



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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Published 26/01/24

Delegated Decisions

Delegated Executive/Officer Decisions

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

<https://tinyurl.com/ms6umor>

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

Notice of call-in for non-urgent decisions must be given to the Democratic Support Team by 4.30 pm on Friday 02 February 2024.

Copies of the decisions together with background reports are available for viewing as follows:

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

The decision detailed below may be implemented on Monday 05 February 2024 if it is not called in.

Delegated Decisions

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

I.a L40 23/24 - Youth Centre Condition Works

(Pages 1 - 14)

EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – L40 23/24

| Decision | |
|----------|--|
| 1 | Title of decision: Youth Centre Condition Works |
| 2 | Decision maker: Councillor Tudor Evans OBE (Leader of the Council) |
| 3 | Report author and contact details: Giles Perritt (Assistant Chief Executive) E: giles.perritt@plymouth.gov.uk |
| 4 | Decision to be taken: It is recommended that the Leader of the Council: <ol style="list-style-type: none"> 1. Approves the briefing note; 2. Allocates £600,000 for the project into the Capital Programme funded from Improvement of the Corporate Estate capital funding; 3. Approves the transfer of the funds in accordance with the back-to-back funding agreement. |
| 5 | Reasons for decision: <ol style="list-style-type: none"> 1. Additional capital allows for condition works to be undertaken to all three youth buildings (Efford, Honicknowle and Frederick Street) which will ensure water tightness and improvements to the outdated décor. 2. By undertaking the works, the Youth Investment Fund (YIF) project can continue to improve youth outcomes. |
| 6 | Alternative options considered and rejected: <ol style="list-style-type: none"> 1. Do not add additional funding – By not undertaking the condition works, the YIF project would undertake futile improvements to the youth service property. 2. Seek to use YIF funding to cover costs – this option was explored however YIF may not be used to undertake enhancements works to properties. |
| 7 | Financial implications and risks: The financial implications of this decision would be a commitment of £600,000 funded by the Improvements to Corporate Estate corporate capital budget. Risks Currently costings are based on recent condition surveys (2021) and in the time since the construction market has seen a significant cost/ price increase. Risk is possible cost increase however contingency has been allowed for to combat this. |

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|-------------------------|--|---|-------------|--|
| 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: |
| | | | X | in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total |
| | | | X | in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £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 <u>Forward Plan of Key Decisions</u> | N/A | | |
| 9 | Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget: | Combined investment of YIF and capital funds aligns to the Corporate Plan by spending wisely in so much that if left unaddressed the cost of enhancements will increase significantly, the cost saving from a contractor already being commissioned to deliver works in the building will be lost and due to the nature of works temporary service relocation costs will be incurred twice. | | |
| 10 | Please specify any direct environmental implications of the decision (carbon impact) | Carbon impacts are managed throughout the YIF business case. Contractor selection will include evaluation of their carbon 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: | | | |

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|--|--|---|-------------------------------------|---|
| | Print Name: | | | |
| Consultation | | | | |
| I3a | Are any other Cabinet members' portfolios affected by the decision? | Yes | <input checked="" type="checkbox"/> | |
| | | No | <input type="checkbox"/> | |
| I3b | Which other Cabinet member's portfolio is affected by the decision? | Councillor Chris Penberthy (Cabinet Member for Housing, Cooperative Development, and Communities) | | |
| I3c | Date Cabinet member consulted | 28/11/2023 | | |
| I4 | Has any Cabinet member declared a conflict of interest in relation to the decision? | Yes | <input type="checkbox"/> | If yes, please discuss with the Monitoring Officer |
| | | No | <input checked="" type="checkbox"/> | |
| I5 | Which Corporate Management Team member has been consulted? | Name | Giles Perritt | |
| | | Job title | Assistant Chief Executive | |
| | | Date consulted | 01/04/2024 | |
| Sign-off | | | | |
| I6 | Sign off codes from the relevant departments consulted: | Democratic Support | DS 90 23/24 | |
| | | Finance | DJN.23.24.184 | |
| | | Legal | LS/00001312/1/AC/1/12/23 | |
| | | Human Resources | N/A | |
| | | Corporate property | Authors | |
| | | Procurement | N/A | |
| Appendices | | | | |
| I7 | Ref. | Title of appendix | | |
| | A | Briefing report for publication | | |
| | B | EIA | | |
| Confidential/exempt information | | | | |
| I8a | Do you need to include any confidential/exempt information? | Yes | <input type="checkbox"/> | If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is |

| | | | | | | | | |
|-------------------------------------|---|-----------------------------------|-------------------------------------|--|----------|----------|----------|----------|
| | Please type an X into the relevant box | No | <input checked="" type="checkbox"/> | not for publication by virtue of Part 1 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) | | | | |
| | | Exemption Paragraph Number | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 18b | Confidential/exempt briefing report title: | | | | | | | |
| 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 | 04 January 2024 | | | | |
| Print Name | Councillor Tudor Evans OBE (Leader of the Council) | | | | | | | |

CAPITAL INVESTMENT BRIEFING NOTE

Youth Centre Improvement Project



The purpose of this briefing note is to incorporate improvement works into the Youth Investment Funded (YIF) renovations which will be carried out by contractors throughout 2024 and early 2025 and to request approval of £600,000 of Improvement of the Corporate Estate funding into the capital programme to enable successful delivery of the project.

SCHEME SUMMARY:

Efford Youth Centre, Honicknowle Youth Centre and the Frederick Street Centre have become tired and are in need of a host of improvements. Through the Youth Investment Fund, the authority has successfully bid for £2.4m, of which £1,856,888 is Capital and approved into the Capital Programme, to renovate these sites not only making them environmentally and financially sustainable, but increasing their capability to offer more services to more people than ever before. A full survey has been carried out at each site and identified a host of issues that need to be delivered in order for any renovations to be successful. Issues include leaking roofs, electrical works and damp areas that need to be addressed. The current state of the buildings prevents some activities from running, limits the authority's ability to attract paying tenants and for current occupants represents an unhealthy and unwelcoming environment.

We are proposing that we take advantage of the investment that will give a new lease of life to authority assets and provide a real boost to the local communities by leveraging the contractors who will be working on the sites to carry out these improvements at the same time. By adding the funds for the works to the current investment, we will create a more attractive tender package and improve the quality of the contractor that we can procure. This will also streamline the renovation process as the improvements will be carried out as part of the wider works using the existing project manager to oversee. If we were to not include these improvements, it could jeopardise the renovation plans; significantly reducing the likelihood of success and ultimately leading to increased costs and damage down the line as well as a wasted investment.

STRATEGIC CASE:

Investment into the proposed sites seeks to expand and improve facilities and services offered, in order to drive positive outcomes for young people, families and communities. Working holistically the site developments will permit the enhanced integration of early help offerings allowing people to be provided support at an earlier stage, build stronger and healthier relationships, provide training and employment opportunities, provide access to health care and permit targeted and non-targeted youth work.

Combined investment of YIF and capital funds aligns to the Corporate Plan by spending wisely in so much that if left unaddressed the cost of improvements will increase significantly, the cost saving from a contractor already being commissioned to deliver works in the building will be lost and due to the nature of works temporary service relocation costs will be incurred twice.

OUTCOMES AND BENEFITS: *(List the outcomes and benefits expected from this project)*

| Financial outcomes and benefits: | Non-financial outcomes and benefits: |
|--|--------------------------------------|
| Cost Efficiency: Performing improvements and renovations simultaneously will be more cost- | |

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| <p>effective than doing them separately. For instance, we will be able to share certain costs, such as labour, equipment, and project management, which will result in overall savings.</p> <p>Increased Property Value: A fully renovated building generally has a higher chance of attracting paying tenants, such as small businesses and charities, helping secure the financial sustainability of the building</p> <p>Comprehensive Assessment: During renovations, it's common to uncover additional issues that may require further enhancement. Addressing these issues immediately can prevent them from becoming more severe and costly in the future.</p> | <p>By including in the tender for the contractor we are offering a more attractive package and are more likely to gain access to more and better contractors</p> <p>Time Savings: Combining improvements and renovations could save time compared to doing them sequentially. This is especially important as the buildings are in a condition that could eventually pose safety risks.</p> <p>Synergies in Work: Some improvements and renovations may require similar or overlapping work. For example, replacing the roof; it makes sense to do this while other work is being done on the upper floors. Coordinating these tasks will most likely streamline the construction process.</p> <p>Integrated Design: Performing improvements and renovations together allows for a more integrated design approach. We can ensure that the improved elements blend seamlessly with the renovated areas, creating a cohesive and aesthetically pleasing result.</p> <p>Minimized Disruption: A decant is required at Frederick Street; the other two buildings will be closed; doing so once is preferable to doing it twice, as it will reduce the impact on young people and on resources working from the location.</p> |
|--|---|

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| <p>KEY RISKS:</p> |
| <ul style="list-style-type: none"> • Additional issues are identified when improvements commence – Mitigated by including contingency and current advice from FM is that additional budget can be made available if required • Staff decant and postponement of services – temporary closure of buildings – mitigated by including the improvement works into renovation works to avoid two periods of closures. By working in advance with Corporate Accommodation we can plan the decant and alternatives sites for service provision where required well before time |
| <p>MILESTONES AND DATES: <i>(delivery timescales)</i></p> |
| <p>Work will commence post planning approval in 2024 and be complete no later than end of March 2025.</p> |

FUNDING: *(Funding proposals / names and amounts from each funding proposal)*

£600,000 Improvement of the Corporate Estate

Efford - £104,684.52

- **00 - New Roof £80,000**
- **01 - Roofs & Rainwater goods £1,150.00**
- **02 - Floors and stairs £937.02**
- **03 - Ceilings £575.00**
- **04 - External walls, windows and doors £1,265.00**
- **05 - Internal walls and doors £10,350.00**
- **07 - Mechanical services £345.00**
- **08 - Electrical services £7,187.50**
- **15 - DDA £2,875.00**

Honicknowle - £76,043.75

- **01 - Roofs & Rainwater goods £9,200.00**
- **03 - Ceilings £5,175.00**
- **04 - External walls, windows and doors £33,120.00**
- **07 - Mechanical services £546.25**
- **08 - Electrical services £7,302.50**
- **11 - External Areas £20,700.00**

Frederick Street - £359,881

- **01 - Roofs & Rainwater goods £56,637.50**
- **03 - Ceilings £11,500.00**
- **04 - External walls, windows and doors £140,875.00**
- **05 - Internal walls and doors £14,375.00**
- **07 - Mechanical services £56,166.00**
- **08 - Electrical services £23,402.50**
- **11 - External Areas £56,925.00**

SubTotal = £540,609.27

Contingency = £59,390.73

Total = £600,000

Revenue Implications: *(ongoing PCC revenue implications / Budget implications)*

No revenue implication however, Youth Services will bring in £25k per annum in total from the three sites combined.

RECOMMENDATION


It is recommended that the Leader of the Council:

1. Approves the briefing note
2. Allocates £600,000 for the project into the Capital Programme funded from Improvement of the Corporate Estate capital funding
3. Approves the transfer of the funds in accordance with the back-to-back funding agreement

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EQUALITY IMPACT ASSESSMENT – YOUTH CENTRE CONDITION WORKS

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

| | | | | | |
|---|---|--------------------------------|---|----------------------------|------------|
| Author(s): This is the person completing the EIA template. | Sam Barker Statutory Compliance Team leader | Department and service: | Corporate and Customer - FM | Date of assessment: | 01/01/2024 |
| Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA. | Giles Perritt (Assistant Chief Executive) | Signature: |  | Approval date: | 01/01/2024 |
| Overview: | Condition works for Frederick Street, Efford and Honicknowle youth centre in line with the YIF programme. | | | | |
| Decision required: | It is recommended that the Leader of the Council: <ul style="list-style-type: none"> • Approves the briefing note • Allocates £600,000 for the project into the Capital Programme funded from Improvement of the Corporate Estate capital funding • Approves the transfer of the funds in accordance with the back-to-back funding agreement | | | | |

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

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

| | | | | |
|--|---|--|-----------|---|
| Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three) | Yes | | No | X |
| If you do not agree that a full equality impact assessment is required, please set out your justification for why not. | Condition works as part of a cyclical maintenance programme seek only to repair or improve the building and would not adversely affect any communities. | | | |

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

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

| | | | | |
|---|--|--|--|--|
| | <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>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>Disability</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> | | | |

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| | 12.2 per cent of residents in Plymouth have their activities limited 'a little' because of a physical or mental health problem (2021 Census) | | | |
| Gender reassignment | 0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census). | | | |
| Marriage and civil partnership | 40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married. 0.49 per cent of residents are, or were, married or in a civil partnerships of the same sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census). | | | |
| Pregnancy and maternity | The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5. | | | |
| Race | In 2021, 94.9 per cent of Plymouth's population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census) People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census) | | | |

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|---------------------------|--|--|--|--|
| | <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> | | | |
| 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> | | | |
| Sex | <p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p> | | | |
| Sexual orientation | <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> | | | |

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

| Human Rights | Implications | Mitigation Actions | Timescale and responsible department |
|---------------------|---------------------------------|---------------------------|---|
| | No adverse impacts anticipated. | | |

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 anticipated. | | |
| Pay equality for women, and staff with disabilities in our workforce. | No adverse impacts anticipated. | | |
| Supporting our workforce through the implementation of Our People Strategy 2020 – 2024 | No adverse impacts anticipated. | | |
| 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 anticipated. | | |
| Plymouth is a city where people from different backgrounds get along well. | No adverse impacts anticipated. | | |