



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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Delegated Decisions

Delegated Executive/Officer Decisions

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

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

Notice of call-in for non-urgent decisions must be given to the Democratic Support Team by 4.30pm on 15 July 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 Cabinet decision detailed below may be implemented on 16 July 2024 if it is not called-in and the non-key Council Officer decision may be implemented immediately.

Delegated Decisions

1. Councillor Tom Briars-Delve, Cabinet Member for Environment and Climate Change:

- 1.a. ECC01 24/25 - Contract Award: Wood Waste collection and recycling service **(Pages 1 - 28)**

2. Council Officer Decision - Anthony Payne, Strategic Director for Place:

- 2.a. COD08 24/25 - Tamar Bridge and Torpoint Ferry Fabrication and Support Services Contract **(Pages 29 - 48)**

EXECUTIVE DECISION

made by a Cabinet Member



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


Executive Decision Reference Number – ECC01 24/25

Decision				
1	Title of decision: Contract Award: Wood Waste collection and recycling service			
2	Decision maker: Councillor Briars-Delve, Cabinet Member for Environment and Climate Change			
3	Report author and contact details: Phil Rudin phil.rudin@plymouth.gov.uk			
4	Decision to be taken: Approves the award of the Wood Waste Collection and Recycling contract to the highest scoring Tenderer, South West Wood Products, as is set out in the Contract Award report for the collection and recycling of Wood waste for five years.			
5	Reasons for decision: There is currently no contract in place to undertake this essential service.			
6	Alternative options considered and rejected: 1. Do nothing – this would result in wood waste being incinerated which would reduce recycling rates and increase costs. 2. Shorter term contract – this option would limit market interest due to the lack of time to recover investment required to engage in competitive procurement process.			
7	Financial implications and risks: Contract award total £1,232,000 based on current prices and tonnages.			
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: In the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total In the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million 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.
			X	
			X	
			X	
	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
9	Please specify how this decision is	This decision will contribute to sustainable management of		

	linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	waste for Plymouth with opportunities for enhancing the reputation of the city for environmental stewardship and as a green city. Waste as a resource and the waste hierarchy is an important part of this strategy.		
10	Please specify any direct environmental implications of the decision (carbon impact)	The decision will allow garden waste to continue to be composted. The alternative solution is for the garden waste to be incinerated which would increase the carbon impact and provide a less environmentally sustainable solution.		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	X	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			
13c	Date Cabinet member consulted			
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	X	
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne	
		Job title	Strategic Director for Place	
		Date consulted	10 May 2024	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS16 24/25	

		Finance (mandatory)	DJN.24.25.014						
		Legal (mandatory)	LS/00001312/2/AC/30/5/24						
		Human Resources (if applicable)							
		Corporate property (if applicable)							
		Procurement (if applicable)	PW/PS/730/ED0524						
Appendices									
17	Ref.	Title of appendix							
	A	Equalities Impact Assessment							
	B	Contract Award Report Part I							
Confidential/exempt information									
18a	Do you need to include any confidential/exempt information?		Yes	x	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)				
		No							
			Exemption Paragraph Number						
			1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title: Contract Award Report Part II				x				
Background Papers									
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 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	02/07/2024
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Print Name	TOM BRIARS-DELVE
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**PROCUREMENT GATEWAY 3 -
CONTRACT AWARD REPORT - PART I**



**Waste Wood Collection & Recycling
Service**

**Procurement Reference No.
19477**

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I. INTRODUCTION

This contract award report is in relation to the procurement process undertaken and recommendation related to the award of Contract for Waste Wood Collection & Recycling Service.

Contracts will be executed under Plymouth City Council Services Terms & Conditions and will run for the duration of the project.

Contract Duration: Duration of the Contract is for 5 (five) years.

2. BACKGROUND

Waste wood is collected separately at PCC's two HWRC sites, Chelson Meadow and Weston Mill. Members of the public can visit these sites and place their waste wood into designated containers.

Waste wood is also sourced from the bulky waste collection service provided by PCC to residents and from commercial waste sources delivered to the Chelson Meadow Refuse Transfer Station (RTS).

The total quantity of waste wood collected separately is approximately 7,700 tonnes per year. This material can be diverted from disposal options to more sustainable options, namely recycling and biomass. These options are also cheaper than disposal and can provide PCC with significant budgetary savings over the option of disposal. (approx. £61/t which equates to £470,000 saving per year).

The Service is required to maximise the diversion of wood waste from Energy from Waste (EfW) and proposals should prioritise recycling over other treatment options in accordance with the waste hierarchy.

The last contract expired in 2018 and the continued service has been by way of contract exemption.

The Council is proposing to procure a Service for the collection, transportation, processing, and treatment of approximately 7,700 tonnes per annum of municipal mixed wood waste grades A, B and C (as defined in the Wood Recyclers Association Grades of Waste Wood Table).

3. PROCUREMENT PROCESS

In line with the Council's Contract Standing Orders, this requirement is classed as a High Value / High Risk Procurement, and as such, the estimated value exceeds the relevant World Trade Organisation (WTO) Agreement on Government Procurement (GPA) thresholds and is subject to the full public procurement regime as set out in the Public Contract Regulations 2015 (PCR 2015) and Public Procurement (Amendment etc.) (EU Exit) Regulations 2020.

Following a procurement options appraisal, it was determined that a competitive procurement exercise should be undertaken utilising the 'Open' Procedure in accordance with the Public Contracts Regulations 2015. The 'Open' Procedure is a one-stage process comprising of an Invitation to Tender (ITT), which incorporates a suitability assessment and contract award criteria. Under this process, any prospective supplier expressing an interest to participate in the procurement activity can submit a Tender.

4. TENDER EVALUATION CRITERIA

The following information concerning the evaluation criteria and scoring methodology was included in the ITT instructions.

A Standard Selection Questionnaire (SQ) (also known as the selection stage) and an award stage.

Standard Selection Questionnaire

This section assessed the Tenderer's suitability to undertake the contract requirement. The questions included in this Schedule, as advised in PPN Action Note 03/23 9th March 2023, have been informed by the Crown Commercial Services Standard Selection Questionnaire (SQ), previously known as the Pre-Qualification Questionnaire.

Standard Selection Questionnaire Evaluation Methodology

For Information Only Schedules

The following schedules are for information only and were not evaluated.

Schedule I - Standard Selection Questionnaire

Part 3

- Section 6: Group Information
- Section 10: Health and Safety 10.1.9

Pass/Fail Questions

The following Schedules and questions were evaluated on a pass or fail basis. In the event of a Tenderer being awarded a 'fail' on any of the below criteria, the remainder of the Tender would not be evaluated and the Tenderer would be eliminated from the process. The Tender would be disqualified if a Tenderer failed submit these completed Schedules and questions.

Wherever possible the Council permitted Tenderers to self-certify they met the minimum PASS/FAIL requirements without the need to attach evidence or supporting information. However, where the Council regarded the review of certain evidence and supporting information, as critical to the success of the procurement this would be specifically requested.

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

Where Tenderers were permitted to self-certify, evidence would 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.

Schedule I - Standard Selection Questionnaire

Part 1

- Section 1: Tenderer Information

Part 2

- Section 2: Grounds for Mandatory Exclusion
- Section 3: Mandatory & Discretionary Grounds relating to the payment of taxes and social security contributions.
- Section 4: Grounds for Discretionary Exclusion

Part 3

- Section 5: Economic and Financial Standing
- Section 7: Technical and Professional Ability
- Section 8: Insurance
- Section 9: Modern Slavery Act 2015
- Section 10: Health and Safety 10.1.1– 10.1.8
- Section 11: Equality and Diversity
- Section 12: Environmental Policy

Award Evaluation Criteria and Methodology

Tenderers satisfactorily meeting the selection stage evaluation had their Tender responses evaluated by the Council to determine the most economically advantageous Tender based on the price, quality and social value criteria that were linked to the subject matter of the contract.

This section assessed how the Tenderer proposed to deliver the requirements as detailed in the specification.

The Council intends to award any Contract based on the most economically advantageous offer.

The Council would not be bound to accept the lowest price of any Tender submitted.

All responses were assessed against the Evaluation Criteria set out below:

High-Level Award Criteria

The high-level award criteria for the project was as follows:

EVALUATION CRITERIA	WEIGHTING
Price	60%
Quality	35%
Social Value	5%

Price (60%)

Tenderers were required to complete both worksheets within Appendix B – Pricing Schedule. One inclusive of TUPE costs and one excluding TUPE costs.

Evaluation was undertaken against comparison of pricing schedules excluding TUPE costs.

Tenderers' scores for the total price (excl' VAT) for the Services were calculated based upon the lowest prices submitted by Tenderers.

PRI Total Tender Sum

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

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

The Tenderer with the lowest price was awarded the full score available for each criteria stated, with the remaining Tenderers gaining pro-rata scores in relation to how much higher their prices were when compared to the lowest price.

Quality – For Information Only

The following schedules were for information only and were not evaluated.

Method Statements

- MSI: Collaboration, Partnerships and Sub-Contracting

Quality – Pass / Fail Questions

The following Schedules and questions were evaluated on a pass or fail basis. In the event of a Tenderer being awarded a 'fail' on any of the below criteria, the remainder of their Tender would not be evaluated and they would be eliminated from the process. Their Tender would be disqualified if they did not submit these completed Schedules.

Schedule 3 – Method Statements

- MS2: Environmental Compliance
- MS3: Transport Compliance
- MS4: Contract Management

Schedule 5 – Form of Tender

Schedule 6 - Declarations

Quality (35%) – Scored

Schedule 3 – Method Statements

Tenderers were asked to provide a number of method statements within the ITT Return Document, which were intended to explain how they would meet specific requirements.

Each method statement was scored on a scale of 0 to 5 points, in accordance with the following scoring system; -

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

Tenderers scores for each method statement were multiplied by the relevant weighting to result in a 'weighted score' for that method statement. The weighted scores were then totalled, with the total expressed as an overall score out of 35.

Method Statements		Weighting
Quality		35%
MS5	Technical Ability and Management Systems	10%
MS6	Process Output	10%
MS7	Transport	10%
MS8	Contingency Plan	5%

Social Value (5%)

Social value commitments were assessed based on a combination of quantitative and qualitative assessment.

SVI- Total Social Value Commitment (£) – 2.50%

The Tenderer's Total Social Value Commitment was 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 – 2.50%

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

The qualitative responses were evaluated in accordance with the scoring table detailed above.

Total Evaluation Methodology (100% of weighting)

To determine the overall total score and corresponding ranking for each Tenderer, it was necessary to add the total weighted Price points score with the total weighted Quality points, and total weighted Social Value points.

Moderation

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

5. SUMMARY OF EVALUATION

A Contract Notice ref: 2023/S 000-035459 was published on the 1st December 2023 within the Find a Tender Service (FTS).

The Invitation to Tender was published electronically via, The Supplying the South West Portal – the Council's chosen procurement portal on 1st December 2023 with a Tender submission date of 1200hrs, 26th January 2024.

The Tender opportunity received a good level of interest, with 20 organisations registering an interest, of which 2 submitted Tenders, and 18 not providing a Tender response.

The received Tender submissions, were evaluated in accordance with the overall evaluation strategy set out above, and were independently evaluated by Council Officers, all of whom had 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 Quality, Social Value and Price were split, with Price information being held back from the Quality evaluators.

The resulting Quality, Social Value and Price scores are contained in the confidential paper.

6. FINANCIAL IMPLICATIONS

Financial provision has been made for this contract within the project budget. Details of the contractual pricing are contained in the confidential paper.

7. RECOMMENDATIONS

It is recommended that a contract be awarded to the highest scoring Tenderer, who is **South West Wood Products**, for Waste Wood Collection & Recycling Services. The estimated value of this contract in its entirety is £1,232,000.


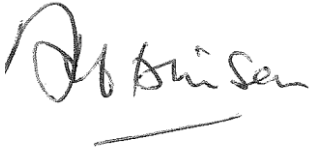
Details of the successful Tenderer have been set out in the confidential paper.

This award will be provisional and subject to the receipt from South West Wood Products of the satisfactory self-certification documents detailed within the standard selection questionnaire.

In the event South West Wood Products cannot provide the necessary documentation, the Council reserves the right to award the contract(s) to the second highest scoring Tenderer.

This award is also subject to the outcome of any challenge made during the mandatory standstill period.

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

Author (Responsible Officer / Project Lead)			
Name:	Phil Rudin		
Job Title:	Head of Strategic Contracts & Disposal		
Additional Comments (Optional):			
Signature:		Date:	10/5/24
Head of Service / Service Director [Signature provides authorisation to this award report and award of Contract]			
Name:	Philip Robinson		
Job Title:	Service Director for Street Services		
Additional Comments (Optional):			
Signature:		Date:	27.6.24

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

Document is Restricted

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EQUALITY IMPACT ASSESSMENT – WOOD WASTE

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): The person completing the EIA template.	Deven Distin	Department and service:	Street Services	Date of assessment:	10/05/2024
Lead Officer: Head of Service, Service Director, or Strategic Director.	Phil Rudin, Head of Strategic Contracts and Disposal	Signature:	P. Rudin	Approval date:	10/05/2024
Overview:					
Decision required:	Approves the award of the Wood Waste Collection and Recycling contract to the highest scoring Tenderer, South West Wood Products, as is set out in the Contract Award report for the collection and recycling of Wood waste for five years.				

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

Potential external impacts: Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	Yes		No	X
Potential internal impacts: Does the proposal have the potential to negatively impact Plymouth City Council employees?	Yes		No	X
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)	Yes	X	No	
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	Not applicable			

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
Age	<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>	No adverse impacts are anticipated from this decision.	Not applicable.	Not applicable.

<p>Care experienced individuals (Note that as per the Independent Review of Children’s Social Care recommendations, Plymouth City Council is treating care experience as though it is a protected characteristic).</p>	<p>It is estimated that 26 per cent of the homeless population in the UK have care experience. In Plymouth there are currently 7 per cent of care leavers open to the service (6 per cent aged 18-20 and 12 per cent of those aged 21+) who are in unsuitable accommodation.</p> <p>The Care Review reported that 41 per cent of 19-21 year old care leavers are not in education, employment or training (NEET) compared to 12 per cent of all other young people in the same age group.</p> <p>In Plymouth there are currently 50 per cent of care leavers aged 18-21 Not in Education Training or Employment (54 per cent of all those care leavers aged 18-24 who are open to the service).</p> <p>There are currently 195 care leavers aged 18 to 20 (statutory service) and 58 aged 21 to 24 (extended offer). There are more care leavers aged 21 to 24 who could return for support from services if they wished to.</p>	<p>No adverse impacts are anticipated from this decision.</p>	<p>Not applicable.</p>	<p>Not applicable.</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>No adverse impacts are anticipated from this decision.</p>	<p>Not applicable.</p>	<p>Not applicable.</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 this decision.	Not applicable.	Not applicable.
Marriage and civil partnership	40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married. 0.49 per cent of residents are, or were, married or in a civil partnerships of the same sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).	No adverse impacts are anticipated from this decision.	Not applicable.	Not applicable.
Pregnancy and maternity	The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.	No adverse impacts are anticipated from this decision.	Not applicable.	Not applicable.

Race	<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>	No adverse impacts are anticipated from this decision.	Not applicable.	Not applicable.
Religion or belief	<p>48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census).</p> <p>Those who identified as Muslim account for 1.3 per cent of Plymouth's population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).</p>	No adverse impacts are anticipated from this decision.	Not applicable.	Not applicable.
Sex	51 per cent of our population are women and 49 per cent are men (2021 Census).	No adverse impacts are anticipated from this decision.	Not applicable.	Not applicable.
Sexual orientation	88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 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 this decision.	Not applicable.	Not applicable.

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

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

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
<p>Work together in partnership to:</p> <ul style="list-style-type: none"> ▪ promote equality, diversity and inclusion ▪ facilitate community cohesion ▪ support people with different backgrounds and lived experiences to get on well together 	Plymouth City Council is committed to equal opportunities and the fair treatment of its workforce. As an employer, we have a clear policy of paying employees equally for the same or equivalent work regardless of gender or disability. The Council operates a comprehensive job evaluation scheme to ensure that rates of pay are fair and are based wholly on the role being undertaken.	Not applicable.	Not applicable.
<p>Give specific consideration to care experienced people to improve their life outcomes, including access to training, employment and housing.</p>	Plymouth City Council sets out to ensure that the Council's workforce can adapt and meet the ever-changing needs of the Council and our residents.	Not applicable.	Not applicable.
<p>Build and develop a diverse workforce that represents the community and citizens it serves.</p>	Plymouth City Council remains committed to celebrating the diversity of the city through employment and the community.	Not applicable.	Not applicable.
<p>Support diverse communities to feel confident to report crime and anti-social behaviour, including hate crime and hate incidents, and work with partners to ensure Plymouth is a city where everybody feels safe and welcome.</p>	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	Not applicable.	Not applicable.

	Safer Plymouth Partnership, the community safety partnership for the city. Hate crime data is monitored.		
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EXECUTIVE DECISION

made by a Council Officer



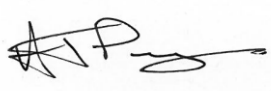
REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – *COD08 24/25*

Decision	
1	Title of decision: Tamar Bridge and Torpoint Ferry Fabrication and Support Services Contract
2	Decision maker: Anthony Payne, Strategic Director for Place
3	Report author and contact details: Adrian Trim – 307729 adrian.trim@plymouth.gov.uk
4a	Decision to be taken: To approve the joint procurement with Cornwall Council of a Fabrication and Support contract for the Tamar Crossings as outlined in the report.
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: L50 21/22
5	<p>Reasons for decision: The procurement process for the service for Fabrication, Structural Repairs & Maintenance Support, would be circa £3m, over a potential ten year contract life, consisting of a four year contract with a four year optionable extension and a further two year optionable extension.</p> <p>The Tamar Bridge Act 1957 and subsequent revised Acts require the Joint Authorities to operate, maintain and improve the crossings.</p> <p>There are a wide range of essential and routine fabrication, welding repairs and maintenance requirements across both operations and these services have been provided by a local contractor under contract since 2020. That contract expires in 2025.</p> <p>The current Fabrication Support Contract remains in line with the requirements of Tamar Crossings, and it provides the essential technical support that enables Tamar Crossings to deliver its organisational goals to safely operate, maintain and improve the crossings. Tamar Bridge operates on a ‘User pays’ basis, procuring this support contract will enable the continued safe operation of the Tamar Bridge for the next 4 + 4 + 2 years, funding the maintenance and operation of the undertaking.</p>
6	<p>Alternative options considered and rejected:</p> <p>Option 1 – Do Nothing – let the current contract lapse</p> <p>This option is not considered realistic or viable. The organisation requires the services set out above.</p> <p>Option 2 – Develop an in-house maintenance team to cover both sites</p> <p>This option has been considered on several occasions. However, it is currently not considered desirable or practical. The ferry already utilise an in-house team of mechanics, electricians and fitters who perform key routine maintenance roles specifically on the ferries. There is no crossover of skills that could be utilised at the bridge and bolstered with a team of fabricators/welders working across both sites. Additionally, the two sites do not have sufficient workshop/fabrication facilities or space to develop such facilities.</p>
7	Financial implications and risks: Tamar Bridge is funded on a ‘user pays’ basis, where the tolls are used for both operational, support and maintenance requirements. There are limited

	impacts on the Council MTFP regarding funding, other than financing Member and Officer involvement.			
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	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:	As a regional centre, Plymouth plays a major role economically, culturally and industrially, providing a focus for the innovation, technology and for the quality of life that it offer. The Tamar Bridge crossing is a vital strategic and local link that plays a key role in the City's ambitions to become a world class City.		
10	Please specify any direct environmental implications of the decision (carbon impact)	No Direct Environmental Impact.		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				

13a	Which Cabinet Member's portfolio does this decision relate to?	Councillor Mark Coker, Cabinet Member for Transport		
13b	Date Cabinet Member consulted	28 May 2024		
13c	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	x	(If no go to section 14)
13d	Which other Cabinet member's portfolio is affected by the decision?			
13e	Date other Cabinet member(s) 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	10 June 2024	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS08 24/25	
		Finance (mandatory)	HS.24.25.06	
		Legal (mandatory)	LS/2391/krt/21524	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)		
Appendices				
17	Ref.	Title of appendix		
	A	Briefing report for publication (<i>mandatory</i>)		
	B			
Confidential/exempt information				
18a	Do you need to include any confidential/exempt information?	Yes	x	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.
		No		

		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title: CC Procurement / BC report			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	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	10 June 2024			
Print Name	Anthony Payne							

Appendix A

Briefing Report

1.0 Introduction

- 1.1 The Tamar Bridge crossing forms part of a 'joint undertaking' provided by Plymouth City Council and Cornwall Council, operating under statute since 1953.
- 1.2 The bridge was opened in 1961 and is owned by the joint Authorities of Cornwall Council and Plymouth City Council and is operated and maintained by the Tamar Bridge & Torpoint Ferry Joint Committee (TBTF) formed by the two Authorities. The TBTF mission is to provide safe, reliable and efficient crossings of the Tamar, now and into the future.
- 1.3 The bridge carries approximately fifty thousand vehicles per day and has seen significant capital investment over the last 20 years. Ongoing investment is required to ensure that the bridge continues to be inspected, maintained and improved in line with contemporary standards in order that it can continue to meet the key strategic objectives of the organisations.
- 1.4 The crossing is operated on a 'user pays' basis, with the tolls covering operational and maintenance costs, (hence no cost to the Council for this procurement) delivering public crossings at the Bridge 24/7.
- 1.5 The procurement of Fabrication and Support services are a regular occurrence, as would be expected, as the bridge and ferries are bespoke structures that provides key road links on the Devon / Cornwall border, crossing the river Tamar, with the A38 forming part of the Strategic Road Network (SRN) nationally.
- 1.6 Significant investment in maintenance to the bridge, ferry infrastructure and operations have continued over recent years to ensure that the organisation can meet its key strategic aims and objectives. As well as the larger capital projects there are many routine and ad-hoc maintenance requirements. These routine maintenance and support tasks are equally as important on a day to day or week to week basis, as the larger, long-term projects.
- 1.7 Compromising some of the routine maintenance activities or lack of availability of operatives may have a more immediate impact on users of the crossings, particularly where a quick response or reaction time is required – i.e. mechanical defect on the ferry requiring an immediate resolution or other intervention.
- 1.8 This procurement is for the re-tender of the Fabrication and Support Contract to run from January 2025 – December 2035, subject to meeting extension criteria.
- 1.9 In recent years there has been significant investment in the bridge, infrastructure and operations to ensure that the organisation can meet its key strategic aims and objectives. Continual investment is necessary to ensure that the bridge is operated, maintained and improved according to contemporary standards and to meet future service demands.

- 1.10 The current Fabrication and Support Contract remains in line with the requirements of Tamar Crossings, and it provides the essential support that enables Tamar Crossings to deliver its organisational goals to safely operate, maintain and improve the crossings.
- 1.11 This contract will also assist the joint authorities in fulfilling their Statutory obligations under The Tamar Bridge Act 1957 and subsequent revised Acts to maintain and improve the crossing.

2.0 Improving resilience and efficiency in procurement and Contract Award

2.1 Currently the process to procure and award a contract is the responsibility of both Councils, however the policy and process of both Councils differ, giving rise to anomalies and additional administration regarding timing, procurement decisions, application and contract award. Work is currently underway to simplify the procurement and contract award process in respect of the Tamar Bridge and Torpoint Ferry.

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

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