



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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Published 21/02/24

Delegated Decisions

Delegated Executive/Officer Decisions

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

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

Notice of call-in for non-urgent decisions must be given to the Democratic Support Team by 4.30 pm on Wednesday 28 February 2024. 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>

Decisions 1.a & 2.a detailed below may be implemented on Thursday 29 February 2024 if they are not called-in.

Decision 3.a may be implemented immediately.

Delegated Decisions

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

- 1.a. L42 23/24 - Council Loan Support to PATH : Temporary Accommodation **(Pages 1 - 18)**

2. **Councillor Briars-Delve, Cabinet Member for Environment and Climate Change:**

- 2.a. ECC03 23/24 - Garden Waste Collection and Re-cycling **(Pages 19 - 46)**

3. **Council Officer Decision, Paul Barnard, Service Director for SP&I:**

- 3.a. COD 32 23/2 - 2024/25 Bikeability Contract Award **(Pages 47 - 70)**

EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – L 42 23/24

Decision	
1	Title of decision: Council Loan support to PATH : Temporary Accommodation
2	Decision maker: Councillor Tudor Evans OBE (Leader of the Council)
3	Report author and contact details: Matt Garrett (Service Director for Community Connections) Matt.Garrett@plymouth.gov.uk
4	<p>Decision to be taken:</p> <p>Approves the Business Case to-</p> <ul style="list-style-type: none"> i. Allocate £1,500,000 of Corporate borrowing for the project into the Capital Programme ii. Authorise £1,500,000 as a loan to PATH, funded by loan repayments from PATH
5	<p>Reasons for decision:</p> <p>Access to good quality and affordable temporary accommodation remains challenging in Plymouth.</p> <p>Plymouth has very high numbers of single people in temporary accommodation, in B&B's, hostels, and shared house type temporary accommodation, accessed through the Plymouth Alliance.</p> <p>This has financial impact on PCC, as well as being responsible for poor outcomes for families and vulnerable people.</p> <p>In response to this Plymouth City Council is working with PATH to provide financial support in the form of a loan to allow the purchasing of properties to be let as permanent properties for people to move into.</p>
6	<p>Alternative options considered and rejected:</p> <ul style="list-style-type: none"> i) Not enter into a loan agreement with PATH – Rejected as this would fail to address the lack of good quality, affordable accommodation in Plymouth, and maintain high costs for PCC. ii) Take on more expensive forms of temporary accommodation, causing rising costs – Rejected as there is a need to ensure value for money and support the reduction in expenditure on emergency accommodation.

7	Financial implications and risks: There are no financial implications for the Council from this decision. The loan of £1,500,000 will be secured by way of first legal charge against the properties acquired by PATH and in the event of default of the loan repayments the Council would be able to enforce a sale of the properties to recover the loan amount.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	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 £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	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:		Keeping Adults, Children and Communities Safe – Reduced Health Inequalities and Focus on Prevention and Early intervention. This Executive Decision will help meet both priorities by supporting the Council to reduce homelessness and the use of Bed and Breakfast which will in turn help to tackle health inequalities.	
10	Please specify any direct environmental implications of the decision (carbon impact)		There are no direct carbon impacts anticipated as a result of this decision. PATH will ensure that all properties bought as part of this scheme will be brought up to an EPC level C by 2025, if not sooner.	
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				
I3a	Are any other Cabinet members' portfolios affected by the decision?	Yes	<input checked="" type="checkbox"/>	
		No	<input type="checkbox"/>	(If no go to section I4)
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	29/09/2023		
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	Gary Walbridge	
		Job title	Interim Strategic Director for People	
		Date consulted	29/09/2023	
Sign-off				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS 105 23/24	
		Finance (mandatory)	CH 31.01.24 1608	
		Legal (mandatory)	LS/00001312/2/AC/7/2/24	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)		
Appendices				
I7	Ref.	Title of appendix		
	A	Capital Business Case		
	B	Equalities Impact Assessment		
	C	Climate Impact Assessment		
Confidential/exempt information				
I8a	Do you need to include any	Yes	<input type="checkbox"/>	If yes, prepare a second, confidential ('Part II')

	confidential/exempt information?			briefing report and 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 in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)						
		No	x							
				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 and those who do not. For further details please see the EIA attached.									
Signature						Date of decision		20/02/2024		
Print Name		Councillor Tudor Evans OBE (Leader of the Council)								

CAPITAL INVESTMENT BUSINESS CASE

Council Loan support to PATH: Temporary Accommodation



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.

PCC is facing increased demand from people who are homeless or threatened with homelessness and in turn is spending a lot of money on providing emergency and temporary accommodation.

This project will support this by delivering access to good quality and affordable temporary accommodation in Plymouth.

Plymouth City Council will support Plymouth Access to Housing (PATH) to purchase 30 to 35 bedspaces for people who are homeless in Plymouth to move into as temporary accommodation, through the provision of a capital loan.

- PATH aims to buy 4 or 5 properties totalling 30 to 35 bedspaces
- PATH requires £1.5 million capital investment
- This will provide 30 to 35 units of accommodation for people who are homeless in Plymouth for temporary accommodation
- Loan will be secured by way of first legal charge on properties purchased

SECTION I: PROJECT DETAIL

Project Value (indicate capital or revenue)	£1,500,000 capital	Contingency (show as £ and % of project value)	N/A
Programme	Homelessness Recovery Programme	Directorate	People
Portfolio Holder	Cllr Penberthy	Service Director	Matt Garrett
Senior Responsible Officer (client)	Gary Walbridge, Interim Strategic Director for People	Project Manager	Ruth Tune-Holmes, Technical Lead
Address and Post Code	Citywide	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 Private Rented Sector (PRS) accounts for 22.60% of the housing stock in Plymouth. Private sector rents and property values in Plymouth have increased significantly in the last 12 months and look set to continue to rise which is making the market increasingly unaffordable for residents. The following factors are exacerbating the issue:

- **Local Housing Allowance (LHA) rates** are too low to meet the cost of renting in Plymouth. This means that there are no properties available to let at the LHA rate. As a result, those people currently staying in temporary accommodation are having to remain there for longer with reduced options of longer term affordable accommodation to move into.

- **Increasing mortgage rates** mean that it is more likely that a proportion of people will have their homes repossessed because of mortgage arrears. Due to the lengthy process involved in repossessing a home, there is currently a time lag on number of people presenting to the Council due to repossession. However, we have already seen some of these cases presenting and believe that this is likely to increase over the next 12 months.
- **The Renter's Reform Bill** is likely to add further volatility into the PRS in Plymouth, as landlords adapt to new building quality standards and a new regime for tenancy breaches and eviction.

The broader economic context is resulting in the following actions from many private sector landlords who are:-

- Taking the opportunity to increase the yield from their investments through higher rents
- Passing on their increasing costs to tenants
- Selling their properties
- Converting to a more lucrative income model through holiday accommodation and/or Air B&B.

In response to this PATH wants to support PCC by intervening in the market and converting leased properties by outright purchase.

Plymouth has very high numbers of single people in temporary accommodation, in B&B's, hostels, and shared house type temporary accommodation, accessed through the Plymouth Alliance.

In order to ensure that people are not placed in emergency nightly paid accommodation, PATH will purchase property that it will let as temporary accommodation.

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?)*

PCC is committed to reducing homelessness in Plymouth and through the Homelessness Recovery Programme board is working on a number of schemes to support additional provision across the City.

This scheme will support PATH in its commitment to purchase 4 or 5 units of accommodation over the next two years, as temporary accommodation for people moving on from emergency nightly paid accommodation.

It is clear that overall affordability of any scheme is better through outright purchase when seen against leasing alone.

For that reason support from PCC to enable PATH to achieve its aim to purchase properties will support the City to increase the range of affordable housing in the City and make sure that we continue to have accommodation available for vulnerable people to move into.

The loan will be repaid over a period of 25 years and will be secured by way of first legal charge over the properties. Interest is payable on the loan repayments at a rate of 6.75% per annum.

In the event of default the Council will be able to enforce the legal charge to force the sale of the properties to recover the loan.

Milestones and Date:		
Contract Award Date	Start On Site Date	Completion Date

SECTION 2: PROJECT RISK, OUTCOMES AND BENEFITS

Risk Register: 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).

Potential Risks Identified		Likelihood	Impact	Overall Rating
Risk	Not being able to find properties at a reasonable price	Low	Medium	Low
Mitigation	Project will not go ahead	Low	Low	Low
Risk	Ability to repay loan	Low	Medium	Low
Mitigation	Property will be sold and capital repaid	Low	Low	Low
Calculated risk value in £ (Extent of financial risk)	£0			

Outcomes and Benefits

List the outcomes and benefits expected from this project.

(An **outcome** is the result of the change derived from using the project's deliverables. This section should describe the anticipated outcome)

(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)

Financial outcomes and benefits:	Non-financial outcomes and benefits:
PATH are able to purchase properties with the help of a loan from PCC Reduce spend on temporary accommodation	Vulnerable people supported out of homelessness into long term permanent homes Reduce time spent in temporary accommodation

Low Carbon

What is the anticipated impact of the proposal on carbon emissions	PATH will ensure that all properties bought as part of this scheme will be brought up to an EPC level C by 2025, if not sooner.	
How does it contribute to the Council becoming Carbon neutral by 2030	It fits the government plan for all housing to be EPC level C by 2025.	
Have you engaged with Procurement Service?	Yes	
Procurement route options considered for goods, services or works	N/A	
Procurements Recommended route.	N/A	
Who is your Procurement Lead?	N/A	
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'	N/A	

Which Members have you engaged with and how have they been consulted (<i>including the Leader, Portfolio Holders and Ward Members</i>)	Portfolio Holder for Housing, Cooperative Development, and Communities
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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 surveys and contingency	Prev. Yr. £	23/24 £	24/25 £	25/26 £	26/27 £	27/28 £	Future Yrs. £	Total £
Loan		500,000	1,000,000					1,500,000
Total capital spend		500,000	1,000,000					1,500,000

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 £
Corporate Borrowing		500,000	1,000,000					1,500,000
Total funding		500,000	1,000,000					1,500,000

Which external funding sources been explored	PATH will be using some of their own capital to support this project
Are there any bidding constraints and/or any restrictions or conditions attached to your funding	N/A
Tax and VAT implications	The payment to PATH relating to the granting of a loan by the Council, and the subsequent loan repayments, are outside the scope of VAT. The interest received by the Council will be exempt from VAT. Since the amount of VAT incurred and attributable to this exempt income will be insignificant, however, there will be no adverse impact on the Council's partial exemption position arising from this project.

Tax and VAT reviewed by	Sarah Scott
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REVENUE COSTS AND IMPLICATIONS

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

Total Cost of developing the project	
Revenue cost code for the development costs	
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	Y/N
Budget Managers Name	

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)							
Loan repayment (terms agreed with Treasury Management)							
Total Revenue Cost (A)							
Service area revenue benefits/savings							
Annual revenue income (eg: rents, etc)							
Total Revenue Income (B)							
Service area net (benefit) cost (B-A)							
Has the revenue cost been budgeted for or would this make a revenue pressure							
Which cost centre would the revenue pressure be shown						Has this been reviewed by the budget manager	Y/N
Name of budget manager							
Loan value	£ 1,500,000	Interest Rate	6.75%	Term Years	25	Annual Repayment	£125,830.34
Revenue code for annual repayments							
Service area or corporate borrowing	Corporate Borrowing						
Revenue implications reviewed by							

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
Matt Garrett	27/09/2023	v 1.0		
Anna-Leigh Selvester	27/10/2023	v 2.0		

SECTION 6: RECOMMENDATION AND ENDORSEMENT

Recommended Decision


It is recommended that the Leader of the Council:

- Approves the Business Case
- Allocates £1,500,000 of Corporate borrowing for the project into the Capital Programme
- Authorises £1,500,000 as a loan to PATH funded by loan repayments from PATH subject to due diligence and a loan agreement

Cabinet Member: (Councillor Tudor Evans OBE (Leader		Matt Garrett (Service Director, Community Connections)	
Either email dated:	<i>date</i>	Either email dated:	<i>date</i>
Or signed: 		Or signed: 	
Date: 20/02/2024		Date: 13/02/2024	

EQUALITY IMPACT ASSESSMENT – COUNCIL LOAN SUPPORT TO PATH

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): This is the person completing the EIA template.	Matt Garrett, Service Director Community Connections	Department and service:	Community Connections	Date of assessment:	29/09/2023
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Matt Garrett, Service Director Community Connections	Signature:		Approval date:	29/09/2023
Overview:	<p>PCC is facing increased demand from people who are homeless or threatened with homelessness and in turn is spending a lot of money on providing emergency and temporary accommodation.</p> <p>This project will support this by delivering access to good quality and affordable temporary accommodation in Plymouth.</p> <p>Plymouth City Council will support Plymouth Access to Housing (PATH) to purchase 30 to 35 bedspaces for people who are homeless in Plymouth to move into as temporary accommodation, through the provision of a capital loan.</p> <ul style="list-style-type: none"> • PATH aims to buy 4 or 5 properties totalling 30 to 35 bedspaces • PATH requires £1.5 million capital investment • This will provide 30 to 35 units of accommodation for people who are homeless in Plymouth for temporary accommodation • Loan will be secured by way of legal charge on properties purchased 				
Decision required:	<ul style="list-style-type: none"> • Approval of the Business Case • Allocation of £1,500,000 for the project into the Capital Programme • Approval of £1,500,000 as a loan to PATH, funded by loan repayments from PATH subject to due diligence and a loan agreement 				

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>	Yes		No	X
<p>Potential internal impacts: Does the proposal have the potential to negatively impact Plymouth City Council employees?</p>	Yes		No	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)</p>	Yes		No	X
<p>If you do not agree that a full equality impact assessment is required, please set out your justification for why not.</p>	<p>No adverse impacts are anticipated as a result of this decision. PATH will undertake their own impact assessments.</p>			

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. 			

	<ul style="list-style-type: none"> • 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> <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>			

	There are currently 195 care leavers aged 18 to 20 (statutory service) and 58 aged 21 to 24 (extended offer). There are more care leavers aged 21 to 24 who could return for support from services if they wished to.			
Disability	9.4 per cent of residents in Plymouth have their activities limited 'a lot' because of a physical or mental health problem. 12.2 per cent of residents in Plymouth have their activities limited 'a little' because of a 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.			

<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)</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>Religion or belief</p>	<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>Sex</p>	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</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>			

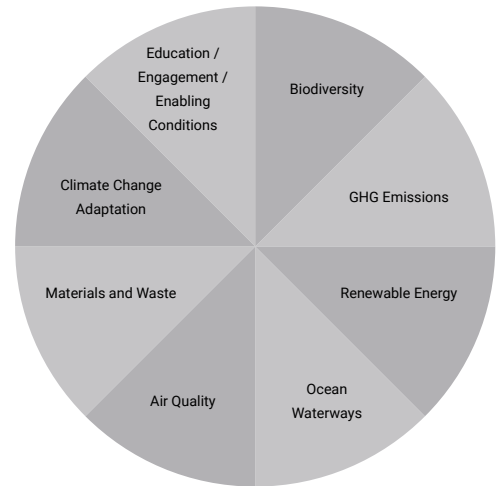
SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

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.			

Council loan support to PATH Temporary Accommodation FINAL



Assessment ID: COU690

Assessment Author: Matt Garrett

Assessment Initial Summary:

Capital loan to PATH to enable the purchase of Accommodation to support delivery of temporary accommodation

Assessment Final Summary:

This is a small project working with existing housing that will have a neutral impact on Net zero across the 8 strands of the climate impact assessment.

Biodiversity Score: 3

Biodiversity Score Justification: Project will purchase and refurb existing housing, so no impact on biodiversity

Biodiversity Score Mitigate: No

GHG Emissions Score: 3

GHG Emissions Score Justification: Project will purchase existing housing and refurbishment. Project will seek to move properties to EPC level C

GHG Emissions Score Mitigate: No

Renewable Energy Score: 3

Renewable Energy Score Justification: This small project will be working with existing housing

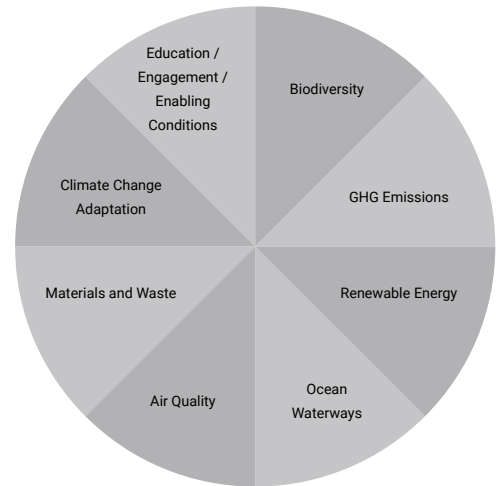
Renewable Energy Score Mitigate: No

Ocean and Waterways Score: 3

Ocean and Waterways Score Justification: This project will have no impact on Ocean and Waterways

Ocean and Waterways Score Mitigate: No

Council loan support to PATH Temporary Accommodation FINAL



Air Quality Score: 3

Air Quality Score Justification: This project will have no impact on Air Quality as it is working with existing housing

Air Quality Score Mitigate: No

Materials and Waste Score: 3

Materials and Waste Score Justification: This project will have no impact on Materials and waste as it is working with purchase of existing property

Materials and Waste Score Mitigate: No

Climate Change Adaptation Score: 3

Climate Change Adaptation Score Justification: This is a small project working with existing housing, so will have no impact

Climate Change Adaptation Score Mitigate: No

Education / Engagement / Enabling Conditions Score: 3

Education / Engagement / Enabling Conditions Score Justification: This is a small project working with existing housing

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

EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – ECC03 23/24

Decision					
1	Title of decision: Garden Waste collection and recycling				
2	Decision maker: Councillor Tom Briars-Delve (Cabinet Member for Environment and Climate Change)				
3	Report author and contact details: Phil Rudin phil.rudin@plymouth.gov.uk				
4	Decision to be taken: <ol style="list-style-type: none"> 1. Approves the Garden Waste Collection & Recycling Business Case 2. Authorises the commencement of the procurement process required to deliver a contract to collect and compost garden waste 3. Delegates the authority to award of the contract to the Service Director for Street Services where they would not already have the authority to award it within the scheme of delegation. 				
5	Reasons for decision: There is currently no contract in place to undertake this essential service.				
6	Alternative options considered and rejected: <ol style="list-style-type: none"> 1. Do nothing – this would result in garden waste being incinerated which would reduce recycling rates and increase costs. 2. Shorter term contract – this option would limit market interest due to the lack of time to recover investment required to engage in competitive procurement process. 				
7	Financial implications and risks: <p>The financial implications are an annual revenue spend of approximately £250,000 based on current prices and tonnages. This is equivalent to the current spend, it is not an additional cost.</p> <p>The risk of not securing a compliant contract would be that the garden waste would be sent for incineration at an estimated additional cost of £406,000 per year.</p>				
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes		Per the Constitution, a key decision is one which:	
		No	X		In the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			X		In the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million annually

			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	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:	This decision will contribute to sustainable management of waste for Plymouth with opportunities for enhancing the reputation of the city for environmental stewardship and as a green city. Waste as a resource and the waste hierarchy is an important part of this strategy.		
10	Please specify any direct environmental implications of the decision (carbon impact)	The decision will allow garden waste to continue to be composted. The alternative solution is for the garden waste to be incinerated which would increase the carbon impact and provide a less environmentally sustainable solution.		
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		
		No	X	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			
13c	Date Cabinet member consulted			
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	X	

15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne					
		Job title	Strategic Director for Place					
		Date consulted	17/01/2024					
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS97 23/24					
		Finance (mandatory)	DJN.23.24.141					
		Legal (mandatory)	LS/00001312/1/AC/13/11/23					
		Human Resources (if applicable)						
		Corporate property (if applicable)						
		Procurement (if applicable)	PW/PS/713/ED/0124					
Appendices								
17	Ref.	Title of appendix						
	A	Briefing report for publication						
	B	Equalities Impact Assessment						
	C	Business Case						
	D	Climate Impact Assessment						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes						
		No	x	<p>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.</p> <p>(Keep as much information as possible in the briefing report that will be in the public domain)</p>				
		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.							

<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	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 and those who do not. For further details please see the EIA attached.</p>						
Signature			Date of decision	19/02/2024			
Print Name	TOM BRIARS-DELVE						

APPENDIX A - BRIEFING REPORT

GARDEN WASTE COLLECTION AND COMPOSTING



1. EXECUTIVE SUMMARY

Garden waste is collected separately from several sources and delivered to Chelson Meadow Waste Management facility where it is stored in a specific garden waste area. Currently, the garden waste is shredded on site by a third party where it is then transported to their site to be composted.

The previous contract for processing garden waste has expired and there is currently no formal agreement in place to compost this material.

The proposal is to secure a contract to collect and compost garden waste arising from PCC's activities for a period of 5 years by way of a competitive tender process.

The value of the contract is estimated at £245,000 per year for 5 years based on current costs to deliver this service. This cost is funded from the revenue budget.

The alternative option is to dispose of this material with the general waste at a much higher cost estimated at an additional £406,000 per year.

It is recommended that approval be given to undertake the procurement of a new contract for the collection and composting of garden waste and the award of the contract is delegated to the Service Director for Street Services.

2. BACKGROUND

The last contract to collect and compost garden waste expired in 2021 and the continued service has been secured by way of contract exemption.

PCC needs to procure a new contract to deliver this service to ensure it is compliant with the Council's Contract Standing Orders and Procurement Law.

3. DETAILS

Garden waste is collected from households in Plymouth as an opt-in chargeable service. This service runs April – November on a bi-monthly schedule.

Garden waste is also collected separately at PCC's two HWRC sites; Chelson Meadow and Weston Mill. Members of the public can visit these sites and place their garden waste into designated containers. Lastly, commercial waste sources also bring garden waste to the Chelson Meadow.

The total quantity of garden waste collected separately is approximately 7,000 tonnes per year. This material can be diverted from disposal options to a more sustainable option, namely composting. Composting is also cheaper than disposal and can provide PCC with significant budgetary savings. (approx. £58/t which equates to £406,000 of savings per year).

The proposal is to tender a contract to compost the garden waste from Chelson Meadow.

The last contract expired in 2021 and the continued service has been by way of contract exemption. This process will ensure that the services can be compliantly procured in accordance with the Council's Contract Standing Orders and achieve best value for money.

Following research of the current market place for this requirement, and understanding the approach from other Local Authorities the recommended procurement route for this opportunity is to adopt the use of the Open Procedure.

If there is a change in circumstances and the recommended procurement route cannot be undertaken or no longer represents best value for the Council any subsequent procurement route undertaken will be in accordance with the Council's Contract Standing Orders and Procurement Law.

4. IMPACT OF PROCUREMENT

Costs: There is no additional cost anticipated as a result of approving this business case.

Level of service to residents: PCC will be able to continue to offer a composting option to the residents of Plymouth for their garden waste.

Level of service to commercial customers: PCC will be able to continue to offer a composting option to their commercial waste customers.

5. RISKS

Insufficient budget to fund the service

The Revenue budget is currently based on historical tonnages and charges which are unlikely to rise significantly as a result of securing a long term contract to provide this service. Any additional cost related to commercial garden waste composting can be recovered by increasing charges.

No bids received for the service

It is very unlikely that no bids are received to provide this service. There has been ongoing interest from the market since the current contract expired in 2021. The market will be engaged at an early stage to ensure they participate in this process.

Increased costs for collection and recycling above current spot price

It is expected that the prices obtained through a competitive procurement process will be comparable to the current price.

Mobilisation of service in the event of a new provider

Tenderer's plans for mobilisation of the contract will be requested and assessed during the tender process to ensure an effective transition of service provider.

CAPITAL INVESTMENT BUSINESS CASE

Garden Waste Composting



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.

Garden waste is collected separately from several sources and delivered to Chelson Meadow Waste Management facility where it is stored in a specific garden waste area. Currently, the garden waste is shredded on site by a third party where it is then transported to their site to be composted.

The previous contract for processing garden waste has expired and there is currently no formal agreement in place to compost this material.

The proposal is to secure a contract to collect and compost garden waste arising from PCC's activities for a period of 5 years by way of a competitive tender process.

The value of the contract is estimated at £245,000 per year for 5 years based on current costs to deliver this service. This cost is funded from the revenue budget.

Key Risks:

1. Insufficient budget to fund the service

The Revenue budget is currently based on historical tonnages and charges which are unlikely to rise significantly as a result of securing a long-term contract to provide this service. Any additional cost related to commercial garden waste composting can be recovered by increasing charges.

2. No bids received for the service

It is very unlikely that no bids are received to provide this service. There has been ongoing interest from the market since the current contract expired in 2021. The market will be engaged at an early stage to ensure they participate in this process.

3. Increased costs for collection and recycling above current spot price

It is expected that the prices obtained through a competitive procurement process will be comparable to the current price.

4. Mobilisation of service in the event of a new provider

Tenderer's plans for mobilisation of the contract will be requested and assessed during the tender process to ensure an effective transition of service provider.

SECTION I: PROJECT DETAIL

Project Value (indicate capital or revenue)	£245,000 per annum for 5 years Revenue	Contingency (show as £ and % of project value)	£24,500 per annum, 10%
Programme	Waste	Directorate	Place
Portfolio Holder	Cllr Tom Briars-Delve, Environment and Climate Change	Service Director	Philip Robinson (Street Services)
Senior Responsible Officer (client)	Philip Robinson	Project Manager	Deven Distin

Address and Post Code	Street Services Plymouth City Council Ballard House West Hoe Road Plymouth PL1 3BJ	Ward	Citywide
Current Situation: <i>(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)</i>			
<p>Garden waste is collected from households in Plymouth as an opt-in chargeable service. This service runs April – November on a bi-monthly schedule. Garden waste is also collected separately at PCC's two HWRC sites; Chelson Meadow and Weston Mill. Members of the public can visit these sites and place their garden waste into designated containers. Lastly, commercial waste sources also bring garden waste to the Chelson Meadow.</p> <p>Once the Garden waste is at Chelson Meadow, a third party shreds the waste on site and transported to their own facilities.</p> <p>The current contract for composting garden waste has expired and the proposal is to tender a contract to compost the garden waste from Chelson Meadow.</p>			
Proposal: <i>(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?)</i>			
<p>Garden waste is collected from households in Plymouth as an opt-in chargeable service. This service runs April – November on a bi-monthly schedule.</p> <p>Garden waste is also collected separately at PCC's two HWRC sites; Chelson Meadow and Weston Mill. Members of the public can visit these sites and place their garden waste into designated containers. Lastly, commercial waste sources also bring garden waste to the Chelson Meadow.</p> <p>The total quantity of garden waste collected separately is approximately 7,000 tonnes per year. This material can be diverted from disposal options to a more sustainable option, namely composting. Composting is also cheaper than disposal and can provide PCC with significant budgetary savings. (approx. £58/t which equates to £406,000 of savings per year).</p> <p>The proposal is to tender a contract to compost the garden waste from Chelson Meadow. The last contract expired in 2021 and the continued service has been by way of contract exemption. This process will ensure that the services can be compliantly procured in accordance with the Council's Contract Standing Orders and achieve best value for money.</p>			
Why is this your preferred option: <i>(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).</i>			
<p>This will provide best value for money and ensures compliance with the Council's Contract Standing Orders.</p>			

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	
List Benefits:	No need for tendering process, less space, no collection service needed
List Risk / Issues:	Would result in garden waste being incinerated which would reduce recycling rates and increase costs.
Cost:	Increased cost for general waste disposal, decreased costs for garden waste vehicles/operatives
Why did you discount this option	Recycling garden waste aligns with the Plymouth Net Zero Action plan
Do Minimum Option	
Continue as is with current Contractor	
List Benefits:	No tendering process
List Risk / Issues:	Council is non-compliant with its own contract standing orders, no formal Contract in place, and at risk of potential commercial challenge.
Cost:	Neutral
Why did you discount this option	Because it puts the council at risk of challenge
Viable Alternative Option	
One year contract	
List Benefits:	Compliance with council's contract standing orders
List Risk / Issues:	Limit competition due to reduced period for return on investment i.e. site developments. Would have to redo tender process in 12 months.
Cost:	Neutral
Why did you discount this option	Issues listed above

Strategic Case:	
Which Corporate Plan priorities does this project deliver?	a clean and tidy city
	a green sustainable city that cares about the environment

Milestones and Date:		
Contract Award Date	Start On Site Date	Completion Date
April 2024	May 2024	April 2029

SECTION 2: PROJECT RISK, OUTCOMES AND BENEFITS

Risk Register: 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).

Potential Risks Identified		Likelihood	Impact	Overall Rating
Risk	Insufficient budget to fund the service	Low	Low	Low

Mitigation	Sufficient allowance has been made for household garden waste in the revenue budget. Commercial Garden waste costs are recovered from customers through a charge.	Low	Low	Low
Calculated risk value in £ (Extent of financial risk)	£	Risk Owner	Phil Rudin	
Risk	No Bids received for the service	Low	Low	Low
Mitigation	Ensure all potential bidders are engaged prior to tender documents being released. Interest has already been received from potential service providers. Can continue with current contractor	Low	Low	Low
Calculated risk value in £ (Extent of financial risk)	£	Risk Owner	Phil Rudin	
Risk	Increase Costs of collection and composting	Low	Medium	Low
Mitigation	Potential to increase charge for commercial customers to reflect any price increase	Low	Low	Low
Calculated risk value in £ (Extent of financial risk)	£	Risk Owner	Phil Rudin	
Risk	Mobilisation of service in the event of a new provider	Low	Low	Low
Mitigation	Engage with successful bidder at an early stage to ensure mobilisation is planned effectively. Include the requirement for a mobilisation plan in the tender returns	Low	Low	Low
Calculated risk value in £ (Extent of financial risk)	£	Risk Owner	Phil Rudin	

Outcomes and Benefits

List the outcomes and benefits expected from this project.

(An **outcome** is the result of the change derived from using the project's deliverables. This section should describe the anticipated outcome)

(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)

Financial outcomes and benefits:

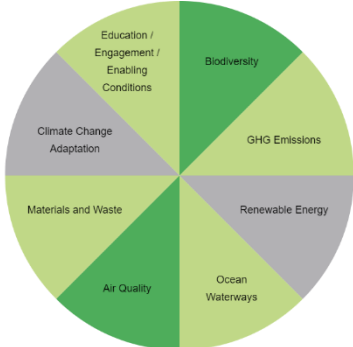
Best market price for the service – we are the paying for the most favourable rate for the service

Non-financial outcomes and benefits:

Compliant contract to compost Garden Waste generated by PCC – PCC are compliant with their contract standing orders

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	
<p>Upload Climate Impact Wheel</p>	
<p>Summary of the anticipated impact of the proposal on the climate (including any proposed mitigations and impacts beyond 2030)</p>	<p>The renewal of the garden waste composting shouldn't provide too much variance to what is currently in place. There are certain aspects of the process which will increase the carbon impact and offsetting however, the majority will have either slight increases or a neutral output.</p>

Have you engaged with Procurement Service?		Yes
<p>Procurement route options considered for goods, services or works</p>	<p><u>Procurement Options</u></p> <p>In line with the Council's Contract Standing Orders, this requirement is classed as a High Value / High Risk Procurement, and as such, the estimated value exceeds the relevant Public Contract Regulations threshold and is subject to the full public procurement regime as set out in the Public Contract Regulations 2015 (PCR 2015) and Public Procurement (Amendment etc.) (EU Exit) Regulations 2020.</p> <p>Of the six procurement procedures available, two procurement procedures are appropriate and have been considered for this requirement as follows:</p> <p><u>Open Procedure</u></p> <p>With the Open Procedure, any interested bidder may submit a bid. The Council is free to use this procedure, which can be applied to both contracts and framework agreements. However, in some cases it can be beneficial to choose a procedure (such as the Restricted procedure) where the number of bidders can be reduced at the selection stage based on their capability and capacity, especially if the Council does not have enough resources (such as time) to conduct a full Open Procedure.</p> <p>The Open Procedure is best used where the requirements are typically straight forward, with a relatively simple selection and award process, or it is anticipated that only a small number of suppliers will respond to the advertised Contract Notice.</p> <p>The practicality of the Open Procedure will depend upon the potential number of bids received and the nature of the evaluation criteria. If the Council receives many bids, the evaluation of all compliant bids is likely to be time consuming.</p>	

	<p><u>Restricted Procedure</u></p> <p>This is a two-stage procedure. Stage 1 is a pre-selection stage (SQ) and its purpose is to select a shortlist of five (or more) suppliers which are likely to meet the tender requirements. Stage 2 is the tender stage where shortlisted suppliers which meet the SQ stage are then invited to tender and is used to determine a successful supplier to whom a contract will be awarded. A minimum of five suppliers must be invited to tender (Stage 2) and in any event the number of suppliers invited shall be sufficient to ensure genuine competition. The Restricted Procedure should be used for procurements where market analysis has indicated many bidders are likely to be interested in participating. In this case it is beneficial to use this procedure where the number of bidders can be reduced at the selection stage based on their capacity, capability, and experience to perform the contract. Like the Open Procedure the Council are free to use this procedure, in any circumstances and for any type of contract. The contract will be awarded to the most economically advantageous tender (MEAT).</p> <p><u>Timescales to Consider</u></p> <p>Time limits for the receipt of tenders must take account of the complexity of the contract requirement and the time required for the marketplace to compile and submit tenders.</p> <p>For the Open Procedure, the minimum time limit for the receipt of tenders is 35 days from the date on which the contract notice is sent for publication within the Find a Tender Service (FTS).</p> <p>Time limits for receipt of tenders may be reduced by five days where submission by electronic means is allowed.</p> <p>If requirements are urgent, and a longer time limit is impractical as a result then the tender period may be reduced to 15 days.</p> <p>For the Restricted Procedure, the minimum time limit for Stage 1 – receipt of SQ is 30 days from the date on which the contract notice is sent for publication within the Find a Tender Service (FTS).</p> <p>If requirements are urgent, and a longer time limit is impractical as a result then the tender period may be reduced to 15 days.</p> <p>For Stage 2 – Tender Stage, the minimum time limit from Invitation to Tender to receipt of Tenders is 30 days.</p> <p>Time limits for receipt of tenders may be reduced by five days where submission by electronic means is allowed.</p> <p>If requirements are urgent, and a longer time limit is impractical as a result then the tender period may be reduced to 10 days.</p>
<p>Procurements Recommended route.</p>	<p>Following research of the current marketplace for this requirement and understanding the approach from other Local Authorities the recommended procurement route for this opportunity is to adopt the use of the Open Procedure. If there is, a change in circumstances and the recommended procurement route cannot be undertaken or no longer represents best value for the Council any subsequent</p>

Service area revenue cost								
Other (eg: maintenance, utilities, etc)								
Loan repayment (terms agreed with Treasury Management)								
Total Revenue Cost (A)					245,000	245,000	245,000	245,000
Service area revenue benefits/savings								
Annual revenue income (eg: rents, etc)								
Total Revenue Income (B)								
Service area net (benefit) cost (B-A)					- 245,000	- 245,000	- 245,000	- 245,000
Has the revenue cost been budgeted for or would this make a revenue pressure								
Which cost centre would the revenue pressure be shown			Has this been reviewed by the budget manager				Y	
Name of budget manager			Phil Rudin					
Loan value	£	Interest Rate	%	Term Years		Annual Repayment	£	
Revenue code for annual repayments								
Service area or corporate borrowing								
Revenue implications reviewed by								

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
Deven Distin	16/11/2023	v 1.0		00/00/2020
Deven Distin	17/01/2024	v 2.0		00/00/2020
	00/00/2020	v 3.0		00/00/2020
	00/00/2020	v 4.0		00/00/2020
	00/00/2020	v 5.0		00/00/2020

SECTION 5: RECOMMENDATION AND ENDORSEMENT

Recommended Decision

It is recommended that the **Cabinet Member for Environment and Climate Change:**

1. Approves the Garden Waste Collection & Recycling Business Case;
2. Authorises the commencement of the procurement process required to deliver a contract to collect and compost garden waste;
3. Delegates the authority to award of the contract to the Service Director for Street Services where they would not already have the authority to award it within the scheme of delegation.

Councillor Briars-Delve		Anthony Payne (Strategic Director for Place)	
Either email dated:		Either email dated:	17/01/2024
		Signed:	
Or signed:			
Date: 19/02/24		Date:	

EQUALITY IMPACT ASSESSMENT – GARDEN WASTE COLLECTION AND COMPOSTING

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<p>Author(s): This is the person completing the EIA template.</p>	<p>Phil Rudin</p>	<p>Department and service:</p>	<p>Street Services</p>	<p>Date of assessment:</p>	<p>17/10/2023</p>
<p>Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.</p>	<p>Phil Rudin, Head of Strategic Contracts and Disposal</p>	<p>Signature:</p>	<p>P Rudin</p>	<p>Approval date:</p>	<p>17/01/2024</p>
<p>Overview:</p>	<p>The Equality Act 2010 harmonised and replaced pre-existing equality legislation and extended statutory protection across nine ‘protected characteristics’. It recognised forms of discrimination that were previously beyond the scope of legislation and introduced the concept of the Public Sector Equality Duty (PSED). The protected characteristics include; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.</p> <p>The PSED placed specific responsibilities on public sector organisations to consider equality in their decision making. It consists of a general equality duty, supported by specific duties, which are imposed by secondary legislation. In summary, those subject to the equality duty must, in the exercise of their functions, have due regard to the need to:</p> <ul style="list-style-type: none"> • Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct. • Advance equality of opportunity between people who share a protected characteristic, and those who do not. • Promote good relations between people who share a protected characteristic and those who do not. <p>CONTEXT</p> <p>The business case which is being presented sets out the rationale for procuring a contract to collect and compost garden waste originating from PCC’s recycling centres and commercial waste transfer station. The successful procurement of a contract would allow PCC to continue to recycle this material, avoid expensive disposal costs and be in compliance with procurement rules.</p>				

Decision required:	<ol style="list-style-type: none"> 1. Approves the Garden Waste Collection & Recycling Business Case 2. Authorises the commencement of the procurement process required to deliver a contract to collect and compost garden waste 3. Delegates the authority to award of the contract to the Service Director for Street Services where they would not already have the authority to award it within the scheme of delegation.
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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	x	No	
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	Not applicable.			

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	No adverse impacts are anticipated from this decision.	Not applicable.	Not applicable.

	<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> <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</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>No adverse impacts are anticipated from this decision.</p>	<p>Not applicable.</p>	<p>Not applicable.</p>

as though it is a protected characteristic).	<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>			
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>	No adverse impacts are anticipated from this decision.	Not applicable.	Not applicable.
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).	No adverse impacts are anticipated from this decision.	Not applicable.	Not applicable.
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 sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).</p>	No adverse impacts are anticipated from this decision.	Not applicable.	Not applicable.

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.	No adverse impacts are anticipated from this decision.	Not applicable.	Not applicable.
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) 92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).	No adverse impacts are anticipated from this decision.	Not applicable.	Not applicable.
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).	No adverse impacts are anticipated from this decision.	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 this decision.	Not applicable.	Not applicable.
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,	No adverse impacts are anticipated from this decision.	Not applicable.	Not applicable.

	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).			
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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 expected from this decision.	Not applicable.	Not applicable.

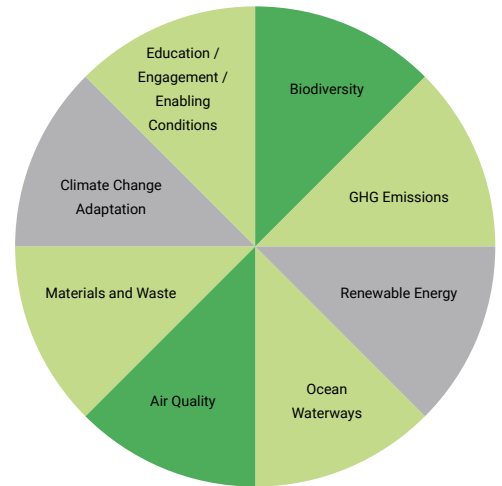
SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
Celebrate diversity and ensure that Plymouth is a welcoming city.	Plymouth City Council remains committed to celebrating the diversity of the city.	Not applicable.	Not applicable.
Pay equality for women, and staff with disabilities in our workforce.	Plymouth City Council is committed to equal opportunities and the fair treatment of its workforce. As an employer, we have a clear policy of paying employees equally for the same or equivalent work regardless of gender or disability. The Council operates a comprehensive job evaluation scheme to ensure that rates of pay are fair and are based wholly on the role being undertaken.	Not applicable.	Not applicable.
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024	Our People Strategy 2020 – 2024 sets out our approach towards ensuring that the Council’s workforce can adapt and meet	Not applicable.	Not applicable.

	the ever-changing needs of the Council and our residents.		
Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.	The Council is committed to reducing and tackling hate crime and ensuring that victims are treated in a trauma informed manner to ensure that they get the outcome which is most appropriate for them. The Council works closely with the Safer Plymouth Partnership, the community safety partnership for the city. Hate crime data is monitored.	Not applicable.	Not applicable.
Plymouth is a city where people from different backgrounds get along well.	The Council is committed to promoting cohesion within the city.	Not applicable.	Not applicable.

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Garden Waste Composting FINAL



Assessment ID: GAR248

Assessment Author: Deven Distin

Assessment Initial Summary:

To secure a contract to collect and compost garden waste arising from PCC's activities for a period of 5 years by way of a competitive tender process.

Assessment Final Summary:

The renewal of the garden waste composting shouldn't provide too much variance to what is currently in place. There are certain aspects of the process which will increase the carbon impact and offsetting however, the majority will have either slight increases or a neutral output.

Biodiversity Score: 5

Biodiversity Score Justification: The total quantity of garden waste collected separately from households and brought to the recycling centres is approximately 7,000 tonnes per year. This material can be diverted from disposal options to a more sustainable option, namely composting.

Biodiversity Score Mitigate: No

GHG Emissions Score: 4

GHG Emissions Score Justification: We are renewing the contract on the basis that whoever wins the contract will replicate what already happens at site so there shouldn't be a huge variance in GHG emissions. If there are any variances we won't know until this time

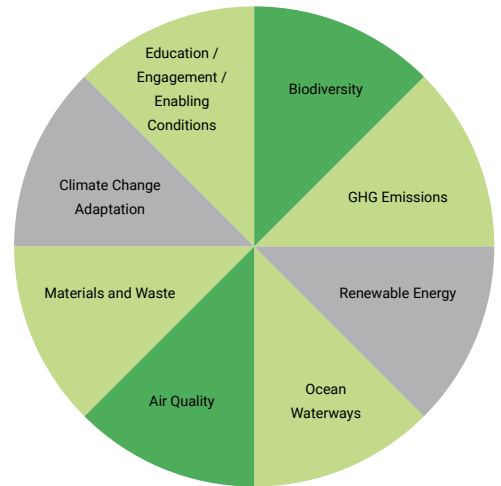
GHG Emissions Score Mitigate: No

Renewable Energy Score: 3

Renewable Energy Score Justification: We are renewing the contract on the basis that whoever wins the contract will essentially imitate what already happens at site so there shouldn't be a huge variance in the provision of renewable energy. If there are any variances we won't know until this time

Renewable Energy Score Mitigate: No

Garden Waste Composting FINAL



Ocean and Waterways Score: 4

Ocean and Waterways Score Justification: We are renewing the contract on the basis that whoever wins the contract will replicate what already happens at site so there shouldn't be a huge variance in water quality

Ocean and Waterways Score Mitigate: No

Ocean and Waterways Revised Score Justification: We are renewing the contract on the basis that whoever wins the contract will replicate what already happens at site so there shouldn't be a huge variance in water quality

Air Quality Score: 5

Air Quality Score Justification: The contract tender process will take into account transport plans and environmental impact. The current service provider shreds on site to reduce vehicle journeys so this will be taken into consideration when renewing the contract

Air Quality Score Mitigate: No

Materials and Waste Score: 4

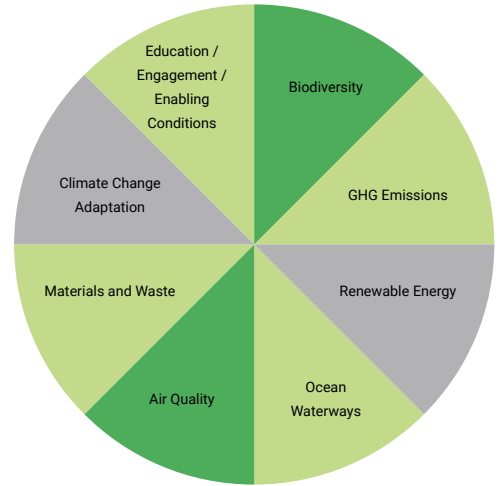
Materials and Waste Score Justification: The total quantity of garden waste collected separately is approximately 7,000 tonnes per year. This material can be diverted from disposal options to a more sustainable option, namely composting. There shouldn't be any added waste produced as a result of this composting process

Materials and Waste Score Mitigate: No

Climate Change Adaptation Score: 3

Climate Change Adaptation Score Justification: The project replicates a process which is already in place so there should be no change to climate adaption

Garden Waste Composting FINAL



Climate Change Adaptation Score Mitigate: No

Climate Change Adaptation Revised Score Justification: The project replicates a process which is already in place so there should be no change to climate adaption

Education / Engagement / Enabling Conditions Score: 4

Education / Engagement / Enabling Conditions Score Justification: The garden waste service is already provided to residents of Plymouth to help mitigate against climate change. There is potential for the service to increase capacity for residents and businesses to increase garden waste composting depending on who bids for the tender

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

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EXECUTIVE DECISIONmade by a **Council Officer****REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER**


Executive Decision Reference Number – COD 32 23/24

Decision	
1	Title of decision: 2024/25 Bikeability Contract Award
2	Decision maker: Paul Barnard (Service Director SP&I)
3	Report author and contact details: Simon Pickstone (simon.pickstone@plymouth.gov.uk)
4a	<p>Decision to be taken:</p> <p>I. To award the 2024/25 Plymouth Bikeability Training Contract, £257,458 in value, to Plymouth School Sports Partnership, with the option to extend the Contract, subject to mutual agreement, year-on-year for up to an additional 4 years.</p>
4b	<p>Reference number of original executive decision or date of original committee meeting where delegation was made:</p> <p>Executive Decision Reference Number – SPT08 23/24 (04/10/2023)</p>
5	<p>Reasons for decision:</p> <p>To continue to deliver Bikeability cycle training in schools through a partnership approach with a Training Provider, we have to procure a new contract due to changes in the way funding is allocated by the fundholders (Active Travel England).</p>
6	<p>Alternative options considered and rejected:</p> <p>I. Do nothing: This option would prevent the delivery of Bikeability cycle training in schools. This is because the funding provided for the programme must be paid to a Local Transport Authority and without securing a new contract, a delivery partner would not be in place. This option would also be likely to significantly undermine our relationship with Active Travel England and the DfT who are important funding partners.</p> <p>2. Bring Training Service Delivery in-house: This would require significant resources (Plymouth School Sports Partnership, for example, currently train and employ C. 47 instructors across Plymouth and Devon as well as staff providing programme management and administration). PCC employed staff would need to obtain qualifications, DBS checks etc. and register with the Bikeability Trust. Recruitment, training and induction would be a significant undertaking and would risk delaying the delivery programme. Building confidence and relationships with schools for this programme would take time.</p>
7	<p>Financial implications and risks:</p> <p>The programme is 100% revenue grant funded by Active Travel England. Any underspend would be returned to the funder at the end of the financial year. Any overspend would be the responsibility of the contractor. The 2024/25 Plymouth Bikeability Training Contract is</p>

	£257,458 in value, with the option to extend the Contract, subject to mutual agreement, year-on-year for up to an additional 4 years.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes		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 annually.
			X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
8b	Date of publication of the notice in the Forward Plan of Key Decisions	N/A		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	<p>The delivery of cycle training in schools is considered to make an important contribution to the target to increase levels of cycling in Plymouth. Levels of cycling in Plymouth, as measured by annual DfT counts, is a target within the Joint Local Plan and increasing levels of cycling helps meet the following objectives:</p> <ul style="list-style-type: none"> • Climate Emergency: Road transport accounts for 28% of the city's carbon emissions, a proportion that is set to increase due to the challenges of decarbonising transport. Even with the most optimistic scenarios for EV take up, the city cannot expect to meet its climate emergency targets without significantly reducing car trips. Cycle training can help support this by enabling a transfer of trips from private vehicles (cars) to walking, cycling and public transport. • Health: by providing the skills to help cycle safely in Plymouth, cycle training helps provide a safer and affordable means of getting around Plymouth so supporting policy HEA1 & HEA6 • Economy: helping improve affordable access to jobs and training opportunities so supporting policy GR04 - using transport investment to drive growth and supporting equalities objectives. 		

				<ul style="list-style-type: none"> Environment: Supporting INT6 enhancing Plymouth's "green city" credentials. with the option to extend the Contract, subject to mutual agreement, year-on-year for up to an additional 4 years
10	Please specify any direct environmental implications of the decision (carbon impact)	<p>Approving the programme will have direct positive environmental implications by helping to reduce carbon emissions from travel. Enabling more people to travel safely by bicycle will reduce the need for motorised vehicle trips to be made locally; thus contributing to reductions in carbon emissions, vehicle noise, particulate and NOx emissions. It will also potentially contribute to reducing congestion on our networks, contributing to a more efficient flow of essential trips and again delivering environmental benefits through emissions savings.</p>		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support 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	Which Cabinet Member's portfolio does this decision relate to?	Councillor Mark Coker (Cabinet member for Strategic Planning and Transport)		
13b	Date Cabinet Member consulted	7 th February 2024		
13c	Are any other Cabinet members' portfolios affected by the decision?	Yes	X	
		No		(If no go to section 14)
13d	Which other Cabinet member's portfolio is affected by the decision?	Councillor Sally Cresswell (Cabinet member for Education, Skills and Apprenticeships)		
13e	Date other Cabinet member(s) consulted	7 th February 2024		

14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer				
		No	X					
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne					
		Job title	Strategic Director for Place					
		Date consulted	2 February 2024					
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS 100 23/24					
		Finance (mandatory)	CH 31.01.24 1342					
		Legal (mandatory)	LS/02300/JP/080224					
		Human Resources (if applicable)						
		Corporate property (if applicable)						
		Procurement (if applicable)	KK/PS/717/ED/0224					
Appendices								
17	Ref.	Title of appendix						
	A	20241001 Bikeability Briefing Note						
	B	Bikeability – Contract Award Report Part I						
	C	20240207 Bikeability Contract EQIA						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes	X	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.				
		No						
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:			X				

	Bikeability – Contract Award Report Part 2							
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	7
Council Officer 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	21.02.2024			
Print Name	Paul Barnard (Service Director SP&I)							

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Bikeability Contract Award – Briefing Note**1st February 2024****1.0 Introduction**

Bikeability is the Department for Transport's (DfT's) flagship national cycle training programme for schoolchildren in England, and is a key component of Gear Change (The walking and cycling plan for England). Bikeability cycle training is a practical training programme, which provides schoolchildren with a life skill and enables them to cycle confidently and competently on today's roads.

The programme itself is based on the [National Standard for Cycle Training](#). This is a UK Government standard created by the Department for Transport and approved by the Cycle Training Standards Board. The national standard for cycle training is there as a statement of competent cycling and cycling instruction. The National Standard sets out the skills and understanding needed to cycle safely and responsibly and to enable others to cycle. The standard provides the basis for Bikeability and a range of adult cycle training schemes.

Since 2008 Plymouth's local School Games Organisers (SGOs), Plymouth School Sports Partnership (PSSP) (part of Sir John Hunt Community Sports College) and Plymstock School Sport Partnership have, with PCC's approval, received annual funding allocations direct from the DfT to deliver school cycle training. This represents over £1m of investment and approximately 38,000 training places provided in Plymouth since 2008. The current operational SGO, Plymouth School Sports Partnership, is one of the most successful providers of Bikeability cycle training in schools in the country delivering 5006 places in 2022/23 (£234,156 worth of investment). This is 85% of the potential places available which puts them in top place nationally for performance and delivery.

From April 2023 the funding has had to be channelled through Local Highway Authorities, the 'Grant Recipients', rather than going direct to the local Training Provider – i.e. PSSP. A contract for ongoing delivery of school cycle training was awarded to PSSP in April 2023 and ends on the 31 March 2024.

A competitive tender has been completed in order to secure a Bikeability delivery partner for the period 31st of March 2024 to the 1st of April 2025 with the option to extend the Contract, subject to mutual agreement, year-on-year for up to an additional 4 years. Active Travel England have confirmed a grant award of £257,458 for the period April 2024 to end March 2025.

There is a risk of losing current allocated funding, and securing less funding in future allocation rounds, if we do not secure a new contract in a timely fashion as this revenue grant funding is linked to delivery performance and any underspend must be returned to the fund holder, Active Travel England, at the end of the financial year.


The authority to award the contract has been delegated to the Service Director for Strategic Planning and Infrastructure under Executive Decision Ref. SPT08 23/24.

2.0 Decision to be taken/Recommendation.

- I. To award the 2024/25 Plymouth Bikeability Training Contract, following a full public competitive tender process, to Plymouth Schools Sports Partnership.

EQUALITY IMPACT ASSESSMENT – BIKEABILITY

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): This is the person completing the EIA template.	Simon Pickstone, Transport Planner	Department and service:	Strategic Planning & Infrastructure, Place	Date of assessment:	05/09/2023
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Philip Heseltine	Signature:		Approval date:	07/02/2024
Overview:	Bikeability is the Department for Transport's flagship national cycle training programme for schoolchildren in England, and is a key component of Gear Change (The walking and cycling plan for England). Bikeability cycle training is a practical training programme, which provides schoolchildren with a life skill and enables them to cycle confidently and competently on today's roads. Bikeability is a 100% revenue grant funded programme and is currently contracted out to an external delivery partner.				
Decision required:	Decision to be taken: I. To award the 2024/25 Plymouth Bikeability Training Contract to Plymouth School Sports Partnership.				

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

<p>If you do not agree that a full equality impact assessment is required, please set out your justification for why not.</p>	<p>Plymouth City Council will not deliver the training directly, but acts as the grant recipient for Active Travel England. It is expected that the Training Provider will carry out their own direct Equality Impact Assessment, as well as adhere to all relevant actions as a result of their risk assessments. Bikeability training is available to all schools in Plymouth and training is tailored to meet the needs of all school age children.</p>
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SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
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>No adverse impacts anticipated</p>	<p>None</p>	<p>N/A</p>

	<p>England</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>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>No adverse impacts anticipated</p>	<p>None</p>	<p>N/A</p>

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>	No adverse impacts anticipated	None	N/A
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>	No adverse impacts anticipated	None	N/A
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 sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).</p>	No adverse impacts anticipated	None	N/A
Pregnancy and maternity	<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>	No adverse impacts anticipated	None	N/A

<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)</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 adverse impacts anticipated</p>	<p>None</p>	<p>N/A</p>
<p>Religion or belief</p>	<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 adverse impacts anticipated</p>	<p>None</p>	<p>N/A</p>
<p>Sex</p>	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>	<p>No adverse impacts anticipated</p>	<p>None</p>	<p>N/A</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 anticipated</p>	<p>None</p>	<p>N/A</p>

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	No adverse impacts are anticipated.	N/A	N/A

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.	N/A	N/A
Pay equality for women, and staff with disabilities in our workforce.	No adverse impacts are anticipated.	N/A	N/A
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024	No adverse impacts are anticipated.	N/A	N/A
Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.	No adverse impacts are anticipated.	N/A	N/A
Plymouth is a city where people from different backgrounds get along well.	No adverse impacts are anticipated.	N/A	N/A

CONTRACT AWARD REPORT – PART



Bikeability Schools Cycle Training 25497

- 1. INTRODUCTION**
- 2. BACKGROUND**
- 3. PROCUREMENT PROCESS**
- 4. TENDER EVALUATION CRITERIA**
- 5. SUMMARY OF EVALUATION**
- 6. FINANCIAL IMPACT**
- 7. RECOMMENDATIONS**
- 8. APPROVAL**

I. INTRODUCTION

The Council has sought to procure a provider for Bikeability Schools Cycle Training.

This procurement was issued as part of the procurement process in which the Council is undertaking under the Open tendering procedure; in accordance with the Public Contracts Regulations 2015.

2. BACKGROUND

Plymouth City Council, a Bikeability Grant Recipient, has facilitated delivery (via third parties) of cycle training to the children of Plymouth for many years. Since 2008 over 38,000 children in Plymouth have received Bikeability training.

Since 2015 Plymouth's School Games Organiser (SGO), Plymouth School Sports Partnership (PSSP) (part of Sir John Hunt school) has, with the council's approval, received funding direct from the DfT to deliver school cycle training. From April 2023 the Council commissioned, via a contract exemption process, a single contractor to deliver Bikeability cycle training in Plymouth. The current contract expires on 31st March 2024. Plymouth City Council is going to competitive tender for a new contract to deliver ongoing Bikeability Cycle Training from 1st April 2024.

3. PROCUREMENT PROCESS

The Public Contract Regulations 2015 stipulate that contracts with a value in excess of £189,330 must be procured using an OJEU compliant process and there is no provision to bypass or amend the regulations. This ITT was advertised to the open market whereby only 1 submission was received but the tender was viewed by a further 5 suppliers.

4. TENDER EVALUATION CRITERIA

The evaluation was undertaken in accordance with the overall evaluation strategy for the project.

Any failure to provide a satisfactory response to any of the questions would result in the Council not proceeding further with the Tenderer.

The Council evaluated the tender submissions as a two-part process.

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

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

Criteria and weightings

The evaluation was carried out in accordance with the following criteria and weightings.

Quality - 100% weighting - Quality was split as follows:-

Section	Weighting
MS1 – Capacity/Plan of Action	25%
MS2 – Instructor Training and Qualifications	25%
MS3 – Instructor Conduct, Performance and Complaints	20%
MS4 - Relationships	10%
MS5 – Added Value	10%
MS6 – Social Value	10%
Total	100%

Compliance with tender and Innovation:

Suppliers were awarded a score which directly reflects the points achieved from the answers given in the completed Tender document returned with Supplier's submission.

AWARD SCORING RATIONALE

The scoring rationale behind the award evaluation criteria was in accordance with the graduated approach set out in the following table.

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

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

The Council decided to take a '**consensus**' scoring evaluation approach to this procurement. This means that, following the independent evaluation of submissions where there is a difference in individual evaluator scoring for one or more individual questions, a moderation session will take place to arrive at an agreed, consensus score. In the event that the evaluators cannot agree on a final score, the score awarded by the majority will be the consensus score.

5. SUMMARY OF EVALUATION

The Tender was dispatched on 4th December 2023 with a Tender submission date of 17th January 2024. Suppliers were given the opportunity to submit points for clarification up until 11th December 2023 whereby no clarifications were received.

Only one submission was received which was from PSSP.
The results are contained in the Confidential paper (Part II).

6. FINANCIAL IMPACT

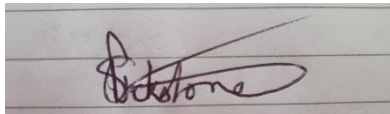

Financial provision has been made for this contract from funding from the Department for Transport which has been confirmed. Details of the contract costs are contained in the confidential paper (Part II), the estimated cost is £257.458.00.

7. RECOMMENDATIONS

It is recommended that a contract be awarded to PSSP from 1st April 2024 to 31st March 2025 on PCC Services Term and Conditions – PS0028.v4.

8. APPROVAL

Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)			
Name:	Simon Pickstone		
Job Title:	Transport Planner		
Additional Comments (Optional):	None.		
Signature:		Date:	31/01/2024
Head of Service / Service Director [Signature provides authorisation to this award report and award of Contract]			
Name:	Paul Barnard		
Job Title:	Service Director for Strategic Planning and Infrastructure		
Additional Comments (Optional):			
Signature:		Date:	12.02.2024

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

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