*

Granting authority to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, to accept all ZEBRA 2 funding (from both the Department for Transport, (the grant funder) and Cornwall Council (a funding bid partner), should the application (in part or in full) be successful is required in order to allow prompt acceptance of any funding, and subsequent commencement of the delivery of the bid. Part of the Council's submission to the Fund includes a project plan, with the DfT emphasising the need to be able to efficiently deliver the proposals, on receipt of funding. Having approval of funding acceptance agreed prior to the bid submission allows us to satisfy this requirement of the Funder.

5. *Grant authority to the Service Director for Strategic Planning and Infrastructure, to take all such action as necessary to implement the project (including funding decisions) following grant award*

by the Department for Transport, should the application be successful (in part or full), where they do not already have authority to do so.

Granting authority to the Service Director for Strategic Planning and Infrastructure to take all such action as necessary to implement the project (including funding decisions) following grant award by the Department for Transport, should the application be successful (in part or full) is necessary, in order to allow efficient delivery of the project. Part of the Council's submission to the Fund includes a project plan, with the DfT emphasising the need to be able to efficiently deliver the proposals, on receipt of funding. Having approval to take all such action as necessary to implement the project prior to the bid submission allows us to satisfy this requirement of the Funder.

6 Alternative options considered and rejected:

1. To not submit a bid to the Department for Transport Zero Emission Bus Regional Areas scheme (ZEBRA 2)

The bid represents a transformational opportunity to modernise Plymouth's bus fleet, significantly advance the Council's commitment to decarbonise transport and boost bus patronage through a multi-million investment, by members of the statutory Plymouth Enhanced Partnership, in Zero Emission Buses (ZEBs).

The bid must be led by the Council, as the Local Transport Authority, and in doing so demonstrates our corporate value of co-operation and, if successful, delivers greener transport, a priority within the Corporate Plan. Therefore, not submitting a bid has been rejected.

2. To submit a smaller scale bid to the Fund.

The Plymouth bid which has been prepared is scalable. This is a requirement of the Fund. However, submitting a lower value bid has been rejected in anticipation that, should funding be secured from ZEBRA 2, it is unlikely Plymouth would be eligible to apply for additional zero emission bus funding again in the short to medium term. This assumption is based on the guidance for ZEBRA 2, where applications from LTAs who haven't previously secured funding, will be prioritised over those who have.

3. To submit an infrastructure only bid.

Plymouth City Council could submit a bid for infrastructure only. This would ensure that the infrastructure is in place to allow zero emission buses to be introduced in the future. However, this approach has been rejected on the basis that Plymouth Citybus / The Go-Ahead Group and Cornwall Council are in a position to partner the bid and hence there is an opportunity to secure funding for both vehicles and infrastructure, allowing zero emission buses to start operating in Plymouth much sooner than if an infrastructure only submission were to be made.

4. To exclude the delegation of the grant acceptance and authority to take all such action as necessary to implement the project, should the application be successful, from this Decision.


	<p>Consideration was given to this Decision solely relating to the submission of the bid, rather than including actions, should the bid be successful. However, this has been rejected in order to strengthen the bid submission through being able to demonstrate that all necessary approvals for delivery of the bid proposals, are in place. Prior to submission.</p>			
7	<p>Financial implications and risks:</p> <p>The Department for Transport (DfT) have launched an opportunity to apply for Zero Emission Bus funding (ZEBRA 2).</p> <p>ZEBRA 2 provides £129 million to support the introduction of ZEBs in financial years 2023 to 2024 and 2024 to 2025. It is a single-stage funding competition to award funding over both financial years.</p> <p>The DfT will contribute up to 75% of the cost difference between a ZEB and a standard conventional diesel bus equivalent of the same total passenger capacity. For infrastructure, the DfT will contribute up to 75% of the total capital expenditure incurred as a result of its purchase and installation.</p> <p>The value of the bid to be submitted to the DfT is circa £34,231,079. Of which £14,246,139 is sought from the Department for Transport. The remaining £19,984,940 of funding is being provided by Plymouth City Council, Plymouth Citybus / The Go-Ahead Group and Cornwall Council.</p> <p>The financial contribution by Plymouth City Council, which is being funded from the Community Infrastructure Fund levy, is £750,000. This is a fixed financial contribution.</p> <p>Should the bid be successful, but the costs exceed those set out in the submission, then under the terms and conditions of the Fund cost exceedances would need to be covered by local contributions. However, Local Transport Authorities (LTAs) can also request grant funding to cover up to 50% of total contingency costs, for vehicles and infrastructure. The Plymouth submission therefore includes a contingency funding of £5,705,198, to reduce this risk with the Go-Ahead Group agreeing to cover any costs over and above those – for both vehicles and infrastructure – which are not covered by the bid.</p>			
8	<p>Is the decision a Key Decision? (please contact Democratic Support for further advice) Please type an X into the relevant boxes</p>	<p>Yes</p> <p><input checked="" type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>	<p>Per the Constitution, a key decision is one which:</p> <p>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</p> <p>in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million</p> <p>is significant in terms of its effect on communities living or working in an area</p>

	<p>If yes, date of publication of the notice in the Forward Plan of Key Decisions</p>		<p>comprising two or more wards in the area of the local authority.</p>
9	<p>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</p>	8 November 2023	<p>Investment in Zero Emission Buses which, if successful, this bid achieves directly supports both the Corporate Plan and Plymouth Plan.</p> <p>Links to the Corporate Plan: -</p> <p>Investment in zero emission buses directly supports the city's mission to '[make] Plymouth a fairer, greener city where everyone does their bit.'</p> <p>As lead for the submission of the ZEBRA 2 bid, we are taking responsibility for the improvement of Plymouth's bus services. However, the development of the bid is co-operative, involving Plymouth Citybus / The Go-Ahead Group and Cornwall Council and the Council hence are working closely with Plymouth's public transport providers, and neighbouring Local Transport Authorities, to deliver a bus network which helps to make Plymouth a great place to grow up and grow old.</p> <p>Links to the Plymouth Plan: -</p> <p>The submission of the ZEBRA 2 bid supports the delivery of the strategy set out within the Plymouth Plan and in particular policies HEA6 (Delivering a safe, accessible, sustainable and health enabling transport system) and GRO4 (Using transport investment to drive growth, and commitment to facilitate the use of sustainable transport modes).</p> <p>The Plymouth Plan seeks to help deliver a transport system that enables and encourages sustainable and active travel choices, provides good accessibility for the city's population to jobs and services, and supports a healthy environment. Through the ZEBRA 2 programme, were our bid to be successful, we will actively support the Plymouth Plan policy commitments to: -</p> <ul style="list-style-type: none"> • HEA6(1) [Use] the planning process to address air quality, carbon emissions and noise pollution. • HEA6(2) [Design] transport infrastructure projects to take full account of the needs of all

		<p>users, the wider community and place shaping needs of the area, whilst also helping to minimise air quality, carbon emissions and noise pollution.</p> <ul style="list-style-type: none"> • HEA6(7) [Invest] in and promot[e] the growth of an electric vehicle charging network and encouraging electric vehicle take-up and use and continuing to work with partners to harness the benefits of alternative fuel technologies in both land and marine environments. • HEA6(10) [Work] with regional partners, agencies and public transport operators to deliver an integrated transport system across all modes covering key locations within and adjoining the Plymouth Travel to Work Area. • GRO4 (1) Continuing to support the High-Quality Public Transport Network and improve public and sustainable transport services through, where appropriate, subsidies and new infrastructure and • GRO4(15) Developing and delivering targeted infrastructure interventions, consistent with the long-term vision and objectives for transport set out in the Joint Local Plan. <p>The ZEBRA 2 project also positively supports the delivery of the commitments within the Plan to help deliver targeted integrated transport measures to help support the sustainable growth of Plymouth, in accordance with the vision, objectives and policies of the Plymouth and South West Devon Joint Local Plan. Specifically: SPT9 (6), which seeks to get the most out of our existing network and encourage behavioural change, and SPT9(9) (delivering transport projects which provide a safe and effective transport system).</p> <p>The ZEBRA 2 programme also allows the achievement of the aspirations of the Plymouth Bus Service Improvement Plan which is a delivery plan of the Plymouth Plan.</p>
<p>10</p>	<p>Please specify any direct environmental implications of the decision (carbon impact)</p>	<p>Cutting emissions from travel is a top priority for the city. Transport accounted for the largest part of our city’s CO₂e emissions in 2019 (29%) and transport as a sector is not decarbonising at the necessary pace to make Plymouth carbon neutral by 2030.</p> <p>Public transport, particularly buses, plays a key role in the net zero transition and the delivery of the City’s Bus Service Improvement Plan, in which the provision</p>

		<p>of zero emission buses feature, is a cornerstone of our city's net zero strategy.</p> <p>The Plymouth ZEBRA 2 bid, if successful, will see the introduction of 50 Zero Emission Buses operating on routes either solely, or partly, within Plymouth. It will also improve the environmental performance of other bus routes in the city, which will not be served by the zero emission buses, through the cascade of more modern vehicles from those routes which are served by the zero emission buses.</p> <p>The investment in modern zero emission buses will not only have direct carbon benefits it is also anticipated that the investment in modern vehicles, a priority for Plymouth passengers as evidenced by the autumn 2023 passenger priority survey, will encourage modal shift away from the private car, thereby further reducing carbon emissions.</p>		
Urgent decisions				
I 1	Is the decision urgent and to be implemented immediately in the interests of the Council or the public? Please type an X into the relevant box	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	X	(If no, go to section I 3a)
I 2a	Reason for urgency:			
I 2b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
I 3a	Are any other Cabinet members' portfolios affected by the decision? Please type an X into the relevant box	Yes	X	
		No		(If no go to section I 4)
I 3b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Mark Coker, Cabinet Member for Strategic Planning and Transport Councillor Tom Briars-Delve, Cabinet Member for		

		Environment and Climate Change	
I3c	Date Cabinet member consulted	28 November 2023	
I4	Has any Cabinet member declared a conflict of interest in relation to the decision? Please type an X into the relevant box	Yes	If yes, please discuss with the Monitoring Officer
		No	
I5	Which Corporate Management Team member has been consulted?	Name	Anthony Payne
		Job title	Strategic Director for Place
		Date consulted	28 November 2023
Sign-off			
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS 75 23/24
		Finance (mandatory)	DJN.23.24.157
		Legal (mandatory)	KT/2429281 2023
		Human Resources (if applicable)	Not applicable
		Corporate property (if applicable)	Not applicable
		Procurement (if applicable)	Not applicable
Appendices			
I7	Ref.	Title of appendix	
	A	Zero Emission Bus Regional Areas scheme (ZEBRA 2) - Briefing report for publication	
	B	Zero Emission Bus Regional Areas scheme (ZEBRA 2) – Business case	
	C	Zero Emission Bus Regional Areas scheme (ZEBRA 2) - Equalities Impact Assessment	
	D	Zero Emission Bus Regional Areas scheme (ZEBRA 2) - Climate Impact Assessment	
Confidential/exempt information			
I8a	Do you need to include any confidential/exempt information? Please type an X into the relevant box	Yes	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in I8b below. (Keep as much information as possible in the briefing report that will be in the public domain)
		No	
		Exemption Paragraph Number	

		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title: Zero Emission Bus Regional Areas scheme (ZEBRA 2) – Confidential briefing report			X				
Background Papers								
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Cabinet Member Signature								
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act (2010) and those who do not. For further details please see the EIA attached.							
Signature				Date of decision	5 December 2023			
Print Name	Councillor Tudor Evans OBE							

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Department for Transport Zero Emission Bus Regional Areas scheme (ZEBRA 2)

Briefing Report for Publication



I. EXECUTIVE SUMMARY

Plymouth City Council are leading a bid to the Department for Transport's Zero Emission Bus Regional Areas Scheme (ZEBRA 2), in partnership with Plymouth Citybus Ltd (part of The Go-Ahead Group Ltd) and Cornwall Council.

If successful the bid will see the introduction of 50 zero emission, electric, double decker buses on routes operating in Plymouth and the Rame Peninsula as well as the necessary associated electric charging infrastructure at the Plymouth Citybus depot, Milehouse.

The acquisition of the electric buses will not only enhance the routes which they will operate on but will also allow the cascade of existing Euro 6 diesel buses displaced from the electrified routes onto other services in Plymouth and South-East Cornwall, thereby modernising the entire Plymouth Citybus fleet operating in the Plymouth Travel to Work Area.

Improvements to the quality of public transport in Plymouth and our Travel to Work Area will support the delivery of equality outcomes. These will be delivered through increased accessibility of the buses funded by the bid, improvements in the quality of transport to places of work, education, leisure and healthcare and improvements in air quality.

The operation of zero emission buses will also strongly support Plymouth City Council's Climate Change ambitions as articulated in the Net Zero Action Plan ([NZAP Transport | PLYMOUTH.GOV.UK](https://www.plymouth.gov.uk/net-zero-action-plan)) and on the Climate Connections website ([Travel - Climate Connections Plymouth](https://www.plymouth.gov.uk/climate-connections)). This is evidenced by the Climate Impact Assessment supporting this Decision.

The value of the bid to be submitted to the DfT is circa £34,231,079. Of which £14,246,139 is sought from the Department for Transport. The remaining £19,984,940 of funding is being provided by Plymouth City Council, Plymouth Citybus / The Go-Ahead Group and Cornwall Council.

The financial contribution by Plymouth City Council, which is being funded from the Community Infrastructure Fund levy, is £750,000. This is a fixed financial contribution.

2. BACKGROUND

The Department for Transport (DfT) have launched an opportunity to apply for Zero Emission Bus Regional Area funding (ZEBRA 2).

ZEBRA 2 provides £129 million to support the introduction of Zero Emission Buses (ZEBs) in financial years 2023/24 and 2024/25. It is a single-stage funding competition to award funding over both financial years.

The DfT will contribute up to 75% of the cost difference between a ZEB and an equivalent standard conventional diesel bus of the same total passenger capacity.

Buses funded by the grant, in accordance with the National Bus Strategy, must provide an enhanced level of accessibility. The buses funded through this project will therefore:

- be compliant with the [Public Service Vehicles Accessibility Regulations 2000 \(PSVAR\)](#)
- be compliant with the [Accessible Information Regulations](#)
- provide an induction loop to aid direct communication between drivers and passengers who use a hearing aid.
- provide an additional flexible space in addition to the mandatory wheelchair space – this space can either be suitable for a second wheelchair user or at least 2 unfolded pushchairs or prams.

These requirements represent a betterment in the quality of the vehicles which the electric buses will replace.

For infrastructure, the DfT will contribute up to 75% of the total capital expenditure incurred as a result of its purchase and installation.

Local Transport Authorities (LTAs) can also request grant funding to cover up to 50% of total contingency costs, for vehicles and infrastructure with the DfT assuming a 20% contingency budget in the absence of a quantified risk register.

£25 million is reserved for proposals to introduce ZEBs in rural areas which Plymouth City Council are ineligible to apply for. However, the DfT have advised that they *'want to help LTAs and bus operators that have little to no experience with ZEBs benefit from this funding. Therefore, LTAs that did not receive ZEBRA 1 funding will be prioritised ahead of LTAs that did'*. An application from Plymouth City Council would therefore be in the second priority bidding category.

Funding will only be awarded to Local Transport Authorities that have made an enhanced partnership or have begun following the statutory process to decide whether to implement franchising. Plymouth complies with this requirement, following the formation of the Plymouth Enhanced Bus Partnership in April 2023.

The DfT funding therefore provides a transformational opportunity to modernise Plymouth's bus fleet, significantly advance the Council's commitment to decarbonise transport and boost bus patronage through a multi-million investment, by members of the Plymouth Enhanced Partnership, in Zero Emission Buses (ZEBs).

The bid must be led by the Council, as the Local Transport Authority, and in doing so demonstrates our corporate value of co-operation and, if successful, deliver greener transport, a priority within the Corporate Plan.

3. PLYMOUTH ZEBRA 2 BID SUMMARY

3.1 Plymouth ZEBRA 2 Bid

The Plymouth bid is a joint submission by Plymouth City Council, Cornwall Council and Plymouth Citybus.

If successful the bid will see the introduction of 50 zero emission, electric, double decker buses on routes operating in Plymouth and the Rame Peninsula as well as the necessary associated electric charging infrastructure at the Plymouth Citybus depot, Milehouse.

The bid will improve public transport in Plymouth and the Travel to Work Area. However, in addition it has the potential to provide wider community benefits through providing opportunities linked to the maintenance of commercial electric vehicles, with Plymouth Citybus committed to exploring opportunities such as apprenticeships and training both in the use of the new ZEBs and their maintenance. The bid also supports Plymouth's wider transport decarbonisation work. This is because there is scope for the charging infrastructure to be used by other transport modes, such as community transport and school minibuses, at such time as these fleets are electrified; a proposal which Plymouth Citybus are supportive of.

All bus operators in the statutory Plymouth Enhanced Bus Partnership were notified of the intention of the Council to submit a bid to the ZEBRA 2 Fund and provided the opportunity to partner with the Council. However, only Plymouth Citybus choose to participate in the Plymouth submission.

Cornwall Council are keen to partner the Plymouth bid because a number of routes which operate into South-East Cornwall start and end in Plymouth, with the buses on these routes garaged at the Milehouse bus depot.

Due to the costs involved in electrifying the vehicles, and providing the necessary charging infrastructure, it is uneconomical just to electrify the buses operating from Plymouth into Cornwall. However, it does make sense to include them as part of a bigger package (the urban Plymouth ZEBRA 2 bid) and their inclusion also strengthens the Plymouth submission by adding an element of rurality to the proposals.

Were the bid to be successful, for the local contribution element, the intention is that Go-Ahead predominantly fund the cost of the electric buses, with a contribution from Cornwall Council for those needed for the subsidised services on the Rame Peninsula, and the Local Transport Authorities (Plymouth City Council and Cornwall Council) predominantly funding the charging infrastructure at the Citybus depot, with a minor infrastructure contribution, from the Go-Ahead Group.

The contributions from the Local Transport Authorities will be fixed with the Go-Ahead Group accepting liability for cost increases over and above those set out in the bid. This agreement will be formalised through a collaboration agreement between Plymouth City Council, Cornwall Council, Plymouth Citybus Ltd and The Go-Ahead Group.

3.2 Plymouth ZEBRA 2 Bid; alignment with Corporate Priorities

The Council's mission, as set out in the [2023 Corporate Plan](#), is to '[make] Plymouth a fairer, greener city, where everyone does their bit' and public transport has a key role to play in achieving this ambition.

In Plymouth, 24.9 per cent of households are without access to a car or van. Furthermore, 15 per cent of men and 31 per cent of women do not have a driving licence. The bus is therefore crucial to enable

residents to access school and work, healthcare and shops, friends and family as well as enabling visitors to travel to, from and within Britain's Ocean City.

As a green mass transit solution, buses also have a key role to play in our response to the city's climate emergency declaration and supporting Plymouth's sustainable growth. This is why the Council's vision, as set out in the 2023 Bus Service Improvement Plan, is *'to create a thriving bus network where everyone can be connected to important people and places, by services that are frequent, reliable, fast, affordable, safe and clean, which will also help Plymouth to achieve its net zero goals by 2030'*.

In order to realise this vision, buses need to be both tools of inclusion and the transport of choice and to do that we know that we need to provide better bus services. Investment in Zero Emission Buses will deliver a better bus service for Plymouth and directly supports the aspirations of both the Corporate Plan and Plymouth Plan.

Links to the Corporate Plan: -

Investment in zero emission buses directly supports the city's mission to '[make] Plymouth a fairer, greener city where everyone does their bit.'

As lead for the submission of the ZEBRA 2 bid, we are taking **responsibility** for the improvement of Plymouth's bus services. However, the development of the bid is **co-operative**, involving Plymouth Citybus, the Go-Ahead Group and Cornwall Council and hence we are working closely with Plymouth's public transport providers, and one of our neighbouring authorities, to deliver a bus network which helps to make Plymouth a great place to grow up and grow old.

Links to the Plymouth Plan: -

The submission of the ZEBRA 2 bid supports the delivery of the strategy set out within the Plymouth Plan and in particular policies HEA6 (Delivering a safe, accessible, sustainable and health enabling transport system) and GRO4 (Using transport investment to drive growth, and commitment to facilitate the use of sustainable transport modes).

The Plymouth Plan seeks to help deliver a transport system that enables and encourages sustainable and active travel choices, provides good accessibility for the city's population to jobs and services, and supports a healthy environment. Through the ZEBRA 2 programme, were our bid to be successful, we will actively support the Plymouth Plan policy commitments to: -

- HEA6(1) [Use] the planning process to: - address air quality, carbon emissions and noise pollution.
- HEA6(2) [Design] transport infrastructure projects to take full account of the needs of all users, the wider community and place shaping needs of the area, whilst also helping to minimise air quality, carbon emissions and noise pollution.
- HEA6(7) [Invest] in and promot[e] the growth of an electric vehicle charging network and encouraging electric vehicle take-up and use.
- HEA6(10) [Work] with regional partners, agencies and public transport operators to deliver an integrated transport system across all modes covering key locations within and adjoining the Plymouth Travel to Work Area

- GRO4 (1) Continuing to support the High-Quality Public Transport Network and improve public and sustainable transport services through, where appropriate, subsidies and new infrastructure and
- GRO4(15) Developing and delivering targeted infrastructure interventions, consistent with the long-term vision and objectives for transport set out in the [Joint Local Plan](#).

The ZEBRA 2 project also positively supports the delivery of the commitments within the Plan to help deliver targeted integrated transport measures to help support the sustainable growth of Plymouth, in accordance with the vision, objectives and policies of the Plymouth and South West Devon [Joint Local Plan](#). Specifically: SPT9 (6), which seeks to get the most out of our existing network and encourage behavioural change, and SPT9(9) (delivering transport projects which provide a safe and effective transport system).

The ZEBRA 2 programme also allows the achievement of the aspirations of the [Plymouth Bus Service Improvement Plan](#) which is a delivery plan of the Plymouth Plan.

3.3 Plymouth ZEBRA 2 Bid; alignment with the Bus Service Improvement Plan

The vision for Plymouth's buses, as articulated in the 2023 Bus Service Improvement Plan, is to create a thriving bus network where everyone can be connected to important people and places, by services that are frequent, reliable, fast, affordable, safe and clean, which will also help Plymouth to achieve its net zero goals by 2030.

Nine passenger priorities underpin the BSIP and more than 1800 people, in response to the summer 2023 passenger priority survey told us that their priorities for bus services, in order, were: frequent, reliable and fast, affordable, direct and connected, accessible, safe, simple and understandable, modern and clean.

If successful the Plymouth ZEBRA bid will deliver against four of the nine passenger priorities, frequency, accessibility, simple and understandable and modern, demonstrating the Plymouth Enhanced Partnership's commitment to improving Plymouth's bus services and delivering against what's important for Plymouth's bus passengers.

The introduction of zero emission buses will also allow the delivery of projects set out with the 2023 BSIP including 'introduc[ing] Zero Emission Buses (ZEBs), initially on the 6 core [BSIP] corridors before rolling out ZEBs to the entire fleet, in conjunction with neighbouring authorities' and "facilitating the replacement of all of our community transport vehicles with five new electric minibuses and associated charging infrastructure'. This bid achieves the latter ambition, in part, through the provision of charging infrastructure at the Citybus depot. The infrastructure will be available to use during the day, when the ZEBs are in service, and Plymouth Citybus are supportive of community transport, and school, minibuses, utilising the infrastructure.

3.3 Plymouth ZEBRA 2 Bid; alignment with the Net Zero Action Plan and Air Quality Action Plan

Securing funding from the DfT's ZEBRA 2 Fund supports the Plymouth [Net Zero Action Plan](#) (NZAP), as demonstrated by the Climate Impact Assessment accompanying this Decision.

Cutting carbon emissions from travel is a top priority for the city. Transport accounted for the largest part of our city's CO₂e emissions in 2019 (29%) and transport as a sector is not decarbonising at the necessary pace to make Plymouth carbon neutral by 2030, a pledge made by the Council unanimously in 2019 when Plymouth declared a Climate Emergency.

Tackling city transport emissions will require a shift in the uptake of active travel and public transport, and to that effect, the council made a triple commitment to:

- Provide a local policy framework that facilitates the decarbonisation of the transport system. (NZAP T4)
- Provide public infrastructure needed to meet the city's low carbon transport needs. (NZAP T5)
- Co-produce decarbonisation plans and initiatives with partners from across the transport system. (NZAP T6)

The approach to reaching net zero in Plymouth by 2030, outlined on the [Climate Connections website](#), encourages policy makers and service providers to work in partnership to make all the elements of the city's transport system interact well together, including park and ride, public transport, walking and cycling options and parking policies, with public transport, particularly buses, being recognised as having a key role in the net zero transition.

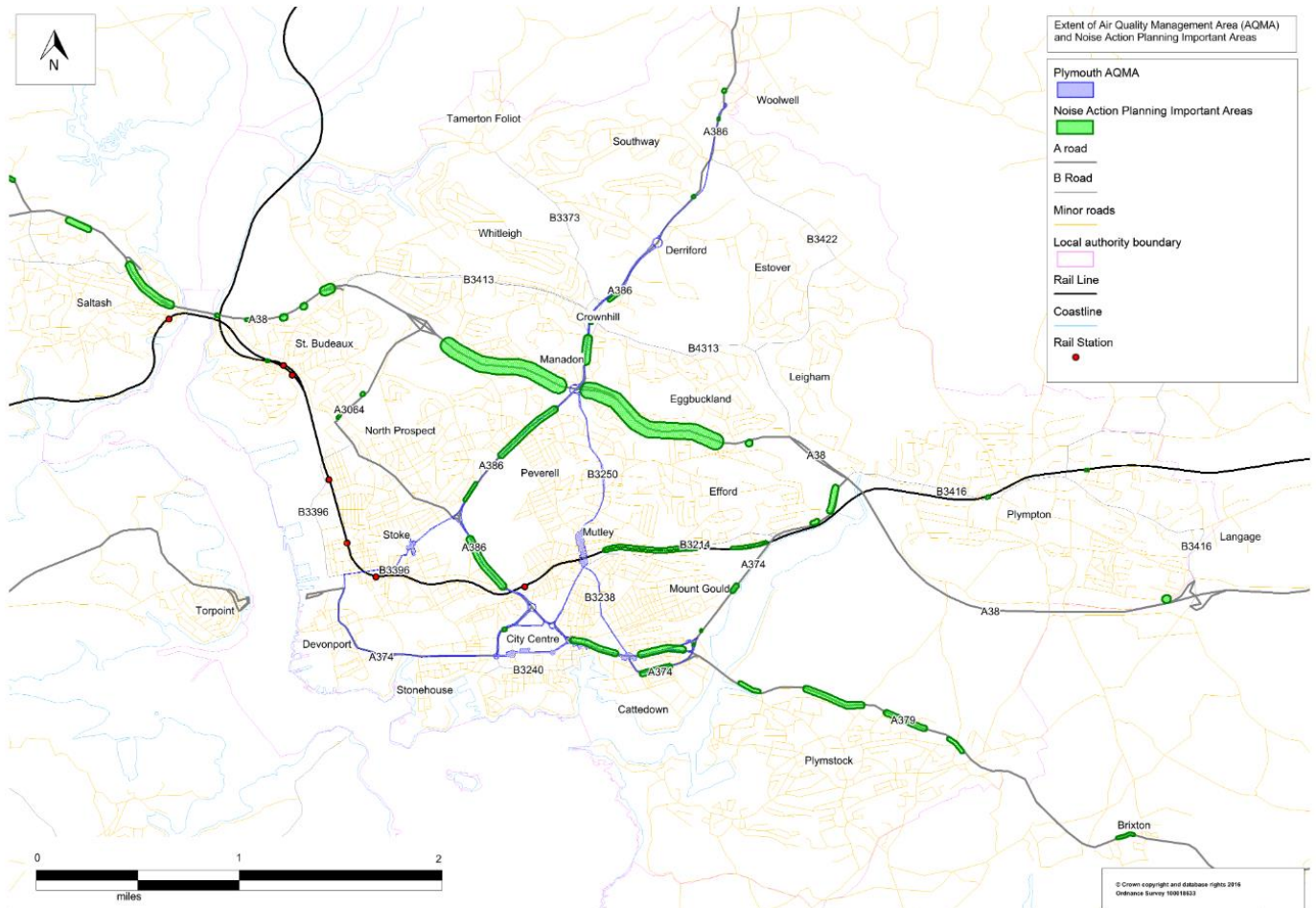
Securing funding to decarbonise buses, benefitting both routes in Plymouth and our wider travel to work area, will make a significant contribution to reducing transport emissions and supports both the Council's and partners efforts towards tackling climate change. The Plymouth ZEBRA 2 bid therefore satisfies all three commitments set out in the NZAP.

Decarbonising 50 double decker buses also supports the Council's air quality aspirations, both directly, through the operation of zero emission vehicles and indirectly through encouraging modal shift away from the private car, due to the introduction of modern, higher quality vehicles on local bus routes.

Plymouth has as a single city-wide Air Quality Management Area (AQMA), Figure One. This has been in place since 2014 due to levels of nitrogen dioxide that exceeded national objectives mainly due to road traffic emissions. This AQMA includes Exeter Street, Mutley Plain, Stoke Village, Royal Parade and Tavistock Road, all of which are bus routes, and their connecting roads.

Securing funding from the ZEBRA 2 fund will therefore not only support our work on climate change, but it will also improve air quality, in turn delivering associated public health benefits.

Figure One: Air quality management area declared for Plymouth and noise important areas identified by Defra.



4. ALTERNATIVE OPTIONS

The following alternative options for the ZEBRA 2 fund were considered and rejected:

1. To not submit a bid to the Department for Transport Zero Emission Bus Regional Areas scheme (ZEBRA 2)

The bid represents a transformational opportunity to modernise Plymouth’s bus fleet, significantly advance the Council’s commitment to decarbonise transport and boost bus patronage through a multi-million investment, by the members of the statutory Plymouth Enhanced Partnership, in Zero Emission Buses (ZEBs).

The bid must be led by the Council, as the Local Transport Authority, and in doing so demonstrates our corporate value of co-operation and, if successful, delivers greener transport, a priority within the Corporate Plan. Therefore, not submitting a bid has been rejected.

2. To submit a smaller scale bid to the Fund.

The Plymouth bid which has been prepared is scalable. This is a requirement of the Fund. However, submitting a lower value bid has been rejected in anticipation that, should funding be secured from

ZEBRA 2 it is unlikely Plymouth would be eligible to apply for additional zero emission bus funding again in the short to medium term. This assumption is based on the guidance for ZEBRA 2, where applications from LTAs who haven't previously secured funding, will be prioritised over those who have.

3. To submit an infrastructure only bid.

Plymouth City Council could submit a bid for infrastructure only. This would ensure that the infrastructure is in place to allow zero emission buses to be introduced in the future. However, this approach has been rejected on the basis that Plymouth Citybus / The Go-Ahead Group and Cornwall Council are in a position to partner the bid and hence there is an opportunity to secure funding for both vehicles and infrastructure, allowing zero emission buses to start operating in Plymouth much sooner than if an infrastructure only submission were to be made.

4. To exclude the delegation of the grant acceptance and authority to take all such action as necessary to implement the project, should the application be successful, from this Decision.

Consideration was given to this Decision solely relating to the submission of the bid, rather than including actions, should the bid be successful. However, this has been rejected in order to strengthen the bid submission through being able to demonstrate that all necessary approvals for delivery of the bid proposals, are in place. Prior to submission.

5. FINANCIAL IMPLICATIONS AND RISK

The Department for Transport (DfT) have launched an opportunity to apply for Zero Emission Bus funding (ZEBRA 2).

ZEBRA 2 provides £129 million to support the introduction of ZEBs in financial years 2023 to 2024 and 2024 to 2025. It is a single-stage funding competition to award funding over both financial years.

The DfT will contribute up to 75% of the cost difference between a ZEB and a standard conventional diesel bus equivalent of the same total passenger capacity. For infrastructure, the DfT will contribute up to 75% of the total capital expenditure incurred as a result of its purchase and installation.

The value of the bid to be submitted to the DfT is circa £34,231,079. Of which £14,246,139 is sought from the Department for Transport. The remaining £19,984,940 of funding is being provided by Plymouth City Council, Plymouth Citybus / The Go-Ahead Group and Cornwall Council.

The financial contribution by Plymouth City Council, which is being funded from the Community Infrastructure Fund levy, is £750,000. This is a fixed financial contribution.

Should the bid be successful, but the costs exceed those set out in the submission, then under the terms and conditions of the Fund cost exceedances would need to be covered by local contributions. However, Local Transport Authorities (LTAs) can also request grant funding to cover up to 50% of total contingency costs, for vehicles and infrastructure. The Plymouth submission therefore includes a contingency funding of £5,705,19, to reduce this risk with the Go-Ahead Group agreeing to cover any costs over and above those – for both vehicles and infrastructure – which are not covered by the bid.

6. TIMESCALES

Figure one sets out the ZEBRA 2 timeline, from bid submission to project delivery, should the bid be successful.

Figure Two: ZEBRA 2 timeline

Deadline to submit application	4pm 15 December 2023
DfT reviews and makes funding decisions	March 2024
Funding for 23/24 financial year awarded to successful LTAs	By March 2024
Order placed for Zero Emission Buses	By 31 January 2025
Funding for 24/25 financial year awarded to successful LTAs	By March 2025
All buses to come into service within 2 years of initial funding being awarded	By March 2026

7. RECOMMENDATIONS

It is recommended that the Leader:

1. Approves the submission of a Plymouth bid to the Department for Transport's Zero Emission Bus Regional Areas scheme (ZEBRA 2)
2. Approves the business case supporting the bid.
3. Grant authority to the Service Director for Strategic Planning and Infrastructure to approve the application to be submitted to the Department for Transport's Zero Emission Bus Regional Areas scheme (ZEBRA 2), where they do not already have authority to do so.
4. Grant authority to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, to accept all ZEBRA 2 funding (from both the Department for Transport, (the grant funder) and Cornwall Council (a funding bid partner)), should the application (in part or full) be successful, where they do not already have authority to do so.
5. Grant authority to the Service Director for Strategic Planning and Infrastructure, to take all such action as necessary to implement the project (including funding decisions) following grant award by the Department for Transport, should the application be successful (in part or full), where they do not already have authority to do so.

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CAPITAL INVESTMENT BUSINESS CASE

Department for Transport Zero Emission Bus Regional Areas scheme (ZEBRA 2)



EXECUTIVE SUMMARY

The Executive Summary is a short summary of the Business Case and should be the last section you complete; this will enable you to extract or only the key facts from relevant sections i.e. 'project on a page'. The summary is a 'snapshot' of the business case which will need to tell the story and sell the proposal.

Plymouth City Council are leading a bid to the Department for Transport's Zero Emission Bus Regional Areas Scheme (ZEBRA 2), in partnership with Plymouth Citybus Ltd (part of The Go-Ahead Group Ltd) and Cornwall Council.

If successful the bid will see the introduction of 50 zero emission, electric, double decker buses on routes operating in Plymouth and the Rame Peninsula as well as the necessary associated electric charging infrastructure at the Plymouth Citybus depot, Milehouse.

The acquisition of the electric buses will not only enhance the routes which they will operate on but will also allow the cascade of existing Euro 6 diesel buses displaced from the electrified routes onto other services in Plymouth and South-East Cornwall, thereby modernising the entire Plymouth Citybus fleet operating in the Plymouth Travel to Work Area.

Improvements to the quality of public transport in Plymouth and our Travel to Work Area will support the delivery of equality outcomes. These will be delivered through increased accessibility of the buses funded by the bid, improvements in the quality of transport to places of work, education, leisure and healthcare and improvements in air quality.

The operation of zero emission buses will also strongly support Plymouth City Council's Climate Change ambitions as articulated in the Net Zero Action Plan ([NZAP Transport | PLYMOUTH.GOV.UK](https://www.plymouth.gov.uk/net-zero-action-plan)) and on the Climate Connections website ([Travel - Climate Connections Plymouth](https://www.plymouth.gov.uk/climate-connections)). This is evidenced by the Climate Impact Assessment supporting this Decision.

The value of the bid to be submitted to the DfT is £34,231,079. This consists of £28,525,900 of 'core' costs and a further £5,705,179 of contingency funding.

Of the £34,231,079 project cost, £14,246,139 is sought from the Department for Transport. The remaining £19,984,940 of funding is being provided by Plymouth City Council, Plymouth Citybus / The Go-Ahead Group and Cornwall Council.

The financial contribution by Plymouth City Council, which is being funded from the Community Infrastructure Fund levy, is £750,000. This is a fixed financial contribution.

The key risk to the project is costs exceeding those included in the bid. This is being mitigated for by a contingency sum being included within the bid. The risk of costs

exceeding the budget, for the Council's contribution, is being further managed by the Council's contribution being fixed at £750,000.

The delivery of the project, including the financial arrangements, will be managed through a collaboration agreement between Plymouth City Council, as the accountable body for the bid, Cornwall Council, Plymouth Citybus and the Go-Ahead Group.

The Go-Ahead Group will own and operate the vehicles and instal and own the charging infrastructure. The buses will remain on the Plymouth & Cornwall routes for at least five years.

The Council's role is to write and submit the bid to DfT and disburse the funds, should the bid be successful.

SECTION I: PROJECT DETAIL

Project Value (indicate capital or revenue)	£34,231,079 (including the contingency) £28,525,900 (excluding the contingency) Capital	Contingency (show as £ and % of project value)	£5,705,179 (17%)
Programme	Transport	Directorate	Place
Portfolio Holder	Cllr Mark Coker, Strategic Planning and Infrastructure	Service Director	Paul Barnard, Service Director for Strategic Planning and Infrastructure
Senior Responsible Officer (client)	Philip Heseltine, Head of Transport	Project Manager	Rosemary Starr, Sustainable Transport Manager
Address and Post Code	Strategic Planning and Infrastructure Plymouth City Council Ballard House West Hoe Road Plymouth PL1 3BJ	Ward	Citywide

Current Situation: *(Provide a brief, concise paragraph outlining the current situation and explain the current business need, problem, opportunity or change of circumstances that needs to be resolved)*

The Department for Transport (DfT) have launched an opportunity to apply for Zero Emission Bus Regional Area funding (ZEBRA 2).

ZEBRA 2 provides £129 million to support the introduction of Zero Emission Buses (ZEBs) in financial years 2023/24 and 2024/25. It is a single-stage funding competition to award funding over both financial years.

The DfT will provide a contribution towards both the cost of Zero Emission Buses and the necessary associated infrastructure. The DfT will contribute up to 75% of the cost difference between a ZEB and an equivalent standard conventional diesel bus of the same

total passenger capacity. For infrastructure, the DfT will contribute up to 75% of the total capital expenditure incurred as a result of its purchase and installation.

Bids must be led by Local Transport Authorities and funding will only be awarded to Local Transport Authorities that have made an Enhanced Bus Partnership or have begun following the statutory process to decide whether to implement franchising. Plymouth complies with this requirement, following the formation of the Plymouth Enhanced Bus Partnership in April 2023.

The DfT funding therefore provides a transformational opportunity to modernise Plymouth's bus fleet, in accordance with the Plymouth Bus Service Improvement Plan, significantly advance the Council's commitment to decarbonise transport and boost bus patronage through a multi-million investment in modern, zero emission, vehicles.

The proposal is therefore for Plymouth City Council, in partnership with Cornwall Council, Plymouth Citybus and the Go-Ahead Group to make an application to ZEBRA 2 for the introduction of 50 electric double decker buses, and the required electric vehicle charging infrastructure, for operation in Plymouth and the Rame Peninsula.

Proposal: *(Provide a brief, concise paragraph outlining your scheme and explain how the business proposal will address the current situation above or take advantage of the business opportunity) and (What would happen if we didn't proceed with this scheme?)*

The Plymouth bid is a joint submission by Plymouth City Council, Cornwall Council and Plymouth Citybus /The Go-Ahead Group.

If successful the bid will see the introduction of 50 zero emission, electric, double decker buses on routes operating in Plymouth and the Rame Peninsula as well as the necessary associated electric charging infrastructure at the Plymouth Citybus depot, Milehouse.

The bid will improve public transport in Plymouth and the Travel to Work Area; the electric double decker buses are a higher quality than the buses they will replace and, furthermore, one of the routes to be electrified will benefit from an enhanced frequency.

Improvements to the quality of public transport in Plymouth will support the delivery of equality outcomes. These will be delivered through increased accessibility of the buses funded by the bid (the Department for Transport requires all buses funded through this bid to meet enhanced accessibility standards¹), improvements in the quality of transport to places of work, education and healthcare and improvements in air quality of the citizens of Plymouth and the Rame Peninsula. The operation of zero emission buses will also strongly support Plymouth City Council's Climate Change ambitions as articulated in the Net Zero Action Plan ([NZAP Transport | PLYMOUTH.GOV.UK](#)) and on the Climate Connections website ([Travel - Climate Connections Plymouth](#)).

¹ The Department for Transport requires the vehicles funded through the ZEBRA fund to: (1) be compliant with the Public Service Vehicles Accessibility Regulations 2000 (PSVAR), (2) be compliant with the Accessible Information Regulations (3) provide an induction loop to aid direct communication between drivers and passengers who use a hearing aid and (4) provide an additional space in addition to the mandatory wheelchair space – this space can either be suitable for a second wheelchair user or at least 2 unfolded pushchairs or prams. In addition operators must ensure that the buses can be safely and comfortably used by passengers using wheelchairs. They must also ensure that a wheelchair user can easily move between the boarding ramp or lift and the wheelchair space and position themselves appropriately according to the restraint system in use.

However, in addition to the direct benefit to public transport the project has the potential to provide wider community benefits through providing opportunities linked to the maintenance of commercial electric vehicles, with Plymouth Citybus committed to exploring opportunities such as apprenticeships and training both in the use of the new ZEBs and their maintenance. The bid also supports Plymouth's wider transport decarbonisation work. This is because there is scope for the charging infrastructure to be used by other transport modes, such as community transport and school minibuses, at such time as these fleets are electrified; a proposal which Plymouth Citybus are supportive of.

If the bid is not submitted, or if the bid is unsuccessful, these benefits will not be realised, and electric buses will not be brought into service in Plymouth in the foreseeable future.

Why is this your preferred option: *(Provide a brief explanation why this option is preferred) and (Explain why this is a good capital investment and how this would be an advantage for the Council) and (explain how the preferred option is the right balance between the risks and benefits identified below).*

The submission of a partnership bid between Plymouth City Council, Plymouth Citybus/The Go-Ahead Group and Cornwall Council is the preferred approach because, if successful, it will allow the introduction of zero emission buses to routes operating in Plymouth and the Rame Peninsula, as well as the necessary associated charging infrastructure.

The bid represents a transformational opportunity to modernise Plymouth's bus fleet, significantly advance the Council's commitment to decarbonise transport and boost bus patronage through a multi-million investment, by members of the statutory Plymouth Enhanced Partnership, in Zero Emission Buses (ZEBs).

Submitting a smaller bid, either through looking to fund fewer zero emission buses or the submission of an infrastructure only bid is not the preferred approach because, should funding be secured from ZEBRA 2 it is unlikely Plymouth would be eligible to apply for additional zero emission bus funding again in the short to medium term. This assumption is based on the guidance for ZEBRA 2, where applications from LTAs who haven't previously secured funding, will be prioritised over those who have and a joint infrastructure and vehicle bid is considered to be better than an infrastructure only submission because, should funding be secured it will allow zero emission buses to start operating in Plymouth much sooner than if an infrastructure only submission were to be made.

The preferred option is felt to be the right balance between the risks and benefits. Whilst as a result of the bid Plymouth Citybus/The Go-Ahead Group will own and operate the vehicles and the charging infrastructure, the buses will remain on the Plymouth & Cornwall routes for at least five years and there is scope for the infrastructure at the Citybus depot to be used for wider community benefits as well.

Plymouth City Council's financial contribution to the project total is fixed at £750,000 (2% of total project cost). This means that for every £1 of investment by the Council circa £45 of external investment is secured.

Option Analysis: *(Provide an analysis of 'other' options which were considered and discounted, the options considered must be a 'do Nothing' and 'do minimum' and 'viable alternative' options. A SWOT – Strength, Benefit, Opportunity, Threat analysis could be attached as an appendix).*

Do Nothing Option	Not submitting a bid to the Department for Transport Zero Emission Bus Regional Areas scheme (ZEBRA 2).
List Benefits:	Plymouth City Council would not need to spend £750,000.
List Risk / Issues:	<p>Funding would not be secured to allow routes in Plymouth currently using 50 diesel buses to be decarbonised.</p> <p>No benefits to air quality and or reduction in carbon emissions would be achieved from the replacement of 50 diesel buses with 50 electric buses operating either wholly, or in part, in Plymouth.</p> <p>There is no certainty that future funding, either from the DfT, Cornwall Council and / or the Go-Ahead Group, would be available at a future time and hence there's a risk that buses in Plymouth would not be decarbonised in the period of the Council's Climate Emergency declaration, should this funding opportunity not be pursued.</p>
Cost:	<p>£0</p> <p>Lost opportunity cost - £33,481,078.80 (Total project cost (£34.2M) less the PCC contribution to the bid of £750,000 which would not be required in this scenario)</p>
Why did you discount this option	<p>The bid represents a transformational opportunity to modernise Plymouth's bus fleet, significantly advance the Council's commitment to decarbonise transport and boost bus patronage through a multi-million investment, by members of the statutory Plymouth Enhanced Partnership, in Zero Emission Buses (ZEBs).</p> <p>Whilst Plymouth City Council's financial contribution is not insignificant, making a fixed investment of £750,000 has the potential to secure an additional £33,481.079 of external investment in public transport.</p>
Do Minimum Option	Submitting a bid to the Department for Transport Zero Emission Bus Regional Areas scheme (ZEBRA 2) for 25 electric buses, and the associated infrastructure.
List Benefits:	The cost for this option would be half the cost of the full bid (50 electric buses and the associated infrastructure) and hence Plymouth City Council's costs would be 50% less than in the full bid.
List Risk / Issues:	<p>Only half of the air quality and vehicle modernisation benefits are realised.</p> <p>Perceived lack of ambition / commitment by the DfT and the Plymouth Enhanced Partnership in the Council's commitment to enhance public transport, contrary to what is set out in the Plymouth Bus Service Improvement Plan.</p> <p>Risk that funding, either from the DfT, the Go-Ahead Group or Cornwall Council, would not be available at a future time to decarbonise the additional 25 vehicles proposed to be included in the bid and hence there's a risk that the additional 25 buses</p>

	would not be decarbonised in the period of the Council's Climate Emergency declaration, should this funding opportunity not be pursued.
Cost:	Circa £17,115,539.50
Why did you discount this option	It is unlikely Plymouth would be eligible to apply for additional zero emission bus funding again in the short to medium term. This assumption is based on the guidance for ZEBRA 2, where applications from LTAs who haven't previously secured funding, will be prioritised over those who have.
Viable Alternative Option	To submit an infrastructure only bid.
List Benefits:	Reduced total project costs; although cost savings to Plymouth City Council would not be achieved as, under the current proposals, Plymouth City Council are only providing a funding contribution towards the infrastructure costs.
List Risk / Issues:	Plymouth City Council would be investing in infrastructure at the Plymouth Citybus depot with no guarantee that electric buses would ultimately be procured and operate from the site.
Cost:	£3,699,478.80 The cost to Plymouth City Council would remain £750,000
Why did you discount this option	Plymouth City Council could submit a bid for infrastructure only. This would ensure that the infrastructure is in place to allow zero emission buses to be introduced in the future. However, this approach has been discounted on the basis that Plymouth Citybus / The Go-Ahead Group and Cornwall Council are in a position to partner the bid and hence there is an opportunity to secure funding for both vehicles and infrastructure, allowing zero emission buses to start operating in Plymouth much sooner than if an infrastructure only submission were to be made.

Strategic Case:	
Which Corporate Plan priorities does this project deliver?	an efficient transport network
	a green sustainable city that cares about the environment
	reduced health inequalities
	<p>The Council's mission, as set out in the 2023 Corporate Plan, is to '[make] Plymouth a fairer, greener city, where everyone does their bit' and public transport has a key role to play in achieving this ambition.</p> <p>In Plymouth, 24.9 per cent of households are without access to a car or van. Furthermore, 15 per cent of men and 31 per cent of women do not have a driving licence. The bus is therefore crucial to enable residents to access school and work, healthcare and shops, friends and family as well as enabling visitors to travel to, from and within Britain's Ocean City.</p> <p>As a green mass transit solution, buses also have a key role to play in our response to the city's climate emergency declaration and</p>

supporting Plymouth's sustainable growth. This is why the Council's vision, as set out in the 2023 Bus Service Improvement Plan, is *'to create a thriving bus network where everyone can be connected to important people and places, by services that are frequent, reliable, fast, affordable, safe and clean, which will also help Plymouth to achieve its net zero goals by 2030'*.

In order to realise this vision, buses need to be both tools of inclusion and the transport of choice and to do that we know that we need to provide better bus services. Investment in Zero Emission Buses will deliver a better bus service for Plymouth and directly supports the aspirations of both the Corporate Plan and Plymouth Plan.

Links to the Corporate Plan: -

Investment in zero emission buses directly supports the city's mission to '[make] Plymouth a fairer, greener city where everyone does their bit.'

As lead for the submission of the ZEBRA 2 bid, we are taking **responsibility** for the improvement of Plymouth's bus services. However, the development of the bid is **co-operative**, involving Plymouth Citybus, the Go-Ahead Group and Cornwall Council and hence we are working closely with Plymouth's public transport providers, and one of our neighbouring authorities, to deliver a bus network which helps to make Plymouth a great place to grow up and grow old.

Links to the Plymouth Plan: -

The submission of the ZEBRA 2 bid supports the delivery of the strategy set out within the Plymouth Plan and in particular policies HEA6 (Delivering a safe, accessible, sustainable and health enabling transport system) and GRO4 (Using transport investment to drive growth, and commitment to facilitate the use of sustainable transport modes).

The Plymouth Plan seeks to help deliver a transport system that enables and encourages sustainable and active travel choices, provides good accessibility for the city's population to jobs and services, and supports a healthy environment. Through the ZEBRA 2 programme, were our bid to be successful, we will actively support the Plymouth Plan policy commitments to: -

- HEA6(1) [Use] the planning process to: address air quality, carbon emissions and noise pollution.
- HEA6(2) [Design] transport infrastructure projects to take full account of the needs of all users, the wider community and place shaping needs of the area, whilst also helping to minimise air quality, carbon emissions and noise pollution.

	<ul style="list-style-type: none"> • HEA6(7) [Invest] in and promot[e] the growth of an electric vehicle charging network and encouraging electric vehicle take-up and use. • HEA6(10) [Work] with regional partners, agencies and public transport operators to deliver an integrated transport system across all modes covering key locations within and adjoining the Plymouth Travel to Work Area • GRO4 (I) Continuing to support the High-Quality Public Transport Network and improve public and sustainable transport services through, where appropriate, subsidies and new infrastructure and • GRO4(15) Developing and delivering targeted infrastructure interventions, consistent with the long-term vision and objectives for transport set out in the Joint Local Plan. <p>The ZEBRA 2 project also positively supports the delivery of the commitments within the Plan to help deliver targeted integrated transport measures to help support the sustainable growth of Plymouth, in accordance with the vision, objectives and policies of the Plymouth and South West Devon Joint Local Plan. Specifically: SPT9 (6), which seeks to get the most out of our existing network and encourage behavioural change, and SPT9(9) (delivering transport projects which provide a safe and effective transport system).</p> <p>The ZEBRA 2 programme also allows the achievement of the aspirations of the Plymouth Bus Service Improvement Plan which is a delivery plan of the Plymouth Plan.</p>
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Milestones and Date:		
Contract Award Date	Start On Site Date	Completion Date
1 April 2024	31 July 2024	31 March 2026

SECTION 2: PROJECT RISK, OUTCOMES AND BENEFITS				
Risk Register: <i>The Risk Register/Risk Log is a master document created during the early stages of a project. It includes information about each identified risk, level of risk, who owns it and what measures are in place to mitigate the risks (cut and paste more boxes if required).</i>				
Potential Risks Identified		Likelihood	Impact	Overall Rating
Risk	Cost increases: Should the bid be successful, but the costs exceed those set out in the submission, then under the terms and conditions of the Fund cost exceedances	Medium	High	High

	would need to be covered by local contributions.			
Mitigation	Local Transport Authorities (LTAs) can request grant funding to cover up to 50% of total contingency costs, for vehicles and infrastructure. The Plymouth submission therefore includes a contingency funding of £5,705,179, to reduce this risk with the Go-Ahead Group agreeing to cover any costs over and above those – for both vehicles and infrastructure – which are not covered by the bid	Medium	Medium	Medium
Calculated risk value in £ (Extent of financial risk)	£5,705,179	Risk Owner	Go-Ahead Group	
Risk	Cost increases for the charging infrastructure which is being funded, in part, by Plymouth City Council; should the bid be successful, but the costs exceed those set out in the submission, then under the terms and conditions of the Fund cost exceedances would need to be covered by local contributions.	Medium	High	High
Mitigation	The Plymouth City Council financial contribution to the project is fixed at £750,000. The Go-Ahead Group have agreed to cover any costs over and above those – for both vehicles and infrastructure – which are not covered by the bid's contingency fund.	Low	Low	Low
Calculated risk value in £ (Extent of financial risk)	£0	Risk Owner	Plymouth City Council	
Risk	The grant funding secured from the Department for Transport is less than the amount sought.	Medium	High	High
Mitigation	The Plymouth bid is scaleable. This is a requirement of the Fund. Therefore, the scope of the project would be reduced in order to reflect the size of the grant award.	Medium	Low	Medium
Calculated risk value in £ (Extent of financial risk)	£0	Risk Owner	Plymouth City Council	
Risk	There is a delay in the zero emission buses entering service, due to the demand for ZEBs, in part created by the DfT ZEBRA 2 fund. This means the zero emission buses are not in operation within 2 years of the grant funding being awarded (March 2026), a condition of the grant, thereby creating a risk	High	High	High

	that the DfT look to recover some of the grant funding awarded.			
Mitigation	The Executive Decision which this business case supports includes Decisions to allow the prompt commencement of the project, should funding be awarded. Furthermore, the buses will be procured by The Go-Ahead Group, allowing the national Group to liaise with the bus manufacturers, rather than Plymouth Citybus, achieving scale benefits.	Medium	High	High
Calculated risk value in £ (Extent of financial risk)	Estimated £17,115,539 (50% of the project total)	Risk Owner	The Go-Ahead Group	

Outcomes and Benefits	
List the outcomes and benefits expected from this project. <i>(An outcome is the result of the change derived from using the project's deliverables. This section should describe the anticipated outcome)</i> <i>(A benefit is the measurable improvement resulting from an outcome that is perceived as an advantage. Benefits are the expected value to be delivered by the project, measurable whenever possible)</i>	
Financial outcomes and benefits:	Non-financial outcomes and benefits:
£34,231,079 investment in public transport serving Plymouth and the Travel to Work Area.	<p>50 electric, double decker buses serving routes in Plymouth and the Travel to Work Area.</p> <p>Improvements to the quality of public transport in Plymouth and our Travel to Work Area will support the delivery of equality outcomes. These will be delivered through increased accessibility of the buses funded by the bid, improvements in the quality of transport to places of work, education, leisure and healthcare and improvements in air quality.</p> <p>The operation of zero emission buses will also strongly support Plymouth City Council's Climate Change ambitions as articulated in the Net Zero Action Plan (NZAP Transport PLYMOUTH.GOV.UK) and on the Climate Connections website (Travel - Climate Connections Plymouth).</p> <p>The acquisition of the electric buses will not only enhance the routes which they will operate on but will also allow the cascade of existing Euro 6 diesel buses displaced from the electrified routes onto other services in Plymouth and South-East Cornwall, thereby</p>

	<p>modernising the entire Plymouth Citybus fleet operating in the Plymouth Travel to Work Area. In addition, the project has the potential to provide wider community benefits through providing opportunities linked to the maintenance of commercial electric vehicles, with Plymouth Citybus committed to exploring opportunities such as apprenticeships and training both in the use of the new ZEBs and their maintenance. The bid also supports Plymouth’s wider transport decarbonisation work. This is because there is scope for the charging infrastructure to be used by other transport modes, such as community transport and school minibuses, at such time as these fleets are electrified; a proposal which Plymouth Citybus are supportive of.</p>
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SECTION 3: CONSULTATION

Does this business case need to go to CMT	No	Date business case approved by CMT (if required)	
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Climate Impact Assessment

Upload Climate Impact Wheel	
Summary of the anticipated impact of the proposal on the climate (including any proposed mitigations and impacts beyond 2030)	<p>The introduction of up to 50 zero emission, electric, double decker buses on routes operating in Plymouth and the Rame Peninsula as well as the necessary associated electric charging infrastructure will have a positive climate impact, particularly with regard to reducing greenhouse gas emissions and providing education and enabling conditions to encourage positive climate change behaviours amongst others. No adverse climate change impacts are expected from this project.</p>

Have you engaged with Procurement Service?		Yes
Procurement route options considered for goods, services or works	As part of a proposed grant agreement the operator / parent company will be required to competitively procure the acquisition of the 50 zero emission buses and the undertaking of the associated charging infrastructure.	
Procurements Recommended route.	Not applicable	
Who is your Procurement Lead?	Not applicable	
Is this business case a purchase of a commercial property?		No
If yes then provide evidence to show that it is not 'primarily for yield'		

Which Members have you engaged with and how have they been consulted (including the Leader, Portfolio Holders and Ward Members)	<p>Councillor Mark Coker, Cabinet Member for Strategic Planning and Transport – consultation at a Portfolio Holder meeting (28.11.23)</p> <p>Councillor Kevin Sproston – Plymouth City Council Bus Champion – face to face consultation (28.11.23)</p> <p>Councillor Tom Briars-Delve, Cabinet Member for Environment and Climate Change – consultation via email (28.11.23)</p>	
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Confirm you have taken necessary Legal advice, is this proposal subsidy control compliant, if yes please explain why.	<p>Yes</p> <p>A relevant opinion will be submitted with application to the Department for Transport.</p>	
Who is your Legal advisor you have consulted with?	Karen Trickey	

Equalities Impact Assessment completed (This is a working document which should inform the project throughout its development. The final version will need to be submitted with your Executive Decision)	Yes
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SECTION 4: FINANCIAL ASSESSMENT

FINANCIAL ASSESSMENT: *In this section the robustness of the proposals should be set out in financial terms. The Project Manager will need to work closely with the capital and revenue finance teams to ensure that these sections demonstrate the affordability of the proposals to the Council as a whole. Exact amounts only throughout the paper - not to be rounded.*

CAPITAL COSTS AND FINANCING

Breakdown of project costs including fees	Prev. Yr.	23/24	24/25	25/26	26/27	27/28	Future Yrs.	Total
		4						

surveys and contingency	£	£	£	£	£	£	£	£
Core project costs			£14,262,950	£14,262,950				£28,525,900
Contingency costs				£5,705,179				£5,705,179
Total capital spend			£14,262,950	£19,968,129				£34,231,079

Provide details of proposed funding: Funding to match with Project Value								
Breakdown of proposed funding	Prev. Yr. £	23/24 £	24/25 £	25/26 £	26/27 £	27/28 £	Future Yrs. £	Total £
DfT Grant funding			£7,123,070	£7,123,069				£14,246,139
Local contribution – excluding Plymouth City Council funding			£9,617,470	£9,617,470				£19,234,940
Plymouth City Council funding			£375,000	£375,000				£750,000
Total funding			£17,115,540	£17,115,539				£34,231,079

S106 or CIL (Provide Planning App or site numbers)	CIL-various
Which alternative external funding sources been explored	Various sources of capital funding for the Plymouth City Council financial contribution were explored including the reallocation of funding from capital projects such as the Transforming Cities Fund programme; no alternative funding sources were identified.
Are there any bidding constraints and/or any restrictions or conditions attached to your funding	<p>Plymouth City Council's financial contribution towards the project is being funded by CIL. CIL was introduced through the Community Infrastructure Levy Regulations 2010 and currently operates in the Plymouth administrative area. It is a charge which local authorities can place on certain development types to help fund infrastructure improvements in their areas. CIL can finance measures to mitigate both cumulative and direct impacts of development which might otherwise have been sought through the Section 106 planning obligations process. Approval to spend CIL is a delegated decision by the Council.</p> <p>The funding allocated to this project can only be used to fund the charging infrastructure, not the vehicles.</p>
Tax and VAT implications	The Council will not be receiving a direct supply of goods or services in return for its funding contribution of £750,000 and so the transaction will be outside the scope of VAT. The Council therefore will not incur any VAT in connection with the project and so there will no impact on the Council's partial exemption position.

	<p>PCC will be the accountable body for the project and will receive the capital grant from the Department for Transport and Cornwall Council's contribution towards the project. The onward transfer of this funding to The Go-Ahead group at key project milestones and in accordance with a grant / collaboration agreement will also be outside the scope of VAT.</p> <p>In terms of revenue, the Council will incur VAT of about £5,000 on the procurement of consultancy services but since this cost will not be attributable to a VAT-exempt activity, again there will be no impact on the Council's partial exemption position.</p>
Tax and VAT reviewed by	Sarah Scott
Will this project deliver capital receipts? <i>(If so please provide details)</i>	No

REVENUE COSTS AND IMPLICATIONS

Cost of Developing the Capital Project (To be incurred at risk to Service area)

Total Cost of developing the project	£25,000
Revenue cost code for the development costs	6217
Revenue costs incurred for developing the project are to be included in the capital total, some of the expenditure could be capitalised if it meets the criteria	No
Budget Managers Name	Debbie Newcombe

Ongoing Revenue Implications for Service Area

	Prev. Yr.	23/24 £	24/25 £	25/26 £	26/27 £	27/28 £	Future Yrs.
Service area revenue cost							
Other (eg: maintenance, utilities, etc)			£0	£0			
Loan repayment (terms agreed with Treasury Management)			£0	£0			
Total Revenue Cost (A)			£0	£0			
Service area revenue benefits/savings							
Annual revenue income (eg: rents, etc)			£0	£0			
Total Revenue Income (B)			£0	£0			

Service area net (benefit) cost (B-A)			£0	£0			
Has the revenue cost been budgeted for or would this make a revenue pressure	There are no revenue implications associated with this project; the ZEBRA 2 Fund is a capital fund and Plymouth City Council's financial contribution to the project is a fixed sum of £750,000 (capital).						
Which cost centre would the revenue pressure be shown	Not applicable	Has this been reviewed by the budget manager			No		
Name of budget manager	Not applicable						
Loan value	£0	Interest Rate	%	Term Years		Annual Repayment	£
Revenue code for annual repayments	Not applicable						
Service area or corporate borrowing	Not applicable						
Revenue implications reviewed by	Emma White (27.11.23)						

Version Control: *(The version control table must be updated and signed off each time a change is made to the document to provide an audit trail for the revision and update of draft and final versions)*

Author of Business Case	Date	Document Version	Reviewed By	Date
Rosemary Starr	24/11/2023	v 1.0		00/00/2020
Rosemary Starr	26/11/2023	v 2.0	Philip Heseltine and Emma White	27/11/2023
Rosemary Starr	28/11/2023	v 3.0	Karen Trickey	28/11/2023
Rosemary Starr	29/11/2023	v 4.0	Lynn Walter and Sarah Scott	29/11/2023

SECTION 5: RECOMMENDATION AND ENDORSEMENT

It is recommended that the Leader:

1. Approves the submission of a Plymouth bid to the Department for Transport's Zero Emission Bus Regional Areas scheme (ZEBRA 2)
2. Approves the business case supporting the bid.
3. Grant authority to the Service Director for Strategic Planning and Infrastructure to approve the application to be submitted to the Department for Transport's Zero Emission Bus Regional Areas scheme (ZEBRA 2), where they do not already have authority to do so.
4. Grant authority to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, to accept all ZEBRA 2 funding (from both the Department for Transport, (the grant funder) and


Cornwall Council (a funding bid partner)), should the application (in part or full) be successful, where they do not already have authority to do so.

5. Grant authority to the Service Director for Strategic Planning and Infrastructure, to take all such action as necessary to implement the project (including funding decisions) following grant award by the Department for Transport, should the application be successful (in part or full), where they do not already have authority to do so.

<i>Councillor Mark Coker, Cabinet Member for Strategic Planning and Transport</i>		<i>Service Director – Paul Barnard, Service Director for Strategic Planning and Infrastructure</i>	
Either email dated:	30.11.23	Either email dated:	28.11.23
Or signed:		Signed:	
Date:		Date:	

EQUALITY IMPACT ASSESSMENT – DEPARTMENT FOR TRANSPORT ZERO EMISSION BUS REGIONAL AREAS SCHEME (ZEBRA 2)

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): This is the person completing the EIA template.	Rosemary Starr, Sustainable Transport Manager	Department and service:	Strategic Planning and Infrastructure, Sustainable Transport Team	Date of assessment:	24 th November 2023
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Paul Barnard, Service Director, Strategic Planning and Infrastructure	Signature:		Approval date:	29 th November 2023
Overview:	<p>Plymouth City Council are leading a bid to the Department for Transport's Zero Emission Bus Regional Areas Scheme, in partnership with Plymouth Citybus/ The Go-Ahead Group and Cornwall Council.</p> <p>If successful the bid will see the introduction of up to 50 zero emission, electric, double decker buses on routes operating in Plymouth and the Rame Peninsula as well as the necessary associated electric charging infrastructure at the Plymouth Citybus depot, Milehouse.</p> <p>Buses funded by ZEBRA 2 must meet enhanced accessibility standards. Specifically the DfT require vehicles with a capacity exceeding 22 passengers to:</p> <ul style="list-style-type: none"> • be compliant with the Public Service Vehicles Accessibility Regulations 2000 (PSVAR) • be compliant with the Accessible Information Regulations • provide an induction loop to aid direct communication between drivers and passengers who use a hearing aid • provide an additional flexible space in addition to the mandatory wheelchair space – this space can either be suitable for a second wheelchair user or at least 2 unfolded pushchairs or prams 				

This compliance will ensure that all buses that are delivered as part of this project will have:-

- a space for a wheelchair with suitable safety provisions
- a boarding device to enable wheelchair users to get on and off vehicles
- a minimum number of priority seats on buses for disabled passengers
- colour contrasting of features such as handrails and steps to help partially sighted people
- easy to use bell pushes throughout
- a bus audible and visual signals to stop a bus or to request a boarding device
- equipment to display the route and destination

Furthermore, the acquisition of the electric buses will not only enhance the routes which they will operate on but will also allow the cascade of existing Euro 6 diesel buses displaced from the electrified routes onto other services in Plymouth and South-East Cornwall, thereby modernising the entire Plymouth Citybus fleet operating in the Plymouth Travel to Work Area.

This equality impact assessment assesses the impact of the introduction of electric buses in Plymouth, on the assumption that the bid is successful. It has been informed by discussions with the Plymouth Bus Service Enhanced Partnership Forum ([Plymouth bus service improvements | PLYMOUTH.GOV.UK](https://plymouth.gov.uk/transport/buses-improvements)), a group of local and national stakeholders whose function is to 'provide external insight and constructive challenge ... and [discuss] issues of all kind affecting Plymouth's bus network.'

Improvements to the quality of public transport in Plymouth will support the delivery of equality outcomes. These will be delivered through increased accessibility of the buses funded by the bid (the Department for Transport requires all buses funded through this bid to meet enhanced accessibility standards¹), improvements in the quality of transport to places of work, education and healthcare and improvements in air quality of the citizens of Plymouth and the Rame Peninsula. The operation of zero emission buses will also strongly support Plymouth City Council's Climate Change ambitions as

¹ The Department for Transport requires the vehicles funded through the ZEBRA fund to: (1) be compliant with the Public Service Vehicles Accessibility Regulations 2000 (PSVAR), (2) be compliant with the Accessible Information Regulations (3) provide an induction loop to aid direct communication between drivers and passengers who use a hearing aid and (4) provide an additional space in addition to the mandatory wheelchair space – this space can either be suitable for a second wheelchair user or at least 2 unfolded pushchairs or prams. In addition operators must ensure that the buses can be safely and comfortably used by passengers using wheelchairs. They must also ensure that a wheelchair user can easily move between the boarding ramp or lift and the wheelchair space, and position themselves appropriately according to the restraint system in use.

	<p>articulated in the Net Zero Action Plan (NZAP Transport PLYMOUTH.GOV.UK) and on the Climate Connections website (Travel - Climate Connections Plymouth).</p>
<p>Decision required:</p>	<p>This Equality Impact Assessment (EIA) assesses the impact of the recommendation for the Leader of Plymouth City Council to:-</p> <ol style="list-style-type: none"> 1. Approves the submission of a Plymouth bid to the Department for Transport’s Zero Emission Bus Regional Areas scheme (ZEBRA 2) 2. Approves the business case supporting the bid. 3. Grant authority to the Service Director for Strategic Planning and Infrastructure to approve the application to be submitted to the Department for Transport’s Zero Emission Bus Regional Areas scheme (ZEBRA 2), where they do not already have authority to do so. 4. Grant authority to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, to accept all ZEBRA 2 funding (from both the Department for Transport, (the grant funder) and Cornwall Council (a funding bid partner)), should the application (in part or full) be successful, where they do not already have authority to do so. 5. Grant authority to the Service Director for Strategic Planning and Infrastructure, to take all such action as necessary to implement the project (including funding decisions) following grant award by the Department for Transport, should the application be successful (in part or full), where they do not already have authority to do so.

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

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

Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)	Yes	X	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

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
Age	<p>Background Community Data</p> <p>Plymouth</p> <ul style="list-style-type: none"> • 16.4 per cent of people in Plymouth are children aged under 15. • 65.1 per cent are adults aged 15 to 64. • 18.5 percent are adults aged 65 and over. • 2.4 percent of the resident population are 85 and over. <p>South West</p> <ul style="list-style-type: none"> • 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64. • 22.3 per cent are aged 65 and over. <p>England</p>	<p>No adverse impacts on the grounds of age are expected on the introduction of electric buses in Plymouth; the routes to benefit from the electric buses are amongst the busiest bus routes in Plymouth which are used by all residents in Plymouth, young and old.</p> <p>Positive impact</p> <p>The introduction of electric buses is expected to have a positive impact for young children and older people.</p>	Not applicable.	Not applicable.

	<ul style="list-style-type: none"> • 17.4 per cent of people are aged 0 to 14. • 64.2 per cent of people are aged 15 to 64. • 18.4 per cent of people are aged 65 and over. <p>(2021 Census)</p> <p>Public Transport Data</p> <ul style="list-style-type: none"> • In 2019/2020 18,027,681 bus trips were made, of which 5,098,348 (28%) were concessionary trips. • In 2020/2021 6,881,673 bus trips were made, of which 1,722,313 (25%) were concessionary trips. • In 2021/2022 12,481,802 bus trips were made, of which 2,870,138 (23%) were concessionary trips. • In 2022/2023 14,430,064 bus trips were made, of which 3,232,668 (22%) were concessionary trips. <p>In December 2022 there were 54,985 people living within Plymouth who held a concessionary bus pass. The passes are issued either to residents who are over state pension age or have a disability that entitles them to a pass. In December 2022 there were 50,657 active age related passes.</p> <p>Older people by the nature of the scheme are overrepresented as beneficiaries of concessionary fares. National data shows that young people are overrepresented amongst public transport users (Gov.uk).</p>	<p>The air quality gains realised by the introduction of electric buses will be particularly beneficial to younger and older people. Poor air quality is known to impact on lung development of younger people and marginally improved air quality as a result of the electric buses will help improve the lung function of older people, particularly those with respiratory illness or asthma. Poor air quality has also been directly linked to Alzheimer's.</p> <p>Young children could also benefit from the requirement for the buses to have an additional space in addition to the mandatory wheelchair space – which is suitable for a second wheelchair user or at least 2 unfolded pushchairs or prams.</p> <p>Older people, such as residents holding a concessionary bus pass on the grounds of age, will benefit from the smoother journey provided by an electric bus, compared with a diesel bus, which is a particular benefit to passengers moving around the bus to find a seat, or standing, where any turbulence negatively affects the user experience, an</p>		
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		<p>issue which was reported in the 2021 focus group meetings held with current, lapsed and non-bus users to support the development of the Plymouth Bus Service Improvement Plan (Plymouth bus service improvements PLYMOUTH.GOV.UK).</p> <p>Plymouth bus users of all ages will also benefit because the savings realised as a result of engineering savings associated with the operation of electric vehicles, when compared to current diesel buses, will strengthen the viability of existing commercial services in a post-Covid climate and will help to enable Plymouth Citybus to sustain bus connections to education, jobs, leisure and healthcare facilities.</p>		
<p>Care experienced individuals (Note that as per the Independent Review of Children’s Social Care recommendations, Plymouth City Council is treating</p>	<p>Background Community Data</p> <p>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.</p> <p>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</p>	<p>No adverse impact on care experienced individuals is expected as a result of the introduction of electric buses in Plymouth.</p> <p>Positive impact</p> <p>All Plymouth bus users will benefit from the introduction of electric buses because the savings realised as a result of</p>	<p>Not applicable.</p>	<p>Not applicable.</p>

<p>care experience as though it is a protected characteristic).</p>	<p>per cent of all other young people in the same age group.</p> <p>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 those care leavers aged 18-24 who are open to the service).</p> <p>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.</p>	<p>engineering savings associated with the operation of electric vehicles, when compared to current diesel buses, will strengthen the viability of existing commercial services in a post-Covid climate and will help to enable Plymouth Citybus to sustain bus connections to education, jobs, leisure and healthcare facilities.</p>		
<p>Disability</p>	<p>Background Community Data</p> <p>9.4 per cent of residents in Plymouth have their activities limited ‘a lot’ because of a physical or mental health problem.</p> <p>12.2 per cent of residents in Plymouth have their activities limited ‘a little’ because of a physical or mental health problem (2021 Census)</p> <p>Public Transport Data</p> <ul style="list-style-type: none"> • In 2019/2020 18,027,681 bus trips were made, of which 5,098,348 (28%) were concessionary trips. • In 2020/2021 6,881,673 bus trips were made, of which 1,722,313 (25%) were concessionary trips. • In 2021/2022 12,481,802 bus trips were made, of which 2,870,138 (23%) were concessionary trips. • In 2022/2023 14,430,064 bus trips were made, of which 3,232,668 (22%) were concessionary trips. 	<p>Adverse impact</p> <p>There is a potential adverse impact for people who are blind, partially sighted or experience a hearing impairment due to the introduction of electric buses. This is because electric buses are quieter than diesel buses which may make it more likely for people with these disabilities to either miss their bus, because they’re not aware it is approaching the bus stop they’re waiting at, or being involved in accidents with the new buses.</p> <p>Positive impact</p> <p>The Department for Transport requires the vehicles funded through the ZEBRA fund to: (1) be compliant with the Public Service Vehicles Accessibility Regulations 2000 (PSVAR), (2) be compliant with the Accessible</p>	<p>Plymouth Citybus already provides ‘help me’ aides (Help-Me Cards - Plymouth Bus) designed to support passengers who have a hearing impairment, have difficulty communicating or are visually impaired.</p> <p>The ‘help me signs’ have been specifically designed to help those passengers that have difficulty seeing the destination displays on buses and bus stops and shelters. All the passenger has to do is stand at the bus stop and hold out the sign. Citybus drivers will look out for these signs and if their bus matches the sign, they will stop.</p> <p>In addition the Plymouth Enhanced Partnership will</p>	<p>The mitigation for the potential adverse introduction of electric buses will be in place before the buses start operating in Plymouth; the Department for Transport expect all buses to come into service within 2 years of the initial funding being awarded.</p> <p>Responsible parties: Plymouth Citybus, Plymouth City Council and Cornwall Council.</p>

	<p>In December 2022 there were 54,985 people living within Plymouth who held a concessionary bus pass. The passes are issued either to residents who are over state pension age or have a disability that entitles them to a pass. In December 2022 there were 4,328 active disabled bus passes.</p> <p>In 2019, disabled adults (aged 16 years and over) in England made 757 trips on average per person per year, as compared to 1,016 for adults without a disability. The difference was smaller for those aged under 65, 17 per cent less (854 trips compared to 1,026) than for those aged over 65, 34 per cent less (642 trips compared to 970) (DFT Accessibility Statistics: 2020)</p> <p>National evidence suggests that a higher proportion of individuals who live in families with disabled members live in poverty, compared to individuals who live in families where no one is disabled (EHRC 2017).</p>	<p>Information Regulations (3) provide an induction loop to aid direct communication between drivers and passengers who use a hearing aid and (4) provide an additional space in addition to the mandatory wheelchair space – this space can either be suitable for a second wheelchair user or at least 2 unfolded pushchairs or prams. In addition operators must ensure that the buses can be safely and comfortably used by passengers using wheelchairs. They must also ensure that a wheelchair user can easily move between the boarding ramp or lift and the wheelchair space, and position themselves appropriately according to the restraint system in use. These measures provide benefits to bus passengers with disabilities.</p> <p>Disabled people will also benefit from the introduction of electric buses because the savings realised as a result of engineering savings associated with the operation of electric vehicles, when compared to current diesel buses, will strengthen the viability of existing commercial services in a post-Covid climate and will help to enable Plymouth Citybus to sustain bus connections to</p>	<p>explore other means by which passengers with disabilities can identify themselves to drivers (supported by appropriate driver training), such as the previous ‘orange wallet’ scheme in Plymouth, which some passengers still use.</p> <p>Plymouth City Council (in partnership with Plymouth Citybus) will engage with our partners who work with people with disabilities to raise awareness of the introduction of the new electric buses, the Help-Me Cards scheme and any additional schemes introduced to support people with disabilities using public transport.</p> <p>The new buses will have daytime running lights to increase their visibility to passengers/</p> <p>The electric buses will also have audio-visual next stop announcements benefitting passengers once on the vehicle.</p>	
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		<p>education, jobs, leisure and healthcare facilities.</p>	<p>Plymouth City Council, Cornwall Council and Plymouth Citybus will engage with stakeholders, through the Plymouth Enhanced Partnership Forum, about the potential use of acoustic alert systems, activated at particular speeds and / or in particular locations to mitigate for the quieter running of electric vehicles and the associated risks.</p> <p>Plymouth Citybus will also explore and where possible, mitigate for, passengers not being able to use the induction loop intended to aid direct communication between drivers and passengers who use a hearing aid, should Bluetooth be enabled on the buses.</p>	
<p>Gender reassignment</p>	<p>0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census).</p>	<p>No adverse impacts are anticipated from the introduction electric buses; the buses are expected to improve the bus service provision, on the routes the buses operate on, for all.</p> <p>Positive impact</p>	<p>Not applicable.</p>	<p>Not applicable.</p>

		<p>All Plymouth bus users will benefit from the introduction of electric buses because the savings realised as a result of engineering savings associated with the operation of electric vehicles, when compared to current diesel buses, will strengthen the viability of existing commercial services in a post-Covid climate and will help to enable Plymouth Citybus to sustain bus connections to education, jobs, leisure and healthcare facilities.</p>		
<p>Marriage and civil partnership</p>	<p>40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married.</p> <p>0.49 per cent of residents are, or were, married or in a civil partnerships of the same sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).</p>	<p>No adverse impacts are anticipated from the introduction electric buses; the buses are expected to improve the bus service provision, on the routes the buses operate on, for all.</p> <p>Positive impact</p> <p>All Plymouth bus users will benefit from the introduction of electric buses because the savings realised as a result of engineering savings associated with the operation of electric vehicles, when compared to current diesel buses, will strengthen the viability of existing commercial services in a post-Covid climate and will help to enable Plymouth Citybus to</p>	<p>Not applicable.</p>	<p>Not applicable.</p>

		<p>sustain bus connections to education, jobs, leisure and healthcare facilities.</p>		
<p>Pregnancy and maternity</p>	<p>The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.</p>	<p>Adverse impact</p> <p>No adverse impacts are anticipated from the introduction electric buses; the buses are expected to improve the bus service provision, on the routes the buses operate on, for all.</p> <p>Positive impact</p> <p>People within this group may experience benefits from the pushchair spaces on the buses, as well as priority seats at the front of the vehicle that are prioritised for those with limited mobility, which extends to those who are pregnant. For people without access to a car (15 per cent of men and 31 per cent or women do not have a driving licence and 24.9 per cent of Plymouth households do not have access to a car or a van (2021 census), higher than the national figure of 23.3 per cent.), the bus could provide vital links to medical appointments and healthcare facilities.</p> <p>Plymouth bus users will also benefit from the introduction of</p>	<p>Not applicable.</p>	<p>Not applicable.</p>

		<p>electric buses because the savings realised as a result of engineering savings associated with the operation of electric vehicles, when compared to current diesel buses, will strengthen the viability of existing commercial services in a post-Covid climate and will help to enable Plymouth Citybus to sustain bus connections to education, jobs, leisure and healthcare facilities.</p>		
<p>Race</p>	<p>In 2021, 94.9 per cent of Plymouth’s population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census) 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).</p>	<p>No adverse impacts are anticipated from the introduction electric buses; the buses are expected to improve the bus service provision, on the routes the buses operate on, for all.</p> <p>Positive impact</p> <p>All Plymouth bus users will benefit from the introduction of electric buses because the savings realised as a result of engineering savings associated with the operation of electric vehicles, when compared to current diesel buses, will strengthen the viability of existing commercial services in a post-Covid climate and will help to enable Plymouth Citybus to sustain bus connections to</p>	<p>Not applicable.</p>	<p>Not applicable.</p>

		education, jobs, leisure and healthcare facilities.		
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).	<p>No adverse impacts are anticipated from the introduction electric buses; the buses are expected to improve the bus service provision, on the routes the buses operate on, for all.</p> <p>Positive impact</p> <p>All Plymouth bus users will benefit from the introduction of electric buses because the savings realised as a result of engineering savings associated with the operation of electric vehicles, when compared to current diesel buses, will strengthen the viability of existing commercial services in a post-Covid climate and will help to enable Plymouth Citybus to sustain bus connections to education, jobs, leisure and healthcare facilities.</p>	Not applicable.	Not applicable.
Sex	51 per cent of our population are women and 49 per cent are men (2021 Census).	No adverse impacts are anticipated from the introduction electric buses; the buses are expected to improve the bus service provision, on the routes the buses operate on, for all.	Not applicable.	Not applicable.

		<p>Positive impact</p> <p>All Plymouth bus users will benefit from the introduction of electric buses because the savings realised as a result of engineering savings associated with the operation of electric vehicles, when compared to current diesel buses, will strengthen the viability of existing commercial services in a post-Covid climate and will help to enable Plymouth Citybus to sustain bus connections to education, jobs, leisure and healthcare facilities.</p>		
<p>Sexual orientation</p>	<p>88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).</p>	<p>No adverse impacts are anticipated from the introduction of electric buses; the buses are expected to improve the bus service provision, on the routes the buses operate on, for all.</p> <p>Positive impact</p> <p>All Plymouth bus users will benefit from the introduction of electric buses because the savings realised as a result of engineering savings associated with the operation of electric vehicles, when compared to current diesel buses, will strengthen the viability of existing commercial services in a post-Covid climate and will help</p>	<p>Not applicable.</p>	<p>Not applicable.</p>

		to enable Plymouth Citybus to sustain bus connections to education, jobs, leisure and healthcare facilities.		
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SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

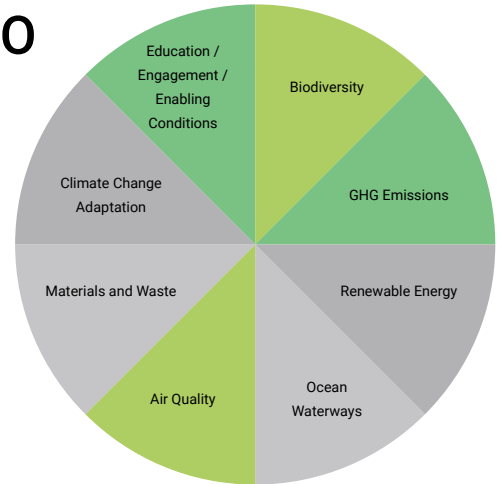
Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	No adverse impacts on Human Rights are anticipated from this decision.	Not applicable.	Not applicable.

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
Celebrate diversity and ensure that Plymouth is a welcoming city.	No adverse impacts are anticipated. The introduction of electric buses will help improve Plymouth’s buses, helping make them modern and attractive to both residents and visitors to the city.	Not applicable.	Not applicable.
Pay equality for women, and staff with disabilities in our workforce.	No adverse impacts are anticipated.	Not applicable.	Not applicable.
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024	No adverse impacts are anticipated.	Not applicable.	Not applicable.
Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.	No adverse impacts are anticipated.	Not applicable.	Not applicable.

Plymouth is a city where people from different backgrounds get along well.	No adverse impacts are anticipated.	Not applicable.	Not applicable.
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DEPARTMENT FOR TRANSPORT ZERO EMISSION BUS REGIONAL AREAS SCHEME (ZEBRA 2) FINAL



Assessment ID: DEP204

Assessment Author: Rosemary Starr

Assessment Initial Summary:

Plymouth City Council are leading a bid to the Department for Transport's Zero Emission Bus Regional Areas Scheme, in partnership with Plymouth Citybus and Cornwall Council. If successful the bid will see the introduction of up to 50 zero emission, electric, double decker buses on routes operating in Plymouth and the Rame Peninsula as well as the necessary associated electric charging infrastructure at the Plymouth Citybus depot, Milehouse. The acquisition of the electric buses will not only enhance the routes which they will operate on but will also allow the redeployment of buses currently operating on routes which will be electrified to other services in Plymouth and South-east Cornwall, thereby modernising the entire Plymouth Citybus fleet operating in the Plymouth Travel to Work Area. This assessment relates to the impact of the introduction of electric buses in Plymouth, on the assumption that the bid is successful.

Assessment Final Summary:

The introduction of up to 50 zero emission, electric, double decker buses on routes operating in Plymouth and the Rame Peninsula as well as the necessary associated electric charging infrastructure will have a positive climate impact, particularly with regard to reducing greenhouse gas emissions and providing education and enabling conditions to encourage positive climate change behaviours amongst others. No adverse climate change impacts are expected from this project.

Biodiversity Score: 4

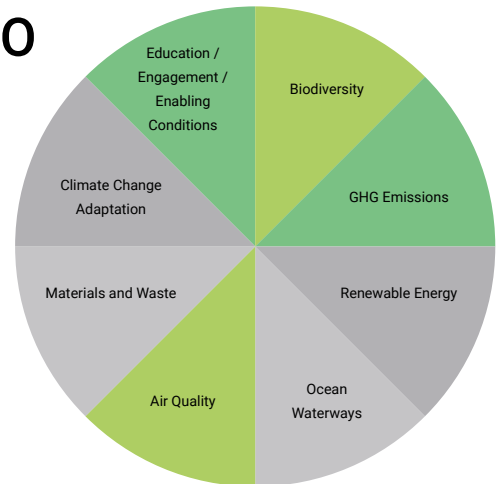
Biodiversity Score Justification: It is expected that there will be a beneficial noise impact from the introduction of electric buses. This is because electric vehicles generate lower levels of noise compared to their internal combustion engine equivalents. However, the positive impact is limited because the buses will still be operating on the highway where the majority of vehicles will not be electric.

Biodiversity Score Mitigate: No

GHG Emissions Score: 5

GHG Emissions Score Justification: If successful, the bid will see the introduction of up to 50 zero emission, electric, double decker buses on routes operating either wholly within, or to or

DEPARTMENT FOR TRANSPORT ZERO EMISSION BUS REGIONAL AREAS SCHEME (ZEBRA 2) FINAL



from Plymouth. The Department for Transport require the buses to operate within the area to which funding was awarded for a minimum of five years. However, it's expected that the buses will actually serve Plymouth for much longer. Each vehicle has a lifespan of circa 18 years. Furthermore, not only will the new electric vehicles reduce carbon emissions, the emissions from diesel buses operating on other routes in the Plymouth Travel to Work Area will also improve through the cascade or more modern, efficient, buses from the routes being electrified, onto other services.

GHG Emissions Score Mitigate: No

Renewable Energy Score: 3

Renewable Energy Score Justification: This project has no impact on renewal energy provision.

Renewable Energy Score Mitigate: No

Ocean and Waterways Score: 3

Ocean and Waterways Score Justification: This project has no impact on the Ocean or Waterways.

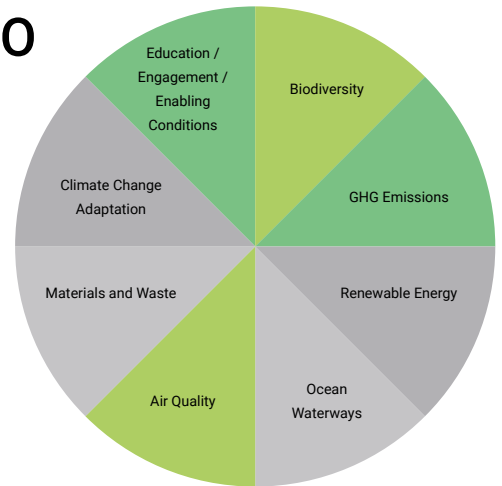
Ocean and Waterways Score Mitigate: No

Ocean and Waterways Revised Score Justification: This project has no impact on the Ocean or Waterways.

Air Quality Score: 4

Air Quality Score Justification: The electric buses, funded through the ZEBRA 2 project, were our bid to be successful will help to improve local air quality. They will be deployed on routes within Plymouth's declared air quality management area and are expected to achieve reductions in NOx and PM pollutants, when compared to their internal combustion engine equivalents. Furthermore, the buses are expected to achieve modal shift, away from the private car, due to the introduction of modern buses (a priority for Plymouth bus passengers, as identified in the 2023 Bus Service

DEPARTMENT FOR TRANSPORT ZERO EMISSION BUS REGIONAL AREAS SCHEME (ZEBRA 2) FINAL



Improvement Plan) which will also deliver air quality benefits.

Air Quality Score Mitigate: No

Materials and Waste Score: 3

Materials and Waste Score Justification: This project is expected to neither increase or decrease waste volumes in the city. The electric vehicle infrastructure required to support the electric buses will be installed at the Plymouth Citybus depot; repurposing part of the site so that it is fit for purpose for electric vehicles.

Materials and Waste Score Mitigate: No

Climate Change Adaptation Score: 3

Climate Change Adaptation Score Justification: This project has the potential to reduced the urban heat island effect, due to a switch from internal combustion engines to electric propulsion for up to 50 buses. However, due to the number of electric buses, compared to the volume of traffic on Plymouth's roads the effect is expected to be minimal and hence has not been scored.

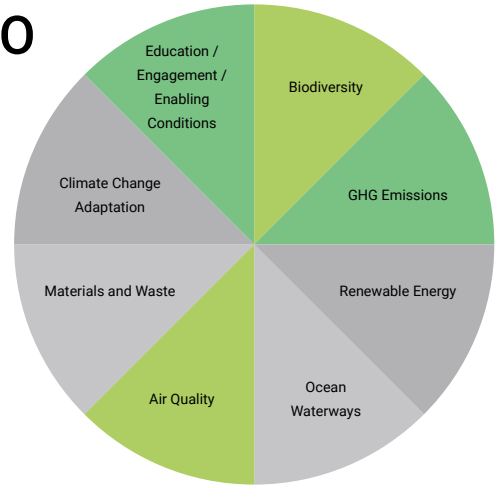
Climate Change Adaptation Score Mitigate: No

Climate Change Adaptation Revised Score Justification: This project has the potential to reduced the urban heat island effect, due to a switch from internal combustion engines to electric propulsion for up to 50 buses. However, due to the number of electric buses, compared to the volume of traffic on Plymouth's roads the effect is expected to be minimal and hence has not been scored.

Education / Engagement / Enabling Conditions Score: 5

Education / Engagement / Enabling Conditions Score Justification: If successful the bid will allow Plymouth to showcase the benefits of electric buses. The bid team are also hoping to be able to provide practical educational opportunities for electric vehicles and, as a minimum, the project will result in the Citybus engineering teams being upskilled in maintaining electric

DEPARTMENT FOR TRANSPORT ZERO EMISSION BUS REGIONAL AREAS SCHEME (ZEBRA 2) FINAL



vehicles; knowledge which they're happy to share with others. The project will also increase the capacity of residents and businesses to adopt climate friendly behaviours. For residents, this will be achieved through operating modern buses in Plymouth which are expected to prompt modal shift. For businesses, this will be through future proofing the electric vehicle charging infrastructure to allow other organisations to potentially utilise the infrastructure as well, supporting their transition to greener fleets.

Education / Engagement / Enabling Conditions Score Mitigate: No

Wheel Key

- Long lasting or severe negative impact
- Short term or limited negative impact
- No impact or neutral impact
- Short term or limited positive impact
- Long lasting or extensive positive impact

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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EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – L35 23/24

Decision			
1	Title of decision: Plymouth Upper Tier COMAH Sites External Emergency Plan		
2	Decision maker (Cabinet member name and portfolio title): Councillor Tudor Evans OBE (The Leader of the Council)		
3	Report author and contact details: Debbie Brooker-Evans, 01752 307023 debbie.brooker-evans@plymouth.gov.uk		
4	Decision to be taken: To approve the new version of the Plymouth Upper Tier COMAH Sites External Emergency Plan which will enable Plymouth City Council to comply with the Control of Major Accident Hazards Regulations (COMAH 2015) and will replace all previous versions of the plan.		
5	Reasons for decision: The COMAH Regulations has placed a statutory duty on the Local Authority to prepare an external emergency plan since they came into force in April 1999. There is a requirement to review and test these plans at least once every three years and this was delivered via Exercise FireCatte which took place on 6 December 2022. Following the exercise, a multi agency debrief was held and five formal recommendations were identified. Please see briefing paper for further detail. The plan has had an overall revision in line with the exercise recommendation and the new version (v5.0) is ready for publication.		
6	Alternative options considered and rejected: None - The plan is a statutory plan and should be published as per regulations.		
7	Financial implications and risks: None - All work to prepare, review and test the external plan is fully cost recoverable from the site Operators (Greenenergy and Valero) in accordance with the COMAH Regulations 2015.		
8	Is the decision a Key Decision? (please contact Democratic Support for further advice) Please type an X into the relevant boxes	Yes	No
			Per the Constitution, a key decision is one which: 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
			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.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
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 existence of the external emergency plan will ensure Plymouth City Council complies with COMAH 2015 Regulations. It also demonstrates the Council are a caring council, assuring that people feel safe in Plymouth, whilst also being responsible and co-operative. This plan has been written in consultation with multi-agency partners and relies upon a coordinated response and recovery strategy.
10	Please specify any direct environmental implications of the decision (carbon impact)			None.
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 Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
	Please type an X into the relevant box		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	
	Please type an X into the relevant box		No	x (If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			

13	Date Cabinet member consulted c							
14	Has any Cabinet member declared a conflict of interest in relation to the decision? Please type an X into the relevant box	Yes		If yes, please discuss with the Monitoring Officer				
		No	x					
15	Which Corporate Management Team member has been consulted?	Name	Giles Perritt					
		Job title	Assistant Chief Executive					
		Date consulted	22 November 2023					
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS 74 23/24					
		Finance (mandatory)	CH 22.11.23 1724					
		Legal (mandatory)	LS/2681/JP/011223					
		Human Resources (if applicable)						
		Corporate property (if applicable)						
		Procurement (if applicable)						
Appendices								
17	Re	Title of appendix						
	f.							
	A	Upper Tier COMAH Sites briefing paper						
	B	Equalities Impact Assessment						
	C	Plymouth Upper Tier COMAH Sites External Emergency Plan V 5.0 PUBLIC COPY						
Confidential/exempt information								
18 a	Do you need to include any confidential/exempt information? Please type an X into the relevant box	Yes	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 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)				
		No						
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18 b	Confidential/exempt briefing report title:	X						

Plymouth Upper Tier COMAH Sites External Emergency Plan								
Background Papers								
19	<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 I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Cabinet Member Signature								
20	<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>							
Signature			Date of decision	6 December 2023				
Print Name	Councillor Tudor Evans OBE							

UPPER-TIER COMAH SITES EXTERNAL EMERGENCY PLAN PUBLICATION – Civil

Protection Service



1. EXECUTIVE SUMMARY

The Control of Major Accident Hazards Regulations 2015 (COMAH) places a statutory duty on all 'upper-tier' site operators to prepare, review and test internal emergency plans. A statutory duty is also placed on the Local Authority to prepare an external emergency plan and furthermore, the requirement to review and test external emergency plans. Regulation 14 of COMAH 2015 outlines the review and testing of emergency plans and states that the external emergency plan must be both reviewed and tested at least once every three years.

2. BACKGROUND

In December 2022 the Civil Protection Service coordinated Exercise Firecatte 4, which set out to provide sufficient scope for multi-agency partners, Plymouth City Council, the site operators (Valero and Greenergy), the Health and Safety Executive and the Environment Agency to test and validate relevant elements of the Plymouth Upper Tier COMAH Sites External Emergency Plan.

3. PROPOSED CHANGES AND REASONS

A significant level of operational and tactical learning points were identified during Firecatte 4. The below table highlights the overarching strategic recommendations emanating from the debrief and these have been used to inform the revised edition of the Plymouth Upper-Tier COMAH Sites External Emergency Plan, to be published in late 2023.

A copy of the plan is attached to the decision. In addition, a public version of the emergency plan will be available to view on the Plymouth City Council website at the end of the call-in period for the decision, providing that the decision is not called in: [Cattedown fuel distribution depot | PLYMOUTH.GOV.UK](#)

STRATEGIC RECOMMENDATIONS FROM EXERCISE FIRECATTE 2022				
SERIAL NUMBER	RECOMMENDATION SUMMARY	RECOMMENDATION	LEAD/OWNER	COMPLETION DATE BY
1	Revision of Plymouth Upper-Tier COMAH Sites External Emergency Plan	Revision of the external plan taking into account comments made in the debrief process and any learning from other exercises/incidents	PCC	March 2024
2	Development of a Site Specific Activation Cascade	Creation of a bespoke agency notification/cascade plan to relevant agencies required to respond, as opposed to using Operation Link. This bespoke cascade could be included in the Police Op Ealing plan	PCC with DSFRS and Police	March 2024
		Wider conversation with the LRF about whether bespoke activation alerts for regulated sites (e.g. COMAH locations) would be more efficient than using the generic notification alert contained within Op Link	PCC and DCIOS LRF	March 2024

3	Possible expansion of the Domino Site grouping	PCC and the Competent Authorities to discuss how the Cattedown Wharves site could be included within the external plan, possibly as a further identified Domino site	PCC, HSE and EA	March 2024
4	Review of the Public Information Zone	A review of the PIZ should be undertaken in discussion with the Competent Authorities, to take into account changes at the site, building developments locally and the possible inclusion of Cattedown Wharves as a Domino site	PCC, HSE and EA	March 2024

4. ALTERNATIVE OPTIONS

There are no alternative options as this is a statutory external emergency plan and has agreed consensus from multi agency partners and our regulators, the Environment Agency and the Health and Safety Executive.

5. FINANCIAL IMPLICATIONS AND RISK

There are no financial implications for approving this plan. Work undertaken on behalf of the Operators (Greenenergy and Valero) is 100% cost recoverable. Any incident leading to a major accident hazard as defined in the regulations shall be dealt with as with any major emergency effecting a Plymouth community.


6. TIMESCALES

Although no publication date is set out in statute, it is widely seen as good practice to ensure a revised version of a multi agency plan is published within twelve months of an exercise.

Debs Brooker-Evans
Civil Protection Service Manager
Resilience and Emergency Management
Chief Executive Office

EQUALITY IMPACT ASSESSMENT – PLYMOUTH UPPER TIER COMAH SITES EXTERNAL EMERGENCY PLAN

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): This is the person completing the EIA template.	Vanessa Woodruff	Department and service:	Civil Protection Service Chief Executive Office	Date of assessment:	28/11/23
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Debbie Brooker-Evans (signed by Dave Bate, Senior Civil Protection Officer)	Signature:		Approval date:	01/12/23
Overview:	A new version (v5.0) of the Plymouth Upper Tier COMAH Sites External Emergency Plan is due to be published relating to the Cattedown fuel depots. The Control of Major Accident Hazards Regulations (COMAH 2015) places a statutory duty on the Local Authority to prepare the external plan and to review and test the plan at least once every three years. It is the duty of the Civil Protection Service within Plymouth City Council to comply with these regulations. The plan has been revised in line with the recommendations and subsequent action plan from Exercise FireCatte 4 held in December 2022.				
Decision required:	Approval of the new version of the emergency plan.				

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

Potential external impacts: Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	Yes		No	x
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<p>Potential internal impacts: Does the proposal have the potential to negatively impact Plymouth City Council employees?</p>	<p>Yes</p>		<p>No</p>	<p>x</p>
<p>Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)</p>	<p>Yes</p>		<p>No</p>	<p>x</p>
<p>If you do not agree that a full equality impact assessment is required, please set out your justification for why not.</p>	<p>The purpose of the Plymouth Upper Tier COMAH Sites External Emergency Plan is to ensure a robust and timely response to a declared major accident at either of the Cattedown fuel depots. The plan does not discriminate against any part of society and has set processes and procedures to ensure inclusivity. If a major accident hazard is declared at one of the COMAH sites, it is highly likely the Council will simultaneously activate the corporate Emergency Response Plan (ERP) to support communities affected by the incident. This will ensure the appropriate command and control structure is in place to provide effective leadership for both the response and recovery phases of the emergency.</p>			

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

<p>Protected characteristics (Equality Act, 2010)</p>	<p>Evidence and information (e.g. data and consultation feedback)</p>	<p>Adverse impact</p>	<p>Mitigation activities</p>	<p>Timescale and responsible department</p>
<p>Age</p>				

Care experienced individuals (Note that as per the Independent Review of Children’s Social Care recommendations, Plymouth City Council is treating care experience as though it is a protected characteristic).				
Disability				
Gender reassignment				
Marriage and civil partnership				
Pregnancy and maternity				
Race				

Religion or belief				
Sex				
Sexual orientation				

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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PLYMOUTH UPPER TIER COMAH* SITES EXTERNAL EMERGENCY PLAN

*Control of Major Accident Hazards Regulations 2015

**FOR ACTIVATION AND RESPONSE
GO TO PART TWO, PAGE 11**

Greenenergy



This plan is prepared by the Civil Protection Service, Plymouth City Council in conjunction with site operators and other partner agencies

FOREWORD

The Control of Major Accident Hazards Regulations 2015 (COMAH) places a statutory duty on all operators of sites identified as ‘upper-tier’ to prepare, review and test internal emergency plans, as outlined in Part 4, Regulation 12. All regulations can be viewed or downloaded here from the following link, <http://www.hse.gov.uk/pubns/priced/1111.pdf>.

A statutory duty is also placed on Plymouth City Council to prepare external emergency plans, as outlined in Part 4, Regulation 13, and furthermore, the requirement to review and test external emergency plans as per Part 4, Regulation 14.

This external emergency plan, designed to meet the objectives as outlined in Part 4, Regulation 11, will provide guidance throughout the response to, and recovery from, a major accident occurrence at two oil storage and distribution facilities located in the Cattedown area of Plymouth, Valero Logistics UK Ltd and Greenergy Terminals Ltd.

It is essential that all agencies and organisations named within this plan are fully conversant with their respective roles and responsibilities, in order that they are able to respond in a controlled, professional and prompt manner. If used correctly, this plan should be of benefit to all those involved and will assist, in the event of an emergency, in ensuring that the full range of functions and services are restored off-site in a timely and structured manner. This plan makes reference to others plans and supporting documents.

N.B: The Control of Major Accident Regulations 2015 implements the Seveso II Directive and is important for controlling major accident hazards involving dangerous substances in Great Britain.

Signatures intentionally removed

Signed original

Tracey Lee
Chief Executive
Plymouth City Council



Steve Phillips
Terminal Manager
Valero Logistics UK Ltd



Daren Kirby
Terminal Manager
Greenergy Terminals Ltd



CONSULTATION

During the original process of formulating this external emergency plan, extensive consultations took place between local businesses and community groups within the Cattedown Public Information Zone (PIZ).

The Cattedown PIZ map can be found in **ANNEX A**.

On 25 June 2004, this consultation process resulted in the formation of the Cattedown Emergency Planning Forum (CEPF). This group has now been replaced by the Plymouth Resilience Emergency Management Action Group (PREMAG).

This Action Group facilitates and promotes multi-agency preparedness and response to emergencies with an impact on Plymouth through coordinated planning, risk awareness and information sharing.

The COMAH focused meeting meets three times per year and is chaired by Plymouth City Council. The multi-agency group is represented by the emergency services, local authority, statutory site operators, local businesses, regulators, utility companies and other responding agencies.

The main objectives of the group are:

- To assess and identify lessons from multi-agency response or exercises
- To develop and promote multi-agency response planning, training and exercising
- To promote co-operation and information exchange between multi-agency partners and the wider community

In addition, Plymouth City Council, in partnership with Valero Logistics UK Ltd and Greenergy Terminals Ltd, provide a free warning and informing service for residents or local businesses in the Cattedown Public Information Zone. The Emergency Notification System can notify in the event of an emergency at the sites by sending a text or voice message to those registered on the system.

EQUALITY IMPACT ASSESSMENT

The purpose of this plan is to ensure a robust and timely response to a declared major incident. It does not deliberately discriminate against any part of society but has inclusive processes and procedures in place to ensure all areas of the community are considered when responding to such an incident. Therefore there are no exclusionary practices in place nor does it seek to exclude.

PLAN TRAINING AND EXERCISING

Activity	Work Undertaken	Scheduled Date	Completed
Exercise FireCatte	Live Exercise	January 2020	January 2020
Exercise FireCatte	Desktop Exercise	December 2022	December 2022
Exercise FireCatte	Live Exercise	January 2025 date tbc	

VALIDATION

Regulation 14 of COMAH 2015 outlines the review and testing of emergency plans and states that the external emergency plan must be both reviewed and tested at least once every three years.

The arrangements within this plan will be validated through local exercises or real-time incidents involving either Valero Logistics UK Ltd or Greenergy Terminals Ltd. All exercises will be planned in consultation with the relevant competent authorities and will be notified to the Devon, Cornwall and Isles of Scilly Local Resilience Forum Training and Exercising Sub-Group.

RECORD OF AMENDMENTS

All required amendments should be sent to Plymouth City Council, Civil Protection Service as soon as possible. The service coordinates the preparation of this plan for all the agencies who are involved in any response to an incident involving the COMAH sites.

Please send amendments to:

Civil Protection Service
Plymouth City Council
Ballard House
Plymouth
PL1 3BJ

civil.protection@plymouth.gov.uk

Amendment Number	Description	Amended by	Date
1	Full review of V 2.0	Steven Harvey	December 2014
2	Full review of V 3.0	Steven Harvey	March 2018
3	Continued full review of V 3.0	Ruth Rockley	December 2018
4	Full draft	Vanessa Woodruff	December 2021
5	Full plan review V 4.0	Michael Rose and Issy Nelder	July 2022
6	Full plan review V 5.0	Vanessa Woodruff	November 2023

DISTRIBUTION

This plan is available, via Resilience Direct, to Category 1 and 2 Responders and other relevant agencies and organisations within Devon & Cornwall and Isles of Scilly Local Resilience Forum.

This plan has also been shared with Valero Logistics UK Ltd, Greenergy Terminals Ltd and Origin Fertilisers (UK) Ltd as well as the King's Harbour Master, the Cattewater Harbour Commissioner, Barbican Leisure Park, Cattedown Wharves and Victoria Wharf.

NO FURTHER DISTRIBUTION COPIES OF THIS DOCUMENT SHOULD BE MADE

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PART ONE: OVERVIEW AND SITE INFORMATION



I. INTRODUCTION

I.1 GENERAL

This plan outlines the information relating to a multi-agency response for a major accident at either Valero Logistics UK Ltd, or Greenergy Terminals Ltd in Cattedown, Plymouth. All agencies with a role to play have agreed that this document lays out the framework for a coordinated response. The plan uses and refers to, information that is available within other agencies' operational plans and procedures.

I.2 THE SITES

Site maps can be viewed in ANNEXES A, B, C, D, E, F and G.

Valero Logistics UK Limited

Location: Oakfield Terrace Road, Cattedown, Plymouth, PL4 0RY

Site map can be found in **ANNEX B.**

Greenergy Terminals Ltd

Location: Plymouth Tank Farm, Breakwater Hill, Coxside, Plymouth, PL4 0RJ

Site maps can be found in **ANNEXES C and D**

Site Activities

The terminals receive petroleum products by ship, which are then stored in tank on-site before being loaded onto road tankers for distribution to customers.

Substances

Petroleum products stored and distributed from the terminals are super unleaded petrol, premium unleaded petrol, diesel, gas oil, bioethanol, biodiesel and kerosene. The petrols and bioethanol are highly flammable, but the other products less so. Together, Valero Logistics UK Ltd. and Greenergy operate within the confines of the Cattedown area along the shoreline of the River Plym. A major accident would have an acute effect on the aquatic environment in the River Plym Estuary, but is unlikely to have any long term effects on the population, plants or species in the local environment.

Cattedown Wharves

Location: Cattedown Road, Cattedown, Plymouth, PL4 0RP

Site map can be found in **ANNEX E**

Site Activities

Cattedown Wharf is a commercial port facility handling wet & dry cargos with approximately 70% of Plymouths import and export cargoes passing through the site. The port annually receives over a 1mT of petroleum products which are pumped directly to the Greenergy & Valero sites. There are no facilities to store petroleum products and as the wharf handles only non-hazardous cargos such as animal feeds, aggregates and clay, there is no requirement to be COMAH accredited.

Domino Sites

The Health and Safety Executive (HSE), as one of the competent authorities, has designated sites within Cattedown, known as Domino Sites. Domino sites are those sites where the likelihood or consequences of a major accident may be increased because of the location and close proximity of other COMAH establishments and the dangerous substances present there.

These sites are given specific consideration in terms of emergency planning and testing of the external, or off-site, response. Origin Fertilisers (UK) Ltd has been identified as a domino site.

Domino sites map can be found in **ANNEX F**

Origin Fertilisers (UK) Ltd

Location: Maxwell Road, Cattedown, Plymouth, PL4 0SN

Site map can be found in **ANNEX G**

Site Activities and Dangerous Substances

The Plymouth site is one of 12 UK plants importing, blending and distributing fertilisers containing ammonium nitrate (AN). Ammonium nitrate fertilisers are classed as dangerous substance for the purposes of the COMAH regulations.

Ammonium nitrate is classified as an oxidising agent, it does not burn itself but will support the combustion of such materials. Under certain extreme circumstances AN will exhibit characteristics that could lead to an explosion.

Ammonium nitrate fertiliser itself is of low toxicity. However, if it is involved in a fire it decomposes and emits fumes containing oxides of nitrogen, which is a toxic gas.

Note: In order to expedite a vessel discharge, Victoria Wharf occasionally stores AN bags (AN33.5% / AN34.5%) and could even store BULK for Origin but will never exceed 999.000mt, this is then moved to Origin in due course.

1.3 AIM

The aim of this plan is to establish a framework, for the protection of the public, which provides set procedures for managing the off-site consequences of major accidents which might occur at facilities in Plymouth, Valero Logistics UK Ltd and Greenergy Terminals Ltd, as required under the Control of Major Accident Hazards Regulations 2015 (COMAH).

It is also to ensure the provision of information to the public in advance and in the event of a major accident hazard occurring.

1.4 OBJECTIVES

- 1 To provide the appropriate multi-agency response to a major accident at either of these upper tier COMAH sites
- 2 To implement the measures necessary to protect the community and environment from the effects of major accidents
- 3 To contain and control incidents so as to minimise the effects, and to limit injury to persons, damage to property and pollution of the environment
- 4 To initiate the necessary safety information to the public
- 5 To take account of the proximity of lower-tier sites and their potential for 'domino' effects

- 6 To illustrate a management system for the restoration and clean-up of the environment following a major accident

1.5 HEALTH AND SAFETY

Whilst the aim of the plan is to protect the community and minimise the effects from a major accident, each agency is also responsible for the health, safety and welfare of their own staff and must assess risks to which their staff may be exposed. On account of the multi-agency approach in responding to incidents, information and expertise may be shared to assist this process.

1.6 IMPLEMENTATION

Both the internal and external emergency plans must be implemented without delay when a major accident occurs or an uncontrollable event occurs which could reasonably be expected to lead to a major accident.

1.7 MAJOR ACCIDENT HAZARD (MAH)

A 'Major Accident' is defined in Regulation 2[1], Control of Major Accident Hazards Regulations 2015,

“An occurrence [including in particular, a major emission, fire or explosion] resulting from uncontrolled developments in the course of the operation of any establishment and leading to serious danger to human health or the environment, immediate or delayed, inside or outside the establishment, and involving one or more dangerous substances.”

The occurrence must have the potential to cause serious danger but it is not necessary for the danger to result in harm or injury, it is the potential that is relevant.

Potential Major Accident Hazards (PMAH) have been identified within the Valero Logistics UK Ltd and Greenergy safety reports, and those of greatest significance have been considered in the development of this plan. These Major Accident Hazards (MAH) can be found in **ANNEXES H and I**

Any Major Accident Hazard which extends beyond the site boundaries and cannot be controlled by the Internal Emergency Plan will be escalated to activate the External Emergency Plan. This will be assessed and initiated by the Terminal Manager or Terminal Operator (Part 2. Plan Activation).

1.8 COMMUNITY RISK REGISTER

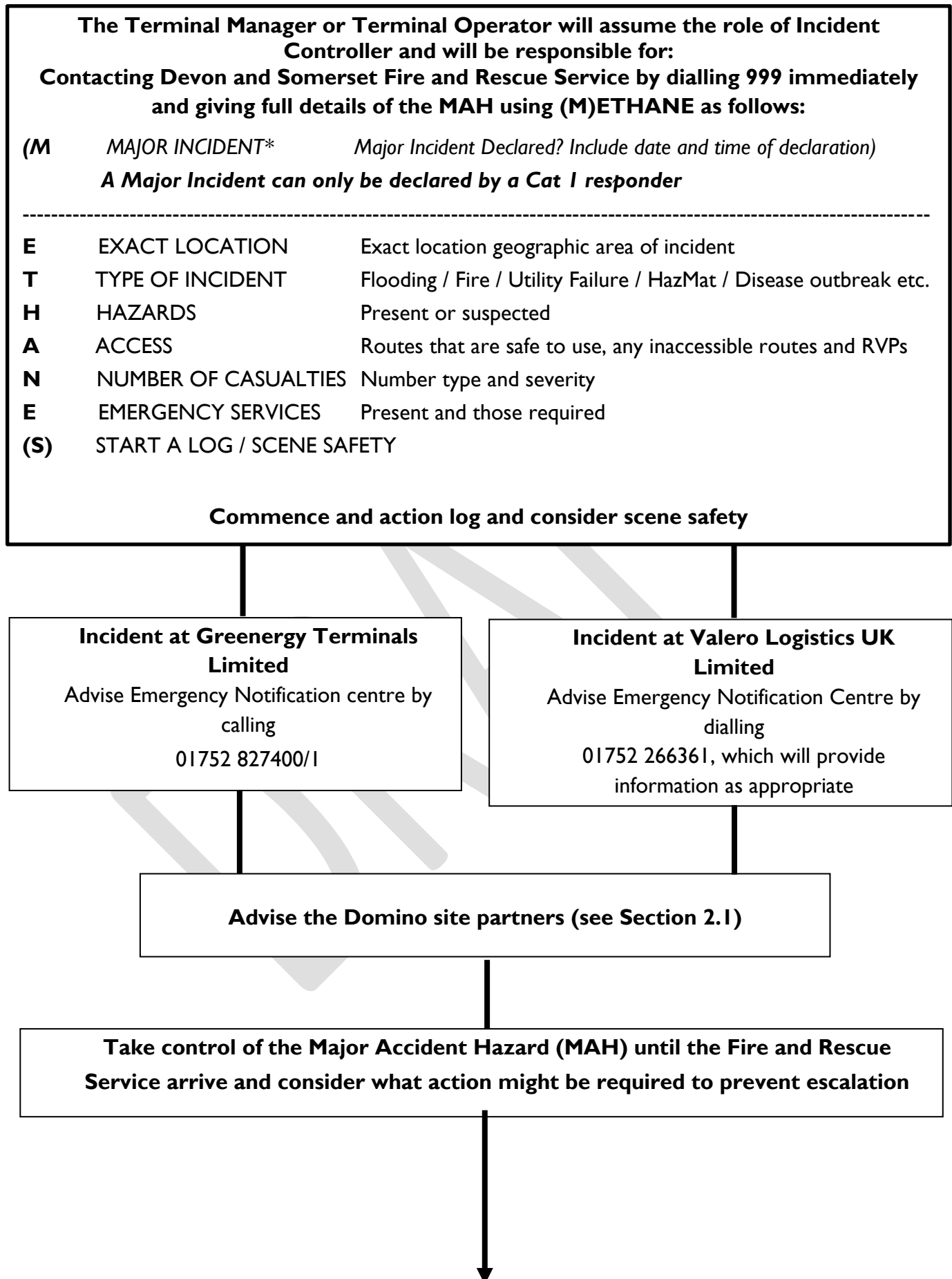
The Community Risk Register is a holistic risk assessment process and is a legal requirement of the Civil Contingencies Act 2004, separate to that required under the COMAH legislation. A fire and pollution risk assessment for the Valero Logistics UK Ltd and Greenergy Terminals Ltd sites was carried out as part of this assessment process.

This risk assessment (reference number IA003a) can be found on Resilience Direct.

PART TWO: ACTIVATION AND RESPONSE



2. PLAN ACTIVATION



It is essential that the Internal Incident Controller (identified by means of a site specific tabard, see **ANNEXES J and K**) meets the Fire Service Incident Commander upon arrival and carries out a briefing about the MAH and the nature of other relevant plant hazards.

The information the fire incident commander may require is:

- Number of live casualties requiring rescue
- Details of fire main system
- Fire situation or possible fire hazards
- Other dangerous circumstances - use of hand held radios
- What fixed or stored firefighting equipment is on site
- Site drainage
- Tank storage list
- Are any chemicals involved?
- Location and situation of petrol interceptors
- Access to specialist equipment
- Material safety data sheets
- Likely development and potential of incident
- Other hazards present in immediate vicinity of incident
- Location of water supplies/hydrants
- Wind speed and direction
- Location of Emergency Control Centre (ECC)

Set up of alternative Incident Control Centre in the event of necessary relocation

* A Major Incident is defined in the Cabinet Office Emergency Response and Recovery publication as: "An event or situation requiring a response under one or more of the emergency services' major incident plans". **A major incident may be declared by any of the Category I responders**

N.B AN INCIDENT AT ORIGIN FERTILISERS OR CATTEDOWN WHARVES WILL ACTIVATE THEIR INTERNAL SITE PLANS AND DETAIL THE RESPONSE TO THE INCIDENT

2.1 DOMINO SITE ACTIONS

In the event of any activation of the external emergency plan the site declaring so will notify all other sites within the domino group. The information passed will contain sufficient detail for the receiving site to determine the course of action required to mitigate any possibility of a major accident occurring at their site.

INCIDENT AT VALERO LOGISTICS UK LTD

DOMINO SITE	COMAH CLASSIFICATION	CONTACT NUMBER
Greenergy Terminals Ltd	Upper Tier	<i>Contact numbers removed intentionally Available in Official: Sensitive version of plan</i>
Origin Fertilisers (UK) Ltd	Lower Tier	

INCIDENT AT GREENERGY TERMINALS LTD

DOMINO SITE	COMAH CLASSIFICATION	CONTACT NUMBER
Valero Logistics UK Ltd	Upper Tier	<i>Contact numbers removed intentionally Available in Official: Sensitive version of plan</i>
Origin Fertilisers (UK) Ltd	Lower Tier	

2.2 IMMEDIATE RESPONSE ACTIONS

This section outlines the roles and responsibilities of responding agencies and organisations. Details have been provided by individual agencies.

The primary responsibilities of Category 1 and 2 responders are outlined in **Section 5 of the Combined Agency Emergency Response Protocol**.

2.3 DEVON AND SOMERSET FIRE AND RESCUE SERVICE

Upon arrival the Fire and Rescue Service Incident Commander will assume command of the firefighting, rescue and salvage operations.

If the senior officer decides that the incident meets one or more of the major incident criteria he/she will inform Service Control using the standard phrase 'major incident' (if this has not already been declared) and the appropriate pre-determined attendance will be mobilised to the scene. Initial messages from the incident should include the location of an appropriate rendezvous point and details of any difficulties of access and traffic congestion, which might affect the efficient gathering of resources. These issues will be covered in the first information message, (this message to use M/ETHANE format).

Any situation known, or suspected to be, the result of terrorist action will remain under the control of the police. The senior fire service officer present will liaise closely with the police and take advice on when it is safe to continue operations. If there is a fire, the possibility of a fire, a chemical or explosion hazard, or a situation where access to the immediate scene is likely to lead to an escalation of the incident, the fire and rescue service will provide an inner cordon around the incident to enable them to exercise control over firefighting and rescue operations. This could involve the evacuation of residents and workers from the immediate area.

The fire and rescue service has responsibility for the safety of all persons working within the inner cordon, and will liaise with the police regarding who should be permitted to enter.

VALERO LOGISTICS UK LTD

OPERATIONAL CONSIDERATIONS:

- Fuel product is delivered from ships at Cattedown Wharves / Pipeline travel to Terminal via an overhead crossing at Shapters Way / 3 non return valves on the pipelines (in the event of damage / spillage)
- In the event of fire – cooling of surrounding tanks – **PRIORITY ACTION**
- Inform South West Water to augment on site water supplies
- USAR Station 60 – High Volume Pumps
- RVP – Junction of **Elliot Road / Oakfield Terrace Road**
- Marshalling point – **Elliot Road**
- Service foam strategy
- Refer to internal / external emergency plans – liaison with adjacent COMAH sites
- Evacuation of area
- Wind direction
- Breathing apparatus (toxic / asphyxiating vapours)
- Safety officers
- Use of thermal image cameras
- Foam attack – not commence until 60 min application available
- Rim seal foam protection system on floating and fixed roof tanks (yellow pipework)
- Tank water spray cooling system (red pipework)

ENVIRONMENTAL CONSIDERATIONS:

Sources of pollution on-site:

- Diesel / kerosene / petroleum / fuel additives and ethanol

Pathways for run-off:

- Towards the River Plym
- Spills from tanks will remain in bund

Actions:

- Contact outside agencies (activation of Op Link) plus,
 - Environment Agency
 - Health and Safety Executive
 - CHEMET – Plume monitoring

Pollution Prevention Site Specific:

- Environmental plans – main office

- Interceptor
- Seek specialist advice
- 3 non return valves in pipeline from Cattedown Wharves

FIXED INSTALLATIONS:

- Rim seal foam installations on open floating roof tanks – **Tanks 1 / 2 / 4**
- High level foam installations on fixed roof tanks – **Tanks 3 / 5 / 12 / 13**
- All tanks fitted with overspill protection
- Nitrogen cylinder bank for vapour recovery unit
- AFA – main building
- Automatic shutdown buttons on all gantries
- CCTV – all areas
- Manual call points – located around site / activation will sound klaxon and will halt operation of loading gantry
- Foam proportioner on site

PRE-DETERMINED ATTENDANCE:

Confirmed Fire:

- 4 x pump
- 2 x HMEPA
- Incident Command Unit
- 1 x L2 Ops A
- 1 x Aerial ladder Platform (ALP)
- 1 x foam pod
- 1 x water bowser
- HVP from Station 60

Not contained:

- Add 1 x Environmental Protection

Multi-lane:

- Add 1 x Environmental Protection

AFA Response:

- 2 x pumps, 24hrs

All other incidents standard PDA

GREENERGY TERMINALS LTD

OPERATIONAL CONSIDERATIONS:

- RVP for Mayflower Site is Barbican Leisure Park
- RVP for Cattedown Site is entrance to the site
- Access to Mayflower is from **Clovelly Road** into **Breakwater Hill** – there are electric security gates with an intercom system
- Entrance to **Cattedown Site** from **Cattedown Road** is through electric security gates = telephone at gate is 24hr through to control room
- To gain access to the tunnel at the lower end of the Tank Farm from the Cattewater site – appliances can gain access from **Cattewater Road**
- Maintain safe egress for crews
- Liaise with on site manager
- Implementation of Incident Command System
- Foam requirements
- CCTV in control room for all areas
- Wind direction
- No mobile phones
- Personnel forbidden from tank roofs – unless absolutely necessary
- Evacuation of area
- There is an offload point by the pump raft where road tankers (up to 8 / day) offload super unleaded and ethanol. There is no fixed firefighting system or detection in the area. Also, adjacent gas holder believed to be empty
- High volume pumping – good access inside security gate at entrance of Cattedown site
- All pipework running from the Wharves to Cattedown Terminal are full of product / there are non-return valves that would limit the amount of spillage in the event of damage
- There is also an access gate at the lower north end of the Cattedown site adjoining Victoria Wharf (padlocked)

ENVIRONMENTAL CONSIDERATIONS:

Sources of pollution on-site:

- Large quantities of fuel product – diesel / petrol / bio ethanol / kerosene / fuel additives – 3 x ship receipt line full of product (diesel / gasoline) run to site from Wallsend Industrial Estate partly above ground for final leg into terminal – non-return valves on pipes

Pathways for run-off:

- **Mayflower site** – run off to south end of site – drainage system runs to Interceptor – located close to **Tank 018** Fire Water Tank
- **Cattedown site** – into corner of bund

Receptor Sensitivity:

- River Plym / Plymouth Sound
- Interceptor on site

FIXED INSTALLATIONS:

- AFA panel in control room
- 24 hour recording CCTV in all areas
- Foam / sprinkler system on road tanker loading area (300 litres of Niagra AFFF – P – 3%)
- Flame detection system on road tanker loading area
- Fixed oscillating monitor and carbon drencher system on vapour recovery units
- Sprinkler system on Additive **Tank T042 – NOT IN USE**

PRE-DETERMINED ATTENDANCE:**Confirmed Fire:**

- 4 x pump
- 2 x HMEPA
- Incident Command Unit
- 1 x L2 Ops A
- 1 x Aerial ladder Platform (ALP)
- 1 x foam pod
- 1 x water bowser
- HVP from Station 60

Not contained:

- Add 1 x Environmental Protection

Multi-lane:

- Add 1 x Environmental Protection

AFA Response:

- 2 x pumps, 24hrs

All other incidents standard PDA**Origin Fertilisers (UK) Ltd**

For incidents on Maxwell Road, the standard site specific risk information will be available to Incident Commanders and tactical officers and this should be referred to in all incidents. It is imperative for all incidents that the fire Incident Commander briefs other agencies on the level and nature of the risk. This is particularly important when dealing with fires that may progress to threaten the wider Cattedown area, specifically Origin Fertilisers.

FIRES INVOLVING VALERO AND ORIGIN ARE EXTREMELY DANGEROUS AND MAY RESULT IN CATASTROPHIC OUTCOMES. HAZARDOUS MATERIALS AND ENVIRONMENTAL PROTECTION OFFICER (HMEPO) AND SPECIALIST ADVICE MUST BE SOUGHT IMMEDIATELY

2.4 DEVON AND CORNWALL POLICE

Notification of a major accident will be received at the police control room in either Plymouth or Exeter. **Any notification of activation of the external emergency plan will invoke an emergency response and declaration of a 'major incident'**; police contingency plan EALING will be activated which contains actions specific for the police.

IN ADDITION, UPON ACTIVATION OF THIS PLAN:

- Activate call cascade, Op-Link
- Dispatch a liaison officer to attend the site affected (if safe to do so) and gain M/ETHANE report
- Inform Duty Critical Incident Manager (CIM) to attend the Forward Control Point and assume role as Police Operational Commander (Bronze)
- Inform Duty Tactical Commander for Plymouth (Silver)
- Establish Tactical Coordinating Group (TCG) – this may held virtually using MS Teams
- Establish Tactical Coordination Centre (TCC) at Crownhill Police Station if required- responders may choose to work remotely
- Inform Duty Strategic Commander (Gold)
- Establish Evacuation Assembly Point(s) as required
- Appoint liaison officers to other locations as required and resources permitting (e.g. rest centre(s), casualty clearing station)
- Appoint an Airwaves Tactics Advisor (where available) and coordinate Airwave Interoperability

2.5 SOUTH WESTERN AMBULANCE SERVICE NHS FOUNDATION TRUST

Devon and Somerset Fire and Rescue Service will initiate the external emergency plan and will inform South Western Ambulance Services NHS Foundation Trust (SWASFT) who will:

- a) Mobilise responding resources based on the information provided at the time of the 999 call
- b) Request an early sitrep from the first crew or officer on scene in the M/ETHANE format. If the attending officer or crew declare a Major Incident Standby or a Major Incident Declared, SWASFT will implement their Incident Response plan and mobilise the following resources:

MAJOR INCIDENT STANDBY CONSISTS OF:

- 5 x double crewed ambulances (DCAs)
- 3 x Officers (Including Tactical & Operational Commanders)
- 1 x NILO
- Nearest Hazardous Area Response Team (HART)
- 1 x Equipment Support Unit 1 x critical care team
- 1 x On Scene Medical Advisor

MAJOR INCIDENT DECLARED:

- 5 x further double crewed ambulances (DCAs)
- 3 x additional Officers
- 1 x additional HART
- 1 x Mass Casualty Vehicle
- 2 x additional Critical Care Teams

- c) In line with JESIP principles, liaise directly with the Police, Fire service and other responding organisations. If there is a Major Incident Standby or Declared – SWASFT will inform

receiving hospitals including University Hospitals Plymouth Trust (Derriford) and NHS England of the declaration

- d) SWASFT will deploy a Strategic Commander (or liaison officer) to the designated SCC and a Tactical Commander (or liaison officer) to the designated TCC

2.6 UK HEALTH SECURITY AGENCY

ALERTING

In the event of this plan being activated, the South Western Ambulance Services NHS Foundation Trust will inform UKHSA Regional Centre, NHSEI and the Plymouth Director of Public Health (DPH). For chemical incidents, which have not been declared as major incidents, notification should still be undertaken and in addition to the above may include Local Authority Environmental Health Departments, Emergency Departments and UKHSA Radiation Chemical and Environmental Hazards Directorate (UKHSA RCE).

The UK Health Security Agency (UKHSA) was established in October 2021 as an Executive Agency of the Department of Health and Social Care. It is responsible for providing leadership in public health emergency preparedness, resilience, response and recovery and scientific and technical advice at all organisational levels, working in partnership with other organisations to protect the public.

UKHSA is a Category 1 responder with responsibility for all duties under the Civil Contingencies Act 2004. In this role we will provide the expert health protection advice to local authority Directors of Public Health, the local NHS and to LRF/LHRP structures and their programmes.

In fulfilling these responsibilities UKHSA will:

- Provide specialist services (inc. Health Protection, Field Services, Radiation Chemical and Environment, Communications & Emergency Preparedness Resilience & Response) in provision of public health advice and support relating to the health aspects of the incident (including any necessary public protection measures), and act as a gateway to national sources of specialist health protection advice,
- Activate and coordinate the provision of a Scientific and Technical Advice Cell (STAC), during relevant responses, including arranging a Chair, Deputy, Manager, Loggist and administrative support. If required this includes ensuring the transition of STAC support from the SCG to the recovery working group during the recovery phase,
- Support the development of public health messages during the response and recovery,
- Provide advice and support regarding monitoring impacts on public health and longer-term surveillance,
- Deploy suitable representatives to SCG, TCG, Communications and Recovery Group as required,
- Provide suitable representatives to an Air Quality Cell if convened and support with analysing any monitoring data.

2.7 NHS ENGLAND SOUTH WEST (NHSE SW)

- Provide health leadership for the region
- Coordinate regional health and social care teleconferences
- Represent the South West region at multi-agency Strategic and Regional Coordination Groups as required

In conjunction with the Integrated Care Board (ICB):

- Assess the impact of an incident on NHS resources, mobilising and coordinating assets where required

- Cascade alerts/information to NHS organisations in accordance with health command and control arrangements
- Support UKHSA in response to a health protection incident requiring NHS resources

NHS DEVON (Integrated Care Board)

- Responsible for leading the NHS in Devon (the Devon System) in response to the incident
- Co-ordinates Devon healthcare providers through strategic level MS Teams calls, in parallel to TCG/ SCG
- Represents the Devon System at TCG and SCG
- Represents the Devon System at SW Regional co-ordination meetings
- Will assess the impact of an incident on Devon NHS resources, mobilising and coordinating assets where required
- Will cascade alerts/ information to NHS organisations in Devon and co-ordinate with/ brief NHSE SW
- Support UKHSA in response to a health protection incident requiring NHS resources
- Where the incident affects multiple healthcare systems, will lead the NHS in Devon under the direction of NHSE SW.

2.8 LIVEWELL SOUTHWEST

On receiving notification of the activation of this plan Livewell Southwest (LSW) will:

- Conduct an immediate assessment of the emergency situation
- Review the status and resources of the organisation and its services, culminating in a decision concerning any requirement to implement the Major Incident Plan in full or in part
- Establish LSW's Incident Control Centre to provide a coordinated response for the deployment of resources as necessary
- Liaise with NHS England regarding capacity and support required
- Prepare to receive a call from Plymouth City Council to support humanitarian assistance evacuation and shelter requirements

2.9 UNIVERSITY HOSPITALS PLYMOUTH NHS TRUST (UHP)

South Western Ambulance Services NHS Foundation Trust will notify UHP's Derriford Hospital of an incident by relaying the message 'Major Incident Standby / Declared, provide a METHANE report with known details on the incident at the site and confirm that Derriford Hospital is designated as a receiving hospital.

SWAST will divert casualties to healthcare services, as detailed in the Casualty Distribution Plan.

Upon receipt of the message 'Major Incident Declared' notification message, Derriford Hospital will:

- a) Activate the Major Incident Plan for UHP
- b) Establish the Incident Control Centre to provide a co-ordinated response for the deployment of resources – treating casualties involved in the incident, whilst maintaining essential clinical services within the hospital
- c) Establish communication routes with agencies involved in response
- d) Liaise with SWASfT, Devon Integrated Care Board (ICB), NHS England and partner organisations regarding capacity and support required
- e) Liaise with ambulance commander and medical incident officer at scene

- f) Prepare to receive casualties from the incident
- g) Triage all casualties on arrival at the Emergency Department and redirect worried well, away from the hospital
- h) Establish limited casualty decontamination and monitoring facility in the Emergency Department courtyard at Derriford Hospital if required. All casualties should be decontaminated at site, prior to transportation to hospital, if required
- i) Invoke enhanced burns arrangements for the receipt of chemical-exposed casualties, with life-threatening conditions, if required
- j) Support the Police Hospital Documentation Team in the collation of casualty information

WORRIED WELL

Any incident at a licensed site is likely to cause concern amongst the local population. The concept of identifying the worried well should be uppermost in the minds of emergency responders, particularly in situations where able-bodied people are able to make their own arrangements. Responders should use 'best endeavours' to identify those that have not been injured during the incident response.

People not directly involved in the incident but worried about how their health may be affected should follow the advice issued at the time by health agencies, which will be widely circulated via the media.

Under no circumstances should evacuees be directed to the local acute hospital without first being triaged by the ambulance service or health staff.

If a street/area is to be evacuated because of the threat of fire, explosion or other cause, the emergency responders on the ground should direct all evacuees to the local authority evacuation point where an assessment of their individual needs will be undertaken.

All evacuees with injuries sustained during the incident or evacuation should be directed to the ambulance service at the casualty clearing station for triage and assessment.

All evacuees with long term illness, loss of medication or general concerns over their health should be moved to the nearest rest centre or survivor reception centre for assessment and treatment by the health teams / first aid present at these locations.

2.10 PLYMOUTH CITY COUNCIL

When notification is received from Devon and Cornwall Police of the potential to activate this plan, the on-call Civil Protection Officer must be contacted using the dedicated on-call mobile telephone number.

It will be the duty of Plymouth City Council to support the emergency services throughout the 'response phase' of the emergency.

On receipt of notification, the On-Call Civil Protection Officer (CPO) will;

- Start an action and decision log
- Initiate a cascade callout to other Council officers, appropriate to the level of response required as detailed in Plymouth City Council's Emergency Response Plan
- Activate the Council's Emergency Response Plan to stand up the council's Emergency Operations Centre (EOC) if necessary
- Contact the Prince Rock Depot Manager (office hours), who will consider their departmental recovery plan and escalate to the Business Continuity Sub Group Chair if appropriate.

The on-call CPO will then report to the Forward Control Point, if necessary and act as the Local Authority Liaison Officer (LALO).

The On-call CPO should consider;

- Activation of the council's Corporate Business Continuity Incident Management plan
- Placing the Recovery Coordinating Group on standby, in consultation with the Assistant Chief Executive
- Activation of the Council's Emergency Shelter Plan and liaising with Community Connections as appropriate
- Arrangements for local authority representation at the Strategic Coordination Centre and Tactical Coordination Centre as detailed in PCC's Emergency Response Plan.

2.11 COMPETENT AUTHORITIES

Regulations are enforced by the competent authorities comprising the Health and Safety Executive and the Environment Agency. These bodies work jointly and operators will generally receive a single response on all matters to do with COMAH.

2.12 ENVIRONMENT AGENCY

The site operator will notify the Agency about any COMAH major accident that has led or may lead to pollution of the environment whether air, water [including 'controlled waters'], or land. Controlled waters include most surface and ground waters and coastal waters up to 3 miles out to sea [defined under S.104 of the Water Resources Act 1991]. As part of the joint COMAH Competent Authority, in partnership with the HSE, the Agency will also review the effectiveness of On-Site and Off-Site emergency plans.

Once informed of such incidents, the Agency, as a first responder, will pass the information to a competent officer who will assess the incident and determine the response required by the Agency. Responses may include:

- a) Provide representation at Coordinating Groups and centres
- b) Helping identify who and what in the environment is at risk
- c) Warning river water abstractors who may be at risk
- d) Discussing mitigation measures with the emergency services to minimise environmental impacts
- e) Taking limited pollution mitigation action [as far as staff and resourced availability and safety allow]
- f) Investigating the source and cause of pollution and collecting samples and other evidence in relation to offences under environmental legislation

In addition:

In an incident that has or is likely to affect the environment, the Environment Agency will:

- a) Provide specialist environmental advice
- b) Monitor the effects of, and the response to an incident, to minimise the impact on the environment
- c) Work with the health authorities to provide them with advice on environmental impacts, which will assist in their formulation of health advice

Post Incident:

- a) Advise on how best to dispose of any waste generated by the incident
- b) Continue to monitor the impact on the environment
- c) Provide information to the public on the environmental impact
- d) Investigate the cause of an incident and take enforcement action as appropriate

Additionally, as part of the joint Competent Authority, the Agency must be notified of the occurrence of all major accidents at COMAH establishments so that a joint investigation with the HSE can be commenced pursuant to the requirements of COMAH Regulation 19[4], and so that reports can be sent to the European Commission in accordance with COMAH Regulation 21[1].

Notification of a major incident should be sent to the Agency's 24 hour Incident Communication Service partner's priority telephone line.

2.13 HEALTH AND SAFETY EXECUTIVE (HSE)

The site operator will notify the Health and Safety Executive of the major accident at an early stage. Their main role will be to investigate the accident and its causes and effects. As part of the joint Competent Authority, they will also review the effectiveness of On-Site and Off-Site Emergency Plans and are the main administrators of the COMAH regulations.

MAJOR INCIDENT AND CIVIL CONTINGENCIES PROCEDURE: HSE'S CONCEPT OF OPERATIONS AND ROLE IN RESPONSE TO A SERIOUS INDUSTRIAL OR RELATED INCIDENT/ EMERGENCY

HSE's role is set out in the Health and Safety at Work Act 1974 (HSWA) that is to act as the regulator to require that the risks from work activities are correctly assessed and controlled. HSE has a duty to provide advice on how the Act may be complied with.

In addition to this HSE has a duty as a Category 2 responder under the Civil Contingencies Act 2004 and (Contingency Planning) Regulations 2005, with a duty to provide relevant technical or specialist advice. This includes information on the nature of any potential hazards of the site/organisation.

Any assessment of the level of risk must, in the first instance, be for the duty holder or industry specialist representative in conjunction with the Category 1 responder. However, HSE will become involved if the duty holder is unavailable or doesn't hold the confidence of the public or emergency services.

The principles of HSE's response apply to all areas of HSE work except nuclear incidents. HSE is designated a Category 2 responder.

HSE's Response

HSE has a 24/7 response to incidents that includes a decision maker who will assess the initial incident and determine HSE's approach and deployment of resource.

We will use our best endeavours to respond to any reasonable request for information or provide a site response to an ongoing live incident. We cannot guarantee attendance out of hours but as a minimum we will offer telephone advice.

We will have proportionate arrangements (i.e. a Duty Officer and an up-to-date list of telephone contacts) in place via regional plans to allow HSE representatives to access telephone advice from 'experts' within HSE/HSL and from third parties with identified expertise. Experts will not be on a call-out rota and physical attendance is not guaranteed but is on a best endeavours basis.

HSE will proactively contact those leading the response to an incident to make them aware of what support we can provide (even when not notified).

HSE may initially respond to an emergency with a local response as outlined in the Regional Major Incident Response plan which recognises that a graduated response may be needed according to the incident; the information gained from the initial local response and the briefings provided to the Chief Executive/Deputy

Chief Executive (CE/DCE) by the appropriate Divisional Director/Regional Director will inform whether HSE's Emergency Response Plan should be activated by the CE/DCE.

Regional Major Incident Response Plan

The regional plan will be applied when events occur that require HSE's attention and which meet the following criteria:

- a) a significant event, demanding a response beyond the routine, resulting from uncontrolled developments in the course of the operation of any establishment and transient work activity, which may cause (or have the potential to cause) multiple serious injuries, multiple cases of ill-health (either immediate or delayed), loss of life, serious disruption or extensive damage to property
- b) a major civil contingencies event, that:
 - i. exceeds the capabilities of local or regional responders to respond effectively; and where
 - ii. Emergency regulations, under the Civil Contingencies Act 2004, have been invoked, or COBR has been activated

HSE Emergency Response Plan

The HSE emergency response plan will be applied when events occur that require HSE's attention and which meet the following criteria:

Where the regional major incident response plan has been activated and a potential major incident is identified or where the regional response to an incident is insufficient to cope with the situation and/or where COBR is convened in response to a major civil contingencies event.

2.14 NATIONAL GRID ELECTRICITY DISTRIBUTION (NGED)

When notification is received from Plymouth City Council that the external plan has been activated National Grid will:

DURING NORMAL WORKING HOURS [0800-1630]

Shift Manager Control:

- Notify Operations and Control Manager
- Notify Regional Manager
- Notify Plymouth Distribution Manager
- Notify Call Centre Manager
- Monitor circuits from Plymouth BSP and Plymouth Primary
- Brief Company Public Relations Department at Head Office

Plymouth Distribution Manager/Standby Manager:

- Arrange for suitably authorised staff to be available at Silver Control
- Deal with customer enquiries
- Keep Public Relations and Call Centre updated

Call Centre Manager:

- Ensure adequate staff available to deal with emergency
- Issue briefing note to staff with advice to customers

OUTSIDE NORMAL WORKING HOURS [1630-0800]

Shift Manager Control:

- Notify Operations and Control Manager
- Notify Regional Manager
- Notify Plymouth Distribution Manager
- Notify Standby Manager and Carlisle security guard for Plymouth Office
- Monitor Circuits from Plymouth BSP and Plymouth Primary
- Notify Call Centre manager
- Brief Company Public Relations Department at Head Office

Plymouth Distribution Manager/Standby Manager:

- Arrange for suitably authorised staff to be available at Silver Control
- Deal with customer enquiries
- Keep Public Relations and Call Centre updated

Call Centre Manager:

- Ensure adequate staff available to deal with emergency

2.15 SOUTH WEST WATER (SWW)

On receipt of an alert, South West Water will liaise with Plymouth City Council and the responding services and agencies to gain an understanding on the level of impact.

Assess:

- Are there disposal requirements?
- If so, advise and agree method of disposal
- Is there requirement for alternative water supplies?
- If so, open HQ Incident Room and establish Incident Team
- Sending a representative to Tactical Control

Secondary Actions:

- Notify regulators, DEFRA, DWI, OFWAT, Environment Agency and other stakeholders
- Provide support service to lead agency
- Ensure requirements of Security and Emergency Measures Direction are met as a minimum

2.16 WALES AND WEST UTILITIES

The primary responsibilities of Wales and West Utilities (WWU) as a gas distributor is to preserve life and property and where possible keep the gas flowing through the pipeline(s) to avoid loss of gas to any property or premises.

We operate a gas emergency number (0800 111999) that is 24hr, 365 days a year number. In an emergency situation (loss / smell of gas, explosion, ignition of gas) this gas emergency number must be used as this is the primary trigger to initiate a response from WWU.

On notification of an incident via the gas emergency number a WWU First Call Operative (FCO) will attend site within an hour. This FCO will conduct an on site risk assessment to determine the response required. If it is deemed a significant incident then:

- A WWU on-site incident controller would be nominated and, if necessary, a WWU local incident control point established. This would be located as closely as possible to any emergency services Tactical (Silver) Control point to facilitate coordination and liaison at the scene.
- WWU senior managers would assess the scale of the incident, and if necessary a WWU incident controller and major incident team would be established in the Incident Control room at Newport, to co-ordinate and manage the WWU response.
- The WWU emergency call centre would be initiated to take action to deal with incoming reports in the vicinity and ensure they are passed to the incident controller.
- The WWU incident controller will liaise with all respective interested parties including Health and Safety Executive, Ofgem, DESNEZ, Local Authority, Emergency Services (Police/Fire) to both coordinate efforts and minimise the impact of the incident.

2.17 BRITISH TELECOMMUNICATIONS (BT)

Maintain telecommunications to as many customers as possible within the area affected by the major accident hazard. Restore any BT services lost as soon as reasonably possible after the area has been declared safe.

2.18 CATTEWATER HARBOUR COMMISSIONERS

Following activation of the external emergency plan, the Cattewater Harbour Commissioners Oil Spill Contingency Plan would be initiated for a minor spill (Tier 1) located between the end of Mount Batten Breakwater and the Laira Bridge. For a more serious spill (Tier 2), or if the spill is likely move beyond the Cattewater Harbour limits, then the Dockyard Port of Plymouth and Tamar Estuaries Oil Spill Contingency Plan would be activated. This plan details the management arrangements for dealing with oil pollution incidents occurring in the Dockyard Port of Plymouth (including the Cattewater). It also provides the immediate and continued response required to conform to the Merchant Shipping [Oil Pollution Preparedness, Response and Cooperation Convention OPRC] Regulations and Statutory Instruments.

2.19 KINGS HARBOUR MASTER (KHM)

The King's Harbour master has a port-wide responsibility for major emergencies on the water. Detail of their response is detailed in the Dockyard Port of Plymouth Maritime and Emergency and Contingency Plan - Sound Off and the Oil Spill Contingency Plan. Both plans are available via the [KHM website](#)

2.20 DEPARTMENT FOR LEVELLING UP, HOUSING AND COMMUNITIES (DLUHC)

The DLUHC role is:

- To provide policy advice in planning for any emergency
- To obtain information from the local level for the centre and take a cross-government overview of the effects of an incident in the region

- To disseminate information, advice and instructions from Central Government to local partners
- To facilitate and co-ordinate Resilience Coordination Groups (ResCG) when required: to develop a shared understanding of the evolving situation, including horizon scanning to provide early warning of emerging major challenges; ensuring an effective flow of communication between and across local and national levels; and assess the emergency's actual and / or potential impact
- Deploy a Government Liaison Officer (GLO) once a Strategic Co-ordination Group has been established, unless alternative arrangements have been agreed. In some cases, such as a terrorist or nuclear emergency the Lead Government Department may deploy the GLO and DLUHC will support as a Consequence management Liaison Officer as part of a multidisciplinary Government Liaison Team

2.21 BARBICAN LEISURE PARK

When notification is received by the Park Security that the External Emergency Plan has been activated, Barbican Leisure Park (BLP) initial response would include:

During opening hours site security will:

- Inform business unit's duty management of the emergency
- If advised by the Police, inform units to evacuate the park and push the whole parks evacuation alarm
- Site security will seek to prevent traffic and members of the public entering the car park and re-direct those collecting patrons to the collection point
- Unit managers will control evacuation of their unit and direct the public accordingly

Outside working hours:

- As above however consideration should be given to contractors on site and within units

Note

The units have a duty manager/staff when open to the general public. At any given time 5,000 customers may be within the park's boundary.

2.22 COMMAND, CONTROL AND COORDINATION

Fundamental to the successful control and coordination of an emergency or major incident is effective liaison between partners. Facilitating this requires the use of a recognised and easily understood structure, based on three levels of command: strategic, tactical and operational, a format which is familiar to Category 1 and 2 Responders.

This format is outlined in Section 7.0 of the **Combined Agency Emergency Response Protocol**.

By use of this universal structure, agencies and organisations will be better able to communicate with each other and understand each other's functions and authority.

TACTICAL COORDINATION CENTRE

The Tactical Coordination Centre (TCC) will be located at Crownhill Police Station, Budshead Way or facilitated by way of remote working or a combination of both.

It will be the decision of the police, as the lead coordinating agency, to activate and run the Tactical Coordination Centre, from which Tactical Coordinating Group (TCG) meetings will be administered. All agencies involved in the response should be represented, working space is provided. It may be decided that a virtual meeting is more appropriate.

The TCG Standing Agenda can be accessed via Resilience Direct.

STRATEGIC COORDINATION CENTRE

The Strategic Coordination Centre (SCC) will be located at Police HQ, Middlemoor, Exeter.

It will be the decision of the police, as the lead coordinating authority, to activate the Strategic Coordination Centre, from which Strategic Coordinating Group (SCG) meetings will be administered. Devon and Cornwall Police will appoint a Strategic Commander to chair the group. It may be that the SCG and SCC can be facilitated remotely.

OTHER CONTROL CENTRES

It is recognised that responding partners may establish or utilise their own control centre to manage their own operations. These centres must remain in close liaison with their agency or organisations representative at an appropriate level, e.g. tactical.

2.23 SCENE MANAGEMENT

Refer to **Section 8.0 of the Combined Agency Emergency Response Protocol.**

Collective management of the scene of an emergency or major incident is integral to the success of each agency fulfilling its primary role and responsibilities (as outlined in sections 2.3-2.20). Personnel engaged in the initial deployment should establish scene management as a joint process as soon as is practicable.

Every effort should be made to ensure that Tactical Commanders hold an initial briefing (in accordance with JESIP). This will enable those Incident Officers to determine the tactics for Command and Control of the incident, to exchange operational information and detail anticipated requirements.

Incident Commanders and Site Operators are identifiable by their tabards, see **ANNEXES I and J.**

The **Traffic Management Plan** can be found in **ANNEX L.**

2.24 COMMUNICATIONS AND INTEROPERABILITY

The LRF Airwave Interoperability Standard Operating Procedure provides 'blue light services' with a unified framework for working together that enhances established practices for communications and coordination across the command and control structures.

It should be noted that the use of Airwaves may not be appropriate at the site due to safety issues. A number of intrinsically safe handheld radios are available at site.

Other methods of communicating are also available to support the response, should they be required.

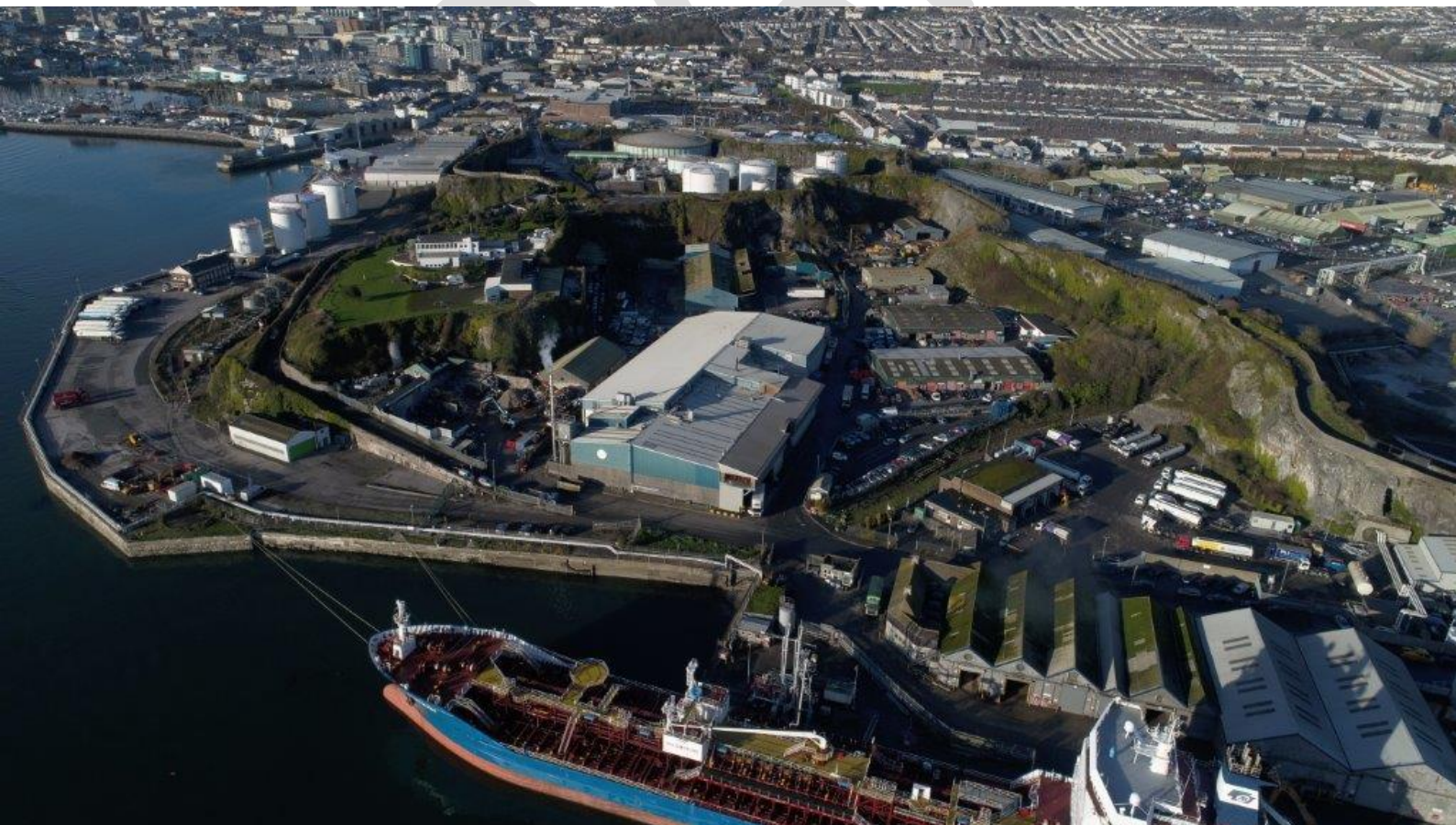
Refer to **Section 9.0 of the Combined Agency Emergency Response Protocol.**

In the event of communications failure or loss, refer to the DCIOS LRF Resilient Telecommunications Plan, which sets out a range of alternative options for communicating during an emergency or major incident.

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PART THREE: EVACUATION



3. EVACUATION

Emergencies may require the evacuation of a large surrounding area because of the danger to life from environmental or structural hazards. Evacuation is primarily a police role, usually on the advice of the fire and rescue service and in consultation with the local authority, but decision-making may need to involve personnel from several agencies.

Public safety is the main consideration when assessing the need to evacuate. It is the responsibility of the police, based on advice given, to advise an evacuation as soon as the need has been identified, and who will assume responsibility for the implementation and management of all aspects of the evacuation process.

Details of the evacuation process and the supporting functions of the Local Authority and Voluntary Sector can be found in **Section 10.0 of the Combined Agency Emergency Response Protocol.**

Evacuation and dispersal orders can be found in **ANNEXES M and N.**

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PART FOUR: WARNING, INFORMING AND MEDIA

SAFE



4. CATTEDOWN PUBLIC INFORMATION ZONE

The Public Information Zone is an identified area around the COMAH sites where persons are liable to be affected by a major accident occurring at the site. The site operators must provide information on safety measures and advice on what to do in the event of a major accident at the site.

This is in accordance with regulation 18 of COMAH and will be initiated using a software based solution for emergency notification.

The need to request an emergency alert via the Strategic Co-ordinating Group or Fire Gold processes should be considered at an early stage.

A map detailing the Cattedown Public Information Zone can be found at **ANNEX A**.

Plymouth City Council, in consultation with Valero Logistics UK Ltd and Greenergy Terminals Ltd, produce a Major Emergency Safety Advice and Public Information leaflet which is distributed to all businesses, schools, public buildings and residential properties within the Cattedown Public Information Zone.

The current information package can be found in **ANNEX O**.

4.1 BUSINESS CONTINUITY PROMOTION

Plymouth City Council has a duty to promote Business Continuity under the Civil Contingencies Act 2004, Chapter 8.8. The Act requires local authorities to provide advice and assistance to small to medium enterprises and the voluntary sector in relation to Business Continuity Management.

Businesses that are located in the area have done so in the full knowledge of its proximity to the COMAH sites and it is important for them to consider man-made as well as natural hazards when considering the extent of the risks faced by their business.

BCM advice and guidance can be found by visiting <https://www.plymouth.gov.uk/emergencies/businesscontinuity>

4.2 MEDIA

An emergency at a COMAH site will create immediate and intense interest from the media and members of the public. All agencies involved in the response will play an important role in ensuring accurate, authoritative and timely information is released to the media and public throughout the emergency. There will be a need for coordinated response from all responding agencies to ensure that consistent messages are provided. All agencies will adopt an open and forthcoming approach to providing public information.

Refer to the **DCIOS LRF Communicating with the Public in an Emergency Framework**, available on Resilience Direct.

PART FIVE: RECOVERY



5. PURPOSE OF RECOVERY

The purpose of providing recovery support is to assist the affected community towards management of its own recovery. It is recognised that where a community experiences a significant emergency, there is a need to supplement the personal, family and community structures which have been disrupted.

5.1 RECOVERY PROCEDURES

Plymouth City Council will coordinate and lead the recovery process, as outlined within Plymouth City Council's Major Incident Recovery Plan.

The **Plymouth City Council Major Incident Recovery Plan** is accessible on **Resilience Direct**.

The plan has been created in conjunction with the Devon, Cornwall and Isles of Scilly Local Resilience Forum Strategic Recovery Guidance (available on Resilience Direct) and the HM Government National Recovery Guidance Recovery Plan Template.

It sets out clear structures for forming working groups to enable recovery support from a significant emergency that affects either the City of Plymouth or communities within it and to assist the affected communities towards the management of their own recovery.

This plan does not stand alone, it links directly with the arrangements and protocols put in place by the emergency services, Government, and other relevant organisations with a role to play in the recovery process.

5.2 SUGGESTED HANDOVER CRITERIA (RESPONSE TO RECOVERY)

In order to ensure that all agencies are aware of the implications and arrangements for handover, from the response to recovery phase, it is suggested a formal meeting is held as soon as possible from the containment of the emergency, usually a SCG.

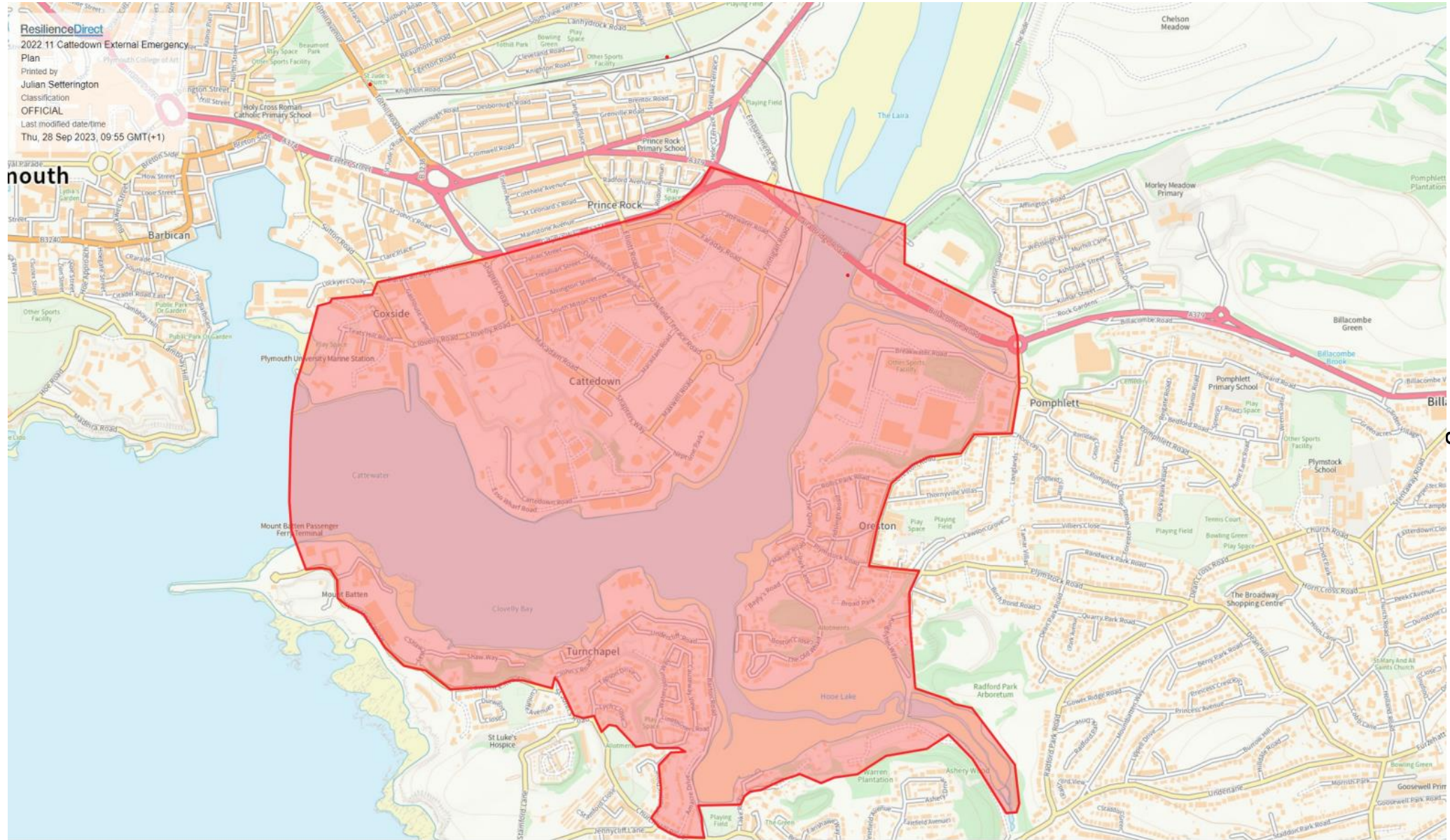
The transition from response to recovery is a formal and defined process and the Devon, Cornwall and the Isles of Scilly Local Resilience Forum Lead Responder Handover Document should be completed. Once undertaken the completion must be communicated to partner agencies and organisations and the community.

The Lead Responder Handover Document can be found in the **Combined Agency Emergency Response Protocol, APPENDIX A**.

PART SIX: ANNEXES



6.1 ANNEX A: MAP OF CATTEDOWN PUBLIC INFORMATION ZONE

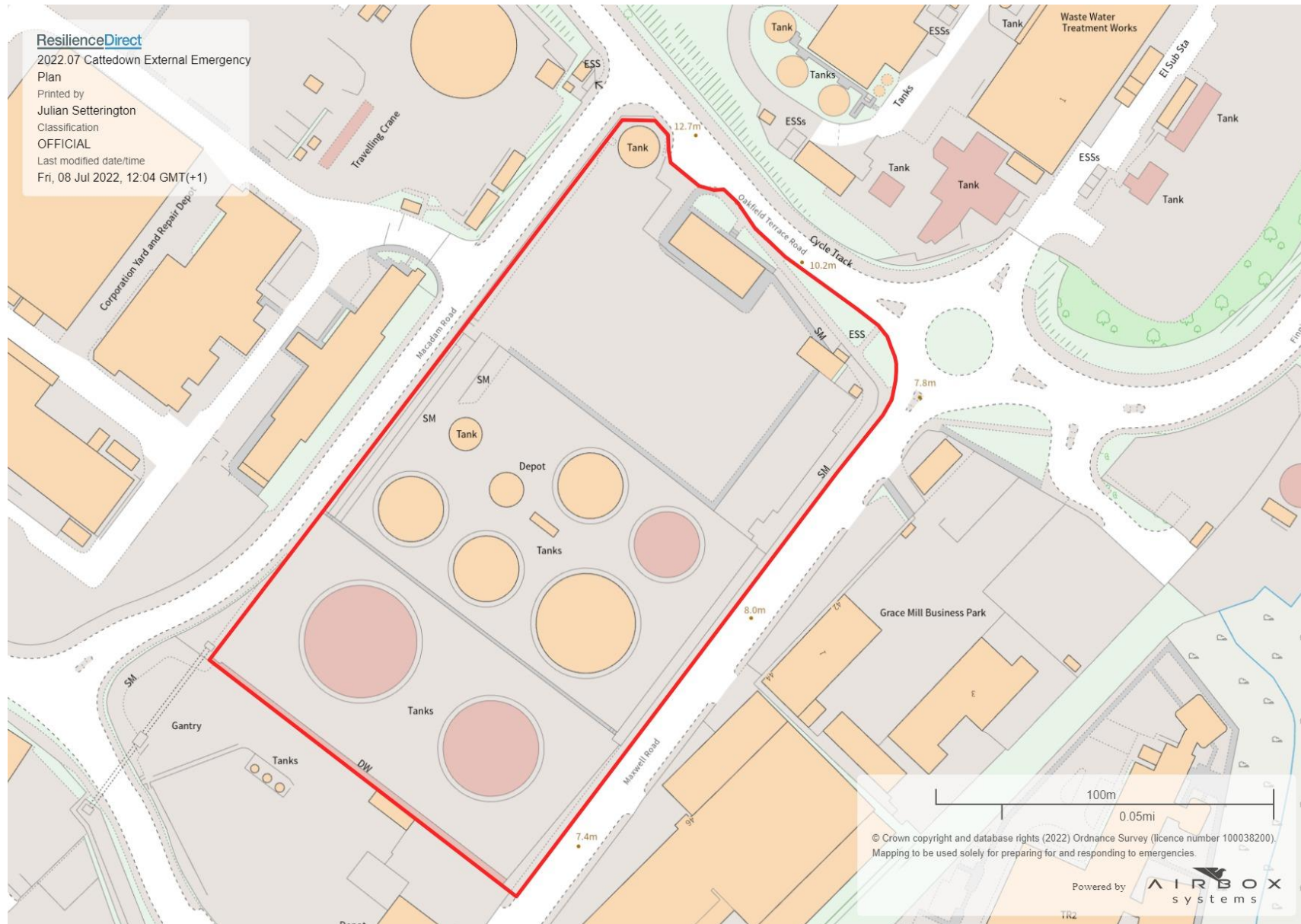


ResilienceDirect
2022 11 Cattedown External Emergency
Plan
Printed by
Julian Setterington
Classification
OFFICIAL
Last modified date/time
Thu, 28 Sep 2023, 09:55 GMT(+1)

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6.2 ANNEX B: SITE MAP - VALERO LOGISTICS UK LTD



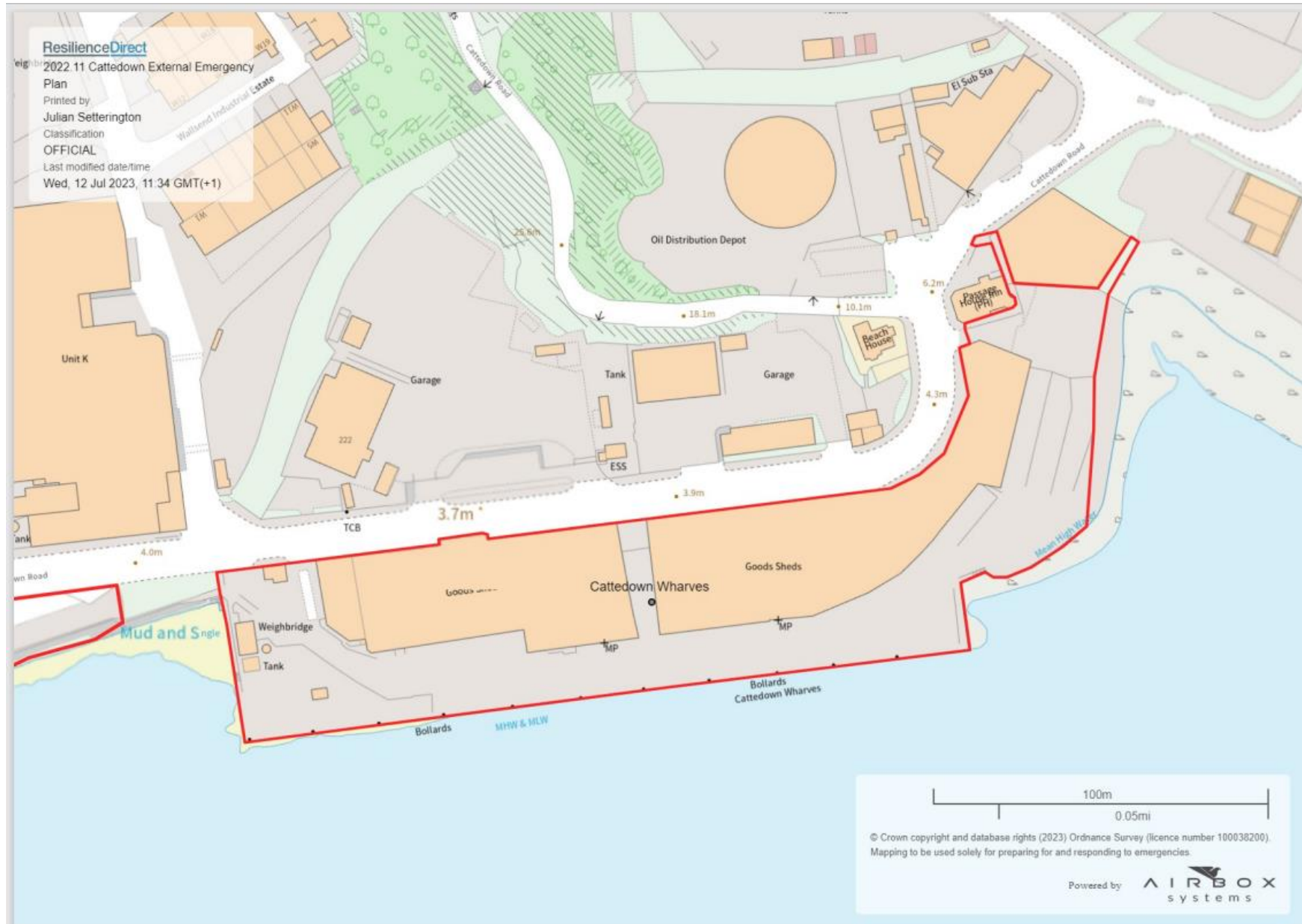
6.3 ANNEX C: SITE MAP – GREENERGY TERMINALS LTD (MAYFLOWER AREA)



6.4 ANNEX D: SITE MAP – GREENERGY TERMINALS LTD



6.5 ANNEX E: SITE MAP - CATTEDOWN WHARVES



6.6 ANNEX F: MAP – DOMINO SITES (APPROXIMATE AREAS)



6.7 ANNEX G: SITE MAP – ORIGIN FERTILISERS (UK) LTD.



6.8 ANNEX H: NEW MAJOR ACCIDENT HAZARD (MAH) LIST (VALERO LOGISTICS UK LTD)

VALERO LOGISTICS UK LIMITED MAHs WHICH WILL IMMEDIATELY INITIATE EXTERNAL EMERGENCY PLAN
Storage tank overfill
Storage tank catastrophic failure
Hole in storage tank
Marine arm failure
Transfer line failure whilst not in use
Transfer line failure when line under pressure
Transfer line failure affecting public road
Road Tanker Wagon (RTW) overfill
Failure in loading bay equipment
Vapour cloud explosion on site causing AN explosion on adjacent site

6.9 ANNEX I: NEW MAJOR ACCIDENT HAZARD (MAH) LIST (GREENERGY)

GREENERGY TERMINALS LTD MAHs WHICH WILL IMMEDIATELY INITIATE EXTERNAL EMERGENCY PLAN	
Scenario 1	<p>Overfill of a Storage Tank</p> <ul style="list-style-type: none"> a) At Mayflower during filling from a ship b) At Cattedown during filling from a ship c) At Mayflower during tank to tank filling d) At Cattedown during tank to tank filling
Scenario 2	Pump seal leak
Scenario 3	<p>Road Tanker Drive-away</p> <ul style="list-style-type: none"> a) From Mayflower b) From Cattedown
Scenario 4	<p>Internal Explosion</p> <ul style="list-style-type: none"> a) In a storage tank b) In the vapour recovery unit pipework
Scenario 5	<p>Catastrophic Integrity Failure of Vessel/Pipework</p> <ul style="list-style-type: none"> a) Loss of containment from storage tank b) Loss of containment from pipework c) Loss of containment from intermediate bulk container
Scenario 6	Leak due to human error
Scenario 7	<p>Overfill of Road Tanker</p> <ul style="list-style-type: none"> a) At Mayflower b) At Cattedown
Scenario 8	Marine load Arm rupture

6.10 ANNEX J: SITE OPERATOR TABARDS

The site operator and other key on-site personnel involved in the response are identifiable by the following tabard, worn by both the Valero Logistics UK Ltd and Greenergy Terminals Ltd Incident Controllers.



6.11 ANNEX K: EMERGENCY RESPONDER TABARDS

The emergency responder involved in the response are identifiable by their respective tabards.

Fire Incident Commander

The Fire & Rescue Service 'Incident Commander' on the scene, irrespective whether an Operational or Tactical commander, will wear this tabard:



Police Incident Commander

The Police Commander on the scene will wear this tabard:



Plymouth City Council Civil Protection

The Officer on the scene will wear this tabard:



Ambulance Incident Commander

The Tactical Commander will wear this tabard:



Ambulance Operational Commander

The Operational Commander will wear this tabard:



6.12 ANNEX L: TRAFFIC MANAGEMENT PLAN

PLYMOUTH UPPER-TIER COMAH SITES EXTERNAL EMERGENCY PLAN**TRAFFIC MANAGEMENT PLAN**

Produced in consultation with Devon and Cornwall Police

Appoint a Bronze Traffic Commander as soon as possible to implement this plan

RV POINT: RETAIL SITE, FRIARY PARK, PL4 0HH GRID REF: 248718, 054546

Contact National Highways at their South West Regional Coordination Centre if the Strategic Road Network (A38 trunk road) is impacted, via the Police Control Room

It should be noted that the decision to close Laira Bridge Road and / or Gdynia Way will result in significant traffic disruption and resultant congestion in the Plymouth City Centre and Plymstock areas. Any Traffic Management decisions are subject to dynamic risk assessment at the time of the incident.

1. If the scale of the incident requires it, consider closing Billacombe Road towards Laira Bridge Road at Billacombe roundabout. Traffic is to be diverted towards Plymstock and Plympton. However, this will cause significant disruption and it may be more appropriate to only close Finnigan Road at the junction with Laira Bridge Road
2. Close slip road from Gdynia Way towards Faraday Road and Cattedown Road
3. Close Embankment Road junction with Elliott Road – to close Elliott Road to vehicular traffic
4. Close Cattedown Road at Cattedown Roundabout
5. Close Shapters Way at Gdynia Way junction. Divert traffic towards Cattedown Roundabout or via Barbican Approach and Sutton Road towards City Centre
6. Close Commercial Road at junction with Barbican Approach / Lockyers Quay
7. Consider closing Sutton Road at junction with Exeter Street, to prevent outbound traffic towards Cattedown
8. Give consideration to residential streets within the Cattedown area

NATIONAL HIGHWAYS INVOLVEMENT

The typical National Highways England response to incidents on the A38 would be:

1. Traffic management implementation including setting up diversionary routes when roads are closed, in liaison with the local highways authority when necessary
2. Respond to incidents and clear in order to restore traffic flow
3. Remove debris and broken down vehicles from the road
4. Monitor traffic flows and manage impact
5. Setting local and strategic Variable Message Signs (VMS) to provide information to the public
6. Assist with warning and informing the public through live traffic updates through the National Highways media / warning and informing channels

6.13 ANNEX M: EVACUATION AND DISPERSAL ORDERS

EVACUATION AND DISPERSAL ORDER		
MAJOR ACCIDENT HAZARD AT VALERO LOGISTICS UK LTD		
AREA	EVAC. ASSEMBLY POINT	REST CENTRE
OUTER CORDON – 400 METER BUFFER ZONE		
Commercial Area Friary Mill	ASTOR PLAYING FIELDS, CATTEDOWN ROUNDAABOUT	LEVEL 1: UP TO 30 Evacuation Assembly Points
Residential Properties Alvington Street down to Tresillian Street		LEVEL 2: Up to 100 Community Rest Centres
Commercial Area Cattedown Road Industrial Estate Interfish, Severnside (80 units)		LEVEL 3: 100 – 500 City Rest Centres
INNER CORDON – 250 METER BUFFER ZONE		
South Milton Street	ASTOR PLAYING FIELDS, CATTEDOWN ROUNDAABOUT	NO DECISION MUST BE MADE ON REST CENTRES WITHOUT THE AGREEMENT OF PLYMOUTH CITY COUNCIL
Prince Rock Depot		
Plymouth Trade Park		
Greenery Terminals Ltd		
BOC		
Cattedown Ind. Estate		
Origin Fertilisers		
Neptune Park (TR2)		
South West Water		

6.14 ANNEX N: EVACUATION AND DISPERSAL ORDERS

EVACUATION AND DISPERSAL ORDER		
MAJOR ACCIDENT HAZARD AT GREENERGY TERMINALS LTD		
AREA	EVAC. ASSEMBLY POINT	REST CENTRE
OUTER CORDON – 400 METER BUFFER ZONE		
Commercial Area Cattedown Wharves and Cattedown Road Industrial Estate	ASTOR PLAYING FIELDS, CATTEDOWN ROUNDAABOUT	LEVEL 1: UP TO 30 Evacuation Assembly Points LEVEL 2: Up to 100 Community Rest Centres LEVEL 3: 100 – 500 City Rest Centres
Residential Properties Commercial Road to Teats Hill Flats		
Commercial Area Queen Anne's		
Commercial Area Claire Place into Commercial Road		
Residential Properties Tresillian Street to Mainstone Avenue		
INNER CORDON – 250 METER BUFFER ZONE		
Barbican Leisure Park	ASTOR PLAYING FIELDS, CATTEDOWN ROUNDAABOUT	NO DECISION MUST BE MADE ON REST CENTRES WITHOUT THE AGREEMENT OF PLYMOUTH CITY COUNCIL
Poseidon House		
Victoria Wharves		
Cattedown Ind. Estate		
Prince Rock Depot		
Valero Logistics UK Ltd		
BOC		
Origin Fertilisers		
Plymouth Trade Park		
Tresillian Street		

NB. Any Evacuation would be decided dynamically using the JESIP Joint Decision Model in accordance with risk, information and other factors such as vulnerabilities, weather etc.

6.15 ANNEX O: PUBLIC INFORMATION ZONE PACKAGE 2022



Greenergy



July 2022

Dear Neighbour,

I am writing to you because your home or business is close to the two fuel depots in Cattedown. This means you are in what is known as the **Public Information Zone**. The site operators - Valero Logistics UK Ltd and Greenergy Terminals Ltd - must provide you with information so that you know what to do if there is an emergency.

In this envelope, you will find your copy of the Cattedown Major Emergency Safety Advice leaflet which has recently been re-issued and replaces the previous version issued during 2017. **Please read the leaflet and keep it in a safe place.** If you lose the leaflet, please visit this website or scan the QR code to access it digitally: <https://www.plymouth.gov.uk/emergencies/regulatedhazardous/sites/cattedownfueldistributiondepot>

In the unlikely event of a major accident in the area, information and advice will be supplied to you, including, if appropriate, any measures to protect your health. This information will be broadcast through the local media (radio, television and social media), and also through the Emergency Notification System which sends phone calls and/or texts to landlines or mobile phones, if you have signed up to it. These updates will tell you how to keep your family, friends and co-workers safe, and will also let you know when the all-clear has been given.

Major accidents are extremely rare, however, I would recommend that you register for this free service. To register, please visit the following website or scan the QR code: <https://www.plymouth.gov.uk/emergencies/plymouthwarnandinformemergencynotificationsystem>. Once registered, please login within one week to check your account has been activated.



Your details will be held securely, and in compliance with UK Data Protection Act current legislation, by our service provider SWN Communications Inc. To find out more, the SWN Communication Inc. Privacy Policy can be viewed on the registration portal (linked above).

If you require any of the documents in other languages or formats, or if you are finding it difficult to sign up to the Emergency Notification System please email civil.protection@plymouth.gov.uk in the first instance. If you are still struggling to sign up, please call Plymouth City Council on 01752 668000.

Yours faithfully,

Signatures intentionally removed

Signed on original

Christopher Roden
Greenergy Terminals Limited

Steve Phillips
Valero Logistics UK Ltd

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CATTEDOWN MAJOR EMERGENCY SAFETY ADVICE

What you need to know in an emergency



HOW YOU WILL HEAR ABOUT AN EMERGENCY

- Activation of the Emergency Notification System
- Emergency services
- Local radio station



GO IN

Go indoors

- Continually assess risks
- Do not collect children from school, they will be properly cared for



STAY IN

Close and stay away from windows and doors

Consider

- Extinguishing all naked flames
- Switching off gas supplies
- Do not go out until advised to do so

Stay calm and be prepared



TUNE IN

Listen to local TV or radio or check social media for further information

- Do not use telephones – keep lines free for the emergency services
- FM 103.4 BBC Radio Devon
- FM 96.6 Heart
- FM 102.2 Pirate FM (Devon)

Follow the instructions given by the emergency services



ALL CLEAR

Wait inside until the all clear is given or you are given further advice

EMERGENCY NOTIFICATION SYSTEM - FREE WARNING AND INFORMING SERVICE

Plymouth City Council, in partnership with Valero Logistics UK Ltd and Greenergy Terminals Ltd, provide a free warning and informing service for residents in the Cattedown public information zone.

Q) How can you sign up and manage your Emergency Notification System account?

- A) To sign up and manage your account visit: <https://www.plymouth.gov.uk/emergencies> or scan the QR code:



Q) How will you be told that an emergency is occurring?

- A) You will be contacted via the Emergency Notification System using your preferred contact methods, if you have signed up to receive alerts

Q) How will you find out what to do?

- A) You will receive updates through the Emergency Notification System. You should also tune in to local radio stations:
- FM: 103.4 BBC Radio Devon
 - FM: 96.6 Heart
 - FM: 102.2 Pirate (Plymouth) or FM: 102.8 (Cornwall)
 - Social media

How the Service Works

You will receive an automated call or text message from the Emergency Notification System, depending on your account preferences.

The service is tested annually, if there is a need to evacuate, instructions will be given on local radio and television, telling you what to do and when you need to do it.

Evacuation Checklist

Things to consider:

- Follow instruction given by the emergency services
- Gather family members and prepare to leave your home if told to do so
- If your children's school is within the evacuation zone arrangements will be made to ensure they are safe, there is no need to collect them unless told to do so
- Take baby and other specialist foods if needed
- Get pets ready for evacuation (food/leads/baskets)
- Take any prescribed medicines that you need with you
- Take appropriate clothing for everybody
- Take telephone lists for family and friends
- Take your mobile phone and charger
- Make sure all fires are out
- Turn off all non essential electrical appliances and equipment if safe to do so
- Shut all windows and doors and lock your home
- Keep keys and valuables safe
- Do not return home unless told you can do so by the police

Who has produced this information leaflet?

This leaflet has been produced by Plymouth City Council in consultation with Valero Logistics UK Ltd and Greenergy Terminals Ltd. It has been prepared in accordance with the Control of Major Accident Hazard Regulations 2015 (COMAH).

COMAH regulations require operators to send information to those living and working in the area, highlighting information on safety measures and actions to take in the unlikely event of a major accident at one of the sites.

Where can I get more information?

The off-site emergency plan for the Cattedown area is called the Plymouth Upper Tier COMAH Site External Emergency Plan.

It is written by Plymouth City Council as the responsible local authority. The off-site plan details how the emergency services and the local authority will work together to warn, inform and protect the public before, during and after a potential incident.

For more information please visit:
www.plymouth.gov.uk/emergencies
 or scan the QR code:



Valero Logistics UK Ltd

Oakfield Terrace Road, Cattedown, Plymouth PL4 0RY
 General enquiries - Tel 01752 266361

Greenergy Terminals Ltd

Plymouth Tank Farm, Breakwater Hill, Coxside,
 Plymouth PL4 0RJ

General enquiries - Tel 01752 827400

Site Activities

The terminals receive petroleum products by ship, which are then stored in tanks on-site before being loaded onto road tankers for distribution to customers.

Substances

Petroleum products stored and distributed from the terminals are super unleaded petrol, premium unleaded petrol, ethanol, diesel, gas oil and kerosene. The petrols and ethanol are highly flammable, but the other products are less flammable.

Together, Valero Logistics UK Ltd and Greenergy operate within the confines of the Cattedown area along the shores of the River Plym. A major accident could have an acute (short term) effect on the aquatic environment in the River Plym Estuary, but is unlikely to have any long term effects on the population, plants or species in the local environment.

Major Accident Hazards

While the likelihood of a major accident such as a fire or spillage is very unlikely, the operators recognise the potential for their operations to affect people and both the natural and built environments, on and off-site. Therefore, the operators seek to adopt all practical measures to prevent such an incident by ensuring that the terminals are designed, built, maintained, operated and ultimately decommissioned to the highest industry standards. The operators comply with company health, safety and environmental policies and meet the requirements of legislation. The operators have in place the trained personnel, procedures and engineering systems to respond to such an incident and to mitigate the consequences to the staff, the public and the environment.

This leaflet is scheduled to be updated in June 2027

Origin Fertilisers Ltd

Maxwell Road, Cattedown, Plymouth PL4 0SN
 General enquiries - Tel 01752 601124

Contact for Further Information

Origin Fertilisers, 1-3 Freeman Court, Jarman Way,
 Royston, Herts SG8 5HW

Tel 01763 255500 Fax 01763 245686

Site Activities/Dangerous Substances

The Plymouth site imports, blends and distributes fertilisers containing ammonium nitrate.

Ammonium nitrate (AN) fertilisers are classified as dangerous substances for the purposes of the COMAH regulations. When properly handled, ammonium nitrate and ammonium nitrate based agricultural fertilisers do not present a major hazard. Origin Fertilisers (UK) Ltd operate strictly within the guidelines produced by the Health and Safety Executive. The company also accepts and complies with the responsibility as documented within the COMAH Regulations.

Major Accident Hazards

Ammonium nitrate is classified as an oxidising agent, it does not burn itself, but will support the combustion of combustible materials.

In extreme flood conditions, run-off from the establishment could lead to a potential pollution incident.

Ammonium nitrate fertiliser itself is of low toxicity. However, if it is involved in a fire, it decompresses and gives off fumes containing oxides of nitrogen, which are toxic gases. Inhaling gas containing oxides of nitrogen can cause breathing difficulties, which may have delayed effects.

GLOSSARY OF TERMS

AN	Ammonium Nitrate
CAERP	Combined Agencies Emergency Response Protocol
COMAH	Control of Major Accident Hazard Regulations
DCIOS	Devon, Cornwall and Isles of Scilly
DCP	Devon and Cornwall Police
DEFRA	Department for the Environment, Food and Rural Affairs
DPH	Director of Public Health
DSFRS	Devon and Somerset Fire and Rescue Service
EA	Environment Agency
ENS	Emergency notification system
FCP	Forward command post
FIM	Force incident manager
FSA	Food Standards Agency
HSE	Health and Safety Executive
LRF	Local resilience forum
MAH	Major Accident Hazard
MI	Major Incident
NPCC	National Police Chiefs' Council
PCC	Plymouth City Council
PIZ	Public Information Zone
PREMAG	Plymouth Resilience Emergency Management Action Group
RCE	Radiation, Chemical and Environmental Hazards Directorate
RCG	Recovery coordinating group
RD	Resilience Direct
SCC	Strategic coordination centre
SCG	Strategic coordinating group
STAC	Science and technical advice cell
SWN	Send Word Now
TC	Tactical commander
TCC	Tactical coordination centre
UKHSA	UK Health Security Agency

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The following relates to exempt or confidential matters (Para(s) 1 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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EXECUTIVE DECISION

made by a Cabinet Member



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


Executive Decision Reference Number - HCDC01 23/24

Decision	
1	<p>Title of decision:</p> <p>Commitment on Cap to Resettle those through Home Office Safe and Legal Routes in 2025</p>
2	<p>Decision maker (Cabinet Member):</p> <p>Councillor Chris Penberthy (Cabinet Member for Housing, Cooperative Development and Communities)</p>
3	<p>Report author and contact details:</p> <p>Jessica Dann (Community Connections technical Lead – Refugees and Asylum Seekers) jessica.dann@plymouth.gov.uk Tel (01752) 306848</p>
4	<p>Decision to be taken:</p> <p>Agree in principle that Plymouth City Council will support the government in its commitment to set a cap on the number of people arriving to the UK on safe and legal routes for humanitarian purposes. The decision taken relates to 2025 and will be reviewed annually.</p> <p>Agree in principle that Plymouth City Council will resettle up to 30 people during 2025. This will be reviewed quarterly throughout 2024 to ensure that we will not be placing too greater pressure on the local housing market. The decision is dependent on the ability of the Local Authority to source affordable, suitable accommodation that can meet the needs of the identified cohort and to take into account any other humanitarian crises that may require the cap to be amended.</p>
5	<p>Reasons for decision:</p> <p>The cap set by the Home Office under the Illegal Migration Act seeks to ensure that the UK is able to welcome, accommodate and support those arriving through safe and legal routes. The specified routes include the UK Resettlement Scheme (UKRS), the Afghan Citizens Resettlement Scheme (ACRS) and Community Sponsorship.</p> <p>These are all Home Office managed migration schemes to relocate those vulnerable people who may be at particular risk when seeking support from a third country as a refugee, including women and girls, those with health conditions and members of minority groups. Referrals and assessments for those eligible for these schemes will be undertaken by the UNHCR.</p> <p>Plymouth City Council has resettled 267 persons through similar Resettlement Schemes since 2015. Plymouth City Council recognise that: this is a high priority for the Home Office; the Council has previously participated in similar schemes; and is consistent with the commitment to make Plymouth one of Europe's most vibrant waterfront cities, where an outstanding quality of life is enjoyed by everyone.</p> <p>Benefits to this approach will balance local priorities such as access to affordable private rented sector accommodation alongside support the Home Office's objectives of ensuring a safe route of passage for the most vulnerable migrants and retains the corporate values as a co-operative Council who acts fairly</p>

	<p>and responsibly.</p> <p>The Home Office has proposed a fully funded package for resettlement to support people in their initial arrival to the UK, this is either three or five years dependent on the scheme they are resettled under. Ongoing involvement in these schemes will support the future commissioning of the Resettlement Support Service contract, a service that is essential in maintaining the levels of support for all resettled persons coming into the city.</p>			
<p>6</p>	<p>Alternative options considered and rejected:</p> <p>We could refuse the Home Office’s request. However, the scheme, which is fully funded, has been successful to date and not accepting any further would be contrary to our local values and would not support the national commitment to resettle Further, it is not clear whether refusal to co-operate with this scheme may result in the Home Office operating the relocation of those individuals brought to the UK on a no-choice basis with no consultation or veto by Local Authorities.</p> <p>The decision is to commit up to 30 people which would ensure that there is future resource to continue to support commissioning of the Resettlement Support Service.</p> <p>Opting to commit to a smaller number of people would not take advantage of the services already commissioned during previous schemes.</p>			
<p>7</p>	<p>Financial implications and risk:</p> <p>All our costs associated with the scheme have been and would continue to be met by a specific Home Office Funding package. The Home Office has committed to retaining the existing funding provision it uses for Resettlement Schemes under UKRS and ACRS.</p> <p>Families will be supported for the first 3 years post arrival for ACRS and 5 years post arrival for UKRS.</p> <p>The grant funding will be maximised to ensure that all staffing resource providing support has been accounted for.</p> <p>The Resettlement Support Service (RSS) is being commissioned to start in FY 24/25 to provide housing; integration and arrival support, assess and complement existing English as a Second Language (ESOL) provision through targeted support, support access to the labour market as well as develop community cohesion initiatives. This contract is currently being negotiated and is currently under an assurance response with one identified partnership in the city. This ensures that people arriving receive the support they need to develop and support a sense of belonging on arrival to Plymouth.</p> <p>PCC has opted to accommodate people within the private housing sector at Local Housing Allowance rates to ensure properties are affordable for families. We have been able to improve the standard of a number of properties having a positive impact on the private rental sector when households decide to move on.</p> <p>Core education costs are being offered to schools accepting children from the scheme and Health costs are made available to NHS Devon Integrated Care Board (ICB) to support initial health screenings, GP registration and other greater health needs.</p> <p>This funding has been sufficient to cover all foreseeable circumstances and the number of people we are proposing to take provides a good level of contingency to deal with unforeseen issues. Through the RSS contract the City is able to offer support to all resettled persons in the City, including those receiving leave to remain via the asylum process. There is a greater level of support available to Scheme households as the grant is ring-fenced, however, it has also enabled service providers to provide a wider service to those in need.</p>			
<p>8</p>	<p>Is the decision a Key Decision? (please contact Democratic Support for further advice)</p>	<p>Yes</p>	<p>No</p> <p style="text-align: center;">x</p>	<p>Per the Constitution, a key decision is one which:</p> <p>in the case of capital projects and contract awards, results in a new commitment to spend and/or save in</p>

				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 £1million
			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.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
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:		This decision is consistent with our corporate values and objectives to deliver more affordable homes and to support keeping children, adults and communities safe.	
10	Please specify any direct environmental implications of the decision (carbon impact)		No significant impact.	
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 Democratic Support (democraticsupport@plymouth.gov.uk) 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 Sally Cresswell , Cabinet member for Education, Skills and Apprenticeships Councillor Jemima Laing, Cabinet Member for Children Social Care, Events, Culture and Communications	

13c	Date Cabinet member consulted	22 November 23						
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		Gary Walbridge				
		Job title		Interim Strategic Director for People, PCC				
		Date consulted		29 November 2023				
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)			DS76 23/24			
		Finance (mandatory)			DJN.23.24.158			
		Legal (mandatory)			LS/00001312/1/AC/4/12/23			
		Human Resources (if applicable)			N/A			
		Corporate property (if applicable)			N/A			
		Procurement (if applicable)			N/A			
Appendices								
17	Ref.	Title of appendix						
	A	Equalities Impact Assessment						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ("Part II") briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)				
		No						
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							

Background Papers							
19	<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>						
Title of background paper(s)		Exemption Paragraph Number					
		1	2	3	4	5	6
Cabinet Member Signature							
20	<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>						
Signature				Date of decision	6 December 2023		
Print Name	Councillor Chris Penberthy						

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EQUALITY IMPACT ASSESSMENT – COMMITMENT ON CAP TO RESETTLE THOSE THROUGH HOME OFFICE SAFE AND LEGAL ROUTES IN 2025

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): This is the person completing the EIA template.	Jessica Dann	Department and service:	Community Connections, People Directorate	Date of assessment:	29 November 2023
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Gary Walbridge	Signature:	Approved via email	Approval date:	29 November 2023
Overview:					
Decision required:	<p>Agree in principle that Plymouth City Council will support the Home Office to set a cap on the number of persons arriving via safe and legal routes currently defined by the United Kingdom Resettlement Scheme (UKRS) and the Afghan Citizens Resettlement Scheme (ACRS).</p> <p>Agree in principle that Plymouth City Council will resettle up to 30 people in 2025. This will be reviewed during 2024 to ensure that we will not be placing too greater pressure on the local housing market.</p>				

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

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

Does the proposal have the potential to negatively impact Plymouth City Council employees?				
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)	Yes	X	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

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
Age	<p>Plymouth</p> <ul style="list-style-type: none"> 16.4 per cent of people in Plymouth are children aged under 15. 65.1 per cent are adults aged 15 to 64. 18.5 percent are adults aged 65 and over. 2.4 percent of the resident population are 85 and over. <p>South West</p> <ul style="list-style-type: none"> 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64. 22.3 per cent are aged 65 and over. <p>England</p>	<p>No.</p> <p>All individuals relocated to the UK will have the opportunity to seek full citizenship and are likely to have enhanced life chances, with support for their social and medical care needs.</p> <p>Schools receive additional funding of £4500 for children aged 4+ who arrive via the scheme. £2500 is available for children aged 3-4 on arrival. Funding has also allowed for childcare facilities to be available for pre-school age children to enable parents to attend English classes.</p>		

	<ul style="list-style-type: none"> • 17.4 per cent of people are aged 0 to 14. • 64.2 per cent of people are aged 15 to 64. • 18.4 per cent of people are aged 65 and over. <p>(2021 Census)</p>	<p>Where necessary older participants will be referred to Adult Social Care.</p>		
<p>Care experienced individuals (Note that as per the Independent Review of Children’s Social Care recommendations, Plymouth City Council is treating care experience as though it is a protected characteristic).</p>	<p>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.</p> <p>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.</p> <p>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 those care leavers aged 18-24 who are open to the service).</p> <p>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.</p> <p>All children will be accompanied through these resettlement schemes by parents or legal guardians. There is not an expectation</p>	<p>It is anticipated that all children will be accompanied on these schemes.</p> <p>If it is identified that there are safeguarding concerns within households during the support period then Children’s Social Services will be engaged through safeguarding referral processes.</p>	<p>Resettlement Support Service will have safeguarding processes in place and all staff within the service will be appropriately trained to identify any safeguarding concerns.</p>	

	that the schemes will be used as an alternative pathway for unaccompanied children.			
Disability	<p>9.4 per cent of residents in Plymouth have their activities limited ‘a lot’ because of a physical or mental health problem.</p> <p>12.2 per cent of residents in Plymouth have their activities limited ‘a little’ because of a physical or mental health problem (2021 Census)</p>	<p>No</p> <p>Some participants may require medical and social care. Children may have special needs that require support in mainstream schools. Education funding is provided by the tariff and additional costs can be claimed for where SEND is identified in the first 12 months. Additional costs for medical, educational and social care costs identified in the first year can be claimed over and above the standard tariff rate provided by the Scheme.</p>	<p>A partnership with health and social care colleagues will be established to assess all medical and social care needs in advance and which will then be met upon arrival.</p> <p>We do not anticipate any difficulty in meeting the needs of the dispersed families and are able to decline cases whose needs could not be met in Plymouth.</p> <p>Services have also been identified that can provide early intervention mental health support or support for young and adult carers.</p>	
Gender reassignment	<p>0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census).</p>	<p>No.</p> <p>If participants fall within this category, existing support services will be made available</p>	<p>Prior to arrival if we are aware that any resettled person has this characteristic the Resettlement Support Service will reach out to other relevant services to develop a support plan.</p>	
Marriage and civil partnership	<p>40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married.</p> <p>0.49 per cent of residents are, or were, married or in a civil partnerships of the same</p>			

	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.			
Race	<p>In 2021, 94.9 per cent of Plymouth’s population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census)</p> <p>People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census)</p> <p>92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).</p>	<p>No.</p> <p>The impact of the decision will be to give resettled persons an opportunity to apply for citizenship and create a stable home in the UK.</p> <p>There is potential for resettled persons to feel isolated and to be the target of racism and hostility based on current tension around immigration and security.</p> <p>Interpretation support and English classes will be provided.</p>	<p>We are seeking to address the potential for isolation and Islamophobia as part of wider Council strategy and work undertaken by the Safer Communities Plymouth Board. Many of the wider Refugee and Asylum Seeker support providers are also third party reporters for hate crime and can help support families and raise awareness of how to report incidents.</p>	
Religion or belief	<p>48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census).</p> <p>Those who identified as Muslim account for 1.3 per cent of Plymouth’s population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).</p>	<p>No.</p> <p>Plymouth has a Muslim population from a range of diverse national backgrounds. There are two Mosques offering prayer and other facilities. There are also a number of shops with halal provision. There are numerous churches in Plymouth that have a congregation from a range of diverse national backgrounds. There is the potential for Refugees to feel isolated and to</p>	<p>We are seeking to address the potential for isolation and Islamophobia as part of wider Council strategy and work undertaken by the Safer Plymouth Board. Many of the wider Refugee and Asylum Seeker support providers are also third party reporters for hate crime and can help support families and raise awareness of how to report incidents.</p>	

		be the target of Islamophobia and other race related Hate crimes.	The Resettlement Support Service is commissioned to provide refugee awareness training and community cohesion work. They will also link families with existing faith and cultural communities in Plymouth.	
Sex	51 per cent of our population are women and 49 per cent are men (2021 Census).	No. Cultural practices may differ between countries of origin and the UK. These will be addressed through our integration work.		
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).	No. If participants fall within this category, existing support services will be made available.	Prior to arrival if we are aware that any resettled person has this characteristic the Resettlement Support Service will reach out to other relevant services to develop a support plan.	

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

<p>Celebrate diversity and ensure that Plymouth is a welcoming city.</p>	<p>The UKRS is a global resettlement scheme and we expect that many of those resettled will be from Middle East and Northern Africa. Afghanistan is a predominantly Muslim country, it is anticipated that the majority of those relocated will be Muslims and will most likely identify their race as Asian Other. By taking the decision to participate in the Scheme the Council is remaining consistent with its values as Welcoming City and an area that celebrates and encourages people of different backgrounds, faiths and experiences.</p>	<p>The Resettlement Support Service will have specific outcomes around ensuring that mainstream services are able to adapt to be friendly and welcoming towards resettled persons. The integration work we will be commissioning will ensure that families are supported and encouraged to engage positively with the wider community. We will also seek to address any cultural norms of those arriving via the Scheme which may not be consistent with norms within the UK e.g. LGBTQ+ rights and right of women to work with peer to peer support networks.</p>	
<p>Pay equality for women, and staff with disabilities in our workforce.</p>	<p>Women arriving via the scheme may initially have low levels of English, which impacts their ability to go into skilled work. Many of the women arriving on the scheme will have child care responsibilities which may impact their ability to enter the workplace in the short-term. The Scheme will fund employment of Council staff and staff within commissioned services to deliver the scheme requirements.</p>	<p>Plymouth City Council has reported a Gender Pay Gap of 2.6 per cent with a median pay gap of 3.3 per cent in favour of women. Staff employed to support the scheme will be paid according to local authority banded scales to ensure equal pay rates. All commissioned services funded by the Scheme will be required to sign our Equality and Diversity policy, including a commitment to equal pay between genders. Individuals arriving on the scheme will receive referrals into employment programmes and work specific ESOL classes. This will include setting out rights and raising awareness of being an employee in the UK.</p>	

<p>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</p>	<p>We are anticipating that English levels may range across the resettled persons depending on their background. There may be opportunities with the Council for people with existing skill set as well as potential to participate in future access programmes, including work experience and volunteering where appropriate.</p>	<p>As an employer we have committed to signing the Race at Work charter and to create a vibrant employee equality, diversity and inclusivity group with regular seminars</p>	
<p>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</p>	<p>There is potential for individuals and families arriving via the Scheme to feel isolated and to be the target of racism and hostility based on current tension around immigration and security. Post the Brexit referendum neighbourhood surveys conducted indicate a decline in local community cohesion rates.</p>	<p>Many of the wider Refugee and Asylum Seeker support providers are third party reporters for hate crime and can help support families and raise awareness of how to report incidents. Scheme funding supports events such as respect Festival, International Women’s Day and Hope Festival. The Diverse Communities Team at Devon and Cornwall Police will attend all of these events to educate families further.</p>	
<p>Plymouth is a city where people from different backgrounds get along well.</p>	<p>Immigration is currently viewed negatively by a majority of UK residents (79%). Previously there has been significant public support for the relocation of foreign national civilians to the UK who have been employed by the Ministry of Defence and armed forces in recognition of the commitment and bravery shown often in challenging and dangerous situation. Post the Brexit referendum neighbourhood surveys conducted indicate a decline in local community cohesion rates.</p>	<p>Numbers involved in the scheme will be controlled and so the local impact is likely to be minimal. Proactively promoting the scheme may be inappropriate considering the vulnerability of participants. However, Plymouth City Council would embed reference to this group in wider myth busting work on Migrants, Asylum Seekers and Refugees. We will promote engagement with the local community, including the Arabic-speaking and Muslim communities as part of our wider Welcoming City, hate crime incidents and community cohesion work. Any</p>	

		tensions will be monitored and responded to as required.	
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