



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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Published 04/03/24

Delegated Decisions

Delegated Executive/Officer Decisions

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

<https://tinyurl.com/ms6umor>

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

Notice of call-in for non-urgent decisions must be given to the Democratic Support Team by 4.30 pm on Monday 11 March 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>

The decisions detailed below may be implemented on Tuesday 12 March 2024 if they are not called-in.

Delegated Decisions

- 1. Councillor Mark Coker (Cabinet Member for Strategic Planning and Transport):**
 - 1.1. SPT17 23/24 - Bus Service Improvement Plans 2024 & 2025 (BSIP) **(Pages 1 - 28)**
 - 1.2. SPT15 23/24 - For the Provision of Integrated IT Parking Management Solutions and Penalty Charge Notice Processing **(Pages 29 - 46)**
- 2. Council Officer Decision - Anthony Payne (Strategic Director for Place):**
 - 2.1. COD 33 23/24 - Guildhall Refurbishment **(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 – SPT17 23/24

Decision	
1	Title of decision: Plymouth Bus Service Improvement Plans 2024 and 2025
2	Decision maker: Councillor Mark Coker (Cabinet Member for Strategic Planning and Transport)
3	Report author and contact details: Rosemary Starr (Sustainable Transport Manager) (T) 01752 305514 (E) rosemary.starr@plymouth.gov.uk
4	<p>Decision to be taken: It is recommended that the Cabinet Member for Strategic Planning and Transport:</p> <ol style="list-style-type: none"> 1. Approves the preparation of the 2024 Plymouth Bus Service Improvement Plan; 2. Delegates the approval, and subsequent publication of the 2024 Plymouth Bus Service Improvement Plan to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, where they do not already have the authority to do so within the scheme of delegation. 3. Delegates the authorisation to prepare, and subsequently approve and publish the 2025 Plymouth Bus Service Improvement Plan to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, where they do not already have the authority to do so within the scheme of delegation. 4. Delegates the authorisation to prepare, approve and publish, any updates to the Plymouth Enhanced Partnership Plan which are required as a result of updating the Plymouth Bus Service Improvement Plan, to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, where they do not already have the authority to do so within the scheme of delegation.
5	<p>Reasons for decision:</p> <ol style="list-style-type: none"> 1. <i>Approves the preparation of the 2024 Plymouth Bus Service Improvement Plan;</i> <p>In January 2024 the Department for Transport (DfT) issued 'National Bus Strategy: 2024 Bus Service Improvement Plans Guidance to local authorities and bus operators' which sets out the requirement for Local Transport Authorities (LTAs) in England to update their Bus Service Improvement Plans, by the 12 June 2024. The 2024 Bus Service Improvement Plans are a</p>

condition of drawing down funding for the delivery of measures within the Bus Service Improvement Plan in 2024/25. It is therefore necessary to produce a 2024 BSIP in order to secure the BSIP funding from the DfT.

2. Delegates the approval, and subsequent publication, of the 2024 Plymouth Bus Service Improvement Plan, to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, where they do not already have the authority to do so.

Delegation of authority to the Service Director for Strategic Planning and Infrastructure will help support the timely publication of the 2024 Bus Service Improvement Plan; the Department for Transport have set a deadline of the 12 June for the publication of the 2024 BSIP; failure to meet this deadline will mean Plymouth will not benefit from BSIP funding in 2024/25.

3. Delegates the authorisation to prepare, and subsequently approve and publish, the 2025 Plymouth Bus Service Improvement Plan, to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, where they do not already have the authority to do so.

The Department for Transport (DfT) BSIP guidance (National Bus Strategy: 2024 Bus Service Improvement Plans Guidance to local authorities and bus operators) identifies the likely requirement for Local Transport Authorities to prepare a 2025 Bus Service Improvement Plan as well. This decision is needed so that Plymouth City Council can meet this requirement, in a timely manner, as soon as it is confirmed by the Department for Transport.

4. Delegates the authorisation to prepare, approve and publish, any updates to the Plymouth Enhanced Partnership Plan which are required as a result of updating the Plymouth Bus Service Improvement Plan, to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, where they do not already have the authority to do so.

The Bus Service Improvement Plan is the vision for delivering a step-change in bus services, as required by the National Bus Strategy. The BSIP is delivered by the Plymouth statutory Enhanced Partnership (EP) between Plymouth City Council and Plymouth's bus operators. The Enhanced Partnership includes an Enhanced Partnership Plan which is a clear vision of the improvements to bus services that the EP is aiming to deliver, mirroring the BSIP. Changing the BSIP therefore necessitates an update to the Enhanced Partnership Plan. This Decision is therefore required in order to allow the commencement of the update to the Enhanced Partnership Plan immediately on the publication of the 2024 BSIP, allowing the timely completion of this work.

6 Alternative options considered and rejected:

The following alternative options were considered and rejected:

1. Not producing a 2024 Bus Service Improvement Plan

This option has been rejected because it will prevent funding for delivery of measures within the Bus Service Improvement Plan being drawn down in 2024/25; the publication of a 2024 BSIP is a condition of the Department for Transport's in drawing down funding for its delivery.

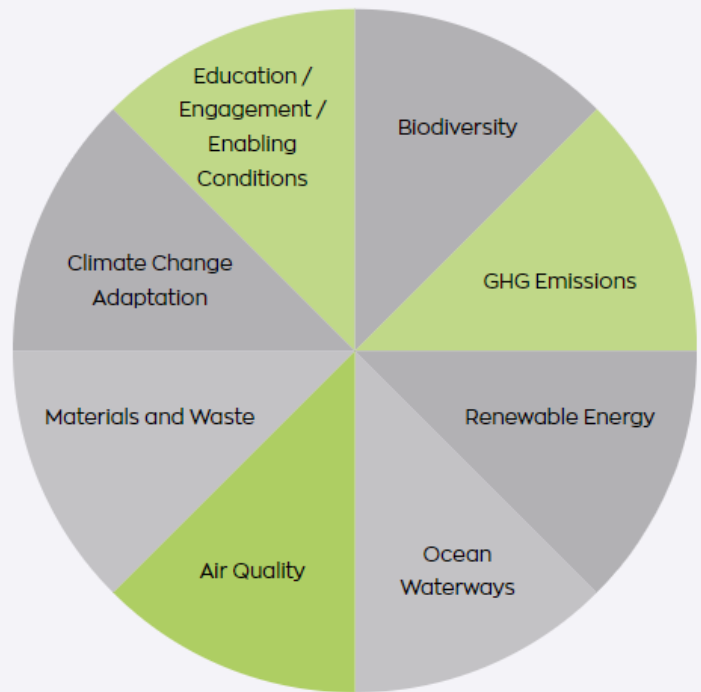
	<p>2. <i>Delaying obtaining approval to update the Enhanced Partnership Plan until after the publication of the 2024 Bus Service Improvement Plan</i></p> <p>This option has been rejected because the requirement to update the Enhanced Partnership Plan is already known – the EP Plan mirrors the BSIP and hence substantial changes to the BSIP need to be mirrored in the EP Plan – therefore not obtaining approval to update the Plan at the same time as obtaining approval to update the BSIP will introduce an unnecessary delay into the process.</p>			
<p>7</p>	<p>Financial implications and risk:</p> <p>In 2023 Plymouth City Council were allocated £1,633,126 of ring fenced grant from the Department for Transport’s Bus Service Improvement Plan Plus (BSIP+) funding, of which £816,563 was received in 2023/24 and a further £816,563 is due to be paid in 2024/25, as set out in Executive Decision SPT09 23/24 - Plymouth Bus Service Improvement Plan Plus Programme (BSIP+), published on the 4th October 2023.</p> <p>The Bus Service Improvement Plan Plus (BSIP+) fund has now been renamed as BSIP Phase 2 and the Department for Transport has advised that a condition of receiving the 2024/25 BSIP Phase 2 allocation is the publication of the 2024 Bus Service Improvement Plan on Plymouth City Council’s website by 12 June 2024, alongside submission of the BSIP to the DfT. Not producing a 2024 Bus Service Improvement Plan therefore risks Plymouth City Council not receiving £816,563 to deliver the measures set out in the Bus Service Improvement Plan Plus programme (Executive Decision SPT09 23/24 - Plymouth Bus Service Improvement Plan Plus Programme (BSIP+), published on the 4th October 2023).</p> <p>The delivery of the BSIP places no additional financial demands on the Council. This is because the 2024/25 delivery programme which must be included in the updated BSIP is either funded from existing resources or the BSIP Phase 2 funding which will be secured on preparation of the 2024 BSIP.</p> <p>The development of the BSIP is fully funded from the DfT Bus Capacity Grant which is available to support the development of the Enhanced Partnership and associated Bus Service Improvement Plan.</p> <p>The development of the BSIP is resourced by Officers within Strategic Planning and Infrastructure, including a dedicated National Bus Strategy Officer funded by the Bus Capacity Grant. Delivery of the BSIP, in full, will require additional resources, as set out within the Plan. This additional resource would be funded through the BSIP and hence does not represent an additional pressure on the Council.</p>			
<p>8</p>	<p>Is the decision a Key Decision? (Please contact Democratic Support for further advice)</p>	<p>Yes</p>	<p>No</p>	<p>Per the Constitution, a key decision is one which:</p> <p>in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total</p> <p>in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million annually</p>

		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:	<p>The preparation of the 2024 Plymouth Bus Service Improvement Plan directly supports both the Corporate Plan and Plymouth Plan.</p> <p>Links to the Corporate Plan:-</p> <p>The preparation of a 2024 Bus Service Improvement Plan directly supports the city's mission to '[make] Plymouth a fairer, greener city where everyone does their bit.'</p> <p>As lead for the development of the Plymouth Bus Service Improvement Plan, we are taking responsibility for the improvement of Plymouth's bus services. However, the development of the BSIP is co-operative. We are, and will continue, to work closely with Plymouth's public transport providers, to deliver a bus network which helps to make Plymouth a great place to grow up and grow old and helps to minimise the cost of living crisis by providing a good value transport option which connects communities with employment, education, health and leisure opportunities.</p> <p>Links to the Plymouth Plan:-</p> <p>Provision of a comprehensive bus network, as set out in the Plymouth Bus Service Improvement Plan, supports the delivery of the strategy set out within the Plymouth Plan and in particular policies HEA6 (Delivering a safe, accessible, sustainable and health enabling transport system) and GRO4 (Using transport investment to drive growth, and commitment to facilitate the use of sustainable transport modes).</p> <p>The Plymouth Plan seeks to help deliver a transport system that enables and encourages sustainable and active travel choices, provides good accessibility for the city's population to jobs and services, and supports a healthy environment.</p> <p>Through the development of the Bus Service Improvement Plan we will actively support the Plymouth Plan policy commitments to:-</p> <ul style="list-style-type: none"> • HEA6(5) [Deliver] a public transport system that everyone can use, including working with the bus companies to provide clear journey planning and timetable information. • HEA6(9) [Work] with our partners, including the charitable sector, to provide community transport 	

		<p>to enable people who cannot use conventional public transport to access health, leisure, shopping and social opportunities within the city and surrounding area.</p> <p>The BSIP will also positively support the delivery of the commitments within the Plan to help deliver targeted integrated transport measures to help support the sustainable growth of Plymouth, in accordance with the vision, objectives and policies of the Plymouth and South West Devon Joint Local Plan. Specifically:-</p> <ul style="list-style-type: none"> • GRO4 (1) Continuing to support the High Quality Public Transport Network and improve public and sustainable transport services through, where appropriate, subsidies and new infrastructure. • GRO4 (2) Maintaining, improving and expanding the network of Park & Ride facilities and services. • GRO4 (7) Continuing to support and where feasible expand Community Transport schemes. • GRO4 (13) Use of smarter choices and travel planning to provide and promote travel choice, through the planning process and <p>The BSIP also supports the following policies of the Plymouth and South West Devon Joint Local Plan:- SPT9 (5)5, where it states that the local Planning and Highway Authorities with key stakeholders will deliver: “realistic sustainable transport choices and increasing the integration of transport modes so that people have genuine alternative ways to travel.,” SPT9 (6), which seeks to get the most out of our existing network and encourage behavioural change, and SPT9(9) (delivering transport projects which provide a safe and effective transport system).</p> <p>The Plymouth Bus Service Improvement Plan is a delivery plan of the Plymouth Plan.</p>
<p>10</p>	<p>Please specify any direct environmental implications of the decision (carbon impact)</p>	<p>Cutting emissions from travel is a top priority for the city. Transport accounted for the largest part of our city’s CO₂e emissions in 2019 (29%) and transport as a sector is not decarbonising at the necessary pace to make Plymouth carbon neutral by 2030.</p> <p>Public transport, particularly buses, plays a key role in the net zero transition. The Bus Service Improvement Plan is therefore a cornerstone of our city’s net zero strategy. The delivery of an enhanced bus network offering cheaper fares, enhanced frequencies, improved reliability and greater convenience will encourage modal shift away from the private car, thereby reducing carbon emissions.</p>

Preparing the 2024 BSIP will allow funding to be drawn down for the delivery of elements of the Plymouth Bus Service Improvement Plan and hence helps to achieve the anticipated, positive, environmental elements of the Bus Service Improvement Plan.

A climate impact assessment has been completed to support this decision. The outcome of the assessment is shown below. The preparation of the 2024 Plymouth Bus Service Improvement Plan has been assessed as having a positive climate impact; the benefits are expected to be achieved in the education and engagement, GHG emissions and air quality sectors due to the anticipated change in travel behaviour enabled by an improvement in Plymouth's bus services.




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)

12 a	Reason for urgency:
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12 b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13 a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	X	(If no go to section 14)
13 b	Which other Cabinet member's portfolio is affected by the decision?			
13 c	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	23.02.24	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS 107 23/24	
		Finance (mandatory)	DJN.23.24.201	
		Legal (mandatory)	LS/2960(3)/JP/270 224	
		Human Resources (if applicable)	N/A	
		Corporate property (if applicable)	N/A	
		Procurement (if applicable)	N/A	
Appendices				
17	Ref.	Title of appendix		
	A	Briefing report – Plymouth Bus Service Improvement Plan		
	B	Equalities Impact Assessment – Plymouth Bus Service Improvement Plan		

	C	Climate Impact Assessment – Plymouth Bus Service Improvement Plan						
Confidential/exempt information								
18 a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)				
		No	X					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18 b	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 I 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	28/02/2024				
Print Name	Councillor Mark Coker (Cabinet Member for Strategic Planning and Transport)							

Bus Service Improvement Plan

Briefing Report for Publication



I. EXECUTIVE SUMMARY

Plymouth City Council are required to prepare a 2024 Bus Service Improvement Plan (BSIP) in order to secure BSIP Phase 2 funding, for 2024/25, from the Department for Transport. This requirement is set out in the Department for Transport guidance 'National Bus Strategy: 2024 Bus Service Improvement Plans Guidance to local authorities and bus operators' which was published in January 2024.

The BSIP Phase 2 funding allocated to Plymouth City Council for 2024/ 25 is £816,563. This funding was previously referred to as BSIP Plus funding and the fund, and the approved BSIP Plus programme, are the subject of a separate Executive Decision (SPT09 23/24 - Plymouth Bus Service Improvement Plan Plus Programme (BSIP+), published on 4 October 2023). Should the Plymouth Bus Service Improvement Plan not be updated by 12 June 2024 there is a risk that the £816,563 of BSIP Phase 2 funding will not be paid to Plymouth, thereby preventing the delivery of measures within the Bus Service Improvement Plan, as described in the BSIP Plus Executive Decision.

The current Plymouth Bus Service Improvement Plan was published in December 2023 following approval to refresh the BSIP, by Cabinet, in February 2023. The 2023 BSIP was informed by engagement with key stakeholders, a public survey and feedback from the Plymouth City Council Growth and Infrastructure Overview and Scrutiny Committee. The 2023 Plan was well received by the DfT. It is therefore anticipated that the 2024 BSIP will build on the 2023 Plan with the substantive changes focusing on new information, required in the updated DfT guidance, specifically: -

- (a) what has been delivered/will be completed by the end of 2023/24,
- (b) what is programmed for delivery in 2024/25, and
- (c) the ambitions and priorities for future delivery in 2025 and beyond, subject to future funding opportunities

2. BACKGROUND

Bus Service Improvement Plans are required by the 2021 National Bus Strategy.

The Council first produced and submitted a Plymouth Bus Service Improvement Plan (BSIP) to the Department for Transport in October 2021. The 2021 BSIP was a bidding document to Government but sadly, Plymouth was one of 79 authorities unsuccessful in securing 2021 BSIP funding. However, the BSIP remained a bidding document for future rounds of Government funding for transport and hence a refresh of the BSIP was approved by Cabinet in February 2023. The decision to refresh the BSIP was made so that the Council were well placed to secure future transport funding. The Council's second BSIP was published in December 2023.

Following publication of the 2023 Plymouth BSIP the Department for Transport issued revised Bus Service Improvement Plan guidance (National Bus Strategy: 2024 Bus Service Improvement Plans Guidance to local authorities and bus operators). This guidance necessitates the publication of a 2024 Bus Service Improvement Plan. On publication the 2024 BSIP will be the Council's third BSIP.

The 2024 BSIP, in accordance with the updated DfT guidance will set out: -

- (a) what has been delivered/will be completed by the end of 2023/24,
- (b) what is programmed for delivery in 2024/25 with the known funding envelope, and
- (c) the ambitions and priorities for future delivery in 2025 and beyond, subject to future funding opportunities

Unlike the previous Bus Service Improvement Plans the 2024 BSIP will not function as a bidding document for specific DfT funds. Instead the emphasis of the BSIP will be that of a delivery plan.

The 2024 Plymouth Bus Service Improvement Plan must be submitted to the Department for Transport and published on Plymouth City Council's website by 12 June 2024 in order for the Council to draw down what is now referred to as the 2024/25 BSIP Phase 2 funding (this funding was previously referred to by the DfT as BSIP Plus funding).

3. 2024 BUS SERVICE IMPROVEMENT PLAN AND ENHANCED PARTNERSHIP PLAN

The updated BSIP guidance recommends that the structure of the 2024 BSIP is as follows: -

Section	2021 DfT BSIP template (now superseded)	2024 DfT BSIP template (new current guidance)
1	Overview	Our bus vision
2	Current offer to bus passengers	Current offer to bus passengers
3	Headline targets	Improvements programme to 2024/25
4	Delivery	Ambitions and proposals for 2025-2030
5	Reporting	Targets, performance monitoring and reporting
6	Overview Table	DfT format BSIP Overview Table

The Plymouth 2024 Bus Service Improvement Plan will follow the proposed DfT structure.

The Bus Service Improvement Plan is the vision for delivering a step-change in bus services, as required by the National Bus Strategy. It is delivered by the Plymouth statutory Enhanced Partnership (EP) between Plymouth City Council and Plymouth's bus operators. The Enhanced Partnership includes an Enhanced Partnership Plan which is a clear vision of the improvements to bus services that the EP is aiming to deliver, mirroring the BSIP. Changing the BSIP therefore necessitates an update to the Enhanced Partnership Plan and work to update the Enhanced Partnership Plan will commence once the 2024 Bus Service Improvement Plan is published.

4. RELEVANCE TO CORPORATE PLANS

The development of a Bus Service Improvement Plan directly supports both the Corporate Plan and Plymouth Plan.

4.1 Links to the Corporate Plan: -

The development of the BSIP supports the city's mission to '[make] Plymouth a fairer, greener city where everyone does their bit.'

As lead for the development of the BSIP we are taking **responsibility** for the improvement of Plymouth's bus services. However, the development of the BSIP is **co-operative**. We are, and will continue, to work closely with Plymouth's public transport providers, to deliver a bus network which helps to make Plymouth a great place to grow up and grow old and helps to minimise the cost-of-living crisis by providing a good value transport option which connects communities with employment, education, health and leisure opportunities.

In the development of this BSIP we are also demonstrating our values of **fairness**, recognising the vital role buses have as tools of inclusion, for many, and **democracy** allowing stakeholders to have their say about what they'd like to see with regard to Plymouth's bus services.

4.2 Links to the Plymouth Plan: -

Provision of a comprehensive bus network, through the development of the BSIP and associated Enhanced Partnership Plan and Scheme, supports the delivery of the strategy set out within the Plymouth Plan and in particular policies HEA6 (Delivering a safe, accessible, sustainable and health enabling transport system) and GRO4 (Using transport investment to drive growth, and commitment to facilitate the use of sustainable transport modes).

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

- HEA6(5) [Deliver] a public transport system that everyone can use, including working with the bus companies to provide easier ticketing, clear journey planning and timetable information, and accessible boarding and alighting across the city.
- HEA6 (6) [Work] with public transport providers to ensure that each neighbourhood is well connected to the city's High Quality Public Transport Network offering good accessibility to key destinations.
- HEA6(9) [Work] with our partners, including the charitable sector, to provide community transport to enable people who cannot use conventional public transport to access health, leisure, shopping and social opportunities within the city and surrounding area.
- HEA6 (10) [Work] with regional partners, agencies and public transport operators to deliver an integrated transport system across all modes covering key locations within and adjoining the Plymouth Travel to Work Area.

The BSIP will also positively support the delivery of the commitments within the Plan to help deliver targeted integrated transport measures to help support the sustainable growth of Plymouth, in accordance with the vision, objectives and policies of the Plymouth and South West Devon [Joint Local Plan](#). Specifically: -

- GRO4 (1) Continuing to support the High-Quality Public Transport Network and improve public and sustainable transport services through, where appropriate, subsidies and new infrastructure.
- GRO4 (2) Maintaining, improving and expanding the network of Park & Ride facilities and services, addressing the needs of both Derriford and the City Centre including a new facility at Deep Lane, exploring suitable locations for new facilities and considering the reallocation of space at existing sites.
- GRO4 (3) Continuing to support and develop new and existing local passenger ferry services, by working with stakeholders.
- GRO4 (7) Continuing to support and where feasible expand Community Transport schemes.
- GRO4 (13) Use of smarter choices and travel planning to provide and promote travel choice, through the planning process and
- GRO4 (15) Developing and delivering targeted infrastructure interventions, consistent with the long-term vision and objectives for transport set out in the [Joint Local Plan](#).

The BSIP also supports the following policies of the Plymouth and South West Devon Joint Local Plan:- SPT9 (5)5, where it states that the local Planning and Highway Authorities with key stakeholders will deliver: "realistic sustainable transport choices and increasing the integration of

transport modes so that people have genuine alternative ways to travel.,” SPT9 (6), which seeks to get the most out of our existing network and encourage behavioural change, SPT9(9) (delivering transport projects which provide a safe and effective transport system) and SPT (10) ‘taking local control of our transport future, embracing localism, generating independent resources to transform transport investment, and embracing changes in travel technology.’

The BSIP is a delivery plan of the Plymouth Plan.

5.0 ALTERNATIVE OPTIONS

The following alternative options to preparing a 2024 Bus Service Improvement Plan and subsequently updating the Plymouth Enhanced Partnership Plan were considered and rejected:

1. Not producing a 2024 Bus Service Improvement Plan

This option has been rejected because it will prevent funding for delivery of measures within the Bus Service Improvement Plan being drawn down in 2024/25; the publication of a 2024 BSIP is a condition of the Department for Transport’s in drawing down funding for its delivery.

2. Delaying obtaining approval to update the Enhanced Partnership Plan until after the publication of the 2024 Bus Service Improvement Plan

This option has been rejected because the requirement to update the Enhanced Partnership Plan is already known – the EP Plan mirrors the BSIP and hence substantial changes to the BSIP need to be mirrored in the EP Plan – therefore not obtaining approval to update the Plan at the same time as obtaining approval to update the BSIP will introduce an unnecessary delay into the process.

6.0 FINANCIAL IMPLICATIONS AND RISK

In 2023 Plymouth City Council were allocated £1,633,126 of ring fenced grant from the Department for Transport’s Bus Service Improvement Plan Plus (BSIP+) funding, of which £816,563 was received in 2023/24 and a further £816,563 is due to be paid in 2024/25, as set out in Executive Decision SPT09 23/24 - Plymouth Bus Service Improvement Plan Plus Programme (BSIP+), published on the 4th October 2023.

The Bus Service Improvement Plan Plus (BSIP+) fund has now been renamed as BSIP Phase 2 and the Department for Transport has advised that a condition of receiving the 2024/25 BSIP Phase 2 allocation is the publication of the 2024 Bus Service Improvement Plan on Plymouth City Council’s website by 12 June 2024, alongside submission of the BSIP to the DfT. Not producing a 2024 Bus Service Improvement Plan therefore risks Plymouth City Council not receiving £816,563 to deliver the measures set out in the Bus Service Improvement Plan Plus programme (Executive Decision SPT09 23/24 - Plymouth Bus Service Improvement Plan Plus Programme (BSIP+), published on the 4th October 2023).

The delivery of the BSIP places no additional financial demands on the Council. This is because the 2024/25 delivery programme which must be included in the updated BSIP is either funded from existing resources or the BSIP Phase 2 funding which will be secured on preparation of the 2024 BSIP.

The development of the BSIP is fully funded from the DfT Bus Capacity Grant which is available to support the development of the Enhanced Partnership and associated Bus Service Improvement Plan.

The development of the BSIP is resourced by Officers within Strategic Planning and Infrastructure, including a dedicated National Bus Strategy Officer funded by the Bus Capacity Grant. Delivery of the

BSIP, in full, will require additional resources, as set out within the Plan. This additional resource would be funded through the BSIP and hence does not represent an additional pressure on the Council.

7.0 RECOMMENDATIONS


It is recommended that the Cabinet Member for Strategic Planning and Transport:

1. Approves the preparation of the 2024 Plymouth Bus Service Improvement Plan.
2. Delegates the approval, and subsequent publication, of the 2024 Plymouth Bus Service Improvement Plan, to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, where they do not already have the authority to do so.
3. Delegates the authorisation to prepare, and subsequently approve and publish, the 2025 Plymouth Bus Service Improvement Plan, to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, where they do not already have the authority to do so.
4. Delegates the authorisation to prepare, approve and publish, any updates to the Plymouth Enhanced Partnership Plan which are required as a result of updating the Plymouth Bus Service Improvement Plan, to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, where they do not already have the authority to do so.

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EQUALITY IMPACT ASSESSMENT – PLYMOUTH BUS SERVICE IMPROVEMENT PLAN

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): This is the person completing the EIA template.	Rosemary Starr, Sustainable Transport Manager	Department and service:	Sustainable Transport, Strategic Planning and Infrastructure	Date of assessment:	21 February 2024
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Paul Barnard, Service Director, Strategic Planning and Infrastructure	Signature:		Approval date:	22.02.2024
Overview:	<p>This assessment relates to the Plymouth Bus Service Improvement Plan (BSIP).</p> <p>Our vision, as set out within the 2023 BSIP, is to create a thriving bus network where everyone can be connected to important people and places, by services that are frequent, reliable, fast, affordable, safe and clean, which will also help Plymouth to achieve its net zero goals by 2030.</p> <p>The BSIP directly responds to the objectives of the Government's National Bus Strategy¹ and makes buses more frequent, more reliable, easier to understand and use, better co-ordinated and cheaper.</p>				
Decision required:	<p>This Equality Impact Assessment (EIA) assesses the impact of the recommendation for the Cabinet Member for Strategic Planning and Infrastructure to:-</p> <ol style="list-style-type: none"> 1. Approve the preparation of the 2024 Plymouth Bus Service Improvement Plan; 2. Delegate the approval, and subsequent publication, of the 2024 Plymouth Bus Service Improvement Plan, to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, where they do not already have the authority to do so. 				

¹ Bus Back Better – National Bus Strategy for England (2021) <https://www.gov.uk/government/publications/bus-back-better>

	<p>3. Delegate the authorisation to prepare, and subsequently approve and publish, the 2025 Plymouth Bus Service Improvement Plan, to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, where they do not already have the authority to do so.</p> <p>4. Delegate the authorisation to prepare, approve and publish, any updates to the Plymouth Enhanced Partnership Plan which are required as a result of updating the Plymouth Bus Service Improvement Plan, to the Service Director for Strategic Planning and Infrastructure, in consultation with the Cabinet Member for Strategic Planning and Transport, where they do not already have the authority to do so.</p>
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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>	No adverse impacts are anticipated as a result of this decision. The BSIP aims to improve bus service provision for all.			

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

<p>Age</p>	<p>Background Community Data</p> <p>Plymouth</p> <ul style="list-style-type: none"> • 16.4 per cent of people in Plymouth are children aged under 15. • 65.1 per cent are adults aged 15 to 64. • 18.5 percent are adults aged 65 and over. • 2.4 percent of the resident population are 85 and over. <p>South West</p> <ul style="list-style-type: none"> • 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64. • 22.3 per cent are aged 65 and over. <p>England</p> <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>There is forecast to be a significant change in Plymouth’s population structure over the next twenty years. Plymouth’s population is predicted to increase by 3.2 per cent by 2043. This will be due mainly to many more in the over 65 cohort (15,000) and under 25 cohort (2,500). However, this will be offset by the reduction in the 16-64 ‘working age’ cohort. There are notable variations in the age groups particularly in the over 75s, with the over 75 age group cohort alone predicted to rise by 60.3 per cent. This rise will see Plymouth’s over 75s rise from 22,800 to 36,550.</p>	<p>No adverse impacts are anticipated from the Plymouth Bus Service Improvement Plan; the Plan seeks to improve bus service provision for all.</p>	<p>Not applicable.</p>	<p>Not applicable.</p>
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	<p>Public Transport Data</p> <p>In 2019/2020 18,027,681 bus trips were made, of which 5,098,348 (28%) were concessionary trips.</p> <p>In 2020/2021 6,881,673 bus trips were made, of which 1,722,313 (25%) were concessionary trips.</p> <p>In 2021/2022 12,481,802 bus trips were made, of which 2,870,138 (23%) were concessionary trips.</p> <p>In 2022/2023 14,430,064 bus trips were made, of which 3,232,668 (22%) were concessionary trips.</p> <p>In November 2023 there were 49,341 active concessionary bus passes within Plymouth. The passes are issued either to residents who are over state pension age or have a disability that entitles them to a pass. In November 2023 there were 44,985 active age related passes.</p> <p>Older people by the nature of the scheme are overrepresented as beneficiaries of concessionary fares. National data shows that young people are overrepresented amongst public transport users (Gov.uk).</p>			
<p>Care experienced individuals (Note that as per the Independent Review of Children’s Social Care recommendations,</p>	<p>Background Community Data</p> <p>It is estimated that 26 per cent of the homeless population in the UK have care experience. In Plymouth there are currently 7 per cent of care leavers open to the service (6 per cent aged 18-20 and 12 per cent of those aged 21+) who are in unsuitable accommodation.</p>	<p>No adverse impacts are anticipated from the Plymouth Bus Service Improvement Plan; the Plan seeks to improve bus service provision for all.</p>	<p>N/A</p>	<p>N/A</p>

<p>Plymouth City Council is treating care experience as though it is a protected characteristic).</p>	<p>The Care Review reported that 41 per cent of 19-21 year old care leavers are not in education, employment or training (NEET) compared to 12 per cent of all other young people in the same age group.</p> <p>In Plymouth there are currently 50 per cent of care leavers aged 18-21 Not in Education Training or Employment (54 per cent of all those care leavers aged 18-24 who are open to the service).</p> <p>There are currently 195 care leavers aged 18 to 20 (statutory service) and 58 aged 21 to 24 (extended offer). There are more care leavers aged 21 to 24 who could return for support from services if they wished to.</p>			
<p>Disability</p>	<p>9.4 per cent of residents in Plymouth have their activities limited ‘a lot’ because of a physical or mental health problem.</p> <p>12.2 per cent of residents in Plymouth have their activities limited ‘a little’ because of a physical or mental health problem (2021 Census).</p> <p>Public Transport Data</p> <ul style="list-style-type: none"> • In 2019/2020 18,027,681 bus trips were made, of which 5,098,348 (28%) were concessionary trips. • In 2020/2021 6,881,673 bus trips were made, of which 1,722,313 (25%) were concessionary trips. • In 2021/2022 12,481,802 bus trips were made, of which 2,870,138 (23%) were concessionary trips. • In 2022/2023 14,430,064 bus trips were made, of which 3,232,668 (22%) were concessionary trips. 	<p>No adverse impacts are anticipated from the Bus Service Improvement Plan; the Plan seeks to improve bus service provision for all.</p>	<p>Not applicable.</p>	<p>Not applicable.</p>

	<p>In November 2023 there were 49,341 active concessionary bus passes within Plymouth, of which 4,356 were active disabled bus passes.</p> <p>In 2019, disabled adults (aged 16 years and over) in England made 757 trips on average per person per year, as compared to 1,016 for adults without a disability. The difference was smaller for those aged under 65, 17 per cent less (854 trips compared to 1,026) than for those aged over 65, 34 per cent less (642 trips compared to 970) (DFT Accessibility Statistics; 2020)</p> <p>National evidence suggests that a higher proportion of individuals who live in families with disabled members live in poverty, compared to individuals who live in families where no one is disabled (EHRC 2017)</p>			
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 the Bus Service Improvement Plan; the Plan seeks to improve bus service provision for all.	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 per cent 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</p>	No adverse impacts are anticipated from the Bus Service Improvement Plan; the Plan seeks to improve bus service provision for all.	Not applicable.	Not applicable.

	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.	No adverse impacts are anticipated from the Bus Service Improvement Plan; the Plan seeks to improve bus service provision for all.	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 the Bus Service Improvement Plan; the Plan seeks to improve bus service provision for all.	Not applicable.	Not applicable.
Religion or belief	48.9 per cent (129,338) of the Plymouth population stated they had no religion. 42.5 per cent of the population (112,526) 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 the 2023 Bus Service Improvement Plan; the Plan seeks to improve bus service provision for all.	Not applicable.	Not applicable.
Sex	51 per cent of our population are women and 49 per cent are men (2021 Census).	No adverse impacts are anticipated from the Bus Service Improvement Plan; the Plan	Not applicable.	Not applicable.

		seeks to improve bus service provision for all.		
Sexual orientation	88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).	No adverse impacts are anticipated from the Bus Service Improvement Plan; the Plan seeks to improve bus service provision for all.	Not applicable.	Not applicable.

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

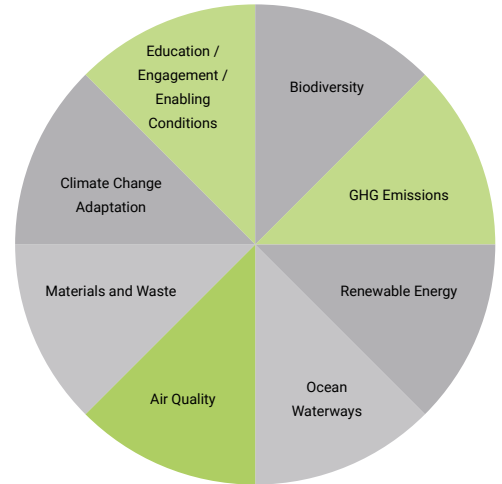
Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	No adverse impacts on Human Rights are anticipated from this decision.	Not applicable.	Not applicable.

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
Celebrate diversity and ensure that Plymouth is a welcoming city.	No adverse impacts are anticipated.	Not applicable.	Not applicable.
Pay equality for women, and staff with disabilities in our workforce.	No adverse impacts are anticipated.	Not applicable.	Not applicable.
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024	No adverse impacts are anticipated.	Not applicable.	Not applicable.

<p>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</p>	<p>No adverse impacts are anticipated.</p>	<p>Not applicable.</p>	<p>Not applicable.</p>
<p>Plymouth is a city where people from different backgrounds get along well.</p>	<p>No adverse impacts are anticipated.</p>	<p>Not applicable.</p>	<p>Not applicable.</p>

Plymouth Bus Service Improvement Plan FINAL



Assessment ID: PLY335

Assessment Author: Rosemary Starr

Assessment Initial Summary:

This report is an assessment of the anticipated impact of the preparation of the 2024 Plymouth Bus Service Improvement Plan, specifically the 2024/25 delivery plan, which will form part of the Plymouth BSIP, given that the proposed measures within the BSIP for the period beyond 2024/25 are unfunded and hence aspirational at the time of completing this assessment.

Assessment Final Summary:

The preparation of the 2024 Plymouth Bus Service Improvement Plan has been assessed as having a positive climate impact; the benefits are expected to be achieved in the education and engagement, GHG emissions and air quality sectors due to the anticipated change in travel behaviour enabled by an improvement in Plymouth's bus services.

Biodiversity Score: 3

Biodiversity Score Justification: The Plymouth BSIP looks to create a thriving bus network where everyone can be connected to important people and places, by services that are frequent, reliable, fast, affordable, safe and clean, which will also help Plymouth to achieve its net zero goals by 2030. The bus service improvements in the 24/25 delivery plan will be delivered on existing highways and hence no change in biodiversity is expected.

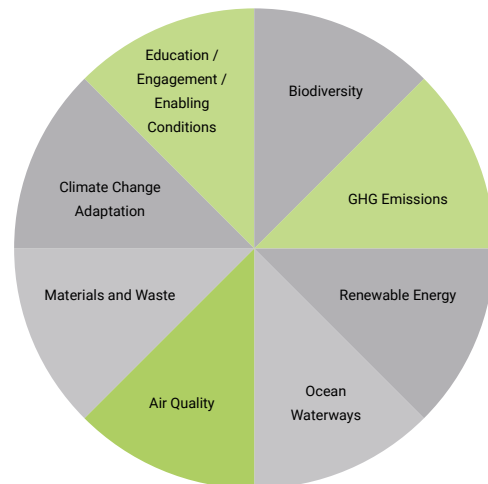
Biodiversity Score Mitigate: No

GHG Emissions Score: 4

GHG Emissions Score Justification: Our vision is to create a thriving bus network where everyone can be connected to important people and places, by services that are frequent, reliable, fast, affordable, safe and clean, which will also help Plymouth to achieve its net zero goals by 2030. The 24/25 BSIP delivery plan includes bus service enhancements which it is hoped will lead to increased bus patronage and an associated reduction in car use, making buses more efficient (with respect to bus emissions per passenger) and reducing greenhouse car emissions from private cars.

GHG Emissions Score Mitigate: No

Plymouth Bus Service Improvement Plan FINAL



Renewable Energy Score: 3

Renewable Energy Score Justification: The Plymouth BSIP will neither increase or decrease the provision of renewable energy in Plymouth, nor will it involve developing either policy or infrastructure that will facilitate an increase in renewable energy provision.

Renewable Energy Score Mitigate: No

Ocean and Waterways Score: 3

Ocean and Waterways Score Justification: The Plymouth BSIP - and specifically the 2024/25 delivery plan - which is the focus of this assessment will be delivered on existing highways and hence is not expected to have any impact on either the Ocean or Plymouth's waterways.

Ocean and Waterways Score Mitigate: No

Air Quality Score: 4

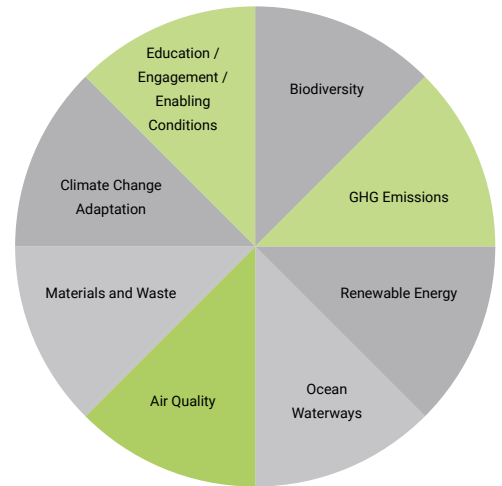
Air Quality Score Justification: Our vision is to create a thriving bus network where everyone can be connected to important people and places, by services that are frequent, reliable, fast, affordable, safe and clean, which will also help Plymouth to achieve its net zero goals by 2030. The 24/25 BSIP delivery plan includes bus service enhancements which it is hoped will lead to increased bus patronage and an associated reduction in car use, making buses more efficient (with respect to bus emissions per passenger) and reducing greenhouse car emissions from private cars, thereby improving air quality.

Air Quality Score Mitigate: No

Materials and Waste Score: 3

Materials and Waste Score Justification: The 2024 Plymouth BSIP - specifically the 24/25 delivery plan will include bus stop improvements. Existing infrastructure will be upgraded, where possible, to minimise the environmental impact.

Plymouth Bus Service Improvement Plan FINAL



Materials and Waste Score Mitigate: No

Climate Change Adaptation Score: 3

Climate Change Adaptation Score Justification: The Plymouth BSIP is not expected to impact on climate change adaptation.

Climate Change Adaptation Score Mitigate: No

Education / Engagement / Enabling Conditions Score: 4

Education / Engagement / Enabling Conditions Score Justification: The Plymouth BSIP should help to engage residents with public transport and in doing so support conversations / education around the need for a change in travel behaviour, and a greater use of sustainable transport, in response to the climate emergency.

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 DECISION

made by a **Cabinet Member**



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


Executive Decision Reference Number – SP15 23/24

Decision	
1	Title of decision: For the Provision of Integrated IT Parking Management Solutions and Penalty Charge Notice Processing
2	Decision maker: Councillor Mark Coker (Cabinet Member for Strategic Planning and Transport)
3	Report author and contact details: Zoe Anning (Parking Operations Manager) Tel: 01752 305568 – zoe.anning@plymouth.gov.uk
4	Decision to be taken: <ol style="list-style-type: none"> 1. To approve the Business Case; 2. To authorise the commencement of a competitive procurement process to award a new five-year contract for the provision of an Integrated IT Parking Management Solutions and Penalty Charge Notice Processing; 3. To delegate the authority to award the contract to the Service Director for Street Services, where they do not already have the authority to do so.
5	Reasons for decision: <p>The current contract for Integrated IT Parking Management Solution and Penalty Charge Notice Processing is set to expire on 31 May 2024. To ensure the continuity of service for Plymouth City Council, it is crucial to award a new contract promptly. This continuity enables the council to effectively exercise its civil parking enforcement powers, which were granted under the Traffic Management Act 2004. By maintaining a seamless transition between contracts, the council can continue enforcing parking regulations.</p> <p>During 2022/23, Plymouth City Council demonstrated its commitment to enforcing parking and bus lane regulations by issuing 52,393 Penalty Charge Notices. This significant number highlights the importance and effectiveness of the current contract in supporting the council's objectives. By enforcing parking regulations, the council aims to ensure the smooth flow of traffic, enhance pedestrian safety, and foster an overall efficient transportation system within the city.</p> <p>The income received from Penalty Charge Notices plays a vital role in covering the costs associated with the delivery of civil enforcement and also contributes to the overall funding of essential services provided by the council.</p>

<p>6</p>	<p>Alternative options considered and rejected:</p> <p>Option 1: Do nothing</p> <p>This option was rejected as services relate to key systems required for business continuity and would entail a significant income. Without the contract in place, the efficient processing of Penalty Charge Notices and associated IT support would be compromised. This could result in a decrease in compliance with parking and bus lane regulations, as well as a decline in revenue generated from Penalty Charge Notices. The absence of enforcement measures would likely lead to a higher number of parking and bus lane contraventions, ultimately impacting the safety and efficiency of the city's transportation system.</p> <p>If no action is taken, there would be a loss of revenue that could impact the council's ability to fund essential services.</p> <p>Option 2: Awarding a new contract to the preferred supplier following a competitive procurement process.</p> <p>After careful consideration, the option of awarding a new contract to the preferred supplier following a competitive procurement process was recommended as the most viable course of action. This option provides several significant benefits and ensures the continuity and effectiveness of essential enforcement services for Plymouth City Council.</p> <p>By awarding a new contract, the council can maintain its ability to exercise its civil enforcement powers effectively, ensuring compliance with parking and bus lane regulations. This helps to deter contraventions and contributes to upholding a safe and efficient environment for residents and visitors in Plymouth.</p> <p>By awarding a new contract with the preferred supplier, the council can continue to rely on the expertise and resources of a trusted partner, ensuring the smooth operation of enforcement processes and the collection of necessary penalty charges.</p> <p>The competitive procurement process ensures transparency, fairness, and accountability in the decision-making process. By following this process, the council can select the most qualified supplier who best meets the requirements and objectives of the contract. This promotes healthy competition and ensures that the chosen supplier can deliver high-quality services in line with the council's expectations.</p> <p>This revenue is crucial for funding the operations associated with parking enforcement, including the delivery of Parking Services. Additionally, the income generated from Penalty Charge Notices contributes to the overall funding of essential services provided by the council.</p>			
<p>7</p>	<p>Financial implications and risk:</p> <p>The contract is projected to incur a cost of £500k per annum over 5 years and will be funded from the existing budget within the Parking Trading Account. This investment is expected to yield significant returns based on the current performance.</p>			
<p>8</p>	<p>Is the decision a Key Decision? (Please contact Democratic Support for further advice)</p>	<p>Yes</p>	<p>No</p> <p>X</p>	<p>Per the Constitution, a key decision is one which:</p> <p>in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total</p>

		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:	<p>This decision links to the Corporate Plan priorities:</p> <ul style="list-style-type: none"> • Providing Quality Public services • Spending Money Wisely <p>This decision links to the Plymouth Plan:</p> <ul style="list-style-type: none"> • Delivering quality services for Plymouth Residents <p>The income recovered from Penalty Charge Notices plays a vital role in providing funding for local authorities to deliver essential services to the community. The efficient collection of debt resulting from these notices enables local authorities to consistently offer a wide range of services that benefit the wider community.</p>	
10	Please specify any direct environmental implications of the decision (carbon impact)	<p>There are no direct adverse environmental implications of this decision. Enforcing bus lane regulations and parking restrictions; improves bus reliability / frequency which in turn allows those without access to a car to be able to access work, shops, family and friends.</p> <p>Encourages motorists to switch their mode of transport from car to bus.</p> <p>This contributes to reducing pollution which in turn improves resident's health and allows blue disabled badge holders to access vital services. It also assists in making pavements safer for those with visual impairments and wheelchair users.</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 (democraticsupport@plymouth.gov.uk) for advice)
		No	(If no, go to section 13a)
12 a	Reason for urgency:	N/A	

I2 b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
I3a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	X	(If no go to section I4)
I3b	Which other Cabinet member's portfolio is affected by the decision?	N/A		
I3c	Date Cabinet member consulted	N/A		
I4	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	
I5	Which Corporate Management Team member has been consulted?	Name	Philip Robinson	
		Job title	Service Director for Street Services	
		Date consulted	06/02/2024	
Sign-off				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DSI02 23/24	
		Finance (mandatory)	CH 07.02.24 I523	
		Legal (mandatory)	2304/09022024	
		Human Resources (if applicable)	N/A	
		Corporate property (if applicable)	N/A	
		Procurement (if applicable)	KK/PS/716/ED/0224	

Appendices								
17	Ref.	Title of appendix						
	A	Briefing report for publication						
	B	Equalities Impact Assessment						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)				
		No	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 I 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
Procurement Gateway I – Business Case								
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	28/02/2024				
Print Name	Councillor Mark Coker (Cabinet Member for Strategic Planning and Infrastructure)							

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BRIEFING REPORT

Integrated Parking Management Solutions and Penalty Charge Notice Processing Contract



I. EXECUTIVE SUMMARY

- 1.1. This briefing report provides an overview of the background and proposes necessary changes for the Integrated Parking Management Solutions and Penalty Charge Notice Processing Contract of Plymouth City Council. The existing contract, which has been outsourced since 2001, has proven effective in providing technology solutions for parking management, PCN processing, informal representations, and IT support.
- 1.2. In the previous financial year (2022/23), Plymouth City Council generated a net income of £2.867 million from parking and bus lane Penalty Charge Notice and on-street parking permitting. To ensure continuity of service and uphold the council's civil parking enforcement powers, it is recommended to commence a competitive procurement process and award a new five-year contract promptly.

2. BACKGROUND

- 2.1. Plymouth City Council has a legal duty to maintain the safe flow of traffic on its highway network under the Traffic Management Act 2004. Part of this duty is to deliver a Parking Service which includes the enforcement of on and off-street parking regulations and bus lane restrictions which is pivotal in keeping the city functioning smoothly, minimising obstructions, and ensuring the safety of all road users.
- 2.2. Plymouth City Council, like many Local Authorities, opted to outsource the administration and IT support for PCN processing in 2001 due to the cost-effectiveness of such services under an outsourced contract. These services have been successfully outsourced since then.
- 2.3. The current contract encompasses various services related to:
 - 1.2..1. Technology solutions for parking management, including appeal management, enforcement scanning, GPS mapping, letter writing module, management reporting suite, notice processing software, PCN issuing software, and permit processing software.
 - 1.2..2. Processing Services, such as approved device evidence review, correspondence processing, debt recovery, responding to informal representations and inquiries, mail dispatch, call centre and customer service help desk, reconciliation and banking, freedom of information requests, and monthly management reports.
- 2.4. In the previous financial year (2022/23), Plymouth City Council issued 53,393 PCNs for parking and bus lane contraventions as well as permits, generating £2.867 million in gross income. The total contract payments to the service provider amounted to £424k, resulting in a net income of £2,443 million for the council.

- 2.5. Under the existing contract, the council incurs a fee per PCN issued, regardless of whether the PCN is paid or cancelled. Additionally, there are costs associated with software support, licensing, and maintenance. The unit cost per PCN decreases as the number of PCNs issued increases.
- 2.6. The contract for Integrated Parking Management Solutions and Penalty Charge Notice Processing is currently held by Imperial Civil Enforcement Solutions Limited, set to expire on 31st May 2024.

3. PROPOSED CHANGES AND REASONS

- 3.1. The recommendation is to initiate a “mini competition” using the ESPO Parking Management Solutions Framework Agreement reference 509 under Lot 4 Civil Enforcement and award a new five-year contract for the provision of Integrated IT Parking Management Solutions and Penalty Charge Notice Processing.
- 3.2. Lot 4 of the framework covers comprehensive civil enforcement software and associated services to assist customers in their enforcement under the Traffic Management Act 2004 and similar legislation. It specifically includes the technology required for PCN administration and processing, as well as the issuing and management of permits. The ESPO Framework recommends conducting a competitive procurement process within the framework.
- 3.3. Promptly awarding a new contract is crucial to ensuring continuity of service for Plymouth City Council. This continuity allows the council to exercise its civil parking enforcement powers granted under the Traffic Management Act 2004 and maintain the enforcement of parking regulations seamlessly.
- 3.4. The significant number of Penalty Charge Notices issued during the previous financial year (2022/23) demonstrates the effectiveness of the current contract in supporting the council's objectives. Enforcing parking and bus lane regulations contributes to traffic flow, pedestrian safety, and an efficient transportation system within the city.
- 3.5. The income generated from Penalty Charge Notices plays a vital role in covering the costs associated with civil enforcement delivery and contributes to funding essential services provided by the council.

4. ALTERNATIVE OPTIONS

- 4.1. Do nothing: This option was rejected as it would jeopardise key systems required for business continuity and lead to a significant income loss. Without a contract in place, the technology solutions for parking management and the efficient processing of PCNs and associated IT support would be compromised. This would lead to reduced compliance with parking and bus lane regulations, a decline in revenue from Penalty Charge Notices, and a

potential increase in parking and bus lane contraventions. Such a scenario would significantly impact the safety and efficiency of the city's highways network, hindering the smooth flow of traffic and posing risks to road users.

- 4.2. By having a reliable contractor in place, the Council can effectively enforce parking regulations, deter unauthorised parking, and maintain the flow of traffic. This enforcement effort is essential for keeping roads accessible, reducing congestion, and creating a safe environment for everyone.

5. FINANCIAL IMPLICATIONS AND RISK

- 5.1. The projected cost of the new contract is £500k per financial year, which will be funded from the existing budget within the Parking Trading Account. The investment is expected to yield significant returns based on the current performance, which is 19% up on last year.
- 5.2. There is a risk to business continuity if the contract extension is not pursued. This could leave the Council without a contractor to provide technology solutions for parking management and end-to-end PCN processing, potentially leading to uncontrolled parking on the highway, congestion, road safety implications, and a failure to achieve the budgeted PCN and permit income for 2024/25.

6. TIMESCALES


- 6.1. The contract needs to commence by 01 June 2024, and the Council will work closely with procurement to ensure compliance with OJEU - Open Procedure timelines.

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EQUALITY IMPACT ASSESSMENT

Integrated IT Parking Management Solutions and Penalty Charge Notice Processing

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): This is the person completing the EIA template.	Zoe Anning (Parking Operations Manager)	Department and service:	Parking Service, Plymouth Highways	Date of assessment:	19/01/2024
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Mike Artherton (Head of Plymouth Highways)	Signature:		Approval date:	19/01/2024
Overview:	Integrated IT Parking Management Solutions and Penalty Charge Notice Processing System. Plymouth City Council requires a comprehensive civil enforcement software and associated services to assist in their enforcement duty under the Traffic Management Act 2004. Key requirements include the administration and processing of Penalty Charge Notices and permit management.				
Decision required:	<ol style="list-style-type: none"> To authorise the commencement of a competitive procurement process and award a new five-year contract for the provision of an Integrated IT Parking Management Solutions and Penalty Charge Notice Processing; To delegate the authority to award the contract to the Service Director for Street Services, where they do not already have the authority to do so. 				

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	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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<p>Potential internal impacts: Does the proposal have the potential to negatively impact Plymouth City Council employees?</p>	<p>Yes</p>		<p>No</p>	<p>X</p>
<p>Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)</p>	<p>Yes</p>		<p>No</p>	<p>X</p>
<p>If you do not agree that a full equality impact assessment is required, please set out your justification for why not.</p>	<p>We believe that a full equality impact assessment is not required in this case. The reason for this is that the services provided, specifically the administration of parking and bus lanes Penalty Charge Notices, remain unchanged. There are no proposed changes to the policies or processes associated with these services, and they are already governed by existing statutory legislation.</p> <p>Furthermore, there is no evidence to suggest that any specific group will be differentially impacted by this process. When serving Penalty Charge Notices, Civil Enforcement Officers do not discriminate against individuals. If a motorist has used a bus lane or parked in contravention of the regulations, a Notice is served based on the violation, regardless of the individual's personal characteristics.</p> <p>It is also important to note that Penalty Charge Notices are issued against the vehicle, and if the charge remains unpaid, the Registered Owner/Keeper of the vehicle is held liable. This approach ensures that the enforcement process focuses on the violation itself and not on the personal characteristics of the individuals involved.</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. • 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>	There is no evidence to suggest a specific group will be differentially impacted by this.	None	N/A

<p>Care experienced individuals</p> <p>(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>There is no evidence to suggest a specific group will be differentially impacted by this.</p>	<p>None</p>	<p>N/A</p>
<p>Disability</p>	<p>9.4 per cent of residents in Plymouth have their activities limited 'a lot' because of a physical or mental health problem.</p> <p>12.2 per cent of residents in Plymouth have their activities limited 'a little' because of a physical or mental health problem (2021 Census)</p>	<p>There is no evidence to suggest a specific group will be differentially impacted by this.</p>	<p>None</p>	<p>N/A</p>
<p>Gender reassignment</p>	<p>0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as</p>	<p>There is no evidence to suggest a specific group will be differentially impacted by this.</p>	<p>None</p>	<p>N/A</p>

	non-binary and, 0.1 per cent identify as a trans women (2021 Census).			
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 per cent 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>	There is no evidence to suggest a specific group will be differentially impacted by this.	None	N/A
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.	There is no evidence to suggest a specific group will be differentially impacted by this.	None	N/A
Race	<p>In 2021, 94.9 per cent of Plymouth's population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census)</p> <p>People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census)</p> <p>92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).</p>	There is no evidence to suggest a specific group will be differentially impacted by this.	None	N/A
Religion or belief	48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of	There is no evidence to suggest a specific group will be differentially impacted by this.	None	N/A

	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).			
Sex	51 per cent of our population are women and 49 per cent are men (2021 Census).	There is no evidence to suggest a specific group will be differentially impacted by this.	None	N/A
Sexual orientation	88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).	There is no evidence to suggest a specific group will be differentially impacted by this.	None	N/A

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.	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.	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	In line with our current policies, we will continually review our employees' wellbeing.	
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 the ever-changing needs of the Council and our residents.	Not applicable.	Not applicable.
Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.	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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EXECUTIVE DECISION

made by a Council Officer



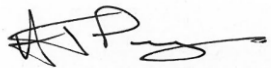
REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD 33 23/24

Decision	
1	Title of decision: Guildhall Refurbishment
2	Decision maker: Anthony Payne (Strategic Director for Place)
3	Report author and contact details: John London. john.london@plymouth.gov.uk
4a	Decision to be taken: <ul style="list-style-type: none"> i. To note that TEC Construction are the highest scoring Tenderer following the completion of the procurement process as detailed in the Contract Award document; ii. To award a conditional contract to TEC Construction, subject to a value engineering process and agreeing a contract sum, within budget.
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: Future High Street Fund Cabinet Decision MW21 (9 March 2021)
5	Reasons for decision: The Guildhall requires significant improvements to enable the venue to deliver the expected level of accommodation for this important building for the city. This work includes refurbishment of toilets, redecoration, audio and visual improvements to key rooms including the main hall, new office etc. The prices that have been received as part of the tender process are above the available funding for the scheme. Therefore detailed value engineering is required working with a single supplier through a series of workshops, design conversations and careful procurement discussions to enable the price to be reduced to an affordable sum that still delivers the key outcomes for the scheme.
6	Alternative options considered and rejected: Not to award the contract - Rejected on the basis that the Guildhall needs to have this significant refurbishment to enable it to compete as a key venue for the city.
7	Financial implications and risks: The budgeted value allocated on the capital programme for this project is currently £3,989,873. The contract value of this decision will be conditional upon a value engineering process with TEC Construction and agreeing a contract sum within budget.

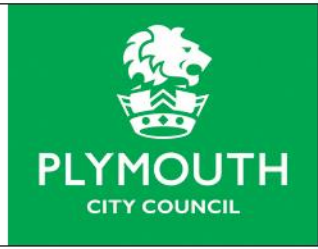
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
		X		in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			X	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million
		X		is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
8b	Date of publication of the notice in the Forward Plan of Key Decisions	September 2023		
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:	Encouraging new visitors to the area and increasing the amount of time and money which visitors spend in the city centre and elsewhere. The proposals will also help to reduce the ongoing revenue budget requirements of the Guildhall (spending money wisely).		
10	Please specify any direct environmental implications of the decision (carbon impact)	The proposals will include measures to improve the environmental sustainability of the buildings, including wider co-ordination with the Council's strategy to expand the district heating network in the area.		
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	Are any other Cabinet members' portfolios affected by the decision?	Yes	X	
		No		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Chris Penberthy (Cabinet member for Housing, Cooperative Development and Communities)/		

I3c	Date Cabinet member consulted	29/02/2024						
I4	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					
I5	Which Corporate Management Team member has been consulted?	Name	Antony Payne					
		Job title	Strategic Director of Place					
		Date consulted	8 February 2024					
Sign-off								
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS 104 23/24					
		Finance (mandatory)	CH 05.02.24 1650					
		Legal (mandatory)	LS/00001312/4/AC/1/3/24					
		Human Resources (if applicable)	N/A					
		Corporate property (if applicable)	N/A					
		Procurement (if applicable)	SN/PS/718/ED/0224					
Appendices								
I7	Ref.	Title of appendix						
	A	Contract Award Report (Part I)						
	B	EIA						
Confidential/exempt information								
I8a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in I8b below.				
		No	x					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
I8b	Confidential/exempt briefing report title: Guildhall Refurbishment Contract Award Report (Part II)			X				

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	14 February 2024				
Print Name	Antony Payne, Strategic Director for Place									

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

Guildhall Refurbishment - 24788



1. INTRODUCTION

2. BACKGROUND

3. PROCUREMENT PROCESS

4. TENDER EVALUATION CRITERIA

5. SUMMARY OF EVALUATION

6. FINANCIAL IMPLICATIONS

7. RECOMMENDATIONS

8. APPROVAL

I. INTRODUCTION

This contract award report is in relation to the procurement for the refurbishment of the Plymouth Guildhall. The scope of the requirement includes: New audio and sound installations, new lighting, refurbished toilets, additional acoustics, repairs and redecoration throughout the building, new office, re-configuration of ancillary spaces, new stage and works to the bar areas.

Contract Duration: 12 months (subject to project completion)

2. BACKGROUND

In June 2020 the Council submitted a bid to the Future High Streets Fund for £17.482m. The funding was required to allow the redevelopment of the former Civic Centre, as well as to modernise and provide improvements for the Guildhall. This bid was successful and the Council was awarded £12.046m

The 17,800sqft Grade II Listed Guildhall would be re-imagined as a commercial standard multi-purpose events space. Works would include improvements to the audio and visual offering at this key venue. Other works proposed would include refurbishment, new toilets, redecoration, new acoustics, new lighting, new main office and refurbishment of the main entrance doors.

3. PROCUREMENT PROCESS

Prior to the procurement documentation being issued, the Council undertook a pre-market engagement exercise in July 2023 with several suppliers to inform them of the upcoming opportunity and request some general feedback to assist towards deciding in how to shape the resulting procurement.

A competitive procurement was run undertaking an Invitation to Tender procedure. This is a one stage process incorporating both suitability assessment criteria and contract award criteria. Under this process a minimum of 3 suppliers must be invited to submit formal quotations, 2 of whom should be local PL postcode suppliers, where possible, as outlined in the Council's Contract Standing Orders. For this procurement, 5 suppliers were invited (whom 5 are local) to this opportunity.

4. TENDER EVALUATION CRITERIA

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

The Council evaluates tender submissions as a two part process.

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

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

Part I - Suitability Assessment - PAS9I

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

For ease of completion, where a question has been informed by PAS9I and you have completed a PAS9I for a separate procurement process, provided the PAS9I remains valid and accurate, you may submit this previously completed document as part of your response to this procurement process.

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

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

Evaluation Criteria and Methodology

All Suitability Assessment questions will be evaluated on a PASS/FAIL basis. Each question will clearly indicate what response constitutes as PASS and what response constitutes as FAIL. In the event of the Tenderer being awarded a 'fail' on any of the criteria, the remainder of your Tender will not be evaluated and you will be eliminated from the process. Your company will be disqualified if you do not submit these completed questions.

Wherever possible the Council is permitting Tenderers to self-certify they meet the minimum PASS/FAIL requirements without the need to attached evidence or supporting information. However, where the Council regards the review of certain evidence and supporting information, as critical to the success of the procurement this will be specifically requested.

The return document will clearly indicate whether 'Self-certification' is acceptable or whether 'Evidence is required' for each question.

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

Part 2 - AWARD

Tenderers passing all the pass/fail criteria in part 1 will have their responses made to part 2 evaluated by the Council to determine the most economically advantageous Tender based on the quality, price and social value criteria that are linked to the subject matter of the contract.

Award criteria

The high level award criteria is as follows:

Criteria	Weighting
Price	45%
Quality	50%
Social Value	5%
TOTAL	100%

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

Evaluation Methodology

PRICE (Schedule 4)

Evaluation made against comparison of pricing schedules.

PRI Total Tender Sum

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

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

QUALITY (Schedule 2 and Schedules 5-6)

Each question will be clearly identified as being evaluated on a pass/fail or scored basis.

Pass/Fail Questions- Questions identified as PASS/FAIL will be evaluated on a pass/fail basis. Each question will clearly indicate what response constitutes as PASS and what response constitutes as FAIL. In the event of the Tenderer being awarded a 'fail' on any of the criteria, the remainder of your Tender will not be evaluated and you will be eliminated from the process. Your company will be disqualified if you do not submit these completed questions.

Scored Questions - Questions identified as SCORED will be evaluated in accordance with the following sub-criteria and weightings:

Where individual questions carry either more or less importance than others they have been grouped and weighted accordingly. Section weightings are identified at the top of each group of questions and sub-weightings are identified against individual questions. The question or group of questions will be allocated a score and the appropriate weightings will then be applied. The weighted score will be rounded to 2 decimal places.

Questions identified as SCORED will be evaluated using the Scoring Table I below:

Scoring Table I

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

Tenderers must achieve a score of 1 or more for each scored item. Any scored criteria item receiving a score less than 1 will result in the Tender being rejected and Tenderer being disqualified from the process.

Moderation will be undertaken where there is a difference in evaluator scoring of more than 1 point. Moderation may also be undertaken where the Council deems it necessary. This is to ensure no errors have been made in the evaluation process. An example has been provided below:

E.g. Scores received of 3, 3 and 4= No moderation undertaken

Scores received of 2, 3 and 4= moderation undertaken

SOCIAL VALUE (Schedule 3)

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

SVI- Total Social Value Commitment (£)

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

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

SV2 – Social Value Method Statements

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

The qualitative responses will be evaluated using **Scoring Table 1**.

Tenderers must achieve an average score of 1 or more for each scored item. Any scored criteria item receiving an average of less than 1 will result in the Tender being rejected and Tenderer being disqualified from the process.

Moderation will be undertaken where there is a difference in evaluator scoring of more than 1 point. Moderation may also be undertaken where the Council deems it necessary. This is to ensure no errors have been made in the evaluation process. An example has been provided below:

E.g. Scores received of 3, 3 and 4= No moderation undertaken

Scores received of 2, 3 and 4= moderation undertaken

5. SUMMARY OF EVALUATION

The procurement documentation was issued electronically via the, Supplying The South West portal on 14th August 2023, with a tender submission date of 2nd October 2023. Submissions were received from 3 suppliers.

The tender submissions were independently evaluated by Council Officers and external Consultants all of whom have the appropriate skills and experience, in order to ensure transparency and robustness in the process.

In order to ensure fairness of the process the evaluation of Quality and Price were split, with Price information being held back from the Quality evaluators.

Suitability

The pass/fail evaluation was undertaken by Procurement. The financial evaluation was undertaken by the Finance department. The minimum pass/fail suitability questions were evaluated by the quality evaluation panel. The results are contained in the confidential paper.

Quality

The tenders were evaluated by the quality evaluation panel all of whom had the appropriate skills and experience in order to ensure transparency and robustness in the process. The resulting scores are contained in the confidential paper.

Price

Price clarifications were evaluated by the external Quantity Surveyor and managed through The Supplying the South West Portal. The financial scores are contained in the confidential paper.

6. FINANCIAL IMPLICATIONS

Upon receipt of the tender submissions, it was identified that the pricing received was above the project budget. Therefore, the scheme was reviewed to identify where changes and reductions could be made. Tenderers were then invited to re-submit an updated price and programme based on the reduced scope.

Further value engineering opportunities still need to be identified and will be discussed with the successful Tenderer. The value engineering will involve a series of workshops and meetings to discuss the detailed design with consultants while also considering the priority works as identified by the Council. This process should result in a reduced contract sum, within budget.

It is recommended that provisional award for the contract up to the budgeted value allocated on the capital programme for this project.

No financial or contractual commitment will be made until both the Council and the successful Tenderer have agreed a contract sum that is acceptable to both parties and is within the project budget.

Further details are contained in the confidential paper.

7. RECOMMENDATIONS

It is recommended that a contract is awarded to TEC Construction on JCT Traditional Contract without Quantities

The award will be conditional upon value engineering discussions with TEC Construction and agreeing a contract price within the project budget.

This award will be provisional and subject to the receipt from TEC Construction of the satisfactory self-certification documents detailed in the suitability assessment questionnaire.


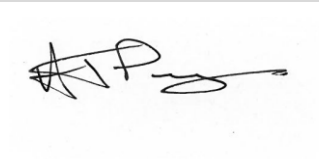
In the event that TEC Construction cannot provide the necessary documentation the Council reserves the right to award the contract to the second highest scoring supplier.

This award is also subject to the outcome of any challenge made during the call-in period.

8. APPROVAL**Authorisation of Contract Award Report**

Author (Responsible Officer / Project Lead)

Name: John London

Job Title:	Senior Project Manager		
Additional Comments (Optional):	N/A		
Signature:		Date:	05.02.24
Service Director			
[Signature provides authorisation to this award report and award of Contract]			
Name:	Anthony Payne		
Job Title:	Strategic Director for Place		
Additional Comments (Optional):			
Signature:		Date:	8 February 2024

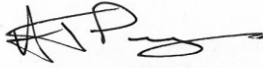
The following relates to exempt or confidential matters (Para(s) 3 of Part 1, Schedule 12A of the Local Govt Act 1972). Any breach of confidentiality could prejudice the Council/person/body concerned & might amount to a breach of the councillors /employees codes of conduct.

Document is Restricted

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EQUALITY IMPACT ASSESSMENT – PUBLIC OPEN SPACE BRICKFIELDS

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): This is the person completing the EIA template.	Ann Thorp	Department and service:	HROD, Facilities Management	Date of assessment:	13.2.2024
Lead Officer: Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Anthony Payne	Signature:		Approval date:	13.2.24
Overview:	The Guildhall requires significant improvements to enable the venue to deliver the expected level of accommodation for this important building for the city. This work includes refurbishment of toilets, redecoration, audio and visual improvements to key rooms including the main hall, etc. The prices that have been received as part of the tender process are above the available funding for the scheme. Therefore, detailed value engineering is required working with a single supplier through a series of workshops, design conversations and careful procurement discussions to enable the price to be reduced to an affordable sum that still delivers the key outcomes for the scheme.				
Decision required:	To note that TEC Construction are the highest scoring tenderer following the completion of the procurement process as detailed in the Contract Award document. This award will be conditional upon a value engineering process with TEC Construction and agreeing a contract sum, within budget.				

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

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

Does the proposal have the potential to negatively impact Plymouth City Council employees?				
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)	Yes		No	X
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	The decision is for a the highest scoring tenderer, following a competitive procurement process to be given the provisional award and then following a successful value engineering process to bring the costs in line with budget that they be awarded the contract.			

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

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

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

<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
	None		

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
Celebrate diversity and ensure that Plymouth is a welcoming city.	None		
Pay equality for women, and staff with disabilities in our workforce.	None		
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024	None		
Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.	None		
Plymouth is a city where people from different backgrounds get along well.	None		