



**Oversight and Governance**

Chief Executive's Department

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Published 15/10/24

## Delegated Decisions

### Delegated Executive/Officer Decisions

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

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

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

## **Delegated Decisions**

### **I. Council Officer Decision - David Draffan (Service Director for Economic Development):**

Ia. COD26 24/25 - Civic Centre: Design and Project Management **(Pages 1 - 30)**

# EXECUTIVE DECISION

made by a Council Officer



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

Executive Decision Reference Number – COD26 24/25

Decision				
1	<b>Title of decision:</b> Civic Centre: Design and Project Management			
2	<b>Decision maker:</b> David Draffan, Service Director Economic Development			
3	<b>Report author and contact details:</b> Iain Mackelworth. <a href="mailto:iain.mackelworth@plymouth.gov.uk">iain.mackelworth@plymouth.gov.uk</a>			
4a	<b>Decision to be taken:</b> That the Service Director for Economic Development approves: <ul style="list-style-type: none"> <li>The procurement and appointment of consultants to undertake design development work, providing the Council with the expertise and capacity it needs to take forward this project.</li> </ul>			
4b	<b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> City Centre Skills Hub, Cabinet, 18/3/2024.			
5	<b>Reasons for decision:</b> To approve the procurement and appointment of a design team.			
6	<b>Alternative options considered and rejected:</b> Do Nothing, undertake a limited phase of design work.			
7	<b>Financial implications and risks:</b> Total potential commitment of £2.57m over 3 years to be funded from existing approved Council borrowing and externally secured grant funding. The services and works will be managed in a way that minimises risk to the Council.			
8	<b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	<b>Per the Constitution, a key decision is one which:</b>
			x	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			x	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b>
		x	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.	

8b	If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</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 decision supports Policy PLY6 of the Joint Local Plan (JLP) which sets out the ambition to transform Plymouth city centre, safeguarding the existing retail offer whilst intensifying use of the city centre through the creation of a critical mass of new housing. Policy PLY15 of the JLP deals specifically with the redevelopment and repurposing of the Civic Centre.
10	Please specify any direct environmental implications of the decision (carbon impact)	This decision relates specifically to the design services. The direct impact of these activities on the environment are neutral or very limited. The design team will be challenged to ensure the environmental performance of the design is optimised; the performance of the building will be the subject of a future assessment.

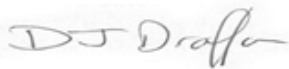
### Urgent decisions

11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact <a href="#">Democratic Support</a> 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 Lowry, Cabinet Member for Finance		
13b	Date Cabinet Member consulted	08 October 2024		
13c	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	X	(If no go to section 14)
13d	Which other Cabinet member's portfolio is affected by the decision?			
13e	Date other Cabinet member(s) consulted			

14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer				
		No	X					
15	Which Corporate Management Team member has been consulted?	Name	Karime Hassan					
		Job title	Interim Strategic Director for Growth					
		Date consulted	08 October 2024					
<b>Sign-off</b>								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS63 24/25					
		Finance (mandatory)	CH.24.25.034					
		Legal (mandatory)	LS/00001312/1/AC/19/9/24					
		Human Resources (if applicable)	N/A					
		Corporate property (if applicable)	JW 0124 13/08/24					
		Procurement (if applicable)	HG/PS/752/ED/0924					
<b>Appendices</b>								
17	Ref.	Title of appendix						
	A	Briefing report for publication						
	B	Equalities Impact Assessment						
	C	Climate Impact Assessment						
<b>Confidential/exempt information</b>								
18a	Do you need to include any confidential/exempt information?	Yes	X	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.				
		No						
		<b>Exemption Paragraph Number</b>						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title: Capital Business Case			X				
<b>Background Papers</b>								
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
N/A							
Council Officer Signature							
<b>20</b>	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.						
<b>Signature</b>			<b>Date of decision</b>	14.10.2024			
<b>Print Name</b>	David Draffan						

# BRIEFING PAPER

## CIVIC CENTRE – DESIGN AND PROJECT MANAGEMENT SERVICES

OCTOBER 2024



### 1. EXECUTIVE SUMMARY

The reoccupation and re-use of the Civic Centre is a priority for the Council. In March 2024, the Council's Cabinet took a decision to re-acquire the building from the current owners (Urban Splash), seek further public sector funding to address the viability challenges and work with City College Plymouth to develop proposals for a new city centre campus in the lower ground floors of the building.

This briefing paper provides a summary on the next phase of work related to the redevelopment of the Civic Centre, which involves the procurement and appointment of consultants to undertake design development work, providing the Council with the expertise and capacity it needs to take forward this project.

These services are essential to move the project forward, to retain the public funding already secured for the Civic Centre and to maximise the Council's ability to secure the other public funding required.

### 2. BACKGROUND

The reoccupation and re-use of the Civic Centre is a priority for the Council to build confidence in the wider city centre regeneration programme.

Aligned to the growth of the marine and defence industries in Plymouth and to help address the skills shortages in these areas, City College Plymouth (CCP) have brought forward proposals to establish a new city centre campus that would take up all of the commercial space in the building.

In March 2024, the Council's Cabinet agreed to reacquire the building, work with CCP on their proposals for a new city centre campus, seek further public sector funding to address the viability challenges and granted authority to the Service Director for Economic Development in conjunction with the Section 151 Officer to complete the purchase of the building and enter into service and works contracts to progress the project.

To take forward the project in line with the Cabinet decision, a Capital Business Case has been developed for £2.57m to procure and appoint consultants to undertake design development work, providing the Council with the expertise and capacity it needs to take forward this project.

### 3. PROPOSED CHANGES AND REASONS

The design team will include the full range of services and specialisms required to design and manage work to repair the structure, to re-clad the building, to replace the façade, complete repairs to the roof, and prepare the lower ground floors so that these are ready for fit out and occupation. At the end of this work the shell and core of the 'tower' will also be ready for fit out for residential development.



#### **4. ALTERNATIVE OPTIONS**

##### **Do Nothing**

In the 'Do Nothing' Option, given the viability challenges associated with redeveloping the building, it is certain that the Civic Centre will continue to blight the city centre and the structure will deteriorate further impacting on the Council's aim to regenerate the city centre.

##### **Undertake a limited phase of design work**

This option would involve a limited amount of design work to support short term decisions regarding the project. However, on balance the preferred option is to appoint a full design team that can take forward the project over the next 3 years, providing continuity of knowledge and expertise.

#### **5. FINANCIAL IMPLICATIONS AND RISK**

The total cost of employing a full design team is estimated to be £2.57m.

The design team appointments will be commissioned through a staged approach with key disciplines appointed first with others to follow. In some instances, the appointments will cover specific phases of work.

#### **6. TIMESCALES**

The programme will be confirmed through the work undertaken by the design team but the expectation is the lower ground floors should be ready for occupation by 2028 or 2029.



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

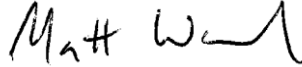
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# EQUALITY IMPACT ASSESSMENT

## DESIGN, PROJECT MANAGEMENT SERVICES AND INTERNAL DEMOLITIONS

### SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> The person completing the EIA template.	Iain Mackelworth	<b>Department and service:</b>	Economic Development, Strategic Development Projects.	<b>Date of assessment:</b>	22/8/24
<b>Lead Officer:</b> Head of Service, Service Director, or Strategic Director.	Matt Ward	<b>Signature:</b>		<b>Approval date:</b>	28/8/24
<b>Overview:</b>	<p>The reoccupation and re-use of the Civic Centre is a priority for the Council to build confidence in the wider City Centre regeneration programme in line with Policy PLY6 of the Joint Local Plan (JLP) which sets out the ambition to transform Plymouth City Centre, safeguarding the existing retail offer whilst intensifying use of the city centre through the creation of a critical mass of new housing. Policy PLY15 of the JLP deals specifically with the redevelopment and repurposing of the Civic Centre including the provision of residential units on the site.</p> <p>Aligned to the growth of the marine and defence industries in Plymouth and to help address the skills shortages in these areas, City College Plymouth (CCP) have brought forward proposals to establish a new city centre campus that would take up all of the commercial space in the building. This new facility would offer 60 new courses and teach up to 2,000 new students per annum, with a focus on training of students to provide the skills required to support the future blue and green economy.</p> <p>In March 2024, the Council's Cabinet agreed to re-acquire the building for £1.00 and seek further public sector funding to address the viability challenges and granted authority to the Service Director for Economic Development in conjunction with the Section 151 Officer to complete the purchase of the building and enter into service and works contracts to progress the project.</p>				
<b>Decision required:</b>	<p>To progress the project in line with the March 2023 Cabinet decision, a Capital Business Case has been developed for £2.57m requesting that the Service Director for Economic Development approves:</p> <ul style="list-style-type: none"> <li>The procurement and appointment of consultants to undertake design development work, providing the Council with the expertise and capacity it needs to take forward this project.</li> </ul>				

**SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL**

<p><b>Potential external impacts:</b> Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?</p>	<p><b>Yes</b></p>		<p><b>No</b></p>	<p>No</p>
<p><b>Potential internal impacts:</b> Does the proposal have the potential to negatively impact Plymouth City Council employees?</p>	<p><b>Yes</b></p>		<p><b>No</b></p>	<p>No</p>
<p>Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)</p>	<p><b>Yes</b></p>		<p><b>No</b></p>	<p>No</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>The decision relates to the appointment of a design team. The design itself will be expected to meet the highest standards in terms of accessibility and to be develop with full regard to Equality legislation. This responsibility will be assigned to the architect.</p>			

**SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT**

<p><b>Protected characteristics (Equality Act, 2010)</b></p>	<p><b>Evidence and information (e.g. data and consultation feedback)</b></p>	<p><b>Adverse impact</b></p>	<p><b>Mitigation activities</b></p>	<p><b>Timescale and responsible department</b></p>
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<b>Age</b>	<p>Plymouth</p> <ul style="list-style-type: none"> <li>• 16.4 per cent of people in Plymouth are children aged under 15.</li> <li>• 65.1 per cent are adults aged 15 to 64.</li> <li>• 18.5 percent are adults aged 65 and over.</li> <li>• 2.4 percent of the resident population are 85 and over.</li> </ul> <p>South West</p> <ul style="list-style-type: none"> <li>• 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64.</li> <li>• 22.3 per cent are aged 65 and over.</li> </ul> <p>England</p> <ul style="list-style-type: none"> <li>• 17.4 per cent of people are aged 0 to 14.</li> <li>• 64.2 per cent of people are aged 15 to 64.</li> <li>• 18.4 per cent of people are aged 65 and over.</li> </ul> <p>(2021 Census)</p>			
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<p><b>Care experienced individuals</b> (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><b>Disability</b></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>			

<b>Gender reassignment</b>	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).			
<b>Marriage and civil partnership</b>	<p>40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married.</p> <p>0.49 per cent of residents are, or were, married or in a civil partnerships of the same sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).</p>			
<b>Pregnancy and maternity</b>	The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.			

<p><b>Race</b></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><b>Religion or belief</b></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><b>Sex</b></p>	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>			
<p><b>Sexual orientation</b></p>	<p>88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).</p>			



**SECTION FOUR: HUMAN RIGHTS IMPLICATIONS**

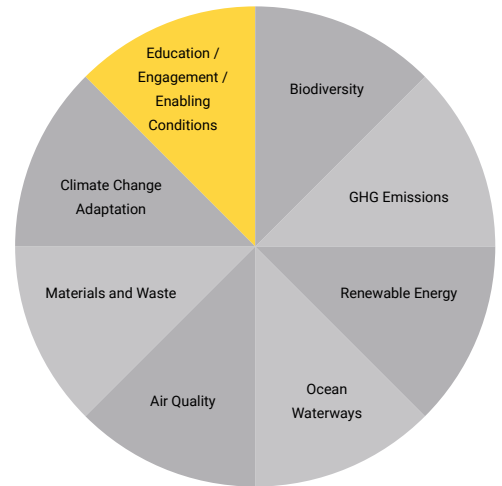
Human Rights	Implications	Mitigation Actions	Timescale and responsible department

**SECTION FIVE: OUR EQUALITY OBJECTIVES**

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
<p><b>Work together in partnership to:</b></p> <ul style="list-style-type: none"> <li>▪ promote equality, diversity and inclusion</li> <li>▪ facilitate community cohesion</li> <li>▪ support people with different backgrounds and lived experiences to get on well together</li> </ul>			
<p><b>Give specific consideration to care experienced people to improve their life outcomes, including access to training, employment and housing.</b></p>			
<p><b>Build and develop a diverse workforce that represents the community and citizens it serves.</b></p>			
<p><b>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.</b></p>			

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# Civic Centre Design Fees DRAFT



**Assessment ID:** CIV470

**Assessment Author:** Iain Mackelworth

**Assessment Project Summary:**

Design Works related to the redevelopment of the Civic Centre

**Assessment Final Summary:**

This assessment relates the appointment of a design team. The work of the design team has no or little direct impact on the Climate. The Design will be challenged to mitigate the impact of the building during the construction and during its operational life. The impact of the final design should be assessed when complete and as part of any future decision to approve works to the building. .

**Biodiversity Score:** 3

**Biodiversity Score Justification:** This assessment relates to the appointment of a Design team. There are no direct impact impacts associated with these appointment. The Design team will be challenged to meet the Bio-Diversity Net Gain targets related to the future redevelopment of the Civic Centre. .

**Biodiversity Score Mitigate:** No

**GHG Emissions Score:** 3

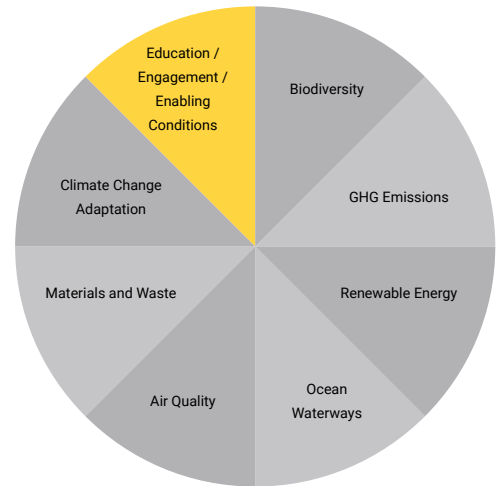
**GHG Emissions Score Justification:** This assessment relates to the appointment of a design team which has no direct impact on GHG emissions . The future redevelopment of the Civic Centre will retain the existing structure and the embodied carbon within the existing structure. The design team will be challenged to demonstrate their experience in this area as part of the appointment process and also how they minimise the environment impact of their work.

**GHG Emissions Score Mitigate:** No

**Renewable Energy Score:** 3

**Renewable Energy Score Justification:** This assessment relates to the design works . This phase of work has no direct impact on renewable energy. However, the Design Team will be challenge to demonstrate their experience in this area as part of the appointment process.

# Civic Centre Design Fees DRAFT



**Renewable Energy Score Mitigate:** No

**Ocean and Waterways Score:** 3

**Ocean and Waterways Score Justification:** This assessment relates to the appointment of design team which has no direct impact . The redevelopment of the Civic Centre will increase the need for water and drainage. The design team will be challenged to demonstrate their experience in this area as part of the appointment process.

**Ocean and Waterways Score Mitigate:** No

**Air Quality Score:** 3

**Air Quality Score Justification:** This assessment relates to the design services which have no direct impact on air quality. The future construction works and movement to and future use of the building will create additional traffic in the city centre . However, this location is highly accessible by public transport and therefor the operational impacts are likely to be lower than less accessible location. A construction and a travel plan will be required as part of the planning application. The Design Team will be challenge to demonstrate their experience in this area as part of the appointment process.

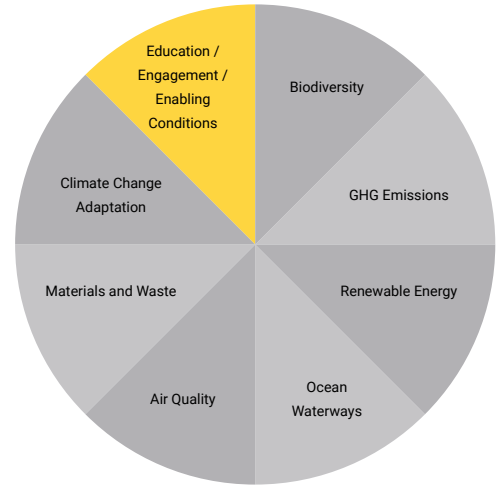
**Air Quality Score Mitigate:** No

**Materials and Waste Score:** 3

**Materials and Waste Score Justification:** This assessment relates to the design works which will have no/neutral impact. The future redevelopment of the Civic Centre will refurbish the existing structure. The Design Team will be challenge to demonstrate their experience in this area as part of the appointment process.

**Materials and Waste Score Mitigate:** No

# Civic Centre Design Fees DRAFT



## Climate Change Adaptation Score: 3

**Climate Change Adaptation Score Justification:** This assessment relates to the design services which have limited impact on the climate. The Design Team will be challenged to ensure the future the redevelopment of the Civic Centre is done in way which manages risk from future climate change.

**Climate Change Adaptation Score Mitigate:** No

## Education / Engagement / Enabling Conditions Score: 2

**Education / Engagement / Enabling Conditions Score Justification:** his assessment relates to the design services . There are short term positive impacts which could be secured through the promotion of the environmental benefits of the emerging design and re-use of the structure.

**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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