



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>

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 are not subject to call-in, and may be implemented immediately.

Delegated Decisions

I. Gary Walbridge - Interim Strategic Director for Adults, Health and Communities:

- Ia. COD15 24/25 - Contract Award for refurbishment works at Efford Youth Centre **(Pages 1 - 34)**
- Ib. COD16 24/25 - Contract Award for refurbishment works at Honicknowle Youth Centre **(Pages 35 - 68)**
- Ic. COD17 24/25 - Contract Award for refurbishment works at Stonehouse (Frederick Street) Youth Centre **(Pages 69 - 104)**

EXECUTIVE DECISION

made by a Council Officer




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

Executive Decision Reference Number – COD15 24/25

Decision	
1	Title of decision: Contract Award for Refurbishment Works at Efford Youth Centre
2	Decision maker (Council Officer name and job title): Gary Walbridge, Interim Strategic Director for Adults, Health and Communities
3	Report author and contact details: John London, Senior Project Manager, john.london@plymouth.gov.uk, 01752 307781
4a	<p>Decision to be taken:</p> <ol style="list-style-type: none"> To approve the contract award to TEC Construction (Holdings) Ltd; To approve Plymouth City Council to enter into contract with the above contractor for the delivery of refurbishment works for the value of £408,852.07.
4b	<p>Reference number of original executive decision or date of original committee meeting where delegation was made:</p> <p>L10 23/24 Acceptance of Youth Investment Fund and delegation for spending to the Strategic Director for People</p>
5	Reasons for decision: To allow Youth Investment funding along with Improvement to the Corporate Estate funding and Climate Emergency Investment funds to be spent on a range of refurbishment works at Efford Youth Centre. This will increase the service offer to the community while also addressing outstanding issues with the building.
6	<p>Alternative options considered and rejected:</p> <ol style="list-style-type: none"> Do nothing: Rejected, as this would lead to the loss of Youth Investment and CEIF funding; Use Council funds instead of external grant funding: Rejected, as this is not viable in current conditions although some condition funds have been included on the project.
7	Financial implications and risks: Youth Investment funding is required to be spent and the youth centres open by 31 st March 2025.

	<p>Revenue Implication: The cost of appropriate project management staff time associated with the delivery of the project is included in a revenue grant supplied through the Youth Investment Fund.</p> <p>The contracts are to be met by the already approved combined capital budget for these three projects which is currently £3.4m made up of £1.8m from Youth Investment Funding, £600k from ICE funding and £1m from CEIF funding.</p> <p>Delivery for the project will be in 2024/25.</p>			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			X	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			X	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million
		X		is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
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:	The provision of Youth Services and improving Youth Centre / CYPFS buildings contributes to the Corporate Plan by helping to keep children, adults and communities safe, by providing quality public services and focusing on prevention and early intervention. Changes to our physical estate will allow to change and increase the services delivered from our buildings, it will enable us to better work alongside other services in the community and will also allow us to increase the number of young people who can gain access to our buildings and services.		
10	Please specify any direct environmental implications of the decision (carbon impact)	Changes to our buildings will allow us to improve the green credentials in our estate.		
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		Date	

signature:				
Scrutiny Committee name:				
Print Name:				
Consultation				
13a	Which Cabinet Member's portfolio does this decision relate to?	Councillor Jemima Laing (Deputy Leader/ Children's Social Care, Culture and Communications). Councillor Chris Penberthy (Cabinet Member for Housing, Cooperative Development and Communities)		
13b	Date Cabinet Member consulted	13/06/24		
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?	N/A		
13e	Date other Cabinet member(s) consulted	N/A		
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	x	
15	Which Corporate Management Team member has been consulted?	Name	Gary Walbridge	
		Job title	Interim Strategic Director for Adults, Health and Communities	
		Date consulted	12/08/24	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS30 24/25	
		Finance (mandatory)	DJN.24.25.060	
		Legal (mandatory)	LS/00003626/2/LB/09/08/24	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)	SN/PS/744/ED/0824	
Appendices				
17	Ref.	Title of appendix		
	A	Briefing report		

	B	Contract Award Report (Part I)						
	C	EIA						
	D	Climate Impact Assessment						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes	<input type="checkbox"/>	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is 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	<input checked="" type="checkbox"/>					
		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
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	12/08/2024				
Print Name	Gary Walbridge							

CONTRACT AWARD FOR DELIVERY OF REFURBISHMENT WORKS AT THREE YOUTH CENTRES – PART I



Efford, Honicknowle and Frederick Street Youth Centre July 2024
Community Connections

Background

Youth and community centres are crucial as they provide a safe space for young people to engage in positive activities, develop skills, and build relationships. Centres offer opportunities for education, recreation, and mentorship and promote healthy development among the youth in the community. Similarly, community centres serve as vital gathering places for residents to access resources, participate in programs, and build a sense of community and belonging. By investing in centres, communities can support the well-being and growth of their youth and enhance the overall quality of life for all residents.

Efford, Honicknowle and Frederick Street Youth and Community Centres form part of the cooperate estate and are the three sites which have recently been awarded £4m (£2.4m Youth Investment Fund, £600,000 from capital funds for legacy maintenance works and an additional £1m Emergency Climate Investment Funding.). Work proposed at the locations will completely revamp the buildings and deliver significantly more services to young people and communities than ever before.

Funding will be utilised to install solar and insulate the roofs and walls at the two sites. Solar arrays will reduce grid import with zero carbon on-site generation, and insulating the walls, under the new cladding, and the new roofs, will make both sites extremely energy efficient and environmentally sustainable.

The program is under the project management of PCC's Capital Projects and has an established management board consisting of Community Connections, Health and Safety, Capital Projects, Children Young People and Families, Capital and Revenue Finance and Facilities Management. The board provides a governance structure, sets strategic direction and objectives, monitors progress and manages risk.

Tender Process

PCC has successfully completed the tender process for the contract award relating to the work at the three sites. Further information regarding this process is contained within the Contract Award Report document which accompanies this approval.

Financial Implications

The anticipated contract sums for these projects are as follows:

- Efford - £408,852.07
- Honicknowle - £557,462.54
- Frederick Street - £912,148.86

These contracts are to be met by the already approved combined capital budget for these three projects which is currently £3.4m made up of £1.8m from Youth Investment Funding, £600k from ICE funding and £1m from CEIF funding.

Recommendation

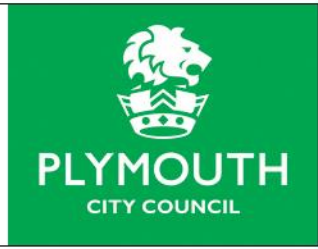
To award three separate contracts to TEC Construction (Holdings) Ltd for the following sums:

- Efford - £408,852.07

- Honicknowle - £557,462.54
- Frederick Steet - £912,148.86

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

Youth Centres Construction - 26596



1. INTRODUCTION

2. BACKGROUND

3. PROCUREMENT PROCESS

4. TENDER EVALUATION CRITERIA

5. SUMMARY OF EVALUATION

6. FINANCIAL IMPLICATIONS

7. RECOMMENDATIONS

8. APPROVAL

1. INTRODUCTION

This contract award report is in relation to the procurement of works to three youth centres (Efford Youth Centre; Fredrick Street Youth Centre; and Honicknowle Youth Centre) within the city centre including remodelling, condition works, a new hub building and associated works.

The Council is seeking to appoint a single main contractor to undertake all works. However, to complete the works to all 3 buildings, there will be a separate contract for each building, and the works will be dealt with as 3 separate projects.

Contract Duration: Approx 6 months

2. BACKGROUND

A main contractor is required to undertake the following works:

Efford – Internal remodelling/refurbishment, new disabled access ramp, new roof covering and new external cladding.

Honicknowle – two new small extensions, internal remodelling/refurbishment, new roof covering and new external cladding.

Frederick Street – A new 2 storey hub building, internal remodelling/refurbishment, new access ramp and changes to the car park entrance plus works to replace the rain water goods as per condition report.

3. PROCUREMENT PROCESS

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

The Council will evaluate tender submissions as a two part process.

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

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

Part I - Suitability Assessment - PAS9I

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

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	45%
Social Value	10%
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 (for all 3 youth centres) 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 I**.

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 only be undertaken where there is a difference in evaluator scoring of more than 1 point. 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 17th June 2024, with a tender submission date of 26th July 2024. Submissions were received from 1 supplier.

The tender submissions were independently evaluated by Council Officers 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 Council's Quantity Surveyor and managed through The Supplying the South West Portal. The financial 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 as follows:

Efford Youth Centre: £408,852.07

Honicknowle: £557,462.54

Fredrick Street: £912,148.86

The budget for this overall scheme was deemed as appropriate for the works included. Value engineering did take place in advance of the tender to ensure that the tenders came back under budget. Time constraints related to the Youth Investment Funding have tight timescales for delivery and meeting those was key to the schemes being delivered successfully. There is a list of value engineered items that could be added back into the scheme provided they do not exceed the overall budgets for the 3 projects. A contingency is also required due to the nature of the youth centres condition.

The form of contract to be used for the main contract works is JCT Intermediate Contract 2016 with design portion. Changes to the contract are possible via contract variations, which may result in price increases. This may include for unforeseen works or works that become necessary. Variations will be dealt with by the standard JCT process, whereby the contractor is to provide a quote for any changes of scope, which the Contract Administrator assesses and challenges as necessary before a decision on whether to proceed is taken.

7. RECOMMENDATIONS

It is recommended that a contract be awarded, for each youth centre building, to TEC Construction (Holdings) Ltd based on JCT Intermediate Contract 2016 with design portion. This award decision includes 3 separate contracts in total, as follows:



- Efford Youth Centre – 1 contract
- Fredrick Street Youth Centre – 1 contract
- Honicknowle Youth Centre – 1 contract

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

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:	05/08/24
Service Director [Signature provides authorisation to this award report and award of Contract]			
Name:	Matt Garrett		
Job Title:	Service Director for Community Connections		
Additional Comments (Optional):			
Signature:		Date:	07/08/2024

EQUALITY IMPACT ASSESSMENT – CONTRACT AWARD FOR A MAIN CONTRACTOR TO DELIVER REFURBISHMENT WORKS AT 3 YOUTH CENTRES WITHIN THE CITY

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): The person completing the EIA template.	John London	Department and service:	Strategic Projects Team, SP&I	Date of assessment:	25/07/2024
Lead Officer: Head of Service, Service Director, or Strategic Director.	Matt Garrett	Signature:		Approval date:	07/08/2024
Overview:	Youth and community centres are crucial as they provide a safe space for young people to engage in positive activities, develop skills, and build relationships. Centres offer opportunities for education, recreation, and mentorship and promote healthy development among the youth in the community. Similarly, community centres serve as vital gathering places for residents to access resources, participate in programs, and build a sense of community and belonging. By investing in centres, communities can support the well-being and growth of their youth and enhance the overall quality of life for all residents.				
Decision required:	<ol style="list-style-type: none"> To approve the Efford Youth and Community Centre contract award to TEC Construction (Holdings) Ltd To approve PCC to enter into contract with the above contractor for the delivery of refurbishment works for the value of £408,852.07. 				

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

<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>	<input type="checkbox"/>	<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>This EIA accompanies the EIA produced for the decision: L10 23/24 Youth Investment Fund - Acceptance of grant funding for delivery of improvements to our Youth Centres. There are no adverse impacts anticipated as a result of this decision.</p>			

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

<p>Protected characteristics (Equality Act, 2010)</p>	<p>Evidence and information (e.g. data and consultation feedback)</p>	<p>Adverse impact</p>	<p>Mitigation activities</p>	<p>Timescale and responsible department</p>
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<p>Age</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>No adverse impacts anticipated</p>	<p>Not applicable</p>	<p>Not applicable</p>
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<p>Care experienced individuals (Note that as per the Independent Review of Children’s Social Care recommendations, Plymouth City Council is treating care experience as though it is a protected characteristic).</p>	<p>It is estimated that 26 per cent of the homeless population in the UK have care experience. In Plymouth there are currently 7 per cent of care leavers open to the service (6 per cent aged 18-20 and 12 per cent of those aged 21+) who are in unsuitable accommodation.</p> <p>The Care Review reported that 41 per cent of 19-21 year old care leavers are not in education, employment or training (NEET) compared to 12 per cent of all other young people in the same age group.</p> <p>In Plymouth there are currently 50 per cent of care leavers aged 18-21 Not in Education Training or Employment (54 per cent of all those care leavers aged 18-24 who are open to the service).</p> <p>There are currently 195 care leavers aged 18 to 20 (statutory service) and 58 aged 21 to 24 (extended offer). There are more care leavers aged 21 to 24 who could return for support from services if they wished to.</p>	<p>No adverse impacts anticipated</p>	<p>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 anticipated</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 anticipated	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 anticipated	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 anticipated	Not applicable	Not applicable

<p>Race</p>	<p>In 2021, 94.9 per cent of Plymouth’s population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census)</p> <p>People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census)</p> <p>92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).</p>	<p>No adverse impacts anticipated</p>	<p>Not applicable</p>	<p>Not applicable</p>
<p>Religion or belief</p>	<p>48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census).</p> <p>Those who identified as Muslim account for 1.3 per cent of Plymouth’s population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).</p>	<p>No adverse impacts anticipated</p>	<p>Not applicable</p>	<p>Not applicable</p>
<p>Sex</p>	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>	<p>No adverse impacts anticipated</p>	<p>Not applicable</p>	<p>Not applicable</p>
<p>Sexual orientation</p>	<p>88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).</p>	<p>No adverse impacts anticipated</p>	<p>Not applicable</p>	<p>Not applicable</p>

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

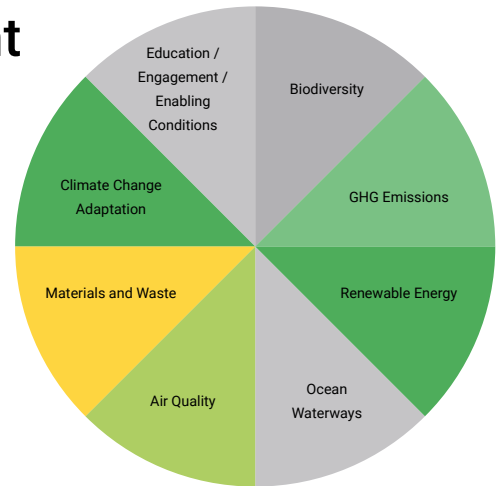
Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	<p>Plymouth City Council recognises Article 14 of the Human Rights Act – The right to receive Equal Treatment and prohibits discrimination including sex, race, religion and economic and social status in conjunction with the Equalities Act which includes age and disability.</p> <p>All staff and service users will be treated fairly and their human rights will be respected.</p> <p>No adverse impact on human rights has been identified.</p>	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 	Investment in the Youth Centres will provide a quality public space for users, which will facilitate equality, diversity, inclusion and cohesion.	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>	Investment in the Youth Centres will provide a quality public space for all users, which will facilitate access to training and improved life outcomes.	Not applicable	Not applicable

Build and develop a diverse workforce that represents the community and citizens it serves.	Not applicable	Not applicable	Not applicable
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.	Investment in the Youth Centres will provide a quality public space for users, which will facilitate cohesion and create a safe, welcoming space.	Not applicable	Not applicable

Youth Investment Fund refurbishment of three Youth Centres FINAL



Assessment ID: YOU509

Assessment Author: John London

Assessment Project Summary:

Refurbishment works at Efford YC, Honicknowle YC and Frederick Street CC. Works to include:

Efford - internal remodelling, new roof coverings, new cladding, new access ramp and condition works.

Honicknowle - Internal remodelling, 2 new small extensions, new roof coverings and condition works.

Frederick Street - A new 2 storey hub building, internal remodelling, replacement of rainwater goods with some changes externally.

Assessment Final Summary:

The proposed works include installing solar PV and improving the efficiency of the building fabric of two of the youth centres and will have overall benefit to contributing to the climate agenda.

Biodiversity Score: 3

Biodiversity Score Justification: The Youth Centres will continue to deliver services to the community. The proposed changes do not impact on habitats or natural spaces.

Biodiversity Score Mitigate: No

GHG Emissions Score: 5

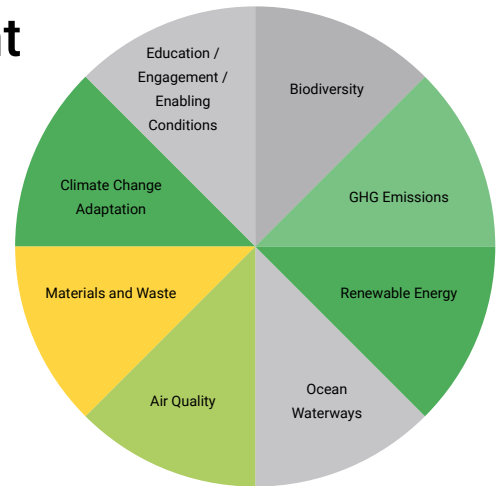
GHG Emissions Score Justification: The proposed work includes a reduction in GHG emissions by providing on-site zero carbon electricity and reduced heating and reducing heating energy through insulation at two sites.

GHG Emissions Score Mitigate: No

Renewable Energy Score: 5

Renewable Energy Score Justification: New solar PV arrays are due to be installed at Efford and

Youth Investment Fund refurbishment of three Youth Centres FINAL



Honicknowle which will increase renewable energy on site. Also new external insulated cladding is proposed which will make the buildings more heat efficient and should result in less energy required to heat the buildings.

Renewable Energy Score Mitigate: No

Ocean and Waterways Score: 3

Ocean and Waterways Score Justification: No works are proposed which impact on water quality.

Ocean and Waterways Score Mitigate: No

Air Quality Score: 4

Air Quality Score Justification: This work is not expected to change vehicle journeys. However, the proposed new cladding will improve fabric efficiency which will lead to reduced gas boileremissions.

Air Quality Score Mitigate: No

Materials and Waste Score: 2

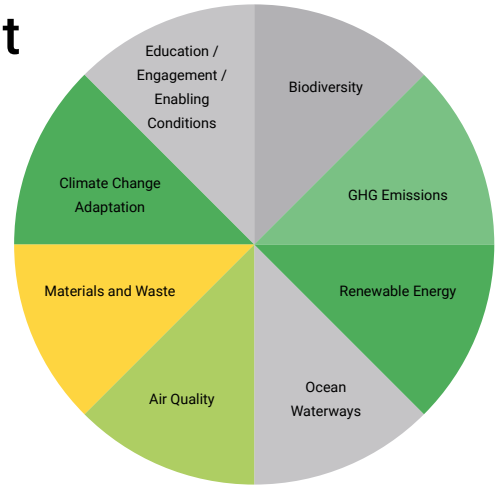
Materials and Waste Score Justification: This work will produce short term waste as its construction works. However, we have appointed a local contractor who has local waste arrangements in place to reduce the impact of waste removal from sites.

Materials and Waste Score Mitigate: No

Climate Change Adaptation Score: 5

Climate Change Adaptation Score Justification: The proposed projects help mitigate climate change and contribute towards net zero.

Youth Investment Fund refurbishment of three Youth Centres FINAL



Climate Change Adaptation Score Mitigate: No

Education / Engagement / Enabling Conditions Score: 3

Education / Engagement / Enabling Conditions Score Justification: These are youth centres so onsite measures to contribute to reducing climate impact will be engaging and will be used to educate

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

Document is Restricted

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EXECUTIVE DECISION

made by a Council Officer




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

Executive Decision Reference Number – COD16 24/25

Decision	
1	Title of decision: Contract Award for Refurbishment Works at Honicknowle Youth Centre
2	Decision maker (Council Officer name and job title): Gary Walbridge, Interim Strategic Director for Adults, Health and Communities
3	Report author and contact details: John London, Senior Project Manager, john.london@plymouth.gov.uk, 01752 307781
4a	<p>Decision to be taken:</p> <ol style="list-style-type: none"> To approve the contract award to TEC Construction (Holdings) Ltd; To approve Plymouth City Council to enter into contract with the above contractor for the delivery of refurbishment works for the value of £557,462.54.
4b	<p>Reference number of original executive decision or date of original committee meeting where delegation was made:</p> <p>L10 23/24 Acceptance of Youth Investment Fund and delegation for spending to the Strategic Director for People</p>
5	Reasons for decision: To allow Youth Investment funding along with Improvement to the Corporate Estate funding and Climate Emergency Investment funds to be spent on a range of refurbishment works at Honicknowle Youth Centre. This will increase the service offer to the community while also addressing outstanding issues with the building.
6	<p>Alternative options considered and rejected:</p> <ol style="list-style-type: none"> Do nothing: Rejected, as this would lead to the loss of Youth Investment and CEIF funding; Use Council funds instead of external grant funding: Rejected, as this is not viable in current conditions although some ICE funds have been included on the project.
7	Financial implications and risks: Youth Investment funding is required to be spent and the youth centres open by 31 March 2025.

	<p>Revenue Implication: The cost of appropriate project management staff time associated with the delivery of the project is included in a revenue grant supplied through the Youth Investment Fund.</p> <p>The contracts are to be met by the already approved combined capital budget for these three projects which is currently £3.4m made up of £1.8m from Youth Investment Funding, £600k from ICE funding and £1m from CEIF funding.</p> <p>Delivery for the project will be in 2024/25.</p>			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			X	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			X	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million
		X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.	
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:	The provision of Youth Services and improving Youth Centre / CYPFS buildings contributes to the Corporate Plan by helping to keep children, adults and communities safe, by providing quality public services and focusing on prevention and early intervention. Changes to our physical estate will allow to change and increase the services delivered from our buildings, it will enable us to better work alongside other services in the community and will also allow us to increase the number of young people who can gain access to our buildings and services.		
10	Please specify any direct environmental implications of the decision (carbon impact)	Changes to our buildings will allow us to improve the green credentials in our estate.		
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:			

I2b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
I3a	Which Cabinet Member's portfolio does this decision relate to?	Councillor Jemima Laing (Deputy Leader/ Children's Social Care, Culture and Communications). Councillor Chris Penberthy (Cabinet Member for Housing, Cooperative Development and Communities)		
I3b	Date Cabinet Member consulted	13/6/24		
I3c	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	X	(If no go to section 14)
I3d	Which other Cabinet member's portfolio is affected by the decision?	N/A		
I3e	Date other Cabinet member(s) 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	Gary Walbridge	
		Job title	Interim Strategic Director for Adults, Health and Communities	
		Date consulted	12/08/2024	
Sign-off				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS3I 24/25	
		Finance (mandatory)	DJN.24.24.061	
		Legal (mandatory)	LS/00003626/3/LB/09/08/24	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)	SN/PS/744/ED/0824	
Appendices				

17	Ref.	Title of appendix						
	A	Briefing report						
	B	Contract Award Report (Part I)						
	C	EIA						
	D	Climate 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.				
		No	X					
		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
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	12/08/2024			
Print Name	Gary Walbridge							

CONTRACT AWARD FOR DELIVERY OF REFURBISHMENT WORKS AT THREE YOUTH CENTRES – PART I



Efford, Honicknowle and Frederick Street Youth Centre July 2024
Community Connections

Background

Youth and community centres are crucial as they provide a safe space for young people to engage in positive activities, develop skills, and build relationships. Centres offer opportunities for education, recreation, and mentorship and promote healthy development among the youth in the community. Similarly, community centres serve as vital gathering places for residents to access resources, participate in programs, and build a sense of community and belonging. By investing in centres, communities can support the well-being and growth of their youth and enhance the overall quality of life for all residents.

Efford, Honicknowle and Frederick Street Youth and Community Centres form part of the cooperate estate and are the three sites which have recently been awarded £4m (£2.4m Youth Investment Fund, £600,000 from capital funds for legacy maintenance works and an additional £1m Emergency Climate Investment Funding.). Work proposed at the locations will completely revamp the buildings and deliver significantly more services to young people and communities than ever before.

Funding will be utilised to install solar and insulate the roofs and walls at the two sites. Solar arrays will reduce grid import with zero carbon on-site generation, and insulating the walls, under the new cladding, and the new roofs, will make both sites extremely energy efficient and environmentally sustainable.

The program is under the project management of PCC's Capital Projects and has an established management board consisting of Community Connections, Health and Safety, Capital Projects, Children Young People and Families, Capital and Revenue Finance and Facilities Management. The board provides a governance structure, sets strategic direction and objectives, monitors progress and manages risk.

Tender Process

PCC has successfully completed the tender process for the contract award relating to the work at the three sites. Further information regarding this process is contained within the Contract Award Report document which accompanies this approval.

Financial Implications

The anticipated contract sums for these projects are as follows:

- Efford - £408,852.07
- Honicknowle - £557,462.54
- Frederick Street - £912,148.86

These contracts are to be met by the already approved combined capital budget for these three projects which is currently £3.4m made up of £1.8m from Youth Investment Funding, £600k from ICE funding and £1m from CEIF funding.

Recommendation

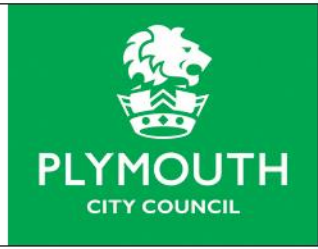
To award three separate contracts to TEC Construction (Holdings) Ltd for the following sums:

- Efford - £408,852.07

- Honicknowle - £557,462.54
- Frederick Steet - £912,148.86

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

Youth Centres Construction - 26596



1. INTRODUCTION

2. BACKGROUND

3. PROCUREMENT PROCESS

4. TENDER EVALUATION CRITERIA

5. SUMMARY OF EVALUATION

6. FINANCIAL IMPLICATIONS

7. RECOMMENDATIONS

8. APPROVAL

1. INTRODUCTION

This contract award report is in relation to the procurement of works to three youth centres (Efford Youth Centre; Fredrick Street Youth Centre; and Honicknowle Youth Centre) within the city centre including remodelling, condition works, a new hub building and associated works.

The Council is seeking to appoint a single main contractor to undertake all works. However, to complete the works to all 3 buildings, there will be a separate contract for each building, and the works will be dealt with as 3 separate projects.

Contract Duration: Approx 6 months

2. BACKGROUND

A main contractor is required to undertake the following works:

Efford – Internal remodelling/refurbishment, new disabled access ramp, new roof covering and new external cladding.

Honicknowle – two new small extensions, internal remodelling/refurbishment, new roof covering and new external cladding.

Frederick Street – A new 2 storey hub building, internal remodelling/refurbishment, new access ramp and changes to the car park entrance plus works to replace the rain water goods as per condition report.

3. PROCUREMENT PROCESS

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

The Council will evaluate tender submissions as a two part process.

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

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

Part I - Suitability Assessment - PAS9I

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

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	45%
Social Value	10%
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 (for all 3 youth centres) 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 I**.

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 only be undertaken where there is a difference in evaluator scoring of more than 1 point. 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 17th June 2024, with a tender submission date of 26th July 2024. Submissions were received from 1 supplier.

The tender submissions were independently evaluated by Council Officers 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 Council's Quantity Surveyor and managed through The Supplying the South West Portal. The financial 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 as follows:

Efford Youth Centre: £408,852.07

Honicknowle: £557,462.54

Fredrick Street: £912,148.86

The budget for this overall scheme was deemed as appropriate for the works included. Value engineering did take place in advance of the tender to ensure that the tenders came back under budget. Time constraints related to the Youth Investment Funding have tight timescales for delivery and meeting those was key to the schemes being delivered successfully. There is a list of value engineered items that could be added back into the scheme provided they do not exceed the overall budgets for the 3 projects. A contingency is also required due to the nature of the youth centres condition.

The form of contract to be used for the main contract works is JCT Intermediate Contract 2016 with design portion. Changes to the contract are possible via contract variations, which may result in price increases. This may include for unforeseen works or works that become necessary. Variations will be dealt with by the standard JCT process, whereby the contractor is to provide a quote for any changes of scope, which the Contract Administrator assesses and challenges as necessary before a decision on whether to proceed is taken.

7. RECOMMENDATIONS

It is recommended that a contract be awarded, for each youth centre building, to TEC Construction (Holdings) Ltd based on JCT Intermediate Contract 2016 with design portion. This award decision includes 3 separate contracts in total, as follows:



- Efford Youth Centre – 1 contract
- Fredrick Street Youth Centre – 1 contract
- Honicknowle Youth Centre – 1 contract

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

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:	05/08/24
Service Director [Signature provides authorisation to this award report and award of Contract]			
Name:	Matt Garrett		
Job Title:	Service Director for Community Connections		
Additional Comments (Optional):			
Signature:		Date:	07/08/2024

EQUALITY IMPACT ASSESSMENT – CONTRACT AWARD FOR A MAIN CONTRACTOR TO DELIVER REFURBISHMENT WORKS AT 3 YOUTH CENTRES WITHIN THE CITY

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): The person completing the EIA template.	John London	Department and service:	Strategic Projects Team, SP&I	Date of assessment:	25/07/2024
Lead Officer: Head of Service, Service Director, or Strategic Director.	Matt Garrett	Signature:		Approval date:	07/08/2024
Overview:	Youth and community centres are crucial as they provide a safe space for young people to engage in positive activities, develop skills, and build relationships. Centres offer opportunities for education, recreation, and mentorship and promote healthy development among the youth in the community. Similarly, community centres serve as vital gathering places for residents to access resources, participate in programs, and build a sense of community and belonging. By investing in centres, communities can support the well-being and growth of their youth and enhance the overall quality of life for all residents.				
Decision required:	<ol style="list-style-type: none"> To approve Honicknowle Youth and Community Centres' contract award to TEC Construction (Holdings) Ltd. To approve PCC to enter into contract with the above contractor for the delivery of refurbishment works for the value of £557,462.54. 				

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

<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>This EIA accompanies the EIA produced for the decision: L10 23/24 Youth Investment Fund - Acceptance of grant funding for delivery of improvements to our Youth Centres. There are no adverse impacts anticipated as a result of this decision.</p>			

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

<p>Protected characteristics (Equality Act, 2010)</p>	<p>Evidence and information (e.g. data and consultation feedback)</p>	<p>Adverse impact</p>	<p>Mitigation activities</p>	<p>Timescale and responsible department</p>
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<p>Age</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>No adverse impacts anticipated</p>	<p>Not applicable</p>	<p>Not applicable</p>
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<p>Care experienced individuals (Note that as per the Independent Review of Children’s Social Care recommendations, Plymouth City Council is treating care experience as though it is a protected characteristic).</p>	<p>It is estimated that 26 per cent of the homeless population in the UK have care experience. In Plymouth there are currently 7 per cent of care leavers open to the service (6 per cent aged 18-20 and 12 per cent of those aged 21+) who are in unsuitable accommodation.</p> <p>The Care Review reported that 41 per cent of 19-21 year old care leavers are not in education, employment or training (NEET) compared to 12 per cent of all other young people in the same age group.</p> <p>In Plymouth there are currently 50 per cent of care leavers aged 18-21 Not in Education Training or Employment (54 per cent of all those care leavers aged 18-24 who are open to the service).</p> <p>There are currently 195 care leavers aged 18 to 20 (statutory service) and 58 aged 21 to 24 (extended offer). There are more care leavers aged 21 to 24 who could return for support from services if they wished to.</p>	<p>No adverse impacts anticipated</p>	<p>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 anticipated</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 anticipated	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 anticipated	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 anticipated	Not applicable	Not applicable

<p>Race</p>	<p>In 2021, 94.9 per cent of Plymouth’s population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census)</p> <p>People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census)</p> <p>92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).</p>	<p>No adverse impacts anticipated</p>	<p>Not applicable</p>	<p>Not applicable</p>
<p>Religion or belief</p>	<p>48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census).</p> <p>Those who identified as Muslim account for 1.3 per cent of Plymouth’s population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).</p>	<p>No adverse impacts anticipated</p>	<p>Not applicable</p>	<p>Not applicable</p>
<p>Sex</p>	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>	<p>No adverse impacts anticipated</p>	<p>Not applicable</p>	<p>Not applicable</p>
<p>Sexual orientation</p>	<p>88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).</p>	<p>No adverse impacts anticipated</p>	<p>Not applicable</p>	<p>Not applicable</p>

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

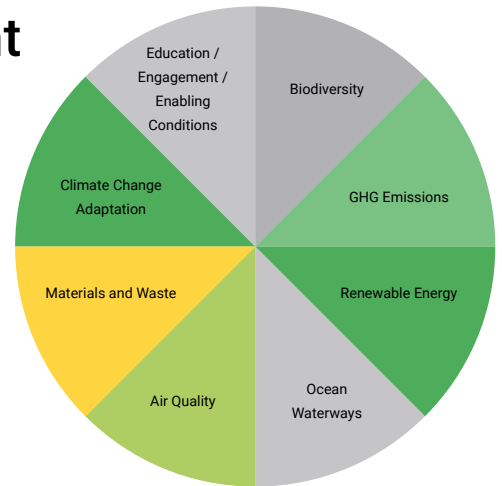
Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	<p>Plymouth City Council recognises Article 14 of the Human Rights Act – The right to receive Equal Treatment and prohibits discrimination including sex, race, religion and economic and social status in conjunction with the Equalities Act which includes age and disability.</p> <p>All staff and service users will be treated fairly and their human rights will be respected.</p> <p>No adverse impact on human rights has been identified.</p>	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 	Investment in the Youth Centres will provide a quality public space for users, which will facilitate equality, diversity, inclusion and cohesion.	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>	Investment in the Youth Centres will provide a quality public space for all users, which will facilitate access to training and improved life outcomes.	Not applicable	Not applicable

Build and develop a diverse workforce that represents the community and citizens it serves.	Not applicable	Not applicable	Not applicable
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.	Investment in the Youth Centres will provide a quality public space for users, which will facilitate cohesion and create a safe, welcoming space.	Not applicable	Not applicable

Youth Investment Fund refurbishment of three Youth Centres FINAL



Assessment ID: YOU509

Assessment Author: John London

Assessment Project Summary:

Refurbishment works at Efford YC, Honicknowle YC and Frederick Street CC. Works to include:

Efford - internal remodelling, new roof coverings, new cladding, new access ramp and condition works.

Honicknowle - Internal remodelling, 2 new small extensions, new roof coverings and condition works.

Frederick Street - A new 2 storey hub building, internal remodelling, replacement of rainwater goods with some changes externally.

Assessment Final Summary:

The proposed works include installing solar PV and improving the efficiency of the building fabric of two of the youth centres and will have overall benefit to contributing to the climate agenda.

Biodiversity Score: 3

Biodiversity Score Justification: The Youth Centres will continue to deliver services to the community. The proposed changes do not impact on habitats or natural spaces.

Biodiversity Score Mitigate: No

GHG Emissions Score: 5

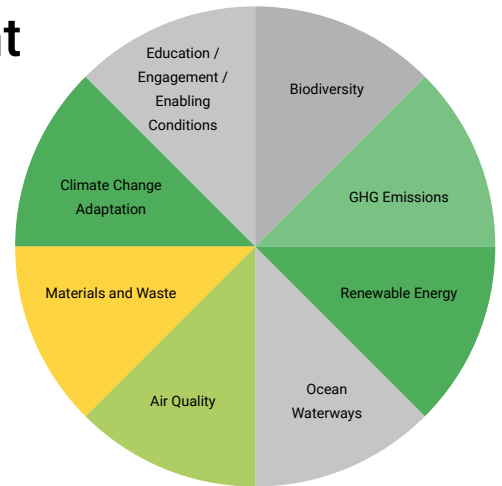
GHG Emissions Score Justification: The proposed work includes a reduction in GHG emissions by providing on-site zero carbon electricity and reduced heating and reducing heating energy through insulation at two sites.

GHG Emissions Score Mitigate: No

Renewable Energy Score: 5

Renewable Energy Score Justification: New solar PV arrays are due to be installed at Efford and

Youth Investment Fund refurbishment of three Youth Centres FINAL



Honicknowle which will increase renewable energy on site. Also new external insulated cladding is proposed which will make the buildings more heat efficient and should result in less energy required to heat the buildings.

Renewable Energy Score Mitigate: No

Ocean and Waterways Score: 3

Ocean and Waterways Score Justification: No works are proposed which impact on water quality.

Ocean and Waterways Score Mitigate: No

Air Quality Score: 4

Air Quality Score Justification: This work is not expected to change vehicle journeys. However, the proposed new cladding will improve fabric efficiency which will lead to reduced gas boileremissions.

Air Quality Score Mitigate: No

Materials and Waste Score: 2

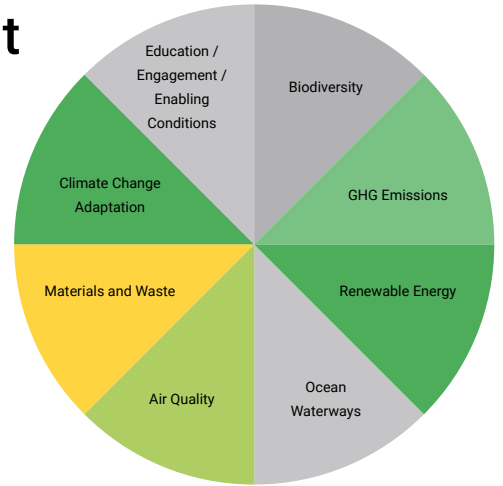
Materials and Waste Score Justification: This work will produce short term waste as its construction works. However, we have appointed a local contractor who has local waste arrangements in place to reduce the impact of waste removal from sites.

Materials and Waste Score Mitigate: No

Climate Change Adaptation Score: 5

Climate Change Adaptation Score Justification: The proposed projects help mitigate climate change and contribute towards net zero.

Youth Investment Fund refurbishment of three Youth Centres FINAL



Climate Change Adaptation Score Mitigate: No

Education / Engagement / Enabling Conditions Score: 3

Education / Engagement / Enabling Conditions Score Justification: These are youth centres so onsite measures to contribute to reducing climate impact will be engaging and will be used to educate

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

Document is Restricted

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EXECUTIVE DECISION

made by a Council Officer




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

Executive Decision Reference Number – COD17 24/25

Decision	
1	Title of decision: Contract Award for Refurbishment Works at Stonehouse (Frederick Street) Youth Centre
2	Decision maker (Council Officer name and job title): Gary Walbridge, Interim Strategic Director for Adults, Health and Communities
3	Report author and contact details: John London, Senior Project Manager, john.london@plymouth.gov.uk, 01752 307781
4a	<p>Decision to be taken:</p> <ol style="list-style-type: none"> To approve the contract award to TEC Construction (Holdings) Ltd; To approve Plymouth City Council to enter into contract with the above contractor for the delivery of refurbishment works for the value of £912,148.86.
4b	<p>Reference number of original executive decision or date of original committee meeting where delegation was made:</p> <p>L10 23/24 Acceptance of Youth Investment Fund and delegation for spending to the Strategic Director for People</p>
5	Reasons for decision: To allow Youth Investment funding along with ICE funding and Climate Emergency Investment funds to be spent on a range of refurbishment works at Efford Youth Centre. This will increase the service offer to the community while also addressing outstanding issues with the building.
6	<p>Alternative options considered and rejected:</p> <ol style="list-style-type: none"> Do nothing: Rejected, as this would lead to the loss of Youth Investment and CEIF funding; Use Council funds instead of external grant funding: Rejected, as this is not viable in current conditions although some condition funds have been included on the project.
7	Financial implications and risks: Youth Investment funding is required to be spent and the youth

	centres open by 31 st March 2025.			
	Revenue Implication: The cost of appropriate project management staff time associated with the delivery of the project is included in a revenue grant supplied through the Youth Investment Fund.			
	The contracts are to be met by the already approved combined capital budget for these three projects which is currently £3.4m made up of £1.8m from Youth Investment Funding, £600k from ICE funding and £1m from CEIF funding.			
	Delivery for the project will be in 2024/25.			
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:	The provision of Youth Services and improving Youth Centre / CYPFS buildings contributes to the Corporate Plan by helping to keep children, adults and communities safe, by providing quality public services and focusing on prevention and early intervention. Changes to our physical estate will allow to change and increase the services delivered from our buildings, it will enable us to better work alongside other services in the community and will also allow us to increase the number of young people who can gain access to our buildings and services.		
10	Please specify any direct environmental implications of the decision (carbon impact)	Changes to our buildings will allow us to improve the green credentials in our estate.		
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 Jemima Laing (Deputy Leader/ Children's Social Care, Culture and Communications). Councillor Chris Penberthy (Cabinet Member for Housing, Cooperative Development and Communities)		
13b	Date Cabinet Member consulted	13/6/24		
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?	N/A		
13e	Date other Cabinet member(s) consulted	N/A		
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	x	
15	Which Corporate Management Team member has been consulted?	Name	Gary Walbridge	
		Job title	Interim Strategic Director for Adults, Health and Communities	
		Date consulted	12/08/2024	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS32 24/25	
		Finance (mandatory)	DJN.24.25.059	
		Legal (mandatory)	LS/00003626/4/LB/09/08/24	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)	SN/PS/744/ED/0824	

Appendices									
17	Ref.	Title of appendix							
	A	Briefing report							
	B	Contract Award Report (Part I)							
	C	EIA							
	D	Climate Impact Assessment							
Confidential/exempt information									
18a	Do you need to include any confidential/exempt information?		Yes	<input type="checkbox"/>	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is 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	<input checked="" type="checkbox"/>					
			Exemption Paragraph Number						
			1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:				x				
	Contract Award Report (Part I I)								
Background Papers									
19	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>								
Title of background paper(s)			Exemption Paragraph Number						
			1	2	3	4	5	6	7
Contract Award Report (Part I)									
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		12/08/2024			
Print Name		Gary Walbridge							

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CONTRACT AWARD FOR DELIVERY OF REFURBISHMENT WORKS AT THREE YOUTH CENTRES – PART I



Efford, Honicknowle and Frederick Street Youth Centre July 2024
Community Connections

Background

Youth and community centres are crucial as they provide a safe space for young people to engage in positive activities, develop skills, and build relationships. Centres offer opportunities for education, recreation, and mentorship and promote healthy development among the youth in the community. Similarly, community centres serve as vital gathering places for residents to access resources, participate in programs, and build a sense of community and belonging. By investing in centres, communities can support the well-being and growth of their youth and enhance the overall quality of life for all residents.

Efford, Honicknowle and Frederick Street Youth and Community Centres form part of the cooperate estate and are the three sites which have recently been awarded £4m (£2.4m Youth Investment Fund, £600,000 from capital funds for legacy maintenance works and an additional £1m Emergency Climate Investment Funding.). Work proposed at the locations will completely revamp the buildings and deliver significantly more services to young people and communities than ever before.

Funding will be utilised to install solar and insulate the roofs and walls at the two sites. Solar arrays will reduce grid import with zero carbon on-site generation, and insulating the walls, under the new cladding, and the new roofs, will make both sites extremely energy efficient and environmentally sustainable.

The program is under the project management of PCC's Capital Projects and has an established management board consisting of Community Connections, Health and Safety, Capital Projects, Children Young People and Families, Capital and Revenue Finance and Facilities Management. The board provides a governance structure, sets strategic direction and objectives, monitors progress and manages risk.

Tender Process

PCC has successfully completed the tender process for the contract award relating to the work at the three sites. Further information regarding this process is contained within the Contract Award Report document which accompanies this approval.

Financial Implications

The anticipated contract sums for these projects are as follows:

- Efford - £408,852.07
- Honicknowle - £557,462.54
- Frederick Street - £912,148.86

These contracts are to be met by the already approved combined capital budget for these three projects which is currently £3.4m made up of £1.8m from Youth Investment Funding, £600k from ICE funding and £1m from CEIF funding.

Recommendation

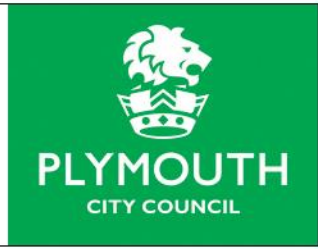
To award three separate contracts to TEC Construction (Holdings) Ltd for the following sums:

- Efford - £408,852.07

- Honicknowle - £557,462.54
- Frederick Steet - £912,148.86

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

Youth Centres Construction - 26596



- 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 of works to three youth centres (Efford Youth Centre; Fredrick Street Youth Centre; and Honicknowle Youth Centre) within the city centre including remodelling, condition works, a new hub building and associated works.

The Council is seeking to appoint a single main contractor to undertake all works. However, to complete the works to all 3 buildings, there will be a separate contract for each building, and the works will be dealt with as 3 separate projects.

Contract Duration: Approx 6 months

2. BACKGROUND

A main contractor is required to undertake the following works:

Efford – Internal remodelling/refurbishment, new disabled access ramp, new roof covering and new external cladding.

Honicknowle – two new small extensions, internal remodelling/refurbishment, new roof covering and new external cladding.

Frederick Street – A new 2 storey hub building, internal remodelling/refurbishment, new access ramp and changes to the car park entrance plus works to replace the rain water goods as per condition report.

3. PROCUREMENT PROCESS

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

The Council will evaluate tender submissions as a two part process.

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

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

Part I - Suitability Assessment - PAS9I

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

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	45%
Social Value	10%
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 (for all 3 youth centres) 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 I**.

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 only be undertaken where there is a difference in evaluator scoring of more than 1 point. 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 17th June 2024, with a tender submission date of 26th July 2024. Submissions were received from 1 supplier.

The tender submissions were independently evaluated by Council Officers 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 Council's Quantity Surveyor and managed through The Supplying the South West Portal. The financial 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 as follows:

Efford Youth Centre: £408,852.07

Honicknowle: £557,462.54

Fredrick Street: £912,148.86

The budget for this overall scheme was deemed as appropriate for the works included. Value engineering did take place in advance of the tender to ensure that the tenders came back under budget. Time constraints related to the Youth Investment Funding have tight timescales for delivery and meeting those was key to the schemes being delivered successfully. There is a list of value engineered items that could be added back into the scheme provided they do not exceed the overall budgets for the 3 projects. A contingency is also required due to the nature of the youth centres condition.

The form of contract to be used for the main contract works is JCT Intermediate Contract 2016 with design portion. Changes to the contract are possible via contract variations, which may result in price increases. This may include for unforeseen works or works that become necessary. Variations will be dealt with by the standard JCT process, whereby the contractor is to provide a quote for any changes of scope, which the Contract Administrator assesses and challenges as necessary before a decision on whether to proceed is taken.

7. RECOMMENDATIONS

It is recommended that a contract be awarded, for each youth centre building, to TEC Construction (Holdings) Ltd based on JCT Intermediate Contract 2016 with design portion. This award decision includes 3 separate contracts in total, as follows:



- Efford Youth Centre – 1 contract
- Fredrick Street Youth Centre – 1 contract
- Honicknowle Youth Centre – 1 contract

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

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:	05/08/24
Service Director [Signature provides authorisation to this award report and award of Contract]			
Name:	Matt Garrett		
Job Title:	Service Director for Community Connections		
Additional Comments (Optional):			
Signature:		Date:	07/08/2024

EQUALITY IMPACT ASSESSMENT – CONTRACT AWARD FOR A MAIN CONTRACTOR TO DELIVER REFURBISHMENT WORKS AT 3 YOUTH CENTRES WITHIN THE CITY

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): The person completing the EIA template.	John London	Department and service:	Strategic Projects Team, SP&I	Date of assessment:	25/07/2024
Lead Officer: Head of Service, Service Director, or Strategic Director.	Matt Garrett	Signature:		Approval date:	07/08/2024
Overview:	Youth and community centres are crucial as they provide a safe space for young people to engage in positive activities, develop skills, and build relationships. Centres offer opportunities for education, recreation, and mentorship and promote healthy development among the youth in the community. Similarly, community centres serve as vital gathering places for residents to access resources, participate in programs, and build a sense of community and belonging. By investing in centres, communities can support the well-being and growth of their youth and enhance the overall quality of life for all residents.				
Decision required:	<ol style="list-style-type: none"> To approve the Fredrick Street Youth Centre contract award to TEC Construction (Holdings) Ltd. To approve PCC to enter into contract with the above contractor for the delivery of refurbishment works for the value of £912,148.86. 				

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

<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>This EIA accompanies the EIA produced for the decision: L10 23/24 Youth Investment Fund - Acceptance of grant funding for delivery of improvements to our Youth Centres. There are no adverse impacts anticipated as a result of this decision.</p>			

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

<p>Protected characteristics (Equality Act, 2010)</p>	<p>Evidence and information (e.g. data and consultation feedback)</p>	<p>Adverse impact</p>	<p>Mitigation activities</p>	<p>Timescale and responsible department</p>
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<p>Age</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>No adverse impacts anticipated</p>	<p>Not applicable</p>	<p>Not applicable</p>
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<p>Care experienced individuals (Note that as per the Independent Review of Children’s Social Care recommendations, Plymouth City Council is treating care experience as though it is a protected characteristic).</p>	<p>It is estimated that 26 per cent of the homeless population in the UK have care experience. In Plymouth there are currently 7 per cent of care leavers open to the service (6 per cent aged 18-20 and 12 per cent of those aged 21+) who are in unsuitable accommodation.</p> <p>The Care Review reported that 41 per cent of 19-21 year old care leavers are not in education, employment or training (NEET) compared to 12 per cent of all other young people in the same age group.</p> <p>In Plymouth there are currently 50 per cent of care leavers aged 18-21 Not in Education Training or Employment (54 per cent of all those care leavers aged 18-24 who are open to the service).</p> <p>There are currently 195 care leavers aged 18 to 20 (statutory service) and 58 aged 21 to 24 (extended offer). There are more care leavers aged 21 to 24 who could return for support from services if they wished to.</p>	<p>No adverse impacts anticipated</p>	<p>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 anticipated</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 anticipated	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 anticipated	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 anticipated	Not applicable	Not applicable

<p>Race</p>	<p>In 2021, 94.9 per cent of Plymouth’s population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census)</p> <p>People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census)</p> <p>92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).</p>	<p>No adverse impacts anticipated</p>	<p>Not applicable</p>	<p>Not applicable</p>
<p>Religion or belief</p>	<p>48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census).</p> <p>Those who identified as Muslim account for 1.3 per cent of Plymouth’s population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).</p>	<p>No adverse impacts anticipated</p>	<p>Not applicable</p>	<p>Not applicable</p>
<p>Sex</p>	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>	<p>No adverse impacts anticipated</p>	<p>Not applicable</p>	<p>Not applicable</p>
<p>Sexual orientation</p>	<p>88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).</p>	<p>No adverse impacts anticipated</p>	<p>Not applicable</p>	<p>Not applicable</p>

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

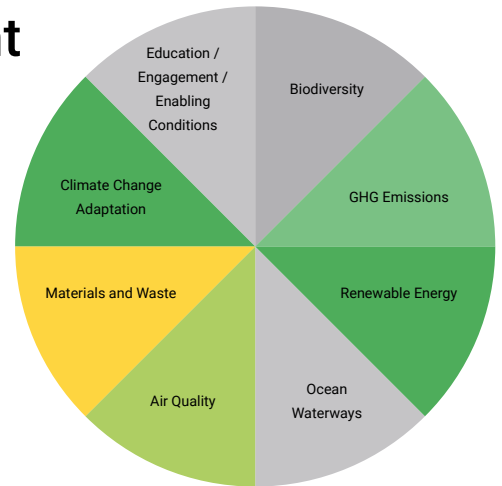
Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	<p>Plymouth City Council recognises Article 14 of the Human Rights Act – The right to receive Equal Treatment and prohibits discrimination including sex, race, religion and economic and social status in conjunction with the Equalities Act which includes age and disability.</p> <p>All staff and service users will be treated fairly and their human rights will be respected.</p> <p>No adverse impact on human rights has been identified.</p>	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 	Investment in the Youth Centres will provide a quality public space for users, which will facilitate equality, diversity, inclusion and cohesion.	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>	Investment in the Youth Centres will provide a quality public space for all users, which will facilitate access to training and improved life outcomes.	Not applicable	Not applicable

<p>Build and develop a diverse workforce that represents the community and citizens it serves.</p>	<p>Not applicable</p>	<p>Not applicable</p>	<p>Not applicable</p>
<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>	<p>Investment in the Youth Centres will provide a quality public space for users, which will facilitate cohesion and create a safe, welcoming space.</p>	<p>Not applicable</p>	<p>Not applicable</p>

Youth Investment Fund refurbishment of three Youth Centres FINAL



Assessment ID: YOU509

Assessment Author: John London

Assessment Project Summary:

Refurbishment works at Efford YC, Honicknowle YC and Frederick Street CC. Works to include:

Efford - internal remodelling, new roof coverings, new cladding, new access ramp and condition works.

Honicknowle - Internal remodelling, 2 new small extensions, new roof coverings and condition works.

Frederick Street - A new 2 storey hub building, internal remodelling, replacement of rainwater goods with some changes externally.

Assessment Final Summary:

The proposed works include installing solar PV and improving the efficiency of the building fabric of two of the youth centres and will have overall benefit to contributing to the climate agenda.

Biodiversity Score: 3

Biodiversity Score Justification: The Youth Centres will continue to deliver services to the community. The proposed changes do not impact on habitats or natural spaces.

Biodiversity Score Mitigate: No

GHG Emissions Score: 5

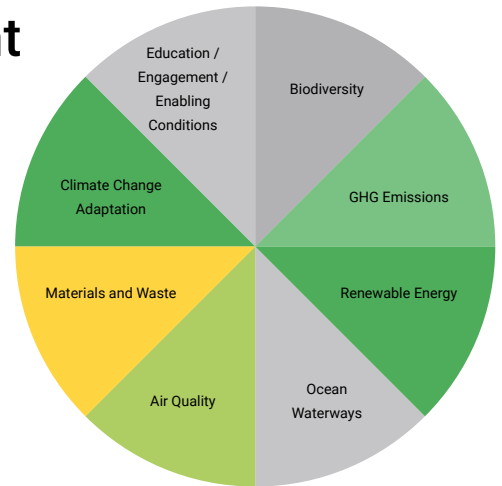
GHG Emissions Score Justification: The proposed work includes a reduction in GHG emissions by providing on-site zero carbon electricity and reduced heating and reducing heating energy through insulation at two sites.

GHG Emissions Score Mitigate: No

Renewable Energy Score: 5

Renewable Energy Score Justification: New solar PV arrays are due to be installed at Efford and

Youth Investment Fund refurbishment of three Youth Centres FINAL



Honicknowle which will increase renewable energy on site. Also new external insulated cladding is proposed which will make the buildings more heat efficient and should result in less energy required to heat the buildings.

Renewable Energy Score Mitigate: No

Ocean and Waterways Score: 3

Ocean and Waterways Score Justification: No works are proposed which impact on water quality.

Ocean and Waterways Score Mitigate: No

Air Quality Score: 4

Air Quality Score Justification: This work is not expected to change vehicle journeys. However, the proposed new cladding will improve fabric efficiency which will lead to reduced gas boileremissions.

Air Quality Score Mitigate: No

Materials and Waste Score: 2

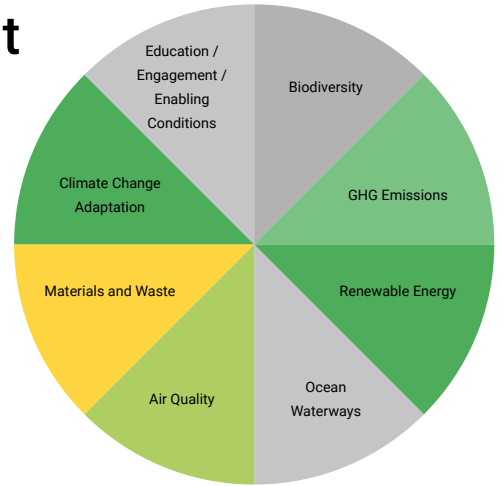
Materials and Waste Score Justification: This work will produce short term waste as its construction works. However, we have appointed a local contractor who has local waste arrangements in place to reduce the impact of waste removal from sites.

Materials and Waste Score Mitigate: No

Climate Change Adaptation Score: 5

Climate Change Adaptation Score Justification: The proposed projects help mitigate climate change and contribute towards net zero.

Youth Investment Fund refurbishment of three Youth Centres FINAL



Climate Change Adaptation Score Mitigate: No

Education / Engagement / Enabling Conditions Score: 3

Education / Engagement / Enabling Conditions Score Justification: These are youth centres so onsite measures to contribute to reducing climate impact will be engaging and will be used to educate

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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