



Oversight and Governance

Chief Executive's Department

Plymouth City Council

Ballard House

Plymouth PL1 3BJ

T 01752 305155

www.plymouth.gov.uk/democracy

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Delegated Decisions

Delegated Executive/Officer Decisions

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

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

Notice of call-in for non-urgent decisions must be given to the Democratic Support Team by 4.30 pm on 12 March 2025. 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 decision detailed below may be implemented on 13 March 2025 if it is not called-in.

Delegated Decisions

I. Councillor Mary Aspinall (Cabinet Member for Health and Adult Social Care):

- Ia HASC02 24/25 - Extension to Advice Plymouth Contract Extension **(Pages 1 - 16)**

EXECUTIVE DECISION**made by a Cabinet Member****REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER****Executive Decision Reference Number – HASC02 24/25**

Decision															
1	Title of decision:	Extension to Advice Plymouth Contract Extension													
2	Decision maker:	Councillor Mary Aspinall (Cabinet Member Health and Adult Social Care)													
3	Report author and contact details:	Andrea Langman, Commissioning Officer andrea.langman@plymouth.gov.uk													
4	Decision to be taken:	To extend the Advice Plymouth contract (reference I1134) for a period of 2 years from 1 April 2025 to 31 March 2027, with an option for an additional extension of a further year to 31 March 2028 if required.													
5	Reasons for decision:	<ol style="list-style-type: none"> To enable the longer term commissioning intentions for the advice provision to be informed by a planned review of Plymouth's 'early help' services for adults. To ensure continuity of advice service provision pending the outcome of the review of Plymouth's 'early help' services for adults. 													
6	Alternative options considered and rejected:	<ol style="list-style-type: none"> To decommission the Advice Plymouth service on expiry of the current contract on 31 March 2025. This option is rejected as it will not meet the advice provision needs of Plymouth residents. To reprocur the Advice Plymouth contract immediately. This option is rejected as it does not allow the longer term commissioning intentions for this service to be informed by the findings of the planned review of Plymouth's 'early help' services for adults. 													
7	Financial implications and risks:	<p>The current annual value of the Advice Plymouth contract (reference I1134) is just under £633k. Approximately 90% (£569k) of this amount is funded from Plymouth City Council's revenue budget, with the remaining 10% (£63.8k) being funded by NHS Devon's Integrated Care Board (ICB).</p> <p>Therefore, the revenue budget required to extend the contract for a period of two years from 1 April 2025 to 31 March 2027 will be as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>2025/26</th> <th>2026/27</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Plymouth City Council</td> <td>£569k</td> <td>£569k</td> <td>£1.138m</td> </tr> <tr> <td>NHS Devon ICB</td> <td>£ 63.8k</td> <td>£ 63.8k</td> <td>£ 127.6k</td> </tr> </tbody> </table>			2025/26	2026/27	Total	Plymouth City Council	£569k	£569k	£1.138m	NHS Devon ICB	£ 63.8k	£ 63.8k	£ 127.6k
	2025/26	2026/27	Total												
Plymouth City Council	£569k	£569k	£1.138m												
NHS Devon ICB	£ 63.8k	£ 63.8k	£ 127.6k												

Total	£632.8k	£632.8k	£1.2656m
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If it becomes necessary in due course to exercise the option for an additional extension of a further year to 31 March 2028 – for example in the event that unforeseen circumstances impact upon the timescale for conclusion of the Council’s planned review of early help services for adults in the city – the revenue budget required for 2027/28 would be as follows:

	2027/28
Plymouth City Council	£569k
NHS Devon ICB	£ 63.8k
Total	£632.8k

At the present time NHS Devon ICB has confirmed the continuation of its funding contribution for this contract for a period of 2 years to 31 March 2027. If in due course Plymouth City Council wishes to exercise the option for an additional extension of a further year to 31 March 2028, confirmation will be sought from NHS Devon ICB regarding its financial contribution for 2027/28 so that the overall funding available to extend the contract can be confirmed.

It should be noted that the above figures do not take into account any inflationary uplifts which may subsequently be applied to the contract value for 2025/26, 2026/27 or 2027/28.

8 **Legal Implications:** None.

9	Is the decision a Key Decision? (please contact Democratic Support for further advice) Please type an X into the relevant boxes	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 annually
			X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions	N/A		
10	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 the Council’s Corporate Plan aims to minimise the impact of the cost of living crisis and to focus on prevention and early intervention.		

11	Please specify any direct environmental implications of the decision (carbon impact)	None.		
Urgent decisions				
12a	Is the decision urgent and to be implemented immediately in the interests of the Council or the public? Please type an X into the relevant box	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	X	(If no, go to section 13a)
12b	Reason for urgency:			
12c	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision? Please type an X into the relevant box	Yes		
		No	X	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			
13c	Date Cabinet member consulted			
14	Has any Cabinet member declared a conflict of interest in relation to the decision? Please type an X into the relevant box	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	Strategic Director for Adults, Health and Communities and Adult Social Care Retained Functions	
		Date consulted	25 February 2025	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	JS109 24/25	

	Finance (mandatory)	OW.24.25.044
	Legal (mandatory)	LS/00001312/2/AC/27/2/25
	Procurement (if applicable)	JS/SC/065/ED/CA(V)/0325
	Corporate property (decisions involving Council owned land or facilities) (if applicable)	N/A
	Human Resources (if applicable)	N/A

Appendices

17	Ref.	Title of appendix
	A	Extension to Advice Plymouth contract Equalities Impact Assessment
	B	Extension to Advice Plymouth contract Briefing Paper – Part I

Confidential/exempt information

18a	Do you need to include any confidential/exempt information? Please type an X into the relevant box	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)
		No	X	

Exemption Paragraph Number

		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							


Background Papers

19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.
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Title of background paper(s)

Exemption Paragraph Number

	1	2	3	4	5	6	7

Cabinet Member Signature							
20	I agree the decision and confirm that it is not contrary to the Council’s policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council’s duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act (2010) and those who do not. For further details please see the EIA attached.						
Signature			Date of decision	05/03/2025			
Print Name	MARY ASPINALL						

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Extension to Advice Plymouth contract Briefing Paper – Part I**Background**

'Advice Plymouth' is a health, social care, wellbeing and financial inclusion advice and information service for Plymouth residents, currently delivered in partnership by Citizen's Advice Plymouth and Improving Lives Plymouth.

In 2023/24, the Advice Plymouth service supported local residents with a total of 18,647 issues, with the most commonly occurring issues being in relation to: Benefits and Tax Credits, Housing, Employment, Charitable Support and Food Banks, Legal issues, Relationships and Family (e.g. separation, divorce etc), Debt, Utilities, Health and Social Care. The service also supports residents with 'Blue Badge' and Bus Pass applications.

The majority of core service activity is related to financial inclusion and maximising the income of Plymouth residents; for example, in 2023/24, the Advice Plymouth service supported people to successfully claim a total of £5m in previously unclaimed welfare benefits including PIP/DLA, Universal Credit, Attendance Allowance, Carers Allowance and Pension Credit.

In the context of ongoing cost of living pressures, demand for the service is growing. The volume of issues about which people sought information, advice or support in 2023/24 was 13% higher than it had been in 2022/23. In the first nine months of 2024/25 the volume had already reached 20,401 issues, which is 9.4% higher than the whole of 2023/24.

The Advice Plymouth service is principally funded by Plymouth City Council, with the NHS Devon Integrated Care Board (ICB) contributing approximately 10% of the current funding. NHS Devon ICB's contribution enables the service to undertake outreach into clinical settings such as Derriford Hospital, the Glenbourne Unit and Plym Neurological Rehabilitation Unit, so that people can benefit from information, advice and support prior to discharge.

The current Advice Plymouth contract is in place until 31 March 2025.

Future commissioning

Plymouth City Council is currently undertaking a multi-year programme of transformation in relation to social care services for adults in the city; this programme will include a review of the services available locally which aim to prevent people developing social care needs in the first place, and to offer help early on if needs do arise. The scope of this 'prevention and early help review' will be wide ranging and will include the activities currently undertaken by the Advice Plymouth service.

It is anticipated that the prevention and early help review will be completed in 2025/26 and its findings will then inform longer term commissioning intentions for, amongst other things, the provision of health, social care, wellbeing and financial inclusion advice and information in the city.

It is therefore the Council's intention to extend the current Advice Plymouth contract (reference 11134) for a period of two years from 1 April 2025 to 31 March 2027, with an option for an additional extension of a further year to 31 March 2028 if required.

The two-year extension will ensure continuity of advice service provision at a time when demand is increasing, and ensure that the longer term commissioning of the service can be fully informed by the findings of the prevention and early help review. The extension will also provide the opportunity to establish the longer-term trend in demand for the Advice Plymouth service, which has seen an increase since both the lifting of Covid19 restrictions and the start of


the current cost of living 'crisis'. The option for a further one-year extension to the current contract will provide the flexibility to ensure continuity of service provision in the event that unforeseen circumstances arise which impact upon the timescale for conclusion of the prevention and early help review.

Alternative options considered and rejected

1. To decommission the Advice Plymouth service on expiry of the current contract on 31 March 2025. This option is rejected as it will not meet the advice provision needs of Plymouth residents.
2. To reprocure the Advice Plymouth contract immediately. This option is rejected as it does not allow the longer-term commissioning intentions for this service to be informed by the findings of the planned review of Plymouth's 'early help' services for adults. Furthermore, if the service was re-procured now, based on current escalating demand, this may not be reflective of the long-term volume of need for the service; the trend in longer term need will be clearer if the service is re-procured following extension of the contract as set out above.

EQUALITY IMPACT ASSESSMENT – EXTENSION TO ADVICE PLYMOUTH CONTRACT

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): The person completing the EIA template.	Andrea Langman	Department and service:	Strategic Cooperative Commissioning	Date of assessment:	18/02/2025
Lead Officer: Head of Service, Service Director, or Strategic Director.	Emma Crowther	Signature:		Approval date:	21 st February 2025
Overview:	<p>'Advice Plymouth' is a health, social care, wellbeing and financial inclusion advice and information service for Plymouth residents, currently delivered in partnership by Citizen's Advice Plymouth and Improving Lives Plymouth.</p> <p>In 2023/24, the Advice Plymouth service supported local residents with a total of 18,647 issues, with the most commonly occurring issues being in relation to: Benefits and Tax Credits, Housing, Employment, Charitable Support and Food Banks, Legal issues, Relationships and Family (e.g. separation, divorce etc), Debt, Utilities, Health and Social Care. The service also supports residents with 'Blue Badge' and Bus Pass applications.</p>				
Decision required:	To extend the Advice Plymouth contract (reference I1134) for a period of 2 years from 1 April 2025 to 31 March 2027, with an option for an additional extension of a further year to 31 March 2028 if required.				

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>Advice Plymouth is an open access, 'universal' service, available to all Plymouth residents. It is an externally commissioned service, not a service directly delivered by Plymouth City Council employees. Extending the contract to deliver the Advice Plymouth service in its current form will therefore not have the potential to negatively impact people with protected characteristics, care experience or Plymouth City Council employees.</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>None identified</p>	<p>N/A</p>	<p>N/A</p>
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<p>Care experienced individuals</p> <p>(Note that as per the Independent Review of Children's Social Care recommendations, Plymouth City Council is treating care experience as though it is a protected characteristic).</p>	<p>It is estimated that 26 per cent of the homeless population in the UK have care experience. In Plymouth there are currently 7 per cent of care leavers open to the service (6 per cent aged 18-20 and 12 per cent of those aged 21+) who are in unsuitable accommodation.</p> <p>The Care Review reported that 41 per cent of 19-21 year old care leavers are not in education, employment or training (NEET) compared to 12 per cent of all other young people in the same age group.</p> <p>In Plymouth there are currently 50 per cent of care leavers aged 18-21 Not in Education Training or Employment (54 per cent of all those care leavers aged 18-24 who are open to the service).</p> <p>There are currently 195 care leavers aged 18 to 20 (statutory service) and 58 aged 21 to 24 (extended offer). There are more care leavers aged 21 to 24 who could return for support from services if they wished to.</p>	None identified	N/A	N/A
<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>	None identified	N/A	N/A

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).	None identified	N/A	N/A
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).	None identified	N/A	N/A
Pregnancy and maternity	The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.	None identified	N/A	N/A

<p>Race</p>	<p>In 2021, 94.9 per cent of Plymouth’s population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census) People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census) 92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).</p>	<p>None identified</p>	<p>N/A</p>	<p>N/A</p>
<p>Religion or belief</p>	<p>48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census). 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>None identified</p>	<p>N/A</p>	<p>N/A</p>
<p>Sex</p>	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>	<p>None identified</p>	<p>N/A</p>	<p>N/A</p>
<p>Sexual orientation</p>	<p>88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).</p>	<p>None identified</p>	<p>N/A</p>	<p>N/A</p>

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	None identified	N/A	N/A

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
Work together in partnership to: <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 	None identified	N/A	N/A
Give specific consideration to care experienced people to improve their life outcomes, including access to training, employment and housing.	None identified	N/A	N/A
Build and develop a diverse workforce that represents the community and citizens it serves.	None identified	N/A	N/A
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.	None identified	N/A	N/A

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